

BBA Semester System (2023-26)

BACHELOR OF BUSINESS ADMINISTRATION (2023-26)

## **FACULTY OF COMMERCE**

### **SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Programme Code: BBA**

**Programme Name: BACHLORS OF BUSINESS ADMINISTRATION**

**(Semester I- IV)**

**Examinations: 2023-2026**



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

**Khalsa College, Amritsar**

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(b) Subject to change in the syllabi at any time.  
(c) Please visit the College website time to time.

BBA Semester System (2023-26)

| S.No. | PROGRAMME OBJECTIVES   |
|-------|--|
| 1.    | The overall objectives of this academic Bachelor's program is to develop the students' intellectual capacity, executive personality, and managerial skills                                       |
| 2.    | The course also enables them to assume entry-level managerial positions in business and industry, public sector organizations, consultancy companies and other organizations.                    |
| 3.    | Graduates of the program may also choose to start their own entrepreneurial business ventures.   |
| 4.    | The program also prepares students for Master's degree studies in management.  |
| 5.    | The course also enhances ability to demonstrate technical competence in specifically domestic and global arena of business through the study of major disciplines within the fields of business. |

| S.No. | PROGRAMME SPECIFIC OUTCOMES (PSOS)  |
|-------|---|
| PSO-1 | Ability to define, analyse the solutions for different business problems and using logical reasoning patterns for evaluating information, materials, and data for practical implementation. |
| PSO-2 | Provides communication skill to solve specific business problems and decision making.   |
| PSO-3 | Apply ethical principles and commitment towards professional ethics and responsibility.   |
| PSO-4 | Function effectively as a member, leader, individual or group in diverse environment.   |
| PSO-5 | Ability to conceptualize a complex issue into a coherent written statement and oral presentation and to communicate effectively on complex activities with technical community.             |
| PSO-6 | Providing an opportunity for the students to gain practical exposure towards the workplace and various kind of business organisation.   |
| PSO-7 | Promotes entrepreneurship skills by providing understanding of the fundamentals of creating and managing innovation, new business development, and high-growth potential entities           |

BBA Semester System (2023-26)

| <b>COURSE SCHEME</b>              |  |                   |                |          |          |                      |                   |           |           |              |                 |
|-----------------------------------|--|-------------------|----------------|----------|----------|----------------------|-------------------|-----------|-----------|--------------|-----------------|
| <b>SEMESTER – I</b>               |  |                   |                |          |          |                      |                   |           |           |              |                 |
| <b>Course Code</b>                | <b>Course Name</b>                           | <b>Hours/Week</b> | <b>Credits</b> |          |          |                      | <b>Max. Marks</b> |           |           |              | <b>Page No.</b> |
|                                   |  |                   | <b>L</b>       | <b>T</b> | <b>P</b> | <b>Total Credits</b> | <b>Th</b>         | <b>Pr</b> | <b>IA</b> | <b>Total</b> |                 |
| <b>Major Courses</b>              |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -103                          | Basic Accounting                             | 4                 | 3              | 1        | -        | 4                    | 75                |           | 25        |              | 1-2             |
| BBA -104                          | Business Organization and Systems            | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 3-4             |
| BBA -107                          | Business Communication                       | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 5-6             |
| <b>Minor Course (if any)</b>      |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -105                          | Managerial Economics - I                     | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 7-8             |
| <b>Compulsory Courses</b>         |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BENC-1105                         | English (Compulsory)                         | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 9-10            |
| BPBI-1101/<br>BPBI-1102/BPHC-1104 | Punjabi Compulsory/Basic Punjabi/PHC         | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 11-15           |
| <b>Ability Enhancement</b>        |  |                   |                |          |          |                      |                   |           |           |              |                 |
| CS-BBA -106                       | Computer Applications For Business -I        | 4                 | 3              | -        | 1        | 4                    | 50                | 25        | 25        |              | 16-17           |
| <b>Value Added Courses</b>        |  |                   |                |          |          |                      |                   |           |           |              |                 |
| ZDA 111                           | Drug Abuse: Problem, Management & Prevention | 2                 | 2              | -        | -        | 50                   |                   |           |           |              | 18-19           |

| <b>COURSE SCHEME</b>          |  |                   |                |          |          |                      |                   |           |           |              |                 |
|-------------------------------|--|-------------------|----------------|----------|----------|----------------------|-------------------|-----------|-----------|--------------|-----------------|
| <b>SEMESTER – II</b>          |  |                   |                |          |          |                      |                   |           |           |              |                 |
| <b>Course Code</b>            | <b>Course Name</b>                           | <b>Hours/Week</b> | <b>Credits</b> |          |          |                      | <b>Max. Marks</b> |           |           |              | <b>Page No.</b> |
|                               |  |                   | <b>L</b>       | <b>T</b> | <b>P</b> | <b>Total Credits</b> | <b>Th</b>         | <b>Pr</b> | <b>IA</b> | <b>Total</b> |                 |
| <b>Major Courses</b>          |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -203                      | Business Laws                                | 4                 | 4              | -        | -        |                      | 75                |           | 25        |              | 20-21           |
| BBA -204                      | Principles of Management                     | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 22-23           |
| BBA -207                      | Fundamentals of Banking                      | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 24-25           |
| <b>Minor Course (if any)</b>  |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -205                      | Managerial Economics - II                    | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 26-27           |
| <b>Compulsory Courses</b>     |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BENC-1205                     | English (Compulsory)                         | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 28-29           |
| BPBI-1201/BPBI-1202/BPHC-1204 | Punjabi Compulsory/Basic Punjabi/PHC         | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        |              | 30-33           |
| <b>Ability Enhancement</b>    |  |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -206                      | Computer Based Accounting Systems            | 4                 | 3              | -        | 1        |                      |                   |           |           |              | 34-35           |
| <b>Value Added Courses</b>    |  |                   |                |          |          |                      |                   |           |           |              |                 |
| ZDA 121                       | Drug Abuse: Problem, Management & Prevention | 2                 | 2              | -        | -        | 2                    | 50                |           |           |              | 36-37           |

| <b>COURSE SCHEME</b>          |   |                   |                |          |          |                      |                   |           |           |              |                 |
|-------------------------------|---|-------------------|----------------|----------|----------|----------------------|-------------------|-----------|-----------|--------------|-----------------|
| <b>SEMESTER – III</b>         |   |                   |                |          |          |                      |                   |           |           |              |                 |
| <b>Course Code</b>            | <b>Course Name</b>                        | <b>Hours/Week</b> | <b>Credits</b> |          |          |                      | <b>Max. Marks</b> |           |           |              | <b>Page No.</b> |
|                               |   |                   | <b>L</b>       | <b>T</b> | <b>P</b> | <b>Total Credits</b> | <b>Th</b>         | <b>Pr</b> | <b>IA</b> | <b>Total</b> |                 |
| <b>Major Courses</b>          |   |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -304                      | Fundamentals of Human Resource Management | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 38-39           |
| BBA -305                      | Fundamentals of Marketing Management      | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 40-41           |
| BBA -306                      | Indian Financial System                   | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 42-43           |
| BBA -307                      | Management Accounting                     | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 44-45           |
| <b>Minor Course (if any)</b>  |   |                   |                |          |          |                      |                   |           |           |              |                 |
| BBA -303                      | Statistics for Business                   | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 46-47           |
| <b>Compulsory Courses</b>     |   |                   |                |          |          |                      |                   |           |           |              |                 |
| BENC-2305                     | English (Compulsory)                      | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 48-49           |
| BPBI-2301/BPBI-2302/BPHC-2304 | Punjabi Compulsory/Basic Punjabi/PHC      | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100          | 50-53           |
| <b>Ability Enhancement</b>    |   |                   |                |          |          |                      |                   |           |           |              |                 |
|                               |   |                   |                |          |          |                      |                   |           |           |              |                 |
| <b>Value Added Courses</b>    |   |                   |                |          |          |                      |                   |           |           |              |                 |
| ESL 221                       | Environmental Studies I                   | 2                 | 2              | -        | -        | 2                    |                   |           |           | 50           | 54-55           |

| <b>COURSE SCHEME</b>              |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
|-----------------------------------|--------------------------------------|-------------------|----------------|----------|----------|----------------------|-------------------|-----------|-----------|-----------------|-----------------|
| <b>SEMESTER – IV</b>              |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| <b>Course Code</b>                | <b>Course Name</b>                   | <b>Hours/Week</b> | <b>Credits</b> |          |          |                      | <b>Max. Marks</b> |           |           |                 | <b>Page No.</b> |
|                                   |                                      |                   | <b>L</b>       | <b>T</b> | <b>P</b> | <b>Total Credits</b> | <b>Th</b>         | <b>Pr</b> | <b>IA</b> | <b>Total</b>    |                 |
| <b>Major Courses</b>              |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| BBA -403                          | Financial Management                 | 4                 | 3              | 1        | -        | 4                    | 75                |           | 25        | 100             | 56-57           |
| BBA -404                          | Production and Operations Management | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100             | 58-59           |
| BBA -405                          | Business Environment                 | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100             | 60-61           |
| BBA -406                          | Operations Research                  | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100             | 62-63           |
| BBA -407                          | Fundamentals of Insurance            | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100             | 64-65           |
|                                   |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| <b>Minor Course (if any)</b>      |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
|                                   |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| <b>Compulsory Courses</b>         |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| BENC-2405                         | English (Compulsory)                 | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100             | 66-67           |
| BPBI-2401/<br>BPBI-2402/BPHC-2404 | Punjabi Compulsory/Basic Punjabi/PHC | 4                 | 4              | -        | -        | 4                    | 75                |           | 25        | 100             | 68-71           |
| <b>Ability Enhancement</b>        |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| BBA 408                           | Seminar                              |                   |                |          |          |                      |                   |           |           |                 | 72              |
| <b>Value Added Courses</b>        |                                      |                   |                |          |          |                      |                   |           |           |                 |                 |
| ESL 222                           | Environment Studies II               | 2                 | 2              | -        | -        | 2                    |                   |           |           | 50 (Qualifying) | 73-74           |

BACHELOR OF BUSINESS ADMINISTRATION (2023-26)

**BBA-103**  
**BASIC ACCOUNTING**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Theory: 75**  
**Internal Assessment: 25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator.

**Course Objective:**

This course will help the students to develop cognizance of the importance of accounting in organization financial statements. It will help students to describe how people analyze the corporate financial under different conditions and understand why people describe the financial statements in different manner.

**Course Content:**

**Part-A**

**Introduction:** Financial Accounting- Definition and Scope, Objectives of Financial Accounting, Accounting v/s Book Keeping Terms used in accounting, Users of Accounting Information and limitations of Financial Accounting.

**Conceptual Frame work:** Accounting Concepts, Principles and Conventions, Accounting Standards- Concept, Objectives, Benefits, Brief Review of Accounting Standards in India, Accounting Policies, Accounting as a measurement discipline, Introduction to GST: An overview.

**Part-B**

**Recording of Transactions:** Voucher System:- Accounting Process, Journal, Subsidiary Books, Ledger, Cash Book, Bank Reconciliation Statement, Trial Balance.

**Depreciation:** Meaning, Need & Importance of Depreciation, Methods of Charging Depreciation (WDV & SLM).

**Part-C**

**Preparation of Final Accounts:** Preparation of Trading and Profit & Loss Account and Balance Sheet of Sole Proprietary Business

**Part-D**

**Introduction to Company Final Accounts:** Important provisions of Companies Act, 2013 in respect of preparation of Final Accounts of a Company, Understanding Annual Report of a Company.

**Computerized Accounting:** Computers and its Application in Accounting. Accounting Software Package (Tally)

**Suggested Readings:**

1. Gupta, Ambrish, —Financial Accounting for Management: An Analytical Perspective, Pearson Education, New Delhi.
2. Khatri, Dhanesh, —Financial Accounting, Tata McGraw-Hill, New Delhi.
3. Horngren, Charles T., Sundem, G. L., Elliot, John A. Philbrick, Donna R. , —Introduction to Financial Accounting, Prentice Hall, New Delhi.
4. Ramachandran, N and Kakani, Ram, —Financial Accounting for Management, Tata McGraw-Hill, New Delhi.
5. Shukla, M.C., Grewal T.S. and Gupta, S.C., —Advance Accounts, Sultan Chand & Sons, New Delhi.
6. Juneja, CM, Arora J.S, Navdeep Kaur; —Basic Accounting, Kalyani Publishers, Ludhiana.

**Note:-Latest editions of suggested books may be followed.**

**Course outcomes**

| <b>Sr. No.</b> | <b>On the completion of the course Students will be able to:</b>                         |
|----------------|--|
| CO1            | Give an insight to various basic aspects of Accounting.                                  |
| CO2            | Understand accounting concepts, tools and techniques influencing business organizations. |
| CO3            | Understand accounting procedure maintenance of subsidiary books and final accounts.      |



**BBA-104**

**BUSINESS ORGANISATION & SYSTEMS**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Theory: 75**

**Internal Assessment: 25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives**

To Understand the basic concepts in commerce, trade and industry and have an exposure to modern business world. To know modern business practices, forms, procedures and functioning of various business organizations.

**Course Content:**

**Part-A**

**Introduction to Business and Commerce:** Meaning and definition of business, Objectives of business, Essentials of a successful business, Scope of business, Business as an economic system, Trade and aids to trade, Meaning, scope, functions and evolution of commerce & industry, Industrial Revolution-its effects. Industrialization in India.

**Part-B**

**Forms of Business Organization:** Sole-proprietorship, Partnership, Joint stock Company, Cooperative Society, Public Utilities, Selection of a suitable form of organization, Classification based on Business Unit.

**Setting up a New Enterprise:** Promotion of a business. Decisions in setting up an Enterprise – opportunity and idea generation, Role of creativity and innovation, Feasibility study and Business Plan, Business size and location decisions, various factors to be considered for starting a new unit, Problems in starting a new business

**Part-C**

**Business and Society:** Changing Concepts and Objectives of Business, Professionalization, Business ethics, Business and culture, Technological Development and Social Change, Social responsibilities of business, Social Audit, Manager and his environment: external and internal.

**Part-D**

**Domestic & Foreign Trade:** Organization of wholesale & retail trade - recent trends in wholesale & retailing. Malls and Super Markets – their effect on economy. Import export trade procedure & their organization.

**Stock Exchange and Produce Exchange:** Definition and Meaning, Importance, Functions, Listing, Dealers.

**Suggested Readings:**

1. Kaul, Vijay Kumar —Business Organisation and Management: Text and Cases, Pearson Education, New Delhi.
2. Singla, R.K., —Business Organisation and Management, V.K. (India) Enterprises, New Delhi.
3. Daft, Richard L., Daft, J., Murphy, H., & Willmott, —Organisation Theory and Design, Cengage Learning EMEA, New Delhi.
4. Fernando, A.C., —Business Environment, Pearson Education, New Delhi.
5. Archie B. Carroll, Ann K. Buchholtz, —Business & Society: Ethics, Sustainability and Stakeholder Management, Cengage Learning, New Delhi.
6. Tulsian P.C., Pandey V, —Business Organisation & Management, 2007, Pearson Education.
7. Bhusan Y.K., —Fundamentals of Business Organisation & Management, Pearson Education, New Delhi, 2009.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| Sr. No. | On the completion of the course Students will be able to:   |
|---------|---|
| CO1     | Remember and understand the basics of Business and Business Organization. Understand and analyse the components and objectives of Business, Role of business in the present-day Society, Trade, Industry and Commerce. Remember and understand the concepts of Co-operative Societies and sole proprietorship |
| CO2     | Analyse and apply requisites of an Ideal Form of Business Organization.   |
| CO3     | Remember and understand the Forms of business organizations. Understand and evaluate Partnership Firm. Remember and understand the concept of Company.  |
| CO4     | Understand the importance and role of Stock Exchanges and commodity exchange  |

**BBA-107**

**BUSINESS COMMUNICATION**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Theory: 75**

**Internal Assessment: 25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

To provide an overview of Prerequisites to Business Communication. To put in use the basic mechanics of Grammar. To provide an outline to effective Organizational Communication. To underline the nuances of Business communication. To impart the correct practices of the strategies of Effective Business writing.

**Course Content:**

**Part-A**

**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.

**Part-B**

**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-C**

**Internal Correspondence:** -Memos, Circulars, Notices, Office orders

**Correspondence with banks-** Regarding overdrafts, cash credits, loans; Drafting of sales letters, circulars, preparation of sales reports.

**Part-D**

**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.

**Suggested Readings:**

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. 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. Rodrigues M.V., (2003), —Effective Business Communication, 13<sup>th</sup> Edition.
7. Doshi S.R., (2008), —Business Communication & Management-Methods & Techniques.
8. Herata. A. Murphy, Charles E. Peck, (1981), 3rd Edition, —Effective Business Communication, Tata McGraw Hill Publishing Co. Ltd.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| Sr. No. | On the completion of the course Students will be able to:   |
|---------|---|
| CO1     | Understand the communication process and important 7C's of communication along with the models of communication.                    |
| CO2     | Understand the organisational communication with respect to formal and informal communication, internal and external communication. |
| CO3     | Learn the concept of internal correspondence, customer correspondence, bank correspondence and secretarial correspondence.          |

**BBA-105**

**MANAGERIAL ECONOMICS-I**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Theory: 75**

**Internal Assessment: 25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

To develop an advanced theoretical understanding of consumer behaviour and decision-making. To develop a theoretical understanding of strategic behaviour of economic agents. It will also help student to understand the links between household behaviour and the economic models of demand. It will also help in understanding the efficiency and equity implications of market interference, including government policy.

**Course Content:**

**Part-A**

**Theory of Demand:** Meaning of demand and its types, Law of demand. Price elasticity of demand and its measurement.

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

**Part-B**

**Indifference Curve Approach:** Consumer equilibrium; Income, Price and Substitution effect, Revealed Preference Approach.

**Theory of Supply:** Concept and law of supply, factors affecting supply. Bachelor in Business Administration.

**Part-C**

**Theory of Production:** Law of variable proportion: total, average and marginal physical product, Law of Returns to scale, Economies and diseconomies of scale.

**Theory of Cost:** Short and Long period costs, Concept of total cost, Marginal and Average cost; Theory of cost in short-run and long-run. Concept of revenue: Total Revenue; Average Revenue; Relationship

between Average and Marginal Revenue and Price elasticity of demand.

**Part-D**

**Pricing Under Various Market Conditions:** Perfect Competition - Equilibrium of Firm and Industry under Perfect Competition, Monopoly - Price determination under Monopoly, Monopolistic Competition - Price and Output, determination under Monopolistic Competition.

**Suggested Readings:**

1. Koutsoyiannis, A., —Modern Micro Economics, Palgrave Macmillan.
2. Dwivedi, D.N.,—Microeconomics: Theory and Applications, Pearson Education, New Delhi.
3. Gravelle H., and Rees, R., —Microeconomics, Pearson Education, New Delhi.
4. Ahuja, H.L., —Advanced Economic theory; Microeconomic Analysis, Chand & Company Ltd. New Delhi.
5. Mithani, D.M., —Managerial Economics, Himalaya Publishing House, New Delhi.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcomes**

| Sr. No. | On the completion of the course Students will be able to:                               |
|---------|---|
| CO1     | Understand the economic problems and correlate scarcity with the requirements.          |
| CO2     | Evaluate demand and can analyse cost in order to optimise cost production combinations. |
| CO3     | Recognize the existing market and can take appropriate decisions.                       |

**SEMESTER – I**  
**ENGLISH (COMPULSORY)**  
**B.A./B.Com/B.Sc (Med/N. Med/C. Sc./Eco)/ BBA/BA (Social Science) B.Com (Hons.)**  
**Code: BENC-1105**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Theory: 75**  
**Internal Assessment: 25**

**Instructions for the Paper Setter and Distribution of Marks:**

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

**Section A: 15 Marks**

**Section B: 20 Marks**

**Section C: 20 Marks**

**Section D: 20 Marks**

**Section–A**

- 1. Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen (15)** (15X1= 15 Marks)

**Section–B**

- 2. EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five (5)** questions, choosing at least TWO from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences. (5X4=20 Marks)

**Section–C**

- 3. One** question with internal choice, from *Tales of Life*, will be set. (1X8 =8 Marks)
- 4. One** question with internal choice, from *Prose for Young Learners*, will be set. (1X8 =8 Marks)
- 5. Six(6)** words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**. (4X1= 4 Marks)

**Section-D**

- 6.** A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics. (1X6 = 6 marks)
- 7.** A question requiring the students to write an **APPLICATION** to the Head of an educational institution on **ONE** of the **TWO** given Topics. (1X8=8 Marks)
- 8. Eight(8)** Isolated Sentences on Translation from English to Vernacular (Punjabi/ Hindi) will be set. The Students will be required to attempt any **Six(6)**. (6X1= 6 Marks)



**Course Objectives:**

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

**Course Contents:**

- 1) Stories at Sr. No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr. No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-25 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 4<sup>th</sup> Edition*(by Raymond Murphy) CUP

**Course Outcomes:**

The completion of this course enables students to:

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

**Sem I**  
**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,**  
**B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science**  
 Compulsory Course  
**lwzml pMjwbl (BPBI-1101)**

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

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

| <b>kors dw audyS</b> Course Objective   | <b>pwT-kRm nqljy</b> Course Outcomes (COs)  |
|---|---|
| <ul style="list-style-type: none"> <li>▪ ividAwRQIAI ivc swihq ruclAW pYdw krnw[</li> <li>▪ Awlocnwqmk ruclAW ivksq krnw[</li> <li>▪ ividAwRQI dw hor iviSAI sMbMDI boD ivkisq krnw[</li> <li>▪ BwSwel nymW dl smJ f ivksq krnw[</li> </ul> | <ul style="list-style-type: none"> <li>▪ ividAwRQI ivc swihq ruclAW ivksq hoxglAW[</li> <li>▪ ividAwRQI dl swihq isrxw dl spBwvwn vDygl[</li> <li>▪ ividAwRQI hor iviSAI dw gihn AiDAYn krn dY kwbl hovjgw[</li> <li>▪ ividAwRQI BwSw dY ivAwkrink pRbMD qoN jwx hovjgw[</li> </ul> |

**AMk-vMf Aqy pRliKak lel hdwieqW**

islybs dY cwr Bwg hn pr pRSn-p`qr dY pMj Bwg hoxgy[ pihly Bwg ivc 1.5-1.5 (fyF-fyF) Aik dY Aiq-sMKyp (Objective Type) 10 pRSn pu`Cy jwxgy jo ik swry islybs ivc hoxgy Aqy swry pRSn h`l krn lwzml hoxgy[ islybs dY bwkl cwr BwgW ivc 02-02 lyK numw pRSn pu`Cy jwxgy[ hryk Bwg ivc 01-01 pRSn krnw lwzml hovjgw[ hryk pRSn dY brwbr 15 Aik hoxgy[ pypr sY~tr jykr cwh qW pRSnW dl vMf A`goN v`D qoN v`D cir aup-pRSnW ivc kr skdw h[

**not:** ieMtrnl AsY~smYNt 25 AMkW dl hY[ ies pypr dY k Aik 75+25=100 hn[

**pwT-kRm**

**Bwg-pihlw**

**swihq dy rMg, fw.** mihl isG (sMpw.), rvl swihq pRkwSn, AMimRqsr[  
 Bwg pihlw - kivqw Aqy khwxl, fw. mihl isMG Aqy fw. Awqm rMDwv (sih sMpw.)  
 (kivqw Bwg ivc pRSmG sihq ivAwikAw/kivqw dw ivSw-vsQU[ khwxl Bwg ivc swr/ivSw-vsQU)

**Bwg-dUjw**

**pMjwb dY mhwn klwkwr** (sMpw. blvMq gwrgl)  
 gurU nwnk dv XUnIvristl, AMimRqsr[  
 (AMimRqW Syrig`l qoN Bwel smuMd isMG qk)  
 (ivSw-vsQU/swr/nwiek ibMb)

**Bwg-qljw**

(a) pYrHw rcnw  
 (A) pYrHw pVH k pRSnW dl xqr[

**Bwg-cOQw**

(a) BwSw vngIAI : BwSw dw tkswl rUp, BwSw Aqy aup-BwSw dw AMqr,  
 : pMjwbl aupBwSwW dY pCwx-icMni  
 (A) pMjwbl BwSw: inkws qy ivkws[

**Sem I**  
**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,**  
**B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science**  
 Compulsory Course  
**muFII pMjwbl(BPBI-1102)**  
 (In Lieu of Compulsory Punjabi)

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

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

| kors dw audyS Course Objective  | pwT-kRm nqljy Course Outcomes (COs)   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ ividAwRQI nMU gurmuKI ilpl qoN jwxU krwauXw[</li> <li>▪ ividAwRQI nUM Su`D pJwbl pVHnw-ilKxw isKwauXw[</li> <li>▪ pMjwbl BwSw dIA   ivAwkrnk bwrkIA   qoN jwxU krwauXw[</li> <li>▪ Su`D sMcwr nUM ivksq krnw[</li> </ul> | <ul style="list-style-type: none"> <li>▪ ividAwRQI pMjwbl BwSw Aqy gurmuKI ilpl dl isKlWel ivc muhwrq hwsI kRngy[</li> <li>▪ pMjwbl BwSw ivc muhwrnl, IgW-mwqrW, svr Aqy ivAMjn A`KrW dl pCwx Aqy vrqoN sMbMDI smJ ivkisq hvygl[</li> <li>▪ pMjwbl Sbd-joVW dl jwxkwrl hwsI krk auh Su`D pMjwbl iIKx-pVHn dJ smr`Q hoxgy[</li> <li>▪ auh pMjwbl BwSw dJ Su`D rUpW dl jwxkwrl hwsI kRngy[</li> </ul> |

**AMk-vMf Aqy pRIiKAK lel hdwieqW**

islybs dJ cwr Bwg hn pr pRSn-p`qr dJ pMj Bwg hoxg[ pihly Bwg ivc 01-01 Aik dJ Aiq-sMKyp au~qr vwly (Objective Type) 11 pRSn pu`Cy jwxgy jo ik swry islybs ivc hoxgy Aqy swry pRSn h`l krn lwzml hoxgy[ pRSn p`qr dJ dUsry Bwg ivc, islybs dJ pihly Bwg ivc iqMn pRSn pu`Cy jwxgy[ ijMnHw ivc koel dJ pRSn h`l krn hoxgy[ hryk pRSn dJ brwbr 8-8 AMk hoxgy[ iesy qrHW pRSn p`qr dJ qlsr Bwg ivc iqMn pRSn pu`Cy jwxgy ijMnHw ivc dJ pRSn h`l krny hoxgy[ hryk pRSn dJ brwbr 8-8 Aik hoxgy[ Bwg cOQy ivc pJ pRSn p`Cj jwxgy[ ijMnHw ivc cwr pRSn h`l krn hoxgy[ hryk pRSn dJ brwbr 4-4 Aik hoxgy[ Bwg pMjv|| ivc ds pRSn pu`Cy jwxgy[ ijMnHw ivc 8 pRSn krn lwzml hoxgy[ hr pRSn dJ 2-2 AMk hoxgy[  
**not:** ieMtrnl AsY~smYnt 25 AMkW dl hY[ ies pypr dJ k|| Aik 75+25=100 hn[

**pwT-kRm  
Bwg-pihlw**

- (a) pMjwbl BwSw qy gurmuKI ilpl:  
 nwmkrx qy sMKyp jwx-pCwx: gurmuKI vrxmwllw, A`Kr kRm, svr vwhk (a, A, e), IgW-mwqrW, pYr ivc ibMdl vwly vrn, pYr ivc pYx vwly vrn, ibMdl, it`pl, A`Dk

(A) isKlWel qy AiBAws

**Bwg-dUjw**

gurmuKI AwrQogrPI Aqy aucwrn:  
 svr, ivAjn: muFII jwx-pCwx Aqy aucwrn, muhwrnl, IgW-mwqrW dl pCwx

**Bwg-qljw**

pMjwbl Sbd-joV: mukqw (d: A`KrW vwly Sbd, iqMn AKrW vwly Sbd), ishwrl vwly Sbd, ibhwrl vwly Sbd, AONkV vwly Sbd, dulYNkV vwly Sbd, IW vwly Sbd, dulwvll vwly Sbd, hoVy vwly Sbd, knOVy vwly Sbd, IgwKr (ibMdl, it`pl, A`Dk) vwly Sbd

**Bwg-cOQw**

Su`D-ASu`D Sbd

**Sem I**

**PUNJAB HISTORY & CULTURE (From Earliest Times to C 320 BC)**

**(Special Paper in lieu of Punjabi compulsory)**

**(For those students who are not domicile of Punjab)**

**Course Code: BPHC-1104**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Theory: 75**

**Internal Assessment: 25**

**Instructions for the Paper Setters:**

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

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

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

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

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

**Unit-I**

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

**Unit-II**

3. Harappan Civilization: Town planning; social, economic and religious life of the Indus Valley People.

4. The Indo-Aryans: Original home and settlement in Punjab.

Unit-III

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

Unit-IV

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

*Suggested Readings:-*

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

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

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

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

*Course Outcomes:*

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

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

**CS-BBA-106**  
**COMPUTER APPLICATIONS FOR BUSINESS- I**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Theory: 50**

**Practical :25**

**Internal Assessment: 25**

**Instructions for Paper Setters:**

**Note:** The question paper covering the entire course shall be divided into Four sections. It will consist of eight essay type/numerical questions with answer to each question upto five pages in length. Attempt any Five questions by selecting at least one question from every section. Fifth question from any section. Each question will carry 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 |

**Section-A**

**Computer Fundamentals:** Definition of computer, Features and components of a computer system, History or evolution and Generation of computers, Classification of Computers, Applications of computer, commonly used Input and Output Devices.

**Memory:** Internal and External Memory Storage (RAM, ROM and its types), Magnetic Tape, Floppy disk, Hard disk and optical storage device.

**Section-B**

**Software:** Definition, Types of software, System software, Application software and Utility Software, Computer Languages basic concepts (High level, Machine level or low level, Assembly language) Translator (Compiler, Interpreter and Assembler), Difference between Hardware & Software.

**Operating System:** Definition, Basic Functions and Types of Operating System. Basics of Window 10 Operating System (Desktop, Taskbar, Start Menu, Folder, Shortcut, Recycle bin, Control Panel, File Explorer, Accessories).



**Section-C**

**MS-Word 2010:** Overview, Creating, Saving, Opening, Printing, Importing, Exporting and Inserting files. Formatting the text/pages, applying bullets and numbering, Fonts types and size editing, inserting Header/Footer, positioning and viewing text, Finding and replacing text, inserting page breaks, page numbers, book marks, symbols and dates.

#### **Section-D**

**MS-Excel 2010:** Worksheet overview, Creating, opening, saving and printing Worksheet, Entering information in worksheet, Formatting number and texts, Protecting cells, Creating Chart and Graphs.

**MS-PowerPoint 2010:** Presentation Basics, Creating, Opening, Saving and Printing presentation, Design Templates, Different Views of Presentation, Inserting pictures and graphics.

#### **Suggested Readings:**

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. Gurvinder Singh (2021) – Windows Based Computer Courses, Kalyani Publishers, New Delhi.

Note:-Latest editions of suggested books may be followed.

#### **Course Outcomes:**

The student will be able to

|              |   |
|--------------|---|
| <b>CO-1.</b> | Use word processors, Spread sheets, presentation software.                      |
| <b>CO-2.</b> | Describe the features and functions of the categories of application software.  |
| <b>CO-3.</b> | Understand the dynamics of an office environment.                               |
| <b>CO-4.</b> | Demonstrate the ability to apply application software in an office environment. |

**Course Code: ZDA111**  
**Course Title- Drug Abuse: Problem, Management and Prevention**  
**PROBLEM OF DRUG ABUSE**  
**(Compulsory for all Under Graduate Classes)**

Time: 3 Hours

Credit hrs./wk.:2  
 Max. Marks: 50

**Instructions for the Paper Setters:**

- 1) There will be a total of 9 questions of which 5 are to be attempted.
- 2) Question 1 is compulsory and having 10 short answer type questions (1 mark each).
- 3) The remaining 8 questions (10 marks each) shall include 2 questions from each unit. Candidates shall be required to attempt 4 questions, one from each unit. Preferably, the question should not be split into more than two sub-parts.

**Course Objectives- The course aims to:**

|       |  |
|-------|--|
| CO-1. | Generate the awareness against drug abuse.   |
| CO-2. | 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 of drug abuse  
 Nature and Extent of Drug Abuse: State and National Scenario

**UNIT-II**

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

**UNIT-III**

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

**UNIT-IV**

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

**References:**

1. Ahuja, Ram (2003), Social Problems in India, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. The Drug Crime Connection. Beverly Hills: Sage Publications. 23
4. Jasjit Kaur Randhawa & Samreet Randhawa, —Drug Abuse-Problem, Management & Prevention, KLS, ISBN No. 978-81-936570-6-5, (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, —Drug Abuse-Problem, Management & Prevention, 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, —Drug Abuse-Problem, Management & Prevention, 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, C. P. 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:

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

**BBA-203**  
**BUSINESS LAWS**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Internal Assessment: 25**  
**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

This course will impart basic and broad knowledge in business laws in management. It will also enhance ability to apply concepts, principles and theories to understand simple business laws. It will also give awareness of the different business laws, awareness of the global business laws and its impacts on businesses.

**Course Content:**

**Section-A**

**Law of Contract (1872):** Nature of contract, Classification, Offer and acceptance, Capacity of parties to contract, Free consent; Consideration, Legality of object, Agreement declared void, Performance of contract; Discharge of contract, Remedies for contract of contract.

**Section-B**

**Sales of Goods Act (1930):** Formation of contracts of sale; Goods and their classification, price; conditions and warranties, Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale by auction; Hire purchase agreement.

**Section-C**

**The Consumer Protection Act (1986):** Definition of consumer, Features, Grievance redressed machinery.

**Law of Agency:** Meaning, Features of the Contract of Agency, Types of Agency, Creation of Agency, Rights and Duties of Principal and Agent, Personal Liabilities of an Agent, Termination of Agency, Irrevocable Agency.

**Section-D**

**Indemnity and Guarantee:** Meaning of the Contract of Indemnity and Guarantee. Rights of Indemnity Holder and Indemnifier, Essentials and Types of contract of Guarantee, Nature and Extent of Surety's Liability, Rights and Discharge of Surety.

**Suggested Readings:**

1. Singh, Avtar, —The Principles of Mercantile Law, Eastern Book Company, Lucknow.
2. Kapoor, N.D., —Business Law, Sultan Chand & Sons, New Delhi.
3. Tulsian, P.C., —Business Law, Tata McGraw Hill, New Delhi.
4. Usa, —Indian Business Law, International Business Publications, USA.

**Note:-Latest editions of suggested books may be followed.**

**Course outcomes**

| Sr. No. | On the completion of the course Students will be able to:   |
|---------|---|
| CO1     | Provides basic knowledge regarding creation of contract.  |
| CO2     | Provides a brief idea about the frame work of Indian business law.  |
| CO3     | Familiarizes the students with case law studies related to business law.  |
| CO4     | Acquaints students with laws related to Indian Contract Act ,1872, Sale of goods Act,1930, and Consumer Protection Act. |

**BBA-204**

**PRINCIPLES OF MANAGEMENT**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Internal Assessment: 25**

**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

To enable the students to study the evolution of Management. To study the functions and principles of management. To learn the application of the principles in an organization. To enable the effective and barriers communication in the organization. To study the system and process of effective controlling in the organization.

**Course Content:**

**Section-A**

**Management:** Meaning and definition, nature, purpose, scope, importance and functions, Management as art, science and profession, Management as a social system, Concept of management, administration and organization Principles of management, Scientific Management.

**Evolution of Management Thought:** Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of Management Thought), Indian management thought.

**Management Techniques:** Management by Objective: Meaning, Process, Benefits, Weaknesses.

**Section-B**

**Planning:** Meaning, Significance, Types of plans, Nature, Elements: Objectives, Policies, Rules, Procedure, Strategy, Decision Making.

**Organizing:** Meaning, Nature and Purpose of organization, Theories of organization, principles of organization, Forms of organization: Line, Functional and Line and Staff, Formal and informal organization, Delegation, Span of Management: Factors determining effective span.

**Departmentation:** Definition, Departmentation by function, Territory, Product/service, Customer group and matrix organization, Decentralisation and Departmentation.

**Section-C**

**Authority:** Definition, types, responsibility and accountability, delegation; definition, steps in delegation, obstacles to delegation and their elimination, decentralization vs centralization, determinants of effective

decentralization



**Staffing:** Meaning, nature and functions of HRM, Manpower management, factors affecting staffing, Recruitment, Selection, Training and Development, Performance appraisal: need and process.

### Section-D

**Directing:** Motivation: Meaning, Nature, Importance, Types, Theories of Motivation: Mc. Gregor's, Maslow and Herzberg. Leadership: Meaning, Nature, Styles, Managerial grid, Likert system, Theories: Trait, Behavioural, Situational and Followers.

**Coordination:** Principles and Techniques, Difference between coordination and cooperation.

**Controlling:** Meaning, nature, importance, scope, principles, prerequisites, steps, limitations and techniques.

#### Suggested Readings:

1. Robbins, S.P., & Coulter, M.K., —Mnagementll, Pearson Education Inc., New Delhi.
2. Gupta, Meenakshi, —Principles of Mnagementll, PHI Learning Pvt. Ltd., New Delhi.
3. Koontz, H., Wehrich, H., & Aryasri, A.R., —Essentials of Mnagementll, Tata McGraw-Hill, New Delhi.
4. Aswathapa, K. —Essential of Business Administrationll, Himalaya Publishing House, Mumbai.

**Note:-Latest editions of suggested books may be followed.**

#### Course Outcome

| Sr. No. | On the completion of the course Students will be able to:                                    |
|---------|--|
| CO1     | Prepares the students with better managerial abilities and development of managerial skills. |
| CO2     | Provides detail knowledge about the Management process and various functions of management.  |
| CO3     | Recognise the theory of management and manager's role in organisation                        |

**BBA 207**

**FUNDAMENTALS OF BANKING**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Internal Assessment: 25**

**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

The main objectives of this course is to introduce the students to the basic concept of banking as a financial intermediation service and bank as a financial institution and to examine the banking scenario in India.

**Course Content:**

**Section -A**

**Commercial Banks**—Introduction, evolution, nature, functions, importance and services provided by commercial banks. Types of Banks-Commercial Bank, Regional Rural Banks, Foreign Banks, Cooperative Banks, Public bank and Private bank, difference between public and private banks.

**Section -B**

Central Bank—meaning and functions, Techniques of credit control, mechanism of Credit Creation.

**Section -C**

Practical Aspect of Banking- Negotiable Instruments— Cheques, bills of exchange and promissory notes, endorsements, difference between cheques and bills of exchange. Customer's Pass Book-Entries in Pass Book, Effects of errors favourable to the Banker and Customer. Clearing House System.

**Section -D**

Systems of Banking- Group and Chain Banking, Unit and Branch Banking, Investment Banking and Mixed Banking.

**Suggested Readings:**

1. Sundharam, Varshney, —Banking Theory, Law & Practice, Sultan Chand & Co.
2. Shekhar, K.C; Shekhar, Lekshmy, —Banking Theory and Practice, Vikas Publishing House.
3. Sethi, Jyotsana; Bhatia, Nishwan, —Elements of Banking and Insurance, PHI Learning Private Limited, New Delhi
4. [www.rbi.org](http://www.rbi.org)

**Note:-Latest editions of suggested books may be followed**

**Course outcomes**

| <b>Sr. No.</b> | <b>On the completion of the course Students will be able to:</b>   |
|----------------|--|
| CO1            | Understand fundamental knowledge of banking as service and bank as an institution.   |
| CO2            | Understand the practical aspects of banking such as functioning of negotiable instruments, their endorsement, clearing house and entries in pass book.                               |
| CO3            | Learn the role of RBI in Indian economy along with the structure of banking system with respect to unit banking, chain banking, mixed banking, group banking and investment banking. |

**Bachelor in Business Administration (Semester – II)**

**BBA-205**

**MANAGERIAL ECONOMICS-II**

**Credits: 4**

**L-T- P**

**4 -0- 0**

**Time: 3 Hours**

**Instructions for the Paper Setters**

1. The Question Paper covering the entire syllabus shall be divided into four sections (A, B, C, D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A,B ,C, D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Credit Hours :4**

**Total Hours: 60**

**Total Marks: 100**

**Theory: 75 Marks**

**Internal Assessment: 25 Marks**

**Course Objective:** To provide a basis of understanding of macro economics concepts. To understand the functioning of economy at the macro level. To Understand how the economy is regulated through monetary and fiscal policies. To study the important indicators of the economy and their significance.

**Section A**

**Macroeconomics:** Meaning, nature and scope. Basic concepts used: Stock and flow variables, static, comparative static and dynamic analysis.

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

**Section B**

**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.

**Section C**

**Investment:** Types of investment, determinants of investment, marginal efficiency of capital, net present value, internal rate of return, interest rate determination, classical, neoclassical and Keynesian theories.

**Section D**

**Multiplier:** Static and Dynamic Analysis. Accelerator and super multiplier.

**Inflation:** Meaning, types and theories.

**Suggested Readings:**

1. Ackley, G., —Macroeconomics: Theory and Policy, Macmillan, New York.
2. Shapiro, E., —Macroeconomic Analysis, Galgotia Publication, New Delhi.

3. Gppdwin Neva, J. A. Nelson & J. Harris, —Macroeconomics in Contextll, PHI Learning Pvt. Ltd, New Delhi.
4. Dornbusch R., S. Ficher & R. Startz, —Macro Economicsll, Tata McGraw Hill Publishing Company Ltd., New Delhi.
5. Agarwal, Vanita, —Macroeconomics: Theory and Policyll, Pearson Education, New Delhi.

*Note: The latest editions of the books should be followed.*

**Course Outcomes:**

| Sr. No. | On the completion of the course Students will be able to:  |
|---------|--|
| CO1     | Improve their way of thinking about problems, issues and decisions related to the economy as whole.                        |
| CO2     | Become more efficient in dealing with the problems and opportunities related to developing as well as developed economies. |
| CO3     | Understand the meaning and nature of managerial economics and also the theories of consumer choice                         |
| CO4     | Understand meaning and nature of macroeconomics and the concept of inflation   |
| CO5     | Understand the various macro-economic indicators.  |

**BENC – 1205 English (Compulsory)**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Internal Assessment: 25**  
**Theory: 75**

**Instructions for the Paper Setter and Distribution of Marks:**

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

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

**Section–A**

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

(15X1= 15 Marks)

**Section–B**

**2. EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five** questions, choosing at least **TWO** from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

**Section–C**

**3. One** question with internal choice, from *Tales of Life*, will be set.

(1X8 =8 Marks)

**4. One** question with internal choice, from *Prose for Young Learners*, will be set.

(1X8 =8 Marks)

**5. Six(6)** words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.

(4X1= 4 Marks)

**Section-D**

**6.** The students will be required to answer **Six** questions from the **Comprehension Passage** set from the book *Prose for Young Learners*.

(6X1=6 Marks)

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

(1X8= 8 Marks)

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

(1X6= 6 Marks)

**Course Objectives:**

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

3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

### Course Contents

- 1) Stories at Sr.No.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 26-48 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 4<sup>th</sup> 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     | Write personal letters to their family and friends on various issues.   |

**Sem II**  
**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,**  
**B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science**  
 Compulsory Course  
**lwzml pMjwbl(BPBI-1201)**

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

| Course title<br>&Code                       | Total Teaching Hours | Total Credits/<br>Hours per week | Credit distribution |   |   | Total Marks<br>100 |    | Time Allowed in Exam |
|---|----------------------|----------------------------------|---------------------|---|---|--------------------|----|----------------------|
|   |                      |                                  | L                   | T | P | Theory             | IA |                      |
| <b>lwzml pMjwbl</b><br><br><b>BPBI-1201</b> | 60                   | 4                                | 4                   | 0 | 0 | 75                 | 25 | 3 Hours              |

| <b>kors dw audyS Course Objective</b>   | <b>pwT-kRm nqljy Course Outcomes (COs)</b>   |
|---|--|
| <ul style="list-style-type: none"> <li>▪ ividAwrQIAI ivc swihqk ruclAW pYdw krnw[</li> <li>▪ Awlocnwqmk ruclAW f ivksq krnw[</li> <li>▪ ividAwrQI nMU d&amp;qrl Aqy GryLU ic`TI p`qr qoN jwxU krwauwxw[</li> <li>▪ BwSwel igAwn ivc vwDw krnw[</li> </ul> | <ul style="list-style-type: none"> <li>▪ ividAwrQI dw swihqk boD ivksq hvvygw[</li> <li>▪ ividAwrQI ivc swihqk ruclAW pRPiI~q hoxglAW[</li> <li>▪ ividAwrQI ic`TI-p`qr dl iIkX SYII qoN jwxU hvvygw[</li> <li>▪ ividAwrQI Sbd bxqr qoN jwxU hvvygw[</li> </ul> |

**AMk-vMf Aqy pRliKak lel hdwieqW**

islybs d| cwr Bwg hn pr pRSn-p`qr d| pMj Bwg hoxgy[ pihly Bwg ivc 1.5-1.5 (fyF-fyF) Alk d| Aiq-sMKyp (Objective Type) 10 pRSn pu`Cy jwxgy jo ik swry islybs ivc| hoxgy Aqy swry pRSn h`l krn lwzml hoxgy[ islybs d| bwkl cwr BwgW ivc 02-02 lyK numw pRSn pu`Cy jwxgy[ hryk Bwg ivc| 01-01 pRSn krnw lwzml hovygw[ hryk pRSn d| brwbr 15 Alk hoxgy[ pypr sY~tr jykr cwh qW pRSnW dl vMf A`goN v`D qoN v`D c|r aup-pRSn|| ivc kr skdw h [ **not:** ieMtrnl AsY~smYnt 25 AMKW dl hY[ ies pypr d| k| Alk 75+25=100 hn

**pwT-kRm**

**Bwg-pihlw**

**swihq dy rMg, fw.** mihl isG (sMpw.), rvl swihq pRkwSn, AMimRqsr[

Bwg dljw - vwrqk Aqy ryKw-ic`qr, fw. primMdr isMG, fw. BuipMdr isMG Aqy fw. kldlp isMG iF`l|| (sih sMpw.)

(vwrqk Bwg ivc|| swr/ivSw-vsqu[ ryKw-ic`qr Bwg ivc|| swr/nwiek ibMb)

**Bwg-dljw**

**pMjwb d| mhwn klwkwr** (sMpw. blvMq gwrgl)

gurU nwnk dv XUnlvristl, AMimRqsr[

(sqIS g|jrw|| qoN suirMdr kr qk)

(ivSw-vsqu[swr/nwiek ibMb)

**Bwg-qljw**

(a) d&qrl ic`TI p`qr

(A) AKwx Aqy muhvry

**Bwg-cOQw**

(a) Sbd-bxqr Aqy Sbd-rcnw: pirBwSw Aqy miFly sMklp



(A) Sbd-SRyxIAW

**Sem II**  
**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,**  
**B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science**  
 Compulsory Course  
**muFII pMjwbl(BPBI-1101)**  
 (In Lieu of Compulsory Punjabi)

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

| Course title & Code       | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution |   |   | Total Marks<br>100 |    | Time Allowed in Exam |
|---------------------------|----------------------|-------------------------------|---------------------|---|---|--------------------|----|----------------------|
|                           |                      |                               | L                   | T | P | Theory             | IA |                      |
| muFII pMjwbl<br>BPBI-1202 | 60                   | 4                             | 4                   | 0 | 0 | 75                 | 25 | 3 Hours              |

| kors dw audyS Course Objective  | pwT-kRm nqlyj Course Outcomes (COs)   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ ividAwrQI AMdr Sbd bxqr dl smJ ivksq krnw[</li> <li>▪ ividAwrQI nMU Sbd pRkwr bwry jwxkwrl pdwn krnw[</li> <li>▪ pMjwbl BwSw d  ivAkrnk pRbMD sMbMDI igAwn krwauwx[</li> <li>▪ isKIwel qy AiBAws d Awrw pMjwbl Sbd BMfwr vDwauwx[</li> </ul> | <ul style="list-style-type: none"> <li>▪ auh pMjwbl Sbd-bxqr dl jwxkwrl hwsI krk BwSwel igAwn nUM ivkisq krngy[</li> <li>▪ pMjwbl Sbd-rcnw sMbMDI jwxkwrl aunHW d  igAwn ivc vwdw krygl[</li> <li>▪ ividAwrQI SbdW dIAW iBMn-iBMn iksmW qoN jwxU hovgw[</li> <li>▪ ividAwrQIA   dl in`q vrqoN dl pMjwbl Sbdwvll bwry smJ hor ivkisq hvygl[</li> </ul> |

**AMk-vMf Aqy pRliKak lel hdwieqW**

islybs d| cwr Bwg hn pr pRSn-p`qr d| p| Bwg hoxgy[ pihly Bwg ivc 01-01 AMk d| Aiq-sMKyp au~qr vwly (Objective Type) 11 pSn pu`Cy jwxg| jo ik swry islybs ivc| hoxgy Aqy swry pRSn h`l krn lwzml hoxgy[ pSn p`qr d| dUsry Bwg ivc, islybs d| pihly Bwg ivc| iqMn pSn pu`Cy jwxgy[ ijMnHW ivc| kel d| pRSn h`l krn hoxg[ hryk pRSn d| brwbr 8-8 Aik hoxgy[ iesy qrHW pRSn p`qr d| qlsry Bwg ivc iqMn pRSn pu`Cy jwxgy ijMnHW ivc| d| pRSn h`l krn hoxgy[ hryk pRSn d| brwbr 8-8 Aik hoxgy[ Bwg cOQy ivc pMj pSn pu`Cy jwxgy[ ijMnHW ivc| cwr pRSn h`l krn hoxgy[ hryk pRSn d| brwbr 4-4 AMk hoxgy[ Bwg pMjv|| ivc iqMn pRSn pu`Cy jwxg| ijMnHW ivc| d| pRSn krn lwzml hoxgy[ hryk pRSn d| brwbr 8-8 Aik hoxgy[

**not:** ieMtrnl AsY~smYNt 25 AMkW dl hY[ ies pypr d| k| Aik 75+25=100 hn[

**pwT-kRm**  
**Bwg-pihlw**

pMjwbl Sbd-bxqr:

DwqU, vDyqr (Agyqr, mDyqr, ipCyqr), pMjwbl koSgq Sbd Aqy ivAwkrnk Sbd

**Bwg-dUjw**

pMjwbl Sbd-pkwr:

(a) sMXikq Sbd, smwsl Sbd, djwql Sbd, dohry/duhrukql Sbd Aq| imSrQ Sbd  
 (A) isKIwel qy AiBAws

**Bwg-qljw**

pMjwbl Sbd-rcnw:

iek-vcn/bh-vcn, iIMg-puilMg, bhArQk Sbd, smwnArQk Sbd, bhuyq Sbd|| lel iek Sbd, Sbd ju`t, ivroDARQk Sbd, smnwml Sbd

**Bwg-cOQw**

in`q vrqoN dl pMjwbl Sbdwvll

Kwx-plx, swkwdwrl, ru`qW, mhlinAW, igxql, mOsm, bj.wr, vpir, DMidAW nwl sMbMiDq

**Sem II**

**BPHC-1204**

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

**(Special Paper in lieu of Punjabi compulsory)**

**(For those students who are not domicile of Punjab)**

**Course Code: BPHC-1204**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Theory: 75**

**Internal Assessment: 25**

**Instructions for the Paper Setters:**

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

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

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

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

Course Objectives: The main objective of this course is to educate the students who are not domicile of the Punjab about the history and culture of the Ancient Punjab. It is to provide them knowledge about the social, economic, religious, cultural and political life of the people of the Punjab during the rule of various dynasties such as The Mauryans, The Kushans, 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 7<sup>th</sup> Century to 1000 A.D.
6. Socio-cultural History of Punjab from 7th Century to 1000 A.D.

**Unit-IV**

7. Development of languages and Literature.
8. Development of art & Architecture.

**Suggested Readings:-**

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

L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol.I, Patiala 1977. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.

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

*Course Outcomes:*

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

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

**BBA-206**  
**Computer Based Accounting Systems**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Theory: 50**  
**Practical :25**  
**Internal Assessment: 25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 10 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

To Attain a comprehensive skill set with Accounting Software. To Attain sufficient mastery of data base management systems to be able to effectively handle any computerized accounting system. To Improve file management skills.

**Course Content:**

**Section -A**

**Computerized Accounting:** Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting. Accounting package - Setting up an accounting entity, Creation of groups and accounts Designing and creating vouchers; Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet.

**Section -B**

**Database Design for Accounting:** Financial Accounting, Manual Accounting (basic rules and types of accounts), Difference between computerized and Manual accounting, Financial Accounting Packages:Identifying and appreciating the data content in accounting transactions; overview of database concepts, ER model; creating and implementing RDM for Brief Introduction. **SQL:** Introduction, Commands, Data manipulating commands using SQL to retrieve data and generate accounting information.

**Documenting transactions using vouchers;** System of vouchers and database design for accounting; Storing and maintain transaction data.

**Section -C**

**Tally - ERP 9.0:** Tally - ERP 9.0; Introduction of Tally - ERP 9.0, Features and Steps to install Tally ERP 9.0, Phases of Implementation, Aides for implementation.

Financial Accounting Packages: Preparation and online finalization of accounts on AccountsManagement (Using Tally - ERP 9.0 Software Package); Accounts Masters, Accounts Transaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any Industry/Organization/ Firm.

**Section -D**

**Inventory Management:** Inventory Management- creation of inventory, using Tally ERP 9.0

**GST :** Introduction to GSTusing Tally ERP 9.0.

**Practical :** Based on above Syllabus

**Suggested Readings:**

1. Hall, J.A, —Accounting Information System, South Western College Publishing.
2. Gelinas, Ultric, J. and Steve, G. Suffon, —Accounting Information System, South Western Thomson Learning.
2. —**Tally - ERP 9.0**, Simple Steps of Learning, Kogent Learning.
3. Arora J.S. (2014), —Tally – ERP- 9, Financial Accounting, Kalyani Publishers, New Delhi.
- 4.

**Note:-Latest editions of suggested books may be followed.**

**Course outcomes**

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

**ZDA121**

**Course Title-DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION  
DRUG ABUSE: MANAGEMENT AND PREVENTION  
(Compulsory for all Under Graduate Classes)**

**Time: 3 Hours**

**Credit hrs./wk.:2  
Max. Marks: 50**

**Instructions for the Paper Setters:**

- 1) There will be a total of 9 questions of which 5 are to be attempted.
- 2) Question 1 is compulsory and having 10 short answer type questions (1 mark each).
- 3) The remaining 8 questions (10 marks each) shall include 2 questions from each unit. Candidates shall be required to attempt 4 questions, one from each unit. Preferably, the question should not be split into more than two sub-parts.

**Course Objectives:**

The course aim is to

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

**UNIT-I**

- **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. *Drug Abuse-Management and Prevention*. 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, C. P. 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:

|       |   |
|-------|---|
| CO-1. | Understand 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.  |

**Semester III**  
**BBA-304**  
**FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT**

**Time Allowed: 3 hours**

**Credit hours per week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks:100**  
**Theory:75**

**Internal Assessment:25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any section.

**Course Objective**

To enable the students to understand the HR Management and system at various levels in general and in certain specific industries or organizations. To help the students focus on and analyse the issues and strategies required to select and develop manpower resources. To develop relevant skills necessary for application in HR related issues. To Enable the students to integrate the understanding of various HR concepts along with the domain concept in order to take correct business decisions

**Course content:**

**Section -A**

**Human Resource Management (HRM):** Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM. Status and competencies of HR manager.

**Human Resource Planning (HRP):** Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process.

**Job Analysis:** Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.

**Section –B**

**Recruitment and Selection:** Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. Meaning and Process of Selection, Problems associated with Recruitment and Selection.

**Employee Retention:** Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies

**Section-C**

**HR Training and Development:** Concept and Need, Process of Training and Development Programme: - Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training Programme and Levels of Training Evaluation.



**Semester III**

**Performance Appraisal:** Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.

**Section -D**

**Managing Compensation and Employee Remuneration:** Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration. Incentive plans, fringe benefits, employee health and safety and employee grievance system.

**Job Evaluation:** Meaning, Process and Methods of Job Evaluation

**Suggested Readings:**

1. Dessler, Gary, -Human Resource Management, New Delhi, Pearson Education Asia.
2. Durai, Pravin, -Human Resource Management, New Delhi, Pearson
3. Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M., -Human Resource Management: Gaining a Competitive Advantage, New Delhi, McGraw-Hill. McGraw-Hill.
4. Mathis, Robert L. and Jackson, John H, -Human Resource Management, New Delhi, Thomson Publishing.
5. Gomez, Mejia, Balkin, Cardy, -Managing Human Resources, New Delhi Pearson Education.
6. Aswathappa, K., -Human Resource Management, Text and Cases, New Delhi, Tata McGraw Hill.
7. Snell, Scott, and Bohlander, George, -Human Resource Management, New Delhi, Cengage Learning.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome:**

| <b>Sr. No.</b> | <b>On the completion of the course Students will be able to:</b>   |
|----------------|--|
| CO1            | Understand the various aspects of the management of human resources, their interaction in the execution of managerial functions.             |
| CO2            | Improve concepts and skills required for utilization and development of these resources for efficient execution of organizational functions. |
| CO3            | Develop understanding about human resource policies  |
| CO4            | Gain insights on recruitment methods   |
| CO5            | Compare and contrast various types of training methods   |

**Semester III**

**BBA-305**

**FUNDAMENTALS OF MARKETING MANAGEMENT**

**Time Allowed: 3 hours**

**Credit hours per week: 4**

**Total Teaching Hours: 60**

**Max. Marks:100**

**Theory:75**

**Internal Assessment:25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objective**

To understand the concepts of marketing management. To learn about marketing process for different types of products and services. To understand the tools used by marketing managers in decision situations. To understand the marketing environment.

**Course Content:**

**Section-A**

**Marketing:** Concepts, Philosophies and Importance, Scope of Marketing, the selling concept, the Marketing concept, Components of a modern marketing information system, Marketing Intelligence.

Analyzing the Microenvironment; Needs and Trends, The Demographic Environment, Economic, Social-Cultural and Natural, Technological, Political-Legal Environment.

**Section –B**

The Buying Decision Process: The Five Stage Model. Levels of Marketing Segmentation, Bases for segmenting consumer markets: Market Targeting, Bases for segmenting business markets..

**Product Life Cycle Marketing Strategies:** - Introduction stage and the Pioneer advantage, Growth, Maturity and Declining Stage.

**Section-C**

Product Characteristics and Classifications; Product levels; The Customer value hierarchy, Product Classification, Differentiation. Packaging, Labeling, Branding.Understanding Pricing; Setting the Price.

**Semester III****Section- D**

**Marketing Communications:-Advertising:** - Evolution, Definition, Features, Importance, Advertising and Publicity, Functions of advertising. Advertising media, advertising copy, Objections against advertising. Sales Promotions. Direct Marketing, Personnel Selling, Interactive Marketing and Word of Mouth marketing and Channels of distribution

**Suggested Readings:**

1. Kotler, Philip; Keller, Kevin; Koshey, Abraham; and Jha, Mithileshwar, -Marketing Management: South Asian Perspective, Pearson Education, New Delhi.
2. Ramaswamy, V.S. and Namakumari, S., -Marketing Management: Global Perspective, Indian Context, MacMillan.
3. Kurtz, David L. and Boone, Louis E., -Principles of Marketing, Thomson South-Western.
4. Enis, B. M., -Marketing Classics: A Selection of Influential Articles, New York, McGraw-Hill.
5. Saxena, Rajan, -Marketing Management, Tata McGraw Hill, New Delhi.

**Note:-Latest editions of suggested books may be followed**

**Course Outcome**

| <b>Sr. No.</b> | <b>On the completion of the course Students will be able to:</b>                                   |
|----------------|--|
| CO1            | Understand the relevant functional areas of marketing management and its applications.             |
| CO2            | Become aware with the fundamentals of marketing to enable them to take better marketing decisions. |
| CO3            | Understand about competitive strategies for market leader and various aspects of market.           |

**Semester III**

**BBA-306**

**INDIAN FINANCIAL SYSTEM**

**Time Allowed: 3 hours**

**Credit hours per week: 4**

**Total Teaching Hours: 60**

**Max. Marks:100**

**Theory:75**

**Internal Assessment:25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section

**Course Objective**

This course aims at providing the students the intricacies of Indian financial system for better financial decision making.

**Section-A**

**Financial System:** - Functions, organisation/structure and an overview of Indian Financial System.

**Financial Markets:** - Functions, organisation and types of financial markets, Securities Contract (Regulations) Rules, SEBI (Securities Exchange Board of India).

**Section-B**

An Overview of Primary and Secondary Market. Money Market Organisation & RBI (Role and functions).

Non Banking financial companies.

**Section-C**

Mutual Funds: - Its Introduction and guidelines, schemes and products . IRDA Act of Insurance Companies.

**Section-D**

An Introduction to FII's and FDI's and its importance.

**Financial Assets/Instruments:** - An Overview of Capital Market instruments.

**Semester III****Suggested Readings:-**

- 1.Khan, M.Y, -Indian Financial System|| fifth edition by Tata McGraw Hill Publishing Co.Ltd.
- 2.Vasant Desai, -The Indian Financial System &Development||, Himalaya Publishing House.
- 3.Dr.K.Ravichandran, -Merchant Banking & Financial Services||, Hiamalaya Publishing House.
- 4.Bhole, L.M , -Indian Financial Institutions and Market||, Tata McGraw Hill Publishing Co. Ltd.
- 5.Avadhani V.A., -Capital Market Management||, Himalaya Publishing House.
6. SEBI Guidelines, Nabhi Publication.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| <b>Sr. No.</b> | <b>On the completion of the course Students will be able to:</b>  |
|----------------|---|
| CO1            | Learn the structure and functions of the Indian financial system.   |
| CO2            | Understand the functioning of financial markets and government security market in the development of Indian financial system. |
| CO3            | Evaluate the functioning of different financial institutions and financial instruments.                                       |

**Semester III**

**BBA 307**

**MANAGEMENT ACCOUNTING**

**Time Allowed: 3 hours**

**Credit hours per week: 4**

**Total Teaching Hours: 60**

**Max. Marks:100**

**Theory:75**

**Internal Assessment:25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section

**Course Objective**

To enhance the abilities of learners to develop the concept of management accounting and its significance in the business. To enhance the abilities of learners to analyze the financial statements. To enable the learners to understand, develop and apply the techniques of management accounting in the financial decision making in the business corporates.

**Course Content:**

**Section-A**

Origin, Concept, nature and Scope of Management Accounting. Need and Importance of Management Accounting, Tools & techniques of Management Accounting, Limitations, Management Accountant duties, functions, Distinction between management accounting & Financial Accounting. Sources of Finance.

**Section-B**

Financial statement Analysis: - meaning, types, Comparative Statements, Common Size, Trend analysis, Introduction of EVA.

Tools of Financial Analysis – Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios),

**Section-C**

Fund flow and Cash flow analysis.

Management Reporting – Importance Needs, Types, Requirements of good report preparation including prewriting and form of final draft

**Section-D**

Working Capital Management: - Meaning, importance, need, advantages and disadvantages, factors affecting working capital requirements, principles of working capital management, Financing of working capital, Approaches for determining working capital mix, Trends in financing Working Capital by banks.

Responsibility Accounting: - Meaning, features, steps, types of responsibility centers, transfer price; meaning, methods, selection of transfer pricing method

**Suggested Readings:**

1. Jain, P.K and Khan M.Y -Management Accounting, Tata McGraw Hill Publishing Co. Ltd. New Delhi.
2. Horngren Charles, Gary, Sundem, Stratton William, -Introduction to Management Accounting, Pearson Education Publishers.
3. Jawaharlal, -Accounting for Management, Himalaya Publishing House, New Delhi.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| <b>Sr. No.</b> | <b>On the completion of the course Students will be able to:</b>       |
|----------------|--|
| CO1            | Understand application of Management Accounting and its various tools. |
| CO2            | Make inter-firm and inter-period comparison of financial statements.   |
| CO3            | Gain better financial understanding using Ratio Analysis.              |
| CO4            | Compute Working Capital Requirements.                                  |

**Semester III**

**BBA-303**

**STATISTICS FOR BUSINESS**

**Time Allowed: 3 hours**

**Credit hours per week: 4**

**Total Teaching Hours: 60**

**Max. Marks:100**

**Theory:75**

**Internal Assessment:25**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator

**Course Objective**

Learn how to apply a particular statistical tool on the data and variables under consideration and apply various data types using various statistical techniques. To develop the students ability to deal with numerical and quantitative issues in business. To enable the use of statistical, graphical and algebraic techniques wherever relevant. To have a proper understanding of Statistical applications in Economics and Management.

**Course Content:**

**Section -A**

**Matrix Algebra:** Types of matrices; basic operations of matrices; determinant of a matrix and its properties; rank and inverse of a matrix; solution of simultaneous linear equations – Cramer's rule and matrix inversion, method, application of matrices.

**Section -B**

Introduction and Methods of Presentation of Statistical Information, Collection and Presentation of Data. Frequency distribution. Concept of sampling and sampling Designs.

**Measures of Central Tendency:-** Mean, Median, Mode, Measure of dispersion. Range quartile deviation, Average deviation and Standard deviation.

**Section-C**

**Simple Correlation and Regression Analysis:** Assumptions; Pearsons product moment and Spearman's rank correlation method; least squares technique; properties of correlations and regression coefficients .



**Time Series Analysis:** Trend analysis using moving average and regression analysis, seasonal, cyclic and regular fluctuations, Index number construction of unweighted and weighted index numbers, quantity Index.

#### Section-D

Elementary Probability Theory: Deterministic and non-deterministic experiments different types of events; a priori and empirical definition of probability. Conditional probability, laws of addition and multiplication of probability. Properties of binomial, Poisson and normal distributions

#### Suggested Readings:

2. Chiang A.C., -Fundamental Methods of Mathematical Economics, McGraw Hill, Kogakusha.
3. Hopfe, M.M., Mathematics – Foundations for Business Science, Research Association.
4. Mizrahi, A. and Sullivan M., -Mathematics for Business and Social Sciences, John Wiley and Sons.
5. Raghawachari, M., -Mathematics for Management – An Introduction, Tata McGraw Hill, New Delhi.
6. Webber, J.E., -Mathematical Analysis: Business and Economic Applications, Harper & Row,
7. Yamuna, T., -Mathematics for Economics – An Elements Survey, Prentice Hall of India Pvt.Ltd., New Delhi.
8. Chou, Y. -Statistical Analysis, Holt, Rinehart and Winston, New York.
9. Croxton, F.E., Cowden, D.J. and Klien, S., -Applied General Statistics, Prentice Hall of India Pvt. Ltd.
10. Karmel, P.H. and Polar, K.M., -Applied Statistics for Economists, Pitman London.
11. Wetherill, G.B., -Elementary Statistical Methods, Chapman and Hall, London.

**Note:-Latest editions of suggested books may be followed.**

#### Course Outcome

| Sr. No. | On the Completion of the course Students will be able to:  |
|---------|--|
| CO1     | Be familiarize with the various statistical and mathematical tools and techniques  |
| CO2     | Understand better application of statistical techniques in the business world for increasing the work efficiency in corporate world. |
| CO3     | Understand the Correlation and Regression Analysis, Probability Distribution: Binomial, Poisson and Normal Distribution.             |

**Semester III**  
**ENGLISH (COMPULSORY)**  
**BENC-2305**

| L | T | P | Credits |
|---|---|---|---------|
| 4 | 0 | 0 | 4       |

**Time: 3 Hours**

**Max. Marks: 100**

**Theory: 75**

**Internal Assessment: 25**

**Instructions for the Paper Setter and Distribution of Marks:**

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

**Section A: 15 Marks**

**Section B: 24 Marks**

**Section C: 26 Marks**

**Section D: 10 Marks**

**Section–A**

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

**Section–B**

- 2. 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. (2X8= 16 Marks)

- 3. ONE** question based on 'Beyond the Reading' section at the end of each chapter of the prescribed textbook, *Making Connections* will be set. (1X8 = 8 Marks)

**Section–C**

- 4. 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. (1X6= 6Marks)
- 5. Five** questions on central idea, theme, tone and style etc. from the prescribed textbook, *Moments in Time* will be set. The students will be required to attempt any Four of these questions. (4X5= 20 Marks)

**Section-D**

- 6.** The students are required to write a **report** in about 200-250 words on a topic related to college activities. (1X5= 5 Marks)
- 7.** Translation of a given paragraph from Punjabi/Hindi to English. (1X5= 5 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.

**Semester III**

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.

**Course Contents:**

- I. *Making Connections*: Unit -I & Unit- II
- II. *Moments in Time*: Poems at serial No.1-6
- III. Unit 49-68 and 92-97 from *Murphy's English Grammar*

**Text books Prescribed:**

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

**Course Outcomes (COs):**

The completion of this course enables students to:

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.
2. comprehend the basics of grammatical rules governing prepositions in detail.
3. enhance their reading and analysing power of texts through guided reading.
4. enrich their vocabulary and use new words in their spoken and written language.
5. develop skills to write a report on a given topic.

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

BPBI-2301  
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

Credit & Marks Distribution and Pre-Requisites of the Course

| Course title<br>& Code     | Total Teaching Hours | Total Credits/<br>Hours per week | Credit distribution |   |   | Total Marks<br>100 |    | Time Allowed in Exam |
|----------------------------|----------------------|----------------------------------|---------------------|---|---|--------------------|----|----------------------|
|                            |                      |                                  | L                   | T | P | Theory             | IA |                      |
| ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ<br>BPBI-2301 | 60                   | 4                                | 4                   | 0 | 0 | 75                 | 25 | 3 Hours              |

| ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective  | ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)  |
|---|---|
| <ul style="list-style-type: none"> <li>ਵਿਦਿਆਰਥੀ ਨੂੰ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ।</li> <li>ਵਿਦਿਆਰਥੀ ਨੂੰ ਪੰਜਾਬੀ ਇਕਾਗੀ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ।</li> <li>ਵਿਦਿਆਰਥੀ ਦੀ ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦੇਣੀ।</li> <li>ਵਿਦਿਆਰਥੀ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰਨਾ।</li> </ul> | <ul style="list-style-type: none"> <li>ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ।</li> <li>ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਇਕਾਗੀ ਦੇ ਰੂਪ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ।</li> <li>ਵਿਦਿਆਰਥੀ ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮਾਂ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ।</li> <li>ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਭਾਸ਼ਾਈ ਸੰਰਚਨਾ ਬਾਰੇ ਸਮਝ ਵਧੇਗੀ।</li> </ul> |

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

ਪਾਠ-ਕ੍ਰਮ  
ਭਾਗ-ਪਹਿਲਾ

ਸਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ

ਸੰਪਾਦਕ: ਡਾ. ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ ਅਤੇ ਵੀਰ ਸਿੰਘ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਲੇਖ 1 ਤੋਂ 8, ਲੇਖ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

ਭਾਗ-ਦੂਜਾ

ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਇਕਾਗੀ

ਡਾ. ਰਮਿੰਦਰ ਕੌਰ (ਸੰਪਾ.), ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

(ਇਕਾਗੀ 'ਸੁਹਾਗ', 'ਨਵਾਂ ਚਾਨਣ', 'ਅੰਨੇ ਨਿਸ਼ਾਨਚੀ', 'ਅਰਮਾਨ', 'ਚਾਬੀਆਂ', 'ਮਿੱਟੀ ਦਾ ਬਾਵਾ' ਅਤੇ 'ਸੱਧਰਾਂ' ਸਿਲੇਬਸ ਦਾ ਹਿੱਸਾ ਹਨ)

(ਇਕਾਗੀ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਸੰਖੇਪ ਰਚਨਾ (ਪ੍ਰੈਸੀ)

(ਅ) ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿਚੋਂ ਅਸ਼ੁੱਧ ਸ਼ਬਦ ਜੋੜਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਨਾ

ਭਾਗ-ਚੌਥਾ

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

B. A., B. A. (GTT), B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,  
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science  
SEMESTER-III

BPBI-2302  
ਮੁਢਲੀ ਪੰਜਾਬੀ  
(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

| Course title & Code       | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution |   |   | Total Marks |    | Time Allowed in Exam |
|---------------------------|----------------------|-------------------------------|---------------------|---|---|-------------|----|----------------------|
|                           |                      |                               | L                   | T | P | Theory      | IA |                      |
| ਮੁਢਲੀ ਪੰਜਾਬੀ<br>BPBI-2302 | 60                   | 4                             | 4                   | 0 | 0 | 75          | 25 | 3 Hours              |

**ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective**

- ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਵਾਕ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਧਾਉਣਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਅਤੇ ਪ੍ਰਤੀਕੋਡਨ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਸਮਰੱਥਾ ਨੂੰ ਵਧਾਉਣਾ।

**ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)**

- ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਭਾਸ਼ਾਈ ਬਾਰੀਕੀਆਂ ਨੂੰ ਸਮਝਣ ਦੀ ਕਾਬਲੀਅਤ ਵਿਚ ਵਾਧਾ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਲਿਖਤ ਵਿਚ ਨਿਖਾਰ ਆਵੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਰਾਹੀਂ ਉਹ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਾਲ-ਨਾਲ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਨਾਲ ਵੀ ਜੁੜਨਗੇ।

**ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ**

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਜੇ ਅਤੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਅਤੇ ਦੂਜੇ ਭਾਗ ਵਿਚੋਂ 8-8 ਅੰਕਾਂ ਦੇ 3-3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕੋਈ 2-2 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚੌਥੇ ਭਾਗ ਵਿਚ ਪੈਰਾ ਆਧਾਰਿਤ 16 ਅੰਕਾਂ ਦੇ ਸਰਲ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ 2-2 ਅੰਕਾਂ ਦੇ 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ 8 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ।

**ਪਾਠ-ਕ੍ਰਮ**

**ਭਾਗ-ਪਹਿਲਾ**

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ:

ਨਾਂਵ, ਪਤਨਾਂਵ, 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)

B.A., B.A. (SS), B.A. (Hons.-English), B.Sc. Non-Med/Med./Eco./Comp. Sci., B.Com. (R), B.Com. (Hons.), BBA-  
SEMESTER-III

**Course Code: BPHC-2304**

PUNJAB HISTORY & CULTURE (AD.1000-1606)  
**(Special Paper in lieu of Punjabi compulsory)**  
(For those students who are not domicile of Punjab)

**Credit: 04**

**L- T- P**

**04-0-0**

*Time: 3 Hours*

*Total Marks: 100*

**Theory: 75**

*Internal Assessment: 25*

**Instructions for the Paper Setters:**

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

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

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

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

**Course Objectives:** The main objective of this course is to introduce the students who are not domicile of the Punjab with 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 Angad Dev, Guru Amardas and Guru Ramdas.
8. Compilation of Adi Granth and martyrdom of Guru Arjun Dev.

*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, NewDelhi,1994.
3. Fauja Singh, *A History of the Sikhs*-Vol. I & II, Punjabi University, Patiala, 1972.
4. Khushwant Singh, *A History of the Sikhs*-Vol. I (1469-1839), Oxford UniversityPress, New Delhi, 2011.
5. Kirpal Singh, *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:**

CO-1 New changes brought by the Turks and the Mughals in the Punjabi society andCulture.

CO-2 Rise and impact of the Bhaki Movement and the Sufism in the Punjab.CO-3 Foundation of the Sikhism and its philosophy.

CO-4 Expansion and consolidation of the Sikhism under first five Gurus.

CO-5 Compilation of the Adi Granth and circumstances leading to the martyrdom ofGuru Arjan Dev.

**Course code: ESL-221**  
**Course Title: ENVIRONMENTAL STUDIES-I (COMPULSORY)**

**B.A./B.Sc. (Biotech., Food Sci., Comp. Sci., Eco., FD., IT., Med., Non Med.)/B.Sc. (Hons.-Physics, Chemistry, Maths)/B.B.A./B.C.A./B.Com./B.Com. (Hons.)/BJMC/BA Social Sciences/BA (Hons.) Punjabi, BA (Hons.) English, B.Voc (Food Processing, Theatre and Stage Craft, Software Development, Textile Design & Apparel Tech)**

**Credit Hours (Per Week): 2**  
**Maximum Marks : 50Marks**

**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, components, scope and importance of environment/environmental studies, Need for public awareness.

**Natural Resources:** Definition, types, use, over exploitation, benefits, case studies (if any) and associated problems of following natural resources: Forest Resources, Water Resources, Mineral Resources, Food Resources, Energy Resources, Land Resources *etc.*

Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

**Unit-II**

**Ecosystem:** General introduction, types (Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems *viz.* ponds, streams, lakes, rivers, oceans, estuaries), Structure and functions of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids.

**Unit-III**

**Social Issues and Environment:** Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting. 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 its cause. Case studies. Wasteland reclamation.

**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.

**Suggested Books:**

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2013 . Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Basu, M., Xavier, S. 2016. Fundamentals of Environmental Studies, Cambridge University Press, India
3. Down to Earth, Centre for Science and Environment, New Delhi.
4. Jadhav, H. and Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pvt. Ltd., Delhi.
6. Kaushik, A. and Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Mahapatra, R., Jeevan, S.S. and Das, S. 2017. Environment Reader for Universities, Centre for Science and Environment, New Delhi.
8. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
9. Raven, P.H., Hassenzahl, D.M. and Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
10. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
11. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar
12. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.
13. Saroj A., Kaur R., Walia H., Kaur T, 2021. Environmental Studies - A Holistic Approach, KLS Publishers.

**Suggested Websites:**

1. <https://nss.gov.in>
2. <https://moef.gov.in>
3. <http://punenvis.nic.in>
4. <https://www.unep.org>

**Course Outcomes:**

|      |   |
|------|---|
| CO-1 | To learn about the sustainable environment.   |
| CO-2 | To gain the knowledge ecosystem and its functioning.  |
| CO-3 | To 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 | To know about the role and importance of NSS– a volunteer organization, in making up a better environment and to maintain better health and hygiene.                            |

**Semester IV**  
**BBA-403**  
**FINANCIAL MANAGEMENT**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60 Max.**  
**Marks: 100**  
**Internal Assessment: 25**  
**Theory: 75**

**Instructions for the paper setters/examiners:**

3. The question paper covering the entire course shall be divided into four sections.
4. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objective:**

To make the students aware about the conceptual framework of Financial Management and also enable them to understand criteria of investment and risk management of firm along with improving students' ability to understand the market trends.

**Course Content:**

**Section- A**

**Finance & Financial Management:** Meaning and Nature; Financial Goal-Profit Vs. Wealth Maximization; Finance Functions-Investment, Financing, Liquidity and Dividend Decisions. Theories of Capitalization.  
**Capital Structure:** Concept and Determinants.

**Section- B**

**Cost of Capital:** Meaning and Significance of Cost of Capital; Calculation of Cost of Debt, Preference Capital, Equity Capital and Retained Earnings; Combined Cost of Capital.  
**Sources of finance:** Long term and Short term.

**Section- C**

**Capital Budgeting:** Nature of Investment Decisions; Investment Evaluation Criteria on-Discounted Cash Flow Criteria, Discounted Cash Flow Criteria.  
**Dividend Policies:** Issues in Dividend Decisions, Forms of Dividends.

**Section- D**

**Operating and Financial Leverage:** Measurement of leverages; Financial and Operating Leverage, combined leverage.  
**Management of Working Capital:** Meaning, Significance and Types of Working Capital; Approaches of Working Capital

**Semester IV****Suggested Readings:**

1. Berk, Jonathan and DeMarzo, Peter, -Financial Management, Pearson Education Dorling Kindersley (India) Pvt Ltd.
2. Bhattacharya, Hrishlka, -Working Capital Management: Strategies and Techniques, Prentice Hall, New Delhi.
3. Brealey, Richard A and Stewart C. Myers, -Corporate Finance, McGraw Hill Int. Ed, New York.
4. Chandra, Prasanna, -Financial Management, Tata McGraw Hill, New Delhi.
5. Hampton, John, -Financial Decision Making, Tata McGraw Hill, New Delhi.
6. Pandey, I, M: -Financial Management, Vikas Publishing House, Delhi.
7. Van Horne. J.G. and J.M.WachowiczJr, -Fundamentals of Financial Management, Prentice-Hall, Delhi.
8. Van Horne, James G, -Financial Management and Policy, Prentice-Hall, Delhi.
9. Khan MY, Jain PK, -Financial Management, Tata McGraw Hill, New Delhi.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| <b>Sr. No.</b> | <b>On completion of this course, the students will be able to:</b>  |
|----------------|---|
| <b>CO1.</b>    | Demonstrate the applicability of the concept of Financial Management to understand the managerial Decisions and Corporate Capital Structure   |
| <b>CO2.</b>    | Apply the Leverage and EBIT EPS Analysis associate with Financial Data in the corporate   |
| <b>CO3.</b>    | Demonstrate how the concepts of financial management and investment, financing and dividend policy decisions could integrate while identification and resolution of problems pertaining to business |
| <b>CO4</b>     | Analyse the complexities associated with management of cost of funds in the capital Structure   |

**Semester IV**

**BBA-404**

**PRODUCTION AND OPERATIONS MANAGEMENT**

**Time: 3 Hours**

**Credit Hours per Week: 4**

**Total Teaching Hours: 60**

**Max. Marks: 100**

**Internal Assessment: 25**

**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objectives:**

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. It also enables the students to learn various methods of inventory control and quality control.

**Course Content:**

**Section- A**

**Introduction:** - Concept of Production & Operations management, Market Analysis, Competitive Priorities and capabilities. New Product Design and development. Plant location and Plant layout. Scheduling for Manufacturing Systems: Production Scheduling Techniques Economic Batch Quantity with Joint Production Runs, Gantt. Charts. Network Analysis.

**Section- B**

**Productivity:** Concept and Importance, Factors Affecting Productivity, Methods to Improve productivity. Value Analysis.

**Work study:** Methods Analysis Measurement.

**Section- C**

**Inventory Management:** Concept and Classification of Inventory, Relevant Costs for Inventory Decisions Inventory Control Models, Reorder level, Lead Time and Safety Stock.

**Section- D**

**Supply Chain Management :** Concept & Components of Supply Chain, Activities in Supply Chain Management, Logistics Management.

**Quality Issues:** Concept of Quality and Total Quality Management, Statistical Quality Control. Just in Time Manufacturing Systems.

**Semester IV**

**Suggested Readings:**

1. B. Mahadevan –Operations Management Theory & Practicell, Pearson Education.
2. Kanishka Bedi , —Production & Operations Managementll, Oxford Higher Educayion.
3. L.J. Krajewski& L.P.Ritzman –Operations Management Processes & Value Chainsll, Pearson Education.
4. B.S. Goel —Production Operation Mangementll.
5. Richard B Chase, F Robert Jacobs, Nicholas J Aquilano and Nitin K Agarwal, –Operations Management- For Competitive Advantagell, Tata McGraw Hill Companies.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| <b>Sr. No.</b> | <b>On completion of this course, the students will be able to:</b>   |
|----------------|--|
| <b>CO1</b>     | Appreciate the strategic role of operations management in creating and enhancing a firm's competitive advantage. |
| <b>CO2</b>     | Apply analytical skills and problem-solving tools to resolve the operational issues.                             |
| <b>CO3</b>     | Analyze business processes for improvement.  |

**Semester IV**  
**BBA-405**  
**BUSINESS ENVIRONMENT**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Internal Assessment: 25**  
**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objective:**

This course will enable the students to evaluate business and its environment. Students would be acquainted with business objectives, dynamics of business and environment, various types of business environment and its analysis. It also enable the students to have an in-depth view of swot analysis, Foreign exchange rules, Disinvestment, Fiscal and Monetary policies of India.

**Course Content:**

**Section- A**

**Introduction:** The Concept, Nature and Significance of business environment. Influence of environmental factors like economic, political, legal, social, technological and International upon business. The relationship of various environmental forces in business. The need for environmental analysis and diagnosis.

**Description of environmental analysis:** Techniques for environmental analysis, the role of business manager in analysis and diagnosis of environment.

**Section- B**

The process of environmental scanning and its importance. Environmental Threats and Opportunity Profile (ETOP) and SWOT analysis of some important industries.

Aspects of Economic Reforms: Liberalisation; Privatisation; Globalisation and its Implications for India

**Section- C**

Economic Planning in India: objectives, Strategies and Evaluation of Xth plan and Strategy and priorities of XIth plan.

Analysis of Current Annual Budget. The Social responsibility of business, social audit, business ethics & corporate governance

**Semester IV****Section- D**

Deficit Financing and its implications for the Indian Economy; Disinvestment of Public Enterprises: Rationale; Objectives and Implications.

Fiscal and Monetary Policy Changes in India, Salient Features of FEMA

**Suggested Readings:**

1. Francis Cherunilam, -Business Environment, Himalaya Publishing House, New Delhi.
2. K Aswathappa, -Legal Environment of Business, Himalaya Publishing House New Delhi.
3. M. Adhikary, -Economic Environment for Business, Sultan Chand & Sons, New Delhi.
4. Raddardutt and KPM Sundharam, Indian Economy, S.Chand and Company Ltd., New Delhi,
5. P.K. Ghosh and G.K. Kapoor, -Business Policy and Environment, Sultan Chand and Sons, Delhi.
6. Paul Justin, -Business Environment-Text and Cases, Tata McGraw Hills Pvt. Ltd., New Delhi
7. Govt. of India, Five Years Plan Documents.
8. Govt. of India, Various Issues of Annual Economic Survey of India.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| Sr. No. | On completion of this course, the students will be able to:  |
|---------|--|
| CO1     | Understand the concept, significance, changing dimensions of Business Environment and tools for scanning the Environment   |
| CO2     | Gain insights on role of economic systems, economic planning, government policies, public sector and development banks, economic reforms, liberalization and its impact on business. |
| CO3     | Analyses the importance, impact of changing laws and regulations on a business firm, impact of socio-cultural environment and its relevance for a business Firm                      |
| CO4     | Learn about various economic policies like fiscal policy, monetary policy and FEMA.  |

**Semester IV**  
**BBA-406**  
**OPERATIONS RESEARCH**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Internal Assessment: 25**  
**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objective:**

To make the students aware about different concepts and tools of Operations Research so that they can understand mathematical models used in Operations Research and can apply these models and techniques constructively to make effective business decisions.

**Course Content :**

**Section- A**

**Operations Research:** Meaning, significance and scope.

**Linear Programming** - Introduction, Application, Formulation of Linear Programming Problem, General Linear Programming Problem, Graphical Method of Solution.

**Section- B**

Theory of Simplex method, Big-M Method

Transportation Problem,

Assignment Problem.

**Section- C**

**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.

**Section- D**

**CPM/PERT-** Basic Concepts of Network Models, Preparation of the Network diagram, Project Duration and Critical Path, Probability of Project completion.

**Games Theory:** Two persons zero sum games, Pure strategies, Mixed strategies (2 x 2 Games, 2 x n Games or m x 2 Games), Dominance.



**Semester IV**

**Suggested Readings:**

1. V.K. Kapoor, -Operation Research||.
2. N.D. Vohra, -Quantitative Techniques in Management||.
3. Narinder K. Sethi, —Operation Management||
4. Gordon/Pressman, -Quantitative Decisions Making for Business||.
5. C.R. Kothari, -Quantitative Methods||
6. Barry Shore, -Quantitative Method for Research||.

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| <b>Sr. No.</b> | <b>On completion of this course, the students will be able to:</b>  |
|----------------|---|
| <b>CO1</b>     | Understand all concept and scope of operation research.   |
| <b>CO2</b>     | Understand the dynamics associated with linear programming like its formulation,graphic method and simplex method.                                      |
| <b>CO3</b>     | Solve assignment problems, transportation programs, sequencing problems and at the same time will learn the concept of game theory and PERT/CPM models. |

**Semester IV**  
**BBA- 407**  
**FUNDAMENTALS OF INSURANCE**

**Time: 3 Hours**

**Credit Hours per Week: 4**  
**Total Teaching Hours: 60**  
**Max. Marks: 100**  
**Internal Assessment: 25**  
**Theory: 75**

**Instructions for the paper setters/examiners:**

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Objective:**

This subject aims to provide students with the knowledge of general principles and practices of insurance. It is designed to help students understand the theories, regulatory framework of insurance, types of insurance, and the major types of insurance products, role of Underwriter, Surveyors etc. in insurance

**Course Content:**

**Section- A**

Insurance- Concept of Insurance, Need, Purpose, Principles of Insurance-Principle of Indemnity, Principle of Insurable Interest, Principle of Subrogation, Principle of Utmost Good Faith, Principle of Proximate Cause, Principle of Contribution. Reforms In Indian Insurance Sector-meaning, need and its Implications

**Section- B**

Legal Framework- Insurance Act 1938, LIC Act 1956, GIC Act 1972 and IRDA 1999 An overview of Insurance Industry- Types of Insurance –Life Insurance, Marine Insurance, Motor Vehicle Insurance, Health Insurance, liability Insurance

**Section- C**

Underwriting-Meaning, Purpose and Process of Underwriting Reinsurance-Meaning, Features of reinsurance, difference between reinsurance and double insurance, Essentials of Reinsurance Programs as per IRDA.

**Section- D**

Distribution Channels in Insurance- Role and Code of Conduct by IRDA for Agents, Direct Marketing, Bancassurance and Brokers Insurance Specialists- Underwriters, Surveyors and Loss Assessors, Actuaries, Third Party Administrator

**Semester IV**

**Suggested Readings:**

1. Sethi, Jyotsana and Bhatia, Nishwan, -Elements of Banking and Insurance.
2. Emmett J. Vaughan and Therese Vaughan -Fundamentals of Risk and Insurance.
3. Agarwal, O.P -Banking and Insurance.
4. Periasamy, P; Veeraselvam, M., -Risk and Insurance Management, Tata McGraw Hill
5. www.irda.org

**Note:-Latest editions of suggested books may be followed.**

**Course Outcome**

| <b>Sr. No.</b> | <b>On completion of this course, the students will be able to:</b>  |
|----------------|---|
| <b>CO1</b>     | Gain knowledge about various risks and techniques of identifying, measuring and managing the risk of life and health. |
| <b>CO2</b>     | Familiarize with different types of insurance and its modalities, overview about insurance industry.                  |
| <b>CO3</b>     | Understand various principles, governance mechanism of IRDA and provisions that govern the insurance sector.          |

**Semester IV**  
**ENGLISH (COMPULSORY)**  
**BENC-2405**

**Time: 3 Hours**

**Max. Marks : 100**

**Theory : 75**

**Internal Assessment : 25**

**Instructions for the Paper Setter and Distribution of Marks:**

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

**Section A: 15 Marks**

**Section B: 24 Marks**

**Section C: 26 Marks**

**Section D: 10 Marks**

**Section–A**

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

**Section–B**

2. **TWO** questions (with sub parts) based on strategies and 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. (2X8= 16 Marks)
3. **ONE** question based on 'Beyond the Reading' section at the end of each chapter of the prescribed textbook, *Making Connections* will be set. (1X8 = 8 Marks)

**Section–C**

4. **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. (1X6= 6 Marks)
5. **Five** questions on central idea, theme, tone and style etc. from the prescribed textbook, *Moments in Time* will be set. The students will be required to attempt any Four of these questions. (5X4= 20 Marks)

**Section-D**

6. The students are required to write a **Notice** on a topic related to college activities. (1X5= 5 Marks)
7. Translation of a given paragraph from English to Punjabi/Hindi. (1X5= 5 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.

### **Course Contents:**

- I. *Making Connections*: Unit –III & Unit- IV
- II. *Moments in Time*: poems at serial No.7-12
- III. Unit 69-91 from *Murphy's English Grammar*.

### **Text books Prescribed**

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

### **Course Outcomes:**

The completion of this course enables students to:

1. develop an understanding of the poems taught and be able to answer questions regarding situations, themes and characters depicted in them.
2. comprehend the basics of grammatical rules governing adjectives, adverbs, conjunctions and prepositions.
3. enhance their reading and analysing power of texts through guided reading.
4. enrich their vocabulary and use newly learnt words in both spoken and written language.
5. develop skills to write an essay on a given topic.

B. A., B. A. (GTT), B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,  
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science  
SEMESTER-IV

BPBI-2401  
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

Credit & Marks Distribution and Pre-Requisites of the Course

| Course title & Code        | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution |   |   | Total Marks 100 |    | Time Allowed in Exam |
|----------------------------|----------------------|-------------------------------|---------------------|---|---|-----------------|----|----------------------|
|                            |                      |                               | L                   | T | P | Theory          | IA |                      |
| ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ<br>BPBI-2401 | 60                   | 4                             | 4                   | 0 | 0 | 75              | 25 | 3 Hours              |

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

- ਵਿਦਿਆਰਥੀ ਨੂੰ ਵਾਰਤਕ ਰੂਪ ਸਵੈਜੀਵਨੀ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ।
- ਵਿਦਿਆਰਥੀ ਨੂੰ ਨਾਟਕ ਕਲਾ/ਰੂਪ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ
- ਵਿਦਿਆਰਥੀ ਲੇਖ ਰਚਨਾ ਤੇ ਇਸਤਿਹਾਰ ਲਿਖਣ ਦੀ ਮੁਹਾਰਤ ਵਿਕਸਤ ਕਰਨੀ।
- ਵਿਦਿਆਰਥੀ ਦੀ ਸ਼ਬਦ ਜੋੜਾਂ ਪ੍ਰਤੀ ਸਮਝ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

- ਵਿਦਿਆਰਥੀ ਵਾਰਤਕ ਰੂਪ ਸਵੈਜੀਵਨੀ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਨਾਟਕ ਕਲਾ/ਰੂਪ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਰਚਨਾਤਮਕ ਮੁਹਾਰਤ ਹਾਸਲ ਕਰੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗੇ।
- ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸੁੱਚ ਪੰਜਾਬੀ ਲਿਖਣ ਦੀ ਕਲਾ ਵਿਕਸਤ ਹੋਵੇਗੀ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

ਪਾਠ-ਕ੍ਰਮ  
ਭਾਗ-ਪਹਿਲਾ

ਗਲੀਏ ਚਿਕਤੂ ਦੂਰਿ ਘਰੁ (ਸਵੈਜੀਵਨੀ)  
ਸ. ਸ. ਵਣਜਾਰਾ ਬੇਦੀ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।  
(ਨਾਇਕ ਬਿੰਬ/ ਵਿਸ਼ਾ ਵਸਤੂ/ ਸਾਰ)

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) ਅਖਬਾਰ ਵਿਚ ਇਸਤਿਹਾਰ

ਭਾਗ-ਚੌਥਾ

ਵਿਆਕਰਨ:  
(ੳ) ਸ਼ਬਦ-ਜੋੜਾਂ ਦੇ ਨਿਯਮ  
(ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

ਸਿਲੇਬਸ (ਅੰਡਰ ਗ੍ਰੈਜੂਏਟ) 2023-26 | ਪੰਜਾਬੀ ਅਧਿਐਨ ਵਿਭਾਗ, ਖਾਲਸਾ ਕਾਲਜ ਅੰਮ੍ਰਿਤਸਰ

B. A., B. A. (GTT), B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,  
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science  
SEMESTER-IV

BPBI-2402  
ਮੁਢਲੀ ਪੰਜਾਬੀ  
(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

| Course title & Code       | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution |   |   | Total Marks |    | Time Allowed in Exam |
|---------------------------|----------------------|-------------------------------|---------------------|---|---|-------------|----|----------------------|
|                           |                      |                               | L                   | T | P | Theory      | IA |                      |
| ਮੁਢਲੀ ਪੰਜਾਬੀ<br>BPBI-2402 | 60                   | 4                             | 4                   | 0 | 0 | 75          | 25 | 3 Hours              |

| ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective   | ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)  |
|--|---|
| <ul style="list-style-type: none"> <li>ਵਿਦਿਆਰਥੀ ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਵਾਕ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ।</li> <li>ਵਿਦਿਆਰਥੀ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਧਾਉਣਾ।</li> <li>ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਲਿਖਤੀ ਸੰਚਾਰ ਦੇ ਹੁਨਰ ਨੂੰ ਹੋਰ ਪਰਪੱਕ ਕਰਨਾ।</li> </ul> | <ul style="list-style-type: none"> <li>ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਕਸਿਤ ਹੋਵੇਗਾ।</li> <li>ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੈਰ੍ਹਾ ਰਚਨਾ ਅਤੇ ਸੰਖੇਪ ਰਚਨਾ ਕਰਨ ਦੀ ਮੁਹਾਰਤ ਪੈਦਾ ਹੋਵੇਗੀ।</li> <li>ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਚਿੱਠੀ ਪੱਤਰ ਦੀ ਕਲਾ ਦਾ ਵਿਕਾਸ ਹੋਵੇਗਾ।</li> <li>ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਗਿਆਨ ਤੇ ਹੁਨਰ ਹੋਰ ਪਰਪੱਕ ਹੋਵੇਗਾ।</li> </ul> |

**ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ**

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਜੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ 8-8 ਅੰਕਾਂ ਦੇ 3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕੋਈ 2 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਭਾਗ-ਤੀਜਾ ਵਿਚ 2-2 ਅੰਕਾਂ ਦੇ ਵਿਭਿੰਨ ਸਮਾਜਕ/ ਸਭਿਆਚਾਰਕ ਪ੍ਰਸਥਿਤੀਆਂ ਦੇ ਅੰਤਰਗਤ 8 ਵਾਕ ਬਣਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚੌਥੇ ਭਾਗ ਵਿਚ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਤਿੰਨ ਵਿਸ਼ੇ ਦਿੱਤੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ 16 ਅੰਕਾਂ ਦਾ ਪੈਰ੍ਹਾ ਰਚਨਾ ਕਰਨਾ ਹੋਵੇਗਾ। ਭਾਗ ਪੰਜਵਾਂ ਵਿਚ 16-16 ਅੰਕਾਂ ਦੇ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਸ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਹੋਵੇਗਾ।

**ਪਾਠ-ਕ੍ਰਮ**

**ਭਾਗ-ਪਹਿਲਾ**

ਪੰਜਾਬੀ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ:  
ਮੁਢਲੀ ਜਾਣਕਾਰੀ (ਭਾਵੇਂ, ਸ਼ਬਦ, ਵਾਕਾਂਸ਼, 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: ਪੈਰ੍ਹਾ ਰਚਨਾ

**ਭਾਗ-ਚੌਥਾ**

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-II:  
(ੳ) ਚਿੱਠੀ ਪੱਤਰ  
(ਅ) ਸੰਖੇਪ ਰਚਨਾ

B.A., B.A. (SS), B.A. (Hons.-English), B.Sc. Non-Med/Med./Eco./Comp.  
**Sci., B. Com. (R), B.Com. (Hons.), BBA-SEMESTER-IV**

Course Code: BPHC-2404

**PUNJAB HISTORY & CULTURE (AD.1606-1849)**

(Special Paper in lieu of Punjabi compulsory)

**(For those students who are not domicile of Punjab)**

**Credit: 04**

**L- T- P**

**04-0-0**

*Time: 3 Hours*

*Total Marks: 100*

**Theory: 75**

*Internal Assessment: 25*

**Instructions for the Paper Setters:**

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

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

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

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

**Course Objectives:** The main objective of this course is to 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 KhalsaPanth, Rise of Banda Bahadur and the Punjab under the Sikh Misl. 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 Teg Bahadur

*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. Fauja Singh, 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), Publication Bureau, Punjabi University, Patiala, 1990.

*Course Outcomes:*

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

- CO-1 Major changes brought in the Sikhism after adoption of the New Policy by Guru Hargobind Sahib.
- CO-2 Martyrdom of Guru Tegh Bahadur and its impact.
- CO-3 Changes in the Sikhism after creation of the Khalsa Panth.
- CO-4 The legacy and impact of Banda Bahadur and Maharaja Ranjit Singh's rule in the Punjab.
- CO-5 Cultural growth in the Punjab during the period under study.

**Semester IV**

**BBA-408  
SEMINAR**

**Max. Marks:50  
Credits Hours per week: 2**

**B.A./B.Sc. (Biotech., Food Sci., Comp. Sci., Eco., FD., IT., Med., Non Med.)/B.Sc. (Hons.-Physics, Chemistry, Maths)/B.B.A./B.C.A./B.Com./B.Com. (Hons.)/BJMC/BA Social Sciences/BA (Hons.) Punjabi, BA (Hons.) English, B.Voc (Food Processing, Theatre and Stage Craft, Software Development, Textile Design & Apparel Tech)**

**Course Code: ESL–222**

**Course Title: ENVIRONMENTAL STUDIES–II (COMPULSORY)**

**Credit Hours (Per Week): 2**

**Maximum Marks : 50Marks**

**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:

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|------|---|
| CO-1 | To study the concept of Biodiversity – role, importance, values and its conservation. Hot spots and threats to biodiversity.                      |
| CO-2 | To create awareness regarding environmental pollution, its causes and effects and preventive measure to control the different types of pollution. |
| CO-3 | To make students aware of growing human population – causes and concern. Family welfare programs. Road safety (Traffic) rules.                    |
| CO-4 | To 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. Threatened and endemic species of India.
- Endangered species, vulnerable species, and rare species.
- Conservation of Biodiversity: In situ and Ex-situ conservation of biodiversity. National Parks, Wild life sanctuaries, Biosphere reserve, Project Tiger, Project Elephant.

### Unit-II

#### Environmental Pollution:

#### Environmental Pollution: Concepts and Types

- 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

- Concepts of hazards waste & human health risks.
- Solid Waste Management: Causes, effects and control measures of municipal, biomedical and e-waste
- 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

- Human population growth: impacts on environment.
- Population explosion-Family welfare programme.
- Environment and human health: Concept of health and disease, common communicable and non communicable diseases, public awareness
- Human rights.
- Value education.
- Women and child welfare.
- Role of information technology in environment and human health.
- Environment movements in India: Chipko movement, Silent valley movement and other 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
- Municipal solid waste management and handling.

**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. Asthana, D.K. 2006. Text Book of Environmental Studies, S. Chand Publishing.
11. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.
12. Basu, M., Xavier, S. 2016. Fundamentals of Environmental Studies, Cambridge University Press, India.
13. Mahapatra, R., Jeevan, SS, Das S. 2017. Environment Reader for Universities, Centre for Science and Environment, New Delhi.

**Course Outcomes:**

|      |  |
|------|--|
| CO-1 | To know about the meaning of Biodiversity and its role in environment.                                 |
| CO-2 | To know about the causes of different forms of pollution and their control measures.                   |
| CO-3 | To know about the causes and challenges of growing human population. Women and child welfare programs. |
| CO-4 | To know the development of entrepreneurship and techniques of civil/self defense.                      |