

# FACULTY OF ECONOMICS & BUSINESS

SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2026

**Bachelor of Commerce (B.Com.)**  
**(Pass & Hons.)**  
**(CREDIT BASED GRADING SYSTEM (CBGS))**  
**(Semester: I–VI)**



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## GURU NANAK DEV UNIVERSITY

## AMRITSAR

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B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
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**SEMESTER-I****Scheme of Examination**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
<b>ENC-101</b>	English (Compulsory)	4+0+0	100	4
BOA01002T BOA01103T <b>PHC-110</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>Punjab History &amp; Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi (Compulsory))</b>		100	4
BCO01005T	Financial Accounting	4+0+0	100	4
BCO01006T	Business Organisation	4+0+0	100	4
BCO01007T	Business Communication	4+0+0	100	4
BCO01008T	Business Statistics	4+0+0	100	4
BCO01009T	Computer Fundamentals	4+0+0	100	4
	<b>Total Credits</b>			

**SEMESTER-II**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
<b>ENC-151</b>	English(Compulsory)	4+0+0	100	4
BOA02002T BOA02103T	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>PHC-111: Punjab History &amp; Culture (C 320 to 1000 A.D.) (Special Paper in lieu of Punjabi Compulsory)</b>	4+0+0	100	4
BCO02005T	Advanced Financial Accounting	3+0+2	Theory Marks 75 Pra. Marks 25 Total Marks 100	4
BCO02006T	Commercial Laws	4+0+0	100	4
BCO02007T	Business Economics	4+0+0	100	4
BCO02008T	Functional Management	4+0+0	100	4
BCO02009L	Seminar	2	50	2
<b>SOA 105</b>	*Drug Abuse: Problem, Management and Prevention (Compulsory Paper)	2+0+0	50	2
	<b>Total Credits</b>			

**\*Note: The marks of Paper will not be added in the total marks .**

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**SEMESTER-III:**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
<b>ENC-201</b>	English (Compulsory)	4+0+0	100	4
BOA03002T BOA03103T PHC-112	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>Punjab History &amp; Culture (From 1000 to 1605 A. D.) (Special Paper in lieu of Punjabi Compulsory)</b>	4+0+0	100	4
BCO03005T	Corporate Accounting	4+0+0	100	4
BCO03006T	Company Law	4+0+0	100	4
BCO03007T	Financial Management	4+0+0	100	4
BCO03008T	International Business	4+0+0	100	4
BCO03009T	Business Environment	4+0+0	100	4
	<b>Total Credits</b>			

**SEMESTER-IV:**

CourseCode	Course Title	L+T+P	Total Marks	Total Credits
<b>ENC-251</b>	English (Compulsory)	4+0+0	100	4
BOA04002T BOA04103T PHC-113	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>Punjab History &amp; Culture(From 1605 to 1849 A. D.) (Special Paper in lieu of Punjabi Compulsory)</b>	4+0+0	100	4
BCO04005T	Goods and Services Tax	4+0+0	100	4
BCO04006T	Industrial Laws	4+0+0	100	4
BCO04007T	Principles and Practices of Banking and Insurance	4+0+0	100	4
BCO04008T	Cost Accounting	4+0+0	100	4
BCO04009L	Seminar	2	50	2
ESL-221	* Environmental Studies (Compulsory Paper)	2+0+0	100	2
	<b>Total Credits</b>			

**\*Note :-Environmental Studies Paper whether marks are not included in the total marks.**

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**SEMESTER-V:**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
ENC-301	English(Compulsory)	4+0+0	100	4
BOA05002T BOA05103T PHC-114	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (From 1849-1947 A.D.)	4+0+0	100	4
BCO05005T	Management Accounting	4+0+0	100	4
BCO05006T	Direct Tax Law	4+0+0	100	4
BCO05007T	Auditing	4+0+0	100	4
	Specialisation Course 1	4+0+0	100	4
	Specialisation Course 2	4+0+0	100	4
	<b>Total Credits</b>			

**SPECIALISATIONS**

Any of the following groups each having two papers in Semester V can be chosen as specialization by the students.

**1. ACCOUNTING & FINANCE**

BCO05008T	Contemporary Accounting	4+0+0	100	4
BCO05009T	Financial Market Operations	4+0+0	100	4

**2. BANKING & INSURANCE**

BCO05010T	Banking Services Management	4+0+0	100	4
BCO05011T	Insurance Services Management	4+0+0	100	4

**3. COMPUTER APPLICATIONS & E-BUSINESS**

BCO05012T	Computer Based Accounting	4+0+0	100	4
BCO05013T	E-Commerce	4+0+0	100	4

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**SEMESTER-VI:**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
ENC-351	English(Compulsory)	4+0+0	100	4
BOA06002T BOA06103T PHC-115	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (19472000 A.D.)	4+0+0	100	4
BCO06005T	Operations Research	4+0+0	100	4
BCO06006T	Corporate Governance	4+0+0	100	4
BCO06007L	Workshop	0+0+2	50	2
	Specialisation Course 1	4+0+0	100	4
	Specialisation Course 2	4+0+0	100	4
	<b>Total Credits</b>			

**SPECIALISATIONS:**

Any of the following groups each having two papers in Semester VI can be chosen as specialization by the students.

**1. ACCOUNTING & FINANCE**

BCO06008T	Portfolio Management	4+0+0	100	4
BCO06009T	Financial Services	4+0+0	100	4

**2. BANKING & INSURANCE**

BCO06010T	Foreign Exchange Management	4+0+0	100	4
BCO06011T	Risk Management and Insurance	4+0+0	100	4

**3. COMPUTER APPLICATIONS & E-BUSINESS**

BCO06012T	Windows and Networking	4+0+0	100	4
BCO06013T	E-Marketing	4+0+0	100	4

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
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**B.Com. (Honours) (Semester III – VI)(Two Years Course)**

The students will have to select one of the following groups having four papers each, of which Paper-I shall be offered in B.Com. (Hons.) Semester– III, Paper II in B.Com. (Hons.)Semester– IV, Paper III in B.Com. (Hons.), Semester–V & Paper IV in B.Com. (Hons.) Semester–VI.

**Each paper shall carry 100 marks. Total Marks will be 400.**

**Group I: Banking**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
Paper I	Banking and Financial System	4+0+0	100	4
Paper II	Electronic Banking & Risk Management	4+0+0	100	4
Paper III	Accounting for Bankers	4+0+0	100	4
Paper IV	Bank Marketing	4+0+0	100	4
	<b>Total Credits</b>			16

**Group II: Project and production Management**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
Paper I	Production Management	4+0+0	100	4
Paper II	Quality Mangement	4+0+0	100	4
Paper III	Project Evaluation & Management	4+0+0	100	4
Paper IV	Logistics & Supply ChainManagement	4+0+0	100	4
	<b>Total Credits</b>			16

**Group III: Insurance**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
Paper I	Principles and Practices of Life Insurance	4+0+0	100	4
Paper II	Principles and Practices of General Insurance	4+0+0	100	4
Paper III	Accounting for Insurers	4+0+0	100	4
Paper IV	Insurance Marketing	4+0+0	100	4
	<b>Total Credits</b>			16

**Group IV: International Business**

Course Code	Course Title	L+T+P	Total Marks	Total Credits
Paper I	Management of International Business Operations	4+0+0	100	4
Paper II	India's Foreign Trade	4+0+0	100	4
Paper III	International FinancialManagement	4+0+0	100	4
Paper IV	International Marketing	4+0+0	100	4
	<b>Total Credits</b>			16

**SEMESTER-I**

**ENC101: ENGLISH (COMPULSORY)**

**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:-**

- *Tales of Life* (Guru Nanak Dev University, Amritsar) Stories at Sr.No.1, 2, 3, 5 and 6
- *Prose for Young Learners* (Guru Nanak Dev University, Amritsar) Essays at Sr. No. 1, 2, 3, 5 and 6
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

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

**SECTION-A**

*English Grammar in Use*, 4<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**

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

**SECTION-D**

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

**SEMESTER-I**

**BOA01002T :**

**Punjabi (Compulsory) ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

**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) ਪੈਰਾ ਰਚਨਾ  
(ਅ) ਪੈਰਾ 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



### 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।

**SEMESTER-I**

**BOA01103T :ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(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**

ਪੈਂਤੀ 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, ਅਗੇਤਰ 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।

### SEMESTER-I

**PHC-110: 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: 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. Budha Parkash, *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.

## SEMESTER-I

### BCO01005T: FINANCIAL ACCOUNTING

**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.

**Note:** The paper will consist of minimum 50% numericals.

#### SECTION-A

**Introduction** –Nature of financial Accounting–scope–objects–limitations–Accounting concepts and conventions

**Conceptual Frame Work** for preparation and presentation of financial statements–Capital, Revenue and deferred revenue expenditure – Capital and revenue receipts

#### SECTION-B

**Final Accounts of Sole Proprietor**

**Voyage Accounts**– Meaning, accounting treatment in case of complete voyage & incomplete voyage.

#### SECTION-C

**Joint Venture** – Meaning, types, determination of profits under different methods.

**Consignment Accounts**–Meaning, features, consignee's commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee

#### SECTION-D

**Departmental Accounts** – Meaning–Objects–Advantages–Accounting procedure–Allocation of expenses and incomes – Interdepartmental transfers – Provision for unrealized profit.

**Branch Accounts** –Features–Objects–Types of branches–Dependent branches–Account Systems –Stock and Debtors System –Independent branch –Features –Preparation of Consolidated Profit and Loss Account and Balance sheet

### **SEMESTER-I**

**Suggested Readings:**

1. Maheshwari, S.N. and Maheshwari, S.K., "*Financial Accounting*", 2009, Vikas PublishingHouse, New Delhi.
2. Narayanswami, R., "*Financial Accounting: A Managerial Perspective*", 3<sup>rd</sup> Edition, 2008, Prentice Hall of India, New Delhi.
3. Mukherjee, A. and Hanif, M., "*Financial Accounting*", 1st Edition, 2003, Tata McGraw Hill.
4. Ramchandran, N. and Kakani, R.K., "*Financial Accounting for Management*", 2<sup>nd</sup> Edition, 2007, Tata McGraw Hill.

**Note: Latest edition of text book may be used**

## **SEMESTER-I**

### **BCO01006T: BUSINESS ORGANISATION**

**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**

Business: Meaning and types – profession – meaning and importance of business organization.  
Social Responsibilities of Business – Business Ethics.

#### **SECTION-B**

Forum of Business organization – sole trader – partnership – joint Hindu family – joint stock companies – co-operative societies – public utilities and public enterprises.  
Public Sector vs. Private sector

#### **SECTION-C**

Location of industry – factors influencing location – size of industry – optimum firm – advantages of large – scale operation – limitation of small scale operation – Industrial estates – District Industries Centres.

#### **SECTION-D**

Stock Exchange – Function – Types – Working – Regulation of Stock Exchange in India.  
Business Combination – Causes – Types – Effects of Combination in India.  
Trade association – Chamber of commerce – Function – Objectives Working in – India.

#### **Suggested Readings:**

1. Bhusan, Y.K. *“Fundamentals of Business Organisation and Management”*, 1980, Sultan Chand & Sons, New Delhi.
2. Tulsian, P.C. and Pandey V., *“Business Organisation and Management”*, 2009, Pearson Education, New Delhi
3. Talloo, T.J., *“Business Organisation and Management”*, 2008, Tata McGraw Hill Company, New Delhi
4. Basu, C.R., *“Business Organisation and Management”*, 2010, Tata McGraw Hill Company, New Delhi
5. Singla, R.K., *“Business Organisation & Management”*, 2011, VK (India) Enterprises, New Delhi.

## **SEMESTER-I**

### **BCO01007T : BUSINESS COMMUNICATION**

**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**

Business Communication – Meaning & Importance, Communication Purpose, Process, Elements, Barriers to Communication and Conditions for Successful Communication. Forms of Communication, Basic Models of Communication, 7C's of Effective Business Communication. Organizational Communication: Importance of Communication in Management, Formal and Informal Communication, Internal and external communication

#### **SECTION-B**

Presentation Skills: Presentation on any Chosen Topic, Oral Presentations, Principles of Oral Presentations, Factors affecting presentations. Business Etiquette: Understanding Etiquette, Cross-Cultural Etiquette, Business manners. Business to Business Etiquette.

#### **SECTION-C**

Internal Correspondence: Memos, Circulars, Notices, Office Orders Correspondence with banks– Regarding overdrafts, Cash credits, Loans; Drafting of sales letters, Circulars, Preparation of sales reports, Customers □ Correspondence– Complaints, Regarding dues, follow up letters

#### **SECTION-D**

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

### **SEMESTER-I**

**Suggested Readings:**

1. Taylor, S. and Chandra, V., “*Communication for Business: A Practical Approach*”, Fourth Edition, 2011, Pearson Education.
2. Bovee, C. and Thill, J., “*Business Communication Today*”, 2011, Prentice Hall.
3. Sethi, A and Adhikari, B. “*Business Communication*”, 2009, McGraw Hill Education.
4. Kaul, A., “*Business Communication*”, 2004, Prentice Hall of India, New Delhi.
5. Dulek, R. and Fielden, J., “*Principles of Business Communication*”, 1990, Macmillan Publishing Co., New York.
6. Sharma, R.C. & Mohan, K: “*Business Communication & Report Writing*”, 4/e, 2010, TataMcGraw Hill Pvt Ltd, New Delhi.
7. Ramesh, M.S. & C. Pattanashetti, “*Effective Business English and Communication*”, New Delhi, Published by G.S. Sharma, Prop. R. Chand & Co.
8. Majumdar, M., “*Commercial Correspondence*”, 11<sup>th</sup> Edition, Bookland, Calcutta.
9. Rai, U. & Rai, S.M., “*Commercial Correspondence and Report Writing*”, 2009, Himalaya Publishing House, New Delhi
10. Pal, R. & Korlahalli, J.S., “*Essentials of Business Communication*”, 2008, Sultan Chand & Sons, New Delhi.

**Note: Latest edition of text book may be used**



## SEMESTER-I

### BCO01008T: BUSINESS STATISTICS

**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.

**Note:** The paper will consist of minimum 50% numericals.

#### SECTION-A

**Definition,** Functions, Scope and Limitations of Statistics.

**Measures of Central Tendency:** Types of averages—Arithmetic Mean (Simple and Weighted), Median and Mode.

#### SECTION-B

**Measures of Dispersion:** Range, Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of Variation.

**Simple Correlation and Regression:** Meaning, Types, Karl Pearson's & Rank Correlation (Excluding grouped data), Probable error.

#### SECTION-C

**Index Numbers:** Meaning and importance, Methods of construction of Index Numbers: Weighted and unweighted; Simple Aggregative Method, Simple Average of Price Relative Method, Weighted index method: Laspeyres method, Pascals method and Fishers Ideal method including Time and Factor Reversal tests, Consumer Price Index.

#### SECTION-D

**Time Series Analysis:** Components, Estimation of Trends (Graphical method, Average Method, Semi Moving Averages method and Method of Least Squares for linear path).

**Probability:** Conceptual meaning and definition of probability, Theorems of probability—addition and multiplication theorem of probability and concept of conditional probability (simple applications only).

### **SEMESTER-I**

#### **Suggested Readings:**

1. Levin, Richard and David S. Rubin. “*Statistics for Management*”. 7th Edition, Prentice Hall of India, New Delhi.
2. Chandan, J.S., “*Statistics for Business and Economics*”, Ist Edition, (1998), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., “*Quantitative Analysis for Management*”, 7<sup>th</sup> Edition, Prentice–Hall of India, New Delhi.
4. Gupta C B, Gupta V, “*An Introduction to Statistical Methods*”, 23rd Edition (1995), Vikas Publications.
5. Siegel, Andrew F, *Practical Business Statistics*. International Edition, 5th Edition (2001), McGraw Hill Irwin.
6. Berenson, L.M., Krehbiel, T.C., Vishwanathan, P.K. and Levine, D.M., “*Business Statistics: A First Course*”, 4<sup>th</sup> Edition (2008), Pearson Education.

## SEMESTER-I

### BCO01009T COMPUTER FUNDAMENTALS

**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**

General Features of Computers, Generations of Computer, Workstation, Mainframe Computer and Supercomputers, Computer Software and Hardware–System

#### **SECTION-B**

Computer Applications – Data Processing, Information Processing, Commercial, Office Automation, Industry and Engineering, Healthcare, Education, Graphics and Multimedia.

#### **SECTION-C**

Computer memory: primary and secondary memory Secondary storage devices – magnetic and optical media input and output devices – printer, plotter, scanner–OMR, OCR, MICR, Mouse, Keyboard, Modem.

#### **SECTION-D**

Application, Service Software, Machine and Assembly Language, High Level Language, Operating System – Basic, Functions and Types. Fundamentals of DOS, Internal and External Commands of DOS, Batch Files, Booting and its Types.

#### **Suggested Readings:**

1. Hunt, R., J. Shelley, *Computers and Commonsense*, Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha, *Foundation of Computing*, BPB Publication.
3. Saxena, Sanjay, *A First Course in Computers*, Vikas Publishing House.
4. Leon A. & Leon M., *Introduction to Computers*, Leon Vikas Publications.
5. Leon, *Fundamentals of Information Technology*, Vikas Publications.
6. Kakkar D.N., Goyal R., *Computer Applications in Management*, New Age.
7. Basandra S.K., *Computers Today*, Galgotia.

**Note: Latest edition of text book may be used**

**SEMESTER-II****ENC151: ENGLISH (COMPULSORY)****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) Stories at Sr. No. 7, 9, 10, 11, 12
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar) Essays at Sr. No. 7, 8, 9, 10, 11
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP (Units: 49-97)

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

**SECTION–A**

*English Grammar in Use*, 4<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) 7, 9, 10, 11, 12

**SECTION–D**

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

## SEMESTER-II

BOA02002T :

**Punjabi (Compulsory)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

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 ਵਿੱਲੋਂ 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 ਬਿੰਬ)

### 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

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**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 ਫਰੈਂਕ, 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।

**SEMESTER-II**

**BOA02103T :ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(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 ਇੱਕ 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 ਵਿਚ 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**

ਪੈਰ੍ਹਾ ਰਚਨਾ  
ਸੰਖੇਪ ਰਚਨਾ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)  
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

## 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।



## 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.

**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.

## 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 Characterstics*", 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.

## EMESTER-II

### BCO02005T: ADVANCED FINANCIAL ACCOUNTING

**Time: 3 Hours**

**Credits: 3-0-2**

**Max. Marks: 100**

**Theory: 75**

**Practical: 25 (Internal)**

#### **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.

**Note:** The paper will consist of minimum 50% numericals.

#### **SECTION-A**

**Depreciation – Provisions and Reserves:** Depreciation: Meaning–Causes–Objects of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of providing depreciation: Straight line method – Diminishing Balance Method.

**Provisions and Reserves:** Reserve Fund - Different Types of Provisions and Reserves.

#### **SECTION-B**

**Accounts from Incomplete Records – Hire Purchase and Instalment Purchase System:**

Single Entry: Features – Books and Accounts maintained – Recording of transactions – Ascertainment of Profit (Statement of Affairs method only). Hire Purchase System: Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor – Default and Repossession. Instalment Purchase System: Difference between Hire purchase and Instalment Purchase Systems – Accounting Treatment in the books of Purchaser and Vendor.

#### **SECTION-C**

**Partnership Accounts:** Legal provisions in the absence of Partnership Deed Fluctuating Capitals – Preparation of final accounts Treatment of Goodwill and Admission of a partner, accounting treatment of Retirement and Death of a Partner

#### **SECTION-D**

**Dissolution of Partnership Firms:** Legal Position, Accounting for simple dissolution, Applications of rule in case of Garner Vs. Murray in case of insolvency of partner(s) (excluding piecemeal distribution and sale of a firm to a company).

#### **Practical**

##### **Tally - (Latest Version)**

1. Shukla, M.C., Grewal, T.S. and Gupt, S.C., "Advanced Accountancy" 2017. S Chand & Co. New Delhi.
2. Gupt, R.L & Radheswamy. M. "Advanced Accountancy" Vol. I & II 2009. S Chand & Co. New Delhi.
3. Maheshwari, S.N. Maheshwari, S.K. & Maheshwari. S.K. "Advanced Accountancy" 11 Edition. 2018 Vikas Publishing House Pvt. Ltd. New Delhi.
4. Sehgal. A & Sehgal, D. "Advanced Accountancy" 2008, Taxmann Publication Pvt. Ltd. New Delhi.

**Note: Latest edition of text book may be used**

## SEMESTER-II

### BCO02006T: COMMERCIAL LAWS

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

**Time: 3 Hour**

#### **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

##### **The Indian Contract Act, 1872**

Contract – Meaning, Characteristics and kinds, Essentials of valid contract –Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge, Breach of Contracts and its remedies.

#### SECTION-B

Contract of Indemnity and Guarantee  
Contract of Bailment & Pledge, Contract of Agency

#### SECTION-C

##### **The Sale of Goods Act, 1930**

Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

#### SECTION-D

**Consumer Protection Act:** Definitions, objectives, redressal machineries.

##### **The Limited Liability Partnership Act, 2008**

Salient Features of LLP, Difference between LLP and Partnership, LLP and Company , LLP Agreement, Nature of LLP, Partners and Designated Partners ,Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners ,Whistle Blowing, Contributions ,Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

#### **Suggested Readings:**

1. Singh, A., “*Principles of Mercantile Law*”, (2011), Eastern Book Co.
2. Tulsian, P. C., “*Business Laws*”, 2<sup>nd</sup> Edition (2000), Tata McGraw Hill, New Delhi.
3. Kucchal, M.C., “*Business Law*”, 5<sup>th</sup> Edition (2009), Vikas Publishing, House (P) Ltd.
4. Maheshwari & Maheshwari, “*Business Law*”, National Publishing House, New Delhi.
5. Chadha, P. R., “*Business Law*” Galgotia Publishing Company, New Delhi.

**SEMESTER-II**  
**BCO02007T: BUSINESS ECONOMICS**

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

**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**

**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.

**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-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.

**SECTION-D**

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

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

**Suggested Readings:**

1. Maheswari & Varshney, *Managerial Economics*, S. Chand & Co., New Delhi.
2. Koutsoyiannis A., *Modern Micro Economics*, 2<sup>nd</sup> edition, MacMillan House, New Delhi.
3. Dwivedi, D.N., *Managerial Economics*, 7<sup>th</sup> Edition, Vikas Publication.
4. Ahuja, H. L., *Modern Micro Economics*, (2009), Sultan Chand and Co., New Delhi.
5. Willimson, S. D., *Macroeconomics*, 4<sup>th</sup> Edition (2010), Pearson Publication.
6. Froyen, R., *Macroeconomics*, 9<sup>th</sup> Edition (2008), Pearson Publication.
7. Hirschey, M. *Fundamental of Managerial Economics*, 9<sup>th</sup> Edition (2009), South Western Cengage Learning

## SEMESTER-II

### BCO02008T: FUNCTIONAL MANAGEMENT

**Credits: 4-0-0**

**Time: 3 Hour**

**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**

**Management:** Introduction–Meaning, nature and characteristics of Management–Scope and functional areas of management – Management as a science, art or profession – Management & Administration – Principles of management – Social responsibility of Management and Ethics.

#### **SECTION-B**

**Personnel Management:** Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Workers participation in Management.

#### **SECTION-C**

**Marketing Management:** Concept of Marketing, Functions of Marketing, Marketing Research– Meaning and Techniques, Advertising and Sale man ship.

#### **SECTION-D**

**Strategic Management:** Meaning, Need, Importance, Process and Role of C.E.O.(Chief Executive Officer) in Strategic Management,

**Production Management:** Functions, Production Planning and Control, Quality Control.

#### **Suggested Readings:**

1. Stoner, J. Freeman, R. & Gilbert, D., “*Management*”, 1995, Prentice Hall of India.
2. Koontz, H., “*Principles of Management (Ascent Series)*”, 2004, TataMcGraw Hill Publishing.
3. Robbins, S.P. and Coulter, M., “*Management*”, 9th Edition, 2008, Prentice Hall of India.
4. Robbins S.P. & Decenzo D., “*Fundamentals of Management: Essential Concept sand Applications*”, Third Edition, 2000, Pearson Education.
5. Weihrich, H. and koontz, H., “*Essentials of Management: An International Perspective*”, 2009, Tata McGraw Hill, New Delhi.

**Note: Latest edition of text book may be used.**

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**SEMESTER-II**

**BCO02009L: SEMINAR**

**Credits: 2**  
**Max. Marks: 50**



### SEMESTER-III

#### ENC201: ENGLISH (COMPULSORY)

**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.

**Important Note:** The textbook *Making Connections* (3<sup>rd</sup> edition) is significantly different from its 2<sup>nd</sup> edition. The third edition (by Kenneth J Pakenham, Jo McEntire, Jessica Williams) is to be followed for this course.

#### **Texts Prescribed:**

1. *Making Connections* by Kenneth J. Pakenham, Jo McEntire, Jessica Williams, 3rd Edition. CUP.
2. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar.
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

#### **Texts Suggested:**

*Oxford Guide to Effective Writing and Speaking* by John Seely  
*A Course in Grammar and Composition* by Geetha Nagaraj, Foundation Books, 2006

**Syllabus is divided into four sections as mentioned below:**

#### **SECTION–A**

*English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP: Units 98-130

#### **SECTION–B**

Essay writing and *English Grammar in Use*: Units 131-145

#### **SECTION–C**

*Moments in Time*: Poems at Sr. No. 1-6

#### **SECTION–D**

*Making Connections* by Kenneth J. Pakenham, 3rd Edn. CUP: Unit-I (Global Health) and Unit-II (Multicultural Societies)

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

BOA03002T :

**SEMESTER-III**  
**PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

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****ਸਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ, ਵੀਰ ਸਿੰਘ ਰੰਧਾਵਾ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਲੇਖ ਨੰਬਰ 1 ਤੋਂ 8 ਤਕ)  
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

**ਸੈਕਸ਼ਨ - ਬੀ****ਆਧੁਨਿਕ ਇਕਾਗਰੀ**

(ਸੰਪਾ. ਰੋਸ਼ਨ ਲਾਲ ਆਹੂਜਾ, ਮਨਜੀਤ ਪਾਲ ਕੌਰ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਵਿਸ਼ਾ ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ/ਰੰਗ-ਮੰਚੀ ਪੰਖ

**ਸੈਕਸ਼ਨ - ਸੀ**

- (ੳ) ਸੰਬੰਧ ਰਚਨਾ (ਪ੍ਰੈਸੀ)  
(ਅ) ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿਚੋਂ ਅਸ਼ੁੱਧ ਸ਼ਬਦ-ਜੋੜਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਨਾ

**ਸੈਕਸ਼ਨ - ਡੀ**

ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ : ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਵਰਗੀਕਰਨ  
(ਭਾਵੇਂ, ਸ਼ਬਦ, ਵਾਕੀਸ਼, ਉਪ-ਵਾਕ ਅਤੇ ਵਾਕ)

### SEMESTER-III

#### ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਜੀਤ ਸਿੰਘ ਸੀਤਲ, ਵਾਰਤਕ ਤੇ ਵਾਰਤਕ ਸ਼ੈਲੀ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
2. ਗੋਬਿੰਦ ਸਿੰਘ ਲਾਂਬਾ, ਪੰਜਾਬੀ ਵਾਰਤਕ ਤੇ ਵਾਰਤਕਕਾਰ, ਅਮਰਜੀਤ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਪਟਿਆਲਾ।
3. ਸਤਿੰਦਰ ਸਿੰਘ ਨੂਰ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਡਾ. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਡਾ. ਮਾਨ ਸਿੰਘ ਢੀਡਸਾ, ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ (ਆਧੁਨਿਕ ਕਾਲ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਸਤੀਸ਼ ਕੁਮਾਰ ਵਰਮਾ, ਪੰਜਾਬੀ ਨਾਟਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
6. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਇਕਾਂਗੀ : ਸਰੂਪ, ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
7. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਨਾਟਕ ਤੇ ਇਕਾਂਗੀ : ਸਿਧਾਂਤ, ਇਤਿਹਾਸ ਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਨਾਟ ਸ਼ੈਲੀਆਂ ਵਿਸ਼ੇਸ਼ ਅੰਕ),
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
10. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
11. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

### SEMESTER-III

BOA03103T :

ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In lieu of Compulsory Punjabi)

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 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

ਸੈਕਸ਼ਨ-ਏ

ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ  
ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ

ਸੈਕਸ਼ਨ-ਬੀ

ਕਵਿਤਾਵਾਂ

- (ੳ) ਸਮਾਂ (ਭਾਈ ਵੀਰ ਸਿੰਘ)
- (ਅ) ਬੈਰ ਪੰਜਾਬੀ ਦੀ (ਫੀਰੋਜ਼ਦੀਨ ਸ਼ਰਫ਼)
- (ੲ) ਅੰਬੀ ਦਾ ਬੂਟਾ (ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ)
- (ਸ) ਬਿਰਹੋਂ ਦੀ ਰੜਕ (ਸ਼ਿਵ ਕੁਮਾਰ) (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ; ਸਾਰ)

ਸੈਕਸ਼ਨ-ਸੀ

ਕਹਾਣੀਆਂ

- (ੳ) ਭੂਆ (ਨਾਨਕ ਸਿੰਘ)
- (ਅ) ਦੁੱਧ ਦਾ ਛੱਪੜ (ਕੁਲਵੰਤ ਸਿੰਘ ਵਿਰਕ)
- (ੲ) ਸਾਂਝੀ ਕੰਧ (ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ)
- (ਸ) ਉਹ ਸੋਚਦੀ (ਦਲੀਪ ਕੌਰ ਟਿਵਾਣਾ) (ਵਿਸ਼ਾ-ਵਸਤੂ; ਸਾਰ)

### SEMESTER-III

#### ਸੈਕਸ਼ਨ-ਡੀ

ਨਿਬੰਧ

- (ੳ) ਘਰ ਦਾ ਪਿਆਰ (ਤੇਜਾ ਸਿੰਘ)
- (ਅ) ਖੁਸ਼ਮਦੀ ਨਾਲ (ਹਰਿੰਦਰ ਸਿੰਘ ਰੂਪ)
- (ੲ) ਆਓ, ਗੱਲਾਂ ਕਰੀਏ (ਨਰਿੰਦਰ ਸਿੰਘ ਕਪੂਰ)
- (ਸ) ਮਨੁੱਖ ਕੁਦਰਤ ਦੀ 'ਨੇਕ ਔਲਾਦ' ਨਹੀਂ (ਸੁਰਿੰਦਰ ਮੰਡ) (ਵਿਸ਼ਾ-ਵਸਤੂ: ਸਾਰ)

#### ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਬਲਦੇਵ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਜਸਵਿੰਦਰ ਸਿੰਘ ਉੱਪਲ, ਪੰਜਾਬੀ ਕਹਾਣੀਕਾਰ, ਨੈਸ਼ਨਲ ਬੁੱਕ ਸ਼ਾਪ, ਦਿੱਲੀ।
4. ਬਲਬੀਰ ਸਿੰਘ ਦਿਲ, ਪੰਜਾਬੀ ਨਿਬੰਧ ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਨਿਬੰਧ ਵਿਸ਼ੇਸ਼ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

### SEMESTER-III

**PHC-112: : Punjab History & Culture (From 1000 to 1605 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. Society and Culture of Punjab during the Turko-Afghan rule.
2. The Punjab under the Mughals

#### SECTION- B

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

#### SECTION--C

5. Guru Nanak-Life and travels
6. Teachings of Guru Nanak, Concept of Sangat, Pangat and dharmsal.

#### SECTION--D

7. Contribution of Guru Angad Dev, Guru Amar Das and Guru Ram Das.
8. Compilation of Adi Granth and martyadom of Guru Arjun Dev

### Suggested Readings

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

**SEMESTER-III**  
**BCO03005T: CORPORATE ACCOUNTING**

**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.

**Note:** The paper will consist of minimum 50% numericals.

**SECTION-A**

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

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

**SECTION-B**

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

**SECTION-C**

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

**SECTION-D**

**Insurance Companies**– Books maintained by insurance companies, Explanation of special terms peculiar to insurance business, Accounts for life insurance business, types of policies, Annuity business, surrender value, paid up policy, life assurance fund – valuation balance sheet, preparation of final accounts of Life and General insurance business (as per the provisions of IRDA Act)

### SEMESTER-III

#### **Suggested Readings:**

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

**Note: Latest edition of text book may be used.**



**SEMESTER-III**  
**BCO03006T: COMPANY LAWS**

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

**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**

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

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

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

**SECTION-B**

**Share Capital** – issue, allotment and forfeiture of share, demat of share, transmission of shares, buyback.

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

**SECTION-C**

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

Winding up – concept and modes of winding up

**SECTION-D**

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

**Suggested Readings:**

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

**Note: Latest edition of text book may be used.**

### SEMESTER-III

#### BCO03007T : FINANCIAL MANAGEMENT

**Credits: 4-0-0**

**Max. Marks: 100**

**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.

**Note:** The paper will consist of minimum 50% numericals.

#### SECTION-A

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

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

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

#### SECTION-B

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

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

#### SECTION-C

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

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

#### SECTION-D

**Capital Expenditure Decisions:**

Purpose, Objectives & Process, Understanding different types of projects, Techniques of Decision making. Methods of Capital Budgeting – Traditional and Modern (Elementary Level). **Dividend Decisions**–Meaning, Nature and Types of Dividend Some dividend policies and formulating a dividend policy . Dividend Theories: Walter’s Model, Gordon’s Model, Modigliani and Miller: Irrelevancy Theory (Introductory Level)

**Suggested Readings:**

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

### SEMESTER-III

#### BCO03008T: INTERNATIONAL BUSINESS

**Credits: 4-0-0**

**Max. Marks: 100**

**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

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

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

#### SECTION-B

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

**Theories of International Trade** – an overview; Commercial Policy Instruments – tariff and non-tariff measures; Balance of payment account and its components.

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

#### SECTION-C

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

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

#### SECTION-D

**Foreign investments** – types and flows; Foreign investment in Indian perspective.

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

#### **Suggested Readings:**

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

**Note: Latest edition of text book may be used.**

### SEMESTER-III

#### BCO03009T: BUSINESS ENVIRONMENT

**Credits: 4-0-0**

**Max. Marks: 100**

**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

**Indian Business Environment:** Concept, components, and importance

**Economic Trends (overview):** Income; Savings and investment; Industry; Trade and balance of payments, Money; Finance; Prices.

**Problems of Growth:** Unemployment; Poverty; Regional imbalances; Social injustice; Inflation; Parallel economy; Industrial sickness.

#### SECTION-B

**Role of Government:** Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization; Devaluation; Export–Import policy; Regulation of foreign investment.

#### SECTION-C

**Deficit Financing** and its implications for the Indian Economy; Analysis of current year Annual Budget.

**Economic Planning in India:** Objectives, Strategies and Priorities of Current Five Year Plan: Major policies; Resource allocation.

#### SECTION-D

**Consumer Rights and Consumerism:** Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments. Salient Features of FEMA, Competition Act. Strategies & Priorities of current Foreign Trade Policy, Exim Policy during the post reforms in India.

**Suggested Readings:**

1. Sundaram, A.K. & Black, J.S., *“The International Business Environment”*; Prentice Hall of India, New Delhi.
2. Agarwal A.N., *“Indian Economy: Nature, Problems and Progress”*; 1985, Vikas Publishing House, Delhi.
3. Dutt R. and Sundharam K.P.M; *“Indian Economy”*, 2010, S.Chand, Delhi.
4. Misra S.K and Puri V.K., *“Indian Economy”*, Himalaya Publishing House, New Delhi.
5. Hedge I, *“Environmental Economics”*, MacMillan, Hampshire.
6. Datt R, *“Economic Reforms in India – A Critique”*; (1997), S.Chand, New Delhi.

**Note: Latest edition of text book may be used.**

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**SEMESTER-IV**

**ENC251: ENGLISH (COMPULSORY)**

**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.

**Important Note:** The textbook *Making Connections* (3<sup>rd</sup> edition) is significantly different from its 2<sup>nd</sup> edition. The third edition (by Kenneth J Pakenham, Jo McEntire, Jessica Williams) is to be followed for this course.

**Texts Prescribed:-**

1. *Making Connections* by Kenneth J. Pakenham, Jo McEntire, Jessica Williams, 3rd Edition. CUP.
2. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar.
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP.

**Syllabus is divided into four sections as mentioned below:**

**SECTION–A**

*English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP: Revision of Units 26-37, 42-48, 92- 97, 113-120.

**SECTION–B**

*Moments in Time: Poems* at Sr. No. 7-12

**SECTION–C**

*Making Connections* by Kenneth J. Pakenham, 3rd Edn. CUP: SECTION–III (Aspects of Language) and SECTION–IV (Sustaining Planet Earth)

**SECTION–D**

Essay type question based on the SECTION–“Beyond the reading” from the text, *Making Connections*.

BOA04002T:

**SEMESTER-IV**  
**PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

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**

ਮੇਰੀ ਜੀਵਨ ਗਾਥਾ (ਸਵੈ-ਜੀਵਨੀ): ਡਾ. ਦੀਵਾਨ ਸਿੰਘ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ  
(ਨਾਇਕ ਬਿੰਬ/ਸਵੈ ਜੀਵਨੀ ਦੇ ਤੌਰ ਤੇ ਪਰਖ/ਵਾਰਤਕ ਸ਼ੈਲੀ)

**ਸੈਕਸ਼ਨ - ਬੀ**

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

**ਸੈਕਸ਼ਨ - ਸੀ**

- (ੳ) ਲੇਖ ਰਚਨਾ (ਸਮਾਜਕ, ਸਭਿਆਚਾਰਕ, ਇਤਿਹਾਸਕ ਅਤੇ ਵਿਦਿਅਕ ਸਰੋਕਾਰਾਂ ਸੰਬੰਧੀ)  
(ਅ) ਅਖ਼ਬਾਰ ਨੂੰ ਇਸ਼ਤਿਹਾਰ (ਨਿੱਜੀ, ਦਫ਼ਤਰੀ)

**ਸੈਕਸ਼ਨ - ਡੀ**

- (ੳ) ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿਚੋਂ ਅਸ਼ੁੱਧ ਸ਼ਬਦ-ਜੋੜਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਨਾ  
(ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਾਜਵਿੰਦਰ ਕੌਰ, ਸਵੈ-ਜੀਵਨੀ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਨਾਟਕ : ਸਰੂਪ, ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਸਤੀਸ਼ ਕੁਮਾਰ ਵਰਮਾ, ਪੰਜਾਬੀ ਨਾਟ-ਮੰਚ ਦਾ ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਇੰਡੀਆ।
4. ਕਮਲੇਸ਼ ਉੱਪਲ, ਨਾਟਕ ਕਲਾ ਸਰੂਪ ਤੇ ਸਿਧਾਂਤ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਇਕਾਂਗੀ : ਸਰੂਪ, ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
6. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

**SEMESTER-IV**

**BOA04103T:**

**ਮੁਢਲੀ ਪੰਜਾਬੀ**  
(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 ਇੱਕ 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-ਦੋ**

**ਆਤਮ ਅਨਾਤਮ** (ਕਵਿਤਾ ਭਾਗ)  
(ਸੰਪਾਦਕ ਡਾ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਆਤਮ ਅਨਾਤਮ** (ਕਵਿਤਾ ਭਾਗ)  
(ਸੰਪਾਦਕ ਡਾ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਵਿਸ਼ਾ-ਵਸਤੂ ਅਤੇ ਸਾਰ

**ਸੈਕਸ਼ਨ-ਸੀ**

**ਆਤਮ ਅਨਾਤਮ** (ਕਵਿਤਾ ਭਾਗ)  
(ਸੰਪਾਦਕ ਡਾ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਕਵੀਆਂ ਦੇ ਜੀਵਨ ਅਤੇ ਰਚਨਾ ਬਾਰੇ ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਲੇਖ ਰਚਨਾ  
ਅਸੁੱਧ ਸ਼ਬਦ-ਜੋੜਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖਣਾ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਡਾ. ਸੁਹਿੰਦਰਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ (ਸੰਪਾ.), **ਆਤਮ ਅਨਾਤਮ**, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ ਅਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ (ਸੰਪਾ.), **ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਕਸਤੂਰੀ ਲਾਲ ਐੱਡ ਸੰਨਜ਼, **ਮੁੱਢਲੀ ਪੰਜਾਬੀ**, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ**, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**SEMESTER-IV**

**PHC-113: 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)**

**Credits: 4-0-0**

**Max. Marks: 100**

**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**

1. Politicization of Sikhism under Guru Hargobind.
2. Martydom of Guru Teg Bahadur

**SECTION--B**

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

**SECTION--C**

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

**SECTION--D**

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

**Suggested Readings**

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



### SEMESTER-IV

#### BCO04005T : GOODS & SERVICES TAX (GST)

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

**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

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

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

#### SECTION-B

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

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

#### SECTION-C

**Input Tax Credit:** Introduction, Tax Invoice Credit & Debit notes, e-way bill.

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

#### SECTION-D

**Returns:** various returns to be filed by the assesses.

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

**Suggested Readings:**

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

**SEMESTER-IV****BCO04006T: INDUSTRIAL LAWS****Credits: 4-0-0****Max. Marks: 100****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**

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

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

**SECTION-B**

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

**SECTION-C**

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

**SECTION-D**

**WORKMEN'S COMPENSATION ACT, 1923:** A brief study of the basic provisions of the act.

**Suggested Readings:**

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

**Note: Latest edition of text book may be used.**

**SEMESTER-IV**

**BCO04007T: PRINCIPLES AND PRACTICES OF BANKING AND INSURANCE**

**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**

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

**SECTION-B**

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

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

**SECTION-C**

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

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

**SECTION-D**

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

**Suggested Readings:**

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

**SEMESTER-IV**

**BCO04008T: COST ACCOUNTING**

**Credits: 4-0-0**

**Max. Marks: 100**

**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.

**Note:** The paper will consist of minimum 50% numericals.

**Section-A**

Introduction: - Concept of Cost, Costing, Cost Accounting & Cost Accountancy, Limitations of Financial Accounting, Origin and Objectives of Cost Accounting, Advantages and Limitations of Cost Accounting, Difference between Financial and Cost Accounting, Cost Unit & Cost Centre, Elements of Cost, Material, Labour and other Expenses Classification of Cost, Types of Costs and Preparation of Cost Sheet.

**Section-B**

Contract Costing- Meaning, Features and Rules regarding the calculation of Profits in case of complete and incomplete contracts alongwith the treatment of Work-in-progress.

Process Costing - Meaning, Features, Normal and Abnormal Loss/ Gains, Inter process profits and equivalent production.

**Section-C**

Reconciliation of Cost & Financial accounts

Marginal Costing- Meaning and various concepts - Fixed Cost Variable Cost, Contribution, P/V Ratio, Break Event Point, Margin of Safety, Managerial Applications.

**Section-D**

Standard Costing- Definition and Meaning of Various Concepts Advantages and Limitations of Standard Costing

Variance Analysis – Material, Labour and Overheads Variances only.

Budget and Budgetary Control- Definition, Meaning and objectives of Budgetary control Advantages and disadvantages of Budgetary Control, Types of Budget.

**Suggested Readings:**

1. H.J. Wheldon : Cost Accounting & Costing Method
2. N.K. Prasad : Cost Accounting
3. Lall. B.M., and I,C Jain, “Cost Accounting: Principles and Practice”, 1st edition (2010), Prentice Hall, Delhi
4. Khan, M .Y. and Jain P.K., “Cost accounting”, 1st edition (2003), Tata McGraw Hill  
JawaharLal and Srivastatva “Cost Accounting”, 4th edition (2008), Tata McGraw Hill Publishing Co., New Delhi
5. Horngren, C. T.; Datar, S.M.; Foster, G.M.; Rajan, M.V. and Ittner, C.D. “Cost Accounting”, 13th edition (2009), Pearson , Delhi
6. Drury, Colin, “Management and cost accounting,” 6th edition (2004), Thomson Learning
7. Saxena and Vashist, “ Cost Accounting”, Sultan Chand and Sons.

**Latest Editions of the books must be referred to. Note. There will be 50% numerical question**

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for batch from year 2023 to year 2026

**SEMESTER-IV**

**BCO04009L: SEMINAR**

**Credits: 2**

**Marks: 50**

**SEMESTER-IV**

**ESL-221 : Environmental Studies (Compulsory Paper)**

<b>L</b>	<b>T</b>	<b>P</b>
<b>2</b>	<b>0</b>	<b>0</b>

**Time: 3 Hrs.**

**Max. Marks: 100**

**Exam Pattern: End Semester Examination- 75 marks**  
**Project Report/Field Study- 25 marks [based on submitted report]**  
**Total Marks- 100**

**Instructions for the Paper Setters:-75 marks**

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.

**Project Report / Internal Assessment:****Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.

## SEMESTER-IV

### Section A

#### 1. The multidisciplinary nature of environmental studies

Definition, scope and importance, Need for public awareness

#### 2. Natural Resources: Renewable and non-renewable resources:

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

### Section B

#### 3. Ecosystems

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

#### 4. Biodiversity and its conservation

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

## SEMESTER-IV

### Section C

#### 5. Environmental Pollution

##### Définition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

#### 6. Social Issues and the Environment

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

### Section D

#### 7. Human Population and the Environment

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies



### SEMESTER-IV

#### Field Work

- Visit to a local area to document environmental assets river/forest/ grassland/ hill/ mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

Field work comprises of 5 hours of field work / visit/ assignment to be submitted by each candidate to the Teacher in-charge for evaluation latest by 1st week of before the commencement of theory exam.

#### ADVISORY FOR PUSHPAGUJRAL SCIENCE CITY, KAPURTHALA :

The Under Graduate students studying Environmental Studies (Compulsory Paper for All UG College Courses) may be taken to Pushpa Gujral Science City, Kapurthala in lieu of Field study report of 25 marks.

Although students will submit a hand written reports with pictures/ graphs/ tables related to biodiversity, ecology, health, biotechnology, energy, water etc. in about 10 pages to the teacher in-charge.

Above advisory is issued to promote scientific temperament in undergraduate classes and is optional. Further, the report will only be considered if there will be a minimum strength of 25 students along with deputed teacher by the college.

#### References:

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. &Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. &Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. &Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.

**SEMESTER-V**  
**ENC 301: ENGLISH COMPULSORY**

**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. *All My Sons* by Arthur Miller
2. *Poems of Nature and Culture*, Guru Nanak Dev University, Amritsar

**Texts Suggested (for Section D):**

*Oxford Guide to Effective Writing and Speaking* by John Seely

*A Course in Grammar and Composition* by Geetha Nagaraj, Foundation Books, 2006

**The syllabus is divided into four sections as mentioned below:**

**Section A**

*All My Sons* by Arthur Miller: the whole text.

**Section B**

The following poems from *Poems of Nature and Culture*:

William Wordsworth: "The World is Too Much with Us"

Gordon Lord Byron: "She Walks in Beauty"

P.B. Shelly: "Ozymandias"

Alfred Lord Tennyson: "In Memoriam"

Robert Browning: "Meeting at Night"

Mathew Arnold: "Dover Beach"

W.B. Yeats: "Words"

Wilfred Owen: "Strange Meeting"

## SEMESTER–V

### Section C

The following poems from *Poems of Nature and Culture*:

Robert Graves: “The Portrait”

W.H. Auden: “The Unknown Citizen”

Dylan Thomas: “Do not Go Gentle into That Good Night”

Ted Hughes: “The Thought-Fox”

Sylvia Plath: “Mirror”

Seamus Heaney: “Honeymoon Flight”

Rabindranath Tagore: “False Religion”

Nissim Ezekiel: “Night of Scorpion”

### Section D

Formal Letter and Application Writing, Resume Writing Business Writing and Report Writing.

**SEMESTER-V**

**BOA05002T: PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

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**

**ਚੋਣਵੀਆਂ ਪੰਜਾਬੀ ਕਹਾਣੀਆਂ**

(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ, 2018)  
(ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਕਹਾਣੀ ਕਲਾ)

**ਸੈਕਸ਼ਨ - ਬੀ**

**ਪਵਿੱਤਰ ਪਾਪੀ (ਨਾਵਲ) : ਨਾਨਕ ਸਿੰਘ**

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ-ਚਿਤਰਨ)

**ਸੈਕਸ਼ਨ - ਸੀ**

- (ੳ) ਪੈਰਾ ਰਚਨਾ  
(ਅ) ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰੇ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ

**ਸੈਕਸ਼ਨ - ਡੀ**

**ਵਿਆਕਰਨ:**

- (ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ  
(ਅ) ਵਾਕਾਤਮਕ ਜੁਗਤਾਂ : ਮੇਲ ਤੇ ਅਧਿਕਾਰ  
(ੲ) ਕਾਰਕ ਤੇ ਕਾਰਕੀ ਸੰਬੰਧ

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for batch from year 2023 to year 2026

**SEMESTER-V**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦੀ ਸ਼ਾਹਰਾਹ (ਭੂਮਿਕਾ), ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਜੋਗਿੰਦਰ ਸਿੰਘ ਰਾਹੀ, ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਸਫ਼ਰ ਤੇ ਸ਼ਾਸਤ੍ਰ, ਸਿੰਘ ਬ੍ਰਦਰਜ਼, ਅੰਮ੍ਰਿਤਸਰ (ਭਾਗ ਦੂਜਾ)
4. ਧਰਮਪਾਲ ਸਿੰਗਲ, ਨਾਨਕ ਸਿੰਘ ਇਕ ਪਰਿਚੈ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਡਾ. ਕੁਲਵੰਤ ਸਿੰਘ ਕੋਹਲੀ, ਨਾਨਕ ਸਿੰਘ ਦੇ ਨਾਵਲਾਂ ਦਾ ਆਲੋਚਨਾਤਮਕ ਸਰਵੇਖਣ, ਪੈਪਸੂ ਬੁੱਕ ਡਿਪੂ, ਪਟਿਆਲਾ।
6. ਡਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਨਾਨਕ ਸਿੰਘ : ਜੀਵਨ ਤੇ ਰਚਨਾ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਜਗਜੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸ਼੍ਰੇਣੀਆਂ ਤੇ ਇਕਾਈਆਂ, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਮਾਈ ਹੀਰਾ ਗੇਟ, ਜਲੰਧਰ।
9. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

**SEMESTER-V**

**BOA05103T:: ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
(In lieu of Compulsory Punjabi)

**ਕਰੈਡਿਟ 4-0-0**

**Max. Marks: 100**

**(6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)**

**Time: 03 Hours**

**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**

**ਸੈਕਸ਼ਨ-ਏ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਸਾਹਿਤ ਅਤੇ ਲੋਕ ਸਾਹਿਤ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਲੋਕ ਕਾਵਿ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਲੋਕ ਵਾਰਤਕ ਬਿਰਤਾਂਤ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਸੁਹਾਗਾ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਘੋੜੀਆਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਸਿੱਠਣੀਆਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

**ਸੈਕਸ਼ਨ-ਸੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਗਿੱਧਾ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਭੰਗੜਾ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਝੂਮਰ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

## SEMESTER-V

### ਸੈਕਸ਼ਨ-ਡੀ

#### ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਲੋਕ ਖੇਡਾਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

ਲੋਕ ਤਮਾਸ਼ੇ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

ਲੋਕ ਕਲਾਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

#### ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਸੋਹਿੰਦਰ ਸਿੰਘ ਬੇਦੀ, ਲੋਕਧਾਰਾ ਅਤੇ ਸਾਹਿਤ, ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼, ਨਵੀਂ ਦਿੱਲੀ।
2. ਸੁਹਿੰਦਰ ਸਿੰਘ ਬੇਦੀ, ਪੰਜਾਬ ਦੀ ਲੋਕਧਾਰਾ, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਦਿੱਲੀ।
3. ਕਰਨਜੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਲੋਕ ਜੀਵਨ, ਨਵਯੁੱਗ ਪਬਲਿਸ਼ਰਜ਼, ਦਿੱਲੀ।
4. ਕਰਨੈਲ ਸਿੰਘ ਥਿੰਦ, ਲੋਕਯਾਨ ਤੇ ਮੱਧਕਾਲੀਨ ਸਾਹਿਤ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
5. ਨਵਰਤਨ ਕਪੂਰ, ਪੰਜਾਬ ਦੇ ਲੋਕ ਤਿਓਹਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
6. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, ਲੋਕਧਾਰਾ ਤੇ ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਜੋਗਿੰਦਰ ਸਿੰਘ ਕੈਰੋਂ, ਪੰਜਾਬੀ ਕਹਾਣੀਆਂ ਦਾ ਸੰਰਚਨਾਤਮਕ ਅਧਿਐਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਲੋਕ ਸਾਹਿਤ ਸ਼ਾਸਤਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
9. ਭੁਪਿੰਦਰ ਸਿੰਘ ਖਹਿਰਾ, ਲੋਕਯਾਨ ਭਾਸ਼ਾ ਤੇ ਸਭਿਆਚਾਰ, ਪੈਪਸੂ ਬੁੱਕ ਸ਼ਾਪ, ਪਟਿਆਲਾ।
10. ਨਾਹਰ ਸਿੰਘ, ਲੋਕ ਕਾਵਿ ਦੀ ਸਿਰਜਣ ਪ੍ਰਕ੍ਰਿਆ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
11. ਗੁਰਮੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਦੇ ਕੁਝ ਪੱਖ, ਦੀ ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੁਸਾਇਟੀ ਲਿਮਟਿਡ, ਲੁਧਿਆਣਾ।
12. ਦਰਿਆ, ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਧਿਐਨ : ਵਿਭਿੰਨ ਪਾਸਾਰ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

### SEMESTER-V

**PHC-114: Punjab History & Culture (From 1849-1947 A.D)**  
**(Special Paper in lieu of Punjabi compulsory)**  
**(For those students who are not domicile of Punjab)**

**Credits: 4-0-0**

**Time: 3 Hours**

**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. First Anglo-Sikh War.
2. Annexation of Punjab by the British and Board of Administration

#### SECTION-B

3. British Policy towards agriculture, industry, trade and commerce.
4. Spread of modern education

#### SECTION-C

5. Social religious reform movements: Namdhari, Singh Sabha and Arya Samaj
6. Gadhar Movement and Jallianwala Bagh tragedy

#### SECTION-D

7. Gurdwara Reform Movement
8. Contribution to freedom struggle: Non-cooperation; HSRA and Quit India Movement.

### Suggested Readings

1. Singh, Fauja, *History and Culture of the Punjab*, Part II, Publication Bureau, Punjabi University, Patiala, 1987.
2. Singh, Fauja, *Freedom Struggle in the Punjab*, Publication Bureau, Punjabi University, Patiala, 1974.
3. Grewal, J.S., *The Sikhs of the Punjab*, New Cambridge House, New Delhi, 2005.
4. Singh, Kushwant, *A History of the Sikhs*. Vol. II (1839-1998), Oxford University Press, Delhi, 1991.
5. Rai, Satya. M (1978), *Heroic Tradition in the Punjab (1900-1947)*. Punjabi University, Patiala, 1978.
6. Chopra, P.N. & Das, M.N. (1974), *A Social, Cultural & Economic History of India*. Vol.III, Macmillan India, 1974.
7. Yadav, K.C., *Haryana Aitihāsik Simhavalokan* (Hindi). Haryana Sahitya Akademy, Chandigarh, 1991.
8. Saini B. S, *The Social & Economic History of the Punjab 1901-1939*, Ess Ess Publications, Delhi, 1975.
9. Mittal, S.C, *Freedom Movement in the Punjab (1905-29)*, Concept Publishing Company Delhi, 1977.



**SEMESTER-V**  
**BCO05005T: MANAGEMENT ACCOUNTING**

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

**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.

**Note:** The paper will consist of minimum 50% numericals.

**SECTION-A**

**Management Accounting** –Nature and Scope – Difference between Cost Accounting, Financial Accounting and Management accounting – Recent Trends in Management Reporting.

**Analysis and Interpretation of financial Statement:** – Meaning– Types and Methods of Financial Analysis – Comparative statements – Trend Analysis – Common size statements (a general discussion only). Ratio Analysis: – Meaning –Nature – uses and limitations of Ratios

**SECTION-B**

**Fund Flow Statements** : Meaning and concept of fund–Flow of Fund –Preparation of Fund flow statements – uses and significance

**Cash Flow Statement** : Difference between fund flow statement and cash flow statements – Preparation of cash flow statements as per AS–3 Norms

**SECTION-C**

**Managerial decision** making with the help of C.V.P. Analysis : Fixation of Selling Price – **Exploring new markets** – make or buy–key factor – Product Mix – Operate or Shutdown

**SECTION-D**

**Responsibility Accounting** –Concept – Significance – Responsibility centers–Activity Based Costing –(General outline only)

**Transfer Pricing** – Meaning & Methods.

**Suggested Readings:**

1. Maheswari, S.N., “*Principles of Management Accounting*”, 2007, Sultan Chand & Sons, New Delhi
2. Vashisht, C.D. and Sexana, V.K., “*Advanced Management Accounting*”, 2012, Sultan Chand & Sons, New Delhi
3. Gowda, J.M., “*Management Accounting*”, 2010, Himalaya Publishing House, New Delhi.
4. Manmohan and Goyal, S.N., “*Principles of Management Accounting*”, Shakithabhavan Publication, Agra
5. Pillai, R.S.N. and Bagavathi, V., “*Management Accounting*”, 2013, S. Chand & Co. Pvt. Ltd., New Delhi
6. Sharma, R.K. and Gupta, S.K., “*Management Accounting: Principles and Practices*”, 1996, 7<sup>th</sup> Edition, Kalyani Publishers Ltd., New Delhi

**SEMESTER-V****BCO05006T: DIRECT TAX LAWS****Time:3Hours****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.

**Note:** The paper will consist of minimum 50% numericals.

**SECTION-A**

**Income Tax Act 1961:** Basic Introduction, Brief history of Income Tax in India, Scope of the Act, Meaning of Income Tax; Concept of Income Tax; Assessment year, Previous year; Assessee; Person; Agricultural Income with examples; Residential status and Tax Liability.

**SECTION-B**

**Heads of Income** Computation of Income from Salary inclusive of salary components Allowances; perquisites; profit in lieu of salary and deductions, Income from House Property or allowable deductions, profits and gains from Business and Profession

**SECTION-C**

**Income from** Short term and long term capital gains; income from other sources.

**SECTION-D**

Computation of **Gross Total Income** and Total Income and the tax liability of a salaried individual;

**Deductions** from the Gross Total Income of individuals. Tax Deduction at Source

**Suggested Readings:**

1. Singhanian, V.K., "*Direct Taxes*", 2013, Taxmann Publications, New Delhi.
2. Lal, B.B. and Vashisht, N., "*Direct Taxes*", 2012, Pearson Education, New Delhi.
3. Gaur, V.P. and Narang, D.B., "*Income Tax Law and Practice*", 2013, Kalyani Publications, New Delhi.
4. Chandra, M., Goyal, S.P. and Shukla, D.C., "*Income Tax Law and Practice*", Pragati Prakashan, New Delhi.

**SEMESTER-V**  
**BCO05007T: AUDITING**

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

**Time:3Hours**

**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: Meaning, Objects, Basic Principles, Auditing and Assurance Standards and Techniques. Classification of Audit – Audit planning – qualities of auditor – advantages and limitations of audit.

**SECTION-B**

Internal Control, Internal Check and Internal Audit: – Introduction, Necessity, Definitions – Internal Check: Definitions, Difference between Internal Check and Internal Control, Fundamental Principles of Internal Check – Difference between Internal check and Internal audit.

**SECTION-C**

Audit Procedure: Vouching – definition – features – examining vouchers – Vouching of Cash book – Vouching of trading transactions – Verification and Valuation of Assets & Liabilities: Meaning, definition and objects – Vouching vs. Verification – Verification – Valuation of different asset and liabilities.

**SECTION-D**

Audit of Limited Companies: Company Auditor – Qualifications and disqualifications – Appointment – Removal, Remuneration, Rights, Duties and Liabilities – Audit Committee – Auditor’s Report – Contents and Types – Auditor’s certificates  
Special Areas of Audit: Tax audit and Management audit – Recent Trends in Auditing

**Suggested Readings:**

1. Jha, A., “*A Student’s Guide to Auditing*”, 2012, Taxmann Publications Pvt Ltd., New Delhi.
2. Tandon, B. N., Sudharsanam, S. and Sundharabahu, S., “*A Handbook of Practical Auditing*”, 2010, S. Chand and Co. Ltd., New Delhi.
3. Dinkar, P., “*Principles and Practice of Auditing*”, 2004, Sultan Chand and Sons, New Delhi.
4. Institute of Chartered Accountants of India: “*Auditing and Assurance Standard*,” ICAI, New Delhi.
5. Gupta, K., and Arora, A., “*Fundamentals of Auditing*,” 2008, Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.
6. Ghatalia, S.V.: “*Practical Auditing*,” 2005, Allied Publishers Private Ltd., New Delhi

**SEMESTER-V**  
**GROUP-I:(ACCOUNTING & FINANCE)**  
**BCO05008T: CONTEMPORARY ACCOUNTING**

**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**

**Emergence of contemporary issues in accounting** – influence of other disciplines on accounting and changing environment.

**Human Resource Accounting:** Meaning and Scope, Human Resource Cost Accounting – Capitalization, Write off and Amortization Procedure. Human Resource Valuation Accounting – Appraisal of Various Human Resource Valuation Models. Use of Human Resource Accounting in Managerial Decisions. Human Resource Accounting in India.

**SECTION-B**

**Price Level Accounting** – Methods, Utility and Corporate Practices

**Corporate Social Reporting:** Areas of Corporate Social Performance, Approaches to Corporate Social Accounting and Reporting. Corporate Social Reporting in India.

**Corporate Reporting:** Concept of Disclosure in relation to Published Accounts, Issues in Corporate Disclosure, Corporate Disclosure Environment, Conceptual framework of corporate reporting.

**SECTION-C**

**Recent Trends in the Presentation of Published Accounts.** Reporting by Diversified Companies. **Value Added Reporting:** Preparation and Disclosure of Value Added Statements, Economic Value Added, EVA Disclosure in India  
Basel II and III Norms

**SECTION-D**

**Accounting Standards in India.** Significance and formulation of Accounting Standards. Accounting Standards relating to Interim Reporting. Accounting for Leases, Earning Per Share. and Accounting for Intangibles.

**Contemporary Issues In Management Accounting: Target Costing.**

**Suggested Readings:**

1. Lal, Jawahar and Lele, R.K., “*Contemporary Accounting Issues*”, 1988, Himalaya Publishers.
2. Porwal, L.S., “*Accounting Theory*”, 2001, Tata McGraw Hill.
3. Lal, Jawahar, “*Corporate Financial Reporting*”, 2009, Taxman.
4. Arora, J.S., “*Price Level Accounting*”, 1999, Deep and Deep Publishers.
5. Chander, Subhash, “*Corporate Reporting Practices*”, 1992, Deep and Deep Publishers.

**SEMESTER-V**

**GROUP-I:(ACCOUNTING & FINANCE)**  
**BCO05009T:Financial Market Operations**

**Credits: 4-0-0**

**Max.Marks: 100**

**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**

**Money Market:** Indian Money Markets Composition, Composition and Structure;  
(a) Acceptance houses (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

**Capital Market :** Security market– (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing,

**SECTION-B**

Stock exchange – National Stock Exchange and over the Counter exchangers.

**Functionaries on Stock Exchanges:**– Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors.

**SECTION-C**

SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions.

**Investors Protection:**– Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts. Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM, NABARD & ICICI. Meaning and benefits of mutual funds, Types, SEBI guidelines.

**SECTION-D**

**Depositories Act 1996:** Definitions, Rights and Obligations of Depositories, Participants Issuers and Beneficial Owners, Inquiry and Inspections, Penalty.

**Suggested Readings:**

1. Chandler L.V. and Goldfield S.M., “*Economics of Money and Banking*”, 1977, Harper & Row Publishers, New York.
2. Gupta, S. B., “*Monetary Planning for India*”, 1995, Oxford University Press, Delhi.
3. Gupta Sural B, “*Monetary Economics: Institutions, Theory & Policy*”, 1983, S. Chand & Co. New Delhi.
4. Bhole L.M., “*Financial Institutions and Markets*”; 2009, Tata McGraw–Hill, New Delhi.
5. Hooda, R.P,” *Indian Securities Markets– Investors View Point*”; 1998, Excell Books, New Delhi.

**Note: Latest edition of text book may be used.**

**SEMESTER-V**

**GROUP-II: BANKING AND INSURANCE**  
**BCO05010T: BANKING SERVICES MANAGEMENT**

**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**

**Banking Services** – Meaning and Importance – Economic and Monetary implications of Banking Operations – Tangible Services – Deposits, Withdrawals and Lending – Intangible Services – Improved Customer Services – Deficiency in Services – Ways to Improve the Services.

**SECTION-B**

**lending Services** – Loans and Advances – Forms of Advances – General Loans, Overdrafts, Clean advances, Term advances, Consumer Loans, Foreign bills purchases, Advances against Hire purchase advances, Packing Credits – Import loan – Industrial advances – Advances to Small borrowers – Agricultural Financing–advances.

**SECTION-C**

**Regulations for Banking Services** – Banking Regulation Act 1949 – RBI Act 1934 – Negotiable Instrument Act 1881– Endorsement, Crossing of Cheques, Payment of Cheques, Collection of Cheques, Bills of Exchange and Promissory Notes, Rights and Liabilities of parties to Negotiable Instrument – Relationship between Banker and Customer.

**SECTION-D**

**E – Banking Services** – Internet Banking – Phone Banking – Mobile Banking – ATM’s – Debit Card – Credit Cards.

**Banking Sector Reforms** – Basle Norms – Capital Adequacy – Globalised Challenges in Banking Services – New Trends in Banking Services – Measurement of Service Quality – SERVQUAL

**Suggested Readings:**

1. Khubchandani,BS, „*Practice and Law of Banking*’, Mac Millan India Ltd 2000.
2. Nanda, KC, „*Credit and Banking*’,*Response Book*, Sage Publications, 1999.
3. Sundram&Varshney, „*Banking and Financial System*’, Sultan Chand & Sons.
4. Gurusamy,S, „*Financial Services & System*’,2009, Vijay Nicole imprints Pvt Ltd.
5. Heffernan, Shelagh, “*Modern Banking*”, 2005, John Wiley and Sons Ltd

**SEMESTER-V**  
**GROUP-II: BANKING AND INSURANCE**  
**BCO05011T: INSURANCE SERVICES MANAGEMENT**

**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**

**Insurance Organization and Management** – Organisation forms in Life and Health insurance – Organisational structure – Life insurers management and **Office administration**  
 – Insurance documentation – Publicity – Proposal forms – Policies contracts – Premium receipts – Endorsement  
 – Renewals.

**SECTION-B**

**Role of Insurance Intermediaries in Emerging Markets** – Agency Regulation – Prerequisites – Training procedures for becoming an agent – Remuneration and other benefits – Agency commission structures – Functions of an agent.

**SECTION-C**

**Underwriting and Claims** – Computation of premium and Bonuses – Claims – Annuities– Pensions  
 – Claim processing and settlement – Role of Surveyors – Opportunity to appeal – Considerations in deriving gross premiums – Premium rate structure – Surplus and its distribution  
 – Annual claim costs – Premium rate variables – Need for underwriting – Principles in underwriting  
 – Features affecting Insurability.

**SECTION-D**

**Pricing of Insurance Products** – Impact of Legislation and Competition on Pricing – Taxation and Policies – Market related policies – Cost Consciousness – Accounting practices – Scale of operations  
 – Factors having impact on the demand for insurance – Rigidities in the present pricing system – Getting out of a controlled price regime – Price behaviors in a deregulated market.

**Suggested Readings:**

1. Kenneth Black Jr., Harold D. Skipper.Jr: “*Life and Health Insurance*”,2000, Pearson Education.
2. Kenneth black Jr., Harold D. Skipper.Jr: “*Life and Health Insurance*”, Response Books.
3. Srinivasan,DC and Shashanksrivastsava: “*Indian Insurance Industry*”, 2003, New century Publications.
4. Julia Holyoake & Bill Weiper: “*Insurance*”,2007, CIB publications, Delhi.
5. Ganguly, Anand “*Insurance Management*”,2001, New Age Publications.

**SEMESTER-V**

**GROUP-III: COMPUTER APPLICATIONS AND E-BUSINESS**

**BCO05012T: COMPUTER BASED ACCOUNTING**

**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**

**Business and Computers:** Advantages of using Computers in Business. Evolution of Computers in Business, Computer Tools for Business Usage.

**Accounting as an Information System**– Importance of system approach for Accounting.

**SECTION-B**

**General Role of Computers in Accounting**– Important aspects of Computer Accounting, Types of Accounting Softwares

**SECTION-C**

**Starting With Tally**– Tally server for single user, Tally for Multi–User.

**Activating Tally for Single User**– For users connected to the internet, for users not connected to the Internet

**Activating tally for Multi–User**– Tally License server

**New Features of tally**, Installation of Tally, Running Tally

**SECTION-D**

**Items on the tally screen**– Gateway of Tally, Direct Command area, The Buttons

Create a Company– Directory, Name, Mailing Name, Address, State, Pin Code, Email Address, Use Indian Vat, VAT TIN Number, Income tax Number, Maintain, Books Beginning from, Tally/Vault password, Use Security Control

**Suggested Readings:**

1. Firewall, , “*Computer Accounting*”, 2006, Lakshmi Publications
2. Rajaraman, V., “*Introduction to Information Technology*”, 2013, PHI.
3. Bharihoka, Deepak, “*Fundamentals of Information Technology*”, 2009, Excel Book.
4. Madan, Sushila, “*Computer Applications*”, 2007, Mayur Paperbacks, New Delhi.
5. J.L. Boockholdt, “*Accounting Information System*”: *Transaction Processing and Control*, 1998, Irwin Mcraw–Hill.



**SEMESTER-V**  
**GROUP-III:(COMPUTER APPLICATIONS AND E-BUSINESS)**  
**BCO05013T: E-COMMERCE**

**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**

**Introduction to E- commerce :** Meaning and concept – E- commerce v/s Traditional Commerce – E- Business & E- Commerce – History of E- Commerce – EDI – Importance , features & benefits of E- Commerce – Impacts, Challenges & Limitations of E-Commerce – Supply chain management & E – Commerce – E – Commerce infrastructure.

**SECTION-B**

**Business models of E – Commerce:** Business to Business – Business to customers – Customers to Customers – Business to Government – Business to Employee – E – Commerce strategy – Influencing factors of successful E- Commerce.

**SECTION-C**

**Marketing strategies & E – Commerce :** Website – components of website – Concept & Designing website for E- Commerce – Corporate Website – Portal – Search Engine – Internet Advertising – Emergence of the internet as a competitive advertising media – Models of internet advertising – Weakness in Internet advertising – Mobile Commerce.

**SECTION-D**

**Electronic Payment system :** Introduction – Online payment systems – prepaid and postpaid payment systems – e- cash, e- cheque, Smart Card, Credit Card , Debit Card, Electronic purse – Security issues on electronic payment system – Solutions to security issues – Biometrics – Types of biometrics.

**Legal and ethical issues in E- Commerce:** Security issues in E- Commerce – Regulatory framework of E- commerce.

**SEMESTER-V**

**Suggested Readings:**

1. Turban, Efraim, and David King, “*Electronic Commerce: A Managerial Perspective*”, 2010, Pearson Education Asia, Delhi.
2. Kalakota, Ravi, “*Frontiers of Electronic Commerce*”, 2004, Addison – Wesley, Delhi.
3. Rayport, Jeffrey F. and Jaworksi, Bernard J, “*Introduction to E-Commerce*”, 2003, Tata McGraw Hill, New Delhi.
4. SmanthaShurety, “*E-Business with Net Commerce*”, Addison –Wesley, Singapore.
5. Rich, Jason R: *Starting an E-Commerce Business*, 2007, IDG Books, Delhi.
6. Laudon, Kenneth C and Carol GuercioTraver: *E-Commerce business. Technology*, 2011, Pearson Education, Delhi.
7. Stamper David A, and Thomas L.Case: *Business Data Communications*, 2005, Pearson Education, New Delhi.
8. Willam Stallings: *Business Data Communications*, 2007, Pearson Education, New Delhi.

## SEMESTER–VI

### ENC351: ENGLISH (COMPULSORY)

**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. *The Guide* by R.K. Narayan
2. *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.
  - i) “The Will”
  - ii) “Villa for Sale”
  - iii) “Progress”
  - iv) “The Monkey’s Paw”
  - v) “Sorry Wrong Number”
  - vi) “No eggs!No eggs!”

#### SECTION–A

Study of the novel, *The Guide* by R.K. Narayan.

#### SECTION–B

One- act plays, and “**The Will**” and “**Villa for Sale**” from *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.

#### SECTION–C

One- act plays, “**Progress**” and “**The Monkey’s Paw**” from *Glimpses of Theatre*, Guru Nanak Dev University Amritsar and **Essay writing**.

#### SECTION–D

One-act plays, “**Sorry Wrong Number**” and “**No eggs! No eggs!**” from *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.

**SEMESTER-VI**

**BOA06002T:PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਕਰੈਡਿਟ 4-0-0

Time: 03 Hours

Max. Marks: 100  
(6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਆਕ 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**

ਕਾਵਿ ਗੌਰਵ (ਪਹਿਲੇ ਛੇ ਕਵੀ)

(ਸੰਪਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਕਰਮਜੀਤ ਕੌਰ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ,  
(ਸ਼ੇਖ ਫਰੀਦ, ਸਾਹ ਹੁਸੈਨ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਵਾਰਿਸ ਸਾਹ, ਸਾਹ ਮੁਹੰਮਦ)  
(ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ)

**ਸੈਕਸ਼ਨ - ਬੀ**

ਧਰਤੀਆਂ ਦੇ ਗੀਤ (ਸਫ਼ਰਨਾਮਾ), ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ, ਨਾਨਕ ਸਿੰਘ ਪੁਸਤਕਮਾਲਾ, ਅੰਮ੍ਰਿਤਸਰ  
(ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ/ ਸਮਾਜ ਸਭਿਆਚਾਰਕ ਪਰਿਪੇਖ/ਸਫ਼ਰਨਾਮੇ ਦੇ ਤੌਰ ਤੇ ਪਰਖ)

**ਸੈਕਸ਼ਨ - ਸੀ**

- (ੳ) ਲੇਖ ਰਚਨਾ (ਵਿਗਿਆਨ, ਤਕਨਾਲੋਜੀ ਅਤੇ ਚਲੰਤ ਮਸਲਿਆਂ ਸੰਬੰਧੀ)  
(ਅ) ਆਧੁਨਿਕ ਸਾਹਿਤ ਦੇ ਰੂਪ : ਕਵਿਤਾ, ਕਹਾਣੀ, ਨਾਵਲ, ਨਾਟਕ, ਇਕਾਂਗੀ (ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਤੱਤ)

**ਸੈਕਸ਼ਨ - ਡੀ**

ਵਿਆਕਰਨ:

- (ੳ) ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ : ਲਿੰਗ ਅਤੇ ਵਚਨ  
(ਅ) ਨਾਂਵ ਵਾਕੰਸ਼ ਅਤੇ ਕਿਰਿਆ ਵਾਕੰਸ਼ : ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਤੇ ਪ੍ਰਕਾਰ

### SEMESTER-VI

#### ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਰਤਨ ਸਿੰਘ ਜੱਗੀ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਜਗਬੀਰ ਸਿੰਘ, ਗੁਰਮਤਿ ਕਾਵਿ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਗੁਰਦੇਵ ਸਿੰਘ ਸਿੱਧੂ, ਸੂਫੀ ਕਾਵਿਧਾਰਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਕਰਨਜੀਤ ਸਿੰਘ, ਪੁਰਾਤਨ ਪੰਜਾਬੀ ਵਾਰਤਕ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
5. ਡਾ. ਰਛਪਾਲ ਕੌਰ, ਪੰਜਾਬੀ ਸਫ਼ਰਨਾਮਾ : ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
6. ਹਰਜਿੰਦਰ ਸਿੰਘ, ਸਮਕਾਲੀ ਪੰਜਾਬੀ ਸਫ਼ਰਨਾਮਾ : ਵਿਸ਼ਲੇਸ਼ਣ ਤੇ ਮੁਲਾਂਕਣ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
7. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਸਾਹਿਤ ਸੰਕਲਪ ਕੋਸ਼, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਜਗਜੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸ਼੍ਰੇਣੀਆਂ ਤੇ ਇਕਾਈਆਂ, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਜਲੰਧਰ।
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
10. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

**SEMESTER-VI**

**BOA06103T:: ਮੁਢਲੀ ਪੰਜਾਬੀ**  
(In lieu of Compulsory Punjabi)

**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 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**

**ਸੈਕਸ਼ਨ-ਏ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦਾ ਪਿਛੋਕੜ  
ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦੀ ਭੂਗੋਲਿਕ ਸਥਿਤੀ  
ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦੇ ਨਿਖੜਵੇਂ ਲੱਛਣ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪੰਜਾਬ ਦੇ ਮੇਲੇ  
ਪੰਜਾਬ ਦੇ ਤਿਉਹਾਰ  
ਪੰਜਾਬ ਦੇ ਪ੍ਰਮੁੱਖ ਧਾਰਮਿਕ ਸਥਾਨ

**ਸੈਕਸ਼ਨ-ਸੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਜਨਮ ਨਾਲ ਸੰਬੰਧਿਤ ਰੀਤਾਂ-ਰਸਮਾਂ  
ਵਿਆਹ ਨਾਲ ਸੰਬੰਧਿਤ ਰੀਤਾਂ ਰਸਮਾਂ  
ਮੌਤ ਨਾਲ ਸੰਬੰਧਿਤ ਰੀਤਾਂ ਰਸਮਾਂ

## SEMESTER-VI

### ਸੈਕਸ਼ਨ-ਡੀ

#### ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਪੰਜਾਬ ਦਾ ਖਾਣ ਪੀਣ

ਪੰਜਾਬ ਦਾ ਪਹਿਰਾਵਾ

ਪੰਜਾਬ ਦੇ ਲੋਕ ਵਿਸ਼ਵਾਸ

#### ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਗੁਰਬਖਸ਼ ਸਿੰਘ ਫਰੈਂਕ, **ਸਭਿਆਚਾਰ ਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ**, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਗੁਰਬਖਸ਼ ਸਿੰਘ ਫਰੈਂਕ, **ਸਭਿਆਚਾਰ : ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ**, ਦੀ ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੋਸਾਇਟੀ ਲਿਮਟਿਡ, ਲੁਧਿਆਣਾ।
3. ਭੁਪਿੰਦਰ ਸਿੰਘ ਖਹਿਰਾ, **ਲੋਕਧਾਰਾ ਭਾਸ਼ਾ ਅਤੇ ਸਭਿਆਚਾਰ**, ਪੈਪਸੂ ਬੁੱਕ ਡਿਪੂ, ਪਟਿਆਲਾ।
4. ਜਸਵਿੰਦਰ ਸਿੰਘ, **ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਪਛਾਣ ਚਿੰਨ੍ਹ**, ਪੁਨੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਪਟਿਆਲਾ।
5. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, **ਸਭਿਆਚਾਰ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ**, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
6. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, **ਲੋਕ ਕਲਾ ਅਤੇ ਸਭਿਆਚਾਰ : ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
7. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, **ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਬਾਰੇ**, ਦੀ ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੋਸਾਇਟੀ ਲਿਮਟਿਡ, ਲੁਧਿਆਣਾ।
8. ਜਗੀਰ ਸਿੰਘ ਨੂਰ, **ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ : ਮੂਲ ਪਛਾਣ**, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਨਵੀਂ ਦਿੱਲੀ।

### SEMESTER-VI

**PHC-115: Punjab History & Culture ( 1947-2000 A.D.)**  
**(Special Paper in lieu of Punjabi compulsory)**  
**(For those students who are not domicile of Punjab)**

**Credits: 4-0-0**

**Max. Marks: 100**

**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

1. Partition and its Impact on Punjab
2. Rehabilitation.

#### SECTION--B

3. Punjabi Suba Movement and Reorganization Act of 1966.
4. Green Revolution.

#### SECTION--C

5. Punjabi Diaspora
6. Development of education in Punjab after Independence

#### SECTION--D

7. Development of Punjabi Literature and Drama.
8. Emerging Concerns: Drug Addiction and Female Foeticide.

#### Suggested Readings

1. Chopra, P.N. & Das, M.N. (1974), *A Social, Cultural & Economic History of India*. Vol.III, Macmillan India, New Delhi, 1974.
2. Grewal, J.S., *Social and Cultural History of Punjab: Prehistoric, Ancient and Early Medieval*. Foundation Books Pvt Ltd Cambridge House, New Delhi, 2004.
3. Grewal, J.S., *The Sikhs of Punjab*. New Cambridge House, New Delhi, 2005
4. Rai Satya M. , *Heroic Tradition in Punjab(1900-1947)*. Publication Bureau, Punjabi University, Patiala, 1978.
5. Singh, Fauja., *Freedom Struggle in Punjab*. Publication Bureau, Punjabi University, Patiala, 1974.
6. Singh, Fauja, *History and Culture of the Punjab*. Part II, Publication Bureau, Punjabi University, Patiala, 1987.
7. Singh, Kushwant, *A History of the Sikhs*. Vol. II (1839-1998), Oxford University Press, Delhi, 1991.
8. Yadav, K.C., *Haryana Aitihāsik Simhavalokan* (Hindi). Haryana Sahitya Akademy, Chandigarh, 1991.



**SEMESTER-VI**  
**BCO06005T: OPERATIONS RESEARCH**

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

**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.

**Note:** The paper will consist of minimum 50% numericals.

**SECTION-A**

**Basics of Operational Research** – Development, Definition Characteristics, Necessity, Scope, Limitation.

**Linear Programming** – Introduction, Application, Formulation of Linear Programming Problem, General Linear Programming Problem, Graphical Method of Solution. Theory of Simplex method, Big– M Method.

**SECTION-B**

**Transportation Model** – Assumption, Formulation and Solution of transportation Models, Trans– Shipment Problems, Definition of Assignment Model, Hungarian Method for solution of Assignment Problems, Traveling Salesman Problem.

**SECTION-C**

**Queuing Models** – Application, Introduction, Elements, operating Characteristics, Waiting Time and Idle Time Costs, Model I – Single Channel poisson Arrivals with Exponential Service Times. Infinite Population; Assumption & Limitation Poisson of Queuing Model.

**Game Theory** – Theory of Games, Characteristics of Games, Rules – Look for a pure Strategy, ReduceGame by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games).

**SECTION-D**

**Net Work Analysis** in Project Planning: Project, Project Planning scheduling, CPM, PERT, Cost Analysis and Crashing the Network Exercises

**Suggested Readings:**

1. G. Srinivasan (2008) Operations Research: Principles And Applications, Phi Learning
2. KantiSwarup, Man Mohan and P.K Gupta Operation Research, Sultan Chand & Sons, New Delhi
3. Frederick S. Hillier (2009) Introduction to Operations Research, McGraw-Hill Higher Education; 9 edition
4. Panneerselvam, R. (2009) Operations Research, 2nd Edition Phi Learning
5. V.K.Kapoor (2013) Operations Research: Quantitative Techniques for Management Sultan Chand & Sons, New delhi

**SEMESTER-VI**

**BCO06006T: CORPORATE GOVERNANCE**

**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**

**Ethics in Business:** Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination. Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics.

**Corporate Governance:** Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing,

**SECTION-B**

Corporate Governance Reforms, Initiatives in India including clause 49.

**Major Corporate Scandals:** Junk Bond Scam (USA), Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and Satyam Computer Services Ltd (India),

**SECTION-C**

Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures?

**Codes & Standards on Corporate Governance:** Sir Adrian Cadbury Committee (UK), 1992, Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998,

**SECTION-D**

OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999, Euroshareholders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes-Oxley (SOX) Act, 2002(USA), Smith Report, 2003 (UK)

**SEMESTER–VI**

**Suggested Readings:**

1. Murthy, K.V. Bhanu and Krishna, U., “*Politics Ethics and Social Responsibilities of Business*”, 2009, Pearson Education, New Delhi.
2. Sharma, J. P., “*Corporate Governance, Business Ethics & CSR*”, 2011, Ane Books Pvt. Ltd., New Delhi.
3. Mallin, C., “*Corporate Governance*” (Indian Edition), 2012, Oxford University Press, New Delhi.
4. Tricker, B., “*Corporate Governance–Principles, Policies, and Practice*”, (Indian Edition), 2012, Oxford University Press, New Delhi.
5. Crane, A. and Matten, D., “*Business Ethic*” (Indian Edition), 2003, Oxford University Press, New Delhi.
6. Albuquerque, D., “*Business Ethics, Principles and Practices*”, (Indian Edition), 2010, Oxford University Press, New Delhi.
7. Blowfield, M. and Murray, A., “*Corporate Responsibility–A Critical Introduction*”, 2008, Oxford University Press.

**SEMESTER-VI****BCO06007L: WORKSHOP**

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

Following three options shall be given to students out of which a student has to opt any one:

1. Workshop on Goods & Services Tax (GST)
2. Workshop on Income Tax & e-filing
3. Workshop on Basics of stock Market.

This paper carries 50 marks Evaluation will be done by the external examiner. The examination will be conducted by internal examiner/examiners depending upon options offered. The students shall be required to maintain a file containing various documents related to the particular workshop chosen by them which will be verified by the external examiner. The Division of marks shall be 30 for practical and 20 for Viva. The Contents of the three workshops is as follows:

**Workshop on Goods & Services Tax (GST)**

- Accounting in GST
- Computing GST Tax
- Applicability of CGST, IGST, SGST, UTGST on Different Transactions and adjustment of credit.
- Preparation of GST PMT Registers
- Reverse Charge mechanism
- TCS and Reverse Charge Implications in case of E Commerce Transactions in GST
- Billing and Invoicing in GST
- Composition Scheme in GST

**Workshop on Income Tax & e-filing**

- Applying for PAN
- E-Filing ITR for Salaried Individuals.
- Advance Tax Computation both for individuals & firms
- E-Filing ITR for Small Proprietorship Business.
- Deductions and E-Filing ITR for Partnership Business
- Filing Challans related to self-assessment Tax, Advance Tax.
- TDS Accounting, e-payment of challan 281, Return form 260, Checking form 26AS. Issue of Certificate, Concept of 15G & 15H forms.
- Payroll Processing

### **SEMESTER-VI**

#### **Workshop on Basics of stock Market.**

- Investment Foundation: Investment-Meaning, Objectives, Characteristics, Gambling, Speculation & Trading.
- Investment Alternatives: Bank Deposits, Post Office saving schemes, Equity shares, PreferenceShares, Debentures.
- Exchanges in India – NSE, BSE, MCX- their organization & management.
- Depositories-Introduction, Role, Importance, Dematerialization,
- DEMAT Account-Account Opening Formalities, Expenses.
- Orders & Margins – All types.
- Security Analysis-Introduction to Fundamental analysis and Technical analysis.
- Understanding Business News Channels.
- Trading at Stock Exchange- Live Online trading, Clearing & settlement, Contract Note & Trading costs.

**SEMESTER-VI**

**GROUP-I: (ACCOUNTING & FINANCE)**

**BCO06008T: PORTFOLIO MANAGEMENT**

**Credits: 4-0-0**

**Max.Marks: 100**

**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**

**Portfolio Theory:** Merits of Diversification: Diversification and Portfolio Risk, Portfolio Return and Risk, Calculation of Portfolio Risk, Optimal Portfolio.

**Portfolio Selection:** Concept of Portfolio Selection, Optimal Portfolio, Objectives, Risk and Investor Preferences, Investment Constraints, Cut-off Rate and New Securities,

**SECTION-B**

Efficient Frontier and Portfolio Selection

**Portfolio Revision:** Meaning, Need, Techniques of Portfolio Revision, Formula Plans, Rules Regarding Formula Plans, Constant Rupee Value Plan, Constant Ratio Plan, Variable Ratio Plan, Modifications, Rupee Averaging Technique.

**SECTION-C**

**Introduction to Investment Management:** Concept and objectives of investment, Difference between Investment and Speculation, Investment and Gambling, Meaning of Investment Management, Investment Management Process, Investment Alternatives, Features of Investment Avenues, Types of Management Strategies, Approaches to Investment

**SECTION-D**

**Economic and Industry Analysis:** Macro-Economic Analysis, Forecasting, Industry Analysis, Sensitivity of Business Cycle, Industry Life Cycle Analysis, Porter Model of Assessment of Profit Potential of Industries.

**Suggested Readings:-**

1. Lofthouse, Stephen, "*Investment Management*", 1999, John Wiley & Sons Publications
2. Fabozzi, Frank J, "*Investment Management*," 2009, Prentice Hall Publications
3. Fredrick Amling, "*Investment- An Introduction to Analysis and Management*," Prentice Hall Pub.
4. Chandra, P, "*Investment Analysis and Portfolio Management*", 2003, Tata Mcgraw

## SEMESTER-VI

### GROUP-I:(ACCOUNTING & FINANCE) BCO06009T: FINANCIAL SERVICES

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

**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

**Financial services** – meaning – features – importance – contribution of financial services in promoting industry – service sector

**Merchant banking** – meaning, origin and growth of merchant banking in India. Scope of merchant banking services – merchant bankers and management of public issues – merchant banking practices in India. Weakness in the functioning of merchant bankers in India.

#### SECTION-B

**Mutual funds:** Concept of mutual funds. Growth of mutual funds in India. Mutual fund schemes – money market mutual funds – private sector mutual funds – functioning of mutual funds in India.

#### SECTION-C

**Lease financing:** Meaning – types of leasing – factors influencing lease – performance of leasing industry in India – RBI guidelines for hire–purchase – problems of hire–purchasing companies in India. **Factoring:** Concept of factoring – why factoring – types of factoring – factoring mechanism – securitization of debt – concept and mechanism

#### SECTION-D

**Retail banking services** – personal loan – home loans – car loans – consumer loans – educational loans–concept of plastic money – credit cards – debit card – (meaning – features – types – merits and demerits of each services are covered)

**Venture Capital:** Concept of venture capital fund – characteristics – growth of venture capital funds in India.

**Suggested Readings:**

1. Avadhani, “*Financial Services and Market*”, 1999, Himalaya Publishing House.
2. Bhole, “*Indian Financial System*”, 2009, Himalaya Publishing House.
3. Chandra, P, “*Security Analysis and Portfolio Management*”, 2011, Tata McGraw Hill.
4. Desai, Vasanth, “*The Indian Financial System*”, 1999, Himalaya Publishing House
5. Varshney, PN & Mittal DK, “*Indian Financial System*”, 2000, Sulthan Chand & Sons.

**SEMESTER-VI**  
**GROUP-II: BANKING AND INSURANCE**  
**BCO06010T: FOREIGN EXCHANGE MANAGEMENT**

**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**

**The main theories** which seek to explain exchange rate behaviour. Forecasting exchange rate movements. Different exchange rate arrangements and government intervention.

**Financial Fragility and Systemic Risk** The main causes of financial. fragility and systemic risk. Financial sector adjustments in response to financial booms and busts since 1980.

**SECTION-B**

**Introduction to Futures**– an overview of financial futures markets, including the types of contracts available – futures terminology and concepts, and futures pricing and behavior – cost of carrying and expectations approach – Uses of futures for hedging, arbitrage and speculation.

**SECTION-C**

**Swaps Development of the swaps market**– Characteristics and uses of swap products, interest rate and currency swaps – Legal and regulatory issues.

**SECTION-D**

**Exchange rate Risk and Political Risk Identification** of the different types of exchange rate risk; transaction exposure, translation exposure and economic exposure, together with an analysis of political risk. Managing Foreign Exchange Rate Risk Strategies for managing foreign exchange rate risk and the instruments available; currency forwards, futures, options and swaps – Short-term Interest Rate Risk Management.

**Suggested Readings:**

1. Luc Soenen: *“Foreign Exchange Management”*, 1999, McGraw–Hill Primis Custom Publishing.
2. Loosigian, Allan: *“Foreign Exchange Futures: A Guide to International Currency”*, 2009, Scholarly Books, USA
3. Klopfenstein, Gary: *“Strategic Trading in the Foreign Exchange Markets: Insights from Foreign Exchange Traders Worldwide”*, 1993, AMACOM.
4. Fatemi, Khosrow: *“Foreign Exchange Issues, Capital Markets and International Banking in the 1990s”*, 2012, Taylor & Francis Publishers.
5. Walton, L E: *“Foreign Trade and Foreign Exchange”*, Macdonald & Evans. London.
6. Daigler, R.T: *“Managing Risk With Financial futures”*, 2000, Ashgate Publishing Limited
7. C.Jeevanandam: *“Foreign Exchange, Concepts, Practices & Control”*, 2012 Sultan Chand & Sons.



**SEMESTER-VI**

**GROUP-II: BANKING AND INSURANCE**  
**BCO06011T:RISK MANAGEMENT AND INSURANCE**

**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**

**Risk and Risk Management Process** – Concept of Risk – Risk vs. Uncertainty – Types of Risks – Risk Identification – Evaluation – Risk Management Objectives – Selecting and Implementing Risk Management Techniques.

**Commercial Risk Management Applications**– Property – Liability–Commercial Property Insurance Different Policies and Contracts.

**SECTION-B**

Business Liability and Risk Management Insurance – Workers' Compensation and Risk Financing. **Personal Risk Management Applications**– Property – Liability–Risk Management for Auto Owners –risk management for homeowners.

**SECTION-C**

**Risk Management Applications–loss of Life–Loss of Health**– Retirement Planning and Annuities –Employee Benefits – Financial and Estate Planning.

**SECTION-D**

**Risk management environment**– industry – functions and organisation of insurers – Government regulation of insurance sector – IRA – Privatisation of insurance business in India –changes in Insurance Act – Insurance intermediaries – insurance products pricing – claim valuation –Foreign insurers in India.

**Suggested Readings:**

1. Rejda, George E: “*Principles of Risk Management and Insurance*”, 2011, Pearson Education.
2. McNamara: “*Principles of Risk Management and Insurance*”, 2007, Addison–Wesley
3. Dorfman: “*Introduction to Risk Management and Insurance*”, 2012, Prentice Hall.
4. Williams and Heins, “*Risk Management and Insurance*”, 1998, McGraw Hill Pub.
5. Gupta, PK, “*Insurance and Risk Management*”, 2009, Himalaya Publishing.

**SEMESTER-VI**

**GROUP-III:(COMPUTER APPLICATIONS & E -BUSINESS)BCG  
 BCO06012T: WINDOWS AND NETWORKING**

**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**

**Operating System and Windows:** Operating Systems: Meaning, Definition, Functions and Types of Operating Systems – Booting process – Disk Operating System: Internal and External Commands – Wild Card Characters – Computer Virus, Cryptology. Windows operating system – Desktop, Start menu, Control panel, Windows accessories, The System Tray, Adjusting the Rate of Speech on the Fly, Application Display, Inputting Text, Windows Text Navigation Commands, Reading with the screen reader.

**SECTION-B**

**Application of Windows**–Application Windows Display, Accessing the Ribbons. The Recycle Bin– Configuring the Recycle Bin. The Run Dialog, Opening a Variety of Items from the Run Dialog, Exploring Windows Search, Using Search Parameters

**SECTION-C**

**Networking– Transmission Modes:** Simplex, Half-Duplex, Full Duplex. Analog and digital transmission. Synchronous and Asynchronous transmission. Multiplexing.  
**Network Topologies: Bus, Star, Ring, Mesh, Tree.**

**SECTION-D**

**Network Security:** Network security threats –Malicious code (Malware), Hacking, Credit Card frauds. Spoofing, Sniffing Firewall (Concept, Components and Constituents, Benefits), Enterprise wide security Framework, secure physical infrastructure).

**Suggested Readings :**

1. White, Curt M, “*Data communications and Computer Networks*” , 2013 , Cenange Learning
2. Peterson, Larry L, “*Computer Networks : A System Approach*” , 2012, Morgan Kaufmann
3. Bagad, Vilas S, “*Computer Networks*” , 2008, Technical Publications

**SEMESTER-VI**

**GROUP-III:(COMPUTER APPLICATIONS & E -BUSINESS)  
 BCO06013T:E-Marketing**

**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**

**E Marketing**– Meaning, Concept, Nature, Features for E –Marketing Environment, Business Considerations for E Marketing , Unique E Marketing Issues .

**E Marketing Strategies**– Big Picture Strategies, Objectives and Goals, Segmentation and Positioning

**SECTION-B**

**E– Marketing Techniques:** Search Engines, Directories, Registrations, Solicited targeted E–mails, Interactive sites, Banners, Advertising, Spam Mails, E–mail, Chain letters.

Applications of 5P□s (Product, Price, Place, Promotion, People), E–Advertising Techniques: Banners, Sponsorships, Portals, Online Coupons.

**SECTION-C**

**Introduction to Internet age and marketing,** marketing in an information–intensive environment, Customer behavior in the future, the internet and international marketing

**Implications of the Internet age for marketing,** implications of the Internet for Consumer Marketing, Data mining in marketing

**SECTION-D**

**Improving marketing productivity in the Internet Age,** product innovation in the Internet age, developing products on Internet time, Reintermediation and disintermediation in the internet age, pricing in the internet age, advertising in the internet age, sales and customer and customer service in the internet age, building meaningful relationships through dialogue

**Suggested Readings:**

1. Sheth, Jagdish N. and . Krishnan, V, “*Internet Marketing*”, 2001, Harcourt College Publishers,
2. Chaffey, Dave and Mayer, Richard, “*Internet marketing: strategy, implementation and practice,*”, 2000, Financial Times Prentice Hall,
3. Barry Silverstein, “*Business to business Internet marketing*” Jim Hoskins Publishers
4. Tom, Vassos, “*Strategic Internet marketing*”, 1996, Que Publishers

**(Two Years Course)**

The students will have to select one of the following groups having four papers each, of which Paper-I shall be offered in B.Com (Hons.) Semester-III, Paper II in B. Com. (Hons.) Semester-IV, Paper III in B.Com. (Hons.), Semester-V & Paper IV in B.C om. (Hons.) Semester-VI.

**Each paper shall carry 100 marks. Total Marks will be 400.**

**Group I: Banking**

Paper I: Banking and Financial System  
Paper II: Electronic Banking and Risk Management  
Paper III: Accounting for Bankers  
Paper IV: Bank Marketing

**Group II: Project and production Management**

Paper I: Production Management  
Paper II: Quality Management  
Paper III: Project Evaluation and Management  
Paper IV: Logistics and Supply Chain Management

**Group III: Insurance**

Paper I : Principles and Practices of Life Insurance  
Paper II: Principles and Practices of General Insurance  
Paper III: Accounting for Insurers  
Paper IV: Insurance Marketing

**Group IV: International Business**

Paper I: Management of International Business Operations  
Paper II: India's Foreign Trade  
Paper III: International Financial Management  
Paper IV: International Marketing

**Group-I: BANKING**  
**Paper-I: BANKING AND FINANCIAL SYSTEM**

**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**

**Financial Economics:** Fundamental Concepts – money, money supply, money creation.

**Overview of the Financial System:** Nature, significance, structure: Financial Institutions, financial markets and financial services.

**Modern Commercial Banking:** Role and functions of banks, structure of banking in India, regulatory framework. Opening of accounts for various types of customers – minors – joint account holders – HUF – firms – companies – trusts – societies – Govt. and public bodies Importance of Anti Money Laundering.

**SECTION-B**

Banker–Customer relations – Know your Customer (KYC) guidelines–Different Deposit Products – services rendered by Banks, Ancillary Services: Remittances, Safe Deposit lockers etc – Mandate and Power of attorney.

Payment and Collection of Cheque – Duties and Responsibilities of Paying and Collecting, Banker– protection available to paying and collecting banker under NI Act – endorsements – forged instruments – bouncing of cheques and their implications.

**SECTION-C**

Principles of Lending – various credit Products / Facilities – working capital and term loans – Credit Appraisal Techniques – Approach to lending; – credit management – credit monitoring – Different types of documents; Documentation Procedures; Securities – Different modes of charging – types of collaterals and their characteristics.

**SECTION-D**

Priority Sector Lending – sectors – targets – issues / problems – recent developments – Financial Inclusion.

Credit Cards / Home Loans / Personal Loans / Consumer Loans–Brief outline of procedures and practices.

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**Suggested Readings:**

1. Paul and Suresh, "*Management of Banking and Financial Services*", 2007, Pearson Education.
2. Sunderam and Varshney, "*Banking Theory Law and Practices*", 2004, Sultan Chand and Sons Publisher.
3. Varshney, P.N, "*Banking Law and Practice*", 2012, Sultan Chand and Sons
4. Desai, Vasant, "Banks and institutional management", 2008, Himalaya Publications.
5. Gurusamy, S., "*Banking Theory: Law and Practice*", 2009, Tata McGraw Hill
6. Sundharam, KPM, "*Money Banking and International Trade*", 2002, Sultan Chand and Sons.
7. Bedi H. L. and Hardikar V. K., "*Practical Banking Advances*", 2001, UBSPD Publishers and Distributers.
8. Bhole, L.M., "*Financial Institutions and Markets*", 2009, Tata McGraw Hill.
9. Khan, M.Y., "*Indian Financial System: Theory and Practices*", 2004, Tata McGraw Hill.
10. Mishkin, Frederic S., "*The Economics of Money, Banking, and Financial Markets*", 2012, Pearsoncollege Division.

**Group-I: BANKING**  
**PAPER II: ELECTRONIC BANKING AND RISK MANAGEMENT**

**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**

Electronic Banking– Core Banking –Electronic products On line Banking – Facilities provided and Security Issues, Cheque Truncation, Microfiche, Phone and Mobile Banking  
Electronic Funds Transfer Systems – plain messages (Telex or Data Communication) – Structured messages (SWIFT, etc...) – RTGS

**SECTION-B**

Information Technology – Current trends – Banknet, RBI net, Datanet, Nicnet, I-net, Internet, E-mail, etc.–Role and uses of technology up gradation – Global developments in Banking Technology Impact of Technology on Banks – Effect on Customers and Service Quality – Computer Audit – Information System Audit. Information System Security and Disaster Management.

**SECTION-C**

**Risk Management:** Types of risks in banks, Risk Management Frame work in Banks: Enterprise-wide Risk Management in Banks; Elements of Risk Management Frame work.

**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

**Suggested Readings:**

1. Marrison, Christopher Ian, “*The fundamentals of risk measurement*”, 2002, New York: McGraw Hill.
2. Marshall, Christopher Lee, “*Measuring and Managing Operational Risks in Financial Institutions: Tools, Techniques, and Other Resources*”, 2001, Singapore, New York: John Wiley.
3. MacDonald and Koch, “*Management of Banking*”, 2010, Thomson, London.
4. Bidani, S.N., “*Banking Risks*”, 2010, Vision Books.
5. Joshi, V.C. and Joshi, V.V., “*Managing Indian Banks*”, 2009, Sage Publications.

**Group-I: BANKING**  
**PAPER-III: ACCOUNTING FOR BANKERS**

**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**

Accounting- Evolution , Definition, Scope ,Nature and purpose of accounting; historical perspectives – Origins of accounting principles – accounting standards and its definition and Scope. Generally Accepted Accounting Principles. Basic Accountancy Procedures. Record keeping basics -account categories – debitand credit concepts – journalizing – Maintenance of Cash/ Subsidiary books and Ledger -Trial Balance –Adjusting and Closing entries – Day Book and General Ledger Posting, Capital & Revenue Expenditure,Preparation of Trading A/C; Profit and Loss A/C; Profit & Loss Appropriation Account; Balance Sheet.

**Section B**

Calculation of Simple Interest and Compound Interest-Fixed and Floating Interest Rates – calculation of EMIs – Calculation of front end and back end interest -Calculation of Annuities. Relationship between Banker and customer. Rules for bank accounts, cash/clearing/transfer vouchers/Registers maintained /main day book / General Ledger.

**Section C**

Requirements of Banking Companies as to Accounts and Audit; Significant Features of Accounting Systems of Banks; Principal Books of Accounts ;Preparation and Presentation of Financial Statements of Banks; Disclosure Requirements of Banks; Additional Disclosures prescribed by RBI; Disclosures required under BASEL norms. Provisions regarding the Audit of Bank accounts. Accounting for NPA /Provisioning norms.

**Section D**

Computerized accounting-meaning, features, trends used in computerized accounting: difference betweencomputerized accounting and manual accounting: software's available in the market: Computerization in the banks – scope and experiences in the banking: various banking services through computers. Bank Reconciliation statement, Bills of Exchange.



B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**Suggested Readings:**

- 1) IIBF, “Accounting and Finance for Bankers: (For JAIIB Examinations)”, 2008, MacmillanPublishers.
- 2) Morton, D. Walter, “Banking and Bank Accounting: An Advanced Set on the Individual BusinessPractice Plan”, 2011, Biblio Bazaar.
- 3) Tulsian, P C and TulsianBharat, "Accountancy", 2013, Srijan Publishers P LTD, New Delhi.
- 4) Maheshwari, S.N. and Maheshwari, S.K, “Financial Accounting”, 2009, Vikas PublishingHouse, New Delhi.
- 5) Mukherjee, A. and Hanif, M., “Financial Accounting”, 1st Edition, 2003, Tata McGraw Hill.
- 6) Ramchandran, N. and Kakani, R.K., “Financial Accounting for Management”, 2nd Edition, 2007, Tata McGraw Hill.
- 7) Shukla, M.C., Grewal T.S. and Gupta S.C: “Corporate Accounting”, 2008, S. Chand and Co. NewDelhi.

Note: Latest edition of text book may be used

**Group-I: BANKING**  
**PAPER-IV: BANK MARKETING**

**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**

**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 organisation, Bank Marketing and Marketing Mix, Bank Distribution. The art of Customer Service as applied to banking.

**SECTION-B**

**Customer Behaviour 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

**SECTION-C**

**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

**SECTION-D**

**Banking Promotion Strategy**— The Communication process, Goals of Communication, Steps in developing effective communication, Selling and Organising for sales and Selling to corporate clients— Meaning of corporate clients, relationship and transaction banking, bank organisation for large corporate clients

**Suggested Readings:**

1. Chacko, Oommen and Grewal, Rajendra, “*Marketing of Banking Services*”, 2003, MacMillan India Ltd
2. Bank Marketing Association, “*Bank Marketing*”, 1990, The Association
3. Reidenbach, R. Eric and Pitts, Robert E, “*Effective bank marketing: issues, Techniques and Applications*”, 1987, Bank Administration Institute

**Group–II: PROJECT AND PRODUCTION MANAGEMENT**  
**PAPER–I: PRODUCTION MANAGEMENT**

**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**

Introduction of production and operational management, Demand forecasting, productivity concepts and measurement. New product /service development.  
 Production processes, service operations.

**SECTION-B**

Design of production system  
 Facility location and facility layout Capacity planning and management

**SECTION-C**

Design of work systems Production planning and control Production scheduling – sequencing, network analysis.  
 Material management – material planning and control, Purchase management, Store Management Inventory Management – Fundamentals, Inventory Cost, Inventory Control Systems, Use of IT.

**SECTION-D**

Supply Chain Management and Enterprise Resource Planning Maintenance Management, Management of safety in a factory.

**Suggested Readings:**

1. Ashwathappa, K. and Bhai, K.S., “*Production and Operations management,*” 2009, Himalaya publications
2. Mahadevan, B., “*Operations Management: Theory and Practice*”, 2<sup>nd</sup> Edition (2010), Pearson Education.
3. Bedi, Kanishka, “*Production and Operations Management*”, 2004, Oxford Higher Education.
4. Krajewski, L.J. and Ritzman, L.P., “*Operations Management Processes and Value Chains*”, 7<sup>th</sup> Edition (2004), Pearson Education.

**Group-II: PROJECT AND PRODUCTION MANAGEMENT**  
**PAPER-II: QUALITY MANAGEMENT**

**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**

Concepts of Product and Service Quality, Principles and Philosophies of quality management, Dimensions of Quality. PDCA Cycle, Deming's, Juran's, Crosby's Quality Philosophy. Quality Cost. Relevance of quality management to organizational excellence. Business Process reengineering

**SECTION-B**

Quality systems – fundamentals, organizing and implementation of quality systems Tools and techniques of quality management  
 Control Charts for SQC: Statistical Quality Control (SQC). Six Sigma: Concepts, Steps and Tools.

**SECTION-C**

Quality Function Deployment, QFD example.  
 Total Quality Management perspective, methodologies and procedures; Roadmap to TQM, ISO 9000, KAIZEN, Quality Circles,

**SECTION-D**

Quality Models for organizational excellence.  
 Benchmarking, Taguch method, Pareto Analysis, Pokka Yoke (Mistake Proofing) Other Factors in Quality: Human Factors such as attitude and errors. Material– Quality,  
 Quality circles, Quality in sales & service. Information technology and Quality management

**Suggested Readings:**

1. Mitra A., “*Fundamentals of Quality Control and Improvement*”, 2012, John Wiley & Sons.
2. J Evans and W Linsay, “*The Management and Control of Quality*”, 2005, Thomson.
3. Besterfield, D. H.; Besterfield, G.H.; Besterfield, Carol; Besterfield M.; Urdhwareshe, H.; Urdhwareshe R., “*Total Quality Management*”, 2011, Pearson Education.
4. Besterfield, D H, “*Quality control*”, 2009, Prentice Hall.
5. Bhat, K.S., “*Quality Management*”, 2009, Himalaya Publishing

**Group-II: PROJECT AND PRODUCTION MANAGEMENT**  
**PAPER-III: PROJECT EVALUATION AND MANAGEMENT**

**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**

**Project Identification Analysis:** Socio-economic Consideration in Project Formulation; Social Infrastructure Projects for Sustainable Development; Investment Opportunities; Project Screening and Presentation of Projects of Decision Making; Expansion of Capacity; Diversification.

**Market and Technical Analysis:** Market and Demand Analysis – Market Survey, Demand Forecasting, Uncertainties in Demand Forecasting; Technical Analysis – Product Mix, Plant Capacity, Materials and Inputs, Machinery and Equipment.

**SECTION-B**

**Project Costing and Finance:** Cost of project; Cost of production; Break even Analysis; Means of Financing Project; Tax Aspects in Project Finance; Role of Financial Institution in Project Finance.

**SECTION-C**

**Project Appraisal:** Time Value of Money; Project Appraisal Techniques – Playback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return, Benefit Cost Ratio; Social Cost Benefit Analysis; Effective Rate of Protection.

Measures of Risk; Sensitivity Analysis; Simulation Analysis; Decision Tree Analysis.

**SECTION-D**

**Project Scheduling/Network Techniques in Project Management:** CPM and PERT Analysis; Float times; Crashing of Activities; Contraction of Network for Cost Optimization, Updating; Cost Analysis of Resources Allocation. Basic knowledge of the leading softwares for Project Planning and Analysis.

**Suggested Readings:**

1. Bhavesh, M. Patel, “*Project Management–Strategic Financial Planning Evaluation and Control*”, 2000, Vikas Publishing House Pvt. Ltd.
2. Chandra, P, “*Project Management.*”, 2007 Tata McGraw Hill.
3. Wysocki and Robert K., “*Effective Project Management.*”, 2000, John Wiley and Sons, USA.

**Group-II: PROJECT AND PRODUCTION MANAGEMENT**  
**PAPER-IV: LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

**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**

**Logistics Management:** Definition of logistics and the concepts of logistics. Logistics Activities: Functions of the logistics system – transportation, warehousing, order processing, information handling and procurement. Materials Management: Materials management functions and control, inventory management in logistics system, inventory decision-making, MRP, MRP II systems, multi-echelons.

**SECTION-B**

**Logistics Customer Service,** Modeling logistics systems, Simulation of logistic systems, cost effective distribution strategies, Value of information in logistics, E-logistics, risk pooling effect, International and global issues in logistics, Integrated functional activities in logistics, Role of government in international logistics and Principal characteristics of logistics in various countries and regions.

**SECTION-C**

**Definition of Supply Chain Management (SCM);** Scope & Importance of Supply Chain Management; Key drivers Of the SCM; Features of Supply Chain Management; Supply Chain Network – 1st Tier , 2nd Tier Suppliers and Customers; Customer Service Dimension (Seven “R” Principles, Service after sale, Customer delight)

**SECTION-D**

**Inventory Control, Planning & Managing Inventories;** Warehouse Management (Receipt, issue, storage and preservation, stock verification, In bound and out bound distribution operations); Order Management; Competitive advantage through logistics and supply chain management; Responsive SupplyChain.

**Suggested Readings:**

1. Dyckhoff, Harald,” *Supply Chain Management and Reverse Logistics*”,2004, Springer (India) Pvt.Ltd.
2. Dubey, Jayashree and Saikumar, M.L, “*Supply Chain Management*”,2007, IPE Hyderabad and New Century Publication, New Delhi.
3. Sahay, BS, “*Emerging Issues in Supply Chain Management*”,2004, Macmillan.
4. Kulkarni, Sarika and Sharma, Ashok, “*Supply Chain Management – Creating Linkages for Faster Business Turnaround*”,2005, McGraw Hill.

**GROUP-III: INSURANCE**

**PAPER-I: PRINCIPLES AND PRACTICE OF LIFE INSURANCE**

**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**

Introduction to risk management, mitigating risk via insurance markets, Nature of insurance business, insurance business environment in India, Insurance sector in India.

**Life Insurance:** Introduction to Life insurance, principles of life insurance. Regulatory Framework, Financial planning and life insurance.

**Plans/Policies of Life insurance:** Different types of life insurance plans – Term Plan – Endowment Plan  
– Money Back Insurance Plan – Whole-Life Insurance Plan.

**SECTION-B**

Unit Linked Insurance Plans (ULIPs) – Joint Life Insurance Plans – Child Insurance Plans – Rider benefits.–Industrial life insurance – Group insurance– Keyman insurance – Health insurance and its types.

**Annuities:** Understand the concept of annuity – Different types of annuity plans – Advantages And disadvantages of annuity –Annuity Vs Life Insurance –

**SECTION-C**

**Policy Documents:** Importance of a policy document – Format of a policy document – Policy Schedule and its various components – Conditions and privileges in a policy document – Duplicate policies.

Premium payment, policy lapse and revival: Different types of premium – Different factors considered in calculating premium – Bonus in policies – Different types of bonus in life insurance policies, Premium calculations – Surrender value and non-forfeiture options – Revival of lapsed policies and its types

**SECTION-D**

**Policy Claims:** Different types of policy claims – Survival Benefits – Death Claims – MaturityClaims – Submission of Proof of title at claim processing stage – Early Claims &Naturally Claims – Documents required for processing early claims – Death due to un-natural causes or accidents – Nomination – Assignment–Waiver of evidence of title – Claims Concession Clause and Extended Claims ConcessionClause – Presumption of Death – Insurance Riders – Accidental Death Benefit rider – Permanent Death Benefit Rider

B. COM (PASS & HONS.) (SEMESTER SYSTEM)  
Credit Based Grading System (CBGS)  
Syllabus for the College batch from year 2023 to year 2026

**Suggested Readings:**

1. Periasamy, P., “*Principles and Practice of Insurance*”, 2010, Himalaya Publication.
2. Sahoo, S.C. and Das, S.C., “*Insurance Management*”, 2010, Himalaya Publication.
3. Kotreshwar, G., “*Risk Management– Insurance and Derivatives*”, 2005, Himalaya PublishingHouse.
4. Gopal Krishan, G., “*Insurance Principles and Practice*”, 1994, Sterling Publishers, New Delhi.
5. Gupta, P.K., “*Fundamentals of Insurance*”, 2<sup>nd</sup> edition (2011), Himalaya Publications.
6. Niehaus, Harrington, “*Risk Management and Insurance*”, 2007, Tata McGraw–Hill



**GROUP-III: INSURANCE**  
**PAPER-II: PRINCIPLES AND PRACTICE OF GENERAL INSURANCE**

**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**

**Risk Mitigation Through General Insurance:** Risks Faced by the Owner of Assets – Exposure to Perils Nature of General Insurance, General Insurance Industry in India.  
**Insurance Forms:** Proposal Forms, Cover Notes, Certificate of Insurance, Policy Forms, Endorsements, Interpretation of Policies, Co-Insurance, Standard Policies.

**Fire & Marine Insurance Coverages:** Fire Insurance Coverages – Marine Insurance Coverages – Types of Marine Insurance Policies, – Duty & Increased Value Insurance.

**SECTION-B**

Reinsurance Recoveries – Functions of Salvage Association and Functions of Cargo Surveyors.

**Motor Insurance:** Comprehensive Policy for Private Cars Loss on Damage – Liability to Third Parties, Medical Expenses – General Exception – Conditions – No Claims Bonus – Transfer of Interest – The Schedule Comprehensive Policies on Commercial Vehicles Comprehensive Policies on Motor Cycle

**SECTION-C**

**Miscellaneous Coverages:** Personal Accident insurance – health insurance – Burglary insurance – Baggage insurance – Legal Liability insurance – Public & Product Liability insurances – Professional Indemnity insurance – Workmen's Compensation Insurance – Fidelity Guarantee insurance – Banker's Indemnity insurance – Carrier's Legal Liability insurance – Jeweller's Block insurance – Composite policies – Aviation insurance – Engineering insurance – Rural Insurances – Micro insurance.

**Specialised Insurances:** Industrial All Risks insurance – Advance Loss of Profits insurance – Oil & Energy Risks insurance – Satellite insurance.

### SECTION-D

**Underwriting:** Objectives and approach – Underwriting policy – Reinsurance.

**Rating and Premium:** Classification of risks – Discrimination – Bonus / Malus – Claims cost – acquisition cost – Management expenses – Classification of products – Premium – Short period scales – Failure of consideration – Refund / return of premium – Advance payment of premium,

**Claims:** Preliminary procedure – Loss minimization – Procedure – Claims Form – Investigation and assessment – Surveyors and loss assessors – Claims documents – Arbitration – Discharge vouchers – Post settlement actions – Recoveries – Salvage & Loss minimization – Inhouse settlement.

#### Suggested Readings:

1. Gupta, P.K., “*Principles and Practice of Non life Insurance*”, 2006, Himalaya Publications
2. Periasamy, P., “*Principles and Practice of Insurance*”, 2010, Himalaya Publication.
3. Gupta, P.K., “*Insurance and Risk Management*”, 2010, Himalaya Publication.
4. Gopal Krishan, G., “*Insurance Principles and Practice*”, 1994, Sterling Publishers, New Delhi.
5. Niehaus, Harrington (2007), *Risk Management and Insurance*, Tata McGraw–Hill

**GROUP–III: INSURANCE**

**PAPER–III: ACCOUNTING FOR INSURERS**

**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**

**Elementary Principles of Accounts:** Basic Principles of Double Entry, Group Of Accounts. Principle of Journal and Ledger, Cash Book , Trial Balance , Final Accounts, Distinction between Capital and Revenue Expenditure ,Trading Account , Balance Sheet  
**Accounting Procedures –Premium Accounting:** Accounting of Premium, Renewal Premium, SSS Business Accounting Procedures.

**SECTION-B**

**Application of Financial Management Concept in Insurance Industry:**

Introduction – Different Financial Management Concepts, Assets Risks, Market Risks, Realization Risk, Asset Liability Management, Cash Management, Capital Market Financial Ratio in Life Insurance Industry.

**SECTION-C**

**Introduction to Underwriting:** Insurance Profile of an Underwriter, Underwriting Purpose & Objectives of Underwriting, Importance of Underwriting, The Underwriting Process, Functions of Underwriting, Risk selection, Classification & Rating, Policy Forms. Rate Making, Types of Underwriters, Underwriting Decisions, Policies on Preferred / Standard / Sub-standard Basis, Monitoring Underwriting Decisions.

**SECTION-D**

**Reinsurance:** Definition of reinsurance, utility of reinsurance, health insurance and reinsurance models, products supported by reinsurers, white labelling, social reinsurance annual reinsurance programme.

**Suggested Readings:**

1. Barnett, Samuel “ *Life Insurance Accounting* ” ,2012, General Books
2. American Institute of Certified Public Accountants, “ *Deposit Accounting: Accounting For Insurance and Reinsurance Contracts* ”, 1998 , The Institute
3. Hennis, John L , “ *Principles of Insurance Accounting* ” Mid America Publishing Corporation

### GROUP-III: INSURANCE

#### PAPER-IV: INSURANCE MARKETING

**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

**Insurance Industry In India**– Introduction and History , An analysis of evolution of Insurance in India, Dynamic Market Environment for Insurance in India, Authorities and Regulatory Environment. Status Quo– The Indian Market vis-a-vis other Markets

#### SECTION-B

**Life Insurance**– Industry Outlook and major players, Market Opportunities And Challenges: Empirical Results and Analysis. Urgent needs and Customer Segmentation, Products, Pricing Criteria, Distribution Channels, Communication Strategy .

#### SECTION-C

**Health Insurance**– Industry Outlook and Major Players, Market Opportunities and Challenges: Empirical Results and Analysis. Urgent needs and Customer Segmentation, Products, Pricing Criteria,

#### SECTION-D

Distribution Channels, Communication Strategy.

**Conclusion**– Outlook for Life and Health Insurance Market in India , Summary of the Best practices

**Suggested Readings:**

1. Dewan, Novi , “*Indian Life and Health Insurance Industry– A Marketing Approach*”, 2010, Gabler Edition Wissenschart
2. Allen, Sharon B and Goodwin, Dennis W “ *Life and Health Insurance Marketing*”, 1998, LifeOffice Management Association
3. Kravitz, Seth and Barinskiy, Lev “ *Mastering Insurance Marketing*”, 2010, Create Space

## **GROUP-IV: INTERNATIONAL BUSINESS**

### **PAPER-I: MANAGEMENT OF INTERNATIONAL BUSINESS OPERATIONS**

**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**

International Business – nature, scope, structure and significance, Emergence of multinational and Transnational corporations, Global business environment – social, cultural, economic, political and ecological factors.

Cultural Contacts of Global Management, Understanding the Role of Culture – Communicating Across Cultures, Cross Cultural Negotiations and Decision Making.

#### **SECTION-B**

**Foreign Market Entry Modes:** Direct and Indirect entry modes, choice of entry mode, FDI and collaborative ventures, Managing collaborative ventures, Licensing, Franchising, and other Contracts.

Mergers and acquisitions, Indian companies going global.

#### **SECTION-C**

**Global Sourcing:** Trends towards outsourcing, evolution of global sourcing, benefits and challenges, risks in global sourcing and strategies for minimising risk.

Social Responsibilities: MNE Social Responsibilities, Efficiencies, Perspectives.

#### **SECTION-D**

Ethics, Technological Perspective, Foreign Corrupt Practices Act  
Competitive Strategy and the International Business Environment. Designing Organizations for International Environments

**Suggested Readings:**

1. Sundaram, Anant K. and Black, J. S., “*The International Business Environment*”, 2<sup>nd</sup> Edition Prentice Hall.
2. Hamilton, Leslie and Webster, Philip, “*The International Business Environment*”, 2<sup>nd</sup> Edition (2012), Oxford University press
3. Daniels, John; Radebaugh, Lee and Sullivan, Daniel, “*International Business*”, 13<sup>th</sup> Edition (2011), Pearson Education.
4. Paul, Justin, “*International Business*”, 4<sup>th</sup> Edition (2008), PHI Learning.
5. Sharan Vyuptakesh, “*International Business – Concept, Environment and Strategy*”, 3<sup>rd</sup> Edition (2010), Pearson Education, Delhi.
6. Hill, Charles W.L. and Jain, Arun Kumar, “*International Business – Competing in the Global Market Place*”, 6<sup>th</sup> Edition (2011), The McGraw Hill Publishing Co. Ltd., New Delhi.
7. Cavusgil, S.T.; Knight Gary and Riesenberger, John, “*International Business – Strategy Management and the New Realities*”, 2<sup>nd</sup> Edition (2011), Pearson Education, Dorling Kindersley (India) Pvt. Ltd, Delhi.

**GROUP-IV: INTERNATIONAL BUSINESS**  
**PAPER-II: INDIA'S FOREIGN TRADE**

**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**

**Foreign Trade**, Instruments of foreign trade, Import/export control, Exchange control in India, import finance (documentary credit), export financing, Regulatory framework for export/ import operations. Export promotion incentives, import/export guarantees,

**SECTION-B**

Foreign remittances, technology transfer.

Crossborder banking arrangements – forms of International banking, NRI/NRO accounts, cross border risk.

International monetary systems. International finance.

**SECTION-C**

**Foreign Exchange Market:** Nature of transactions in foreign exchange market and types of players, convertibility of rupee, euro currency market, commercial rates of exchange, exchange rate determination. Strategies of international business,

**SECTION-D**

**International Investment:** Types and significance of foreign investments, factors affecting international investment, growth and dispersion of FDI, cross border mergers and acquisitions, foreign investment in India,

**Suggested readings:**

1. Chaudari, B.K. and Agarwal, O.P., "Foreign Trade and foreign exchange", 2010, Himalaya Publication.
2. Daniels, John; Radebaugh, Lee and Sullivan, Daniel, "*International Business*", 13<sup>th</sup> Edition (2011), Pearson Education.
3. Paul, Justin, "*International Business*", 4<sup>th</sup> Edition (2008), PHI Learning.
4. C. Paul Hallwood and Ronald Macdonald, "*International Money and Finance*", 3<sup>rd</sup> Edition (2000), Blackwell, Oxford U.K.

**GROUP-IV: INTERNATIONAL BUSINESS**

**PAPER-III: INTERNATIONAL FINANCIAL MANAGEMENT**

**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**

**Foreign Exchange System:** The Internationalization of Business and Finance, Alternatives Exchange Rate System; International Monetary System, The European Monetary System. Foreign Exchange Rate Determination: Introduction To Spot Market And Forward Market; Setting The Equilibrium Spot Exchange Rate; Factors Affecting Currency Value; Bop Approach And Asset Market Approach.

**SECTION-B**

Role of Central Bank In Determination Of Exchange Rates; Parity Conditions In International Finance; Purchasing Power Parity.

**Foreign capital budgeting decisions of an MNP:** Ascertainment of Cash Outlay and Future Cash Inflows for Parent and Subsidiary, Profitability Analysis of Project for Parent under Different Situation.

**SECTION-C**

Country risk analysis: Country Risk Analysis, Measuring And Managing Political Risk, Firms Specific Risk; Country Risk Analysis, Study Of Economic And Political Factors Posing Risk, Country Risk Analysis In International Banking

**SECTION-D**

Measuring and Managing Various Exposures: Alternative Measures of Foreign Exchange Exposure. **Risk Hedging**, Measuring and Managing Transaction Exposure; Measuring and Managing Operating Exposure.

Foreign Exchange Risk Management; Foreign Exchange Instruments, Currency Futures and Options Market; Interest Rates and Currency Swaps; Interest Rate Forwards and Futures.

**Suggested Readings:**

1. Shapiro, Allan C “*Multinational Financial Management*”, 2003, John Wiley and Sons, Singapore.
2. Apte P.G., “*International Financial Management*”, 2009, Tata McGraw Hill, India.
3. Bhalla, V.K., “*International Financial Management*”, 2008, Anmol Publications, India.
4. Eitman, Stonehill and Moffett, “*Multinational Business Finance*”, 2004, Pearson Education, India.



**GROUP-IV: INTERNATIONAL BUSINESS**  
**PAPER-IV: INTERNATIONAL MARKETING**

**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**

**Over View of the World Business:** Domestic V/s International Marketing; Benefits of Intl. Marketing Trade Theories : Economic Development Barriers to International Marketing; Role of GATT WTO, OSP, etc.,

**SECTION-B**

**Global Business Environment,** World Marketing Environment, Political/ Legal/ Cultural/ Social/ Psychological dimensions

**SECTION-C**

**Planning for Intl. Mktg.–** Overseas MR, IS, Foreign Market ,entry strategies, International marketing Decisions–Product Branding, Packaging, Pricing, Distribution, Sales, Sales & Promotion Decision strategies

**SECTION-D**

**Foreign Trade in India–** Regulation, Promotion & Development, Foreign Trade Control, EXIM Policy, Organizational Setup. Export Documents and Procedures, Export Risk, Insurance. Major problems of Indian Export

**Suggested Readings:**

1. Onkvisit, S and Shaw, J, “*International Marketing–Analysis & Strategy*”, 1993
2. Rajagopal, “*International Marketing – Global Environment, Corporate Strategy, Case Studies*”;  
Vikas Publications.
3. Onkvisit& Shaw, “*International Marketing – Analysis & Strategy*”, 2007, (PHI Learning)

# FACULTY OF SCIENCES

## SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

### B.Sc. FASHION DESIGNING (CREDIT BASED GRADING SYSTEM) (FOR COLLEGES)

(SEMESTER: I - VI)

Examinations: 2023-26



## GURU NANAK DEV UNIVERSITY AMRITSAR

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**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER SYSTEM) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

## Scheme

### Semester-I

Paper	Subject	Theory	Duration	Practical	Duration	Total Marks	Credits
BFD01001T	Basic of Design and Illustration	50	3 Hrs.	-	-	50	2-0-0
BFD01002L	Basic of Design and Illustration	-	-	50	3 Hrs.	50	0-0-2
BFD01003T	Concept of Fashion	50	3 Hrs.	-	-	50	2-0-0
BFD01004L	Basics of Sewing-I	-	-	100	4 Hrs.	100	0-0-4
BFD01005T	Basics of Computers	50	3 Hrs.	-	-	50	2-0-0
BFD01006L	Basics of Computers	-	-	50	3 Hrs.	50	0-0-2
BFD01007T	Fibre to Fabric	50	3 Hrs.	-	-	50	2-0-0
BFD01008L	Fibre to Fabric	-	-	50	3 Hrs.	50	0-0-2
ENL121	Communication Skills in English-I	100	3 Hrs.	-	-	100	4-0-0
PBL601 PBL611 PHC110	ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ <b>OR</b> *ਮੁੱਢਲੀ ਪੰਜਾਬੀ <b>OR</b> *Punjab History & Culture (From Earliest Times to C 320)	100	3 Hrs.	-	-	100	4-0-0

### \*Special Note:

- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile/Non-Domicile of Punjab** ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) ਪੜ੍ਹਨਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Non-Domicile of Punjab** ਹਨ ਅਤੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਜਾਂ ਪੰਜਾਬ ਹਿਸਟਰੀ ਐਂਡ ਕਲਚਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਵਿਸ਼ਾ ਚੁਣ ਸਕਦੇ ਹਨ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ, ਪੰਤੂ ਕਿਸੇ ਕਾਰਣ ਪੰਜਾਬ ਤੋਂ ਬਾਹਰ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਹੀ ਵਿਸ਼ਾ ਪੜ੍ਹਣਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ ਅਤੇ ਪੰਜਾਬ ਦੇ ਕੇਂਦਰੀ ਵਿਦਿਆਲਿਆ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸਕੂਲ ਵਿੱਚ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਕਿਸੇ ਕਾਰਣ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਵਿਸ਼ਾ ਹੀ ਪੜ੍ਹਣਗੇ।

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER SYSTEM) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Semester-II**

Paper	Subject	Theory	Duration	Practical	Duration	Total Marks	Credits
<b>BFD02001T</b>	Traditional Textiles	50	3 Hrs.	-	-	50	2-0-0
<b>BFD02002L</b>	Traditional Textiles	-	-	25	3 Hrs.	25	0-0-1
<b>BFD02003T</b>	Fabric Construction	50	3 Hrs.	-	-	50	2-0-0
<b>BFD02004L</b>	Fabric Construction	-	-	25	3 Hrs.	25	0-0-1
<b>BFD02005T</b>	Basics of Sewing-II	50	3 Hrs.	-	-	50	2-0-0
<b>BFD02006L</b>	Basics of Sewing-II	-	-	50	4 Hrs	50	0-0-2
<b>BFD02007L</b>	Basics of Computers	-	-	50	3 Hrs	50	0-0-2
<b>ENL122</b>	Communication Skills in English-II	70	3 Hrs.	-	-	70	3-0-0
<b>ENP122</b>	Communication Skills in English-II			30	3 Hrs.	30	0-0-1
<b>PBL602 PBL612 PHC111</b>	ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ <b>OR</b> *ਮੁੱਢਲੀ ਪੰਜਾਬੀ <b>OR</b> *Punjab History & Culture (C. 320 to 1000 A.D.)	100	3 Hrs.	-	-	100	4-0-0
<b>SOA105</b>	**Drug Abuse: Problem, Management and Prevention (Compulsory)	50	3 Hrs.			50	2-0-0
<b>BFD02014L</b>	Industrial Visits at least two units and submission of report=20 Seminar on any topic from theory course=30 considered as External Examination (Practical) (20+30)	-	-	50	-	50	0-0-2

**\*Special Note:**

- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile/Non-Domicile of Punjab** ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) ਪੜ੍ਹਨਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Non-Domicile of Punjab** ਹਨ ਅਤੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਜਾਂ ਪੰਜਾਬ ਹਿਸਟਰੀ ਐਂਡ ਕਲਚਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਵਿਸ਼ਾ ਚੁਣ ਸਕਦੇ ਹਨ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ, ਪੰਤੂ ਕਿਸੇ ਕਾਰਣ ਪੰਜਾਬ ਤੋਂ ਬਾਹਰ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਹੀ ਵਿਸ਼ਾ ਪੜ੍ਹਣਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ ਅਤੇ ਪੰਜਾਬ ਦੇ ਕੇਂਦਰੀ ਵਿਦਿਆਲਿਆ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸਕੂਲ ਵਿੱਚ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਕਿਸੇ ਕਾਰਣ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਵਿਸ਼ਾ ਹੀ ਪੜ੍ਹਣਗੇ।

**\*\*This paper marks will not be included in the total marks.**

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER SYSTEM) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Semester-III**

<b>Paper</b>	<b>Subject</b>	<b>Theory</b>	<b>Duration</b>	<b>Practical</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Credits</b>
<b>BFD03001L</b>	Fashion Design and Illustration	-	-	50	3 Hrs.	50	0-0-2
<b>BFD03002T</b>	Colour Concepts & Colouration	50	3 Hrs.	-	-	50	2-0-0
<b>BFD03003L</b>	Colour Concepts & Colouration	-	-	50	3 Hrs.	50	0-0-2
<b>BFD03004T</b>	Pattern Making & Garment Construction	50	3 Hrs.	-	-	50	2-0-0
<b>BFD03005L</b>	Pattern Making & Garment Construction	-	-	100	4 Hrs.	100	0-0-4
<b>BFD03006L</b>	Needle Craft	-	-	100	3Hrs.	100	0-0-4
<b>BFD03007T</b>	Knitting Technology	50	3 Hrs.	-	-	50	2-0-0
<b>BFD03008L</b>	Knitting Technology			50	3 Hrs.	50	0-0-2

**Semester-IV**

<b>Paper</b>	<b>Subject</b>	<b>Theory</b>	<b>Duration</b>	<b>Practical</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Credits</b>
<b>BFD04001L</b>	Fashion Design and Illustration (CAD)	-	-	100	3 Hrs.	100	0-0-4
<b>BFD04002T</b>	History of Costumes	50	3 Hrs.	-	-	50	2-0-0
<b>BFD04003L</b>	History of Costumes	-	-	50	3 Hrs.	50	0-0-2
<b>BFD04004T</b>	Garment Construction & Draping	50	3 Hrs.	-	-	50	2-0-0
<b>BFD04005L</b>	Garment Construction & Draping	-	-	100	4 Hrs.	100	0-0-4
<b>BFD04006L</b>	Fashion Illustration & Appreciation	-	-	50	3 Hrs.	50	0-0-2
<b>BFD04007L</b>	Pattern and Marker Making on Computer	-	-	100	3 Hrs.	100	0-0-4
<b>*ESL-221</b>	Environmental Studies (Compulsory)	100	3 Hrs.	-	-	100	2-0-0

**Note: \*This paper marks will not be included in the total marks.**



BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01001T : BASIC OF DESIGN AND ILLUSTRATION  
 (THEORY)**

**Time: 3 Hrs.**  
**Total Period: (3+6) Per Week**

**Credit : 2-0-2**  
**Max. Marks: 100**  
**Theory: 50**  
**Practical: 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 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.

**OBJECTIVES:**

To help students to understand design fundamental, elements and principles of design.  
 To enable students to gain knowledge of figure sketching and drawing.  
 To understand the fashion design concepts, illustration techniques and colour theories.

**SECTION-A**

- Introduction to art media and its application- different art media like pencils, pencil colours, crayons, poster colours, erasers, acrylic rendering and shading skills.

**SECTION-B**

- Elements of art and design -line, form, shape, space, size, textures and colour.
- Design -Definition and types

**SECTION-C**

- Principles of design-Harmony, Balance, Rhythm, Proportion, Emphasis
- Fashion model drawing – Basic human proportion, body figures and shapes, sketching postures.

**SECTION-D**

- Colour - dimensions of colour, hue, value, and intensity.
- Colour wheel.
- Colour schemes- their importance and applications.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01002L : BASIC OF DESIGN AND ILLUSTRATION  
(PRACTICAL)**

**Credit : 0-0-2  
Marks : 50**

**Time: 3 Hrs**

- Introduction to art media and its application.
- The basic drawing and rendering of equipments using, pencils, crayons, poster and acrylic colours etc.
- Introduction to basic sketching techniques.
- Colour-Preparation of colour wheel, grey scales, colour schemes and tints and shades.
- Figure stylization - Basic croquets, division of the body to make the 8 head figure, 10 head figure, 12 head figure, Fleshing out body.
- Body Details – Face, Features, hair Styles, Arms, Hands, Legs, Feet and Foot wear.
- Figure in motion - Geometrical blocks to make different postures, Segregate into postures as normal standing, walking, running and sitting and fleshing of croquis.



BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01003T : CONCEPT OF FASHION  
(THEORY)**

**Credit : 2-0-0**

**Time: 3 Hrs.**

**Total Periods: (6+0) Per Week**

**Max. 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 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.

**OBJECTIVES:**

**To create awareness about clothing culture.**

**To impart knowledge of clothing communication and fashion expression.**

**SECTION-A**

- Fashion Terminology - fashion, style, change, fashion cycles, fad, classic, boutique, croque, fashion trends, haute couture, designer, prêt-a-porter, and silhouette.
- Fashion –Definition and its importance.
- Fashion forecasting – Long term and short term.

**SECTION-B**

- Origin and evolution of Fashion
- Principles of Fashion

**SECTION-C**

- Factors affecting fashion.
- Difference between fashion and anti-fashion.
- Role of social and psychological aspects of clothing

**SECTION-D**

- Fashion cycles - Introduction and its stages, length and break in fashion cycle.
- Fashion theories - Trickle down, trickle across and bottom up theory.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01004L : BASICS OF SEWING –I  
(PRACTICAL)**

**Total Periods: (3+6) Per Week  
Time: 3 Hrs.**

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

**Instructions for the Paper Setters:-**

Students to prepare three samples.

**OBJECTIVES:**

To impart knowledge of machines and other basic sewing techniques used for Garment formation.

- Introduction to different parts of sewing machine and their care and maintenance
- Basic hand stitches
- Seams and seam finishes – Plain, flat, run and fell, French, counter hem, mantua maker, over lock, hand over cast, turned and stitched, binding
- Fullness – Darts, tucks, pleats, gathers
- Neckline Finishes
- Plackets – continuous, two piece placket, extended bodice trimmings
- Pockets – Patch, welt, inseam, bound, flap, kurta

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01005T : BASICS OF  
COMPUTERS (THEORY)**

**Total Periods: (3+6) Per Week**  
**Time: 3 Hrs.**

**Credit : 2-0-2**  
**Max. Marks: 100**  
**Theory: 50**  
**Practical: 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 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 to Computer, Data Processing, Concept of data and information,

**SECTION-B**

- Classification of computer.
- Computer Hardware-Central Processing Unit, Main Memory, Secondary Memory
- I/O devices

**SECTION-C**

- General concept of MS-Word: Word Processing, Formatting, editing
- MS-Word : Spell-Grammar check, Mail Merge, Printing and saving.

**SECTION-D**

- Computer applications in various fields of fashion Industry.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01006L : BASICS OF  
COMPUTERS (PRACTICAL)**

**Credit : 0-0-2  
Marks : 50**

**Time: 3 Hrs**

1. Introduction to MS-Word.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01007T : FIBRE TO FABRIC  
(THEORY)**

**Total Periods: (6+3) Per Week  
Time: 3 Hrs**

**Credit : 2-0-2  
Max. Marks: 100  
Theory: 50  
Practical: 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 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.

**OBJECTIVES:**

**To impart the knowledge of fibre, sources of fibres, their definitions and properties. To provide students with knowledge of yarn science and yarn properties..**

**SECTION-A**

- Textile Terminology– Fibre, yarn, elasticity, absorbency, resiliency, drapability , twist, blend, fabric
- Introduction to textile fibres and their classification based on source and origin

**SECTION-B**

- Manufacturing process and the properties of various natural cellulosic fibres – Cotton, and linen
- Manufacturing process and the properties of various natural protein fibres – wool and silk

**SECTION-C**

- Manufacturing process and the properties of different fibres
  - Viscose rayon
  - Nylon
  - Lycra
  - Spandex

**SECTION-D**

- Types and uses of yarn – Simple yarn, fancy yarns, textured yarns
- Yarn properties- yarn linear density, size, count, twist in yarn, twist direction, strength and uniformity
- Introduction to spinning

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD01008L : FIBRE TO FABRIC  
(PRACTICAL)**

**Credit : 0-0-2  
Marks : 50**

**Time: 3 Hrs**

- Identification of Fibres
- Microscopic appearance, burning test and solubility test for different fibres
- Visual identification of spun, filaments, cords, cable and fancy yarns
- Collection of different types of yarns.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ENL121: COMMUNICATION SKILLS IN ENGLISH-I  
 (THEORY)**

**Time: 3 Hours**

**Credits: 4-0-0  
 (6 periods per week)  
 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.

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

**SECTION-A**

**Reading Skills:** Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

**SECTION-B**

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

**Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

**SECTION-C**

**Writing Skills:** Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

**Activities:**

- Formatting personal and business letters.
- Organising the details in a sequential order

**SECTION-D**

Resume, memo, notices etc.; outline and revision.

**Activities:**

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

**Recommended Books:**

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**  
**PBL601 : ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

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**

**ਸੈਕਸ਼ਨ-ਦੋ**

**ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ**

(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
 (ਕਵਿਤਾ ਭਾਗ)  
 (ਕਵਿਤਾ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਮੰਚ ਘਰ**

ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਧੀਰ, ਡਾ. ਹਿਰਦੇਜੀਤ ਸਿੰਘ ਭੋਗਲ (ਸੰਪਾ.), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
 (ਵਿਸ਼ਾ-ਵਸਤੂ, ਪਾਤਰ ਚਿਤਰਨ)

**ਸੈਕਸ਼ਨ-ਸੀ**

- (ੳ) ਪੈਰੂ ਰਚਨਾ  
 (ਅ) ਪੈਰੂ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ

**ਸੈਕਸ਼ਨ-ਡੀ**

**ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ:**

ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪਭਾਸ਼ਾ ਵਿਚਲਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ-ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ ਸਿਧਾਂਤ, ਇਤਿਹਾਸ ਅਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਸਤਿੰਦਰ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
5. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਸਫ਼ਰ ਤੇ ਸ਼ਾਸਤ੍ਰ ਭਾਗ-I, ਸਿੰਘ ਬ੍ਰਦਰਜ, ਅੰਮ੍ਰਿਤਸਰ।
6. ਹਰਕੀਰਤ ਸਿੰਘ, ਭਾਸ਼ਾ ਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ।
7. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
8. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
9. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ
10. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।



BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

**PBL611 :ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
(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 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 ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਠ-ਕ੍ਰਮ**  
**ਸੈਕਸ਼ਨ-ਏ**

ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ

- (ੳ) ਨਾਮਕਰਣ ਤੇ ਸੰਖੇਪ ਜਾਣ-ਪਛਾਣ : ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ, ਅਖਰ ਕ੍ਰਮ, ਸਵਰ ਵਾਹਕ (ੳ ਅ ਏ), ਲਗਾਂ-ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ, ਬਿੰਦੀ, ਟਿਪੀ, ਅਧਕ।
- (ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

**ਸੈਕਸ਼ਨ-ਬੀ**

ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ : ਸਵਰ, ਵਿਅੰਜਨ : ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ ਅਤੇ ਉਚਾਰਣ, ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ ਦੀ ਪਛਾਣ।

**ਸੈਕਸ਼ਨ-ਸੀ**

ਪੰਜਾਬੀ ਸ਼ਬਦ ਜੋੜ : ਮੁਕਤਾ (ਦੋ ਅਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌੜੇ ਵਾਲੇ ਸ਼ਬਦ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿਪੀ, ਅਧਕ ਵਾਲੇ ਸ਼ਬਦ)  
ਸੁਧ, ਅਸੁਧ (ਪੈਰੇ ਵਿਚ ਲਿਖੇ ਅਸੁਧ ਸ਼ਬਦਾਂ ਨੂੰ ਸੁਧ ਕਰਨਾ)

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਪ੍ਰੋ. ਸੈਰੀ ਸਿੰਘ, ਪ੍ਰੋ. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਭਾਸ਼ਾ ਵਿਗਿਆਨ : ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
4. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-I) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**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)**

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

**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**

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

**SECTION-B**

3. Harappan Civilization: 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. Budha Parkash, *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.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02001T : TRADITIONAL  
TEXTILES (THEORY)**

**Time: 3 Hrs**  
**Total Periods: (6+6) Per Week**

**Credit : 2-0-1**  
**Max. Marks: 75**  
**Theory: 50**  
**Practical: 25**

**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.

**OBJECTIVES:** To impart knowledge of traditional design and motifs of textiles. To introduce applications of these motifs on the different textiles.

**SECTION-A**

- Floor coverings – Carpets and Durries
- Printed Textiles – Sanganeri
- Painted Textiles – Kalamkari

**SECTION-B**

- Dyed Textiles
  - Bandhani
  - Patola
  - Ikkat

**SECTION-C**

- Woven Textiles
  - Brocades
  - Chanderi
  - Maheshwari
  - Jamdani
  - Baluchari

**SECTION-D**

**Study of following traditional embroideries**– Introduction, types, their traditional influences, symbolism, basic fabrics, decorative stitches, techniques and their colour combinations:

- Kutch
- Phulkari
- Kantha
- Kasuti
- Chamba Rumal
- Kashida
- Chikankari

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02002L : TRADITIONAL**

**TEXTILES (PRACTICAL)**

**Credit : 0-0-1**

**Marks : 25**

**Time: 3 Hrs**

**Sample making of following traditional embroideries :**

- Kutch of Gujarat
- Phulkari of Punjab
- Kantha of Bengal
- Kasuti of Karnataka
- Kashida of Kashmir
- Chikankari of Uttar Pradesh

Students to prepare a file of SECTION – B and C samples

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02003T : FABRIC CONSTRUCTION**  
**(Theory)**

**Time: 3 Hrs**  
**Total Periods: (6+3) Per Week**

**Credit : 2-0-1**  
**Max. Marks: 75**  
**Theory: 50**  
**Practical: 25**

**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.

**OBJECTIVES:** To impart knowledge of fabric manufacture and fabric properties. To enable students to understand fabric structures and to analyses them

**SECTION-A**

- Introduction to different methods of fabric construction
- Loom – Definition, Principle, Parts, Types (shuttle and shuttle less looms) and Operations

**SECTION-B**

- Weaving – Definition, principle, types of following weaves
  - Basic Weaves – Plain weave, Twill weave and Satin weave, their variations and types.
  - Novelty/Fancy Weaves – Pile weave and its types, Jacquard weave, Dobby weave and its types, Swivel weave, Lappet weave, Crepe weave
- Knitting – Definition and Techniques (Warp and Weft)

**SECTION-C**

- Felting – Definition, Manufacturing Process, Types, Properties and Uses
- Bonding – Definition, Manufacturing Process, Properties and Uses
- Non Woven Textiles and their types

**SECTION-D**

- Decorative way of fabric construction-
  - Lace making
  - Netting
  - Braiding
  - Knotting

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02004L : FABRIC CONSTRUCTION**

**(Practical)**

**Credit : 0-0-1  
Marks : 25**

**Time: 3 Hrs**

- Sample Making by various weaving techniques for example plain, twill, satin, diamond, pile etc.
- Preparation of one article by using the above mentioned techniques.
- Prepare folder for all techniques used for Fabric Construction.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02005T : BASICS OF SEWING – II**  
**(Theory)**

**Total Periods: (3+6) Per Week**  
**Time: 3 Hrs**

**Credit : 2-0-2**  
**Max. Marks: 100**  
**Theory: 50**  
**Practical: 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 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.

**OBJECTIVES:** To impart knowledge of machines used for sewing.

**SECTION-A**

**Terminology**

- Construction lines
  - Seam line
  - Centre front and back line
  - True bias
  - Bust line
  - Seam allowance
  - Waist line
  - Jog
- Anthropometric measurements – Study of all body measurements of all age groups (infants, children, women and men), standards of body measurements, importance, standardization and size chart

**SECTION-B**

- Drafting – Its importance and uses
- Introduction to pattern making and its tools

**SECTION-C**

- Sleeves – Different types of sleeves
- Collars - Different types and styles of collars

**SECTION-D**

- Yokes – Yokes with fullness and without fullness (definition, purpose, their application and construction)
- Trimmings - Different types of trimmings

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02006L : BASICS OF SEWING – II**

**(PRACTICAL)**

**Credit : 0-0-2**

**Marks : 50**

**Time: 4 Hrs**

- Construction of sleeves – Puff, raglan, kimono, leg-o-mutton, flared, cap, Magyar, bishop
- Yokes – Yokes with fullness and without fullness
- Construction of collars – Flat and rolled peter pan collar, shawl collar, mandarin collar, wing collar, cape collar, baby collar, sailor collar
- Methods and preparation of basic blocks – Front bodice, back bodice and sleeve



BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD02007L : BASICS OF COMPUTERS (PRACTICAL)**

**Credit : 2-0-0**

**Time: 3 Hrs**

**Total Periods: 6 Per Week**

**Marks: 50**

1. Ms PowerPoint: Professional presentation formations, formatting of text/slides views of power point, animations, sound effects.
2. Basic concept of coral draw: Introduction to tools, ruler setting, basic shapes, grouping/ combining, color palettes, effects, curves, opening, closing and saving a file, importing/exporting, printing.
3. Introduction to Adobe Photoshop

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ENL222: COMMUNICATION SKILLS IN ENGLISH – II**

**Time: 3 Hours**

**Credits: 3-0-0**  
**(6 periods per week)**  
**Marks: 70**

**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.

**Course Contents:**

**SECTION–A**

**Listening Skills:** Barriers to listening; effective listening skills; feedback skills.

**Activities:** Listening exercises – Listening to conversation, News and TV reports

**SECTION–B**

Attending telephone calls; note taking and note making.

**Activities:** Taking notes on a speech/lecture

**SECTION–C**

**Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

**Activities:** 1) Making conversation and taking turns

2) Oral description or explanation of a common object, situation or concept

**SECTION–D**

The study of sounds of English,  
 Stress and Intonation,  
 Situation based Conversation in English,  
 Essentials of Spoken English.

**Activities:** Giving Interviews

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ENP222: COMMUNICATION SKILLS IN ENGLISH – II**

**Time: 3 Hours**

**Credits: 0-0-1**  
**(6 periods per week)**  
**Practical Marks: 30**

**PRACTICAL / ORAL TESTING**

**Course Contents:-**

1. Oral Presentation with/without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

**Questions:-**

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

**Note:** Oral test will be conducted by external examiner with the help of internal examiner.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**  
**PBL602 :ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

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**

**ਸੈਕਸ਼ਨ-ਏ**

- I. **ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ**  
 (ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ)  
 ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
 (ਕਹਾਣੀ ਭਾਗ)  
 ਕਹਾਣੀ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਸ਼ਿਰੋਮਣੀ ਪੰਜਾਬੀ ਕਾਵਿ (ਭਾਗ-II)**

ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ (ਸੰਪਾ.),  
 ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
 (ਇਸ ਪੁਸਤਕ ਵਿਚੋਂ ਸ਼ੇਖ ਫਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ, ਬੁਲ੍ਹੇ ਸ਼ਾਹ, ਪੀਲੂ, ਵਾਰਿਸ ਸ਼ਾਹ, ਕਾਦਰਯਾਰ,  
 ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ ਅਤੇ ਸ਼ਾਹ ਮੁਹੰਮਦ ਦਾ ਕਾਵਿ ਹੀ ਪੜ੍ਹਾਇਆ ਜਾਵੇਗਾ।)  
**ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ**

**ਸੈਕਸ਼ਨ-ਸੀ**

- (ੳ) ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ, ਪਰਿਭਾਸ਼ਾ, ਮੁਢਲੇ ਸੰਕਲਪ
- (ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ  
 ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਸਤਿੰਦਰ ਸਿੰਘ, **ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ**, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਪ੍ਰੋ. ਪਿਆਰਾ ਸਿੰਘ, **ਪੰਜਾਬੀ ਵਾਰਤਕ : ਸਿਧਾਂਤ ਇਤਿਹਾਸ ਪ੍ਰਵਿਰਤੀਆਂ**, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਜਲੰਧਰ।
3. ਇੰਦਰਪ੍ਰੀਤ ਸਿੰਘ ਧਾਮੀ, **ਪੰਜਾਬੀ ਰੇਖਾ ਚਿਤਰ : ਰੂਪ ਤੇ ਪ੍ਰਕਾਰਜ**, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਬਲਬੀਰ ਸਿੰਘ ਦਿਲ, **ਪੰਜਾਬੀ ਨਿਬੰਧ : ਸਰੂਪ, ਸਿਧਾਂਤ ਅਤੇ ਵਿਕਾਸ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, **ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ**, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
6. ਡਾ. ਅਮਰ ਕੋਮਲ (ਸੰਪਾ.), **ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ (ਭੂਮਿਕਾ)**, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਇੰਡੀਆ।
7. ਅਬਨਾਸ ਕੌਰ, **ਪੰਜਾਬੀ ਰੇਖਾ ਚਿਤਰ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਮਿੰਨੀ ਸਲਵਾਨ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ**, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ**, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**  
**PBL612 :ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
**(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 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 ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਠ-ਕ੍ਰਮ**

**ਸੈਕਸ਼ਨ-ਏ**

ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ : ਧਾਤੂ, ਵਧੇਤਰ (ਅਗੇਤਰ, ਮਧੇਤਰ, ਪਿਛੇਤਰ), ਪੰਜਾਬੀ ਕੋਸ਼ਗਤ ਸ਼ਬਦ ਅਤੇ ਵਿਆਕਰਣਿਕ ਸ਼ਬਦ

**ਸੈਕਸ਼ਨ-ਬੀ**

- (ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦ, ਸਮਾਸੀ ਸ਼ਬਦ, ਦੋਜਾਤੀ ਸ਼ਬਦ, ਦੋਹਰੇ/ਦੁਹਰਕਤੀ ਸ਼ਬਦ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ  
 (ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

**ਸੈਕਸ਼ਨ-ਸੀ**

ਇਕ-ਵਚਨ, ਬਹੁ-ਵਚਨ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਬਹੁ-ਅਰਥਕ ਸ਼ਬਦ, ਸਮਾਨ-ਅਰਥਕ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਲਈ ਇਕ ਸ਼ਬਦ, ਸ਼ਬਦ ਜੋੜ, ਵਿਰੋਧਆਰਥਕ ਸ਼ਬਦ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਨਿਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ: ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ, ਮਾਰਕੀਟ/ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਿਤ।

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਜੋਤੀ ਸ਼ਰਮਾ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
3. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਰੰਜੂ ਬਾਲਾ, ਅਰਥ ਵਿਗਿਆਨ, ਆਰਸੀ ਪਬਲਿਸ਼ਰਜ਼, ਦਿਲੀ।

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**PHC111 : 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)**

**Credits: 4-0-0**

**Time: 3 Hours**

**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.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

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

**Credits : 4-0-0**

**Max. Marks: 100**

**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.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-II) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**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.



**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD03001L : FASHION DESIGN AND ILLUSTRATION  
(PRACTICAL)**

**Credit : 2-0-0**

**Time: 3 Hrs.**

**Total Credit Periods: (00+06)**

**Max. Marks: 50**

**Instructions for the Examiners/Paper Setters:**

**Paper will be set on the spot by the examiner.**

1. Set 3 questions from sketching part-
2. File work

**15 Marks Each.  
5 Marks.**

**OBJECTIVES:**

- To enable students to gain knowledge of figure sketching and drawing.
- To understand the fashion design concepts.

**FLAT SKETCHING AND FIGURE DRAWING:**

- Sketching of various garment details – collars, necklines, sleeves, cuffs
- Sketching of accessories for Different Age Groups.
- Flat sketching of tops, skirts and trousers.
- Variation of skirts with different panels – A-line, Four Gore, Six Gore, Eight Gore and Semicircular.
- Rendering Texture of fabrics – Cotton, Wool, Net, Velvet, Leather, Satin, Silk, Corduroy, Fur
- Silhouette - A Line, Funnel shaped, Circular, Straight, Rectangular, Hour Glass Garment draping on fashion figures.
- Garment draping on fashion figures.

**References:**

1. Ireland, Patrick John, “Fashion Design Drawing and Presentation”, B.T. Batsford, London, 1996.
2. Elisabetta Drudi, T.Paci, “Figure Drawing for Fashion”, The Pepin Press.
3. Allen and Seaman, “Fashion Drawing – The Basic Principles”, B.T. Batsford, London.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

BFD03002T : COLOUR CONCEPTS & COLOURATION  
(THEORY)

**Time: 3 Hrs.**

**Total Credit Periods: (03+06)**

**Credit : 2-0-2**

**Max. Marks: 100**

**Theory: 50**

**Practical: 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 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.

**OBJECTIVES:**

- To impart knowledge of color and color schemes.
- To acquaint students with different types of printing and dyeing techniques.
- To enable students to develop practical skills of printing an

**SECTION-A**

- Concept of color and pigment theory
- Dimensions and harmonies of color and their manipulation

**SECTION-B**

- Types of design and their application to textiles.

**SECTION-C**

- Dyeing of fibers ,yarns, fabric and decorative dyeing
- Printing - Traditional and modern methods and styles.

**SECTION-D**

- Finishes –basic, texturing and functional

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

**BFD03003L : COLOUR CONCEPTS & COLOURATION  
(PRACTICAL)**

**Credit : 0-0-2  
Marks : 50**

**Time: 3 Hrs.**

**Instructions for the Examiners/Paper Setters:**

- Preparation of article by using any 3 techniques- **45 marks**
- Scheme work – **5 marks**
  - Preparation of color designs on paper for various textiles employing traditional and modern motifs. E.g.; folk designs, paisley designs, grape wine.
  - Decorative dyeing (tie and dye, batik)
  - Printing of fabrics by different methods and styles (block, stencils, screen).
  - Preparation of any 5 articles by using above techniques.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD03004T : PATTERN MAKING AND GARMENT CONSTRUCTION  
(THEORY)**

**Time: 3 Hrs.**

**Total Credit Periods: (03+06)**

**Credit : 2-0-4**

**Max. Marks: 150**

**Theory: 50**

**Practical: 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.

**OBJECTIVES:**

To teach different aspects of pattern making and grading.

To introduce the concept of pattern making.

To impart knowledge of draping

**SECTION-A**

- Basics of Commercial Paper Patterns
- Pattern Making
- Pattern Envelope

**SECTION-B**

- Pattern Layout
- Pattern Alteration

**SECTION-C**

- Dart Manipulation
- Basic foundation pattern
- Eliminating Darts

**SECTION-D**

- Fabric preparation for garment construction
- Fabric estimation and its importance

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD03005L : PATTERN MAKING AND GARMENT CONSTRUCTION  
(PRACTICAL)**

**Credit : 0-0-4  
Marks : 100**

**Time: 4 Hrs.**

**Instructions for the Examiners/Paper Setters:**

1. Set one compulsory question of **20 marks** from dart manipulation.
  2. Construction of any one garment of **50 marks** (basic foundation patterns can be used).
  3. Design development and style reading of garment made- **30 marks.**
- Design development and style reading.
  - Dart manipulation using various principles of pattern alteration Basic foundation pattern
  - Dart Manipulation, style lines and collars Eliminating Darts
  - Preparation of commercial paper pattern of the garment designed.
  - Designing and construction of blouse, petticoat, ladies shirt and salwar.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD03006L : NEEDLE CRAFT  
(PRACTICAL)**

**Time: 3 Hrs.  
Total Credit Periods: (00+06)**

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

**Note : Instructions for the Examiners/Paper Setters: Paper will be set on the spot by the examiner.**

1. Set 5 questions of 20 marks each out of which, students are required to attempt any four.
2. Scheme work – 20 marks.

**OBJECTIVES:**

To enable students learn methods of surface ornamentation of fabric using different techniques to produce value-added products.

To enable the students to develop practical skills in needle craft techniques.

**PRACTICAL:**

- Patchwork and quilting – Introduction, tools, materials and techniques,
- Embroidery – introduction, tools, material, techniques and types of embroidery (cutwork, cross stitch, couching, glass work and drawn thread work).
- Appliqué – introduction, tools, materials and techniques.
- Crochet – introduction, tools, material, techniques and types – single, double, circular, making of Crochet samples.
- Special techniques – smoking, ribbon work, beads and sequins work.
- Making one sample of each – smoking, ribbon work, beads and sequins work.
- Develop one product based on any one technique of needle craft.

**References:**

1. Naik Shailaja, “Traditional Embroideries of India”, APH Publishing Corporation, New Delhi, 1996.
2. Snook Barbara, “Creative Art of Embroidery”, Numbly Pub. Group Ltd., London, 1972.
3. Mathew Anne, “Vogue Dictionary of Crochet Stitches”, David and Charles, London 1989.
4. Anand M.R., “Textiles and Embroideries of India”, Marg Publications, Bombay, 1965.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD03007T : KNITTING TECHNOLOGY  
(THEORY)**

**Time: 3 Hrs.**  
**Total Credit Periods: (06+03)**

**Credit : 2-0-2**  
**Max. Marks: 100**  
**Theory: 50**  
**Practical: 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 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.

**OBJECTIVES:**

To impart knowledge about knitting technology.  
To enable students to develop practical skills of knitting.

**SECTION-A**

- Introduction to Knitting Technology, difference between Knits and Woven, terms used in Knitting.
- Hand Knitting.

**SECTION-B**

- Comparison of Warp and weft knitting.
- Knitting Machines – Weft and Warp Knitting machines

**SECTION-C**

- Basic weft knit stitches – single jersey, rib, purl, interlock, float and tuck stitches
- Basic warp knit stitches – underlap, overlap, closedlap, openlap.
- Knitted fabrics defects and quality control.

**SECTION-D**

- Cut-Stitch shaped garments
- Integral garments
- Fully cut garments
- Fully fashioned garments

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-III) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD03008L : KNITTING TECHNOLOGY  
(PRACTICAL)**

**Credit : 0-0-2  
Marks : 50**

**Time: 3 Hrs.**

**Instructions for the Examiners/Paper Setters:**

1. Set 4 questions of which, students are required to attempt any three.
  2. Two Questions will be of 15-15 marks one will be of 10 marks.
- Knitting – hand knitting tools, material, techniques, types of knitting and knitting needles, ribs, laces, cables, cross and knitted, making of knitting samples (at least 2 samples of each technique).
  - Preparation of any one article.
  - Quality control to be observed and recorded in knitting industry and maintain a file.

**References:**

1. Prof. Ajgaonkar D B, “Knitting Technology”, University Publishing Co-operation, Mumbai.
2. Brackenbury Terry, “Knitting Clothing Technology”, Blackwell Science, UK.
3. Spancer David J, “Knitting Technology”, Pergeman Press.



**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04001L : FASHION DESIGN AND ILLUSTRATION (CAD)  
(PRACTICAL)**

**Time: 3 Hrs.**  
**Total Credit Periods: (00+06)**

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

**Instructions for the Examiners/Paper Setters:**

- Set 3 questions from CAD part
- File work

**Marks: 30x3=90**

**Marks: 10**

**OBJECTIVES:**

To understand the fashion design concepts on computer.

To acquaint students with knowledge of CAD based application in fashion designing.

**CAD:**

- Croqui drawing in Computer.
- Drawing the details of the following and applying various texture and effects using CAD (Corel Draw).
- Fashion Details/Silhouette :
  - Collar:** Mandarin, High Bias, Tuxedo, Cape, Flat Tennis.
  - Sleeves:** Raglan, Hanky, Tulip, Ruffle, Dolman
  - Accessories:** Bags, Belts, Caps, Bows.
  - Pockets:** Flap, Pouch, Patch, Cross, Slit, Kurta
  - Skirts:** Novelty, Gathered, Hip Rider, Trumpet, Pegged, Circular, Pleated, Straight, A-Line.
- Variation of skirts with different panels – A-line, Four Gore, Six Gore, Eight Gore and Semicircular.
- Trousers: Jeans, Straight Pants, Baggy Pants, Jump Suit, Dungarees.
- Silhouette: A Line, funnel shaped, circular, straight, Rectangular, High waisted Empire line.

**References:**

1. Veisinet DD, "Computer Aided Drafting and Design – Concept and Application", 1987.
2. Taylor P, "Computers in the Fashion Industry", Heinemann Pub., 1990.
3. Winfred Aldrich, "CAD in Clothing and Textiles", Blackwell Science 1994.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04002T : HISTORY OF  
COSTUMES (THEORY)**

**Time: 3 hrs.**  
**Total Credit Periods: (06+03)**

**Credit : 2-0-2**  
**Max. Marks: 100**  
**Theory: 50**  
**Practical: 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 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.

**OBJECTIVES:** To acquaint the students with different types of costumes. To provide opportunity for skill development in designing accessories.

**SECTION-A**

Study of costumes from earlier times to present time.

Indian Costumes  
Indus Valley Period  
Mauryan and Sunga Period  
Kushan Period

**SECTION-B**

Gupta Period  
Mughal Period  
British Period

**SECTION-C**

Costumes of various regions of India  
North- Punjab, jammu and kashmir.  
West- maharashtra and gujrat  
East- assam and west Bengal.  
South-kerala and tamilnadu.

**SECTION-D**

Western Costumes - Egyptian, Greek, Roman, Byzantine, French.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04003L : HISTORY OF COSTUMES (PRACTICAL)**

**Credit : 0-0-2  
Marks : 50**

**Time: 3 Hrs**

- Set 3 questions out of which students have to attempt 2 = **20 marks each.**
- File work – = **10 marks**
- Sketch costumes for men, women and children and accessories for the following:
  - a. Indus valley civilization.
  - b. British period
  - c. Mauryan
  - d. Mughal
- Sketch costumes and accessories for East, West, North and South regions of India.
- Sketching and Rendering of - Headgears, footwear, handbags, belts, gloves, earrings, necklaces and bangles.
- Preparation of any four accessories.

**References:**

1. Singh Kiran, "Textiles in Ancient India", Vishwa Vidyalaya.
2. Oar S.N., "Costumes of India and Pakistan", OB Tataporevala Sons and Co. Ltd, 1982.
3. Kumar Ritu, "Costumes & Textiles of Royal India", Christies Book Ltd, London, 1999.
4. Ghurey, G.S., "Indian Costumes", The Popular Book Depot.
5. Chandermoti, "History of Indian Costumes"
6. Mehta, Rustam J, "Masterpieces of Indian Textiles", Taraporevala Sons & Co. Pvt. Ltd., Bombay.
7. Peacock John, "Fashion Accessories - Men", Thames and Hudson, London, 1996.
8. Peacock John, "The Complete 20" Century Source Book", Thames and Hudson, London, 2000.
9. Billcocks Claire, "Century of Bags", Chartwell Books, New Jersey, 1997.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04004T : GARMENT CONSTRUCTION AND DRAPING  
(THEORY)**

**Time: 3 Hrs.**  
**Total Credit Periods: (03+06)**

**Credit : 2-0-4**  
**Max. Marks: 150**  
**Theory: 50**  
**Practical: 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.

**OBJECTIVES:**

To introduce concept of advanced garment construction.  
To introduce the concept of garment making.  
To impart knowledge of different garment components.

**SECTION-A**

Selection of clothing according to age, occupation, season, geographical conditions, region, social status, different age group - infants, school going and adolescence

**SECTION-B**

Principle of layout, correct method of laying pattern on the material

**SECTION-C**

Introduction to draping –Tools, equipments used in draping. Draping terminology and preparation of muslin for draping

**SECTION-D**

Handling special fabrics  
Lining , interlining, facing and interfacing

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04005L : GARMENT CONSTRUCTION AND DRAPING  
(PRACTICAL)**

**Credit : 0-0-4  
Marks : 100**

**Time: 4 Hrs.**

**Instructions for the Examiners/Paper Setters:**

1. Set one compulsory question of **30 marks** from draping.
2. Construction of any one garment of **60 marks** (basic foundation patterns can be used).
3. Scheme work – **10 marks**
  - Preparation of commercial paper patterns.
  - Construction of churidar, kalidar Kurta
  - Construction of different types of skirts (A-Line, Circular and Pleated Skirt)
  - Draping of basic bodice block front and back.
  - Draping of basic skirt block front and back.
  - Preparation of muslin for draping

**References:**

1. Mullick, Prem Lata, "Garment Construction Skills", Kalyani Publishers, New Delhi
2. "Complete Guide to Sewing", Reader Digest
3. Winfred Aldrich, Metric Pattern Cutting, Blackwell Science, UK
4. Carr Harold & Latham Barbara, "The Technology of Clothing Manufacture", Oxford Pub. USA, 1994.
5. Cooking G, "Introduction to Clothing Manufacture", Blackwell Science, UK, 1991.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04006L : FASHION ILLUSTRATION AND APPRECIATION  
(PRACTICAL)**

**Time: 3 Hrs**  
**Total period: 6 Hrs/week**

**Credit : 2-0-0**  
**Max. Marks: 50**

**Instructions for the Examiners/ Paper Setters:**

**Paper will be set on the spot by examiner.**

1. Set 3 questions of 20 Marks each out of which 2 have to be attempted.
2. Scheme work-10 marks.

**Objectives:**

To enable students to the designing by taking inspiration from different themes.

**Practical:**

Design for following themes taking inspiration from moodboard, storyboard.

1. Clubwear
2. Beachwear
3. Indo-Western using different printing Techniques.

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**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD04007L : PATTERN AND MARKER MAKING ON COMPUTER  
(PRACTICAL)**

**Time: 3 Hrs.**  
**Total Credit Periods: (00+06)**

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

**Instructions for the Examiners/Paper Setters:**

- Set 4 questions of 30 marks each out of which, students are required to attempt any 3 questions. **Marks: 30x3=90**
- File work **Marks: 10**

**OBJECTIVES:**

To impart the skills of marker plan, pattern making and drawing using computers.

**PRACTICAL:**

- Sloper development, manipulation of darts and seams, explanation of seam allowances.
- Basic principles of marker making on computer (cutting and layout)
- Cross marking and notching
- Manipulation grain line
- Practice exercises.

**References:**

1. Velsinet DD, "Computer Aided Drafting and Design – Concept and Application", 1987.
2. Taylor P, "Computers in Fashion Industry", Heinemann Pub. 1990.
3. Aldrich Winfred, "CAD in Clothing and Textiles", Blackwell Science 1994.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
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**ESL221 : Environmental Studies (Compulsory Paper)**

<b>L</b>	<b>T</b>	<b>P</b>
<b>2</b>	<b>0</b>	<b>0</b>

**Time: 3 Hrs.**  
**Max. Marks: 100**

**Exam Pattern:**           **End Semester Examination- 75 marks**  
                                  **Project Report/Field Study- 25 marks [based on submitted report]**  
                                  **Total Marks- 100**

**Instructions for the Paper Setters:-75 marks**

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.

**Project Report / Internal Assessment:**

**Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.



**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Section A**

**1. The multidisciplinary nature of environmental studies**

Definition, scope and importance, Need for public awareness

**2. Natural Resources: Renewable and non-renewable resources:**

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

**Section B**

**3. Ecosystems**

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

**4. Biodiversity and its conservation**

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

**Section C**

**5. Environmental Pollution**

Definition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

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SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**6. Social Issues and the Environment**

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

**Section D**

**7. Human Population and the Environment**

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

**Field Work**

- Visit to a local area to document environmental assets river/forest/ grassland/ hill/ mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

Field work comprises of 5 hours of field work / visit/ assignment to be submitted by each candidate to the Teacher in-charge for evaluation latest by 1st week of before the commencement of theory exam.

**ADVISORY FOR PUSHPAGUJRAL SCIENCE CITY, KAPURTHALA :**

The Under Graduate students studying Environmental Studies (Compulsory Paper for All UG College Courses) may be taken to Pushpa Gujral Science City, Kapurthala in lieu of Field study report of 25 marks.

Although students will submit a hand written reports with pictures/ graphs/ tables related to biodiversity, ecology, health, biotechnology, energy, water etc. in about 10 pages to the teacher in-charge.

Above advisory is issued to promote scientific temperament in undergraduate classes and is optional. Further, the report will only be considered if there will be a minimum strength of 25 students along with deputed teacher by the college.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-IV) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. &Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. &Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. &Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-V) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD05001L: FASHION ILLUSTRATION AND APPRECIATION (PRACTICAL)**

**Time : 4 Hrs.**

**Credit : 4-0-0**

**Marks : 100**

**Instructions for the Examiners/Paper Setters:**

Set 5 questions out of which students have to attempt any 4 questions- 25 marks each.

**PART A**

- Collage making on any 3 themes like culture, environment, historic period, monuments, embroidery, traditional fabric etc.
- Taking inspiration from the above themes, illustrate garments on the croquis.

**PART B**

- Illustrating 4-5 sheets of each theme along with mood board, storyboard.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-V) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD05002L : DRAPING, PATTERN MAKING AND CONSTRUCTION  
(PRACTICAL)**

**Time: 4 Hrs.**

**Credit : 0-0-6  
Max. Marks: 150**

**Instructions for the Examiners/Paper Setters:**

- One question from draping for 40 marks
- Pattern – 40 marks
- Construction of garment with finishing – 70 marks

**Part-A**

- Draping of stylized skirts
- Draping of stylized necklines, armholes
- Draping of front and back bodice with princess line
- Draping of front bodice with French darts.
- Draping of sleeve collar, cowl neck
- Front and Back torso

**Part-B**

- Construction of garments on each theme:
- Night Wear
- Ethnic wear

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SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD05003L : CAD (COMPUTER AIDED DESIGN)  
(PRACTICAL)**

**Credit : 0-0-3  
Max. Marks: 75**

**Time: 3 Hrs.**

**Instructions for the Examiners/Paper Setters:**

Set 4 questions out of which students have to attempt 3 questions – 25 marks each

Design different outfits using themes like:

- Flora and Fauna
- Traditional Fabric and embroidery
- Festival / culture
- Beachwear
- Office wear

Minimum 2 designs to be prepared on every theme. Prepare a file on these designed outfits by taking printouts.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-V) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD05004L : INTERNSHIP FOR DESIGN AND CONSTRUCTION OF GARMENTS**

**Credit : 0-0-3  
Max. Marks: 75**

- Industrial training on production of garments.(1 month)
- Submitting report
- Designing and construction of samples during training (at least 2)

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-V) (FOR COLLEGES)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD05005T : LEATHER TECHNOLOGY (THEORY)**

**Credit : 4-0-0**

**Time: 3 Hrs**

**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.

**OBJECTIVES:** To impart knowledge about Leather technology.

**SECTION-A**

- Introduction to Leather.
- Origin & History of leather
- Nature & Scope of Leather Industry.

**SECTION-B**

- Manufacturing of leather
- Classification of leather
- Uses of Leather
- Properties of Leather
- finishing of leather

**SECTION-C**

- Environment Hazards of Leather Industry.
- Advantages & Disadvantages of Leather manufacturing.
- Sustainable approach towards leather manufacturing.

**SECTION-D**

- Innovations in Leather Industry
- Artificial Leather V/S Real Leather
- Benefits of Vegan/Faux Leather



**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-VI) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD06001L : FASHION ILLUSTRATION AND APPRECIATION  
(PRACTICAL)**

**Max. Marks: 100**

**Time: 4 Hrs.**

**Credit : 0-0-4**

**Instructions for the Examiners/Paper Setters:**

Set 5 questions out of which 4 have to be attempted- 25 marks each

**Part A**

- Appreciation of 3 western designers
- Collecting and illustrating the work of 2 Indian designers
- Brief history
- Famous design

**Part-B**

- Illustrating the innovative dresses by the use of appropriate mediums and different presentation skills by taking inspiration of famous western and Indian designers.

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-VI) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD06002L : PATTERN MAKING AND CONSTRUCTION  
(PRACTICAL)**

**Max. Marks: 150**

**Time: 4 Hrs.**

**Credit : 0-0-6**

**Instructions for the Examiners/Paper Setters:**

- Students have to construct a finished garment and layouts and patterns of the same.
- Construction of the garment- 75 marks
- Layout- 40 marks
- Paper pattern – 35 marks

**Part-A**

Construction of garments on each theme:

- Office wear
- Evening wear

**Part-B**

Design and construct any innovative garment based on previous paper.

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-VI) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

**BFD06003L : COMPUTER AIDED DESIGN  
(PRACTICAL)**

**Credit : 0-0-3**

**Time: 3 Hrs.**

**Max. Marks: 75**

**Instructions for the Examiners/Paper Setters:**

Set any 4 questions out of which students have to attempt 3 questions of 25 marks each.

**Part –A**

Adobe Photoshop

- Introduction to Photoshop
- Opening, closing and saving a file
- Tool Box
- Importing, Exporting and printing a document
- Color Palettes
- All menus

**Part-B**

Designing outfits on the following themes using both softwares that is Corel and Photoshop

- Season/Casual wear
- Party wear
- Sportswear/ Uniform(School)
- Draping simulation of any 2 designs

**BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-VI) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BFD06004L : SURVEY AND PROJECT REPORT**

**Credit : 0-0-4**

**Time: 3 Hrs.**

**Max. Marks: 100**

- Survey on any Indian state
- Make a project report
- Design any 10 garments taking it as inspiration

BSC. (FASHION DESIGNING) (CBGS) (SEMESTER-VI) (FOR COLLEGES)  
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**BFD06005T : FASHION INDUSTRY, MARKETING AND  
(THEORY)**

**Time: 3 Hrs.**

**Credit : 3-0-0  
Max. Marks: 75**

**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 to fashion industry
- Indian and global fashion market

**SECTION-B**

- Career in fashion industry
- Level of fashion industry-Couture, ready to wear, mass production

**SECTION-C**

- Introduction to marketing
  - Nature and scope of marketing
- Marketing research

**SECTION-D**

- Marketing concept
- Fashion market and marketing environment
- Management-Concept, principles, characteristics

# **FACULTY OF SCIENCES**

## **SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

### **Bachelor of Vocation (B.Voc.) (COSMETOLOGY) (CREDIT BASED GRADING SYSTEM)**

**(SEMESTER: I-VI)**

**Examinations: 2023-26**



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## **GURU NANAK DEV UNIVERSITY AMRITSAR**

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- Note:**
- (i) Copy rights are reserved.  
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B.VOC. COSMETOLOGY (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

**SCHEME**

**Semester – I**

**Name of the QP : Beauty Therapist (QP Reference ID : BWS/Q0102)  
(N.Q.F Level-4)**

Paper Code	Title	Credits	Marks		Total Marks
			Theory	Practical	
ENL121	Communication Skills in English-I	4-0-0	100	-	100
PBL601 PBL611 PHC110	ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ <b>OR</b> *ਮੁੱਢਲੀ ਪੰਜਾਬੀ <b>OR</b> *Punjab History & Culture (From Earliest Times to C 320)	4-0-0	100	-	100
BCM01005T	Personal Hygiene & Grooming	2-0-2	50	50	100
BCM01006L	Personal Hygiene & Grooming				
BCM01007T	Concept of Colours & Bleach	2-0-2	50	50	100
BCM01008L	Concept of Colours & Bleach				
BCM01009T	Anatomy of Facial Skin	2-0-2	50	50	100
BCM01010L	Anatomy of Facial Skin				

**\*Special Note:**

- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile/Non-Domicile of Punjab** ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) ਪੜ੍ਹਨਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Non-Domicile of Punjab** ਹਨ ਅਤੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਜਾਂ ਪੰਜਾਬ ਹਿਸਟਰੀ ਐਂਡ ਕਲਚਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਵਿਸ਼ਾ ਚੁਣ ਸਕਦੇ ਹਨ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ, ਪੰਤੂ ਕਿਸੇ ਕਾਰਣ ਪੰਜਾਬ ਤੋਂ ਬਾਹਰ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਹੀ ਵਿਸ਼ਾ ਪੜ੍ਹਣਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ ਅਤੇ ਪੰਜਾਬ ਦੇ ਕੇਂਦਰੀ ਵਿਦਿਆਲਿਆ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸਕੂਲ ਵਿੱਚ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਕਿਸੇ ਕਾਰਣ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਵਿਸ਼ਾ ਹੀ ਪੜ੍ਹਣਗੇ।

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Semester – II**

**Name of the QP : Beauty Therapist (QP Reference ID : BWS/Q0102)  
(N.Q.F Level-4)**

S. No.	Paper Code		Credits	Marks		Total Marks
				Theory	Practical	
1	ENP222	Communication Skills in English-II	3-0-0	70		70
	ENP222	Communication Skills in English-II	0-0-1		30	30
2	PBL602 PBL612 PHC111	ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ-II OR *ਮੁੱਢਲੀ ਪੰਜਾਬੀ-IIOR * PHC111 : Punjab History & Culture (C. 320 to 1000 B. C)	4-0-0	100	-	100
3	*SOA-105	Drug Abuse: Problem, Management and Prevention (Compulsory)	2-0-0	50	-	50
4	BCM02007T	Facial Muscles & Massage	2-0-2	50	50	100
	BCM02008L	Facial Muscles & Massage				
5	BCM02009T	Facial Therapies	1-0-3	25	75	100
	BCM02010L	Facial Therapies				
6	BCM02011T	Health Management	2-0-2	50	50	100
	BCM02012L	Health Management				

**\*Special Note:**

5. ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile/Non-Domicile of Punjab** ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) ਪੜ੍ਹਨਗੇ।
6. ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Non-Domicile of Punjab** ਹਨ ਅਤੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਜਾਂ ਪੰਜਾਬ ਹਿਸਟਰੀ ਐਂਡ ਕਲਚਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਵਿਸ਼ਾ ਚੁਣ ਸਕਦੇ ਹਨ।
7. ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ, ਪੰਤੂ ਕਿਸੇ ਕਾਰਣ ਪੰਜਾਬ ਤੋਂ ਬਾਹਰ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਹੀ ਵਿਸ਼ਾ ਪੜ੍ਹਣਗੇ।
8. ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ ਅਤੇ ਪੰਜਾਬ ਦੇ ਕੇਂਦਰੀ ਵਿਦਿਆਲਿਆ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸਕੂਲ ਵਿੱਚ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਕਿਸੇ ਕਾਰਣ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਵਿਸ਼ਾ ਹੀ ਪੜ੍ਹਣਗੇ।

**\*This paper Credits / Marks will not be included in the total.**



**B.VOC. COSMETOLOGY (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**SEMESTER-III**

**NAME OF THE QP : HAIR TECHNICIAN (QP REFERENCE ID : BWS/Q0202)  
(N.Q.F. LEVEL-5)**

Paper Code	Title	Credits	Marks		Total Marks
			Th.	Pr.	
BCM03001T	Personality Development	2-0-0	50	-	50
BCM03002L	Personality Development	0-0-2	-	50	50
BCM03003T	Anatomy of Hair & Scalp	2-0-0	50	-	50
BCM03004L	Anatomy of Hair & Scalp	0-0-2	-	50	50
BCM03005T	Care of Scalp & Hair	2-0-0	50	-	50
BCM03006L	Care of Scalp & Hair	0-0-2	-	50	50
BCM03007T	Hair Analysis & Texturing	1-0-0	25	-	25
BCM03008L	Hair Analysis & Texturing	0-0-3	-	75	75

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER SYSTEM)  
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**SEMESTER-IV**

**NAME OF THE QP : HAIR STYLIST (QP REFERENCE ID : BWS/Q0202)  
(N.Q.F. LEVEL-5)**

PAPER CODE	TITLE	Credits	Marks		Total Marks
			Th.	Pr.	
ESL221	*Environmental Studies (Compulsory)	2-0-0	100	-	100
BCM04002T	Personality Development	2-0-0	50	-	50
BCM04003L	Personality Development	0-0-2	-	50	50
BCM04004T	Hair Colouring & Lightening	2-0-0	50	-	50
BCM04005L	Hair Colouring & Lightening	0-0-2	-	50	50
BCM04006T	Permanent Chemical Treatments	1-0-0	25	-	25
BCM04007L	Permanent Chemical Treatments	0-0-3	-	75	75
BCM04008T	Spa & Treatments	1-0-0	25	-	25
BCM04009L	Spa & Treatments	0-0-3	-	75	75

**\*Note : Credits / Marks will not be included in the total.**

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**SEMESTER – V**

**NAME OF THE QP: THEATRICAL & MEDIA MAKEUP ARTIST BWS/Q0305  
(N.Q.F. LEVEL – 6)**

Paper Code	Name of Paper	Credits	Marks		Total Marks
			Th.	Pr.	
BCM05001T	Sterilization & Sanitation	2-0-0	50	-	50
BCM05002L	Sterilization & Sanitation	0-0-2	-	50	50
BCM05003T	Objectives of Makeup	1-0-0	25	-	25
BCM05004L	Objectives of Makeup	0-0-3	-	75	75
BCM05005T	Principles of Makeup	1-0-0	25	-	25
BCM05006L	Principles of Makeup	0-0-3	-	75	75
BCM05007T	Skills of Makeup	1-0-0	25	-	25
BCM05008L	Skills of Makeup	0-0-3	-	75	75

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**SEMESTER – VI**

**NAME OF THE QP: NAIL TECHNICIAN BWS/Q0403**

**(N.Q.F. LEVEL – 5)**

Paper Code	Name of Paper	Credits	Marks		Total Marks
			Th.	Pr.	
BCM06001T	Salon Management	2-0-0	50	-	50
BCM06002L	Salon Management	0-0-2	-	50	50
BCM06003T	Health & Safety Precautions of Salon	2-0-0	50	-	50
BCM06004L	Health & Safety Precautions of Salon	0-0-2	-	50	50
BCM06005T	Anatomy of Onyx (Nail)	2-0-0	50	-	50
BCM06006L	Anatomy of Onyx (Nail)	0-0-2	-	50	50
BCM06007T	Nail Spa	2-0-0	50	-	50
BCM06008L	Nail Spa	0-0-2	-	50	50

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ENL121: COMMUNICATION SKILLS IN ENGLISH-I  
(THEORY)**

**Time: 3 Hours**

**Credits: 4-0-0  
(6 periods per week)  
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.

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

**SECTION-A**

**Reading Skills:** Reading Tactics and strategies; Reading purposes—kinds of purposes and associated comprehension; Reading for direct meanings.

**SECTION-B**

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

**Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

**SECTION-C**

**Writing Skills:** Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

**Activities:**

- Formatting personal and business letters.
- Organising the details in a sequential order

**SECTION-D**

Resume, memo, notices etc.; outline and revision.

**Activities:**

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

**Recommended Books:**

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**PBL601 : ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

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**  
ਸੈਕਸ਼ਨ-ਏ

**ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ**

(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਕਵਿਤਾ ਭਾਗ)

(ਕਵਿਤਾ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

ਸੈਕਸ਼ਨ-ਬੀ

**ਮੰਚ ਘਰ**

ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਧੀਰ, ਡਾ. ਹਿਰਦੇਜੀਤ ਸਿੰਘ ਭੋਗਲ (ਸੰਪਾ.), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਵਿਸ਼ਾ-ਵਸਤੂ, ਪਾਤਰ ਚਿਤਰਨ)

ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਪੈਰਾ ਰਚਨਾ

(ਅ) ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ

ਸੈਕਸ਼ਨ-ਡੀ

**ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ:**

ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪਭਾਸ਼ਾ ਵਿਚਲਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ-ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ ਸਿਧਾਂਤ, ਇਤਿਹਾਸ ਅਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਸਤਿੰਦਰ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
5. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਸਫ਼ਰ ਤੇ ਸ਼ਾਸਤ੍ਰ ਭਾਗ-1, ਸਿੰਘ ਬ੍ਰਦਰਜ, ਅੰਮ੍ਰਿਤਸਰ।
6. ਹਰਕੀਰਤ ਸਿੰਘ, ਭਾਸ਼ਾ ਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ।
7. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
8. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਣ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
9. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਣ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ
10. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

**PBL611 : ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
(In lieu of Compulsory Punjabi)

**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 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 ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਠ-ਕ੍ਰਮ**  
ਸੈਕਸ਼ਨ-ਏ

ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ

- (ੳ) ਨਾਮਕਰਣ ਤੇ ਸੰਖੇਪ ਜਾਣ-ਪਛਾਣ : ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ, ਅਖਰ ਕ੍ਰਮ, ਸਵਰ ਵਾਹਕ (ੳ ਅ ਏ), ਲਗਾਂ-ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ, ਬਿੰਦੀ, ਟਿਪੀ, ਅਧਕ।
- (ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

**ਸੈਕਸ਼ਨ-ਬੀ**

ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ : ਸਵਰ, ਵਿਅੰਜਨ : ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ ਅਤੇ ਉਚਾਰਣ, ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ ਦੀ ਪਛਾਣ।

**ਸੈਕਸ਼ਨ-ਸੀ**

ਪੰਜਾਬੀ ਸ਼ਬਦ ਜੋੜ : ਮੁਕਤਾ (ਦੋ ਅਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌੜੇ ਵਾਲੇ ਸ਼ਬਦ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿਪੀ, ਅਧਕ ਵਾਲੇ ਸ਼ਬਦ)  
ਸ਼ੁਧ, ਅਸ਼ੁਧ (ਪੈਰੇ ਵਿਚ ਲਿਖੇ ਅਸ਼ੁਧ ਸ਼ਬਦਾਂ ਨੂੰ ਸ਼ੁਧ ਕਰਨਾ)

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਪ੍ਰੋ. ਸੈਰੀ ਸਿੰਘ, ਪ੍ਰੋ. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਭਾਸ਼ਾ ਵਿਗਿਆਨ : ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
4. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**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)**

**Credits: 4-0-0**

**Time: 3 Hours**

**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: 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. Budha Parkash, *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.



B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

BCM01005T : **PERSONAL HYGIENE & GROOMING (Theory)**

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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. Personal Hygiene:-
  - a) Hygiene and Healthy habits
  - b) Care of Yourself
  - c) Professional Appearance & Good Grooming

**Section– B**

2. Posture & Professional Behavior:-
  - a) Basic Stance, Corrective Stance, Correct Walking, Correct Sitting Postures
  - b) Knowledge of Professional Behavior

**Section - C**

3. Wardrobe & Accessory Styling:-
  - a) Wardrobe Planning according to Occasion, Season, and Complexion
  - b) Importance of Accessories
  - c) Use of Perfumes

**Section - D**

4. Figure Maintenance:-
  - a) Basic Knowledge of Stretching & Warm-Up Exercises
  - b) Basic Knowledge of Pranayam

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**  
BCM01006L : **PERSONAL HYGIENE & GROOMING (PRACTICAL)**

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

1. Prepare Yourself According to Profession/Occasion
2. Visual Poises:
  - a) Basic Stance
  - b) Corrective Stance & Walking
  - c) Sitting Postures
3. Saree & Dupatta Draping
4. Job Training
5. Project Work about Saree & Dupatta Draping and Visual Poises

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM01007T : CONCEPT OF COLOURS & BLEACH (THEORY)**

**Credits : 2-0-0**

**Time: 3 Hours**

**Max. 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 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. Cosmetology:-**

- a) Introduction of Cosmetology
- b) Its Aims and Importance

**Section – B**

**2. Colours:-**

- a) Introduction, Importance and Types of Colours
- b) Color key, related to Skin and Hair

**Section – C**

**3. Bleach:-**

- a) Introduction of Bleach
- b) Types of Bleach
- c) Procedure of Bleach

**Section – D**

**4. Exfoliation:-**

- a) What are Exfoliators
- b) Types of Exfoliations
- c) Importance of Exfoliation

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM01008L : CONCEPT OF COLOURS & BLEACH (PRACTICAL)**

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

**1) Bleach**

- a) Making of Bleach according to Skin
- b) Basic Trolley Setting
- c) Preparation of Client
- d) Skin Patch Test
- e) Post Bleach Treatment
- f) Safety Precautions

**2) Exfoliator**

- a) Making of Exfoliator from Herbal Ingredients
- b) Basic Trolley Setting
- c) Preparation of Client

**3) Project Work about Bleach & Exfoliator**

**4) Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM01009T : ANATOMY OF FACIAL SKIN (THEORY)**

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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. Cells (Study in brief only)**

- a) Basic structure
- b) Growth & Reproduction

**Section – B**

**2. Skin**

- a) What is skin
- b) Structure of skin
- c) Types of skin

**Section – C**

**3. Disorders of the Skin**

- a) Disorders of Sebaceous Glands
- b) Disorders of Sweat Glands

**Section – D**

**4. Care of Facial Skin**

- a) Skin Analysing
- b) Treatments of all Skin Types with the help of Home Remedies

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM01010L : ANATOMY OF FACIAL SKIN (PRACTICAL)**

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

**1. Masks & Face Packs:**

- a) Making of face packs and masks according to all skin types
- b) Skin Analysing
- c) Basic trolley settings
- d) Preparation of Clients
- e) Procedure of Applying Masks & Packs & Removing
- f) Project work of home remedies

**2. Threading**

- a) Judging of brow length
- b) Shape of eye brows
- c) Basic Trolley Setting

**3) Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

**B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ENL222: COMMUNICATION SKILLS IN ENGLISH – II**

**Time: 3 Hours**

**Credits: 3-0-0  
(6 periods per week)  
Max. Marks: 100  
Theory Marks: 70  
Practical Marks: 30**

**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.

**Course Contents:**

**SECTION–A**

**Listening Skills:** Barriers to listening; effective listening skills; feedback skills.

**Activities:** Listening exercises – Listening to conversation, News and TV reports

**SECTION–B**

Attending telephone calls; note taking and note making.

**Activities:** Taking notes on a speech/lecture

**SECTION–C**

**Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

**Activities:** 1) Making conversation and taking turns

2) Oral description or explanation of a common object, situation or concept

**SECTION–D**

The study of sounds of English,  
Stress and Intonation,  
Situation based Conversation in English,  
Essentials of Spoken English.

**Activities:** Giving Interviews

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ENP222: COMMUNICATION SKILLS IN ENGLISH – II**

**PRACTICAL / ORAL TESTING**

**Credits: 3-0-0**

**Marks: 30**

**Course Contents:-**

1. Oral Presentation with/without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

**Questions:-**

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

**Note:** Oral test will be conducted by external examiner with the help of internal examiner.



B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

PBL602 : ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

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**

**ਸੈਕਸ਼ਨ-ਏ**

1. **ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ**  
(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਕਹਾਣੀ ਭਾਗ)  
ਕਹਾਣੀ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਸ਼ਿਰੋਮਣੀ ਪੰਜਾਬੀ ਕਾਵਿ (ਭਾਗ-II)**

ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ (ਸੰਪਾ.),  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਇਸ ਪੁਸਤਕ ਵਿਚੋਂ ਸ਼ੇਖ ਫਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ, ਬੁਲ੍ਹੇ ਸ਼ਾਹ, ਪੀਲੂ, ਵਾਰਿਸ ਸ਼ਾਹ, ਕਾਦਰਯਾਰ,  
ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ ਅਤੇ ਸ਼ਾਹ ਮੁਹੰਮਦ ਦਾ ਕਾਵਿ ਹੀ ਪੜ੍ਹਾਇਆ ਜਾਵੇਗਾ।)  
**ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ**

**ਸੈਕਸ਼ਨ-ਸੀ**

- (ੳ) ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ, ਪਰਿਭਾਸ਼ਾ, ਮੁਢਲੇ ਸੰਕਲਪ
- (ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ  
ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਸਤਿੰਦਰ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਪ੍ਰੋ. ਪਿਆਰਾ ਸਿੰਘ, ਪੰਜਾਬੀ ਵਾਰਤਕ : ਸਿਧਾਂਤ ਇਤਿਹਾਸ ਪ੍ਰਵਿਰਤੀਆਂ, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਜਲੰਧਰ।
3. ਇੰਦਰਪ੍ਰੀਤ ਸਿੰਘ ਧਾਮੀ, ਪੰਜਾਬੀ ਰੇਖਾ ਚਿੱਤਰ : ਰੂਪ ਤੇ ਪ੍ਰਕਾਰਜ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਬਲਬੀਰ ਸਿੰਘ ਦਿਲ, ਪੰਜਾਬੀ ਨਿਬੰਧ : ਸਰੂਪ, ਸਿਧਾਂਤ ਅਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
6. ਡਾ. ਅਮਰ ਕੋਮਲ (ਸੰਪਾ.), ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ (ਭੂਮਿਕਾ), ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਇੰਡੀਆ।
7. ਅਬਨਾਸ ਕੌਰ, ਪੰਜਾਬੀ ਰੇਖਾ ਚਿੱਤਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

PBL612 : ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(In lieu of Compulsory Punjabi)

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 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 ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਠ-ਕ੍ਰਮ**

**ਸੈਕਸ਼ਨ-ਏ**

ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ : ਧਾਤੂ, ਵਧੇਤਰ (ਅਗੇਤਰ, ਮਧੇਤਰ, ਪਿਛੇਤਰ), ਪੰਜਾਬੀ ਕੋਸ਼ਗਤ ਸ਼ਬਦ ਅਤੇ ਵਿਆਕਰਣਿਕ ਸ਼ਬਦ

**ਸੈਕਸ਼ਨ-ਬੀ**

- (ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦ, ਸਮਾਸੀ ਸ਼ਬਦ, ਦੋਜਾਤੀ ਸ਼ਬਦ, ਦੋਹਰੇ/ਦੁਹਰਕਤੀ ਸ਼ਬਦ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ  
(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

**ਸੈਕਸ਼ਨ-ਸੀ**

ਇਕ-ਵਚਨ, ਬਹੁ-ਵਚਨ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਬਹੁ-ਅਰਥਕ ਸ਼ਬਦ, ਸਮਾਨ-ਅਰਥਕ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਲਈ ਇਕ ਸ਼ਬਦ, ਸ਼ਬਦ ਜੋੜ, ਵਿਰੋਧਆਰਥਕ ਸ਼ਬਦ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਨਿਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ: ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ, ਮਾਰਕੀਟ/ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਿਤ।

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਜੋਤੀ ਸ਼ਰਮਾ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
3. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਰੰਜੂ ਬਾਲਾ, ਅਰਥ ਵਿਗਿਆਨ, ਆਰਸੀ ਪਬਲਿਸ਼ਰਜ਼, ਦਿਲੀ।

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**PHC111 : 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)**

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

**Time: 3 Hours**

**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.

**B. VOC. COSMETOLOGY (CBGS) (SEMESTER-II)**  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**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.

**B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)**  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**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 Characterstics*", 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.

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM02007T : Facial Muscles & Massage (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 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**

**Massage:-**

- a) What is massage
- b) Benefits of massage
- c) Types of massage

**Section – B**

**Facial Muscles (Study in brief only):-**

1. Basic knowledge of Facial Muscles (at least 15)
2. Basic knowledge of Lymphatic system.

**Section – C**

**Manipulations of Facial:-**

- a) Lymphatic Facial with pressure points
- b) Motor Points

**Section – D**

**Analysis for Facials:-**

- a) Process of Analyzing Skin for Facials
- b) Make a Consultation Card for Facial

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM02008L : Facial Muscles & Massage (PRACTICAL)**

**Time: 3 Hours**

**Credits : 0-0-2**

**Marks: 50**

- 1. Methods of Massage**
- 2. Skin Analysis for Facial:**
  - a) Basic Trolley Setting
  - b) Preparation of Client
  - c) Procedure of Facial
- 3. Project Work – about Facial Muscles, Consultation Card &Facials**
- 4. Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM02009T : Facial Therapies**

**Credits : 1-0-0**

**Time: 3 Hours**

**Marks: 25**

**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. Aroma Therapy:-**

- a) Introduction
- b) Basic Manipulation of Aroma Therapy

**Section – B**

**2. Oils used in Therapies:-**

- a) What are Essential Oils
- b) Usage of Essential Oils

**Section – C**

**3. Electro Therapies:-**

- a) Usage of different Electric Facial Equipments:  
Galvanic, High Frequency, Ultra Sonic, Ozone

**Section – D**

**4. Benefits & Precautions:-**

- a) Precautions of Therapies
- b) Benefits of Therapies



B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM02010L : Facial Therapies**

**Time: 3 Hours**

**Credits : 0-0-3**

**Marks: 75**

- 1. Procedure of Aroma Therapy & Electro Therapy**
  - a) Skin Analysis
  - b) Basic Trolley Setting
  - c) Preparation of Client
- 2. Project Work about Aromatherapy & Electro Therapy**
- 3. Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM02011T : Health Management**

**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 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. Yoga:-**

- a) What is Yoga? It's Types & Objectives
- b) It's Aims, Importance & Benefits

**Section – B**

**2.Aerobics:**

- a) What is Aerobics?
- b) Benefits of Aerobics

**Section – C**

**3. Meditation:-**

- a) Benefits of Meditation
- b) How to Meditate?
- c) Simple Meditation Techniques

**Section – D**

**4. Food Groups & Nutrients:-**

- a) Basic Knowledge of Five Food Groups
- b) Role of Nutrition for Healthy Skin

B.VOC.COSMETOLOGY (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026

BCM02012L : **Health Management**

**Time: 3 Hours**

**Credits : 0-0-2**

**Marks: 50**

**1. Yoga**

- a) Pranayam (Warm-up)
- b) Techniques of Asanas- Taad, Bhujang, Vajra, Gowmukh & Padam
- c) Relaxation

**2. Aerobics**

- a) Basic Stretching & Warm-up Exercises
- b) Aerobic Exercises
- c) Relaxation

**3. Meditation Techniques**

**4. Project Work about Yoga, Aerobics & Meditation**

**5. Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

**Reference Books**

1. Great Skin for Life – Dr. Karen Burke M.D. Ph.d
2. Science of Beauty Therapy – Ruth Benett
3. Herbal Beauty Care – Pravesh Handa
4. Beauty Basics 1st Edition Level – 1 Lorraine Nordmann
5. Professional Guide to Hair Dressing and Beauty Therapy – Dr. Veena Pitre
6. Professional Beauty Therapy 2nd Edition Level – 3 Lorraine Nordmann

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03001T : PERSONALITY DEVELOPMENT (Theory)**

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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**

**Personality:** Nature, types of personality (Jung), theories of personality; Freud, Eysenck, Cattell and Allport.

**Section - B**

**Measurement of personality:** Techniques to measure the personality; subjective, objective and projective techniques. Factors affecting personality (nature vs nurture).

**Section - C**

**Emotions:** nature, types of emotions, physiological correlates of emotions, emotional intelligence and social intelligence.

**Section - D**

**Motivation:** Nature and types of motivation, types of motives (physiological, psychological and psycho-social), Maslow's need hierarchy theory.

**References:**

1. Girishbala Mohanty, (1996). Text book of general psychology, kalyani Publishers New Delhi.
2. Sarason, IG and Sarason, B.R (2002). Abnormal psychology, prentice Hall of India New Delhi.
1. Jain Shashi, introduction to psychology, kalyani Publishers New Delhi.
2. Morgan, G.T.King P.A., Weisz T.R., Schopler, J. (1999) introduction to psychology- McGraw Hill Book co., New York.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03002L : PERSONALITY DEVELOPMENT**

**(Practical)**

**Credits : 0-0-2**

**Max. Marks : 50**

- Personality inventory.
- Sentence completion test.
- Emotional intelligence.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

BCM03003T : ANATOMY OF HAIR & SCALP (Theory)

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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**

**4. Hair Anatomy:-**

- d) What is Hair
- e) Composition of Hair
- f) Structure & Division of Hair

**Section – B**

**5. Hair Growth:-**

- a) Growth and cluster of Hair
- b) Hair cycle
- c) Hair Analysis

**Section - C**

**6. Disorders of the Hair & Scalp :-**

- a) Disorders of the Hair
- b) Diseases of the Hair

**Section - D**

**4. Treatments:-**

- a) Treatments with the home remedies
- b) Making of Hair care products with herbal ingredients

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03004L : ANATOMY OF HAIR & SCALP**

**(Practical)**

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

- I. Hair & Scalp Treatments:
  - (a) Hair Analysis
  - (b) Preparation of client
  - (c) Basic Trolley setting
  - (d) Treatments according to different disorders of Hair & Scalp
  - (e) Making of Hair care products with home ingredients
- II. Thermal Hair Styles
  - (a) Different types of thermal hair styles:

Rod setting, electric rollers, hot rollers, tongs, straighteners
  - (b) Basic Trolley setting
  - (c) Procedure of styling
- III. Job Training
- IV. Project work about treatments & hair styles
- V. Safety Precautions

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03005T : CARE OF SCALP AND HAIR (THEORY)**

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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. Basic Scalp Manipulations:-**

- a) Knowledge of Scalp Manipulations
- b) Procedure and Benefits of Scalp Manipulations

**Section – B**

**2. Treatments of Scalp with electric equipments :-**

- a) Oil treatments
- b) Application of Heat

**Section – C**

**3. Shampooing :-**

- a) Types of Shampoo and Choice of Shampoo
- b) How does a Shampoo work
- c) Shampoo Procedure

**Section – D**

**4. Conditioner and Rinses:-**

- a) What are Conditioners and Rinses and How they work
- b) Types of Rinses



B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03006L : CARE OF SCALP AND HAIR  
(PRACTICAL)**

**Credits : 0-0-2**

**Marks : 50**

I. Scalp Manipulations:

- a) Scalp Analysis
- b) Basic Trolley setting
- c) Preparation of client
- d) Procedure of Scalp Massage
- e) Scalp Massage with Electric Equipment

II. Shampooing & Rinsing:

- a) Hair Analysis
- b) Basic Trolley settings
- c) Procedure of Shampooing and conditioning
- d) Preparation of Client

III. Project work about Scalp Manipulation, Shampooing and Conditioning

IV. Making of Shampoos and Rinses

V. Job Training

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03007T : HAIR ANALYSIS AND TEXTURING (THEORY)**

**Time: 3 Hours**

**Credits : 1-0-0**  
**Max. Marks: 25**

**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. P.H. Scale (Study in Brief only):-**

- a) Acid and Alkalis
- b) Hair Bond

**Section – B**

**2. Hair Cutting and Precautions :-**

- a) Types of Cutting Tools
- b) Factors to be Considered before cutting
- c) Care of tools and precautions

**Section - C**

**3. Hair Texturing:-**

- a) Hair texturing and Cutting lines
- b) Hair cutting Angle System
- c) Section and Sub Sections

**Section - D**

**4. Hair Cutting Techniques:-**

- a) Consultation of Client
- b) Techniques & Hair cutting according to scalp & hair texture

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-III)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM03008L : HAIR ANALYSIS AND TEXTURING**  
**(PRACTICAL)**

**Credits : 0-0-3**  
**Max. Marks : 75**

- I. Hair Designing & Texturing:
  - a) Hair Analysis
  - b) Preparation of client
  - c) Basic Trolley setting
  - d) Basic Techniques & Equipment used in hair cutting
  - e) Shapes of Head lines, Texturing and Density
- II. Project work about guidelines, sectioning and tools of Hair cut
- III. Job Training

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)**  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**ESL-221 : Environmental Studies (Compulsory Paper)**

<b>L</b>	<b>T</b>	<b>P</b>
<b>2</b>	<b>0</b>	<b>0</b>

**Time: 3 Hrs.**

**Max. Marks: 100**

**Exam Pattern:**           **End Semester Examination- 75 marks**  
**Project Report/Field Study- 25 marks [based on submitted report]**  
**Total Marks- 100**

**Instructions for the Paper Setters:-75 marks**

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.

**Project Report / Internal Assessment:**

**Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Section A**

**1. The multidisciplinary nature of environmental studies**

Definition, scope and importance, Need for public awareness

**2. Natural Resources: Renewable and non-renewable resources:**

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

**Section B**

**3. Ecosystems**

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

**4. Biodiversity and its conservation**

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Section C**

**5. Environmental Pollution**

Définition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

**6. Social Issues and the Environment**

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

**Section D**

**7. Human Population and the Environment**

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**Field Work**

- Visit to a local area to document environmental assets river/forest/ grassland/ hill/ mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

Field work comprises of 5 hours of field work / visit/ assignment to be submitted by each candidate to the Teacher in-charge for evaluation latest by 1st week of before the commencement of theory exam.

**ADVISORY FOR PUSHPAGUJRAL SCIENCE CITY, KAPURTHALA :**

The Under Graduate students studying Environmental Studies (Compulsory Paper for All UG College Courses) may be taken to Pushpa Gujral Science City, Kapurthala in lieu of Field study report of 25 marks.

Although students will submit a hand written reports with pictures/ graphs/ tables related to biodiversity, ecology, health, biotechnology, energy, water etc. in about 10 pages to the teacher in-charge.

Above advisory is issued to promote scientific temperament in undergraduate classes and is optional. Further, the report will only be considered if there will be a minimum strength of 25 students along with deputed teacher by the college.

**References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. &Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. &Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. &Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04002T : PERSONALITY DEVELOPMENT (THEORY)**

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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**

**Stress:** Introduction, types of stress, stress coping strategies ; problem focused and emotion focused.

**Section - B**

**Communication skills:** Types of communication, features of effective communication, listening and effective listening, feedback.

**Section - C**

**Leadership:** Introduction, characteristics of effective leaders, types of leadership, Lewin's leadership style.

**Section - D**

**Self (ideal self/real self):** self (with reference to Roger's self theory), locus of control, self efficacy and self esteem, assertiveness training.

**References:**

1. Girishbala Mohanty, (1996). Text book of general psychology, kalyani Publishers New Delhi.
2. Sarason, IG and Sarason, B.R (2002). Abnormal psychology, prentice Hall of India New Delhi.
3. Jain Shashi, introduction to psychology, kalyani Publishers New Delhi.
4. Baron and Byrne, (2009). Social psychology, Pearson Publications, U.S.A.



**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04003L : PERSONALITY DEVELOPMENT  
(PRACTICAL)**

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

- Stress scale
- Frustration scale
- Locus of control

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

BCM04004T : HAIR COLOURING AND LIGHTENING (THEORY)

**Time: 3 Hours**

**Credits : 2-0-0**  
**Max. 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 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. Hair Colour:-**

- a) Principal of colour and colour correction
- b) Hair Colour facts & Hair Analysis
- c) Natural Level of Hair Colour
- d) Client Consultation

**Section – B**

**2. Application & Effects of Hair Colour:-**

- a) Types of Hair colour
- b) Application Techniques & Mixing Techniques
- c) Effects of Hair Colour

**Section - C**

**3. Pre-Lighteners :-**

- a) What are Pre-Lighteners and why we use them
- b) Application Techniques of Pre-Lighteners
- c) Effects of Pre-lighteners

**Section - D**

**4. Hair Lighteners:-**

- a) What are Hair-lighteners
- b) Types of Hair-lighteners
- c) Effects of High-lighteners and Application techniques

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04005L : HAIR COLOURING AND LIGHTENING**  
**(PRACTICAL)**

**Credit : 0-0-2**  
**Max. Marks : 50**

- I. Technique of Hair Colouring & Lightening :
  - a) Client consultation
  - b) Patch Test
  - c) Basic Trolley setting
  - d) Client Preparation
  - e) Techniques of Application of Hair Colour, Pre-Lighteners and High- Lighteners
  - f) Precautions of Hair Colouring
- II. Project work about Hair Colouring & Lightening
- III. Job Training

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04006T : PERMANENT CHEMICAL TREATMENTS**  
**(THEORY)**

**Time: 3 Hours**

**Credits : 1-0-0**  
**Max. Marks: 25**

**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. Chemical Structure of Hair:-**

- a) Chemical structure of Hair
- b) How does a chemical react in layers of Hair
- c) Determine porosity and elasticity

**Section – B**

**2. Chemical Hair Relaxers:-**

- a) Difference between Rebonding and Smoothing
- b) Analysis of Hair and Client Consultation
- c) Procedure of Chemical Hair relaxers

**Section - C**

**3. Permanent Waving (Perming):-**

- a) Chemical Changes in Waving
- b) PH Testing Level of Acidic/Alkaline in Perming

**Section - D**

**4. Procedure of Permanent Waving:-**

- a) Scalp Analysis & Procedure of Permanent Waving
- b) Safety Precautions for Permanent Waving

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04007L : PERMANENT CHEMICAL TREATMENTS  
(PRACTICAL)**

**Credits : 0-0-3  
Max. Marks : 75**

**I. Hair Relaxers :**

- a) Client consultation
- b) Patch Test
- c) Basic Trolley setting
- d) Client Preparation
- e) Procedure of Smoothing and Rebonding

**II. Permanent Waving:**

- a) Client Analysis
- b) Strand Test
- c) Basic Trolley Setting
- d) Procedure of Permanent Waving

**III. Project work about Hair Relaxer & Permanent Waving**

**IV. Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04008T : SPA & TREATMENT**  
**(THEORY)**

**Time: 3 Hours**

**Credits : 1-0-0**  
**Max. Marks: 25**

**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. Spa:-**

- a) Introduction of Spa
- b) Knowledge of Ambience Required

**Section – B**

**2. Procedure of Spa :-**

- a) Product Knowledge of Spa
- b) Basic Techniques of Spa

**Section - C**

**3. Types of Spa:-**

- a) Body and Hair Spa
- b) Homemade Products for Spa like Oils, Cleansers, & Exfoliators

**Section - D**

**4. Benefits of Spa:-**

- a) Effects & Benefits of Spa
- b) Safety Measures of Spa

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-IV)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM04009L : SPA & TREATMENTS**

**(PRACTICAL)**

**Credits : 0-0-3  
Max. Marks : 75**

**I. Basic Preparation for Spa:**

- a) Trolley Setting
- b) Prepare Ambience for Spa
- c) Preparation of Client
- d) Procedure of Body Spa and Hair Spa

**II. Prepare Homemade Products for Spa**

**III. Project work about Body & Hair Spa and Homemade Products**

**IV. Job Training**

**Note:-** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with a remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05001T : Sterilization & Sanitation**

**Credits : 2-0-0**

**Time: 3 Hours**

**Marks: 50**

**Instructions for the Paper Setters:**

Eight Questions of equal marks (Specified in the Syllabus) are to be set, two in each of 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**

**Bacteriology (Study in brief only):-**

- a) What is Bacteria
- b) Types of Bacteria
- c) Growth and Reproduction of Bacteria
- d) Bacterial Infection & Disease

**Section – B**

**Sanitation:-**

- a) What is Sanitation
- b) Methods of Sanitation
- c) General Sanitation Rules

**Section – C**

**Sterilization:-**

- a) Definition of Sterilization
- b) Types of Sterilization
- c) Commonly used Disinfectant

**Section – D**

**Superfluous**

- a) Hair Removal
- b) Methods of Epilation



B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05002L : Sterilization & Sanitation**

**Time: 3 Hours**

**Credits : 0-0-2**

**Marks: 50**

**Practical**

- i) Methods of Hair Removal
  - a) Epilatory
  - b) Depilatory
- ii) Basic Trolley Setting
- iii) Preparation of Client
- iv) Safety Precautions
- v) Project Work about Depilation and Epilation
- vi) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05003T : Objectives of Makeup**

**Credits : 1-0-0**

**Marks: 25**

**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 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**

**Pigments / Melanin**

- a) What is Melanin
- b) Types of Melanin
- c) Role of Melanin in Makeup

**Section – B**

**Makeup Applicators**

- a) Tools of Makeup
- b) Care of Makeup Applicators

**Section – C**

**Cosmetics of Makeup**

- a) Knowledge of different types of Makeup Cosmetics
- b) Explain Cosmetics according to Skin Complexion & Weather

**Section – D**

**Makeup Techniques**

- a) Different between Summer & Winter Makeup
- b) Different between Oily & Dry Makeup
- c) Step by Step Normal Makeup

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05004L : Objectives of Makeup**

**Time: 3 Hours**

**Credits : 0-0-3**

**Marks: 75**

**Practical**

- i) Sanitation of Tools
- ii) Client Preparation
- iii) Skin Analysis
- iv) Trolley Setting of Makeup Applicators
- v) Trolley Setting of Cosmetics
- vi) Makeup According to Skin & Weather
- vii) Project Work about Makeup Tools & Cosmetics according to Skin
- viii) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05005T : Principles of Makeup**

**Credits : 1-0-0**

**Time: 3 Hours**

**Marks: 25**

**Instructions for the Paper Setters:**

Eight Questions of equal marks (Specified in the Syllabus) are to be set, two in each of 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**

**History of Makeup**

- a) Brief History of Makeup
- b) Types of Makeup according to: Season, Occasion, Complexion, Day & Night

**Section – B**

**Facial Structures in Makeup**

- a) How to Determine Facial Balance in Makeup
- b) Facial Lines in Makeup

**Section – C**

**Basic Principals**

- a) Basic Principals in relation to Makeup
- b) Colour Key, Colour Scheme

**Section – D**

**Effects of Colour in Makeup**

- a) Effect of Artificial Lighting in Makeup
- b) Skin Colour effect on Makeup Colours
- c) Effect of Colour Depth

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05006L : Principles of Makeup**

**Time: 3 Hours**

**Credits : 0-0-3**  
**Max: Marks: 75**

**Practical**

- i) Skin Testing for Makeup
- ii) Client Preparation
- iii) Basic Trolley Setting
- iv) Bridal Makeup according to Skin, Day & Night & Weather
- v) Project Work about Bridal Makeup according to Day & Night
- vi) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

BCM05007T : Skills of Makeup

**Credits : 1-0-0**

**Time: 3 Hours**

**Marks: 25**

**Instructions for the Paper Setters:**

Eight Questions of equal marks (Specified in the Syllabus) are to be set, two in each of 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**

**Camouflage Makeup**

- a) Facial Area of Camouflage
- b) Makeup Applications
- c) Product use in Camouflage

**Section – B**

**Corrective Makeup**

- a) Facial area which may be corrected
- b) Makeup Applications
- c) Product used in Corrective Makeup

**Section – C**

**Air Brush Makeup**

- a) Introduction of Air Brush Makeup
- b) Application of Air Brush Makeup
- c) Product used in Air Brush Makeup

**Section – D**

**Theatre Makeup**

- a) Introduction of Theatre Makeup
- b) Types of Theatre Makeup
- c) Principals and Technique of Theatre Makeup
- d) Product use in Theatre Makeup

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-V)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM05008L : Skills of Makeup**

**Time: 3 Hours**

**Credits : 0-0-3**

**Marks: 75**

**Practical**

- i) Basics Skills of Makeup Applications & Makeup Artist
- ii) Requirement of Client
- iii) Trolley Setting
- iv) Bridal Makeup with Air Brush
- v) Project Work about Corrective & Camouflage, Theatre & Air Brush Makeup
- vi) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

BCM06001T : **Salon Management**

**Credits : 2-0-0**

**Time: 3 Hours**

**Marks: 50**

**Instructions for the Paper Setters:**

Eight Questions of equal marks (Specified in the Syllabus) are to be set, two in each of 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**

**Salon Planning**

- a) Salon Location
- b) Salon Planning
- c) Space Allotment

**Section – B**

**Salon Ownership**

- a) Types of Salon Ownerships
- b) Types of Employees
- c) Types of Employment

**Section – C**

**Salon Services**

- a) Number of Services
- b) Types of Services to be offered
- c) Pricing of Services / Rate List

**Section – D**

**Record Keeping**

- a) Income and Expenditure of Salon
- b) Appointment Records
- c) Record Cards



B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM06002L : Salon Management**

**Credits : 0-0-2**

**Time: 3 Hours**

**Marks: 50**

**Practical**

- i) Layout a Salon of your own
- ii) Display the services with rate list
- iii) Making of Hair Accessories with original and artificial flowers
- iv) Making of Hair Stuffies
- v) Project Work about: Salon Planning, Record Card, Rate List
- vi) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM06003T : Health & Safety Precautions of Salon**

**Credits : 2-0-0**

**Time: 3 Hours**

**Marks: 50**

**Instructions for the Paper Setters:**

Eight Questions of equal marks (Specified in the Syllabus) are to be set, two in each of 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**

**Salon Registered Act**

- a) Registered with Health Department
- b) Advertising and Taxes

**Section – B**

**Salon Maintenance**

- a) Appointments and Complaints
- b) Day to Day and Long Term Maintenance
- c) Retail Selling

**Section – C**

**Professional Ethics**

- a) As an Employer and Employee
- b) As a Co-worker and Operator
- c) As an Owner

**Section – D**

**Safety Precautions**

- a) Accidents due to Chemicals
- b) Accidents due to Electric Equipment
- c) Accidents due to Services

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM06004L : Health & Safety Precautions of Salon**

**Time: 3 Hours**

**Credits : 0-0-2**

**Marks: 50**

**Practical**

- i) Formal Hair buns with Accessories
- ii) Trolley Setting
- iii) Client Preparation
- iv) Knowledge of Wig Attachment & Wig Pieces
- v) Project Work about: Formal Hair buns and Wig Attachments
- vi) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM06005T : Anatomy of Onyx (Nail)**

**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 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.

**Note:** Study in brief only

**Section – A**

**Structure of Onyx**

- a) What is Onyx
- b) Structure of Onyx
- c) Portions of Onyx: Nail Body, Roots, Free Edge, Nail Bed, Matrix

**Section – B**

**Nail Growth**

- a) Nails Structure of Surrounding Nails
- b) Nail Growth & Shapes

**Section – C**

**Nail Identification**

**a) Disorders of the Nail:**

- |                             |                              |
|-----------------------------|------------------------------|
| i) Dry Nails                | ii) Brittle Nails            |
| iii) Dehydrated Nails       | iv) Damaged Nails            |
| v) Splitting Nails          | vi) Thin Nails               |
| vii) Ridged Nails / Furrows | viii) Green Fungal Infection |
| ix) Hang Nails              |                              |

**b) Diet for Healthy Nail:**

**Section – D**

**Manicure**

- a) Types of Manicure
- b) Procedure of Manicure

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM06006L : Anatomy of Onyx (Nail)**

**Time: 3 Hours**

**Credits : 0-0-2**

**Marks: 50**

**Practical**

- i) Basic Trolley Setting of Equipment
- ii) Nail Analysis
- iii) Preparation of Client
- iv) Preparation of Manicure Table
- v) Procedure of Manicure Step by Step
- vi) Project Work about: Structure of Onyx and Manicure
- vii) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

BCM06007T : **Nail Spa**

**Credits : 2-0-0**

**Time: 3 Hours**

**Marks: 50**

**Instructions for the Paper Setters:**

Eight Questions of equal marks (Specified in the Syllabus) are to be set, two in each of 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.

**Note:** Study in brief only

**Section – A**

**Nail Therapy**

- a) Reflexology (in brief only)
- b) Nail Spa with Pressure Points

**Section – B**

**Nail Disease**

- i) Onychia
- ii) Onychogyposis
- iii) Onycholysis
- iv) Paronychia
- v) Tinea
- vi) Tinea Pedis
- vii) Leuconychia

**Section – C**

**Pediicure**

- a) Types of Pedicure
- b) Procedure of Pedicure

**Section – D**

**Nail Designing**

- a) Application of Artificial Nails: Nail Tips, Acrylic Nails
- b) Nail Designs and Ornaments

**B.VOC. COSMETOLOGY (CBGS) (SEMESTER-VI)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2026**

**BCM06008L : Nail Spa**

**Time: 3 Hours**

**Credits : 0-0-2**

**Marks: 50**

**Practical**

- i) Nail Analysis
- ii) Preparation of Client
- iii) Basic Trolley Setting for Pedicure
- iv) Preparation of Pedicure Tub
- v) Procedure of Pedicure
- vi) Application of Artificial Nails & Designs
- vii) Project Work about: Pedicure and Nail Designs
- viii) Job Training

**Note:** Lab training should be taken in college cosmetology lab and project report with picture profile should be submitted by each student with remarks of lab instructor.

**References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. & Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. & Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. & Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
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# **FACULTY OF ECONOMICS & BUSINESS**

## **Syllabus For BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

**Credit Based Grading System) (CBGS)**

**(SEMESTER–: I–VI)**

**(For Colleges)**

**SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2026**



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**GURU NANAK DEV UNIVERSITY  
AMRITSAR**

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Bachelor of Business Administration (BBA)  
Credit Based Grading System) (CBGS)  
Syllabus for the Colleges Batch From Year 2023 To Year 2026

**SCHEME OF COURSES  
SEMESTER—I**

Course Code	Course Title	L	T	P	Total Credits
<b>ENC 101:</b>	English (Compulsory)	4	-	-	4
BOA01002T BOA01103T <b>PHC 110:</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>Punjab History &amp; Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)</b>	4	-	-	4
BBA01005T	Basic Accounting	4	-	-	4
BBA01006T	Business Organization and Systems	4	-	-	4
BBA01007T	Managerial Economics- I	4	-	-	4
BBA01008T	Computer Applications for Business-I (Theory)	3	-	-	3
BBA01009L	Computer Applications for Business-I (Practical)	-	-	1	1
BBA01010T	Business Communication	4	-	-	4
	<b>Total Credits</b>	<b>27</b>	<b>-</b>	<b>1</b>	<b>28</b>

**SEMESTER—II**

Course Code	Course Title	L	T	P	Total Credits
<b>ENC- 151</b>	English (Compulsory)	4	-	-	4
BOA02002T BOA02103T <b>PHC 111</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>: Punjab History &amp; Culture (C 320 to 1000 A.D.) (Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)</b>	4	-	-	4
BBA02005T	Business Laws	4	-	-	4
BBA02006T	Principles of Management	4	-	-	4
BBA02007T	Managerial Economics- II	4	-	-	4
BBA02008T	Computer Based Accounting System	4	-	-	4
BBA02009T	Fundamentals of Banking	4	-	-	4
<b>SOA :105</b>	Drug Abuse: Problem, Management and Prevention (Compulsory)	2	-	-	2
	<b>Total Credits</b>	<b>26</b>	<b>2</b>	<b>-</b>	<b>28</b>

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**SEMESTER—III**

Course No.	Course Title	L	T	P	Total Credits
ENC 201	English (Compulsory)	4	-	-	4
BOA03002T BOA03103T <b>PHC 112:</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>(Punjab History &amp; Culture (From 1000 to 1605 A. D.) (Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)</b>	4	-	-	4
BBA03005T	Statistics for Business	4	-	-	4
BBA03006T	Fundamentals of Human Resource Management	4	-	-	4
BBA03007T	Fundamentals of Marketing Management	4	-	-	4
BBA03008T	Indian Financial System	4	-	-	4
BBA03009T	Management Accounting	4	-	-	4
	<b>Total Credits</b>	<b>28</b>			<b>28</b>

**SEMESTER—IV**

Course No.	Course Title	L	T	P	S	Total Credits
ENC 251	English (Compulsory)	4	-	-	-	4
BOA04002T BOA04103T <b>PHC 113:</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR <b>Punjab History &amp; Culture(From 1605 to 1849 A. D.) (Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)</b>	4	-	-	-	4
BBA04005T	Financial Management	4	-	-	-	4
BBA04006T	Production and Operations Management	4	-	-	-	4
BBA04007T	Business Environment	4	-	-	-	4
BBA04008T	Operations Research	4	-	-	-	4
BBA04009T	Fundamentals of Insurance	4	-	-	-	4
BBA04010L	Seminar	-	-	-	2	2
ESL 221	* Environmental Studies (Compulsory Paper)	2	-	-	-	2
	<b>Total Credits</b>	<b>28</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>30</b>

\* Note: The credits of ESL-221 (Environmental Studies) will not be added in the Total Credits.

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**SEMESTER—V**

Course Code	Course Title	L	T	P	Total Credits
<b>ENC-301</b>	English (Compulsory)	4	-	-	4
BOA05002T BOA05103T <b>PHC 114:</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (From 1849-1947 A.D.) <b>(Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)</b>	4	-	-	4
BBA05005T	Company Law	4	-	-	4
BBA05006T	Entrepreneurship & Small Business	4	-	-	4
BBA05007T	Cost Accounting	4	-	-	4
	<b>Any one Group from the following:</b>				
BBA05008T	<b>Group A</b> Consumer Behaviour	4	-	-	4
BBA05009T	Advertising & Sales Management	4	-	-	4
BBA05010T	<b>Group B</b> Industrial relations & Labour Legislations	4	-	-	4
BBA05011T	Organisation Change & Development	4	-	-	4
BBA05012T	<b>Group C</b> Management of Banking Operations	4	-	-	4
BBA05013T	Insurance & Risk Management	4	-	-	4
BBA05014T	<b>Group D</b> International Business Environment	4	-	-	4
BBA05015T	Management of International Business Organization	4	-	-	4
	<b>Total Credits</b>	<b>28</b>			<b>28</b>

**SEMESTER—VI**

Course Code	Course Title	L	T	P	Total Credits
<b>ENC-351</b>	English (Compulsory)	4	-	-	4
BOA06002T BOA06103T <b>PHC 115:</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (1947-2000 A.D.) <b>(Special Paper in lieu of Punjabi compulsory) (For those students who are not domicile of Punjab)</b>	4	-	-	4
BBA06005T	Income Tax	4	-	-	4
BBA06006T	Fundamentals of Capital Markets	4	-	-	4
BBA06007L	Viva-Voce	-	-	2	2
	<b>Any one Group from the following:</b>				
BBA06008T	<b>Group A</b> Services Marketing	4	-	-	4
BBA06009T	E-Marketing	4	-	-	4
BBA06010T	<b>Group B</b> Training and Development	4	-	-	4
BBA06011T	Contemporary Issues in Human Resource Management	4	-	-	4
BBA06012T	<b>Group C</b> Security Analysis and Portfolio Management	4	-	-	4
BBA06013T	Contemporary Issues in Accounting	4	-	-	4
BBA06014T	<b>Group D</b> Export- Import Management and Documentation	4	-	-	4
BBA06015T	Global Strategic Management	4	-	-	4
	<b>Total Credits</b>	<b>24</b>		<b>2</b>	<b>26</b>

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Bachelor of Business Administration (BBA)  
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**SEMESTER-I**  
**ENC101: ENGLISH (COMPULSORY)**

**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:-**

- *Tales of Life* (Guru Nanak Dev University, Amritsar) Stories at Sr. No. 1, 2, 3, 5 and 6
- *Prose for Young Learners* (Guru Nanak Dev University, Amritsar) Essays at Sr. No. 1, 2, 3, 5 and 6
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

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

**SECTION-A**

*English Grammar in Use*, 4<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**

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

**SECTION-D**

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

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**SEMESTER-I**

**BOA01002T: Punjabi (Compulsory)**  
**ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

**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 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) ਪੈਰਾ ਰਚਨਾ

(ਅ) ਪੈਰਾ 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**

**BOA11003T ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
(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, ਅਗੇਤਰ 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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**PHC 110: 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: 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. Budha Parkash, *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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**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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**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. Horngrén, 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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**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.

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**SEMESTER-I**

**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- I**

**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 product Law of Returns to scale, Economies and diseconomies of scale.

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

**SECTION-D**

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

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**SEMESTER-I**

**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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**SEMESTER-I**

**BBA01008T: COMPUTER APPLICATIONS FOR BUSINES- I  
(THEORY)**

**Credits: 3-0-0**

**Marks: 75**

**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 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.

**Note: At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students award marks.**

**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 boks should be folowed.**



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**SEMESTER-I**

**BBA01008T: COMPUTER APPLICATIONS FOR BUSINES- I  
(PRACTICAL)**

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

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**SEMESTER-I**

**BBA01010T: BUSINESS COMMUNICATION**

**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**

**Business Communication** – Meaning & Importance, Communication purpose, process, elements, barriers to communication and conditions for successful communication. Forms of Communication, basic models of communication, 7C's of effective business communication.  
**Organizational Communication:** Importance of Communication in Management, Formal and Informal Communication, Internal and external communication

**SECTION-B**

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

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

**SECTION-C**

**Internal Correspondence:** Memos, Circulars, Notices, Office orders.

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

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

**SECTION-D**

**Secretarial Correspondence:** -Correspondence with shareholders, debenture holders regarding dividend, interest, transfer-transmission. Communicating with statutory authorities and bodies like Stock exchange, RBI, SEBI.

Preparation of resume, Job application, Drafting of interview letters, call letters, final appointment orders.

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**SEMESTER-I**

**Suggested Readings:**

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

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

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**SEMESTER-II**

**ENC151: ENGLISH (COMPULSORY)**

**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) Stories at Sr. No. 7, 9, 10, 11, 12
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar) Essays at Sr. No. 7, 8, 9, 10, 11
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP (Units: 49-97)

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

**SECTION-A**

*English Grammar in Use*, 4<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) 7, 9, 10, 11, 12

**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)**  
**ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

ਕਰੈਡਿਟ 4-0-0

**Time: 03 Hours**

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

**ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਆਕ 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 ਵਿੱਲੋਂ 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 ਬਿੰਬ)

**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 ਫਾਉਂਡੇਸ਼ਨ, 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 ਫਰੈਂਕ, **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 (Mudhli Punjabi)  
(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 ਇੱਕ 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 ਵਿਚ 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**

ਪੈਰ੍ਹਾ ਰਚਨਾ  
ਸੰਖੇਪ ਰਚਨਾ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)  
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

**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**

**BBA02005T: BUSINESS LAWS**

**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**

**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.

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

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**SEMESTER-II**

**BBA02006T: PRINCIPLES OF MANAGEMENT**

**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**

**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**

**BBA02007T: MANAGERIAL ECONOMICS-II**

**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**

**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 National Product, Gross and Net Domestic Product; Personal Income and Disposable Income.

**Measurement of National Income:** Income, Output and Expenditure Method, Problems in Measurement of National Income.

**SECTION–B**

**Consumption Function:** Meaning and Nature, Determinants and Measures to raise Propensity to Consume, Keynes Psychological Law of Consumption- Meaning, Properties and Implications.

**SECTION–C**

**Investment:** Classical Theory of Investment, Keynesian Theory of Investment, Accelerator Theory of Investment.

**Keynesian Economics:** Theory of Money, Saving and Investment Function.

**Multiplier:** Static and Dynamic Analysis; Balanced Budget Multiplier, Employment Multiplier.

**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, effects and Context.

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**SEMESTER-II**

**Suggested Readings:**

1. Ackley, G., "Macroeconomics: Theory and Policy", Macmillan, New York.
2. Shapiro, E., "Macroeconomic Analysis", Galgotia Publication, New Delhi.
3. Gppdwin Neva, J. A. Nelson & J. Harris, "Macroeconomics in Context", PHI Learning Pvt. Ltd, New Delhi.
4. Dornbusch R., S. Ficher & R. Startz, "Macro Economics", Tata McGraw Hill Publishing Company Ltd., New Delhi.
5. Agarwal, Vanita, "Macroeconomics: Theory and Policy", Pearson Education, New Delhi.

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

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**SEMESTER-II**

**BBA02008T: COMPUTER BASED ACCOUNTING SYSTEM**

**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**

Computerized Accounting: - Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting.

Accounting package - Setting up an accounting entity, Creation of groups and accounts

Designing and creating vouchers; Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet.

**SECTION–B**

**Database Design for Accounting**

Identifying and appreciating the data content in accounting transactions; overview of database concepts, ER model; creating and implementing RDM for Financial Accounting; SQL to retrieve data and generate accounting information.

**SECTION–C**

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

**Tally**

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);

**SECTION–D**

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)

**Suggested Readings:**

1. Hall, J.A, “Accounting Information System”, South Western College Publishing.
2. Gelinas, Ultric, J. and Steve, G. Suffon, “Accounting Information System, South Western Thomson Learning.“
3. Tally- ERP 9, Simple Steps of Learning”, Kogent Learning.

*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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**SEMESTER-II**

**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.*



**SEMESTER-II**  
**SOA 105: DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION**  
**(COMPULSORY PAPER)**

**Credits : 2-0-0**

**Time: 3 hours**

**Max. 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 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-I**

**References:**

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
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—III**  
**ENC 201: ENGLISH (COMPULSORY)**

**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.

**Important Note: The textbook *Making Connections* (3<sup>rd</sup> edition) is significantly different from its 2<sup>nd</sup> edition. The third edition (by Kenneth J Pakenham, Jo McEntire, Jessica Williams) is to be followed for this course.**

**Texts Prescribed:**

1. *Making Connections* by Kenneth J. Pakenham, Jo McEntire, Jessica Williams, 3rd Edition. CUP.
2. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar.
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

**Texts Suggested:**

*Oxford Guide to Effective Writing and Speaking* by John Seely  
*A Course in Grammar and Composition* by Geetha Nagaraj, Foundation Books, 2006

**Syllabus is divided into four sections as mentioned below:**

**SECTION—A**

*English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP: Units 98-130

**SECTION—B**

Essay writing and *English Grammar in Use*: Units 131-145

**SECTION—C**

*Moments in Time*: Poems at Sr. No. 1-6

**SECTION—D**

*Making Connections* by Kenneth J. Pakenham, 3rd Edn. CUP: Unit-I (Global Health) and Unit-II (Multicultural Societies)

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**SEMESTER-III**

**BOA03002T : PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

**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 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**

**ਸਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ, ਵੀਰ ਸਿੰਘ ਰੰਧਾਵਾ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਲੇਖ ਨੰਬਰ 1 ਤੋਂ 8 ਤਕ)  
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

**ਸੈਕਸ਼ਨ - ਬੀ**

**ਆਧੁਨਿਕ ਇਕਾਗਰੀ**

(ਸੰਪਾ. ਰੋਸ਼ਨ ਲਾਲ ਆਹੂਜਾ, ਮਨਜੀਤ ਪਾਲ ਕੌਰ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਵਿਸ਼ਾ ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ/ਰੰਗ-ਮੰਚੀ ਪੱਖ

**ਸੈਕਸ਼ਨ - ਸੀ**

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

**ਸੈਕਸ਼ਨ - ਡੀ**

ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ : ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਵਰਗੀਕਰਨ  
(ਭਾਵੇਂਸ, ਸ਼ਬਦ, ਵਾਕੰਸ, ਉਪ-ਵਾਕ ਅਤੇ ਵਾਕ)

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**SEMESTER-III**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਜੀਤ ਸਿੰਘ ਸੀਤਲ, ਵਾਰਤਕ ਤੇ ਵਾਰਤਕ ਸ਼ੈਲੀ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
2. ਗੋਬਿੰਦ ਸਿੰਘ ਲਾਂਬਾ, ਪੰਜਾਬੀ ਵਾਰਤਕ ਤੇ ਵਾਰਤਕਕਾਰ, ਅਮਰਜੀਤ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਪਟਿਆਲਾ।
3. ਸਤਿੰਦਰ ਸਿੰਘ ਨੂਰ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਡਾ. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਡਾ. ਮਾਨ ਸਿੰਘ ਢੰਡਸਾ, ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ (ਆਧੁਨਿਕ ਕਾਲ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਸਤੀਸ਼ ਕੁਮਾਰ ਵਰਮਾ, ਪੰਜਾਬੀ ਨਾਟਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
6. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਇਕਾਂਗੀ : ਸਰੂਪ, ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
7. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਨਾਟਕ ਤੇ ਇਕਾਂਗੀ : ਸਿਧਾਂਤ, ਇਤਿਹਾਸ ਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਨਾਟ ਸ਼ੈਲੀਆਂ ਵਿਸ਼ੇਸ਼ ਅੰਕ),
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
10. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
11. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

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**SEMESTER-III**

**BOA03103T : ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
**(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 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**

**ਸੈਕਸ਼ਨ-ਦੇ**

ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ  
ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ

**ਸੈਕਸ਼ਨ-ਬੀ**

ਕਵਿਤਾਵਾਂ

- (ੳ) ਸਮਾਂ (ਭਾਈ ਵੀਰ ਸਿੰਘ)
- (ਅ) ਖੈਰ ਪੰਜਾਬੀ ਦੀ (ਫ਼ੀਰੋਜ਼ਦੀਨ ਸਰਫ)
- (ੲ) ਅੰਬੀ ਦਾ ਬੂਟਾ (ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ)
- (ਸ) ਬਿਰਹੋਂ ਦੀ ਰੜਕ (ਸ਼ਿਵ ਕੁਮਾਰ) (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ; ਸਾਰ)

**ਸੈਕਸ਼ਨ-ਸੀ**

ਕਹਾਣੀਆਂ

- (ੳ) ਭੂਆ (ਨਾਨਕ ਸਿੰਘ)
- (ਅ) ਦੁੱਧ ਦਾ ਛੱਪੜ (ਕੁਲਵੰਤ ਸਿੰਘ ਵਿਰਕ)
- (ੲ) ਸਾਂਝੀ ਕੰਧ (ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ)
- (ਸ) ਉਹ ਸੋਚਦੀ (ਦਲੀਪ ਕੌਰ ਟਿਵਾਣਾ) (ਵਿਸ਼ਾ-ਵਸਤੂ; ਸਾਰ)

**ਸੈਕਸ਼ਨ-ਡੀ**

ਨਿਬੰਧ

- (ੳ) ਘਰ ਦਾ ਪਿਆਰ (ਤੇਜਾ ਸਿੰਘ)
- (ਅ) ਖੁਸ਼ਾਮਦੀ ਨਾਲ (ਹਰਿੰਦਰ ਸਿੰਘ ਰੂਪ)
- (ੲ) ਆਓ, ਗੱਲਾਂ ਕਰੀਏ (ਨਰਿੰਦਰ ਸਿੰਘ ਕਪੂਰ)
- (ਸ) ਮਨੁੱਖ ਕੁਦਰਤ ਦੀ 'ਨੇਕ ਔਲਾਦ' ਨਹੀਂ (ਸੁਰਿੰਦਰ ਮੰਡ) (ਵਿਸ਼ਾ-ਵਸਤੂ; ਸਾਰ)

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**SEMESTER-III**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, **ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ**, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਬਲਦੇਵ ਧਾਲੀਵਾਲ, **ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ**, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਜਸਵਿੰਦਰ ਸਿੰਘ ਉੱਪਲ, **ਪੰਜਾਬੀ ਕਹਾਣੀਕਾਰ**, ਨੈਸ਼ਨਲ ਬੁੱਕ ਸ਼ਾਪ, ਦਿੱਲੀ।
4. ਬਲਬੀਰ ਸਿੰਘ ਦਿਲ, **ਪੰਜਾਬੀ ਨਿਬੰਧ ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. **ਖੋਜ ਪਤ੍ਰਿਕਾ** (ਨਿਬੰਧ ਵਿਸ਼ੇਸ਼ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

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**SEMESTER-III**

**PHC 112: Punjab History & Culture (From 1000 to 1605 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. Society and Culture of Punjab during the Turko-Afghan rule.
2. The Punjab under the Mughals

**SECTION- B**

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

**SECTION--C**

5. Guru Nanak-Life and travels
6. Teachings of Guru Nanak, Concept of Sangat, Pangat and dharmsal.

**SECTION--D**

7. Contribution of Guru Angad Dev, Guru Amar Das and Guru Ram Das.
8. Compilation of Adi Granth and martyrdom of Guru Arjun Dev

**Suggested Readings**

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



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**SEMESTER–III**

**BBA03005T: STATISTICS FOR BUSINESS**

**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**

**Matrix Algebra:** Types of matrices; basic operations of matrices; determinant of a matrix and its properties; rank and inverse of a matrix; solution of simultaneous linear equations – Cramer’s rule and matrix inversion, method, application of matrices.

**SECTION–B**

Introduction and Methods of Presentation of Statistical Information, Collection and Presentation of Data. Frequency distribution. Concept of sampling and sampling Designs.  
**Measures of Central Tendency** :- Mean, Median, Mode, Measure of dispersion. Range quartile deviation, Average deviation and Standard deviation.

**SECTION–C**

**Simple Correlation and Regression Analysis:** Assumptions; Pearsons product moment and Spearman’s rank correlation method; least squares technique; properties of correlations and regression coefficients.

**Time Series Analysis:** Trend analysis using moving average and regression analysis, seasonal, cyclic and regular fluctuations, Index number construction of unweighted and weighted index numbers, quantity Index.

**SECTION–D**

**Elementary Probability Theory:** Deterministic and non–deterministic experiments; different types of events; a priori and empirical definition of probability.  
Conditional probability, laws of addition and multiplication of probability. properties of binomial, Poisson and normal distributions.

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**SEMESTER–III**

**Suggested Readings:**

1. Chiang A.C., “Fundamental Methods of Mathematical Economics”, McGraw Hill, Kogakusha.
2. Hopfe, M.M., Mathematics – “Foundations for Business Science, Research Association”.
3. Mizrahi, A. and Sullivan M., “Mathematics for Business and Social Sciences”, John Wiley and Sons.
4. Raghawachari, M., “Mathematics for Management – An Introduction”, Tata McGraw Hill, New Delhi.
5. Webber, J.E., “Mathematical Analysis: Business and Economic Applications”, Harper & Row,
6. Yamuna, T., “Mathematics for Economics – An Elements Survey”, Prentice Hall of India Pvt.Ltd., New Delhi.
7. Chou, Y. “Statistical Analysis”, Holt, Rinehart and Winston, New York.
8. Croxton, F.E., Cowden, D.J. and Klien, S., “Applied General Statistics”, Prentice Hall of India Pvt. Ltd.
9. Karmel, P.H. and Polar, K.M., “Applied Statistics for Economists”, Pitman London.
10. Wetherill, G.B., “Elementary Statistical Methods”, Chapman and Hall, London.

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

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**SEMESTER-III**

**BBA03006T: FUNDAMENTALS OF HUMAN RESOURCE 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**

**Human Resource Management (HRM):** Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM. Status and competencies of HR manager.

**Human Resource Planning (HRP):** Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process.

**Job Analysis:** Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.

**SECTION-B**

**Recruitment and Selection:** Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. Meaning and Process of Selection, Problems associated with Recruitment and Selection.

**Employee Retention:** Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies.

**SECTION-C**

**HR Training and Development:** Concept and Need, Process of Training and Development Programme: - Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training Programme and Levels of Training Evaluation.

**Performance Appraisal:** Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.

**SECTION-D**

**Managing Compensation and Employee Remuneration:** Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration. Incentive plans, fringe benefits, employee health and safety and employee grievance system.

**Job Evaluation:** Meaning, Process and Methods of Job Evaluation.

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**SEMESTER–III**

**Suggested Readings:**

1. Dessler, Gary, “Human Resource Management”, New Delhi, Pearson Education Asia.
2. Durai, Pravin, “Human Resource Management,” New Delhi, Pearson.
3. Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M., “Human Resource Management: Gaining a Competitive Advantage,” New Delhi, McGraw-Hill.
4. Mathis, Robert L. and Jackson, John H, “Human Resource Management,” New Delhi, Thomson Publishing.
5. Gomez, Mejia, Balkin, Cardy, “Managing Human Resources,” New Delhi, Pearson Education.
6. Aswathappa, K., “Human Resource Management”, Text and Cases. New Delhi, Tata McGraw Hill.
7. Snell, Scott, and Bohlander, George, “Human Resource Management,” New Delhi, Cengage Learning.

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

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**SEMESTER-III**  
**BBA03007T: FUNDAMENTALS OF MARKETING 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**

**Marketing:** Concepts, Philosophies and Importance, Scope of Marketing, the selling concept, the Marketing concept, Components of a modern marketing information system, Marketing Intelligence.

Analyzing the Microenvironment; Needs and Trends, The Demographic Environment, Economic, Social-Cultural and Natural, Technological, Political-Legal Environment.

**SECTION-B**

The Buying Decision Process: The Five Stage Model. Levels of Marketing Segmentation, Bases for segmenting consumer markets: Market Targeting, Bases for segmenting business markets.

**Product Life Cycle Marketing Strategies:** - Introduction stage and the Pioneer advantage, Growth, Maturity and Declining Stage.

**SECTION-C**

Product Characteristics and Classifications; Product levels; The Customer value hierarchy, Product Classification, Differentiation.

Packaging, Labeling, Branding. Understanding Pricing; Setting the Price.

**SECTION-D**

**Marketing Communications:-**

Advertising: - Evolution, Definition, Features, Importance, Advertising and Publicity, Functions of advertising. Advertising media, advertising copy, Objections against advertising. Sales Promotions: Direct Marketing, Personnel Selling, Interactive Marketing and Word of Mouth marketing and Channels of distributions.

**Suggested Readings:**

1. Kotler, Philip; Keller, Kevin; Koshey, Abraham; and Jha, Mithileshwar, "Marketing Management: South Asian Perspective", Pearson Education New Delhi.
2. Ramaswamy, V.S. and Namakumari, S., "Marketing Management: Global Perspective, Indian Context", MacMillan.
3. Kurtz, David L. and Boone, Louis E., "Principles of Marketing, Thomson South-Western".
4. Enis, B. M., "Marketing Classics: A Selection of Influential Articles", New York, McGraw-Hill.
5. Saxena, Rajan, "Marketing Management", Tata McGraw-Hill, New Delhi.

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

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**SEMESTER-III**

**BBA03008T: INDIAN FINANCIAL SYSTEM**

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

**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**

**Financial System:** - Functions, organisation/structure and an overview of Indian Financial System.

**Financial Markets:** - Functions, organisation and types of financial markets, Securities Contract (Regulations) Rules, SEBI (Securities Exchange Board of India).

**SECTION-B**

An Overview of Primary and Secondary Market. Money Market Organisation & RBI (Role and functions).

Non Banking financial companies

**SECTION-C**

Mutual Funds: - Its Introduction and guidelines, schemes and products .IRDA Act of Insurance Companies

**SECTION-D**

An Introduction to FII's and FDI's and its importance.

**Financial Assets/Instruments:** - An Overview of Capital Market instruments.

**Suggested Readings:-**

1. Khan, M.Y, "Indian Financial System" fifth edition by Tata McGraw Hill Publishing Co.Ltd.
2. Vasant Desai, "The Indian Financial System & Development", Himalaya Publishing House.
3. Dr.K.Ravichandran, "Merchant Banking & Financial Services", Himalaya Publishing House.
4. Bhole, L.M , "Indian Financial Institutions and Market", Tata McGraw Hill Publishing Co. Ltd.
5. Avadhani V.A., "Capital Market Management", Himalaya Publishing House.
6. SEBI Guidelines, Nabhi Publication.

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

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**SEMESTER–III**

**BBA03009T: MANAGEMENT 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**

Origin, Concept, nature and Scope of Management Accounting. Need and Importance of Management Accounting, Tools & techniques of Management Accounting, Limitations, Management Accountant duties, functions, Distinction between management accounting & Financial Accounting.

**SECTION–B**

Financial statement Analysis:- meaning, types, Comparative Statements, Common Size, Trend analysis, Introduction of EVA.

Tools of Financial Analysis – Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios)

**SECTION–C**

Fund flow and Cash flow analysis

Responsibility Accounting: - Meaning, features, steps, types of responsibility centers, transfer price; meaning, methods, selection of transfer pricing method

**SECTION–D**

Management Reporting – Importance Needs, Types, Requirements of good report preparation including prewriting and form of final draft, Working Capital Management: - Meaning, importance, need, advantages and disadvantages, factors affecting working capital requirements, principles of working capital management, Financing of working capital, Approaches for determining working capital mix, Trends in financing working capital by banks.

**Suggested Readings:**

1. Jain, P.K and Khan M.Y “Management Accounting”, Tata Mc Graw Hill Publishing Co. Ltd. New Delhi.
2. Horngren Charles, Gary, Sundem, Stratton William, “ Introduction to Management Accounting”, Pearson Education Publishers,
3. Jawaharlal, “Accounting for Management”, Himalaya Publishing House, New Delhi.

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

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**SEMESTER–IV**

**ENC251: ENGLISH (COMPULSORY)**

**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.

**Important Note:** The textbook *Making Connections* (3<sup>rd</sup> edition) is significantly different from its 2<sup>nd</sup> edition. The third edition (by Kenneth J Pakenham, Jo McEntire, Jessica Williams) is to be followed for this course.

**Texts Prescribed:-**

1. *Making Connections* by Kenneth J. Pakenham, Jo McEntire, Jessica Williams, 3rd Edition. CUP.
2. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar.
3. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP.

**Syllabus is divided into four sections as mentioned below:**

**SECTION–A**

*English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP: Revision of Units 26-37, 42-48, 92- 97, 113-120.

**SECTION–B**

*Moments in Time: Poems* at Sr. No. 7-12

**SECTION–C**

*Making Connections* by Kenneth J. Pakenham, 3rd Edn. CUP: SECTION–III (Aspects of Language) and SECTION–IV (Sustaining Planet Earth)

**SECTION–D**

Essay type question based on the SECTION–“Beyond the reading” from the text, *Making Connections*.



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**SEMESTER-IV**

**BOA04002T : PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

**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 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**

ਮੇਰੀ ਜੀਵਨ ਗਾਥਾ (ਸਵੈ-ਜੀਵਨੀ): ਡਾ. ਦੀਵਾਨ ਸਿੰਘ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ  
(ਨਾਇਕ ਬਿੰਬ/ਸਵੈ ਜੀਵਨੀ ਦੇ ਤੌਰ ਤੇ ਪਰਖ/ਵਾਰਤਕ ਸ਼ੈਲੀ)

**ਸੈਕਸ਼ਨ - ਬੀ**

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

**ਸੈਕਸ਼ਨ - ਸੀ**

(ੳ) ਲੇਖ ਰਚਨਾ (ਸਮਾਜਕ, ਸਭਿਆਚਾਰਕ, ਇਤਿਹਾਸਕ ਅਤੇ ਵਿਦਿਅਕ ਸਰੋਕਾਰਾਂ ਸੰਬੰਧੀ)  
(ਅ) ਅਖ਼ਬਾਰ ਨੂੰ ਇਸ਼ਤਿਹਾਰ (ਨਿੱਜੀ, ਦਫ਼ਤਰੀ)

**ਸੈਕਸ਼ਨ - ਡੀ**

(ੳ) ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿਚੋਂ ਅਸ਼ੁੱਧ ਸ਼ਬਦ-ਜੋੜਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਨਾ  
(ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਾਜਵਿੰਦਰ ਕੌਰ, ਸਵੈ-ਜੀਵਨੀ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਨਾਟਕ : ਸਰੂਪ, ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਸਤੀਸ਼ ਕੁਮਾਰ ਵਰਮਾ, ਪੰਜਾਬੀ ਨਾਟ-ਮੰਚ ਦਾ ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਇੰਡੀਆ।
4. ਕਮਲੇਸ਼ ਉੱਪਲ, ਨਾਟਕ ਕਲਾ ਸਰੂਪ ਤੇ ਸਿਧਾਂਤ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਇਕਾਂਗੀ : ਸਰੂਪ, ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
6. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

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**SEMESTER-IV**

**B0A04103T: ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
(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 ਇੱਕ 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 ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਾਠ-ਕ੍ਰਮ**

**ਸੈਕਸ਼ਨ-ਏ**

**ਆਤਮ ਅਨਾਤਮ** (ਕਵਿਤਾ ਭਾਗ)  
(ਸੰਪਾਦਕ ਡਾ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਆਤਮ ਅਨਾਤਮ** (ਕਵਿਤਾ ਭਾਗ)  
(ਸੰਪਾਦਕ ਡਾ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਵਿਸ਼ਾ-ਵਸਤੂ ਅਤੇ ਸਾਰ

**ਸੈਕਸ਼ਨ-ਸੀ**

**ਆਤਮ ਅਨਾਤਮ** (ਕਵਿਤਾ ਭਾਗ)  
(ਸੰਪਾਦਕ ਡਾ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਕਵੀਆਂ ਦੇ ਜੀਵਨ ਅਤੇ ਰਚਨਾ ਬਾਰੇ ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਲੇਖ ਰਚਨਾ  
ਅਸੁੱਧ ਸ਼ਬਦ-ਜੋੜਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖਣਾ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਡਾ. ਸੁਹਿੰਦਰਬੀਰ ਅਤੇ ਡਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ (ਸੰਪਾ.), **ਆਤਮ ਅਨਾਤਮ**, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ ਅਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ (ਸੰਪਾ.), **ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਕਸਤੂਰੀ ਲਾਲ ਐੱਡ ਸੰਨਜ਼, **ਮੁੱਢਲੀ ਪੰਜਾਬੀ**, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ**, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।

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**SEMESTER-IV**

**PHC 113: 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)**

**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. Politicization of Sikhism under Guru Hargobind.
2. Martyrdom of Guru Teg Bahadur

**SECTION--B**

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

**SECTION--C**

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

**SECTION--D**

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

**Suggested Readings**

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

**SEMESTER-IV****BBA04005T: FINANCIAL MANAGEMENT****Time: 3 Hours****Credits: 4-0-0-0**  
**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**

**Finance & Financial Management:** Meaning and nature; Financial goal-profit vs. wealth maximization; Finance functions-investment, Financing, Liquidity and dividend decisions. Theories of capitalization.

**Capital Structure Theories:** Conceptual framework. Determinants. Net income approach, Net operating income approach, Intermediary approach and M.M. approach.

**SECTION-B**

**Cost of Capital:** Meaning and significance of cost of capital; Calculation of cost of debt, Preference capital, Equity capital and retained earnings; Combined cost of capital.

**Sources of finance:** Long term and short term.

**SECTION-C**

**Capital Budgeting:** Nature of investment decisions; Investment evaluation criteria on-discounted cash flow criteria, Discounted cash flow criteria; Risk analysis in capital budgeting .

**Dividend Policies:** Issues in dividend decisions. Forms of dividends; Theories of relevance and irrelevance of dividends.

**SECTION-D**

**Operating and Financial Leverage:** Measurement of leverages; Financial and operating leverage, combined leverage.

**Management of Working Capital:** Meaning, Significance and types of working capital; Approaches of working capital.

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**SEMESTER-IV**

**Suggested Readings:**

1. Berk, Jonathan and DeMarzo, Peter, “Financial Management”, Person Education, Dorling Kindersley (India) Pvt Ltd.
2. Bhattacharya, Hrishlkas, “Working Capital Management: Strategies and Techniques”. Prentice Hall, New Delhi.
3. Brealey, Richard A and Stewart C. Myers, “Corporate Finance”, McGraw Hill. Int. Ed, New York.
4. Chandra, Prasanna, “Financial Management”, Tata McGraw Hill, Delhi
5. Hampton, John, “Financial Decision Making”, Prentice Hall, Delhi
6. Pandey, I, M: “Financial Management”, Vikas Publishing House, Delhi.
7. Van Horne. J.G. and J.M. Wachowicz Jr, “Fundamentals of Financial Management”. Prentice-Hall, Delhi.
8. Van Horne, James G , “Financial Management and Policy”, Prentice Hall, Delhi,
9. Khan MY, Jain PK, “Financial Management”, Tata McGraw Hill, New Delhi.

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

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**SEMESTER-IV**  
**BBA04006T: PRODUCTION AND OPERATIONS MANAGEMENT**

**Time: 3 Hours**

**Credits: 4-0-0-0**  
**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:** - Concept of Production & Operations management, Market Analysis, Competitive Priorities and capabilities. New Product Design and development. Plant location and Plant layout. Scheduling for Manufacturing Systems: Production Scheduling Techniques – Sequencing.

Economic Batch Quantity with Joint Production Runs, Gantt. Charts. Network Analysis.

**SECTION-B**

**Productivity:** Concept and Importance, Factors Affecting Productivity, Methods to improve productivity. Value Analysis.

**Work study:** Methods Analysis – Various Charts, Principles of Motion Economy. Work Measurement.

**SECTION-C**

**Inventory Management:** Concept and Classification of Inventory, Relevant Costs for **Inventory Decisions:-** Inventory Control Models, Reorder level, Lead Time and Safety Stock.

**SECTION-D**

**Supply Chain Management:** Concept & Components of Supply Chain, Activities in Supply Chain Management, Logistics Management.

**Quality Issues:** Concept of Quality and Total Quality Management, Statistical Quality Control. Just in Time Manufacturing Systems.

**Suggested Readings:**

1. B. Mahadevan “ Operations Management Theory & Practice”, Pearson Education.
2. Kanishka Bedi , “Production & Operations Management”, Oxford Higher Education.
3. L.J. Krajewski & L.P. Ritzman “Operations Management Processes & Value Chains”, Pearson Education.
4. B.S. Goel “Production Operation Management”.
5. Richard B Chase, F Robert Jacobs, Nicholas J Aquilano and Nitin K Agarwal , “Operations Management – For Competitive Advantage”, The McGraw Hill Companies.

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

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**SEMESTER-IV**

**BBA04007T: BUSINESS ENVIRONMENT**

**Time: 3 Hours**

**Credits: 4-0-0-0**  
**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:** The Concept, Nature and Significance of business environment. Influence of environmental factors like economic, political, legal, social, technological and International upon business. The relationship of various environmental forces on business.

The need for environmental analysis and diagnosis.

**Description of environmental analysis:** Techniques for environmental analysis, the role of business manager in analysis and diagnosis of environment.

**SECTION-B**

The process of environmental scanning and its importance.

Environmental Threats and Opportunity Profile (ETOP) and SWOT analysis of some important industries.

Aspects of Economic Reforms: Liberalisation; Privatisation; Globalisation and its Implications for India.

**SECTION-C**

Economic Planning in India: objectives, Strategies and Evaluation of Xth plan and Strategy and priorities of XIth plan.

Analysis of Current Annual Budget. The Social responsibility of business, social audit, business ethics & corporate governance

**SECTION-D**

Deficit Financing and its implications for the Indian Economy; Disinvestment of Public Enterprises: Rationale; Objectives and Implications.

Fiscal and Monetary Policy Changes in India, Salient Features of FEMA.

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**SEMESTER-IV**

**Suggested Readings:**

1. Francis Cherunilam, "Business Environment", Himalaya Publishing House, New Delhi.
2. K Aswathappa, "Legal Environment of Business", Himalaya Publishing House, New Delhi.
3. M. Adhikary, "Economic Environment for Business", Sultan Chand & Sons, New Delhi.
4. Ruddar Dutt and KPM Sundharam, "Indian Economy", S. Chand and Company Ltd., New Delhi,
5. P.K. Ghosh and G.K. Kapoor, "Business Policy and Environment", Sultan Chand and Sons, Delhi.
6. Paul Justin, "Business Environment – Text and Cases", Tata McGraw Hills Pvt. Ltd., New Delhi
7. Govt. of India, Five Years Plan Documents.
8. Govt. of India, Various Issues of Annual Economic Survey of India.

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



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**SEMESTER-IV**

**BBA04008T: OPERATIONS RESEARCH**

**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**

**Operations Research:** Meaning, significance and scope. Introduction to linear programming, formation of Linear Programming Problem, Graphical method Simplex Method, Two Phase Simplex Method. Duality in Linear Programming

**SECTION-B**

Definition of Dual Problem, general rules of converting primal into its dual. Transportation Problem, Assignment Problem.

**SECTION-C**

Games Theory: Two persons zero sum games, pure strategies, mixed strategies, Dominance. Inventory-Types, Nature and classification Economic lot size models, quantity discounts.

**SECTION-D**

**CPM/PERT-**Basic concepts of Network Models, Preparation of the Network diagram, project duration and critical path, probability of Project completion

**Suggested Readings:**

1. V.K. Kapoor, "Operation Research".
2. N.D. Vohra, "Quantitative Techniques in Management".
3. Narinder K. Sethi, "Operation Management".
4. Gordon/Pressman, "Quantitative Decision Making for Business".
5. C.R. Kothari, "Quantitative Methods".
6. Barry Shore, "Quantitative Method for Research".

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

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**SEMESTER-IV**

**BBA04009T: FUNDAMENTALS OF INSURANCE**

**Time: 3 Hours**

**Credits: 4-0-0-0**  
**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**

Insurance- Concept of Insurance, Need, Purpose, Principles of Insurance-Principle of Indemnity, Principle of Insurable Interest, Principle of Subrogation, Principle of Utmost Good Faith, Principle of Proximate Cause, Principle of Contribution. Reforms In Indian Insurance Sector-meaning, need and its Implications

**SECTION-B**

Legal Framework- Insurance Act 1938, LIC Act 1956, GIC Act 1972 and IRDA 1999  
An overview of Insurance Industry- Types of Insurance –Life Insurance, Marine Insurance, Motor Vehicle Insurance, Health Insurance, Liability Insurance

**SECTION-C**

Underwriting-Meaning, Purpose and Process of Underwriting  
Reinsurance-Meaning, Features of reinsurance, difference between reinsurance and double insurance, Essentials of Reinsurance Programs as per IRDA.

**SECTION-D**

Distribution Channels in Insurance- Role and Code of Conduct by IRDA for Agents, Direct Marketing, Bancassurance and Brokers  
Insurance Specialists- Underwriters, Surveyors and Loss Assessors, Actuaries, Third Party Administrators

**Suggested Readings:**

1. Sethi, Jyotsana and Bhatia, Nishwan, “Elements of Banking and Insurance”.
2. Emmett J.Vaughan and Therese Vaughan “Fundamentals of Risk and Insurance”
3. Agarwal, O.P “Banking and Insurance”
4. Periasamy,P; Veeraselvam,M., “Risk and Insurance Management”, Tata Mc Graw Hill
5. www.irda.org

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

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**SEMESTER-IV**

**BBA04010L: SEMINAR**

**Credits 0-0-0-2**  
**Total Marks: 50**

**SEMESTER-IV**

**ESL-221 : Environmental Studies (Compulsory Paper)**

L	T	P
2	0	0

**Time: 3 Hrs.**

**Max. Marks: 100**

**Exam Pattern:**           **End Semester Examination- 75 marks**  
                                   **Project Report/Field Study- 25 marks [based on submitted report]**  
                                   **Total Marks- 100**

**Instructions for the Paper Setters:-75 marks**

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.

**Project Report / Internal Assessment:**

**Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.

## SEMESTER-IV

### Section A

#### 1. The multidisciplinary nature of environmental studies

Definition, scope and importance, Need for public awareness

#### 2. Natural Resources: Renewable and non-renewable resources:

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

### Section B

#### 3. Ecosystems

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

#### 4. Biodiversity and its conservation

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

## SEMESTER-IV

### Section C

#### 5. Environmental Pollution

##### Définition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

#### 6. Social Issues and the Environment

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

### Section D

#### 7. Human Population and the Environment

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

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**Field Work**

- Visit to a local area to document environmental assets river/forest/ grassland/ hill/ mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

Field work comprises of 5 hours of field work / visit/ assignment to be submitted by each candidate to the Teacher in-charge for evaluation latest by 1st week of before the commencement of theory exam.

**ADVISORY FOR PUSHPAGUJRAL SCIENCE CITY, KAPURTHALA :**

The Under Graduate students studying Environmental Studies (Compulsory Paper for All UG College Courses) may be taken to Pushpa Gujral Science City, Kapurthala in lieu of Field study report of 25 marks.

Although students will submit a hand written reports with pictures/ graphs/ tables related to biodiversity, ecology, health, biotechnology, energy, water etc. in about 10 pages to the teacher in-charge.

Above advisory is issued to promote scientific temperament in undergraduate classes and is optional. Further, the report will only be considered if there will be a minimum strength of 25 students along with deputed teacher by the college.

**References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. &Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. &Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. &Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.

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**SEMESTER-V**  
**ENC301: ENGLISH COMPULSORY**

**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. *All My Sons* by Arthur Miller
2. *Poems of Nature and Culture*, Guru Nanak Dev University, Amritsar

**Texts Suggested (for Section D):**

*Oxford Guide to Effective Writing and Speaking* by John Seely

*A Course in Grammar and Composition* by Geetha Nagaraj, Foundation Books, 2006

**The syllabus is divided into four sections as mentioned below:**

**Section A**

*All My Sons* by Arthur Miller: the whole text.

**Section B**

The following poems from *Poems of Nature and Culture*:

William Wordsworth: "The World is Too Much with Us"

Gordon Lord Byron: "She Walks in Beauty"

P.B. Shelly: "Ozymandias"

Alfred Lord Tennyson: "In Memoriam"

Robert Browning: "Meeting at Night"

Mathew Arnold: "Dover Beach"

W.B. Yeats: "Words"

Wilfred Owen: "Strange Meeting"



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**Section C**

The following poems from *Poems of Nature and Culture*:

Robert Graves: “The Portrait”

W.H. Auden: “The Unknown Citizen”

Dylan Thomas: “Do not Go Gentle into That Good Night”

Ted Hughes: “The Thought-Fox”

Sylvia Plath: “Mirror”

Seamus Heaney: “Honeymoon Flight”

Rabindranath Tagore: “False Religion”

Nissim Ezekiel: “Night of Scorpion”

**Section D**

Formal Letter and Application Writing, Resume Writing Business Writing and Report Writing.

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**BOA05002T : PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

**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 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**

**ਚੋਣਵੀਆਂ ਪੰਜਾਬੀ ਕਹਾਣੀਆਂ**

(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ, 2018)  
(ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਕਹਾਣੀ ਕਲਾ)

**ਸੈਕਸ਼ਨ - ਬੀ**

**ਪਵਿੱਤਰ ਪਾਪੀ (ਨਾਵਲ) :** ਨਾਨਕ ਸਿੰਘ  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ-ਚਿਤਰਨ)

**ਸੈਕਸ਼ਨ - ਸੀ**

- (ੳ) ਪੈਰੂ ਰਚਨਾ  
(ਅ) ਸਰਲ ਅੰਗਰੇਜ਼ੀ ਪੈਰੂ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ

**ਸੈਕਸ਼ਨ - ਡੀ**

**ਵਿਆਕਰਨ:**

- (ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ  
(ਅ) ਵਾਕਾਤਮਕ ਜੁਗਤਾਂ : ਮੇਲ ਤੇ ਅਧਿਕਾਰ  
(ੳ) ਕਾਰਕ ਤੇ ਕਾਰਕੀ ਸੰਬੰਧ

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**SEMESTER-V**

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦੀ ਸ਼ਾਹਰਾਹ (ਭੂਮਿਕਾ), ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਜੋਰਿੰਦਰ ਸਿੰਘ ਰਾਹੀ, ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਸਫ਼ਰ ਤੇ ਸ਼ਾਸਤ੍ਰ, ਸਿੰਘ ਬ੍ਰਦਰਜ਼, ਅੰਮ੍ਰਿਤਸਰ (ਭਾਗ ਦੂਜਾ)
4. ਧਰਮਪਾਲ ਸਿੰਗਲ, ਨਾਨਕ ਸਿੰਘ ਇਕ ਪਰਿਚੈ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਡਾ. ਕੁਲਵੰਤ ਸਿੰਘ ਕੋਹਲੀ, ਨਾਨਕ ਸਿੰਘ ਦੇ ਨਾਵਲਾਂ ਦਾ ਆਲੋਚਨਾਤਮਕ ਸਰਵੇਖਣ, ਪੇਪਸੂ ਬੁੱਕ ਡਿਪੂ, ਪਟਿਆਲਾ।
6. ਡਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਨਾਨਕ ਸਿੰਘ : ਜੀਵਨ ਤੇ ਰਚਨਾ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਜਗਜੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸ਼੍ਰੇਣੀਆਂ ਤੇ ਇਕਾਈਆਂ, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਮਾਈ ਹੀਰਾ ਗੇਟ, ਜਲੰਧਰ।
9. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

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**SEMESTER-V**  
**BOA05103T :ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
**(In lieu of Compulsory Punjabi)**

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 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**

**ਸੈਕਸ਼ਨ-ਏ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਸਾਹਿਤ ਅਤੇ ਲੋਕ ਸਾਹਿਤ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਲੋਕ ਕਾਵਿ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਲੋਕ ਵਾਰਤਕ ਬਿਰਤਾਂਤ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਸੁਹਾਗ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਘੋੜੀਆਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਸਿੱਠਣੀਆਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

**ਸੈਕਸ਼ਨ-ਸੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਗਿੱਧਾ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਭੰਗੜਾ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)  
ਝੂਮਰ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

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### ਸੈਕਸ਼ਨ-ਡੀ

#### ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਲੋਕ ਖੇਡਾਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

ਲੋਕ ਤਮਾਸ਼ੇ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

ਲੋਕ ਕਲਾਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ)

#### ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਸੋਹਿੰਦਰ ਸਿੰਘ ਬੇਦੀ, ਲੋਕਧਾਰਾ ਅਤੇ ਸਾਹਿਤ, ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼, ਨਵੀਂ ਦਿੱਲੀ।
2. ਸੁਹਿੰਦਰ ਸਿੰਘ ਬੇਦੀ, ਪੰਜਾਬ ਦੀ ਲੋਕਧਾਰਾ, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਦਿੱਲੀ।
3. ਕਰਨਜੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਲੋਕ ਜੀਵਨ, ਨਵਜੁੱਗ ਪਬਲਿਸ਼ਰਜ਼, ਦਿੱਲੀ।
4. ਕਰਨੈਲ ਸਿੰਘ ਬਿੰਦ, ਲੋਕਯਾਨ ਤੇ ਮੱਧਕਾਲੀਨ ਸਾਹਿਤ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
5. ਨਵਰਤਨ ਕਪੂਰ, ਪੰਜਾਬ ਦੇ ਲੋਕ ਤਿਓਹਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
6. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, ਲੋਕਧਾਰਾ ਤੇ ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਜੋਗਿੰਦਰ ਸਿੰਘ ਕੈਰੋ, ਪੰਜਾਬੀ ਕਹਾਣੀਆਂ ਦਾ ਸੰਰਚਨਾਤਮਕ ਅਧਿਐਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਲੋਕ ਸਾਹਿਤ ਸ਼ਾਸਤਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
9. ਭੁਪਿੰਦਰ ਸਿੰਘ ਖਹਿਰਾ, ਲੋਕਯਾਨ ਭਾਸ਼ਾ ਤੇ ਸਭਿਆਚਾਰ, ਪੈਪਸੂ ਬੁੱਕ ਸ਼ਾਪ, ਪਟਿਆਲਾ।
10. ਨਾਹਰ ਸਿੰਘ, ਲੋਕ ਕਾਵਿ ਦੀ ਸਿਰਜਣ ਪ੍ਰਕ੍ਰਿਆ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
11. ਗੁਰਮੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਦੇ ਕੁਝ ਪੱਖ, ਦੀ ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੁਸਾਇਟੀ ਲਿਮਟਿਡ, ਲੁਧਿਆਣਾ।
12. ਦਰਿਆ, ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਧਿਐਨ : ਵਿਭਿੰਨ ਪਾਸਾਰ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

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**SEMESTER-V**

**PHC 114 : Punjab History & Culture (From 1849-1947 A.D)  
(Special Paper in lieu of Punjabi compulsory)  
(For those students who are not domicile of Punjab)**

**Credits: 4-0-0**

**Max. Marks: 100**

**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**

1. First Anglo-Sikh War.
2. Annexation of Punjab by the British and Board of Administration

**SECTION-B**

3. British Policy towards agriculture, industry, trade and commerce.
4. Spread of modern education

**SECTION-C**

5. Social religious reform movements: Namdhari, Singh Sabha and Arya Samaj
6. Gadhar Movement and Jallianwala Bagh tragedy

**SECTION-D**

7. Gurdwara Reform Movement
8. Contribution to freedom struggle: Non-cooperation; HSRA and Quit India Movement.

**Suggested Readings**

1. Singh, Fauja, *History and Culture of the Punjab*, Part II, Publication Bureau, Punjabi University, Patiala, 1987.
2. Singh, Fauja, *Freedom Struggle in the Punjab*, Publication Bureau, Punjabi University, Patiala, 1974.
3. Grewal, J.S., *The Sikhs of the Punjab*, New Cambridge House, New Delhi, 2005.
4. Singh, Kushwant, *A History of the Sikhs*. Vol. II (1839-1998), Oxford University Press, Delhi, 1991.
5. Rai, Satya. M (1978), *Heroic Tradition in the Punjab (1900-1947)*. Punjabi University, Patiala, 1978.
6. Chopra, P.N. & Das, M.N. (1974), *A Social, Cultural & Economic History of India*. Vol. III, Macmillan India, 1974.
7. Yadav, K.C., *Haryana Aitihisik Simhavalokan* (Hindi). Haryana Sahitya Akademy, Chandigarh, 1991.
8. Saini B. S., *The Social & Economic History of the Punjab 1901-1939*, Ess Ess Publications, Delhi, 1975.
9. Mittal, S.C., *Freedom Movement in the Punjab (1905-29)*, Concept Publishing Company Delhi, 1977.

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**SEMESTER-V**

**BBA05005T : COMPANY LAW**

**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**

**Company** – Meaning, Latest Amendments, Features, Types, Formation: Promotion and Registration, Preliminary contracts, Limited Liability Partnership, One Person Company.

**Memorandum of Association:** Meaning, Importance, Contents, Alteration, Doctrine of Ultra Vires.

**SECTION-B**

**Article of Association:** Meaning, Contents, Alteration, Differences between Memorandum of Association and Articles of Association, Constructive notice of Memorandum and Article, Doctrine of Indoor Management.

**Prospectus:** Definition, Dating and Registration of Prospectus, Kind of Prospectus: Shelf Prospectus, Deemed Prospectus, Abridged Prospectus, Red herring Prospectus, Liability for Misstatement in prospectus.

**SECTION-C**

**Share Capital:** Kinds, Classes of Capital, Alteration of Capital, Further issue of Capital, Voting Rights, Transfer and transmission of shares

**Board of Directors:** Directors Powers, duties, appointment, removal, legal position, Borrowing Powers, Managerial Remuneration. Women Directors.

**SECTION-D**

**Company Meetings:-** Rules of Meetings, Annual general meeting, extraordinary general meeting, Meeting of BOD, Quorum for different meetings, Kinds of resolutions, dividend, Procedure for Conducting Meetings (including Board meetings).

**Winding Up-** Modes of Winding up, Commencement and Procedure of Winding up and Consequences of Winding up order.

**Suggested Readings:**

1. Avtar Singh, "Company Law".
2. N. D. Kapoor, "Company Law & Secretarial Practice".

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

**Note II:** The teacher will use simulation method and will hold at least one statutory meeting, one Annual General Meeting, one Extraordinary Meeting and one Board Meeting.

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**SEMESTER-V**

**BBA05007T: ENTREPRENEURSHIP AND SMALL BUSINESS**

**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**

**Concept of Entrepreneurship:** The Entrepreneur: Definition, nature, and characteristics of entrepreneurship. Emergence of entrepreneurial class including women entrepreneurs. The concept of joint stock company, public company, private company, government company, partnership company, Hindu undivided family

**SECTION-B**

Theories of entrepreneurship; Characteristics of Entrepreneur Leadership risk taking, decision making and business planning. Innovation and entrepreneurship, entrepreneurial behavior and motivation. Socio-economic environment and the entrepreneur.

**SECTION-C**

**Entrepreneurial Development Programmes-** Their relevance and achievements, Role of government in organising such programmes. Critical Evaluation

**Small Business as a Seed Bed of Entrepreneurship:** Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and Marketing Scope, Legal and tax consideration, risk analysis and financial considerations.

**SECTION-D**

Profit Planning in Small Enterprise: Growth Strategies and diversification. Finance Management in current operations and expansion of capital.

Role of Small Business in the national economy. National Policies for small business development. Government and Non-Governmental assistance.

Contribution of Commercial Banks in Promoting and servicing small business. Small business and modern technology.

**Suggested Readings:**

1. Hall, B. Pricke; and Royce L. Brahamson, "Small Business Management".
2. Kenneth R., Van Voorthis, "Entrepreneurship and Small Business Management".
3. Hans Schollhammer and Arthur H. Kuriloff, "Entrepreneurship and Small Business Management".
4. Joseph R. Mancuso, "How to Start, Finance and Manage Your Own Small Business".
5. Sharma, R.A, "Entrepreneurial Change in Indian Industries".
6. Dhar, P.N. and Lydall H.F., "The Role of Small Enterprises in Indian Economic Development".

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



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**SEMESTER-V**

**BBA05007T: COST 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:- Concept of cost, costing, cost Accounting & Cost Accountancy, Limitations of Financial Accounting, Origin and Objectives of cost Accounting, Advantages and limitations of Cost Accounting, Difference between Financial and Cost Accounting, Cost Unit & Cost Centre,

**SECTION-B**

Elements of cost, Material, Labour and other Expenses Classification of cost. **Cost Sheet:** Types of Costs and Preparation of Cost Sheet

**Methods of Costing**

Contract Costing, Process Costing - Meaning, Features, Normal and Abnormal Loss/ Gains

**SECTION-C**

**Marginal Costing** – Meaning and various concepts - Fixed Cost Variable Cost, Contribution, P/V Ratio, Break Event Point, Margin of Safety.

**Standard Costing-** Definition and Meaning of Various Concepts Advantages and Limitations of Standard Costing

**SECTION-D**

Variance Analysis – Material and Labour Variances only.

**Budget and Budgetary Control-** Definition, Meaning and objectives of Budgetary control Advantages and disadvantages of Budgetary Control Types of Budget

**Suggested Readings:**

1. Vasistha and Saxena, “Advanced Cost Accounting”,
2. Jain. S.P. and Narang, “Advanced Cost Accounting”.
3. Maheshwari, S.N. “Cost Accounting”
4. Arora, M.N “ Cost Accounting Principles & Practices”, Vikas Publishing House, New Delhi
5. Dev, Prabhu “Cost Accounting”, Himalaya Publication, New Delhi
6. Horngreen, Charles, T., Datar and Rajan, Madav. V, “Cost Accounting”, Dorling Kindersley (India) Pvt. Ltd, Pearson Publishers Ltd.

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

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**SEMESTER-V**

**GROUP A**  
**BBA05008T: CONSUMER BEHAVIOUR**

**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 to Consumer Behavior (CB) - Importance, Scope, Need for studying CB, Consumer Research Consumer Motivation: Needs & Goals, Positive & Negative motivation, Types & Systems of Needs Hierarchy & Trio of Needs.  
Personality: Nature, Theories; Freudian, Neo Freudian & Trait, Self-Concept.

**SECTION-B**

Perception: Sensation, Absolute Threshold and Differential Threshold.  
Learning: Classical learning, Instrumental learning and Cognitive learning theories Attitude: Tricomponent Attitude Model, Sources of Influence, Attitude Measurement.

**SECTION-C**

Reference Groups: Concepts and Appeals.  
Social Class & its measurement  
Culture & Sub Culture: Definition & Influence

**SECTION-D**

Introduction to Opinion leadership & Consumer Innovation Consumer Decision Making

**Suggested Readings:**

1. Schiffman, I. G. and Kanuk, L. L. "Consumer Behaviour", Pearson Education, New Delhi.
2. Blackwell, Roger D., Miniard, Paul W., and Engel James F. "Consumer Behaviour", Cengage Publishing.
3. Solomon, Michael R. "Consumer Behaviour", Pearson Education, New Delhi.
4. Assael, Henry, "Consumer Behaviour and Marketing Action", Cengage Publishing.
5. Loudon, David L. and Della Bitta, Albert J., "Consumer Behavior", Tata McGraw-Hill.

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

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SEMESTER-V

**GROUP A**  
**BBA05009T: ADVERTISING & SALES 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**

Definition, Nature and Evolution of Advertising, its functions and role and types of Advertising Social, Economic and Legal Aspects of Advertising. Advertising and Marketing Mix, Advertising and Communication Process Advertising Budget: Objectives, Preparation and Methods of Advertising Budget

**SECTION-B**

Advertising Agency: Function, Selection and Compensation. Advertising Media: Different Types of Media, Function, Merits and Demerits of Media, Selection of Media and its Vehicles. Copy Writing: Different Elements of a Copy and Layout

**SECTION-C**

Introduction to Sales Management, Nature, role and importance. Functions of Sales Manager, Sales Organization: Formal, Informal, Horizontal, Vertical, Centralized, Decentralized, Geographic, Customer, Product, Combination, Organizations. Planning and recruitment of sales force - Job analysis specification, Job description, Sources of Recruitment, Selection of Sales Person

**SECTION-D**

Sales Training - Objective, Designing Training Programme.  
Sales Force Motivation: Nature, Importance, Factors Influencing the Motivation of sales force.  
Compensations: Types, Compensations Plan.  
Evaluation of Sales Forces Performance: Qualitative and Quantitative Basis to Evaluate Sales Force Control and Budget.

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**SEMESTER-V**

**Suggested Readings:**

1. Belch, George E. and Belch, Michael A. “Advertising and Promotion”, Tata McGraw Hill.
2. Guinn, Allen, Chris T., Semenik, Richard J. “Advertising & Integrated Brand Promotion”, Thomson – South Western.
3. Batra, Rajeev, Mayers, John G., and Aaker, David A. “Advertising Management”, Pearson Education, New Delhi.
4. Spiro, Stanton and Rich “Management of a Salesforce”, Tata McGraw Hill.
5. Richard R Still, Cundiff W Edward Govoni A P Norman, “Sales Management Decision Strategy and Cases”, Pearson Education.
6. Kotler, Philip; Keller, Kevin; Koshey, Abraham; and Jha, Mithileshwar, “Marketing Management”, South Asian Perspective, Pearson Education, New Delhi.
7. Aaker, David A and Myera John G., “Advertising Management”, Prentice Hall of India, New Delhi.

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

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SEMESTER-V

**GROUP B**  
**BBA05010T: INDUSTRIAL RELATIONS & LABOUR LEGISLATIONS**

**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**

Concept of Industrial Relations: Factors affecting industrial relations. Importance of Industrial Relations, Collective Bargaining and Labour Management Co-Operation in India including Works Committee.  
Discipline and Grievance Management; Negotiation and Collective Settlements.

**SECTION-B**

Workers Participation in Industry, Productive Bargaining and Gain Sharing. Employee Empowerment and Quality Management; Industrial Relations and Technological Change. Emergence and Objectives of Labour Laws and their Socio-economic Environment

**SECTION-C**

Industrial Relations Laws-Laws Relating to Industrial Disputes, Trade Unions, and Standing Order; Social Security. Workmen's Compensation Act, Employees' State Insurance Act.

**SECTION-D**

Wages and Bonus Laws-The Law of Minimum Wages, Payment of Wages, Payment of Bonus; Laws relating to working conditions: The Law Relating to Factories.

**Suggested Readings:**

1. Sinha, P.R.N, Sinha, InduBala and Shekhar, Seema Priyadarshani , “Industrial Relations, Trade Unions and Labour Legislation”, Pearson Education, New Delhi.
2. Sarma, A.M, “Industrial Relations and Labour Laws”, Himalaya Publishing House, Mumbai.

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

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SEMESTER-V

**GROUP B**  
**BBA05011T: ORGANISATION CHANGE AND DEVELOPMENT**

**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**

Organization Change: - Introduction, importance, forces of change and types of change. Models of change: - systems model of change, Lewin's Force Field Analysis Model, the Continuous change Process Model, Change and Transition Management.

**SECTION-B**

Change & its impact: - effects of change on people, operational effects, psychological effects, social effects, people's reaction to change:- Acceptance of change, indifference, organized resistance, frustration & aggression, Reasons for resistance and Methods of minimizing resistance.

**SECTION-C**

Organization Development: - Meaning, features, objectives, History of OD in India and abroad, organizational problems and process of organizational development.

**SECTION-D**

OD interventions: - concept, characteristics, classification of intervention, OD interventions as tool to improve effectiveness of organization. Process of OD interventions, Team building.

**Suggested Readings:**

1. Bhatia, S.K, "Management of Change & Organisation Development- Innovative Approaches", Deep& Deep Publications, New Delhi.
2. Bhattacharya, Dipak Kumar, "Organization Change & Development", OxfordUniversity Press.
3. Singh, Kavita, "Organisation Change & Development, Excel Books.

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

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**SEMESTER-V**

**GROUP C**  
**BBA05012T: MANAGEMENT OF BANKING OPERATIONS**

**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 of banks: Regulatory role of RBI, Monetary Policy-meaning and its implications  
Laws in banking-RBI Act 1934, Negotiable Act 1881, The Banking Regulation Act 1949 Types of Bank Accounts- Fixed or time deposit account, Savings bank deposit account, Current deposit account, Recurring deposit account.

**SECTION-B**

Lending- Features of bank credit, types of lending, terms and conditions of lending, different types of loans and their features  
Risk management in banks- types of risks, Capital Adequacy- the Basel Accord implications for bank

**SECTION-C**

CRAR and Prudential Norms for asset classification, income recognition and provisioning, Anti- money laundering and KYC norms.  
Introduction to Asset Liability Management, Customer Relationship Management

**SECTION-D**

Corporate Governance in Commercial Banks  
Innovations in Banking with special reference to Fee Based Services

**Suggested Readings:**

1. Padmalatha, Suresh and Justin Paul, "Management of Banking and Financial Services", Pearson Education, New Delhi.
2. Sharma, R.K., Gupta, Shashi K, Jagwant Singh, "Banking and Insurance"
3. Agarwal O.P, "Banking and Insurance"
4. Sethi, Jyotsana and Bhatia, Nishwan, "Elements of Banking and Insurance"

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

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SEMESTER-V

**GROUP C**  
**BBA05013T: INSURANCE & RISK 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**

Definition, nature, Role and Importance of Insurance, Salient Feature of IRDA Act 1999, Rationale for opening up of the Insurance Sector to the private sector. Nature of Life Insurance Contract.

Annuities, Surrender Value, Calculation of Premium and measurement of risk. Progress of Life Insurance Business in India,

**SECTION-B**

Fire Insurance – Nature and Use, Policy Condition, Rate Fixation, Payment of Claims, Reinsurance, Marine Insurance: Nature. Premium Calculation, Payment of Claims Motor Insurance Policy and Covers, Comprehensive Policy, Third Party Act Policies, Extra Benefits cover Motor Insurance Claims.

**SECTION-C**

Concept of Risk, Corporate and Personal Risk Management

Identification of Risk: Tools/Techniques for perception of risk; Methods for determining the operative causes of peril; Safety audit.

Evaluation of Risk: Risk Avoidance & Reduction of Risk: methods of loss prevention and risk reduction; Role of surveyors in loss prevention/ risk reduction.

**SECTION-D**

Techniques of Risk Financing: Retention of risk; Captive insurance companies.

Transfer of Risk: Types of risk transfer; Benefits and limitation of Insurance:- Partial insurance arrangements.

**Suggested Readings:**

1. Insurance Regulation and Development Act.
2. Gopal Krishan, G, “Insurance Principles and Practice”, Sterling Publishers, New Delhi.

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



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**SEMESTER–V**

**Group D**

**BBA05014T: INTERNATIONAL BUSINESS ENVIRONMENT**

**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 to International Business: Importance nature and scope of International business; modes of entry into International Business.

Environmental Context of International Business: Framework for analyzing International business environment – Domestic, foreign and global environment and their impact on international business decisions.

**SECTION–B**

International Financial Environment: Foreign investments –Pattern, Structure and effects; Movements in foreign exchange and interest rates and then impact on Trade and investment flows.

International Economic Institutions and Agreements: WTO, IMF, World Bank, UNCTAD, and other International agreements;

**SECTION–C**

International commodity trading and agreements.

Trading Environment: World trade in goods and services – Major trends and developments;

**SECTION–D**

World trade and protectionism – Tariff and non-tariff barriers Counter trade.

Globalisation & Society: Emerging Developments and Other Issues: Growing concern for ecology; IT and international business.

**Suggested Readings:**

1. Bennet, Roger, “International Business”, Financial Times, Pitman Publishing, London.
2. Bhattacharya, B., “Going International: Respon se Strategies of the Indian Sector”, Wheeler Publishing, New Delhi.
3. Griffin, Ricky W. and Pustay, Michael W, “International Business: A Managerial Perspective”, Addison Wesley Readings.

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

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**SEMESTER–V**

**GROUP D**

**BBA05015T: MANAGEMENT OF INTERNATIONAL BUSINESS ORGANISATIONS**

**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**

Globalization and International Business: - Meaning, Forces Driving Globalization, Reasons for Globalization of Business, Modes of Operation of International Business, International Business vs. Domestic Business. Dealing of international Business with Cultural Differences. Globalisation and Society: - Impact of FDI, Economic Impact of MNE, Foundations of Ethical Behavior, Ethics & Corporate Bribery, Ethical Dilemmas and Business Practices.

**SECTION–B**

Multinational Corporations and their Involvement in International Business, Issues in Foreign Investments, Technology Transfer, Pricing and Regulations.  
Export Import Strategies: - Introduction, Export Strategy, Import Strategy, Export Import Process and Documentation.

**SECTION–C**

Direct Investment and Collaborative Strategies: - Types of Collaborative Arrangements, Problems with Collaborative Arrangements, Managing Foreign Arrangements.  
Organization of International Business: Introduction, Organization Structure

**SECTION–D**

Coordination and Control System, Organization Culture.  
Managing International Operations, Global Manufacturing and Supply Chain Management, International Accounting Issues.

**Suggested Readings:**

1. Daniels, John D and Radebaugh, Lee.H, “International Business –Environments and Operations, Pearson Publishing House Ltd, New Delhi.
2. Bennet, Roger, “International Business”, Financial Times, Pitman Publishing, London.

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

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**SEMESTER–VI**

**ENC351: ENGLISH (COMPULSORY)**

**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. *The Guide* by R.K. Narayan
2. *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.
  - i) “The Will”
  - ii) “Villa for Sale”
  - iii) “Progress”
  - iv) “The Monkey’s Paw”
  - iv) “Sorry Wrong Number”
  - v) “No eggs!No eggs!”

**SECTION–A**

Study of the novel, *The Guide* by R.K. Narayan.

**SECTION–B**

One- act plays, and “**The Will**” and “**Villa for Sale**” from *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.

**SECTION–C**

One- act plays, “**Progress**” and “**The Monkey’s Paw**” from *Glimpses of Theatre*, Guru Nanak Dev University Amritsar and **Essay writing**.

**SECTION–D**

One-act plays, “**Sorry Wrong Number**” and “**No eggs! No eggs!**” from *Glimpses of Theatre*, Guru Nanak Dev University Amritsar.

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**SEMESTER-VI**

**BOA06002T : PUNJABI (COMPULSORY)**  
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

**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 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**

**ਕਾਵਿ ਗੌਰਵ** (ਪਹਿਲੇ ਛੇ ਕਵੀ)

(ਸੰਪਾ. ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਕਰਮਜੀਤ ਕੌਰ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ,

(ਸ਼ਿਖ ਫਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਵਾਰਿਸ ਸ਼ਾਹ, ਸ਼ਾਹ ਮੁਹੰਮਦ) **(ਪ੍ਰਸੰਗ ਸਹਿਤ)**

**ਵਿਆਖਿਆ/ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ)**

**ਸੈਕਸ਼ਨ - ਬੀ**

**ਧਰਤੀਆਂ ਦੇ ਰੀਤ** (ਸਫ਼ਰਨਾਮਾ), ਬਰਜਿੰਦਰ ਸਿੰਘ ਹਮਦਰਦ, ਨਾਨਕ ਸਿੰਘ ਪੁਸਤਕਮਾਲਾ, ਅੰਮ੍ਰਿਤਸਰ  
**(ਲੇਖਕ ਦਾ ਜੀਵਨ ਤੇ ਰਚਨਾ/ ਸਮਾਜ ਸਭਿਆਚਾਰਕ ਪਰਿਪੇਖ/ਸਫ਼ਰਨਾਮੇ ਦੇ ਤੌਰ ਤੇ ਪਰਖ)**

**ਸੈਕਸ਼ਨ - ਸੀ**

(ੳ) **ਲੇਖ ਰਚਨਾ** (ਵਿਗਿਆਨ, ਤਕਨਾਲੋਜੀ ਅਤੇ ਚਲੰਤ ਮਸਲਿਆਂ ਸੰਬੰਧੀ)

(ਅ) **ਆਧੁਨਿਕ ਸਾਹਿਤ ਦੇ ਰੂਪ** : ਕਵਿਤਾ, ਕਹਾਣੀ, ਨਾਵਲ, ਨਾਟਕ, ਇਕਾਂਗੀ **(ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਤੱਤ)**

**ਸੈਕਸ਼ਨ - ਡੀ**

**ਵਿਆਕਰਨ:**

(ੳ) **ਵਿਆਕਰਨਕ ਸ਼੍ਰੇਣੀਆਂ** : ਲਿੰਗ ਅਤੇ ਵਚਨ

(ਅ) **ਨਾਂਵ ਵਾਕੰਸ਼ ਅਤੇ ਕਿਰਿਆ ਵਾਕੰਸ਼** : ਪਰਿਭਾਸ਼ਾ, ਬਣਤਰ ਤੇ ਪ੍ਰਕਾਰ

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**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਤਨ ਸਿੰਘ ਜੱਰੀ, **ਸਾਹਿਤ ਦੇ ਰੂਪ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਜਗਬੀਰ ਸਿੰਘ, **ਗੁਰਮਤਿ ਕਾਵਿ ਦਾ ਇਤਿਹਾਸ**, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਗੁਰਦੇਵ ਸਿੰਘ ਸਿੱਧੂ, **ਸੂਫੀ ਕਾਵਿਧਾਰਾ ਦਾ ਇਤਿਹਾਸ**, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਕਰਨਜੀਤ ਸਿੰਘ, **ਪੁਰਾਤਨ ਪੰਜਾਬੀ ਵਾਰਤਕ**, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
5. ਡਾ. ਰਛਪਾਲ ਕੌਰ, **ਪੰਜਾਬੀ ਸਫ਼ਰਨਾਮਾ : ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
6. ਹਰਜਿੰਦਰ ਸਿੰਘ, **ਸਮਕਾਲੀ ਪੰਜਾਬੀ ਸਫ਼ਰਨਾਮਾ : ਵਿਸ਼ਲੇਸ਼ਣ ਤੇ ਮੁਲਾਂਕਣ**, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
7. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, **ਸਾਹਿਤ ਸੰਕਲਪ ਕੋਸ਼**, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਜਗਜੀਤ ਸਿੰਘ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸ਼੍ਰੇਣੀਆਂ ਤੇ ਇਕਾਈਆਂ**, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਜਲੰਧਰ।
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ**, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
10. **ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ**, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

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**BOA06103T : ਮੁੱਢਲੀ ਪੰਜਾਬੀ**  
(In lieu of Compulsory Punjabi)

**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 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**

**ਸੈਕਸ਼ਨ-ਏ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦਾ ਪਿਛੋਕੜ  
ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦੀ ਭੂਗੋਲਿਕ ਸਥਿਤੀ  
ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦੇ ਨਿਖੜਵੇਂ ਲੱਛਣ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪੰਜਾਬ ਦੇ ਮੇਲੇ  
ਪੰਜਾਬ ਦੇ ਤਿਉਹਾਰ  
ਪੰਜਾਬ ਦੇ ਪ੍ਰਮੁੱਖ ਧਾਰਮਿਕ ਸਥਾਨ

**ਸੈਕਸ਼ਨ-ਸੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਜਨਮ ਨਾਲ ਸੰਬੰਧਿਤ ਰੀਤਾਂ-ਰਸਮਾਂ  
ਵਿਆਹ ਨਾਲ ਸੰਬੰਧਿਤ ਰੀਤਾਂ ਰਸਮਾਂ  
ਮੌਤ ਨਾਲ ਸੰਬੰਧਿਤ ਰੀਤਾਂ ਰਸਮਾਂ

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**ਸੈਕਸ਼ਨ-ਡੀ**

**ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ**

(ਸੰਪਾ. ਡਾ. ਮਨਜਿੰਦਰ ਸਿੰਘ, ਡਾ. ਹਰਿੰਦਰ ਕੌਰ ਸੋਹਲ)

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਪੰਜਾਬ ਦਾ ਖਾਣ ਪੀਣ

ਪੰਜਾਬ ਦਾ ਪਹਿਰਾਵਾ

ਪੰਜਾਬ ਦੇ ਲੋਕ ਵਿਸ਼ਵਾਸ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਗੁਰਬਖਸ਼ ਸਿੰਘ ਫਰੈਂਕ, **ਸਭਿਆਚਾਰ ਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ**, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਗੁਰਬਖਸ਼ ਸਿੰਘ ਫਰੈਂਕ, **ਸਭਿਆਚਾਰ : ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ**, ਦੀ ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੋਸਾਇਟੀ ਲਿਮਟਿਡ, ਲੁਧਿਆਣਾ।
3. ਭੁਪਿੰਦਰ ਸਿੰਘ ਖਹਿਰਾ, **ਲੋਕਧਾਰਾ ਭਾਸ਼ਾ ਅਤੇ ਸਭਿਆਚਾਰ**, ਪੈਪਸੂ ਬੁੱਕ ਡਿਪੂ, ਪਟਿਆਲਾ।
4. ਜਸਵਿੰਦਰ ਸਿੰਘ, **ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਪਛਾਣ ਚਿੰਨ੍ਹ**, ਪੁਨੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਪਟਿਆਲਾ।
5. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, **ਸਭਿਆਚਾਰ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ**, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
6. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, **ਲੋਕ ਕਲਾ ਅਤੇ ਸਭਿਆਚਾਰ : ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
7. ਜੀਤ ਸਿੰਘ ਜੋਸ਼ੀ, **ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਬਾਰੇ**, ਦੀ ਪੰਜਾਬੀ ਰਾਈਟਰਜ਼ ਕੋਆਪਰੇਟਿਵ ਸੋਸਾਇਟੀ ਲਿਮਟਿਡ, ਲੁਧਿਆਣਾ।
8. ਜਗੀਰ ਸਿੰਘ ਨੂਰ, **ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ : ਮੂਲ ਪਛਾਣ**, ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਨਵੀਂ ਦਿੱਲੀ।

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**PHC 115 : Punjab History & Culture ( 1947-2000 A.D.)  
(Special Paper in lieu of Punjabi compulsory)  
(For those students who are not domicile of Punjab)**

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

**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**

1. Partition and its Impact on Punjab
2. Rehabilitation.

**SECTION--B**

3. Punjabi Suba Movement and Reorganization Act of 1966.
4. Green Revolution.

**SECTION--C**

5. Punjabi Diaspora
6. Development of education in Punjab after Independence

**SECTION--D**

7. Development of Punjabi Literature and Drama.
8. Emerging Concerns: Drug Addiction and Female Foeticide.

**Suggested Readings**

1. Chopra, P.N. & Das, M.N. (1974), *A Social, Cultural & Economic History of India*. Vol.III, Macmillan India, New Delhi, 1974.
2. Grewal, J.S., *Social and Cultural History of Punjab: Prehistoric, Ancient and Early Medieval*. Foundation Books Pvt Ltd Cambridge House, New Delhi, 2004.
3. Grewal, J.S., *The Sikhs of Punjab*. New Cambridge House, New Delhi, 2005
4. Rai Satya M. , *Heroic Tradition in Punjab(1900-1947)*. Publication Bureau, Punjabi University, Patiala, 1978.
5. Singh, Fauja., *Freedom Struggle in Punjab*. Publication Bureau, Punjabi University, Patiala, 1974.
6. Singh, Fauja, *History and Culture of the Punjab*. Part II, Publication Bureau, Punjabi University, Patiala, 1987.
7. Singh, Kushwant, *A History of the Sikhs*. Vol. II (1839-1998), Oxford University Press, Delhi, 1991.
8. Yadav, K.C., *Haryana Aitihāsik Simhavalokan* (Hindi). Haryana Sahitya Akademy, Chandigarh, 1991.



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**SEMESTER–VI**

**BBA06005T: INCOME TAX**

**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**

Basic concepts: Income, Agricultural Income, Person, Assessee, Assessment Year, Previous Year, Gross Total Income, Total Income. Residential Status Tax Incidence and Residential Status Exempted income under section 10(1), 10(2), 10(2A), 10(5), 10(7), 10(10), 10(10A), 10(10AA), 10(10B), 10(10D), 10(11), 10(12), 10(13), 10(13A), 10(14), 10(16), 10(32), 10(34), 10(35), 10(36), 10(37), 10(38).

**SECTION–B**

Computation of income under different heads Salaries, Income from house property Profits and gains of business or profession. **SECTION–s** to be covered are: Sec-28, 29, 30, 31, 32, 35, 36,37, 40(a), 40(b), 40A, 43B, 44AA, 44AB, 44AD and 44AE.

**SECTION–C**

Capital Gains: Basis of Charge. Meaning of capital assets. Classification of capital assets and their tax implication. Meaning of Transfer; Elementary Knowledge of Transactions not to be Treated as Transaction of Transfer. Computation of Capital Gains (Depreciable and Non- Depreciable Assets) Special cases to be covered - Conversion of Capital assets into stock in Trade; Compulsory acquisition of assets; Self generated assets; Transfer of bonus shares. Exemptions to be covered: Sec 54, 54B, 54EC, 54F, 54H. Computation of tax liability under section 111A and 112  
Capital gain provisions related to Individual and Firm need to be covered.

**SECTION–D**

Income from other sources [excluding Sec-2(22)] Computation of Total Income and TaxLiability of an individual.  
Clubbing of income and Aggregation of income and set-off and carry forward of losses(excluding Sec-94(7) and 94(8))  
Deductions from Gross Total Income; Section 80A, 80AB, 80AC, 80C, 80CCC, 80CCD,80CCG, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80GGC, 80TTA and 80U. Computation of total income and tax liability of individuals and firms.

**Suggested Readings:**

1. Ahuja, Girish and Ravi Gupta, “Systematic Approach to Income Tax”, Bharat Law House, Delhi.
2. Singhania, Vinod K., and Kapil Singhania, “TDS Computation and E- filing of TDS Returns”, Taxmann Publications Pvt. Ltd., New Delhi.
3. Singhania, Vinod K., “Tax Computation and E-filing of Income Tax Returns”, Taxmann Publications Pvt. Ltd., New Delhi.

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**SEMESTER–VI**

**BBA06006T: FUNDAMENTALS OF CAPITAL MARKET**

**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-evolution, structure, functions, objectives and importance of capital market in India. Components of capital market- introduction to New issue market, stock market, financial institutions

**SECTION–B**

Instruments in capital market-Shares (Equity and Preference), Warrants, Bonds and its types, GDRs, ADRs, ETFs, Mutual Funds, Derivatives (forwards, futures and options). Participants in Capital Market Difference between Capital Market and Money Market.

**SECTION–C**

Stock Exchanges-Stock Exchanges in India, Organisation, Management, Membership, rules of stock exchange, operators at stock exchanges SEBI guidelines on Stock Exchange, weaknesses of stock exchange in India

**SECTION–D**

Listing of securities-requirement for listing, objectives of listing, advantages of listing. Security Market Indices-Uses of Security Market Indices, Types of Indices, Differentiating Factors in constructing Market Indices.

**Suggested Readings:**

1. V.A Avadhani, “Security Analysis and Portfolio Management”, Himalaya Publishers, New Delhi.
2. Brown, Reilly, “Investment Analysis and Portfolio Management”, Thomson Publishers.
3. Singh, Preeti, “Investment Management”, Himalaya Publishers, New Delhi.
4. NCFM Modules ([www.nseindia.com](http://www.nseindia.com))
5. [www.sebi.gov.in](http://www.sebi.gov.in), [www.nseindia.com](http://www.nseindia.com), [www.capitalmarket.com](http://www.capitalmarket.com)

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

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**SEMESTER-VI**

**BBA06007L: VIVA-VOCE**

**Credits 0-0-2**  
**Total Marks: 50**

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**SEMESTER–VI**

**Group A**  
**BBA06008T: SERVICES MARKETING**

**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**

**Evolution and Understanding of Services Marketing:** Conceptual Framework, Service Defined, Nature of services; Characteristics of services- Intangibility, Inconsistency, Inseparability and inventory. Classification of Services; Consumer versus Industrial Services, Importance of Services Marketing in Indian Economy & Global Scenario Service Marketing Mix: Introduction to the 7Ps (4 Ps + Extended 3 Ps)of Services Marketing Mix.

**SECTION–B**

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.

**Price:** Factors involved in pricing a service product, capacity planning, measures to respond to change in demand, Reshaping demand using effective pricing.

**SECTION–C**

**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.

**SECTION–D**

**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.

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**SEMESTER-VI**

**Suggested Readings:**

1. Zeithaml, V.A., Bitner, Mary Jo, Pandit, “Services Marketing”, Tata McGraw Hill, New Delhi.
2. Lovelock, Christopher, Wirtz Jochen, Chatterjee, “Services Marketing: People, Technology, Strategy”, Pearson Education, New Delhi.
3. Payne, Adrian, “The Essence of Services Marketing”, Prentice Hall of India, New Delhi.
4. Nargundhar, Rajendra, “Services Marketing”, Tata McGraw Hill, New Delhi.
5. Goncalves, Karen P., “Services Marketing-A Strategic Approach”, Prentice Hall International, New Jersey.
6. Jauhari, Vinnie, Dutta, “Services- Marketing, Operations Management”, Oxford University Press, New Delhi.
7. Srinivasan, R., “Services Marketing- The Indian Context”, Prentice Hall of India, New Delhi.

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

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**SEMESTER–VI**

**Group A**  
**BBA06009T: E-MARKETING**

**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: Concept, nature and importance of e-marketing; E-marketing versus traditional marketing; Issues, challenges and opportunities for e-marketing; Reasons for growth of e-marketing; Tools and techniques of e-marketing—advantages and disadvantages; e-marketing situations. E-Marketing Management: Segmentation, targeting and positioning; E-marketing mix; E-marketing and customer relationship management – concept and scope;

**SECTION–B**

E-customers and their buying process; E-marketing and customer loyalty and satisfaction; Communities and social networks. Internet Marketing: Concept and role of internet marketing; Search engine optimization –functions, type of traffic, keywords and steps in search engine optimization;

**SECTION–C**

Internet advertising – Types and tracking ROI; Online PR, News and Reputation Management; Direct marketing –scope and growth; E-mail marketing. Social Media Marketing: Concept and tools. Blogging – Benefits, types

**SECTION–D**

Video-marketing for business purpose – tools and techniques; Pay per click marketing; Issues and challenges. E-payment systems: Payment gateways; use of Debit and credit cards Mobile Marketing Trends and terminologies; Benefits and applications of mobile and smart phone applications; M-commerce.

**Suggested Readings:**

1. Joseph, P.T. “E-Commerce – An Indian Perspective”, Prentice Hall of India
2. Schneider, Gary P. “E-Commerce: Strategy, Technology and Implementations”, Cengage Learning India Private Limited.
3. Murthy, C.S.V. “E-Commerce; Concepts, Models, Strategies”, Himalaya Publishing House.
4. Brahm Canzer, “E-Business and Commerce: Strategic Thinking & Practice”, Biztantra Publishers. Kotler, Philip. “Marketing Management”.

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

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**SEMESTER–VI**

**Group B**  
**BBA06010T: TRAINING & DEVELOPMENT**

**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**

Training:- Conceptual aspects, Training and Learning, Training objectives, Identification of training needs, Training Process, Policies, Plans designing training programmes, Methods of Training, Evaluation of Training Effectiveness and Significance of Training.

**SECTION–B**

Development:- Concept, Difference between training and development, Objectives of development, Development Process, Development needs evolving development policies, Preparing development plans, Designing development programmes.

**SECTION–C**

Development Methods, Case studies, Role play and Sensitivity Training. Business Games. Behavior Modeling and Evaluation of Development Effectiveness.

**SECTION–D**

Transaction Analysis.  
Wages and Salary Administration.

**Suggested Readings:**

1. Armstrong M.A. “Handbook of Human Resource Management Practice”, Cogan Page, London
2. Dayal ,I “Manpower Training in organizations” Prentice Hall of India, New Delhi.
3. Craig ,Robert “Training and Development Handbook” McGraw Hill, New York
4. BrahmCanzer, “E-Business and Commerce: Strategic Thinking & Practice”, Biztantra Publishers.
5. Kotler, Philip. “Marketing Management”.

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

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**SEMESTER–VI**

**GROUP B**

**BBA06011T: CONTEMPORARY ISSUES IN HUMAN RESOURCE 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**

Human Resources and the Competitive advantage, ethical issues and challenges in HRM Job stress and work family conflict, Gender issues in workplace, Performance Management and Organizational Reward System:-definition, purpose, principles, concerns Ethical considerations , scope and background , Performance Management as a Business strategy , Theoretical framework ; Goal setting theory, Expectancy theory.

**SECTION–B**

Designing of Performance management systems ; setting goals ,measuring performance , Rewarding performance; Concept and significance , Foundation of the reward system , Economic Theories relating to pay , Psychological and Motivational theories affecting reward.

**SECTION–C**

Managing Diversity: Meaning, Challenges in managing diversity, Diversity in organizations, improving the management of Diversity. The nature of work: Meaning of work; Theories about work; Organizational factors affecting work; Changing patterns of work.

**SECTION–D**

Unemployment; Attitudes to work;  
HRM in Electronic Era, Human Resource Accounting & Auditing, The role of HRM in 21<sup>st</sup> century and future directions of HRM.



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**SEMESTER–VI**

**Suggested Readings:**

1. Michael Armstrong, 'A Handbook of Human Resource Management Practices', Kogan Page London.
2. Luis R. Gomez –Mejia, David B Balkin and Robert L Cardy, "Managing Human Resources", PHI, New Delhi.
3. Tanuja Agarwal, "Strategic Human Resource Management", OxfordUniversity Press, New Delhi.

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

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**SEMESTER–VI**

**GROUP C****BBA06012T: SECURITY ANALYSIS AND PORTFOLIO 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**

Security Analysis- Concept of Risk and Return and their types, Risk Return Trade Off, Valuation of Equity Shares, Preference Shares, Debentures, Factors affecting Share Prices, Classification of security buyers , methods of marketing of securities

**SECTION–B**

Regulation of securities- Securities Contracts (Regulation) Amendment Rules,1996 Investment Analysis- concept of Fundamental Analysis, Technical Analysis, Efficient Market Hypothesis, Capital Asset Pricing Model, Arbitrage Pricing Theory.

**SECTION–C**

Portfolio Management- Definition Of Investment, Defining Investment Objectives, The Investment Process, Investment Categories, difference between Portfolio management and mutual funds

**SECTION–D**

Portfolio Selection: - Risk and Investor Preferences - Investment Constraints. Brief Introduction to Portfolio Management Schemes-features of PMS SEBI Guidelines on Portfolio Management.

**Suggested Readings:**

1. Chandra, Prasanna, “Investment Analysis and Portfolio Management”, Tata McGraw Hill
2. Chandra, Prasanna, “Financial Management”, Tata McGraw Hill
3. Avadhani, V.A, “Security Analysis and Portfolio Management”, Himalaya Publishing House, New Delhi
4. Bodie, Zvi; Kane, Alex;J Marcus, Alan; Mohanty, Pitabas, “Investments”, Tata McGraw Hill.
5. Brown, Reilly, “Investment Analysis and Portfolio Management”, Thomson Publication.

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

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**SEMESTER–VI**

**GROUP C****BBA06013T: CONTEMPORARY ISSUES IN 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**

Emergence of Contemporary Issues in Accounting – Influence of other disciplines on Accounting and Changing Environment. Human Resource Accounting: Meaning, Objectives and Scope, Methods of Human Resource Accounting- Human Resource Cost Accounting ( Historical cost Approach, Replacement Cost approach and Opportunity Cost approach), Human Resource Value Accounting (Lev & Schwartz Model, Flamholtz Model and Hermanson’s Model)

**SECTION–B**

Objections against Human resource accounting, Use of Human resource Accounting in Managerial Decisions. Human Resource Accounting in India. Price Level Accounting – introduction, Methods (Current Purchasing Power, Current Cost Accounting, Current Value Accounting Technique, and Replacement Cost Accounting Techniques), Utility and Corporate Practices

**SECTION–C**

Corporate Social Reporting: Areas of Corporate Social Performance, Approaches to Corporate Social Accounting and Reporting, Corporate Social Reporting in India. Corporate Reporting: Concept of Disclosure in relation to Published Accounts, Issues in Corporate Disclosure, Corporate Disclosure Environment, Conceptual framework of corporate reporting.

**SECTION–D**

Recent Trends in the Presentation of Published Accounts. Economic Value Added, EVA Disclosure in India. Corporate Reporting through Web. Accounting Standards in India: - Significance and formulation of Accounting Standards.

**Suggested Readings:**

1. Lal, Jawahar and Lele, R.K., “Contemporary Accounting Issues”, Himalaya Publishers, New Delhi.
2. Porwal, L.S., “Accounting Theory”, Tata McGraw Hill.
3. Lal, Jawahar, “Corporate Financial Reporting”, Taxman Arora, J.S., “Price Level Accounting”, Deep and Deep Publishers, New Delhi.
4. Chander, Subhash, “Corporate Reporting Practices”, Deep and Deep Publishers.

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

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**SEMESTER–VI**

**GROUP D**  
**BBA06014T: EXPORT IMPORT MANAGEMENT AND DOCUMENTATION**

**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**

International Commercial Terms – Need, Groups, Ex-works, FOB, FAS, CFR, CIF. Documents for starting up a new export venture Aligned documentation system: Meaning, Rationale, various documents, EDI initiative; methods of payment: advance payment, open Account, consignment sales, and documents against acceptance (D/A), documents against payment (D/P).

**SECTION–B**

Letter of credit; pre shipment credit: Meaning, procedure, rates, documents needed. Post shipment credit: Meaning, procedure, types and documents needed. Export Credit and Guarantee Corporation (ECGC): Export Credit Insurance, Insurance Policies, Bank Guarantees and Special Schemes, Role of ECGC

**SECTION–C**

Theories and Practice of Foreign Exchange Rate Determination, Floating and Fixed Exchange Rates; Exchange Control Regulations and Procedures in India, FEMA.

**SECTION–D**

Marine Insurance: Types of Marine Insurance, Marine Losses, Procedure and Documents Needed for Claim.

**Suggested Readings:**

1. Current Foreign Trade Policy
2. Handbook of procedures Volume I & II.
3. Jain, S.C., Export Procedures and Documents
4. Kumar, A., “Export and Import Management”, Excel Books.
5. Lall, G. S., “Finance of Foreign Trade and Foreign Exchange”
6. Manual on Export Documentation, Nabhi publication.
7. Ram, P., “Export, What, Where and How”, Anupam Publishers.
8. Varshney, R.L. and Bhattacharya, B., “International Marketing Management”, S. Chand Publishers Pvt. Ltd, New Delhi.

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

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**SEMESTER–VI**

**GROUP D**

**BBA06015T: GLOBAL STRATEGIC 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**

Concept of strategy including global strategy, An overview of formulation and implementation of global strategy, analyzing the external environment especially the tools of analysis, culture and global strategy.

**SECTION–B**

Analysing company resources and capabilities, personal goals of top management, corporate level strategy including vertical integration, diversification, strategic alliance and acquisition.

**SECTION–C**

Entering foreign markets, business level strategies, functional level strategies, strategy and Technology, evaluation of strategy, implementation of strategy

**SECTION–D**

Organization structure and Strategy, management of political risk and negotiation, governing the corporation around the world.

**Suggested Readings:**

1. Deresky, H., “International Management: Managing Across Borders and Cultures, Pearson Education.
2. Hill, C. W. L. and Jones, G. R., “Strategic Management, An Integrated Approach”, Biztantra.
3. Hill, C. W. L. and Jain, A. K. , “ International Business Competing in the Global Market Place”, McGraw Hill Co., New Delhi.
4. Hitt, M. A., Duance, R. and Hoskisson, R. E., “Strategic Management: Competitiveness and Globalization”, Thomson, South Western.
5. Peng, M. W., “Global Strategy”, Thomson Publishers.
6. Rugman, A. M., Richard, M. H., “International Business: A Strategic Management Approach”, Pearson Education, New Delhi.
7. Taggar, J. H. and Mc Dermot, M. C., “The Essence of International Business”, Prentice Hall.
8. Thakur, M., Burton, G. E. and Srivastava, B.N., “International Management: Concept and Cases”, Tata McGraw Hill Co.

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

# **FACULTY OF ECONOMICS & BUSINESS**

## **SYLLABUS**

**FOR**

**MASTER OF COMMERCE  
CREDIT BASED GRADING SYSTEM (CBGS)  
(SEMESTER: I-IV)**

**(For Colleges)**

**SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2025**



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**GURU NANAK DEV UNIVERSITY  
AMRITSAR**

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**Note: (i) Copy rights are reserved.**

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**(ii) Subject to change in the syllabi at any time.**

**Please visit the University website time to time.**

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 Master of Commerce  
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**SCHEME OF COURSES**  
**SEMESTER-I:**

<b>Course Code</b>	<b>Course Title</b>	<b>L+T+P</b>	<b>Total Marks</b>	<b>Total Credits</b>
MCO01001T	Managerial Economics	4+0+0	100	4
MCO01002T	Statistical Analysis for Business (Theory)	3+0+0	75	3
MCO01003L	Statistical Analysis for Business (Practical)	0+0+2	25	1
MCO01004T	Management Principles and Organization Behaviour	4+0+0	100	4
MCO01005T	Business Environment	4+0+0	100	4
MCO01006T	Management Accounting and Control Systems	4+0+0	100	4
MCO01007L	Seminar	-	50	2
	Total Credits			22

**SEMESTER-II:**

<b>Course Code</b>	<b>Course Title</b>	<b>L+T+P</b>	<b>Total Marks</b>	<b>Total Credits</b>
MCO02001T	Corporate Financial Accounting and Auditing	4+0+0	100	4
MCO02002T	Financial Management	4+0+0	100	4
MCO02003T	Research Methodology (Theory)	3+0+0	75	3
MCO02004L	Research Methodology (Practical)	0+0+2	25	1
MCO02005T	Marketing Management	4+0+0	100	4
MCO02006T	Human Resource Management	4+0+0	100	4
MCO02007L	Viva voce	-	50	2
	Total Credits			22

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**SEMESTER III**

Course Code	Course Title		L+T+P	Total Marks	Total Credits
MCO03001T	Banking and Insurance Services		4+0+0	100	4
MCO03002L	Seminar		-	50	2
	Group I	Course 1	4+0+0	100	4
		Course 2	4+0+0	100	4
	Group II	Course 1	4+0+0	100	4
		Course 2	4+0+0	100	4
Total Credits					22

**Note: Any two of the following groups, each having two papers**

**Group A: Accounting and Finance**

MCO03003T	Security Analysis and Portfolio Management	4+0+0	100	4
MCO03004T	Contemporary Accounting	4+0+0	100	4

**Group B: Business Studies**

MCO03005T	Strategic Management	4+0+0	100	4
MCO03006T	Security Market Operations	4+0+0	100	4

**Group C: International Business**

MCO03007T	International Economics Organizations	4+0+0	100	4
MCO03008T	Management of International Business Operations	4+0+0	100	4

**Group D : Marketing**

MCO03009T	Consumer Behaviour	4+0+0	100	4
MCO03010T	Retail Management	4+0+0	100	4



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**SEMESTER – IV:**

Course Code	Course Title	L+T+P	Total Marks	Total Credits	
MCO04001T	International Accounting	4+0+0	100	4	
MCO04002T	<b>E-Commerce</b>	4+0+0	100	4	
MCO04003L	Viva voce	-	50	2	
	Group I	Course 1	4+0+0	100	4
		Course 2	4+0+0	100	4
		Course 3	4+0+0	100	4
	Total Credits			22	

**\*Note: Any one of the following groups, each having three papers.**

**Group A: Accounting and Finance**

MCO04004T	International Financial Management	4+0+0	100	4
MCO04005T	Financial Markets and Financial Services	4+0+0	100	4
MCO04006T	Corporate Tax Law and Planning	4+0+0	100	4

**Group B: Business Studies**

MCO04007T	Goods & Services Tax (GST)	4+0+0	100	4
MCO04008T	Entrepreneurship Development and Project Management	4+0+0	100	4
MCO04009T	Business Ethics & Environment Management	4+0+0	100	4

**Group C: International Business**

MCO04010T	International Financial Markets and Foreign Exchange	4+0+0	100	4
MCO04011T	International Financial Management	4+0+0	100	4
MCO04012T	International Marketing	4+0+0	100	4

**Group D: Marketing Management**

MCO04013T	Advertising and Sales Management	4+0+0	100	4
MCO04014T	Brand and Distribution Management	4+0+0	100	4
MCO04015T	Services Marketing	4+0+0	100	4

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**SEMESTER – I**

**MCO01001T: MANAGERIAL ECONOMICS**

**Credits :4-0-0**

**Max. Marks: 100**

**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**

- Managerial Economics: Meaning, Nature, Scope and Concepts
- Law of Demand: Meaning, Determinants, Exceptions, Kinds of Demand, Change in Demand and Importance.
- Elasticity of Demand: Meaning, Types and Degrees of Elasticity of Demand, Methods of Measuring Price Elasticity of Demand, Factors Determining Elasticity of Demand, Importance.

**SECTION-B**

- Marginal Analysis: Law of Diminishing Marginal Utility, Law of Equimarginal Utility
- Indifference Curve Analysis: Meaning, Assumptions, Properties, Consumer Equilibrium, Importance.
- Production Function: Meaning, Types: Short Run and Long Run Production Function, Economies and Diseconomies of Scale.

**SECTION-C**

- Theory of Costs: Types of Costs, Traditional Theory: Long Run & Short Run, Modern Theory: Long Run & Short Run.
- Managerial Theories: Profit maximization and Sales Maximization.
- Market Structure: Meaning, Assumptions and Equilibrium of Perfect Competition, Monopoly, Monopolistic Competition.
- Oligopoly: Sweezy Model.

**SECTION-D**

- National Income: Conceptual Framework, Measures of National Income, Methods of Measurement, Limitations of National Income.
- Consumption Function: Meaning, and Nature, Determinants and Measures to Raise Propensity to Consume. Keynes Psychological Law of Consumption – Meaning, Properties and Implications.
- Inflation: Meaning, Types, Theories, Causes, Effects and Control. Unemployment trade off, WPI, CPI.

**Suggested Readings:**

1. Thomas, Christopher R. and Maurice, S. Charles, “*Managerial Economics – Concepts and Applications*”, 8th Edition (2006), Tata McGraw Hills, New Delhi.
2. Mehta, P L, “*Managerial Economics – Analysis, Problems and Cases*”, 13th Edition (2007), Sultan Chand & Sons, Delhi.
3. Peterson and Lewis, “*Managerial Economics*”, 4th Edition, Prentice Hall of India Pvt. Ltd. New Delhi.
4. Joel, Dean, “*Managerial Economics*”, Prentice Hall of India, Pvt. Ltd., New Delhi.
5. Hirschey, M. “*Fundamental of Managerial Economics*”, 9th Edition (2009), South Western Cengage Learning.
6. Koutsyannis A., “*Modern Microeconomics*”, 2nd Edition (1977), Macmillan
7. Dwivedi, D.N., “*Managerial Economics*”, 7th Edition, Vikas Publication.
8. Ahuja, H. L., “*Modern Micro Economics*”, (2009), Sultan Chand and Co.
9. Deepashree, “*Principles of Micro Economics*”, 2nd Edition, Ane Books Pvt. Ltd.
10. Mithani, D.M., “*Managerial Economics*”, 5th Edition (2009), Himalaya Publishing House, New Delhi

**SEMESTER – I**

**MCO01002T: STATISTICAL ANALYSIS FOR BUSINESS (THEORY)**

**Credits:3-0-0**

**Time: 3 Hours**

**Marks: 75**

**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**

- Probability Theory: Probability–classical, relative, and subjective probability; Addition and multiplication probability models.
- Probability Distributions: Binomial, Poisson, and normal distributions; Their characteristics and applications.

**SECTION-B**

- Sampling and Data Collection: Sampling and sampling (probability and non probability) methods; Sampling and non–sampling errors.
- Primary data collection techniques; Survey and Observation methods: Secondary data sources; Commercial (Syndicated) and Non–commercial sources.

**SECTION-C**

Questionnaire design.

- Hypotheses testing; Null and alternative hypothesis, type I and type II error.

**SECTION-D**

- Large and small sampling tests–Z tests, T tests, and F tests. (ANOVA one–way and two– way), (Chi–square test.)
- Correlation: Simple, partial and multiple correlation coefficients;

**Practical Through SPSS:**

The students will be trained in the following techniques of data analysis using latest version of SPSS software. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.

**Topics:** Z tests, T tests, and F tests. (ANOVA one–way and two–way), Chi–square test, correlation.

**Suggested Readings:**

1. Sharma, J.K., “*Business Statistics*”, 2<sup>nd</sup> edition (2007), Dorling Kindersley (India) Pvt Ltd.
2. Hooda, R.P., “*Statistics for Business and Economics*”, 2003, Macmillan, New Delhi.
3. Heinz, Kohler, “*Statistics for Business & Economics*”, (2002), South-Western/Thomson Learning.
4. Hien, L.W, “*Quantitative Approach to Managerial Decisions*”, Prentice Hall, New Jersey,
5. McClave, J. T.; Benson, P.G. and Sincich, T., “*Statistics for Business & Economics*”, 11<sup>th</sup> edition (2011), Pearson.

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**SEMESTER – I**

**MCO01003L: STATISTICAL ANALYSIS FOR BUSINESS  
(PRACTICAL)**

**Credits:0-0-1**

**Marks: 25**

**SEMESTER – I**

**MCO01004T : MANAGEMENT PRINCIPLES AND ORGANIZATION BEHAVIOUR**

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

**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**

- Management: Definition, Nature and Purpose; Functions of Managers, Managerial Skills and Roles.
- Planning: Concept and Importance, Types, Steps in Planning, Limitations of Planning and Planning Premises. Management by Objectives (MBO): Concept, Objective setting process, Benefits and Weaknesses of MBO.
- Organizing: Nature and Types of Organizations; Departmentation; Span of Management; Centralization and Decentralization; Line and Staff Authority; Authority and Responsibility; Committees: Nature, Advantages and Disadvantage of Committees.

**SECTION-B**

- Motivation: Concept and various theories of Motivation: McGregor's theory X and theory Y, Maslow's Hierarchy of Needs theory, Alderfer's ERG theory, Herzber's Motivation-Hygiene theory, McClelland's Needs theory of Motivation, Adam's Equity theory, Vroom's Expectancy theory and Porter and Lawler's Model of Motivation.
- Leadership: Concept and various theories of Leadership: The Michigan Studies, The Ohio State Leadership Studies, Tannenbaum and Schmidt's Leadership Pattern, Fiedler's Contingency theory, Path-Goal theory, Likert's System four, The Managerial Grid, Charismatic Leadership, Transactional and Transformational Leadership.

**SECTION-C**

- Organisational Behaviour (OB): Meaning, Importance, Challenges and Opportunities for OB.
- Personality: Concept and determinants
- Attitudes: Sources and types, Cognitive dissonance theory

**SECTION-D**

- Emotions: Nature and Types, Sources of Emotions, Managing Emotions at work, Emotional Intelligence: concept and Dimensions.
- Perception: Nature and significance of perception, Factors influencing perception, perceptual process, Perceptual Distortions and Improving Perception.

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**SEMESTER – I**

**Suggested Readings:**

1. Harold Koontz and Heinz Weihrich, “*Essentials of Management: An International Perspective*”, 7<sup>th</sup> edition (2007), McGraw–Hill, New Delhi.
2. Richard L Daft, “*The New Era of Management*”, 2<sup>nd</sup> edition (2008), Thomson, New Delhi.
3. Stephen P Robbins, David A. Decanzo, “*Fundamentals of Management*”, 6<sup>th</sup> edition (2007), Pearson Education, New Delhi.
4. Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, “*Organisational Behaviour*“, 14<sup>th</sup> edition, Pearson Education, New Delhi.
5. K. Aswathappa, “*Organisational Behaviour, Text, Cases and Games*”, 10<sup>th</sup> edition (2012), Himalaya Publishing.
6. Sekaran, Uma, “*Organizational Behaviour: Text and Cases*”, 2007, Tata McGraw Hill, New Delhi.
7. McShane, Steven L.; Glinow, Mary Ann Von and Sharma, Radha R, “*Organisational Behaviour*”, 5<sup>th</sup> edition (2008), Tata McGraw Hill, New Delhi.
8. Philip Sadler, “*Leadership*”, 2<sup>nd</sup> edition (2005), Viva Books Private Limited.

**SEMESTER – I**

**MCO01005T: BUSINESS ENVIRONMENT**

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

**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**

- Salient features of Economic Systems: Capitalist system/Market economy; Socialist system and Mixed Economy, Basic Features of Indian Economy, Government Business Relationship.
- Business Environment: Meaning, Types: Internal Environment; External Environment; Micro and Macro Environment.
- Aspects of Economic Reforms: Liberalisation; Privatisation; Globalisation and its Implications for India.

**SECTION-B**

- NITI Aayog: objectives, functions & role in economic planning.
- Economic Planning in India: objectives, Strategies and Evaluation of Xth plan and Strategy and priorities of XIth plan
- Social Responsibility of Business: Concept, rationale, dimensions models of social responsibility and barriers of SR; The Environment Protection Act, 1986.

**SECTION-C**

- Deficit Financing and its implications for the Indian Economy; Analysis of current year Annual Budget.
- Disinvestment of Public Enterprises: Rationale; Objectives and Implications.
- Evaluation of various regulatory policies of Government: Industrial Policy changes during the post Reforms; Fiscal and Monetary policy changes in India, Salient Features of FEMA.

**SECTION-D**

- Consumer Rights and Consumerism: Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments.
- Foreign Trade: concept of balance-of-payments; balance-of-trade; currency convertibility; Foreign trade policy 2004–09 and 2009–14; Exim Policy during the post reforms in India
- Demonetisation: concept & its impact on the Indian economy.

**Suggested Readings:**

1. Cherunilam, Francis, “*Business Environment*”, 2011, Himalaya Publishing House, New Delhi.
2. K Ashwathappa, “*Legal Environment of Business*”, Himalaya Publishing House, New Delhi.
3. M. Adhikary, “*Economic Environment for Business*”, Sultan Chand & Sons, New Delhi.
4. K. Ashwathappa, “*Essentials of Business Environment*”, 11<sup>th</sup> edition (2011), Himalaya Publishing House, New Delhi.
5. Paul Justin, “*Business Environment – Text and Cases*”, 2006, Tata McGraw Hills Publishing
6. Ruddar Dutt and KPM Sundaram, “*Indian Economy*”, 53<sup>rd</sup> edition, S. Chand and Company Ltd., New Delhi.
7. Govt. of India, Five Years Plan documents.
8. Govt. of India, Various issues of Annual Economic survey of India.

**Note: It is Mandatory for the students to consult Economic Times, Financial Express, Annual Budget and Economic Survey to understand this paper.**

**SEMESTER – I**

**MCO01006T: MANAGEMENT ACCOUNTING AND CONTROL SYSTEMS**

**Credits: 4-0-0**

**Max. Marks: 100**

**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.

**Note:** The paper will consist of minimum 50% numericals.

**SECTION-A**

- **Introduction to Accounting:** Accounting as a management information system; Users of accounting information; generally accepted accounting principles and concepts; understanding the annual reports of companies.
- **Management Accounting and Managerial Decisions:** Management accountant's position, role and responsibilities.
- **Management Control System:** Meaning, nature and scope. Relationship between management control, strategic planning and operational control.

**SECTION-B**

- **Managerial Behaviour and Control Process:** Goal congruence, functions of the controller. Understanding various forms of organizational structure and their relevance to the management control systems.
- **Management Control Structure:** Various forms of responsibility centers. Responsibility Accounting, Intra-company transfer pricing.
- **Management Control Process:** Budgeting process, Preparation of fixed and flexible budgets, Zero Base Budgeting, Activity Based Budgeting, performance budgeting and participative budgeting.

**SECTION-C**

- **Standard Costing and Variance Analysis:** Standard costing as a control technique; Setting of standards and their revision; Variance analysis –meaning and importance, kinds of variances and their uses–material, labour variances; Relevance of variance analysis to budgeting and standard costing.
- **Marginal Costing and Break-even Analysis:** Concept of marginal cost; Marginal costing and absorption costing; Marginal costing versus direct costing; Cost–volume–profit analysis; Break–even analysis; Assumptions and practical applications of breakeven– analysis; Decisions regarding sales–mix, make or buy decisions and discontinuation of a product line etc.

**SECTION-D**

- **Segment Performance Evaluation:** Traditional measures of evaluation. Economic Value Added, Balanced Score Card.
- **Analyzing Financial Statements:** Horizontal, vertical and ratio analyses.
- **Contemporary Issues in Management Accounting:** Value chain analysis; Activity based costing; Quality costing; Target Costing.
- **Reporting to Management:** Objectives of reporting, reporting needs at different managerial levels; Types of reports, modes of reporting, reporting at different levels of management.



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**SEMESTER – I**

**Suggested Readings:**

1. Anthony, Robert N., and Govindrajan, Vijay, “*Management Control System*”, 12<sup>th</sup> Edition, McGraw Hill
2. Anthony, Robert, “*Management Accounting*”, 5<sup>th</sup> edition (2007), Tarapore-wala, Mumbai,
3. Horngren, C.T., Gray L. Sundem and William O. Stratton, “*Introduction to Management Accounting*”, 13<sup>th</sup> Edition, Prentice Hall, Delhi
4. Horngren, C. T.; Datar, S.M.; Foster, G.M.; Rajan, M.V. and Ittner, C.D. “*Cost Accounting*”, 13<sup>th</sup> Edition (2009), Pearson , Delhi
5. Merchant, Kenneth A., “*Modern Management Control Systems: Text and Cases*”, 1st Edition (2004), Pearson Education Asia.
6. Pandey, I.M, “*Management Accounting*”, 3<sup>rd</sup> Edition, Vikas Publication, Delhi
7. Kaplan, Atkinson, Matsumara and Young, “*Management Accounting*”, 5<sup>th</sup> Edition (2007), Pearson Education
8. Kaplan and Atkinson, “*Advanced Management Accounting*”, 3<sup>rd</sup> Edition, Pearson Learning
9. Vij, Madhu, “*Management Accounting*,” 1<sup>st</sup> Edition (2009), Macmillan Publishers India Ltd.
10. Horngren, C.T. ; Sundem, Gary L.; Schatzberg, Jeff; Burgstahler, Dave and Stratton, W.O., “*Introduction to Management Accounting*”, 2010, Pearson
11. Drury, Colin, “*Management and Cost Accounting*,” 6th Edition (2004), Thomson Learning
12. Bhimani, Alnoor, “*Contemporary Issues in Management Accounting*”, Illustrated Edition (2006), OUP Oxford.

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**SEMESTER – I**

**MCO01007L: SEMINAR**

**Credits :2**  
**Max. Marks: 50**

**SEMESTER – II**

**MCO02001T: CORPORATE FINANCIAL ACCOUNTING AND AUDITING**

**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**

- Company Final Accounts–Requirements of Companies Act, 2013.
- Form and contents of Profit and loss account statement and balance sheet.
- Managerial remuneration. Meaning of profit. Divisible profits.

**SECTION-B**

- Valuation of goodwill, different approaches such as super profit, annuity and capitalization approach.
- Valuation of shares; different approaches such as book value and earnings approach.

**SECTION-C**

- Understanding the concept and rationale of Financial Audit, Cost Audit, Management Audit, Internal Audit, Proprietary Audit, Efficiency Audit and Audit by C. and A.G.,
- Statutory Auditor–Appointment qualifications, removal. Duties and liabilities of auditor. Code of conduct and ethics, professional misconduct of statutory auditor.

**SECTION-D**

- Meaning, Objectives and scope of cost audit. Cost Auditor, his appointment, duties liabilities. Cost audit report; Meaning, objectives and scope of management audit. Appointment and qualifications of management Auditor.
- Audit of management functions such as planning, organising and control. Audit of functional areas–production, personnel marketing finance and accounting.

**Suggested Readings:**

1. Khan, M.Y. and Jain, P.K., “*Financial Management*”, 5<sup>th</sup> edition, Himalaya Publishing, New Delhi
2. Pandey I.M., “*Financial Management*”, 9<sup>th</sup> edition (2009), Vikas Publishing House.
3. Gupta, Kamal, “*Contemporary Auditing*”, 6<sup>th</sup> edition, Tata McGraw Hill.
4. Sehgal, Ashok and Sehgal, Deepak, “*Advanced Accounting*”, 3<sup>rd</sup> edition, Taxman, New Delhi.
5. Maheshwari, S.N. and Maheshwari, S.K., “*Corporate Accounting*”, 5<sup>th</sup> edition (2009), Vikas Publication, New Delhi
6. Mukherjee and Hanif, “*Corporate Accounting*”, 2005, Tata McGraw Hill, New Delhi.

**SEMESTER – II**

**MCO02002T: FINANCIAL MANAGEMENT**

**Credits: 4-0-0**

**Max. Marks: 100**

**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.

**Note:** The paper will consist of minimum 50% numericals.

**SECTION-A**

**Financial Management:** Meaning and nature; Financial goal–profit vs. wealth maximization; Finance functions–investment, financing, liquidity and dividend decisions. Financial planning–Theories of capitalization.

**Capital Structure Theories:** Conceptual framework. Determinants. Net income approach, Net operating income approach, Intermediary approach and M.M. Hypotheses with special reference to the process of arbitrage.

**Cost of Capital:** Meaning and significance of cost of capital; Calculation of cost of debt, preference capital, equity capital and retained earnings; Combined cost of capital (weighted).

**SECTION-B**

**Instruments of Finance:** Long term and short term.

**Capital Budgeting:** Nature of investment decisions; Investment evaluation criterion– discounted cash flow criteria, discounted cash flow criteria; Risk analysis in capital budgeting (practicals through excel).

**Dividend Policies:** Issues in dividend decisions. Forms of dividends; Theories of relevance and irrelevance of dividends.

**SECTION-C**

**Operating and Financial Leverage:** Measurement of leverages; Analyzing Alternate Financial Plans; Financial and Operating leverage, Combined leverage. EBIT and EPS analysis

**Management of Working Capital:** Meaning, Significance and Types of Working Capital; Approaches of Working Capital; Calculating Operating Cycle Period and Estimation of Working Capital Requirements.

**SECTION-D**

**Management of Cash:** Strategies, Baumol’s, Miller–Orr’s and Beranek’s models of Cash Management.

**Management of Receivables:** Credit Policy, Credit Terms and Collection Efforts.

**Suggested Readings:**

1. Berk, Jonathan and DeMarzo, Peter, “*Financial Management*”, 2<sup>nd</sup> Edition (2010), Pearson Education, Dorling Kindersley (India) Pvt Ltd.
2. Bhattacharya, Hrishikes, “*Working Capital Management: Strategies and Techniques*”, 2<sup>nd</sup> Edition (2009), Prentice Hall, New Delhi.
3. Brealey, Richard A; Stewart, C. Myers and Allen, F. “*Principles of Corporate Finance*”, 8<sup>th</sup> Edition (2006), McGraw Hill, New York.
4. Chandra, Prasanna, “*Financial Management*”, 7<sup>th</sup> Edition (2008), Tata McGraw Hill, Delhi
5. Pandey I.M., “*Financial Management*”, 9<sup>th</sup> Edition (2009), Vikas Publishing House
6. Van Horne. J.G. and J.M. Wachowicz Jr., “*Fundamentals of Financial Management*”, 13<sup>th</sup> Edition (2009), Prentice Hall, Delhi.
7. Van Horne, James G, “*Financial Management and Policy*”, 12<sup>th</sup> Edition (2002), Prentice Hall, Delhi
8. Khan, MY, Jain, PK, “*Financial Management*”, 6<sup>th</sup> Edition (2011), Tata McGraw Hill, New Delhi.

**SEMESTER – II**

**MCO02003T: RESEARCH METHODOLOGY  
(THEORY)**

**Credits: 3-0-0  
Marks: 75**

**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**

- Research methodology: Nature and scope; problem formulation and statement of research objectives. Research process.
- Choose a Research Topic.

**SECTION-B**

- Review of Literature
  - Goals of a Literature Review.
  - Types of Reviews
  - Sources of Research Literature.
  - Writing of Review.

- Research designs: Exploratory, descriptive and Causal designs (Basic designs—After only, Before After, After along with control group, Before after with control group, Time series designs).

**SECTION-C**

- Measurement concept, Levels of measurement—Nominal, Ordinal, Interval and Ratio.
- Attitude Measurement: Comparative and Non-comparative scaling techniques, Tabulation and cross-tabulation of data.

**SECTION-D**

- Data Preparation, Analysis, and Interpretation.
  - Data preparation
  - Data screening
  - Transforming data
  - Data Analysis and Interpretation.
- Data analysis techniques: Multiple regression analysis, Logistic regression analysis, Discriminant analysis and Factor analysis.

**PRACTICALS THROUGH SPSS:**

The students will be trained in the following techniques of data analysis using latest version of SPSS software. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.

Topics: Data preparation, Data screening, Transforming data, Data Analysis and Interpretation, Multiple regression analysis, Logistic regression analysis, Discriminant analysis and Factor analysis

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**SEMESTER – II**

**Suggested Readings:**

1. Cooper, D. R. and Schindler, P.S., “*Business Research Methods*”, 9<sup>th</sup> Edition, Tata McGraw Hill, New Delhi.
2. Levine, D.M., Krehbiel T.C. and Berenson M.L., “*Business Statistics*”, 12<sup>th</sup> Edition (2012), Pearson Education, New Delhi.
3. Kothari, C. R., “*Research Methodology*”, 2<sup>nd</sup> Edition (2008), New Age International.
4. Anderson, D.R.; Sweeney, D.J. and Williams, T.A., “*Statistics for Business and Economics*”, 2<sup>nd</sup> Edition (2011), Thompson, New Delhi.

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**SEMESTER – II**

**MCO02004L: RESEARCH METHODOLOGY  
(PRACTICAL)**

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

**SEMESTER – II**

**MCO02005T: MARKETING MANAGEMENT**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

- Marketing Concepts and Philosophies, Importance of marketing, Building customer satisfaction and value, Concepts of customer retention, Holistic marketing and its components.
- Gathering information and scanning the marketing environment; Marketing research process: An overview.

**SECTION-B**

- Consumer markets and Buyer behaviour, Business markets and Business Buying behaviour.
- Market segmentation: Importance and bases of segmentation. Targeting strategies, Positioning: concept and strategies.

**SECTION-C**

- Product Decisions: Product classification and differentiation, New Product development process, Product life cycle and marketing strategies, Managing brands and Brand equity, Packaging decisions.
- Pricing Decisions: Pricing objectives, Factors influencing pricing, Pricing methods and strategies.

**SECTION-D**

- Distribution Decisions: Patterns of Channels and types of intermediaries.
- Promotion Decisions: Promotion mix and its components, factors affecting promotion mix.
- Socially Responsible Marketing: Cause-related marketing and Social Marketing, Internal Marketing, E Commerce Marketing practices.

**Suggested Readings:**

1. Kotler, Philip; Keller, Kevin; Koshey, Abraham; and Jha, Mithileshwar, “*Marketing Management*”, 13th Edition (2009). Pearson Education New Delhi.
2. Ramaswamy, V.S. and Namakumari, S., “*Marketing Management: Global Perspective, Indian Context*”, 4th edition, MacMillan.
3. Kurtz, David L. and Boone, Louis E., “*Principles of Marketing*”, 12th edition, Thomson South-Western.
4. Saxena, Rajan, “*Marketing Management*”, 2006, Tata McGraw-Hill, New Delhi.



**SEMESTER – II**

**MCO02006T: HUMAN RESOURCE MANAGEMENT**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

- **Human Resource Management (HRM):** Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM.
- **Human Resource Planning (HRP):** Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process.
- **Job Analysis:** Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.

**SECTION-B**

- **Recruitment and Selection:** Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. Meaning and Process of Selection, Problems associated with Recruitment and Selection.
- **HR Training and Development:** Concept and Need, Process of Training and Development Programme:- Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training Programme and Levels of Training Evaluation, Impediments to Effective Training.

**SECTION-C**

- **Performance Appraisal:** Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.
- **Managing Compensation and Employee Remuneration:** Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration.

**SECTION-D**

- **Job Evaluation:** Meaning, Process and Methods of Job Evaluation.
- **Incentives:** Concept, Importance and Process of Incentive
- **Grievance Handling:** Meaning, Process, Grievance handling machinery.
- **Discipline:** Meaning, reasons of indiscipline, consequences of indiscipline and approach to maintain discipline.

**Suggested Readings:**

- 1) Dessler, Gary, "Human Resource Management", New Delhi, Pearson Education Asia.
- 2) Durai, Pravin, "Human Resource Management," New Delhi, Pearson.
- 3) Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M., "Human Resource Management: Gaining a Competitive Advantage," New Delhi, McGraw-Hill.
- 4) Mathis, Robert L. and Jackson, John H., "Human Resource Management," New Delhi, Thomson.
- 5) Gomez, Meja, Balkin, Cardy, "Managing Human Resources," New Delhi, Pearson Education.
- 6) Aswathappa, K., "Human Resource Management", Text and Cases. New Delhi, Tata McGraw – Hill.
- 7) Snell, Scott, and Bohlander, George, "Human Resource Management," New Delhi, Cengage Learning.
- 8) Mamoria and Rao, "Personnel Management", New Delhi, Himalaya Publishing House.

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**SEMESTER -III- II**

**MCO02007L: VIVA-VOCE**

**Credits 2**  
**Max. Marks: 50**

**SEMESTER – III**

**MCO03001T: BANKING AND INSURANCE SERVICES**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

**Banking:** Brief History and Present Structure of Commercial Banking (CB) in India  
Management of CB in India  
Management of Commercial Banks in India: Liquidity Management,  
Security Investments and Income Management, Assets and Liabilities Management.

Liberalization of Banking Sector in India: Narsimham Committee Report Part I and II.  
Regulation of Banking Sector in India: Role of RBI, CRR, SLR, CRAR and Prudential norms.

**SECTION-B**

**Risk Management:** Concept, Nature, Causes, Types and Methods of Risk Management.  
**BASEL Norms:** Introduction to BASEL Norms, Regulatory framework, Significance and Difficulties. BASEL III –An introduction  
**Innovations in Banking:** Internet banking, Phone Banking, Mobile Banking Wholesale and Retail banking, Universal and Narrow Banking, Off Shore Banking and Multi national banking.  
**Social Banking:** Need, Challenges, policy initiatives: Priority Sector Lending, Service area approach, genesis of Microfinance.

**SECTION-C**

**Insurance:** Introduction to Insurance; Purpose and need/role of Insurance; Insurance industry in India- Evolution, Liberalisation in Insurance Sector: Malhotra Committee Report and its status of Implementation Legislative Insurance Framework

- Insurance Act, 1938
- LIC Act, 1956
- IRDA Act, 1999

**SECTION-D**

**Financial planning and Taxation:** Saving and Investment Policies of Insurance Companies in India, Tax benefits under insurance policies.  
**Insurance pricing:** Computation of Premium, rider premium, Bonuses, Surrender Value and Paid up Value  
**Insurance Documents:** Proposal forms, First Premium Receipt/Renewal Premium Receipt, Policy Contract, Endorsements, Renewal Notice/Bonus Notices, Other Insurance Documents Concepts of reinsurance, Bancassurance

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**SEMESTER – III**

**Suggested Readings:**

1. Banking Theory Law and Practice, Sundaram and Varshney, Sultan Chand and Sons Publisher, year: 2004 Edition
2. Managing Indian Banks: Challenging Ahead, Vasant C Joshi & Vinay V Joshi, Sage Publications, 2e.
3. Money Banking and International Trade, KPM Sundharam, Sultan Chand and Sons, 2002.
4. Financial Institutions and Markets, LM Bhole Tata McGraw Hill, 2004, 4th Edition
5. Niehaus, Harrington (2007), Risk Management and Insurance, Tata McGraw-Hill
6. Financial Institutions and Markets, Meir Kohn - Tata McGraw Hill, 1996.
7. Management of Indian Financial Institutions, R M Srivastava Himalaya Publishing.

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**SEMESTER – III**

**MCO03002L: SEMINAR**

**Credits: 2**  
**Max. Marks: 50**

**SEMESTER – III**

**GROUP 'A': ACCOUNTING & FINANCE  
MCO03003T: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT**

**Credits: 4-0-0**

**Max. Marks: 100**

**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**

- Nature and Scope of Investment analysis, Elements of Investment, Avenues of Investment, Approaches to Investment Analysis, Concept of Risk and Return, Security return and risk analysis, Measurement of return and risk.
- Financial Assets : Type and their characteristics, Sources of financial Information
- Capital Market: Meaning, Importance, Participants, Instruments, Recent changes in Capital Market.
- Evaluation of Securities: Bonds, Debentures, Preference Shares and Equity Shares.

**SECTION-B**

- Fundamental Analysis : Concept & significance of economic analysis, industry analysis : introduction, need for industry analysis : alternative classification of industry, industry life cycle analysis, economic factors & industry analysis, SWOT analysis for industries, Company analysis-nature and style of management, key role of financial analysis, ratio analysis.
- Technical Analysis: Different techniques of analysis, DOW theory, volume indicators, market sentiment indicators, confidence indicators, points & figure charting, bar charting.

**SECTION-C**

- Efficient Market Theory: Random Walk: weak form, semi-strong, strong form of market. Empirical tests. Comparison of random walk, technical & fundamental analysis.
- Portfolio Management : Meaning, importance, objectives and various issues in portfolio construction, revision of portfolio and evaluation
- Portfolio Analysis : Estimating rate of return and standard deviation of portfolio returns ; effects of combining securities ; Markowitz risk-return optimization

**SECTION-D**

- Single Index model, Multifactor models
- Derivatives: Forward, Future, Options & swaps.
- Portfolio Performance Evaluation: Measure of return, risk adjusted measures of performance evaluation, market timing, evaluation criteria and procedures.

**Suggested Readings:**

1. Fischer & Jordan: Security Analysis & Portfolio Management
2. Robert Haugen: Modern Investment Theory
3. V.K.Bhalla: World Economy in Ninety's –A Portfolio Approach
4. "Modern Portfolio Theory and Investment Analysis" by E.J. Elton and M.J. Gmber, Publishers: John Wiley & Sons, New York.
5. "Investment, Analysis and Management" by J.C.Francis, Publishers: McGraw Hill, New York.

**SEMESTER – III**

**GROUP ‘A’: ACCOUNTING & FINANCE  
MCO03004T: CONTEMPORARY ACCOUNTING**

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

**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**

Emergence of contemporary issues in accounting – influence of other disciplines on accounting and changing environment.

Human Resource Accounting: Meaning and Scope, Human Resource Cost Accounting – Capitalization, Write off and Amortization Procedure. Human Resource Valuation Accounting – Appraisal of Various Human Resource Valuation Models. Use of Human Resource Accounting in Managerial Decisions. Human Resource Accounting in India.

**SECTION-B**

Price Level Accounting – Methods, Utility and Corporate Practices

Corporate Social Reporting: Areas of Corporate Social Performance, Approaches to Corporate Social Accounting and Reporting. Corporate Social Reporting in India.

Corporate Reporting: Concept of Disclosure in relation to Published Accounts, Issues in Corporate Disclosure, Corporate Disclosure Environment, Conceptual framework of corporate reporting.

**SECTION-C**

Recent Trends in the Presentation of Published Accounts.

Reporting by Diversified Companies

Value Added Reporting: Preparation and Disclosure of Value Added Statements, Economic Value Added, EVA Disclosure in India.

**SECTION-D**

Corporate Reporting through Web.

Accounting Standards in India. Significance and formulation of Accounting Standards. Accounting Standards relating to Interim Reporting. Accounting for Leases, Earning Per Share and Accounting for Intangibles.

**Suggested Readings:**

1. Lal, Jawahar and Lele, R.K., “Contemporary Accounting Issues”, Himalaya Publishers.
2. Porwal, L.S., “Accounting Theory”, Tata McGraw Hill.
3. Lal, Jawahar, “Corporate Financial Reporting”, Taxman.
4. Arora, J.S., “Price Level Accounting”, Deep and Deep Publishers.
5. Chander, Subhash, “Corporate Reporting Practices”, Deep and Deep Publishers.

**Suggested Websites:**

1. [www.icaai.org](http://www.icaai.org)
2. [www.fasb.org](http://www.fasb.org)
3. [www.sebi.gov.in](http://www.sebi.gov.in)

**SEMESTER – III**

**GROUP 'B': BUSINESS STUDIES  
MCO03005T: STRATEGIC MANAGEMENT**

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

**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**

Understanding strategy and strategic management. Strategic management process. Strategic decision making. Levels of strategy. The secret of success of successful companies( Mckinsey's 7 S model)

Defining strategic intent: Vision, Mission Goals and Objectives. Characteristics of a good mission statement. Designing and evaluating a mission statement.

**SECTION-B**

External environment analysis – Strategically relevant components of external environment. Industry analysis – Porter's five forces model; Strategic group mapping; industry driving forces; key success factors. External Factor Evaluation matrix.

Internal environment analysis – Resource based view of an organization: VRIO framework; Value chain analysis; Competitive advantage and Core competency. Internal Factor Evaluation Matrix. Environmental scanning techniques – ETOP and SWOT analysis

**SECTION-C**

Business level strategies – Porter's framework of competitive strategies : Cost leadership, Differentiation and Focused strategies.

Corporate level strategies – Growth strategies – horizontal and vertical integration; strategic out sourcing; related and un-related diversification; international entry options; harvesting and retrenchment strategies.

Portfolio strategies – BCG Model, G E Business Planning Matrix, Shell's Directional Policy Matrix, Product Life Cycle matrix.

**SECTION-D**

Strategy implementation – Strategy-structure fit: developing and modifying organizational structure. Leadership and organization culture.

Corporate governance and social responsibilities of business.

Strategy Evaluation and Control – Nature of strategy evaluation; Strategy evaluation framework; The balanced Score Card.



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**Suggested Readings:**

1. Wheelen, Thomas L., Hungerdavid J. and Rangarajan Krish, “ Concepts in Strategic Management and Business Policy”, Pearson Education, India.
2. David, R Fred, “Strategic Management- Concepts and Cases”, Pearson Education, India.
3. Hill, Charles W L and Jones Gareth R, “ An Integarated Approach to Strategic Management” Cengage Learning
4. Thompson, Arthur A Jr.; Strickland A J III; Gamble, John E and Jain, Arun K. “ Crafting and Executing Strategy The Quest for Competitive Advantage.- Concepts and Cases”, TMH, New Delhi.
5. Pitts, Robert A and Lei, David. “Strategic Management Building and Sustaining Competitive Advantage”, Thomson, India.
6. Kazmi, Azhar. “Business Policy and Strategic Management”, TMH, New Delhi.

**SEMESTER – III**

**GROUP 'B': BUSINESS STUDIES  
MCO03006T: SECURITY MARKET OPERATIONS**

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

**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**

- Structure of Capital market in India
- New Issue Market : Reforms in New Issue Market, Guidelines governing new Issue market, Mechanics of Floating New Issues-Public Issues, Bonus Issues, Right Issues, e-IPOs, Book Building, Private Placement, ESOPs, New financial Instruments
- Stock Exchange : Regulation of Stock exchanges in India, Membership rules of stock exchange, Listing of Securities ; Trading on a Stock Exchange-Online Trading, Internet Trading ; Margin Trading ; Corporate Governance ; Corporatisation and demutualisation of stock exchanges in India, Takeovers and Buybacks.
- OTCEI, BSE, NSE, Interconnected stock exchange of India, Indonext
- **Indian Stock Indices:** Need and importance, Compiling of Index Numbers and Interpretation.

**SECTION-B**

- Clearing and Settlement : Policy Developments, Clearing Process, Risk Management, Settlement-Process, Account period settlement, rolling Settlement, Continuous Net Settlement, Settlement Efficiency and Settlement Statistics, G-30 and ISSA recommendations
- Derivatives Market : Products, Participants and Functions, Global Derivatives Market, Derivatives Market in India : Risk containment measures, Trading Mechanism, Membership Criteria, Clearing and Settlement of Futures and Options,
- Debt Market : Policy developments, Segments, Participants, Primary Issuance Process, Secondary Market, Clearing and Settlement, STRIPS, Market Developments
- Mutual Funds : Evolution of Mutual Funds, Mutual Funds in India, Regulation of Mutual Funds, Mutual Funds Prospectus and Balance Sheet, Management of Mutual Funds, Performance of Mutual Funds, Current Developments, Future Scenario of Mutual Fund Industry

### SEMESTER – III

#### SECTION-C

- Euro Issues : Conceptual framework, Issuing Procedure, Regulatory Framework, Progress
- FIIs : Registration, Investment conditions and restrictions, General obligations and responsibilities, role of FIIs in Indian capital market.
- Securities and Exchange Board of India : Objectives, Powers and Functions Investor Protection-Investor education and awareness, Investor protection fund, Investors' complaints and their redressal-mechanism and statistics, Unfair trade practices and Insider Trading, Short selling and its regulation in India, Regulation of Merchant Bankers, Brokers, Custodian, Banker to issue, Registrar to issue, Portfolio manager and Underwriters

#### SECTION-D

- Legal Environment : SEBI Act, 1992, SCRA, 1956, Companies Act, 1956 (Various provisions relating to securities), RBI rules and guidelines for FIIs
- Depository : Role and need, Procedure for Dematerialisation and Rematerialisation, The Depositories Act, 1996, SEBI rules, Performance of NSDL and CSDL
- Credit Rating : Concept, Agencies, Methodology and process, Regulatory framework.

#### **Suggested Readings:**

1. Sharpe, William F., Gordon J. Alexander and Jeffrey V. Bailey, Investments (Prentice Hall).
2. Fabozzi, Frank Investment Management (Prentice Hall)
3. Haugen, Robert A. The Inefficient Stock Market (Prentice Hall)
4. Taggart, Robert A., Quantitative Analysis for Investment Management (Prentice Hall)
5. Richard Brealey and Steward Myers. Principles of Corporate Finance., McGraw Hill.
6. Dimson, E. (ed) : Stock Market Anomalies (Cambridge : Cambridge University Press)
7. Khan, M.Y. Financial Services, Tata McGraw Hill Publishing Company, New Delhi.
8. Singh, Preeti, Investment Management, Himalaya Publishing House, New Delhi.
9. Avadhani, V.A. Investment Management, Himalaya, Himalaya Publishing House, New Delhi.
10. Annual Reports of RBI
11. Annual Reports of SEBI
12. Journals : (SEBI Bulletin, Capital Market, NSE News Letter, The Stock Exchange Review, Capital Market, SEBI and Corporate Laws
13. **Websites:** www.sebi.gov.in  
[www.bseindia.com](http://www.bseindia.com)  
[www.nseindia.com](http://www.nseindia.com)  
[www.iseindia.com](http://www.iseindia.com)  
www.stockholding.com  
www.capitalideasonline.com [www.indiainfoline.com](http://www.indiainfoline.com) www.rbi.org.in  
www.goidirectory.nic.in www.otcei.net

**SEMESTER – III**

**GROUP 'C': INTERNATIONAL BUSINESS  
MCO03007T: INTERNATIONAL ECONOMIC ORGANISATIONS**

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

**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**

International Political Economy: Concept; Traditional Schools of International Political Economy; Interests and Institutions in International Political Economy; Emergence of Global Institutions.

International Monetary Fund (IMF): Origin, Functions, Purposes, Organizational Set up, Instruments of IMF Lending and their Evolution; Key Features of IMF lending; IMF lending to poor countries; International Liquidity and SDRs.

World Bank Group- International Bank for Reconstruction and Development (IBRD): Financing of Development; the Millennium Development Goals; Bank Prescriptions for the Borrowers.

**SECTION-B**

International Development Association (IDA): Origin; Functions; Role; Key areas of IDA; Support and Financing framework.

International Finance Corporation (IFC): Origin; Functions; Role; Advisory Services; Operations; Monitoring and Evaluation.

Multilateral Investment Guarantee Agency (MIGA): Functions; Types of Coverage.

**SECTION-C**

International Center for Settlement of Investment Disputes (ICSID): Functions and Role.

International Labour Organization: Origin, Functions. Role of ILO: Decent Work; Social Dialogue; Standards, Freedom of Association; Forced Labour; Child Labour; Discrimination; Employment and Income; Wages and Other Conditions of Employment; Social Protection; Health and Safety and HIV/AIDS.

Conflicts and Negotiations in International Business: Factors Causing Conflicts; Conflict between Host Country and the Transnational Country Negotiations; Role of International Agencies in conflict resolutions.

**SEMESTER – III**

**SECTION-D**

The Multilateral Trade System: the creation of Postwar Trade System; General Agreement on Tariffs and Trade (GATT); the Evolution of Multilateral Trade System: the Uruguay Round Package and World Trade Organization (WTO); Organizational Structure of WTO.

United Nations Conference on Trade and Development (UNCTAD): Origin; Functions, Sustainable Development and Poverty Reduction; Trade and Development; Approach towards Developing to Least Developed Countries (LDCs).

**Suggested Readings:**

1. Hunt, Diana Economic Theories of Development: An Analysis of Competing Paradigms, Hemel Hempstead: Harvester Wheatsheaf, 1989.
2. Keohane. Robert O. International Institutions and State Power: Essays in International Relations Theory Boulder: Westview, 1989.
3. Krasner. Stephen D. Structural Conflict: The Third World Against Global Liberalism, Berkley, University of California Press, 1985.
4. Simai, Mihaly The Future of Global Governance, Washington, D.C.: United States Institute of Peace Press, 1994.
5. Sidell, Scott The IMF and Third World Political Instability, London Macmillan, 1988.

**\* Students are required to consult the Annual Reports of the respective institutions.**

**SEMESTER – III**

**GROUP 'C': INTERNATIONAL BUSINESS  
MCO03008T: MANAGEMENT OF INTERNATIONAL BUSINESS OPERATIONS**

**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**

Multinational Firms: Nature; Rationale; Goals and Constraints; Orientation of a Multinational: Ethno, Poly, Regio and Geocentric Firms.  
Economic Superpowers: the Traid.

Cultural Context for International Management: Japanese, American, European and Indian Management Values, Cultural Diversity, Perceptions and Stereotypes, Cultural dimension: Power Distance, Uncertainty Avoidance, Individualism and Masculinity.

**SECTION-B**

Global Sourcing, Production and Export Strategies: offshore Manufacture Dimensions of Global Production Strategy, Different Ways of Sourcing Materials and Manufacturing Products. Key elements of Import and Export strategies.

Strategic Alliances: Variables affecting Choice, Licensing, Franchising, Management Contracts, Turnkey Operations, Custom Contracts, Access to Foreign Technology, Shared Ownership, and Managing Foreign Arrangements.

**SECTION-C**

Global Market Opportunities Arrangements; Overview of Global Market Opportunity assessment; Task One: Analyze Organizational Readiness to Internationalize;

Task Two: Assess the Suitability of the Firms and Products and Services for Foreign Markets;  
Task Three: Screen Commodities to Identify Markets; Task Four: Assess Industry Market Potential; Task Five: Select Foreign Business Partners; Task Six: Estimate Country Sales Potential

**SECTION-D**

Global Strategy and Organization: Role of Strategy; the Integration- Responsiveness Framework; Distinct Strategies emerging from the Integration-Responsiveness Framework; Organizational Structure; Alternative Organizational Arrangements for International Operations; and Building the Global Firm.

International Human Resource Strategy: Assessing Human Resource Requirements, choosing staffing policy, training selected people, compensating employees in host country, impact of host country regulations. American, European & Japanese Practices. Leadership in International contact vs US Leadership Styles.

**SEMESTER – III**

**References:**

1. Cavusgil, S. Knight Gary and Riesenberger, John R., International Business – Strategy Management and the New Realities, Pearson Education, Dorling Kindersley (India) Pvt. Ltd, Delhi, 2009.
2. Daniel, John D., Radebangh, Lee H. and Sulivan Daniel P., International Business Environment and Operations, 10th ed., New Delhi.
3. Czinkota Michael R., Ronbiben Iikka A. Ronkainen A. and Moffet Micheal H., International Business, 6th Edition, Thomson, South Western, Bangalore, 2005.
4. C. Paul Hallwood and Ronald Macdonald, International Money and Finance, Blackwell, Oxford U.K., 1995.
5. Sharan Vyuptakesh, International Business – Concept, Environment and Strategy, 2<sup>nd</sup> Edition, Pearson Education, Delhi, 2006.
6. Hill, Charles W.L. and Jain, Arun Kumar, International Business – Competing in the Global Market Place, 5th Edition, The McGraw Hill Publishing Co. Ltd., New Delhi, 2006.

**SEMESTER – III**  
**GROUP 'D': MARKETING**  
**MCO03009T: CONSUMER BEHAVIOUR**

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

**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**

Introduction to Consumer Behaviour: Nature, Scope and Importance.

Consumer Motivation: Nature of motivation; Types of consumer needs and motives; Dynamics of motivation; Need conflict; Need Hierarchy Theory of Motivation and its applications; Measurement of Motives.

Personality and Consumer Behaviour: Definition of personality; Theories of personality; Personality and consumer diversity; Self concept and self image; Life style and psychographics.

**SECTION-B**

Consumer Perception: Elements of perception; Dynamics of perception, Perceptual process; Perception and marketing strategy; Perceived risk.

Consumer Learning: Elements of consumer learning; Behavioural theories and Cognitive theories of learning.

Consumer Attitude Formation: Definition of attitudes; Structural models of attitudes; Attitude Theories; Attitude formation; Strategies of attitude change; Measuring Attitude.

**SECTION-C**

Reference Group and Family Influences: Power of reference groups; Types of consumer related reference groups; Celebrity and other reference group appeals; Family decision making and consumption related roles; Family life cycle.

Social Class: Definition; Measurement of social class; Social class dynamics.

Cultural and Sub cultural Influences on Consumer Behaviour: Definition of culture and subculture; Affect of culture on consumer behaviour; Nature of culture; Measurement of culture; Subculture and consumer behaviour; subcultural categories.

**SECTION-D**

Diffusion of Innovation; Diffusion process; Adoption process.

Opinion Leadership: Definition; Dynamics of the opinion leadership process; Motivation behind opinion leadership

Consumer Decision Making: Consumer decision process; Types of decisions; Information search process; Alternative evaluation and selection; Decision rules.

Models of Consumer Behaviour: E.K.B; Howard and Sheth; Nicosia's Model.

**Suggested Readings:**

1. Schiffman, I. G. and Kanuk, L. L. Consumer Behaviour, New Delhi, Pearson Education, 2007.
2. Blackwell, Roger D., Miniard, Paul W., and Engel James F. Consumer Behaviour, Cengage, 2006.
3. Solomon, Michael R. Consumer Behaviour, New Delhi, Pearson Education, 2003.
4. Assael, Henry Consumer Behaviour and Marketing Action, Cengage, 2006
5. Loudon, David L. and Della Bitta, Albert J., Consumer Behavior, Tata McGraw-Hill, Fourteenth Edition, 2002.



**SEMESTER – III**

**GROUP 'D': MARKETING  
MCO03010T: RETAIL MANAGEMENT**

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

**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**

**Introduction to Retailing:** Meaning, Nature and Importance.

**Retailing in India:** Evolution of Retail in India, Drivers of Retail Change and Challenges to Retail Development in India.

**Types of retailers:** Food Retailers, General Merchandise Retailers, Non-Store Retail Formats, Services Retailing, Types of Ownership.

**SECTION-B**

**Understanding the Retail Consumer:** Need for Consumer Behavior, Factors Influencing the Retail Shopper, The Customer Decision Making Process.

**Retail Locations:** Types of Retail Locations; Steps involved in choosing a Retail Location; Methods of Evaluating a Trading Area

**Retail Store Design and Visual Merchandising:** Importance of Store Design; Exterior Store Design; Interior Store Design; Visual Merchandising.

**SECTION-C**

**Basics of Retail Merchandising** – What is Merchandising, Factors Affecting the Buying Function, The Merchandiser: Roles and Responsibilities, The Buyer: Roles and Responsibilities, Function of Buying for Different Types of Organisations.

**Process of Merchandise Planning:** Concept of Merchandising, Implications of Merchandise Planning, Process of Merchandise Planning.

**SECTION-D**

**Methods of Merchandise Procurement:** Merchandise Sourcing, Age of Global Sourcing. Retail Pricing: Concept of Retail Price, Elements of Retail Price, Determining the Price, Retail Pricing Strategies.

**Category Management:** Concept of Category Management, Reasons for Emergence of Category Management, Components of Category Management, Category Management Process.

**Retail Franchising:** Concept, Types, Advantages and Disadvantages.

**Suggested Readings:**

1. Pradhan, Swapna (2007), *Retail Management – Text and Cases*, Tata McGraw Hill, 3<sup>rd</sup> Edition.
2. Sinha, P. K. and Uniyal, D. P. (2007), *Managing Retailing*, Oxford, 1st Edition.
3. Levy, Michael and Barton A. Weitz (2003), *Retail Management*, Tata McGraw Hill, 7th Edition.
4. Berman, Barry and Joel R. Evans (2006), *Retail Management – A Strategic Approach*, Pearson Education, 11th Edition.
5. Dunne, Patrick M; Lusch, Robert F.; and Griffith David A.: *Retailing* (Cengage, New Delhi)

**SEMESTER – IV**

**MCO04001T: INTERNATIONAL ACCOUNTING**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

Introduction to International Accounting: Interaction between accounting and its environment. The global economy. Meaning and domain of international accounting. International classification of financial accounting and reporting. International financial reporting: concept and differences in international financial reporting. Reporting problems of Multinational Companies.

**SECTION-B**

International financial analysis: meaning, need and significance of international financial analysis. Business analysis framework. Problems in international financial analysis. Comparative financial reporting in U S, U K, China, Japan and India. International harmonisation of financial reporting: why harmonisation? Role of IASB, OECD, EU and IOSCO( international Organisation of Securities Commissions)

**SECTION-C**

Convergence of accounting standards. International transfer pricing: meaning, objectives, methods and regulation. Accounting for foreign currency transactions and translation: approaches to accounting for foreign currency transactions, methods of foreign currency translation. Practices in various countries.

**SECTION-D**

Issues related to consolidation of financial statements of MNCs. International taxation: diversity of national tax systems, taxation of foreign source income and double taxation. Strategic accounting issues in MNCs: strategy formulation, implementation and control. Evaluating the performance of foreign operations.

**Suggested Readings:**

1. Choi, Frederick D S and Meek, Garry K, "International Accounting", Pearson Education, 5<sup>th</sup> Edition. 2007.
2. Douppnik, Timothy and Perera, Hector, "International Accounting", McGraw Hill international Edition, 2007.
3. Saudagaran, Shahrokh M. International Accounting – A Users Perspective", Thompson, 2<sup>nd</sup> Edition, 2007.
4. Iqbal, zafar M, Melchar, Trini U, and Elmallah, Amin A, International Accounting: A Global Perspective". International Thomson Publishing.
5. Rathore, Shirin, "International Accounting", PHI

**SEMESTER – IV**

**MCO04002T: E-COMMERCE**

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

**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**

Introduction to E Commerce and Definition, E-Commerce based activities, Goals of E-Commerce, Functions, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Framework of E-Commerce, Electronic Commerce and Electronic Business, Electronic business models: B2B, B2C, C2C, C2B. Web sites as market place.

**SECTION-B**

Pure online vs. brick and click business; Assessing requirement for an online business designing, developing and deploying the system, Operations of E Commerce: Online-payment mechanism; Electronic Payment systems; payment Gateways; Visitors to website; Tools for promoting websites; Risk management options for e - payment systems.

**SECTION-C**

Security and Legal Aspects of E-Commerce: Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Laws – Relevant provisions of Information Technology Act 2000, offences, secure electronic records and digital signatures penalties and adjudication.

**SECTION-D**

e-B usiness Applications & Strategies: Business Models & Revenue Models over Internet, Emerging Trends in e-Business, e-Governance, Digital Commerce, Mobile Commerce, Strategies for Business over Web, Internet based Business Models. e-Marketing, e-CRM, e-SCM, e-Procurement

**References:**

1. Agarwala, Kamlesh N., Amit Lal and Deeksha Agarwala, Business on the Net: An Introduction to the Whats and Hows of E -Commerce, Macmillan India Ltd.
2. Bajaj, Deobyani Nag, E-Commerce, Tata McGraw Hill Company, New Delhi.
3. Turban, E., et. al., Electronic commerce: A Managerial Perspective, Pearson Education Asia.
4. Diwan, Prag and Sunil Sharma, Electronic Commerce -A Manager's Guide to
5. E-Business, Vanity Books International, Delhi.
6. Dietel, Harvey M., Dietel, Paul J., and Kate Steinbuhler, E-business and E-commerce for managers, Pearson Education.
7. Greenstein, M. and T.M. Feinman, Electronic Commerce: Security, Risk Management and Control, Tata McGraw hill.
8. Kosiur, David, Understanding Electronic Commerce, Prentice Hall of India Private Ltd., New Delhi.
9. Whiteley, David, E-commerce, McGraw Hill, New York.

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**SEMESTER – IV**

**MCO04003L: VIVA-VOCE**

**Credits: 2**

**Max. Marks: 50**

**SEMESTER – IV**

**GROUP ‘A’: ACCOUNTING & FINANCE  
MCO04004T: INTERNATIONAL FINANCIAL MANAGEMENT**

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

**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**

- Foreign Exchange System: The Internationalization of Business and Finance, Alternative Exchange Rate Systems; International monetary system, The European Monetary System.
- Foreign Exchange Rate Determination: Introduction to spot market and Forward Market; Setting the Equilibrium Spot Exchange Rate; Factors affecting Currency Value: BOP Approach & Asset Market Approach; Role of Central Bank in Determination of Exchange Rates; Parity conditions in International Finance: Arbitrage and Law of One Price; Purchasing Power Parity; Fisher Effect; Fisher Effect in International Context.

**SECTION-B**

- Currency Forecasting: Interest Rate Parity Theory, The relationship between forward and future spot rate, Currency Forecasting;
- Balance of payments: Balance of Payment Categories: Current Account, Capital Account, Official Reserves Account; Balance of Payment: The International flow of goods, services and capital, Coping with current account deficit.

**SECTION-C**

- Country Risk Analysis: Country Risk Analysis, Measuring & Managing Political Risk, Firm Specific Risks; Country Risk Analysis: Study of Economic & Political Factors Posing Risk.
- Measuring Various Exposures: Transaction Exposure, Operating Exposure and Translation Exposure. Risk Hedging-An Introduction

**SECTION-D**

- Foreign Exchange Risk Management: Foreign Exchange Instruments, Recent developments in derivatives markets in India; Currency Futures & Options Market; Interest Rate & Currency Swaps; Interest rate Forwards & Futures.

**Suggested Readings:**

1. Shapiro Allan C (2003), “Multinational Financial Management”, 7<sup>th</sup> Edition, John Wiley & Sons, Singapore
2. Apte P.G. (2009) International financial Management, 5<sup>th</sup> Edition, Tata McGraw Hill, India
3. Bhalla, V. K (2008), “International Financial Management”, 7<sup>th</sup> Edition, Anmol Publications, India
4. Eiteman, Stonehill, Moffett(2004), “Multinational Business Finance”, 10<sup>th</sup> Edition, Pearson Education, India

**SEMESTER – IV**

**GROUP ‘A’: ACCOUNTING & FINANCE  
MCO04005T: FINANCIAL MARKETS AND FINANCIAL SERVICES**

**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**

- Indian Financial System: Meaning, Structure, Role and Deficiencies
- Development Banking in India: Evolution, Structure, Promotional Role, Resource Planning and Mobilisation, Project Evaluation and Follow Up, Performance Evaluation. Recent Developments in Development Banking.
- Reserve Bank of India: Organization and Management, Monetary Policy, Technique of Monetary control, Liquidity Adjustment Facility.

**SECTION-B**

- NBFCs: Concepts, RBI Guidelines, Progress, problems and Prospects.
- Banking Sector Reforms in India-Implementation Status.
- Factoring Services in India
- Venture Capital Financing in India.

**SECTION-C**

- CCIL: Role and Functions.
  
- Repos: Concept, Process and Progress in India
- Govt. Securities Market in India
- Call Money Market in India
- Treasury Bills Market in India

**SECTION-D**

- Commercial Paper and Certificate Deposit Market in India.
- Securitization: Concept, Process and Progress in India.

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Master of Commerce  
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**SEMESTER – IV**

**Suggested Readings:**

1. Indian Financial System by H.R. Machiraju, Vikas Publishing House Pvt. Ltd.
2. Indian Financial System by Varshney & Mittal, Sultan Chand & Sons.
3. Management of Indian Financial Institutions by R.M.Srivastava – Himalya Publishing House.
4. Managing Indian Banks by Vasant C. Joshi, Sage Publications.
5. Indian Financial System by Vasant Desai, Himalya Publising House.
6. Financial Institutions & Markets by L.M.Bhole.
7. M.Y. Khan, Financial Services, Tata McGraw Hills, New Delhi, 2007.

**Web Sites: -**

1. [www.rbi.org.in](http://www.rbi.org.in)
2. [www.nsdl.com](http://www.nsdl.com)
3. [www.licindia.com](http://www.licindia.com)
4. [www.sebi.gov.in](http://www.sebi.gov.in)
5. [www.nabard.org](http://www.nabard.org)
6. [www.ifcilttd.com](http://www.ifcilttd.com)

**SEMESTER – IV**  
**GROUP ‘A’: ACCOUNTING & FINANCE**  
**MCO04006T: CORPORATE TAX LAW AND PLANNING**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

- **Tax Planning, Tax Avoidance & Tax Evasion:** Meaning, features and basic differences between tax planning, avoidance and evasion; various tools of tax evasion; Tax Management and its scope.
- **Corporate Tax:** Residential status of a company, Computation of total income and tax liability of companies, Minimum alternate tax.
- **Deductions** from Gross Total Income u/s 80 related to company assessee.

**SECTION-B**

- **Tax deduction or collection at source,** Advance payment of tax for company assessee.
- **Tax Planning for company assessee** with reference to location and type of business.
- **Tax Planning in relation to Forms of Organisation:** Sole Proprietary; Partnership and Company form of Organisation from tax planning point of view.

**SECTION-C**

- **Tax incentives to Newly Established Industrial Undertakings:** In Special Economic Zones u/s 10 AA and for exporters.
- Tax planning in respect of Amalgamation or Demerger.
- **Tax Planning and Financial Management Decisions:** Tax Planning relating to Capital structure decisions, Dividend Policy, Inter-Corporate Dividend and Bonus shares.

**SECTION-D**

- **Tax Planning and Management Decisions:** Own or Lease Decision, Make or Buy Decision, Sale of Asset used for Scientific Research, Decision relating to Repair, Replace, Renovation of an Asset, Shut-down or Continue Decision.
- **Taxability of Dividend from Company and investors point of view.**

**Avoidance of Double Taxation**

**Suggested Readings:**

1. Ahuja Girish, “Systematic Approach to Income Tax”, Bharat Law House, New Delhi
2. Gaur, Narang & Puri, “Corporate Tax Planning and Management”, Kalyani Publishers, Ludhiana
3. Mehrotra H.C., “Income Tax Law & Practice”, Sahitya Bhawan Publications, Agra
4. Singhanian . K. Vinod, “Direct Tax Theory & Practice”, Taxman Publications (P) Ltd.  
Website: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)



**SEMESTER – IV**  
**GROUP 'B': BUSINESS STUDIES**  
**MCO04007T: GOODS AND SERVICES TAX (GST)**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

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

**SECTION-B**

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

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

**SECTION-C**

**Input Tax Credit:** Introduction, Tax Invoice Credit & Debit notes, e-way bill.

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

**SECTION-D**

**Returns:** various returns to be filed by the assesses like GSTR1, GSTR2, GSTR3, GSTR3B

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

**Authorities, Penalties, Appeals.**

Suggested Readings:

**Suggested Readings:**

1. Taxmann: Taxmann's GST Manual 2017. Taxman, Publications (P) Ltd.
2. Datey V.S., Taxmann's GST Ready Reckoner Taxman, Publications (P) Ltd.
3. Gupta S.S., GST-How to meet your obligations 2017. Taxman, Publications (P) Ltd.
4. Dr. H.C. Mehrotra Prof. V.P. Aggarwal's Goods & Service Tax. Sahitra Bhawan Publications.
5. [www.cbec.gov.in](http://www.cbec.gov.in)

**SEMESTER – IV**  
**GROUP 'B': BUSINESS STUDIES**  
**MCO04008T: ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT**

**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**

- Entrepreneurship: Concepts, Traits, types, characteristics, classification and types, nature and functions. Theory of Entrepreneurship.
- Entrepreneurship: Developing corporate entrepreneurship.
- Understanding Entrepreneurship perspective. Entrepreneurship motivation. Developing Creativity and Understanding Innovation.

**SECTION-B**

- Ethics and Social Responsibility of an Entrepreneur. Entrepreneurial Skills.
- Role of Entrepreneurship in Economic Development.
- Entrepreneurial Decision Process.

**SECTION-C**

- Environmental Assessment: Macro and Micro View.
- Project Management Concept. Generation and screening of project ideas: Sources and Methods. Feasibility Study. Managing Risk in Project Network Technique for Project Management, Time and Cost Overrun.

**SECTION-D**

- Market and Demand Analysis.
- Technical Analysis.
- Financial Analysis,
- Social Cost Benefit Analysis,
- Developing an Effective Business Plan.

**Suggested Readings:**

1. Hisrich, Robert D and Peters, Michael P, Entrepreneurship, Delhi, Tata McGraw Hill, 2002.
2. Holt, David H, Entrepreneurship: New Venture Creation, Delhi, Prentice Hall of India, 2001
3. Clifton, Davis S. and Syflie, David E, "Project Feasibility Analysis" , 1977 John Wiley, New York.
4. Chandra, Prasanna, Projects : Preparation, Appraisal, Budgeting and Implementation., New Delhi Tata McGraw Hill.

**SEMESTER – IV**  
**GROUP 'B': BUSINESS STUDIES**  
**MCO04009T: BUSINESS ETHICS & ENVIRONMENT MANAGEMENT**

**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**

Model of Management in the Indian Socio-Political Environment; Work Ethos, Indian Heritage in Production and Consumption; Indian Insight into TQM ; Problems Relating to Stress in Corporate Management-Indian Perspective, Teaching Ethics.

Environment Management: Fundamentals-Sustainable Development, Implications of human population growth, Limits to growth, Environmental and Business Schools.

**SECTION-B**

Trans-cultural Human Values in Management Education, Relevance of Values in Management, Need for Values in Global Change-Indian Perspective, Values for Managers, Holistic Approach for Managers in Decision Making, Secular Versus Spiritual Values in Management, Personal Growth and Lessons from Ancient Indian Educational System, Science and Human Values.

**SECTION-C**

Energy Management : Fundamentals-Fossil Fuels use, Energy production and trade, Energy, Balance ; Ecosystem Concepts, Basic Concepts and their application in Business,

Industry Ecology and Recycling Industry, Environmental Management System, EMS Standards, ISO 14000

**SECTION-D**

Environmental Auditing. Clearance / Permissions for establishing industry, Environmental Management & Valuation. Environmental Accounting, Economics-Environmental Taxes Shifts, Green Funding, Corporate Mergers, Environmental Ethics, Environmental Management Trade and Environmental Management, Debt and Environment, GATT/WTO Provisions, Environmental Laws. Acts, Patents, IPRS, Role of NGO'S PIL ; Pollution & Waste Management-Air, Water, Dams and their role ; Forest products and Trade, Role of Biodiversity in International Trade, Approaches to Corporate Ethics, Bio-ethics.

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Master of Commerce  
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Syllabus for the Colleges Batch From Year 2023 To Year 2025

**SEMESTER – IV**

**Suggested Readings**

1. Uberoi, N.K.; Environmental Management, Excel Books, A-5, Naraina Phase-I, New Delhi, 2000.
2. Pandey, G.N.: Environmental Management, Vikas Publishing House, New Delhi, 1997.
3. Gupta, N. Dass: Environmental Accounting, Wheeler Publishing, 19, K.G.Marg, New Delhi, 1997.
4. Mohanty, S.K.: Environment & Pollution Law Manual, Universal Law Publishing, G.T.Karnal Road, New Delhi, 1996.
5. Harley, Nick: Environmental Economics, MacMillan India Ltd., Ansari Road, New Delhi, 1997.
6. Kolstad, Charles D.: Environmental Economics, Oxford University Press 2000.
7. Chakraborty, S.K.: Foundations of Managerial Work-Contributions from Indian Thought, Himalaya Publishing House, Delhi, 1998.
8. Management Effectiveness and Quality of Work-life-Indian Insights, Tata McGraw Hill Publishing Company, New Delhi, 1987.
9. Management by Values, Oxford University Press, 1991.
10. Drucker, P: Managing in Turbulent Times, Pan Books London, 1983.
11. Kumar, S and N.K. Uneroi: Managing Secularism in the New Millennium, Excel Books 2000.
12. Griffiths, B. The Marriage of East and West, Colling, London 1985.
13. Gandhi, M.K.: The Story of My Experience with Truth, Navjivan Publishing House, Ahmedabad, 1972.

**SEMESTER – IV**  
**GROUP 'C': INTERNATIONAL BUSINESS**  
**MCO04010T: INTERNATIONAL FINANCIAL MARKETS AND FOREIGN EXCHANGE**

**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**

History of the International Financial System -The rise and Fall of Bretton Woods, Globalisation and the Growth of Derivatives, The Crash of 1994-96 and Beyond, Euro-currency Market , Euro-banking and Euro-currency Centers, Deposit Dealing and the Term Structure of Euro-currency Rates, Euro-currency Futures and Options, Syndicated Euro-credits, International Bond Markets-Introduction, New Issue Procedures in the Eurobond Markets, Eurobond Valuation and Hedging,

**SECTION-B**

Interest Rates and Currency Swaps, Pricing Option, Features of International Bonds, Forecasting and the Image of the Future-Central Banks and the Balance of Payments, The European Monetary System and Other Regional Artificial Currency Areas, New Instruments in International Capital Markets, International Banking and Country RISK , International Portfolio Diversification, International Transfer Pricing.

**SECTION-C**

Types of Foreign Exchange Markets and Transactions, Quoting Foreign Exchange Rates, Spread, Official and Free Market Rates, Cross Rates, Forward Rates, Quoting Forward Rates; Organisation of the Foreign Exchange Markets; Currency Futures; Currency Options; Currency Swaps; Corporate Exposure Management: Alternative Definitions of Foreign Exchange Risk, Exposure Information System, Alternative Strategies for Exposure Management,

**SECTION-D**

Exposure Management Techniques, Organisation of the Exposure Management Function; Parameters and Constraints on Exposure Management: Theory and practice of Forecasting Exchange Rates-Economic Fundamentals, Financial and Socio-Political Factors, Technical Analysis; Tax Treatment of Foreign Exchange Gains and Losses; FEMA.

**Suggested Readings:**

1. Aliber, R.Z., Exchange Risk and Corporate International Finance, London. Macmillan,1978
2. Bhalla,V.K., International Financial Management. 2nd Ed., New Delhi, Anmol, 2001.
3. Luca Cornelius, Trading in the Global Currency Markets. NJ, Prentice Hall,1995
4. Shapiro, A.C. International Financial Management. Boston.Allyn and Bacon.1979
5. Sutton.W.H., Trading in Currency Options, New York Institute of Finance.1987
6. Buckley, Adrian. *Multinational Finance*. 3rd Ed., Englewood Cliffs, Prentice Hall Inc., 1996.
- 7 Eiteman. David K and Stonehill. Arthur I., *Multinational Business Finance*. California, Addison-Wesley. 1988.
8. Johnson and Giaccotto, *Options and Futures*. St. Paul. West, 1995
9. Kim, Suk and Kim. Seung, *Global Corporate Finance: Text and Cases*. 2nd Ed. Miami, Florida. 1993.
- 10 Shapiro, Alan C, *Multinational Financial Management*. New Delhi, Prentice Hall of India. 1995.

**SEMESTER – IV**  
**GROUP 'C': INTERNATIONAL BUSINESS**  
**MCO04011T: INTERNATIONAL FINANCIAL MANAGEMENT**

**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**

- Foreign Exchange System: The Internationalization of Business and Finance, Alternative Exchange Rate Systems; International monetary system, The European Monetary System.
- Foreign Exchange Rate Determination: Introduction to spot market and Forward Market; Setting the Equilibrium Spot Exchange Rate; Factors affecting Currency Value: BOP Approach & Asset Market Approach; Role of Central Bank in Determination of Exchange Rates; Parity conditions in International Finance: Arbitrage and Law of One Price; Purchasing Power Parity; Fisher Effect; Fisher Effect in International Context.

**SECTION-B**

- Currency Forecasting: Interest Rate Parity Theory, The relationship between forward and future spot rate, Currency Forecasting;
- Balance of payments: Balance of Payment Categories: Current Account, Capital Account, Official Reserves Account; Balance of Payment: The International flow of goods, services and capital, Coping with current account deficit.

**SECTION-C**

- Country Risk Analysis: Country Risk Analysis, Measuring & Managing Political Risk, Firm Specific Risks; Country Risk Analysis: Study of Economic & Political Factors Posing Risk,
- Measuring & Managing Various Exposures: Transaction Exposure Operating Exposure, Translation Exposure. Risk Hedging-An Introduction

**SECTION-D**

- Foreign Exchange Risk Management: Foreign Exchange Instruments, Recent developments in derivatives markets in India; Currency Futures & Options Market; Interest Rate & Currency Swaps; Interest rate Forwards & Futures.

**Suggested Readings:**

1. Shapiro Allan C (2003), “Multinational Financial Management”, 7<sup>th</sup> Edition, John Wiley & Sons, Singapore
2. Apte P.G. (2009) International Financial Management, 5<sup>th</sup> Edition, Tata McGraw Hill, India
3. Bhalla, V. K (2008), “International Financial Management”, 7<sup>th</sup> Edition, Anmol Publications, India
4. Eiteman, Stonehill, Moffett(2004), “ Multinational Business Finance”, 10<sup>th</sup> Edition, Pearson Education, India

**SEMESTER – IV**  
**GROUP 'C': INTERNATIONAL BUSINESS**  
**MCO04012T: INTERNATIONAL MARKETING**

**Credits: 4-0-0**

**Time: 3 Hours**

**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**

International Marketing-Definition, Concept And Setting; Distinctions between International Trade, Marketing and Business; Economic Environment of International Marketing; International Institutions-World Bank, IMF, UNCTAD, GATT, Customs Union, Common Markets, Free Trade Zones, Economic Communities;

**SECTION-B**

Constraints on International Marketing -Fiscal and Non-fiscal Barriers, Non-tariff Barriers; Trading Partners.

Bilateral Trade Agreements, Commodity Agreements and GSP; India and World Trade, Import And Export Policy, Direction and Quantum of India's Exports; Institutional Infrastructure for Export Promotion; Export Promotion Councils.

**SECTION-C**

Public Sector Trading Agencies, ECGC, Commodity Boards etc.; Procedure and Documents-Registration of Exporters, Export Quotations, Production and Clearance of Goods for Exports.

**SECTION-D**

Shipping and Transportation, Insurance, Negotiation of Documents; Instruments of Payments-Open Account, Bills of Exchange; Letter of Credit -Export Finance; International Marketing Mix-Identification of Markets, Product Policy, International Product Life Cycle, Promotion Strategy, Pricing Strategy and Distribution Strategy; Various Forms of International Business; Marketing of Joint Ventures and Turnkey Projects.

**Suggested Readings:**

1. Bhattacharya, B., *Export Marketing: Strategies for Success*. New Delhi, Global Business Press, 1991.
2. Johri. Lalit M., *International Marketing: Strategies for Success*. University of Delhi, Faculty of Management Studies, 1980.
3. Keegan, Warren, *Global Marketing Management*, Englewood Cliffs, New Jersey, Prentice Hall Inc., 1995.
4. Onkvisit, Sak and Shaw, J J. *International Marketing: Analysis and Strategy*. New Delhi, Prentice Hall of India, 1995.
5. Terpstra, Vern and Sarathy. R., *International Marketing*. Orlando, Dryden Press, 1991.
6. Walter, I and Murray, T., *Handbook of International Business*. New York, John Wiley, 1988.

**The list of cases and specific references including recent articles and reports will be announced in the class at the time of launching of the course.**

**SEMESTER – IV**  
**GROUP 'D': MARKETING MANAGEMENT**  
**MCO04013T: ADVERTISING AND SALES MANAGERMENTS**

**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**

**Introduction to Advertising**

Nature and scope and functions of Advertising, Classification of Advertising, Advertising as an element of Marketing Mix, Advertising as a Tool of Communication, Setting Advertising Objectives;

Behavioral Dynamics – The DAGMAR Approach, Hierarchy of Effects Model, New Adopter Model, AIDA Model;  
Advertising and Product Life Cycle;

**SECTION-B**

Developing Segmentation and Positioning Strategies for Advertising – Segmenting on the Basis of Usage Patterns and Commitment Level, Segmenting Business Markets, Formulating Positioning Strategy, Benefit Positioning, User Positioning and Competitive Positioning;  
Ethical Aspects of Advertising – Misleading Advertising, Deceptive Advertising and Shock Advertising;  
Economic Effects and Legal Aspects of Advertising;

**SECTION-C**

**Managing an Advertising Program:**

Message Structure – Appeals, Copy, Layout;  
Advertising Media – Media Planning, Media Selection and Scheduling;  
Measuring Advertising Effectiveness – Pre-testing and Post-testing copy;  
Advertising Budget – Top Down Methods: Affordable Method, Percentage of Sales Method, Competitive Parity Method; Build-up Approach: Objective and Task Method;  
Advertising Agencies – Types, Role and Functions;  
Social and Cultural Consequences of Advertising – Advertising and Stereotyping;

**SECTION-D**

**Sales Management:**

Nature and Scope of Sales Management, Personal Selling Objectives;  
Sales Force Organization – Nature and Types;  
Sales Force Recruitment – Process and Sources;  
Sales Force Selection Process;  
Managing Sales Training Programs – Need and Objectives;  
Motivating Sales Personnel – Significance, Financial and Non-Financial Reward System, Sales Meetings and Sales Contests;  
Designing Sales Territories and Sales Quotas – Objectives and Types;  
Developing and Managing Sales Evaluation Program.



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**SEMESTER – IV**

**Suggested Readings:**

1. Belch, George E. and Belch, Michael A. “Advertising and Promotion”, Tata McGraw Hill, 6<sup>th</sup> Edition
2. Guinn, Allen, Chris T., Semenik, Richard J. “Advertising & Integrated Brand Promotion”, Thomson – South Western, 4<sup>th</sup> Edition.
3. Batra, Rajeev, Mayers, John G., and Aaker, David A. “Advertising Management”, Pearson Education, 5<sup>th</sup> Edition
4. Spiro, Stanton and Rich “Management of a Salesforce”, Tata McGraw Hill; 11<sup>th</sup> Edition
5. Richard R Still, Cundiff W Edward Govoni A P Norman, “Sales Management: Decision Strategy and Cases”, Pearson Education; 5<sup>th</sup> Edition

**SEMESTER – IV**

**GROUP 'D': MARKETING MANAGEMENT  
MCO04014T: BRAND AND DISTRIBUTION MANAGEMENT**

**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**

**Brand Management:**

Brands and Brand Management: Meaning, Importance of brands; Concept of Brand Equity.

Brand Loyalty: Meaning and Measuring, Brand Loyalty; Strategic Value of Brand Loyalty; Maintaining and Enhancing Brand Loyalty.

Customer Based Brand Equity: Defining Customer based Brand Equity; Brand Knowledge; Sources of Brand Equity – Brand Awareness, Brand Image; Building a Strong Brand – Brand Building Blocks, Brand Salience, Brand Performance, Brand Imagery, Brand Judgments, Brand Feelings, Brand Resonance.

Brand Positioning: Identifying and Establishing Brand Positioning;

**SECTION-B**

Concept of brand personality

Brand Associations: Product Attributes, Intangibles, Customer Benefits, Relative Price, Use/Application, User/Customer Leveraging Secondary Brand Association: Country of Origin, Co-branding, Licensing Celebrity Endorsement.

Designing and Implementing Branding Strategies: Brand-Product Matrix; Brand Hierarchy; Brand Extensions.

Measuring and Interpreting Brand Performance: Measuring sources of brand equity; Qualitative Research Techniques: Free association, Projective Techniques; Quantitative Research Techniques: Awareness, Image.

Brand Valuation Methods.

**SECTION-C**

**Retail Management:**

Introduction to Retailing: Nature and Scope of Retailing, Types of Retail Formats, Retail

Franchising: Concept, Types, Advantages and Disadvantages.

Retail Locations: Types of Retail Locations; Steps involved in choosing a Retail Location; Methods of Evaluating a Trading Area.

Retail Merchandising: Concept of Merchandising; Planning Merchandising assortments.

**SEMESTER – IV**

**SECTION-D**

Servicing the Retail Customer: Concept of Customer Service; Importance of Service in Retail; Customer Service as a part of Retail Strategy;  
Retail Store Design and Visual Merchandising: Importance of Store Design; Exterior Store Design; Interior Store Design; Visual Merchandising.  
Supply Chain Management: Concept of Supply Chain Management with reference to Retailing; Supply Chain Integration.

**Suggested Readings:**

1. Keller, Kevin Lane: Strategic Brand Management: Building, Measuring and Managing Brand Equity (Prentice Hall India: New Delhi), Third Edition (2008).
2. Aaker, David: Managing Brand Equity (Free Press: New York) (1991)
3. Swapna Pradhan: Retailing Management (Tata McGraw Hill: New Delhi) Third Edition, (2009)
4. Levy, Michael and Weitz, Barton A.: Retailing Management (Tata McGraw Hill: New Delhi)
5. Dunne, Patrick M; Lusch, Robert F. and Griffith David A.: Retailing (Cengage, New Delhi)

**SEMESTER – IV**  
**GROUP 'D': MARKETING MANAGEMENT**  
**MCO04015T: SERVICES MARKETING**

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

**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**

**Introduction to services:** Meaning and need for services marketing, Service and technology, Differences in goods versus services marketing, Service marketing mix.

**Customer Expectations of Services:** Meaning and types of services expectations, Factors that influence customer expectations of services, Model of customer service.

**Customer Perceptions of Services:** Customer satisfaction, Service quality, Service encounters, Strategies for influencing Customer perceptions.

**Understanding customer Expectations & Perceptions through Marketing Research:** Using marketing research to understand customer expectation, Elements in effective services marketing research program, Analyzing and interpreting marketing research findings, using marketing research information

**SECTION-B.**

**Service Recovery:** Impact of service failure and recovery, Service recovery paradox, How customer respond to service failures? Why do/don't people complain, Customer expectation after complain, Switching versus staying post service recovery, Service recovery strategies.

**Service Development & Design:** Challenges of service design, Service redesign, Stages in new service development, Service blueprinting, High performance service innovations.

**Physical Evidences and Servicescape:** Types of servicescapes, Role of servicescape, Framework for understanding servicescape effects on behavior, Approaches for understanding servicescape effects, Guidelines for physical evidence strategy.

**SECTION-C**

**Employees' Role in Service Delivery:** The critical importance of service employees, Boundary/spanning roles, Hire the right people, Develop people to deliver service quality, Retain the best people.

**Customers' Role in Service Delivery:** importance of customers' in service delivery, customers' roles, Self-service technologies, Strategies for enhancing customers' participation, Managing the customer-mix

**Delivery Service through Intermediaries & Electronic Channels:** service Intermediaries, Direct or company owned channels, Common issues involving intermediaries, Key intermediaries for service delivery, Strategies for effective service delivery through intermediaries

**Integrated Service Marketing Communications:** Need for co-ordinate in marketing communication, Reasons for service communication problems, Matching service promises with delivery, exceeding customer expectations.

## SEMESTER – IV

### SECTION-D

**Pricing of Services:** Services prices for consumers, cost-based pricings, Competition-based pricing, Demand-based pricing, discounting odd pricings, Synchro-pricing, Penetrating pricing, Prestige pricing, Skimming pricing, Value pricing, Marketing segmentation pricing, Price framing, Price bundling, Complimentary pricing, result-based pricing, Contingency pricing, Sealed bid contingency pricing, Money-back guarantees, commissions.

**Financial & Economic Effects of Service:** Service & profitability, Offensive marketing effects of service, Defensive marketing effects of service, customers' perceptions of service & purchase intentions, Drivers of service quality, Customer retention & profits.

**Integrated Gaps Model of Service Models of Service Quality:** Gaps model of service quality, Gronroos' perceived service quality model, SERQUAL, Zeithamal's RATER model, Kano's two factor model.

**Organizing for Change Management & Service Leadership:** Service-profit chain, Qualities associated with service leaders, Reducing inter-functional conflicts, Change management, Evolution versus turnaround, Valuating leadership potential, Leadership culture & climate.

#### **Suggested Readings:**

1. Zeithaml, V.A., Bitner, "Services Marketing", 3<sup>rd</sup> Edition, Tata McGraw Hill, New Delhi.
2. Lovelock, Wirtz Jochen, Chatterjee; "Services Marketing: People, Technology, Strategy", Sixth Edition, Pearson Education, New Delhi.
3. Payne, Adrian: The Essence of Services Marketing, Prentice Hall of India, New Delhi.
4. Nargundhar, Rajendra "Services Marketing" 2<sup>nd</sup> Edition Tata McGraw Hill, New Delhi.
5. Goncalves, Karen P: "Services Marketing– A Strategic Approach", Prentice Hall International, New Jersey.

# FACULTY OF SCIENCES

## SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2025

### M. Sc. Fashion Designing & Merchandising (CREDIT BASED GRADING SYSTEM) (FOR COLLEGES) (Semester: I - IV)

Examinations: 2023-25



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## GURU NANAK DEV UNIVERSITY AMRITSAR

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**M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER SYSTEM)  
(CBGS) (FOR COLLEGES)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2025**

**Scheme**

**Semester-I**

Code	Subject	Credits			Total Credits	Duration of exam.	Total Marks
		L	T	P			
MFD01001L	Fashion Illustration (Prac.)	0	0	3	3	4 Hrs.	75
MFD01002L	Product Development- Workshop (Prac.)	0	0	3	3	5 Hrs.	125 (75+50)
MFD01003L	Pattern Making and Grading (Prac.)	0	0	3	3	3 Hrs.	75
MFD01004L	Computer Aided Fashion Designing (Prac.)	0	0	4	4	3 Hrs.	100
MFD01005T	History of Indian Costumes (Theory) + Int. Project	3	0	1	4	3 Hrs.	100 75+25
MFD01006T	Textile Chemistry (Theory)	2	0	0	2	3 Hrs.	50
MFD01007L	Textile Chemistry (Prac.)	0	0	2	2	3Hrs.	50

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**Semester-II  
Scheme of Studies & Examination**

Code	Subject	Credits			Total Credits	Duration of exam	Total Marks
		L	T	P			
MFD02001L	Fashion Illustration (Prac.)	0	0	3	3	4 Hrs.	75
MFD02002L	Product Development- Workshop (Prac.)	0	0	4	4	5 Hrs.	150 (75+75)
MFD02003L	Pattern Development & Draping (Prac.)	0	0	3	3	3 Hrs.	75
MFD02004L	Computer Aided Fashion Designing (Prac.)	0	0	3	3	3 Hrs.	75
MFD02005T	Fashion Merchandising and Marketing (Theory)	4	0	0	4	3 Hrs.	100
MFD02006T	Research Methodology (Theory)+ Questionnaire Survey (Internal)	2	0	1	3	3 Hrs	75 50+25

- In plant Training: Students to undertake in-plant training for one-month in any garment industry/ Manufacturing unit/Export unit/Textiles manufacturing unit/ Merchandising Firm, after Semester II. A project report and certificate of completion from the training unit to be submitted in the department is mandatory.**



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**Semester-III**

**Scheme of Studies & Examination**

Code	Subject	Credits			Total Credits	Duration of exam	Total Marks
		L	T	P			
MFD03001L	Product Development- Workshop (Prac.)	0	0	4	4	5 Hrs.	150 (100+50)
MFD03002L	Advance Draping (Prac.)	0	0	3	3	3 Hrs.	75
MFD03003L	Computer Aided Fashion Designing (Prac.)	0	0	3	3	3 Hrs.	75
MFD03004L	Surface Ornamentation (Prac.)	0	0	2	2	4 Hrs.	50
MFD03005T	Global Costumes (Theory)	3	0	0	3	3 Hrs.	75 Project (int.) 25
MFD03006L	Traditional Indian Embroideries (Prac.)	0	0	2	2	-	50
MFD03007T	Communication Skills (Theory)	3	0	0	4	3 Hrs.	75
MFD03008L	Communication Skills (Prac.)	0	0	1		3 Hrs	25

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**Semester-IV**

**Scheme of Studies & Examination**

Code	Subject	Credits			Total Credits	Duration of exam	Total Marks
		L	T	P			
MFD04001L	Portfolio Development (Prac.)	0	0	3	3	3 Hrs	75
MFD04002L	Product Development-Workshop (Prac.)	0	0	4	4	5 Hrs	150 (100+50)
MFD04003T	Fashion Merchandising and Retailing (Theory)	4	0	0	4	3 Hrs.	100
MFD04004L	Indian Traditional Textiles (Seminar) (Prac.)	0	0	2	2	3 Hrs.	50
MFD04005T	Communication Skills in English (Theory)	3	0	0	3	3 Hrs.	75
MFD04006L	Communication Skills in English (Prac.)	0	0	1	1	3 Hrs.	25
MFD04007L	Project Report/Design Project / Survey / Lab Experiment (Prac.)	0	0	3	3	3 Hrs.	75

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MFD01001L : Fashion Illustration (Practical)

**Credits : 0-0-3**

**Practical: 2 x 3 Pds/ Week**

**Max. Marks: 75**

**Time: 4 Hrs**

**Objective:**

- To understand fashion illustration concepts and techniques.

**Instructions to the Examiner:**

- The Examiner will set 3 questions. One question from each unit, questions may have sub parts.

**Unit – I**

- **Basic drawing techniques** and sketching, nature study (Flowers and leaves).
- **Basic Block Figure – Kids**
- **Flesh figure** in different poses – Kids.

**Unit – II**

- **Rendering different mediums** – Pencil (Charcoal, Staedtler), Poster, Water, Oil, Pastel and Ink.
- **Colour and Colour Wheel.**
- **Colour Schemes** – Monochromatic, Achromatic, Polychromatic, Adjacent, Complementary, Warm, Cool, Rainbow Pastels, Tints and Shades and using them in Geometrical, Abstract and Realistic Designs

**Unit – III**

- **Patterns and Motifs** suitable for kids wear
- **Creating various textures using different techniques and mediums** – Net, Knit, Denim, Velvet, Lace, Fur, Brocade, Tweed, Leather, Silk and Corduroy.

**Books Recommended:**

- 1) Abling Bina, “ Fashion Sketch Book”, 2006 by Fairchild Publication
- 2) Stan Smith, “The Illustration handbook” 1984 by Macdonld Co.
- 3) Julian Seaman, “Professional Fashion Illustration” by B.T. Batsford Ltd.
- 4) Kathryn McKelvey “Illustrating Fashion” by Blackwell Science.
- 5) Ireland Patrick John, “Fashion Design Drawing Presentation”, 1996 B.T. Batsford Ltd.
- 6) Allen and Seaman, “Fashion Drawing- The Basic Principles” 1994, B.T. Batsford, London.

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MFD01002L : Product Development-Workshop (Practical)

Credits : 0-0-3

**Practical: 2 x 5 Pds/ Week**  
**Time for Paper: 5 Hrs**

**Total Marks: 125**  
**Workshop Ext.:75**  
**Workshop Int :50**

**Objective:**

To enable the students to apply the knowledge of design process in making a collection.

**PRODUCT DEVELOPMENT**

**Instructions to the Examiner:**

Construction of any one garment from below mentioned kids wear :

- Party Wear
- Casual Wear
- Sports Wear
- Uniform (School)

Emphasis should be given to pattern development, placement on the fabric, design features, and finishing of the garment.

**WORKSHOP**

**Instructions to the Faculty:**

Students to construct three Garments from the below mentioned kid's wear collection.

- Party Wear
- Casual Wear
- Sports Wear
- Uniform (School)

**The jury comprising of teaching faculty will mark the three Garments attempted by the students, out of 50 marks. The marks distribution of the collection will be as follows:**

**Design Development** **15 Marks**

- Research
- Finalisation of Theme
- Sourcing
- Finalization of designs
- Measurement and specification sheets

**Pattern Development** **10 Marks**

- Development of basic blocks
- Pattern making and layout

**Product Development** **15 Marks**

Construction on actual fabric

- **Photo Shoot** **10 Marks**

**The Documentation of all processes in one report to be submitted in the department**

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**Books Recommended:**

**Essential Reading:**

- 1) McCall's Sewing in Colour, 1971, Butterick Publishing Co.
- 2) Singer Sewing Book, 1943, Mary Brooks Picken, Kessinger Publishing.
- 3) Measure, Cut and Sew, Holt Rinehart and Winson.1922, Mc Millian Publishing Company.
- 4) Bray N., Dress Pattern Designing, 2003 (5<sup>th</sup> edition) Willey Blackwell.
- 5) Pattern Making for Fashion Design by Helen Joseph Armstrong, 2005, Prentice Hall.
- 6) Tata Sharon Lee, "Inside Fashion Design", 1977, Francisco Canfield Press,
- 7) Ireland Patrick John, Fashion Design Drawing and Presentataion, 1996, B.T.Batsford London,
- 8) Seaman, Julian, Professional Fashion Illustration, 1995, B.T. Batsford London,
- 9) Drake And Nicholas, "Fashion Illustration", 1994, Thames and Hudson London.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-I)  
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MFD01003L : Pattern Making and Grading (Practical)

Credits : 0-0-3

Total Marks - 75

Practical: 2 x 3 pds/ week

Time: 3 hrs

**Objective:**

- To understand the importance of pattern development.
- To apply the knowledge of pattern development for creating structural designs.

**Instructions to the examiner:**

The examiner will set one question each from Unit II, III and IV.

**Unit – I**

**Introduction to Pattern Making**

- Pattern making tools.
- Pattern making terms.

**Anthropometric measurements** (in cms and inches)

**Study of various sizes and measurements:** measurement charts, selection of right size, fitting problems.

**Unit - II**

**Child Bodice block and Sleeve Block**

**Adult Bodice block and Sleeve block using metric system.**

**Drafting of Sleeves:-**

- Circular/ Handkerchief
- Bishop Sleeve
- Lantern Sleeve
- Juliet Sleeve
- Saddle Sleeve
- Drop Shoulder Sleeve.

**Drafting of Collars:**

- Winged Collar
- Chelsea Collar
- Bishop Collar
- Coat Collar
- Shawl Collar
- Stand & Fall Collar
- Convertible Collar.

**Drafting of Skirts:**

- Basic Skirt
- Wrap around skirt
- Handkerchief skirt

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**Developing contoured Patterns:**

- Halter Style
- Off Shoulder
- Double Breasted

**Unit - III**

**Dart Manipulation:**

- Shifting of Darts by pivot method, slash and spread method on full scale. (One Exercise for each of the following)
- Single Dart Series
- Two Dart Series
- Multiple Dart Series
- Princess Line and Empire Style Lines
- Style Darts
- Yokes
- Gathers

**Unit – IV**

**Introduction to Grading-:** Direct and Vector Method

- Grading of Adult Bodice Block
- Grading of Full Sleeve
- Grading of Skirt Block.

**Books Recommended:**

**Essential Readings:**

1. Bernard Zamkoff and Jeanne Price, Creative Pattern Skills for Fashion Design (f.i.t. Collection), 1990, Publisher: Fairchild Books & Visual.
2. Helen Joseph Armstrong, Pattern making for Fashion Design, 2000, Dorling Kindersley (India) Pvt. Ltd. India.
3. Sandra Betzina, Fast Fit – Easy Pattern Alterations for Every Figure, 2003 Taunton Pr.

**Further Readings:**

4. Gale Grigg Hazen, Fantastic Fit for Every Body, 1998, Published by Rodale Press
5. Pati Palmer and Marta Alto Palmer, Fit for real People, 1998., Pletsch Inc.,
6. Kathleen Maggio, Altered Clothing.
7. Pati Palmer and Susan Pletsch, Easy, Easier, Easiest Tailoring,; 2000., Published by Palmer/ Pletsch Inc.,

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MFD01004L : Computer Aided Fashion Designing (Practical)

Credits : 0-0-4

Practical: 2 x 4 pds/ week

Total Marks - 100

Time: 3 hrs

**Objectives:**

To enable students to handle tools of Adobe Illustrator & Photoshop to create fashion and design Illustration

**Instructions to the Examiner:**

- Question paper will have one question from each unit.
- Each question will carry equal marks.

**Unit I**

**Adobe Illustrator:**

- Introduction Vector Graphic and Bitmap Graphic.
- Opening, closing and saving a file.
- Tool Box
- Grids and Guideline
- Ruler Setting
- Paths – With all options
- Importing and Exporting
- Printing a document
- Filters
- Layers
- All Menus

**Project 1:**

**Drawing the below given Fashion Details by applying various textures and effects.**

**Fashion Details:**

- **Collars:** Turtle, Tuxedo, Cape, Convertible, Shirt, Sailors, Chelsea, Coat, Cowl Neckline.
- **Sleeves:** Raglan, Ruffle, Dolman, Virago, lantern, Leg-O-Mutton, Bell.
- **Bodice:** Basic, Halter Style, Off shoulder, Double Breasted
- **Skirts:** Basic, A-Line, Flared, Fishtail, Petal, Peplum, Puffball, Divided.
- **Trousers:** Basic, Dungarees, Hipster, Capri, Bell Bottom, Jodhpurs, Fisherman Pants, Cargo.
- **Pockets:** Patch, Inseam, Welt, Bound and Pouch.
- **Accessories:** Bags, Belts, Caps, Bows, Jewellery, Scarves.

**Project 2:**

- **Figure Drawing:** Male, Female and Kids.
- **Mood Board and story Board** based on Theme.
- **Design and Drape:** Kids wear



## **Unit-II**

### **Adobe Photoshop**

- Introduction: Vector Graphic and Bitmap Graphic.
- Opening, closing and saving a file.
- Tool Box
- Importing and Exporting
- Printing a document
- Image size and Resolution
- Colour Palettes
- All Menus

### **Project 3:**

### **Draping Simulation:**

### **Books Recommended:**

1. Adobe Photoshop, 12.0
2. Gruman, Galen, Adobe in Design Cs2 Bible.
3. Adobe Illustrator, 12.0
4. Lazer, Susan.H., Adobe Illustrator For Fashion Design
5. Golding, Mordy, Adobe Creative Suite 2

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M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-I)  
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**MFD01005T : History of Indian Costumes (Theory)**

**Credits : 3-0-1**

**Theory: 4 pds/week**  
**Time for Paper: 3 Hrs.**

**Total Marks: 100**  
**Ext: 75**  
**Int (Project):25**

**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**

- **Origin of clothing:** Theories
- **Origin of Costumes** and their development according to social factors.

**SECTION–B**

**Ancient Indian Civilization Costumes:**

- Mauryan and Sunga Period
- Satvanaha Period
- Gupta Period
- **Mughal Period:** - Costumes of Pre- Mughal, Mughal and Post- Mughal Period
- **British Period:** - Costumes of Pre- independence and Post Independence period

**SECTION–C**

**Traditional costumes of India**

- **North Zone** – Punjab, Jammu and Kashmir
- **East Zone** – Assam, West Bengal
- **West Zone** – Maharashtra, Gujrat
- **South Zone** – Kerala, Karnataka

**SECTION–D**

**Dance Costumes of India**

- **Punjab** – Gidda and Bhangra
- **Gujrat-** Garba
- **Manipur** – Raslila
- **AndhraPradesh** – Kuchipudi
- **Orissa-Odissi**

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**PROJECT :( Int: 25 marks)**

**Students to present seminars / Power-Point Presentations along with one or two exhibits / or Displays on any one of the above.**

**Books Recommended:**

**Essential Reading**

1. A.Biswas, Indian Costumes, (2003), Publication Division.
2. Parul Bhatnagar, Traditional Indian Costumes and Textiles, (2004), Abhishek Publications

**Further Reading:**

3. J.R. Planche, History of British Costumes, 2001.
4. Indian Textile Prints, (2004) the Pepline Press Agile Rabbit Editions.
5. Ritu Kumar, Costumes and Textiles of Royal India, (1999), Christie's Book.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-I)  
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MFD01006T : Textile Chemistry (Theory)

**Credits : 2-0-0**  
**Total Marks: 50**

**Time for Paper: 3 Hrs**

**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.

**Objectives:**

To impart knowledge and develops capacities of the students in subjects like- Textile Technology, Garment Production, Chemical Processing of Textiles and to develop the process of critical and analytical thinking and encourage the students to pursue further studies and research in the areas of Textiles and Apparels.

**SECTION-A**

Explain the following terms with example-

- Polymerisation (Addition Polymerisation, Condensation Polymerisation), Homopolymer, Copolymer (Alternating Copolymer, Block Copolymer, Graft Copolymer, Random Copolymer)
- Intrapolymer Bonding
- Inter-Polymer forces of attraction: Van Der Waals' forces, Hydrogen Bonds, Salt Linkages, Cross-Links

**SECTION-B**

- Water Molecules and Textile Fibres
- Requirements of Fibre-forming Polymers-  
Hydrophilic properties, Chemical resistance, Linearity, Length, Orientation (Amorphous and Crystalline)

**SECTION-C**

- General consideration with regard to fibre properties-
  - i. The macro-structure of a textile fibres and filament- Fibre length, Fibre Thickness, Fibre length to Fibre Breadth (Thickness) Ratio, Lustre
  - ii. The micro-structure of a textile fibre and filament- Fibre tenacity, Elastic plastic nature, Hydroscopic Nature, Thermal properties, Chemical Properties

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**SECTION-D**

- Classification of Dyes
- Brief Explanation of Natural Dyes-Their source and extraction (Indigo, Marigold, Madder, Henna, Turmeric, Pomegranate)
- Brief Explanation of Synthetic Dyes- Basic Dyes, Acid (Anionic) Dyes, Mordant or Chrome Dyes, Substantive Direct Dyes, Azoic Dyes, Disperse Dyes, Vat Dyes, Pigment Dyes, optical Brighteners (Colorless Dyes).
- Brief Explanation of Dyeing Methods- Stock dyeing, Top dyeing, Yarn dyeing, Skein (hank) dyeing, Jig dyeing, Pad dyeing, Cold Pad-Batch dyeing, Beam dyeing, Jet dyeing, Garment dyeing

***Books:***

<b>Sr.n o.</b>	<b>Booktitle</b>	<b>Publisher</b>	<b>Author</b>
1.	Textile Science-An Explanation of fibre Properties, Second Edition	CBS Publishers & Distributors	E.P.G. Gohl L.D. Vilensky
2.	Textiles-Fibre to Fabric, Sixth Edition	Mc Graw Hill International Editors	Bernard P. Corbman
3.	Pradeep's Clothing Textiles and their Care	Pradeep Publication, Jalandhar	Dr. Rajwinder K. Randhawa
4.	Textile Fibres Dyes, Finishes and Prices		Needles, L. Howard

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-I)  
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MFD01007L : Textile Chemistry (Practical)

**Objectives:**

To enable the students to understand the chemical structure of textile fibres and the effect of various chemicals on them.

**Practical: 2 x 2 Pds/ Week**

**Time for Paper: 3 Hrs**

**Credit : 0-0-2**

**Total Marks: 50**

**Instructions to the Examiner:**

The examiner will set one question from each unit.

**Unit – I**

**Fibre Identification of cotton, wool, Silk, Jute, Nylon, Polyester using the following:**

- Burning
- Microscopic
- Solubility

**Unit – II**

**Fabric Identification on the basis of fabric construction.**

- Woven
- knitted
- Non woven
- Fabric analysis on the basis of the thread count using at least three different types of plain weave fabrics.

**Collection and identification of yarns**

- Simple
- Novelty
- Textured

**Collection and identification of fabric Construction techniques**

- Woven
- Non- Woven
- Knitted

**Unit – III**

**Dyeing of Fabric**

- Cotton with natural dyes and Direct dyes
- Wool with acid dyes
- Silk with basic dyes

**Note:** Students to visit knitting industry/ textile dyeing/ textile testing unit and record the observation to maintain the file.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-I)  
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**Books Recommended:**

**Essential Reading:**

1. Norman Hollen and Jane Saddler, "Textiles" Second Edition. (1949), The Macmillan Company, New York. Collee- Macmillan, Limited London.
2. Bernard P. Corbman, Textiles Fiber to Fabric, Mc Graw, Hill International Editions, (1993), Cataloging Publications.

**Further Reading:**

3. Isabel, B. Wingate Textile Fabrics and their Selection, (1976) Prentice- Hall Inc., Engle Wood Cliffs, N.J.
4. Katarine Paddock, Textile Fibres and their Use-Sixth edition, (1954) –Oxford & IBH Publishing Co., Calcutta, Bombay, New Delhi.
5. Dorothy Siegert Lyle, Modern Textiles – (1971) Jonh Wiley and Sons Inc., New York, London, Sydney, Toronto.
6. Kanwar Varinder Pal Singh, Introduction to Textile, Kalyani Publisher.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-II)  
(CBGS) (FOR COLLEGES)

MFD02001L : **Fashion Illustration (Practical)**

**Credits : 0-0-3**

**Practical: 2 x 3 pds/ week**  
**Time: 4 hrs**

**Total Marks - 75**

**Objective:**

To enable students to draw fashion figures and model figures

**Instructions to the examiner:**

The examiner will set one question from each unit. Questions may have sub-parts.

**Unit-I**

- Basic Block Figure- Female.
- Geometric Fashion model with movable ball joints.
- Figure Drawing in different postures by soft rendering.
- Sketching of Facial features – Eye, Ear, Nose.
- Sketching of Faces & Hair Styles.
- Sketching of hands, Arms, Legs, Feet.

**Unit-II**

- Basic Block Figure –Male.
- Geometric Fashion model with movable ball joints.
- Figure Drawing in different postures.
- Sketching of Facial features – Eye, Ear, Nose.

**Unit-III**

The following details may be illustrated on Male /Female Figure.

- To illustrate detailing of pleats, tucks, darts, yokes and godets.
- Detailing of hemlines, edging, pockets, fasteners, trimmings and accessories.
- To illustrate variations in skirts, dresses, trouser, coats, and jackets.

**Books Recommended:**

**Essential Reading:**

1. Tata Sharon Lee, “Inside Fashion Design”, 1977, Francisco Canfield Press.
2. Ireland Patrick John, Fashion Design Drawing and Presentation”, 1996, B.T. Batsford, London.

**Further Reading:**

3. Seaman, Fashion Drawing – The Basic Principles”, 1994, B.T.Batsford, London,.
4. Seaman Julian, Professional Fashion Illustration”, 1995, Batsford, London,.
5. Drake And Nicholas, “Fashion Illustrations” , 1994, Thames and Hudson, London,.
6. Abling Bina, Fashion Sketch Book”, 2006, Fairchild publication.



M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-II)  
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MFD02002L : Product Development-Workshop (Practical)

Credits : 0-0-4

**Practical: 2 x 5 Pds/ Week**  
**Time for Paper: 5 Hrs.**

**Max. Marks: 150**  
**Workshop Ext.:75**  
**Workshop Int :75**

**Objective:**

To enable the students to apply the knowledge of design process in making a collection

**PRODUCT DEVELOPMENT**

**Instructions to the Examiner:**

Construction of any one garment from the list given below.

- Casual wear
- Party wear (Traditional / Western / Fusion)
- Executive wear
- Night wear

Emphasis should be given to the pattern development, placements on the fabric, design features and finishing of the garment

**WORKSHOP**

**Instructions to the Faculty:**

Students to construct three Garments from the below mentioned Female collection

- Casual wear
- Party wear (Traditional / Western / Fusion)
- Executive wear
- Night wear

**The jury comprising of teaching faculty will mark the three Garments constructed by the students out of 50 marks. The marks distribution of the collection will be as follows:**

<b>Design Development</b>	15 Marks
<ul style="list-style-type: none"> <li>• Research</li> <li>• Finalisation of Theme</li> <li>• Sourcing</li> <li>• Finalization of designs</li> <li>• Measurements and specification sheets</li> </ul>	
<b>Pattern Development</b>	10 Marks
<ul style="list-style-type: none"> <li>• Development of basic blocks</li> <li>• Pattern making and layout</li> </ul>	
<b>Product Development</b>	15 Marks
<ul style="list-style-type: none"> <li>• Construction on actual fabric</li> </ul>	
<b>Photo Shoot</b>	10 Marks
<b>Documentation of all processes in one report to be submitted</b>	

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-II)  
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**Books Recommended:  
Essential Reading:**

1. Connie Amaden-Crawford, A Guide to Fashion to Sewing, Fourth Edition, 1992, Fairchild Publications.
2. Dorothy Wood, The Practical Encyclopedia of Sewing, 1999, Lorenz Books, Anness Publishing Ltd., New York.
3. Connie Long, Clarke Barre, Easy Guide to Sewing Blouses (Sewing Companion Library), 1997, The Taunton Press, Inc.
4. McCall's Sewing in Colour, 1971, Butterick Publishing Co.
5. Singer Sewing Book, 1943, Mary Brooks Picken, Kessinger Publishing.
6. Measure, Cut and Sew; Holt Rinehart and Winson. 1922, Mc Millian Publishing Company.
7. Bray N., Dress Pattern Designing, , 2003(5<sup>th</sup> edition) Wiley Blackwell
8. Pattern Making for Fashion Design by Helen Joseph Armstrong, 2005, Prentice Hall.
9. Tata Sharon Lee, "Inside Fashion Design", 1977, Francisco Canfield Press,.
10. Ireland Patrick John, Fashion Design Drawing and Presentation", 1996, B.T.Batsford, London,.
11. Seaman, Julian Professional Fashion Illustration, 1995, B.T. Batsford, London,.
12. Drake And Nicholas, Fashion Illustrations", 1994, Thames and Hudson, London"

**Further Reading:**

13. Wendy Gardiner, The Encyclopedia of Sewing Techniques a Step-by Step Visual Directory within Inspirational Gallery of Finished pieces, 2003, Piers Spence Search Press Limited Kent.
14. Complete Book of Sewing – A Practical step-by-step Guide to Sewing Techniques, 1996, Dorling Kindersley Publishing Inc. London.
15. Basic Pattern Skills for Fashion Design by Bernard Zamkoff, 1997, Fairchild Publication,.
16. Ernestine Koff, Design Apparel Through Flat Pattern, 2006, Cole Publishing Co.
17. Martin Shoben, Pattern Cutting & Making Up, 1987, Butter Worth, heimeneman.
18. Hilde Jaffe, Draping for Fashion Design, 2007, Claudia Barbara.
19. Ireland, Patrick John, Fashion Design Drawing and Presentation 1996, " , B.T. Batsford, London,.
20. Elisabetta Drudi, T.Paci, "Figure Drawing for Fashion", 2002, The Pepin Press.
21. Bina Abing, Fashion Illustrations , 2008, Fairchild publication,
22. Bina Abing, Fashion rendering with Color, 2000, Fairchild Publication.
23. Thames & Hudson, Vogue Sketch Catalogue, 1911, Si New House.

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M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-II)  
(CBGS) (FOR COLLEGES)

**MFD02003L : Pattern Development and Draping – (Practical)**

**Credits : 0-0-3**

**Practical: 2 x 3 pds/ week**  
**Time: 3 hrs.**

**Max. Marks: 75**

**Objectives:**

- To understand the draping aspects of pattern making.
- To apply the knowledge of draping in developing patterns and designs by draping

**Unit – I**

**Draping basic bodice block**

- Preparation of muslin, Draping steps, Marking and Trueing
- Block with Armhole and Waist dart
- Dart less Block

**Draping of Skirts**

- Draping of basic skirt
- Pleated skirt

**Draping of Sleeve**

- Basic sleeve
- Stylized sleeve (Any one - Raglan, cowl, leg o mutton etc.)

**Unit – II**

**Draping of Collars**

- Convertible collar
- Mandarin collar
- Notched collar
- Shawl collar

**Draping of Torso block using following features:**

- Princess line
- Empire line

**Draping of Bodice with following features:**

- Cowl Neckline: Basic or Cowl with yoke
- Turtle neckline
- Yokes

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**Books Recommended:**

1. Helen Joseph- Armstrong, Draping for Apparel Design, Oct. 1999 Publisher: Fairchild Books & Visual.
2. Connie Amaden – Crawford, The art of fashion Draping, 2<sup>nd</sup> edition (Oct. 1995) Publisher: Fairchild Books, K Visual.
3. Hilde Jaffe, Jurie Reus, Draping for Fashion Design, 1993, Prentice Hall Carrer & Technology.

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MFD02004L : **Computer Aided Fashion Designing (Practical)**

**Credits : 0-0-32**

**Practical: 2 x 3 pds/ week**  
**Time: 3 hrs**

**Max. Marks - 75**

**Objectives:**

To enable students to learn the application of pattern making software

**Instructions for the Examiner:**

- The examiner will set one question covering the whole syllabus. The question will have subparts

**Pattern Making (Using any Software)**

- Introduction
- Notches and Darts
- Pleats, Tucks, yokes, Godets
- Dart manipulation

**Marker Making**

- Marker Making and piece plotting of various product types and printing on A4 sheets.

**Project 1:**

**Pattern**

- Child bodice block and sleeve Block.
- Adult Bodice Block and Sleeve Block (Male and Female)
- Sleeves
- Collars
- Skirts

**Project 2:**

Grading the patterns to various sizes

- Grading of Adult Bodice Block
- Grading of Sleeve
- Grading of Skirt
- Marker setting of all Graded garments.

**Books Recommended:**

1. Software Manuals
2. Joseph, Helen, Pattern Making for Fashion Designing
3. Coklin. Gerry, Pattern Grading for Women's Clothes

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(CBGS) (FOR COLLEGES)

MFD02005T : **Fashion Merchandising and Marketing (Theory)**

**Credits : 4-0-0**

**Theory: 4 pds/ week**

**Max. Marks – 100**

**Time: 3 hrs**

**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**

**Fashion Terminology:** Fashion, Fad, Classic, Style, Trends, Apparel, High Fashion, Mass Fashion, Boutique, Couture, Couturier, Taste, Silhouette.

**Theories of fashion Adoption**

**Fashion Cycle:** Stages of Fashion Cycle, length of cycle, broken fashion cycle.

Accelerating and Retarding Factors

**Fashion Forecasting:** Trend Analysis, Merchandize planning.

**SECTION–B**

**Fashion Business:** Introduction, Scope, Forms of Business Organization.

**Fashion Merchandising:** Introduction, role and responsibility of Merchandiser.

**Range Development:** Product and range development on the basis of fashion calendar, market research.

**SECTION–C**

**Understanding Marketing and Marketing Process:** Nature and scope

**Strategic Planning in the Markets:** The fashion markets and the marketing environment.

**Market Research:** Consumer market and behaviour of consumers.

**International and Domestic Fashion Markets:** Haute Couture, Prêt – a- Porter, Mass production.

**Fashion Markets of World:** Italy, Paris, India.

**SECTION-D**

**Advertising** - Role and types of Advertising.

**Sales Promotion:** Techniques, Promotional stores.

**Fashion Photography** – Design Studios.

**Collection Shows, Fashion Shows, Publicity**

**Books Recommended:**

**Essential Reading:**

1. Merchandise Buying & Management, John Donnellan, 2001, Fairchild Books,.
2. Kitty G. Dickerson, Inside The Fashion Business, 7<sup>th</sup> Edition, 2003 Prentice hall
3. Elaine Stone, The Dynamics of Fashion, 2004, Fairchild.
4. Jay Diamond; Ellen Diamond, The World of Fashion , 2007, Fairchild.

**Further Reading:**

5. Gini Stephens Frings, Fashion from Concepts to Consumer, 1982, Prentice hall,.
6. Tony Hines, Fashion Marketing, 2006, Butter Worth – Heinemann.
7. Rosemary Varley, Retail Product Management : Buying and Merchandising, 2005, Routledge.
8. John Giacobello, Careers in fashion Industry, 2000, Rosel Pub. Group.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-II)  
(CBGS) (FOR COLLEGES)

MFD02006T : RESEARCH METHODOLOGY

Credits : 2-0-1

Total Marks: 75

Theory:-50 Marks

Internal:- 25 Marks

Time for Paper: 3 Hrs

**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.

**Objective:** To introduce the importance of research  
To prepare the students for research projects  
To devise a research project

**SECTION–A**

1. Meaning, objectives and Types of Research
2. First phase of Research process: Formulating the research problem and Development of hypothesis.
3. Review of Literature

**SECTION–B**

4. Preparing the Research Design: Exploratory, Descriptive, Diagnosis, Experimentation.
5. Sampling Design: Deliberate Sampling, Simple Random Sampling, Stratified Sampling, Cluster Sampling.
6. Collection of data

**SECTION–C**

7. Measurements and Scaling Techniques- Nominal, Ordinal, Interval and Ratio.
8. Processing and analysis of data: Coding and tabulation.

**SECTION–D**

9. Introduction of measures of central Tendency: Mean, Median and mode, Percentage, Chi-square, z-test, t-test.
10. To Plan a layout of research project.



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**Questionnaire Survey (Internal)**

Students will collect information regarding attribute, attitude of population related with clothing/textile/craft work/fashion. They will formulate a questionnaire schedule comprising of 30 questions in following categories

- Personal Demographics
- Consumer Behavior towards Fashion Adoption
- Consumer Buying Behavior

Students will interview the respondents (15-20); thereby analyze the results in 500 words only.

**Suggested Readings:**

1. Cooper, D. R. and Schindler, P.S., “*Business Research Methods*”, 9<sup>th</sup> Edition, Tata McGraw Hill, New Delhi.
2. Levine, D.M., Krehbiel T.C. and Berenson M.L., “*Business Statistics*”, 12<sup>th</sup> Edition (2012), Pearson Education, New Delhi.
3. Kothari, C. R., “*Research Methodology*”, 2<sup>nd</sup> Edition (2008), New Age International.
4. Anderson, D.R.; Sweeney, D.J. and Williams, T.A., “*Statistics for Business and Economics*”, 2<sup>nd</sup> Edition (2011), Thompson, New D

**MFD03001L : Product Development-Workshop (Practical)**

**Credits : 0-0-4**

**Objective:**

To enable the students to apply the knowledge of design process in making a collection.

**Practical: 2 x 5 Pds/ Week**

**Time for Paper: 5 Hrs**

**Total Marks: 150**

**Workshop Ext.:100**

**Workshop Int : 50**

**PRODUCT DEVELOPMENT**

**Instructions to the Examiner:**

Construction of any one Male garment from the list given below.

- Casual wear
- Traditional Indian wear
- Street wear
- Formal wear

Emphasis should be given to pattern development, placements on the fabric, design features and finishing of the garment.

**WORKSHOP**

**Instructions to Faculty**

Students to construct three Garments from the below mentioned garments for Male.

- Casual wear
- Traditional Indian wear
- Street wear
- Formal wear

**The jury comprising of teaching faculty will mark the three Garments attempted by the students out of 50 marks. The marks distribution of the collection will be as follows:**

**Design Development**

**15 Marks**

- Research
- Finalisation of Theme
- Sourcing
- Finalization of designs
- Measurements and specification sheets.

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**Pattern Development** **10 Marks**

- Development of basic blocks
- Pattern making and layout

**Product Development** **15 Marks**

- Construction of garment on fabric

• **Photo Shoot** **10 Marks**

**Documentation of the process to be submitted**

**Books Recommended:**

**Essential Reading:**

- 1) McCall's Sewing in Colour, 1971, Butterick Publishing co.
- 2) Singer Sewing Book, 1943, Mary Brooks Picken, Kessinger Publishing.
- 3) Measure, Cut and Sew, Holt Rinehart and Winson.1922, Mc Millain Publishing Company.
- 4) Bray N., Dress Pattern Designing, 2003 (5<sup>th</sup> edition) Willey Blackwell.
- 5) Helen Joseph Armstrong, Pattern Making for Fashion Design 2005, Prentice Hall.
- 6) Tata Sharon Lee, "Inside Fashion Design", 1977, Francisco Canfield Press,
- 7) Ireland Patrick John, Fashion Design Drawing and Presentation, 1996, B.T. Batsford London,
- 8) Seaman, Julian, Professional Fashion Illustration, 1995, B.T. Batsford London,
- 9) Drake And Nicholas, "Fashion Illustration", 1994, Thames and Hudson London.

**Further Reading**

- 10) Basic Pattern Skills for Fashion Design by Bernard Zamkoff, 1997, Fairchild Publication,.
- 11) Ernestine Koff, Design Apparel through Flat Pattern, 2006, Cole Publishing Co.
- 12) Martin Shoben, Pattern Cutting & Making Up, 1987, Butterworth, Heimeneman.
- 13) Hilde Jaffe, Draping for Fashion Design, 2007, Claudia Barbara.
- 14) Ireland, Patrick John, Fashion Design Drawing and Presentation 1996," B.T. Batsford, London,.
- 15) Elisabetta Drudi, T.Paci, "Figure Drawing for fashion", 2002, The Pepin Press.
- 16) Bina Abing, Fashion Illustration, 2008, Fairchild Publication.
- 17) Bina Abing, Fashion Rendering with Color, , 200, Fairchild Publication.
- 18) Thames & Husdon, Vogue Sketch Catalogue, 1911, Si New House.

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M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-III)  
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MFD03002L : Advance Draping (Practical)

Credits : 0-0-3

**Objectives:**

- To understand the draping aspects of pattern making.
- To apply the knowledge of draping in developing patterns and designs by draping.

**Practical: 2 x 3 Pds/ Week**

**Total Marks: 75**

**Time for Paper: 3 Hrs**

**Instructions to the Examiner:**

- Examiner will set one question from each unit.

**Unit – I**

**Draping of Skirts**

- A- line skirt with flair
- Gathered skirt with yoke
- Pleated skirt
- Circular skirt
- Skirt with Frills, Flounces or Ruffles.
- Gored skirt

**Unit-II**

- Draping of Pants
- Draping of Bustier
- Draping and stitching any one garment

**Books Recommended:**

1. Helen Joseph- Armstrong, Draping for Apparel Design, Oct. 1999 Publisher: Fairchild Books & Visual.
2. Connie Amaden – Crawford, The Art of Fashion Draping, 2<sup>nd</sup> edition (Oct. 1995) Publisher: Fairchild Books, K Visual.
3. Hedde Jeffe, Jurie Reus, Draping for Fashion Design, 1993, Prentice Hall Carrer & Technology.
4. Connie Amaden, The Art of Fashion Draping Crawford Fairchild.

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M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-III)  
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**MFD03003L : Computer Aided Fashion Designing (Practical)**

**Credits : 0-0-3**

**Objectives:**

To develop portfolio for different type of audiences through Computer Aided Designing.

**Practical: 2 x 4 pds/ week**

**Total Marks: 75**

**Time for Paper: 3 Hrs**

**Instructions to the Examiner:**

Examiner to set one theme and students to make one mood board and one design sheet.

**Instructions to the Faculty:**

The art portfolio is an expression of a graduating student's creativity, design/ ability, technical expertise, illustration and presentation skills. It should exhibit the student's inclination towards the particular segment of the industry by identifying the target customers, design requirements and pricing.

**Uniform Format:** It is important to keep all the sheets of the same size to maintain visual continuity. Sheets should be grouped separately and systematically either horizontally or vertically. This ensures uniformity of presentation. The presentation of the portfolio depends on the contents and also on layouts. The end result should look very neat and professional.

**Project**

Create a portfolio, incorporate all the skills of textiles and fashion details through Computer Aided Designing.

**The Portfolio must include:**

- Curriculum Vita
- Page of Contents
- Theme of the project
- Mood board, Story Board, Ideation Board, Swatch Board
- Design for men, women and children
- Pattern Layout

**Book Recommended**

1. Software Manuals

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(CBGS) (FOR COLLEGES)

**MFD03004L : Surface Ornamentation (Practical)**

**Credits : 0-0-2**

**Objective:**

To acquaint the students with various ornamentation techniques on the fabrics.

**Practical: 2 x 2 Pds/ Week**

**Total Marks: 50**

**Time for Paper: 4 Hrs**

**Instructions to the Examiner:**

The examiner will set two questions, one from each unit.

**Instructions to the Faculty:**

Students to learn the techniques and prepare samples of the following:

**Unit-I**

- Block printing
- Screen printing.
- Stencil printing
- Tie & Dye
- Fabric painting

**Unit-II**

- Gold & Silver embroidery
- Mirror work
- Sequin work
- Patch work
- Appliqué work
- Quilting
- Macramé
- Crochet.

**Note: Students to incorporate the above in their Apparels.**

**Books Recommended:**

1. Indian Embroidery – Savitri Pandit.
2. Bhatnagar, Parul – Traditional Indian Textiles.
3. Irwin and Hall Indian Embroideries, Published by S.R. Bastikar, P.B. 28, Ahmedabad.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-III)  
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MFD03005T : Global Costumes (Theory)

Credits : 3-0-0

**Objectives:**

- To acquaint the students with the history and evolution of world costumes.

**6 Pds/ Week**

**Time for Paper: 3 Hrs**

**Ext.:75**

**Project (int.) :25**

**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**

Babylonian Costumes  
Persian Costumes  
Renaissance Costumes

**SECTION-B**

Egyptian Costumes  
Greek period

**SECTION-C**

Roman Period  
Byzantine Period

**SECTION-D**

Victorian Period  
French Revolution  
20<sup>th</sup> Century Fashions

**Project:(Int:25)**

Students to prepare power point presentation/ seminar / poster presentation or window display on any one of the above.

**Books Recommended:**

**Essential Reading:**

- Bradley, Carolyn G., Western World Costume, 1955, British Commonwealth.

**Further Reading:**

- The Victoria and Albert Museum's Textile Collection British Textiles from 1850 to 1900 by Linda Parey V and A Publications.
- The Complete Costumes History (Tashon) Auguste Rachinet (1825-1893)

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-III)  
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MFD03006L : **Traditional Indian Embroideries (Practical)**

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

**Practical: 3 Pds/ Week**

**Samples for Traditional Embroideries.**

- Kantha
- Kasuti
- Kashida
- Kutch
- Chikankari
- Chamba Rumal
- Sindhi
- Phulkari
- Manipuri

**Note: Students to incorporate the above in their Apparels.**

**A visit to any textile museum / Craft cluster / Craft area. Survey and documentation of the selected craft situation as it exists and how it has evolved, to study:**

- The textile craft and handicraft of the area in detail.
- The technicalities as well as the present status of the craft.
- Role of designer to uplift the craft
- Study the consumer choice, the marketing channels and outlets.
- Students make a detailed documentation of the implements, materials and process used.
- They will submit the document in the form of Oral Presentation or Display.

**Books Recommended:**

**Essential Reading:**

1. Rustarm; J. Mehta, "Masterpieces of Indian Textiles", (1970), D.B. Taraporevala Sons & Co., Pvt.Ltd.
2. Joyee Storey, 'The Thames and Hudson- Manual of Textile Printing.' (1974), Thames and Hudson – London.
3. Abraham T.M., Handicraft of India, Graphics Columbia, New Delhi, 1964, Mulk Raj Anand Marg, Vol. VIII, 1954.

**Further Reading:**

4. Bhushan Brij Jamila , The Costumes and Textiles of India, 1958, D.B. Taraporewala Sons and Co., Ltd, Bombay.
5. Bhattacharyya A.K, Chamba Rumal, 1968, Indian Museum, Calcutta.
6. Dongerkery, Kamala S., Romance of Indian Embroidery, 1951, Thacker & Co. Ltd. Bombay.
7. Dhamija Jasleen., The Kanthas of Bengal, 1971, The Times of India Annual.
8. Irwin John and Schwartz P.R., Studies in Indo-European textiles, 1966, Calico Museum of textile, Ahmedabad.
9. Irwin and Hall, Indian Embroideries, Published by S.R. Bastikar, P.B. 28, Ahmedabad.
10. Joshi Indira, Kasuti of Karnatak, Popular Prakashan, Bombay 1963.
11. Indian Embroidery – Savitri Pandit.



M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-III)  
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MFD03007T : **Communication Skills (Theory)**

**Credits : 3-0-0**

**Marks: 75**

**Time: 3 hrs**

**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: Basic Communication, Basic forms of Communication, principles / Concepts of effective Communication

**SECTION-B**

Reading Skills: Model of Reading to learn – Reading tactics and strategies; Reading Purpose- Kinds of purpose and associated comprehension. Reading outcomes: Paraphrasing / Précis – writing and Summary writing.

**SECTION-C**

Letter – Writing: Writing styles and formatting of letters, business letters, request letters, good news and bad news letters, Persuasive letters, sales letters, collection letters etc.

**SECTION-D**

Article Writing on Issues Related to Fashion, Style and Design: How to begin, the topic sentence and the controlling idea, structure, coherence, descriptive writing techniques and critical appreciation.

**MFD03008L : Communication Skills (Practical)**

**Credits : 0-0-1**

**Practical: 6 pds/ week**  
**Time: 3 hrs**

**Marks: 25**

**PRACTICAL**

**Instructions to the Examiner for Practical/ Oral Exam:**

The Practical/ Oral Examination will be conducted by the examiner appointed by GNDU as per rules. The Examiner will test pronunciation of the examinees by giving them oral exercises on Word-Stress and connected speech. The examiner will test the listening skills of the examinees by playing a recorded cassette or by reading out a passage himself / herself and asking questions. He /she may also ask the examinees to take notes.

**Pronunciation - 7**

**Word Stress- 7**

**For Practical:**

**Listening Comprehension - 6**

**Note Taking – 5**

**Pronunciation-** Introduction of English sounds and their symbols, word- stress features of connected speech – Rhythm, Assimilation, Elision, Linking

**Listening Skills**

Principles of effective Listening, factors effecting Listening

- Listening to T.V. News / Audio Cassettes
- Note – Taking.

**Books Recommended:**

1. John Seely: Oxford Guide to Effective Writing and Speaking OUP
2. Geetha Nagaraj – A Course in Grammar and Composition, Foundation Books, 2006
3. A Course in Listening and Speaking I by V. Sasikumar etal, Foundation Books.
4. English Phonetics and Phonology by Peter Roach, Cambridge University Press.
5. Advance learner’s Dictionary (New Edition).
6. English Pronouncing Dictionary, By Daniel Jones, Cambridge University Press.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04001L : Portfolio Development (Practical)

Credits : 0-0-3

**Objective:**

To develop portfolios for different types of audiences.

**Practical: 2 x 4pds/ week**

**Total Marks - 75**

**Time: 3 hrs**

**Instructions to the Examiner:**

The examiner will set one theme based question. Emphasis should be given to the theme, design features and presentation.

**Instructions to the Faculty:**

The art portfolio is an expression of a graduating students creativity, design/ ability, technical expertise, illustration and presentation skills. It should exhibit the students inclination towards the particular segment of the industry by identifying the target customers, design requirements and pricing. It should ideally comprise of 30-35 sheets keeping the following points in mind.

**Uniform Format:** It is important to keep all the sheets of the same size to maintain visual continuity. Sheets should be grouped separately and systematically either horizontally or vertically. This ensures uniformity of presentation. The presentation of the portfolio depends on the contents and also on layouts. The end result should look very neat and professional.

**The Portfolio must include:**

- Curriculum Vita
- Page of Contents
- Theme of the project
- Mood board, Story Board, Ideation Board, Colour Palette and Fabric Chart.
- Thumbnails.
- There should be inclusion of designs for Male/ Female/ Kids.
- Flat working drawings, specification sheets showing technical strength are vitally important. Line planning, Fabric Indications, Fabric Consumption detailed measurement charts etc are all essential. These are to be used in conjunction with croquies.
- The Collection is to be based on innovative fabric combinations, surface texture and ornamentation. It is very important that the designs and embroidery motifs be original.

**Books Recommended:**

**Essential Reading:**

1. Tata Sharon Lee, "Inside Fashion Design", 1977, Francisco Canfield Press.
2. Ireland, Patrick John, Fashion Design Drawing and Presentation, 1996, B.T. Batsford London.

**Further Reading:**

3. Allen and Seaman, Fashion Drawing – the Basic Principles, 1994, B.T. Batsford, London.
4. Seaman, Julian, Professional Fashion Illustration, 1995, B.T. Batsford, London.
5. Drake and Nicholas, "Fashion Illustrations", 1995, Thames and Husdon, London.
6. Abling Bina, Fashion Sketch Book, 2006, by Fairchild publication.
7. Vogue Sketch Catalogue.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04002L : **Product Development- Workshop –(Practical)**

**Credits : 0-0-4**

**Objective:**

To enable the students to apply the knowledge of design process in making a collection.

**Practical: 2 x 5 Pds/ Week**

**Time: 5 hrs**

**Total Marks: 150**

**Ext.:100**

**Workshop:(Int: 50)**

**PRODUCT DEVELOPMENT**

**Instructions to the Examiner:**

The Examiner will set one theme based question for construction. The emphasis should be given to design features, pattern development, placements on the fabric and finishing of the garments.

**WORKSHOP**

**Instructions to the Faculty:**

Students to design a line taking inspiration from a theme and construct three garments with at least three accessories for Kids / Male/ Female

**The jury comprising of teaching faculty will mark the three Garments attempted by the students out of 50 marks. The marks will be as follows:**

<b>Design Development</b>	15 Marks
<ul style="list-style-type: none"> <li>• Research</li> <li>• Finalisation of Theme</li> <li>• Sourcing</li> <li>• Finalization of designs</li> <li>• Measurements and specification sheets.</li> </ul>	
<b>Pattern Development</b>	5 Marks
<ul style="list-style-type: none"> <li>• Development of basic blocks</li> <li>• Pattern making and layout</li> </ul>	
<b>Product Development</b>	15 Marks
<ul style="list-style-type: none"> <li>• Construction on actual fabric</li> </ul>	
<b>Photo Shoot</b>	5 Marks
<b>Accessories</b>	10Marks

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**Books Recommended:**

**Essential Reading:**

- 1) McCall's Sewing in Colour, 1971, Butterick Publishing Co.
- 2) Singer Sewing Book, 1943, Mary Brooks Picken, Kessinger Publishing.
- 3) Measure, Cut and Sew, Holt Rinehart and Winson.1922, Mc Millain Publishing Company.
- 4) Bray N., Dress Pattern Designing, 2003 (5<sup>th</sup> edition) Willey Blackwell.
- 5) Helen Joseph Armstrong, Pattern Making for Fashion Design, 2005, Prentice Hall.
- 6) Tata Sharon Lee, "Inside Fashion Design", 1977, Francisco Canfield Press,.
- 7) Ireland Patrick John, Fashion Design Drawing and Presentation", 1996, B.T.Batsford London,.
- 8) Seaman, Julian, Professional Fashion Illustration, 1995, B.T. Batsford London,
- 9) Drake and Nicholas, "Fashion Illustartion", 1994, Thames and Hudson London.

**Further Reading**

- 10) Bernard Zamkoff, Basic Pattern Skills for Fashion Design 1997, Fairchild Publication,
- 11) Ernestine Koff, Design Apparel through Flat Pattern, 2006, Cole Publishing Co.
- 12) Martin Shoben, Pattern Cutting & Making Up, 1987, Butterworth, Heimeneman.
- 13) Hilde Jaffe, Draping for Fashion Design, 2007, Claudia Barbara.
- 14) Ireland, Patrick John, Fashion Design Drawing and Presentation 1996," B.T. Batsford, London.
- 15) Elisabetta Drudi, T.Paci, "Figure Drawing for Fashion", 2002, The Pepin Press.
- 16) Bina Abling, Fashion Illustration, 2008, Fairchild Publication.
- 17) Bina Abling, Fashion Rendering with Color, , 200, Fairchild Publication.
- 18) Thames & Husdon, Vogue Sketch Catalogue, 1911, Si New House.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04003T : Fashion Merchandising and Retailing (Theory)

Credits : 4-0-0

**Objectives:**

- To help students comprehend the jobs of a merchandiser, buyer, store manager, Visual Merchandiser.

**Theory: 4 pds/ week**

**Total Marks: 100**

**Time: 3 hrs**

**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**

- **Retail Organisational structure store;** Buying, Selling, Line and Staff function, Retailing formats, Role and Responsibility of Retail Fashion Buyer.
- **Customer identification, Customer, Planning and role of Buyer.**

**SECTION-B**

- **Retail store chains** – National (Ebony, Fab India, Ritu Wears, Shoppers Stop) and International (Tommy Hilfiger, Espirit)
- **Store Operations. Store merchandise, stores management, Fashion supply changes** – store retailing, non store retailing.
- **Speciality store:** Single line stores, Single Brand Stores and Multiple line Stores.
- **Departmental Stores**
- **Mass Merchants:** Discounters, Off Price Retailing, Outlet Stores

**SECTION-C**

**Retail Fashion Promotion**

- Marketing Channels
- Planning and Direction'
- Retail Advertising
- Publicity
- Special Events
- Visual merchandise
- Personal Selling
- Relationship Marketing

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

**SECTION-D**

**Brands and labels**

**Purchase Term:** Discount, Purchase Order, Payment Terms.

**Costing:** Cost Price, Selling Price, Backward costing.

**Books Recommended:**

**Essential Reading:**

1. John Donnellan, Merchandise Buying & Management, 2001, Fairchild Books.
2. Kitty G. Dickerson, Inside The Fashion Business, 7<sup>th</sup> Edition, 2003 Prentice Hall
3. Elaine Stone, The Dynamics of Fashion, 2004, Fairchild.
4. Jay Diamond; Ellen Diamond, The World of Fashion, 2007, Fairchild.
5. John Donnellan, Merchandise Buying & Management, 2001, Fairchild Books.
6. Kitty G. Dickerson, Inside the Fashion Business, 7<sup>th</sup> Edition, 2003, Prentice Hall.
7. Elaine Stone, The Dynamics of Fashion , 2004, Fairchild.
8. Jay Diamond; Ellen Diamond, The World of Fashion, 2007, Fairchild.

**Further Reading:**

9. Gini Stephens Frings, Fashion from Concepts to Consumer, 1982, Prentice Hall.
10. Tony Hines, Fashion marketing, 2006, Butter Worth – Heinemann.
11. Rosemary Varley, Retail Product Management : Buying and Merchandising, 2005, Routledge.
12. John Giacobello, Careers in fashion Industry, 2000, Rosel Pub. Group.
13. Gini Stephens Frings, Fashion from Concepts to Consumer, 1982, Prentice Hall.
14. Tony Hines, Fashion Marketing, 2006, Butter Worth- Heinemann.
15. Rosemary Varley, Retail Product Management: Buying and Merchandising 2005, Routledge.
16. John Giacobello, Careers in Fashion Industry, Rosel Pub. Group, 2000.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04004L : **Indian Traditional Textiles (Seminar)**

**Credits : 0-0-2**

**Objectives:**

- To acquaint the students with the traditional textiles of India.

**Practical: 3 Pds/ Week**

**Total Marks: 50**

**Instruction to faculty:-**

To give an overview of traditional fabrics of different states of India with emphasis on texture design and color.

- Kashmir – Shawls
- Punjab – Phulkari, Bagh.
- Bengal – Baluchari and Jamdani.
- Uttar Pradesh – Brocades, Tanchoi
- Bihar\_ Mabhubani
- Gujrat – Patolas
- Rajasthan – Bandhani, Kota doria
- Andhra Pradesh – Pochampali, kalamkari .
- Orissa –Ikat
- Karantaka – Kasuti, Iikal
- Himachal Pradesh – Chamba Rumal
- Manipur – Embroidery
- Madhya Pradesh – Chanderi Saree, Maheshwari saree.
- Maharashtra – Paithani
- Tamil Nadu – Kanchipuram

**Students to present seminar/powerpoint presentation/ or seminar along with one or two exhibits on any one of the above.**



M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04005T : **Communication Skills in English (Theory)**

**Credits : 3-0-0**

**Marks: 75**

**Time: 3 hrs**

**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 to Video Communication and Video Conferencing. Application of Video Conferencing in business management and marketing.

**SECTION-B**

**Report Writing:** Technical report – style, arrangements, Illustration, main section and appendices, conclusion, list references, table of contents, synopsis, revision.

**SECTION-C**

**Modern Forms of Communication:** E-mails, fax, Advertisements, tender Notices, auction notices, public notices.

**SECTION-D**

**Fashion Terms:** Pliable, Psychedelic, Vogue, Beau , Retro, Queen size, Rag Business/ Rag Trade, private label/ private label brand, Merchandise, Art Deco print, Art Nonveau, Print, Dandy.

**Resume** – Writing and job applications

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04006L : **Communication Skills in English (Practical)**

**Credits : 0-0-1**

**Practical: 6 pds/ week**

**Marks: 25**

**Time: 3 hrs**

**Instructions to the Examiner for Practical/ Oral Exam:**

Oral presentation with / without audio visual aids on a topic already prepared by the examinee.

10 Marks

• Written Presentation / Preparation

5 Marks.

• Extempore

5 Marks

Topic will be given five minutes before the speech. Topic will be related to Fashion Designing

• Group Discussion

5 Marks

**For Practical:**

**Speaking Skills:** Components of an effective talk/ Presentation, Planning and organizing content for a talk/ Presentation, use of Visual aids, effective speaking skills, discussion skills,

Personality Development

Teamwork, Group Discussion, Public speaking, Interview skills, telephone etiquettes, Attitude

Interpersonal skills, Body language.

**Books Recommended**

**Essential Readings**

- John Silly: Oxford Guide to Effective Writing and Speaking OUP.
- M. Raman, Technical Communication OUP
- Geetha Nagaraj – A Course in Grammar and Composition, Foundation Books, 2006
- V. Sasi Kumar – A Course in Listening and Speaking
- Video Communication by James R. Wilcox and David k. Gibson – CMP Books, CMP Media. Inc 600 Harrison, San Francisco CA 94107USA E Book
- E- Book Video Conferencing Hardware and Software Market IGI Consulting, Inc. 214, Harvard Avenue Bostor MA 02134 USA.

M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-IV)  
(CBGS) (FOR COLLEGES)

MFD04007L : **PROJECT REPORT / DESIGN PROJECT / SURVEY / LAB  
EXPERIMENT**

**Credits : 0-0-3**

**3 Pds / Week**

**Time : 3 Hrs.**

**Total Marks: 75**

It is mandatory for students to prepare project report/design project highlighting original work. While preparing the report emphasis should be on the research component covering the following components-

1. Introduction
2. Review of Literature
3. Methodology
4. Results & Discussions
5. Conclusions

**Students to make Power Point presentation of work done in the project & the project report is to be submitted. External examiner shall evaluate the project report and conduct viva.**

1. The principal of the college shall forward two copies of DVD (digital versatile disk) containing all project files of all the students to the university till 30<sup>th</sup> March which will be forwarded to the board constituted for the purpose of evaluation. File name to be saved as university roll number of the student in .pdf form.
2. At the time of vice-voce a hard copy of project report of each student shall be presented to the boards of examiners to assist the board in vice-voce examination as well as physical visualization of result/samples etc.
3. The board of examiners may conduct the viva-voce either exclusively orally or through presentation followed by viva-voce.

# FACULTY OF SCIENCES

## SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

### DIPLOMA COURSE IN NANNY CARE & NUTRITION (Credit Based Grading System) (SEMESTER I-II)

Examinations: 2023 - 24



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## GURU NANAK DEV UNIVERSITY AMRITSAR

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**DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2022 TO YEAR 2025**

**Semester I**

<b>PAPER CODE</b>	<b>Course Title</b>	<b>L.</b>	<b>T.</b>	<b>P.</b>	<b>Credits</b>	<b>Marks</b>
DNC01001T	Pre-natal and post-natal care	3	-	-	3	75
DNC01002L	Pre-natal and post-natal care	-	-	1	1	25
DNC01003T	Wholesome development of child	3	-	-	3	75
DNC01004L	Wholesome development of child	-	-	1	1	25
DNC01005T	Early childhood care and education	3	-	-	3	75
DNC01006L	Early childhood care and education	-	-	1	1	25
DNC01007T	Core communication skill	3	-	-	3	75
DNC01008L	Core communication skill	-	-	1	1	25

**DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER SYSTEM)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2022 TO YEAR 2025**

**Semester II**

<b>PAPER CODE</b>	<b>Course Title</b>	<b>L.</b>	<b>T.</b>	<b>P.</b>	<b>Credits</b>	<b>Marks</b>
DNC02001T	Health and nutrition	3	-	-	3	75
DNC02002L	Health and nutrition	-	-	1	1	25
DNC02003T	ECCE training and trends	3	-		3	75
DNC02004L	ECCE training and trends	-	-	1	1	25
DNC02005T	Basics of computers	3	-	-	3	75
DNC02006L	Basics of computers	-	-	1	1	25
DNC02007T	Nutrition and meal management	3	-	-	3	75
DNC02008L	Nutrition and meal management	-	-	1	1	25

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

**DNC01001T : Pre-Natal and Post-Natal Care**

**Time: 3 Hrs.**

**Credit : 3-0-1**  
**Max. Marks: 100**  
**Theory : 75**  
**Practical : 25**

**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.

**Course Contents**

**SECTION-A**

1. Care of Mother: Pregnancy, Discomforts, physical & psychological care, preparation for delivery.
2. Growth & Development during Pre-Natal period, Factors affecting Pre-Natal Development

**SECTION-B**

1. Reflexes of new born child.
2. Care of Infant: Breast feeding, Bottle feeding, Weaning.

**SECTION-C**

1. Clothing for the Infant.
2. Immunization Schedule.

**SECTION-D**

1. Common Childhood Diseases: common cold, cough, fever, measles.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

DNC01002L : Pre-Natal and Post-Natal Care

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                                      |          |
|--------------------------------------|----------|
| 1. Written Practical:                | 10 Marks |
| 2. Practical File:                   | 5 Marks  |
| 3. Marks Oral Examination:           | 5 Marks  |
| 4. Preparation of Activity Material: | 5 Marks  |

**Course Contents:**

1. Immunization schedule. Time–Table
2. Feeding Practices:
  - a) Sterilization of Feeding bottles
  - b) Preparation of formula milk
3. Weaning Foods: Importance, Preparation of 5 weaning foods.
4. Make a suitable Toy for an Infant.



DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC01003T : Wholesome Development of Child

**Time: 3 Hrs.**

**Credit : 3-0-1**  
**Max. Marks: 100**  
**Theory : 75**  
**Practical : 25**

**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.

**Course Contents**

**SECTION-A**

1. Definition & Importance of Child Development, Stages of Child Development.
2. Principles of Development.
3. Factors affecting Development.

**SECTION-B**

1. Physical Development: Definition, Principles of Physical Development, Physical Growth Cycles, Factors affecting Physical Growth Cycles.
2. Motor Development: Definition. Motor Skills (hand and leg skills), Factors affecting Motor skills, Importance of Motor Skills.

**SECTION-C**

1. Emotional Development: Definition: Emotional Development during Infancy & Childhood, Temper Tantrums, Factors affecting Emotional Development.
2. Social Development: Definition, Social Development during Infancy & Childhood, Role of Family & School in socialisation of child.

**SECTION-D**

1. Language Development: Importance of Speech, Factors affecting Language Development.
2. Play: Meaning & Importance of Play, Selection of suitable toys & Play Material for the child.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

**DNC01004L : Wholesome Development of Child**

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                                      |          |
|--------------------------------------|----------|
| 1. Written Practical:                | 10 Marks |
| 2. Practical File:                   | 5 Marks  |
| 3. Marks Oral Examination:           | 5 Marks  |
| 4. Preparation of Activity Material: | 5 Marks  |

**Course content**

1. Conduct a Height/ Weight Survey on a sample of 25 School going children assessing their physical development.
2. Conduct a Case Study on a School going Child assessing his Motor Development, Social Development, Emotional Development
3. Prepare an Educational Toy suitable for a pre-school/ school going child.
4. Prepare a toy using house-hold material.
5. Exhibit appropriate safety measures for the child using posters or leaflets

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC01005T : Early Childhood Care and Education

**Time: 3 Hrs.**

**Credit : 3-0-1**  
**Max. Marks: 100**  
**Theory : 75**  
**Practical : 25**

**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.

**Course Contents**

**SECTION-A**

1. Need, Importance and objectives of Early Childhood Education. Early childhood stimulation at home and school. Quality of home environment.

**SECTION-B**

1. Historical Prospective of early childhood education Contribution of Agencies to ECCE in India Early Childhood Education Programmes in India and Abroad

**SECTION-C**

1. Essentials of Setting up Early Childhood Education Centers- Building and physical facilities, staff, size of class, supervision and curriculum

**SECTION-D**

1. Types of Preschool Programmes- Kindergarten type, Montessori, Nursery, Open type, Pre basic, Balwadi, Anganwadi, Day care centers.
2. Contribution of Agencies to ECCE in India- ICDS-UNICEF, NCERT

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

**DNC01006L : Early Childhood Care and Education**

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                                      |          |
|--------------------------------------|----------|
| 1. Written Practical:                | 10 Marks |
| 2. Practical File:                   | 5 Marks  |
| 3. Marks Oral Examination:           | 5 Marks  |
| 4. Preparation of Activity Material: | 5 Marks  |

**Course content**

1. A visit to a “model” early childhood educational centre to observe curriculum implementation, indoor and outdoor activities and equipments.
2. Preparation of curriculum calendar (for one academic session) daily time table and detailed activity plan (for each day).
3. Developing an educational kit for enhancing conceptual aspects among pre-school children.
4. Activities for enhancing language development in pre-school children.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC01007T : Core Communication Skills

**Time: 3 Hrs.**

**Credit : 3-0-1**

**Max. Marks: 100**

**Theory : 75**

**Practical : 25**

**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.

**Course Contents**

**SECTION-A**

1. Basic Language skills – Grammar & usage - ability to fill in the blanks.

**SECTION-B**

2. correct errors, choose correct forms out of alternative choices, join clauses, rewrite sentences as directed and replace indicated sections with single words of opposites/synonyms.

**SECTION-C**

3. Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities: a) Active reading of passages on general topics b) Comprehension questions in multiple choice format c) Short comprehension questions based on content and development of ideas

**SECTION-D**

1. Writing Skills: Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.; outline and revision.

Activities: a) Formatting personal and business letters. b) Organising the details in a sequential order c) Converting a biographical note into a sequenced resume or vice-versa d) Ordering and sub-dividing the contents while making notes. e) Writing notices for circulation/ boards

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-I)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

**DNC01008L : Core Communication Skills**

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                            |          |
|----------------------------|----------|
| 1. Written Practical:      | 10 Marks |
| 2. Practical File:         | 5 Marks  |
| 3. Marks Oral Examination: | 10 Marks |

**Course content.**

1. Preparation for group discussions, debates & conferences.
2. Preparing for presentation.
3. Making Poster, advertisements
4. Preparing for interviews.
5. Conducting interviews.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC02001T : Health & Nutrition

Time: 3 Hrs.

Credit : 3-0-1  
Max. Marks: 100  
Theory : 75  
Practical : 25

**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.

**Course Contents**

**SECTION-A**

1. Diet of infant, pre-school children, School going children.
2. Women health & nutrition in adolescence, Pregnancy lactation, adulthood and old age.

**SECTION-B**

1. Importance and functions of food: functions of food - protective, regulatory, body building.
2. Classification of foods: Classification of food based on five or seven food groups.

**SECTION-C**

1. Concept of Balance diet

**SECTION-D**

1. Normal and Therapeutic nutrition for common problems of children like cold, fever, and digestive problems.
2. Personnel Hygiene of Diet Assistant, Personnel Hygiene of Diet Assistant, Healthy living Procedures of hand hygiene,

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DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC02002L : **Health & Nutrition**

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                            |          |
|----------------------------|----------|
| 1. Practical File:         | 5 Marks  |
| 2. Marks Oral Examination: | 5 Marks  |
| 3. Preparation of recipe : | 15 Marks |

**Course Contents:**

1. Development of recipes for school children and preschool children.
2. Preparation of high protein & low calorie diet.
3. Preparation of Five recipes for enhancing nutritional value.



**DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

**DNC02003T : ECCE Training and Trends**

**Time: 3 Hrs.**

**Credit : 3-0-1  
Max. Marks: 100  
Theory : 75  
Practical : 25**

**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. Roles and Responsibilities of Staff. Administration and supervision.
2. Qualities of a good teacher and supervisory staff.
3. Capacity building in staff.

**SECTION-B**

1. Pre-school personnel's and their training.
2. Substitute Child Care. Substitute child care. Needs of infant and children, Kinds of substitute child care.

**SECTION-C**

1. Community Outreach Programmes. Parent and community involvement    Preschool teacher education in India.
2. NCTE courses for teachers education in early childhood education, Pre-primary teacher education curriculum, Women nurtures and care takers, Parent participation in school

**SECTION-D**

1. Role of Nursery school/balwadi's
2. Integrated Child Development Scheme. Packages of services. Objectives of ICDS.
3. Children with special needs and their integration with normal children.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

DNC02004L : ECCE Training and Trends

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                                      |          |
|--------------------------------------|----------|
| 1. Written Practical:                | 10 Marks |
| 2. Practical File:                   | 5 Marks  |
| 3. Marks Oral Examination:           | 5 Marks  |
| 4. Preparation of Activity Material: | 5 Marks  |

**Course Contents:**

1. Collection of self composed age appropriate stories and rhymes for pre-school children
2. Demonstration on making ECE centre childproof, maintenance and care of equipment
3. Activities for generating moral values among pre-school children
4. To create awareness regarding personal hygiene and environment among pre-school children
5. Preparation of article/activity material for motor/social/creative skills development of pre-school Children
6. Formation of PTA.
7. Working out strategies for community involvement in ECE programmes.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC02005T : **Basics of Computers**

**Time: 3 Hrs.**

**Credit : 3-0-1**  
**Max. Marks: 100**  
**Theory : 75**  
**Practical : 25**

**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.

Course Contents

**SECTION-A**

1. Characteristics of computer, Basic applications of computers.

**SECTION-B**

1. Components of Computer System, Classification of computers

**SECTION-C**

1. Word Processing: Opening & closing documents, moving around a document, using a document/Help wizard text, handling multiple documents.

**SECTION-D**

1. Creation, Manipulation & formatting the text.
2. The user interface, window setting.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

DNC02006L : **Basics of Computers**

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                            |          |
|----------------------------|----------|
| 1. Written Practical:      | 10 Marks |
| 2. Practical File:         | 5 Marks  |
| 3. Marks Oral Examination: | 10 Marks |

**Course Contents:**

- 1 Word Processing: Opening & closing documents, moving around a document, using a document/Help wizard text, handling multiple documents.
- 2 Creation, Manipulation & formatting the text.
- 3 The user interface, window setting.

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

DNC02007T : Nutrition and meal management

**Time: 3 Hrs.**

**Credit : 3-0-1**  
**Max. Marks: 100**  
**Theory : 75**  
**Practical : 25**

**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.

**Course Contents**

**SECTION-A**

1. Introduction to nutrition- Food as a sources of nutrients, definition of Nutrition, nutrients, adequate, optimum and good nutrition, malnutrition.
2. Food Preparation Basic terminology used in Cooking. Different methods of cooking - Dry heat, moist heat, frying and microwave cooking. Effect of coking on nutritive value of food.

**SECTION-B**

1. Carbohydrates - Composition, classification, functions, food sources, requirement, deficiencies.
2. Fats and Oils- Composition, Classification, Saturated, Unsaturated fatty acids, food sources, Functions, requirement and deficiencies.

**SECTION-C**

1. Protein - Composition, Classification, Essential and Non- essential amino acids, food Sources, functions, deficiencies.
2. Meal planning: Introduction and Principles of Meal planning.

**SECTION-D**

1. Nutritional requirement and planning diet for: (a) Infancy- Breast feeding- advantage and disadvantage, Importance of Weaning, Weaning foods. (b) Pre-scholars (c) School going child. (d) Adolescent girl and boy (e) Adult male female (sedentary moderate and heavy worker) (f) Pregnant and lactating Women (g) Old Age

DIPLOMA COURSE IN NANNY CARE & NUTRITION (CBGS) (SEMESTER-II)  
**SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024**

DNC02008L : **Nutrition and meal management**

**(PRACTICAL)**

**Time: 2 Hrs.**

**Note : Paper will be set on the spot by the examiner.**

**Distribution of marks for practical examination**

- |                            |          |
|----------------------------|----------|
| 1. Practical File:         | 5 Marks  |
| 2. Marks Oral Examination: | 5 Marks  |
| 3. Preparation of recipe : | 15 Marks |

**Course Contents:**

**1.) Prepare 5 dishes using following methods**

- (a) Boiling: Pulses, rice, soups, deserts, etc.
- (b) Shallow Frying: Pancakes, snacks, etc.
- (c) Deep Frying: Sweet and savory snacks, main dishes, etc.
- (d) Fermenting and Steaming: Idli, dosa, dhokla, etc.

**2 Cook a day's diet for the following age groups**

- (a) Infancy-Weaning foods
- (b) Pre-scholar
- (c) School going child.
- (d) Adolescent girl and boy
- (e) Adult male and female (sedentary worker)
- (f) Pregnant and lactating Women
- (g) old age.

## B .A./ B.SC. SEMESTER I TO VI

SR. NO.	SUBJECTS
	<b>FACULTY OF ARTS &amp; SOCIAL SCIENCES</b>
1.	Political Science
2.	History
3.	Defence & Strategic Studies
4.	Journalism and Mass Communication (Vocational)
5.	Mass Communication and Video Production (Vocational)
6.	Public Administration
7.	Sociology
8.	Women Empowerment
9.	Drug Abuse : Problem, Management and Prevention (Compulsory Paper)
10.	Psychology
11.	Geography
12.	Punjab History & Culture (Special Paper in Lieu of Punjabi Compulsory) (For those students who are not domicile of Punjab)
13.	N.C.C
	<b>FACULTY OF ECONOMICS &amp; BUSINESS</b>
14.	Economics
15.	Quantitative Techniques
16.	Industrial Economics (Vocational)
17.	Agricultural Economics and Marketing
18.	Rural Development
19.	Office Management and Secretarial Practices (Vocational)
20.	Travel and Tourism
21.	Tourism and Hotel Management (Vocational)

22.	Tourism and Travel Management (Vocational)
23.	Tax Procedure and Practices (Vocational)
24.	Advertising Sales Promotion and Sales Management (Vocational)
25.	Commerce
	<b>FACULTY OF SCIENCES</b>
26.	Mathematics
27.	Statistics
28.	Chemistry
29.	Physics
30.	Home Science
31.	Clinical Nutrition and Dietetics (Vocational)
32.	Cosmetology (Vocational)
33.	Fashion Designing and Garment Construction (Vocational)
34.	Early Childhood Care and Education (Vocational)
35.	Food Science and Quality control (Vocational)
	<b>FACULTY OF VISUAL ARTS &amp; PERFORMING ARTS</b>
36.	Fine Arts
37.	Gemology and Jewellery Design (Vocational)
38.	Still Photography and Audio Production (Vocational)
39.	Applied Arts
40.	Sculpture
41.	Music (Vocal )
42.	Music (Instrumental)
43.	Indian Classical Dance
44.	Tabla
	<b>FACULTY OF ENGINEERING &amp; TECHNOLOGY</b>
45.	Computer Science
46.	Information Technology (Vocational)
47.	Computer Maintenance (Vocational)



48.	Computer Applications (Vocational)
49.	Information Technology Specialization Software Development (Vocational)
50.	Automobile Maintenance (Vocational)
51.	Refrigeration & Air Conditioning (Vocational)
	<b>FACULTY OF HUMANITIES &amp; RELIGIOUS STUDIES</b>
52.	Religious Studies (ਧਰਮ ਅਧਿਐਨ)
53.	Philosophy
	<b>FACULTY OF LIFE SCIENCES</b>
54.	Zoology
55.	Botany
56.	Bioinformatics (Vocational)
57.	Biotechnology (Vocational)
58.	Environmental Studies (Compulsory)
	<b>FACULTY OF EDUCATION</b>
59.	Education
60.	Human Rights
	<b>FACULTY OF LANGUAGES</b>
61.	Russian
62.	French
63.	Urdu
64.	Persian
65.	Hindi (Elective)
66.	Functional Hindi (Vocational)
67.	Hindi Patrakarita (Vocational)
68.	Sanskrit (Elective )
69.	Functional Sanskrit (Vocational)
70.	English (Compulsory)
71.	English (Elective)

72.	Functional English (Vocational)
73.	Punjabi (Compulsory) (ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ)
74.	Punjabi (Elective) (ਪੰਜਾਬੀ ਇਲੈਕਟਿਵ)
75.	Mudhli Punjabi (ਮੁੱਢਲੀ ਪੰਜਾਬੀ) (In lieu of Punjabi Compulsory)
76.	Functional Punjabi (ਯੁਕਾਰਜਾ ਪੰਜਾਬੀ) (Vocational)
	<b>FACULTY OF PHYSICAL EDUCATION</b>
77.	Physical Education

# **FACULTY OF ENGINEERING & TECHNOLOGY**

**SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2026**

**FOR**

## **BCA**

**(BACHELOR OF COMPUTER APPLICATIONS)  
(Credit Based Grading System)**

**SEMESTER: I–VI  
EXAMINATIONS:2023-26**



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**GURU NANAK DEV UNIVERSITY  
AMRITSAR**

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- Note:**
- (i) Copy rights are reserved.  
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Please visit the University website time to time.**

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SCHEME  
SEMESTER – I**

Subject Code	Paper Name	M. Marks	Credits		
			L	T	P
BCA01001T	Introduction to Programming – C	75	3	1	0
BCA01002T	Introduction to Computers and Information Technology	75	3	1	0
BCA01003T	Applied & Discrete Mathematics	75	3	1	0
BCA01004L	Practical–I (MS Office 2010 and Basic C Programming)	75	0	0	2
ENL-121	ENL-121 Communication Skills in English – I	100	4	0	0
PBL601	Punjabi Compulsory <b>OR</b>	100	4	0	0
*PBL611	*Mudhli Punjabi <b>OR</b>				
*PHC110	* Punjab History & Culture (From Earliest Times to C 320)				
<b>Total:</b>		<b>500</b>	<b>17</b>	<b>3</b>	<b>2</b>
		<b>Grand Total:</b>	<b>22</b>		

**\*Special Note:-**

- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile/Non-Domicile of Punjab** ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) ਪੜ੍ਹਨਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Non-Domicile of Punjab** ਹਨ ਅਤੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਜਾਂ ਪੰਜਾਬ ਹਿਸਟਰੀ ਐਂਡ ਕਲਚਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਵਿਸ਼ਾ ਚੁਣ ਸਕਦੇ ਹਨ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ, ਪੰਤੂ ਕਿਸੇ ਕਾਰਣ ਪੰਜਾਬ ਤੋਂ ਬਾਹਰ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਹੀ ਵਿਸ਼ਾ ਪੜ੍ਹਨਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ ਅਤੇ ਪੰਜਾਬ ਦੇ ਕੇਂਦਰੀ ਵਿਦਿਆਲਿਆ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸਕੂਲ ਵਿੱਚ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਕਿਸੇ ਕਾਰਣ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਵਿਸ਼ਾ ਹੀ ਪੜ੍ਹਨਗੇ।

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER – II**

Subject Code	Paper Name	M. Marks	Credits		
			L	T	P
BCA02001T	Introduction to Programming – C ++	75	3	1	0
BCA02002T	Principles of Digital Electronics	75	3	1	0
BCA02003T	Numerical Methods & Statistical Techniques	75	3	1	0
BCA02004L	Practical – I (Advanced C++ Programming)	75	0	0	2
ENL222	ENL222 Communication Skills in English – II (Theory)	100	3	0	1
ENP222	ENP222 Communication Skills in English – II (Theory)				
PBL-602	Punjabi Compulsory <b>OR</b>	100	4	0	0
*PBL-612	Mudhli Punjabi <b>OR</b>				
*PHC111	Punjab History & Culture (C 320 TO 1000 A.D.)				
** SOA-105	<b>Drug Abuse: Problem, Management and Prevention (Compulsory Paper)</b>	50	2	0	0
	<b>Total:</b>	<b>500</b>	<b>16</b>	<b>3</b>	<b>3</b>
		Grand Total:	22		

**\*Special Note:-**

- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile/Non-Domicile of Punjab** ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) ਪੜ੍ਹਨਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Non-Domicile of Punjab** ਹਨ ਅਤੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਜਾਂ ਪੰਜਾਬ ਹਿਸਟਰੀ ਐਂਡ ਕਲਚਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਵਿਸ਼ਾ ਚੁਣ ਸਕਦੇ ਹਨ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ, ਪੰਤੂ ਕਿਸੇ ਕਾਰਣ ਪੰਜਾਬ ਤੋਂ ਬਾਹਰ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਹੀ ਵਿਸ਼ਾ ਪੜ੍ਹਣਗੇ।
- ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ **Domicile of Punjab** ਹਨ ਅਤੇ ਪੰਜਾਬ ਦੇ ਕੇਂਦਰੀ ਵਿਦਿਆਲਿਆ ਜਾਂ ਕਿਸੇ ਹੋਰ ਸਕੂਲ ਵਿੱਚ ਪੜ੍ਹੇ ਹਨ ਅਤੇ ਕਿਸੇ ਕਾਰਣ ਉਨ੍ਹਾਂ ਨੇ ਅੱਠਵੀਂ/ਦਸਵੀਂ ਜਮਾਤ ਤੱਕ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਨਹੀਂ ਪੜ੍ਹਿਆ ਹੈ, ਉਹ ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਦਾ ਵਿਸ਼ਾ ਹੀ ਪੜ੍ਹਣਗੇ।

**\*\*Marks of Paper SOA-105 Drug Abuse: Problem, Management and Prevention (Compulsory Paper) will not be included in Grand Total.**

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER – III**

Subject Code	Paper Name	M. Marks	Credits		
			L	T	P
<b>BCA03001T</b>	Computer Architecture	100	3	1	0
<b>BCA03002T</b>	Database Management System	100	3	1	0
<b>BCA03003T</b>	Introduction to Python Programming	100	3	1	0
<b>BCA03005T</b>	Multimedia Technology and Applications	100	3	1	0
<b>BCA03004L</b>	Programming Lab –I Based on Python Programming Language.	50	0	0	2
<b>BCA03006L</b>	Programming Lab –II Practical in Oracle	50	0	0	2
	<b>Total:</b>	<b>500</b>	<b>12</b>	<b>4</b>	<b>4</b>
		<b>Grand Total:</b>	<b>20</b>		

**SEMESTER – IV**

Subject Code	Paper	M. Marks	Credits		
			L	T	P
<b>BCA04001T</b>	Data Structure and File Processing	100	3	1	0
<b>BCA04002T</b>	Information Systems	100	3	1	0
<b>BCA04003T</b>	Internet Applications	100	3	1	0
<b>BCA04004T</b>	System Software	100	3	1	0
<b>BCA04005L</b>	Lab–I Data Structures Implementation using C++	50	0	0	2
<b>BCA04006L</b>	Lab–II Web Designing and use of Internet	50	0	0	2
<b>*ESL-221</b>	<b>Environmental Studies (Compulsory Paper)</b>	<b>100</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total:</b>	<b>500</b>	<b>12</b>	<b>4</b>	<b>4</b>
		<b>Grand Total:</b>	<b>20</b>		

**\* Marks of Paper EVS will not be included in Grand Total.**

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER – V**

Subject Code	Paper Name	M. Marks	Credits		
			L	T	P
BCA05001T	Software Engineering	100	3	1	0
BCA05002T	Web Technologies	100	3	1	0
BCA05003T	Operating System	100	3	1	0
BCA05004T	JAVA Programming Language	100	3	1	0
BCA05005L	Lab based on JAVA Programming Language	50	0	0	2
BCA05006L	Lab based on Website Designing using HTML, JAVA Script and PHP	50	0	0	2
	<b>Total:</b>	<b>500</b>	<b>12</b>	<b>4</b>	<b>4</b>
		<b>Grand Total:</b>	<b>20</b>		

**SEMESTER – VI**

Subject Code	Paper Name	M. Marks	Credits		
			L	T	P
BCA06001T	Computer Graphics	100	3	1	0
BCA06002T	Computer Networks	100	3	1	0
BCA06003L	Lab. Implementation of Applications of Computer Graphics in C++/C	50	0	0	2
BCA06004L	Project	300	0	0	12
	<b>Total:</b>	<b>650</b>	<b>6</b>	<b>2</b>	<b>14</b>
		<b>Grand Total:</b>	<b>22</b>		

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-I**

**BCA01001T: INTRODUCTION TO PROGRAMMING - C**

**Time: 3 Hours**

**M. Marks: 75**

**Credits**

**L T P**

**3 1 0**

**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**

**Fundamentals:** Character set, Identifiers and Key Words, Data types, Constants, Variables, Expressions, Statements, Symbolic Constants.

**Operations and Expressions:** Arithmetic operators, Unary operators, Relational Operators, Logical Operators, Assignment and Conditional Operators, Library functions. Data Input and Output statements

**SECTION–B**

**Control Statements:** Preliminaries, While, Do–while and For statements, Nested loops, If–else, Switch, Break – Continue statements.

**Program Structure Storage Class:** Automatic, external and static variables, multiple programs, more about library functions.

**SECTION–C**

**Functions:** Brief overview, defining, accessing functions, passing arguments to function, specifying argument data types, function prototypes, recursion.

**Arrays:** Defining, processing an array, passing arrays to a function, multi–dimensional arrays.

**Strings:** String declaration, string functions and string manipulation

**SECTION–D**

**Structures & Unions:** Defining and processing a structure, user defined data types, structures and pointers, passing structures to functions, self-referenced structure, unions.

**Pointers:** Fundamentals, pointer declaration, passing pointer to a function, pointer and one-dimensional arrays, operation on pointers, pointers & multi–dimensional arrays of pointers, passing functions, other functions, more about pointer declarations.

**References:**

1. Balaguruswamy: “Programming in ANSIC”.
2. Scaum Outline Series: “Programming in C”.
3. Dennis & Ritchie: “Programming in C”.
4. Stephen G. Kochar: “C Programming”.



**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-I**

**BCA01002T: INTRODUCTION TO COMPUTERS AND INFORMATION  
TECHNOLOGY**

**Time: 3 Hours**

**M. Marks: 75**

**Credits**

**L T P**

**3 1 0**

**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 to Computers and its Applications:**

- Computer as a system, basic concepts, functional units and their inter relation.
- Milestones in Hardware and Software.
- Batch oriented / on–line / real time applications.
- Application of computers.

**SECTION–B**

**Interacting with the Computer:**

**Input Devices:** Keyboard, mouse, pens, touch screens, Bar Code reader, joystick, source data automation, (MICR, OMR,OCR), screen assisted data entry: portable / handheld terminals for data collection, vision input systems.

**Output Devices:** Monitor, Serial line page printers, plotters, voice response units.

**SECTION–C**

**Data Storage Devices and Media:** Primary storage (Storage addresses and capacity, type of memory), Secondary storage, Magnetic storage devices and Optical Storage Devices

**Word Processor using Microsoft Office:** Overview, creating, saving, opening, importing, exporting and inserting files, formatting pages, paragraphs and sections, indents and outdents, creating lists and numbering. Headings, styles, fonts and font size Editing, positioning and viewing texts, Finding and replacing text, inserting page breaks, page numbers, book marks, symbols and dates. Using tabs and tables, header, footer and printing

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-I**

**SECTION-D**

**Presentation Software using Microsoft Office:** Presentation overview, entering information, Presentation creation, opening and saving presentation, inserting audio and video  
**Spreadsheet using Microsoft Office:** Spreadsheet overview, Editing, Formatting, Creating formulas, Graphs.

**Text/References:**

1. Computer Fundamentals – P.K. Sinha.
2. Introduction to Computers – N. Subramanian.
3. Introduction to Computers – Peter Norton Mcgraw Hill.
4. MS–Office – BPB Publications.
5. Windows Based Computer Courses – Gurvinder Singh & Rachpal Singh, Kalyani Pub.
6. Ebooks at OpenOffice.org
7. A Conceptual Guide to OpenOffice.org3, 2<sup>nd</sup> Edition, R. Gabriel Gurley

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-I**

**BCA01003T: APPLIED & DISCRETE MATHEMATICS**

**Time: 3 Hours**  
**M. Marks: 75**

**Credits**  
**L T P**  
**3 1 0**

**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**

**Sets and Relations:** Definition of sets, subsets, complement of a set, universal set, intersection and union of sets, De-Morgan’s laws, Cartesian products, Equivalent sets, Countable and uncountable sets, minset, Partitions of sets, Relations: Basic definitions, graphs of relations, properties of relations

**SECTION–B**

**Logic and Propositional Calculus:** Proposition and Compound Propositions, basic Logical Operations, Propositions and Truth Tables, Tautologies and Contradictions, Logical Equivalence, Duality law, Algebra of propositions, Conditional and Bi conditional Statements, Arguments, Logical Implication, Propositional Functions, Predicates and Quantifiers, Negation of Quantified Statements, Inference theory of the predicates calculus.

**SECTION–C**

**Boolean Algebra:** Boolean algebra and its duality, Duality, Boolean Algebra as Lattices, Boolean identities, sub-algebra, Representation Theorem, Sum-of-Products Form for Sets, Sum of-Products Form for Boolean Algebra, Minimal Boolean Expressions, Prime Implicants, Boolean Functions, Karnaugh Maps.

**SECTION–D**

**Matrices:** Introduction of a Matrix, its different kinds, matrix addition and scalar multiplication, multiplication of matrices, transpose etc. Square matrices, inverse and rank of a square matrix, Matrix Inversion method.

**References:**

1. Lipschutz, S. and Lipson, M.: Discrete Mathematics (Schaum’s outlines Series).
2. Kolman and Busby “Discrete Mathematical structures for Computer Sciences” PHI.
3. Alan Doerr, ”Applied Discrete Structures for Computer Science”, Galgotia Publications.
4. Trambley, J.P. and Manohar,R: Discrete Mathematical Structures with Applications to Computer Science.

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-I**

**BCA01004L: Practical – I**

**(MS Office 2010 & Basic C Programming)**

**M. Marks: 75**

**Credits**

**Operational Knowledge of:**

**L T P**

**0 0 2**

1. C Programming
2. Windows Based Operating System
3. MS – OFFICE (Word and Power Point)

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-I  
ENL121: COMMUNICATION SKILLS IN ENGLISH-I  
(THEORY)**

**Time: 3 Hours**

**Credits: 4-0-0  
(6 periods per week)  
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.

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

**SECTION-A**

**Reading Skills:** Reading Tactics and strategies; Reading purposes-kinds of purposes and associated comprehension; Reading for direct meanings.

**SECTION-B**

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

**Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

**SECTION-C**

**Writing Skills:** Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

**Activities:**

- Formatting personal and business letters.
- Organising the details in a sequential order

**SECTION-D**

Resume, memo, notices etc.; outline and revision.

**Activities:**

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

**Recommended Books:**

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

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**SEMESTER-I**

**PBL601: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

**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 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**

**ਸੈਕਸ਼ਨ-ਏ**

**ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ**

(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਕਵਿਤਾ ਭਾਗ)

(ਕਵਿਤਾ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਮੰਚ ਘਰ**

ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਧੀਰ, ਡਾ. ਹਿਰਦੇਜੀਤ ਸਿੰਘ ਭੋਗਲ (ਸੰਪਾ.), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਵਿਸ਼ਾ-ਵਸਤੂ, ਪਾਤਰ ਚਿਤਰਨ)

**ਸੈਕਸ਼ਨ-ਸੀ**

(ੳ) ਪੈਰਾ ਰਚਨਾ

(ਅ) ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ

**ਸੈਕਸ਼ਨ-ਡੀ**

**ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ:**

ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪਭਾਸ਼ਾ ਵਿਚਲਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ-ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ ਸਿਧਾਂਤ, ਇਤਿਹਾਸ ਅਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
4. ਸਤਿੰਦਰ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
5. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਸਫ਼ਰ ਤੇ ਸ਼ਾਸਤ੍ਰ ਭਾਗ-I, ਸਿੰਘ ਬ੍ਰਦਰਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
6. ਹਰਕੀਰਤ ਸਿੰਘ, ਭਾਸ਼ਾ ਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ।
7. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
8. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
9. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ
10. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।

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**SEMESTER-I**

**PBL611: ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(In lieu of Compulsory Punjabi)**

**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 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 ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਠ-ਕ੍ਰਮ  
ਸੈਕਸ਼ਨ-ਏ**

ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ

- (ੳ) ਨਾਮਕਰਣ ਤੇ ਸੰਖੇਪ ਜਾਣ-ਪਛਾਣ : ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ, ਅਖਰ ਕ੍ਰਮ, ਸਵਰ ਵਾਹਕ (ੳ ਅ ਏ), ਲਗਾਂ-ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ, ਬਿੰਦੀ, ਟਿਪੀ, ਅਧਕ।
- (ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

**ਸੈਕਸ਼ਨ-ਬੀ**

ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ : ਸਵਰ, ਵਿਅੰਜਨ : ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ ਅਤੇ ਉਚਾਰਣ, ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ ਦੀ ਪਛਾਣ।

**ਸੈਕਸ਼ਨ-ਸੀ**

ਪੰਜਾਬੀ ਸ਼ਬਦ ਜੋੜ : ਮੁਕਤਾ (ਦੋ ਅਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕੜ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌੜੇ ਵਾਲੇ ਸ਼ਬਦ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿਪੀ, ਅਧਕ ਵਾਲੇ ਸ਼ਬਦ)  
ਸੁਧ, ਅਸੁਧ (ਪੈਰੇ ਵਿਚ ਲਿਖੇ ਅਸੁਧ ਸ਼ਬਦਾਂ ਨੂੰ ਸੁਧ ਕਰਨਾ)

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਪ੍ਰੋ. ਸੈਰੀ ਸਿੰਘ, ਪ੍ਰੋ. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਭਾਸ਼ਾ ਵਿਗਿਆਨ : ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਉਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
4. ਸਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।

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**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**

**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.

**Credits**

**L T P**

**4 0 0**

**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: 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. Budha Parkash, *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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**SEMESTER-II**

**BCA02001T: INTRODUCTION TO PROGRAMMING - C++**

**Time: 3 Hours**

**M. Marks: 75**

**Credits**

**L T P**

**3 1 0**

**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**

**Programming Paradigms:** Introduction to the object oriented approach towards programming by discussing Traditional, Structured Programming methodology.

**Objects & Classes:** Object Definition, Instance, Encapsulation, Data Hiding, Abstraction, Inheritance, Messages, Method, Polymorphism, Classes, Candidate & Abstract Classes to be examples of the Design process.

**SECTION-B**

**Object Oriented Programming using C++:** Characteristics of OOP, Overview of C++, I/O using cout and cin, Objects and Classes, Member functions and data, private & public, constructor & destructor, Constructor Overloading, Types of Constructors.

**SECTION-C**

**Function Overloading:** Function Overloading, Default Arguments, Ambiguity in Function Overloading.

**Operator Overloading:** Overloading unary and binary operators, Type Conversion using Operator Overloading

**SECTION-D**

**Inheritance:** Concept of inheritance, Base & derived classes, Access Specifiers, Class Hierarchies, Types of Inheritance with examples.

**Virtual Functions and Polymorphism:** Virtual functions, friend functions, static function, this pointer, polymorphism, Types of Polymorphism with examples, templates, class templates.

**Books:**

1. Teach Yourself C++, Herbert Schildth, Tata McGraw Hill.
2. Designing Object Oriented Software Rebacca Wirfs - Brock Brian Wilerson, PHI.
3. Object Oriented Programming in Turbo C++, Robert Lafore, Galgotia Publication.
4. Designing Object Oriented Applications using C++ & Booch Method, Robert C. Martin.

**BCA (Bachelor of Computer Applications) (CBGS)  
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**SEMESTER-II  
BCA02002T: PRINCIPLES OF DIGITAL ELECTRONICS**

**Time: 3 Hours**  
**M. Marks: 75**

**Credits**  
**L T P**  
**3 1 0**

**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**

**Number System:** Introduction, number conversion system , binary arithmetic, representation of signed binary numbers, 1's and 2's complement, Codes: straight binary code, BCD Code Excess3 Code, Grey Code ASCII, Integer and floating point representation

**SECTION–B**

**Logic Gates and Boolean Algebra:** Logic gates, Universal Gates, Boolean algebra and Minimization techniques, canonical forms of Boolean expressions, K-Map

**SECTION–C**

**Combinational Circuits:** Adder, Subtractor, Multiplexer, Demultiplexer, Decoder, Encoder

**Sequential Circuits:** Flip-flops, clocks and timers, registers, counter

**SECTION–D**

**Semiconductor memories:** Introduction, Static and dynamic devices, read only & random access memory chips, PROMS and EPROMS Address selection logic. Read and write control timing diagrams for ICs

**References:**

1. Integrated Electronics by Millman, Halkias McGraw Hill.
2. Malvino: Digital Computer Electronics, McGraw Hill.
3. D.A. Hodges & H.G. Jackson, Analysis and Design of Integrated Circuits, International, 1983.
4. Joph. F. Wakerley, Digital Principles and Practices.
5. Ujjenbeck, John: Digital Electronics: A Modern Approach, Prentice Hall, 1994.
6. Mano, M. Morris: Digital Logic and Computer Design, Edition, 1993.

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**SEMESTER-II**

**BCA02003T: NUMERICAL METHODS & STATISTICAL TECHNIQUES**

**Time: 3 Hours**

**M. Marks: 75**

**Credits**

**L T P**

**3 1 0**

**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.

- I.** That the program for numerical and statistical methods are to be written in C.
- II.** Paper setter indicating thereby that the greater weightage is to be given to exercises rather than theoretical derivation of all numerical and statistical methods.

**Note for Candidate:**

Attempt five questions in all by selecting one question from each section and the fifth question may be attempted from any sections. The students can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

**Introduction:**

1. Numerical Methods, Numerical methods versus numerical analysis, Errors and Measures of Errors.
2. Non-linear Equations, Iterative Solutions, Multiple roots and other difficulties, Interpolation methods, Methods of bi-section, False position method, Newton Raphson – Method.
3. Simultaneous Solution of Equations, Gauss Elimination Method Gauss Jordan Method.

**SECTION-B**

1. Numerical Integration and different Trapezoidal Rule, Simpson's 3/8 Rule.
2. Interpolation and Curve Fitting, Lagrangian Polynomials, Newton's Methods: Forward Difference Method, Backward Difference Method Divided Difference Method.

**SECTION-C**

**Statistical Techniques:**

1. Measure of Central Tendency, Mean Arithmetic, Mean geometric, Mean harmonic, Mean, Median, Mode.
2. Measures of dispersion, Mean deviation, Standard deviation, Co-efficient of variation.
3. Correlation.

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**Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-II**

**SECTION-D**

1. Least square fit linear trend, Non-linear trend.

$$Y = ax^b$$

$$Y = ab^x$$

$$Y = ae^x$$

$$\text{Polynomial fit: } Y = a+bx+cn^2$$

**Books Recommended:**

1. V. Rajaraman: Computer Oriented Numerical Methods, Prentice Hall of India Private Ltd., New Delhi.
2. B.S. Grewal, Numerical Methods for Engineering, Sultan Chand Publication.

**BCA (Bachelor of Computer Applications) (CBGS)**  
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**SEMESTER-II**

**BCA02004L: Practical-I**

**(Advanced C++ Programming)**

**Credits**

**L T P**

**0 0 2**

**M. Marks: 75**

Operational Knowledge and Implementation of Numerical Methods & Statistical techniques using C++ language.

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**SEMESTER-II  
ENL222: COMMUNICATION SKILLS IN ENGLISH – II  
(THEORY)**

**Time: 3 Hours**

**Credits: 3-0-1  
(6 periods per week)  
Max. Marks: 100  
Theory Marks: 70  
Practical Marks: 30**

**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.

**Course Contents:**

**SECTION-A**

**Listening Skills:** Barriers to listening; effective listening skills; feedback skills.

**Activities:** Listening exercises – Listening to conversation, News and TV reports

**SECTION-B**

Attending telephone calls; note taking and note making.

**Activities:** Taking notes on a speech/lecture

**SECTION-C**

**Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

**Activities:** 1) Making conversation and taking turns

2) Oral description or explanation of a common object, situation or concept

**SECTION-D**

The study of sounds of English,  
Stress and Intonation,  
Situation based Conversation in English,  
Essentials of Spoken English.

**Activities:** Giving Interviews

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**SEMESTER-II**

**ENP222: COMMUNICATION SKILLS IN ENGLISH – II**

**PRACTICAL / ORAL TESTING**

**Marks: 30**

**Course Contents:-**

1. Oral Presentation with/without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

**Questions:-**

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

**Note:** Oral test will be conducted by external examiner with the help of internal examiner.

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**SEMESTER-II**

**PBL602 : ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)**

**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 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**

**ਸੈਕਸ਼ਨ-ਏ**

- I. **ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ**  
(ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਕਹਾਣੀ ਭਾਗ)  
ਕਹਾਣੀ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ

**ਸੈਕਸ਼ਨ-ਬੀ**

**ਸ਼ਿਰੋਮਣੀ ਪੰਜਾਬੀ ਕਾਵਿ (ਭਾਗ-II)**

ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ. ਮੇਘਾ ਸਲਵਾਨ (ਸੰਪਾ.),  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਇਸ ਪੁਸਤਕ ਵਿਚੋਂ ਸ਼ੇਖ ਫਰੀਦ, ਸ਼ਾਹ ਹੁਸੈਨ, ਬੁਲ੍ਹੇ ਸ਼ਾਹ, ਪੀਲੂ, ਵਾਰਿਸ ਸ਼ਾਹ, ਕਾਦਰਯਾਰ,  
ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ ਅਤੇ ਸ਼ਾਹ ਮੁਹੰਮਦ ਦਾ ਕਾਵਿ ਹੀ ਪੜ੍ਹਾਇਆ ਜਾਵੇਗਾ।)  
**ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ**

**ਸੈਕਸ਼ਨ-ਸੀ**

- (ੳ) ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ, ਪਰਿਭਾਸ਼ਾ, ਮੁਢਲੇ ਸੰਕਲਪ
- (ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ

**ਸੈਕਸ਼ਨ-ਡੀ**

ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ  
ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਸਤਿੰਦਰ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
2. ਪ੍ਰੋ. ਪਿਆਰਾ ਸਿੰਘ, ਪੰਜਾਬੀ ਵਾਰਤਕ : ਸਿਧਾਂਤ ਇਤਿਹਾਸ ਪ੍ਰਵਿਰਤੀਆਂ, ਨਿਊ ਬੁੱਕ ਕੰਪਨੀ, ਜਲੰਧਰ।
3. ਇੰਦਰਪ੍ਰੀਤ ਸਿੰਘ ਧਾਮੀ, ਪੰਜਾਬੀ ਰੇਖਾ ਚਿਤਰ : ਰੂਪ ਤੇ ਪ੍ਰਕਾਰਜ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਬਲਬੀਰ ਸਿੰਘ ਦਿਲ, ਪੰਜਾਬੀ ਨਿਬੰਧ : ਸਰੂਪ, ਸਿਧਾਂਤ ਅਤੇ ਵਿਕਾਸ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇ ਗਿਆਨੀ ਲਾਲ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
6. ਡਾ. ਅਮਰ ਕੋਮਲ (ਸੰਪਾ.), ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ (ਭੂਮਿਕਾ), ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰੱਸਟ, ਇੰਡੀਆ।
7. ਅਬਨਾਸ ਕੌਰ, ਪੰਜਾਬੀ ਰੇਖਾ ਚਿੱਤਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁੱਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
9. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।



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**SEMESTER - II**

**PBL612: ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(In lieu of Compulsory Punjabi)**

**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 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 ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਠ-ਕ੍ਰਮ**

**ਸੈਕਸ਼ਨ-ਏ**

ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ : ਧਾਤੂ, ਵਧੇਤਰ (ਅਗੇਤਰ, ਮਧੇਤਰ, ਪਿਛੇਤਰ), ਪੰਜਾਬੀ ਕੋਸ਼ਗਤ ਸ਼ਬਦ ਅਤੇ ਵਿਆਕਰਣਿਕ ਸ਼ਬਦ

**ਸੈਕਸ਼ਨ-ਬੀ**

- (ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦ, ਸਮਾਸੀ ਸ਼ਬਦ, ਦੋਜਾਤੀ ਸ਼ਬਦ, ਦੋਹਰੇ/ਦੁਹਰਕਤੀ ਸ਼ਬਦ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ  
(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

**ਸੈਕਸ਼ਨ-ਸੀ**

ਇਕ-ਵਚਨ, ਬਹੁ-ਵਚਨ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਬਹੁ-ਅਰਥਕ ਸ਼ਬਦ, ਸਮਾਨ-ਅਰਥਕ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਲਈ ਇਕ ਸ਼ਬਦ, ਸ਼ਬਦ ਜੋੜ, ਵਿਰੋਧਆਰਥਕ ਸ਼ਬਦ।

**ਸੈਕਸ਼ਨ-ਡੀ**

ਨਿਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ: ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ, ਮਾਰਕੀਟ/ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਿਤ।

**ਸਹਾਇਕ ਪੁਸਤਕਾਂ**

1. ਜੋਤੀ ਸਰਮਾ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਧ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸੰਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
3. ਮਿੰਨੀ ਸਲਵਾਨ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ : ਮੁਢਲੇ ਸੰਕਲਪ, ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਰੰਜੂ ਬਾਲਾ, ਅਰਥ ਵਿਗਿਆਨ, ਆਰਸੀ ਪਬਲਿਸ਼ਰਜ਼, ਦਿਲੀ।

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**SEMESTER – II**

**PHC111 -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**

**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.

**Credits**

**L T P**

**4 0 0**

**SECTION- A**

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

**SECTION- B**

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

**SECTION- C**

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

**SECTION- D**

7. Development of languages and Education with Special reference to Taxila
8. 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)**

**Time: 3 Hours**  
**Max. Marks: 50**

**Credits**  
**L T P**  
**2 0 0**

**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-III**

**BCA03001T: COMPUTER ARCHITECTURE**

**Time: 3 Hours**  
**M. Marks: 100**

**Credits**  
**L T P**  
**3 1 0**

**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**

**Information Representation:** Register Transfer Language, Various Registers, Implementing Common Bus Using Multiplexers: Logical; Arithmetic & Shift Micro – operations.

**Basic Computer Design** Instruction Codes, Computer Instructions, Timing Signals, Instruction Cycle, Design of a Basic Computer.

**SECTION–B**

**CPU Design** General Register Organization, Stack Organized CPU, Instruction Formats, Addressing Modes, Program Control, Hardwired & Microprogrammed (Wilhe’s Design) Control Unit, RISC and CISC Characteristics.

**SECTION–C**

**Memory Organization** Memory Hierarchy, Designs & Concepts of Main Memory, Auxiliary Memory, Associative Memory, Cache and Virtual Memory.

**SECTION–D**

**I/O Organization** I/O Interface, Modes of Transfer, Program Interrupt, DMA & I/O Processor.

**Pipeline & Vector Processing** Introduction to Parallel Processing and Pipelining, SISD, SIMD & MISD, MIMD Machines.

**References:**

Computer System Architecture: M.M. Mano (PHI)

Computer Architecture: J.P. Hayes.

Computer Architecture: Patterson & Hemessy.

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**SEMESTER-III**

**BCA03002T: DATABASE MANAGEMENT SYSTEM**

**Time: 3 Hours**  
**M. Marks: 100**

**Credits**  
**L T P**  
**3 1 0**

**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 to Data, Field, Record, File, Database, Database management system. Structure of database system, Advantage and disadvantage, levels of database system, Relational model, hierarchical model, network model, comparison of these models, E–R diagram, different keys used in a relational system, SQL.

**SECTION–B**

DBA, responsibilities of DBA, Relational form like 1NF, 2NF, 3NF, BCNF, 4<sup>th</sup> NF, 5<sup>th</sup> NF, DBTG, concurrency control and its management, protection, security, recovery of database.

**SECTION–C**

SQL: Introduction to SQL–DDL, DML, DCL, Join methods & sub query, Union Intersection, Minus, Built in Functions, Views, Security amongst users, Sequences, Indexing Cursors–Implicit & Explicit, Functions & Packages Database Triggers.

**SECTION–D**

Big Data: Introduction to Big Data and Analytics, Introduction to NoSQL

**Books and References:**

1. Introduction to Database System by C.J. Date.
2. Database Management System by B.C. Desai.
3. Database Concept by Korth.
4. Simplified Approach to DBMS– Kalyani Publishers
5. Oracle – Developer – 2000 by Ivan Bayross.
6. Database System Concepts & Oracle (SQL/PLSQ) – AP Publishers.
7. <https://www.mongodb.com/nosql-explained>
8. Introduction to NoSQL (Ebook), NoSQL Seminar 2012 @ TUT, Arto Salminen

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**SEMESTER-III**

**BCA03003T: INTRODUCTION TO PYTHON PROGRAMMING**

**Time: 3 Hrs.**  
**M. Marks: 100**

**Credits**  
**L T P**  
**3 1 0**

**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 to Python:** Python’s Technical Strengths, Execution Model, Process of Computational Problem Solving, Different ways to run Python Programs.

**Data and Expressions:** Literals, Variables and Identifiers, Operators, Expressions, Strings, Statements and Data Types, Boolean Expressions (Conditions), Logical Operators, Selection Control, Nested conditions, Debugging

**Lists & Dictionaries:** List Structures, Lists (Sequences) in Python, Iterating Over Lists (Sequences) in Python, Dictionaries and Files, Looping and dictionaries, Advanced text parsing

**SECTION–B**

**Control Structures:** Conditional blocks using if, else and elif, While statement, Definite loops using For, Loop Patterns,

**Functions, Packages and Modules:** Fundamental Concepts, Program Routines, Flow of Execution, Parameters & Arguments, Recursive Functions, Recursive Problem Solving, Iteration vs. Recursion, Understanding Packages, Modules, Top-Down Design, Python Modules Importing own module as well as external modules and packages.

**SECTION–C**

**Files:** Opening Files, Using Text Files, Reading files, Writing files, Understanding read functions, read(), readline() and readlines(), Understanding write functions, write() and writelines(), Manipulating file pointer using seek, String Processing, Exception Handling

**Objects and Their Use:** Introduction to Object Oriented Programming, Concept of class, object and instances, Constructor, class attributes and destructors, Real time use of class in live projects, Inheritance, overlapping and overloading operators, Adding and retrieving dynamic attributes of classes, Programming using OOps support

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**SEMESTER-III**

**SECTION-D**

**Using Databases and SQL:** Database Concepts, SQL basic summary, SQL Database connection using python, creating and searching tables, Programming using database connections, Basic Data modelling, Programming with multiple tables

**Reference Books:**

1. Python for Informatics, Charles Severance, version 0.0.7
2. Introduction to Computer Science Using Python: A Computational Problem-Solving Focus, Charles Dierbach, Wiley Publications, 2012, ISBN : 978-0-470-91204-1
3. Introduction To Computation And Programming Using Python, GUTTAG JOHN V, PHI, 2014, ISBN-13: 978-8120348660
4. Introduction to Computing & Problem Solving Through Python, Jeeva Jose and Sojan P.Lal, Khanna Publishers, 2015, ISBN-13: 978-9382609810
5. Introduction to Computing and Programming in Python, Mark J. Guzdial, Pearson Education, 2015, ISBN-13: 978-9332556591
6. Fundamentals of Python by Kenneth Lambert, Course Technology, Cengage Learning, 2015
7. Learning Python by Mark Lutz, 5th Edition, O'Reilly Media, 2013



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**SEMESTER – III  
BCA03005T : Multimedia Technology and Applications**

**M. Marks: 100**

**Credits**

**Time: 3 Hours**

**L-T-P**

**3-1-0**

**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:** Multimedia, history of Multimedia, components, uses of multimedia. Multimedia market, resources for multimedia developers, types of products. Hardware and software, multimedia computer architecture. Overview of Multimedia application softwares (e.g. Adobe Photoshop, Audacity, Final Cut Pro, WordPress, Blender)

**Text:** Elements of Text, Text data files, using text in Multimedia applications, font editing & design tools, Hypermedia & Hypertext.

**SECTION–B**

**Images:** Still Images – Bitmaps, Vector Drawing, 3D Drawing & rendering, Natural Light & Colours, Computerized Colours, Colour Palletes, Image File Formats

**Graphics:** Elements of graphics, images and colour, graphics file and application formats, obtaining images for multimedia use, using graphics in multimedia applications

**SECTION–C**

**Sound:** Digital Audio, MIDI Audio, MIDI vs Digital Audio, Audio File Formats.

**Video:** How Video Works, Analog Video, Digital Video, Video File Formats, Video Shooting and Editing

**SECTION–D**

**Animation:** Principle of Animations. Animation Techniques, Animation File Formats

**Making Multimedia:** Stages of a multimedia project, requirements to make good multimedia, Multimedia Hardware, Macintosh and Windows production Platforms, Hardware peripherals, Connections, Memory and storage devices, Multimedia software and Authoring tools.

**Course Outcome:**

- To provide various concepts of multimedia and its applications
- To understand the basic concepts of Multimedia Systems
- To learn representations, perceptions and applications of Multimedia
- To understand the technologies behind multimedia applications

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**SEMESTER – III**

**References:**

1. Multimedia Technology and Applications, David Hillman, Galgotia Publications Pvt Ltd.
2. Fundamentals of Multimedia, Le-Nian Li and Mark S. Drew, Pearson Education International
3. Tay Vaughan, Multimedia Making it Work, Tata McGraw – Hill Edition
4. V.K. Jain, Introduction to Multimedia and its applications, Khanna Publishing
5. K. Andleigh and K. Thakkar, “Multimedia System Design”, PHI

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**SEMESTER-III**

**BCA03004L (Programming Lab-I)**

**Credits**  
**L T P**  
**0 0 2**

**Lab – I:** Based on Python Programming Language : 50 Marks



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**SEMESTER-IV**

**BCA04001T: DATA STRUCTURES AND FILE PROCESSING**

**Time: 3 Hours**

**M. Marks: 100**

**Credits**

**L T P**

**3 1 0**

**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**

**Basic Data Structures:** Introduction to elementary Data Organization and operations, complexity of Algorithms and Time space trade off, Arrays, Stacks, Queues, Linked Lists.

**SECTION–B**

Trees Binary Trees & Binary Search Trees. Graphs and Algorithms to manipulate them.

**Searching Techniques:** Linear and Binary Search.

**SECTION–C**

**Sorting Techniques:** Bubble Sort, Selection Sort, Insertion Sort, Quick Sort, Merge Sort, Heap Sort.

**SECTION–D**

**File Organization:** Concept of field, record, file, blocking and compaction.

**File Organization Techniques:** Sequential, indexed, indexed sequential, Direct, Hashing. Concept of master and transaction files.

**Text/References:**

1. Data Structure – Seymour Lipschutz, Schaum Outline Series.
2. File Structure & Data Structures by E. Loomis.
3. Data Structures by Trabley & Soreuson.

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**SEMESTER-IV**

**BCA04002T: INFORMATION SYSTEMS**

**Time: 3 Hours**

**M. Marks: 100**

**Credits**

**L T P**

**3 1 0**

**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**

Fundamental aspects of Information, Capturing of Information, Converting Information to Computer – readable form, source of Information, on–line Information access and capture.

**SECTION–B**

What are systems? Information Systems? Categories of Information Systems, Development Life Cycle of Information system.

**SECTION–C**

Various types of information systems: Transaction processing systems, office Automation systems, MIS and decision support system.

**SECTION–D**

Case studies of the Information System: Accounting Information systems, Inventory control systems & Marketing systems.

**References:**

1. “Information Systems” by Mudride & Ross.
2. “Business Information Systems”, Muneesh Kumar.
3. “Information Systems for Managers”, Ashok Arora and A.K. Shaya Bhatia.

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**SEMESTER-IV**

**BCA04003T: INTERNET APPLICATIONS**

**Time: 3 Hours**

**M. Marks: 100**

**Credits**

**L T P**

**3 1 0**

**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:** About internet and its working, business use of internet, services offered by internet, Evolution of internet, internet service provider (ISP), windows environment for dial up networking (connecting to internet), internet addressing (DNS) and IP addresses).

**E–Mail Basic Introduction:** Advantage and disadvantage, structure of an e–mail message, working of e–mail (sending and receiving messages), managing e–mail (creating new folder, deleting messages, forwarding messages, filtering messages).

**SECTION–B**

**Internet Protocol:** Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCPIP.

**WWW:** Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark), web designing using HTML, DHTML with programming techniques.

**SECTION–C**

**Search Engine:** About search engine, component of search engine, working of search engine, difference between search engine and web directory.

**SECTION–D**

**Intranet and Extranet:** Introduction, application of intranet, business value of intranet, working of intranet, role of extranet, working of extranet, difference between intranet and extranet.

**References:**

1. “Understanding The Internet”, Kieth Sutherland, Butterworth-Heinemann; 1st Edition (October 31, 2000).
2. “Internet Technologies”, S. K. Bansal, APH Publishing Corporation (April 1, 2002).
3. “Data Communications and Networking”, Behrouz A. Forouzan, 3<sup>rd</sup> Edition.

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**SEMESTER-IV  
BCA04004T: SYSTEM SOFTWARE**

**Time: 3 Hours  
M. Marks: 100**

**Credits  
L T P  
3 1 0**

**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 to System Software**

Introduction to System Software and its components  
Translators, loaders, interpreters, compiler, assemblers

**SECTION-B**

**Assemblers:**

Overview of assembly process, design of one pass and two assemblers

**Macroprocessors:**

Macro definition and expansion, conditional macro expansion, Recursive macro expansion

**SECTION-C**

**Compilers:**

Phases of Compilation Process, Lexical Analysis, Parsing, Storage Management Optimization  
Incremental Compilers, Cross Compilers.

**SECTION-D**

**Loaders and Linkage Editors:**

Basic loader functions. Relocation, program linking, linkage, editors, dynamic linking, Bootstrap loaders

**References:**

1. Leland L. Beck: System Software, An Introduction to System Programming, Addison Wesley.
2. D.M. Dhamdhare: Introduction to System Software, Tata McGraw Hill.
3. D.M. Dhamdhare: System Software and Operating System, Tata McGraw Hill, 1992.
4. Madrich, Stuarate: Operating Systems, McGraw Hill, 1974.
5. Stern Nancy Assembler Language Programming for IBM and IBM Compatible Computers, John Wiley, 1991.



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**SEMESTER-IV**

**BCA04005L: LAB - I**

**Time: 3 Hours**

**M. Marks: 50**

**Credits**

**L T P**

**0 0 2**

Lab – Data Structure implementation using C++

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**SEMESTER-IV**

**BCA04006L: LAB - II**

**Time: 3 Hours**

**M. Marks: 50**

**Credits**

**L T P**

**0 0 2**

Lab – Web Designing and use of Internet

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**SEMESTER-IV**

**ESL-221: Environmental Studies (Compulsory Paper)**

<b>L</b>	<b>T</b>	<b>P</b>
<b>2</b>	<b>0</b>	<b>0</b>

**Time: 3 Hrs.**

**Max. Marks: 100**

**Exam Pattern:**        **End Semester Examination- 75 marks**  
                                  **Project Report/Field Study- 25 marks [based on submitted report]**  
                                  **Total Marks- 100**

**Instructions for the Paper Setters:-75 marks**

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.

**Project Report / Internal Assessment:**

**Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.

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**SEMESTER-IV**

**SECTION A**

**1. The multidisciplinary nature of environmental studies**

Definition, scope and importance, Need for public awareness

**2. Natural Resources: Renewable and non-renewable resources:**

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

**SECTION B**

**3. Ecosystems**

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

**4. Biodiversity and its conservation**

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

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**SEMESTER-IV**

**SECTION C**

**5. Environmental Pollution**

Définition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

**6. Social Issues and the Environment**

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

**SECTION D**

**7. Human Population and the Environment**

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

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**SEMESTER-IV**

**Field Work**

- Visit to a local area to document environmental assets river/forest/ grassland/ hill/ mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

Field work comprises of 5 hours of field work / visit/ assignment to be submitted by each candidate to the Teacher in-charge for evaluation latest by 1st week of before the commencement of theory exam.

**ADVISORY FOR PUSHPAGUJRAL SCIENCE CITY, KAPURTHALA :**

The Under Graduate students studying Environmental Studies (Compulsory Paper for All UG College Courses) may be taken to Pushpa Gujral Science City, Kapurthala in lieu of Field study report of 25 marks.

Although students will submit a hand written reports with pictures/ graphs/ tables related to biodiversity, ecology, health, biotechnology, energy, water etc. in about 10 pages to the teacher in-charge.

Above advisory is issued to promote scientific temperament in undergraduate classes and is optional. Further, the report will only be considered if there will be a minimum strength of 25 students along with deputed teacher by the college.

**References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. &Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. &Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. &Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.

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**SEMESTER-V**

**BCA05001T: SOFTWARE ENGINEERING**

**Time: 3 Hours**

**M. Marks: 100**

**Credits**

**L T P**

**3 1 0**

**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 to Software:** Definition, Software characteristics, Software components, Software Applications.

**Introduction to Software Engineering:** Definition, Software Engineering Paradigms, waterfall method, prototyping, interactive Enhancement, The Spiral model, Fourth Generation Technique.

**Software Metrics:** Role of Metrics and measurement, Metrics for software productivity and quality, Measurement software, size–oriented metrics, function oriented metrics, Metrics for software quality.

**SECTION–B**

**Software Requirement Specification (SRS):** Problem analysis, structuring information, Data flow diagram and data dictionary, structured analysis, Characteristics and component of (SRS).

**Planning a Software Project:** Cost estimation, uncertainties in cost estimation, Single variable model, COCOMO model, On software size estimation, Project scheduling and milestones, Software & Personal Planning, Rayleigh curve, Personal Plan, Quality Assurance Plan, Verification & Validation (V & V), inspection & review.

**System Design:** Design Objectives, Design Principles, problem, Partitioning, Abstraction, Top Down and Bottom–up techniques.

**SECTION–C**

**Coding:** Coding by Top–down and Bottom–up, Structured Programming, Information Hiding, Programming style, Internal Documentation.

**Testing:** Level of testing, Test cases and test criteria, Functional Testing, Structural Testing.

**SECTION–D**

**System Maintenance:** Types of Maintenance, Corrective and Preventive Maintenance.

**References:**

1. Software Engineering, Roger S. Pressman.
2. Integrated Approach to Software Engineering, Pankaj Jalote.

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**SEMESTER-V**

**BCA05002T: WEB TECHNOLOGIES**

**Time: 3 Hrs.  
M. Marks: 100**

**Credits  
L T P  
3 1 0**

**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 to websites, Static vs dynamic websites, server side and client side scripting  
HTML 5 : Introduction , Structure of a web page , HTML Elements, HTML attributes, Basic Text Formatting tags, Comments, Links, Lists, Image, Style, Forms, Table, Media, Classes, iframes.

CSS3 : Introduction , stylesheets , selectors , styling – backgrounds, texts , fonts , links , lists , tables , Box model JAVASCRIPT: Introduction, datatypes, variables, comments ,Operators, functions and events, basics of JQuery and AJAX

**SECTION–B**

Introduction to PHP, basics, Data types, variables, comments, control statements, functions, PHP with web design, working with files, uploading a file, sessions, cookies, error handling , database connectivity with mysql .

**SECTION–C**

HOSTING : Overview of Domain , Hosting , SSL Certificates and steps to host a website online.  
Introduction to Emerging Web Technologies: Introduction to Chatbot, Artificial Intelligence and Machine Learning basics used in websites.

**SECTION–D**

EMERGING WEB TECHNOLOGIES: Basics of Internet Of Things (IOT) used in Websites, Basics of BlockChain Technology in Websites, Augmented Reality and Virtual Reality and Basics of Single page applications websites using Angular.

**References:**

1. Chris Bates, “Web Programming- Building Internet Applications”, Wiley India, 2006.
2. David William Baron, The World of Scripting Languages.
3. Programming PHP Rasmus Leadoff and Levin Tatroe O”” Reilly Publication.
4. Steven Holzner Php: The Complete Reference 1<sup>st</sup> Edition McGraw Hill Publication.
5. Achyut S Godbole and Atul Kahate, “Web Technologies”, Tata McGraw Hill.



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**SEMESTER-V**

**BCA05003T: OPERATING SYSTEM**

**Time: 3 Hours**  
**M. Marks: 100**

**Credits**  
**L T P**  
**3 1 0**

**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:** Definition, Early Systems, Simple Batch system, Multi programmed Batch. Time Sharing Systems, Personal Computer System, Parallel Systems, Distributed Systems, Real–time Systems.

**Processes:** Process concepts, Process Scheduling, Threads.

**CPU–Scheduling:** Basic concepts, Scheduling Criteria, Scheduling Algorithms, Algorithm Evaluation.

**SECTION–B**

**Process Synchronization:** Critical – section problem, semaphores, classical problem of synchronization.

**Memory Management:** Background, Logical v/s Physical address space, swapping, continuous allocation, paging, segmentation.

**SECTION- C**

**Virtual Memory:** Background, demand paging, performance of demand paging, page replacement, page replacement algorithms, thrashing.

**Secondary Storage Structures:** Disk structures, Disk scheduling, Disk Reliability.

**SECTION–D**

**Deadlocks:** System Model, Deadlock characterization, methods for handing deadlocks, Deadlocks Prevention, Deadlock avoidance, Deadlock detection, Recovery from deadlock, combined approach to deadlock handling.

**References:**

1. Operating System Concepts, Fourth Edition by Silberschatz Galvin Addison Wesley.
2. Operating Systems, A Design Oriented Approach” by Crowley, Published by Tata McGraw Hill.
3. Operating Systems, Second Edition by Dietel, Addison Wesley.

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-V  
BCA05004T: JAVA PROGRAMMING LANGUAGE**

**Time: 3 Hours  
Max. Marks: 100**

**Credits  
L T P  
3 1 0**

**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**

**JAVA BASICS:** Introduction to Java, Features of Java, Structure of a Java Program, primitive data types, keywords, Identifiers, literals, operators and comments.

**OOPS:** Object Oriented concepts Advantage of OOPs, Objects and Classes,

**Strings:** Declaring a string, Immutable string, string comparison, concatenation, substring, string tokenizer.

**SECTION–B**

**Inheritance:** what is inheritance, types of inheritance, static import, Method overloading, method overriding, Runtime polymorphism, super keyword, final keyword

**Interfaces:** Abstract classes, declaring an interface, relationship between classes and interface, interface inheritance, implementing multiple inheritance using interface

**Packages:** what are packages, advantages of using packages, accessing package from another package, subpackaging, running packages by setting path and classpath.

**SECTION–C**

**Exception Handling:** what is exception handling, checked and unchecked exceptions, try-catch, try-multiple catch, try – finally, throw and throws

**Multithreading:** What is a thread, life cycle of a thread, creating a thread ,sleeping a thread , joining a thread , thread priority.

**SECTION–D**

**Input/Output:** File input stream, File output stream, Buffered output stream, Buffered input stream.

**Database connectivity:** JDBC, JDBC drivers, steps to connect to the database, connectivity with MySQL

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-V**

**References:**

1. “Java–The Complete Reference”, Hurbert Schildt, Tata MacGraw Hill.
2. “Introduction to Java Programming”, Y. Daniel Mliang, Pearsons Publications.
3. “Beginning Web Programming with HTML, XHTML, and CSS”, Jon Duckett, John Wiley & Sons, 06 Aug. 2004.

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-V**

**BCA05005L: Lab based on JAVA  
Programming Language**

**Credits  
L T P  
0 0 2**

**Time: 3 Hours**

**Marks: 50**

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To 2026**

**SEMESTER-V**

**Credits**

**L T P**

**0 0 2**

**Time: 3 Hours**

**Marks: 50**

**BCA05006L: Lab based on Website Designing using  
HTML, JAVA Script and PHP**

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To Year 2026**

**SEMESTER-VI**

**BCA06001T: COMPUTER GRAPHICS**

**Time: 3 Hours**  
**Total Marks: 100**

**Credits**  
**L T P**  
**3 1 0**

**Instructions for the Paper Setters:-**

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**SECTION-A**

**Overview of Graphics system:** Computer Graphics and their applications.

**Display Devices:** CRT Monitors (Random – Scan and Raster Scan, DVST, Plasma – Panel Display, LED and LCD Monitors.

**SECTION-B**

**Elementary Drawing:** Points and various line drawing Algorithms and their comparisons. Circle generating algorithms, Algorithms for ellipse, arc and spiral

**Two Dimensional Transformations:** Basic Transformations, Scaling, Translation, Rotation, Reflection, Shear, Matrix representation of Basic transformations and homogenous coordinates.

**SECTION-C**

**Composite Transformations:** Windowing and clipping. Windowing concepts, clipping and its algorithms. Window-to-view port transformations.

**SECTION-D**

Three Dimensional concepts. 3 D Coordinate Systems. 3D transformations. translation, scaling, rotation, projections, parallel projections. Perspective projection.

**References:**

1. Computer Graphics by Donal Hearn M. Pardive Baker (PHI) Easter Economy Edition.
2. Computer Graphics by Roy A. Plastock and Gordon Kalley – Schaum’s Series.
3. Computer Graphics by Marc Berger.

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To Year 2026**

**SEMESTER-VI  
BCA06002T: COMPUTER NETWORKS**

**Time: 3 Hours**  
**M. Marks: 100**

**Credits**  
**L T P**  
**3 1 0**

**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:** Network Definition, Basic Components of a Network, Network types and topologies, Uses of Computer Networks.

**Transmission Media:** Coaxial cable, twisted pair cable, fiber optics & satellites. OSI reference model, TCP/IP reference model, comparison of OSI and TCP reference model.

**SECTION–B**

**Introduction to Analog and Digital Transmission:** Telephone system, Modems, Types of modems, pulse code modulation.

**Transmission & Switching:** Multiplexing, circuit switching, packet switching, hybrid switching.

**SECTION–C**

**Local Area Network Protocols:** CSMA Protocols, IEEE standards 802, Token Bus, Token Ring.

**Data Link Layer Design Issues:** Services provided to Network layer, Framing, error control, flow control, link management. Error detection & correction, Elementary Datalink Protocols.

**Design Issues of Network Layer:** Services provided to transport layer, routing, connection, internet & World Wide Web.

**SECTION–D**

**Network Security and Privacy:** Brief Introduction to Cryptography.

**Network Services:** File transfer, Access & Management, Electronic Mail, Remote login

**References:**

1. Tannanbum, A.S.: Computer Networks, Prentice Hall, 1992, 3<sup>rd</sup> Edition.
2. Stallings, William: Local Networks: An Introduction: Macmillan Publishing Co.  
Stallings, William: Data Computer Communication, Macmillan Publishing Co.

**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To Year 2026**

**SEMESTER-VI**

**BCA06003L: Programming Laboratory**

**Time: 3 Hours**

**Marks: 50**

**Lab: Implementation of Applications of Computer Graphics in C++/C**



**BCA (Bachelor of Computer Applications) (CBGS)  
Syllabus for the Batch from Year 2023 To Year 2026**

**SEMESTER-VI**

**BCA06004L: PROJECT**

**Max. Marks: 300**

**Credits**  
**L T P**  
**0 0 12**

**General Instructions:**

1. A software module based on the work done in the entire course is to be developed.
2. The soft copy of the module shall be submitted to the College/Institute till April 30 of the respective semester.
3. The software module shall be developed in groups, consisting of at most two students in a group.
4. The respective college shall depute guide(s)/supervisor(s) under whose supervision the software module shall be developed. The guide/supervisor shall clarify that the work done is original & authenticated. The certificate found to be incorrect at any stage shall attract the proceedings against all the stakeholders, as per the University rules.
5. The evaluation of the module shall be done as per the common ordinance of UG/PG w.e.f. 2023-24 under semester system.

# **FACULTY OF ENGINEERING & TECHNOLOGY**

**SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2024**

**FOR**

**DIPLOMA IN COMPUTER APPLICATIONS  
(FULL TIME)  
(Credit Based Grading System)**

**SEMESTER – I & II**

**EXAMINATIONS: 2023-24**



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**GURU NANAK DEV UNIVERSITY,  
AMRITSAR**

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**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SCHEME**

**SEMESTER – I**

Subject Code	Paper Name	Credits			Theory/ Practical	M. Marks
		L	T	P		
<b>DCA01001T</b>	Information Technology and Operating System	3	1	4	Theory: 50	100
<b>DCA01002L</b>	Information Technology and Operating System (Practical)				Practical: 50	
<b>DCA01003T</b>	PC Computing–I	3	1	4	Theory: 50	100
<b>DCA01004L</b>	PC Computing–I (Practical)				Practical: 50	
	<b>Sub Total</b>	<b>6</b>	<b>2</b>	<b>8</b>		
	<b>Grand Total</b>	<b>16</b>				<b>200</b>

**SEMESTER – II**

Subject Code	Paper Name	Credits			Theory/ Practical	M. Marks
		L	T	P		
<b>DCA02001T</b>	Database Management System	3	1	4	Theory: 50	100
<b>DCA02002L</b>	Database Management System (Practical)				Practical: 50	
<b>DCA02003T</b>	PC Computing–II	3	1	4	Theory: 50	100
<b>DCA02004L</b>	PC Computing–II (Practical)				Practical: 50	
	<b>Sub Total</b>	<b>6</b>	<b>2</b>	<b>8</b>		
	<b>Grand Total</b>	<b>16</b>				<b>200</b>

**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**DCA01001T: Information Technology and Operating System**

**Time : 3 Hours**

**Max. Marks: 100**

**Theory: 50 Practical:50**

**Credits**

<b>L</b>	<b>T</b>	<b>P</b>
<b>3</b>	<b>1</b>	<b>4</b>

**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**

**Information Concepts and Processing**

- Evolution of Information Processing
- Data Information Language
- Communication and Network
- Client Server Systems
- Computer Networks
- LAN & WAN

**SECTION-B**

**Internet**

- Understanding the Internet
- E-mail Basics
- Browsing the Web
- Finding Stuff on the Web and Net

**Elements of a Computer Processing System**

- Hardware – CPU
- Storage Devices and Media
- VDU
- Input – Output

**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**SECTION-C**

Data Communication Equipment  
Software–System Software, Application Software

**Programming Languages**

Classification  
Machine Code  
Assembly Language  
Higher Level Languages  
Fourth Generation languages

**SECTION-D**

**Operating System**

What is Operating System–Evolution of OS  
Types of Operating System  
A) Single User Systems  
B) Multi User Systems : Unix, XENIX, VAX/VMS

**Booting a System**

**Recommended Book:**

V.K. Jain : Fundamentals of Information Technology

**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**DCA01002L: Information Technology and Operating System**

**Based on Theory Paper**

**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**DCA01003T: PC Computing-I**

**Time : 3 Hours**

**Max. Marks : 100**

**Theory: 50 Practical:50**

**Credits**

<b>L</b>	<b>T</b>	<b>P</b>
<b>3</b>	<b>1</b>	<b>4</b>

**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 to windows**

1.1 Origin of windows

**a) Parts of Windows Screen (Definition)**

- The Desktop, the taskbar
- Start Menu
- The windows
- Icons

**b) Types of windows**

- Application Windows
- Document Windows

**c) Anatomy of a window**

- The title bar
- Minimize and Maximize buttons
- The control box
- Scroll bars, scroll buttons and scroll boxes
- About my computer icon
- About the networking neighbourhood icon
- Recycle bin
- Folders – creation and definition
- Windows explorer (definition)
- Shortcut icons with creation and definition

**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**SECTION-B**

**Introduction to MS-Office**

**Introduction to Word (Word for Windows)**

1. Introduction to Word
2. Introduction to Parts of a Word Window (Title bar, Menu bar, Tool bar, the Ruler, Status area)
3. Creating new document
4. Opening an existing document
5. To insert a second document into an open document
6. Editing a document
7. Deleting text, replacing text, moving and copying text
8. Page setup
9. Margins and gutters
10. Changing fonts and front size
11. To make text bold, italic or underline
12. Line spacing
13. Centering, right alignment and left alignment
14. Page breaks

**SECTION-C**

15. Headers and footers
16. Putting page numbers in headers and footers
17. Saving documents
  - naming word document
  - saving in different formats
  - saving on different disks
18. Spell checker
19. Printing
20. Creating a table using the table menu
  - entering and editing text in tables
  - selecting in tables
  - adding rows
  - changing row heights
  - deleting rows
  - inserting columns
  - changing columns and cell width
21. Borders and shading
22. Templates and wizards
23. Working the graphics
24. Drawing objects
25. Using frames, position objects
26. Mail merge
27. Using word and word documents with other applications



**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**SECTION-D**

**MS-POWER POINT**

1. Introduction to Ms Power Point
2. Power Point Elements
  - Templates
  - Wizards
  - Views
  - Color Schemes
3. Exploring Power Point Menu
  - Opening and Closing Menus
  - Working with Dialog Boxes
4. Adding text, adding title, moving text area, resizing text boxes, adding art.
5. Starting a new slide
6. Starting a Slide show
7. Saving Presentation
8. Printing Slides
9. Views
  - Slide View, Slide sorter view, notes view, outline view
10. Formatting and enhancing text formatting
  - a) Formatting
    - Changing format with a new layout
    - Using a pick look wizards to change format
    - Alignment of Text
    - Working with text spacing
  - b) Enhancing
    - Using Bullets
    - Changing text font and size
    - Selecting text style, effect and color
    - Picking up and applying styles
11. Creating Graphs
12. Displaying slide show and adding multi-media

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**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-I**

**DCA01004L: PC Computing-I**

**Based on Theory Paper**

*DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)**SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024***SEMESTER–II****DCA02001T: Database Management System****Time : 3 Hours****Max. Marks : 100****Theory : 50 Practical: 50****Credits**

<b>L</b>	<b>T</b>	<b>P</b>
<b>3</b>	<b>1</b>	<b>4</b>

**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 to Database Management System, Components of DBMS, E.R. Diagrams, Data Models, Hierarchical Model, Network Model and Relational Model.

**SECTION–B**

Concept of Database Security, Protection, Integrity, Recovery, Concurrency. Idea of Distributed Databases, Knowledge Base/Expert Systems

**ORACLE 10g:****SQL. \*PLUS**Introduction to Oracle **10g**

SQL– DOL, DML, DCL

**SECTION–C****ORACLE 10g:****SQL. \*PLUS**

Join methods &amp; Sub query, Union, Intersection, Minus, Tree Walking

Built in Functions, Views, Security amongst users, Sequences, Indexing Object

Oriented Features of Oracle **10g****SECTION–D****PL/SQL**

Introduction to PL/SQL

Cursors– Implicit &amp; Explicit

Procedures, Functions &amp; Packages

Database Triggers

**Recommended Book :**

C.J. Date : Data Base Management Systems

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**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-II**

**DCA02002L Database Management System**

**Based on Theory Paper**

*DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)*  
*SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024*

**SEMESTER-II**

**DCA02003T: PC Computing-II**

**Time : 3 Hours**

**Max. Marks : 100**

**Theory: 50 Practical: 50**

**Credits**

L	T	P
3	1	4

**Instructions for the Paper Setters:-**

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**SECTION-A**

**MS-EXCEL**

- a) Introduction to Worksheet/Spreadsheets
- b) Creating a simple Worksheet
- c) Computations in a Worksheet

**SECTION-B**

**MS-EXCEL**

- a) Printing the Worksheet
- b) Graphs
- c) What if Analysis (Data Sort, Fill, Query, Filter)

**SECTION-C**

**MS Access**

Introduction, Understanding Databases, Creating Tables, Queries.

**SECTION-D**

**MS Access**

Forms Reports, Adding graphs to your report.

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**DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS)  
SYLLABUS FOR THE BATCH FROM YEAR 2023 TO 2024**

**SEMESTER-II**

**DCA02004L: PC Computing-II**

**Based on Theory Paper**

# **FACULTY OF ENGINEERING & TECHNOLOGY**

**SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2025**

**FOR**

**M.Sc. (COMPUTER SCIENCE)  
(Credit Based Grading System)**

**SEMESTER: I – IV**

**EXAMINATIONS: 2023-25**



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**1**  
**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**

Subject Code	Paper Name	Credits			Marks
		L	T	P	
MCS01001T	Advanced Data Structures	4	0	0	100
MCS01002T	Advanced Computer Architecture	4	0	0	100
MCS01003T	Network Design & Performance Analysis	4	0	0	100
MCS01004T	Discrete Structures	4	0	0	100
MCS01005T	Soft Computing	4	0	0	100
MCS01006L	Programming Laboratory - I ( Programs based on Advanced Data Structures using C/C++)	0	0	2	100
	<b>Sub Total</b>	20	0	2	
	<b>Grand Total</b>	<b>22</b>			<b>600</b>

**SEMESTER – II**

Subject Code	Paper Name	Credits			Marks
		L	T	P	
MCS02001T	Theory of Computation	4	0	0	100
MCS02002T	Image Processing	4	0	0	100
MCS02003T	Design & Analysis of Algorithms	4	0	0	100
MCS02004T	Cloud Computing	4	0	0	100
MCS02005T	Distributed Database Systems	4	0	0	100
MCS02006L	Programming Laboratory – II	0	0	2	100
	<b>Sub Total</b>	20	0	2	
	<b>Grand Total</b>	<b>22</b>			<b>600</b>



**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – III**

Subject Code	Paper Name	Credits			Marks
		L	T	P	
<b>MCS03001T</b>	Advanced Software Engineering	4	0	0	100
<b>MCS03002T</b>	System Software	4	0	0	100
<b>MCS03003T</b>	Data Mining and Warehousing	4	0	0	100
<b>MCS03004T</b>	Concept of Core and Advanced Java	4	0	0	100
<b>MCS03005T</b>	Network Programming	4	0	0	100
<b>MCS03006L</b>	Programming Laboratory - III (Based on Advanced Java and Network Programming)	0	0	2	50
	<b>Sub Total</b>	<b>20</b>	<b>0</b>	<b>2</b>	
	<b>Grand Total</b>	<b>22</b>			<b>550</b>

**SEMESTER – IV**

Subject Code	Paper Name	Credits			Marks
		L	T	P	
<b>MCS04001T</b>	Advanced Web Technologies	4	0	0	100
<b>MCS04002T</b>	Microprocessor and Its Applications	4	0	0	100
<b>MCS04003T</b>	Object Oriented Modeling, Analysis and Design	4	0	0	100
<b>MCS04004L</b>	Programming Laboratory – IV (Based on Advanced Web Technologies using ASP.NET )	0	0	2	50
<b>MCS04005L</b>	Project Work	0	0	10	250
	<b>Sub Total</b>	<b>12</b>	<b>0</b>	<b>12</b>	
	<b>Grand Total</b>	<b>24</b>			<b>600</b>

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**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**  
**MCS01001T: Advanced Data Structures**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

Review of algorithm analysis, Binary search trees, balanced binary search trees (red-black trees), B-trees, AVL Trees, 2-3 trees, 2-3-4 trees.

**SECTION-B**

Binary heaps, heap operations, implementation and applications. Priority queue operations, and double-ended priority queues.

**SECTION-C**

Binomial heaps, Fibonacci heaps. Data structures for disjoint sets.

Amortized analysis, string matching, and graph algorithms.

**SECTION-D**

External data structures - external storage, external files, external sorting searching indexing files, external hashing.

**References:**

1. Alfred V. Aho, Jeffrey D. Uman, John E. Hopcroft, “Data Structures and Algorithms” Addison Wesley, 1983.
2. Dinesh P. Mehta, I. Sartaj Sahni, “Handbook of Data Structures and Applications”, Chapman & Hall/CRC, 2004.
3. Sorenson and Trembley, “An Introduction to Data Structures with Applications, McGraw Hill, 2006 Edition.

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**  
**MCS01002T: Advanced Computer Architecture**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**Instructions for the Paper Setters:-**

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The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

Paradigms of Computing: Synchronous – Vector/Array, SIMD, Systolic

Asynchronous – MIMD, reduction Paradigm, Hardware taxonomy: Flynn’s classification, Software taxonomy: Kung’s taxonomy, SPMD.

**SECTION-B**

Parallel Computing Models

Parallelism in Uniprocessor Systems: Trends in parallel processing, Basic Uniprocessor Architecture, Parallel Processing Mechanism.

**SECTION-C**

Parallel Computer Structures: Pipeline Computers, Array Computers, Multiprocessor Systems Architectural Classification Schemes: Multiplicity of Instruction-Data Streams, Serial versus Parallel Processing, Parallelism versus Pipelining

**SECTION-D**

Pipelining : An overlapped Parallelism, Principles of Linear Pipelining, Classification of Pipeline Processors, General Pipelines and Reservation Tables

**References**

1. *Computer Architecture and Parallel Processing*, Faye A. Briggs, McGraw-Hill International, 2007 Edition
2. *Computer Systems Organization & Architecture*, John d. Carpinelli, Addison Wesley, 2007 Edition.

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**  
**MCS01003T: Network Design & Performance Analysis**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

Requirements, planning, & choosing technology: System requirements, traffic sizing characteristics time & delay consideration.

Network performance modeling- Creating traffic matrix, design tools, components of design tools, types of design projects.

**SECTION-B**

Traffic engineering and capacity planning: Throughput calculation traffic characteristics & source models, traditional traffic engineering, queued data & packet switched traffic modeling, designing for peaks, delay or latency

**SECTION-C**

Technology Comparisons- Generic packet switching networks characteristics, private vs. public networking, Business aspects of packet, frame and cell switching services, High speed LAN protocols comparison, Application performance needs, Throughput, burstiness, response time and delay tolerance, selecting service provider, vendor, service levels etc.

**SECTION-D**

Access Network Design- N/W design layers, Access N/W design, access n/w capacity, Backbone n/w design, Backbone segments, backbone capacity, topologies, Tuning the network, securing the network, Design for network security.

Documentation and network management- Documentation, network management, SNMP, RMON

**References:**

1. James D. McCabe, Network Analysis, Architecture and Design, 2<sup>nd</sup> Edition, Morgan Kaufman Series in Networking, 2007 Edition.
2. Youeu Zheng, Shakil Akhtar, Network for Computer Scientists and Engineers, Indian University, Oxford University Press, 2007 Edition.
3. A. Forouzan, Data Communications and Networking, Tata McGraw Hill, 2007 Edition.

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**

**MCS01004T: Discrete Structures**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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. **The student can use only Non-programmable & Non-storage type calculator.**

**SECTION-A**

**Sets and Functions:**

Sets, Relations, Functions, Pigeonhole principle, Inclusion - Exclusion Principle, Equivalence and Partial orderings, Elementary counting techniques, relation of partial order partitions, binary relations.

**SECTION-B**

**Graph Theory:**

Definition, Walks, Paths, Directed and Undirected graphs, connected graphs, regular and bipartite graphs, Eulerian chains and cycles. Hamiltonian chains and cycles, planar graphs, Trees and rooted tree, Spanning trees, Chromatic number Connectivity and other graphical parameter application.

**SECTION-C**

**Combinatorial Mathematics:**

Basic counting principles Permutations and combinations, Recurrence relations, generating Function, Application.

**SECTION-D**

**Rings and Boolean algebra:** Rings Subrings morphism of rings ideals and quotient rings. Euclidean domains Integral domains and fields Boolean Algebra direct product morphisms Application of Boolean algebra in logic circuits and switching functions.

**References:**

1. Ehrig, H., Mahr, B. Fundamentals of Algebraic Specification I, EATCS Monographs on Theory. Comp. Sc. Vol. 6 spinger, Berlin 1985.
2. Gersting J. Mathematical Structures for Computer Science, W.H. Freeman, New York, 1987.
3. Gibbons, A. Algorithmic Graph theory Cambridge University Press, 1985.
4. Knuth, D.E. The art of Computer Programming Vol. I: Fundamental Algorithms. 2nd ed. Reading, Mas, Addison Wesley 1973.
5. Kolman B. Busby R. Discrete Mathematical Structures for Computer Science, Prentice Hall Englewood Cliffs. 1987.
6. Sahni, S. Concepts in Discrete Mathematics Fridley MN., Camelot Publ. Comp., 1981.
7. Schmidt G. Strohlein T. Relations Graphs Program, EATS Monograph on Theor. Comp. Sc. Vol. 29 Berlin Spinger 1993.
8. Wheler W. Universal Algebra for Computer Scientist EATCS Monographs on Theor. Comp. Sc. Vol. 25 Spinger-Verlag, Berlin 1991.

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**  
**MCS01005T: Soft Computing**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

Neural Networks

Introduction to neural networks, working of an artificial neuron, linear separability, perceptron, perceptron training algorithm, back propagation algorithm, adalines and madalines.

**SECTION-B**

Supervised and unsupervised learning, counter-propagation networks, adaptive resonance theory, neocognitron and bidirectional associative memory.

**SECTION-C**

Fuzzy Logic

Introduction to fuzzy logic and fuzzy sets, fuzzy relations, fuzzy graphs, fuzzy arithmetic and fuzzy if-then rules.

Applications of fuzzy logic, neuro-fuzzy systems and genetic algorithm.

**SECTION-D**

Probabilistic Reasoning

Introduction to probability theory, conditional probability, Baye's theorem, fuzzy logic and its relationship with probability theory.

**References:**

1. Elements of artificial neural networks by Kishan Mehrotra, Chilkuri K. Mohan and Sanjay Ranka, 2007 Edition.
2. Fundamentals of artificial neural networks by Mohammad H. Hassoun, Prentice Hall of India, 2007 Edition.
2. Neural networks and fuzzy systems by Bart Kosko, Prentice Hall of India, 2007 Edition.
3. Fuzzy logic, intelligence, control and information by John Yen and Reza Langari, Pearson Education, 2007 Edition.
4. Probability and statistics by Murray R. Spiegel, John Schiller and R. Alu Srinivasan, Schaum's Outlines, Tata McGraw Hill Publishing Company Limited, 2007 Edition.

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**M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – I**

**MCS01006L: Programming Laboratory - I**

**Max. Marks: 100**

**Credits**

**L T P**

**0 0 2**

Programs based on Advanced Data Structures using C/C++

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – II**  
**MCS02001T: Theory of Computation**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

**Operations on Languages:** Closure properties of Language Classes. Context Free Languages: The Chomsky Griebach Normal Forms. Linear Grammars and regular Languages. Regular Expressions Context Sensitive Languages; The Kuroda Normal Form, One sided Context Sensitive Grammars.

**SECTION-B**

**Unrestricted Languages:** Normal form and Derivation Graph, Automata and their Languages: Finite Automata, Push down Automata and Turing Machines, The Equivalence of the Automata and the appropriate grammars.

**SECTION-C**

Syntax Analysis: Formal Properties of LL(k) and L.R.(k) Grammars.

**SECTION-D**

**Derivation Languages:** Rewriting Systems, Algebraic properties, Canonical Derivations, Context Sensitivity.

**References:**

1. G.E. Reevesz, Introduction to Formal Languages, McGraw Hill 1983.
2. M.H. Harrison, Formal Language Theory Wesley 1978.
3. Wolfman Theory and Applications of Cellular Automata, World Scientific, Singapore, 1986.
4. K.L.P. Mishra, N. Chandrasekaran, Theory of Computer Science (Automata, Languages and Computation), 2<sup>nd</sup> Edition, Prentice Hall of India, 2006.



**10**  
**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – II**  
**MCS02002T: Image Processing**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

**Background:** Introduction to electronic systems for image transmission and storage, computer processing and recognition of pictorial data, overview of practical applications.

**SECTION-B**

**Fundamentals:** Mathematical and perceptual preliminaries, human visual system model, image signal representation, imaging system specification building image quality, role of computers, image data formats.

**SECTION-C**

**Image Processing Techniques:** Image enhancement, image restoration, image data compression and statistical pattern recognition.

**Applications of Image Processing:** Picture data archival, machine vision, medical image processing.

**SECTION-D**

**Techniques of Colour Image Processing:** Colour image signal representation, colour system transformations, extension of processing techniques to colour domain.

**References:**

1. Pratt, W.K. Digital Image Processing, John Wiley, N.Y./1978.
2. Rosenfield, A and Kak, A.C., Picture processing, Academic Press N.Y., 1982.
3. Jain, A.K., Fundamentals of Digital Image Processing, Englewood Cliffs, Prentice Hall, 1989.
4. Chris Soloman, Stuart Gibson, Fundamentals of Digital Image Processing: A Practical Approach using MatLab, John Wiley and Sons, 2007.
5. Digital Image Processing by Gonzalez & Wood, Addison Wesley, 2000.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – II**  
**MCS02003T: Design & Analysis of Algorithms**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

**Introduction:** Concept of Algorithm, Algorithm Specification, Performance Analysis (Time and space complexities), Asymptotic Notations.

**SECTION-B**

**Divide and Conquer:** General Method, Binary Search, Finding the Maximum and Minimum, Quick Sort, Selection.

**SECTION-C**

**Greedy Method:** General Method, Knapsack Problem,, Minimum Cost Spanning Trees (Prim's Algorithm, Kruskal's Algorithm) and Single-Source Shortest Path.

**SECTION-D**

**Dynamic Programming:** General Single Method, Multistage Graphs, All Pairs Shortest Paths, Single-Source Shortest Paths, Optimal Binary Search Trees, 0/1 Knapsack and Travelling Salesman Problem.

**Backtracking:** General Method, 8-Queens Problem, Graph Coloring and Hamiltonian Cycles.

**Search and Traversal Technique:** Techniques for Binary Trees, Techniques for Graphs.

**References:**

1. V. Aho, J.E. Hopcroft, J.D. Ullman, Design and Analysis of Algorithms, Addison Wesley, 1976.
2. Horowitz, S. Sahni, Fundamentals of Computer Algorithms, Galgotia Publishers, 1984.
3. K. Mehlhorn, Data Structures and Algorithms, Vols. 1 and 2, Springer Verlag, 1984.
4. Purdom, Jr. and C. A. Brown, The Analysis of Algorithms, Holt Rinehart and Winston, 1985.
5. D. E. Kunth, The Art of Computer Programming, Vols. I and 3, Addison Wesley, 1975.
6. Anany Levitin, Introduction to the Design & Analysis of Algorithms, Addison, Wesley, 2002.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – II**  
**MCS02004T: Cloud Computing**

**Time: 3 Hrs.**

**M. Marks: 100**

**Credits**

<b>L</b>	<b>T</b>	<b>P</b>
<b>4</b>	<b>0</b>	<b>0</b>

**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.

The student can use only Non-programmable & Non-storage type calculator.

**SECTION-A**

**Introduction:** Definition, Vision, Reference Model, Benefits, Limitations, Terminology, Open Challenges.

**Virtualization:** Definition, Type of Virtualization, Benefits, Limitations, Virtualization and Cloud, Virtual Appliance.

**SECTION-B**

**Cloud Computing Architecture:** Service Models, Deployment Models, Cloud Entities, Cloud Clients, Service Level Agreement (SLA) and Quality of Service (QoS) in Cloud Computing.

**SECTION-C**

**Programming Models in Cloud:** Thread Programming, Task Programming and Map-Reduce Programming.

**Cloud Security:** Infrastructure Security, Data Security, Identity and Access Management, Privacy Management, Security as a Service on Cloud.

**SECTION-D**

**Advance Topic in Cloud:** Energy Efficiency in cloud, Market Oriented Cloud Computing, Big- Data Analytics, Federated Cloud Computing.

**Textbooks:**

1. RajkumarBuyya, Christian Vecchiola and Thamarai Selvi, Mastering Cloud Computing: Foundation and Application Programming, Tata McGraw Hill, ISBN-13: 978-1-25-902995-0, New Delhi, India, Feb 2013.
2. Tim Mather, SubraKumaraswamy, ShahedLatif, Cloud Security and Privacy, O'Reilly, ISBN-13: 978-8-18-404815-5.

**Reference Books:**

1. Barrie Sosinsky, Cloud Computing Bible, Wiley India Pvt. Ltd., ISBN-13: 978-8-12-652980-3, New Delhi, India, 2011.
2. Dr. Saurabh Kumar, Cloud Computing: Insights Into New-Era Infrastructure, Wiley India Pvt. Ltd, ISBN-13: 978-8-12-652883-7, New Delhi, India, 2011.
3. Fern Halper, Hurwitz, Robin Bloor, Marcia Kaufman, Cloud Computing for Dummies, Wiley India Pvt. Ltd, ISBN-13: 978-0-47-059742-2, New Delhi, India, 2011.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – II**  
**MCS02005T: Distributed Database Systems**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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. **The student can use only Non-programmable & Non-storage type calculator.**

**SECTION-A**

Introduction to distributed databases, comparison of distributed and centralized systems, DDBMS, global relations, fragment and physical image, types of schemas, methods of fragmentation of a relation, levels of transparency in a distributed system, integrity constraints.

**SECTION-B**

Representation of database operation in form of a query, operation in form of a query, operations on a query, unary and binary tree in a query, converting a global query into fragment query, join and union operations involving a query, aggregate functions, and parametric queries.

**SECTION-C**

Introduction to query optimization, estimation of profiles of algebraic operations, optimization graphs, reduction of relation using semi-join and join operation.

Properties and goals of transaction management, distributed transactions, recovery mechanism in case of transaction failures, log based recovery, check pointing, and communication and site failures in case of a transaction and methods to handle them, serializability and timestamp in distributed databases.

**SECTION-D**

Introduction to distributed deadlocks, local and global wait for graphs, deadlock detection using centralized and hierarchical controllers, prevention of deadlocks, 2 and 3 phase locking and commitment protocols, reliability in commitment and locking protocols, reliability and concurrency control, reliability and removal of inconsistency.

Distributed database administration, authorization and protection in distributed databases, distributed database design, heterogeneous database system.

**References:**

1. Distributed Databases Principles and Systems by Stefano Ceri and Guiseppe Pelagatti, McGraw-Hill International Editions, 2004.
2. Distributed Database Systems by David Bell, Jame Grimson, Addison-Wesley, 1992.
3. M.Tamer Ozsu, Patrick Valdureiz, 'Principles of Distributed Database Systems' Second Edition, Prentice Hall, 2002.
4. Romez Elmasri, Shamkant B.Navathe, 'Fundamentals of Database Systems' Pearson Education, 2005.
5. Silberschatz, Korth, Sudershan "Database System Concepts" 4<sup>th</sup> Ed. McGraw Hill, 2006.
6. Connolly & Begg "Database Systems – A practical approach to Design, Implementation and Management, 3<sup>rd</sup> Ed. Pearson Education, 2005.

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**M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – II**

**MCS02006L: Programming Laboratory – II**

**Max. Marks: 100**

**Credits**

**L T P**

**0 0 2**

Implementations based on Design & Analysis of Algorithms OR Image Processing OR Distributed Database Systems OR Cloud Computing.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – III**  
**MCS03001T: Advanced Software Engineering**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

**Software Project Management:** Fundamentals of Software project planning , Conventional Software Management, Evolution of Software Economics, Improvement of Software Economics, Comparison of old and modern ways of Software Management.

**Section B**

**Software Re-engineering:** Introduction Re-engineering, Restructuring and Reverse Engineering, Re-engineering existing systems, Data Re-engineering and migration, Software Reuse and Re-engineering.

**Object-Oriented (OO) Measurements:** Introduction, Why metrics ?, Classification of OO metrics, Study of Design Metrics- method size, method internals, class size, class inheritance, Method inheritance, class intervals and class externals.

**Section C**

**Object-Oriented Analysis and Design:** What is Object-Oriented Design ?, Object, Abstraction, Collaboration among Objects, Polymorphism, Classes, specifying State, Specifying Behavior, Class Relationships, Grouping, Hiding.

**Section D**

**Software Agents:** Definition, Applications, Types and Classes, Multi-Agent systems, characteristics & Properties Agents.

**References:**

1. Software project management, Walker Royce, Pearson Education Inc.
2. Software Re-engineering, Robert S. Arnold IEEE Comp. Society.
3. Object Oriented Software Metrics, Lorenz and Kidd.
4. Object-Oriented Analysis and Design, Booch.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – III**  
**MCS03002T: System Software**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**  
**L T P**  
**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

**Introduction to System Software:** Evolution of System Software, components of system software, Translators, loaders, interpreters, compiler, assemblers.

**Assemblers:** Overview of assembly process, design of one pass and two assemblers.

**Section B**

**Macroprocessors:** Macro definition and expansion, concatenation of macro parameters, generations of unique labels, conditional macro expansion, Recursive macro expansion.

**Section C**

**Compilers:** Phases of compilation process, logical analysis, parsing, storage management optimisation. Incremental compilers, cross compilers, P code compilers.

**Section D**

**Loaders and Linkage Editors:** Basic loader functions. Relocation, program linking, linkage, editors, dynamic linking bootstrap loaders.

**Other System Software:** Operating system, DBMS, text editors, Interactive debugging systems.

**References:**

1. Leland L. Beck: System Software, An introduction to system programming, Addison Wesley.
2. D.M. Dhamdhere: Introduction to System Software, Tata McGraw Hill.
3. D.M. Dhamdhere: System Software and Operating System, Tata McGraw Hill, 1992.
4. Madrich, Stuarde: Operating Systems, McGraw Hill, 1974.
5. Stern Nancy Assembler Language Programming for IBM and IBM compatible computers, John Wiley, 1991.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – III**  
**MCS03003T: Data Mining and Warehousing**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

**Data Warehousing:**

Concepts of Data Warehousing, Difference between operational database systems and Data warehousing, Need of a separate Data Warehouse. Multidimensional Data Model.

**Section B**

**Data Warehousing Architecture:**

Steps for Design and Construction of Data-Warehouses, Three-Tier Data Warehouse Architecture, Characteristics of Data Warehousing Data, Data Marts, Types of OLAP Servers: ROLAP, MOLAP, HOLAP; Difference between Online Transaction Processing and Online Analytical Processing

**Section C**

**Data Warehouse Implementation:**

Efficient Computation of Data Cubes, Indexing OLAP Data, Efficient Processing of OLAP Queries, Metadata Repository, Data Warehouse Back-End Tools and Utilities

**Section D**

**Data Mining**

Basic Concepts;

Data Mining Techniques: Predictive Modeling, Database Segmentation, Link Analysis, Deviation Detection in details.

Data Mining Query Languages, Applications and Trends in Data Mining.

**References:**

1. Han, Kamber “*Data Mining: Concepts and Techniques*” Morgan Kaufmann.
2. Romez Elmasri, Shamkant B.Navathe, “*Fundamentals of Database Systems*” Pearson Education.
3. Silberschatz, Korth, Sudershan “*Database System Concepts*” 4<sup>th</sup> Ed. McGraw Hill
4. Connolly & Begg “*Database Systems – A Practical Approach to Design, Implementation and Management*”, 3<sup>rd</sup> Ed., Pearson Education.



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**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – III**  
**MCS03004T: Concept of Core and Advanced Java**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

**Java Fundamentals:** Features, Objects Oriented Basis, Java Virtual Machine

Character Set, Operators, Data Types, Control Structures

**Section B**

Classes, Inheritance, Polymorphism, Packages & Interfaces, Stream IO Classes, Exception Handling,

**Section C**

**Multithreading:** Java Thread model, Thread Priorities, Synchronization, Interthread communication, Suspending, resuming & stopping thread.

**Section D**

**Applet:** Applet basics, Applet architecture, Applet: Display, Repaint, Parameter Passing.

Telnet, FTP, Web Server and their implementation in Java.

**References:**

1. Complete Reference: Java, Herbert Schildt & Naughton, Tata Mc Graw, 5<sup>Th</sup> Edition, 2006.
2. Java Unleashed, Jane Jawoske, SAM5, Tech Me dia 2006.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – III**  
**MCS03005T: Network Programming**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**  
**L T P**  
**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

Sockets and Socket Address structures, Concept of Zombies, Daemon Processes, Super servers, Concurrent versus Iterative servers, Protocol Independence, Error Handling : Wrapper functions, OSI Model, Unix standards.

**Section B**

TCP Connection establishment & Termination, Port Numbers and Concurrent Servers, Protocol Usage by common Internet Applications.

**Section C**

UDP Communication Semantics, UDP Echo Server, Echo Client working, Protocol Usage by Common Internet Applications.

**Section D**

Sockets Address Structures, Byte ordering & Manipulation Functions, TCP Socket System Calls, TCP Client-Server E.g., I/O Multiplexing, Signal Handling in Concurrent Servers.

Socket Options, Elementary Names Address Conversions, Ipv4 and Ipv6 Interoperability.

**References:**

1. Networking Programming, W. Richard Stevens, Pearson Education.
2. Advanced Programming in UNIX Environment, W. Richard Stevens, Pearson Education.

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**M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – III**

**MCS03006L: Programming Laboratory – III**

**Max. Marks:50**

**Credits**

**L T P**

**0 0 2**

Programming Laboratory based on Advanced Java and Network Programming

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – IV**  
**MCS04001T: Advanced Web Technologies**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

Fundamentals of Web Development: Introduction to HTML, CSS, JAVA SCRIPT (Client side scripting), Server Site Development using PHP and ASP.NET.

**Standard Controls:** Display information, Accepting user input, Submitting form data, Displaying images, Using the panel control, Using the hyperlink control.

**Section B**

**Validation Controls:** Using the required field validator control, Using the range validator control using the compare validator control, Using the regular expression validator control, Using the custom validator control, Using the validation summary controls.

**Rich Controls:** Accepting file uploads, Displaying a calendar, Displaying advertisement, Displaying different page views, Displaying a wizard.

**Section C**

**Designing Website with Master Pages:** Creating master pages, Modifying master page content, Loading master page dynamically.

**SQL Data Source Control:** Creating database connections, Executing database commands, Using ASP.NET parameters with the SQL data source controls, Programmatically executing SQL data source commands, Caching database data with the SQL data Source controls.

**List Controls:** Dropdown list control, Radio button list controls, list box controls, bulleted list controls, custom list controls.

**Grid View Controls:** Grid view control fundamentals, Using field with the grid view control, Working with grid view control events extending the grid view control.

**Section D**

**Building Data Access Components with ADO.NET:** Connected the data access, Disconnected data access, Executing a synchronous database commands, Building data base objects with the .NET framework.

**Maintaining Application State:** Using browser cookies, Using session state, Using profiles.

**Caching Application Pages and Data:** page output caching, partial page caching, data source caching, data caching, SQL cache dependences.

**Reference:**

ASP.NET 3.5: **Stephen Walther, Pearson Education, 2005**

**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – IV**  
**MCS04002T: Microprocessor and Its Applications**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

**Introduction:** Introduction to Microprocessor, General Architecture of Microcomputer System. Microprocessor Units, Input unit, Output unit, Memory unit and auxiliary storage unit.

**Section B**

**Architecture of 8086/8088 Microprocessor:** Description of various pins, configuring the 8086/8088 microprocessor for minimum and maximum mode systems, Internal architecture of the 8086/8088 microprocessor, system clock, Bus cycle, Instruction execution sequence.

**Section C**

**Memory Interface of 8086/8088 Microprocessor:** Address space and data organization, generating memory addresses hardware organization of memory address space, memory bus status code, memory control signals, read/write bus cycles, program and data storage memory, dynamic RAM system.

**Section D**

**Input/Output Interface of the 8086/8088 Microprocessor:** I/O interface, I/O address space and data transfer, I/O instructions, I/O bus cycles, Output ports, 8255A Programmable Peripheral Interface (PPI), Serial communication interface (USART and UART) – the RS- 232 C interface.

Interrupt Interface of 8086/8088 Microprocessor, Types of Interrupt, Interrupt Vector Table (IVT).

**References:**

1. Walter Triebel: The 8086 Microprocessor – Architecture, Software and Interfacing Techniques, PHI, Delhi.
2. Walter Triebel: The 8088 Microprocessor – Architecture, Software and Interfacing Techniques, PHI, Delhi.
3. Douglas V. Hall: Microprocessors and Interfacing – Programming and Hardware, Tata McGraw Hill Publishing Company Ltd., New Delhi.
4. Peter Abel: IBM PC Assembly Language and Programming, PHI, Delhi.

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M.Sc. (Computer Science) (CBGS)  
Syllabus for the Batch from Year 2023 to 2025

**SEMESTER – IV**  
**MCS04003T: Object Oriented Modeling, Analysis and Design**

**Time: 3 Hrs.**

**Max. Marks: 100**

**Credits**

**L T P**

**4 0 0**

**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.

The student can use only Non-programmable & Non-storage type calculator.

**Section A**

Object Orientation, OMT Methodology, Object and Class, Link and Association Generalization, Aggregation Multiple Inheritance, Packages,

**Section B**

Object Meta Modeling, Metadata and Metamodels, Functional Modeling Pseudocode with the Object navigation Notation, ONN Constructs, Combining ONN Constructs.

**Section C**

**Analysis:** Object Model, Data Dictionary, Dynamic Model, Functional Model.

**Section D**

**System Design:-** Devising an Architecture, Database Management Paradigm, Object Model, Elaborating the functional Model, Evaluating the Quality of Design Model.

**Reference:**

Object Oriented Modeling and Design By Michael Blaha, William Premerlani, and Prentice Hall.

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**M.Sc. (Computer Science) (CBGS)**  
**Syllabus for the Batch from Year 2023 to 2025**

**SEMESTER – IV**

**MCS04004L: Programming Laboratory – IV**

**Max. Marks: 50**

**Credits**  
**L T P**  
**0 0 2**

Based on Advanced Web Technologies using ASP.NET

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**SEMESTER – IV**

**MCS04005L: Project Work**

**Max. Marks: 250**

<b>Credits</b>		
<b>L</b>	<b>T</b>	<b>P</b>
<b>0</b>	<b>0</b>	<b>10</b>

1. Candidates have to submit only one hard copy and CD of documentation which shall be kept with the course supervisor/guide in the college only. Further, supervisor/guide OR principal of college shall forward two copies of DVD (Digital Versatile Disk) containing all the documentation files of the students (file name to be saved as Rollno\_of\_the\_ student .pdf) to the concerned branch of the University. Covering letter (duly signed by the principal/Head of the college/institute) should contain the following information.  
*Candidate name, Candidate Roll no, Project Title of the student and .pdf file name of his project documentation.*
2. *The assignment shall be evaluated by a board of three examiner (two (02) External examiners and one (01) internal examiner) as approved by the BOS.*
3. The Project is to be submitted as per the common ordinances for P.G. courses under semester system.