

PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)

(Estd. under the Panjab University Act VII of 1947 – enacted by the Govt. of India)

**FACULTY OF
BUSINESS MANAGEMENT AND COMMERCE**

SYLLABI

FOR

Course Outline for BBA/ BBA(Honours), BBA (Honours with Research) as per NEP 2020

For the session 2024-25

Table-1

NEP 2020 COLLEGES COMMERCE TEMPLATE: STUDENT OPTING FOR BBA INTERDISCIPLINARY 3 YEAR/ 4 YEAR PROGRAM

SEM	COURSE LEVEL	CORE SUBJECTS			AEC/MIL	SEC	MDSC	VAC	INTERNSHIP/DISSERTATION	COMPULSORY LANGUAGE	TOTAL CREDITS
		(A)	(B)	(C)							
		4 Credits	4 Credits	4 Credits	2 Credits	3 Credits	3 Credits	2 Credits	2 Credits	2 Credits	
I	100	A1	B1	C1	English	SEC 1	MDSC 1	VAC 1		PUNJABI/HCP	24
II	100	A2	B2	C2	English	SEC 2	MDSC 2	VAC 2		PUNJABI/HCP	24
A student may exit after 1 year and will be given UG certificate subject to Completion of one 4-credit onsite vocational / internship / apprenticeship (in addition to 6 credits from Skill based course) during summer vacation of Year 1											
III	200	A3 A4	B3	C3	AEC/MIL	SEC 3	MDSC 3				24
IV	200	A5	B4 B5	C4 C5	AEC/MIL			VAC 3			24
A student may exit after 2nd year and a UG Diploma subject to Completion of one 4-credit onsite vocational/internship/apprenticeship(in addition to 09 credits from Skill based course) course during summer vacation of Year 2											
V	300	A6 A7	B6 B7	C6				VAC 4	INTERN		24
VI	300	A8 A9	B8 B9	C7 C8							24
3 YEAR DEGREE		36	36	32	08	09	09	08	02	04	144
VII	400	A10	B10	C9							24

		A11	B11	C10							
VIII	400	A12 A13	B12 B13	C11 C12							24
4 YEAR DEGREE-BBA Honours		52	52	48	08	09	09	08	02	04	192
4 YEAR DEGREE WITH RESEARCH											
VII	400	A10 A11	B10 B11	C9 C10							24
VIII*	400	A-12 * DISSERTATION (08)	B12 * DISSERTATION (08)	C11-RM C12 * DISSERTATION (08)							24
4 YEAR DEGREE-BBA Honours with research*		48/56	48/56	48/56	08	09	09	08	02	04	192

NOTES:

1. A student can opt for a MDSC course subject to following conditions:

- a) The student must not have studied that course in 10+2 level.
- b) The student must not have taken that course as a core subject.

2. A student can choose MDSC from following:

- a) Laws (MDSC1, MDSC 2, MDSC 3)
- b) International Business (MDSC1, MDSC 2, MDSC 3)

3. *A student who secures 75% or more marks in aggregate till semester 6 (up to 3 year degree) shall be eligible for 4 YEAR DEGREEB.COM HONOURS with research, on the condition that the Institution is a PU approved Research Centre. Also, a student may choose any of the three subjects for research/dissertation of 08 credits.

4. Language paper chosen as MIL-1 and MIL-2 should be in the same subject.

5. RM=Research Methodology

6. The students will mandatorily opt for Environment Science as a VAC option in any of the semesters.

TABLE -2

NEP 2020 COLLEGES COMMERCE TEMPLATE: STUDENT OPTING FOR BBA INTERDISCIPLINARY 3 YEAR/ 4 YEAR PROGRAM

SEM	COURSE LEVEL	CORE SUBJECTS			AEC/MIL	SEC	MDSC	VAC	INTERNSHIP	PBI/HCP	TOTAL CREDITS
		(A)	(B)	(C)							
		4 Credits	4 Credits	4 Credits	2 Credits	3 Credits	3 Credits	2 Credits	2 Credits	2 Credits	
I	100	NBBA 101	NBBA 102	NBBA 103	AEC/MIL	COM/BB A(SEC) – 101/101A/101 B/101C/101D	COM/BBA (MDSC) – 101/101A	VAC – OPTIONS		PBI/HCP	24
II	100	NBBA 201	NBBA 202	NBBA 203	AEC/MIL	COM/BB A (SEC) – 201/201A. /201B/201 C/201 D	COM/BBA (MDSC) – 201/201A	VAC – OPTIONS		PBI/HCP	24
<p>A student may exit after 1 year and will be given UG certificate subject to Completion of one 4-credit onsite vocational / internship / apprenticeship (in addition to 6 credits from Skill based course) during summer vacation of Year 1</p>											
III	200	NBBA 301	NBBA 303	NBBA 304	AEC/MIL	COM/BB	COM/BB				24

		NBBA 302				A (SEC) - 301/301A /301B	A (MDSC) - 301/301A				
IV	200	NBBA 401	NBBA 402 NBBA 403	NBBA 404 NBBA 405	AEC/MIL			VAC – OPTIONS			24
A student may exit after 2nd year and a UG Diploma subject to Completion of one 4-credit onsite vocational/internship/apprenticeship(in addition to 09 credits from Skill based course) course during summer vacation of Year 2											
V	300	NBBA 501 NBBA 502	NBBA 503 NBBA 504	NBBA 505				VAC – OPTIONS	INTERN		24
VI	300	A8 A9	B8 B9	C7 C8							24
3 YEAR DEGREE		36	36	32	08	09	09	08	02	04	144
VII	400	A10 A11	B10 B11	C9 C10							24
VIII	400	A12 A13	B12 B13	C11 C12							24
4 YEAR DEGREE-BBA Honours		52	52	48	08	09	09	08	02	04	192
4 YEAR DEGREE WITH RESEARCH											
VII	400	A10 A11	B10 B11	C9 C10							24
VIII*	400	A-12 * DISSERTATION	B12 * DISSERTATION	C11-RM C12 * DISSERTATION							24
4 YEAR DEGREE-BBA		48/56	48/56	48/56	08	09	09	08	02	04	192

Honours with research*										
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NOTES:

1. A student can opt for a MDSC course subject to following conditions:

- a) The student must not have studied that course in 10+2 level.
- b) The student must not have taken that course as a core subject.

2. A student can choose MDSC from following:

- a) Laws (MDSC1, MDSC 2, MDSC 3)
- b) International Business (MDSC1, MDSC 2, MDSC 3)

3. *A student who **secures 75% or more marks in aggregate till semester 6** (up to 3 year degree) shall be eligible for 4 YEAR DEGREE B.COM HONOURS with research, on the condition that the Institution is a PU approved Research Centre. Also, a student may choose any of the three subjects for research/dissertation of 08 credits.

4. Language paper chosen as MIL-1 and MIL-2 should be in the same subject.

5. RM=Research Methodology

6. The students will mandatorily opt for Environment Science as a VAC option in any of the semesters.

		DSC- A21 DSC – A22 DSC – A23									
VIII *	400	DSC – A24 DSC – A25 DSC- A26 DSC – A27 DSC – A28	MDC – B8/C8								24
4 YEAR DEGREE HONS		112	40	--	08	09	09	08	02	04	192
SINGLE MAJOR 3 YEAR/ 4 YEAR BCOM PROGRAM/ BBA PROGRAM (WITH RESEARCH)											
VII	400	DSC – A19 DSC – A20 DSC- A21 DSC – A22 RM (04credits)	MDC – B7/C7								24
VIII *	400	DSC – A24 DSC – A25 DSC- A26 DISSERTATIO N (08 credits)	MDC – B8/C8								24
4 YEAR DEGREE HONS with Research		112	40	--	08	09	09	08	02	04	192

Course Outline for BBA, BBA Honours, BBA Honours with Research as per NEP 2020 w.e.f session 2024-25

SEMESTER-I

PaperCode	TypeofCourse	Subject Name	Credits
NBBA 101	Core Subject	Fundamentals of Management	4
NBBA 102	Core Subject	Micro Economics	4
NBBA 103	Core Subject	Financial Accounting	4
COM/BBA – MDSC 101/101A	Multidisciplinary Course	Commercial Law/ Fundamentals of International Business	3
	Ability Enhancementcourses	English	2
	Compulsory Subject	Punjabi/ HCP	2
COM/BBA - SEC	Skill EnhancementCourses	SEC- OPTIONS	3
COM/BBA- VAC	Common Value-Addedcourses	VAC -OPTIONS	2
Total Credits			24

SEMESTER - II

Paper Code	Type of Course	Subject Name	Credits
NBBA 201	Core Subject	Human Resource Management	4
NBBA202	Core Subject	Macro Economics	4
NBBA 203	Core Subject	Financial Statement Analysis	4

COM/BBA – MDSC 201/201A	Multidisciplinary Course	Business Law/ Foreign Trade Policy & Procedures	3
ENG (AEC) -030	Ability Enhancement courses	English	2
	Compulsory Subject	Punjabi/ HCP	2
COM/BBA - SEC	Skill Enhancement Courses	SEC- OPTIONS	3
COM/BBA-VAC	Common Value-Added courses	VAC -OPTIONS	2
Total Credits			24

SEMESTER - III

PaperCode	TypeofCourse	Subject Name	Credits
NBBA 301	Core Subject	Psychology for Managers	4
NBBA302	Core Subject	Marketing Management	4
NBBA 303	Core Subject	Business Statistics	4
NBBA 304	Core Subject	Goods & Services Tax	4
COM/BBA – MDSC 301/301A	Multidisciplinary Course	Company Law/ Foreign Trade Finance & Documentation	3
	Ability Enhancement courses	English	2
COM/BBA - SEC	Skill Enhancement Courses	SEC- OPTIONS	3
TOTAL CREDITS			24

SEMESTER- IV

PaperCode	TypeofCourse	Subject Name	Credits
NBBA 401	Core Subject	Cost Analysis & Decision Making	4
NBBA402	Core Subject	Investment Planning & Management	4
NBBA 403	Core Subject	Consumer Behaviour	4
NBBA 404	Core Subject	Business Environment	4
NBBA 405	Core Subject	Project Management	4
	Ability Enhancement courses	English	2
COM/BBA - VAC	Value Added Course	VAC - OPTIONS	2
		Total Credits	24

SEMESTER-V

PaperCode	TypeofCourse	Subject Name	Credits
NBBA 501	Core Subject	Income Tax	4
NBBA502	Core Subject	Business Policy & Strategic Management	4
NBBA 503	Core Subject	Production & Operations Management	4
NBBA 504	Core Subject	Business Ethics & Corporate Governance	4
NBBA 505	Core Subject	Organizational Change & Development	4
COM/BBA - VAC	Value Added Course	VAC - OPTIONS	2
INTERN	INTERNSHIP	COMPULSORY FOR ALL	2
		Total Credits	24

SEMESTER-VI

PaperCode	TypeofCourse	Subject Name	Credits
NBBA 601	Core Subject	Financial Management	4
NBBA602	Core Subject	Economics of Money Banking	4
NBBA 603	Core Subject	Operations Research	4
NBBA 604	Core Subject	Entrepreneurship & Start-up	4
NBBA 605	Core Subject	Advertisement & Brand Management	4
NBBA 606	Core Subject	Retail Management	4
		Total Credits	24

BBA – 1st Semester- CORE SUBJECTS

1	CourseTitle	FUNDAMENTALS OF MANAGEMENT
2	CourseCode	NBBA 101
3	Typology of CORE SUBJECT Course	
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Small Caselets could be added.
7	Course Objectives	The objective of the paper is to help the students understand the process of business management.
8	Course Outcomes	CO1.Thestudentswillbeabletounderstandthe basic concepts and functions of management. CO2. The students will be able to get knowledge and skills in planning, organizing, leading, and controlling. CO3. The students will be able to analyze and solve management-related problems. CO4. The students will be able to understand the role of management in organizational success.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.

10 Instructions for paper setters and candidates Note : The question paper of each subject covering the entire course shall be divided into three sections:
Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.
Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.
Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Management: Concept, Definitions, Nature, Scope, Levels, Principles, Functions and Significance of Management; Management vs. Administration; Role of Managers.

Evolution of Management Thought: Classical, Neo-Classical Theory; Behavioural Sciences Approach; Quantitative, Systems, Contingency and Contemporary Approach (Likert, Drucker, Porter, Prahalad).

Planning: Concept, Nature, Process, Significance and Types of Planning. Decision Making – Concept, Process and Types; Effective Decision making; Rationality in Decision Making; Management By Objectives (MBO).

Organization: Concept, Nature, Process, Significance, Principles, Types; Organisational Structure – Concept and types. Span of Control – Concept and Types; Factors affecting span of control. Authority and Responsibility, Delegation of Authority, Centralization and Decentralization, Departmentation.

UNIT – II

Direction: Concept, Features, Principles, Importance and Limitations of Direction; Elements of Direction. Supervision – Concept and Features; Responsibilities, Functions and Qualities of Supervisors. Motivation – Concept, Features, Importance and Theories; Motivational Techniques. Leadership – Concept, Features, Functions, Importance, Styles and Theories. Communication – Concept, Features, Process, Importance, Channels and Barriers.

Coordination: Concept, Features, Importance and Limitations of Coordination; Internal and External Coordination.

Control: Concept, Features, Principles, Process, Importance and Limitations of Control; Essentials of a Good Control System; Relationship between Planning and Control. Techniques of Control

Practical Work:

- a. At least two cases on the above syllabus should be analysed and discussed.
- b. Draft different types of Organization structure.
- c. Draft Control charts

12 Suggested Readings

- Peter F. Drucker, 'The Practice of Management'
- Wehrich and Koontz, 'Essentials of Management'
- Stoner and Freeman, 'Management'
- David R Hampton, 'Modern Management'
- Stephen P Robbins, David A DeCenzo, 'Fundamentals of Management, Essential Concepts and Applications'
- VSP Rao & V. Hari Krishna, 'Management Text & Cases'.

1	CourseTitle	MICRO ECONOMICS
2	CourseCode	NBBA 102
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits

6 Max.Marks and Time	<p>100 Marks (80 TH + 20 IA) $4 \times 5 + 4 \times 15 = 80$ Marks</p> <p>a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.</p>
7 Course Objectives	<p>To study the basic concepts of microeconomics relevant for Business decision making and helping them to understand the application of economic principles in business management.</p>
8 Course Outcomes	<p>CO1. The students will be able to understand the basic principles of microeconomics. CO2. The students will be able to get an understanding of how markets work and how prices are determined. CO3. The students will get familiarized with the behavior of consumers and firms. CO4. The students will be able to analyze the role of government in regulating markets.</p>
9 Pedagogy of the Course Work	<p>Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.</p>
10 Instructions for paper setters and candidates	<p>Note : The question paper of each subject covering the entire course shall be divided into three sections:</p> <p>Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.</p> <p>Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.</p> <p>Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.</p>

11 Course Content

UNIT – I

Theory of Demand; Demand Function, Law of Demand, Movement Along vs. Shift in Demand Curve.

Concept of Elasticity of Demand; Types of Elasticity of Demand (Price, Income and Cross), Factors affecting Price Elasticity of Demand, Measurement and Importance of Price Elasticity of Demand

Demand Forecasting: Need, Objectives and Methods.

Supply: Determinants, Law of Supply and Elasticity of Supply.

Theory of Production: Meaning and Concept of Production, Factors of Production and Production Function with One Variable Inputs, Law of Variable Proportions, Returns to Scale, Economies and Diseconomies of Scale.

UNIT – II

Concepts of Cost: Types and Importance of Cost, Cost Function, Short-run and Long-run Cost Curves.

Concepts of Revenue: Total, Average and Marginal Revenue, Relationship between AR, MR and Price Elasticity of Demand, Importance of Revenue.

Market Forms:

Perfect Competition: Features, Equilibrium of Firm and Industry, Role of Time Element in Price Determination.

Monopoly: Features, Equilibrium of Firm, Price Discrimination – Types, Conditions and Equilibrium, Regulation of Monopoly.

Monopolistic Competition: Features, Equilibrium of Firm and Group, Selling Cost – Meaning, Effects, Equilibrium of Firm with respect to Selling Cost.

Practical Work:

Demand and supply analysis

- Choose a product
- Research factors affecting demand and supply
- Analyse how changes in these factors influence equilibrium price and quantity
- Calculate price elasticity through historical data

12 Suggested Readings

- Dwivedi, D.N., Managerial Economics, Vikas Publishing House.
- Salvatore, D., Managerial Economics in a Global Economy, Oxford University Press.
- Peterson, L. and Jain, Managerial Eco., Pearson Education.
- A. Kontsoyianis; Modern Micro-Economics.
- M. Adhikary, Business Economics.

1	CourseTitle	FINANCIAL ACCOUNTING
2	CourseCode	NBBA 103
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	45 hours of lectures for Theory + 15 hours of tutorials (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	4 Credits Theory +Tutorials = 3+1 credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
7	Course Objectives	The primary objective of the paper is to familiarize the students with the basic accounting principles and techniques of preparing and presenting the accounts for user of accounting information.
8	Course Outcomes	CO1.The students will be able to understand accounting principles and concepts. CO2. The students will be able to know how recording of financial transactions is done. CO3.The students will get familiarized with the accounting cycle and the preparation of financial statements. CO4. The students will be able to understand the accounting treatment of corporate transactions like issue of shares and debentures.

9 Pedagogy of the Course Work Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.

10 Instructions for paper setters and candidates Note : The question paper of each subject covering the entire course shall be divided into three sections:
Section A (20 marks) This section will have 6 short answer/numerical questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.
Section B (30 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.
Section C (30 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.
Important Note:In all numerical papers the paper setter is required to set numerical questions as follows:
Section A: Four numerical questions out of six questions.
Section B and C: At least two numerical questions out of four questions.

11 Course Content

UNIT- I

Accounting: Definitions, Objectives, Nature, Functions, Branches and Limitations. Book Keeping and Accounting. Interrelationship of Accounting with other Disciplines. Generally Accepted Accounting Principles (GAAP), Concepts and Conventions. Accounting cycle

Accounting Equation

Basics of GST

Journal

Ledger

Cash Book

Trial Balance

Depreciation (SLM & WDV)

Final Accounts: Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern.

UNIT II

Accounting for Issue and Forfeiture of Shares, Reissue of Shares

Accounting for Issue of Debentures, Redemption of Debentures

Practical Work:

Students shall be expected to learn creation of vouchers and recording transactions, preparing reports, cash-book, ledger accounts, trial balance, income statement and balance-sheet by using any one reputed accounting software package. Evaluation of lab work shall be done separately and shall not be a part of theory paper of financial accounting. Internal assessment of 20 marks shall be based on this lab work.

12

**Suggested
Readings**

- Anthony, R.N., and J.S. Reece, “Accounting Principles”, Richard D. Irwin, Inc.
- Monga, J.R., “Financial Accounting: Concepts and Applications”, Mayoor Paper Backs, New Delhi.
- Shukla, M.C., T.S. Grewal and S.C.Gupta, “Advanced Accounts”, Vol-I, S. Chand & Co., New Delhi.
- Gupta, R.L. and M. Radhaswamy, “Advanced Accountancy”, Vol-I, Sultan Chand & Sons, New Delhi.
- Maheshwari, S.N. and. S. K. Maheshwari, “Financial Accounting”, Vikas Publishing House, New Delhi.
- Sehgal, Ashok, and Deepak Sehgal, “Advanced Accounting”, Part -I, Taxmann Applied Services, New Delhi.
- Tulsian, P.C., “Advanced Accounting”, Tata Mc Graw Hill, New Delhi.

BBA – 2nd Semester

1	Course Title	HUMAN RESOURCE MANAGEMENT
2	Course Code	NBBA 201
3	Typology of Course	CORE SUBJECT
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max. Marks and Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Small Caselets could be added.
7	Course Objectives	The objective of the paper is to familiarize the students with the different aspects of managing human resource in the organization.
8	Course Outcomes	CO1. The students will be able to understand the role of HRM in organizational success. CO2. The students will be able to get knowledge and skills in HRM practices. CO3. The students will be able to analyze and solve HRM-related problems. CO4. The students will be able to understand challenges and future trends in HRM.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.

10 Instructions for paper setters and candidates Note : The question paper of each subject covering the entire course shall be divided into three sections:

Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.

Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Human Resource Management: Introduction, Meaning, Definitions, Nature, Functions, Importance and Limitations of HRM. Contemporary Issues in HRM: HRM Challenges, HRM in the Digital Age, Future Trends in HRM

Human Resource Planning: Introduction, Definitions, Features, Need, Objectives, Process, Types, and Benefits of HR Planning; Factors affecting HR Planning; Problems in HR planning and Suggestions for Making HR Planning Effective; Succession Planning

Job Analysis and Job Design: Job Analysis – Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design – Meaning, Objectives and Techniques of Job Design.

Recruitment and Selection: Recruitment – Meaning and Definitions, Importance, Purpose, Process, Factors, Sources, Methods of Recruitment; Factors affecting Recruitment; Constraints, Challenges and Recent Trends in Recruitment. Selection – Meaning and Definitions, Selection Process and Methods.

UNIT – II

Training and Development: Training – Concepts, Importance; Identification of Training Needs; Types of Training; Designing and Evaluation of Training Programmes. Development – Concept of Development; Employee Development Programs; Difference between Training and Development.

Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; Suggestions to make performance appraisal effective; Performance Improvement Techniques

Internal Mobility and Transfers: Promotions – Definition, Purpose, and Basis of Promotion. Demotions – Meaning, Causes and Policy of Demotions. Transfer – Definitions, Purpose, Types and Policy of Transfer. Separations – Definitions and Forms of Separations

Practical Work:

- a. Preparation of Job Descriptions and Job specifications for a Job profile
- b. Choose any MNC and present your observations on training program
- c. Develop a format for performance appraisal of an employee.
- d. Analysis of components of pay structure based Financial and non-financial incentives.

12 Suggested Readings

- Dessler, Personnel Human Resource Management, Prentice Hall of India.
- D A DeCenzo and S P Robbins, Personnel/ Human Resource Management, Prentice Hall of India.
- Ian Beardwell and Len Holden, Human Resource Management, Macmillan.
- Wendell French, The Personnel Management Process, Houghton Mifflin Co., Boston...
- M S Saiyadain, Human Resource Management, TataMcGraw
- VSP Rao, Human Resource Management, Excel Books.

1	Course Title	MACRO ECONOMICS
2	Course Code	NBBA 202
3	Typology of Course	CORE SUBJECT
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	60 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	Theory = 4 Credits
6	Max.Marks and Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
7	Course Objectives	The course aims at providing the knowledge of basic concepts of the Macro Economics and understanding their application in decisions.
8	Course Outcomes	CO1. The students will be able to understand the basic principles of macroeconomics. CO2. The students will be able to get an understanding of the macroeconomic factors that influence economic growth, inflation, and unemployment. CO3. The students will get familiarized with the tools and policies used by governments and central banks to manage the economy. CO4. The students will be able to analyze the impact of macroeconomic variables on business operations.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.

10 Instructions for paper setters and candidates Note : The question paper of each subject covering the entire course shall be divided into three sections:
Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.
Section B (30 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.
Section C (30 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

11 Course Content

UNIT – I

Nature and Scope of Macro Economics, Limitations of Macro Economics

National Income: Concepts, Methods of Measuring National Income, Problems Involved in its Measurement.

Say's Law of Market: Meaning and Implications.

Classical Theory of Income Output and Employment

Keynesian Theory of Employment, Aggregate Demand and Aggregate Supply function.

Consumption Function: Meaning, Factors influencing Consumption Function, Average and Marginal Propensities to Consume, Propensity to Save, Psychological Law of Consumption and its Importance.

UNIT – II

Marginal Efficiency of Capital: Meaning, Determinants, Theory of Secular Stagnation.

Investment: Meaning, Types, Factors Affecting Investment, Importance of Investment.

Multiplier: Meaning, Working of Investment Multiplier, Leakages, Uses, Limitations and Applicability of Multiplier.

Government Policies: Monetary Policy and Fiscal Policy.

Inflation: Meaning, Types, Causes, Effects, Measures to control it.

Practical Work:

Understanding macroeconomics trends:

- Choose country or region and analyse its key macroeconomic indicators such as GDP, unemployment rate, inflation rate etc.

12 Suggested Readings

- Dwivedi, D.N., Macro economics, McGraw Hill education.
- Shapiro, E., Macro economics Analysis, McGraw Hill Education.
- Thomas F. Dernburg, Macro economics.
- Eugene Diulio, Macro economics, Tata McGraw Hills, Publishing Co. Ltd, New Delhi.
- Dornbusch R, Fisher, S and Startz, R Macro Economics, Tata McGraw Hills Publishing Co. Ltd., New Delhi.
- Ackley, G. Macro economics: Theory and Policy, Macmillan, New York
- Baye, Jansen, Money Banking and Financial Markets: An Economic Approach, AITBS Publishers and Distributors New Delhi.
- Dennis, Geoffrey EJ, Monetary Economics, Longman Ltd, London and New York.
- Khan, M. Y., Indian Financial Systems, Tata McGraw Hill, New Delhi.

1	CourseTitle	FINANCIAL STATEMENT ANALYSIS
2	CourseCode	NBBA 203
3	Typology of Course	CORE SUBJECT
4	CourseDuration/ LTP (Lectures, Tutorials, Practical)	45 hours of lectures for Theory + 15 hours of tutorials (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	4 Credits Theory +Tutorials = 3+1 credits
6	Max.Marksand Time	100 Marks (80 TH + 20 IA) 4X5 + 4 X 15 = 80 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
7	Course Objectives	The course aims to help students to prepare various financial statements of Joint stock Companies and application of various tools used for analysis of financial statements in decision making.
8	Course Outcomes	CO1.The students will beget understanding of financial statements and their components. CO2. The students will get familiarized with techniques for analyzing financial statements. CO3. The students will be able to interpret financial ratios and make informed decisions based on financial analysis. CO4. The students will be able to understand the practical skills in financial statement analysis through funds flow and cash flow statements.

9 Pedagogy of the Course Work Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.

10 Instructions for paper setters and candidates Note : The question paper of each subject covering the entire course shall be divided into three sections:

Section A (20 marks) This section will have 6 short answer/numerical questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.

Section B (30 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Section C (30 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Important Note:In all numerical papers the paper setter is required to set numerical questions as follows:

Section A: Four numerical questions out of six questions.

Section B and C: At least two numerical questions out of four questions.

11 Course Content

UNIT – I

Financial Statements -Nature, Importance and Types of Financial Statements; Preparation of Final Accounts of a Joint Stock Company (Statement of Profit and Loss, and Balance Sheet)

Tools of Financial Statement Analysis - Trend Analysis, Common Size Financial Statements and Comparative Financial Statements

UNIT – II

Ratio Analysis - Introduction-Meaning and Definition of ratio, Meaning of Accounting ratio, and Ratio Analysis – Uses and Limitations –Classification and calculation of various ratios and their interpretation.

Funds Flow Statement

Cash Flow Statement

Practical Work:

- a. Understand the financial statement of any listed company and do financial statement analysis using comparative and common size methods.
- b. Calculate important ratios and interpret them in comparison to competitor and industry.
- c. Understand and interpret cash flow statement of selected company

12 Suggested Readings

- R.L. Gupta and M. Radhaswamy – Advanced accounts – Sultan Chand.
- Shukla Garewal and Gupta – Advanced accounts – S. Chand, New Delhi.
- T. S. Reddy and A. Murthy – Corporate Accounting, Margham Publications, Chennai.
- Anthony Robert, Reece, Principles of Management Accounting; Richard D. Irwin Inc. Illinois.
- Khan M.Y. and Jain P.K., Management Accounting; Tata McGraw Hill, New Delhi.
- Kaplan R.S. and Atkinson A.A., Advanced Management Accounting, Prentice India International, New Delhi.
- Dr. S. N. Maheshwari: Principles of Management Accounting, Sultan Chand & Sons, New Delhi
- I.M. Pandey: Management Accounting, Vikas Publication.

ਪੰਜਾਬੀਲਾਜ਼ਮੀ
B.COM/B.B.A.
PUN-121
COMPULSORY PUNJABI

Semester-I ਕ੍ਰੈਡਿਟ-2

ਨਿਰਧਾਰਤਸਮਾਂ: 60ਖੰਟੇ

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Credits	Credit distribution of the Course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	tutorial	practical		
B.COM/ B.B.A.- PUN-121	2	3	1	0		

Credits: 2

L/T/P=3/1/0

Learning objective

- ਇਸਕੋਰਸਰਾਹੀਵਿਦਿਆਰਥੀਆਂਅੰਦਰ ਪੰਜਾਬੀਨਾਟਕਦੇਵਿਸ਼ੇਬਾਰੇਗਿਆਨਪੈਦਾਹੋਵੇਗਾ।
- ਇਸਕੋਰਸਰਾਹੀਵਿਦਿਆਰਥੀਪੰਜਾਬੀਨਾਟਕਵਿਸ਼ੇਦੀਸਮਝਪੈਦਾਕਰਸਕਣਗੇ।

- ਇਸਕੋਰਸਰਾਹੀਪੰਜਾਬੀਨਾਟਕਦੇਵਿਭਿੰਨਸੰਦਰਭਾਂਅਤੇਵਿਹਾਰਕਪੰਜਾਬੀਸੰਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਕਰਨਗੇ।
- ਇਸਕੋਰਸਦਾਉਦੇਸ਼ਵਿਦਿਆਰਥੀਆਂਅੰਦਰਪੰਜਾਬੀਨਾਟਕਦੇਵਿਭਿੰਨਪੱਖਾਂਬਾਰੇਗਿਆਨਪੈਦਾਕਰਨਾਹੈ।

Learning outcomes

- ਇਸਕੋਰਸਰਾਹੀਵਿਦਿਆਰਥੀਪੰਜਾਬੀਨਾਟਕਸਬੰਧੀਸਮਝਪੈਦਾਕਰਨਦੇਸਮਰੱਥਹੋਜਾਣਗੇ।
- ਇਸਅਧਿਐਨਰਾਹੀਪੰਜਾਬੀਵਿਆਕਰਣਦੀਵਰਤੋਂਸਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਹੋਵੇਗੀ।
- ਇਸਅਧਿਐਨ ਰਾਹੀਂਵਿਹਾਰਕਪੰਜਾਬੀਸਬੰਧੀਚਰਚਾਕਰਦੇਹੋਏਵਿਦਿਆਰਥੀਪੰਜਾਬੀਵਿਆਕਰਣਦੀਆਂਬਾਰੀਕੀਆਂ ਨੂੰਸਮਝਣਦੇਸਮਰੱਥਹੋਣਗੇ।
- ਇਸਪਰਚੇਦੇਅਧਿਐਨਰਾਹੀਂਵਿਦਿਆਰਥੀਆਂਵਿੱਚਅਨੁਵਾਦਦੀਸਮੱਸਿਆਨੂੰਹੱਲਕਰਨਦੀਸੂਝਪੈਦਾਹੋਵੇਗੀ।

ਪੰਜਾਬੀਲਾਜ਼ਮੀ

ਬੀ.ਕਾਮ/ਬੀ.ਬੀ.ਏ.

PUN-121

B.COM/B.B.A.

COMPULSORY PUNJABI

Semester-I

ਕ੍ਰੈਡਿਟਦੇ

ਨਿਰਧਾਰਤਸਮਾਂ: 60ਘੰਟੇ

ਕੁੱਲਅੰਕ :50

ਲਿਖਤੀਅੰਕ: 45

Unit I

40 ਘੰਟੇ

ਪੁਸਤਕ : 'ਪਰਿੰਦੇਜਾਣਹੁਣਕਿੱਥੇ "ਡਾਕਟਰਸਾਹਿਬਸਿੰਘਚੇਤਨਾਪ੍ਰਕਾਸ਼ਨਲੁਧਿਆਣਾ 2020

ੳ) ਨਾਟਕਦਾਵਿਸ਼ਾਵਸਤੂਅਤੇਸਾਰ

ਅ) ਨਾਟਕਦਾਕਲਾਪੱਖਅਤੇਪਾਤਰਚਿਤਰਣ

ੲ) ਪ੍ਰਸੰਗਦੱਸਕੇਵਿਆਖਿਆ

Unit II

20 ਘੰਟੇ

ਵਿਹਾਰਕਪੰਜਾਬੀ

ੳ) ਤਕਨੀਕੀਸ਼ਬਦਾਵਲੀਨਿਰਧਾਰਿਤ 50 ਸ਼ਬਦ

ਅ) ਮੁਹਾਵਰੇ

ੲ) ਚਿੱਠੀਪੱਤਰਵਪਾਰਕਤੇਦਫਤਰੀ

ਸ) ਇਸ਼ਤਿਹਾਰਵਪਾਰਕਤੇਕਾਰੋਬਾਰਨਾਲਸੰਬੰਧਿਤ

ਹ) ਅਨੁਵਾਦ

- * ਨੋਟ: ਲਾਜ਼ਮੀਪੰਜਾਬੀਵਿਸ਼ੇ ਦੇ ਕ੍ਰੈਡਿਟ 2 ਹੋਣਗੇ ਅਤੇ ਪੇਪਰ 50 ਅੰਕਾਂਦਾਹੋਵੇਗਾ। ਲਾਜ਼ਮੀਪੰਜਾਬੀਦਾ ਸਮਾਂ 4 ਘੰਟੇ ਹਫ਼ਤਾਹੋਵੇਗਾ ਜਿਸ ਵਿਚ ਛੇ ਪੀਰੀਅਡ (40 ਮਿੰਟਦਾਪੀਰੀਅਡ) ਹੋਣਗੇ।

ਯੂਨਿਟ ਅਤੇ ਅੰਕਾਂ ਦੀ ਵੰਡ

1. ਯੂਨਿਟ ਦੇ ਤਿੰਨ ਭਾਗ ਹੋਣਗੇ ਅਤੇ ਅੰਕ 20 ਹੋਣਗੇ।

ੳ) ਇਸ ਭਾਗ ਵਿੱਚੋਂ ਨਾਟਕ ਦੇ ਵਿਸ਼ੇ ਅਤੇ ਸਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ। ਇਸ ਪ੍ਰਸ਼ਨ ਦੇ ਅੱਠ ਅੰਕ ਹੋਣਗੇ ਅਤੇ ਵਿਦਿਆਰਥੀ ਲਈ ਇਹ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ।

ਅ)

ਇਸ ਭਾਗ ਵਿੱਚ ਨਾਟਕ ਦੇ ਕਲਾਤਮਕ ਪੱਖ ਅਤੇ ਪਾਤਰ ਚਿਤਰਨ ਨਾਲ ਸੰਬੰਧਿਤ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਲਈ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਜ਼ਰੂਰੀ ਹੋਵੇਗਾ ਇਹ ਭਾਗ ਅੱਠ ਅੰਕਾਂ ਦਾ ਹੋਵੇਗਾ।

ੲ) ਇਸ ਭਾਗ ਵਿੱਚ ਨਾਟਕ ਵਿੱਚੋਂ ਕੋਈ ਦੋ ਵਾਰਤਾਲਾਪਾਂ ਦੀ ਚੋਣ ਕੀਤੀ ਜਾਵੇਗੀ ਅਤੇ ਵਿਦਿਆਰਥੀ ਨੂੰ ਕਿਸੇ ਇੱਕ ਦੀ ਪ੍ਰਸੰਗਸਹਿਤ ਵਿਆਖਿਆ ਕਰਨੀ ਹੋਵੇਗੀ ਇਹ ਚਾਰ ਅੰਕਾਂ ਦਾ ਹੋਵੇਗਾ।

ਯੂਨਿਟ ਦੇ ਦੋ ਪੰਜ ਭਾਗ ਹੋਣਗੇ ਅਤੇ ਅੰਕ 25 ਹੋਣਗੇ

ੳ) ਨਿਰਧਾਰਤ ਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਿੱਚੋਂ ਸੱਤ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ ਪੰਜ ਸ਼ਬਦਾਂ ਕਰਨੇ ਹੋਣਗੇ ਇਸ ਦੇ ਪੰਜ ਅੰਕ ਹੋਣਗੇ। $5 * 1 = 5$

ਅ) ਸੰਤਮੁਹਾਵਰੇ ਪੁੱਛੇ ਜਾਣਗੇ ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਕੋਈ ਪੰਜ ਦੀ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤੋਂ ਕਰਨੀ ਹੋਵੇਗੀ $5 * 1 = 5$ ਅੰਕ ਹੋਣਗੇ।

ੲ) ਵਪਾਰਕ ਜਾਂ ਦਫਤਰੀ ਵਰਤਣ ਨਾਲ ਸੰਬੰਧਿਤ ਦੋ ਵਿੱਚੋਂ ਇੱਕ ਚਿੱਠੀ ਜਾਂ ਪੱਤਰ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ ਪੰਜ ਅੰਕਾਂ ਦਾ ਹੋਵੇਗਾ।

ਸ) ਕਾਰੋਬਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਦੋ ਵਿੱਚੋਂ ਇੱਕ ਇਸ਼ਤਿਹਾਰ ਕਰਨਾ ਹੋਵੇਗਾ ਇਸ ਦੇ ਪੰਜ ਅੰਕ ਹੋਣਗੇ।

ਹ) ਇੱਕ ਅੰਗਰੇਜ਼ੀ ਪੈਰੇ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕਰਨਾ ਹੋਵੇਗਾ ਇਸ ਦੇ ਪੰਜ ਅੰਕ ਹੋਣਗੇ।

ਨਿਰਧਾਰਤ ਪੁਸਤਕਾਂ

- ਡਾ. ਸਾਹਿਬ ਸਿੰਘ, ਪਰਿੰਦੇ ਜਾਣਹੁਣ ਕਿੱਥੇ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ ਲੁਧਿਆਣਾ 2020
- ਡਾ. ਪਿਆਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਨਾਟਕ : ਸਿਧਾਂਤ ਇਤਿਹਾਸ ਤੇ ਪ੍ਰਵਿਰਤੀਆਂ,
- ਮਨਜੀਤ ਪਾਲ ਕੌਰ, ਪੰਜਾਬੀ ਨਾਟਕ ਤੇ ਰੰਗਮੰਚ ਵਿਕਾਸ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ ਅੰਮ੍ਰਿਤਸਰ 1991
- ਡਾ. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਨਾਟਕ : ਸਰੂਪ ਸਿਧਾਂਤ ਤੇ ਵਿਕਾਸ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ।
- ਡਾ. ਕਮਲੇਸ਼ ਉਪਲ, ਪੰਜਾਬੀ ਨਾਟਕ ਤੇ ਰੰਗਮੰਚ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 2004
- ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਧੀਰ, ਨਾਟਕ, ਸਟੇਜ ਤੇ ਦਰਸ਼ਕ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ।
- ਡਾ. ਸੁਰਜੀਤ ਸਿੰਘ ਸੇਠੀ, ਸਿਰਜਨਾਤਮਕ ਨਾਟਕ ਨਿਰਦੇਸ਼ਨ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ 1985
- ਡਾ. ਸਤਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਸਾਹਿਤ ਦੀ ਹੋਂਦ ਵਿਧੀ, ਹੈਰੀਟੇਜ ਪਬਲੀਕੇਸ਼ਨ, ਪਟਿਆਲਾ 1974

- ਡਾ. ਕਿਰਪਾਲਕਜ਼ਾਕ (ਸੰਪਾ) ਬਲਜੀਤਕੋਰਜੀਤੀ ,ਰੰਗਮੰਚਚਿੰਤਨ ,ਗ੍ਰੋਸੀਅਸਬੁਕਸਪਟਿਆਲਾ 2013 ਹਰਕੀਰਤਸਿੰਘ, ਭਾਸ਼ਾਤੋਭਾਸ਼ਾਵਿਗਿਆਨ, ਬਾਹਰੀਪਬਲੀਕੇਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ 1974
- ਡਾ.ਹਰਕੀਰਤਸਿੰਘਤੇਗਿਆਨੀਲਾਲਸਿੰਘ ,ਕਾਲਜਪੰਜਾਬੀਵਿਆਕਰਣ ,ਪੰਜਾਬਸਟੇਟਯੂਨੀਵਰਸਿਟੀਟੈਕਸਟਬੁੱਕਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।

ਮੁੱਢਲੀਪੰਜਾਬੀ (ਭਾਗਪਹਿਲਾ) ਲਈਪਰਿਭਾਸ਼ਕਸ਼ਬਦਾਵਲੀ

1.	Abatement	ਕਟੌਤੀ, ਘਟ
2.	Abstract	ਸੂਖਮ, ਅਮੂਰਤ
3.	Acceptance	ਸਵੀਕ੍ਰਿਤੀ
4.	Accommodation	ਨਿਰਬਾਹ
5.	Accountant	ਲੇਖਾਕਾਰ
6.	Accumulated earnings	ਸੰਚਿਤ ਕਮਾਈ
7.	Adaptation	ਅਨੁਕੂਲਣ
8.	Residual	ਰਹਿੰਦ-ਖੂੰਦ, ਅਵਸੇਸ਼
9.	Psycho-analysis	ਮਨੋਵਿਸ਼ਲੇਸ਼ਣ
10.	Administrative expenses	ਪ੍ਰਸ਼ਾਸਨੀ ਖਰਚ
11.	Affidavit	ਹਲਫ਼ੀਆ ਬਿਆਨ
12.	Ambiguous	ਅਸਪਸ਼ਟ
13.	Chronological	ਕਾਲ-ਕ੍ਰਮਿਕ
14.	Analytical	ਵਿਸ਼ਲੇਸ਼ਣਾਤਮਕ
15.	Apparatus	ਉਪਕਰਣ, ਯੰਤਰ
16.	Province	ਪ੍ਰਦੇਸ਼, ਪ੍ਰਾਂਤ
17.	Autonomous	ਸਵਾਧੀਨ
18.	Traditional	ਪਰੰਪਰਾਗਤ, ਰੂੜੀਗਤ
19.	Black marketing	ਚੋਰ-ਬਾਜ਼ਾਰੀ

20.	Bodyof doctrine	ਸਿਧਾਂਤਾਂ ਦਾ ਸੰਗ੍ਰਹ
21.	Boom	ਤੇਜ਼ੀ, ਗਰਮ ਬਾਜ਼ਾਰੀ
22.	Compensation	ਮੁਆਵਜ਼ਾ, ਹਾਨਪੂਰਤੀ
23.	Decentralization	ਵਿਕੇਂਦ੍ਰੀਕਰਨ
24.	Devaluation	ਅਵਮੁੱਲਣ
25.	Taxation	ਕਰ ਲਾਉਣਾ
26.	Dispute	ਝਗੜਾ, ਵਿਗ੍ਰਹ
27.	Distortion	ਵਿਰੂਪਣ
28.	Economy	ਅਰਥਵਿਵਸਥਾ, ਸੰਜਮ, ਆਰਥਿਕਤਾ, ਅਰਥ-ਪ੍ਰਣਾਲੀ
29.	Emigration	ਪਰਵਾਸ
30.	Employer	ਮਾਲਿਕ, ਨਿਯੋਜਕ, ਵਿਵਸਾਈ, ਰੁਜ਼ਗਾਰ-ਪ੍ਰਦਾਤਾ
31.	Entrepreneur	ਉੱਦਮੀ, ਪ੍ਰਾਕ੍ਰਮੀ
32.	Withdrawal	ਵਾਪਸ ਲੈਣਾ
33.	Habitat	ਵਾਸ
34.	Inefficient	ਅਕੁਸ਼ਲ
35.	Integrated	ਏਕੀਕ੍ਰਿਤ
36.	Intervention	ਦਖਲ-ਅੰਦਾਜ਼ੀ
37.	Investment	ਨਿਵੇਸ਼, ਵਿਨਿਯੋਗ
38.	Kinship	ਭਾਈਚਾਰਾ
39.	Maintenance	ਸੰਭਾਲ, ਭਰਣ
40.	Manipulation	ਜੋੜ-ਤੇੜ
41.	Manure	ਖਾਦ, ਰੂੜੀ

42.	Paradox	ਵਿਰੋਧਾਭਾਸ
43.	Accountability	ਜ਼ਿੰਮੇਦਾਰੀ, ਜੁਆਬਦੇਹੀ
44.	Professional	ਵਿਵਸਾਇਕ
45.	Provident fund	ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ, ਭਵਿੱਖ-ਨਿਧੀ
46.	Qualitative	ਗੁਣਾਤਮਕ
47.	Rearrangement	ਪੁਨਰ ਵਿਵਸਥਾ
48.	Redistribution	ਪੁਨਰਵੰਡ/ਵਿਭਾਜਨ
49.	Regulation	ਵਿਨਿਯਮਨ
50.	Remuneration	ਮਿਹਨਤਾਨਾ, ਸੇਵਾਫਲ

ਪੰਜਾਬੀਲਾਜ਼ਮੀ
B.COM/B.B.A.
PUN-122
COMPULSORY PUNJABI

Semester-II ਕ੍ਰੈਡਿਟ-2

ਨਿਰਧਾਰਤ ਸਮਾਂ: 60 ਘੰਟੇ

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Credits	Credit distribution of the Course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	tutorial	practical		
B.COM/ B.B.A.- PUN-122	2	3	1	0		

Credits: 2

L/T/P=3/1/0

Learning objective

- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਨਾਟਕ ਦੇ ਵਿਸ਼ੇਸ਼ ਖੇਤਰਾਂ ਬਾਰੇ ਗਿਆਨ ਪੈਦਾ ਹੋਵੇਗਾ।
- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਨਾਟਕ ਵਿਸ਼ੇ ਦੀ ਸਮਝ ਪੈਦਾ ਕਰ ਸਕਣਗੇ।

- ਇਸਕੋਰਸਰਾਹੀਂਪੰਜਾਬੀਨਾਟਕਦੇਵਿਭਿੰਨਸੰਦਰਭਾਂਅਤੇਵਿਹਾਰਕਪੰਜਾਬੀਸੰਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਕਰਨਗੇ।
- ਇਸਕੋਰਸਦਾਉਦੇਸ਼ਵਿਦਿਆਰਥੀਆਂਅੰਦਰਪੰਜਾਬੀਨਾਟਕਦੇਵਿਭਿੰਨਪੱਖਾਂਬਾਰੇਗਿਆਨਪੈਦਾਕਰਨਾਹੈ।

Learning outcomes

- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਪੰਜਾਬੀਨਾਟਕਸਬੰਧੀਸਮਝਪੈਦਾਕਰਨਦੇਸਮਰੱਥਹੋਜਾਣਗੇ।
- ਇਸਅਧਿਐਨਰਾਹੀਂਪੰਜਾਬੀਵਿਆਕਰਣਦੀਵਰਤੋਂਸਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਹੋਵੇਗੀ।
- ਇਸਅਧਿਅਨਰਾਹੀਂਵਿਹਾਰਕਪੰਜਾਬੀਸਬੰਧੀਚਰਚਾਕਰਦੇਹੋਏਵਿਦਿਆਰਥੀਪੰਜਾਬੀਵਿਆਕਰਣਦੀਆਂਬਰੀਕੀਆਂਨੂੰਸਮਝਣਦੇਸਮਰੱਥਹੋਣਗੇ।
- ਇਸਪਰਚੇਦੇਅਧਿਐਨਰਾਹੀਂਵਿਦਿਆਰਥੀਆਂਵਿੱਚਅਨੁਵਾਦਦੀਸਮੱਸਿਆਨੂੰਹੱਲਕਰਨਦੀਸੂਝਪੈਦਾਹੋਵੇਗੀ।

ਪੰਜਾਬੀਲਾਜ਼ਮੀ

B.COM/BBA

PUN-122

COMPULSORY PUNJABI

Semester-IIਕ੍ਰੈਡਿਟ-2

ਨਿਰਧਾਰਤਸਮਾਂ: 60ਘੰਟੇ

ਕੁੱਲਅੰਕ :50

ਲਿਖਤੀਅੰਕ: 45

ਇੰਟਰਨਲਅਸੈਸਮੈਂਟ :05

Unit- I

40ਘੰਟੇ

ਪੁਸਤਕ 'ਪੰਜਾਬੀਲੋਕਗੀਤ' ਸੰਪਾਦਤਮਹਿੰਦਰਸਿੰਘਰੰਧਾਵਾਅਤੇਦੇਵਿੰਦਰਸਤਿਆਰਥੀ,ਸਾਹਿਤਯ ਅਕਾਦੇਮੀ, ਦਿੱਲੀ
(ਨੋਟ : 'ਦੇਸ਼ਪੰਜਾਬ 'ਸਿਰਲੇਖਅਧੀਨਸੰਗ੍ਰਹਿਤਲੋਕਗੀਤਪੰਨਾ 183 ਤੋਂ 243 ਤੱਕ)

- ੳ) ਲੋਕਗੀਤਾਂਦਾਵਿਸ਼ਾਵਸਤੂਤੇਸਾਰ
- ਅ) ਲੋਕਗੀਤਾਂਦਾਕੇਂਦਰੀਭਾਵ
- ੲ) ਪ੍ਰਸੰਗਤਹਿਤਵਿਆਖਿਆ
- ਸ) ਛੋਟੇਉੱਤਰਾਂਵਾਲੇਪ੍ਰਸ਼ਨ

Unit- II

20ਘੰਟੇ

ਵਿਹਾਰਕਪੰਜਾਬੀ

- ੳ) ਤਕਨੀਕੀਸ਼ਬਦਾਵਲੀ(ਨਿਰਧਾਰਤ 50 ਸ਼ਬਦ)
- ਅ) ਪੈਰਾਰਚਨਾ
- ੲ) ਬਹੁਅਰਥਕਸ਼ਬਦ
- ਸ) ਵਿਸ਼ਰਾਮਚਿੰਨ
- ਹ) ਸੰਖੇਪਰਚਨਾ

* ਨੋਟ: ਲਾਜ਼ਮੀਪੰਜਾਬੀਵਿਸ਼ੇ ਦੇ ਕ੍ਰੈਡਿਟ 2 ਹੋਣਗੇ ਅਤੇ ਪੇਪਰ 50 ਅੰਕਾਂਦਾਹੋਵੇਗਾ। ਲਾਜ਼ਮੀਪੰਜਾਬੀਦਾ ਸਮਾਂ 4 ਘੰਟੇ ਹਫ਼ਤਾਹੋਵੇਗਾ ਜਿਸ ਵਿਚ ਛੇ ਪੀਰੀਅਡ (40 ਮਿੰਟਦਾਪੀਰੀਅਡ) ਹੋਣਗੇ।

ਯੂਨਿਟ ਅਤੇ ਅੰਕਾਂ ਦੀ ਵੰਡ

1. ਯੂਨਿਟ ਇੱਕ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਅਤੇ ਅੰਕ 20 ਹੋਣਗੇ

ੳ) ਇਸ ਭਾਗ ਵਿੱਚੋਂ ਨਿਰਧਾਰਿਤ ਲੋਕਗੀਤਾਂ ਦੇ ਵਿਸ਼ੇ ਵਸਤੂ ਨਾਲ ਸੰਬੰਧਿਤ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਹੈ ਇਹ ਪ੍ਰਸ਼ਨ ਅੱਠ ਅੰਕ ਦਾ ਹੋਵੇਗਾ

ਅ) ਇਸ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਵਿੱਚੋਂ ਇੱਕ ਲੋਕਗੀਤ ਦਾ ਕੇਂਦਰੀ ਭਾਵ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ ਇਹ ਪ੍ਰਸ਼ਨ ਤਿੰਨ ਅੰਕ ਦਾ ਹੋਵੇਗਾ

ੲ) ਇਸ ਭਾਗ ਵਿੱਚ ਕਿਸੇ ਦੋ ਦੋ ਲੋਕਗੀਤਾਂ ਦੇ ਅੰਸ਼ ਦੇ ਕੇ ਕਿਸੇ ਇੱਕ ਦੀ ਪ੍ਰਸੰਗ ਸਾਹਿਤ ਵਿਆਖਿਆ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਇਹ ਪ੍ਰਸੰਗ ਸਾਹਿਤ ਵਿਆਖਿਆ ਚਾਰ ਅੰਕ ਦੀ ਹੋਵੇਗੀ।

ੳ) ਇਸ ਭਾਗ ਵਿੱਚ ਨਿਰਧਾਰਿਤ ਲੋਕਗੀਤਾਂ ਨਾਲ ਸੰਬੰਧਿਤ ਸੱਤ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਹਨਾਂ ਵਿੱਚੋਂ ਪੰਜ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ ਇਸ ਭਾਗ ਦੇ ਇਕ ਗੁਣਾ ਪੰਜ ਬਰਾਬਰ ਪੰਜ ਅੰਕ ਹੋਣਗੇ।

ਯੂਨਿਟ 2

ਇਸ ਭਾਗ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ ਅਤੇ ਅੰਕ 25 ਹੋਣਗੇ

ੳ) ਇਸ ਭਾਗ ਵਿੱਚ ਨਿਰਧਾਰਿਤ ਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਿੱਚੋਂ ਸੱਤ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ ਪੰਜ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰਨਾ ਹੋਵੇਗਾ। ਇਹ ਪੰਜ ਅੰਕ ਦਾ ਪ੍ਰਸ਼ਨ ਹੋਵੇਗਾ।

ਅ) ਇਸ ਭਾਗ ਵਿੱਚੋਂ ਕਿਸੇ ਵੀ ਵਿਸ਼ੇ ਤੇ ਦੋ ਵਿੱਚੋਂ ਇੱਕ ਤੇ ਪੈਰਾਰਚਨਾ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ ਇਹ ਦਸ ਅੰਕ ਦੀ ਹੋਵੇਗੀ

ੲ) ਇਸ ਭਾਗ ਵਿੱਚ ਦਿੱਤੇ ਗਏ ਪੈਰਾ ਦੇ ਸ਼ਬਦਾਂ ਨੂੰ ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ ਲਗਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ ਇਸ ਭਾਗ ਦੇ ਤਿੰਨ ਅੰਕ ਹੋਣਗੇ

ੳ) ਇਸ ਭਾਗ ਵਿੱਚ ਸਿਰਲੇਖ ਦੱਸ ਕੇ ਸੰਖੇਪ ਰਚਨਾ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਇਸ ਭਾਗ ਦੇ ਸੱਤ ਅੰਕ ਹੋਣਗੇ। ਇੱਕ ਅੰਕ ਸਿਰਲੇਖ ਲਈ ਦਿੱਤਾ ਜਾਵੇਗਾ।

ਨਿਰਧਾਰਤ ਪੁਸਤਕਾਂ

- ਮਹਿੰਦਰ ਸਿੰਘ ਰੰਧਾਵਾ ਅਤੇ ਦਵਿੰਦਰ ਸਤਿਆਰਥੀ, ਸੰਪਾਦਕ ਪੰਜਾਬੀ ਲੋਕਗੀਤ, ਵਾਰਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ 2015
- ਡਾ. ਨਾਹਰ ਸਿੰਘ, ਲੋਕ ਕਾਵਿ ਦੀ ਸਿਰਜਣ ਪ੍ਰਕਿਰਿਆ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
- ਕਰਨੈਲ ਸਿੰਘ ਥਿੰਦ, ਲੋਕਯਾਨ ਅਧਿਐਨ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ 1998
- ਬਿਕਰਮ ਸਿੰਘ ਘੁੰਮਣ, ਪੰਜਾਬੀ ਲੋਕਗੀਤ ਪਰੰਪਰਾ, ਪੰਜਾਬੀ ਰਾਈਟਰਸ ਕੋਆਪਰੇਟਿਵ ਸੋਸਾਇਟੀ ਲਿਮਿਟਡ, ਲੁਧਿਆਣਾ 1990
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- ਸੰਤੋਖ ਸਿੰਘ ਧੀਰ, ਲੋਕਗੀਤਾਂ ਬਾਰੇ, ਲਾਹੌਰ ਬੁਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ 1954

- ਸੁਹਿੰਦਰਸਿੰਘ ਵਣਜਾਰਾ ਬੇਦੀ , ਲੋਕ ਅਤੇ ਲੋਕ ਸੰਸਕ੍ਰਿਤੀ , ਨੈਸ਼ਨਲ ਬੁੱਕ ਟਰਸਟ, ਇੰਡੀਆ , ਨਵੀਂ ਦਿੱਲੀ 1971
 - ਡਾ. ਕਰਨਜੀਤ ਸਿੰਘ , ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਵਿੱਚ ਸਮਾਜਿਕ ਯਥਾਰਥ ਦਾ ਪ੍ਰਤੀਬਿੰਬ , ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ ਚੰਡੀਗੜ੍ਹ 1981
 - ਡਾ. ਹਰਕੀਰਤ ਸਿੰਘ ਤੇਗਿਆਨੀ ਲਾਲ ਸਿੰਘ , ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ , ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟ ਬੋਰਡ ਚੰਡੀਗੜ੍ਹ।
 - ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਤੇ ਹੋਰ , ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ , ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ 1997
- ਪ੍ਰੋਮਪ੍ਰਕਾਸ਼ ਸਿੰਘ ਸਿਧਾਂਤ ਕਭਾਸ਼ਾ ਵਿਗਿਆਨ ਮੈਦਾਨ ਪਬਲੀਕੇਸ਼ਨ ਪਟਿਆਲਾ

ਮੁੱਢਲੀ ਪੰਜਾਬੀ-॥ਲਈ ਨਿਰਧਾਰਤ ਪਰਿਭਾਸ਼ਕ ਸ਼ਬਦਾਵਲੀ

1.	Figure	ਅੰਕੜੇ
2.	Ideology	ਵਿਚਾਰਧਾਰਾ
3.	Medium of instruction	ਸਿੱਖਿਆ ਦਾ ਮਾਧਿਅਮ
4.	Personnel	ਕਰਮਚਾਰੀ-ਵਰਗ
5.	Questionnaire	ਪ੍ਰਸ਼ਨਾਵਲੀ
6.	Reference	ਸੰਕੇਤ, ਹਵਾਲਾ, ਸੰਦਰਭ
7.	Revaluation	ਪੁਨਰ ਮੁਲਾਂਕਣ
8.	Survey	ਸਰਵੇਖਣ
9.	Autonomous	ਸਵਾਧੀਨ
10.	Displacement	ਵਿਸਥਾਪਨ
11.	Direction	ਨਿਰਦੇਸ਼
12.	Document	ਦਸਤਾਵੇਜ਼
13.	Irregular	ਅਨਿਯਮਿਤ
14.	Notified area	ਅਧਿਸੂਚਿਤ ਖੇਤਰ
15.	Organisation	ਸੰਗਠਨ
16.	Patriarchy	ਪਿਤਰੀ ਤੰਤਰ
17.	Recognition	ਮਾਨਤਾ
18.	Revenue	ਮਾਲੀਆ
19.	Tribunal	ਅਧਿਕਰਣ
20.	Authorized	ਅਧੀਕ੍ਰਿਤ

21.	Co-accused	ਸਹਿਦੋਸ਼ੀ
22.	Disbursement	ਵੰਡਣਾ
23.	Documentary evidence	ਦਸਤਾਵੇਜ਼ੀ ਗਵਾਹੀ
24.	Embezzlement	ਗਬਨ
25.	Enforcement	ਲਾਗੂ ਕਰਨਾ
26.	Extension	ਵਿਸਤਾਰ
27.	Penalty	ਦੰਡ, ਜੁਰਮਾਨਾ
28.	Postpone	ਮੁਲਤਵੀ ਕਰਨਾ
29.	Re- examination	ਪੁਨਰ-ਪ੍ਰੀਖਿਆ
30.	Regularity	ਨਿਯਮਿਤਤਾ
31.	Utilization	ਉਪਯੋਗ
32.	Termination	ਸਮਾਪਤੀ
33.	Valid	ਮੰਨਣਯੋਗ
34.	Verification	ਤਸਦੀਕ
35.	Annexure	ਅਨੁਬੰਧ
36.	Acknowledge	ਸਵੀਕਾਰ
37.	Miscellaneous	ਫੁਟਕਲ
38.	Nomination	ਨਾਮਜ਼ਦਗੀ
39.	Projected	ਪ੍ਰੋਜੈਕਟਿਡ
40.	Recruitment	ਨਿਯੁਕਤੀ, ਭਰਤੀ
41.	Registration	ਪੰਜੀਕਰਣ
42.	Representation	ਪ੍ਰਤੀਨਿੱਧਤਾ

43.	Specialization	ਵਿਸ਼ੇਸ਼ਗਤਾ
44.	Establish	ਸਥਾਪਿਤ ਕਰਨਾ
45.	Executive	ਕਾਰਜਕਾਰੀ
46.	Disciplinary	ਅਨੁਸ਼ਾਸਨੀ
47.	Democracy	ਲੋਕਤੰਤਰ
48.	Conflict	ਦੁੰਦ, ਦੁਬਿਧਾ
49.	Proposal	ਪ੍ਰਸਤਾਵ
50.	Reaction	ਪ੍ਰਤਿਕਰਮ, ਪ੍ਰਤਿਕ੍ਰਿਆ

Table -I
HCP-1:HISTORY AND CULTURE OF PUNJAB
(All Candidates other than B.A.)

Credit:2
Theory Exam: 45
Internal Assessment: 5

Course Objective: The paper will equip the students with a basic understanding of the History and Culture of Punjab

Course Outcome:

- 1.To familiarize the students with the history and culture of Punjab under Harrapan and Vedic times.
2. To familiarize the students with devotional movements in ancient and medieval times.
3. To familiarize the students with the emergence of Sikhism.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

1. The duration of the examination shall be 3 hours with a maximum of marks 45. There will be 5 questions overall. Question no.1 will be compulsory. There will be eight short questions. Students have to attempt any 5 in 25-30 words. Each question carried 1 mark. The students have to attempt any four essay-type questions picking 2 out of each unit in about 700-1000 words. Each question carries 10 marks.
2. Internal Assessment will be divided into the following criteria:-
Mid Semester Test: : 2marks
Assignment Report and Class presentation : 2 marks
Attendance : 1marks

Note: For Private/University School of Open Learning students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

UNIT I

Harappan Civilization: extent and town planning and socio-economic life; Life in Vedic Age: socio-economic and religious, Growth and impact of Jainism and Buddhism in Panjab; Bhakti movement: Main features; prominent saints and their contribution.

UNIT II

Evolution of Sikhism: teaching of Guru Nanak; Institutional Development- Manji, Masand, Sangat and Pangat; Transformation of Sikhism: Martyrdom of Guru Arjan; New Policy of Guru Hargobind, Martyrdom of Guru Tegh Bahadur, Institution of Khalsa: New Baptism; Significance

Suggested Readings:

1. Joshi, L.M (ed.) : History and Culture of the Punjab, Part-I, Publication Bureau, Punjabi University, Patiala, 1989 (3rd ed.)
2. Joshi, L.M and Singh, Fauja (ed.) : History and Culture of Punjab, Vol. I, Punjabi University, Patiala, 1977
3. Prakash, Buddha : Glimpses of Ancient Punjab, P.U., Patiala, 1983
4. Thapar, Romila : A History of India, Vol. I, Penguin Books, 1966
5. Basham, A.L : The Wonder That Was India, Rupa Books, Calcutta (18th rep.),1992
6. Sharma, B.N : Life in Northern India, Munshi Ram Manohar Lal, Delhi, 1966
7. Singh, Kirpal : History and Culture of the Punjab, Part II (Medieval Period), Publication Bureau, Punjabi University, Patiala 1990(3rd ed.).
8. Singh, Fauja(ed.) : History of the Punjab, Vol.III, Punjabi University, Patiala 1972.
9. Grewal, J.S. : The Sikhs of the Punjab, the New Cambridge History of India, Orient Longman, Hyderabad,1990.
10. Singh, Khuwant : A History of the Sikhs, vol I: 1469-1839, Oxford University Press, Delhi, 1991.
11. Chopra, P.N.,Puri, B.N. : A Social, Cultural and Economic History of India, Vol.II, Macmillan, Delhi And Das,M.N. 1974.
12. Hussain ,Yusuf : Glimpse of Medieval Indian Culture, Asia Publishing House, Bombay, 1973(rep.).

Note: The following categories of students shall be entitled to take the option of History & Culture of Punjab in lieu of Punjabi as a compulsory subject:

- A. The students who have not studied Punjabi upto class 10th.
- B. Ward of/and Defence Personnel and Central Govt. Employee/Employees who are transferrable on an All India basis.
- C. Foreigners

SEMESTER II

HCP-2: HISTORY AND CULTURE OF PUNJAB (All Candidates other than B.A.)

Course Objective: The paper will equip the students with a basic understanding of the History and Culture of Punjab

Course Outcome:

- 1. To familiarize the students with history of Punjab under the colonial regime
- 2. To familiarize the students with national movements in Punjab.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

- 1. The duration of the examination shall be 3 hours with maximum of marks 45. There will be 5 questions overall. Question no.1 will be compulsory. There will be eight short questions. Students have to attempt any 5 in 25-30 words. Each question carried 1 mark. The students have to attempt any four essay-type questions picking 2 out of each unit in about 700-1000 words. Each question carries 10 marks.
- 2. Internal Assessment will be divided into the following criteria:-
Mid Semester Test: : 2marks

Assignment Report and Class presentation : 2 marks
Attendance : 1marks

Note: For Private/University School of Open Learning students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

UNIT I

Introduction of Colonial Rule in Punjab: Annexation of Punjab; Board of Administration; Western Education: Growth of Education and rise of middle classes;Agrarian Development; Socio-Religious Reform: Movements

UNIT II

Emergence Of Political Consciousness: Ghadar Movement; Jallianwala Bagh Massacre; Gurudwara Reform Movement; majorMorchas; Activities of Babbar Akalis; HSRA and Bhagat Singh; Quit India Movement.

Suggested Readings:

1. Singh, Kirpal : History and Culture of the Punjab, Part II(Medieval Period), Publication Bureau, Punjabi University, Patiala 1990(3rd ed.).
2. Singh, Fauja(ed.) : History of the Punjab, Vol.III, Punjabi University, Patiala 1972.
3. Grewal, J.S. : The Sikhs of the Punjab, the New Cambridge History of India, Orient Longman, Hyderabad,1990.
4. Singh, Khuswant : A History of the Sikhs, vol I: 1469-1839, Oxford University Press, Delhi, 1991.
5. Chopra, P.N.,Puri, B.N. And Das, M.N. : A Social, Cultural and Economic History of India, Vol.II, Macmillan, Delhi, 1974.

Table -II

HCP-1: HISTORY AND CULTURE OF PUNJAB
(All Candidates other than B.A.)

SEMESTER I

Credit:2

Theory Exam: 45

Internal Assessment: 5

Course Objective: The paper will equip the students with a basic understanding of the History and Culture of Punjab

Course Outcome:

1. To familiarize the students with the history and culture of Punjab under Harrapan and Vedic times.
2. To familiarize the students with devotional movements in ancient and medieval times.
3. To familiarize the students with the emergence of Sikhism.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

1. The duration of the examination shall be 3 hours with a maximum of marks 45. There will be 5 questions overall. Question no.1 will be compulsory. There will be eight short questions. Students have to attempt any 5 in 25-30 words. Each question

carried 1 mark. The students have to attempt any four essay-type questions picking 2 out of each unit in about 700-1000 words. Each question carries 10 marks.

2. Internal Assessment will be divided into the following criteria:-

Mid Semester Test:	: 2marks
Assignment Report and Class presentation	: 2 marks
Attendance	: 1marks

Note: For Private/University School of Open Learning students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

UNIT I

Harappan Civilization: extent and town planning and socio-economic life; Life in Vedic Age: socio-economic and religious, Growth and impact of Jainism and Buddhism in Panjab; Bhakti movement: Main features; prominent saints and their contribution.

UNIT II

Evolution of Sikhism: teaching of Guru Nanak; Institutional Development- Manji, Masand, Sangat and Pangat; Transformation of Sikhism: Martyrdom of Guru Arjan; New policy of Guru Hargobind, martyrdom of Guru Tegh Bahadur, Institution of Khalsa: New baptism; Significance

Suggested Readings:

1. Joshi, L.M (ed.) : History and Culture of the Punjab, Part-I, Publication Bureau, Punjabi University, Patiala, 1989 (3rd ed.)
2. Joshi, L.M and Singh, : History and Culture of Punjab, Vol. I, Punjabi University, Fauja (ed.) Patiala, 1977
3. Prakash, Buddha : Glimpses of Ancient Punjab, P.U., Patiala, 1983
4. Thapar, Romila : A History of India, Vol. I, Penguin Books, 1966
5. Basham, A.L : The Wonder That Was India, Rupa Books, Calcutta (18th rep.),1992

6. Sharma, B.N : Life in Northern India, Munshi Ram Manohar Lal, Delhi, 1966
7. Singh, Kirpal : History and Culture of the Punjab, Part II (Medieval Period),
Publication Bureau, Punjabi University, Patiala 1990 (3rd ed.).
8. Singh, Fauja (ed.) : History of the Punjab, Vol. III, Punjabi University, Patiala 1972.
9. Grewal, J.S. : The Sikhs of the Punjab, the New Cambridge History of India,
Orient Longman, Hyderabad, 1990.
10. Singh, Khuwant : A History of the Sikhs, vol I: 1469-1839, Oxford University Press, Delhi, 1991.
11. Chopra, P.N., Puri, B.N. : A Social, Cultural and Economic History of India, Vol. II, Macmillan, Delhi
And Das, M.N. 1974.
12. Hussain, Yusuf : Glimpse of Medieval Indian Culture, Asia Publishing House, Bombay, 1973 (rep.).

Note: The following categories of students shall be entitled to take the option of History & Culture of Punjab in lieu of Punjabi as a compulsory subject:

- A. The students who have not studied Punjabi up to class 10th.
- B. Ward of/and Defence Personnel and Central Govt. Employee/Employees who are transferrable on an All India basis.
- C. Foreigners

SEMESTER II

HCP-2: HISTORY AND CULTURE OF PUNJAB (All Candidates other than B.A.)

Credits: 2
Theory Exam: 45
Internal Assessment: 5

Course Objective: The paper will equip the students with a basic understanding of the History and Culture of Punjab

Course Outcome:

1. To familiarize the students with history of Punjab under the colonial regime
2. To familiarize the students with national movements in Punjab.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

1. The duration of the examination shall be 3 hours with maximum of marks 45. There will be 5 questions overall. Question no.1 will be compulsory. There will be eight short questions. Students have to attempt any 5 in 25-30 words. Each question carried 1 mark. The students have to attempt any four essay-type questions picking 2 out of each unit in about 700-1000 words. Each question carries 10 marks.
2. Internal Assessment will be divided into the following criteria:-
Mid Semester Test: : 2marks
Assignment Report and Class presentation : 2 marks
Attendance : 1marks

Note: For Private/University School of Open Learning students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

UNIT I

Introduction of Colonial Rule in Punjab: Annexation of Punjab; Board of Administration; Western Education: Growth of Education and rise of middle classes; Agrarian Development; Socio-Religious Reform: Movements

UNIT II

Emergence Of Political Consciousness: Ghadar Movement; Jallianwala Bagh Massacre; Gurudwara Reform Movement; major Morchas; Activities of Babbar Akalis; HSRA and Bhagat Singh; Quit India Movement.

Suggested Readings:

1. Singh, Kirpal : History and Culture of the Punjab, Part II(Medieval Period), Publication Bureau, Punjabi University, Patiala 1990(3rd ed.).
2. Singh, Fauja(ed.) : History of the Punjab, Vol.III, Punjabi University, Patiala 1972.
3. Grewal, J.S. : The Sikhs of the Punjab, the New Cambridge History of India, Orient Longman, Hyderabad,1990.
4. Singh, Khuswant : A History of the Sikhs, vol I: 1469-1839, Oxford University Press, Delhi, 1991.
5. Chopra, P.N.,Puri, B.N. And Das, M.N. : A Social, Cultural and Economic History of India, Vol.II, Macmillan, Delhi, 1974.

Table –III

HCP-1: HISTORY AND CULTURE OF PUNJAB

(All Candidates other than B.A.)

SEMESTER I

Credit:2

Theory Exam: 45

Internal Assessment: 5

Course Objective: The paper will equip the students with a basic understanding of the History and Culture of Punjab

Course Outcome:

1. To familiarize the students with the history and culture of Punjab under Harrapan and Vedic times.
2. To familiarize the students with devotional movements in ancient and medieval times.
3. To familiarize the students with the emergence of Sikhism.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination. \

Instructions for the Paper Setter:

3. The duration of the examination shall be 3 hours with a maximum of marks 45. There will be 5 questions overall. Question no.1 will be compulsory. There will be eight short questions. Students have to attempt any 5 in 25-30 words. Each question

carried 1 mark. The students have to attempt any four essay-type questions picking 2 out of each unit in about 700-1000 words. Each question carries 10 marks.

4. Internal Assessment will be divided into the following criteria:-

Mid Semester Test:	: 2marks
Assignment Report and Class presentation	: 2 marks
Attendance	: 1marks

Note: For Private/University School of Open Learning students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

UNIT I

Harappan Civilization: extent and town planning and socio-economic life; Life in Vedic Age: socio-economic and religious, Growth and impact of Jainism and Buddhism in Panjab; Bhakti movement: Main features; prominent saints and their contribution.

UNIT II

Evolution of Sikhism: teaching of Guru Nanak; Institutional Development- Manji, Masand, Sangat and Pangat; Transformation of Sikhism: Martyrdom of Guru Arjan; New Policy of Guru Hargobind, Martyrdom of Guru Tegh Bahadur, Institution of Khalsa: New Baptism; Significance.

Suggested Readings:

13. Joshi, L.M (ed.) : History and Culture of the Punjab, Part-I, Publication Bureau, Punjabi University, Patiala, 1989 (3rd ed.)
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17. Basham, A.L : The Wonder That Was India, Rupa Books, Calcutta (18th

- rep.),1992
18. Sharma, B.N : Life in Northern India, Munshi Ram Manohar Lal, Delhi, 1966
19. Singh,Kirpal : History and Culture of the Punjab, Part II(Medieval Period),
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21. Grewal, J.S. : The Sikhs of the Punjab, the New Cambridge History of India,
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22. Singh, Khuwant : A History of the Sikhs, vol I: 1469-1839, Oxford University Press,
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23. Chopra, P.N.,Puri, B.N. : A Social, Cultural and Economic History of India, Vol.II, Macmillan, Delhi
And Das,M.N. 1974.
24. Hussain ,Yusuf : Glimpse of Medieval Indian Culture, Asia Publishing House, Bombay,
1973(rep.).

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- D. The students who have not studied Punjabi up to class 10th.
- E. Ward of/and Defence Personnel and Central Govt. Employee/Employees who are transferrable on an All India basis.
- F. Foreigners

SEMESTER II

HCP-2: HISTORY AND CULTURE OF PUNJAB (All Candidates other than B.A.)

Course Objective: The paper will equip the students with a basic understanding of the History and Culture of Punjab

Course Outcome:

1. To familiarize the students with history of Punjab under the colonial regime
2. To familiarize the students with national movements in Punjab.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

3. The duration of the examination shall be 3 hours with maximum of marks 45. There will be 5 questions overall. Question no.1 will be compulsory. There will be eight short questions. Students have to attempt any 5 in 25-30 words. Each question carried 1 mark. The students have to attempt any four essay-type questions picking 2 out of each unit in about 700-1000 words. Each question carries 10 marks.
4. Internal Assessment will be divided into the following criteria:-
 - Mid Semester Test: : 2marks
 - Assignment Report and Class presentation : 2 marks
 - Attendance : 1marks

Note: For Private/University School of Open Learning students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

UNIT I

Introduction of Colonial Rule in Punjab: Annexation of Punjab; Board of Administration; Western Education: Growth of Education and rise of middle classes; Agrarian Development; Socio-Religious Reform: Movements

UNIT II

Emergence Of Political Consciousness: Ghadar Movement; Jallianwala Bagh Massacre; Gurudwara Reform Movement; major Morchas; Activities of Babbar Akalis; HSRA and Bhagat Singh; Quit India Movement.

Suggested Readings:

6. Singh, Kirpal : History and Culture of the Punjab, Part II(Medieval Period),
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7. Singh, Fauja(ed.) : History of the Punjab, Vol.III, Punjabi University, Patiala 1972.
8. Grewal, J.S. : The Sikhs of the Punjab, the New Cambridge History of India,
Orient Longman, Hyderabad,1990.
9. Singh, Khuswant : A History of the Sikhs, vol I: 1469-1839, Oxford University
Press, Delhi, 1991.
10. Chopra, P.N.,Puri, B.N.
And Das, M.N. : A Social, Cultural and Economic History of India, Vol.II,
Macmillan, Delhi, 1974.