

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- IV)

Examinations: 2023-2026



P.G. Department of Commerce and Business Administration

Khalsa College, Amritsar

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

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

SCHEMEOF COURSES

COURSE SCHEME											
SEMESTER-III											
Course Code	CourseName	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG-303	Corporate Accounting	4	3	1	-	4	75	-	25	100	42-43
BCG-304	Company laws	4	4	-	-	4	75	-	25	100	44-45
BCG-305	Financial Management	4	3	1	-	4	75	-	25	100	46-47
BCG-306	International Business	4	4	-	-	4	75	-	25	100	48-49
BCG-307	Industrial laws	4	4	-	-	4	75	-	25	100	50-51
Minor Courses (If Any)											
Compulsory Courses											
BENC - 2305	English (Compulsory)	4	4	-	-	4	75	-	25	100	52-53
BPBI- 2301	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	54
BPBI- 2302	Basic Punjabi	4	4	-	-	4	75	-	25	100	55
BPHC- 2304	PHC	4	4	-	-	4	75	-	25	100	56--57
Ability Enhancement Courses											
Value Added Courses											
ESL- 221	Environmental Studies-I	2	2	-	-	2				50 (qualifying)	58-59

COURSE SCHEME											
SEMESTER-IV											
Course Code	CourseName	Hours/Week	Credits			Total Credits	MaxMarks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG-403	Goods and Service Tax	4	3	1	-	4	75	-	25	100	60-61
BCG-405	Principles and Practices of Banking & Insurance	4	4	-	-	4	75	-	25	100	62-63
BCG-406	Cost Accounting	4	3	1	-	4	75	-	25	100	64-65
BCG-407	Seminar	2	2	-	-	2	-	-	-	50	66
Minor Courses (IfAny)											
BCG-404	Indian Economy	4	4	-	-	4	75	-	25	100	67-68
Compulsory Courses											
BENC - 2405	English (Compulsory)	4	4	-	-	4	75	-	25	100	69-70
BPBI- 2401	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	71
BPBI- 2402	Basic Punjabi	4	4	-	-	4	75	-	25	100	72
BPHC- 2404	PHC	4	4	-	-	4	75	-	25	100	73-74
Ability Enhancement Courses											
Value Added Courses											
ESL- 222	Environmental Studies-II	2	2	-	-	2				50 (qualifying)	75-77

Semester I
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, accounting 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.

Semester I

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.

Semester I
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.

Semester I

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.

Semester I

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

Semester I

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.

Semester I

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

Semester I

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.

Semester I

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: 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/

Semester I

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

Semester I
BPBI- 1101 PUNJABI COMPULSORY
lwzml pMjwbl
 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			
lwzml pMjwbl 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

kors dw audyS Course Objective	pwT-krm nqljy Course Outcomes (COs)
<ul style="list-style-type: none"> ▪ ividAwRQIAl ivc swihqk ruclAl pydw krnw[▪ Awlocnwqmk ruclAl ivksq krnw[▪ ividAwRQI dw hor iviSAl sMbMDI boD ivkisq krnw[▪ BwSwel nmlW dl smJ f ivksq krnw[<ul style="list-style-type: none"> ▪ ividAwRQI ivc swihqk ruclAl ivksq hoxglAW[▪ ividAwRQI dl swihq isrjxw dl spBwvww vDygl[▪ ividAwRQI hor iviSAl dw gihn AiDAYn krn d[kwb[hovgw[▪ ividAwRQI BwSw d[ivAwkrink pRBMD qon jwxl hovgw[

AMk-vMf Aqy pRliKAK lel hdwieq[

islybs d[cwr Bwg hn pr pRSn-p`qr d[pMj Bwg hoxgy[pihly Bwg ivc 1.5-1.5 (fyF-fyF) AMk d[Aiq-sMKyp (Objective Type) 10 pRSn pu`Cy jwxgy j[ik swy islybs ivcl hoxgy Aqy swry pRSn h`l krn lwzml hoxgy[islybs d[bwkl cwr BwgW ivc 02-02 lyk numw pRSn pi[jwxgy[hryk Bwg ivcl 01-01 pRSn krnw lwzml hovgyw[hryk pRSn d[brwbr 15 Aik hoxgy[pypr sY-tr jykr cwhj qW pRSnW dl vMf A`qon v`D qon v`D cwr aup-pRSnW ivc kr skdw h[

pwT-krm

Bwg-pihlw

swihq d[rMg, fw. mih[isIG (sMpw.), rvl swihq pRkwSn, AMimRqsr[
 Bwg pihlw - kivqw Aqy khwxl, fw. mih[isMG Aqy fw. Awqm rMDwvww (sih sMpw.)
 (kivqw Bwg ivcl pRSmg sihq ivAwikAw/kivqw dw ivSw-vsqu[khwxl Bwg ivcl swr/ivSw-vsqu)

Bwg-dUjw

pMjwb d[mhmw klwkw (sMpw. blvMq gwrgl)
 gurU nwnk dv XUnIvrstl, AMimRqsr[
 (AMimRqwr Syrig`l qon Bwel smul d isMG qk)
 (ivSw-vsqu/swr/nwiek ibMbi)

Bwg-qljw

(a) pYrhw rcnw
 (A) pYrhw pvH k[pRSnW d[au`qr[

Bwg-c00w

- (a) BwSw vInglA|| : BwSw dW tkswll rUp, BwSw Aqy aup-BwSw dW AMqr,
: pMjwbl aupBwSwvll d| pCwx-icMni
- (A) pMjwbl BwSw : inkws qy ivkws[

Semester I
BPBI-1102 Basic Punjabi

muFII pMjwbl

(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			
muFII pMjwbl BPBI-1102	60	4	4	0	0	75	25	3 Hours	Class 12th pass in any stream	NOT Studied Punjabi up to 10th Standard

kors dw audyS Course Objective	pwT-kRm nqljy Course Outcomes (COs)
<ul style="list-style-type: none"> ividAwRQI nll gurmuKI ilpl qoN jwU krwauXw[ividAwRQI nUl Su`D pljwbl pVHnw-ilKxw isKwauXw[pMjwbl BwSw dIAW ivAwkrnk bwrIkIAW qoN jwxU krwauXw[Su`D sMcvr nUl ivksq krnw[<ul style="list-style-type: none"> ividAwRQI pMjwbl BwSw Aqy gurmuKI ilpl dl isKlweI ivc muhwrq hwsI krngy[pMjwbl BwSw ivc muhwrnl, lgW-mwqrW, svr Aqy ivAMjn A`KrW dl pCwx Aqy vrqoN sMbMDI smj ivkisq hvygl[pMjwbl Sbd-joVW dl jwxkwrl hwsI krkI auh Su`D pMjwbl iIkx-pVHn dl smr`Q hoxgy[auh pMjwbl BwSw dl Su`D rUpW dl jwxkwrl hwsI krngy[

AMk-vMf Aqy pRliKAK Iel hdwieq

islybs dI cwr Bwg hn pr pRSn-p`qr dI pMj Bwg hoxgy[pihly Bwg ivc 01-01 Aik dI Aiq-sMKyp au~qr vwly (Objective Type) 11 pRSn plI jwxgy jo ik swy islybs ivcI hoxgy Aqy swrI pRSn h`l krnI lwzml hoxgy[pRSn p`qr dI dUsry Bwg ivc, islybs dI pihly Bwg ivcI iqMn pRSn plI jwxgy[ijMnHW ivcI koel dI pSn h`l krnI hoxgy[hryk pRSn dI brwbr 8-8 AMk hoxgy[iesy qrl pRSn p`qr dI qlsry Bwg ivc iqMn pSn plI jwxgy ijMnHW ivcI dI pRSn h`l krnI hoxgy[hryk pRSn dI brwbr 8-8 AMk hoxgy[Bwg cOq ivc pMj pRSn plI jwxgy[ijMnHW ivcI cir pRSn h`l krnI hoxgy[hryk pRSn dI brwbr 4-4 AMk hoxgy[Bwg pMjv ivc ds pRSn pu`Cy jwxgy[ijMnHW ivcI 8 pRSn krnI lwzml hoxgy[hr pRSn dI 2-2 AMk hoxgy[

not: ieMtrnl AsY-smYNt 25 AMkW dl hY[ies pypr dI kI Aik 75+25=100 hn[

pwT-kRm

Bwg-pihlw

(a) pMjwbl BwSw qy gurmuKI ilpl:

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

(A) isKlweI qy AiBAws

Bwg-dUjw

gurmuKI AwRQogrwPI Aqy aucwrn:

svr, ivAjn: muFII jwx-pCwx Aqy aucwrn, muhwrnl, lgW-mwqrW dl pCwx

Bwg-qljw

pMjwbl Sbd-joV: mu kqw (di A`KrW vwly Sbd, iqMn A`KrW vwly Sbd), ishwrl vwly Sbd, ibhwrl vwly Sbd, AllkV vwly Sbd, dilYNkV vwly Sbd, IW vwly Sbd, dutwll vwly Sbd, hovy vwly Sbd, knOvy vwly Sbd, lgwKr (ibidl, it`pl, A`Dk) vwly Sbd

Bwg-c0Qw

Su`D-ASu`D Sbd

Semester 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 candidates 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.

Semester I

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.

Semester I
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.

Semester I

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.

Semester I**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.

Semester I

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.

Semester II
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

Semester II

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.

Semester II
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,

Semester II

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.

Semester II
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:

Semester II

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.

Semester II
BCG-207: SEMINAR

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

Semester II
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.

Semester II

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

Semester II

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)

Semester II

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.

Semester II
Compulsory Course
BPBI- 1201 PUNJABI COMPULSORY
lwzml pMjwbl

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	
lwzml pMjwbl BPBI-1201	60	4	4	0	0	75	25	3 Hours

kors dw audyS Course Objective	pwT-km nqljy Course Outcomes (COs)
<ul style="list-style-type: none"> ▪ ividAwrQIAw ivc swihqk ruclAw pYdw krnw[▪ Awlocnwqmk ruclAw f ivksq krnw[▪ ividAwrQI nll d&qrl Aqy GrylU ic`TI p`qr qon jwxU krwauwxw[▪ BwSwel igAwn ivc vwDw krnw[<ul style="list-style-type: none"> ▪ ividAwrQI dw swihqk boD ivksq hvygw[▪ ividAwrQI ivc swihqk ruclAw pRPuil-q hoxglAW[▪ ividAwrQI ic`TI-p`qr dl iIKx SYII qon jwxU hovygw[▪ ividAwrQI Sbd bxqr qon jwxU hvygw[

AMk-vMf Aqy pRliKAK Iel hdwieq

islybs dI cwr Bwg hn pr pRSn-p`qr dI pMj Bwg hoxgy[pihly Bwg ivc 1.5-1.5 (fyF-fyF) AMk dI AiQ-sMKyp (Objective Type) 10 pRSn pu`Cy jwxgy jI ik swry islybs ivcl hoxgy Aqy swry pRSn h`l krnI lwzml hoxgy[islybs dI bwkl cwr BwgW ivc 02-02 lyk numw pRSn piI jwxgy[hryk Bwg ivcl 01-01 pRSn krnw lwzml hovygw[hryk pRSn dI brwbr 15 Aik hoxgy[pypr sY-tr jykr cwhI qW pRSnW dl vMf A`gon v`D qon v`D cwr aup-pRSnW ivc kr skdw hI[
not: ieMtrnl AsY-smYNt 25 AMkW dl hY[ies pypr dI kiI Aik 75+25=100 hn[

pwT-km

Bwg-pihlw

swihq dI rMg, fw. mihI isIG (sMpw.), rvl swihq pRkwSn, AMimRqsr[
 Bwg dljw - vwrqk Aqy ryKw-ic`qr, fw. primMdr isMG, fw. BuipMdr isMG Aqy fw. kldlp isMG iF`Il (sih sMpw.)
 (vwrqk Bwg ivcl swr/ivSw-vsqu[ryKw-ic`qr Bwg ivcl swr/nwiek iblb)

Bwg-dUjw

pMjwb dI mhwn klwkr (sMpw. blvMq gwrgI)
 gurU nwnk dV XUnIvrstI, AMimRqsr[
 (sqIS gujrwI qon suirMdr kir qk)
 (ivSw-vsqu[swr/nwiek iblb)

Bwg-qijw

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

(A) AKwx Aqy muhwvry

Bwg-c0Qw

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

(A) Sbd-SRyxLAW

Semester II
BPBI-1202 Basic Punjabi
muFII pMjwbl

(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	
muFII pMjwbl BPBI-1202	60	4	4	0	0	75	25	3 Hours

kors di audyS Course Objective	pwT-kim nqljy Course Outcomes (COs)
<ul style="list-style-type: none"> ▪ ividAwRQI AIdr Sbd bxqr dl smJ ivksq krnw[▪ ividAwRQI nll Sbd pRkwr bwry jwxkwrl pidin krnw[▪ pMjwbl BwSw dl ivAikrnk pRbMD sMbMDI igAwn krwauw[▪ isKlweI qy AiBAws diAwrw pMjwbl Sbd BMfwr vDwauw[<ul style="list-style-type: none"> ▪ auh pMjwbl Sbd-bxqr dl jwxkwrl hwsI krkI BwSwel igAwn nll ivkisq krngy[▪ pMjwbl Sbd-rcnw sMbMDI jwxkwrl aunHW dl igAwn ivc vDw krygl[▪ ividAwRQI SbdW dIAW iBln-iBln iksmW qon jwxU hovgw[▪ ividAwRQIAW dl in'q vrqon dl pMjwbl Sbdwll bwry smJ hor ivkisq hvygl[

AMk-vMf Aqy pRiKAK Iel hdwieq[

islybs dl cwr Bwg hn pr pRSn-p`qr dl plj Bwg hoxgy[pihly Bwg ivc 01-01 Aik dl Aiq-smkyp au-qr vwly (Objective Type) ll pSn pii jwxgy jo ik swy islybs ivcI hoxgy Aq swy pRSn h'l krnI lwzml hoxgy[pRSn p`qr dl dsry Bwg ivc, islybs dl pihly Bwg ivcI iqIn pRSn pii jwxgy[ijMnHW ivcI kel dl pRSn h'l krny hoxgy[hryk pRSn dl brwbr 8-8 AMk hoxgy[iesy qrHW pRSn p`qr dl qlsry Bwg ivc iqIn pRSn pii jwxgy ijMnHW ivcI dl pRSn h'l krnI hoxgy[hryk pRSn dl brwbr 8-8 Aik hoxgy[Bwg cQq ivc pMj pRSn pii jwxgy[ijMnHW ivcI cwr pRSn h'l krny hoxgy[hryk pRSn dl brwbr 4-4 AMk hoxgy[Bwg pMjvI ivc iqIn pRSn pii jwxgy[ijMnHW ivcI dl pRSn krnI lwzml hoxgy[hryk pRSn dl brwbr 8-8 Aik hoxgy[

not: ieMtrnl AsY-smYNt 25 AMkI dl hY[ies pypr dl kiI Aik 75+25=100 hn[

**pwT-kim
Bwg-pihlw**

pMjwbl Sbd-bxqr:

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

Bwg-dUjw

pMjwbl Sbd-pikwr:

(a) sMXikq Sbd, smwsl Sbd, dijqal Sbd, dohry/duhrukal Sbd Aq imSrq Sbd

(A) isKlweI qy AiBAws

Bwg-qljw

pMjwbl Sbd-rcnw:

Semester II

iek-vcn/bh-vcn, iMg-puilMg, bhuArQk Sbd, smwnArQk Sbd, bhuy SbdW Iel iek Sbd, Sbd jut,
ivroDArQk Sbd, smnwml Sbd

Bwg-c0Qw

in`q vraqN dl pljwbl SbdwII

Kwx-plx, swkidwrl, ru`qW, mhlinAW, igxql, mOsm, bjæwr, vpr, DMidAW nwl sMbMiDq

Semester 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.

Semester II

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.

Semester II

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.

Semester II

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

Semester II

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

Semester II

- 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.

Semester III

BCG-303: CORPORATE ACCOUNTING

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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 knowledge regarding the accounting treatment in case of issue of share capital, debentures, redemption and valuation of goodwill.

Course Content:

SECTION-A

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

SECTION-B

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

Valuation of Goodwill and Shares

SECTION-C

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

Semester III

SECTION-D

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes) (Attainment of Course Outcomes) (CO):

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

Semester III
BCG-304: COMPANY LAWS

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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 about formation and winding up of the company along with various provisions related to Companies Act, 2013.

Course Content:

SECTION-A

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

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

Documents Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building

SECTION-B

Share Capital – issue, allotment and forfeiture of share, De-mat of share, transmission of shares, buyback.

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

Semester III

SECTION-C

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

Winding up – concept and modes of winding up

SECTION-D

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

**COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes)
(Attainment of Course Outcomes) (CO):**

Sr. No.	On completion of this course, the students will be able to:	PSOs Addressed	Cognitive Levels
CO1	Students will be able to learn the basic concepts of Companies Act, 2013, the procedure and formation of the company along with the information about various documents required to form a company such as Memorandum of Association, Article of Association, Prospectus etc.	1,2,4,5,6	R,U,Ap
CO2	Students will understand the provisions associated with appointment, removal, disqualifications of directors. They will also be able to understand essential elements and provisions of company meetings (AGM, EGM and BOD) and modes of winding up of company.	1,2,4,5,6	R,U,Ap
CO3	Students will learn the emerging issues associated with company form of organisation such as OPC, NCLT, LLP, CIN, DIN.	1,2,4,5,6	U,An,Ap,C

Semester III
BCG-305: FINANCIAL MANAGEMENT

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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

Course Content:

SECTION-A

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

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

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

SECTION-B

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

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

Semester III

SECTION-C

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

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

SECTION-D

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

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes) (Attainment of Course Outcomes) (CO):

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

Semester III

BCG-306: INTERNATIONAL BUSINESS

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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 international business and foreign trade in Indian economy.

Course Content:

SECTION-A

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

International Business Environment: National and foreign environments and their components- economic, cultural and political-legal environments.

SECTION-B

Global trading environment recent trends in world trade in goods and services; Trends in India's foreign trade.

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

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

Semester III

SECTION-C

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

International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management

SECTION-D

Foreign investments - types and flows; Foreign investment in Indian perspective.

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes) (Attainment of Course Outcomes) (CO):

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

Semester III

BCG-307: INDUSTRIAL LAWS

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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

Course Content:

SECTION-A

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

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

SECTION-B

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

SECTION-C

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

SECTION-D

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

**COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes)
(Attainment of Course Outcomes) (CO):**

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

Semester III
ENGLISH (COMPULSORY)
BENC-2305

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 15 Marks

Section B: 24 Marks

Section C: 26 Marks

Section D: 10 Marks

Section–A

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

Section–B

- 2. TWO** questions (with sub parts) based on strategies and skill development exercises in Unit I and Unit-II of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice.
(2X8= 16 Marks)

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

Section–C

One question (with internal choice) requiring students to explain a stanza with reference to context will be set.

The stanzas for explanation will be taken from the poems prescribed in the syllabus.
(1X6= 6Marks)

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

Section-D

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

Course Objectives:

1. To read, interpret and write about diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To participate in the critical and cultural discourses of English.
4. To teach language and literature effectively with the support of ICT tools.

Semester III

5. To become competent, committed, conscious, creative, and compassionate human beings.
6. To Train students to discern ethical principles and personal values in light of academic experience.

Course Contents:

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

Text books Prescribed:

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

Course Outcomes (COs):

The completion of this course enables students to:

1. develop an understanding of the poems taught, relate to the socio-cultural background of the prescribed texts and be able to answer questions regarding tone, style and central idea.
2. comprehend the basics of grammatical rules governing prepositions in detail.
3. enhance their reading and analysing power of texts through guided reading.
4. enrich their vocabulary and use new words in their spoken and written language.
5. develop skills to write a report on a given topic.

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

**BPBI-2301
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ**

Credit & Marks Distribution and Pre-Requisites of the Course

Course title &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-2301	60	4	4	0	0	75	25	3 Hours

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

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 (ਛੇਵ-ਛੇਵ) 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 ਜ਼ੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ**

ਸਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ

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

ਭਾਗ-ਦੂਜਾ

ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਇਕਾਗਰੀ

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

ਭਾਗ-ਤੀਜਾ

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

ਭਾਗ-ਚੌਥਾ

ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ: ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਵੰਨਗੀਆਂ (ਭਾਵੰਸ, ਸ਼ਬਦ, ਵਾਕੰਸ, ਉਪਵਾਕ ਅਤੇ ਵਾਕ)

SEMESTER-III

**BPBI-2302
ਮੁਢਲੀ ਪੰਜਾਬੀ**

(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			Lecture	Tutorial	Practical	Theory	Internal Assessment	
ਮੁਢਲੀ ਪੰਜਾਬੀ BPBI-2302	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 ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਵਾਕ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਧਾਉਣਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਅਸ਼ਤੇ ਪ੍ਰਤੀਕੋਡਨ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਸਮਰੱਥਾ ਨੂੰ ਵਧਾਉਣਾ। 	<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ। ਵਿਦਿਆਰਥੀਆਂ ਭਾਸ਼ਾਈ ਬਾਰੀਕੀਆਂ ਨੂੰ ਸਮਝਣ ਦੀ ਕਾਬਲੀਅਤ ਵਿਚ ਵਾਧਾ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਲਿਖਤ ਵਿਚ ਨਿਖਾਰ ਆਵੇਗਾ। ਵਿਦਿਆਰਥੀ ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਰਾਹੀਂ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਾਲ-ਨਾਲ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਨਾਲ ਵੀ ਜੁੜਨਗੇ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ:

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

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਵਾਕ-ਬਣਤਰ:

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

ਭਾਗ-ਤੀਜਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-I:

ਪੈਰਾ ਆਧਾਰਿਤ ਪ੍ਰਸ਼ਨ

ਭਾਗ-ਚੌਥਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-II:

(ੳ) ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ

(ਅ) ਪ੍ਰਤੀਕੋਡਨ (Transcoding)

Semester III

BPHC-2304

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

Credit: 04

L- T- P

04-0-0

Time: 3 Hours

Total Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

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

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

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

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

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

Unit-I

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

Unit-II

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

SEMESTER–III

Unit-III

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

Unit-IV

7. Contribution of Guru Angad Dev, Guru Amardas and Guru Ramdas.
8. Compilation of Adi Granth and martyrdom of Guru Arjun Dev.

Suggested Readings:-

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

Course Outcomes:

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

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

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

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

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

SEMESTER-III

Course code: ESL-221

Course Title: ENVIRONMENTAL STUDIES-I (COMPULSORY)

Credit Hours (Per Week): 2

Maximum Marks : 50Marks

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

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

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

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

Course Objectives:

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

Unit-I

The Multidisciplinary Nature of Environmental Studies: Definition, components, scope and importance of environment/environmental studies, Need for public awareness.

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

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

Unit-II

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

Unit-III

Social Issues and Environment: Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting. Resettlement and rehabilitation of people: its problems and concerns. Case studies, Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and its cause. Case studies. Wasteland reclamation.

Environmental Protection Act: Air (prevention and Control of Pollution) Act. Water (prevention and Control of Pollution) Act. Wildlife Protection Act, Forest Conservation Act. Issues involved in enforcement of environmental legislation. Public awareness

SEMESTER–III

Unit-IV

National Service Scheme

Introduction and Basic Concepts of NSS: History, philosophy, aims & objectives of NSS; Emblem, flag, motto, song, badge *etc.*; Organizational structure, roles and responsibilities of various NSS functionaries.

Health, Hygiene & Sanitation: Definition, needs and scope of health education; Food and Nutrition; Safe drinking water, water borne diseases and sanitation (Swachh Bharat Abhiyan); National Health Programme; Reproductive health.

Suggested Books:

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

Suggested Websites:

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

Course Outcomes:

CO-1	To learn about the sustainable environment.
CO-2	To gain the knowledge ecosystem and its functioning.
CO-3	To know about the water conservation programs like rain water harvesting and water shedding and to gain knowledge of environmental (air, water and pollution) protections acts.
CO-4	To know about the role and importance of NSS– a volunteer organization, in making up a better environment and to maintain better health and hygiene.

Semester IV

BCG 403: GOODS AND SERVICE TAX (GST)

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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

Course Content:

SECTION-A

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

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

SECTION-B

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

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

Semester IV

SECTION-C

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

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

SECTION-D

Returns: various returns to be filed by the assesses.

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

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

**COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes)
(Attainment of Course Outcomes) (CO):**

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

Semester IV

BCG-405: PRINCIPLES AND PRACTICES OF BANKING AND INSURANCE

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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

Course Content

SECTION-A

Banks: Their types and functions, Management and organizational set up of commercial banks, Impact of Banking reforms on organizational structure of banks (with SBI as model), Management of deposits, Advances and loans in commercial banks. Central Bank-their role, objectives and functions Reserve Bank of India and its monetary policy since 1951. Present structure of commercial banking in India. State Bank of India.

SECTION-B

Reforms and Indian Banking. Structure, Organisation and regulation of Indian Money Market and Capital Market. Introduction to mutual Funds. Introduction to merchant banking. Introduction to Asset Liability Management.

E-Banking. Electronic Transfer of Funds, Internet Banking. Financial Inclusion-Concept & Importance

Semester IV

SECTION-C

Insurance: Concept, Principles and Its relevance in developing country like India. Attitude towards the insurance cover.

Life Insurance: Nature & use of Life Insurance – distinguishing characteristics of life insurance contracts

SECTION-D

Origin and growth of non-life insurance: Salient features of insurance Act & IRDA Act. Features of some policies of life insurance & general insurance. Progress in privatization of insurance sector.

Books Prescribed:

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

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes)

(Attainment of Course Outcomes) (CO):

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

Semester IV
BCG-406: COST ACCOUNTING

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

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

Course

Content:

SECTION-A

Meaning, nature, scope & advantages of Cost Accounting. Distinction between Cost & Financial Accounting, Elements of Cost – materials. Purchase & Storage, Control & Pricing, Issue & Evaluation. Labour – Meaning Components of Labour Cost, Accounting and Control of idle time and Overtime Costs.

SECTION-B

Overheads – Classifications Allocations, Absorption and Accounting. Introduction to Activity Based Costing. Reconciliation of Cost and Financial Accounts.

Semester IV

SECTION-C

Methods – Unit Costing, Job, Batch, Contract, Process.

SECTION-D

Cost Control - Marginal Costing, Break Even Analysis, Budgetary Control, Standard Costing.

Books Prescribed:

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

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

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

Note: Latest edition of text book may be used

**COURSE OUTCOMES MAPPING WITH PSOs (Programme Specific Outcomes)
(Attainment of Course Outcomes) (CO):**

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

B.Com Pass Semester System (2023-26)

Semester IV
BCG-407: SEMINAR

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

Semester – IV

BCG-404: INDIAN ECONOMY

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.

Section-A

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

Section- B

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

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

Section - C

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

Section - D

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

Suggested Readings:

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

Semester – IV

5. Velayutham, “Foreign Trade, Theory & Practice”, S. Chand & Co., New Delhi.

Note: Latest edition of text book may be used.

Course Outcomes:

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

Semester IV
ENGLISH (COMPULSORY)
BENC-2405

Time: 3 Hours

Max. Marks : 100

Theory : 75

Internal Assessment : 25

Instructions for the Paper Setter and Distribution of Marks:

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

Section A: 15 Marks

Section B: 24 Marks

Section C: 26 Marks

Section D: 10 Marks

Section–A

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

Section–B

2. **TWO** questions (with sub parts) based on strategies and skill development exercises in Unit-III and Unit-IV of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice. (2X8= 16 Marks)
3. **ONE** question based on 'Beyond the Reading' section at the end of each chapter of the prescribed textbook, *Making Connections* will be set. (1X8 = 8 Marks)

Section–C

4. **One** question (with internal choice) requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus. (1X6= 6 Marks)
5. **Five** questions on central idea, theme, tone and style etc. from the prescribed textbook, *Moments in Time* will be set. The students will be required to attempt any Four of these questions. (5X4= 20 Marks)

Section-D

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

Semester IV

Course Objectives:

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

Course Contents:

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

Text books Prescribed

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

Course Outcomes:

The completion of this course enables students to:

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

SEMESTER-IV

**BPBI-2401
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ**

Credit & Marks Distribution and Pre-Requisites of the Course

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

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

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

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

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

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

**ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ**

ਗਲੀਏ ਚਿਕਰੂ ਦੂਰਿ ਘਰੁ (ਸਵੈਜੀਵਨੀ)

ਸ. ਸ. ਵਣਜਾਰਾ ਬੇਦੀ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਨਾਇਕ ਬਿੰਬ/ ਵਿਸ਼ਾ ਵਸਤੂ/ ਸਾਰ)

ਭਾਗ-ਦੂਜਾ

ਫ਼ਾਸਲੇ

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

ਭਾਗ-ਤੀਜਾ

(ੳ) ਲੇਖ ਰਚਨਾ (ਸਮਾਜਕ, ਸਭਿਆਚਾਰਕ, ਇਤਿਹਾਸਿਕ ਅਤੇ ਵਿਦਿਅਕ ਸਰੋਕਾਰਾਂ ਸੰਬੰਧੀ)
(ਅ) ਅਖਬਾਰ ਵਿਚ ਇਸਤਿਹਾਰ

ਭਾਗ-ਚੌਥਾ

ਵਿਆਕਰਨ:

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

SEMESTER-IV

BPBI-2402

ਮੁਢਲੀ ਪੰਜਾਬੀ

(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			Lecture	Tutorial	Practical	Theory	Internal Assessment	
ਮੁਢਲੀ ਪੰਜਾਬੀ BPBI-2402	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਵਾਕ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਧਾਉਣਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਲਿਖਤ ਤੇ ਸੰਚਾਰ ਦੇ ਹੁਨਰ ਨੂੰ ਹੋਰ ਪਰਪੱਕ ਕਰਨਾ। 	<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਕਸਤ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀ ਪੈਰ੍ਹਾ ਰਚਨਾ ਅਤੇ ਸੰਖੇਪ ਰਚਨਾ ਦੀਆਂ ਵਿਚ ਮੁਹਾਰਤ ਹਾਸਲ ਕਰਨਗੇ। ਵਿਦਿਆਰਥੀਆਂ 'ਚ ਚਿੱਠੀ-ਪੱਤਰ ਦੀ ਕਲਾ ਦਾ ਵਿਕਾਸ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਗਿਆਨ ਤੇ ਹੁਨਰ ਪਰਪੱਕ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

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

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ:
ਮੁਢਲੀ ਜਾਣਕਾਰੀ (ਭਾਵੇਂ, ਸ਼ਬਦ, ਵਾਕੰਸ਼, ਉਪਵਾਕ, ਵਾਕ)

ਭਾਗ-ਦੂਜਾ

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

ਭਾਗ-ਤੀਜਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-I:
ਪੈਰ੍ਹਾ ਰਚਨਾ

ਭਾਗ-ਚੌਥਾ

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

Semester IV
BPHC-2404
PUNJAB HISTORY & CULTURE (AD.1606-1849)
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)

Credit: 04
L- T- P
04-0-0

Time: 3 Hours

Total Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setters:

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

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

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

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

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

Unit-I

1. Transformation of Sikhism under Guru Hargobind.
2. Martyrdom of Guru Teg Bahadur

Unit-II

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

Semester IV

Unit-III

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

Unit-IV

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

Suggested Readings:-

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

Course Outcomes:

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

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

SEMESTER-IV

Course Code: ESL-222

Course Title: ENVIRONMENTAL STUDIES-II (COMPULSORY)

Credit Hours (Per Week): 2

Maximum Marks : 50Marks

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

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

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

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

Course Objectives:

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

Unit-I

Biodiversity and its Conservation:

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

Unit-II

Environmental Pollution:

Environmental Pollution: Concepts and Types

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

SEMESTER-IV

- b) Water Pollution
- c) Soil Pollution
- d) Marine Pollution
- e) Noise Pollution
- f) Thermal Pollution
- g) Nuclear Hazards
- h) Electronic Waste
- Concepts of hazards waste & human health risks.
- Solid Waste Management: Causes, effects and control measures of municipal, biomedical and e-waste
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster Management: Floods, Earthquake, Cyclone and Landslides.

Unit-III

Human Population and the Environment

- Human population growth: impacts on environment.
- Population explosion-Family welfare programme.
- Environment and human health: Concept of health and disease, common communicable and non communicable diseases, public awareness
- Human rights.
- Value education.
- Women and child welfare.
- Role of information technology in environment and human health.
- Environment movements in India: Chipko movement, Silent valley movement and other case studies.
- Road Safety Rules & Regulations: Use of Safety Devices while Driving, Do's and Don'ts while Driving, Role of Citizens or Public Participation, Responsibilities of Public under Motor Vehicle Act, 1988, General Traffic Signs.
- Accident & First Aid: First Aid to Road Accident Victims, Calling Patrolling Police & Ambulance.

Unit-IV

National Service Scheme:

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

Field Visits:

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

SEMESTER-IV

- Visit to Museum/Science City
- Municipal solid waste management and handling.

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

References/Books:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Down to Earth, Centre for Science and Environment, New Delhi.
4. Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
6. Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
8. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
9. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar
10. Asthana, D.K. 2006. Text Book of Environmental Studies, S. Chand Publishing.
11. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.
12. Basu, M., Xavier, S. 2016. Fundamentals of Environmental Studies, Cambridge University Press, India.
13. Mahapatra, R., Jeevan, SS, Das S. 2017. Environment Reader for Universities, Centre for Science and Environment, New Delhi.

Course Outcomes:

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