

# FACULTY OF ECONOMICS & BUSINESS

**Syllabus  
For  
BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)  
Credit Based Grading System (CBGS)  
(SEMESTER: I–VIII)  
For Colleges**

**SYLLABUS FOR THE BATCH FROM YEAR 2024 TO YEAR 2028  
(CLASS CODE: 1217)**



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## **GURU NANAK DEV UNIVERSITY AMRITSAR**

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**1**  
**BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)**  
**CREDIT BASED GRADING SYSTEM**  
**(SYLLABUS FOR THE COLLEGES FROM YEAR 2024 To 2028)**

**SCHEME OF COURSES**

**SEMESTER-I:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
ENC: 101	MDC-I ENC 151 Appreciating English Literature - 1	4	0	0	4	100
BOA01002T BOA11003T <b>PHC 110</b>	*Punjabi (Compulsory)/ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-I *ਮੁੱਢਲੀ ਪੰਜਾਬੀ /- I ***Punjab History & Culture (From Earliest Times to C320) (Special Paper in lieu of Punjabi compulsory)	4	0	0	4	100
BBA01005T	Basic Accounting	4	--	--	4	100
BBA01006T	Business Organization and Systems	4	--	--	4	100
BBA01007T	Managerial Economics	4	--	--	4	100
BBA01008T	Computer Applications for Business (Theory)	2	--	-	2	50
BBA01009L	Computer Applications for Business (Practical)	-	--	1	1	25
	<b>Total Credits</b>	<b>22</b>	<b>--</b>	<b>1</b>	<b>23</b>	

**SEMESTER-II:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
ENC:151	AEC-I English Language Skills-I	4	0	0	4	100
BOA02002T BOA02103T <b>PHC 111</b>	*Punjabi (Compulsory)/ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-2 **ਮੁੱਢਲੀ ਪੰਜਾਬੀ / )-2 ***Punjab History & Culture (C. 320 to 1000A.D.) (Special Paper in lieu of Punjabi compulsory)	4	--	--	4	100
BBA02005T	Business Laws	4	--	--	4	100
BBA02006T	Principles of Management	4	--	--	4	100
BBA02009T	Fundamentals of Banking	4	--	--	4	100
SOA 105	Drug Abuse: Problem, Management and Prevention (Compulsory Paper)	2	--	--	2	50
	<b>Total Credits</b>	<b>22</b>	<b>--</b>	<b>--</b>	<b>22</b>	

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**SEMESTER-III:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
ENC 201	Appreciating English Literature -2	4	--	--	4	100
BOA03002T BOA03103T PHC112	*Punjabi (Compulsory)/ **ਮੁੱਢਲੀ ਪੰਜਾਬੀ / ***Punjab History & Culture	4	--	--	4	100
BBA03005T	Statistics for Business	4	--	--	4	100
BBA03006T	Fundamentals of Human Resource Management	4	--	--	4	100
BBA03009T	Management Accounting	4	--	--	4	100
SEC 2	Computer Based Accounting System	2	--	1	3	75
	<b>Total Credits</b>	<b>22</b>	<b>--</b>	<b>1</b>	<b>23</b>	

**SEMESTER-IV:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
ENC 251	English Language Skill-II	4	--	--	4	100
BOA04002T BOA04103T	Punjabi (Compulsory)/Basic Punjabi /Punjab History & Culture (From 1605 to 1849 A. D.) (Special Paper in lieu of Punjabi Compulsory) (For those students who are not domicile of Punjab)	4	--	--	4	100
BBA04005T	Financial Management	4	--	--	4	100
BBA04007T	Business Environment	4	--	--	4	100
DSC 3	Fundamentals of Marketing Management	4	--	--	4	100
ESL 221	Environmental Studies	2	--	--	2	50
	<b>Total Credits</b>	<b>22</b>	<b>--</b>	<b>--</b>	<b>22</b>	

**Note:** A student will have to undergo compulsory internship during summer break for 4-6 weeks duration.

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**SEMESTER-V:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
ENC 301	Appreciating English Literature -3	4	--	--	4	100
BOA05002T BOA05103T  PHC 114	Punjabi (Compulsory)/ ਮੁੱਢਲੀ ਪੰਜਾਬੀ /- I /Punjab History & Culture (From 1849-1947 A.D.) (Special Paper in lieu of Punjabi Compulsory) (For those students who are not domicile of Punjab)	4	--	--	4	100
BBA05005T	Company Law	4	--	--	4	100
BBA05006T	Entrepreneurship & Small Business	4	--	--	4	100
BBA05007T	Cost Accounting	4	--	--	4	100
SEC 3	Excel for Managers	2	--	1	3	75
	Internship Based Seminar	--	--	2	2	50
	<b>Total Credits</b>	<b>22</b>	<b>--</b>	<b>3</b>	<b>25</b>	

**SEMESTER-VI:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
ENC 351	English Language Skill-3	4	--	--	4	100
BOA06002T BOA06103T PHC:115	Punjabi Compulsory/ ਮੁੱਢਲੀ ਪੰਜਾਬੀ /- I /Punjab History & Culture (1947-2000 A.D.) (Special Paper in lieu of Punjabi Compulsory) (For those students who are not domicile of Punjab)	4	--	--	4	100
BBA06005T	Income Tax	4	--	--	4	100
BBA06006T	Fundamentals of Capital Markets	4	--	--	4	100
DSC 3	Indian Financial System	4	--	--	4	100
VAC 3	Human Rights and Constitutional Duties	2	--	--	2	50
	<b>Total Credits</b>	<b>22</b>	<b>--</b>	<b>--</b>	<b>22</b>	

**Note:** The students who do not exit the course after semester-VI will have to undergo compulsory internship during summer break for 4-6 weeks duration.

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**SEMESTER-VII:**

Course Code	Course Title	L	T	P	Total Credits	Total Marks
	<b>Any one group from the following</b>					
	<b>Group A: Marketing</b>					
DSC 1	Consumer Behaviour	4	--	--	4	100
DSC 2	Advertising & Sales Management	4	--	--	4	100
DSC 3	E-Marketing	4	--	--	4	100
DSC 4	Customer Relationship Management	4	--	--	4	100
	<b>Group B: Finance</b>					
DSC 1	Management of Banking Operations	4	--	--	4	100
DSC 2	Insurance & Risk Management	4	--	--	4	100
DSC 3	Security Analysis and Portfolio Management	4	--	--	4	100
DSC 4	Contemporary Issues in Accounting	4	--	--	4	100
	<b>Group C: Human Resource</b>					
DSC 1	Industrial Relations & Labour Legislations	4	--	--	4	100
DSC 2	Organisation Change & Development	4	--	--	4	100
DSC 3	Training & Development	4	--	--	4	100
DSC 4	Contemporary Issues in Human Resource Management	4	--	--	4	100
Minor	Business Analytics	4	--	--	4	100
	Internship based Seminar	--	--	2	2	50
	<b>Total Credits</b>	<b>20</b>	<b>--</b>	<b>2</b>	<b>22</b>	

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**SEMESTER-VIII:**

<b>Course Code</b>	<b>Course Title</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Total Credits</b>	<b>Total Marks</b>
	<b>Any one group from the following</b>					
	<b>Group A: Marketing</b>					
DSC 1	Services Marketing	4	--	--	4	100
DSC 2	International Marketing	4	--	--	4	100
DSC 3	Tourism and Hospitality Management	4	--	--	4	100
DSC 4	Digital and Social Media Marketing	4	--	--	4	100
	<b>Group B: Finance</b>					
DSC 1	Management of Insurance Services	4	--	--	4	100
DSC 2	Fundamentals of Investment Analysis	4	--	--	4	100
DSC 3	Business Analysis and Valuation	4	--	--	4	100
DSC 4	Investment Banking and Financial Services	4	--	--	4	100
	<b>Group C: Human Resource</b>					
DSC 1	Counselling & Negotiation Skills for Managers	4	--	--	4	100
DSC 2	Talent and Knowledge Management	4	--	--	4	100
DSC 3	Performance and Compensation Management	4	--	--	4	100
DSC 4	Human Resource Analytics	4	--	--	4	100
Minor	Strategic Management	4	--	--	4	100
	<b>Total Credits</b>	<b>20</b>	<b>--</b>	<b>--</b>	<b>20</b>	

**6**  
BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
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**SEMESTER-I**  
**MDC-I**  
**ENC151: APPRECIATING ENGLISH LITERATURE-1**

**Time: 3 Hours**

**Credits: 4-0-0**  
**(6 periods per week)**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

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.

**Texts Prescribed:**

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *English Grammar in Use* (Fifth Edition) by Raymond Murphy, CUP (Units: 49-97)

**The syllabus is divided in four sections as mentioned below.**

**SECTION-A**

*English Grammar in Use*, 5<sup>th</sup> Edition by Raymond Murphy, CUP (Units: 49-81)

**SECTION-B**

Personal letter Writing and *English Grammar in Use* (Units: 82-97)

**SECTION-C**

*Tales of Life* (Guru Nanak Dev University, Amritsar): Stories at Sr. No. 1, 2, 3, 5 and 6

**SECTION-D**

*Tales of Life* (Guru Nanak Dev University, Amritsar): Stories ar Sr. No. 7, 9, 10, 11, 12

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SEMESTER-I

BOA01002T: Punjabi (Compulsory)

ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) -I

ਕਰੈਡਿਟ 4-0-0

Time: 03 Hours

Max. Marks: 100  
(6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

ਸੈਕਸ਼ਨ - ਏ

ਦੋ ਰੰਗ (ਕਵਿਤਾ ਭਾਗ) (ਸੰਪਾ. ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਅਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ /ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ)

ਸੈਕਸ਼ਨ - ਬੀ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ

(ਸੰਪਾ. ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿਲ ਤੋਂ ਭਾਈ ਸਮੁੰਦਰ ਸਿੰਘ ਤਕ)

(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਸੈਕਸ਼ਨ - ਸੀ

(ੳ) ਪੇਰਾ ਰਚਨਾ

(ਅ) ਪੇਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।

ਸੈਕਸ਼ਨ - ਡੀ

(ੳ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਵਿਚ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।

(ਅ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ : ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ



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**SEMESTER-I**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ:-**

1. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ: ਪ੍ਰਮੁੱਖ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਰਾਜਿੰਦਰਪਾਲ ਬਰਾੜ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਨਵੀਂ ਪੰਜਾਬੀ ਕਵਿਤਾ: ਪਛਾਣ ਚਿੰਨ੍ਹ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
4. ਧਰਮਪਾਲ ਸਿੰਗਲ, ਪੰਜਾਬੀ ਜੀਵਨੀ: ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਜੀਤ ਸਿੰਘ ਸੀਤਲ, ਵਾਰਤਕ ਤੇ ਵਾਰਤਕ ਸ਼ੈਲੀ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
6. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਸਰੋਤ ਤੇ ਸਰੂਪ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਸੁਖਵਿੰਦਰ ਸਿੰਘ ਸੰਘਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ।
8. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
9. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
10. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ (ਸੰਪਾ.), ਵੀਹਵੀਂ ਸਦੀ ਦੀ ਪੰਜਾਬੀ ਵਾਰਤਕ, ਸਾਹਿਤ ਅਕਾਦਮੀ, ਨਵੀਂ ਦਿੱਲੀ।
11. ਮੋਹਨ ਭੰਡਾਰੀ (ਸੰਪਾ.), ਕਥਾ ਗਾਰਗੀ ਦੀ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।

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SEMESTER-I

BOA01103T: ਮੁੱਢਲੀ ਪੰਜਾਬੀ-I  
(In lieu of Compulsory Punjabi)

ਕਰੈਡਿਟ 4-0-0

Time: 03 Hours

Max. Marks: 100  
(6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਪੌਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤ੍ਰਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ)  
ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ  
(ਸਾਧਾਰਨ ਸ਼ਬਦ, ਸੰਯੁਕਤ ਸ਼ਬਦ, ਮਿਸ਼ਰਤ ਸ਼ਬਦ, ਮੂਲ ਸ਼ਬਦ, ਅਗੋਤਰ ਅਤੇ ਪਿਛੇਤਰ)

ਸੈਕਸ਼ਨ-ਸੀ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸ਼ਤੇ-ਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰ ਧੰਦਿਆਂ  
ਆਦਿ ਨਾਲ ਸੰਬੰਧਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰ੍ਹਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇਕ ਤੋਂ ਸੌ ਤਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿਚ

ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਮੁੱਢਲੀ ਪੰਜਾਬੀ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅਮ੍ਰਿਤਸਰ।
2. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅਮ੍ਰਿਤਸਰ।
3. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।

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BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
CREDIT BASED GRADING SYSTEM (CBGS)  
SYLLABUS FOR THE COLLEGES FROM YEAR 2024 To 2028

**SEMESTER-I**

**PHC110 :Punjab History & Culture (From Earliest Times to C 320)**  
**(Special Paper in lieu of Punjabi compulsory)**  
**(For those students who are not domicile of Punjab)**

**Time: 3 Hours**

**Credits : 4-0-0**  
**Max. Marks: 100**

**Instructions for the Paper Setters:-**

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.

**SECTION-A**

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

**SECTION-B**

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

**SECTION-C**

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

**SECTION-D**

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

**Suggested Readings:**

1. L. M Joshi (ed.), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3<sup>rd</sup> edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab*, Vol.I, Patiala 1977.
3. BudhaParkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma, *Life in Northern India*, Delhi. 1966.
5. Chopra, P.N., Puri, B.N., & Das, M.N.(1974). *A Social, Cultural & Economic History of India*, Vol. I, New Delhi: Macmillan India.

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BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)  
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**SEMESTER-I**

**BBA01005T: BASIC ACCOUNTING**

**Time: 3 Hours**

**Credits: 4-0-0**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

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.

**SECTION-A**

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

**Conceptual Frame work:** Accounting Concepts, Principles and Conventions, Accounting Standards-Concept, Objectives, Benefits, Brief review of Accounting Standards in India, Accounting Policies, Accounting as a measurement discipline.

**Recording of Transactions:** Accounting Process/Cycle, Journal.

**SECTION-B**

Subsidiary Books, Ledger, Cash Book, Trial Balance, Bank Reconciliation Statement.

**Depreciation:** Meaning, need & importance of depreciation, methods of charging depreciation (WDV & SLM).

**SECTION-C**

**Final Accounts:** Meaning of Financial Statements, Usefulness of Financial Statements, Elements of Financial Statements, Preparation of Trading and Profit & Loss Account and Balance Sheet without Adjustments.

**Final Accounts with Adjustments:** Treatment of Some Items which may be Direct Items, Indirect Items, Incomes and Expenses, Treatment of Items of Adjustment Appearing Outside the Trial Balance, Treatment of Items of Adjustment Appearing Inside the Trial Balance.

**SECTION-D**

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

**Computerised Accounting:** Computers and its application in accounting. Accounting software package (Tally)

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BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
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**SEMESTER-I**

**Suggested Readings:-**

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

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

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BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)  
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**SEMESTER-I**  
**BBA01006T: BUSINESS ORGANISATION & SYSTEMS**

**Time: 3 Hours**

**Credits: 4-0-0**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, 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.

**SECTION-A**

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

**SECTION-B**

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

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

**SECTION-C**

**Business and Society:** Changing Concepts and Objectives of Business, Professionalization, Business ethics, Business and culture, Technological Development and Social Change, Social responsibilities of business, Social Audit, Manager and his environment: external and internal  
**Domestic & Foreign Trade:** Import export trade procedure & their organization.

**SECTION-D**

**Organization of wholesale & retail trade** - Recent trends in wholesale & retailing. Malls and Super Markets – their effect on economy.

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

**Suggested Readings:**

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

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

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**SEMESTER-I**  
**BBA01007T: MANAGERIAL ECONOMICS**

**Time: 3 Hours**

**Credits: 4-0-0**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, 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.

**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 law of equi-marginal utility.

**SECTION-B**

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

**Theory of Supply:** Concept and law of supply, factors affecting supply.

**SECTION-C**

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

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

**SECTION-D**

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

**Suggested Readings:**

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

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

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BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
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**SEMESTER-I**

**BBA01008T: COMPUTER APPLICATIONS FOR BUSINESS  
(THEORY)**

**Time: 3 Hours**

**Credits: 2-0-0**

**Marks: 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, 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.

**SECTION-A**

**Computer Fundamentals:** Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. **Internal and External Memory Storage:** RAM, ROM, PROM, EPROM. Commonly used Input/output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of soft ware system. Software & Application software, Interpreter.

**SECTION-B**

**Operating System:** Definition, Types of operating on the Basis of processing. Introduction to various types of operating system such as windows & DOS Overview and Anatomy of windows, Working with files and folder in windows. Basic Commands of Internal & External commands in DOS.

**SECTION-C**

**MS-Word:** Overview, Creating, Saving, Opening, Importing, Exporting & Inserting files. Formatting pages, paragraphs and Sections. Indents and outdates. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text, inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.

**SECTION-D**

**MS-Excel:** Worksheet overview. Entering information. Worksheet. Opening and saving workbook. Formatting number and texts. Protecting cells. Producing Charges and printing operations graphs.

**MS-Power Point:** Presentation Basics Menus & Toolbars. Opening & Saving & existing presentation creating & Saving a presentation using auto content wizard. Design Template Blank Presentation. The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.



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SEMESTER-I

**Suggested Readings:**

1. Peter Norton, "Introduction to Computers", McGraw-Hil, New Delhi.
2. Sanjay Sexana, "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V., "Fundamental of Computers", Prentice Hal India, New Delhi.
4. Srivastava, S.S., "MS-Office" Firewal Media, New Delhi.
5. Alexis Loeon and Matheus Leon, "Introduction to Computers with MS-Office 200", Tata McGraw-Hil, New Delhi.

**Note: The latest editons of the books should be folowed.**

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**SEMESTER-I**

**BBA01009L: COMPUTER APPLICATIONS FOR BUSINESS  
(PRACTICAL)**

**Credits: 0-0-1  
Practical Marks: 25**

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**SEMESTER-II**  
**AEC-I**  
**ENC:151: ENGLISH LANGUAGE SKILLS-1**

**Time: 3 Hours**

**Credits: 4-0-0**  
**(6 periods per week)**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

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.

**Texts Prescribed:-**

- *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
- *English Grammar in Use* (Fifth Edition) by Raymond Murphy, CUP

**The syllabus is divided in four sections as mentioned below.**

**SECTION–A**

*English Grammar in Use*, 5<sup>th</sup> Edition by Raymond Murphy, CUP (Units: 1-37)

**SECTION–B**

Paragraph Writing and *English Grammar in Use* (Units: 38-48)

**SECTION–C**

*Prose for Young Learners*: Essays at Sr. No. 1, 2, 3, 5 and 6

**SECTION–D**

*Prose for Young Learners*: Essays at Sr. No. 7, 8, 9, 10 and 11

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**SEMESTER-II**

**BOA02002T : Punjabi (Compulsory)-2**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-2

ਕਰੈਡਿਟ 4-0-0

**Time: 03 Hours**

**Max. Marks: 100**  
(6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

**ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ**

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ**

**ਸੈਕਸ਼ਨ - ਏ**

**ਦੋ ਰੰਗ (ਕਹਾਣੀ ਭਾਗ) (ਸੰਪਾ. ਹਰਜਿੰਦਰ ਸਿੰਘ ਢਿੱਲੋਂ ਅਤੇ ਪ੍ਰੀਤਮ ਸਿੰਘ ਸਰਗੋਧੀਆ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।**  
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ)

**ਸੈਕਸ਼ਨ - ਬੀ**

**ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ**  
(ਸੰਪਾ. ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਸਤੀਸ਼ ਗੁਜਰਾਲ ਤੋਂ ਸੁਰਿੰਦਰ ਕੌਰ ਤਕ)  
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਖਿੱਬ)

**ਸੈਕਸ਼ਨ - ਸੀ**

- (ੳ) ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ-ਰਚਨਾ: ਪਰਿਭਾਸ਼ਾ, ਮੁੱਢਲੇ ਸੰਕਲਪ  
(ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ: ਨਾਂਵ, ਪੜ੍ਹਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਕ

**ਸੈਕਸ਼ਨ - ਡੀ**

- (ੳ) ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ  
(ਅ) ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

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**SEMESTER-II**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਕਹਾਣੀ : ਸਿਧਾਂਤ, ਇਤਿਹਾਸ ਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਸਵਿੰਦਰ ਸਿੰਘ ਉੱਪਲ, ਪੰਜਾਬੀ ਕਹਾਣੀਕਾਰ, ਨੈਸ਼ਨਲ ਬੁੱਕ ਸ਼ਾਪ, ਦਿੱਲੀ।
4. ਸਵਿੰਦਰ ਸਿੰਘ ਉੱਪਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ : ਸਰੂਪ ਤੇ ਸਿਧਾਂਤ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਗੁਰਬਖਸ਼ ਸਿੰਘ ਫ਼ਰੋਕ, ਨਿੱਕੀ ਕਹਾਣੀ ਅਤੇ ਪੰਜਾਬੀ ਨਿੱਕੀ ਕਹਾਣੀ, ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੁਸਾਇਟੀ, ਲੁਧਿਆਣਾ।
6. ਧਰਮਪਾਲ ਸਿੰਗਲ, ਪੰਜਾਬੀ ਜੀਵਨੀ : ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ (ਜੀਵਨੀ ਨੰ: 10 ਤੋਂ 18)।
7. ਸੁਖਵਿੰਦਰ ਸਿੰਘ ਸੰਘਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ।
8. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
9. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
10. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ (ਸੰਪਾ.), ਵੀਹਵੀਂ ਸਦੀ ਦੀ ਪੰਜਾਬੀ ਵਾਰਤਕ, ਸਾਹਿਤ ਅਕਾਦਮੀ, ਨਵੀਂ ਦਿੱਲੀ।
11. ਮੋਹਨ ਭੰਡਾਰੀ (ਸੰਪਾ.), ਕਥਾ ਗਾਰਗੀ ਦੀ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।

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**SEMESTER-II**

BOA02103T : ਮੁੱਢਲੀ ਪੰਜਾਬੀ-2  
(In lieu of Compulsory Punjabi)

ਸਮਾਂ: 3 ਘੰਟੇ

Time: 03 Hours

ਕਰੈਡਿਟ 4-0-0

Max. Marks : 100

(6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ  
(ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕ, ਯੋਜਕ ਅਤੇ ਵਿਸਮਿਕ)

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ  
(ੳ) ਸਾਧਾਰਨ ਵਾਕ, ਸੰਯੁਕਤ ਵਾਕ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)  
(ਅ) ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ ਅਤੇ ਹੁਕਮੀ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)

ਸੈਕਸ਼ਨ-ਸੀ

ਪੈਰੂਾ ਰਚਨਾ  
ਸੰਖਿਪ ਰਚਨਾ

ਸੈਕਸ਼ਨ-ਡੀ

ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)  
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

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**SEMESTER-II**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਮੁੱਢਲੀ ਪੰਜਾਬੀ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅਮ੍ਰਿਤਸਰ।
2. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅਮ੍ਰਿਤਸਰ।
3. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।

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**SEMESTER-II**

**PHC-111: Punjab History & Culture (C. 320 to 1000 A.D.)  
(Special Paper in lieu of Punjabi compulsory)  
(For those students who are not domicile of Punjab)**

**Time: 3 Hours**

**Credits: 4-0-0  
Max. Marks: 100**

**Instructions for the Paper Setters:-**

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.

**SECTION–A**

1. Alexander's Invasion and its Impact  
Punjab under Chandragupta Maurya and Ashoka.

**SECTION–B**

2. The Kushans and their Contribution to the Punjab.
3. The Panjab under the Gupta Empire.

**SECTION–C**

4. The Punjab under the Vardhana Emperors
5. Socio-cultural History of Punjab from 7<sup>th</sup> to 1000 A.D.

**SECTION–D**

6. Development of languages and Education with Special reference to Taxila
7. Development of Art & Architecture

**Suggested Readings**

1. L. M Joshi (ed), *History and Culture of the Punjab*, Art-I, Punjabi University, Patiala, 1989 (3<sup>rd</sup> edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab* , Vol.I, Punjabi University, Patiala, 1977.
3. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.



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SEMESTER-II

SOA 105: DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION  
(COMPULSORY PAPER)

Credits : 2-0-0  
Max. Marks: 50

Time: 3 hours

**Instructions for the Paper Setters:-**

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.

**Section – A**

**Meaning of Drug Abuse:**

- 1) Meaning, 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 problem.

**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.
- (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.

**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.

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**SEMESTER-II**

**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.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Kessel, Neil and Henry Walton. 1982, *Alcoholism. Harmond Worth*: Penguin Books.
6. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
7. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
8. Ross Coomber and Others. 2013, *Key Concept in Drugs and Society*. New Delhi: Sage Publications.
9. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
10. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
11. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.
12. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation*, Cambridge University Press.
13. Verma, P.S. 2017, "*Punjab's Drug Problem: Contours and Characteristics*", Economic and Political Weekly, Vol. LII, No. 3, P.P. 40-43.
14. World Drug Report 2016, United Nations office of Drug and Crime.
15. World Drug Report 2017, United Nations office of Drug and Crime.

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**SEMESTER-II**

**BBA02005T: BUSINESS LAWS**

**Time: 3 Hours**

**Credits: 4-0-0**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

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.

**SECTION–A**

**Law of Contract (1872):** Nature of contract, Classification, Offer and acceptance, Capacity of parties to contract, Free consent, Consideration.

**SECTION–B**

**Law of Contract:** Legality of object, Agreement declared void, Performance of contract; Discharge of contract, Remedies for contract of contract.

**Sales of Goods Act (1930):** Formation of contracts of sale; Goods and their classification, price; conditions and warranties.

**SECTION–C**

**Sales of Goods Act :** Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale by auction; Hire purchase agreement.

**The Consumer Protection Act (1886):** Definition of consumer, Features, Grievance redressed machinery.

**SECTION–D**

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

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

**Suggested Readings:**

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

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**SEMESTER II**

**BBA02006T: PRINCIPLES OF MANAGEMENT**

**Time: 3 Hours**

**Credits: 4-0-0**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

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.

**SECTION–A**

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

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

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

**SECTION–B**

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

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

**SECTION–C**

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

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

**SECTION–D**

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

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

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

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

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**SEMESTER II**

**Suggested Readings:**

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

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

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**SEMESTER-II**

**BBA02009T: FUNDAMENTALS OF BANKING**

**Time: 3 Hours**

**Credits: 4-0-0**  
**Total Marks: 100**

**Instructions for the Paper Setters:-**

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.

**SECTION–A**

Commercial Banks—Introduction, evolution, nature, functions, importance and services provided by commercial banks.

Types of Banks-Commercial Bank, Regional Rural Banks, Foreign Banks, Cooperative Banks, Public bank and Private bank, difference between public and private banks.

**SECTION–B**

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

Practical Aspect of Banking- Negotiable Instruments— Cheques, bills of exchange and promissory notes, endorsements, difference between cheques and bills of exchange.

**SECTION–C**

Customer's Pass Book-Entries in Pass Book, Effects of errors favourable to the Banker and Customer.

Clearing House System

**SECTION–D**

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

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**Suggested Readings:**

1. Sundharam, Varsheney, “Banking Theory, Law & Practice”, Sultan Chand & Co.
2. Shekhar, K.C; Shekhar, Lekshmy, “Banking Theory and Practice”, Vikas Publishing House.
3. Sethi, Jyotsana; Bhatia, Nishwan, “Elements of Banking and Insurance”, PHI Learning
4. Private Limited, New Delhi
5. [www.rbi.org](http://www.rbi.org)

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