

B. Com Semester-II
BCG-203: ADVANCED FINANCIAL ACCOUNTING

Theory: 40
 Practical: 10 (Internal)

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

Subject	February & March	April	May
ADVANCED FINANCIAL ACCOUNTING	<p>Section A</p> <ul style="list-style-type: none"> • Depreciation accounting; Straight line method Diminishing value method • Provisions & reserves <p>Section B</p> <ul style="list-style-type: none"> • Accounts of incomplete records <p>Partnership accounts: Introduction</p>	<p>Section C</p> <ul style="list-style-type: none"> • Partnership: Admission of new partner • Partnership: Retirement & death of partner 	<p>Section B</p> <ul style="list-style-type: none"> • Hire purchase & instalment system; Accounting Treatment in the Books of Hire Purchaser and Hire Vendor Default and Repossession Difference between Hire purchase and Installment Purchase Systems – Accounting Treatment in the books of Purchaser and Vendor. <p>Section D</p> <ul style="list-style-type: none"> • Dissolution of partnership • Tally

Prescribed Book
 Kalyani publications

B. Com Semester-II BUSINESS ECONOMICS

Pattern of Question Paper- Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

MONTH	SYLLABUS UNITISATION
FEBRUARY- MARCH	<p>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. Indifference Curve Approach: Meaning, properties, price, income and substitution effect, Revealed Preference Approach.</p>
APRIL	<p>Section B-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. Revenue: Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand. 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.</p>
MAY	<p>Section C:-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.</p>

Prescribed Book

Name-Business economics

Authors- T.R. Jain, A.S. Sandhu (V.K. Publisher)

B. Com Semester-II
BCG-206: Functional Management

Pattern of Question Paper- Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unitization of Syllabus:

Subject	February & March	April	May
Functional Management	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Introduction to Functional Management: <ul style="list-style-type: none"> • Nature & Scope of Management. • Functional areas of Management. • Management as a science, art or profession. • Management & Administration. • Principles of Management. • Social responsibility of Management and Ethics. <p>Section B:</p> <ul style="list-style-type: none"> ➤ Personnel Management: <ul style="list-style-type: none"> • Significance and Functions. • Recruitment, selection and training. • Job Evaluation and merit rating. • Worker's participation in Management. 	<p>Section C:</p> <ul style="list-style-type: none"> ➤ Marketing Management: <ul style="list-style-type: none"> • Functions of Marketing. • Marketing research -Concept and techniques. • Advertising and salesmanship. <p>Section D:</p> <ul style="list-style-type: none"> ➤ Strategic Management: <ul style="list-style-type: none"> • Need, importance and process of strategic management. 	<ul style="list-style-type: none"> • Role of CEO in strategic Management. ➤ Production management: <ul style="list-style-type: none"> • Production planning and control. • Quality control.

Prescribed Book

Functional Management.
R.K Sharma (Kalyani publisher)

B. Com Semester-II
BCG-206: Commercial Law

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

Subject	February & March	April	May
Commercial Laws	<p>Section A:</p> <ul style="list-style-type: none"> • Contract • Offer and acceptance • Consideration • Capacity of parties • Free consent • Legality of object and void agreement • Discharge of contract <p>Breach of contracts and its remedies</p>	<p>Section C: (SALE OF GOODS ACT)</p> <ul style="list-style-type: none"> • Contract of sale of goods • Conditions and warranties • Transfer of ownership • Performance of contract • Unpaid seller 	<p>Section B:</p> <ul style="list-style-type: none"> • Contract of indemnity and guarantee • Bailment and pledge • Agency <p>Section D:</p> <ul style="list-style-type: none"> • Consumer protection ACT • Limited Liability Partnership ACT

B. Com Semester-II

Subject:- Drug Abuse: Problem management and Prevention

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

MONTH WISE DIVISION	SYLLABUS UNITISATION
February & March	<p><u>Section-A:</u> 1 .Meaning of Drug Abuse, Nature and extent of drug abuse in India and Punjab. 2. Consequences of Drug Abuse for Individual : Education, Employment , Income Family: violence Society: Crime Nation: Law and Order</p> <p><u>Section – B</u> Management of Drug Abuse: (i) Medical Management: Medication for treatment and to reduce withdrawal effects. (ii) Psychiatric Management: Counselling, Behavioural and Cognitive therapy.</p>
April	<p>(iii) Social Management: Family, Group therapy and Environmental Intervention Rehabilitation.</p> <p><u>Section – C</u> Prevention of Drug abuse: (i) Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny. (ii) School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.</p>
May	<p><u>Section – D</u> Controlling Drug Abuse: (i) Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program (ii) Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.</p>

Prescribed Book

Name- Modern's Drug Abuse: Problem , Management & Prevention

Author- Dr. Kamal Kishore

B. Com Semester-II
Subject -- General English

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

Month	Unitization of Syllabus
February & March	Book---Tales of Life---Chapters The Doll's House Eveline Toba Tek Singh Taboo Book---Prose for Young Learners--- Chapters Beauty and the Beast With a Song on their Lips
April	Book -- Prose for Young Learners ---- Chapter My Financial Career The School for Sympathy Grammar --- Topics Articles and Determiners Nouns and Pronouns Relative Clauses Personal Letter Writing
May	Book---Tales of Life ---Chapters A Strand of Cotton Book -- Prose for Young Learners ---- Chapter Aids Grammar --- Topics Question Tags and Auxiliaries Verb + ing and to-Infinitive

Books Prescribed

1. Tales of Life
2. Prose for Young Learners
3. Murphy's English Grammar

ਵਿਸ਼ਾ---ਲਾਜਮੀ ਪੰਜਾਬੀ

ਕੁੱਲ ਅੰਕ -- 50

ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਹਰ ਭਾਗ ਵਿਚ ਦਿਤੇ ਹੋਏ ਦੋ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇਕ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕਰ ਸਕਦੇ ਹੋ | ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹੋਣਗੇ।

Month	Unitization of Syllabus Topics
February & March	ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ):-ਰਬਿੰਦਰਨਾਥ ਟੈਗੋਰ, ਲਾਲਾ ਲਾਜਪਤ ਰਾਏ, ਮਹਾਤਮਾ ਗਾਂਧੀ । ਦੇ ਰੰਗ :- ਭੂਆ, ਬਾਗੀ ਦੀ ਧੀ, ਪੇਮੀ ਦੇ ਨਿਆਣੇ । ਵਿਆਕਰਣ -ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ(ਨਾਂਵ, ਪੜਨਾਂਵ ,ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ ,ਸਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਿਕ।
April	ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ:- ਲੈਨਿਨ,ਸਰੋਜਨੀ ਨਾਇਡੂ, ਸਰਦਾਰ ਭਗਤ ਸਿੰਘ । ਦੇ ਰੰਗ:-ਬਾਗਾਂ ਦਾ ਰਾਖਾ, ਤੈਂ ਕੀ ਦਰਦ ਨਾ ਆਇਆ, ਧਰਤੀ ਹੇਠਲਾ ਬੋਲਦ । ਵਿਆਕਰਣ ਸ਼ਬਦ ਬਣਤਰ ਤੇ ਸ਼ਬਦ ਰਚਨਾ ।
May	ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿੱਲ ਮਦਰ ਟੈਰੇਸਾ ਭਗਤ ਪੂਰਨ ਸਿੰਘ । ਦੇ ਰੰਗ :-ਦੂਜੀ ਵਾਰ ਜੇਬ ਕੱਟੀ ਗਈ, ਲਛਮੀ, ਬੁੱਤ ਸ਼ਿਕਨ ਬਸ ਕੰਡਕਟਰ । ਵਿਆਕਰਣ :-ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ ,ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣਾਂ।

Books Prescribed

- ਦੇ ਰੰਗ (ਕਵਿਤਾ ਅਤੇ ਕਹਾਣੀ ਸੰਗ੍ਰਹਿ)ਸੰਪਾਦਕ-ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ, ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ,(ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ)
- ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ)ਪ੍ਰਿੰਸੀਪਲ ਤੇਜਾ ਸਿੰਘ ,ਪ੍ਰੋ ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ ,ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ ।

B. Com Semester-IV
BCG-405: Principles and Practices of Banking and Insurance

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	February & March	April	May
Principles and Practices of Banking and Insurance	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Banks ➤ Types of Banks ➤ Management & Organizational set up of Commercial Banks ➤ Impact of Banking Reforms on Organizational Structure of Banks ➤ Management of Deposits of Commercial Banks ➤ Management of Advances and Loans in Commercial Banks ➤ Central Bank-Techniques of Credit Control ➤ Reserve Bank of India ➤ Structure of Commercial Banking in India ➤ State Bank of India <p>Section B:</p> <ul style="list-style-type: none"> ➤ Reforms and Indian Banking 	<ul style="list-style-type: none"> ➤ Structure, Organization and Regulation of Indian Money Market ➤ Capital Market ➤ Introduction to Mutual Funds ➤ Merchant Banking ➤ Asset Liability Management ➤ Electronic Banking ➤ Financial Inclusion <p>Section C:</p> <ul style="list-style-type: none"> ➤ Insurance: Concept ➤ Principles of Insurance ➤ Relevance of Insurance ➤ Attitude towards Insurance Cover ➤ Life Insurance: Nature and Use 	<p>Section D:</p> <ul style="list-style-type: none"> ➤ Origin and Growth of Non Life Insurance ➤ Insurance Act 1938 ➤ Life Insurance Corporation Act, 1956 ➤ IRDA Act ➤ Features of Policies of Life Insurance ➤ Features of Policies of General Insurance ➤ Progress in Privatization of Insurance Sector

Books Prescribed

Principles and Practices of Banking and Insurance
Kalyani publishing

B. Com Semester-IV
BCG-404: Industrial Laws

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unitization of Syllabus:

Subject	February & March	April	May
Industrial Laws	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Factories Act,1948- Importance, Definitions, Provisions of Factories Act relating to Health, Safety, Welfare of Workers , Working Hours of Adults and Young Persons ➤ Trade Unions Act,1926 <p>Section B:</p> <ul style="list-style-type: none"> ➤ Industrial Disputes Act, 1947- Meaning and Authorities under Industrial Dispute Act, their rights and duties 	<p>Section B:</p> <ul style="list-style-type: none"> ➤ Industrial Disputes Act, 1947- Strikes and Lockouts, Layoff and Retrenchment <p>Section C:</p> <ul style="list-style-type: none"> ➤ Employees State Insurance Act, 1948 	<p>Section D:</p> <ul style="list-style-type: none"> ➤ Workmen's Compensation Act, 1923

Books Prescribed

Industrial Laws By Seema Khanna, Rajwant Kaur and Priyanka Gupta
Kalyani publishing

Class- B. Com Semester-IV
Subject- Goods and Service tax

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

Subject	February & March	April	May
GST	<p>Section A</p> <ul style="list-style-type: none"> • GST - meaning • GST - an overview • GST administration • Liability of tax payers • CGST ACT,2017 • IGST ACT,2017 • SGST ACT and UGST ACT • Composition scheme and remission • Exemptions 	<p>Section B</p> <ul style="list-style-type: none"> • Registration • Scope and time of supply • Place of supply <p>Section C</p> <ul style="list-style-type: none"> • Valuation and computation • Payment of GST • Input tax credit • Tax invoice, credit and debit notes • E- way bill 	<p>Section C</p> <ul style="list-style-type: none"> • Reverse charge <p>Section D</p> <ul style="list-style-type: none"> • Returns and refunds • GST portals, ecosystem and suvidha providers

Class- B.COM Semester – IV
BCG – 406 : Cost Accounting

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

Subject	February & March	April	May
Cost accounting	<p>SECTION – A</p> <p>Cost Accounting: Meaning, Concept of cost, limitations of financial accounting, origin and objectives, advantages and limitations, difference between financial and cost accounting, classification of cost</p> <p>Cost sheet: Types of cost and preparation of cost sheet,</p> <p>SECTION – B</p> <p>Process costing: Meaning, features, normal and abnormal loss/ gain, inter-process profit and equivalent production</p> <p>SECTION – C</p> <p>Reconciliation of cost and financial accounts</p>	<p>SECTION – B</p> <p>Contract costing: Meaning, features, and rules regarding the calculation of profit in case of complete and incomplete contracts and work in progress</p> <p>SECTION – C</p> <p>Marginal costing: Meaning, and various concepts- fixed cost, variable cost, contribution, P/V ratio, Break-even point, margin of safety and managerial applications</p>	<p>SECTION – D</p> <p>Standard costing: Meaning, advantages and disadvantages</p> <p>Variance analysis: Material, labour and overhead</p> <p>Budget and budgetary control: Meaning, objectives, advantages and disadvantages, types of budget</p>

Prescribed book:

Name - Cost Accounting

Author – S.P Jain , K.L Narang , Bino0 Gupta (Publisher Kalyani)

Class- B.COM Semester – IV
PAPER II: ELECTRONIC BANKING AND RISK MANAGEMENT
(Hons.)

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

Subject	February & March	April	May
E-banking and risk management	<p>SECTION – A Electronic banking: Core banking, electronic products online banking, facilities provided and securities issued, cheque truncation, microfiche, phone and mobile banking Electronic Fund Transfer: Plain messages (Telex and data communication), structured messages (SWIFT, etc.), RTGS</p> <p>SECTION – B Information technology: Current trends, bank net, RBI net, datanet, nicnet, net, internet, email, etc, role and use of technology upgradation, global development in banking technology, impact of technology on banks- effect on customer and service quality</p>	<p>SECTION – B Computer audit: Information audit, information system security and disaster management</p> <p>SECTION – C Risk management: Types of risks in banks, risk management framework in banks: enterprise- wide risk management in banks; elements of risk management framework</p>	<p>SECTION – D Systematic risk management in banks: different measures of measuring risks, risk management- Process and techniques for assessment and management , Asset-liability management in banks, role of RBI.</p>

Prescribed Book

Name - Electronic Banking and risk management
 Authors – Arun Mehra , Priya Bakshi (Publisher – Kalyani)

Class- B.Com Semester IV

Subject- General English

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

Month	Unitization of Syllabus
February & March	Book -- Moments in Time --- Poems Porphyria's Lover Because I could not Stop for Death Are you Digging on my Grave Stopping by Woods on a Snowy Evening The Wild Swans at Coole Park The Emperor of Ice - Cream Book --Making Connections – Unit—3 – Aspects of Language Readings 1 st and 2 nd
April	Book --Making Connections – Unit—3 – Aspects of Language Readings – 3 rd to 5 th Grammar Modals Passive Voice Reported speech
May	Book -- Making Connections – Unit --- 4 – Sustaining Planet Earth Grammar Relative Clauses Conjunctions

Books Prescribed

1. Moments in Time
2. Making Connections
3. Murphy's English Grammar

B.Com ਸਮੈਸਟਰ IV

ਵਿਸ਼ਾ---ਮੁੱਢਲੀ ਪੰਜਾਬੀ

ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਹਰ ਭਾਗ ਵਿਚਦਿਤੇ ਹੋਏ ਦੇ ਦੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇਕ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕਰ ਸਕਦੇ ਹੋ | ਹਰੇਕ ਪ੍ਰਸ਼ਨਦੇਅੰਕ ਬਰਾਬਰਹੋਣਗੇ।

Month	Unitization of Syllabus Topics
February & March	ਆਤਮ ਅਨਾਤਮ(ਕਵਿਤਾ ਭਾਗ) ਭਾਈ ਵੀਰ ਸਿੰਘ , ਪ੍ਰੋ ਪੂਰਨ ਸਿੰਘ , ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, ਪ੍ਰੋ ਮੋਹਨ ਸਿੰਘ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਵਿਸ਼ਾ ਵਸਤੂ ਤੇ ਸਾਰ , ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ
April	ਆਤਮ ਅਨਾਤਮ(ਕਵਿਤਾ ਭਾਗ)—ਡਾ ਹਰਭਜਨ ਸਿੰਘ, ਸ਼ਿਵ ਕੁਮਾਰ ਬਟਾਲਵੀ, ਜਸਵੰਤ ਸਿੰਘ ਨੇਕੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਵਿਸ਼ਾ ਵਸਤੂ ਤੇ ਸਾਰ ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ ਲੇਖ ਰਚਨਾ
May	ਆਤਮ ਅਨਾਤਮਕਵਿਤਾ ਭਾਗ ਡਾ ਜਗਤਾਰ, ਸੁਰਜੀਤ ਪਾਤਰ, ਅਵਤਾਰ ਸਿੰਘ ਪਾਸ਼ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਵਿਸ਼ਾ ਤੇ ਸਾਰ ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ ਅਸੂਧ ਸ਼ਬਦ ਜੋੜਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖਣਾ

Books Prescribed

ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ , ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ ।

ਆਤਮ ਅਨਾਤਮ(ਸੰਪਾਦਕ ਡਾ ਸੁਹਿੰਦਰਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ ਅੰਮ੍ਰਿਤਸਰ।

B.Com ਸਮੈਸਟਰ IV

ਵਿਸ਼ਾ---ਮੁੱਢਲੀ ਪੰਜਾਬੀ

ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਹਰ ਭਾਗ ਵਿਚ ਦਿਤੇ ਹੋਏ ਦੋ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇਕ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕਰ ਸਕਦੇ ਹੋ | ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹੋਣਗੇ।

Month	Unitization of Syllabus
February & March	ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ) ਭਾਈ ਵੀਰ ਸਿੰਘ , ਪ੍ਰੋ ਪੂਰਨ ਸਿੰਘ , ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, ਪ੍ਰੋ ਮੋਹਨ ਸਿੰਘ ਦੀਆਂ ਕਵਿਤਾਵਾਂ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਵਿਸ਼ਾ ਵਸਤੂ ਤੇ ਸਾਰ , ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ
April	ਆਤਮ ਅਨਾਤਮ(ਕਵਿਤਾ ਭਾਗ)—ਡਾ ਹਰਭਜਨ ਸਿੰਘ, ਸ਼ਿਵ ਕੁਮਾਰ ਬਟਾਲਵੀ, ਜਸਵੰਤ ਸਿੰਘ ਨੇਕੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਵਿਸ਼ਾ ਵਸਤੂ ਤੇ ਸਾਰ ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ ਲੇਖ ਰਚਨਾ
May	ਆਤਮ ਅਨਾਤਮਕਵਿਤਾ ਭਾਗ ਡਾ ਜਗਤਾਰ, ਸੁਰਜੀਤ ਪਾਤਰ, ਅਵਤਾਰ ਸਿੰਘ ਪਾਸ਼ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਵਿਸ਼ਾ ਤੇ ਸਾਰ ਕਵੀ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ ਅਸ਼ੁਧ ਸ਼ਬਦ ਜੋੜਾਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖਣਾ

Books Prescribed:

ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ , ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ ।

2. ਆਤਮ ਅਨਾਤਮ(ਸੰਪਾਦਕ ਡਾ ਸੁਹਿੰਦਰਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ ਅੰਮ੍ਰਿਤਸਰ।

Class- B.COM Semester – VI

Subject- OPERATIONS RESEARCH

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

Subject	February & March	April	May
Operation Research	SECTION – A Operations Research: Meaning, definition, features, scope, limitations SECTION – B Assignment problem: Hungarian method of assignment, travelling salesman problem Transportation: Meaning, assumption, formulation and solution of transshipment problems SECTION – C Game Theory: Theory of games, features, rules for pure strategy, reduce game by dominance, mixed strategies (2X2 game), (2Xn games) or (mX2 games)	SECTION – A Linear Programming: Meaning, application, formulation of linear programming problems, graphical method, simplex method, big M method	SECTION – D Network analysis and project planning: Project planning scheduling, CPM, PERT, Cost analysis and crashing of network SECTION – C Queuing Theory: Application, introduction, features, waiting time and ideal time, model I- Single Channel Poison Arrivals

Prescribed book:

Name – Operations Research

Authors – K.K Chawla , Vijay Gupta , B.K Sharma

Publisher – Kalyani

B.COM Semester – VI

WORKSHOP ON INCOME TAX AND E-FILING

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

Subject	February & March	April	May
WORKSHOP ON INCOME TAX AND E-FILING	<ul style="list-style-type: none">• Applying for PAN• TDS• E- filing ITR for salaried employees• Advance tax computation for both individuals and firms• Deductions and e- filing ITR for partnership business	<ul style="list-style-type: none">• Filling challans related to self – assessment, advance tax deduction.	<ul style="list-style-type: none">• Payroll processing

B. Com Semester-VI
BCG-604: Corporate Governance

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unitization of Syllabus:

Subject	February March	April	May
Corporate Governance	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Ethics in Business ➤ Principles ➤ Characteristics ➤ Corporate Governance ➤ Theories <p>Section B:</p> <ul style="list-style-type: none"> ➤ Reforms, Initiatives ➤ Major corporate scandles <p>Section C:</p> <ul style="list-style-type: none"> ➤ Common governance problems 	<p>Section C:</p> <ul style="list-style-type: none"> ➤ Codes and standard on corporate Governance <p>Section D:</p> <ul style="list-style-type: none"> ➤ OECD Principles ➤ CACG Guidelines 	<p>Section D</p> <ul style="list-style-type: none"> ➤ Principles in common wealth ➤ Shareholders C.G. guidelines ➤ Principles of good governance act ➤ Smith Report`

Prescribed book:

Corporate Governance, R.K. Sharma (Kalyani publisher)

B. Com Semester-VI
BCG-621: Foreign Exchange Management

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unitization of Syllabus:

Subject	February & March	April	May
Foreign Exchange Management	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Introduction to Foreign Exchange ➤ Exchange Rate Theories and Arbitrage ➤ Exchange Rate Systems ➤ Risk and Financial Fragility <p>Section B:</p> <ul style="list-style-type: none"> ➤ Futures ➤ Options 	<p>Section C:</p> <ul style="list-style-type: none"> ➤ Swaps <p>Section D:</p> <ul style="list-style-type: none"> ➤ Foreign Exchange Risk and Exposure ➤ Foreign Exchange Risk Management 	<ul style="list-style-type: none"> ➤ Country Risk Analysis ➤ Political Risk Analysis ➤ Foreign Direct Investment ➤ Short Term Interest Rate Risk Management

Prescribed book:

Foreign Exchange Management.
Shashi K. Gupta, Praneet Rangi (Kalyani publisher)

B. Com Semester-VI
Subject- BANK MARKETING

Time: 3 Hours

Max. Marks: 50

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

Subject	February & March	April	May
BANK MARKETING	<p>SECTION-A</p> <ul style="list-style-type: none"> • Introduction of Marketing and Key Concepts–Definition Marketing and Market, Four elements in Marketing Mix and their inter relationship. Marketing Planning–Micro and Macro factors influencing the market for an organization, Bank Marketing and Marketing Mix • Bank Distribution. The art of Customer Service as applied to banking. <p>SECTION-B</p> <ul style="list-style-type: none"> • Customer Behavior in Banking, Banking Consumer and Market Segmentation–Mass Marketing, Multiple Marketing, Steps in strategy formulation, Marketing Research in Banking–types of data–primary and secondary, uses of Marketing Research. Relationship Marketing in Banking, Competitive • Analysis in Banking 	<p>SECTION-C</p> <ul style="list-style-type: none"> • Bank’s product strategy–Core, Value Added, Fundamental and Augmented Products, Product Item and Product Line , Difference between product and service , The concept of Product/Service Delivery in • Banking, Pricing Strategies and its applications in banking—Elasticity of demand , Break Even Analysis, Different types of products and key variables 	<p>SECTION-D</p> <ul style="list-style-type: none"> • Banking Promotion Strategy– The Communication process, Goals of Communication, Steps in developing effective communication, Selling and Organizing for sales and Selling to corporate clients– Meaning of corporate clients, relationship and transaction banking, bank organization for large corporate clients

B. Com Semester-VI
Subject- Risk Management and Insurance

Special Instructions: Eight questions of equal marks i.e. 10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	February & March	April	May
Risk Management and Insurance	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Risk and Risk Management process: <ul style="list-style-type: none"> • Concept of Risk. • Risk vs Uncertainty. • Types of Risks. • Risk Identification, Evaluation and techniques. ➤ Commercial Risk management: <ul style="list-style-type: none"> • Property-liability-commercial property insurance. • Different policies and contract. <p>Section B:</p> <ul style="list-style-type: none"> ➤ Business liability and Risk management Insurance: <ul style="list-style-type: none"> • Worker's compensation and Risk financing. ➤ Personal risk management applications: <ul style="list-style-type: none"> • Risk management for auto owners. 	<ul style="list-style-type: none"> • Risk management for home owners. <p>Section C:</p> <ul style="list-style-type: none"> ➤ Risk management applications: <ul style="list-style-type: none"> • Loss of life. • Loss of health. • Retirement planning and annuities. • Employee's benefit. <p>Section D:</p> <ul style="list-style-type: none"> ➤ Risk management environment: <ul style="list-style-type: none"> • Industry. • Functions and organization of insurers. 	<ul style="list-style-type: none"> • Government regulations of insurance sector. • Privatization of insurance business in India. • Changing in insurance Act. • Insurance products pricing/claim valuation. • Foreign insurers in India.

Prescribed book:

Risk Management and Insurance.
Neeti Gupta, Abhay Chopra (Kalyani publisher)

B. Com Semester-VI
Subject -- General English

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

Month wise Division	Unitization of Syllabus
February & March	Book -- Glimpses of Theatre --- Plays The Will Progress The Monkey's Paw Novel -- The Guide – Chapters -- 1 st to 2 nd
April	Novel -- The Guide – Chapters – 3 rd to 11 th
May	Book -- Glimpses of Theatre --- Plays Villa for Sale Sorry, Wrong Number No Eggs, No Eggs

Books Prescribed:

- 1. Glimpses of Theatre**
- 2. The Guide by R.K. Narayan**

BA/BSc/BCom/BBA 6thsem

ਵਿਸ਼ਾ---ਲਾਜਮੀ ਪੰਜਾਬੀ

University Paper Pattern

ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਹਰ ਭਾਗ ਵਿਚ ਦਿਤੇ ਹੋਏ ਦੋ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇਕ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕਰ ਸਕਦੇ ਹੋ | ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹੋਣਗੇ।

Month	Unitization of Syllabus Topics
February & March	ਕਾਵਿ ਗੌਰਵ –ਸ਼ੇਖ ਫਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ ਧਰਤੀਆਂ ਦੇ ਗੀਤ –ਪਾਠ ਪੁਸਤਕ ਦਾ ਅਧਿਐਨ ਵਿਆਕਰਣ -ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ:ਲਿੰਗਤੇਵਚਨ
April	ਕਾਵਿ ਗੌਰਵ—ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਗੁਰੂਅਰਜਨ ਦੇਵ ਜੀ ਧਰਤੀਆਂ ਦੇ ਗੀਤ—ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ,ਸਮਾਜ-ਸਭਿਆਚਾਰਕ ਅਧਿਐਨ, ਸਫ਼ਰਨਾਮੇ ਦੀ ਪਰਖ ਵਿਆਕਰਨ-ਕਿਰਿਆ ਵਾਕਸ਼: ਪਰਿਭਾਸ਼ਾ,ਬਣਤਰ ਤੇਪ੍ਰਕਾਰ
May	ਕਾਵਿ ਗੌਰਵ -ਵਾਰਸ ਸ਼ਾਹ, ਸ਼ਾਹਮੁਹੰਮਦ ਸਾਹਿਤਦੇਰੂਪ—ਕਵਿਤਾ, ਕਹਾਣੀ,ਨਾਵਲ,ਨਾਟਕ, ਇਕਾਂਗੀ (ਪਰਿਭਾਸ਼ਾ,ਪ੍ਰਕ੍ਰਿਤੀ) ਲੇਖ ਰਚਨਾ

Books Prescribed:

3. ਕਾਵਿਗੌਰਵ (ਕਾਵਿ ਸੰਗ੍ਰਹਿ)ਸੰਪਾਦਕ-ਬਿਕਰਮਸਿੰਘ ਘੁੰਮਣ, ਕਰਨਜੀਤ ਕੌਰ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ
4. ਧਰਤੀਆਂਦੇਗੀਤ(ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ),ਸਫ਼ਰਨਾਮਾ
5. ਸਾਹਿਤ ਦੇਰੂਪ (ਰਤਨ ਸਿੰਘਜੱਗੀ)

BBA Semester-II
BBA -203: Business Laws

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	February & March	April	May
Business Laws	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Law of Contract <ul style="list-style-type: none"> • Definition and nature of contract • Offer and acceptance • Consideration • Capacity of parties to contract • Free consent <p>Section B:</p> <ul style="list-style-type: none"> ➤ Law of Contract <ul style="list-style-type: none"> • Legality of contract and agreement declared void • Performance of Contract • Discharge of Contract • Remedies for Breach of Contract 	<p>Section C:</p> <ul style="list-style-type: none"> ➤ Sales of Goods Act 1932: <ul style="list-style-type: none"> • Contract of Sale of Goods • Conditions and Warranties • Transfer of Ownership • Performance of Contract • Remedial Measures • Auction Sales • Hire Purchase Act, 1972 ➤ The Consumer Protection Act, 2019 	<p>Section D:</p> <ul style="list-style-type: none"> ➤ Special Contract <ul style="list-style-type: none"> • Law of Agency • Indemnity and Guarantee

Books Prescribed:

Business Laws.

K.C. Garg, Mukesh Sharma, V.K. Sareen, Alka Sharma (Kalyani publisher)

BBA Semester-II
BBA -204: Principles of Management

Time: 3 Hrs.

Max. Marks: 50

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unitization of Syllabus:

Subject	February & March	April	May
Principles of Management	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Introduction of Management <ul style="list-style-type: none"> • Meaning, Nature, purpose • Principles of Management • Scientific Management • Management as Art & Science • Management Vs Administration and Organisation ➤ Evolution of Management thoughts <p>Section B:</p> <ul style="list-style-type: none"> ➤ Planning <ul style="list-style-type: none"> • Meaning and Significance • Types of Plans • Elements of Planning • Decision Making ➤ Organising <ul style="list-style-type: none"> • Meaning, Nature & Purpose • Theories of Organisation • Principles • Forms of Organisation • Delegation • Span of Management 	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Management techniques: Management by Objectives <p>Section B:</p> <ul style="list-style-type: none"> ➤ Departmentation <p>Section C:</p> <ul style="list-style-type: none"> ➤ Authority <ul style="list-style-type: none"> • Definition and Types • Delegation • Decentralisation ➤ Staffing ➤ Directing. 	<p>Section D:</p> <ul style="list-style-type: none"> ➤ Coordination <ul style="list-style-type: none"> • Principles • Techniques • Difference between coordination and cooperation ➤ Controlling

Books Prescribed:

Principles of Management (Kalyani Publishers)

B.B.A. Semester-II
B.B.A-207: Fundamentals of Banking

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unitization of Syllabus:

Subject	February & March	April	May
Fundamentals of Banking	Section A: ➤ Commercial Banks introduction ➤ Types of Commercial Banks Section B: ➤ Central Banking, Meaning and Functions ➤ Practical aspects of banking ➤	Section C: ➤ Customer's pass book ➤ Customer Banker Relationship ➤ Clearing house system	Section D ➤ Systems of Banking

Books Prescribed:

Fundamentals of banking: Parmod Sharma (Kalyani Publications)

BBA II Semester
Subject -- General English

University Paper Pattern

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

Month	Unitization of Syllabus
February & March	Book---Tales of Life---Chapters The Doll's House Eveline Toba Tek Singh Taboo Book---Prose for Young Learners--- Chapters Beauty and the Beast With a Song on their Lips
April	Book -- Prose for Young Learners ---- Chapter My Financial Career The School for Sympathy Grammar --- Topics Articles and Determiners Nouns and Pronouns Relative Clauses Personal Letter Writing
May	Book---Tales of Life ---Chapters A Strand of Cotton Book -- Prose for Young Learners ---- Chapter Aids Grammar --- Topics Question Tags and Auxiliaries Verb + ing and to-Infinitive

Books Prescribed

1. Tales of Life
2. Prose for Young Learners
3. Murphy's English Grammar

BBA II Semester
Subject- Managerial Economics

Pattern of question paper – There will be eight questions of equal marks (specified in the syllabus), two in each of the four sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from any section. The fifth question may be attempted from any section.

Month	Syllabus
Feb & march	<p>Section-A Macroeconomics: meaning, nature and scope. Basic concepts: stock and flow variables, static, comparative static and dynamic analysis National income: concept 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.</p> <p>Section-B Consumption function: meaning and nature, determinants and measures to increase propensity to consume</p>
April	<p>Section-B Keynes physiological law of consumption-meaning, properties and implications.</p> <p>Section-C Investment: classical theory of investment, Keynesian theory of investment, accelerator theory of investment Keynesian economics: theory of money, saving and investment function</p>
May	<p>Section C Multiplier: static and dynamic analysis, balanced budget multiplier, employment multiplier</p> <p>Section-D Business cycle: Keynes’s theory of trade cycle, Kaldor’s theory of trade cycle, Hicks’ theory of trade cycle, Samuelson’s theory of trade cycle Inflation: meaning, types, theories, causes, effect and context</p>

BBA II Semester
ਵਿਸ਼ਾ- ਲਾਜਮੀ ਪੰਜਾਬੀ

University Paper Pattern

ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਹਰ ਭਾਗ ਵਿਚਦਿਤੇ ਹੋਏ ਦੋ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇਕ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕਰ ਸਕਦੇ ਹੋ |ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹੋਣਗੇ।

Month	Unitization of Syllabus Topics
February & March	ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ):-ਰਬਿੰਦਰਨਾਥ ਟੈਗੋਰ, ਲਾਲਾ ਲਾਜਪਤ ਰਾਏ, ਮਹਾਤਮਾ ਗਾਂਧੀ । ਦੇ ਰੰਗ :- ਭੂਆ, ਬਾਗੀ ਦੀ ਧੀ, ਪੇਮੀ ਦੇ ਨਿਆਏ । ਵਿਆਕਰਣ -ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ(ਨਾਂਵ, ਪੜਨਾਂਵ ,ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ ,ਸਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਿਕ।
April	ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ:- ਲੈਨਿਨ,ਸਰੋਜਨੀ ਨਾਇਡੂ, ਸਰਦਾਰ ਭਗਤ ਸਿੰਘ । ਦੇ ਰੰਗ:-ਬਾਗਾਂ ਦਾ ਰਾਖਾ, ਤੈਂ ਕੀ ਦਰਦ ਨਾ ਆਇਆ, ਧਰਤੀ ਹੇਠਲਾ ਬੋਲਦ । ਵਿਆਕਰਣ ਸ਼ਬਦ ਬਣਤਰ ਤੇ ਸ਼ਬਦ ਰਚਨਾ ।
May	ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿੱਲ ਮਦਰ ਟੈਰੇਸਾ ਭਗਤ ਪੂਰਨ ਸਿੰਘ । ਦੇ ਰੰਗ :-ਦੂਜੀ ਵਾਰ ਜੇਬ ਕੱਟੀ ਗਈ, ਲਛਮੀ, ਬੁੱਤ ਸ਼ਿਕਨ ਬਸ ਕੰਡਕਟਰ । ਵਿਆਕਰਣ :-ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ ,ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣਾਂ।

Books Prescribed:

1. ਦੇ ਰੰਗ(ਕਵਿਤਾ ਅਤੇ ਕਹਾਣੀ ਸੰਗ੍ਰਹਿ)ਸੰਪਾਦਕ-ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ, ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ,(ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ)
2. ਸੰਸਾਰ ਦੀਆਂ ਪ੍ਰਸਿੱਧ ਹਸਤੀਆਂ(ਜੀਵਨੀਆਂ)ਪ੍ਰਿੰਸੀਪਲ ਤੇਜਾ ਸਿੰਘ ,ਪ੍ਰੋ ਹਰਨਾਮ ਸਿੰਘ ਸ਼ਾਨ ,ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ ।

BBA II Semester

Subject:- Drug Abuse: Problem management and Prevention

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

MONTH WISE DIVISION	SYLLABUS UNITISATION
Feburary & March	<p>Section-A:</p> <p>1 .Meaning of Drug Abuse, Nature and extent of drug abuse in India and Punjab.</p> <p>2. Consequences of Drug Abuse for Individual : Education, Employment , Income Family: violence Society: Crime Nation: Law and Order</p> <p>Section – B Management of Drug Abuse: (i) Medical Management: Medication for treatment and to reduce withdrawal effects. (ii) Psychiatric Management: Counselling, Behavioural and Cognitive therapy.</p>
April	<p>(iii) Social Management: Family, Group therapy and Environmental Intervention Rehabilitation. Section – C Prevention of Drug abuse: (i) Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny. (ii) School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.</p>
May	<p>Section – D Controlling Drug Abuse: (i) Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program (ii) Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.</p>

Prescribed Book

Name- Modern's Drug Abuse: Problem , Management & Prevention

Author- Dr. Kamal Kishore

Publisher- Modern Publishers Jalandhar

BBA Semester-VI
BBA-603: Income Tax

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	February & March	April	May
Income Tax	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Introduction and Basic Concepts ➤ Residential Status and Tax Liability ➤ Exempted Incomes ➤ Assessment of Agricultural Income <p>Section B:</p> <ul style="list-style-type: none"> ➤ Income from Salaries ➤ Income from House Property 	<ul style="list-style-type: none"> ➤ Profits and Gains of Business or Profession <p>Section C:</p> <ul style="list-style-type: none"> ➤ Capital Gains <p>Section D:</p> <ul style="list-style-type: none"> ➤ Income from Other Sources ➤ Aggregation of Income/ Clubbing of Income ➤ Set off and Carry Forward of Losses ➤ Deductions from Gross Total Income 	<ul style="list-style-type: none"> ➤ Assessment of Individuals ➤ Assessment of Firms

Prescribed Book

Income Tax

V.P. Gaur, Rajeev Puri, Puja Gaur (Kalyani publishing)

BBA Semester-VI
BBA-: Fundamentals of Capital Market

Special Instructions: Eight questions of equal marks i.e.10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	February & March	April	May
Fundamentals of Capital Market	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Introduction and Importance of Capital Market ➤ Components of Capital Market-New Issue Market ➤ Components of Capital Market-Stock Market, Financial Institutions <p>Section B:</p> <ul style="list-style-type: none"> ➤ Instruments of Capital Market ➤ Difference between Capital and Money Market 	<p>Section-B</p> <ul style="list-style-type: none"> ➤ Participants in Capital Market <p>Section C:</p> <ul style="list-style-type: none"> ➤ Stock Exchange ➤ SEBI guidelines on Stock Exchanges ➤ Listing of securities 	<p>Section-D</p> <ul style="list-style-type: none"> ➤ Security Market Indices- Uses, types and differentiating factors in constructing Market Indices

Prescribed Book

Fundamentals of Capital Market (Sharma publishing)

BBA Semester-VI
BBA-612: E-Marketing

Time: 3 Hrs.

Max. Marks: 50

Special Instructions: Eight questions of equal marks i.e. 10 marks each (specified in the syllabus) are to be set in the paper, two in each of four sections (A-D). Questions may be subdivided into parts. Students are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Subject	February & March	April	May
E-Marketing	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Introduction of E-Marketing: <ul style="list-style-type: none"> • Nature and Importance. • E-Marketing vs Traditional Marketing. • Issues, challenges and opportunities. • Tool and techniques of E-Marketing. ➤ E-Marketing management: <ul style="list-style-type: none"> • Segmentation, targeting and positioning. • E-Marketing mix. <p>Section B:</p> <ul style="list-style-type: none"> ➤ E-Customers and their buying process. ➤ Internet Marketing. ➤ Search Engine Optimization: Keywords and steps in SEO 	<p>Section C:</p> <ul style="list-style-type: none"> ➤ Internet Advertising. ➤ News and reputation Management. ➤ E-mail Marketing. ➤ Social media marketing. ➤ Blogging. <p>Section D:</p> <ul style="list-style-type: none"> ➤ Video Marketing for business purposes. 	<ul style="list-style-type: none"> ➤ E-payment system. ➤ Marketing trends and terminologies. ➤ Benefits of mobile and smartphones application. ➤ M/commerce.

Prescribed Book

E-Marketing.
Satinder Kumar (Kalyani publishing)

BBA Semester-VI
BBA -611 Group A- SERVICES MARKETING

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

Subject	February & March	April	May
SERVICE MARKETING	<p style="text-align: center;">Section A</p> <ul style="list-style-type: none"> • Evolution and Understanding of Services Marketing: Conceptual Framework, Classification of Services; Consumer versus Industrial Services, Nature of services; Characteristics of services- Intangibility, Inconsistency, Inseparability and inventory. • Importance of Services Marketing in Indian Economy & Global Scenario, • Service Marketing Mix: <p style="text-align: center;">Section B</p> <ul style="list-style-type: none"> • Services Marketing Mix (4Ps): • Product Service Mix:- introduction, Transition from Product Marketing from Service Marketing, Differentiating goods from service, categories of service mix. Goods- Services • Marketing continuum. <ul style="list-style-type: none"> Price: Factors involved in pricing a service product, Capacity planning, measures to respond to change in demand, Reshaping demand using effective pricing. 	<p style="text-align: center;">Section C</p> <ul style="list-style-type: none"> • Place: Distribution Strategies, Challenges in distribution of services, Role of internet in distribution. • Promotion: Objectives, Personal Selling, Advertising & Sales Promotion, Extended 3 Ps of • Service Marketing Mix • People: Role of service employees in service business, training & development of employees, • Motivation and Empowerment. 	<p style="text-align: center;">Section D</p> <ul style="list-style-type: none"> • Process: Services as process or system-different process aspects and managerial challenges, strategies for managing inconsistency, customer service in service marketing. • Physical Evidence: nature, importance, service scapes. • Services Marketing Implementation: Services Marketing Triangle, Servqual Model Rater, • PZB Gap Model.

BBA Semester-VI
Subject -- General English

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

Month wise Division	Unitization of Syllabus
February & March	Book -- Glimpses of Theatre --- Plays The Will Progress The Monkey's Paw Novel -- The Guide – Chapters -- 1 st to 2 nd
April	Novel -- The Guide – Chapters – 3 rd to 11 th
May	Book -- Glimpses of Theatre --- Plays Villa for Sale Sorry, Wrong Number No Eggs, No Eggs

Books Prescribed:

- 1. Glimpses of Theatre**
- 2. The Guide by R.K. Narayan**

BA/BSc/BCom/BBA 6thsem

ਵਿਸ਼ਾ---ਲਾਜਮੀ ਪੰਜਾਬੀ

University Paper Pattern

ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਹਰ ਭਾਗ ਵਿਚ ਦਿਤੇ ਹੋਏ ਦੋ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇਕ ਇਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕਰ ਸਕਦੇ ਹੋ | ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹੋਣਗੇ।

Month	Unitization of Syllabus
February & March	ਕਾਵਿ ਗੌਰਵ –ਸ਼ੇਖ ਫਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ ਧਰਤੀਆਂ ਦੇ ਗੀਤ –ਪਾਠ ਪੁਸਤਕ ਦਾ ਅਧਿਐਨ ਵਿਆਕਰਣ -ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ:ਲਿੰਗਤੇਵਚਨ
April	ਕਾਵਿ ਗੌਰਵ—ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਗੁਰੂਅਰਜਨ ਦੇਵ ਜੀ ਧਰਤੀਆਂ ਦੇ ਗੀਤ—ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ, ਸਮਾਜ-ਸਭਿਆਚਾਰਕ ਅਧਿਐਨ, ਸਫ਼ਰਨਾਮੇ ਦੀ ਪਰਖ ਵਿਆਕਰਨ-ਕਿਰਿਆ ਵਾਕਸ਼: ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਤੇ ਪ੍ਰਕਾਰ
May	ਕਾਵਿ ਗੌਰਵ -ਵਾਰਸ ਸ਼ਾਹ, ਸ਼ਾਹਮੁਹੰਮਦ ਸਾਹਿਤਦੇਰੂਪ—ਕਵਿਤਾ, ਕਹਾਣੀ, ਨਾਵਲ, ਨਾਟਕ, ਇਕਾਂਗੀ (ਪਰਿਭਾਸ਼ਾ, ਪ੍ਰਕ੍ਰਿਤੀ) ਲੇਖ ਰਚਨਾ

Books Prescribed:

1. ਕਾਵਿਗੌਰਵ (ਕਾਵਿ ਸੰਗ੍ਰਹਿ)ਸੰਪਾਦਕ-ਬਿਕਰਮਸਿੰਘ ਘੁੰਮਣ, ਕਰਨਜੀਤ ਕੌਰ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ
2. ਧਰਤੀਆਂਦੇਗੀਤ(ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ),ਸਫ਼ਰਨਾਮਾ
3. ਸਾਹਿਤ ਦੇਰੂਪ (ਰਤਨ ਸਿੰਘਜੱਗੀ)