

FACULTY OF COMMERCE

SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

Programme Code: BBA

Programme Name: BACHLORS OF BUSINESS ADMINISTRATION

(Semester I- 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 overall objectives of this academic Bachelor's program is to develop the students' intellectual capacity, executive personality, and managerial skills |
| 2. | The course also enables them to assume entry-level managerial positions in business and industry, public sector organizations, consultancy companies and other organizations. |
| 3. | Graduates of the program may also choose to start their own entrepreneurial business ventures. |
| 4. | The program also prepares students for Master's degree studies in management. |
| 5. | The course also enhances ability to demonstrate technical competence in specifically domestic and global arena of business through the study of major disciplines within the fields of business. |

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

COURSE SCHEME

SEMESTER – I

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

COURSE SCHEME**SEMESTER – II**

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

BBA-103
BASIC ACCOUNTING

Time: 3 Hours

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

Instructions for the paper setters/examiners:

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

Course Objective:

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

Course Content:

Part-A

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

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

Part-B

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

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

Part-C

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

Part-D

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

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

Suggested Readings:

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

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

Course outcomes

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

BBA-104

BUSINESS ORGANISATION & SYSTEMS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

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

Course Objectives

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

Course Content:

Part-A

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

Part-B

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

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

Part-C

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

Part-D

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

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

Suggested Readings:

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

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

Course Outcome

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

BBA-107

BUSINESS COMMUNICATION

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

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

Course Objectives:

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

Course Content:

Part-A

Business Communication – Meaning & Importance, Communication purpose, process, elements, barriers to communication and conditions for successful communication. Forms of Communication, basic models of communication, 7C's of effective business communication.

Organizational Communication: Importance of Communication in Management, Formal and Informal Communication, Internal and external communication.

Part-B

Presentation Skills: Presentation on any chosen topic, Oral presentations, Principles of oral presentations, factors affecting presentations.

Business Etiquette: Understanding etiquette, Cross-cultural etiquette, Business manners. Business to business etiquette.

Part-C

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

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

Part-D

Customers' correspondence: - Complaints, Regarding dues, follow up letters

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

Suggested Readings:

1. Taylor, S. and Chandra, V., "Communication for Business: A Practical Approach", Fourth Edition, 2011, Pearson Education.
2. Bovee, C. and Thill, J., "Business Communication Today", 2011, Prentice Hall.
3. Sethi, A and Adhikari, B. "Business Communication", 2009, McGraw Hill Education. Education.
4. Kaul, A., "Business Communication", 2004, Prentice Hall of India, New Delhi.
5. Dulek, R. and Fielden, J., "Principles of Business Communication", 1990, Macmillan Publishing Co., New York.
6. Rodrigues M.V., (2003), "Effective Business Communication", 13th Edition.
7. Doshi S.R., (2008), "Business Communication & Management-Methods & Technique".
8. Herata. A. Murphy, Charles E. Peck, (1981), 3rd Edition, "Effective Business Communication", Tata McGraw Hill Publishing Co. Ltd.

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

Course Outcome

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

BBA-105

MANAGERIAL ECONOMICS-I

Time: 3 Hours

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

Instructions for the paper setters/examiners:

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

Course Objectives:

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

Course Content:

Part-A

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

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

Part-B

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

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

Part-C

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

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

Part-D

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

Suggested Readings:

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

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

Course Outcomes

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

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

Time: 3 Hours

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

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

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

Section–B

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

Section–C

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

Section-D

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

Course Objectives:

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

Course Contents:

- 1) Stories at Sr. No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr. No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-25 from *Murphy's English Grammar*.

Texts Prescribed:

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

Course Outcomes:

The completion of this course enables students to:

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

Sem I

**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science**
Compulsory Course
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ (BPBI-1101)

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

| Course title & Code | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution | | | Total Marks 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

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

Compulsory Course

ਮੁਢਲੀ ਪੰਜਾਬੀ (BPBI-1102)

(In Lieu of Compulsory Punjabi)

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

| Course title & Code | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution | | | Total Marks 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

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

(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Course Code: BPHC-1104

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

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

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

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

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

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Readings:-

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

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

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

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

Course Outcomes:

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

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

CS-BBA-106
COMPUTER APPLICATIONS FOR BUSINESS- I

Time: 3 Hours

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

Instructions for Paper Setters:

Note: The question paper covering the entire course shall be divided into Four sections. It will consist of eight essay type/numerical questions with answer to each question upto five pages in length. Attempt any Five questions by selecting at least one question from every section. Fifth question from any section. Each question will carry 10 marks.

Course Objectives:

Enable the student to

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

Section-A

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

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

Section-B

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

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

Section-C

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

Section-D

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

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

Suggested Readings:

1. Peter Norton (2010), —Introduction to Computers, 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) —A First Course in Computers, Vikas Publishing House, New Delhi.
3. Rajaraman, V. (2006), —Fundamental of Computers, 4th Edition, Prentice Hall India, New Delhi.
4. Srivastava, S.S. (2008), —MS-Office, Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), —Introduction to Computers with MS-Office 2000, 1st Edition, Tata McGraw-Hill, New Delhi.
6. Gurvinder Singh (2021) – Windows Based Computer Courses, Kalyani Publishers, New Delhi.

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

Course Outcomes:

The student will be able to

| | |
|--------------|---|
| CO-1. | Use word processors, Spread sheets, 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. |

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, gqpzXB ns/o'eEkw”, KLS, ISBN No. 978-81-936570-7-1, (2018).
7. Jasjit Kaur Randhawa, “Drug Abuse -Management & Prevention”, KLS, ISBN No. 978-93-81278-80-2, (2018).
8. Kapoor. T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
9. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
10. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
11. Rama Gandotra & Jasjit Kaur Randhawa, “voZrI d[otos'A^(BPky'oh) gqpzXB ns/ o'eEkw”, KLS, ISBN No. 978-93-81278-87-1, (2018).
12. Sain, Bhim 1991, Drug Addiction Alcoholism, Smoking obscenity New Delhi: Mittal Publications.
13. Sandhu, Ranvinder Singh, 2009, Drug Addiction in Punjab: A Sociological Study. Amritsar. Guru Nanak Dev University.
14. Singh, C. P. 2000. Alcohol and Dependence among Industrial Workers: Delhi: Shipra.
15. Sussman, S and Ames, S.L. (2008). Drug Abuse: Concepts, Prevention and Cessation, Cambridge University Press.
16. World Drug Report 2010, United Nations office of Drug and Crime.
17. World Drug Report 2011, United Nations office of Drug and Crime.

Course Outcomes:

The students will be able:

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

BBA-203
BUSINESS LAWS

Time: 3 Hours

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

Instructions for the paper setters/examiners:

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

Course Objectives:

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

Course Content:

Section-A

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

Section-B

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

Section-C

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

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

Section-D

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

Suggested Readings:

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

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

Course outcomes

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

BBA-204

PRINCIPLES OF MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the paper setters/examiners:

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

Course Objectives:

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

Course Content:

Section-A

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

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

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

Section-B

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

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

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

Section-C

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

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

Section-D

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

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

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

Suggested Readings:

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

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

Course Outcome

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

BBA 207

FUNDAMENTALS OF BANKING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the paper setters/examiners:

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

Course Objectives:

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

Course Content:

Section -A

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

Section -B

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

Section -C

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

Section -D

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

Suggested Readings:

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

Note:-Latest editions of suggested books may be followed

Course outcomes

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

Bachelor in Business Administration (Semester – II)

BBA-205

MANAGERIAL ECONOMICS-II

Credits: 4

L-T- P

4 -0- 0

Time: 3 Hours

Credit Hours :4

Total Hours: 60

Total Marks: 100

Theory: 75 Marks

Internal Assessment: 25 Marks

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

Section A

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

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

Section B

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

Section C

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

Section D

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

Inflation: Meaning, types and theories.

Suggested Readings:

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

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

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

Course Outcomes:

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

BENC – 1205 English (Compulsory)

Time: 3 Hours

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

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

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

(15X1= 15 Marks)

Section–B

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

(5X4=20 Marks)

Section–C

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

(1X8 =8 Marks)

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

(1X8 =8 Marks)

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

(4X1= 4 Marks)

Section-D

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

(6X1=6 Marks)

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

(1X8= 8 Marks)

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

(1X6= 6 Marks)

Course Objectives:

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

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

Course Contents

- 1) Stories at Sr.No.7, 9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7, 8, 9, 10,11 from *Prose for Young Learners*.
- 3) Unit 26-48 from *Murphy's English Grammar*.

Texts Prescribed:

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

**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science**
Compulsory Course
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ(BPBI-1201)

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 ਦਫ਼ਤਰੀ 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 ਸੈਂਟਰ 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
B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
 Compulsory Course
ਮੁਢਲੀ ਪੰਜਾਬੀ(BPBI-1101)
 (In Lieu of Compulsory Punjabi)

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

| Course title & Code | Total Teaching Hours | Total Credits/ Hours per week | Credit distribution | | | Total Marks 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/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

Sem II

BPHC-1204

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

(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Course Code: BPHC-1204

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

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

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

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

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

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Readings:-

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

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

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

Course Outcomes:

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

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

BBA-206
Computer Based Accounting Systems

Time: 3 Hours

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

Instructions for the paper setters/examiners:

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

Course Objectives:

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

Course Content:

Section -A

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

Section -B

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

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

Section -C

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

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

Section -D

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

GST : Introduction to GST using Tally ERP 9.0.

Practical : Based on above Syllabus

Suggested Readings:

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

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

Course outcomes

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

ZDA121

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

Time: 3 Hours

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

Instructions for the Paper Setters:

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

Course Objectives:

The course aim is to

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

UNIT-I

- **Prevention of Drug abuse**

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

UNIT-II

- School: Counseling, Teacher as role-model.
- Parent-teacher-Health Professional Coordination, Random testing on students.

UNIT-III

- **Controlling Drug Abuse**

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

UNIT-IV

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

References:

1. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
2. Gandotra, R. and Randhawa, J.K. 2018. *voZrI d[otos'A (BPky'oh) gqzXB 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. |