



**DEPARTMENT OF DISTANCE EDUCATION
PUNJABI UNIVERSITY, PATIALA
SYLLABUS
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
PART-II (SEMESTER III & SEMESTER-IV)
FOR 2020-21 EXAMINATION**

BBA (SEMESTER-III)

		Marks
BBA 301	Principles of Human Resource Management	100 (60+40)
BBA 302	Business Accounting	100 (60+40)
BBA 303	Principles of Marketing Management	100 (60+40)
BBA 304	Business Law	100 (60+40)
BBA 305	Workshop on contemporary Business issues	50
BBA 306	Seminar On Knowledge Management	50
BBA 307	Communication Skills in Punjabi/ Elementary Punjabi	100
	Environment and Road Safety Awareness	100

BBA (SEMESTER-IV)

		Marks
BBA 401	Financial Management	100
BBA 402	Workshop on Creativity and Innovation	50
BBA 403	Seminar on Entrepreneurship	50
BBA 404	Viva- Voce	100
BBA 411	Cost and Management Accounting	100
BBA 412	Financial Instruments & Services	100
BBA 414	System Analysis and design	100
BBA 423	Communication Skills in Punjabi/ Elementary Punjabi	100
	SUMMER INTERSHIP	(4 to 6 weeks)

BBA-301 : PRINCIPLES OF HUMAN RESOURCE MANAGEMENT**Time Allowed : 3 Hrs.****Max. Marks :100****Theory : 60****Internal Assessment : 40****Instructions for Paper Setters/Candidates**

The question paper covering the entire course shall be divided into three sections as follows :

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input :**PART-I**

Human Resource Management (HRM) : Meaning, Scope and Objectives of HRM, HRM Challenges. Human Resource Planning (HRP) : Concept, Need and importance of HRP, Factors affecting HRP, Human Resource Planning Process, Barriers to HRP. Job Analysis (JA) : Meaning, Factors affecting JA, Various techniques of JA. Recruitment : Meaning, Factors governing Recruitment, Recruitment sources and techniques, Problems associated with Recruitment. Selection : Meaning, Process, Selection Tests and Interview, Barriers to effective selection. Introduction and Orientation : Concepts, Process, Benefits and Problems associated with Induction and Orientation.

PART-II

Managing Careers : Promotion, Meaning, Significance, Promotion Policy, Other issues related to promotions; Demotion-Meaning, Reasons, Implications for HRM; Transfers-Meaning, purpose, policy and other Issues associated with Transfers. Managing Separations : Meaning and Types of Separations, Costs and Benefits of Separations, Managing Separations effectively. Managing Industrial Relations : Industrial Relations-Meaning, Importance of peaceful IR. Approaches to IR. IR strategic, Industrial Disputes Nature, Causes and Settlement of Disputes; Managing Workplace Safety and Health : Introduction, Various workplace safety and health issues and management of these issues.

BOOKS RECOMMENDED

1. Gomez - Meja, et al., Managing Human Resources, Delhi, Pearson Education, 2003.
2. Dessler, Gary, Human Resource Management, Delhi, Pearson Education, 2003.

3. Aswathappa, Human Resource and Personnel Management, New Delhi, TMG-Hill, 2002.
4. Pattanayak, Biswajeet, Human Resource Management, New Delhi, PHI, 2001.

BBA-302 : BUSINESS ACCOUNTING**Time Allowed : 3 Hrs.****Max. Marks :100****Theory : 60****Internal Assessment : 40****Instructions for Paper Setters/Candidates**

The question paper covering the entire course shall be divided into three sections as follows :

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input :**PART-I**

Meaning and Scope of Accounting : Need, development and definition of accounting, book-keeping and accounting, Persons interested in accounting information, Disclosure; Branches of accounting; Objectives of accounting, basic understanding of accounting standards.

Accounting Transactions : Accounting Cycle, Journal, Rules of debit and credit; Compound journal entry, Opening entry, Relationship between journal and ledger, Rules regarding posting, Trial Balance, Sub-division of journal.

Distinction between Capital and revenue items.

Final Accounts : Manufacturing account; Trading account, Profit and loss account; Balance-sheet; adjustment entries.

Rectification of Errors : Classification of errors, Location of errors, Rectification of errors; Suspense account; Effect on Profit.

PART-II

Depreciation Provisions and Reserves: Concept of Depreciation; Causes of depreciation; Depreciation, depletion, Depreciation accounting; Methods for providing depreciation, Depreciation policy; Provisions and reserves.

Partnership Accounts: Essential characteristics of partnership. Partnership deed; Final accounts; Adjustments after closing the accounts; Fixed and fluctuating capital; Goodwill; Joint Life Policy; Change in Profit Sharing Ratio.

SUGGESTED READINGS

1. Anthony & Peece : Accounting Principles, Richard Irwin Inc.
2. Gupta. et al. : Financial Accounting, Sultan Chand and Sons, New Delhi.
3. Monga et al. : Financial Accounting, Mayur Paper Back, Noida.
4. Shukla & Grewal : Advanced Accounts, S. Chand & Co.; New Delhi.
5. Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi.

BBA-303 : PRINCIPLES OF MARKETING MANAGEMENT**Time Allowed : 3 Hrs.****Max. Marks:100****Theory: 60****Internal Assessment: 40****Instructions for Paper Setters/Candidates**

The question paper covering the entire course shall be divided into three sections as follows :

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input:**PART-I**

Marketing Concepts: Philosophies and functions, Modern Concept of Marketing, Importance of Marketing with special reference to India, Meaning of Marketing Management. Marketing Environment: Meaning and forces of marketing environment, Marketing Mix and its elements. Market Segmentation; Meaning and basis of market

segmentation. Consumer Behaviour: meaning and importance, Buying process, factors influencing consumer behaviour. Marketing Information System: Concept and components of a marketing information system. Marketing Research: Meaning, features and scope of Marketing Research.

PART-II

Product Decisions: Branding and Packaging, decisions stages in New Product Development, Product Life Cycle; Concept and stages. Pricing Decisions: Meaning of Product Pricing, objectives, Methods of pricing, Pricing Policies. Channels of Distribution: Types of Marketing Channels, Factors influencing channel choice. Promotion Mix: Personal Selling, Advertising decisions, Sales Promotion. Laws affecting Marketing in India.

REFERENCES

1. Kotler, Philip : Marketing Management
2. Stanton, William, J. : Fundamentals of Marketing
3. Neelamegham, S. : Marketing in India
4. C.N. Sontaakki : Marketing Management
5. J.C. Gandhi : Marketing

BBA-304 : BUSINESS LAWS

Time Allowed : 3 Hrs.

Max. Marks :100

Theory : 60

Internal Assessment : 40

Instructions for Paper Setters/Candidates

The question paper covering the entire course shall be divided into three sections as follows:

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input:

PART-I

Law of Contract (1872): Nature of Contract, Classification, Offer and Acceptance, Capacity of parties to contract, Free consent; Consideration, Legality of object, Agreement

declared void, Performance of contract; Discharge of contract, Remedies for breach of contract.

Sales of Goods Act 1930: Formation of contracts of sale; Goods and their classification, price; conditions and warranties, Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale of auction; Hire purchase agreement.

PART-II

Negotiable Instruments Act 1881: Definition of negotiable instruments, Features; Promissory note; Bills of exchange and cheque; Holder and holder in due course; Crossing of a cheque, Negotiation; Dishonour and discharge of negotiable instrument.

The Consumer Protection Act 1986: Salient Features, Definition of consumer; Grievance redressed machinery.

Suggested Readings:

1. Desai, T.R. : Indian Contract Act, Sale of Goods Act and Partnership Act, S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
2. Khergamwala : The Negotiable Instruments Act, N.M. Tripathi Pvt. Ltd., Mumbai.
3. Singh, Avtar L.: The principles of Mercantile Law, Eastern Book Company, Lukhnow.
4. Kuchal, M.C. : Business Law, Vikas Publishing House, New Delhi.
5. Kapoor, N.D. : Business Law, Sultan Chand & Sons, New Delhi.
6. Chandha, P.R : Business Law, Galgotra, New Delhi.

BBA-305: WORKSHOP ON CONTEMPORARY BUSINESS ISSUES

Internal Evaluation: 50 Marks

Domestic and international dimensions of the business environment; corporate social responsibility and performance; Socialization and moral development. Values, value congruence, and value conflict. Managing ethics in the corporation: Codes, incentives etc. Ethical dimensions of public affairs and crisis management, Ethics and social performance: evaluation and reporting.

BBA-306: SEMINAR ON KNOWLEDGE MANAGEMENT

Internal Evaluation: 50 Marks

Knowledge, Economy: Leveraging Economy, Data-Information Knowledge and Organizational Knowledge. Transformation of an enterprise through knowledge management, momentum of knowledge, and sharing of knowledge, system in an organization; Knowledge Organization; Organizational culture for knowledge management; knowledge management and information technology; Knowledge management in Industry; Challenges to knowledge management.

BBA-307: COMMUNICATION SKILLS IN PUNJABI/ ELEMENTARY PUNJABI**ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)**

ਕੁਲ ਅੰਕ : 100

ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ :35

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 25 ਅੰਕ

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 09

ਬਾਹਰੀ ਪਰੀਖਿਆ: 75 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 26

ਸਮਾਂ : 3 ਘੰਟੇ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ**ਭਾਗ-ੳ**

ਨਿਰਧਾਰਤ ਪੁਸਤਕ, **ਪੰਜਾਬੀ ਦੀ ਪਾਠ ਪੁਸਤਕ**, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

(ਇਸ ਪੁਸਤਕ ਵਿਚੋਂ **ਕੇਵਲ ਕਵਿਤਾ ਵਾਲਾ ਭਾਗ** ਇਸ ਸਮੈਸਟਰ ਦੇ ਸਿਲੇਬਸ ਵਜੋਂ ਪੜਿਆ ਜਾਣਾ ਹੈ।)

ਭਾਗ-ਅ

ਅ-1 ਵਿਸ਼ਰਾਮ ਚਿੰਨ ਦੀ ਵਰਤੋਂ

ਅ-2 ਸ਼ਬਦ ਜੋੜਾਂ ਦੀ ਸੁਧਾਈ

ਅ-3 ਪੈਰਾ ਰਚਨਾ ਵਿਦਿਆਕ ਜਾਂ ਸੈਰ ਸਪਾਟੇ ਨਾਲ ਸਬੰਧਤ

ਭਾਗ-ੲ

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਤੇ ਆਧਾਰਤ ਸੰਪੇਖ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

ਅੰਕ ਵੰਡ ਤੇ ਪੇਪਰ ਸੈੱਟਰ/ ਪ੍ਰੀਖਿਆਰਥੀ ਲਈ ਹਦਾਇਤਾਂ

- ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁੱਖੀ ਲਿਪੀ ਦਾ ਮੁੱਢਲਾ ਗਿਆਨ ਪ੍ਰਾਪਤ ਕੀਤਾ ਹੈ। ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ ਦੇ ਗਿਆਨ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰਖਦਿਆ ਸਰਲ, ਸਪਸ਼ਟ ਅਤੇ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਹੀ ਪੁੱਛੇ ਜਾਣ।
- ਸਾਰੇ ਭਾਗਾਂ ਵਿਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
- ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
- ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
- ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
- ਭਾਗ ੳ ਵਿਚ ਕਿਸੇ ਕਵਿਤਾ ਦਾ ਕੇਦਰੀ ਭਾਵ (ਪੰਜ ਵਿਚੋਂ ਦੋ) $2 \times 5 = 10$ ਅੰਕ
- ਭਾਗ ੳ ਵਿਚੋਂ ਕਿਸੇ ਕਾਵਿ ਟੁਕੜੀ ਦੀ ਵਿਆਖਿਆ (ਤਿੰਨ ਵਿਚੋਂ ਇਕ) 05 ਅੰਕ
- 15 ਸ਼ਬਦ ਦੇ ਕੇ 10 ਸ਼ਬਦਾਂ ਦੇ ਸਬਦ ਜੋੜ ਸ਼ੁੱਧ ਕਰਨੇ
- ਕਿਸੇ ਦਿੱਤੇ ਪੇਰੇ ਜਾਂ ਵਾਕਾਂ ਵਿਚ ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹਾਂ ਦੀ ਵਰਤੋਂ 10 ਅੰਕ
- ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਜੀਵਨ ਦੇ ਕਿਸੇ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ ਪੈਰਾ ਰਚਨਾ
- ਭਾਗ ੲ ਵਿਚ ਪਾਠ ਪੁਸਤਕ (ਕਵਿਤਾਵਾਂ) ਤੇ ਆਧਾਰਤ ਸੰਪੇਖ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ 3-4 ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ।

$15 \times 2 = 30$ ਅੰਕ

ਬੀ.ਬੀ.ਏ./ਬੀ.ਸੀ.ਏ./ਬੀ.ਪੀ.ਈ. ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੈਸਟਰ ਤੀਜਾ)
2020-21 ਸੈਸ਼ਨ ਲਈ
(ਸਮੈਸਟਰ ਤੀਜਾ)

ਕੁਲ ਅੰਕ : 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 25 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ: 75 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ :35

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 09

ਬਾਹਰੀ ਪਰੀਖਿਆ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ :26

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਭਾਗ-ੳ

ਕਹਾਣੀਆਂ ਦੀ ਪੁਸਤਕ 'ਕਥਾ ਵਾਰਤਾ' (ਕਹਾਣੀ ਸੰਗ੍ਰਹਿ)
 ਸੰਪਾਦਕ- ਡਾ. ਲਖਵੀਰ ਸਿੰਘ, ਡਾ. ਗੁਰਮੁਖ ਸਿੰਘ, ਡਾ. ਮਨਜੀਤ ਕੌਰ
 ਪਬਲੀਕੇਸ਼ਨ- ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

ਭਾਗ-ਅ

ਅ-1 ਸੰਖੇਪ ਰਚਨਾ

ਅ-2 ਵਿਆਕਰਣ:

- (i) ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਸਥਾਪਤੀ
- (ii) ਵਾਕ ਬਣਤਰ ਅਤੇ ਵਾਕ ਰਚਨਾ
- (iii) ਉਪਵਾਕ ਬਣਤਰ : ਪਛਾਣ ਤੇ ਕਾਰਜ

ਭਾਗ-ੲ

ਭਾਗ ੳ ਅਤੇ ਅ ਦੇ ਵਿਆਕਰਣ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ

ਅੰਕ-ਵੰਡ ਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

- | | | |
|----|---|-------------|
| 1. | ਭਾਗ ੳ ਵਿਚੋਂ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ (ਤਿੰਨ ਵਿਚੋਂ ਇਕ) | 12 ਅੰਕ |
| 2. | ਪਾਤਰ ਚਿਤਰਨ (ਤਿੰਨ ਵਿਚੋਂ ਇਕ) | 12 ਅੰਕ |
| 3. | ਸੰਖੇਪ ਰਚਨਾ | 09 ਅੰਕ |
| 4. | ਭਾਗ ਅ-2 ਵਿਚਲੇ ਵਿਆਕਰਣ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ (ਦੋ ਵਿਚੋਂ ਇੱਕ) | 12 ਅੰਕ |
| 5. | ਭਾਗ ੳ ਵਿਚੋਂ ਕਹਾਣੀਆਂ ਅਤੇ ਅ-2 ਵਿਆਕਰਣ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। | 15*2=30 ਅੰਕ |

ਬੀ.ਬੀ.ਏ./ਬੀ.ਸੀ.ਏ./ਬੀ.ਪੀ.ਈ. ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੈਸਟਰ ਤੀਜਾ)
ਸਹਾਇਕ ਪਾਠ-ਸਾਮ੍ਰਗੀ

1. ਡਾ. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-1, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ, 1991, ਪੰਨਾ 6-73
2. ਡਾ. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-1।, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ, 1992

3. ਗਿ. ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਸ ਸਟੇਟ ਯੂਨੀ. ਟੈਸਕਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ
4. ਸੰਤ ਸਿੰਘ ਸੇਖੋਂ, ਸਾਹਿਤਆਰਥ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ
5. ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਧਾਲੀਵਾਲ, ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ
6. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਗਲਪ ਵਿਸ਼ੇਸ਼ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
7. ਡਾ. ਜਗਜੀਤ ਸਿੰਘ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸ਼ਰਣੀਆਂ ਤੇ ਇਕਾਈਆਂ
8. ਕਹਾਣੀਆਂ ਦੀ ਪੁਸਤਕ- 'ਕਥਾ ਵਾਰਤਾ' (ਕਹਾਣੀ ਸੰਗ੍ਰਹਿ)
ਸੰਪਾਦਕ- ਡਾ. ਲਖਵੀਰ ਸਿੰਘ, ਡਾ. ਗੁਰਮੁਖ ਸਿੰਘ, ਡਾ. ਮਨਜੀਤ ਕੌਰ
ਪਬਲੀਕੇਸ਼ਨ- ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

Environmental and Road Safety Awareness

Session: 2019-20, 2020-21 & 2021-22

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from each section A and B. Section C is compulsory.

PRIVATE/DISTANCE EDUCATION STUDENTS

Max Marks: 100

Max Time: 3hrs.

Lectures per week 5

INSTRUCTIONS FOR THE PAPER SETTERS

The question paper will consist of three sections A, B and C. Each of sections A and B will have four questions from the respective sections of the syllabus. Each question shall carry 15 marks. Section C will consist of 20 short answer type questions of 2 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from each section A and B. Section C is compulsory.

SECTION-A

INTRODUCTION TO ENVIRONMENTAL STUDIES:

The multidisciplinary nature of environmental studies. Definition, scope and importance
Concept of Biosphere – Lithosphere, Hydrosphere, Atmosphere.

ECOSYSTEM & BIODIVERSITY CONSERVATION

Ecosystem and its components, Types of Ecosystems

Biodiversity - Definition and Value, Threats to biodiversity and its conservation

Level of biological diversity: genetic, species and ecosystem diversity; bio-geographic zones of India; biodiversity patterns and global biodiversity hot spots.

India as Mega-biodiversity nation; Endangered and endemic species of India.

Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and informational value.

NATURAL RESOURCES–RENEWABLE AND NON RENEWABLE RESOURCES

Land resources and land use change; land degradation, soil erosion and desertification.

Deforestation: causes and impacts due to mining, dam building on environment, Forests, Biodiversity and tribal populations.

Water: Use and over-exploitation of surface and ground water, Floods, droughts, conflicts over water (international & inter-state)

Energy resources: renewable and nonrenewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Environmental Pollution

Environmental Pollution : types, causes, effects and controls; Air, Water, Soil and noise pollution. Nuclear hazards and human health risks Solid waste management, Source Segregations : Control measures of urban and Industrial waste. Pollution case studies.

SECTION-B

ENVIRONMENTAL PROTECTION LAWS IN INDIA

Environmental protection act for; Air (Prevention and control of pollution), Water (Prevention and Control of pollution), Wild life, Forest Conservation, Issues involved in the enforcement of environmental legislation. Role of an individual in prevention of pollution.

Environmental policies & Practices; Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture.

Human Communities and the Environment

Human population growth: Impacts on environment, human health and welfare, Sanitation & Hygiene. Resettlement and rehabilitation of project affected persons; case studies. Disaster management: floods, earthquake, cyclones and landslides. Environment movements: Chipko, Silent valley, Bishnois of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation for a Clean-green pollution free state.

Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi)

ROAD SAFETY AWARENESS

Concept and significance of Road safety, Traffic signs, Traffic rules, Traffic Offences and penalties, How to obtain license, Role of first aid in Road Safety.

Stubble Burning

Meaning of Stubble burning.

Impact on health & environment.

Management and alternative uses of crop stubble.

Environmental Legislations and Policies for Restriction of Agriculture Residue Burning in Punjab.

Field Work

Visit to an area to document environmental assets: river/Forest/Flora/Fauna, etc.

Visit to Local polluted site –urban/Rural/Industrial/Agricultural.

Study of common Plants, Insects, Birds and basic principles of identification.

Study of simple ecosystems-pond, river, Delhi Ridge, etc.

Suggested Readings :

1. Carson, R.2002. Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil. M., & Guha,R.1993. This Fissured Land : An Ecological History of India. Univ. of California Press.
3. Gleeson, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick,P.H.1993. Water in Crisis.Pacific Institute for Studies in Dev. Environment & Security. Stockholam Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland : Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalays dams. Science,339:36-37.
7. McCully,P.1996. Rivers no more: the environmental effects of dams (pp.29-64). Zed Books.
8. McNeill, John R. 2000. Something New Under the Sun : An Environmental History of the Twentieth Century.
9. Odum, E.P., H.T & Andrews, J.1971. Fundamentals of Ecology. Philadelphia : Saunders.
10. Pepper, I.L., Gerba ,C.P & Brusseau, M.L. 2011. Environmental and Pollution Sciences. Academic Press.
11. Rao, M.N. & Datta, A.K.1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt.Ltd.
12. Raven, P.H., Hassenzahl, D.M. & Berg, L.R.2012,Environment. 8Th edition. John Wiles & Sons.

13. Rosencranz, A., Divan, S., & Nobie, M.L. 2001. Environmental law and policy in India. Tripathi 1992
14. Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. OUP.
15. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.
16. Sodhi, N.S. Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
17. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
18. Warren, C.E. 1971. Biology and Water Pollution Control. WB Saunders.
19. Wilson, E.O. 2006. The Creation: An appeal to save life on earth. New York: Norton.
20. World commission on Environment and Development. 1987. Our Common Future. Oxford University Press.

BBA (SEMESTER-IV)

		Marks
BBA 401	Financial Management	100 (60+40)
BBA 402	Workshop on Creativity and Innovation	50
BBA 403	Seminar on Entrepreneurship	50
BBA 404	Viva- Voce	100
BBA 411	Cost and Management Accounting	100 (60+40)
BBA 412	Financial Instruments & Services	100 (60+40)
BBA 414	System Analysis and design	100 (60+40)
BBA 423	Communication Skills in Punjabi/ Elementary Punjabi	100 (75+25)

Summer Internship**BBA-401 : FINANCIAL MANAGEMENT****Time Allowed : 3 Hrs.****Max. Marks :100****Theory : 60****Internal Assessment : 40****Instructions for Paper Setters/Candidates**

The question paper covering the entire course shall be divided into three sections as follows :

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input :**PART-I**

Meaning of Business Finance, Aim, Scope and significance of finance function, profit verses wealth maximization, Financial Planning. Sources of Company Finance- Long-Term and Short-Term, SEBI Guidelines for raising company finance, Dividend Policy. Types and Dividend, Capital Structure: Concept, theories and Valuation, cost of capital concept and significance.

PART-II

Capital Budgeting, Planning of Capital expenditure, evaluation of Project (including risk and uncertainty), Responsibility accounting: Concept, steps in responsibility Accounting. Cost of capital, working capital- types estimation- factor determining working capital requirement.

SUGGESTED READINGS:

1. Srivastava, R. M : Essential of Business Finance
2. Upadhyay, K. M : Financial Management
3. Panday, I. M : Financial Management
4. Jain, Anand & Singh : Financial Management
5. Khan, M.Y. and Jain P.K : Management Accounting

BBA-402 : WORKSHOP ON CREATIVITY AND INNOVATION**Internal Evaluation : 50**

Creativity in management, creative problem-solving. Theories of creativity, identify the problem, morphological analysis, brainstorming, lateral thinking and synaptic Idea- generating methods, evaluation ideas, implementing ideas, role of computers in creativity.

Strategic issues: Like planning, framework etc. market needs, and market research, sources of successful ideas, and financial analysis and case- histories of renowned companies.

BBA-403 : SEMINAR ON ENTREPRENEURSHIP**Internal Evaluation : 50**

Concept of Entrepreneurship : Definition, nature and Characteristics of entrepreneurship : Emergence of entrepreneurial class including women entrepreneurs: Theories of entrepreneurship : Socio- economic environment and the entrepreneur. Characteristics of Entrepreneur Leadership, risk taking, decision making and business planning. Innovation and entrepreneurship, entrepreneurial behavior and motivation. Entrepreneurial Development programmes- their relevance and achievements: Role of government in organizing such programmers, Critical Evolution. Small Business as a seed bed of entrepreneurship : concept of business venture. The start-up process; Concept, Plan, Implementation, Initial Strategic Planning, Production and Marketing Scope, Legal and tax consideration, risk analysis and financial considerations. Profit 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-Government assistance. Contribution of commercial Banks in Promoting and Servicing small business, Small business and modern technology. Government Policies and formalities in setting up a unit. Basic requirements regarding registration, excise, Sales Tax, Factory Act. SSI exemptions.

Suggested Readings:

1. Hall, B. Pricke and Royce : Small Business Management L. Brahamson

2. Kenneth R. Van Voorthis : Entrepreneurship and Small Business Management
3. Uans Schollhammer & Arthur : Entrepreneurship and Small H. Kuriloff 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

BBA-404 : VIVA-VOCE**External Evaluation: 100 Marks**

Every student will have to appear for comprehensive VIVA at the end of year. This VIVA-VOCE examination is based on the full course; each student is required to face a board composed of one external examiner, one internal examiner and the principal/director of the college or his nominee.

BBA-411 : COST & MANAGEMENT ACCOUNTING

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 60

Internal Assessment : 40

Note : The question paper covering the entire course shall be divided into three sections as follows :

Section - A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

Section - B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Section - C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

COURSE INPUT :**Part – I**

Cost Accounting: the concept, nature and scope of cost accounting, brief study of Materials, objectives and techniques of material control, methods of pricing material issue. Labour: Items of Labour cost, Labour records, Remuneration methods, Overheads: Classification, distribution, absorption of different types of overheads. Preparation of cost sheet and reconciliation of cost and financial records. Cost Determination Methods: Job, Batch, Contrast and Process costing, Introduction to service costing. Cost Control Techniques: Cost-volume-profit analysis.

Part – II

Origin, Concept, Nature, Scope and functions of Management Accounting. Relation between management, Financial Accounting and Cost Accounting, Limitations of Management Accounting. Financial Statements; nature, Importance and its Limitations.

Tools of Financial Analysis: Ratio Analysis ; meaning, utility, Importance and its Classification on the basis of Profitability, Liquidity, solvency and activity Comparative statements and Trend Analysis. Fund Flow Analysis Cash Flow Analysis.

References:

Shashi Gupta and R.K. Sharma	:	Management Accounting
Ravi M. Kishore	:	Management Accounting
S.N. Maheshwari	:	Management Accounting and Financial Control
Khan, M.Y. and Jain, P.K.	:	Management Accounting
Manmohan and Goel	:	Principles and Practice of Management
Jain Abhay and Anand	:	Financial Management Accounting
Ravi M. Kishore	:	Cost Accounting
Jawahar Lal	:	Cost Accounting
L.W.J. Owler and J.L. Brown	:	Wheldon's Cost Accounting

BBA-412 : Financial Instruments and Services**Time Allowed : 3 Hrs.****Max. Marks :100****Theory : 60****Internal Assessment : 40****Instructions for Paper Setters/Candidates**

The question paper covering the entire course shall be divided into three sections as follows :

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input :**PART-I**

Financial Market environment in India; role of Securities and Exchange Board of India; Stock Exchanges: objectives, and functioning; variable and fixed interest bearing securities: equity, preference shares, debentures and bonds, ADR and GDR.

PART-II

Merchant Banking; Venture Capital; Leasing and Hire Purchase; Mutual funds in India; debit card and credit card; housing finance, Foreign Direct Investment in India.

RECOMMENDED REFERENCES:

1. M.Y. Khan: Financial Services (TMH)
2. Dr. S. Gurusamy: Merchant Banking and Financial Services (Thomson)
3. Depository Operations (Module) workbook by National Stock Exchange in India Limited.
4. B.S.Bodla, M.C.Garg, K.P.Singh: Insurance- Fundamentals, Environment and Procedures (Deep and Deep Publications)
5. Tripathy Nalini Prava: Financial Instruments and Services
6. M.Y.Khan: Indian Financial System, 4th Edition, TMH
7. L.M.Bhole: Financial Institutions and Markets, TMH
8. Shashi Gupta: Financial Services, Kalyani.

BBA-414 : SYSTEM ANALYSIS & DESIGN AND INFORMATION SYSTEMS**Time Allowed : 3 Hrs.****Max. Marks :100****Theory : 60****Internal Assessment : 40****Instructions for Paper Setters/Candidates**

The question paper covering the entire course shall be divided into three sections as follows :

SECTION-A

It will consist of 10 very short answer questions with answers to each question up to five lines in length. All questions shall be compulsory. Each question shall carry two marks; total weightage of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

SECTION-C

It will consist of essay type questions with answers to each question up to 7 pages in length. Four questions shall be set by the examiner from Part-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weightage of the section shall be 20 marks.

Course Input :**PART-I**

Overview of Systems Analysis and Design. Software applications today- the changing scenarios. Introduction to different methodologies and Structured System Analysis. Problem-Identification-Requirement Analysis: tools and techniques, feasibility analysis: Operational, Technical and Economical Feasibility, details of SDLC approach. Business Systems Concept: Systems Development Life Cycle: Project Selection; Feasibility Study.

PART-II

Tools for analysis and design of business systems: methodologies available. Need for structured techniques. Structured Techniques Available-System Requirement Specification; Analysis: Data Flow Diagrams; Data Dictionaries: Process organization and Intersections: Decision Analysis: Decision Tree and tables: expansion, Explosion and Normalization, detailed Design; Modulation; Module Specification: File Design.

BBA-423 : COMMUNICATION SKILLS IN PUNJABI/ ELEMENTARY PUNJABI

ਬੀ.ਬੀ.ਏ./ਬੀ.ਸੀ.ਏ./ਬੀ.ਪੀ.ਈ. ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੈਸਟਰ ਚੌਥਾ)

2020-21 ਸੈਸਨ ਲਈ

(ਸਮੈਸਟਰ ਚੌਥਾ)

ਕੁਲ ਅੰਕ : 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 25 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ: 75 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 09

ਬਾਹਰੀ ਪਰੀਖਿਆ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 26

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਭਾਗ-ੳ

ਕਵਿਤਾਵਾਂ ਦੀ ਪੁਸਤਕ- 'ਕਾਵਿ ਰੰਗ (ਆਧੁਨਿਕ ਕਵਿਤਾਵਾਂ ਦਾ ਸੰਗ੍ਰਹਿ)

ਸੰਪਾਦਕ- ਡਾ. ਡਾ. ਲਖਵੀਰ ਸਿੰਘ, ਪ੍ਰੋਫੈਸਰ ਯੋਗਰਾਜ, ਡਾ. ਹਰਚਰਨ ਸਿੰਘ

ਪਬਲੀਕੇਸ਼ਨ- ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

ਅ-1 ਅਨੁਵਾਦ ਭਾਗ-ਅ

ਅ-2 ਵਿਆਕਰਣ:

- (i) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਇਤਿਹਾਸ
- (ii) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ
- (iii) ਪੰਜਾਬੀ ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮ

ਭਾਗ-ੲ

ਭਾਗ ੳ ਅਤੇ ਅ ਦੇ ਵਿਆਕਰਣ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ

- | | | |
|----|---|-------------|
| 1. | ਭਾਗ ੳ ਵਿਚੋਂ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ (ਤਿੰਨ ਵਿਚੋਂ ਇਕ) | 12 ਅੰਕ |
| 2. | ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ (ਚਾਰ ਵਿਚੋਂ ਦੋ) | 2*6=12 ਅੰਕ |
| 3. | ਅਨੁਵਾਦ (ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ) | 09 ਅੰਕ |
| 4. | ਭਾਗ ਅ-2 ਵਿਚਲੇ ਵਿਆਕਰਣ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ (ਦੋ ਵਿਚੋਂ ਇੱਕ) | 12 ਅੰਕ |
| 5. | ਭਾਗ ੳ ਵਿਚੋਂ ਕਵਿਤਾ ਦੀ ਪੁਸਤਕ ਅਤੇ ਅ -2 ਵਿਆਕਰਣ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। | |
| | ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। | 15*2=30 ਅੰਕ |

ਸਹਾਇਕ ਪਾਠ-ਸਾਮਗ੍ਰੀ

1. ਡਾ. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-1, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ, 1991, ਪੰਨਾ 67-73
2. ਡਾ. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-11, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ, 1992
3. ਕਵਿਤਾਵਾਂ ਦੀ ਪੁਸਤਕ- 'ਕਾਵਿ ਰੰਗ (ਆਧੁਨਿਕ ਕਵਿਤਾਵਾਂ ਦਾ ਸੰਗ੍ਰਹਿ)
ਸੰਪਾਦਕ- ਡਾ. ਲਖਵੀਰ ਸਿੰਘ, ਪ੍ਰੋਫੈਸਰ ਯੋਗਰਾਜ, ਡਾ. ਹਰਚਰਨ ਸਿੰਘ
ਪਬਲੀਕੇਸ਼ਨ- ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

**ਬੀ.ਬੀ.ਏ/ਬੀ.ਏ./ਬੀ.ਐਸ.ਸੀ./ਬੀ.ਕਾਮ ਭਾਗ ਦੂਜਾ ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)
2020-21 ਸੈਸ਼ਨ ਲਈ**

ਸਮੈਸਟਰ ਚੌਥਾ

ਕੁਲ ਅੰਕ : 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 25 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ : 75 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 09

ਬਾਹਰੀ ਪਰੀਖਿਆ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 26

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਭਾਗ-ੳ

ਨਿਰਧਾਰਤ ਪੁਸਤਕ : ਪੰਜਾਬੀ ਦੀ ਪਾਠ ਪੁਸਤਕ, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।

(ਇਸ ਪੁਸਤਕ ਵਿਚੋਂ ਕਹਾਣੀ ਅਤੇ ਨਾਟਕ ਵਾਲਾ ਭਾਗ ਸਿਲੇਬਸ ਵਜੋਂ ਪੜ੍ਹਿਆ ਜਾਣਾ ਹੈ)

ਭਾਗ-ਅ

ਅ-1 ਨਿਜੀ ਚਿੱਠੀ/ਪੱਤਰ

ਅ-2 ਸ਼ਬਦਾਂ ਦਾ ਅਨੁਵਾਦ (ਪੰਜਾਬੀ ਤੋਂ ਅੰਗ੍ਰੇਜ਼ੀ ਅਤੇ ਅੰਗ੍ਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ)

ਭਾਗ-ੲ

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਤੇ ਆਧਾਰਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

ਅੰਕ ਵੰਡ ਤੇ ਪੇਪਰ ਸੈਟਰ/ਪ੍ਰੀਖਿਆਰਥੀ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਮੁਢਲਾ ਗਿਆਨ ਪ੍ਰਾਪਤ ਕੀਤਾ ਹੈ। ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ ਦੇ ਗਿਆਨ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰਖਦਿਆਂ ਸਰਲ, ਸਪਸ਼ਟ ਅਤੇ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਹੀ ਪੁੱਛੇ ਜਾਣ।
2. ਸਾਰੇ ਭਾਗਾਂ ਵਿਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
4. ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
5. ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟੇ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
6. ਭਾਗ ੳ ਵਿਚੋਂ ਕਿਸੇ ਕਹਾਣੀ ਦਾ ਸੰਖੇਪ ਸਾਰ। (ਦੋ ਵਿਚੋਂ ਇਕ) 08 ਅੰਕ
7. ਭਾਗ ੳ ਵਿਚੋਂ ਕਿਸੇ ਪਾਤਰ ਸਬੰਧੀ ਸੰਖੇਪ ਜਾਣਕਾਰੀ। (ਦੋ ਵਿਚੋਂ ਇਕ) 04 ਅੰਕ
8. ਨਾਟਕ ਦੇ ਪਾਤਰਾਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ (ਤਿੰਨ ਵਿਚੋਂ ਇਕ) 08 ਅੰਕ
9. ਨਿਜੀ ਚਿੱਠੀ ਜਾਂ ਪੱਤਰ। (ਦੋ ਵਿਚੋਂ ਇਕ) 09 ਅੰਕ
10. ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਆਮ ਜੀਵਨ ਨਾਲ ਸਬੰਧਤ ਸ਼ਬਦਾਵਲੀ ਦਾ ਅੰਗ੍ਰੇਜ਼ੀ ਅਤੇ ਪੰਜਾਬੀ ਅਨੁਵਾਦ

11. ਭਾਗ ਏ ਵਿਚੋ ਪਾਠ ਪੁਸਤਕ ਤੇ ਆਧਾਰਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ।

(8+8=16 ਅੰਕ)

(15 × 2 = 30 ਅੰਕ)

SUMMER INTERNSHIP:

Industrial Training of 4 to 6 weeks