

BBA Semester-II (Session 2023-2024)
ENC151: ENGLISH (COMPULSORY)

Credits: 4-0-0

Max.Marks:100

Time:3Hrs.

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
ENGLISH (COMPU LSORY)	Book--- Tales of Life--- Chapters The Doll's House Eve line Toba Tek Singh Taboo Book--- Prose for Young Learners--- Chapters Beauty and the Beast With a Song on their Lips.	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	Book--- Tales of Life--- Chapters A Strand of Cotton Book— Prose for Young Learners Chapter Aids Grammar Topics <ul style="list-style-type: none"> • 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 Semester-II (Session 2023-2024)
BBA-202 Punjabi (Compulsory)

Credits: 4-0-0

Max.Marks:100

Time:3Hrs.

ਅੰਕ-ਵੰਡ:1. ਪ੍ਰਸ਼ਨਪੱਤਰਦੇਚਾਰਭਾਗਹੋਣਗੇ।ਹਰਭਾਗਵਿਚੋਂਦੋਪ੍ਰਸ਼ਨਪੁੱਛੇਜਾਣਗੇ।

2 ਵਿਦਿਆਰਥੀਨੇਕੁੱਲਪੰਜਪ੍ਰਸ਼ਨਕਰਨੇਹਨ।ਹਰਭਾਗਵਿਚੋਂਇਕਪ੍ਰਸ਼ਨਲਾਜ਼ਮੀਹੈ।ਪੰਜਵਾਂਪ੍ਰਸ਼ਨਕਿਸੇਵੀਭਾਗਵਿਚੋਂਕੀਤਾਜਾਸਕਦਾਹੈ।

3. ਹਰੇਕਪ੍ਰਸ਼ਨਦੇਬਰਾਬਰਅੰਕਹਨ।

4. ਪੇਪਰਸੈਂਟਕਰਨਵਾਲਾਜੇਕਰਚਾਹੇਤਾਂਪ੍ਰਸ਼ਨਾਂਦੀਵੰਡਅੱਗੋਂਵੱਧਤੋਂਵੱਧਚਾਰਉਪ-ਪ੍ਰਸ਼ਨਾਂਵਿਚਕਰਸਕਦਾਹੈ।

Unitization of Syllabus:

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

Books Prescribed:

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

BBA Semester-II (Session 2023-2024)

BBA-203 : BUSINESS LAWS

Credits: 4-0-0

Max.Marks:100

Time:3Hrs.

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
BUSINESS LAWS	<p>SectionA:</p> <ul style="list-style-type: none">➤ LawofContract<ul style="list-style-type: none">• Definitionandnatureofcontract• Offer and acceptance• Consideration• Capacityofpartiestoc contract• Freeconsent <p>SectionB:</p> <ul style="list-style-type: none">➤ LawofContract<ul style="list-style-type: none">• Legality of contract andagreement declared void• PerformanceofContract• DischargeofContract• RemediesforBreachof Contract➤ Sales of Goods Act (1930): Formation of contracts of sale; Goods and their classification, price; conditions and warranties.	<p>SectionC:</p> <ul style="list-style-type: none">➤ Sales of Goods Act:<ul style="list-style-type: none">• ContractofSaleofGoods• Conditions andWarranties• Transfer ofOwnership• Performance ofContract• RemedialMeasures• AuctionSales• HirePurchaseAct, 1972➤ The Consumer Protection Act (1886): Definition of consumer, Features, Grievance redressed machinery.	<p>SectionD:</p> <ul style="list-style-type: none">➤ SpecialContract<ul style="list-style-type: none">• LawofAgency• Indemnity andGuarantee

Textbook-BusinessLaws.

K.C.Garg,MukeshSharma,V.K.Sareen, AlkaSharma(Kalyanipublisher)

BBA Semester-II (Session 2023-2024)
BBA-204 : PRINCIPLES OF MANAGEMENT

Credits: 4-0-0

Time:3Hrs.

Max.Marks:100

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
Principles of Management	<p>SectionA:</p> <ul style="list-style-type: none"> ➤ IntroductionofManagement <ul style="list-style-type: none"> • Meaning,Nature,purpose • PrinciplesofManagement • ScientificManagement • ManagementasArt&Science • Management Vs AdministrationandOrganisation ➤ EvolutionofManagementthoughts <p>SectionB:</p> <ul style="list-style-type: none"> ➤ Planning <ul style="list-style-type: none"> • MeaningandSignificance • TypesofPlans • ElementsofPlanning • DecisionMaking ➤ Organising <ul style="list-style-type: none"> • Meaning, Nature& Purpose • TheoriesofOrganisation • Principles • FormsofOrganisation • Delegation • SpanofManagement 	<p>SectionA:</p> <ul style="list-style-type: none"> ➤ Managementtechniques:ManagementbyObjectives <p>SectionB:</p> <ul style="list-style-type: none"> ➤ Departmentation <p>SectionC:</p> <ul style="list-style-type: none"> ➤ Authority <ul style="list-style-type: none"> • Definition andTypes • Delegation • Decentralisation <p>SectionD:</p> <ul style="list-style-type: none"> ➤ Staffing ➤ Directing. 	<p>SectionD:</p> <ul style="list-style-type: none"> ➤ Coordination <ul style="list-style-type: none"> • Principles • Techniques • Differencebetweencoordinationandcooperation ➤ Controlling

Textbook- Principles of Management (KalyaniPublishers)

BBA Semester-II (Session 2023-2024)
BBA-205 : MANAGERIAL ECONOMICS-II

Credits: 4-0-0

Time:3Hrs.

Max.Marks:100

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
MANAGERIAL ECONOMICS-II	<p>Section-A</p> <p>Macroeconomics: meaning, nature and scope. Basic concepts: stock and flow variables, static, comparative static and dynamic analysis</p> <p>National income: concept and importance of national income, gross and net domestic product, personal income and disposable income</p> <p>Measurement of national income: income output and expenditure method, problems in measurement of national income.</p> <p>Section-B</p> <p>Consumption function: meaning and nature, determinants and measures to increase propensity to consume</p>	<p>Section-B</p> <p>Keynes physiological law of consumption- meaning, properties and implications.</p> <p>Section-C</p> <p>Investment: classical theory of investment, Keynesian theory of investment, accelerator theory of investment</p> <p>➤ Keynesian economics: theory of money, saving and investment function</p>	<p>Section C</p> <p>Multiplier: static and dynamic analysis, balanced budget multiplier, employment multiplier</p> <p>Section-D</p> <p>Business cycle: Keynes's theory of trade cycle, Kaldor's theory of trade cycle, Hicks's theory of trade cycle, Samuelson's theory of trade cycle</p> <p>➤ Inflation: meaning, types, theories, causes, effect and context</p>

Suggested Readings: 1.Kalyani publication

2. Ackley, G., "Macroeconomics: Theory and Policy", Macmillan, New York.

3. Shapiro, E., "Macroeconomic Analysis", Galgotia Publication, New Delhi.

BBA Semester-II (Session 2023-2024)
BBA–206 : COMPUTER BASED ACCOUNTING SYSTEM

Credits: 4-0-0

Time:3Hrs.

Max.Marks:100

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
COMPUTER BASED ACCOUNTING SYSTEM	<p>Section A</p> <ul style="list-style-type: none"> • Computerized Accounting: - Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting. • Accounting package - Setting up an accounting entity, Creation of groups and accounts <p>Designing and creating vouchers; Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet.</p>	<p>Section B</p> <ul style="list-style-type: none"> • Database Design for Accounting Identifying and appreciating the data content in accounting transactions; overview of database concepts, <ul style="list-style-type: none"> ➤ ER model; creating and implementing RDM for Financial Accounting; SQL to retrieve data and generate accounting information <p>Section D</p> <ul style="list-style-type: none"> ➤ Accounts Masters, Accounts Transaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any Industries/Organization/ Firms. (The mentioned versions of Tally must be replaced with latest available version 	<p>Section C</p> <ul style="list-style-type: none"> • Documenting transactions using vouchers; System of vouchers and database design for accounting; Storing and maintain transaction data. • Tally <ul style="list-style-type: none"> ➤ Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation. Accounts Management (Using Tally, ERP 9.0 Software Package)

Suggested readings;
Sharma publication

BBA Semester-II (Session 2023-2024)
BBA– 207 : FUNDAMENTALS OF BANKING

Credits: 4-0-0

Time:3Hrs.

Max.Marks:100

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
FUNDAMENTALS OF BANKING	<p>Section A:</p> <ul style="list-style-type: none"> ➤ Commercial Banks introduction ➤ Types of Commercial Banks <p>SectionB:</p> <ul style="list-style-type: none"> ➤ Central Banking, Meaning and Functions ➤ Practical aspects of banking 	<p>SectionC:</p> <ul style="list-style-type: none"> ➤ Customer’s passbook ➤ Customer Banker Relationship ➤ Clearing house system 	<p>SectionD</p> <ul style="list-style-type: none"> ➤ Systems ofBanking

Book: Fundamentals of banking :Parmod Sharma (KalyaniPublications)

BBA Semester-II (Session 2023-2024)

SOA 105: DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION

Credits: 2-0-0

Time:3Hrs.

Max.Marks:50

Special 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..

Unitization of Syllabus:

Subject	January & February	March	April
FUNDAMENTALS OF BANKING	<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: Counseling, Behavioural and Cognitive therapy.</p>	<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.</p> <p>➤ (ii) School: Counseling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.</p>	<p><u>Section– D</u> Controlling Drug Abuse:</p> <p>(i) Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program</p> <p>➤ Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Stricter enforcement of laws, Time bound trials. of Banking</p>

Prescribed Book:-

Name- Modern's Drug Abuse: Problem ,
 Management & Prevention Author-
 Dr. Kamal Kishore

Publisher-ModernPublishersJalandhar