

FACULTY OF COMMERCE

SYLLABUS FOR THE BATCH FROM THE YEAR 2024 TO YEAR 2028

**Program Name: Bachelor of Commerce
(Tax Planning & Management)**

Examinations: 2024-2028



**PG Department of Commerce & Business Administration
Khalsa College, Amritsar**

Note: (a) Copy rights are reserved. Nobody is allowed to print it in any form.
(b) Subject to change in the syllabi at any time.
(c) Please visit the College website time to time.

COURSE SCHEME											
SEMESTER - I											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Discipline Specific Course											
BTP-101	Financial Accounting	4	4	-	-	4	75	-	25	100	1-2
BTP- 102	Introduction to Direct Tax Law	4	4	-	-	4	75	-	25	100	3-4
BTP- 103	Introduction to Indirect Tax Law	4	4	-	-	4	75	-	25	100	5-6
Compulsory Courses											
BCSE-1122	Communication Skills in English	4	4	-	-	4	75	-	25	100	7-8
BPBI- 1101	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	9
BPBI- 1102	Basic Punjabi	4	4	-	-	4	75	-	25	100	10
BPHC- 1104	PHC	4	4	-	-	4	75	-	25	100	11-12
Skill Enhancement Courses											
SEC-115	Legal Literacy-I	2	2	-	-	2	37	-	13	50	13-14
Value Added Courses											
ZDA- 111	Drug Abuse: Problem, Management & Prevention-I	2	1	-	-	1	25	-	-	25NC	15-16

SEMESTER - II											
Course Code	Course Name	Hours/ Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BTP-201	Advanced Financial Accounting	4	4	-	-	4	75	-	25	100	17-18
BTP-202	Goods and Services Tax- I	4	4	-	-	4	75	-	25	100	19-20
BTP-203	Commercial Law	4	4	-	-	4	75	-	25	100	21-22
Compulsory Courses											
BCSE-1222	Communication Skills in English	4	4	-	-	4	75	-	25	100	23-24
BPBI-1201	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	25
BPBI-1202	Basic Punjabi	4	4	-	-	4	75	-	25	100	26
BPHC-1204	PHC	4	4	-	-	4	75	-	25	100	27-28
Skill Enhancement Courses											
SEC-125	Legal Literacy-II	2	2	-	-	2	37	-	13	50	29-30
Value Added Courses											
ZDA-121	Drug Abuse: Problem, Management & Prevention-II	2	1	-	-	1	25	-	-	25NC	31-32

PROGRAMME SPECIFIC OBJECTIVES.

S.No.	PROGRAMME OBJECTIVES
1.	The object of this is to provide basic knowledge regarding calculation of tax and its framework.
2.	It aims to make the students learn the writing and interpretation of books of accounts , be conversant with the financial and economic environment and acquire the financing skills required to manage the business.
3.	To make students aware about the conceptual framework of taxation and inculcates the techniques, methods and practice of preparing books of accounts as per law.
4.	The programme aims to make the students employable and self-employment oriented.
5.	The object of this is to provide basic knowledge regarding calculation of tax and its framework.

PROGRAMME SPECIFIC OUTCOMES

S.No.	PROGRAMME SPECIFIC OUTCOMES (PSOS)
PSO-1	Gain insights into financial accounting, direct and indirect taxes, and commercial laws.
PSO-2	Apply theoretical knowledge to practical scenarios in the field of taxation and management.
PSO-3	Enhance skills in financial statement preparation, tax return filing, and legal compliance.
PSO-4	Develop analytical skills to assess financial situations and make informed decisions.
PSO-5	Evaluate the impact of various taxes on business operations and personal finances.
PSO-6	Understand the ethical considerations in business and taxation.
PSO-7	Promote integrity and transparency in financial reporting and tax practices.
PSO-8	Enhance communication skills for effective interaction in business environments.
PSO-9	Develop interpersonal skills to manage teams and engage with stakeholders.
PSO-10	Gain proficiency in using technology and software applications relevant to commerce and tax management.
PSO-11	Stay updated with the latest advancements in financial and tax software tools.

SEMESTER-1

BTP-101: Financial Accounting

Credit Hours per Week: 4

Total Teaching Hours :60

Max Marks: 100

Theory:75

Internal Assessment: 25

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D. 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 programme aims to make the students employable and self-employment oriented.

It aims to make the students learn the writing and interpretation of books of accounts, be conversant with the financial and economic environment and acquire the financing skills required to manage the business.

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

Section A

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

Capital, Revenue and Deferred Revenue Expenditure – Capital and revenue receipts

Section B

Final Accounts of Sole Proprietor: Preparation and Presentation of Financial Statements

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

Section C

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

Consignment Accounts–Meaning, features, consignee ‘s commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee

Section D

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

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

Course Outcomes

- Understand the nature, scope, and limitations of financial accounting.
- Prepare and present financial statements for sole proprietorship.
- Account for joint ventures and consignment transactions.
- Handle departmental and branch accounting.

Suggested Readings:

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

Note: Latest edition of text books to be followed

SEMESTER-1

BTP-102: Introduction to Direct Tax Law

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

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D. 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 object of this is to provide basic knowledge regarding calculation of tax and its framework. It aims to make the students learn the writing and interpretation of books of accounts be conversant with the financial and economic environment and acquire the financing skills required to manage the business. To make students aware about the conceptual framework of taxation and inculcates the techniques, methods and practice of preparing books of accounts as per law.

Section A

Income Tax: Brief History of Income Tax, Tax Structure in India, Introduction to Income tax Act, 1961, Constitutional Validity, Basic Concepts and definitions, Capital and Revenue Receipts, Basis of charge and scope of total income, meaning of- Income, person, assessee, assessment year, previous year, gross total income, total income, Rates of Income Tax, maximum marginal rate of tax; Permanent Account Number (PAN); Rebates and reliefs, provisions relating to Marginal Relief.

Income tax authorities: meaning, functions & Powers of CBDT, CIT & A.O.

Section B

Introduction — Exempted Incomes U/S 10;

Agricultural Income- Definition and kind of agricultural income, determination of agricultural and non-agricultural Income, Partly Agricultural Income, Agricultural Income and Tax Liability, Integration of Agricultural Income, assessment of tax liability when there are both Agricultural and Non-agricultural income

Section C

Residential Status: Meaning of Residential Status, Determination of Residential Status for different types of Assessee

Incidence of Tax and its practical implications

Section D

Penalties, Offences & Prosecution, Settlement of disputes with tax authorities

Assessment Procedure: Income tax returns, Types of returns, filing of e-return, Assessment— Types of assessment— Self assessment — Provisional assessment — Regular assessment — Best judgement assessment — Reassessment, Rectification of mistakes, Notice on demand.

Course Outcomes

- Grasp the historical background and structure of the Income Tax in India.
- Comprehend concepts such as income, assessee, assessment year, and more.
- Identify exempted incomes and determine agricultural and non-agricultural income.
- Understand the residential status of different assessees and its tax implications.
- Learn about penalties, offences, and the assessment procedure.

Suggested Readings:

1. Mehrotra, H.C. & Joshi C.S., Income Tax law and Accounts (Part-I), Sahitya Bhawan, Agra
2. Gaur & Narang: Income Tax, Kalyani Publiation
3. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
4. Girish Ahuja and Ravi Gupta: Systematic approach to income tax: Sahitya Bhawan Publications, New Delhi.
5. Chandra Mahesh and Shukla D.C.: Income Tax Law and Practice; Pragati Publications, New Delhi.
6. R.K. Jain: Income Tax & Law (Hindi & English) Shahitya Bhavan, Publication, Agra
7. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.

Note: Latest edition of text books to be followed.

SEMESTER-1

BTP-103: INTRODUCTION TO INDIRECT TAX LAW

Time: 3 Hours

Credits: 4-0-0
Max. Marks: 100

Instructions for the Paper Setters:

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

Course Objectives:- The object of this is to provide basic knowledge regarding calculation of tax and its framework. It aims to make the students learn the writing and interpretation of books of accounts be conversant with the financial and economic environment and acquire the financing skills required to manage the business. To make students aware about the conceptual framework of taxation and inculcates the techniques, methods and practice of preparing books of accounts as per law.

Section A

Indirect taxes: Introduction, Meaning, Features, History and Objectives of Indirect Taxation, Constitutional amendment for bringing GST in force and their importance, difference between direct tax and indirect tax, Major defects in the structure of indirect taxes prior to GST, cascading effect, Current position, Powers of various Governments to levy and collect taxes.

Section B

GST: Overview & Concepts, Background behind implementing GST, need for GST, Benefits and limitations of GST, Difference between SGST, CGST, UTGST and IGST, Taxes Subsumed and not subsumed into GST: Centre and State

Supplies: Types of Supplies – Composite and Mixed Supplies, Interstate and Intra State Supply.

Section C

Composition scheme: Meaning, Conditions, Benefits and Drawbacks

Overview of Input Tax Credit: Meaning, Eligibility and Conditions

Administrative Structure of GST Officers as per CGST Act Officers as per SGST Act, Jurisdiction Appointment Powers.

Offences and Penalties. National Anti-Profiteering Authority – GST Practitioners – eligibility and Practice and Career Avenues

Section D

Customs Duty: Basic Custom Duty, Levy and collection of customs duty, Organization of custom departments, Officers of customs, powers Appellate Machinery Infringement of the Law, Offences and Penalties, Exemptions from duty, customs duty drawback, duties free Zones, Export incentive scheme.

Course Outcomes

- Grasp the historical background and structure of the Income Tax in India.
- Comprehend concepts such as income, assessee, assessment year, and more.
- Identify exempted incomes and determine agricultural and non-agricultural income.
- Understand the residential status of different assesseees and its tax implications.

- Learn about penalties, offences, and the assessment procedure.

Suggested Readings:

1. Taxmann, "*Taxmann's GST Manual 2017*", Taxman, Publications (P) Ltd.
2. Datey V.S., "*Taxmann's GST Ready Reckoner*" Taxman, Publications (P)Ltd, 11th edition,2019.
3. Gupta S.S., "*GST-How to meet your obligations 2017*", Taxman's Publications (P) Ltd, 2nd edition 2017.

Note: Latest edition of text books to be followed.

SEMESTER-1

SEMESTER-I

BCSE-1122: COMMUNICATION SKILLS IN ENGLISH

L T P

Credits

3 1 0 4

Max.

Time: 3 Hours

Marks: 100

Theory: 60

Practical: 15

Internal Assessment: 25

Suggested Pattern of Question Paper:

The question paper will be divided into two sections. Section A will consist of Twelve (12) questions of One(1) mark each. Section B will consist of Six questions of Eight (8) marks each.

There will be internal choice wherever possible.

Section A

1. Do as directed

Articles, Conjunctions and Prepositions

(12X1=12 Marks)

Section B

1. Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes; Reading for direct meanings.

2. Comprehension questions of an unseen passage

3. Personal letter and Official/Business letters

4. Writing notices/agenda/minutes for public circulation on topics of professional interest.

5. Writing resume or converting a biographical note into resume

6. Translation from English to Vernacular (Punjabi/ Hindi) (Isolated Sentences)

(6X8=48 Marks)

Course Objectives:

I: To develop competence in written communication.

II: To inculcate innovative and critical thinking among the students.

III: To enable them to grasp the application of communication theories.

IV: To acquire knowledge of the latest technology related to communication skills.

V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. Reading Skills: Reading tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

- a) Active reading of passages on general topics
- b) Reading newspaper, articles, editorials etc.
- c) Short questions based on content and development of ideas of a given paragraph.

2. Writing Skills: Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.

Activities:

- a) Personal and business letters.
- b) Converting a biographical note into a sequenced resume.
- c) Writing notices for circulation/ boards.
- d) Making notes of given passage with headings and sub-headings
- e) Writing newspaper reports based on given heading.

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press.
3. *Murphy's English Grammar* (by Raymond Murphy) CUP.

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

PRACTICAL (Marks: 15)

Course Contents:-

1. Reading dialogues (5 Marks)
2. Rapid reading (5 Marks)
3. Project File (5 Marks)

Note: Latest edition of text books to be followed.

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

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

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

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

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

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

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

ਭਾਗ-ਦੂਜਾ

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

ਭਾਗ-ਤੀਜਾ

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

ਭਾਗ-ਚੌਥਾ

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

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

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

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

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

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

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

**ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ**

(ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ:

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

(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਦੂਜਾ

ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ ਅਤੇ ਉਚਾਰਨ:

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

ਭਾਗ-ਤੀਜਾ

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

ਭਾਗ-ਚੌਥਾ

ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ ਸ਼ਬਦ

SEMESTER-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

Credit: 04

L- T- P

04-0-0

Time: 3 Hours

Total Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

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

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

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

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

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Readings:-

- a. L. Joshi (ed), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)
- b. L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol. I, Patiala 1977.
- c. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
- d. 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

SESSION 2024-25
SKILL ENHANCEMENT COURSE
SEMESTER I
COURSE CODE: SEC-115
PAPER: LEGAL LITERACY-I

Credits: 2
L-T-P: 2-0- 0
Time: 3 Hours

Max. Marks: 50
Theory: 37 Marks
Internal Assessment: 13 Marks

Instructions for Paper Setters:

Question paper consists of two sections.

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

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

Course Objectives:

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

Unit -I

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

Unit II

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

Books Recommended:

1. Indian Social Institute, New Delhi, Legal Series Booklets. Available in Hindi also.
2. S.K. Agarwala, Public Interest Litigation in India, K.M. Munshi Memorial Lecture, Second Series, Indian Law Institute, Delhi, 1985.
3. S.P. Sathe, Towards Gender Justice, Research Centre for Women's Studies, SNDT Women's University, Bombay, 1993.
4. Asha Bajpai, Child Rights in India: Law, Policy and Practice, Oxford University Press, New Delhi, 2003.
5. Sagade, Jaga, Law of Maintenance: An Empirical Study, ILS Law College, Pune 1996.
6. B.L. Wadhwa, Public Interest Litigation-A Handbook, Universal, Delhi, 2003.
7. Nomita Aggarwal, Women and Law in India, New Century, Delhi, 2002.

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

Course Outcomes:

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

CO-2 Develops knowledge about various legal procedures.

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

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

SEMESTER-1

CS-BTP-118: DIGITAL TOOLS FOR BUSINESS

Time: 3 Hours

Theory Marks: 50

Practical Marks: 25

Internal Assessment M: 25

Max. Marks: 100

Instructions for the Paper Setters:

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

Course Objectives

1.	To familiarize the various parts of computer.
2.	To study application of computers in different fields.
3.	To recall the evolution of computers through various generation.
4.	To acquire the knowledge of working of input and output devices.
5.	Hands on practice of MS office software.

Section A

Basic Concepts: Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Hardware, Firmware, Liveware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose Packaged Software and tailormade software.

Section B

Word Processing: Introduction to word-Processing, Word-processing concepts, Use of Templates and styles, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents
Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes.

Section C

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as pdf handouts and videos.

Section D

Spreadsheet basics: Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Organizing Charts and graphs; Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time.

References:

1. Jain, H. C. & Tiwari, H. N. —Computer Applications in Business II Taxmann, Delhi.
2. Joseph, P.T., S.J. E-Commerce: An Indian Perspective, 6th ed. PHI Learning
3. Mathur, S. & Jain, P. —Computer Applications in Business|Galgotia Publishing Company
4. Madan, S. —Computer Applications in Business|Scholar Tech Press, Delhi.
5. Sharma, S.K. & Bansal, M. —Computer Applications in Business|Taxmann, Delhi.
6. Thareja R (2019). Fundamentals of Computers. Oxford University Press.
7. Thareja R (2018). IT & Its Business Application. Oxford University Press.

Note: Latest edition of text books to be followed.

Course Outcomes:

At the end of course students will be able to:

CO-1.	Acquire the computer terminology
CO-2.	Develop skills of working with MS-Word, MS-PowerPoint, MS-excel.
CO-3.	Possess the knowledge of importance of operating system in computer.
CO-4	Understand the concept of storing of data in memory and its types
CO-5	Illustrate the role of the computer for personal and professional use

SEMESTER-1

S. No.	Course Code	Course Title	Credits			Total Credit	Period/wk.	Max. Marks	Total Marks
			L	T	P				
		Value Added Course							
1	ZDA111	Drug Abuse: Problem of Drug Abuse	1	-	-	1	2	25	25 NC

Course Code: ZDA111**Course Title- Drug Abuse: Problem, Management and Prevention****PROBLEM OF DRUG ABUSE****(Compulsory for all Under Graduate Classes)****Credit hrs./wk.:1****Max. Marks: 25****Time: 3 Hours****Instructions for the Paper Setters:**

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

Course Objectives- The course 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. 978-81-936570-8-9, (2019).
5. Kapoor. T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
6. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
7. Sain, Bhim 1991, Drug Addiction Alcoholism, Smoking obscenity New Delhi: Mittal Publications.
8. Sandhu, Ranvinder Singh, 2009, Drug Addiction in Punjab: A Sociological Study. Amritsar. Guru Nanak Dev University.
9. Singh, C. P. 2000. Alcohol and Dependence among Industrial Workers: Delhi: Shipra.
10. Sussman, S and Ames, S.L. (2008). Drug Abuse: Concepts, Prevention and Cessation, Cambridge University Press.
11. World Drug Report 2011, United Nations office of Drug and Crime.

Course Outcomes: The students will be able:

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

SEMESTER-II
BTP-201: Advanced Financial Accounting

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

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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 programme aims to make the students employable and self-employment oriented.
- It aims to make the students learn the writing and interpretation of books of accounts, be conversant with the financial and economic environment and acquire the financing skills required to manage the business.
- To make students aware about the conceptual framework of accounting and inculcates the techniques, methods and practice of preparing final accounts, Partnership accounting, Depreciation accounting and accounting from incomplete records.

Section A

Depreciation – Provisions and Reserves: Depreciation: Meaning–Causes–Objects of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of providing depreciation: Straight line method – Diminishing Balance Method.

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

Section B

Accounts from Incomplete Records – Hire Purchase and Instalment Purchase System:

Single Entry: Features – Books and Accounts maintained – Recording of transactions – Ascertainment of Profit (Statement of Affairs method only). Hire Purchase System: Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor – Default and Repossession. Instalment Purchase System: Difference between Hire purchase and Instalment Purchase Systems – Accounting Treatment in the books of Purchaser and Vendor.

Section C

Partnership Accounts: Legal provisions in the absence of Partnership Deed Fluctuating Capitals – Preparation of final accounts Treatment of Goodwill and Admission of a partner, accounting treatment of Retirement and Death of a Partner

Section D

Dissolution of Partnership Firms: Legal Position, Accounting for simple dissolution,

Applications of rule in case of Garner Vs. Murray in case of insolvency of partner(s) (excluding piecemeal distribution and sale of a firm to a company).

Course Outcomes

- Understand depreciation, provisions, and reserves.
 - Learn accounting for incomplete records, hire purchase, and installment purchase systems.
 - Prepare final accounts for partnerships and understand the dissolution process.

Suggested Readings:

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

Note: Latest edition of text books to be followed

SEMESTER-II

BTP-202: GOODS AND SERVICES

TAX-I

Credits: 4-0-0**Max. Marks: 100****Time: 3 Hours****Instructions for the Paper Setters:**

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

Course objectives :-

The object of this is to provide basic knowledge regarding calculation of tax and its framework. It aims to make the students learn the writing and interpretation of books of accounts be conversant with the financial and economic environment and acquire the financing skills required to manage the business. To make students aware about the conceptual framework of taxation and inculcates the techniques, methods and practice of preparing books of accounts as per law.

Section A

Goods and Service Tax Act 2017: GST council; post-GST tax structure; Concept of— Aggregate turnover, Business, India, Person, Taxable person, Taxable territory, Supplier, Recipient, Import of goods and services.

Exemption from GST: Exempted goods, exempted services, remission of tax

Section B

Taxable event in GST: Meaning of taxable event, Supply as per GST Law; Meaning of goods and services; Supply of goods and services; Supply of neither good nor services i.e., negative list; Deemed supply of goods and services; Services provided by Govt. / Local Authority; Different types of supply-taxable supply, zero rated supply, exempted supply, continuous supply; composite or mixed supply. **Place of supply:** Need to determine place of supply, location of supplier, provisions related to place of supply, place of supply of goods, place of supply of services, supply in territorial waters, export/import of services.

Section C

Time of Supply: Statutory time for issue of invoice for taxable supply of goods or services; Determination of time of supply of goods; Continuous supply of goods and services; Goods send on approval; Time of supply when GST on goods or services payable on reverse charge basis.

Tax invoice: credit & debit notes, e-way bill.

Section D

Computation of GST liability and payment including time: Method of making payment, challan generation, CPIN, TDS & TCS, Reverse charge.

Valuation under GST: Value of taxable Supply of Goods or Services or Both, Meaning of- Consideration, Market Value, Related person; Inclusion in transaction value; Exclusion from transaction value; Value of Supply where the consideration is not wholly in money; Value of supply in case of exchange or barter; Value of supply between two distinct persons or related persons; Value of supply made or received through an agent; Value of supply based on cost; Value of supply of services in case of pure agent.

Course Outcomes

- Grasp the historical background and structure of the Income Tax in India.
- Comprehend concepts such as income, assessee, assessment year, and more.
- Identify exempted incomes and determine agricultural and non-agricultural income.
- Understand the residential status of different assessees and its tax implications.
- Learn about penalties, offences, and the assessment procedure.

Suggested Readings:

1. Taxmann's Basics of GST
2. Taxmann's GST: A practical Approach
3. Theory & Practice of GST, Srivathsala, Himalya Publsiing House
4. S.K. Shukla: GST in India (Hindi & English)

Note: Latest edition of text books to be followed.

SEMESTER-II
BTP-203: Commercial Law

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

Instructions for the Paper Setters:

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

Course Objectives.

Comprehend the Indian Contract Act, including essentials of valid contracts and discharge of contracts. Understand the object and subject to provide basic knowledge regarding creation of contract and about the framework of Indian Commercial Law.

Section A

The Indian Contract Act, 1872: Contract – Meaning, Characteristics and kinds, Essentials of valid contract – Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge, Breach of Contracts and its remedies.

Section B

Contract of Indemnity and Guarantee Contract of Bailment & Pledge Contract of Agency

Section C

The Sale of Goods Act, 1930: Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Section D

The Limited Liability Partnership Act, 2008: Foundation of LLP in India; Structure of an LLP; Procedure for Formation of LLP in India; LLP versus Sole Proprietorship; LLP versus Conventional Partnership; LLP versus Joint Stock Company.

The Competition Act: Competition Commission: Aim and Objectives; Important Provisions.

Course Outcomes

- Comprehend the Indian Contract Act, including essentials of valid contracts and discharge of contracts.
- Learn about contracts of indemnity, guarantee, bailment, and pledge.
- Understand the Sale of Goods Act and the Limited Liability Partnership Act.
- Study the Competition Act and its implications.

Suggested Readings:

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

Note: Latest edition of text books to be followed.

SEMESTER-II

BTP-204: Functional Management

Credit Hours per Week: 4

Total Teaching Hours : 60

Max Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

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

Course Objectives:

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

Section A

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

Section B

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

Section C

Marketing Management: Concept of Marketing, Functions of Marketing,

Marketing Research: Meaning and Techniques, Advertising and Sale man ship.

Section D

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

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

Course Outcomes

- Understand the nature and scope of management, principles of management, and social responsibility.
- Learn about personnel management, recruitment, selection, and training.
- Gain knowledge on marketing management, strategic management, and production management.

Suggested Readings:

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

Note: Latest edition of text books to be followed.

SEMESTER-II

BCSE-1222: COMMUNICATIVE ENGLISH

L T P Credits
3 1 0 4

Time: 3 Hours
Max. Marks: 100

Theory: 60
Practical: 15
Internal
Assessment: 25

Suggested Pattern of Question Paper:

The question paper will be divided into two sections. Section A will consist of Twelve(12)

questions of One(1) mark each. Section B will consist of Six questions of Eights(8) marks each.

There will be internal choice wherever possible.

Section A

1. Do as directed
Tenses and Change of voice
(12X1=12 Marks)

Section B

1. **Listening Skills:** Barriers to listening; effective listening skills; feedback skills.
2. **Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.
3. Drafting of a short speech on a given topic.
4. Transcoding (given dialogue to prose or given prose to dialogue).
5. Taking notes on a speech/lecture/telephonic conversations .
6. Translation from Vernacular (Punjabi/ Hindi) to English (Paragraph)
(6X8=48

Marks)

Course Objectives:

- I: To develop competence in oral and visual communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire knowledge of the latest technology related to communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. Listening Skills: Barriers to listening; effective listening skills; feedback skills, attending telephone calls; note taking.

Activities:

a) Listening exercises – Listening to conversation, speech/ lecture and taking notes.

2. Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics, situation based Conversation in English; essentials of Spoken English

Activities:

- a) Conversation; dialogue and speech
- b) Oral description or explanation of a common object, situation or concept.
- c) Interviews and group discussion

Recommended Books:

- 1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
- 2. *The Written Word* by Vandana R Singh, Oxford University Press
- 3. *Murphy's English Grammar* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

- 1. Identify common errors in language and rectify them.
- 2. Develop and expand Oral skills through controlled and guided activities.
- 3. Develop coherence, cohesion and competence in oral discourse through intelligible pronunciation.
- 4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
- 5. Communicate contextually in specific and professional situations with courtesy.

PRACTICAL (Marks: 15)

Course Contents:-

- 1. Oral Presentation. (5 Marks)
- 2. Group Discussion. (5 Marks)
- 3. Mock Interview (5 Marks)

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

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

Credit & Marks Distribution and Pre-Requisites of the Course

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

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

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਦ-ਡੇਦ) 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

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

ਭਾਗ-ਦੂਜਾ

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

ਭਾਗ-ਤੀਜਾ

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

ਭਾਗ-ਚੌਥਾ

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

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

Basic Punjabi -2
ਮੁਢਲੀ ਪੰਜਾਬੀ-2
(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

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

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

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

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

ਭਾਗ-ਦੂਜਾ

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

ਭਾਗ-ਤੀਜਾ

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

ਭਾਗ-ਚੌਥਾ

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

SEMESTER–II

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

Course Code: BPHC-1204

Credit: 04

L- T- P

04-0-0

Time: 3 Hours

Total Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

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

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

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

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

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Readings:-

- a. L. Joshi (ed.), *History and Culture of the Punjab*, Part-I, Patiala, 1989 (3rd edition).
- b. L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol. I, Patiala 1977.
- c. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
- d. 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 th century to 1000 AD. |
| CO-4 | Understand socio-cultural history of the Punjab from 7 th century to 1000 AD. |
| CO-5 | Analyse language, literature, art and architecture of Ancient Punjab. |

INTERNSHIP REPORT AND VIVA

SEMESTER-II

Time : 3 Hrs

Max Marks 50

Course Objectives:

This course is designed with the objective to provide students a deep knowledge about drug abuse and harmful effects on human, society and overall life. Also symptoms and cure strategies of the drug addicts was also explained.

Course Outcomes:

Students will be able to identify potential risks associated with taking Drugs and its harmful effects on society and their different body organs.

SEMESTER-II

S. No.	Course Code	Course Title	Credits			Total Credit	Period/wk.	Max. Marks	Total Marks
			L	T	P				
		Value Added Course							
1	ZDA121	Drug abuse: Management and Prevention	1	-	-	1	2	25	25 NC

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

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

Instructions for the Paper Setters:

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

Course Objectives: The course aim is to

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

UNIT-I

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

UNIT-II

School: Counselling, Teacher as role-model.

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

UNIT-III

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

UNIT-IV

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

References:

1. Ahuja, Ram (2003), Social Problems in India, Rawat Publication, Jaipur.
Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment,
1. Government of India, 2004.
2. Inciardi, J.A. 1981. The Drug Crime Connection. Beverly Hills: Sage Publications.
3. Jasjit Kaur Randhawa & Samreet Randhawa, "Drug Abuse Problem, Management & Prevention", KLS, ISBN No. 978-81-936570-8-9, (2019).
4. Kapoor. T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
5. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
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. Sussman, S and Ames, S.L. (2008). Drug Abuse: Concepts, Prevention and Cessation, Cambridge University Press.
10. World Drug Report 2011, United Nations office of Drug and Crime.

Course Outcomes: The students will be able to:

CO-1.	Understand the importance of family and its role in drug abuse prevention.
CO-2.	Understand the role of support 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.

SESSION 2024-25

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

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

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

Instructions for Paper Setters

Question paper consist of two sections.

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

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

Course Objectives:

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

Unit -I

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

Unit -II

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

Books Recommended:

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

1996.

6. B.L. Wadhera, Public Interest Litigation-A Handbook, Universal, Delhi, 2003.
7. Nomita Aggarwal, Women and Law in India, New Century, Delhi, 2002.
8. Agnes, Flavia Law and Gender Equality, OUP, 1997.
9. B.L. Fadia, Indian and Politics, Sahitya Bhawan, New Delhi.
10. Laxmikant, Indian Polity, Chennai Megrai Hills Education (India) Private Limited.

Course Outcomes:

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

CO-2 Develops knowledge about various legal procedures.

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

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