

FACULTY OF COMMERCE

SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

Programme Code: BCG

Programme Name: Bachelor in Commerce B.COM (Pass)

(Semester I- VI)

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.

S.No.	PROGRAMME OBJECTIVES
1.	The Programme aims to make the students employable and self-employment oriented (Self employable).
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 management skills required to manage the business.

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

COURSE SCHEME												
SEMESTER – I												
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.	
			L	T	P		Th	P	IA	Total		
Major Courses												
BCG- 103	Financial Accounting	4	3	1	-	4	75	-	25	100	1-2	
BCG- 104	Business Organization	4	4	-	-	4	75	-	25	100	3-4	
BCG- 105	Business Communication	4	4	-	-	4	75	-	25	100	5-6	
Minor Courses (If Any)												
BCG- 106	Business Statistics	4	4	-	-	4	75	-	25	100	7-8	
Compulsory Courses												
BENC - 1105	English (Compulsory)	4	4	-	-	4	75	-	25	100	9-10	
BPBI- 1101/ BPBI- 1102/ BPHC- 1104	Punjabi Compulsory/ Basic Punjabi/ PHC	4	4	-	-	4	75	-	25	100	11-12 13-14 15-16	
Ability Enhancement Course												
CS-BCG - 107	Computer Fundamentals	4	3	-	1	4	50	25	25	100	17-18	
Value Added Courses												
ZDA-111	Drug Abuse: Problem, Management & Prevention	2	2	-	-	2	-	-	-	50	19-20	

SEMESTER – II											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG– 203	Advanced Financial Accounting	4	2	1	1	4	50	25	25	100	21-22
BCG– 204	Commercial laws	4	4	-	-	4	75	-	25	100	23-24
BCG– 206	Functional Management	4	3	1	-	4	75	-	25	100	25-26
BCG– 207	Seminar	2	2	-	-	2	-	-	-	50	27
Minor Courses (If Any)											
BCG– 205	Business Economics	4	4	-	-	4	75	-	25	100	28-29
Compulsory Courses											
BENC - 1205	English (Compulsory)	4	4	-	-	4	75	-	25	100	30-31
BPBI– 1201/ BPBI– 1202/ BPHC– 1204	Punjabi Compulsory/ Basic Punjabi/ PHC	4	4	-	-	4	75	-	25	100	32-33 34-35 36-37
Ability Enhancement Courses											
CS-BCG- 208	PC Softwares In Business Applications	4	3	-	1	4	50	25	25	100	38-39
Value Added Courses											
ZDA-121	Drug Abuse: Problem, Management & Prevention	2	2	-	-	2	-	-	-	50	40-41

BCG-103: FINANCIAL 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:

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
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:

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

Course Content:

Section - A

Introduction - Nature of financial Accounting, Scope, Objectives, limitations, Accounting concepts and conventions. Journal, Ledger and Trial Balance.

Conceptual Frame Work for preparation and presentation of financial statements, Capital, Revenue and Deferred revenue expenditure, Capital and revenue receipts.

Section - B

Final Accounts of Sole Proprietor

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

Section - C

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

Section - D

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

Branch Accounts- Features ,Objectives, Types of branches –Dependent branches– Debtors System, Stock and Debtors System, Final Accounts System, Wholesale Branch System, Independent branches – Features.

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

Course Outcomes:

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

BCG-104: BUSINESS ORGANISATION

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:

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
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:

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

Course Content:

Section - A

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

Section - B

Forum of Business organization - Sole trader, Partnership, Joint Hindu family, Joint stock companies, Co-operative societies, Public utilities and Public enterprises, Public Sector vs. Private sector

Section - C

Location of industry- Factors influencing location, Size of industry, Optimum firm, Advantages of large scale operation, limitation of small scale operation, Industrial estates

District Industries Centres.

Section - D

Stock Exchange – Function, Types, Major Stock Exchanges of India, Listing a company on Stock Exchange, IPO Application Process. Business Combination - Causes, Types, Effects of Combination in India.

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

Books Prescribed:

1. Bhusan, Y.K. “*Fundamentals of Business Organisation and Management*”, 1980, Sultan Chand & Sons, New Delhi.

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

Note: Latest edition of suggested books may be considered.

Course Outcomes:

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

BCG-105: 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:

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
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:

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

Course Content:

Section - A

Business Communication – Meaning & Importance, Characteristics of communication. 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.

Section - B

Presentation Skills: Presentation on any Chosen Topic, Oral Presentations, Methods of writing an oral presentation, Role of visual aids in presentation, Sales Presentation. Principles of Oral Presentations, Factors affecting presentations.

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

Section - C

Internal Correspondence: Memos, Guidelines for writing a memo, Circulars, Notices, Office Orders.
Correspondence with banks- Regarding overdrafts, purpose of bank correspondence, features of bank correspondence, Cash credits, Loans; Drafting of sales letters, Circulars, Preparation of sales reports.
Customers' Correspondence- Complaints, Regarding dues, follow up letters.

Section - D

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	The course enables the students in learning the art of fluent communication.
CO2	The course also enhances the speaking, listening as well as writing skills of the students.

BCG-106: BUSINESS STATISTICS

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

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.
3. Students are allowed to use non-scientific calculator.

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

Course Content:

Section A

Definition, Functions, Scope and Limitations of Statistics.

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

Section B

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

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

Section C

Index Numbers: Meaning and importance, Methods of construction of Index Numbers:

Weighted and unweighted; Simple Aggregative Method, Simple Average of Price Relative Method,

Weighted index method: Laspeyres method, Pasches method and Fishers Ideal method including Time and Factor Reversal tests, Consumer Price Index.

Section D

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

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

Suggested Readings:

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

Course Outcomes:

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

BENC – 1105 English (Compulsory)

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 15 Marks

Section B: 20 Marks

Section C: 20Marks

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.
4. **One** question with internal choice, from *Prose for Young Learners*, will be set.
5. **Six(6)** words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.

(1X8 =8 Marks)

(1X8 =8 Marks)

(4X1= 4 Marks)

Section-D

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

(1X6 = 6 marks)

(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 4th Edition*(by Raymond Murphy) CUP

Course Outcomes:

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

SEM-I
BPBI- 1101 PUNJABI COMPULSORY
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ
Compulsory Course

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			
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ 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 ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪੈਦਾ ਕਰਨਾ। ▪ ਆਲੋਚਨਾਤਮਕ ਰੁਚੀਆਂ ਵਿਕਸਤ ਕਰਨਾ। ▪ ਵਿਦਿਆਰਥੀ ਦਾ ਹੋਰ ਵਿਸ਼ਿਆਂ ਸੰਬੰਧੀ ਬੋਧ ਵਿਕਸਿਤ ਕਰਨਾ। ▪ ਭਾਸ਼ਾਈ ਨੇਮਾਂ ਦੀ ਸਮਝ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ। 	<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਵਿਕਸਤ ਹੋਣਗੀਆਂ। ▪ ਵਿਦਿਆਰਥੀ ਦੀ ਸਾਹਿਤ ਸਿਰਜਣਾ ਦੀ ਸੰਭਾਵਨਾ ਵਧੇਗੀ। ▪ ਵਿਦਿਆਰਥੀ ਹੋਰ ਵਿਸ਼ਿਆਂ ਦਾ ਗਹਿਨ ਅਧਿਐਨ ਕਰਨ ਦੇ ਕਾਬਲ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਭਾਸ਼ਾ ਦੇ ਵਿਆਕਰਨਿਕ ਪ੍ਰਬੰਧ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈੱਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

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

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਸੰਪਾ. 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।

SEM-I
BPBI-1102 Basic Punjabi

ਮੁਢਲੀ ਪੰਜਾਬੀ
(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 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 ਸੰਬੰਧੀ 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 ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਕੋਈ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਭਾਗ ਚੌਥੇ ਵਿਚ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 4-4 ਅੰਕ ਹੋਣਗੇ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ ਦਸ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ 8 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ 2-2 ਅੰਕ ਹੋਣਗੇ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

(ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ:

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

(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਦੂਜਾ

ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ ਅਤੇ ਉਚਾਰਨ:

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

ਭਾਗ-ਤੀਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜ: ਮੁਕਤਾ (ਦੋ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) ਵਾਲੇ ਸ਼ਬਦ

ਭਾਗ-ਚੌਥਾ

ਸੁੱਧ-ਅਸੁੱਧ ਸ਼ਬਦ

SEM-I
BPHC-1104: PUNJAB HISTORY & CULTURE (From Earliest Times to C 320 BC)
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)

Time: 3 Hours

Credits:04
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.

Course Content:

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:

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

CS-BCG-107: COMPUTER FUNDAMENTALS

Time: 3 Hours

Credit Hours per Week: 4

Total Marks: 100

Theory Marks: 50

Practical Marks: 25

Internal Assessment: 25

Instructions for the 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:

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

Course Content:

Section - A

Computer Introduction: Basics of Computer, General Features of Computers, History and Generations of Computer, Advantages and disadvantages of Computer, Block Diagram of Computer/various units of computer, Classification of Computer (Functional, Size and Capacity point of view), Applications of Computer in different fields.

Section – B

Input Devices: Keyboard, Mouse, Joystick, Light pen, Touch pad, Web Cam, Microphone, Scanner – OCR, OMR, MICR, Bar code reader.

Output Devices: VDU and its types, Printer with types, Plotter with type, Speaker, Multimedia Projector.

Section – C

Computer Memory/Storage media: Primary and Secondary memory, Secondary storage devices - Magnetic and Optical media. Memory storage measuring units.

Communication Devices: Modem/Router.

Computer Software: Introduction to software, Types of Software (System, Application and Service Software), Translator (Compiler, Interpreter and Assembler), Computer Language (High Level Language, Assembly Language and Machine Language).

Section – D

Operating System: Basic Functions and Types of Operating System.

MS Window 10 operating system: Desktop, Taskbar, Start button/Start Menu, Folder and Sub-Folder (Creation, rename and delete), Shortcut (Creation, rename and delete), Recycle bin and its use, working with Control Panel, Window Explorer operation, Add/delete Applications, Add/Remove Printer/Scanner, Windows Accessories.

Practical: Practical be based on Window 10 Operating System.

Suggested Readings:

1. Hunt, R., J. Shelley, Computers and Commonsense, Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha, Foundation of Computing, BPB Publication.
3. Saxena, Sanjay, A First Course in Computers, Vikas Publishing House.
4. Leon A. & Leon M., Introduction to Computers, Leon Vikas Publications.
5. Gurwinder Singh and Rachhpal Singh, Windows Based Computer Courses, Kalyani Publications.
6. Kakkar D.N., Goyal R., Computer Applications in Management, New Age.
7. Basandra S.K., Computers Today, Galgotia. Note: Latest edition of suggested books may be considered.

Course Outcomes (Cos):

At the end of course students will be able to:

CO-1.	Acquire the computer terminology
CO-2.	Gain insight of working of input and output devices.
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.

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, “voZrI d[otos'A^(BPky'oh) ;wZf;nk, gqzXB ns/o'eEkw”, KLS, ISBN No. 978-81-936570-7-1, (2018).
7. Jasjit Kaur Randhawa, “Drug Abuse -Management & Prevention”, KLS, ISBN No. 978-93-81278-80-2, (2018).
8. Kapoor. T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
9. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
10. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
11. Rama Gandotra & Jasjit Kaur Randhawa, “voZrI d[otos'A^(BPky'oh) gqzXB ns/ o'eEkw”, KLS, ISBN No. 978-93-81278-87-1, (2018).
12. Sain, Bhim 1991, Drug Addiction Alcoholism, Smoking obscenity New Delhi: Mittal Publications.
13. Sandhu, Ranvinder Singh, 2009, Drug Addiction in Punjab: A Sociological Study. Amritsar. Guru Nanak Dev University.
14. Singh, 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.

BCG-203: ADVANCED FINANCIAL ACCOUNTING

Time: 3 Hours

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

Instructions for the Paper Setters:

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
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.
3. The candidates are allowed to use [Non-Scientific] calculator.

Course Objective:

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

Course Content:

Section - A

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

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

Section - B

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

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

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

Section - C

Partnership Accounts: Accounting Treatment of Admission,

Partnership Accounts: Retirement and Death of a partner

Section - D

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

Tally (Practical) Latest Version

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

Course Outcomes:

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

BCG-204: COMMERCIAL LAWS

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:

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
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:

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

Course Content:

Section - A

The Indian Contract Act, 1872

Contract – Meaning, Characteristics and kinds, Essentials of valid contract, Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge Breach of Contracts and its Remedies.

Section - B

Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

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

Section - C

The Sale of Goods Act, 1930

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

Section - D

The Limited Liability Partnership Act, 2008

Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners, Whistle Blowing, Contributions,

Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

Course Outcomes:

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

BCG-206: FUNCTIONAL MANAGEMENT

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:

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
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 develop a deeper understanding and appreciation of nature of the fundamental management principles and to gain insights in the application of management principles in the day-to-day functioning of organizations.

Course Content:

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, Evolution of Management.

Corporate Social Responsibilities (CSR) CSR: Idea of a good society, Concept of Business Ethics and CSR. CSR as per Companies Act, 2013. Ethics in Business: Sustainable Development, Profit Maximisation vs Social Responsibility.

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 Salesmanship.

Section - D

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

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

Course Outcomes:

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

BCG-207: SEMINAR

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

BCG-205: BUSINESS ECONOMICS

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 :

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.

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

Course Content:

Section A

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

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

Section B

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

Theory of Production: Law of variable proportions and Law of returns to scale. Short and Long run cost curves, Traditional and Modern Theory of Costs.

Section C

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

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

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

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

Section D

National Income: Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income. Measurement of National Income:

Income, Output and Expenditure Method, Problems in measurement of National Income particularly in underdeveloped countries.

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

Suggested Readings:

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

Course Outcomes:

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

BENC – 1205 English (Compulsory)

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

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

(15X1= 15 Marks)

Section–B

2. EIGHT (8) questions (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 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

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

SEM-II
Compulsory Course
BPBI- 1201 PUNJABI COMPULSORY
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

Compulsory Course
 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
			L	T	P	Theory	IA	
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ 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"> ▪ ਵਿਦਿਆਰਥੀਆਂ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪੈਦਾ ਕਰਨਾ। ▪ ਆਲੋਚਨਾਤਮਕ ਰੁਚੀਆਂ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ। ▪ ਵਿਦਿਆਰਥੀ ਨੂੰ ਦਫਤਰੀ ਅਤੇ ਘਰੇਲੂ ਚਿੱਠੀ ਪੱਤਰ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ▪ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰਨਾ। 	<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀ ਦਾ ਸਾਹਿਤਕ ਬੋਧ ਵਿਕਸਤ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪ੍ਰਫੁੱਲਿਤ ਹੋਣਗੀਆਂ। ▪ ਵਿਦਿਆਰਥੀ ਚਿੱਠੀ-ਪੱਤਰ ਦੀ ਲਿਖਣ ਸ਼ੈਲੀ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਸ਼ਬਦ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈੱਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।
 ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

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

ਭਾਗ ਦੂਜਾ - ਵਾਰਤਕ ਅਤੇ ਰੇਖਾ-ਚਿੱਤਰ, ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ, ਡਾ. ਭੁਪਿੰਦਰ ਸਿੰਘ ਅਤੇ ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਢਿੱਲੋਂ (ਸਹਿ ਸੰਪਾ.)
 (ਵਾਰਤਕ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ। ਰੇਖਾ-ਚਿੱਤਰ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਸੰਪਾ. 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

SEM-II
BPBI-1202 Basic Punjabi
ਮੁਢਲੀ ਪੰਜਾਬੀ
(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
			L	T	P	Theory	IA	
ਮੁਢਲੀ ਪੰਜਾਬੀ 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 ਸੰਬੰਧੀ 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 ਸੰਬੰਧੀ 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 ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਕੋਈ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਚੌਥੇ ਵਿਚ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 4-4 ਅੰਕ ਹੋਣਗੇ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ:

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

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਪ੍ਰਕਾਰ:

(ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦ, ਸਮਾਸੀ ਸ਼ਬਦ, ਦੋਜਾਤੀ ਸ਼ਬਦ, ਦੋਹਰੇ/ਦੁਹਰੁਕਤੀ ਸ਼ਬਦ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ
(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਤੀਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਰਚਨਾ:

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

ਭਾਗ-ਚੌਥਾ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ

ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁੱਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ, ਬਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ

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)**

Time: 3 Hours

**Credits: 04
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 Kushans, The Guptas, The Vardhanas and other ancient ruling dynasties of the period under study.

Course Content:

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:-

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:

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

CS-BCG-208 PC SOFTWARES IN BUSINESS APPLICATIONS

Time: 3 Hours

Credit Hours per Week: 4

Max. Marks: 100

Theory: 50

Practical: 25

Internal Assessment: 25

Instructions for the 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 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.

Course Content:

Section - A

MS–Word -2010: Introduction MS–word in MS–Office, Basic components of MS-word 2010 Window Screen, Creating, Editing, Saving, Printing and deleting document files, formatting text in word documents. Spelling and grammar checking text, Creating, editing, merging and Sorting tables, Border and Shading text and paragraphs, finding and replacing text, inserting page breaks, page numbers, symbols and dates, header, footer, Mail merging and mail merge business documents.

Section - B

MS–EXCEL – 2010: Introduction of MS-Excel 2010, Uses and application of Excel, components of Excel Workbook, entering information in the worksheet, formatting numbers and text, inserting/deleting/resizing rows and columns, moving and copying cells, freeze panes, moving/copying and splitting worksheets. Protecting/Unprotecting worksheet area, printing worksheet. Creating and entering formula in worksheet, editing and copying a formula. Different in-built functions in Excel.

Creating, editing Graphs/Chart using excel data, types of graphs/charts, printing graph/chart, Enhancement of graph.

Section - C

MS–Power Point -2010: Basics of Power Point 2010, Components of Power Point 2010 Window screen, Creating, editing, saving, printing and deleting the presentation, various Design template, different views of slides, slide show, Animation and sound effects, working with graphics, creating a Teaching/Business oriented presentation.

Section - D

BUSY Accounting Software: Introduction, creating, editing, deleting a company, Accounts entry using busy, inventory control with busy, Comparisons with Tally ERP 9.0.

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. Gurwinder Singh and Rachhpal Singh (2021), “Windows Based Computer Courses”, Kalyani Publishers, New Delhi.
4. Srivastava, S.S. (2008), “MS-Office”, Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), “Introduction to Computers with MS-Office 2000”, 1st Edition, Tata McGraw-Hill, New Delhi.
6. Asok K. Nadhani, “Simple Tally 9: Financial Accounting, Invoicing & Inventory”, 2008, BPB Publications.

Note: Latest edition of suggested books may be considered.

Course Outcomes:

The student will be able to

CO-1.	Use word processors, spreadsheets, presentation software.
CO-2.	Describe the features and functions of the categories of application software.
CO-3.	Understand the dynamics of an office environment.
CO-4.	Demonstrate the ability to apply application software in an office environment
CO-5.	Be able to use Accounting Softwares

ZDA121: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. *voZrI d[otos'A (BPky'oh) gqpzXB ns o'eEkw*. Kasturi Lal & Sons, Educational Publishers, Amritsar- Jalandhar.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
5. Randhawa, J.K. and Randhawa, Samreet 2018. *Drug Abuse-Management and Prevention*. Kasturi Lal & Sons, Educational Publishers, Amritsar- Jalandhar.
6. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
7. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
8. Singh, 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.