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 and BBA Honours with Research (1st and 2nd Semester) as per NEP 2020--

For the session 2025-26

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		**36**	**36**	**32**	**08**	**09**	**09**	**08**	**02**	**04**	**144**

DEGREE											
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 (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 chooseany 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/BBA(SEC) – 101/ 101A/101B/101C/101D	COM/BBA(MDSC) – 101/101A	VAC – OPTIONS		PBI/HCP	24
II	100	NBBA 201	NBBA 202	NBBA 203	AEC/MIL	COM/BBA (SEC) – 201/201A./201B/201C/201 D	COM/BBA (MDSC) – 201/201A	VAC – OPTIONS		PBI/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	NBBA 301 NBBA 302	NBBA 303	NBBA 304	AEC/MIL	COM/BBA (SEC) – 301/301A/301B	COM/BBA (MDSC) – 301/301A				24
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		**48/56**	**48/56**	**48/56**	**08**	**09**	**09**	**08**	**02**	**04**	**192**

DEGREE-BBA Honours with research*										

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 chooseany 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 -3

TEMPLATE FOR SINGLE MAJOR 3 YEAR/ 4 YEAR BBA PROGRAM

SEM	**COURSE LEVEL**	**MAJOR**	**MINOR 1**	**MINOR -2**		**AEC/MIL**	**SEC**	**IDC**	**VAC**	**INTERNSHIP**	**COMPULSORY LANGUAGE**	**TOTAL CREDITS**
		4 Credits	4 Credits	4 Credits		2 Credits	3 Credits	3 Credits	2 Credits	2 Credits	2 Credits	
I	100	DSC-A1	MDC	MD		English	SEC	IDC	VAC		PUNJABI/HC	24

			–B1	C - C1			1	1	1		P	
II	100	DSC – A2	MDC – B2	MDC – C2		English	SEC 2	IDC 2	VAC 2		PUNJABI/HCP	24
III	200	DSC- A3 DSC –A4	MDC – B3/C3			AEC/MIL	SEC 3	IDC 3	VAC 3	INTERN		24
IV	200	DSC - A5. DSC –A6 DSC – A7 DSC – A8	MDC – B4/C4			AEC/MIL			VAC 4			24
V	300	DSC – A9 DSC – A10 DSC- A11 DSC – A12 DSC – A13	MDC – B5/C5									24
VI	300	DSC – A14 DSC – A15 DSC- A16 DSC – A17 DSC – A18	MDC – B6/C6									24
3 YEAR DEGREE		72	32	--		08	09	09	08	02	04	144
VII	400	DSC – A19 DSC – A20 DSC- A21 DSC – A22 DSC – A23	MDC – B7/C7									24
VIII *	400	DSC – A24 DSC – A25 DSC- A26 DSC – A27 DSC – A28	MDC – B8/C8									24
4 YEAR		112	40	--		08	09	09	08	02	04	192

DEGREE HONS												
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 **DISSERTATION (08 credits)**	MDC – B8/C8									24
4 YEAR DEGREE HONS with Research		112	40	--		08	09	09	08	02	04	192

BBA, BBA Honours and BBA Honours with Research

SEMESTER-I

PaperCode	TypeofCourse	Subject Name	Credits	Hours per week*	External Marks	Internal Assessment(TH)	Total
NBBA 101	Core Subject	Fundamentals of Management	4	4	80	20	100
NBBA 102	Core Subject	Micro Economics	4	4	80	20	100
NBBA 103	Core Subject	Financial	4	6	80	20	100

		Accounting					
COM/BBA – MDC 101/101A	Multidisciplinary Course	Commercial Law/ Fundamentals of International Business	3	4	60	15	75
	Ability Enhancement courses	English	2	4	30(Th)+15(P)	5	50
	Compulsory Subject	Punjabi/ HCP	2	4/2	45	05	50
COM/BBA - SEC	Skill Enhancement Courses	SEC- OPTIONS	3	3	60	15	75
COM/BBA-VAC	Common Value-Added courses	VAC -OPTIONS	2	2	40	10	50
Total Credits			**24**				

SEMESTER - II

Paper Code	Type of Course	Subject Name	Credits	Hours per week*	**External Marks**	**Internal Assessment**	**Total**
NBBA 201	Core Subject	Human Resource Management	4	4	80	20	100
NBBA202	Core Subject	Macro Economics	4	4	80	20	100
NBBA 203	Core Subject	Financial Statement Analysis	4	6	80	20	100

COM/BBA – MDC 201/201A	Multidisciplinary Course	Business Law/ Foreign Trade Promotion	3	4	60	15	75
ENG (AEC) - 030	Ability Enhancement courses	English	2	4	30(Th)+15(P)	05	50
	Compulsory Subject	Punjabi/ HCP	2	4/2	45	05	50
COM/BBA - SEC	Skill Enhancement Courses	SEC- OPTIONS	3	3	60	15	75
COM/BBA-VAC	Common Value-Added courses	VAC -OPTIONS	2	2	40	10	50
Total Credits			24				

BBA – 1st Semester- CORE SUBJECTS

1	**Course Title**	**FUNDAMENTALS OF MANAGEMENT**
2	**Course Code**	NBBA 101
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 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 entirecourse 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' • Weihrich 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.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.
7	**Course Objectives**	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.

8	**Course Outcomes**	CO1.Thestudentswillbeabletounderstand the basic principles of microeconomics. CO2. The students will be able to getan 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.
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 entirecourse 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** Theory of Demand;Demand Function, Law of Demand, Movement Alongvs. 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 andProduction Function with One Variable Inputs, Law of Variable Proportions,Returns to Scale, Economies andDiseconomies 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 TimeElement 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.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. 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.Thestudentswillbeabletounderstand 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 entirecourse 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.

Semester	Course Type/ Course Code	Nomenclature of the Paper	Credits	Level
I	BBA-PUN (COMPL-01)-101	ਪੰਜਾਬੀਇਕਾਂਗੀ ਅਤੇਵਿਹਾਰਕਪੰਜਾਬੀ Punjabi Ikangi Ate Viharak Punjabi	2	100
II	BBA-PUN (COMPL-02)-201	ਪੰਜਾਬੀਕਹਾਣੀ ਅਤੇਵਿਹਾਰਕਪੰਜਾਬੀ Punjabi Kahani Ate Viharak Punjabi	2	100

Semester-I

BBA/ BBA (Honours)/ BBA (Honours with Research)

COMPULSORY PUNJABI

ਪੰਜਾਬੀਲਾਜ਼ਮੀ

ਪੰਜਾਬੀ ਇਕਾਂਗੀ ਅਤੇ ਵਿਹਾਰਕ ਪੰਜਾਬੀ

Punjabi Ikangi Ate Viharak Punjabi

BBA-PUN (COMPL-01)-101

Semester-I **ਕ੍ਰੈਡਿਟ-2**

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title &Code	Credits	Creditdistributionofthe Course			Eligibility criteria	Pre-requisiteofthe course (if any)
		Lectur	Tutorial	Practical/ Practice		
Punjabi Ikangi Ate Viharak Punjabi **BBA-PUN (COMPL-01)-101**	**2**	**3**	**1**	**0**	Class 10 & 12th pass in any stream	Studied Punjabi up to 10th Standard or working knowledge of Punjabi Language

Credits: 2 **L/T/P=3/1/0**

Learning objective

- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਆਂਨੂੰਪੰਜਾਬੀਇਕਾਂਗੀਦੇਸਿਧਾਂਤਬਾਰੇਗਿਆਨਪੈਦਾਹੋਵੇਗਾ।
- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਪੰਜਾਬੀਇਕਾਂਗੀਵਿਸ਼ੇਦੀਸਮਝਪੈਦਾਕਰਸਕਣਗੇ।
- ਇਸਕੋਰਸਰਾਹੀਂਪੰਜਾਬੀਇਕਾਂਗੀਦੇਵਿਭਿੰਨਸੰਦਰਭਾਂਅਤੇਵਿਹਾਰਕਪੰਜਾਬੀਸੰਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਕਰਨਗੇ।
- ਇਸਕੋਰਸਦਾਉਦੇਸ਼ਵਿਦਿਆਰਥੀਆਂਅੰਦਰਪੰਜਾਬੀਇਕਾਂਗੀਦੇਵਿਭਿੰਨਪੱਖਾਂਬਾਰੇਗਿਆਨਪੈਦਾਕਰਨਾਹੈ।

Learning outcomes

- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਪੰਜਾਬੀਇਕਾਂਗੀਸਬੰਧੀਸਮਝਪੈਦਾਕਰਨਦੇਸਮਰੱਥਹੋਜਾਣਗੇ
- ਇਸਅਧਿਐਨਰਾਹੀਂਪੰਜਾਬੀਵਿਆਕਰਣਦੀਵਰਤੋਂਸਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਹੋਵੇਗੀ।
- ਇਸਅਧਿਐਨਰਾਹੀਂਵਿਹਾਰਕਪੰਜਾਬੀਸਬੰਧੀਚਰਚਾਕਰਦੇਹੋਏਵਿਦਿਆਰਥੀਪੰਜਾਬੀਵਿਆਕਰਣਦੀਆਂਬਰੀਕੀਆਂਨੂੰਸਮਝਣਦੇਸਮਰੱਥਹੋਣਗੇ।
- ਇਸਪਰਚੇਦੇਅਧਿਐਨਰਾਹੀਂਵਿਦਿਆਰਥੀਆਂਵਿੱਚਅਨੁਵਾਦਦੀਸਮੱਸਿਆਨੂੰਹੱਲਕਰਨਦੀਸੂਝਪੈਦਾਹੋਵੇਗੀ।

BBA/ BBA (Honours)/ BBA (Honours with Research)
COMPULSORY PUNJABI
ਪੰਜਾਬੀਲਾਜ਼ਮੀ
ਪੰਜਾਬੀ ਇਕਾਂਗੀ ਅਤੇ ਵਿਹਾਰਕ ਪੰਜਾਬੀ
Punjabi Ikangi Ate Viharak Punjabi
BBA-PUN (COMPL-01)-101

Semester:I **ਕ੍ਰੈਡਿਟ**- 2
ਨਿਰਧਾਰਤਕੋਰਸਸਮਾਂ: 60**ਘੰਟੇ** **ਕੁੱਲਅੰਕ** :50
L-100 **ਲਿਖਤੀਅੰਕ**: 45
ਇੰਟਰਨਲਅਸੈਸਮੈਂਟ :05

ਯੂਨਿਟ ਪਹਿਲਾ :ਪੁਸਤਕ :'ਛੇਦਰਸ਼ਨ" ਸੰਤਸਿੰਘਸੇਖੋਂ,ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ,ਪੰਜਾਬਯੂਨੀਵਰਸਿਟੀ,ਚੰਡੀਗੜ੍ਹ
(ਨਿਸ਼ਾਤਬਾਗ਼' ਇਕਾਂਗੀਨੂੰਛੱਡਕੇ) 40 **ਘੰਟੇ**

ੳ) ਇਕਾਂਗੀਦਾਵਿਸ਼ਾਵਸਤੂਅਤੇਸਾਰ
ਅ)ਇਕਾਂਗੀਦਾਕਲਾਪੱਖਅਤੇਪਾਤਰਚਿਤਰਣ
ੲ) ਇਕਾਂਗੀਦੀ ਰੰਗਮੰਚੀ ਸਾਰਥਕਤਾ

ਯੂਨਿਟ ਦੂਜਾ: ਵਿਹਾਰਕਪੰਜਾਬੀ 20 **ਘੰਟੇ**

ੳ) ਤਕਨੀਕੀਸ਼ਬਦਾਵਲੀਨਿਰਧਾਰਿਤ25ਸ਼ਬਦ
ਅ) ਮੁਹਾਵਰੇ
ੲ) ਚਿੱਠੀਪੱਤਰਵਪਾਰਕਤੇਦਫ਼ਤਰੀ
ਸ) ਅਨੁਵਾਦ (ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ)

ਨੋਟ: ਲਾਜ਼ਮੀਪੰਜਾਬੀਵਿਸ਼ੇਦੇਕ੍ਰੈਡਿਟ 2 ਹੋਣਗੇਅਤੇਪੇਪਰ 50 ਅੰਕਾਂਦਾਹੋਵੇਗਾ
ਲਾਜ਼ਮੀਪੰਜਾਬੀਦਾਸਮਾਂ 4 ਘੰਟੇਹਫਤਾਹੋਵੇਗਾ ,ਜਿਸ ਵਿੱਚ ਹਫ਼ਤੇ ਦੇ ਘੱਟੋ-ਘੱਟ ਛੇ ਪੀਰੀਅਡ (40 ਮਿੰਟ ਪ੍ਰਤੀ ਪੀਰੀਅਡ) ਹੋਣਗੇ

ਨਿਰਧਾਰਤਪੁਸਤਕਾਂ

1. ਛੇਦਰਸ਼ਨ,ਸੰਤਸਿੰਘਸੇਖੋਂ, ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬਯੂਨੀਵਰਸਿਟੀ,ਚੰਡੀਗੜ੍ਹ
2. ਮਨਜੀਤਪਾਲਕੌਰ, 'ਪੰਜਾਬੀਨਾਟਕਤੇਰੰਗਮੰਚਵਿਕਾਸਦੀਆਂਸਮੱਸਿਆਵਾਂ', ਗੁਰੂਨਾਨਕਦੇਵਯੂਨੀਵਰਸਿਟੀਅੰਮ੍ਰਿਤਸਰ 1991
3. ਡਾ. ਕੁਲਦੀਪਸਿੰਘਧੀਰ, 'ਨਾਟਕ, ਸਟੇਜਤੇਦਰਸ਼ਕ', ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ
4. ਡਾ. ਸੁਰਜੀਤਸਿੰਘ, 'ਸਿਰਜਨਾਤਮਕਨਾਟਕਨਿਰਦੇਸ਼ਨ', ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀਪਟਿਆਲਾ 1985

5. ਡਾ. ਸਤਨਾਮਸਿੰਘਸੰਧੂ, 'ਸਾਹਿਤਦੀਹੋਂਦਵਿਧੀ', ਹੈਰੀਟੇਜਪਬਲੀਕੇਸ਼ਨ, ਪਟਿਆਲਾ 1974
6. ਡਾ. ਕਿਰਪਾਲਕਜ਼ਾਕ, (ਸੰਪਾ) ਬਲਜੀਤਕੌਰਜੀਤੀ, 'ਰੰਗਮੰਚਚਿੰਤਨ', ਗ੍ਰੇਸੀਅਸਬੁਕਸਪਟਿਆਲਾ, 2013
7. ਹਰਕੀਰਤਸਿੰਘ, 'ਭਾਸ਼ਾਤੇਭਾਸ਼ਾਵਿਗਿਆਨ', ਬਾਹਰੀਪਬਲੀਕੇਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ 1974
8. ਸ. ਸ. ਖਹਿਰਾ, ਪੰਜਾਬੀਭਾਸ਼ਾ : ਵਿਆਕਰਣਅਤੇਬਣਤਰ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
9. ਜੋਗਿੰਦਰਸਿੰਘਪੁਆਰਅਤੇਹੋਰ, ਪੰਜਾਬੀਭਾਸ਼ਾਦਾਵਿਆਕਰਨ, ਪੰਜਾਬੀਭਾਸ਼ਾਅਕਾਦਮੀ, ਜਲੰਧਰ 1997

ਪੇਪਰਸੈਟਰ/ ਅਧਿਆਪਕਲਈਹਦਾਇਤਾਂਅਤੇਪ੍ਰਸ਼ਨਪੱਤਰਦੀਰੂਪਰੇਖਾ

1. ਪ੍ਰਸ਼ਨਪੱਤਰਦੇਕੁਲ 50 ਅੰਕਹਨਜੋਕਿ ਦੋਕ੍ਰੈਡਿਟਦੇਬਰਾਬਰਹੈਅਤੇਕੋਰਸਦਾਨਿਰਧਾਰਿਤਸਮਾਂ 60 ਘੰਟੇਹੋਵੇਗਾ
2. ਲਿਖਤੀਪ੍ਰਸ਼ਨਪੱਤਰ 45 ਅੰਕਾਂਦਾਹੋਵੇਗਾ
3. ਇੰਟਰਨਲਅਸੈਸਮੈਂਟਦੇ 5 ਅੰਕਹੋਣਗੇ
4. ਪੇਪਰਦਾਸਮਾਂ 3 ਘੰਟਾਹੋਵੇਗਾ

ਯੂਨਿਟਅਤੇਅੰਕਾਂਦੀਵੰਡ

1. ਯੂਨਿਟਦੇਤਿੰਨਭਾਗਹੋਣਗੇਅਤੇਅੰਕ25ਹੋਣਗੇ

ੳ ਇਸਭਾਗਵਿੱਚੋਂ ਇਕਾਂਗੀਨਾਟਕਦੇਵਿਸ਼ੇ, ਸਾਰ, ਕਲਾਤਮਕਪੱਖ, ਪਾਤਰਚਿਤਰਣਅਤੇ ਰੰਗਮੰਚੀ ਸਾਰਥਕਤਾ ਨਾਲਸੰਬਧਿਤਤਿੰਨਪ੍ਰਸ਼ਨਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਇਹਨਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਦੋਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਸ ਪ੍ਰਸ਼ਨ ਦੇ10X2=20 ਅੰਕਹੋਣਗੇ

ਅ ਇਸਭਾਗਵਿਚਇਕਾਂਗੀ ਅਤੇ ਇਕਾਂਗੀਕਾਰਾਂਸੰਬੰਧੀ ਦਸਲਘੂਸਵਾਲਪੁੱਛੇਜਾਣਗੇ, ਵਿਦਿਆਰਥੀ ਨੇ ਇਹਨਾਂ ਵਿੱਚੋਂ ਪੰਜ ਸੁਆਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸ ਭਾਗ ਦੇ 5x1=5ਅੰਕ ਹੋਣਗੇ।

ਯੂਨਿਟਦੋਦੇਪੰਜਭਾਗਹੋਣਗੇਅਤੇਅੰਕ 20ਹੋਣਗੇ:

ੳ ਨਿਰਧਾਰਤਤਕਨੀਕੀਸ਼ਬਦਾਵਲੀਵਿੱਚੋਂਸੱਤਸ਼ਬਦਾਂਵਿੱਚੋਂਪੰਜਸ਼ਬਦਾਂਕਰਨੇਹੋਣਗੇ ਇਸਦੇ5X1=5 ਅੰਕਹੋਣਗੇ

ਅ ਸੱਤ ਮੁਹਾਵਰੇਪੁੱਛੇਜਾਣਗੇਵਿਦਿਆਰਥੀਆਂਨੇਕੋਈਪੰਜਦੀਵਾਕਾਂਵਿੱਚਵਰਤੋਂਕਰਨੀਹੋਵੇਗੀ ਇਸਦੇ5X1=5ਅੰਕਹੋਣਗੇ

ੲਵਪਾਰਕਜਾਂਦਫ਼ਤਰੀ ਵਰਤੋਂਨਾਲਸੰਬਧਿਤਦੋਵਿੱਚੋਂਇੱਕਚਿੱਠੀ-ਪੱਤਰਲਿਖਣਲਈਕਿਹਾਜਾਵੇਗਾ ਇਸਦੇ5X1=5ਅੰਕਹੋਣਗੇ

ਸ ਇੱਕਅੰਗਰੇਜ਼ੀਪੈਰ੍ਹੇਦਾਪੰਜਾਬੀਵਿੱਚਅਨੁਵਾਦਕਰਨਾਹੋਵੇਗਾ ਇਸਦੇ5X1=5ਅੰਕਹੋਣਗੇ

ਮੁੱਢਲੀਪੰਜਾਬੀ (ਭਾਗਪਹਿਲਾ) ਲਈਪਰਿਭਾਸ਼ਕਸ਼ਬਦਾਵਲੀ

1.	Abatement	ਕਟੌਤੀ, ਕਮੀ
2.	Abstract	ਸੂਖਮ, ਅਮੂਰਤ
3.	Acceptance	ਸਵੀਕ੍ਰਿਤੀ
4.	Accommodation	ਨਿਰਬਾਹ
5.	Accountant	ਲੇਖਾਕਾਰ
6.	Accumulated earnings	ਸੰਚਿਤ ਕਮਾਈ
7.	Adaptation	ਅਨੁਕੂਲਣ

8.	Residual	ਰਹਿੰਦ-ਖੂੰਹਦ, ਅਵਸ਼ੇਸ਼
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, ਖ਼ੁਦਮੁਖਤਿਆਰ
18.	Traditional	ਪਰੰਪਰਾਗਤ, ਰੂੜ੍ਹੀਗਤ
19.	Black marketing	ਚੋਰ-ਬਾਜ਼ਾਰੀ
20.	Body of doctrine	ਸਿਧਾਂਤਾਂ ਦਾ ਸੰਗ੍ਰਹਿ
21.	Boom	ਤੇਜ਼ੀ, ਗਰਮ ਬਾਜ਼ਾਰੀ
22.	Compensation	ਮੁਆਵਜ਼ਾ, ਹਾਨਪੂਰਤੀ
23.	Decentralization	ਵਿਕੇਂਦ੍ਰੀਕਰਨ
24.	Devaluation	ਅਵਮੁੱਲਣ
25.	Taxation	ਕਰ ਲਾਉਣਾ

HCP-COMPL-1A-101: HISTORY AND CULTURE OF PUNJAB UPTO C. 18THCENTURY C.E

(All Candidates other than B.A.)

Credit:2
Theory Exam: 45
Internal Assessment: 5
Level of Course: 100

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

Learning Outcome:
1. To familiarise the students with the history and culture of Punjab under Harappan and Vedic times.
2. To familiarise the students with devotional movements in ancient and medieval times.
3. To familiarise 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 45 marks. 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	: 1 mark

<u>Note</u>: For Private/Centre for Distant and Online Education 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:

Joshi, L.M. and Fauja Singh (eds), History and Culture of the Punjab, Vol. I, Punjabi University, Patiala, 1977.

Prakash, Buddha, *Glimpses of Ancient Punjab*, Punjabi University, Patiala, 1983.

Thapar, Romila, *The Penguin History of India*: From the Origins to AD 1300, Penguin Books, New Delhi, 2002.

Basham, A.L., *The Wonder That Was India: A Survey of the History and Culture of the Indian Sub-continent Before the Coming of the Muslims*. London: Picador, 2004 reprint.

Sharma, B.N., *Life in Northern India*, MunshiRamManoharLal, Delhi, 1966.

Singh,Kirpal, *History and Culture of the Punjab*, Part II(Medieval Period), Publication Bureau, Punjabi University, Patiala, 1990(3rd ed.).

Grewal, J.S., *The Sikhs of the Punjab*:*The New Cambridge History of India*, Orient Longman, Hyderabad,1990.

Singh, Khushwant, *A History of the Sikhs*, Vol I: 1469-1839, Oxford University Press, Delhi, 1991.

Chopra, P.N.,Puri, B.N., *Social, Cultural and Economic History of India*,Vol.II, Macmillan, Delhi, 1974.

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

BBA – 2nd Semester

1	**CourseTitle**	**HUMAN RESOURCE MANAGEMENT**
2	**CourseCode**	NBBA 201
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.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 familiarize the students with the different aspects of managing human resource in the organization.
8	**Course Outcomes**	CO1.Thestudentswillbeabletounderstand the role of HRM in organizational success. CO2. The students will be able to getknowledge 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 entirecourse 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.Thestudentswillbeabletounderstand the basic principles ofmacroeconomics. CO2. The students will be able to getan understanding of the macroeconomic factors that influence economic growth, inflation, and unemployment. CO3. The students will get familiarizedwith 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 entirecourse 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 andMarginal 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. 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. 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.Thestudentswillbeget 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 entirecourse 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.

Semester-II

BBA/ BBA (Honours)/ BBA (Honours with Research)

COMPULSORY PUNJABI

ਪੰਜਾਬੀਲਾਜ਼ਮੀ

ਪੰਜਾਬੀ ਕਹਾਣੀ ਅਤੇ ਵਿਹਾਰਕ ਪੰਜਾਬੀ

Punjabi Kahani Ate Viharak Punjabi

BBA-PUN (COMPL-02)-201

Semester-II **ਕ੍ਰੈਡਿਟ-2**

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title &Code	Credits	Creditdistributionofthe Course			Eligibility criteria	Pre-requisiteofthe course (if any)
		Lectu	Tutorial	Practical/ Practice		
Punjabi Kahani Ate Viharak Punjabi BBA-PUN (COMPL-02)-201	**2**	**3**	**1**	**0**		

Credits: 2 **L/T/P=3/1/0**

Learning objective

- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਆਂਨੂੰਪੰਜਾਬੀਕਹਾਣੀਦੇਵਿਸ਼ੇਬਾਰੇਗਿਆਨਪੈਦਾਹੋਵੇਗਾ□
- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਪੰਜਾਬੀਕਹਾਣੀਵਿਸ਼ੇਦੀਸਮਝਪੈਦਾਕਰਸਕਣਗੇ□
- ਇਸਕੋਰਸਰਾਹੀਂਪੰਜਾਬੀਕਹਾਣੀਦੇਵਿਭਿੰਨਸੰਦਰਭਾਂਅਤੇਵਿਹਾਰਕਪੰਜਾਬੀਸਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਕਰਨਗੇ□
- ਇਸਕੋਰਸਦਾਉਦੇਸ਼ਵਿਦਿਆਰਥੀਆਂਅੰਦਰਪੰਜਾਬੀਕਹਾਣੀਦੇਵਿਭਿੰਨਪੱਖਾਂਬਾਰੇਗਿਆਨਪੈਦਾਕਰਨਾਹੈ□

Learning outcomes

- ਇਸਕੋਰਸਰਾਹੀਂਵਿਦਿਆਰਥੀਪੰਜਾਬੀਕਹਾਣੀਸਬੰਧੀਸਮਝਪੈਦਾਕਰਨਦੇਸਮਰੱਥਹੋਜਾਣਗੇ□
- ਇਸਅਧਿਐਨਰਾਹੀਂਪੰਜਾਬੀਵਿਆਕਰਣਦੀਵਰਤੋਂਸਬੰਧੀਜਾਣਕਾਰੀਹਾਸਿਲਹੋਵੇਗੀ□
- ਇਸਅਧਿਐਨਰਾਹੀਂਵਿਹਾਰਕਪੰਜਾਬੀਸਬੰਧੀਚਰਚਾਕਰਦੇਹੋਏਵਿਦਿਆਰਥੀਪੰਜਾਬੀਵਿਆਕਰਣਦੀਆਂਬਰੀਕੀਆਂਨੂੰਸਮਝਣਦੇਸਮਰੱਥਹੋਣਗੇ□
- ਇਸਪਰਚੇਦੇਅਧਿਐਨਰਾਹੀਂਵਿਦਿਆਰਥੀਆਂਵਿੱਚਅਨੁਵਾਦਦੀਸਮੱਸਿਆਨੂੰਹੱਲਕਰਨਦੀਸੂਝਪੈਦਾਹੋਵੇਗੀ□

BBA/ BBA (Honours)/ BBA (Honours with Research)

COMPULSORY PUNJABI

ਪੰਜਾਬੀਲਾਜ਼ਮੀ

ਪੰਜਾਬੀ ਕਹਾਣੀ ਅਤੇ ਵਿਹਾਰਕ ਪੰਜਾਬੀ

Punjabi Kahani Ate Viharak Punjabi
BBA-PUN (COMPL-02)-201

Semester:II ਕ੍ਰੈਡਿਟਦੋ
ਨਿਰਧਾਰਤਕੋਰਸਸਮਾਂ: 60 ਘੰਟੇ ਕੁੱਲਅੰਕ :50
L-100 ਲਿਖਤੀਅੰਕ: 45
ਇੰਟਰਨਲਅਸੈਸਮੈਂਟ:05

ਯੂਨਿਟ ਪਹਿਲਾ: **ਪੁਸਤਕ** : **ਪੰਜਾਬੀਕਥਾਕਿਤਾਬ: ਪ੍ਰੋ. ਗੁਰਦਿਆਲਸਿੰਘ (ਸੰਪਾ), ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ** 40 **ਘੰਟੇ**

ੳ) ਕਹਾਣੀਦਾਵਿਸ਼ਾਵਸਤੂਅਤੇਸਾਰ
ਅ)ਕਹਾਣੀਦਾਕਲਾਪੱਖਅਤੇਪਾਤਰਚਿਤਰਣ
ੲ) ਕਹਾਣੀਕਾਰ ਦਾ ਜੀਵਨ ਅਤੇ ਸਾਹਿਤਕ ਯੋਗਦਾਨ

ਯੂਨਿਟ ਦੂਜਾ: **ਵਿਹਾਰਕਪੰਜਾਬੀ** **20 ਘੰਟੇ**

ੳ) ਤਕਨੀਕੀਸ਼ਬਦਾਵਲੀਨਿਰਧਾਰਿਤ 25 ਸ਼ਬਦ
ਅ) ਅਖਾਣ
ੲ) ਸੂਚਨਾ ਹਿੱਤ ਨੋਟਿਸ(ਵਪਾਰਤੇਕਾਰੋਬਾਰਨਾਲਸੰਬੰਧਿਤ)
ਸ) ਅਨੁਵਾਦ (ਪੰਜਾਬੀ ਤੋਂ ਅੰਗਰੇਜ਼ੀ)

ਨੋਟ: ਲਾਜ਼ਮੀਪੰਜਾਬੀਵਿਸ਼ੇਦੇਕ੍ਰੈਡਿਟ **2** ਹੋਣਗੇਅਤੇਪੇਪਰ **50** ਅੰਕਾਂਦਾਹੋਵੇਗਾ□ਲਾਜ਼ਮੀਪੰਜਾਬੀਦਾਸਮਾਂ **4** ਘੰਟੇਹਫਤਾਹੋਵੇਗਾ,ਜਿਸ ਵਿੱਚ ਹਰ਼ਤੇ ਦੇ ਘੱਟੋ-ਘੱਟ ਛੇ ਪੀਰੀਅਡ (40 ਮਿੰਟ ਪ੍ਰਤੀ ਪੀਰੀਅਡ) ਹੋਣਗੇ□

1. ਬਲਦੇਵਸਿੰਘਧਾਲੀਵਾਲ, ਪੰਜਾਬੀਕਹਾਣੀਸਮੀਖਿਆ :ਤੱਥਅਤੇਸੰਵਾਦ, ਮਨਪ੍ਰੀਤਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ□
2. ਸੁਰਿੰਦਰਕੁਮਾਰਦਵੇਸ਼ਵਰ(ਸੰਪਾ.), ਕਥਾਪ੍ਰਵਾਹ,ਪਬਲੀਕੇਸ਼ਨਬਿਊਰੋ, ਪੰਜਾਬਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ□
3. ਡਾ. ਪਰਮਿੰਦਰਸਿੰਘ, ਸਾਹਿਤਦੇਰੂਪ, ਲਾਹੌਰਬੁੱਕਸ਼ਾਪ, ਲੁਧਿਆਣਾ□
4. ਡਾ. ਰਤਨਸਿੰਘਜੱਗੀ, ਸਾਹਿਤਦੇਰੂਪ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ□
5. ਸਵਿੰਦਰਸਿੰਘਉੱਪਲ, ਪੰਜਾਬੀਕਹਾਣੀ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ□
6. ਰਜਨੀਸ਼ਬਹਾਦਰਸਿੰਘ, ਗਲਪਅਧਿਐਨ, ਚੇਤਨਾਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ□
7. ਰਤਨਸਿੰਘਜੱਗੀ, ਖੋਜਪੱਤ੍ਰਿਕਾ (ਗਲਪਵਿਸ਼ੇਸ਼ਅੰਕ) ਅੰਕ 19, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ□
8. ਗੁਰਬਖ਼ਸ਼ਸਿੰਘਫਰੈਂਕ, ਨਿੱਕੀਕਹਾਣੀਅਤੇਪੰਜਾਬੀਨਿੱਕੀਕਹਾਣੀ, ਪੰਜਾਬੀਰਾਈਟਰਜ਼ਕੋਆਪਰੇਟਿਵ ਸੁਸਾਇਟੀਲੁਧਿਆਣਾ□

.9 ਜੋਗਿੰਦਰਸਿੰਘਨਹਿਰੂ, ਕਹਾਣੀਦੀਵਿਧਾ, ਲੋਕਗੀਤਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ

.10 ਧਨਵੰਤਕੌਰ, ਪੰਜਾਬੀਕਹਾਣੀ : ਬਿਰਤਾਂਤਸ਼ਾਸਤਰੀਅਧਿਐਨ, ਆਰਸੀਪਬਲੀਕੇਸ਼ਨ, ਦਿੱਲੀ

.11 ਟੀ. ਆਰ. ਵਿਨੋਦ, ਪੰਜਾਬੀਕਹਾਣੀਅਧਿਐਨ, ਰਵੀਸਾਹਿਤਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ□

12. ਬਲਦੇਵਸਿੰਘਧਾਲੀਵਾਲ, ਪੰਜਾਬੀਕਹਾਣੀਦਾਇਤਿਹਾਸ, ਪੰਜਾਬੀਅਕਾਦਮੀ, ਦਿੱਲੀ□
13. ਸ. ਸ. ਖਹਿਰਾ, ਪੰਜਾਬੀਭਾਸ਼ਾ :ਵਿਆਕਰਣਅਤੇਬਣਤਰ, ਪੰਜਾਬੀਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
14. ਜੋਗਿੰਦਰਸਿੰਘਪੁਆਰਅਤੇਹੋਰ, 'ਪੰਜਾਬੀਭਾਸ਼ਾਦਾਵਿਆਕਰਨ' , ਪੰਜਾਬੀਭਾਸ਼ਾਅਕਾਦਮੀ, ਜਲੰਧਰ

ਪੇਪਰਸੈਟਰ/ ਅਧਿਆਪਕਲਈਹਦਾਇਤਾਂਅਤੇਪ੍ਰਸ਼ਨਪੱਤਰਦੀਰੂਪਰੇਖਾ

1. ਪ੍ਰਸ਼ਨਪੱਤਰਦੇਕੁਲ 50 ਅੰਕਹਨਜੋਕਿ ਦੋਕ੍ਰੈਡਿਟਦੇਬਰਾਬਰਹੈਅਤੇਕੋਰਸਦਾਨਿਰਧਾਰਿਤਸਮਾਂ 60 ਘੰਟੇਹੋਵੇਗਾ□
2. ਲਿਖਤੀਪ੍ਰਸ਼ਨਪੱਤਰ 45 ਅੰਕਾਂਦਾਹੋਵੇਗਾ□
3. ਇੰਟਰਨਲਅਸੈਸਮੈਂਟਦੇ 5 ਅੰਕਹੋਣਗੇ□
4. ਪੇਪਰਦਾਸਮਾਂ 3 ਘੰਟਾਹੋਵੇਗਾ□

ਯੂਨਿਟਅਤੇਅੰਕਾਂਦੀਵੰਡ

ਪਹਿਲੇਯੂਨਿਟਦੇਦੋਭਾਗਹੋਣਗੇਅਤੇਅੰਕ25ਹੋਣਗੇ□

(ੳ) ਯੂਨਿਟਇੱਕਵਿੱਚੋਂਤਿੰਨਪ੍ਰਸ਼ਨਪੁੱਛੇਜਾਣਗੇ, ਇਹਨਾਂਵਿੱਚੋਂਵਿਦਿਆਰਥੀਨੇਦੋਪ੍ਰਸ਼ਨਕਰਨੇਹੋਣਗੇ।ਇਸ ਭਾਗ ਦੇ 10x2=20ਅੰਕ ਹੋਣਗੇ।

(ਅ) ਇਸਭਾਗਵਿਚਕਹਾਣੀਆਂ ਅਤੇ ਕਹਾਣੀਕਾਰਾਂਸੰਬੰਧੀ ਦਸਲਘੂਸਵਾਲਪੁੱਛੇਜਾਣਗੇ, ਵਿਦਿਆਰਥੀ ਨੇ ਇਹਨਾਂ ਵਿੱਚੋਂ ਪੰਜ ਸੁਆਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸ ਭਾਗ ਦੇ 5x1=5ਅੰਕ ਹੋਣਗੇ।

ਯੂਨਿਟਦੋਦੇਚਾਰਭਾਗਹੋਣਗੇਅਤੇਅੰਕ 20ਹੋਣਗੇ

ੳ ਨਿਰਧਾਰਿਤਤਕਨੀਕੀਸ਼ਬਦਾਵਲੀਵਿੱਚੋਂਸੱਤਸ਼ਬਦਾਂਵਿੱਚੋਂਪੰਜਸ਼ਬਦਾਂਕਰਨੇਹੋਣਗੇਇਸਦੇਪੰਜਅੰਕਹੋਣਗੇ□ 5x1=5

ਅ ਸੱਤਅਖਾਣਪੁੱਛੇਜਾਣਗੇ□ ਵਿਦਿਆਰਥੀਆਂਨੇਕੋਈਪੰਜਦੀਵਾਕਾਂਵਿੱਚਵਰਤੋਂਕਰਨੀਹੋਵੇਗੀ□ ਇਸਦੇਪੰਜਅੰਕਹੋਣਗੇ□ 5x1=5

ੲ ਕਾਰੋਬਾਰਨਾਲਸੰਬੰਧਿਤਦੋਵਿੱਚੋਂਇੱਕਸੂਚਨਾ ਹਿੱਤ ਨੋਟਿਸ ਦੇਣਾਹੋਵੇਗਾ□ ਇਸਦੇਪੰਜਅੰਕਹੋਣਗੇ□ 5x1=5

ਸ ਇੱਕਪੈਰ੍ਹੇਪੰਜਾਬੀ ਤੋਂ ਅੰਗਰੇਜ਼ੀਵਿੱਚਅਨੁਵਾਦਕਰਨਾਹੋਵੇਗਾ□ਇਸਦੇਪੰਜਅੰਕਹੋਣਗੇ□

ਮੁੱਢਲੀਪੰਜਾਬੀ (ਭਾਗਪਹਿਲਾ) ਲਈਪਰਿਭਾਸ਼ਕਸ਼ਬਦਾਵਲੀ

1.	Dispute	ਝਗੜਾ, ਵਿਗ੍ਰਹ
2.	Distortion	ਵਿਰੂਪਣ
3.	Economy	ਅਰਥਵਿਵਸਥਾ, ਸੰਜਮ, ਆਰਥਿਕਤਾ, ਅਰਥ-ਪ੍ਰਣਾਲੀ
4.	Emigration	ਪਰਵਾਸ
5.	Employer	ਮਾਲਿਕ, ਨਿਯੋਜਕ, ਵਿਵਸਾਈ, ਰੁਜ਼ਗਾਰ-ਪ੍ਰਦਾਤਾ
6.	Entrepreneur	ਉੱਦਮੀ, ਪ੍ਰਾਕ੍ਰਮੀ
7.	Withdrawal	ਵਾਪਸ ਲੈਣਾ
8.	Habitat	ਵਾਸ
9.	Inefficient	ਅਕੁਸ਼ਲ
10.	Integrated	ਏਕੀਕ੍ਰਿਤ
11.	Intervention	ਦਖ਼ਲ-ਅੰਦਾਜ਼ੀ
12.	Investment	ਨਿਵੇਸ਼, ਵਿਨਿਯੋਗ
13.	Kinship	ਭਾਈਚਾਰਾ
14.	Maintenance	ਸੰਭਾਲ, ਭਰਣ
15.	Manipulation	ਜੋੜ-ਤੋੜ

16.	Manure	ਖਾਦ, ਰੂੜ੍ਹੀ
17.	Paradox	ਵਿਰੋਧਾਭਾਸ
18.	Accountability	ਜ਼ਿੰਮੇਦਾਰੀ, ਜੁਆਬਦੇਹੀ
19.	Professional	ਵਿਵਸਾਇਕ
20.	Provident fund	ਪ੍ਰਾਵੀਡੈਂਟ ਫ਼ੰਡ, ਭਵਿੱਖ-ਨਿਧੀ
21.	Qualitative	ਗੁਣਾਤਮਕ
22.	Rearrangement	ਪੁਨਰ ਵਿਵਸਥਾ
23.	Redistribution	ਪੁਨਰਵੰਡ/ਵਿਭਾਜਨ
24.	Regulation	ਵਿਨਿਯਮਨ
25.	Remuneration	ਮਿਹਨਤਾਨਾ, ਸੇਵਾਫਲ

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HCP-COMPL-2A-201: HISTORY AND CULTURE OF PUNJAB
(19^{th} and 20^{th} CENTURIES)
(All Candidates other than B.A.)

Credits: 2
Theory Exam: 45
Internal Assessment: 5
Level of Course: 100
Level of Course: 100

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

Learning Outcome:
1. To familiarise the students with the history of Punjab under the colonial regime
2. To familiarise 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 a maximum of 45 marks. 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	: 1 mark

Note: For Private/Centre for Distant and Online Education 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:

Singh, Kirpal, *History and Culture of the Punjab, Part II* (Medieval Period), Publication Bureau, Punjabi University, Patiala, 1990(3rd ed.).

Singh, Fauja(ed.), *History of the Punjab*, Vol.III, Punjabi University, Patiala 1972.

Grewal, J.S., *The Sikhs of the Punjab: The New Cambridge History of India*, Orient Longman, Hyderabad,1990.

Singh, Khuswant, *A History of the Sikhs*, Vol I: 1469-1839, Oxford UniversityPress, Delhi, 1991.

Chopra, P.N.,Puri, B.N. and Das, M.N.,*A Social, Cultural and Economic History of India*, Vol.II, Macmillan, Delhi, 1974.