

**P.G. Department of Commerce
and Business Administration**

**SYLLABUS
for
BACHELOR IN COMMERCE
B.Com (Hons.)
(Semester: I-VI)
Session: 2021-22**



**KHALSA COLLEGE, AMRITSAR
(An Autonomous College)**

NAME OF PROGRAMME: BACHELORS IN COMMERCE (HONOURS) B.Com (Hons.)

Programme Objective:

The Purpose of this programme has been designed to promote understanding of the issues confronting the business world and the economy as a whole. The program will help understand various systems, policy framework, and strategies needed to administer the rapid changes in an organization's globally-oriented environment.

This program will instil in the students the knowledge and capability of understanding the business world and its complexities. 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.

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.

Program Specific Outcomes (PSO):

PSO-1: The curriculum of B.Com. (Hons.) Programme is designed in such a way so that the students can get thorough knowledge about contemporary issues relating to different areas such as Finance, Human Resource Management, Business Economics, Business Statistics, Marketing, Internatinal Business, Indian Economy, Corporate and Business Laws, Insurance, Accounting and Taxation, etc.

PSO-2: Through specialised courses, the students will get practical training which help them with their jobs related to banks and companies.

PSO-3: The teaching/learning pedagogies used in the programme make the students skilled enough to deliver presentations and communicate information effectively with confidence.

PSO-4: The programme will be helpful in developing the attitude of entrepreneurship by instilling in students the competencies and entrepreneurial skills needed for starting their own business or for them to become self employed.

PSO-5: The students become technologically updated as the programme has courses like Computerised Accounting System and Computer Applications. This will help them in using software and becoming independent in today's world of digitization.

PSO-6: After completing this programme, the students can pursue higher studies or professional courses such as CA, CS, CMA and appear in other competitive exams.

PSO-7: Case studies, seminars, project work are very important part of this program curriculum which enable students to get practical exposure and bridge the gap between industry and academia. It will also help them in higher education and research in Finance, Accounting, Commerce and Economics.

PSO-8: Students will understand basic statistical techniques which would be very useful for business and economic analysis.

SCHEME OF COURSES 2021-22

SEMESTER – I

COURSE NO.	COURSE TITLE	Theory	Internal assessment	Practical	Total marks	Credits	Tutorial per week	Page No.
BCG-101	English (Compulsory)	37	13	-	50	4	-	1-2
BCG-102	Compulsory Punjabi/ Basic Punjabi/ PHC	37	13	-	50	4	-	3-6
BCG-103	Financial Accounting	37	13	-	50	4	2	7-8
BCG-104	Business Organization	37	13	-	50	4	-	9-10
BCG-105	Business Communication	37	13	-	50	4	-	11-12
BCG-106	Business Statistics	37	13	-	50	4	-	13-14
BCG -107	Computer Fundamentals	27	13	10	50	4	-	15-16
DA-1	Drug Abuse: Problem, Management & Prevention				50	1.5		17-19

SEMESTER – II

COURSE NO.	COURSE TITLE	Theory	Internal assessment	Practical	Total marks	Credits	Tutorial per week	Page No.
BCG-201	English (Compulsory)	37	13	-	50	4	-	20-21
BCG-202	Compulsory Punjabi/ Basic Punjabi/ PHC	37	13	-	50	4	-	22-25
BCG – 203	Advanced Financial Accounting	27	13	10	50	4	2	26-27
BCG-204	Commercial laws	37	13	-	50	4	-	28-29
BCG-205	Business Economics	37	13	-	50	4	-	30-31
BCG-206	Functional Management	37	13	-	50	4	2	32-33
BCG-207	Seminar	-	-	-	50	2	-	34
BCG-208	PC Softwares In Business Applications	27	13	10	50	4	-	35-36
DA-2	Drug Abuse: Problem, Management & Prevention				50	1.5		37-38

Anyone paper out of the following groups:

BCH-209	Banking and Financial System (Group I)	37	13		50	4		39-40
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BCH-210	Production Management (Group II)	37	13	-	50	4		41-42
BCH-211	Principles and Practice of Life Insurance (Group III)	37	13	-	50	4		43-44
BCH-212	Management of International Business Operation (Group IV)	37	13	-	50	4		45-46

SEMESTER – III

COURSE NO.	COURSE TITLE	Theory	Internal assessment	Practical	Total marks	Credits	Tutorial per week	Page No.
BCG-301	English (Compulsory)	37	13	-	50	4	-	47-48
BCG-302	Compulsory Punjabi/ Basic Punjabi/ PHC	37	13	-	50	4	-	49-52
BCG – 303	Corporate Accounting	37	13	-	50	4	2	53-54
BCG – 304	Company Laws	37	13	-	50	4	-	55-56
BCG – 305	Financial Management	37	13	-	50	4	-	57-58
BCG – 306	International Business	37	13	-	50	4	-	59-60
BCG – 307	Industrial Laws	37	13	-	50	4	-	61-62
ESL – 221	Environmental Studies- I			-	50 (qualifying)	2	-	63-65

Anyone paper out of the following groups:

BCH - 308	Electronic Banking & Risk Management (Group I)	37	13	-	50	4	-	66-67
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BCH-309	Quality Management (Group II)	37	13	-	50	4		68-69
BCH-310	Principles and Practice of Geeneral Insurance (Group III)	37	13	-	50	4		70-71
BCH-311	India's Foreign Trade (Group IV)	37	13	-	50	4		72-73

SEMESTER – IV

COURSE NO.	COURSE TITLE	Theory	Internal assessment	Practical	Total marks	Credits	Tutorial per week	Page No.
BCG-401	English (Compulsory)	37	13	-	50	4	-	74-75
BCG-402	Compulsory Punjabi/ Basic Punjabi/ PHC	37	13	-	50	4	-	76-79
BCG - 403	Goods and Services Tax	37	13	-	50	4	2	80-81
BCG - 404	Indian Economy	37	13	-	50	4	-	82-83
BCG - 405	Principles and Practices of Banking and Insurance	37	13	-	50	4	-	84-85
BCG - 406	Cost Accounting	37	13	-	50	4	2	86-87
BCG - 407	Seminar			-	50	2	-	88
ESL - 222	Environmental Studies - II			-	50 (qualifying)	2	-	89-91

Anyone paper out of the following groups:

BCH-408	Accounting for Banking (Group I)	37	13	-	50	4	-	92-93
BCH-409	Project Evaluation and Management (Group II)	37	13	-	50	4		94-95

BCH-410	Accounting for Insurer (Group III)	37	13	-	50	4		96-97
BCH-411	International Financial Management (Group IV)	37	13	-	50	4		98-99

SEMESTER - V

COURSE NO.	COURSE TITLE	Theory	Internal assessment	Practical	Total marks	Credits	Tutorial per week	Page No.
BCG-501	English (Compulsory)	37	13		50	4	-	100-101
BCG-502	Compulsory Punjabi/ Basic Punjabi/ PHC	37	13	-	50	4	-	102-105
BCG -503	Management Accounting	37	13		50	4	2	106-107
BCG -504	Direct Tax Laws	37	13		50	4	-	108-109
BCG -505	Auditing	37	13		50	4	2	110-111
BCH-506	Seminar report based on practical training				50	2		112

Any one of the groups each having two courses
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Specialisation Course1

Specialisation Course2

Group I: Accounting and Finance

BCG - 511	Contemporary Accounting	37	13		50	4		113-114
BCG - 512	Financial Market Operations	37	13		50	4		115-116

Group II: Banking and Insurance

BCG - 521	Banking Services Management	37	13		50	4		117-118
BCG - 522	Insurance Services Management	37	13		50	4		119-120

Group III: Computer Applications & E-Business

BCG - 531	Computer Based Accounting	37	13		50	4		121-122
BCG - 532	E Commerce	37	13		50	4		123-124

SEMESTER – VI

COURSE NO.	COURSE TITLE	Theory	Internal assessment	Practical	Total marks	Credits	Tutorial per week	Page No.
BCG-601	English (Compulsory)	37	13		50	4	-	125-126
BCG-602	Compulsory Punjabi/ Basic Punjabi/ PHC	37	13	-	50	4	-	127-130
BCG- 603	Operations Research	37	13		50	4	-	131-132
BCG- 604	Corporate Governance	37	13		50	4	2	133-134
BCG- 605	Workshop on Income Tax and E-Filing	-	-	50	50	4	-	135

Anyone paper out of the following groups:

BCH- 606	Bank Marketing (Group I)	37	13		50	4		136-137
BCH- 607	Logistics and Supply Chain Management (Group II)	37	13	-	50	4		138-139
BCH-608	Insurance Marketing (Group III)	37	13	-	50	4		140-141
BCH-609	International Marketing (Group IV)	37	13	-	50	4		142-143

Any one of the groups each having two courses

Specialisation Course1

Specialisation Course2

Group I: Accounting and Finance

BCG - 611	Portfolio Management	37	13		50	4		144-145
BCG - 612	Financial Services	37	13		50	4		146-147

Group II: Banking and Insurance:

BCG - 621	Foreign Exchange Management	37	13		50	4		148-149
BCG - 622	Risk Management and Insurance	37	13		50	4		150-151

Group III: Computer Applications & E-Business

BCG - 631	Windows and Networking	37	13		50	4		152-153
BCG - 632	E Marketing	37	13		50	4		154-155

SEM -1

BCG-101 : ENGLISH (COMPULSORY)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 10 Marks

Section B: 17 Marks

Section C: 10 Marks

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand the prescribed texts analytically and critically
3. To familiarise the students with 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

Section–A

1. **Twelve (12)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Ten (10)** (1X10= 10 Marks)

Section–B

1. **EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Four (4)** questions, choosing at least **TWO** from each prescribed text. The answer to each question should not exceed 15-20 sentences. (4X3=12 Marks)
2. The students will be required to write an **APPLICATION** to the Head of an educational institution on any **ONE** out of the **TWO** Topics (1X5=5 Marks)

Section–C

1. **TWO** questions, one from each literary text, will be set for the students to answer any **ONE**. (1X5 = 5 Marks)
2. A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics. (1X5 = 5 marks)

Course Contents:

- 1) Stories at Sr. No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr. No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-18 from *Murphy's English Grammar*.

Texts Prescribed:

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

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu
CO2	Comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them
CO3	Comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them
CO4	Independently write paragraphs on any given topic

BCG-102
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਬਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ (08) ਅੰਕ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਪੰਜਵੇਂ ਭਾਗ ਵਿਚ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ 01-01 ਅੰਕ ਦੇ ਛੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ 05 ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
ਨੋਟ : ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਬਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀ ਦੀ ਸਾਹਿਤਕ ਸੋਚ-ਸਮਝ ਵਿਕਸਤ ਹੋਵੇਗੀ।
CO2	ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤ ਰੁਚੀਆਂ ਵਿਕਸਤ ਹੋਣਗੀਆਂ।
CO3	ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਾਹਿਤ ਸਿਰਜਣਾ ਦੀ ਸੰਭਾਵਨਾ ਵਧੇਗੀ।
CO4	ਵਿਦਿਆਰਥੀ ਕਿਸੇ ਵੀ ਵਿਸ਼ੇ ਦਾ ਗਹਿਨ ਅਧਿਐਨ ਕਰਨ ਦੇ ਕਾਬਲ ਹੋਵੇਗਾ।
CO5	ਵਿਦਿਆਰਥੀ ਮਾਤ ਭਾਸ਼ਾ ਦੇ ਵਿਕਾਸ ਵਿਚ ਵਿਸ਼ੇਸ਼ ਯੋਗਦਾਨ ਪਾਉਣਗੇ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਸਾਹਿਤ ਦੇ ਰੰਗ, ਡਾ. ਮਹਿਲ ਸਿੰਘ (ਸੰਪਾ.), ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
ਭਾਗ ਪਹਿਲਾ - ਕਵਿਤਾ ਅਤੇ ਕਹਾਣੀ, ਡਾ. ਮਹਿਲ ਸਿੰਘ ਅਤੇ ਡਾ. ਆਤਮ ਰੰਧਾਵਾ (ਸਹਿ ਸੰਪਾ.)
(ਕਵਿਤਾ ਭਾਗ ਵਿਚੋਂ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ। ਕਹਾਣੀ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ)

ਭਾਗ-ਦੂਜਾ

ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ

ਪ੍ਰਿੰ. ਤੇਜਾ ਸਿੰਘ ਅਤੇ ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ (ਸੰਪਾ.), ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
(ਜੀਵਨੀ 01 ਤੋਂ 09 ਤੱਕ, ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਤੀਜਾ

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

ਭਾਗ-ਚੌਥਾ

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

SEM-1

BCG-102 : ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In Lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਚਾਰ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੈ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ ਚਾਰ-ਚਾਰ ਅੰਕ ਹਨ। ਭਾਗ ਦੂਸਰਾ ਵਿਚੋਂ ਦੋ-ਦੋ ਅੰਕ ਦੇ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ। ਭਾਗ ਤੀਸਰਾ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ ਜਿਨ੍ਹਾਂ ਦੇ ਪੰਜ-ਪੰਜ ਅੰਕ ਹਨ। ਭਾਗ ਚੌਥਾ ਵਿਚ ਪੰਜ ਅਸ਼ੁੱਧ ਸ਼ਬਦਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖਣਾ ਹੋਵੇਗਾ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀ ਸਿਖਲਾਈ ਵਿਚ ਮੁਹਾਰਤ ਹਾਸਿਲ ਕਰਨਗੇ।
CO2	ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚ ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ, ਸਵਰ ਅਤੇ ਵਿਅੰਜਨ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਦੁਆਰਾ ਉਨ੍ਹਾਂ ਦੀ ਸਮਝ ਨੂੰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।
CO3	ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜਾਂ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਿਲ ਕਰਕੇ ਉਹ ਸੁੱਧ ਪੰਜਾਬੀ ਲਿਖਣ-ਪੜ੍ਹਨ ਦੇ ਸਮਰੱਥ ਹੋਣਗੇ।
CO4	ਉਹ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਵਿਆਕਰਨ ਪ੍ਰਬੰਧ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਿਲ ਕਰਨਗੇ।

**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 (ਦੋ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) ਵਾਲੇ ਸ਼ਬਦ

ਭਾਗ-ਚੌਥਾ

ਸੁੱਧ-ਅਸੁੱਧ ਸ਼ਬਦ

SEM-1

BCG-102
PUNJAB HISTORY & CULTURE (From Earliest Times to C 320)
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each. Each question carries 8 marks. The students are to attempt one question from each unit approximately in 800 words. Unit-V consists of 7 short answer type questions to be set from the entire syllabus. Students are to attempt any 5 questions in about 20 words each. Each question carries 1 mark.

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

Suggested Readings:-

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

COURSE OUTCOMES

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

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn the history and culture of the Ancient Punjab.
CO2	Understand physical features of ancient Punjab.
CO3	Know the sources of the history of the Punjab.
CO4	Understand social, economic, religious life of the Harrapan civilization and Vedic-Aryans.
CO5	Inculcate the teachings and impact of Jainism and Buddhism in the Punjab.

SEM-1
BCG-103: FINANCIAL ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

- 1. The question paper covering the entire course shall be divided into three sections.**
- 2. The candidates are allowed to use [Non-Scientific] calculator.**

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

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:

Part-I

Introduction - Nature of financial Accounting, Scope, Objectives, limitations, Accounting concepts and conventions

Conceptual Frame Work for preparation and presentation of financial statements, Capital, Revenue and Deferred revenue expenditure, Capital and revenue receipts, Final Accounts of Sole Proprietor

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

Part-II

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

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

Branch Accounts- Features ,Objectives, Types of branches –Dependent branches– Debtors System, Stock and Debtors System, Final Accounts System, Wholesale Branch System, Independent branches –Features, Preparation of Consolidated Profit and Loss Account and Balance Sheet.

Books Prescribed:

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 suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Develop and understand the nature and purpose of financial statements in relationship to decision making.
CO2	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	Provide knowledge of various accounting concepts, conventions and policies developed by ICAI.
CO4	Inculcate the techniques, methods and practice of preparing final accounts, voyage accounting, branch accounting and departmental accounting.

SEM-1
BCG-104: BUSINESS ORGANISATION

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

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:

Part – I

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

Forum 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

Part – II

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.

Stock Exchange – Function, Types, Working, Regulation of Stock Exchange in India. Business Combination - Causes, Types, Effects of Combination in India.

Role of Chamber of commerce - Function, Objectives, Working in India.

Books Prescribed:

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 suggested books may be considered.

COURSE OUTCOMES

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

SEM-1
BCG-105: BUSINESS COMMUNICATION

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The object of this subject is to inculcate communication skills among the students like speaking, listening as well as writing skills.

Course Content:

Part – I

Business Communication – Meaning & Importance, Communication Purpose, Process, Elements, Barriers to Communication and Conditions for Successful Communication. Forms of Communication, Basic Models of Communication, 7C's of Effective Business Communication.

Organizational Communication: Importance of Communication in Management, Formal and Informal Communication, Internal and external communication Presentation Skills: Presentation on any Chosen Topic, Oral Presentations, Principles of Oral Presentations, Factors affecting presentations.

Business Etiquette: Understanding Etiquette, Cross-Cultural Etiquette, Business manners. Business to Business Etiquette.

Part – II

Internal Correspondence: Memos, Circulars, Notices, Office Orders

Correspondence with banks- Regarding overdrafts, Cash credits, Loans; Drafting of sales letters, Circulars, Preparation of sales reports.

Customers' Correspondence- Complaints, Regarding dues, follow up letters

Secretarial Correspondence: Correspondence with shareholders, debenture holders regarding dividend, interest, transfer-transmission. Communicating with statutory authorities and bodies like Stock exchange, RBI, SEBI Preparation of Resume, Job application, Drafting of interview letters, Call letters, Final appointment orders.

Books Prescribed:

1. Taylor, S. and Chandra, V., "*Communication for Business: A Practical Approach*", Fourth Edition, 2011, Pearson Education.
2. Bovee, C. and Thill, J., "*Business Communication Today*", 2011, Prentice Hall.
3. Sethi, A and Adhikari, B. "*Business Communication*", 2009, McGraw Hill Education.
4. Kaul, A., "*Business Communication*", 2004, Prentice Hall of India, New Delhi.
5. Dulek, R. and Fielden, J., "*Principles of Business Communication*", 1990, Macmillan Publishing Co., New York.
6. Sharma, R.C. & Mohan, K: "*Business Communication & Report Writing*", 4/e, 2010, Tata McGraw Hill Pvt Ltd, New Delhi.
7. Ramesh, M.S. & C. Pattanashetti, "*Effective Business English and Communication*", New Delhi, Published by G.S. Sharma, Prop. R. Chand & Co.
8. Majumdar, M., "*Commercial Correspondence*", 11th Edition, Bookland, Calcutta.
9. Rai, U. & Rai, S.M., "*Commercial Correspondence and Report Writing*", 2009, Himalaya Publishing House, New Delhi
10. Pal, R. & Korlahalli, J.S., "*Essentials of Business Communication*", 2008, Sultan Chand & Sons, New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn the art of fluent communication.
CO2	Enhance the speaking, listening as well as writing skills of the students.

SEM-1
BCG-106: BUSINESS STATISTICS

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; The total weightage being 9 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section C: It will consist of essay type/numerical questions with answer to each question upto Five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

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.

Part - I

Definition, Functions, Scope and Limitations of Statistics.

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

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.

Part - II

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.

Time Series Analysis: Components, Estimation of Trends (Graphical method, Semi Average Method, 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, rentice Hall of India, New Delhi.
2. Chandan, J.S., “*Statistics for Business and Economics*”, Ist 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.

Course outcome: Business Statistics

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.

SEM-1
BCG-107 COMPUTER FUNDAMENTALS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 27

Practical : 10

Internal Assessment: 13

Note: Medium of Examination is English Language.

The question paper covering the entire course shall be divided into three sections.

Instructions for Paper Setters:

Section–A: It will have question No.1 consisting of 7 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 7 questions. Each question will carry one mark; the total weightage being 7 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 5 marks. The total weightage of this section shall be 10 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 5 marks. The total weightage of the section shall be 10 marks.

Course Objectives:

1. To familiarize the various parts of computer.
2. To study application of computers in different fields.
3. To recall the evolution of computers through various generation.
4. To acquire the knowledge of working of input and output devices.
5. To impart the knowledge of operating system and its types.

Unit– I

Introduction to Computer, General Features of Computers, History and Generations of Computer, Block Diagram of Computer, Classification of Computer (Functional, Size and Capacity point of view), Computer Applications - Data Processing, Information Processing, Commercial, Office Automation, Industry and Engineering, Healthcare, Education, Graphics and Multimedia.

Computer Memory: Primary and Secondary memory, Secondary storage devices - Magnetic and Optical media.

Input Devices (Keyboard, Mouse, Joystick, Light pen, Touch pad, Web Cam, Microphone, Scanner –OCR, OMR and MICR.

Output Devices – VDU, Printer, Plotter, Speaker, Multimedia Projector.

Communication Devices – Modem,Router.

Part - II

Computer Hardware and Software, Types of Software (System, Application and Service Software), Translator Basics (Compiler, Interpreter and Assembler), Computer Language - High Level Language, Assembly Language and Machine Language.

Operating System - Basic Functions and Types of Operating System. Basics of Window 10 (Desktop, Taskbar, Start Menu, Folder and Sub-Folder (Creation, rename and delete), Shortcut (Creation, rename and delete), Recycle bin, Control Panel, Window Explorer, to add and delete Applications and Printer, Accessories.

Practical: Practical based on the Practical part of the Syllabus.

References:

1. Hunt, R., J. Shelley, *Computers and Common sense*, Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha, *Foundation of Computing*, BPB Publication.
3. Saxena, Sanjay, *A First Course in Computers*, Vikas Publishing House.
4. Leon A. & Leon M., *Introduction to Computers*, Leon Vikas Publications.
5. Leon, *Fundamentals of Information Technology*, Vikas Publications.
6. Kakkar D.N., Goyal R., *Computer Applications in Management*, New Age.
7. Basandra S.K., *Computers Today*, Galgotia.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Acquire the computer terminology
CO2	Gain insight of working of input and output devices.
CO3	Possess the knowledge of importance of operating system in computer.
CO4	Understand the concept of storing of data in memory and its types.

DA-111
Drug Abuse: Problem, Management and Prevention
PROBLEM OF DRUG ABUSE
(Compulsory for all Under Graduate Classes)

Credit Hours (per week): 1.5 hrs.

Total Hours: 22.5 hrs.

Max. Marks: 50

Instructions for the Paper Setters:

Section–A: (15 Marks): It will consist of five short answer type questions. Candidates will be required to attempt three questions, each question carrying 05 marks. Answer to any of the questions should not exceed two pages.

Section–B: (20 Marks) It will consist of four essay type questions. Candidates will be required to attempt two questions, each question carrying 10 marks. Answer to any of the questions should not exceed four pages.

Section–C: (15 Marks) It will consist of two questions. Candidate will be required to attempt one question only. Answer to the question should not exceed 5 pages.

Course Objectives

The course aims to:

CO-1.	Generate the awareness against drug abuse.
CO-2.	Describe a variety of models and theories of addiction and other problems related to substance 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 be at risk of substance use disorders.

UNIT–I

- **Meaning of Drug Abuse**

Meaning, Nature and Extent of Drug Abuse in India and Punjab.

UNIT-II

- **Consequences of Drug Abuse for:**

Individual : Education, Employment and Income.

Family : Violence.

Society : Crime.

Nation : Law and Order problem.

UNIT-III

- **Management of Drug Abuse**

Medical Management: Medication for treatment and 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. 978-81-936570-6-5, (2018).
5. Jasjit Kaur Randhawa & Samreet Randhawa, "Drug Abuse Problem, Management & Prevention", KLS, ISBN No. 978-81-936570-8-9, (2019).
6. Jasjit Kaur Randhawa & Samreet Randhawa, "voZrI d[otos'A^(BPky'oh) ;wZf;nk, gqpzXB ns/ o'eEkw", KLS, ISBN No. 978-81-936570-7-1, (2018).
7. Jasjit Kaur Randhawa, "Drug Abuse -Management & Prevention", KLS, ISBN No. 978-93-81278-80-2, (2018).
8. Kapoor. T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
9. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
10. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
11. Rama Gandotra & Jasjit Kaur Randhawa, "voZrI d[otos'A^(BPky'oh) gqpzXB ns/ o'eEkw", KLS, ISBN No. 978-93-81278-87-1, (2018).
12. Sain, Bhim 1991, Drug Addiction Alcoholism, Smoking obscenity New Delhi: Mittal Publications.

13. Sandhu, Ranvinder Singh, 2009, Drug Addiction in Punjab: A Sociological Study. Amritsar: Guru Nanak Dev University.
14. Singh, Chandra Paul 2000. Alcohol and Dependence among Industrial Workers: Delhi: Shipra.
15. Sussman, S and Ames, S.L. (2008). Drug Abuse: Concepts, Prevention and Cessation, Cambridge University Press.
16. World Drug Report 2010, United Nations office of Drug and Crime.
17. World Drug Report 2011, United Nations office of Drug and Crime.

COURSE OUTCOMES

The students will be able:

Sr. No.	On completion of this course, the students will be able to:
CO-1.	Describe issues of cultural identity, ethnic background, age and gender in prevention, treatment and recovery.
CO-2.	Describe warning sign, symptoms, and the course of substance use disorders.
CO-3.	Describe principles and philosophy of prevention, treatment and recovery.
CO-4.	Describe current and evidenced-based approaches practiced in the field of addictions.

SEM-2
BCG-201: ENGLISH (COMPULSORY)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 10 Marks

Section B: 17 Marks

Section C: 10 Marks

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand the prescribed texts analytically and critically
3. To familiarise the students with 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.

Section–A

1. **Twelve (12)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Ten (10)**
(1X10= 10 Marks)

Section–B

1. **EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Four** questions, choosing at least **TWO** from each prescribed text. The answer to each question should not exceed 15-20 sentences. (4X3=12 Marks)
2. The students will be required to write a **Personal Letter** on any **ONE** of the **TWO** given topics. (1X5= 5 Marks)

Section–C

1. **Two** questions, one from the each literary text, will be set. The students will be required to answer any one. (1X5=5 Marks)
2. The students will be required to answer **Five** questions from the **Comprehension Passage** set from the book *Prose for Young Learners*. 5X1=5 Marks)

Course Contents

- 1) Stories at Sr.No.7, 9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7, 8, 9, 10, 11 from *Prose for Young Learners*.
- 3) Unit 19-25, 72-81 from *Murphy's English Grammar*.

Texts Prescribed:

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

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu
CO2	Comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them
CO3	Make correct usage of tenses, articles and nouns
CO4	Enrich their vocabulary and use new words in their spoken and written language
CO5	Independently write personal letters to their family and friends on various issues

SEM-2
BCG-202: ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ (08) ਅੰਕ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਪੰਜਵੇਂ ਭਾਗ ਵਿਚ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ 01-01 ਅੰਕ ਦੇ ਛੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ 05 ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
ਨੋਟ : ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀ ਦੀ ਸੋਚ-ਸਮਝ ਵਿਕਸਤ ਹੋਵੇਗੀ।
CO2	ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪ੍ਰਫਲਿੱਤ ਹੋਣਗੀਆਂ।
CO3	ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤ ਸਿਰਜਣਾ ਦੀ ਸੰਭਵਨਾ ਵਧੇਗੀ।
CO4	ਵਿਦਿਆਰਥੀ ਸੰਬੰਧਿਤ ਵਿਸ਼ੇ ਦਾ ਗਹਿਨ ਅਧਿਐਨ ਕਰਨ ਦੇ ਸੁਯੋਗ ਹੋਵੇਗਾ।
CO5	ਵਿਦਿਆਰਥੀ ਭਾਸ਼ਾਈ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਸਾਹਿਤ ਦੇ ਰੰਗ, ਡਾ. ਮਹਿਲ ਸਿੰਘ (ਸੰਪਾ.), ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

ਭਾਗ ਦੂਜਾ - ਵਾਰਤਕ ਅਤੇ ਰੇਖਾ-ਚਿੱਤਰ, ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ, ਡਾ. ਭੁਪਿੰਦਰ ਸਿੰਘ ਅਤੇ ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਢਿੱਲੋਂ (ਸਹਿ ਸੰਪਾ.)

(ਵਾਰਤਕ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ। ਰੇਖਾ-ਚਿੱਤਰ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਦੂਜਾ

ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ

ਪ੍ਰਿੰ. ਤੇਜਾ ਸਿੰਘ ਅਤੇ ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ (ਸੰਪਾ.), ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

(ਜੀਵਨੀ 10 ਤੋਂ 18 ਤੱਕ, ਜੀਵਨੀ ਦਾ 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 ਮੁੱਢਲੇ ਸੰਕਲਪ

(ਅ) ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ

SEM-2

BCG-202: ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In Lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਭਾਗ ਪਹਿਲਾ ਵਿਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੈ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ ਚਾਰ-ਚਾਰ ਅੰਕ ਹਨ। ਭਾਗ ਦੂਸਰਾ ਵਿਚੋਂ ਦੋ-ਦੋ ਅੰਕ ਦੇ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ। ਭਾਗ ਤੀਸਰਾ ਵਿਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ। ਭਾਗ ਚੌਥਾ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਹੋਵੇਗਾ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਬਾਰੇ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।
CO2	ਉਹ ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਿਲ ਕਰਕੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਿਕਸਿਤ ਕਰਨਗੇ।
CO3	ਪੰਜਾਬੀ ਸ਼ਬਦ-ਰਚਨਾ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਉਨ੍ਹਾਂ ਦੇ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰੇਗੀ।

**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/ਦੁਹਰੁਕਤੀ 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, ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ

SEM-2

BPHC-1204

BCG-202

PUNJAB HISTORY & CULTURE (C 321 TO 1000 A.D.)

(Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each. Each question carries 8 marks. The students are to attempt one question from each unit approximately in 800 words. Unit-V consists of 7 short answer type questions to be set from the entire syllabus. Students are to attempt any 5 questions in about 20 words each. Each question carries 1 mark.

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.

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:-

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

COURSE OUTCOMES

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

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the history and culture of the Punjab in Ancient Period
CO2	Know social, economic, religious, cultural and political life of Ancient Indian dynasties
CO3	Know social developments from 7 th century to 1000AD
CO4	Understand socio-cultural history of the Punjab from 7 th century to 1000AD
CO5	Acquire language, literature, art and architecture of Ancient Punjab

SEM-2
BCG-203: ADVANCED FINANCIAL ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 27

Practical : 10

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 7 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 7 questions. Each question will carry one mark; the total weightage being 7 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 5 marks. The total weightage of this section shall be 10 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 5 marks. The total weightage of the section shall be 10 marks.

Course Objective:

To provide students in-depth technical and conceptual knowledge of advanced accounting topics.

Course Content:

Part - I

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

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

Hire Purchase and Instalment Purchase 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 Installment Purchase Systems, Accounting Treatment in the books of Purchaser and Vendor.

Part – II

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

Partnership Accounts: Accounting Treatment of Admission,

Partnership Accounts: Retirement and Death of a partner

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

Tally (Practical) Latest Version

Books Prescribed:

1. Shukla, M.C., Grewal, T.S. and Gupta, S.C., “Advanced Accountancy”, Vol. I & II, 2008, 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, V.L., “Advanced Accountancy” Vol. I & II, 2009, Vikas Publishing House Pvt. Ltd., New Delhi.
4. Sehgal, A. & Sehgal, D., “Advanced Accountancy” Vol. I & II, Taxmann Publication Pvt. Ltd, New Delhi.
5. Porwal, L.S., “Accounting Theory”, 2001, Tata Mcgraw Hill Publishing Co. Ltd., New Delhi.
6. Sinha, G., “Accounting Theory & Management Accounting”, 2009, PHI Learning Pvt. Ltd., New Delhi,
7. Banerjee, B., “Regulation of Corporate Accounting & Reporting in India”, 2002, World Press Calcutta Private Limited, Calcutta.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

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

SEM-2

BCG-204: COMMERCIAL LAWS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

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:

Part - I

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. Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

Right to Information Act – RTI meaning, preamble & objectives, provisions of RTI, RTI in India.

Part - II

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.

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.

Books Prescribed:

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 suggested books may be considered.

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.

SEM-2

BCG-205: BUSINESS ECONOMICS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

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.

Part – I

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.

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. Short and Long run cost curves, Traditional and Modern Theory of Costs.

Part – II

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.

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

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), South Western Cengage Learning.

Note: Latest edition of suggested books may be considered.

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

SEM-2

BCG-206: FUNCTIONAL MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To develop a deeper understanding and appreciation of nature of the fundamental management principles and to gain insights in the application of management principles in the day-to-day functioning of organizations.

Course Content:

Part – I

Management: Introduction, Meaning, nature and characteristics of Management, Scope and functional areas of management, Management as a science, art or profession, Management & Administration, Principles of management, Evolution of Management.

Personnel Management: Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker's participation in Management.

Part – II

Marketing Management: Concept of Marketing, Functions of Marketing, Marketing Research-Meaning and Techniques, Advertising and Salesmanship.

Strategic Management: Meaning, Need, Importance, Process and Role of C.E.O. (Chief Executive Officer) in Strategic Management.

Production Management: Functions, Production Planning and Control, Quality Control.

Books Prescribed:

1. Stoner, J. Freeman, R. & Gilbert, D., "Management", 1995, Prentice Hall of India.
2. Koontz, H., "Principles of Management (Ascent series)", 2004, Tata McGraw Hill Publishing.
3. Robbins, S.P. and Coulter, M., "Management", 9th Edition, 2008, Prentice Hall of India.
4. Robbins S.P. & Decenzo D., "Fundamentals of Management: Essential Concepts and Applications", Third Edition, 2000, Pearson Education.
5. Wehrich, H. and koontz, H., "Essentials of Management: An International Perspective", 2009, Tata McGraw Hill, New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Familiarize the students with the basic concepts of management in order to understand the functioning of an organization, its complexities and various issues faced by managers in today's business world.
CO2	Gain practical skills and personal attributes and competencies required for managerial position.
CO3	Compare and contrast classical, neo-classical and contemporary theories in management
CO4	Develop insights on organization structure.
CO5	Examine the role of managers in changing environment.

SEM-2
BCG-207: SEMINAR

Max. Marks: 50
Credit Hours per Week: 2
Total Teaching Hours: 30

SEM-2
BCG-208 PC SOFTWARES IN BUSINESS APPLICATIONS

Time: 3 Hours

Credit Hours per week : 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 27

Practical: 10

Internal Assessment: 13

Note: 1. Medium of Examination is English Language.

2. The question paper covering the entire course shall be divided into three sections.

Instructions for Paper Setters:

Section–A: It will have question No.1 consisting of 7 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 7 questions. Each question will carry one mark; the total weightage being 7 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 5 marks. The total weightage of this section shall be 10 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 5 marks. The total weightage of the section shall be 10 marks.

Course Objectives:

Enable the student to

1. To be proficient in office automation applications.
2. Handle the word processing software.
3. Understand that in Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents.
4. Use it as valuable and important tools in the creation of applications such as newsletters, brochures, charts, presentation, documents, drawings and graphic images.

UNIT –I

MS-Word -2010: Overview, Creating, Saving, Opening, Importing, Exporting & Inserting files. Formatting pages, paragraphs and sections. Indents and outdents. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text, inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables, Header and Footer, Printings, Spell checking, Mail merge Business letters.

MS-Excel -2010: Worksheet overview. Entering information. Worksheet creating. Opening and saving workbook. Formatting number and texts. Protecting cells. Creating and Printing Chart and Graphs, to apply excel sheet in business.

UNIT – II

MS-Power Point -2010: Presentation Basics, Menus and Toolbars. Creating, Opening, Saving, Printing and existing presentation, Creating and Saving a presentation using auto content wizard. Design Templates. Different Views of Presentation, Insert slides from another presentation. Inserting pictures and graphics. Slide show, Business oriented presentation.

BUSY Accounting Package

References:

1. Peter Norton (2010), “Introduction to Computers”, 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) “A First Course in Computers”, Vikas Publishing House, New Delhi.
3. Rajaraman, V. (2006), “Fundamental of Computers”, 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. (2008), “MS-Office”, Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), “Introduction to Computers with MS-Office 2000”, 1st Edition, Tata McGraw-Hill, New Delhi.
6. Asok K. Nadhani, “Simple Tally 9: Financial Accounting, Invoicing & Inventory”, 2008, BPB Publications.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Use word processors, spreadsheets, presentation software.
CO2	Describe the features and functions of the categories of application software.
CO3	Understand the dynamics of an office environment.
CO4	Demonstrate the ability to apply application software in an office environment.

SEM-2
DA-121
DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION
DRUG ABUSE: MANAGEMENT AND PREVENTION
(Compulsory for all Under Graduate Classes)

Credit Hours (per week): 1.5 hrs.
Total Hours: 22.5 hrs.
Max. Marks: 50

Instructions for the Paper Setters:

Section–A: (15 Marks): It will consist of five short answer type questions. Candidates will be required to attempt three questions, each question carrying 05 marks. Answer to any of the questions should not exceed two pages.

Section–B: (20 Marks) It will consist of four essay type questions. Candidates will be required to attempt two questions, each question carrying 10 marks. Answer to any of the questions should not exceed four pages.

Section–C: (15 Marks) It will consist of two questions. Candidate will be required to attempt one question only. Answer to the question should not exceed 5 pages.

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

- **Prevention of Drug abuse**

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

UNIT-II

- **School:** Counseling, 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. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
2. Gandotra, R. and Randhawa, J.K. 2018. *voZrI d[otos'A (BPky'oh) gqpzXB ns o'eEkw.* Kasturi Lal & Sons, Educational Publishers, Amritsar- Jalandhar.
3. Inciardi, J.A. 1981. *The Drug Crime Connection.* Beverly Hills: Sage Publications.
4. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention,* Jaipur: Rawat Publication.
5. Randhawa, J.K. and Randhawa, Samreet 2018. *Drug Abuse-Management and Prevention.* Kasturi Lal & Sons, Educational Publishers, Amritsar- Jalandhar.
6. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
7. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study.* Amritsar: Guru Nanak Dev University.
8. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers: Delhi: Shipra.*
9. *World Drug Report 2011,* United Nations office of Drug and Crime.
10. *World Drug Report 2010,* United Nations office of Drug and Crime

COURSE OUTCOMES

The students will be able to:

Sr. No.	On completion of this course, the students will be able to:
CO-1.	Learn the importance of family and its role in drug abuse prevention.
CO-2.	Understand the role of support system 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.

SEM-2

GROUP- I: BANKING

BCH-209 :BANKING AND FINANCIAL SYSTEM

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To enable the students to understand various principles and provisions that govern banking companies and to gain the practical knowledge regarding working in banks.

Course Content:

PART-I

Financial Economics: Fundamental Concepts – money, money supply, money creation.

Overview of the Financial System: Nature, significance, structure: Financial Institutions, financial markets and financial services.

Modern Commercial Banking: Role and functions of banks, structure of banking in India, regulatory framework. Opening of accounts for various types of customers- minors –joint account holders -HUF-firms - companies - trusts - societies - Govt. and public bodies, Importance of Anti Money Laundering.**Banker-Customer relations-** Know your Customer (KYC) guidelines-Different Deposit Products-services rendered by Banks, Ancillary Services: Remittances, Safe Deposit lockers etc–Mandate and Power of attorney.

PART-II

Payment and Collection of Cheque - Duties and Responsibilities of Paying and Collecting, Banker-protection available to paying and collecting banker under NI Act - endorsements – forged instruments –bouncing of cheques and their implications.

Principles of Lending - various credit Products / Facilities - working capital and term loans –Credit Appraisal Techniques - Approach to lending; - credit management -

credit monitoring - Different types of documents; Documentation Procedures; Securities - Different modes of charging - types of collaterals and their characteristics. **Priority Sector Lending** - sectors - targets - issues / problems - recent developments – Financial Inclusion.

Credit Cards/Home Loans/Personal Loans/Consumer Loans-Brief outline of procedures and practices. Recent Changes in Credit Policy.

Books Prescribed:

1. Paul and Suresh, “*Management of Banking and Financial Services*”, 2007, Pearson Education.
2. Sunderam and Varshney, “*Banking Theory Law and Practices*”, 2004, Sultan Chand and Sons Publisher.
3. Varshney, P.N, “*Banking Law and Practice*”, 2012, Sultan Chand and Sons
4. Desai, Vasant, “*Banks and institutional management*”, 2008, Himalaya Publications.
5. Gurusamy, S., “*Banking Theory: Law and Practice*”, 2009, Tata McGraw Hill
6. Sundharam, KPM, “*Money Banking and International Trade*”, 2002, Sultan Chand and Sons.
7. Bedi H.L. and Hardikar V.K., “*Practical Banking Advances*”, 2001, UBSPD Publishers and Distributors.
8. Bhole, L.M., “*Financial Institutions and Markets*”, 2009, Tata McGraw Hill.
9. Khan, M.Y., “*Indian Financial System: Theory and Practices*”, 2004, Tata McGraw Hill.
10. Mishkin, Frederic S., “*The Economics of Money, Banking, and Financial Markets*”, 2012, Pearson college Division.

Note:-Latest Editions Of Suggested Books May Be Followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Gather knowledge on banking and financial systems such as commercial banks and its Services in India.
CO2	Demonstrate the regulatory framework of banking, Anti money Laundering and KYC norms.
CO3	Understand various principles and provisions that govern banking companies regarding paying and collecting banker, endorsement and bouncing of cheque.
CO4	Understand various provisions regarding lending such as documentation procedure, priority sector etc.

SEM-2
GROUP-II: PROJECT AND PRODUCTION MANAGEMENT

BCH- 210: PRODUCTION MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course objective:

This course emphasizes the concepts and practices of managing production and operations in contemporary organizations. This course provides an introduction to the field of production and operations management. It is designed to highlight the practical and applied techniques which can improve the organization's quality and productivity. The course draws upon the student's knowledge of accounting, science, mathematics, management and statistics.

Part - I

Introduction of production and operational management,

Demand forecasting, productivity concepts and measurement.

New product /service development.

Production processes, service operations. Design of production system

Facility location and facility layout Capacity planning and management Design of work systems

Part -II

Production planning and control Production scheduling sequencing, network analysis.

Material management – material planning and control, Purchase management, Store Management.

Inventory Management – Fundamentals, Inventory Cost, Inventory Control Systems, Use of IT.

Supply Chain Management and Enterprise Resource Planning

Maintenance Management, Management of safety in a factory.

Books prescribed:

1. Ashwathappa, K. and Bhai, K.S., “Production and Operations management,” 2009, Himalaya publications
2. Mahadevan, B., “Operations Management: Theory and Practice”, 2nd Edition (2010), Pearson Education.
3. Bedi, Kanishka, “Production and Operations Management”, 2004, Oxford Higher Education.
4. Krajewski, L.J. and Ritzman, L.P., “Operations Management Processes and ValueChains”, 7thEdition (2004), Pearson Education.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Gain knowledge about managing production processes
CO2	Learn how to run operations effectively
CO3	Understand modern production techniques
CO4	Analyse the concept of quality management

SEM-2
GROUP-III: INSURANCE
BCH-211: PRINCIPLES AND PRACTICE OF LIFE INSURANCE

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper setters/examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course objective: This Course aims at familiarizing the students with the Principles and practices of Life Insurance starting from designing of product to settlement of claim. This includes both theoretical and practical inputs on all functions/ operations carried out by Life insurance companies.

Course Content:

PART-I

Introduction to risk management, mitigating risk via insurance markets, Nature of insurance business, insurance business environment in India, Insurance sector in India.

Life Insurance: Introduction to Life insurance, principles of life insurance. Regulatory framework, Financial planning and life insurance.

Plans/Policies of Life insurance: Different types of life insurance plans - Term Plan - Endowment Plan - Money Back Insurance Plan - Whole-Life Insurance Plan - Unit Linked Insurance Plans (ULIPs) - Joint Life Insurance Plans - Child Insurance Plans - Rider benefits.- Industrial life insurance – Group insurance- Keyman insurance - Health insurance

and its types.

Annuities: Understand the concept of annuity - Different types of annuity plans - Advantages and disadvantages of annuity –Annuity Vs Life Insurance -

PART-II

Policy Documents: Importance of a policy document - Format of a policy document - Policy schedule and its various components - Conditions and privileges in a policy document - Duplicate policies.

Premium payment, policy lapse and revival: Different types of premium – Different factors considered in calculating premium - Bonus in policies - Different types of bonus in life insurance policies, Premium calculations - Surrender value and non-forfeiture options - Revival of lapsed policies and its types

Policy Claims: Different types of policy claims - Survival Benefits - Death Claims - Maturity Claims - Submission of Proof of title at claim processing stage - Early Claims & Nonearly Claims- Documents required for processing early claims - Death due to un-natural causes or accidents - Nomination - Assignment--Waiver of evidence of title - Claims Concession Clause and Extended Claims Concession Clause - Presumption of Death - Insurance Riders - Accidental Death Benefit rider - Permanent Death Benefit Rider

Books Prescribed:

1. Periasamy, P., “*Principles and Practice of Insurance*”, 2010, Himalaya Publication.
2. Sahoo, S.C. and Das, S.C., “*Insurance Management*”, 2010, Himalaya Publication.
3. Kotreshwar, G., “*Risk Management- Insurance and Derivatives*”, 2005, Himalaya Publishing House.
4. Gopal Krishan, G., “*Insurance Principles and Practice*”, 1994, Sterling Publishers, NewDelhi.
5. Gupta, P.K., “*Fundamentals of Insurance*”, 2nd edition (2011), Himalaya Publications.
6. Niehaus, Harrington, “*Risk Management and Insurance*”, 2007, Tata McGraw-Hill

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO- 1	Know about the structure of Life Insurance Corporation.
CO- 2	Distinguish various Life Insurance Plans
CO- 3	Understand the concept of ULIP and Group Insurance
CO- 4	Understand the process of life Insurance documentation
CO- 5	Learn the policy claim procedure

SEM-2

GROUP-IV: INTERNATIONAL BUSINESS

BCH-212: MANAGEMENT OF INTERNATIONAL BUSINESS OPERATIONS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Maximum Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:-

Note: The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type questions) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type questions) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

Course Objectives: The objective of the course will be to provide students with the knowledge, skills, and abilities to understand the global economic, political, cultural and social environment within which firms operate. It will examine the strategies and structures of international business and assess the special roles of an international business's various functions.

Course Content:

Part- I

International Business: nature, scope, structure and significance, Emergence of multinational and Transnational corporations, Global business environment – social, cultural, economic, political and ecological factors.

Cultural Contacts of Global Management, Understanding the Role of Culture – Communicating Across Cultures, Cross Cultural Negotiations and Decision Making.

Foreign Market Entry Modes: Direct and Indirect entry modes, choice of entry mode, FDI and collaborative ventures, Managing collaborative ventures, Licensing, Franchising, and other Contracts.

Mergers and acquisitions, Indian companies going global.

Part- II

Global Sourcing: Trends towards outsourcing, evolution of global sourcing, benefits and challenges, risks in global sourcing and strategies for minimising risk.

Social Responsibilities: MNE Social Responsibilities, Efficiencies, Perspectives.

Ethics, Technological Perspective,
Foreign Corrupt Practices Act Competitive Strategy and the International Business
Environment. Designing

Organizations for International Environments

Books Prescribed:

1. Sundaram, Anant K. and Black, J. S., “*The International Business Environment*, 2nd Edition Prentice Hall.
2. Hamilton, Leslie and Webster, Philip, “*The International Business Environment*”, 2nd Edition (2012), OxfordUniversity press
3. Daniels, John; Radebaugh, Lee and Sullivan, Daniel, “*International Business*”, 13th Edition (2011), Pearson Education.
4. Paul, Justin, “*International Business*”, 4th Edition (2008), PHI Learning.
5. Sharan Vyuptakesh, “*International Business – Concept, Environment and Strategy*”, 3rd Edition (2010), Pearson Education, Delhi.
6. Hill, Charles W.L. and Jain, Arun Kumar, “*International Business – Competing in the GlobalMarket Place*”, 6th Edition (2011), The McGraw Hill Publishing Co. Ltd., New Delhi.
7. Cavusgil, S.T.; Knight Gary and Riesenberger, John, “*International Business – StrategyManagement and the New Realities*”, 2nd Edition (2011), Pearson Education, DorlingKindersley (India) Pvt. Ltd, Delhi.

COURSE OUTCOME

Sr. No.	On the completion of the course Students will be able to:
CO1	Apply theoretical concepts and analytical tools to analyse cross-border business scenarios and Identify opportunities and risks entailed in various international decisions.
CO2	Explain the concepts in international business with respect to foreign trade/international business
CO3	Apply the current business phenomenon and to evaluate the global business environment in terms of economic, social and legal aspects.
CO4	Analyse the principle of international business and strategies adopted by firms to enter and expand globally.
CO5	Understand trends of global sourcing and Foreign Corrupt Practices Act.

SEM-3
BCG-301: ENGLISH (COMPULSORY)

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 08 Marks

Section B: 20 Marks

Section C: 09 Marks

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand the prescribed texts analytically and critically
3. To participate in the critical and cultural discourses of English
4. To teach language and literature effectively with the support of ICT tools
5. To become competent, committed, conscious, creative, and compassionate human beings.
6. To Train students to discern ethical principles and personal values in light of academic experience

Section–A

1. **Twelve (12)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Eight(8)**
(1 X 8= 8Marks)

Section–B

1. **TWO** questions (with sub parts) based on strategies and skill development exercises in Unit-I and Unit-II of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice.
(7X2= 14 Marks)
2. **THREE** questions on central idea, theme, tone and style etc. of three poems from the prescribed textbook, *Moments in Time* will be set. The students are required to attempt any **TWO** of these questions.
(3X2= 6Marks)

Section–C

1. **One** question (with internal choice) requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus.
(1X4= 4Marks)

2. The students are required to write a **report** in about 200-250 words on a topic related to college activities. (1X5= 5 Marks)

Course Contents:

- I. *Making Connections*: Unit -I & Unit- II
- II. *Moments in Time*: Poems at serial No.1-6
- III. Unit 121-136 from *Murphy's English Grammar*

Text books Prescribed:

- 1. *Making Connections* by Kenneth J. Pakenham 3rd Edn. CUP
- 2. *Moments in Time: An Anthology of Poems*, G.N.D.U. Amritsar
- 3 *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

: COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO-1.	Develop an understanding of the poems taught, relate to the socio-cultural background of the prescribed texts and be able to answer questions regarding tone, style and central idea
CO-2.	Develop an understanding of the poems taught, relate to the socio-cultural background of the prescribed texts and be able to answer questions regarding tone, style and central idea
CO-3.	Enhance their reading and analysing power of texts through guided reading
CO-4.	Enrich their vocabulary and use new words in their spoken and written language
CO-5	Enrich their vocabulary and use new words in their spoken and written language

SEM-3
BCG-302: ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਬਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ (08) ਅੰਕ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਪੰਜਵੇਂ ਭਾਗ ਵਿਚ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ 01-01 ਅੰਕ ਦੇ ਛੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ 05 ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
ਨੋਟ : ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਬਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO-1.	ਵਿਦਿਆਰਥੀ ਦੀ ਸਾਹਿਤਕ ਸੋਚ-ਸਮਝ ਹੋਰ ਪਕੇਰੀ ਹੋਵੇਗੀ।
CO-2.	ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸਾਹਿਤ ਰੁਚੀਆਂ ਵੱਧਣਗੀਆਂ।
CO-3.	ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸਾਹਿਤ ਨਿਰਮਾਣ ਦੀਆਂ ਸੰਭਾਵਨਾਵਾਂ ਵੱਧਣਗੀਆਂ।
CO-4.	ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸੰਬੰਧਿਤ ਵਿਸ਼ੇ ਦਾ ਗਹਿਨ ਅਧਿਐਨ ਦੀ ਕਾਬਲੀਅਤ ਨਿਖਰੇਗੀ।
CO-5.	ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਭਾਸ਼ਾਈ ਸੰਰਚਨਾ ਬਾਰੇ ਸਮਝ ਵਧੇਗੀ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ

ਡਾ. ਗੁਰਬਚਨ ਸਿੰਘ ਤਾਲਿਬ (ਸੰਪਾ.), ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
(ਲੇਖ 1 ਤੋਂ 7 ਲੇਖ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਕਲਾ ਪੱਖ)

ਭਾਗ-ਦੂਜਾ

ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਇਕਾਂਗੀ

ਡਾ. ਰਮਿੰਦਰ ਕੌਰ (ਸੰਪਾ.), ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਇਕਾਂਗੀਆਂ 'ਸੁਹਾਗ', 'ਨਵਾਂ ਚਾਨਣ', 'ਅੰਨੇ ਨਿਸ਼ਾਨਚੀ', 'ਅਰਮਾਨ', 'ਚਾਬੀਆਂ', 'ਮਿੱਟੀ ਦਾ ਬਾਵਾ' ਅਤੇ 'ਸੱਧਰਾਂ')
(ਇਕਾਂਗੀ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਸੰਖੇਪ ਰਚਨਾ (ਪ੍ਰੈਸੀ)
(ਅ) ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿਚੋਂ ਅਸੁੱਧ ਸ਼ਬਦ ਜੋੜਾਂ ਨੂੰ ਸੁੱਧ ਕਰਨਾ

ਭਾਗ-ਚੌਥਾ

ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ : ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਵੰਨਗੀਆਂ (ਭਾਵੰਸ਼, ਸ਼ਬਦ, ਵਾਕੰਸ਼, ਉਪਵਾਕ ਅਤੇ ਵਾਕ)

SEM-3
BCG-302: ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In Lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਨਾਲ ਸੰਬੰਧਿਤ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਚਾਰ-ਚਾਰ ਅੰਕਾਂ ਦੇ ਤਿੰਨ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ। ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਪੰਜ ਪ੍ਰਸ਼ਨ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਪੁੱਛੇ ਜਾਣਗੇ। ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਕ ਪੈਰਾ ਦਿੱਤਾ ਜਾਵੇਗਾ ਅਤੇ ਉਸ ਉੱਪਰ ਆਧਾਰਿਤ ਇਕ-ਇਕ ਅੰਕ ਦੇ ਪੰਜ ਪ੍ਰਸ਼ਨ ਦਿੱਤੇ ਜਾਣਗੇ। ਉੱਤਰ 50 ਸ਼ਬਦਾਂ ਤੱਕ ਸੀਮਿਤ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਅੱਠ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ ਦਿੱਤੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਪੰਜ ਨੂੰ ਵਾਕਾਂ ਵਿਚ ਵਰਤ ਕੇ ਅਰਥ ਸਪੱਸ਼ਟ ਕਰਨੇ ਹੋਣਗੇ। ਹਰ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ ਦਾ ਇਕ-ਇਕ ਅੰਕ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਕ ਵਾਰਤਾਲਾਪ ਜਾਂ ਵਾਰਤਕ ਦਾ ਟੋਟਾ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਨੂੰ ਉਸ ਨੇ ਵਾਰਤਕ ਜਾਂ ਵਾਰਤਾਲਾਪ ਵਿਚ ਤਬਦੀਲ ਕਰਕੇ ਲਿਖਣਾ ਹੋਵੇਗਾ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO-1.	ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।
CO-2.	ਉਨ੍ਹਾਂ ਦੀ ਭਾਸ਼ਾਈ ਬਾਰੀਕੀਆਂ ਨੂੰ ਸਮਝਣ ਦੀ ਕਾਬਲੀਅਤ ਵਿਚ ਵਾਧਾ ਹੋਵੇਗਾ।
CO-3.	ਉਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀ ਦੀ ਲਿਖਤ ਵਿਚ ਨਿਖਾਰ ਆਵੇਗਾ।
CO-4.	ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਰਾਹੀਂ ਉਹ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਾਲ-ਨਾਲ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਨਾਲ ਵੀ ਜੁੜਨਗੇ।

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ :

ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ-ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਿਕ

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਵਾਕ-ਬਣਤਰ : ਕਰਤਾ, ਕਰਮ, ਕਿਰਿਆ, ਪੰਜਾਬੀ ਵਾਕਾਂ ਵਿਚ ਤੱਤਾਂ ਦੀ ਤਰਤੀਬ, ਸਾਧਾਰਨ ਵਾਕ, ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ, ਹੁਕਮੀ ਵਾਕ, ਸੰਯੁਕਤ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ

ਭਾਗ-ਤੀਜਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-I : ਪੈਰਾ ਆਧਾਰਿਤ ਪ੍ਰਸ਼ਨ

ਭਾਗ-ਚੌਥਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-II :

(ੳ) ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ

(ਅ) ਪ੍ਰਤੀਕੋਡਨ (Transcoding)

SEM-3
BCG-302

PUNJAB HISTORY & CULTURE(AD.1000-1606)

(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each. Each question carries 8 marks. The students are to attempt one question from each unit approximately in 800 words. Unit-V consists of 7 short answer type questions to be set from the entire syllabus. Students are to attempt any 5 questions in about 20 words each. Each question carries 1 mark.

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

Course Objectives:The main objective of this course is to introduce the students who are not domicile of the Punjab about the history and culture of the Punjab during Turko-Afghan and the Mughal rule in Punjab during 1000- 1606 A.D. The curriculum is to acquaint pupils with philosophy and teachings of the Bhakti saints, Sufis and the Sikh Gurus. It also aims to provide information regarding the foundation and consolidation of the Sikhism under the first five Sikh Gurus.

Unit-I

1. Society and culture of the Punjab during Turko-Afghan rule.
2. The Punjab under the Mughals.

Unit-II

3. Bhakti Movement and its impact on Society of the Punjab.
4. Sufism in the Punjab with special reference to Baba Farid.

Unit-III

5. Guru Nanak Dev – Life and Travels.
6. Teachings of Guru Nanak, Concept of Sangat, Pangat, and Dharmsal.

Unit-IV

7. Contribution of Guru AngadDev, Guru Amardas and Guru Ramdas.
8. Compilation of AdiGranth and martyrdom of Guru Arjun Dev.

Suggested Readings:-

1. P.N.Chopra, B.N.Puri, & M.NDas, *A Social, Cultural & Economic History of India*, Vol. II., Macmillan India, New Delhi, 1974.
2. J.SGrewal, *The Sikhs of the Punjab*, Cambridge University Press, New Delhi, 1994.
3. FaujaSingh, *A History of the Sikhs*-Vol. I & II, Punjabi University, Patiala, 1972.
4. KhushwantSingh, *A History of the Sikhs*-Vol. I (1469-1839), Oxford University Press, New Delhi, 2011.
5. KirpalSingh, *History and Culture of the Punjab*-Part II (Medieval Period), Publication Bureau, Punjabi University, Patiala, 1990.

COURSE OUTCOMES

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

Sr. No.	On completion of this course, the students will be able to:
CO-1.	Know new changes brought by the Turks and the Mughals in the Punjabi society and culture.
CO-2.	Know rise and impact of the Bhaki Movement and the Sufism in the Punjab.
CO-3.	Know foundation of the Sikhism and its philosophy.
CO-4.	Understand expansion and consolidation of the Sikhism under first five Gurus.
CO-5.	Compilation of the Adi Granth and circumstances leading to the martyrdom of Guru Arjan Dev.

SEM-3
BCG-303: CORPORATE ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The object of this subject is to provide knowledge regarding the accounting treatment in case of issue of share capital, debentures, redemption and valuation of goodwill.

Course Content:

Part I

Accounting for Share Capital – Issue, forfeiture and Reissue of forfeited shares – Redemption of preference shares including buy-back of equity shares - Issue and Redemption of Debentures

Final Accounts of Limited Liability Companies: Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in accordance with the provisions of the existing Companies Act (Excluding Managerial Remuneration).

Valuation of Goodwill and Shares

Part-II

Bank Accounts- General information relating to bank accounts, legal requirements affecting final accounts, Concept of Non-Performing Assets (NPA), preparation of Profit and Loss Accounts and Asset classification, Balance sheet

Accounting for Amalgamation of Companies with reference to Accounting Standards issued by the Institute of Chartered Accountant of India (excluding inter-company transactions and holdings), Accounting for Internal Reconstruction (excluding preparation of scheme for internal reconstruction)

Books Prescribed:

1. *Shukla, M.C., Grewal T.S. and Gupta S.C.: "Corporate Accounting", 2008, S. Chand and Co., New Delhi.*
2. *Gupta R.L, and Radhaswamy M, "Corporate Accounting", 1999, Sultan Chand and Sons, New Delhi.*
3. *Sehgal A. and Sehgal D., "Advanced Accounting", Volume II, 2008, Taxmann Publications Pvt Ltd., New Delhi.*
4. *Jain S.P and Narang K.L., "Financial Accounting", 2011, Kalyani Publilshers, New Delhi.*
5. *Maheshwari S.N., and Maheshwari S.K., "Corporate Accounting", 2009, Vikas Publication, New Delhi.*
6. *Goyal V.K., "Corporate Accounting", 2009, Excel Books, New Delhi.*
7. *Gupta N.and Sharma C., "Corporate Accounting", 2nd Edition, 2009, Ane Books Pvt Ltd, New Delhi*

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn about the accounting treatment in case of issue of share capital, redemption etc.
CO2	Comprehend with the accounting of a banking company.
CO3	Learn about accounting issues related to redemption of debentures and valuation of goodwill and Shares.

SEM-3
BCG-304: COMPANY LAWS

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The purpose of this paper is to impart to the students an understanding about formation and winding up of the company along with various provisions related to Companies Act, 2013.

Course Content:

Part - I

Introduction: Characteristics of a company, concept of lifting of corporate veil. Types of companies, association not for profit, illegal association.

Formation of company Promoters, their legal position, pre-incorporation contract and provisional contracts.

Documents Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building Share Capital – issue, allotment and forfeiture of share, De-mat of share, transmission of shares, buyback.

Members and shareholder , their rights and duties. Shareholders meetings, kinds, convening and conduct of meetings

Part - II

Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration.

Winding up – concept and modes of winding up

Emerging Issues in Company Law: One Person Company (OPC), Small Company, Postal Ballot, Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company, National Company Law Tribunal (NCLT), Limited Liability Partnership (LLP), Insider Trading, Rating Agencies, Producer Company – concept and formation.

Books Prescribed:

1. Sharma J. P, “*An Easy Approach to Corporate Laws*”, 2010, Ane Books Pvt Ltd, New Delhi.
2. Puliani R. and Puliani, M., “*Bharat’s Manual of Companies Act and Corporate Laws*”, 2011, Bharat Law House, New Delhi.
3. Ramaiya, A., “*A Ramaiya’s Guide to Companies Act*”, 17th Edition, 2011, Lexis Nexis Butterworths Wadhwa, Nagpur.
4. Kannal, S., & V.S. Sowrirajan, “*Company Law Procedure*”, Taxman’s Allied Services (P) Ltd., New Delhi (Latest Edn).
5. Singh, Harpal, “*Indian Company Law*”, Galgotia Publishing, Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn the basic concepts of Companies Act, 2013, the procedure and formation of the company along with the information about various documents required to form a company such as Memorandum of Association, Article of Association, Prospectus etc.
CO2	Understand the provisions associated with appointment, removal, disqualifications of directors. They will also be able to understand essential elements and provisions of company meetings (AGM, EGM and BOD) and modes of winding up of company.
CO3	Learn the emerging issues associated with company form of organisation such as OPC, NCLT, LLP, CIN, DIN.

SEM-3
BCG-305: FINANCIAL MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To make students aware about the theoretical and practical role of financial management in business concerns and inculcates knowledge of long term investment decisions, planning and risk of investment.

Course Content:

Part– I

Time Value of Money: Compounding and Discounting techniques–Concepts of Annuity and Perpetuity. Risk–return relationship

Sources of Finance and Cost of Capital–Different sources of finance; long term and Short term sources

Cost of capital: concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital

Leverage and Capital Structure Theories–Leverage–Business Risk and Financial Risk–Operating and financial leverage, Trading on Equity

Capital Structure Decisions –Capital structure patterns, Designing optimum capital structure, Constraints, Various capital structure theories.

Part – II

Working Capital Management –Introduction; Meaning and Concept of Working Capital;Management of Working Capital and Issues in Working Capital; Estimating Working Capital Needs; Operating or Working Capital Cycle. Various sources of finance to meet working capital requirements Financing current assets: Strategies of financing (Matching, Conservative, and Aggressive policies)

Bank financing: recommendations of Tandon committee and Chore committee Management of components of working capital (an introduction only)

Capital Expenditure Decisions: Purpose, Objectives & Process, Understanding different types of projects, Techniques of Decision making. Methods of Capital Budgeting – Traditional and Modern (Elementary Level).

Dividend Decisions–Meaning, Nature and Types of Dividend Some dividend policies and formulating a dividend policy. Dividend Theories: Walter’s Model, Gordon’s Model, Modigliani and Miller: Irrelevancy Theory (Introductory Level)

Books Prescribed:

1. Khan and Jain, “Financial Management”,2007, TMH
2. Horne, Van, “Financial Management & Policy”, 2002, Pearson
3. Sharan, “Fundamentals of Financial Management”,2008,Pearson
4. Banerjee, B, “Financial Policy & Management Accounting”, 2005, PHI
5. Chandra, P., “Financial Management”,2010, TMH

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Know both the theoretical and practical role of financial management in business concerns.
CO2	Explore the financial statements of individual corporations both in terms of their performance and capital requirements.
CO3	Access provides knowledge of long term investment decisions, planning and risk of investment projected with it.

SEM-3
BCG-306: INTERNATIONAL BUSINESS

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The object of this subject is to provide basic knowledge regarding international business and foreign trade in Indian economy.

Course Content:

Part – I

Introduction to International Business: Globalisation and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business complexities of international business; Modes of entry into international business.

International Business Environment: National and foreign environments and their components-economic, cultural and political-legal environments; Global trading environment recent trends in world trade in goods and services; Trends in India's foreign trade.

International Trade – An overview; Commercial Policy Instruments - Tariff and Non-Tariff measures; Balance of payment account and its components.

International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF.

Part – II

Regional Economic Co-operation: Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia.

International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments into and from India.

Books Prescribed:

1. Charles, W.L. Hill and Jain, Kumar, Arun, “International Business”, 6/e, 2008, Tata McGraw-Hill, New Delhi.
2. Cherunilam, Francis, “International Business: Text and Cases”, 5/e, 2010, Prentice Hall of India Ltd, New Delhi.
3. Paul, J., “International Business”, 5/e, 2011, Prentice Hall of India Ltd, New Delhi.
4. RBI. Report on Currency & Finance, Various issues.
5. Bennett, R., “International Business”, 2/e, 2008, Pearson Education.
6. Griffin, R. W. and Pustay, M.W., “International Business”, 2009, Prentice Hall.
7. Michael R. Czinkota. et al., “International Business”, 2002, Fortforth: The Dryden Press.
8. UNCTAD Reports.
9. WTO, Annual Report, various issues.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand and assess emerging issues in international business.
CO2	Evaluate the impact of international business environment on foreign market operations.
CO3	Express the importance of foreign trade for Indian economy.

SEM-3
BCG-307: INDUSTRIAL LAWS

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To develop understanding regarding the provisions and employment under Factories Act 1948 and benefits available to the workers.

Course Content:

Part - I

THE FACTORIES ACT, 1948: Importance, Definitions, Provisions of the Factories Act relating of Health, Safety and welfare of the workers Working hours of Adults and Young persons.

INDUSTRIAL DISPUTES ACT, 1947: Meaning of Industrial Disputers, Authorities under the Industrial disputes Act, their duties and right, Strikes and lockouts, Lay off and retrenchment.

TRADE UNIONS ACT, 1926: Definition and Registration of trade unions Rights and liabilities of Registered Trade Unions.

Part – II

EMPLOYEES STATE INSURANCE ACT, 1948: Constitution and Functions Employees state Insurance corporation, Standing committee and medical Benefit Council, Provisions relating to Contribution and benefits.

WORKMEN’S COMPENSATION ACT, 1923: A brief study of the provisions to compensation of workman.

Books Prescribed:

1. Padhi, P.K., “Labour and Industrial Laws”, 2008, Prentice Hall of India Pvt Ltd, New Delhi.
2. Srivastava, S.C., “Industrial Relations and Labour Laws”, 2009, Vikas Publications.
3. Shukla, R.K., “Industrial Relations and Labour Laws”, 2006, New Royal Book Company.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the provisions and employment under Factories Act 1948.
CO2	Calculation of compensation and the disabilities of workmen.
CO3	Analyse disputes and the machineries under Industrial disputes Act 1947.
CO4	Gain knowledge about procedure, registration and cancellation of Trade Union.

SEM-3
ESL-221: ENVIRONMENTAL STUDIES-I (COMPULSORY)

Credit Hours (Per Week): 2
Total Hours:30
Maximum Marks:50 Marks

Instructions for Paper Setters: The question paper will consist of three sections. Candidate will be required to attempt all the sections. Each unit of the syllabus should be given equal weightage of marks. Paper to be set in English, Punjabi and Hindi.

Section-A: (16 Marks): It will consist of five short answer type questions. Candidates will be required to attempt four questions, each question carrying four marks. Answer to any of the questions should not exceed two pages.

Section-B: (24 Marks): It will consist of five questions. Candidates will be required to attempt four questions, each question carrying six marks. Answer to any of the questions should not exceed four pages.

Section-C: (10 Marks): It will consist of two questions. Candidate will be required to attempt one question (carrying ten marks) only. Answer to the question should not exceed 5 pages.

Course Objectives

CO-1	The main goal of Environmental studies is to create the environmental awareness to create a safe, green and sustainable environment.
CO-2	To make students aware about the importance of ecosystem, types of ecosystem, energy flow in an ecosystem, ecological succession, food chain and food web.
CO-3	To make students aware of water conservation, global warming, consumerism and waste products. and, also about the environmental protection acts.
CO-4	Role of National Service Scheme (NSS). Health and hygiene.

Unit-I

The Multidisciplinary Nature of Environmental Studies:

- Definition, scope & its importance.
- Need for public awareness.

Natural Resources:

- Natural resources and associated problems:

a) Forest Resources: Use of over exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

b) Water Resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) Mineral Resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food Resources: World food problems, change caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problem, salinity, case studies.

e) Energy Resources: Growing of energy needs, renewable and non-renewable energy resources, use of alternate energy sources, case studies.

1. **f) Land Resources:** Land as a resource, land degradation, soil erosion and desertification. Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

Unit-II

Ecosystem:

- Concept of an ecosystem.
- Structure and function of an ecosystem.
- Producers, consumers and decomposers.
- Energy flow in the ecosystem.
- Ecological succession.
- Food chains, food webs and ecological pyramids.

Introduction, types, characteristic features, structure and function of the following ecosystems:

- a. Forest ecosystem
- b. Grassland ecosystem
- c. Desert ecosystem
- d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit-III

Social Issues and Environment:

From unsustainable to sustainable development.

Urban problems related to energy.

Water conservation, rain water harvesting, watershed management.

Resettlement and rehabilitation of people; its problems and concerns. Case studies.

Environmental ethics: Issues and possible solutions.

Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.

Wasteland reclamation.

Consumerism and waste products.

Environmental Protection Act:

- Air (prevention and Control of Pollution) Act.

- Water (prevention and Control of Pollution) Act.
- Wildlife Protection Act.
- Forest Conservation Act.

Issues involved in enforcement of environmental legislation.

Public awareness.

Unit-IV

National Service Scheme

- **Introduction and Basic Concepts of NSS:** History, philosophy, aims & objectives of NSS; Emblem, flag, motto, song, badge etc.; Organizational structure, roles and responsibilities of various NSS functionaries.
- **Health, Hygiene & Sanitation:** Definition, needs and scope of health education; Food and Nutrition; Safe drinking water, water borne diseases and sanitation (Swachh Bharat Abhiyan); National Health Programme; Reproductive health.

References/Books:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Down to Earth, Centre for Science and Environment, New Delhi.
4. Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
6. Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
8. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
9. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar
10. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO-1	Learn about the sustainable environment.
CO-2	Gain the knowledge ecosystem and its functioning.
CO-3	Know about the water conservation programs like rain water harvesting and water shedding. and, to gain knowledge of environmental (air, water and pollution) protections acts.
CO-4	Know about the role and importance of NSS– a volunteer organization, in making up a better environment and to maintain better health and hygiene.

GROUP-I: BANKING
BCH 308: ELECTRONIC BANKING AND RISK MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

This subject will provide the information regarding recent trends in E-banking and risk management in banks along with the concept of Asset- liability management in banks.

Course Content:

PART-I

Electronic Banking- Core Banking -Electronic products online Banking – Facilities provided and Security Issues, Cheque Truncation, Microfiche, Phone and Mobile Banking
Electronic Funds Transfer Systems - plain messages (Telex or Data Communication) -
Structured messages (SWIFT, etc...)- RTGS

Information Technology - Current trends - Banknet, RBI net, Datanet, Nicnet, I-net,
Internet, Email, etc.-Role and uses of technology upgradation-

Global developments in Banking Technology Impact of Technology on Banks - Effect on
Customers and Service Quality -Computer Audit - Information System Audit. Information
System Security and Disaster Management.

PART-II

Risk Management: Types of risks in banks, Risk Management Frame work in Banks: Enterprise –wide RiskManagement in Banks; Elements of Risk Management Frame work; Systematic Risk Management in Banks; Different Measures of measuring Risks; risk management – process and techniques for assessment and management. Asset-liability management in banks, Role of RBI

1. Books Prescribed:

2. Marrison, Christopher Ian, “*The fundamentals of risk measurement*”, 2002, New York: McGraw Hill
3. Marshall, Christopher Lee, “*Measuring and Managing Operational Risks in Financial Institutions: Tools, Techniques, and Other Resources*”, 2001, Singapore, New York: John Wiley.
4. MacDonald and Koch, “*Management of Banking*”, 2010, Thomson, London.
5. Bidani, S.N., “*Banking Risks*”, 2010, Vision Books.
6. Joshi, V.C. and Joshi, V.V., “*Managing Indian Banks*”, 2009, Sage Publications.

Note:- Latest Editions of Suggested Books May Be Followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn the basic concepts of online banking such as Facilities provided and Security Issues, Cheque Truncation, Microfiche, Phone and Mobile Banking.
CO2	Understand the recent trends in information technology such as computer audit, information system audit and impact of technology on banks in detail.
CO3	Learn the Risk Management Frame work in Banks, Systematic Risk Management in Banks, different Measures of measuring Risks, risk management and its process and techniques for assessment and management. Along with this they will understand the concept of Asset- liability management in banks.

SEM-3
GROUP–II: PROJECT AND PRODUCTION MANAGEMENT

BCH -309: QUALITY MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course objective:

The overall purpose of the course is to provide an understanding of the process of managing quality and managing services. This course aims to show how all the fundamental disciplines of business are intrinsically linked with the concepts of service excellence and quality. Because these concepts are so interrelated they can be shown to have a strategic importance to the culture and success of any organization.

Part -I

Concepts of Product and Service Quality, Principles and Philosophies of quality management, Dimensions of Quality. PDCA Cycle, Deming's, Juran's, Crosby's Quality Philosophy. Quality Cost. Relevance of quality management to organizational excellence. Business Process reengineering.

Quality systems – fundamentals, organizing and implementation of quality systems Tools and techniques of quality management

Control Charts for SQC: Statistical Quality Control (SQC). Six Sigma: Concepts, Steps and Tools.

Part - II

Quality Function Deployment, QFD example.

Total Quality Management perspective, methodologies and procedures; Roadmap to TQM, ISO 9000, KAIZEN, Quality Circles, Quality Models for organizational excellence.

Benchmarking, Taguchi method, Pareto Analysis, Pokka Yoke (Mistake Proofing).

Other Factors in Quality: Human Factors such as attitude and errors. Material–Quality, Quality circles, Quality in sales & service.

Information technology and Quality management

Books prescribed:

1. Mitra A., “Fundamentals of Quality Control and Improvement”, 2012, John Wiley & Sons.
2. J Evans and W Linsay, “The Management and Control of Quality”, 2005, Thomson.
3. Besterfield, D. H.; Besterfield, G.H.; Besterfield, Carol; Besterfield M.; Urdhwareshe, H.; Urdhwareshe R., “Total Quality Management”, 2011, Pearson Education.
4. Besterfield, D H, “Quality control”, 2009, Prentice Hall.
5. Bhat, K.S., “Quality Management”, 2009, Himalaya Publishing

Course Outcomes

Sr. No.	On completion of this course, the students will be able to:
CO1	Explain the different meanings of the quality concept and its influence.
CO2	Describe, distinguish and use the several techniques and quality management tools
CO3	Explain the regulation and the phases of a quality system certification process
CO4	Predict the errors in the measuring process, distinguishing its nature and the root causes.

SEM-3
GROUP-III: INSURANCE

BCG-310: PRINCIPLES AND PRACTICE OF GENERAL INSURANCE

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper setters/examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective: This course primarily deals with practical aspects of General insurance within the framework of prevailing legislation and aims at familiarizing the reader with the market structure, procedures and practices, coverages under various insurance policies, underwriting practices, claims management, accounting, investments and customer service.

Course Content:

PART-I

Risk Mitigation Through General Insurance: Risks Faced by the Owner of Assets – Exposure to Perils – Nature of General Insurance, General Insurance Industry in India.

Insurance Forms: Proposal Forms, Cover Notes, Certificate of Insurance, Policy Forms, Endorsements, Interpretation of Policies, Co-Insurance, Standard Policies.

Fire & Marine Insurance Coverages: Fire Insurance Coverages – Marine Insurance Coverages– Types of Marine Insurance Policies, - Duty & Increased Value Insurance - Reinsurance Recoveries- Functions of Salvage Association and Functions of Cargo Surveyors.

Motor Insurance: Comprehensive Policy for Private Cars Loss on Damage - Liability to Third Parties, Medical Expenses - General Exception - Conditions - No Claims Bonus - Transfer of Interest - The Schedule Comprehensive Policies on Commercial Vehicles Comprehensive Policies on Motor Cycle

PART II

Miscellaneous Coverages: Personal Accident insurance – health insurance - Burglary insurance– Baggage insurance – Legal Liability insurance – Public & Product Liability insurances – Professional Indemnity insurance – Workmen’s Compensation Insurance – Fidelity Guarantee insurance – Banker’s Indemnity insurance – Carrier’s Legal Liability insurance – Jeweller’s Block insurance – Composite policies - Aviation insurance – Engineering insurance – Rural Insurances –Micro insurance.

Specialised Insurances: Industrial All Risks insurance – Advance Loss of Profits insurance – Oil & Energy Risks insurance – Satellite insurance.

Underwriting: Objectives and approach – Underwriting policy – Reinsurance.

Rating and Premium: Classification of risks – Discrimination – Bonus / Malus – Claims cost – acquisition cost – Management expenses – Classification of products – Premium – Short period scales – Failure of consideration – Refund / return of premium – Advance payment of premium,

Claims: Preliminary procedure – Loss minimization – Procedure – Claims Form – Investigation and assessment – Surveyors and loss assessors – Claims documents – Arbitration – Discharge vouchers – Post settlement actions – Recoveries – Salvage & Loss minimization – Inhousesettlement.

Books prescribed:

1. Gupta, P.K., “*Principles and Practice of Non life Insurance*”, 2006, Himalaya Publications
2. Periasamy, P., “*Principles and Practice of Insurance*”, 2010, Himalaya Publication.
3. Gupta, P.K., “*Insurance and Risk Management*”, 2010, Himalaya Publication.
4. Gopal Krishan, G., “*Insurance Principles and Practice*”, 1994, Sterling Publishers, New Delhi.
5. Niehaus, Harrington (2007), Risk Management and Insurance, Tata McGraw-Hill

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO- 1	Understand policy documents and forms used in general insurance.
CO- 2	Classify and analyze various categories of general insurance products.
CO- 3	Understand the concept of underwriting, ratings and premiums in general insurance.
CO- 4	Classify and analyze policy claims

SEM-3
BCH- 311 INDIA'S FOREIGN TRADE

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Maximum Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:-

Note: The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type questions) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type questions) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

Course Objectives:

Course Content:

Part- I

Foreign Trade, Instruments of foreign trade, Import/export control, Exchange control in India, import finance (documentary credit), export financing,

Regulatory framework for export/ import operations. Export promotion incentives, import/export guarantees, Foreign remittances, technology transfer.

Cross border banking arrangements – forms of International banking, NRI/NRO accounts, cross border risk.

International monetary systems. International finance.

Part- II

Foreign Exchange Market: Nature of transactions in foreign exchange market and types of players, convertibility of rupee, euro currency market, commercial rates of exchange, exchange rate determination

Strategies of international business,

International Investment: Types and significance of foreign investments, factors affecting international investment, growth and dispersion of FDI, cross border mergers and acquisitions,

foreign investment in India,

Books Prescribed:

Chaudari, B.K. and Agarwal, O.P., “Foreign Trade and foreign exchange”, 2010, Himalaya Publication.

Daniels, John; Radebaugh, Lee and Sullivan, Daniel, “International Business”, 13th Edition (2011), Pearson Education.

Paul, Justin, “International Business”, 4th Edition (2008), PHI Learning.

C. Paul Hallwood and Ronald Macdonald, “International Money and Finance”, 3rd Edition (2000), Blackwell, Oxford U.K.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the importance of Foreign Trade in India. and study the new theories of Trade with respect to international scenario
CO2	Apply appropriate terms of trade mechanism to supervise foreign trade in India.
CO3	Provides clear picture about regulatory framework of export/import promotion policies and its related concepts
CO4	Understand the trade promotion institution and export concerns in India and gives knowledge on various types of international investment in international trade
CO5	Study the Instruments of import policy and the concepts related to imports substitution and restrictions.

SEM-4
BCG-401: ENGLISH (COMPULSORY)

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 08 Marks

Section B: 20 Marks

Section C: 09 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 understand those texts on the basis of careful reading
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

Section–A

1. **Twelve (12)** Questions on usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Eight(8)**
(1X8= 8 Marks)

Section–B

1. **TWO** questions (with sub parts) based on strategies & skill development exercises in Unit-III and Unit-IV of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice.
(7X2=14 Marks)
2. **THREE** questions on central idea, theme, tone and style, etc. of three poems from the prescribed textbook, *Moments in Time* will be set. The students are required to attempt any TWO of these questions.
(3X2 = 6 Marks)

Section–C

1. **One question (with internal choice)** requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus.
(1X4 =4 Marks)

2. **ONE** question based on ‘Beyond the Reading’ section at the end of each chapter of the prescribed textbook, *Making Connections* will be set.

(1X5 = 5 Marks)

Course Contents:

- I. *Making Connections*: Unit –III & Unit- IV
- II. *Moments in Time*: poems at serial No.7-12
- III. Unit 98-112 from *Murphy’s English Grammar*.

Text books Prescribed

- 1. *Making Connections* by Kenneth J. Pakenham 3rd Edn. CUP
- 2. *Moments in Time: An Anthology of Poems*, G.N.D.U. Amritsar
- 3 *Murphy’s English Grammar 4th Edition* (by Raymond Murphy) CUP

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Develop an understanding of the poems taught and be able to answer questions regarding situations, themes and characters depicted in them
CO2	Comprehend the basics of grammatical rules governing adjectives, adverbs, conjunctions and prepositions
CO3	Enhance their reading and analysing power of texts through guided reading
CO4	Enrich their vocabulary and use newly learnt words in both spoken and written language
CO5	Develop skills to write an essay on a given topic

SEM-4
BCG-402: ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

- ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ (08) ਅੰਕ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਪੰਜਵੇਂ ਭਾਗ ਵਿਚ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ 01-01 ਅੰਕ ਦੇ ਛੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ 05 ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
ਨੋਟ : ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 37+13 = 50 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:	PSOs Addressed	Cognitive Levels
CO1	ਵਿਦਿਆਰਥੀ ਦੀ ਵਾਰਤਕ ਵਿਚ ਦਿਲਚਸਪੀ ਵਧੇਗੀ।	1	R,U,L
CO2	ਵਿਦਿਆਰਥੀ ਦੀ ਵਾਰਤਕ ਵਿਧਾ ਸੰਬੰਧੀ ਸਮਝ ਵਿਕਸਤ ਹੋਵੇਗੀ।	1	R,U,L
CO3	ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਲਿਖਣ ਦੀ ਕਲਾ ਵਿਕਸਤ ਹੋਵੇਗੀ।	1,3	R,U,L,Ap,C
CO4	ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਲੇਖ ਰਚਨਾ ਤੇ ਇਸ਼ਤਿਹਾਰ ਲਿਖਣ ਦੀ ਕਲਾ ਨਿਖਰੇਗੀ।	1,3	R,U,L,C
CO5	ਵਿਦਿਆਰਥੀ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ।	1	R,U,L

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ

ਡਾ. ਗੁਰਬਚਨ ਸਿੰਘ ਤਾਲਿਬ (ਸੰਪਾ.), ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
(ਲੇਖ 8 ਤੋਂ 14 ਲੇਖ ਵਿਚੋਂ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਕਲਾ ਪੱਖ)

ਭਾਗ-ਦੂਜਾ

ਫ਼ਾਸਲੇ

ਜਤਿੰਦਰ ਬਰਾੜ, ਨਾਨਕ ਸਿੰਘ ਪੁਸਤਕਮਾਲਾ, ਅੰਮ੍ਰਿਤਸਰ।
(ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਨਾਟਕ ਕਲਾ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਲੇਖ ਰਚਨਾ (ਸਮਾਜਕ, ਸਭਿਆਚਾਰਕ, ਇਤਿਹਾਸਿਕ ਅਤੇ ਵਿਦਿਅਕ ਸਰੋਕਾਰਾਂ ਸੰਬੰਧੀ)
(ਅ) ਅਖ਼ਬਾਰ ਵਿਚ ਇਸ਼ਤਿਹਾਰ

ਭਾਗ-ਚੌਥਾ

ਵਿਆਕਰਨ :

(ੳ) ਸ਼ਬਦ-ਜੋੜਾਂ ਦੇ ਨਿਯਮ

(ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

SEM-4

BCG-402: ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In Lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04

ਕੁੱਲ ਘੰਟੇ : 60

ਕੁੱਲ ਅੰਕ : 50

ਥਿਊਰੀ ਅੰਕ : 37

ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਭਾਗ-ਪਹਿਲਾ ਵਿਚੋਂ ਚਾਰ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਚਾਰ-ਚਾਰ ਅੰਕਾਂ ਦੇ ਤਿੰਨ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ। ਭਾਗ-ਦੂਜਾ ਵਿਚੋਂ ਵਿਭਿੰਨ ਸਮਾਜਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸਥਿਤੀਆਂ ਦੇ ਅੰਤਰਗਤ ਪੰਜ ਵਾਕ ਬਣਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਹਰੇਕ ਵਾਕ ਦੇ ਦੋ ਅੰਕ ਹੋਣਗੇ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਤਿੰਨ ਵਿਸ਼ੇ ਦਿੱਤੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ ਪੈਰਾ ਰਚਨਾ ਕਰਨੀ ਹੋਵੇਗੀ। ਨਿੱਜੀ, ਦਫ਼ਤਰੀ ਅਤੇ ਵਪਾਰਕ ਚਿੱਠੀ : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਦੋ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ 'ਤੇ ਚਿੱਠੀ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਕ ਪੈਰਾ ਦਿੱਤਾ ਜਾਵੇਗਾ, ਜਿਸ ਦੀ ਉਸ ਨੇ ਇਕ ਤਿਹਾਈ ਹਿੱਸੇ ਵਿਚ ਸੰਖੇਪ ਰਚਨਾ ਕਰਨੀ ਹੋਵੇਗੀ ਅਤੇ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਦੇਣਾ ਹੋਵੇਗਾ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਕਸਿਤ ਹੋਵੇਗਾ।
CO2	ਉਨ੍ਹਾਂ ਅੰਦਰ ਪੈਰਾ ਰਚਨਾ ਅਤੇ ਸੰਖੇਪ ਰਚਨਾ ਦੀਆਂ ਬਾਰੀਕੀਆਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
CO3	ਉਨ੍ਹਾਂ ਅੰਦਰ ਚਿੱਠੀ ਪੱਤਰ ਦੀ ਕਲਾ ਦਾ ਵਿਕਾਸ ਹੋਵੇਗਾ।
CO4	ਉਨ੍ਹਾਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਗਿਆਨ ਤੇ ਹੁਨਰ ਹੋਰ ਪਰਿਪੱਕ ਹੋਵੇਗਾ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ :

ਮੁਢਲੀ ਜਾਣਕਾਰੀ (ਭਾਵੇਂਸ਼, ਸ਼ਬਦ, ਵਾਕੰਸ਼, ਉਪਵਾਕ, ਵਾਕ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵਰਤੋਂ :

ਵਿਭਿੰਨ ਸਮਾਜਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸਥਿਤੀਆਂ ਦੇ ਅੰਤਰਗਤ - ਘਰ, ਬਾਜ਼ਾਰ, ਮੇਲੇ, ਸਿਨੇਮੇ, ਵਿਆਹ, ਧਾਰਮਿਕ ਸਥਾਨਾਂ ਵਿਚ ਅਤੇ ਦੋਸਤਾਂ ਆਦਿ ਨਾਲ।

ਭਾਗ-ਤੀਜਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-I : ਪੈਰਾ ਰਚਨਾ

ਭਾਗ-ਚੌਥਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-II :

(ੳ) ਚਿੱਠੀ ਪੱਤਰ

(ਅ) ਸੰਖੇਪ ਰਚਨਾ

SEM-4

BCG-402 PUNJAB HISTORY & CULTURE (AD.1606-1849)

(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each. Each question carries 8 marks. The students are to attempt one question from each unit approximately in 800 words. Unit-V consists of 7 short answer type questions to be set from the entire syllabus. Students are to attempt any 5 questions in about 20 words each. Each question carries 1 mark.

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

Course Objectives: The main objective of this course is to introduce the students who are not domicile of the Punjab with the history and culture of the Punjab during 1606-1849 A.D. It aims to provide information regarding the transformation of Sikhism under Guru Hargobind Sahib, martyrdom of Guru Tegh Bahadur, circumstances leading to the creation of Khalsa Panth, Rise of Banda Bahadur and the Punjab under the Sikh Misls. It also intends to provide information regarding the establishment of the Sikh rule by Ranjit Singh and his administrative system in the Punjab.

Unit-I

1. Transformation of Sikhism under Guru Hargobind.
2. Martyrdom of Guru TegBahadur.

Unit-II

3. Creation of the Khalsa .
4. The Khalsa and its impact on the Punjab.

Unit-III

5. Rise of Banda Bahadur and his achievements.
6. Rise of Misls.

Unit-IV

7. Ranjit Singh's rise to power; Civil, Military and Land Revenue Administration.
8. Art,Architecture, Folk Music, Fair and Festivals in the Punjab during the medieval period.

Suggested Readings:-

1. P.N. Chopra, B.N. Puri, & M.N Das, A Social, Cultural & Economic History of India-Vol. II., Macmillan India, New Delhi, 1974.
2. J.S Grewal, The Sikhs of the Punjab, Cambridge University Press, New Delhi, 1994.
3. FaujaSingh, A History of the Sikhs-Vol. I & II, Punjabi University, Patiala, 1972.
4. Kushwant Singh, A History of the Sikhs-Vol. I (1469-1839), Oxford University Press, New Delhi, 2011.
5. Kirpal Singh, History and Culture of the Punjab-Part II (Medieval Period), PublicationBureau, Punjabi University, Patiala, 1990.

COURSE OUTCOMES

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

Sr. No.	On completion of this course, the students will be able to:
CO1	Major changes brought in the Sikhism after adoption of the New Policy by Guru Hargobind Sahib.
CO2	Martyrdom of Guru Tegh Bahadur and its impact.
CO3	Changes in the Sikhism after creation of the Khalsa Panth.
CO4	The legacy and impact of Banda Bahadur and Maharaja Ranjit Singh's rule in the Punjab.
CO1	Cultural growth in the Punjab during the period under study.

SEM-4
BCG 403: GOODS AND SERVICE TAX (GST)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The purpose of this paper is to provide knowledge regarding the process of valuation, payment and filing of returns in GST so that students will be able to file self-returns.

Course Content:

Part – I

GST Act 2017: Overview, Constitutional aspects, Implementation, Liability of Tax Payer, GST Council, Brief Introduction to IGST, CGST, SGST and UGST. Levy and collection.

Exemption from GST: Introduction, Composition Scheme and remission of Tax.

Registration: Introduction, Registration Procedure, Special Persons, Amendments / Cancellation.

Supply: Concept, including composite supply, mixed supply, interstate supply, intra-state supply, supply in territorial waters, place and time of supply.

Part-II

Input Tax Credit: Introduction, Tax Invoice Credit & Debit notes, e-way bill- Pros and cons, reference to compliance issues.

Computation of GST Liability and Payment including time, method of making payment, challan generation, CPIN, TDS &TCS. Reverse charge.

Returns: various returns to be filed by the assesses.

GST Portal: Introduction, GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices

Books Prescribed:

1. *Taxmann: Taxmann's GST Manual 2017. Taxman, Publications (P) Ltd.*
2. *Datey V.S., Taxmann's GST Ready Reckoner Taxman, Publications (P) Ltd.*
3. *Gupta S.S., GST-How to meet your obligations 2017. Taxman, Publications (P) Ltd.*
4. www.cbec.gov.in

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the tax system in India particularly GST
CO2	Gain knowledge regarding the process of Valuation, payment and filing of returns in GST so that students will be able to file self-returns.
CO3	After the successful completion of this subject the student can become a GST Professional Advisor or/ and consultant.

SEM-4
BCG-404: INDIAN ECONOMY

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Note: The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective: The objective of the course is to make students conversant with the concepts of economic development, land reforms, green revolution and economic planning in India. They also gain insight into the performance of agriculture and industrial sector and also the transformative changes there in, in the current times.

Part - I

Meaning and Characteristics of underdevelopment - salient features of Indian Economy – factors responsible for development - development as distinct from growth - a comparison between Indian and other developing economies like China, Pakistan, Taiwan, Korea will give a better idea of development.

Planning in India - meaning, process, and approaches. Five Year Plans- Objectives in general and targets and performance.

Agricultural role in Indian Economy (Contribution to GNP, employment, etc..) Problems of low productivity - Land Reforms - need and scope. The food problem and Green Revolution; Mechanisation - desirability and feasibility.

Part – II

Agricultural Marketing - Regulated Markets - warehousing - Role of Agricultural Prices commission (APC) - Procurement Policy - Buffer - Stock - Dual Pricing - Role of FCI. Agricultural Credit: Need and Sources.

Industry - importance - Role of Small Scale Industry - some large scale industries (Iron & Steel, Cotton, Textiles, Sugar, Jute, Petro-chemicals, Tea, etc.) Industrial Sickness - causes and measures; Industrial Policy Resolutions (of 1956, 1985 & 1991)

Suggested Readings:

1. Rudar Datt, Sundaram, K.P.M., "Indian Economy", 2012, S. Chand & Co., New Delhi.
2. Jhingan, M.L. "The Economics of Development & Planning", 22nd Revised Edition, Konark Publications, New Delhi.
3. Sankaran S, "Indian Economy: Problems, Policies and Development", 1994, Margham Publication, Chennai.
4. RBI Bulletin, Pramit Chaudhury, The Indian Economy, Poverty and Development, Vikas Publishing House, New Delhi.
5. Velayutham, "Foreign Trade, Theory & Practice", S. Chand & Co., New Delhi.

Note: Latest edition of text book may be used.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Acquire understanding about various sectors of the Indian economy
CO2	Analyse various issues related to Indian Agriculture sector
CO3	Get an in-depth understanding about Indian Industrial sector, in general and small scale and large scale Industries in particular
CO4	Get an overview of Agricultural Marketing and Agricultural Prices,
CO5	Acquire knowledge about Industrial Policy Resolutions

SEM-4

BCG-405: PRINCIPLES AND PRACTICES OF BANKING AND INSURANCE

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The objective of this subject is to prepare the students for banking and insurance industry.

Course Content

Part – I

Their types and functions, Management and organizational set up of commercial banks, Impact of Banking reforms on organizational structure of banks (with SBI as model), Management of deposits, Advances and loans in commercial banks. Central Bank-their role, objectives and functions Reserve Bank of India and its monetary policy since 1951. Present structure of commercial banking in India. State Bank of India. Reforms and Indian Banking. Structure, Organisation and regulation of Indian Money Market and Capital Market. Introduction to mutual Funds. Introduction to merchant banking. Introduction to Asset Liability Management. E-Banking. Electronic Transfer of Funds, Internet Banking. Financial Inclusion-Concept & Importance

Part – II

Insurance: Concept, Principles and Its relevance in developing country like India. Attitude towards the insurance cover. Life Insurance: Nature & use of Life Insurance – distinguishing characteristics of life insurance contracts Origin and growth of non-life insurance: Salient features of insurance Act & IRDA Act. Features of some policies of life insurance & general insurance. Progress in privatization of insurance sector.

Books Prescribed:

1. *Neelam C Gulati, 'Banking and Insurance: Principles & Practices', Excel Books*
2. *Indian Institute of Banking and Finance, 'Principles and Practices of Banking, Mcmillan Education.*
3. *Jyotsna Bhatia and NishwanSethi, 'Elements of Banking and Insurance', PHI*
4. *S.S. Kundu, 'Principles of Insurance and Banking',*

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Upon the completion of the course Students will be able to know the basics of Indian Banking system and its structure, various types of Accounts in Banks, documentation procedure during lending and management and organizational structure of Banks in India.
CO2	It will give the knowledge about Financial markets and its instruments and recent trends in banking like Merchant banking and E-Banking ,etc.
CO3	This course will provide a basic understanding of the insurance mechanism. It explains the concept of insurance and how it is used to cover risk.
CO4	It will provide an overview of major life insurance and general insurance products.
CO5	It will familiarize the students with regard to Banking and Insurance sector Regulators (RBI, IRDA) and their Rights, Powers and guidelines.

SEM-4
BCG-406: COST ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To understand the basic concepts and processes used to determine product costs, interpret cost accounting statements, evaluation of information for cost ascertainment, planning, control and decision making and to act as Cost accountant, Administrators, Appraisers, Secretarial Consultants, Tax Consultants, Advisors in company matters etc.

Course Content:

Part - I

Meaning, nature, scope & advantages of Cost Accounting. Distinction between Cost & Financial Accounting, Elements of Cost – materials. Purchase & Storage, Control & Pricing, Issue & Evaluation. Labour – Meaning Components of Labour Cost, Accounting and Control of idle time and Overtime Costs, Overheads – Classifications Allocations, Absorption and Accounting. Introduction to Activity Based Costing. Reconciliation of Cost and Financial Accounts.

Part – II

Methods – Unit Costing, Job, Batch, Contract, Process, Cost Control - Marginal Costing, Break Even Analysis, Budgetary Control, Standard Costing.

Books Prescribed:

1. *H.J. Wheldon : Cost Accounting & Costing Method*

2. *N.K. Prasad : Cost Accounting*

Note:- There will be 50% numerical questions in Section-B and Section-C of the question paper

Note: Latest edition of text book may be used

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the various costs on the basis of element, behaviour and functions. It helps in ascertaining the cost of material, labour and overhead allocation and to understand the basic concepts and processes used to determine product costs, interpret cost accounting statements, evaluation of information for cost ascertainment, planning, control and decision making.
CO2	Understand the various techniques of costing like Contract, Process, Standard and Marginal and Analyses the cost of both person and operation and helps in preparation of budget and implementation of budgetary actions.
CO3	Analyze the requisite data and fix the price of products manufactured and services rendered
CO4	Act as Cost accountant, Administrators, Appraisers, Secretarial Consultants, Tax Consultants, Advisors in company matters etc. and they will be able to find opportunities in Management of public & private sector enterprises, Financial institutions, All India Cost Accounts Service (ICAS) , Teaching , Consultancy and Independent practice.

SEM-4
BCG-407: SEMINAR

Max. Marks: 50
Credit Hours per Week: 2
Total Teaching Hours: 30

SEM-4

ESL–222: ENVIRONMENTAL STUDIES–II (COMPULSORY)

Credit Hours (Per Week): 2
Total Hours:30
Maximum Marks:50 Marks

Instructions for Paper Setters: The question paper will consist of three sections. Candidate will be required to attempt all the sections. Each unit of the syllabus should be given equal weightage of marks. Paper to be set in English, Punjabi and Hindi.

Section–A: (16 Marks): It will consist of five short answer type questions. Candidates will be required to attempt four questions, each question carrying four marks. Answer to any of the questions should not exceed two pages.

Section–B: (24 Marks): It will consist of five questions. Candidates will be required to attempt four questions, each question carrying six marks. Answer to any of the questions should not exceed four pages.

Section–C: (10 Marks): It will consist of two questions. Candidate will be required to attempt one question (carrying ten marks) only. Answer to the question should not exceed 5 pages.

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

CO-1	Study the concept of Biodiversity – role, importance, values and its conservation. Hot spots and threats to biodiversity.
CO-2	Create awareness regarding environmental pollution, its causes and effects and preventive measure to control the different types of pollution.
CO-3	Make students aware of growing human population – causes and concern. Family welfare programs. Road safety (Traffic) rules.
CO-4	Know about entrepreneurship development and civil/self defense.

Unit-I

Biodiversity and its Conservation:

- Definition: Genetic, species and ecosystem diversity.
- Biogeographical classification of India.
- Value of Biodiversity: Consumptive use; productive use, social, ethical, aesthetic and option values.
- Biodiversity of global, National and local levels.
- India as mega-diversity nation.
- Hot-spots of biodiversity.
- Threats to Biodiversity: Habitat loss, poaching of wild life, man wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of Biodiversity: In situ and Ex-situ conservation of biodiversity.

Unit-II

Environmental Pollution:

- Definition, causes, effects and control measures of:
 - a) Air Pollution

- b) Water Pollution
- c) Soil Pollution
- d) Marine Pollution
- e) Noise Pollution
- f) Thermal Pollution
- g) Nuclear Hazards
- h) Electronic Waste
- Solid Waste Management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster Management: Floods, Earthquake, Cyclone and Landslides.

Unit-III

Human Population and the Environment

- Population growth, variation among nations.
- Population explosion-Family welfare programme.
- Environment and human health.
- Human rights.
- Value education.
- HIV/AIDS.
- Women and child welfare.
- Role of information technology in environment and human health.
- Case studies.
- Road Safety Rules & Regulations: Use of Safety Devices while Driving, Do's and Don'ts while Driving, Role of Citizens or Public Participation, Responsibilities of Public under Motor Vehicle Act, 1988, General Traffic Signs.
- Accident & First Aid: First Aid to Road Accident Victims, Calling Patrolling Police & Ambulance.

Unit-IV

National Service Scheme:

- **Entrepreneurship Development:** Definition & Meaning; Qualities of good entrepreneur; Steps/ ways in opening an enterprise; Role of financial and support service Institutions.
- **Civil/Self Defense:** Civil defense services, aims and objectives of civil defense; Needs for self-defense training.

Field Visits:

- Visit to a local area to document environmental assets—river/forest/grassland/hill/mountain.
- Visit to a local polluted site—Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds.
- Study of simple ecosystems—pond, river, hill slopes etc.
- Contribution of the student to NSS/any other social cause for service of society.
- Visit to Museum/Science City

Note: In this section the students will be required to visit and write on the environment of an area/ ecosystem/village industry/disaster/mine/dam/agriculture field/waste management/hospital etc. with its salient features, limitations, their implications and suggestion for improvement.

References/Books:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Down to Earth, Centre for Science and Environment, New Delhi.

4. Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
6. Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
8. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
9. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar
10. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Know about the meaning of Biodiversity and its role in environment.
CO2	Know about the causes of different forms of pollution and their control measures.
CO3	Know about the causes and challenges of growing human population. Women and child welfare programs.
CO4	Know the development of entrepreneurship and techniques of civil/self defense.

SEM-4
GROUP- I : BANKING

BCH-408: ACCOUNTING FOR BANKERS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To understand the basic concepts of Interest Calculation, Annuity Calculation and EMI Calculation, Accounting for NPA etc. in banking sector.

Course Content:

Part -I

Basics of Business Mathematics-Calculation of Simple Interest and Compound Interest –Fixed and Floating Interest Rates - Calculation of EMIs - Calculation of front end and back end interest Calculation of Annuities and YTM - Calculation of provisions for NPA and risk weights for Basel Committee Recommendations Interest calculation using products/ balances Capital Budgeting - Discounted cash flow - net present value pay back methods Depreciation- different types – methods of calculation

Accounting in Banks / Branches-Definition & Scope and Accounting Standards-Nature and purpose of accounting; historical perspectives-Origins of accounting principles-accounting standards and its definition and Scope.

Part-II

Bank Accounting and Balance Sheet-Rules for bank accounts, cash / clearing / transfer vouchers / system -subsidiary book and main day book - General Ledger - Branch v/s Bank Accounts. Operational Aspects of KYC Customer service, Deposit Accounts, Loan Accounts, CBSE Environment. Bank Balance Sheet Structure-accounts-categories-Assets, Liabilities and Networth Components. Accounting for NPA/ Provisioning/ Suit Filed Accounts. Final Accounts of Banking Companies. Disclosure requirements. Bank Reconciliation Statement-Capital & Revenue Expenditure/Inventory Valuation/Bill of Exchange–Leasing and Hire-Purchase Company accounts-Accounting from in complete records– Ratio Analysis.

Books Prescribed:

1. IIBF, “*Accounting and Finance for Bankers: (For JAIIB Examinations)*”, 2008, Macmillan Publishers
2. Morton, D. Walter, “*Banking and Bank Accounting: An Advanced Seton the Individual Business Practice Plan*”, 2011, BiblioBazaar
3. Neal, E. Virgin, “*Modern Banking and Bank Accounting: Containing a Complete Exposition of the Most Approved Methods of Bank Accounting*”, 2010, Bibliobazaar

Note: Latest edition of the textbook may be used

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the basic concept of Business Mathematics, Interest Calculation, Annuity Calculation and EMI Calculation.
CO2	Able to evaluate Capital Budgeting Projects with different techniques.
CO3	Understand Accounting in Banks and Branches including Rules for Bank Accounts, Account Books, Accounting for NPA, Final Accounts of Banking Companies and Bank Reconciliation Statement.
CO4	Have clear knowledge about Inventory Valuation, Bill of Exchange, lease and Hire Purchase and Ratio Analysis.

GROUP-II: PROJECT AND PRODUCTION MANAGEMENT

BCH- 409: PROJECT EVALUATION AND MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course objective:

The goal of the course is to give students the tools to initiate a project plan, manage both stakeholders and relationships, organize their team, develop a project charter, and build a business case for a project. Project management helps in the successful development of the project's procedures of initiation, planning, execution, regulation and closure as well as the guidance of the project team's operations towards achieving all the agreed upon goals within the set scope, time, quality and budget standards.

Part -I

Project Identification Analysis: Socio-economic Consideration in Project Formulation; Social Infrastructure Projects for Sustainable Development; Investment Opportunities; Project Screening and Presentation of Projects of Decision Making; Expansion of Capacity; Diversification.

Market and Technical Analysis: Market and Demand Analysis – Market Survey, Demand Forecasting, Uncertainties in Demand Forecasting;

Technical Analysis–Product Mix, Plant Capacity, Materials and Inputs, Machinery and Equipment.

Project Costing and Finance: Cost of project; Cost of production; Break even Analysis; Means of Financing Project; Tax Aspects in Project Finance; Role of Financial Institution in Project Finance.

Part - II

Project Appraisal: Time Value of Money; Project Appraisal Techniques – Playback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return, Benefit Cost Ratio; Social Cost Benefit Analysis; Effective Rate of Protection.

Risk Analysis: Measures of Risk; Sensitivity Analysis; Stimulation Analysis; Decision Tree Analysis.

Project Scheduling/Network Techniques in Project Management: CPM and PERT Analysis; Float times; Crashing of Activities; Contraction of Network for Cost Optimization, Updating; Cost Analysis of Resources Allocation. Basic knowledge of the leading softwares for Project Planning and Analysis.

Books prescribed:

1. Bhavesh, M. Patel, “Project Management–Strategic Financial Planning Evaluation and Control”,2000, Vikas Publishing House Pvt. Ltd.
2. Chandra, P, “Project Management.”,2007 Tata McGraw Hill.
3. Wysocki and Robert K., “ Effective Project Management.”, 2000, John Wiley and Sons, USA.

Course Outcomes

Sr. No.	On completion of this course, the students will be able to:
CO1	Gain knowledge in essential elements of management
CO2	Acquire skill in designing project proposal for various domains.
CO3	Understand and analyze different techniques of project management- financial, technical, and environmental and market demand.
CO4	Develop the abilities in project evaluation techniques like PERT, CPM etc.,

SEM-4
GROUP-III: INSURANCE
BCG-410: ACCOUNTING FOR INSURERS

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper setters/examiners

The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course objective: The curriculum provides knowledge about banking, insurance, investments and portfolio management, international finance etc. The course offers vast employment potential in the banking sector, insurance sector, investment and merchant banking activities, capital markets, share Broking and derivatives market.

Course Content:

Part – I

Elementary Principles of Accounts: Basic Principles of Double Entry, Group of Accounts. Principle of Journal and Ledger, Cash Book, Trial Balance, Final Accounts, Distinction between Capital and Revenue Expenditure, Trading Account, Balance Sheet
Accounting Procedures -Premium Accounting: Accounting of Premium, Renewal Premium, SSS Business Accounting Procedures.

Application of Financial Management Concept in Insurance Industry:

Introduction – Different Financial Management Concepts, Assets Risks, Market Risks, Realization Risk, Asset Liability Management, Cash Management, Capital Market Financial Ratio in Life Insurance Industry.

Part – II

Introduction to Underwriting: Insurance Profile of an Underwriter, Underwriting Purpose & Objectives of Underwriting, Importance of Underwriting, The Underwriting Process, Functions of Underwriting, Risk selection, Classification & Rating, Policy Forms. Rate Making, Types of Underwriters, Underwriting Decisions, Policies on Preferred / Standard / Sub-standard Basis, Monitoring Underwriting Decisions.

Reinsurance: Definition of reinsurance, utility of reinsurance, health insurance and reinsurance models, products supported by reinsurers, white labelling, social reinsurance annual reinsurance programme.

Books Prescribed:

1. Barnett, Samuel “ *Life Insurance Accounting*” ,2012, General Books
2. American Institute of Certified Public Accountants, “*Deposit Accounting: Accounting For Insurance and Reinsurance Contracts*”, 1998 , The Institute
3. Hennis, John L , “*Principles of Insurance Accounting*” Mid America Publishing Corporation

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO- 1	Get knowledge of basic accounting and its concepts such as journal, ledger, subsidiary book, journal proper and bank reconciliation statements.
CO- 2	Understand the Application of financial management concepts like assets liability management, cash management etc.in insurance industry.
CO- 3	Understand insurance reserves and accounting.
CO- 4	Understand the practical aspects of reinsurance and underwriting in insurance sector.

SEM-4
GROUP – IV: INTERNATIONAL BUSINESS
BCH- 411 INTERNATIONAL FINANCIAL MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Maximum Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the Paper Setters:-

Note: The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type questions) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type questions) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

Course Objectives: This course aims to provide students with an in-depth knowledge of international financial markets, determinants of exchange rates, currency derivatives, international arbitrage and interest rate parity, and exchange rate risk management.

Course Content:

Part- I

Foreign Exchange System: The Internationalization of Business and Finance, Alternatives Exchange Rate System; International Monetary System, The European Monetary System. Foreign Exchange Rate Determination: Introduction To Spot Market And Forward Market; Setting The Equilibrium Spot Exchange Rate; Factors Affecting Currency Value; Bop Approach And Asset Market Approach.

Role of Central Bank In Determination Of Exchange Rates; Parity Conditions In International Finance; Purchasing Power Parity.

Foreign capital budgeting decisions of an MNP: Ascertainment of Cash Outlay and Future Cash Inflows for Parent and Subsidiary, Profitability Analysis of Project for Parent under Different Situation.

Part- II

Country risk analysis: Country Risk Analysis, Measuring And Managing Political Risk, Firms Specific Risk; Country Risk Analysis, Study Of Economic And Political Factors Posing Risk, Country Risk Analysis In International Banking

Measuring and Managing Various Exposures: Alternative Measures of Foreign Exchange Exposure. **Risk Hedging**, Measuring and Managing Transaction Exposure; Measuring and Managing Operating Exposure.

Foreign Exchange Risk Management; Foreign Exchange Instruments, Currency Futures and Options Market; Interest Rates and Currency Swaps; Interest Rate Forwards and Futures.

Books Prescribed:

1. Shapiro, Allan C “*Multinational Financial Management*”, 2003, John Wiley and Sons, Singapore.
2. Apte P.G., “*International Financial Management*”, 2009, Tata McGraw Hill, India.
3. Bhalla, V.K., “*International Financial Management*”, 2008, Anmol Publications, India.
4. Eitman, Stonehill and Moffett, “*Multinational Business Finance*”, 2004, Pearson Education, India.

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO1	Recall and discuss the need of Derivatives market with the changing business scenario. They would be aware of derivative products like forward contracts, futures contract, etc.
CO2	Get well versed with the various terms related to Foreign Exchange accounts, foreign exchange quotes and major foreign currencies around the world.
CO3	Discuss about various risk in foreign exchange dealings and management of the risk using various hedging techniques and theories for determination of foreign exchange rate and would know calculation of forward rate and spot rate.

- Alfred Lord Tennyson : In Memoriam
- Mathew Arnold : Dover Beach
- W. B. Yeats : Words
- Walter De La Mare : The Listeners
- W.H. Auden : The Unknown Citizen
- Dylan Thomas : Do not Go Gentle into That Good Night
- Rabindranath Tagore : False Religion
- Nissim Ezekiel : Night Of Scorpion

3. Unit No. 47-48, 113-120 from *Murphy's English Grammar*

Text Books Prescribed

1. *All My Sons* by Arthur Miller.
2. *Poems of Nature and Culture*, Guru Nanak Dev University Amritsar
3. *Murphy's English grammar 4th Edition* (by Raymond Murphy) CUP

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Widen their knowledge about various literary devices used in poetry such as tone, style, imagery, figures of speech, symbolism, etc.
CO2	Develop power of imagination and appreciate the beauty, rhyme, and style of a poem
CO3	Analyze and appreciate the dramatic technique, plot development and art of characterisation in the prescribed play
CO4	Develop an understanding of the insights, genres, conventions and experimentations associated with English Drama
CO5	Develop the knowledge, skills and capabilities for effective business writing

SEM-5
BCG-502: ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ (08) ਅੰਕ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਪੰਜਵੇਂ ਭਾਗ ਵਿਚ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ 01-01 ਅੰਕ ਦੇ ਛੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ 05 ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਨੋਟ : ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀ ਦੀ ਸਾਹਿਤਕ ਸਮਝ ਪਕੇਰੀ ਹੋਵੇਗੀ।
CO2	ਵਿਦਿਆਰਥੀ ਆਧੁਨਿਕ ਕਹਾਣੀ ਦੇ ਵਿਸ਼ੇਗਤ ਸਰੋਕਾਰਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
CO3	ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਵੈਜੀਵਨੀ ਦੇ ਵਿਧਾਗਤ ਸਰੂਪ ਬਾਰੇ ਗਿਆਨ ਹਾਸਿਲ ਹੋਵੇਗਾ।
CO4	ਵਿਦਿਆਰਥੀ ਵਿਚ ਅਨੁਵਾਦ ਕਲਾ ਦਾ ਵਿਕਾਸ ਹੋਵੇਗਾ।
CO5	ਵਿਦਿਆਰਥੀ ਭਾਸ਼ਾਈ ਗਿਆਨ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗਾ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਨਵੀਂ ਪੰਜਾਬੀ ਕਹਾਣੀ

ਡਾ. ਮਹਿਲ ਸਿੰਘ ਅਤੇ ਡਾ. ਆਤਮ ਸਿੰਘ ਰੰਧਾਵਾ (ਸੰਪਾ.), ਸਿੰਘ ਬੁਦਰਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਪਹਿਲੀਆਂ ਪੰਜ ਕਹਾਣੀਆਂ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ)

ਭਾਗ-ਦੂਜਾ

ਏਹੁ ਹਮਾਰਾ ਜੀਵਣਾ

ਦਲੀਪ ਕੌਰ ਟਿਵਾਣਾ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
(ਨਾਵਲ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਲਗਪਗ 200 ਸ਼ਬਦਾਂ ਵਿਚ ਪੈਰੂਾ ਰਚਨਾ
(ਅ) ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰੂੇ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ

ਭਾਗ-ਚੌਥਾ

ਵਿਆਕਰਨ :

(ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ
(ਅ) ਵਾਕਾਤਮਕ ਜੁਗਤਾਂ : ਮੇਲ ਤੇ ਅਧਿਕਾਰ

SEM-5

BCG-502: ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In Lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹਨ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ ਪੰਜ-ਪੰਜ ਅੰਕ ਹਨ। ਭਾਗ ਦੂਜਾ ਵਿਚੋਂ ਦੋ ਹਿੱਸਿਆਂ ਵਿਚ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਪਹਿਲੇ ਹਿੱਸੇ ਵਿਚ ਦੋ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਸ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਇਸ ਦੇ ਚਾਰ ਅੰਕ ਹਨ। ਦੂਜੇ ਹਿੱਸੇ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਪੁੱਛੇ ਜਾਣਗੇ। ਭਾਗ ਤੀਜਾ ਵਿਚੋਂ ਨੈਤਿਕ ਸਿੱਖਿਆ ਨਾਲ ਸੰਬੰਧਿਤ ਤਿੰਨ ਕਹਾਣੀਆਂ ਦਿੱਤੀਆਂ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ ਕਹਾਣੀ ਕਰਨੀ ਜ਼ਰੂਰੀ ਹੈ। ਇਸ ਦੇ ਅੱਠ ਅੰਕ ਹਨ। ਭਾਗ ਚੌਥਾ ਵਿਚੋਂ ਸਰਲ ਪੰਜਾਬੀ ਦਾ ਇਕ ਪੈਰਾ ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਦਿੱਤਾ ਜਾਵੇ ਜਿਸ ਦੇ ਚਾਰ ਅੰਕ ਹੋਣਗੇ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	On completion of this course, the students will be able to:
CO1	ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਭਾਸ਼ਾ, ਉਪਭਾਸ਼ਾ ਤੇ ਟਕਸਾਲੀ ਭਾਸ਼ਾ ਪ੍ਰਤੀ ਸਮਝ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।
CO2	ਉਹ ਸਿੱਖ ਧਰਮ ਦੇ ਸਿਧਾਂਤਾਂ ਤੋਂ ਪ੍ਰੇਰਿਤ ਹੋਕੇ ਆਪਣੀ ਸ਼ਖ਼ਸੀਅਤ ਦੀ ਉਸਾਰੀ ਕਰੇਗਾ।
CO3	ਨੈਤਿਕ ਸਾਹਿਤ ਵਿਦਿਆਰਥੀ ਦੀ ਸ਼ਖ਼ਸੀਅਤ ਨੂੰ ਹੋਰ ਨਿਖਾਰੇਗਾ।
CO4	ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਾਲ-ਨਾਲ ਉਸ ਦੀ ਅੰਗਰੇਜ਼ੀ ਭਾਸ਼ਾ ਉੱਤੇ ਵੀ ਪਕੜ ਵਧੇਗੀ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ :

- (ੳ) ਪੰਜਾਬੀ ਦੀਆਂ ਉਪ-ਭਾਸ਼ਾਵਾਂ : ਮਾਝੀ, ਮਲਵਈ, ਦੁਆਬੀ
- (ਅ) ਪੰਜਾਬੀ ਦੀ ਟਕਸਾਲੀ ਭਾਸ਼ਾ

ਭਾਗ-ਦੂਜਾ

ਸਿੱਖ ਧਰਮ ਬਾਰੇ ਮੁਢਲੀ ਜਾਣਕਾਰੀ :

- (ੳ) ਦਸ ਗੁਰੂ ਸਾਹਿਬਾਨ (ਜੀਵਨ ਤੇ ਸਿੱਖਿਆ)
- (ਅ) ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ

ਭਾਗ-ਤੀਜਾ

ਨੈਤਿਕ ਸਿੱਖਿਆ ਨਾਲ ਸੰਬੰਧਿਤ ਕਹਾਣੀਆਂ : ‘ਏਕਤਾ ਵਿਚ ਬਲ’, ‘ਅੰਗੂਰ ਖੱਟੇ ਹਨ’, ‘ਜਿੱਥੇ ਚਾਹ ਉੱਥੇ ਰਾਹ’, ‘ਲਾਲਚ ਬੁਰੀ ਬਲਾ ਹੈ’ ਅਤੇ ‘ਅੰਤ ਭਲੇ ਦਾ ਭਲਾ’

ਭਾਗ-ਚੌਥਾ

ਪੰਜਾਬੀ ਤੋਂ ਅੰਗਰੇਜ਼ੀ ਅਨੁਵਾਦ

SEM-5

BCG-502 PUNJAB HISTORY & CULTURE (AD.1849-1947)

(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each. Each question carries 8 marks. The students are to attempt one question from each unit approximately in 800 words. Unit-V consists of 7 short answer type questions to be set from the entire syllabus. Students are to attempt any 5 questions in about 20 words each. Each question carries 1 mark.

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

Course Objectives: The main objective of this course is to provide knowledge of history and culture of the Punjab to the students who are not domicile of the Punjab. It intends to provide the information regarding the annexation of the Punjab by the British, their administrative, economic and social policies and their impact on the history and culture of the Punjab. It also aims to highlight the role of the Punjabis in the national movement.

Unit-I

1. Annexation of Punjab by the British.
2. British Administration (1849-58).

Unit-II

3. British Policy towards agriculture, industry, trade and commerce.
4. Spread of Modern Education.

Unit-III

5. Socio-Religious Reform Movements: Namdhari, Singh Sabha and Arya Samaj.
6. Ghadr Movement and Jallianwala Bagh tragedy.

Unit-IV

7. Gurdwara Reform Movement.
8. Contribution to freedom struggle: Non-cooperation; HSRA and Quit India Movement

Suggested Readings:-

1. Fauja Singh, *History and Culture of the Punjab*, Part II, Publication Bureau, Punjabi University, Patiala, 1987.
2. _____, *Freedom Struggle in the Punjab*, Publication Bureau, Punjabi University, Patiala, 1974.
3. J.S. Grewal, *The Sikhs of the Punjab*, New Cambridge House, New Delhi, 2005.
4. Kushwant Singh, *A History of the Sikhs*, Vol.II (1839-1998), Oxford University Press, Delhi, 1991.
5. Satya M. Rai, *Heroic Tradition in the Punjab (1900-1947)*, Punjabi University, Patiala, 1978.
6. P.N. Chopra, & M.N. Das, *A Social, Cultural & Economic History of India*, Vol.III, Macmillan India, 1974.
7. K.C. Yadav, *Haryana Aitihāsik Simhavalokan*, Haryana Sahitya Akademy, Chandigarh, 1991.
8. B. S. Saini, *The Social & Economic History of the Punjab 1901-1939*, EssEss Publications, Delhi, 1975.
9. S.C. Mittal, *Freedom Movement in the Punjab (1905-29)*, Concept Publishing Company, Delhi, 1977.

COURSE OUTCOMES

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

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Understand History and culture of the Punjab under the British rule.
CO2	Understand the British administrative structure in the Punjab.
CO3	Understand the British economic policies in the Punjab.
CO4	Get the Spread of education and socio-religious consciousness in the Punjab.
CO5	Understand the role of the Punjab in the national movement.

SEM-5
BCG-503: MANAGEMENT ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

- 1. At least 50% of the questions to be set in Section B & Section C should be numericals.**
- 2. The question paper covering the entire course shall be divided into three sections as follows:**

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To enable the students to acquire sound knowledge of concepts, methods and techniques of management accounting and to make the students develop competence with their usage in managerial decision making.

Course Content:

Part-I

Management Accounting: Meaning; Nature; Scope; Difference between Cost Accounting, Financial Accounting and Management accounting

Analysis and Interpretation of Financial Statements: Meaning; Types and Methods of Financial Analysis; Comparative Statements; Trend Analysis; Common Size Statements; Ratio Analysis: Meaning, Nature, Types of Ratios, Uses and Limitations of Ratios

Fund Flow Statement: Meaning and Concept of Flow of Fund, Preparation of Fund Flow Statement, Uses and Significance.

Part – II

Recent Trends in Management Reporting

Cash Flow Statement: Meaning and Concept of Flow of Cash; Difference between Fund Flow Statement and Cash Flow Statement; Preparation of Cash Flow Statement as per AS-3 norms.

Managerial decision making with the help of C.V.P. Analysis : Fixation of Selling Price – Exploring new markets – make or buy–key factor – Product Mix – Operate or Shutdown
Responsibility Accounting –Concept – Significance – Responsibility centers **Transfer Pricing** – Meaning & Methods.
Activity Based Costing – (General outline only)

Books Prescribed:

1. Maheshwari, S.N., “*Principles of Management Accounting*”, 2007, Sultan Chand & Sons, New Delhi
2. Vashisht, C.D. and Sexana, V.K., “*Advanced Management Accounting*”, 2012, Sultan Chand & “Sons, New Delhi
3. Gowda, J.M., “*Management Accounting*”, 2010, Himalaya Publishing House, New Delhi.
4. Manmohan and Goyal, S.N., “*Principles of Management Accounting*”, Shakithabhavan Publication, Agra
5. Pillai, R.S.N. and Bagavathi, V., “*Management Accounting*”, 2013, S. Chand & Co. Pvt. Ltd., New Delhi1.
6. Khan and Jain, “*Financial Management*”,2007, TMH
7. Horne, Van, “*Financial Management & Policy*”, Twelfth Edition, Pearson
8. Sharan, “*Fundamentals of Financial Management*”,2008,Pearson
9. Banerjee, B, “*Financial Policy & Management Accounting*”, 2014, PHI
10. Chandra, P., “*Financial Management*”, 2010, TMH
11. Sharma, R.K. and Gupta, S.K., “*Management Accounting: Principles and Practices*”, 13th Revised Edition,2014, Kalyani Publishers Ltd., New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Analyze and compare the financial statements of an organization with the help of different ratios and understanding ratios help users in decision making.
CO2	Develop thorough knowledge on management accounting concepts and techniques such as fund flow and cash flow statements.
CO3	Understand the emerging techniques for analyzing accounting information.

SEM-5

BCG 504: DIRECT TAX LAWS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To acquaint students with proper knowledge about direct tax in India. Students learn classification of direct taxes; income under different heads, salient features of income from salary, income from house property, profits and gains of business or profession and capital gains.

Course Content:

PART–I

Income Tax Act 1961: Basic Introduction, Brief history of Income Tax in India, Scope of the Act, Meaning of Income Tax; Concept of Income Tax; Assessment year, Previous year; Assessee; Person; Agricultural Income with examples; Residential status and Tax Liability.

Heads of Income Computation of Income from Salary inclusive of salary components Allowances; perquisites; profit in lieu of salary and deductions, Income from House Property or allowable deductions, profits and gains from Business and Profession.

PART–II

Income from Short term and long term capital gains; income from other sources; computation of Gross Total Income and Total Income and the tax liability of a salaried individual;

Deductions from the Gross Total Income of individuals. Tax Deduction at Source

Books Prescribed:

1. Singhania, V.K., “Direct Taxes”, 2013, Taxmann Publications, New Delhi.
2. Lal, B.B. and Vashisht, N., “Direct Taxes”, 2012, Pearson Education, New Delhi.
3. Gaur, V.P. and Narang, D.B., “Income Tax Law and Practice”, 2013, Kalyani Publications, New Delhi.
4. Chandra, M., Goyal, S.P. and Shukla, D.C., “Income Tax Law and Practice”, Pragati Prakashan, New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Get proper knowledge about direct tax in India. Students learn Classification of direct taxes; income under different heads, salient features of income from salary, income from house property, profits and gains of business or profession and capital gains
CO2	Compute income under various heads namely income from salaries, house property, business/ profession, capital gains and income from other sources
CO3	Know various deductions under Chapter VIA of the Income tax act, 1961
CO4	Compute the net total taxable income of an individual.
CO5	File their income tax returns and give consultancies in tax related matters

SEM-5
BCG 505: AUDITING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To enable the students to assess the audit techniques and the concepts of internal control and internal checks and to study about internal audit.

Course Content:

Part-I

Introduction: Meaning, Objects, Basic Principles, Auditing and Assurance Standards and Techniques. Classification of Audit - Audit planning - qualities of auditor – advantages and limitations of audit.

Internal Control, Internal Check and Internal Audit: – Introduction, Necessity, Definitions - Internal Check: Definitions, Difference between Internal Check and Internal Control, Fundamental Principles of Internal Check – Difference between Internal check and Internal audit.

Part-II

Audit Procedure: Vouching – definition – features – examining vouchers - Vouching of Cash book – Vouching of trading transactions - Verification and Valuation of Assets & Liabilities:

Meaning, definition and objects – Vouching vs. Verification – Verification – Valuation of different asset and liabilities.

Audit of Limited Companies: Company Auditor - Qualifications and disqualifications – Appointment- Removal, Remuneration, Rights, Duties and Liabilities - Audit Committee - Auditor’s Report - Contents and Types - Auditor’s certificates

Special Areas of Audit: Tax audit and Management audit - Recent Trends in Auditing.

Books Prescribed:

1. Jha, A., “*A Student’s Guide to Auditing*”, 2012, Taxmann Publications Pvt Ltd., New Delhi.
2. Tandon, B. N., Sudharsanam, S. and Sundharabahu, S., “*A Handbook of Practical Auditing*”, 2010, S. Chand and Co. Ltd., New Delhi.
3. Dinkar, P., “*Principles and Practice of Auditing*”, 2004, Sultan Chand and Sons, New Delhi.
4. Institute of Chartered Accountants of India: “*Auditing and Assurance Standards*”, ICAI, New Delhi.
5. Gupta, K., and Arora, A., “*Fundamentals of Auditing,*” 2008, Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.
6. Ghatalia, S.V.: “*Practical Auditing,*” 2005, Allied Publishers Private Ltd., New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Know the concepts of auditing, types and methods of auditing.
CO2	Acquire knowledge about vouching of cash & credit transaction, verification of assets & liabilities.
CO3	Learn about preparation of different methods & auditors’ responsibility regarding depreciation & reserves
CO4	Comprehend the knowledge about appointment of different types of auditor, their rights and duties. The Students gain the knowledge about Recent Trends in Auditing.

SEM-5

BCH-506: SEMINAR REPORT BASED ON PRACTICAL TRAINING

Credit Hours per Week: 2

Total Teaching Hours: 30

Max. Marks: 50

Based on the Report: 30

Based on the Presentation: 20

SEM-5

GROUP I– (ACCOUNTING & FINANCE)

BCG-511: CONTEMPORARY ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The course aims to enhance students' understanding of contemporary issues in financial accounting.

Course Content:

Part I

Emergence of contemporary issues in accounting – influence of other disciplines on accounting and changing environment.

Human Resource Accounting: Meaning and Scope, Human Resource Cost Accounting – Capitalization, Write off and Amortization Procedure. Human Resource Valuation Accounting – Appraisal of Various Human Resource Valuation Models. Use of Human Resource Accounting in Managerial Decisions. Human Resource Accounting in India.

Price Level Accounting – Methods, Utility and Corporate Practices

Corporate Social Reporting: Areas of Corporate Social Performance, Approaches to Corporate Social Accounting and Reporting. Corporate Social Reporting in India.

Part II

Corporate Reporting: Concept of Disclosure in relation to Published Accounts, Issues in Corporate Disclosure, Corporate Disclosure Environment, Conceptual framework of corporate reporting.

Recent Trends in the Presentation of Published Accounts. Reporting by Diversified Companies.

Value Added Reporting: Preparation and Disclosure of Value Added Statements, Economic Value Added, EVA Disclosure in India

Basel Norms

Accounting Standards in India- Significance and formulation of Accounting Standards, Accounting Standards relating to Interim Reporting, Accounting for Leases, Earning per Share and Accounting for Intangibles.

Books Prescribed:

1. Lal, Jawahar and Lele, R.K., “*Contemporary Accounting Issues*”, 1988, Himalaya Publishers.
2. Porwal, L.S., “*Accounting Theory*”, 2001, Tata McGraw Hill.
3. Lal, Jawahar, “*Corporate Financial Reporting*”, 2009, Taxman.
4. Arora, J.S., “*Price Level Accounting*”, 1999, Deep and Deep Publishers.
5. Chander, Subhash, “*Corporate Reporting Practices*”, 1992, Deep and Deep Publishers.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Get acquainted with the emergence of contemporary issues in Accounting
CO2	Apply the different approaches adopted for the valuation of human resources, Price Level Accounting and Corporate Social Reporting
CO3	Comprehend the conceptual framework of Corporate Reporting in India and Recent trends in the presentation of Published Accounts
CO4	Gain knowledge about the preparation and disclosure of Value Added Statements, Basel Norms, Significance and Formulation of Accounting Standards in India

SEM-5
GROUP I– (ACCOUNTING & FINANCE)
BCG 512: Financial Market Operations

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To provide the students an understanding of the financial market, its different products and operations.

Course Content:

Part – I

Money Market: Indian Money Markets Composition, Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

Capital Market : Security market– (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing,

Stock exchange – National Stock Exchange and over the Counter exchangers. Functionaries on Stock Exchanges:– Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors.

Part – II

SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions. Investors Protection:– Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange Company law Board: Press remedy through courts. Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM, NABARD & ICICI.

Mutual Funds: Meaning and benefits of mutual funds, Types, SEBI guidelines.

Depositories Act 1996: Definitions, Rights and Obligations of Depositories, Participants Issuers and Beneficial Owners, Inquiry and Inspections, Penalty.

Books Prescribed:

1. Chandler L.V. and Goldfield S.M., “Economics of Money and Banking”, 1977, Harper & Row Publishers, New York.
2. Gupta, S. B., “Monetary Planning for India”, 1995, Oxford University Press, Delhi.
3. Gupta Sural B, “Monetary Economics: Institutions, Theory & Policy”, 1983, S. Chand & Co. New Delhi.
4. Bhole L.M., “Financial Institutions and Markets”; 2009, Tata McGraw–Hill, New Delhi.
5. Hooda, R.P,” Indian Securities Markets– Investors View Point”; 1998, Excell Books, New Delhi.

Note: Latest edition of text book may be used.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Develop the knowledge on financial innovation, advances in technology, and changes in regulations had on the structure of the financial firms/industry.
CO2	Understand contemporary managerial risk management oversight processes and learn the financial services component industries (insurance, banking, securities, real estate and financial planning) interact.

SEM-5
GROUP-II: BANKING AND INSURANCE
BCG 521: BANKING SERVICES MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To provide the students an understanding of various services provided by banks and to impart knowledge of legal aspects of banking.

Course Content:

PART – I

Banking Services – Meaning and Importance – Economic and Monetary implications of Banking Operations – Tangible Services – Deposits, Withdrawals and Lending – Intangible Services – Improved Customer Services – Deficiency in Services – Ways to Improve the Services. Traditional and Modern Services Offered by Banks.

Bank Financing– Forms of Advances – General Loans, Overdrafts, Clean advances, Term advances, Consumer Loans, Foreign bills purchases, Advances against Hire purchase, Import loan, Industrial advances, Advances to Small borrowers, Agricultural Financing.

PART – II

Regulations for Banking Services – Banking Regulation Act 1949 – RBI Act 1934 – Negotiable Instrument Act 1881– Endorsement, Crossing of Cheques, Payment of Cheques, Collection of Cheques, Bills of Exchange and Promissory Notes, Rights and Liabilities of parties to Negotiable Instrument – Relationship between Banker and Customer.

E – Banking Services – Internet Banking, Phone Banking, Mobile Banking, ATM's, Debit Card, Credit Cards.

Banking Sector Reforms – Basel Norms – Capital Adequacy – Globalised Challenges in Banking Services – Recent Developments in Banking Services – Measurement of Service Quality – SERVQUAL

Books Prescribed:

1. Khubchandani, BS, '*Practice and Law of Banking*', Mac Millan India Ltd 2000.
2. Nanda, KC, '*Credit and Banking*', *Response Book*, Sage Publications, 1999.
3. Sundram & Varshney, '*Banking and Financial System*', Sultan Chand & Sons.
4. Gurusamy, S, '*Financial Services & System*', 2009, Vijay Nicole imprints Pvt Ltd.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Develop an understanding of various services provided by banks.
CO2	Gain insights of legal aspects of banking.
CO3	Update themselves towards recent trends in banking services in India.

SEM-5
GROUP-II: BANKING AND INSURANCE
BCG-522: INSURANCE SERVICE MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

This course aims at giving in-depth knowledge of insurance business in terms of structure, products, pricing and underwriting.

Course Content:

PART – I

Insurance Organization and Management – Organisation forms in Life and Health insurance – Organisational structure – Life insurer’s management and **Office administration** – Insurance documentation – Publicity – Proposal forms – Policies contracts – Premium receipts – Endorsement – Renewals.

Role of Insurance Intermediaries in Emerging Markets – Agency Regulation – Prerequisites – Training procedures for becoming an agent – Remuneration and other benefits – Agency commission structures – Functions of an agent.

PART – II

Underwriting and Claims – Computation of premium and Bonuses – Claims – Annuities– Pensions – Claim processing and settlement – Role of Surveyors – Opportunity to appeal – Considerations in deriving gross premiums – Premium rate structure – Surplus and its distribution

– Annual claim costs – Premium rate variables – Need for underwriting – Principles in underwriting – Features affecting Insurability.

Pricing of Insurance Products – Impact of Legislation and Competition on Pricing – Taxation and Policies – Market related policies – Cost Consciousness – Accounting practices – Scale of operations – Factors having impact on the demand for insurance – Rigidities in the present pricing system – Getting out of a controlled price regime – Price behaviors in a deregulated market.

Books Prescribed:

1. Kenneth Black Jr., Harold D. Skipper.Jr: “*Life and Health Insurance*”, 2000, Pearson Education.
2. Kenneth black Jr., Harold D. Skipper.Jr: “*Life and Health Insurance*”, Response Books.
3. Srinivasan, DC and Shashank srivastsava: “*Indian Insurance Industry*”, 2003, New century Publications.
4. Julia Holyoake & Bill Weiper: “*Insurance*”, 2007, CIB publications, Delhi.
5. Ganguly, Anand “*Insurance Management*”, 2001, New Age Publications.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Explore the life and health insurance organizations and their office administration.
CO2	Gain insights about the role of insurance intermediaries in emerging markets.
CO3	Improve the skills of the students to compute the premium amount and handling claims settlement.
CO4	Develop understanding about pricing of insurance products.

SEM-5
GROUP-III: COMPUTER APPLICATIONS AND E-BUSINESS
BCG-531: COMPUTED BASED ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section-A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section-B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section-C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To train the students in preparation of final accounts and other financial statements on accounting software i.e. Tally.

Course Content

PART – I

Business and Computers: Advantages of using Computers in Business. Evolution of Computers in Business, Computer Tools for Business Usage.

Accounting as an Information System– Importance of system approach for Accounting.

General Role of Computers in Accounting– Important aspects of Computer Accounting, Types of Accounting Softwares

PART – II

Starting With Tally– Tally server for single user, Tally for Multi–User.

Activating Tally for Single User– For users connected to the internet, for users not connected to the Internet

Activating tally for Multi–User– Tally License server

New Features of tally, Installation of Tally, Running Tally

Items on the tally screen– Gateway of Tally, Direct Command area, The Buttons

Create a Company– Directory, Name, Mailing Name, Address, State, Pin Code, Email Address, Use Indian Vat, VAT TIN Number, Income tax Number, Maintain, Books Beginning from, Tally/Vault password, Use Security Control

Books Prescribed:

1. Firewall, , “*Computer Accounting*”, 2006, Lakshmi Publications
2. Rajaraman, V., “*Introduction to Information Technology*”, 2013, PHI.
3. Bharihoka, Deepak, “*Fundamentals of Information Technology*”, 2009, Excel Book.
4. Madan, Sushila, “*Computer Applications*”, 2007, Mayur Paperbacks, New Delhi.
5. J.L. Boockholdt, “*Accounting Information System*”: *Transaction Processing and Control*, 1998, Irwin Mcraw–Hill.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Work with well-known accounting software i.e. Tally Prime
CO2	Learn application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity.
CO3	Demonstrate the basic skills in entering accounting information into a computerized accounting system.
CO4	Demonstrate an understanding of accounting theory, reports and records
CO5	Work as Data entry operators.

SEM-5
GROUP-III: COMPUTER APPLICATIONS & E-BUSINESS
BCG-532: E-COMMERCE

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section-A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section-B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section-C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The primary objective of this course is to introduce concepts, tools and approaches to electronic business.

Course Content

PART – I

Introduction to E-commerce : Meaning and concept – E-commerce v/s Traditional Commerce– E-Business & E-Commerce – History of E-Commerce – EDI – Importance, features & benefits of E-Commerce – Impacts, Challenges & Limitations of E-Commerce – Supply chain management & E-Commerce – E-Commerce infrastructure.

Business models of E-Commerce: Business to Business – Business to customers– Customers to Customers – Business to Government – Business to Employee – E-Commerce strategy – Influencing factors of successful E-Commerce.

PART – II

Marketing strategies & E-Commerce: Website – components of website – Concept & Designing website for E-Commerce – Corporate Website – Portal – Search Engine – Internet

Advertising – Emergence of the internet as a competitive advertising media– Models of internet advertising – Weakness in Internet advertising – Mobile Commerce.

Electronic Payment system : Introduction – Online payment systems – prepaid and postpaid payment systems – e– cash, e– cheque, Smart Card, Credit Card , Debit Card, Electronic purse – Security issues on electronic payment system – Solutions to security issues – Biometrics – Types of biometrics.

Legal and ethical issues in E– Commerce: Security issues in E– Commerce–Regulatory frame work of E– commerce.

Books Prescribed:

1. Turban, Efraim, and David King, “*Electronic Commerce: A Managerial Perspective*”, 2010, Pearson Education Asia, Delhi.
 2. Kalakota, Ravi, “*Frontiers of Electronic Commerce*”, 2004, Addison – Wesley, Delhi.
 3. Rayport, Jeffrey F. and Jaworksi, Bernard J, “*Introduction to E–Commerce*”, 2003, Tata McGraw Hill, New Delhi.
 4. Smantha Shurety, “*E–Business with Net Commerce*”, Addison – Wesley, Singapore.
 5. Rich, Jason R: *Starting an E–Commerce Business*, 2007, IDG Books, Delhi.
 6. Laudon, Kenneth C and Carol Guercio Traver: *E–Commerce business. Technology*, 2011, Pearson Education, Delhi.
 7. Stamper David A, and Thomas L.Case: *Business Data Communications*, 2005, Pearson Education, New Delhi.
 8. Willam Stallings: *Business Data Communications*, 2007, Pearson Education, New Delhi.
- Note: Latest edition of suggested books may be considered.**

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Learn the basic concepts of e-commerce, its challenges, infrastructure, supply chain management, concept of EDI and business models.
CO2	Understand the terms associated with marketing strategies of e-commerce such as search engine, internet advertising and designing website for e-commerce.
CO3	Learn the concept of electronic payment system along with the security issues on electronic payment system and biometrics.
CO4	Understand the legal and ethical issues in e-commerce.

SEM-6
BCG-601: ENGLISH COMPULSORY

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 08 Marks

Section B: 20 Marks

Section C: 09 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
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.

Section–A

1. **Twelve (12)** Questions on usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Eight(8)** (1X8= 8 Marks)

Section–B

- I. **THREE** questions requiring brief descriptive answers based on character, tone, plot and theme in *The Guide* will be set and students will be expected to attempt **any TWO** (2X5= 10 Marks)
- II. **THREE** questions on central idea, theme, tone or style etc. of the prescribed one-act plays from the textbook, *Glimpses of Theatre*, will be set for the students to attempt **any TWO** of these questions. (2X5 = 10 Marks)

Section–C

- III. **TWO** Questions, one from each literary text (*The Guide* and *Glimpses of Theatre*) will be set for the students to answer **ANY ONE.** (1X5 = 5 Marks)
- IV. The student will be asked to write a Resume (1X4 = 4 Marks)

Course Contents:

1. The study of the text, *The Guide*
2. The study of the following one-act plays from the prescribed book, **Glimpses of Theatre**
 - i) *The Will*
 - ii) *Progress*
 - iii) *The Monkey's Paw*
3. Unit 38-41, 92-97 from *Murphy's English Grammar*

Texts Prescribed:

1. *The Guide* By R.K. Narayan
2. *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.
3. *Murphy's English grammar* 4th Edition (by Raymond Murphy)

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Analyze and appreciate the dramatic technique, plot development and art of characterisation in the prescribed plays
CO2	Comprehend, appreciate and critically analyse the novel <i>The Guide</i>
CO3	Enhance their reading and analysing power of texts through guided reading
CO4	Develop skills for resume writing

SEM-6
BCG-602: ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਬਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ (08) ਅੰਕ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਪੰਜਵੇਂ ਭਾਗ ਵਿਚ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ 01-01 ਅੰਕ ਦੇ ਛੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ 05 ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
ਨੋਟ : ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਇਨ੍ਹਾਂ ਬਿਊਰੀ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	Upon the completion of the course Students will be able to:
CO1	ਵਿਦਿਆਰਥੀ ਦੀ ਸਾਹਿਤਕ ਸਮਝ ਹੋਰ ਪਕੇਰੀ ਹੋਵੇਗੀ।
CO2	ਵਿਦਿਆਰਥੀ ਸਫ਼ਰਨਾਮਾ ਦੇ ਵਿਧਾਗਤ ਸਰੂਪ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
CO3	ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤ ਦੇ ਨਵੀਨ ਰੂਪਾਂ ਦੀ ਸਮਝ ਵਿਕਸਤ ਹੋਵੇਗੀ।
CO4	ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਵਧੇਗੀ।
CO5	ਵਿਦਿਆਰਥੀ ਵਿਚ ਲੇਖ-ਰਚਨਾ ਦੀ ਸਮਝ ਵਿਕਸਤ ਹੋਵੇਗੀ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਨਵੀਂ ਪੰਜਾਬੀ ਕਹਾਣੀ

ਡਾ. ਮਹਿਲ ਸਿੰਘ ਅਤੇ ਡਾ. ਆਤਮ ਸਿੰਘ ਰੰਧਾਵਾ (ਸੰਪਾ.), ਸਿੰਘ ਬ੍ਰਦਰਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਪਿਛਲੀਆਂ ਪੰਜ ਕਹਾਣੀਆਂ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ)

ਭਾਗ-ਦੂਜਾ

ਧਰਤੀਆਂ ਦੇ ਗੀਤ

ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ, ਨਾਨਕ ਸਿੰਘ ਪੁਸਤਕਮਾਲਾ, ਅੰਮ੍ਰਿਤਸਰ।
(ਸਮਾਜ-ਸਭਿਆਚਾਰਕ ਪਰਿਪੇਖ/ਸਫ਼ਰਨਾਮੇ ਦੇ ਤੌਰ 'ਤੇ ਪਰਖ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਲੇਖ ਰਚਨਾ (ਵਿਗਿਆਨ, ਤਕਨਾਲੋਜੀ ਅਤੇ ਚਲੰਤ ਮਸਲਿਆਂ ਸੰਬੰਧੀ)
(ਅ) ਆਧੁਨਿਕ ਸਾਹਿਤ ਰੂਪ: ਕਹਾਣੀ, ਨਾਵਲ, ਸਫ਼ਰਨਾਮਾ ਤੇ ਸਵੈ-ਜੀਵਨੀ

ਭਾਗ-ਚੌਥਾ

ਵਿਆਕਰਨ :

(ੳ) ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ : ਲਿੰਗ, ਵਚਨ ਅਤੇ ਕਾਰਕ
(ਅ) ਕਿਰਿਆ ਵਾਕੰਸ਼ : ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਅਤੇ ਪ੍ਰਕਾਰ

SEM-6
BCG-602: ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In Lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕ੍ਰੈਡਿਟ ਪ੍ਰਤੀ ਹਫ਼ਤਾ : 04
ਕੁੱਲ ਘੰਟੇ : 60
ਕੁੱਲ ਅੰਕ : 50
ਥਿਊਰੀ ਅੰਕ : 37
ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ : 13

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਭਾਗ ਪਹਿਲਾ ਵਿਚੋਂ ਕਵੀ ਦੇ ਜੀਵਨ ਅਤੇ ਰਚਨਾਵਾਂ ਬਾਰੇ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਭਾਗ ਦੂਜਾ ਵਿਚੋਂ ਕਵਿਤਾ ਦੀ ਪ੍ਰਸੰਗ ਸਾਹਿਤ ਵਿਆਖਿਆ ਦੇ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਭਾਗ ਤੀਜਾ ਵਿਚੋਂ ਕਿਸੇ ਦੋ ਕਹਾਣੀਆਂ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ ਪੁੱਛਿਆ ਜਾਵੇਗਾ, ਜਿਸ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਇਤਿਹਾਸਿਕ, ਸਭਿਆਚਾਰਕ, ਰਾਜਨੀਤਿਕ, ਸਮਾਜਕ, ਤੱਤਕਾਲੀਨ ਵਿਸ਼ਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ ਤਿੰਨ ਸਿਰਲੇਖ ਦਿੱਤੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ ਲੇਖ ਲਿਖਣਾ ਹੋਵੇਗਾ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 13 ਅੰਕਾਂ ਦੀ ਹੈ, ਜੋ ਕਾਲਜ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਥਿਊਰੀ ਅੰਕਾਂ ਤੋਂ ਵੱਖਰੀ ਹੋਵੇਗੀ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ $37+13 = 50$ ਹਨ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ

Sr. No.	Upon the completion of the course Students will be able to:
CO1	ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਵੱਧ ਤੋਂ ਵੱਧ ਅਧਿਐਨ ਕਰਨ ਦਾ ਮੌਕਾ ਮਿਲੇਗਾ।
CO2	ਉਨ੍ਹਾਂ ਉਸ ਦੀ ਸ਼ਖ਼ਸੀਅਤ ਉਸਾਰੀ ਵਿਚ ਸਾਹਿਤ ਵਿਸ਼ੇਸ਼ ਨਿਭਾਏਗਾ।
CO3	ਉਹ ਸਾਹਿਤ ਦੀ ਸਮਾਜਕ ਭੂਮਿਕਾ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
CO4	ਲੇਖ-ਰਚਨਾ ਨਾਲ ਉਨ੍ਹਾਂ ਅੰਦਰ ਲੇਖਣ ਕਲਾ ਦਾ ਵਿਕਾਸ ਹੋਵੇਗਾ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾਵਾਂ:

(ੳ) ਭਾਈ ਵੀਰ ਸਿੰਘ, (ਅ) ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ, (ੲ) ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, (ਸ) ਸੁਰਜੀਤ ਪਾਤਰ

ਭਾਗ-ਦੂਜਾ

ਕਵਿਤਾ ਦੀ ਪ੍ਰਸੰਗ ਸਾਹਿਤ ਵਿਆਖਿਆ:

ਭਾਈ ਵੀਰ ਸਿੰਘ : 'ਗੁਲਾਬ ਦਾ ਫੁੱਲ ਤੋੜਨ ਵਾਲੇ ਨੂੰ' ਅਤੇ 'ਸਮਾਂ'

ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ : 'ਕੋਈ ਆਇਆ ਸਾਡੇ ਵਿਹੜੇ' ਅਤੇ 'ਮਾਂ'

ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ : 'ਆਖਾਂ ਵਾਰਸ ਸ਼ਾਹ ਨੂੰ'

ਸੁਰਜੀਤ ਪਾਤਰ : 'ਦਿਲ ਹੀ ਉਦਾਸ ਹੈ'

ਭਾਗ-ਤੀਜਾ

ਹੇਠ ਲਿਖੀਆਂ ਕਹਾਣੀਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਜਾਂ ਸਾਰ :

ਨਾਨਕ ਸਿੰਘ : 'ਭੂਆ'

ਕਰਤਾਰ ਸਿੰਘ ਦੁੱਗਲ : 'ਕਰਾਮਾਤ'

ਅਜੀਤ ਕੌਰ : 'ਇੰਤਜ਼ਾਰ'

ਭਾਗ-ਚੌਥਾ

ਇਤਿਹਾਸਿਕ/ਸਭਿਆਚਾਰਕ/ਰਾਜਨੀਤਿਕ/ਸਮਾਜਕ/ਤੱਤਕਾਲੀਨ ਵਿਸ਼ਿਆਂ ਸੰਬੰਧੀ ਲੇਖ ਰਚਨਾ

SEM-6
BCG-602 PUNJAB HISTORY & CULTURE (AD. 1947-2000)
(Special Paper in lieu of Punjabi compulsory) (For
those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:

The question paper consists of five units: I, II, III, IV and V. Units I, II, III and IV will have two questions each. Each question carries 8 marks. The students are to attempt one question from each unit approximately in 800 words. Unit-V consists of 7 short answer type questions to be set from the entire syllabus. Students are to attempt any 5 questions in about 20 words each. Each question carries 1 mark.

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 Punjab. It intends to teach them the main happenings in the Punjab such as partition of the Punjab and rehabilitation of the refugees after independence, creation of the Punjabi Suba and Green revolution and its impact. It is also to educate them about the contemporary issues of the Punjab such as drug addiction, female foeticide and Punjabi Diaspora.

Unit-I

1. Partition and its Impact on the Punjab.
2. Rehabilitation.

Unit-II

3. Punjabi Suba Movement and Reorganization Act of 1966.
4. Green Revolution.

Unit-III

5. Punjabi Diaspora.
6. Development of education in Punjab after Independence.

Unit-IV

7. Development of Punjabi Literature and Drama.
7. Emerging Concerns: Drug Addiction and Female Foeticide.

Suggested Readings:-

1. P.N. Chopra, & M.N. Das, *A Social, Cultural & Economic History of India*, Vol.III, Macmillan India, New Delhi, 1974.
2. J.S. Grewal, *Social and Cultural History of Punjab: Prehistoric, Ancient and Early Medieval*, Foundation Books Pvt Ltd Cambridge House, New Delhi, 2004.
3. *The Sikhs of Punjab*, New Cambridge House, New Delhi, 2005.
4. Satya M. Rai, *Heroic Tradition in Punjab (1900-1947)*, Publication Bureau, Punjabi University, Patiala, 1978.
5. Fauja Singh, *Freedom Struggle in Punjab*, Publication Bureau, Punjabi University, Patiala, 1974.
6. _____, *History and Culture of the Punjab*, Part II, Publication Bureau, Punjabi University, Patiala, 1987.
7. Kushwant Singh, *A History of the Sikhs*, Vol. II (1839-1998), Oxford University Press, Delhi, 1991.
8. K.C. Yadav, *Haryana Aitihāsik Simhavalokan*, Haryana Sahitya Akademy, Chandigarh, 1991

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Understand the history and culture of the Punjab in the period under study.
CO2	Learn the process of partition of the Punjab and problem of rehabilitation of the refugees after independence.
CO3	Learn about the creation of the Punjabi Suba and reorganization of its territory.
CO4	Understand the green revolution and its impact on the Punjab.
CO5	Understand the contemporary issues of the Punjab such as drug addiction, female foeticide and Punjabi Diaspora.

SEM-6

BCG-603: OPERATIONS RESEARCH

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

The course aims at building capabilities in students for analyzing different situations in the industrial/ business scenario involving limited resources and finding the optimal solution within constraints.

Course Contents:

Part-I

Basics of Operational Research – Development, Definition Characteristics, Necessity, Scope, Limitation.

Linear Programming - Introduction, Application, Formulation of Linear Programming Problem, General Linear Programming Problem, Graphical Method of Solution. Theory of Simplex method, Big-M Method.

Assignment Model: Definition of Assignment Model, Hungarian Method for solution of Assignment Problems, Travelling Salesman Problem.

Part-II

Transportation Model - Assumption, Formulation and Solution of transportation Models, Trans-shipment Problems.

Sequencing Problems- Basic Assumptions, Processing ‘n’ Jobs through One Machine, Processing ‘n’ Jobs through Two Machines, Processing ‘n’ Jobs through Three Machines, Processing ‘n’ Jobs through ‘m’ Machines.

Game Theory – Theory of Games, Characteristics of Games, Rules – Look for a pure Strategy, Reduce Game by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games).

Net Work Analysis in Project Planning: Project, Project planning scheduling, CPM, PERT (excluding Project Crashing)

Books Prescribed:

1. Hien, L.W., “Quantitative Approach to Managerial Decisions”, Prentice Hall, New Jersey.
2. Morse, L. B., “Statistics for Business & Economics”, Harper Collins, New York.
3. Levin, R. I. and Rubin, D. S., “Statistics for Management”, 2010, Prentice Hall of India, New Delhi.
4. Watsnam Terry J. and Keith Parramor: *Quantitative Methods in Finance*, International Thompson Business Press, London
5. Sharma, J.K., “Quantitative Techniques for Managerial Decisions”, 2007, Macmillan Publishers India, New Delhi.
6. Vohra, N.D., “Quantitative Techniques in Management”, 2007, Tata McGraw Hill, New Delhi.
7. Kapoor, V.K., “Operations Research Techniques for Management”, 7th Edition, Sultan Chand & Sons, New Delhi.
8. Swaroop, K., Gupta, P.K. and Manmohan, “Operations Research”, 2013, 18th Edition, Sultan Chand & Sons, New Delhi.
9. Gupta, P.K. and Hira, D.S., “Operations Research”, 2009, S. Chand & Co., New Delhi.

Note: Latest edition of suggested books may be considered
COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Understand the fundamental and elementary aspects of Operations Research
CO2	Identify and develop operations research models from the verbal description of the real system
CO3	Understand the mathematical tools of Operations Research like Linear Programming Problem, Assignment Problem, Transportations Problem etc.that are required to solve optimization problems
CO4	Apply the various techniques of Operations Research for effective decision making that enables to solve business decision problems

SEM-6

BCG-604: CORPORATE GOVERNANCE

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To provide the students with specialist knowledge about the law of conducting business in today's global society.

Course Contents:

Part-I

Ethics in Business: Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination. Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics.

Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms, Initiatives in India including clause 49. **Major Corporate Scandals:** Junk Bond Scam (USA), Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and Satyam Computer Services Ltd (India),

Part-II

Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures?

Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992 , Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998, OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999, Euroshareholders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes–Oxley (SOX) Act, 2002 (USA), Smith Report, 2003 (UK)

Books Prescribed:

1. Murthy, K.V. Bhanu and Krishna, U., “Politics Ethics and Social Responsibilities of Business”, 2009, Pearson Education, New Delhi.
2. Sharma, J. P., “Corporate Governance, Business Ethics & CSR”, 2011, Ane Books Pvt. Ltd., New Delhi.
3. Mallin, C., “Corporate Governance” (Indian Edition), 2012, Oxford University Press, New Delhi.
4. Tricker, B., “Corporate Governance–Principles, Policies, and Practice”, (Indian Edition), 2012, Oxford University Press, New Delhi.
5. Crane, A. and Matten, D., “Business Ethic” (Indian Edition), 2003, Oxford University Press, New Delhi.
6. Albuquerque, D., “Business Ethics, Principles and Practices”, (Indian Edition), 2010, Oxford University Press, New Delhi.
7. Blowfield, M. and Murray, A., “Corporate Responsibility–A Critical Introduction”, 2008, Oxford University Press.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Demonstrate a solid understanding of the purpose and nature of corporations and the significance of Business Ethics and Corporate Governance.
CO2	Understand the relationship of Business Ethics with Corporate Governance and with Globalization.
CO3	Evaluate different stakeholders’ roles and significance in relation to corporate governance.
CO4	Explain the Corporate Governance Reforms and Corporate Governance Problems.
CO5	Evaluate Major Corporate Scandals and Codes and Standards on Corporate Governance.

SEM-6
BCG-605: WORKSHOP ON INCOME TAX AND E-FILING

Time: 1 Hours

Credit Hours Per Week: 4

Total Teaching Hours: 60

Max. Marks : 50

Instructions for the Paper Setter and Distribution of Marks:

This paper carries 50 marks. External Examiner shall set and conduct written exam of 1 hour duration followed by a viva. The division of marks shall be 30 for written exam and 20 for Viva.

Course Objective:

To provide the conceptual knowledge about filling of returns and e-filing.

Course Contents:

Workshop on Income Tax & e-filing

- Applying for PAN
- E-Filing ITR for Salaried Individuals.
- Advance Tax Computation both for individuals & firms
- E-Filing ITR for Small Proprietorship Business.
- Deductions and E-Filing ITR for Partnership Business
- Filing Challans related to self-assessment Tax, Advance Tax.
- TDS Accounting, e-payment of challan 281, Return form 260, Checking form 26AS. Issue of Certificate, Concept of 15G & 15H forms.
- Payroll Processing

COURSE OUTCOMES:

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Learn the conceptual understanding about filling of returns and e-filing
CO2	Help the students to learn different forms like various ITRs, Challanforms relating to Income Tax and E-filing .
CO3	Help the students to skilfully understand e-filing registration process as well as registration portal.
CO4	Equip for Self-Employment and application oriented jobs in Government, PSU's, Private Organizations

SEM-6
GROUP- I : BANKING
BCH-606: Bank Marketing

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; The total weightage being 9 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Course Objective:

To acquaint the students with the knowledge of marketing and its application in banking sector.

Course Contents:

PART-I

Introduction of Marketing and Key Concepts—Definition Marketing and Market, Four elements in Marketing Mix and their interrelationship. Marketing Planning— Micro and Macro factors influencing the market for an organisation, Bank Marketing and Marketing Mix, Bank Distribution. The art of Customer Service as applied to banking.

Customer Behaviour in Banking, Banking Consumer and Market Segmentation—Mass Marketing, Multiple Marketing, Steps in strategy formulation, Marketing Research in Banking— types of data—primary and secondary, uses of Marketing Research. Relationship Marketing in Banking, Competitive Analysis in Banking

PART-II

Bank's product strategy–Core, Value Added, Fundamental and Augmented Products, Product demand Product Line , Difference between product and service , The concept of Product/Service Delivery in Banking, Pricing Strategies and its applications in banking — Elasticity of demand, Break Even Analysis, Different types of products and key variables

Banking Promotion Strategy– The Communication process, Goals of Communication ,Steps in developing effective communication, Selling and Organising for sales and Selling to corporate clients–Meaning of corporate clients, relationship and transaction banking, bank organisation for large corporate clients

Books Prescribed:

- 1.Chacko, Oommenand Grewal, Rajendra,“Marketing of Banking Services”, 2003, Mac Millan India Ltd
2. Bank Marketing Association, “BankMarketing”, 1990, TheAssociation
- 3.Reidenbach, R.EricandPitts, RobertE, “Effective bank marketing: issues, Techniques and Applications”, 1987, Bank Administration Institute

Note:Latest edition of suggested books may beconsidered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Enrich with concepts of marketing and its application in banking sector.
CO2	Develop and understand various factors to be kept in mind while designing products of banks.

SEM-6

GROUP-II: PROJECT AND PRODUCTION MANAGEMENT

BCH-607: LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the paper setters/examiners:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course objective:

To describe the increasing significance of logistics and its impact on both costs and service in business and commerce. To incorporate and learn the critical elements of logistics and supply-chain management processes based on the most relevant application in forward-thinking companies. To develop criteria and standards to achieve improved business performance by integrating and optimizing the total logistics and supply-chain process. To summarize the value of focusing on information business logistics systems which drives improved accuracy and decision-making at all levels of management.

Part -I

Logistics Management: Definition of logistics and the concepts of logistics.

Logistics Activities: Functions of the logistics system – transportation, warehousing, order processing, information handling and procurement. Materials Management: Materials

management functions and control, inventory management in logistics system, inventory decision-making, MRP, MRP II systems, multi-echelons.

Logistics Customer Service, Modeling logistics systems, Simulation of logistic systems, cost effective distribution strategies, Value of information in logistics, E-logistics, risk pooling effect, International and global issues in logistics, Integrated functional activities in logistics, Role of government in international logistics and Principal characteristics of logistics in various countries and regions.

Part - II

Definition of Supply Chain Management (SCM); Scope & Importance of Supply Chain

Management; Key drivers Of the SCM; Features of Supply Chain Management; Supply Chain Network – 1st Tier, 2nd Tier Suppliers and Customers; Customer Service Dimension (Seven “R” Principles, Service after sale, Customer delight) Inventory Control, Planning & Managing Inventories; Warehouse Management (Receipt, issue, storage and preservation, stock verification, In bound and out bound distribution operations); Order Management; Competitive advantage through logistics and supply chain management; Responsive Supply Chain.

Books prescribed:

1. Dyckhoff, Harald,” Supply Chain Management and Reverse Logistics”,2004, Springer (India) Pvt. Ltd.
2. Dubey, Jayashree and Saikumar, M.L, “Supply Chain Management”,2007, IPE Hyderabad and New Century Publication, New Delhi.
3. Sahay, BS, “Emerging Issues in Supply Chain Management”,2004, Macmillan.
4. Kulkarni, Sarika and Sharma, Ashok, “Supply Chain Management – Creating Linkages for Faster Business Turnaround”,2005, McGraw Hill.

Course Outcomes

Sr. No.	On completion of this course, the students will be able to:
CO1	Develop a sound understanding of the important role of supply chain management in today’s business environment
CO2	Become familiar with current supply chain management trends Understand and apply the current supply chain theories, practices and concepts utilizing case problems and problem-based learning situations
CO3	Learn to use and apply computer-based supply chain optimization tools including the use of selected state of the art supply chain software suites currently used in business
CO4	Develop and utilize critical management skills such as negotiating, working effectively within a diverse business environment, ethical decision making and use of information technology

SEM-6
GROUP-III: INSURANCE
BCH- 608: INSURANCE MARKETING

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Course Objective: This course primarily deals with the fundamental knowledge of insurance including the Dynamic Market Environment for Insurance in India and Authorities and Regulatory Environment. At the same time, it provides knowledge of the industry outlook and major players of life insurance and Health Insurance.

Course Content:

Part-I

Insurance Industry In India- Introduction and History , An analysis of evolution of Insurance in India , Dynamic Market Environment for Insurance in India, Authorities and Regulatory Environment. Status Quo- The Indian Market vis-a-vis other Markets

Life Insurance- Industry Outlook and major players, Market Opportunities and Challenges: Empirical Results and Analysis. Urgent needs and Customer Segmentation, Products, Pricing Criteria, Distribution Channels, Communication Strategy .

Part-II

Health Insurance- Industry Outlook and Major Players, Market Opportunities and Challenges: Empirical Results and Analysis. Urgent needs and Customer Segmentation, Products, Pricing Criteria, Distribution Channels, Communication Strategy.

Conclusion- Outlook for Life and Health Insurance Market in India , Summary of the Best practices

Suggested Readings:

1. Dewan, Novi , “*Indian Life and Health Insurance Industry- A Marketing Approach*”, 2010, Gabler Edition Wissenschart
2. Allen, Sharon B and Goodwin, Dennis W “ *Life and Health Insurance Marketing*”, 1998,
Life Office Management Association
3. Kravitz, Seth and Barinskiy, Lev “ *Mastering Insurance Marketing*”, 2010, Create Space

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO- 1	Know Dynamic Market Environment for Insurance in India
CO- 2	Understand various Urgent needs and Customer Segmentation, Products, Pricing Criteria, Distribution Channels, Communication Strategy
CO- 3	Understand the Market Opportunities and Challenges
CO- 4	Understand Industry Outlook and Major Players of Life Insurance
CO- 5	Understand Industry Outlook and Major Players of Health Insurance

SEM-6

GROUP- IV: INTERNATIONAL BUSINESS

BCH-609 INTERNATIONAL MARKETING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Maximum Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setters:-

Note: The question paper covering the entire course shall be divided into three sections.

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 8 questions. Each question will carry one mark; the total weightage being 8 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type questions) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of this section shall be 16 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type questions) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 8 marks. The total weightage of the section shall be 16 marks.

Course Objectives: The course aims at exposing the students to the global business activities, marketing in international business and global forces transforming the international business today. The course would develop a general perspective about managing international business both in operational as well as strategic context.

Course Content:

Part-I

Over View of the World Business: Domestic V/s International Marketing; Benefits of Intl. Marketing Trade Theories : Economic Development Barriers to International Marketing; Role of GATT WTO, OSP, etc.,

Global Business Environment, World Marketing Environment, Political/ Legal/ Cultural/ Social/ Psychological dimensions

Part-II

Planning for International Marketing.– Overseas MR, IS, Foreign Market ,entry strategies, International marketing Decisions–Product Branding, Packaging, Pricing, Distribution, Sales, Sales & Promotion Decision &strategies

Foreign Trade in India– Regulation, Promotion &Development, Foreign Trade Control, EXIM Policy, Organizational Setup. Export Documents and Procedures, Export Risk, Insurance. Major

problems of Indian Export

Books Prescribed:

1. Onkvisit, S and Shaw, J, “*International Marketing–Analysis & Strategy*”, 1993
2. Rajagopal, “*International Marketing – Global Environment, Corporate Strategy, Case Studies*”; Vikas Publications.
3. Onkvisit & Shaw, “*International Marketing – Analysis & Strategy*”, 2007, (PHI Learning)

Course Outcomes

Sr. No.	On completion of this course, the students will be able to:
CO1	Apply core theoretical concepts in international marketing to find practical solutions to constraints of small businesses.
CO2	Classify strategies for entering export markets from extant knowledge and research and able to understand various regulations and procedures of export import policies.
CO3	Develop an understanding for basic international marketing concepts, theories, principles, and terminology and capable of developing a global marketing strategy by applying the basic concepts of product, pricing, promotion, and channels of distribution in international settings.
CO4	Be able to demonstrate an awareness and knowledge of the impact of environmental factors (cultural, economic, institutional, legal and political) on international marketing activities.
CO5	Apply an integrated understanding of the course material by conducting an analysis of international marketing issues in relevant case studies and current events and developing corresponding solution options based on multiple perspectives.

SEM-6
GROUP I– ACCOUNTING & FINANCE
BCG-611: PORTFOLIO MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

It aims at providing an in-depth knowledge of the theory and practice of portfolio management. Important theories, techniques, regulations and certain advancements in theory of investment will be covered with an aim of helping the participants making sound investment decisions.

Course Contents

Part – I

Portfolio Theory: Merits of Diversification: Diversification and Portfolio Risk, Portfolio Return and Risk, Calculation of Portfolio Risk, Optimal Portfolio.

Portfolio Selection: Concept of Portfolio Selection, Optimal Portfolio, Objectives, Risk and Investor Preferences, Investment Constraints, Cut-off Rate and New Securities, Efficient Frontier and Portfolio Selection

Portfolio Revision: Meaning, Need, Techniques of Portfolio Revision, Formula Plans, Rules Regarding Formula Plans, Constant Rupee Value Plan, Constant Ratio Plan, Variable Ratio Plan, Modifications, Rupee Averaging Technique.

Part – II

Introduction to Investment Management: Concept and objectives of investment, Difference between Investment and Speculation, Investment and Gambling, Meaning of Investment Management, Investment Management Process, Investment Alternatives, Features of Investment Avenues, Types of Management Strategies, Approaches to Investment

Economic and Industry Analysis: Macro-Economic Analysis, Forecasting, Industry Analysis, Sensitivity of Business Cycle, Industry Life Cycle Analysis, Porter Model of Assessment of Profit Potential of Industries

Books Prescribed:

1. Lofthouse, Stephen, “*Investment Management*”, 1999, John Wiley & Sons Publications
2. Fabozzi, Frank J, “*Investment Management*,” 2009, Prentice Hall Publications
3. Fredrick Amling, “*Investment- An Introduction to Analysis and Management*,” Prentice Hall Pub.
4. Chandra, P, “*Investment Analysis and Portfolio Management*”,2003, Tata Mcgraw

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Extract their own perspectives on the basics of investment and to select the Optimal Investment Avenue after measuring its risk and return.
CO2	Analyze the selected individual Securities through Fundamental Analysis tools.
CO3	Predict the Market trends for the select Securities using the Technical Indicators, identify the Optimal Portfolio and the efficient form of Market and determine the Efficient Frontier for a Portfolio using the theoretical framework.

SEM-6
GROUP I– (ACCOUNTING & FINANCE)
BCG-612: FINANCIAL SERVICES

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To impart the knowledge of the discipline integral to the business world. To enable the students to understand the concept of financial services.

Course Contents:

Part – I

Financial services – meaning - features – importance – contribution of financial services in promoting industry – service sector

Merchant banking – meaning, origin and growth of merchant banking in India. Scope of merchant banking services – merchant bankers and management of public issues – merchant banking practices in India. Weakness in the functioning of merchant bankers in India.

Mutual funds: Concept of mutual funds. Growth of mutual funds in India. Mutual fund schemes – money market mutual funds – private sector mutual funds – functioning of mutual funds in India.

Part – II

Lease financing: Meaning – types of leasing – factors influencing lease – performance of leasing industry in India – RBI guidelines for hire-purchase – problems of hire-purchasing companies in India.

A. **Factoring:** Concept of factoring – why factoring – types of factoring – factoring mechanism – securitization of debt – concept and mechanism

B. **Retail banking services** – personal loan – home loans – car loans – consumer loans – educational loans- concept of plastic money - credit cards - debit card – (meaning – features – types – merits and de merits of each services are covered)

C. **Venture Capital:** Concept of venture capital fund – characteristics – growth of venture capital funds in India.

Books Prescribed:

1. Avadhani, “*Financial Services and Market*”, 1999, Himalaya Publishing House.
2. Bhole, “*Indian Financial System*”, 2009, Himalaya Publishing House.
3. Chandra, P, “*Security Analysis and Portfolio Management*”, 2011, Tata McGraw Hill.
4. Desai, Vasanth, “*The Indian Financial System*”, 1999, Himalaya Publishing House
5. Varshney, PN & Mittal DK, “*Indian Financial System*”, 2000, Sulthan Chand & Sons.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Understand the concept, importance and contribution of Financial Services in promoting the industry in India
CO2	Comprehend the role and functions of Merchant Bankers in India
CO3	Gain knowledge about the concept, growth and functioning of Mutual Funds in India
CO4	Understand the concept and mechanism of Factoring, Securitization of Debt and Venture Capital
CO5	Get acquainted with Retail Banking Services including the concept of Plastic Money

SEM-6
GROUP-II: BANKING AND INSURANCE
BCG- 621: FOREIGN EXCHANGE MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section-A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section-B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section-C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To provide an introduction to futures and overview of financial future markets. To enable the students to acquire knowledge about currency swaps.

Course Contents:

PART – I

The main theories which seek to explain exchange rate behaviour. Forecasting exchange rate movements. Different exchange rate arrangements and government intervention.

Financial Fragility and Systemic Risk The main causes of financial. fragility and systemic risk. Financial sector adjustments in response to financial booms and busts since 1980.

Introduction to Futures – an overview of financial futures markets, including the types of contracts available – futures terminology and concepts, and futures pricing and behavior – cost of carrying and expectations approach – Uses of futures for hedging, arbitrage and speculation.

PART – II

Swaps Development of the swaps market – Characteristics and uses of swap products, interest rate and currency swaps – Legal and regulatory issues.

Exchange rate Risk and Political Risk Identification of the different types of exchange rate risk; transaction exposure, translation exposure and economic exposure, together with an analysis of political risk. Managing Foreign Exchange Rate Risk Strategies for managing foreign exchange rate risk and the instruments available; currency forwards, futures, options and swaps – Short-term Interest Rate Risk Management.

Books Prescribed:

1. Luc Soenen: “*Foreign Exchange Management*”, 1999, McGraw–Hill Primis Custom Publishing.
2. Loosigian, Allan: “*Foreign Exchange Futures: A Guide to International Currency*”, 2009, Scholarly Books, USA
3. Klopfenstein, Gary: “*Strategic Trading in the Foreign Exchange Markets: Insights from Foreign Exchange Traders Worldwide*”, 1993, AMACOM.
4. Fatemi, Khosrow: “*Foreign Exchange Issues, Capital Markets and International Banking in the 1990's*”, 2012, Taylor & Francis Publishers.
5. Walton, L E: “*Foreign Trade and Foreign Exchange*”, Macdonald & Evans. London.
6. Daigler, R.T: “*Managing Risk With Financial futures*”, 2000, Ashgate Publishing Limited
7. C.Jeevanandam: “*Foreign Exchange, Concepts, Practices & Control*”, 2012 Sultan Chand & Sons.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Understand different concepts of currency and the trading of different national currencies or units of account.
CO2	Learn the concepts regarding exchange rate, the price of one currency in terms of another, helps to determine a nation's economic health and hence the well-being of all the people residing in it.
CO3	Understand the basics of trading. Foreign exchange management has its unique terminology. Words like lot, pip, strike price sound alien to an average person. However, they are instrumental for the Foreignexchangetrader. These words help convey a lot of information for the students to understand the foreign exchange market so that they can also play a role of good investor in foreign exchange transactions in the future.
CO4	Learn about availability of employment opportunities for them by studying about abroad, trading, volume and various other activities.
CO5	Learn minutely the basic concepts related to foreign exchange management and International learning and knowledge propels students towards acceptance and understanding of an array of different cultural and community perspectives.

SEM-6
GROUP-II: BANKING AND INSURANCE
BCG-622: RISK MANAGEMENT AND INSURANCE

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section–A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section–B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To prepare students for a successful career in the risk management and insurance industry and to develop understanding about pricing of insurance products, private and foreign insurance players in India.

Course Content:

PART – I

Risk and Risk Management Process – Concept of Risk – Risk vs. Uncertainty – Types of Risks – Risk Identification – Evaluation – Risk Management Objectives – Selecting and Implementing Risk Management Techniques.

Commercial Risk Management Applications – Property – Liability–Commercial Property Insurance Different Policies and Contracts – Business Liability and Risk Management Insurance –Workers' Compensation and Risk Financing.

Personal Risk Management Applications – Property – Liability–Risk Management for Auto Owners – risk management for homeowners.

PART – II

Risk Management Applications–loss of Life–Loss of Health – Retirement Planning and Annuities – Employee Benefits – Financial and Estate Planning.

Risk management environment – industry – functions and organisation of insurers – Government regulation of insurance sector – IRA – Privatisation of insurance business in India – changes in Insurance Act – Insurance intermediaries – insurance products pricing – claim valuation –Foreign insurers in India.

Books Prescribed:

1. Rejda, George E: “*Principles of Risk Management and Insurance*”, 2011, Pearson Education.
2. McNamara: “*Principles of Risk Management and Insurance*”, 2007, Addison–Wesley
3. Dorfman: “*Introduction to Risk Management and Insurance*”,2012, Prentice Hall.
4. Williams and Heins, “*Risk Management and Insurance*”, 1998, McGraw Hill Pub.
5. Gupta, PK, “*Insurance and Risk Management*”, 2009, Himalaya Publishing.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES:

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Prepare students for a successful career in the risk management and insurance industry.
CO2	Gain insights about the role of insurance intermediaries and functions of insurers in emerging markets.
CO3	Learn the concepts of fire, marine, property and liability insurance etc.
CO4	Develop understanding about pricing of insurance products, private and foreign insurance players in India.

SEM-6
GROUP-III: COMPUTER APPLICATIONS & E-BUSINESS
BCG-631: WINDOWS AND NETWORKING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 50

Theory: 37

Internal Assessment: 13

Note: 1. Medium of Examination is English Language.

2. The question paper covering the entire course shall be divided into three sections.

Instructions for Paper Setters:

Section-A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section-B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Unit-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section-C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Unit-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objectives:

1. To introduce students with basic concepts of Operating System, its functions and services.
2. To familiarize the students with various views and management policies adopted by O.S. as pertaining with processes, Deadlock, memory, File and I/O operations.
3. To brief the students about functionality of various OS like Unix, Linux and Windows XP as pertaining to resource management.
4. Students will learn about various services provided by network.
5. Implement a simple LAN with hubs, bridges and switches.
6. Describe what classless addressing scheme is.
7. Describe how routing protocols work.

UNIT –I

Operating System and Windows: Operating Systems: Meaning, Definition, Functions and Types of Operating Systems – Booting process – Disk Operating System: Internal and External Commands – Wild Card Characters – Computer Virus, Cryptology. Windows operating system – Desktop, start menu, Control panel, Windows accessories, The System Tray, Adjusting the Rate of Speech on the Fly, Application Display, Inputting Text, Windows Text Navigation Commands, Reading with the screen reader.

Application of Windows–Application Windows Display, Accessing the Ribbons. The Recycle Bin– Configuring the Recycle Bin. The Run Dialog, Opening a Variety of Items from the Run Dialog, Exploring Windows Search, Using Search Parameters

UNIT-II

Networking– Transmission Modes: Simplex, Half–Duplex, Full Duplex. Analog and digital transmission. Synchronous and Asynchronous transmission. Multiplexing.

Network Topologies: Bus, Star, Ring, Mesh, Tree.

Network Security: Network security threats – Malicious code (Malware), Hacking, Credit card frauds. Spoofing, Sniffing Firewall (Concept, Components and Constituents, Benefits), Enterprise-wide security Framework, secure physical infrastructure).

References:

1. White, Curt M, “*Data communications and Computer Networks*” , 2013 , Cenange Learning
2. Peterson, Larry L, “*Computer Networks : A System Approach*”, 2012, Morgan Kaufmann
3. Bagad, Vilas S, “*Computer Networks*” , 2008, Technical Publications

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the working of an OS as a resource manager, file system manager, process manager, memory manager and I/O manager and methods used to implement the different parts of OS.
CO2	Understand the main components of an OS & their functions.
CO3	Describe the important computer system resources and the role of operating system in their management policies and algorithms.
CO4	Evaluate the requirement for process synchronization and coordination handled by operating system.
CO5	Learn to implement advance features of operating system in other various language(s).

SEM-6
GROUP-III: (COMPUTER APPLICATIONS & E-BUSINESS)
BCG-632: E-Marketing

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 50
Theory: 37
Internal Assessment: 13

Instructions for the Paper Setter and Distribution of Marks:

Section-A: It will have question No.1 consisting of 10 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 9 questions. Each question will carry one mark; the total weightage being 9 marks.

Section-B: It will consist of essay type/numerical questions up to five pages (essay type) in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of this section shall be 14 marks.

Section-C: It will consist of essay type/numerical questions with answer to each question up to five pages (essay type) in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 7 marks. The total weightage of the section shall be 14 marks.

Course Objective:

To inculcate the knowledge and skills to understand the techniques of E-Marketing in the emerging competitive markets

Course Content:

PART – I

E Marketing– Meaning, Concept, Nature, Features for E –Marketing Environment, Business Considerations for E Marketing , Unique E Marketing Issues .

E Marketing Strategies– Big Picture Strategies, Objectives and Goals, Segmentation and Positioning

E- Marketing Techniques: Search Engines, Directories, Registrations, Solicited targeted E-mails, Interactive sites, Banners, Advertising, Spam Mails, E-mail, Chain letters.

Applications of 5P's (Product, Price, Place, Promotion, People), E-Advertising Techniques: Banners, Sponsorships, Portals, Online Coupons.

PART – II

Internet Marketing: Concept and role of internet marketing; Search engine optimization –

functions, type of traffic, keywords and steps in search engine optimization; Internet advertising – types and tracking ROI; Online PR, News and Reputation Management; Direct marketing –scope and growth; E-mail marketing; Social Media Marketing: Concept and tools; Blogging – benefits, types; Video-marketing for business purpose – tools and techniques; Pay per click marketing; Issues and challenges. E-payment systems: Payment gateways; use of Debit and credit cards; Mobile Marketing Trends and terminologies; Benefits and applications of mobile and smart phone applications; M-commerce.

Books Prescribed:

1. Sheth, Jagdish N. and . Krishnan,V, “*Internet Marketing*”,2001, Harcourt College Publishers,
2. Chaffey,Dave and Mayer, Richard, “ *Internet marketing: strategy, implementation and practice,*”, 2000, Financial Times Prentice Hall,
3. Barry Silverstein, “ *Business to business Internet marketing*” Jim Hoskins Publishers
4. Tom , Vassos, “*Strategic Internet marketing*” ,1996 , Que Publishers

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES

Sr. No.	Upon the completion of the course Students will be able to:
CO1	Have the knowledge and skills to understand the techniques of E-Marketing in the emerging competitive markets.
CO2	Learn the necessary skills and knowledge to develop E-Marketing Strategies.
CO3	Get conceptual knowledge of E-Marketing and will be able to differentiate between Traditional and E-Marketing.
CO4	Learn various methods of Electronic Payment Systems and various techniques and emerging issues of it.