

**ORDINANCES AND OUTLINES OF TESTS,  
SYLLABI AND COURSE OF READING  
FOR  
BACHELOR OF BUSINESS ADMINISTRATION PART-I  
(B.B.A-I)  
(Semester I & II)  
FOR  
2016-17 & 2017-18 SESSIONS  
UNDER CHOICE BASED CREDIT SYSTEM  
OF  
UNIVERSITY GRANTS COMMISSION**



**School of Commerce and Management**  
General Shivdev Singh Diwan Gurbachan Singh  
**KHALSA COLLEGE PATIALA**  
**An Autonomous College**  
**NAAC Accredited 'A' Grade**  
**College with Potential for Excellence Status by UGC**  
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## **Preamble:**

General Shivdev Singh Diwan Gurbachan Singh Khalsa College Patiala, accredited 'A' grade by NAAC (2015), recognized as "College with Potential for Excellence" status by UGC, New Delhi (2016) and an Autonomous College (2016), is a premier institute of higher education in the state of Punjab since 1960. Being concordant with the need to the creation of a self-sustaining, global knowledge society, the college has undertaken several measures initiated by UGC to bring equity, efficiency and excellence in the Higher Education System of the country.

The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by Higher Educational Institutions towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently, the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So, it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated CBCS guidelines.

## **Outlines of Choice Based Credit System:**

- 1. Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
- 2. Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other

discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**2.1 Discipline Specific Elective (DSE) Course:** Elective courses offered under the main discipline/subject of study is referred to as Discipline Specific Elective.

**2.2 Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

**2.3 Generic Elective (GE) Course:** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

**3. Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and, ii. English/Hindi/Modern Indian Language (MIL) Communication. These are mandatory for all disciplines. SEC courses are value-base and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

**3.1 Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication/Hindi Communication/MIL Communication.

**3.2 Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

**4. Practical/tutorials:** The practicals/tutorials will be conducted keeping in view the spirit of UGC guidelines as per the needs and requirements of the concerned subject.

**Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

## DEFINITIONS

- a. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- b. **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers /assignments/ presentations/self study etc. or a combination of some of these.
- c. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- d. **Credit Point (CP):** The numerical value obtained by multiplying the grade point (GP) by the no. of credit(C) of the respective course i.e.  $CP = GP \times C$ .
- e. **Credit(C):** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week, i.e. a course with assigned L-T-P: 3-0-2 or 3-1-0 will be equivalent to 4 credits weight-age course.
- f. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- g. **Grade Point (GP):** It is a numerical weight allotted to each letter grade on a 10 point scale.
- h. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- i. **Programme:** An educational programme leading to award of a degree, diploma or certificate.
- j. **Semester Grade point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points (CPs) secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed upto two decimal places.
- k. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- l. **Transcript or Grade Card (GC) or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, no. of credits, grades secured) along with SGPA of that semester and CGPA earned till date semester.

- m. Semester Examinations:** The comprehensive examinations conducted for summative evaluation of course. The duration of these examinations shall be 3 and 4 hours for theory and practical courses respectively; and the weight shall be as per the ordinance of relevant programme.
- n. L-T-P:** The prescribed hours/week during a semester for Lecture-Tutorial-Practical to a particular course, in accordance with curriculum prescriptions based on respective nature.

### **ORDINANCES FOR BACHELOR OF BUSINESS ADMINISTRATION**

Applicability of Ordinances for the time being in force.

Notwithstanding the integrated nature of a course spread over more than one academic year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the College from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

1. B.B.A. is an integrated course comprising three parts spread over three years. Each part will consist of two semesters. The course of study of B.B.A. shall be divided in six semesters and the final examination will be held at the end of every semester in the months of November/December (for semester I, III & V) and April/May (for semester II, IV & VI) or as fixed by the College.
2. The examination in B.B.A. Part-I shall be open to a student who produces the following certificates to the Principal of the college.
  - (i) of having passed at least +2 examination of Punjab School Education Board / C.B.S.E. / I.C.S.E. or any other examination recognized as equivalent thereto with at least 40% marks in the aggregate in any stream.

**Note:** Candidate placed under reappear in one or more subjects in 10+2 examination of Punjab School Education Board or any other examination, recognized as equivalent thereto shall not be eligible for admission to B.B.A. Part-I Course.

- (ii) of having remained on the rolls of a college admitted to the privileges of the University for the academic year preceding the examinations.
- (iii) of having good character.

**2.1** To qualify for admission to 3<sup>rd</sup> semester of the course, the candidate must have passed 50% of total papers of the two semesters of the 1<sup>st</sup> year. In case, the result of 2<sup>nd</sup> semester is not declared at the time of admission to 3<sup>rd</sup> semester, the student may be admitted provisionally and will be allowed to take examination if 3<sup>rd</sup> semester if he/she has passed in 50% of the total papers of first year (i.e. 1<sup>st</sup> and 2<sup>nd</sup> semester). Similarly, to qualify for admission to 5<sup>th</sup> semester of the course, the student may be admitted provisionally if the result of the previous semester has not been declared and will be allowed to take examination of 5<sup>th</sup> semester, if he/she has passed 50% of the total papers of previous semesters.

3. A candidate must complete and pass the whole course of three years within a maximum of six years from the date of admission in B.B.A. First semester. If the candidate does not clear the lower examination within stipulated period the higher result of the candidate will stand automatically cancelled.
4. Semester examinations will be open to regular candidates who have been on the rolls of the college and meet the attendance and other requirements as prescribed in the ordinances of the course.

## **5. Examination Rules**

- 5.1 Paper Setting/Evaluation will be done by an External Examiner or as decided by the Examination Cell.
- 5.2 The supplementary examination will be held along with the routine End Semester Tests. The supplementary paper would be from the syllabi prescribed for that session in which the candidate is appearing. The student can appear only in the theory paper on the payment of the required fee. The candidate will have consecutive two attempts to clear the Supplementary Examination, marks of practical and internal assessment will be carry forward as original.
- 5.3 Re-evaluation of answer sheet in two subjects is allowed after paying the requisite fee. The application for Re-evaluation should be submitted within 15 days of the declaration of the results. In case there is a difference of more than 10 % between the marking of the First evaluator and the Second evaluator, then the paper would be sent to a Third Evaluator. The mean of the marks of the Second and Third evaluators is then considered as the final marks. The re-evaluated marks will be considered final irrespective of the increase or decrease in marks.
- 5.4 The students who have reappear in the Vth semester only of Three Year Degree Course at Undergraduate Level will be allowed to appear in their Reappear examination along with the Final Semester Examinations of their respective courses.
- 5.5 The Principal can provide Golden Chance (with special chance fee) to students who have been unable to clear their exams even after two attempts.
- 5.6 **IMPROVEMENT EXAMINATIONS:**
  - I. A student who has been declared 'pass' in the Undergraduate course he/she was admitted to, may apply for improvement examination within a year from the declaration of the result of the final semester and he/she can take maximum of 50% of the total papers for that course for improvement.
  - II. A student shall have to appear in End semester examination of the paper chosen for improvement along with the regular students. No special exam shall be held for him/her.
  - III. If a student fails to improve upon the original marks obtained in the paper chosen for improvement, his/her original marks shall be retained and he/she shall not get a second chance for improvement.
  - IV. Improvement examination in practical paper shall not be allowed.

V. A student taking improvement examination shall have to pay a fee decided by the college.

### 5.7 Grading System:

The grades and their description, along with equivalent numerical grade points are listed in the Grading Assignment Table as follows:

**Grade Assignment Table**

Range of Marks	Description	Grade	Grade Point
85-100	Outstanding	O	10
75-84	Excellent	A+	9
65-74	Very Good	A	8
55-64	Good	B+	7
50-54	Above Average	B	6
45-49	Average	C	5
35-44	Pass	P	4
0-34	Fail	F	0
Otherwise	Absent/Detained	Ab./D	0

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- For non credit courses '**Satisfactory**' or '**Unsatisfactory**' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

### 5.8 Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(\text{Earned Credits } C_i \times \text{Grade Point } G_i)}{\sum \text{Earned Credits } C_i};$$

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the Grade Point Scored by the student in the  $i$ th course.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA (Ci)} = \frac{\sum(\text{Earned Credits } C_i \times \text{SGPA } S_i)}{\sum C_i};$$

Where  $S_i$  is the SGPA of the  $i$ th semesters and  $C_i$  is the total number of credits in that semester.

- c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### Illustration of the computation of SGPA and CGPA and Format for Transcripts

#### i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credits	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, **SGPA = 139/20 = 6.95**

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 20 SGPA : 6.9	Credit : 22 SGPA : 7.8	Credit : 25 SGPA : 5.6	Credit : 26 SGPA : 6.0
Semester 5	Semester 6		
Credit : 26 SGPA : 6.3	Credit : 25 SGPA : 8.0		

Thus, **CGPA =  $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$**

#### ii. Transcripts (Format):

Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the College may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

#### 5.9 Division and Position:

Division shall be awarded in the following manner, to the candidates on the basis of their respective CGPA:

CGPA 7.5 or more	1st	Division with Distinction
CGPA 6.0 or more but less than 7.5	1st	Division
CGPA 5.0 or more but less than 6.0	2 <sup>nd</sup>	Division
CGPA 3.5 or more but less than 5.0	3 <sup>rd</sup>	Division
Otherwise	Fail	

However, First, Second or Third position shall be awarded to the candidates, provided they meet the following conditions:



- a) Rank shall be solely decided on the final CGPA, on completion of degree credit requirement.
- b) The candidate has completed all the prescribed requirements, in the prescribed programme duration.
- c) The candidate has passed / secured valid grades in all the prescribed courses, in the first attempt.
- d) No disciplinary action is pending or has ever been lodged against him/her.
- e) In case of an exceptional tie, both candidates shall be awarded the same rank.

#### 5.10 Grade Card:

At the end of each semester, a student will be given a 'Grade Card' which will contain Course Code, Title, Credits, Grades Awarded, Earned Credits and Earned Point secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the absolute marks and grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.

#### 5.11 Equivalence:

Percentage (P) equivalent to CGPA earned by a candidate may be calculated using the following formula:

$$P = \text{CGPA} \times 10$$

#### 5.12 MALPRACTICES/UNFAIR MEANS

5.12.1 The following shall be deemed to be unfair means:

- I. Leaving the Examination Hall without submitting the answer book to the invigilator or taking away, tearing off or otherwise disposing off the same or any part thereof.
- II. Using abusive language in the examination hall or writing the same in the answer sheet.
- III. Making an appeal to the evaluator through answer sheet.
- IV. Possession by examinee or having access to books, notes, papers, mobile or any other electronic material which can prove to be helpful in the exam.
- V. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same.
- VI. Impersonating for a candidate in the examination.
- VII. Intimidating, threatening, manhandling, using violence, show of force in any form against any invigilator or any person on duty, creating disturbance to the smooth conduct of the examination.
- VIII. Any other action which the Controller Examination / Chief Controller deem fit to be a case of UMC.

**5.12.2** In case the student is found to have used any of the above Unfair means:

- I. His/her answer book shall be seized and He/She will be given a new answer sheet.
- II. Invigilator shall submit a detailed report along with the answer book of the student and the related material, if any, to the Centre Superintendent who will subsequently hand it over to Controller Examination.
- III. Written statement to this effect shall be obtained from the student by the Centre Superintendent. In case the student refuses to do the same, the fact of refusal must be recorded.
- IV. The student reported to have used unfair means shall be allowed to appear in the subsequent papers. However, no marks would be awarded for the paper in which unfair means were used.
- V. The Principal shall refer the cases of malpractices in Mid Semester tests, House Tests and End Semester Examinations, to an Unfair Means Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students based on the recommendations of the committee.

**5.12.3** The involvement of the Staff, who are in charge of conducting examinations, evaluating examination papers and preparing/keeping records of documents relating to the examinations if involved in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after enquiry.

## **6. Attendance Regulations & Condonation:**

- 6.1** A student shall be eligible to appear for end semester examinations, if he/she acquires a minimum of 75% of attendance in each subject.
- 6.2** Request to the Principal for Condonation of shortage of attendance after the recommendation of the HOD will be forwarded to Lecture Shortage Condonation Committee. The committee can finally condone the shortage in aggregate up to 15% on medical grounds in each semester.
- 6.3** Any student representing the Institute/ University/ State/ Nation in any Academic/ Sports/ Cultural/Extra Co curricular/ NSS/NCC or any other event shall be considered on duty. His/ Her shortage of lectures shall be condoned, provided that the student is permitted in writing by the Principal/HOD concerned and a certificate to this effect signed by the competent authority where the student attended the event is taken.
- 6.4** A Student will not be promoted to the next semester unless he/she satisfies the attendance requirement of the present semester as applicable.

- 6.5** Students whose shortage of attendance is not condoned in any semester are not eligible to take their end semester examination of that particular semester and their registration for examination shall stand cancelled and no fee shall be refunded.
- 7.** Late college students: A candidate, who has completed the prescribed course of instructions for a semester but has not appeared in the examination or having appeared, has failed in the examination, may appear as a late college student within the prescribed period.
- 8.** Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per the college rules.
- 9.** Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the College from time to time.
- 10.** The last date by which examination forms and fees must reach the College Office shall be as follows.

Semester	Without late fee	With late fee of Rs. 800/-	With late fee of Rs.1200/-	With late fee of Rs.5000/-	With late Fee of Rs. 10,000
Nov./Dec. (Odd)	Sept. 30	Oct.15	Oct. 21	Oct. 31	Nov. 10*
April/May(Even)	Feb. 28	March 15	March 21	March 31	April 15*

**\*Note: No Examination Form will be accepted after the prescribed date.**

- 11.** College medal will be awarded to a candidate who secures first position in the College on the basis of the marks of all the six semesters taken together. The general rules and conditions of the College/University for the Award of medal/prizes etc. will be applicable in the award of College medal to the topper of this examination.
- 12.** Viva Voce/ Practical examination shall be conducted by a Committee consisting of the following:
- One external examiner
  - One internal examiner
- 13.** All the question papers except Punjabi and English will be set both in English and Punjabi and candidates can answer the questions either in English or Punjabi or Hindi.
- 13.1** A student can opt for Elementary Punjabi under the following conditions:
- Those students who have passed their Matric Examination outside the State of Punjab and have not opted for Punjabi Subject.
  - Wards of Defense Personnel/Para-Military Personnel can opt for Elementary Punjabi.
  - Children of NRI, NRE and Foreign Students.
- 14.** The minimum number of marks required to pass each semester examination will be 35% in each paper and 35% in the aggregate of the semester examination. Provided, that in papers with practicals, the percentage shall be required separately in written and practical/lab work.

**15. Assessment:**

**15.1** B.B.A Course will be run on Choice Based Credit System (CBCS) as described in the Introduction.

**15.2** The Assessment in each semester of B.B.A. Course will be 40% internal and 60% external for each Theory paper. The result of the Internal Assessment shall be conveyed to the students/examination branch by the Head of the Department according to prescribed schedule.

**15.3** There shall be Two Mid Semester tests in each Semester.

**15.4** Internal Assessment of 40% will be based on Continues Comprehensive Assessment (CCA) pattern and the breakup of 40% will be as under:

<b>(i)</b>	Average of Two Mid Semester Tests	:	40%
<b>(ii)</b>	Assignment/Seminar/Class Test/Tutorial/Quiz etc.	:	40%
<b>(iii)</b>	Attendance	:	20%

Papers having practical/viva, the marks of theory and practical/viva will be reduced equally percentage wise to make room for 40% internal assessment.

**Note:** If a case comes to notice of Controller of Examinations where the marks awarded by the Teacher are on a very Higher/Lower side, the award will be got moderated by the following committee.

- I. Paper Evaluator
- II. Head of the Department
- III. Dean of Faculty concerned
- IV. Controller of Examination

**15.5** The marks for attendance in internal assessment would be awarded according to the student's attendance percentage as follows:

91-100% attendance	100% marks of the allotted Internal Assessment marks for attendance
81-90% attendance	80% marks of the allotted Internal Assessment marks for attendance
75-80% attendance	70% marks of the allotted Internal Assessment marks for attendance
Below 75%	Zero marks

**15.6** A candidate is required to secure at least 35% marks both in external examination (Theory and Practical/ Project work) and in internal assessment separately in each paper in order to qualify in an examination.

**15.7** Students should be shown the internal assessment before submission. In case the student is dissatisfied with the marks awarded to him/her in internal assessment; he/she can approach the concerned teacher. If the student is still not satisfied he/she may approach the head of department and the Principal subsequently.

**16. End-Semester Examination:**

End-semester examination(s) of each theory course shall be of three hours duration and will be conducted as per norms and schedule notified by the Controller of Examination. The end semester examinations of laboratory/practical courses and other courses such as seminar, colloquium, field work, project, dissertation etc. shall be conducted as notified by the HOD.

**17. Degree Requirement:**

**17.1** An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers, respectively.

An undergraduate degree in Science disciplines may be awarded if a student completes 14 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.

An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Electives papers.

**17.2** The result of all the examinations will be declared through the College website.

**17.3** The grace marks shall be allowed according to the general ordinances relating to 'Award of Grace Marks'. These ordinances will apply to all examinations.

- (i) Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the written and practical papers of the examination concerned. Marks for viva-voice/internal assessment/sessional work/skill in teaching/any additional /optional subject shall not be taken into account for this purpose. If a fraction works out to half or more, it shall count as one mark and fractional less than half shall be ignored
- (ii) To pass in one or more written papers or subjects, and/or to make up the aggregate to pass the examination but not in sessional work, internal assessment, viva-voice and skill in teaching.

**17.4** The College may from time to time revise, amend and change the regulations or the curriculum, if formed necessary.

**17.5** The students will be given the facilities of transfer of Credits earned in different recognized/approved Institutions of Higher Education in India and Abroad.

**17.6** A student who earns total specified credits according to the curriculum and fulfills such other conditions as may be mentioned in the curriculum of the programme, shall be issued the DMC and shall be awarded degree by Punjabi University Patiala. He/she must also pay

all College dues as per rules. Moreover, there should be no case of indiscipline pending against him/her.

- 18.** If any student gets admission after concealing any fact or his/her certificates are found fake after verification or he/she misleads the institution as any front or because of any other reason, his/her admission will stand cancelled/ his/her result cancelled though he/she may have been declared pass.
- 19.** In case the ordinance is silent about any issue, it will be decided by the College Principal in consultation with the Academic Advisory Committee of the college in the anticipation of approval of the same by Academic Council of the College.

## BBA: I (SEMESTER I & II)

COURSE NO.	COURSE STRUCTURE	COURSE TYPE	CREDIT HOURS
<b>Semester I</b>			
BBA-1.1	Environmental and Road Safety Awareness	Ability-Enhancement Compulsory Course (AECC)-1	4: 4H(L)
BBA-1.2	Fundamentals of Management	Core Course C-1	6: 5H(L)+1H(T)
BBA -1.3	Statistics for Business Decisions	Core Course C-2	6: 5H(L)+1H(T)
BBA -1.4	Communication Skills in English	Ability-Enhancement Compulsory Course (AECC)-2	4: 3H(L)+2H(P)
BBA -1.5	Punjabi Compulsory	Language – 1	4: 3H(L)+2H(P)
BBA – 1.5 A	Elementary Punjabi		
<b>Semester II</b>			
BBA -2.1	Communication Skills in English	Ability-Enhancement Compulsory Course (AECC)-3	4:3H(L)+2H(P)
BBA -2.2	Managerial Economics	Core Course C-3	6:5H(L)+1H(T)
BBA -2.3	Business Accounting	Core Course C-4	6:5H(L)+2H(P)
BBA -2.4	Ethics and Corporate Social Responsibilities	Generic Elective (GE)- 1	6: 5H(L)+1H(T)
BBA -2.5	Punjabi Compulsory	Language – 2	4: 3H(L)+2H(P)
BBA-2.5 A	Elementary Punjabi		

**BASIC STRUCTURE: DISTRIBUTION OF COURSES**

1	<b>Ability Enhancement Compulsory Course (AECC)</b>	3 Papers of 4 Credit Hrs. each (Total Credit Hrs. 3X4)	<b>12</b>
2	<b>Skill Enhancement Elective Course (SEC)</b>	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 2X4)	<b>8</b>
3	<b>CORE COURSE</b>	14 Papers of 6 Credit Hrs. each (Total Credit Hrs. 14X6)	<b>84</b>
4	<b>Discipline Specific Elective (DSE)</b>	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 4X6)	<b>24</b>
5	<b>Generic Elective (GE)</b>	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 4X6)	<b>24</b>
6	<b>Language</b>	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 2X4)	<b>08</b>
<b>Total Credit Hrs</b>			<b>160</b>



## BBA- I (Semester – I)

### BBA 1.1: Environmental and Road Safety Awareness

**Duration: 3 hrs.**

**Max. Marks: 100**

**Internal Assessment: 30 marks**

**Theory: 70 marks**

**Pass Marks: 35%**

**Objective:** The objective of this paper is to inculcate scientific attitude among students regarding various environmental issues such as eco-system, bio-diversity and social issues such as road safety awareness.

#### INSTRUCTIONS FOR PAPER SETTER

The question paper will consist of three sections A, B and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 15 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all.

#### INSTRUCTIONS FOR CANDIDATES

Candidates are required to attempt two questions from each section A and B and the entire section C.

#### Section – A

**Unit 1:** The multidisciplinary nature of environmental studies. Definition, scope and importance

- Concept of Biosphere – Lithosphere, Hydrosphere, Atmosphere.
- Need for public awareness (6 lectures)

**Unit – 2:** Natural Resources – Renewable and non-renewable resources.

- Natural resources and associated problems.
  - a) Forest resources: use and over exploitation, deforestation and its impact.
  - b) Water resources: use and overutilization of surface and ground water and its impact.
  - c) Mineral resources: use and effects on environment on over exploitation.
  - d) Food resources: Effects modern agriculture, fertilizer-pesticide problem, water logging and salinity.
  - e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy resources.
  - f) Role of an individual in conservation of natural resources for sustainable development. (7 lectures)

**Unit 3:** Ecosystems

- Ecosystem and its components: Definition, structure and function; producer, consumer and decomposer.
- Types of Ecosystem (Introduction only)
- Food Chains, food web and ecological pyramids (6 lectures)

**Unit – 4: Biodiversity and conservation**

- Introduction – Definition: genetic, species and ecosystem diversity, value of biodiversity.
- Hot spots of biodiversity
- Threats to biodiversity: habitat loss, protecting of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of Biodiversity. (6 lectures)

**Section – B****Units 5: Environmental Pollution**

- Definition, causes, effects and control measures of
  - a) Air pollution
  - b) Water pollution
  - c) Soil pollution
  - d) Marine pollution
  - e) Noise pollution
  - f) Thermal pollution
  - g) Nuclear hazard
- Role of an individual in prevention of pollution.
- Solid waste management: vermin-composting.
- Disaster management : Floods, earthquake, cyclone and landslides (7 lectures)

**Unit 6: Social Issues and the Environment**

- Urban problems related to energy.
- Water conservation rain water harvesting, water shed management.
- Resettlement and rehabilitation of people: its problems and concerns.
- Climate changes, global warming, acid rain, ozone layer depletion.
- Consumerism and waste products.
- Population explosion – Family welfare programme (6 lectures)

**Unit 7: Introduction to Environmental Protection Laws in India**

- Environmental Protection Act.
- Air (Prevention and control of pollution) Act.
- Water (Prevention and Control of pollution) Act.
- Wild life Protection Act.
- Forest Conservation Act.
- Issues involved in the enforcement of environmental legislation. (6 lectures)

**Unit 8: Road safety Awareness**

- Concept and significance of Road safety.
- Traffic signs.
- Traffic rules.
- Traffic Offences and penalties.
- How to obtain license.
- Role of first aid in Road Safety. (6 lectures)

## BBA- I (Semester – I)

### BBA 1.2: Fundamentals of Management

**Duration: 3 hrs.**

**Max. Marks: 100**

**Internal Assessment: 40 marks**

**Theory: 60 marks**

**Pass Marks: 35%**

**Objective:** The course aims to provide basic knowledge to the students about the organisation and management of a business enterprise.

#### Instruction for Paper Setter/Examiner

The question paper covering the entire course shall be divided into five parts: A, B, C, D & E.

#### Section-A

It will consist of 10 short answer questions from the entire syllabus. The candidates are required to attempt all the questions. Each question will carry 2 marks.

#### Section B, C, D & E

These will consist of 2 questions each from unit-I, II, III and IV of the syllabus and the candidates are required to attempt 1 question each from all the sections. Each question will carry 10 marks each. In numerical papers, there should be at least 1 numerical question each in any of the three sections of the paper.

#### Contents:

##### Unit - 1

Management : Meaning, Scope and Importance, Evolution of management thoughts, School of Management thought, F.Taylor and Scientific Management. Henry Fayol and Principles of management. Emergence of Behavioural Sciences (Hawthorne Experiments and Chester Benard), Elton Mayo

##### Unit –2

Functions of Management: Planning: Definition, Levels of Planning, Steps involved in Planning, Organising: Introduction, Organisation Structure: Formal and Informal, Centralisation and decentralization, Staffing: nature and purpose of Staffing

##### Unit– 3

Directing: Introduction, Motivation : Need and Importance, Theories: Maslow Need Hierarchy Theory, McGregor, Theory X and Y. Leadership: Nature and Importance, Leadership Styles and Theories.

##### Unit - 4

Communication Process : Definition, need, importance, Types of Communication. Controlling: Importance, fundamentals, controlling techniques.

**Recommended Books:**

S. Soundaian – Principles of management- MJP Publishers

Anil Bhatt – Management principles, Processes and practices- Oxford University Press

Robin, Coutler, Vohra- Management- Person Prentice Hall

LM Prasad- Principles and Practices of management- Sulatan Chand and Sons

VSP Rao and V. Hari Krishna- Management- Excel Books

CB Gupta- Modern Business Organisation and management- Sultan Chand and Sons.

**BBA- I (Semester – I)****BBA 1.3: Statistics for Business Decisions****Duration: 3 hrs.****Max. Marks: 100****Internal Assessment: 40 marks****Theory: 60 marks****Pass Marks: 35%**

**Objective:** The objective of this course is to familiarize students with the applications of mathematics and statistical techniques in business decision-making.

**Instruction for Paper Setter/Examiner**

The question paper covering the entire course shall be divided into five parts: A, B, C, D & E.

**Section-A**

It will consist of 10 short answer questions from the entire syllabus. The candidates are required to attempt all the questions. Each question will carry 2 marks.

**Section B, C, D & E**

These will consist of 2 questions each from unit-I, II, III and IV of the syllabus and the candidates are required to attempt 1 question each from all the sections. Each question will carry 10 marks each. In numerical papers, there should be atleast 1 numerical question each in any of the three sections of the paper.

**Contents:****Unit-1**

Statistics: Introduction, Importance, Scope and Limitations of Statistics; Measures of Central Tendency: Mean, Median, Mode and Quartiles; Measures of Dispersion: Range, Quartile, Decile, Percentile Deviation, Mean Deviation and Standard Deviation.

**Unit-2**

Correlation Analysis: Introduction, Types of Correlation, Measurement of Correlation: - Karl Pearson Coefficient of Correlation, Spearman's Rank Correlation; Regression Analysis: Introduction, Utility, Method of Least Squares, Coefficient of Regression, Standard Error of Estimate and Coefficient of Determination.

**Unit-3**

Time Series and Forecasting: Introduction, Components of Time Series, measurement of Secular Trend and Measurement of Seasonal variations, Measurement of Cyclical Variations, Types and Techniques of Forecasting; Index Numbers: Introduction, Price Index Numbers, quantity Index Numbers, Choice of Base for Computing Index Numbers.

**Unit-4**

Significance, Process and Techniques of Decision Making, Decision- Tree Analysis; Interpolation & Extrapolation: Graphic Method, Algebraic Method – Binomial Expansion Method, Newton's Method of Advancing Differences, Lagrange's Method and Newton's Method for Divided Differences.

**Recommended Readings: -**

T.R. Jain :- Business Statistics :V.K. Publishers

R. S. Bhardwaj :- Business Statistics: Excel Books

S. K. Mandal :- Fundamentals of Business :- Excel Books

S.P. Gupta:- Operation Research: Sultan Chand and Sons

**BBA- I (Semester – I)****BBA 1.4: Communications Skills in English****Time Allowed: 3 hours****Periods per week: 5****Pass Marks: 35%****Max Marks: 100****Theory: 50 marks****Internal Assessment: 30 marks****Practical: 20 marks****Section-A****Text Prescribed:** *The Old Man and the Sea* by Ernest Hemingway, Scribner, 1995

Testing:

Q1. (a) One essay-type question with an internal alternative on summary, theme, incident or character in about 250 words. 10 marks

(b) Five short answer questions to be attempted out of the given eight from the prescribed text in about 30 words each. 2X5=10 marks

**Section B**

Q2. Letter Writing

a. Official letter

b. Letter to Newspaper Editor on the matters of public interest (Economic, Social, Business and Current affairs)

Testing: One letter to be written out of the given two options (Official letter/ letter to newspaper editor) 7 marks

Q 3. Invitation Writing: Formal and Informal

5 marks

Testing: One invite to be prepared out of the given two options (Formal and Informal Invitation)

Q.4 Grammar and Vocabulary

(a) Grammar

**Prescribed Text:** *Oxford Practice Grammar* by John Eastwood, Oxford University Press, 2004.

1. Ex. 1-20

6 marks

Attempt 6 sentences out of the given 8

2. Ex.21-39

6 marks

Attempt 6 sentences out of the given 8

(b) Vocabulary

**Prescribed Text:** *The Students' Companion* by Wilfred D. Best, Harper Collins Publishers, 2010.

1. Antonyms: pages 128 to 130

3 marks

Attempt any 6 Antonyms out of the given 8

2. Synonyms: pages 132 to 134

3 marks

Attempt any 6 Synonyms out of the given 8

**Practical****20 marks**

Communication Skills- Presentation on the following topics:

1. Resume Writing

5 marks

2. Facing an Interview

5 marks

3. Creating an Advertisement

5 marks

4. Delivering Dialogue on the given situation

5 marks

**Suggested Readings:**

1. *The Written Word* by Vandana R.Singh, Oxford University Press,2006.
2. *Business Communication* by M.K. Sehgal, Vandana Khetarpal, Excel Books,2009.
3. *Succeeding Through Communication* by Subhash Jagota, Excel Books, 2009.
4. *Personlaity Development andSoft Skills* by Achhru Singh.



## BBA- I (Semester – I)

### BBA 1.5: Punjabi Compulsory

ਕੁੱਲ ਅੰਕ 100

ਲਿਖਤੀ ਪਰੀਖਿਆ : 50 ਅੰਕ

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ

ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ : 20 ਅੰਕ

ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਦਾ ਸਮਾਂ: 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ : 35

ਲਿਖਤੀ ਪਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :17

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :11

ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :07

### ਸਿਲੇਬਸ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

**ਭਾਗ-ੳ :- ਕਥਾ-ਵਾਰਤਾ, ਸੰਪਾਦਕ- ਡਾ. ਗੁਰਮੁਖ ਸਿੰਘ, ਡਾ. ਮਨਜੀਤ ਕੌਰ.**

**ਭਾਗ-ਅ :- ਪਿੰਜਰ- ਲੇਖਿਕਾ ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ**

**ਭਾਗ- ਏ :- ਵਿਹਾਰਕ ਵਿਆਕਰਨ**

(ਏ.1) ਪੰਜਾਬੀ ਧੁਨੀਆਂ: ਖੰਡੀ ਧੁਨੀਆਂ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਸਵਰਾਂ ਅਤੇ ਵਿਅੰਜਨਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਉਚਾਰਨ ਅੰਗਾਂ, ਉਚਾਰਨ ਸਥਾਨ ਅਤੇ ਉਚਾਰਨ ਵਿਧੀ ਅਨੁਸਾਰ ਵਰਗੀਕਰਣ। ਇਹਨਾਂ ਦੀ ਸ਼ਬਦਾਂ ਵਿਚ ਵਰਤੋਂ ਅਤੇ ਧੁਨੀਆਤਮਕ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ।

(ਏ.2) ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ : ਪਰਿਭਾਸ਼ਾ, ਮੁੱਢਲੇ ਸੰਕਲਪ, ਮੂਲ ਰੂਪ, ਅਗੇਤਰ, ਪਛੇਤਰ, ਵਿਉਂਤਪਤ ਰੂਪ ਅਤੇ ਰੂਪਾਂਤਰੀ ਰੂਪ।

(ਏ.3) ਸਥਾਨਕ ਕਾਲਜ ਦੇ ਪੰਜਾਬੀ ਵਿਭਾਗ ਵੱਲੋਂ ਪ੍ਰਕਾਸ਼ਿਤ ਕੀਤੇ ਗਏ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼ ਦੇ ਆਪਣੀ ਆਪਣੀ ਫੈਕਲਟੀ ਨਾਲ ਸਬੰਧਤ ਭਾਗ ਦੇ ਪਹਿਲੇ 100 ਸ਼ਬਦਾਂ ਦਾ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ।

(ਏ.4) ਰਿਪੋਰਟ : ਪਰਿਭਾਸ਼ਾ, ਕਿਸਮਾਂ ਅਤੇ ਲਿਖਣ ਦੀ ਵਿਧੀ

**ਭਾਗ-ਸ :** ਭਾਗ-ੳ, ਅ, ਏ ਅਤੇ ਈ ਵਾਲੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

### ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਸਿਲੇਬਸ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।

2. ਪੇਪਰ ਨੂੰ ਚਾਰ ਭਾਗਾਂ ਲ਼, ਅ, ਏ ਅਤੇ ਈ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।

3. ਭਾਗ ਲ਼ ਵਿੱਚੋਂ ਕਿਸੇ ਕਹਾਣੀ ਦੇ ਵਿਸ਼ਾ ਵਸਤੂ/ ਸਮੱਸਿਆ/ ਪਾਤਰਾਂ ਦੇ ਆਪਸੀ ਸਬੰਧ ਅਤੇ ਕਹਾਣੀ ਵਿਚ ਰੋਲ ਸਬੰਧੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇਕ) ਅੰਕ=07

4. ਭਾਗ ਅ ਵਿੱਚੋਂ ਨਾਵਲ ਦੇ ਵਿਸ਼ਾ-ਵਸਤੂ/ ਸਮੱਸਿਆ ਅਤੇ ਪਾਤਰ ਚਿਤਰਨ ਸਬੰਧੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ। (ਤਿੰਨ ਵਿੱਚੋਂ ਕੋਈ ਇਕ) ਅੰਕ = 07

5. ਵਿਆਕਰਨ ਵਾਲੇ ਭਾਗ ਨਾਲ ਸਬੰਧਤ ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। (ਤਿੰਨ ਵਿੱਚੋਂ ਕੋਈ ਇਕ) ਅੰਕ=06

6. ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਿਸ਼ਾ ਕੋਸ਼ ਦੇ ਆਪਣੀ- ਆਪਣੀ ਫੈਕਲਟੀ ਨਾਲ ਸਬੰਧਤ ਭਾਗ ਦੇ ਪਹਿਲੇ 100 ਤਕਨੀਕੀ ਸ਼ਬਦਾਂ ਦੇ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਨ ਸਬੰਧੀ।

(ਪੱਚੀ ਵਿੱਚੋਂ ਕੋਈ ਵੀਹ) ਅੰਕ=10

7. ਰਿਪੋਰਟ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਕਿਸਮਾਂ ਅਤੇ ਲਿਖਣ ਦੀਆਂ ਵਿਧੀਆਂ ਸਬੰਧੀ। (ਦੋ ਵਿੱਚੋਂ ਇਕ) ਅੰਕ=5

8. ਭਾਗ ਸ ਦੇ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ ਤਿੰਨਾਂ ਭਾਗਾਂ ਵਿੱਚੋਂ ਬਰਾਬਰ ( ਪੰਜ-ਪੰਜ) ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਵਿਚ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ ਅਤੇ ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। (ਨੋਟ:ਪੇਪਰ ਵਿਚ ਭਾਗ ਏ ਦੇ ਏ.3 ਅਤੇ ਏ.4 ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਨਹੀਂ ਪੁੱਛੇ ਜਾਣਗੇ।) 15X1= 15 ਅੰਕ

## ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ

ਕੁੱਲ ਅੰਕ= 30

1. ਕਲਾਸ ਹਾਜ਼ਰੀ/ ਘਰੇਲੂ ਇਮਤਿਹਾਨ/ ਅਸਾਈਨਮੈਂਟ

2.1 ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬ ਨਾਵਲ ਦੀ ਫਿਲਮ ਦਿਖਾਈ ਜਾਵੇਗੀ ਅਤੇ ਉਹ ਵੱਖ ਵੱਖ ਪੱਖਾਂ ਤੋਂ ਉਸ ਦੇ ਫਿਲਮਾਂਕਣ ਨਾਲ ਸਬੰਧਤ ਰਿਪੋਰਟ ਤਿਆਰ ਕਰਨਗੇ।

ਜਾਂ

2.2 ਵਿਦਿਆਰਥੀ ਕਾਲਜ ਵਿਚ ਹੋਏ ਸਮਾਗਮਾਂ ਨਾਲ ਸਬੰਧਤ ਚਿੱਤਰਾਂ ਸਮੇਤ ਪ੍ਰੈਸ ਨੋਟ ਦੀ ਫਾਇਲ ਤਿਆਰ ਕਰਨਗੇ ਜਾਂ ਉਹਨਾਂ ਨਾਲ ਸਬੰਧਤ ਪੰਜਾਬੀ ਵਿੱਚ ਪੀ. ਟੀ. ਪ੍ਰੈਜਨਟੇਸ਼ਨ ਦੇਣਗੇ।

ਉਪਰੋਕਤ ਕਾਰਜ ਲਈ ਸਮਾਗਮਾਂ ਦੀ ਗਿਣਤੀ ਕਲਾਸ ਨਾਲ ਸਬੰਧਤ ਅਧਿਆਪਕ ਦੁਆਰਾ ਨਿਰਧਾਰਤ ਕੀਤੀ ਜਾਵੇਗੀ।

### ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ( ਅੰਦਰੂਨੀ ਅਤੇ ਬਾਹਰੀ ਵਿਸ਼ੇਸ਼ਗ ਦੁਆਰਾ ਮੁਲਾਂਕਣ )

4\*5= 20 ਅੰਕ

1. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਲਣ ਦੀ ਮਹਾਰਤ
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਲਿਖਣ ਦੀ ਮਹਾਰਤ
3. ਪੰਜਾਬੀ ਵਿਚ ਸਿਰਜਣਾਤਮਕ ਸਾਹਿਤ ਲਿਖਣ ਦਾ ਅਭਿਆਸ
4. ਸਬੰਧਿਤ ਕੋਰਸ ਦੇ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਦਾ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚ ਲੇਖਣ

### ਸਹਾਇਕ ਪਾਠ- ਸਮੱਗਰੀ

1. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, **ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ**, (ਭਾਗ ਪਹਿਲਾ), ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ, 2009. (ਪੰਨਾ 33 ਤੋਂ 45 ਤੱਕ, 95 ਤੋਂ 113 ਤੱਕ)।
2. ਡਾ. ਹਰਜਿੰਦਰ ਸਿੰਘ ਵਾਲੀਆ ਅਤੇ ਪਾਰੁਲ ਰਾਏਜ਼ਾਦਾ, **ਪੱਤਰਕਾਰੀ ਅਤੇ ਜਨ ਸੰਚਾਰ**, ਮਦਾਨ ਪਬਲਿਸ਼ਿੰਗ ਹਾਊਸ ਪਟਿਆਲਾ, 2014. (ਪੰਨਾ 89 ਤੋਂ 95, 103 ਤੋਂ 107, 114 ਤੋਂ 118 ਤੱਕ)।
3. ਹਰਕੀਰਤ ਸਿੰਘ, **ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ**, ਬਾਹਰੀ ਪਬਲੀਕੇਸ਼ਨ, ਦਿੱਲੀ, 1971.
4. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, **ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਵਿਆਕਰਨ** (ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦਾ ਵਿਸ਼ਾ ਕੋਸ਼) ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 2000.
5. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, **ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ**, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2008.
6. ਪ੍ਰੋਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ, **ਸਿਧਾਂਤਕ ਭਾਸ਼ਾ ਵਿਗਿਆਨ**, ਮਦਾਨ ਪਬਲਿਸ਼ਰਜ਼, ਪਟਿਆਲਾ, 2002.
7. **ਜਨ ਸਾਹਿਤ**, ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, ਵਿਸ਼ੇਸ਼ ਅੰਕ, ਅਕਤੂਬਰ-ਨਵੰਬਰ 2006, ਭਾਸ਼ਾ ਵਿਭਾਗ, ਪੰਜਾਬ.
8. ਪ੍ਰੋ. ਬ੍ਰਹਮਜਗਦੀਸ਼ ਸਿੰਘ, ਪ੍ਰੋ. ਸ਼ੈਰੀ ਸਿੰਘ, **ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ ਜੀਵਨ ਤੇ ਰਚਨਾ**, ਵਾਰਿਸ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ 2008

**ਨੋਟ:1.** ਤਿੰਨ ਸਾਲਾ ਡਿਗਰੀ ਕੋਰਸਾਂ ਵਿਚ ਤਿੰਨ ਸਾਲ ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ ਪੜ੍ਹਨ ਵਾਲੇ ਅਤੇ ਕੇਵਲ ਇਕ ਸਾਲ ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ ਪੜ੍ਹਨ ਵਾਲੇ ਸਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਭਾਗ ਪਹਿਲਾ, ਸਮੈਸਟਰ ਪਹਿਲਾ ਦਾ ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ ਦਾ ਸਿਲੇਬਸ ਉਪਰੋਕਤ ਹੋਵੇਗਾ।

2. Only those students who have not studied Punjabi up to matriculation can opt for Elementary Punjabi. Other students will study Compulsory Punjabi.

**BBA- I (Semester – I)**

**BBA 1.5 A: Elementary Punjabi**

ਕੁੱਲ ਅੰਕ 100	ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ : 35
ਲਿਖਤੀ ਪਰੀਖਿਆ : 50 ਅੰਕ	ਲਿਖਤੀ ਪਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :17
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ	ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :11
ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ : 20 ਅੰਕ	ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :07
ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਦਾ ਸਮਾਂ: 3 ਘੰਟੇ	

**ਭਾਗ ਓ**

ਭਾਗ (ਓ.1) ਗਰੁਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲੇਖਣ ਪ੍ਰਬੰਧ

ਅੱਖਰ ਸਿੱਖਿਆ: ਤਰਤੀਬਵਾਰ ਤੇ ਭੁਲਵੇਂ ਅੱਖਰ।

(ਓ.2) ਅੱਖਰ ਬਣਤਰ : ਅੱਖਰ ਰੂਪ ਅਤੇ ਲੇਖਣ ਦੇ ਨਿਯਮ। 05 ਅੰਕ

**ਭਾਗ ਅ**

**ਗੁਰਮੁਖੀ ਅੱਖਰ ਤੇ ਪੰਜਾਬੀ ਧੁਨੀਆਂ ਦਾ ਪ੍ਰਬੰਧ:**

(ੳ) ਸਵਰ ਤੇ ਵਿਅੰਜਨ : ਵਰਗੀਕਰਨ ਤੇ ਸਿਧਾਂਤ ਤੇ ਉਚਾਰਨ

(ਅ) ਸਵਰ ਸੂਚਕ ਅੱਖਰਾਂ ਤੇ ਧੁਨੀਆਂ ਦੀ ਪਛਾਣ ਦੀ ਵਰਤੋਂ ।

(ੲ) ਵਿਅੰਜਨ ਸੂਚਕ ਅੱਖਰਾਂ ਅਤੇ ਧੁਨੀਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।

(ਸ) ਲਗਾਂ ਮਾਤਰਾ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।

(ਹ) ਲਗਾਖਰਾਂ ਦੀ ਪਛਾਣ ।

10 ਅੰਕ

**ਭਾਗ -ੲ**

**ਲਿਪੀ ਦੇ ਅੱਖਰਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਨਿਯਮ**

(ੳ) ਸਵਰ ਸੂਚਕ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।

(ਅ) ਮਾਤਰਾ ਅਤੇ ਸਵਰ ਵਾਹਕਾਂ ਦੀ ਸਾਂਝੀ ਵਰਤੋਂ।

(ੲ) ਮਾਤਰਾ ਦੀ ਵਿਅੰਜਨ ਸੂਚਕਾਂ ਨਾਲ ਵਰਤੋਂ।

(ਸ) ਸਵਰ ਵਾਹਕਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਸਵਰ ਧੁਨੀਆਂ ਦਾ ਸਵਰ ਵਾਹਕਾਂ ਅਨੁਸਾਰ ਵਰਗੀਕਰਨ।

(ਹ) ਲਗਾਖਰ - ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਇਹਨਾਂ ਦੀ ਸਵਰ ਧੁਨੀਆਂ ਨਾਲ ਵਰਤੋਂ।

(ਕ) ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।

10 ਅੰਕ

**ਭਾਗ ਸ**

**ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਜਾਣ ਪਛਾਣ**

(ੳ) ਗਿਣਤੀ (1 ਤੋਂ 50 ਤੱਕ)

(ਅ) ਹਫ਼ਤੇ ਦੇ ਦਿਨ

(ੲ) ਅੰਗਰੇਜ਼ੀ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ

(ਸ) ਰੰਗਾਂ ਦੇ ਨਾਂ

(ਹ) ਫਲਾਂ-ਸਬਜ਼ੀਆਂ ਦੇ ਨਾਂ

(ਕ) ਪਸ਼ੂ- ਪੰਛੀਆਂ ਦੇ ਨਾਂ

(ਖ) ਨਾਨਕੇ ਅਤੇ ਦਾਦਕੇ ਘਰ ਦੇ ਰਿਸ਼ਤਿਆਂ ਦੇ ਨਾਂ

(ਗ) ਆਵਾਜਾਈ ਦੇ ਸਾਧਨਾਂ ਦੇ ਨਾਂ

(ਘ) ਘਰੇਲੂ ਵਸਤਾਂ ਦੀ ਸ਼ਬਦਾਵਲੀ

10 ਅੰਕ

**ਭਾਗ-ਹ ਸਾਰੇ ਸਿਲੇਬਸ ਤੇ ਅਧਾਰਿਤ 15 ਆਬਜੈਕਟਿਵ ਟਾਈਪ ਪ੍ਰਸ਼ਨ।**

**15\*1=15 ਅੰਕ**

### ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਸਿਖ ਰਹੇ ਹਨ। ਹੋ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਅਨਜਾਣ ਹੋਣ। ਸੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਪੱਧਰ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਭਾਸ਼ਾ ਸਿੱਖਣ ਦੀ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖ ਕੇ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਜਾਵੇ।
2. ਸਰਲ ਅਤੇ ਸਪੱਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
4. ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਲਿਪੀ ਦਾ ਬੋਧ ਕਰਵਾਉਣ ਲਈ ਧੁਨੀਆਂ, ਲਿਪੀ ਚਿੰਨ੍ਹਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਸਬੰਧੀ ਸੰਖੇਪ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
5. ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
6. ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੋੜ ਅਨੁਸਾਰ ਛੋਟ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।

#### ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ

ਕੁੱਲ 30 ਅੰਕ

1. ਕਲਾਸ ਹਾਜ਼ਰੀ/ਘਰੇਲੂ ਇਮਤਿਹਾਨ/ਅਸਾਈਨਮੈਂਟ
  2. ਅਧਿਆਪਕ ਵੱਲੋਂ ਵਿਦਿਆਰਥੀ ਦੇ ਪੱਧਰ ਅਨੁਸਾਰ ਪੰਜਾਬੀ ਵਿਚ ਦਿੱਤਾ ਗਿਆ ਕੋਈ ਵੀ ਕਾਰਜ
- ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ( ਅੰਦਰੂਨੀ ਅਤੇ ਬਾਹਰੀ ਵਿਸ਼ੇਸ਼ਗ ਦੁਆਰਾ ਮੁਲਾਂਕਣ )**

1. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਲਣ ਦੀ ਮੁਹਾਰਤ
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਲਿਖਣ ਦੀ ਮੁਹਾਰਤ
3. ਪੰਜਾਬੀ ਵਿਚ ਸਿਰਜਣਾਤਮਕ ਸਾਹਿਤ ਲਿਖਣ ਦਾ ਅਭਿਆਸ
4. ਸਬੰਧਿਤ ਕੋਰਸ ਦੇ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਦਾ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚ ਲੇਖਣ

4\*5= 20 ਅੰਕ

#### ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, **ਆਓ ਪੰਜਾਬੀ ਸਿਖੀਏ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2009. ( ਹਿੰਦੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)।
2. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, **ਗੁਰਮੁਖੀ ਸਿੱਖੋ**, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011. (ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ )।
3. ਸੀਤਾ ਰਾਮ ਬਾਹਰੀ, **ਪੰਜਾਬੀ ਸਿਖੀਏ**, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2002. ( ਹਿੰਦੀ)।
4. ਰਾਜਿੰਦਰ ਸਿੰਘ, **ਪੰਜਾਬੀ ਗਿਆਨ ਸੀ.ਡੀ.**( ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨ ਟੂ-ਲਰਨ ਐਂਡ ਟੀਚ ਪੰਜਾਬੀ ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011.
5. Hardev Bahri, **Teach Yourself Punjabi**, Publication Bureau, Punjabi University, Patiala, 2011.
6. Henry A.Gleason and Harjeet Singh Gill, **A Start in Punjabi**, Punjabi University, Patiala, 1997.
7. Ujjal Singh Bahri and Paramjit Singh Walia, **Introductory Punjabi**, Punjabi University, Patiala. 2011.

**BBA- I (Semester – II)****Paper – BBA 2.1: Communication Skills in English****Time allowed: 3 hours****Periods per week: 5****Pass Marks: 35%****Max marks: 100 marks****Theory: 50 marks****Internal Assessment: 30 marks****Practical Assessment: 20 marks****SECTION- A****Text Prescribed:** *Flames of Inspiration*, edited by Department of English, Khalsa College, Patiala.**Testing**

Q1.

- a) One essay type question with an internal alternative based on the comprehensive understanding of the main idea of the poem in about 150 words. 5 marks
- b) Attempt summary of any one poem out of the given two in about 150 words. 5 marks
- c) 10 very short answer type questions to be attempted out of the given 12 from the prescribed poems in one line each. 1X10=10marks

**SECTION-B**

Q2. Writing Skills:

- a) E-mail Writing (Address, Subject, Content, Complimentary Close)

Testing: One E-mail Writing to be attempted out of the given two subjects. 3 marks

- b) Translation Skills

Testing: Translating a passage of 6 sentences from Punjabi/Hindi to English. 3 marks

Q3. Acquiring Business Skills:

The following topics are to covered:

- a) Leadership Skills
- b) Time Management
- c) Goal Oriented Tasks
- d) Stress Busters
- e) Risk Initiative
- f) Setting New Benchmarks
- g) Group Discussion

Testing: The student will be asked to write on any two topics out of the given four. 2X3=6

Q.4 Grammar and Vocabulary

- (a) Grammar

**Prescribed Text:** *Oxford Practice Grammar* by John Eastwood, Oxford University Press, 2004.

1. Ex. 40-59 6 marks

Attempt 6 sentences out of the given 8

2. Ex.60 to 75 6 marks

Attempt 6 sentences out of the given 8

- (b) Vocabulary



## BBA- I (Semester – II)

### Paper – BBA 2.2: Managerial Economics

**Duration: 3 hrs.**

**Max. Marks: 100**

**Internal Assessment: 40 marks**

**Theory: 60 marks**

**Pass Marks: 35%**

**Objective:** The objective of the course is to introduce the economic concept. To familiarize with the students the importance of economic approaches and managerial decision making.

#### Instruction for Paper Setter/Examiner

The question paper covering the entire course shall be divided into five parts: A, B, C, D & E.

#### Section-A

It will consist of 10 short answer questions from the entire syllabus. The candidates are required to attempt all the questions. Each question will carry 2 marks.

#### Section B, C, D & E

These will consist of 2 questions each from unit-I, II, III and IV of the syllabus and the candidates are required to attempt 1 question each from all the sections. Each question will carry 10 marks each. In numerical papers, there should be at least 1 numerical question each in any of the three sections of the paper.

#### **Contents:**

#### **Unit – 1**

Nature and scope of economics, Consumer's Behaviour, Utility Approach: Brief outline of Law of Diminishing Marginal Utility and Law of Equi-Marginal Utility, Indifference Curve Approach: Consumer Equilibrium, Income. Price and Substitution Effect. Revealed Preference Theory, Meaning of Demand and its Types, Law of Demand, Derivation of law of Demand. Elasticity of Demand: its measurement: Price, Income and Cross Elasticities of Demand.

#### **Unit –2**

Theory of Cost

Short and Long period costs, concepts of total cost, marginal and average cost. Cost of Revenue: total revenue, average revenue, relationship between average and marginal revenue and elasticity of demand.

#### **Unit-3**

Equilibrium of firm and industry

Perfect competition, assumptions, price determination, monopoly, concept, assumption, price determination. Monopolistic Competition: concept, assumptions, price determination, Difference between monopolistic competition and imperfect competition, Oligopoly

**Unit – 4**

Business Concepts : Micro Vs Macro economics. Variables: real and nominal.

National income: Definition and importance of national income. Gross and net national product, gross and net domestic product, personal income and disposable income. Measurement of National Income, output and expenditure method problems in measurement of national income.

**Recommended Readings :**

Koutsoyianni's : Modern Micro Economics – Macmillan Press Ltd.

Ahuja, H.L.: Principles of Micro Economics – Sultan Chand

T.R. Jain, O.P. Khanna : Business Economics – VK Publications

Manab Adhikary : Business Economics- Excel Books

Dominick Salvatore : Managerial Economics – Oxford University Press

D.D. Chaturvedi, SL Gupta :Managerial Economics- International Book House Pvt. Ltd.

Ackley, G : Macroeconomic Theory, Macmillan, New York.



**BBA- I (Semester – II)****Paper – BBA 2.3: Business Accounting****Duration: 3 hrs.****Max. Marks: 100****Internal Assessment: 40****Theory: 60****Pass Marks: 35%**

**Objectives:** The objective of this paper is to help students to acquire conceptual knowledge of the business accounting and to impart skills for recording various kinds of business transactions.

**Instruction for Paper Setter/Examiner**

The question paper covering the entire course shall be divided into five parts: A, B, C, D & E.

**Section-A**

It will consist of 10 short answer questions from the entire syllabus. The candidates are required to attempt all the questions. Each question will carry 2 marks.

**Section B, C, D & E**

These will consist of 2 questions each from unit-I, II, III and IV of the syllabus and the candidates are required to attempt 1 question each from all the sections. Each question will carry 10 marks each. In numerical papers, there should be at least 1 numerical question each in any of the three sections of the paper.

**Contents:****Unit- 1**

Meaning and Scope of Accounting: Need, Development and definition of Accounting, Book Keeping and accounting, Persons interested in accounting Information, Disclosures: Branches of Accounting, Objectives of Accounting, generally accepted accounting Principles, Concepts and Conventions of Accounting. The Accounting Equation. Nature of Accounts and Rules of Debit and Credit.

**Unit- 2**

Accounting Transaction: Journal , Ledger, Difference between Journal and Ledger, Rules regarding Posting. Trial Balance. Recording Transactions in Three Column Cash Book.

**Unit- 3**

An Overview of Subsidiary Books- Purchase Book, Purchase Returns Book, Sales Book and Sales Return Book. Depreciation: Concept and Causes , Methods of Charging Depreciation- Straight Line Method, Written–Down Value Method, Introduction to IFRS( International Financial Reporting Standards).Understanding Accounting Standards issued by ICAI Related to Disclosure of Accounting Policies.

**Unit- 4**

Bank Reconciliation Statement. Preparation of Financial Statements: Preparing Trading Account, Profit and Loss Account and Balance Sheet, Adjustment Entries.

**Recommended Readings**

Douglas Garbutt: Accounting Foundation , Pittman Publication

A.A. Ansari, J.C. Varshney: Financial & Cost Accounting, Wisdom Publications

Dinabandhu Mukhopadhyay: Financial Accounting, Asian Books Pvt Ltd

Anthony Hawkins Merchant: Accounting Text & Cases, Tata McGraw Hill

S.N.Maheshwari, Sunel K.Maheshwari and Sharad K.Maheshwari : An Introduction to Accountancy, Vikas Publishing House Pvt. Ltd

**BBA- I (Semester – II)**

**Paper – BBA 2.4: Ethics and Corporate Social Responsibilities**

**Duration: 3 hrs.**

**Max. Marks: 100**

**Internal Assessment: 40 marks**

**Theory: 60 marks**

**Pass Marks: 35%**

**Objective:** The objective of the course is to inculcate among students work place values and ethics and to make them aware about the corporate social responsibility towards the business organisation.

**Instruction for Paper Setter/Examiner**

The question paper covering the entire course shall be divided into five parts: A, B, C, D & E.

**Section-A**

It will consist of 10 short answer questions from the entire syllabus. The candidates are required to attempt all the questions. Each question will carry 2 marks.

**Section B, C, D & E**

These will consist of 2 questions each from unit-I, II, III and IV of the syllabus and the candidates are required to attempt 1 question each from all the sections. Each question will carry 10 marks each. In numerical papers, there should be at least 1 numerical question each in any of the three sections of the paper.

**Contents:**

**Unit-1**

Overview of Ethics: Definition, nature, need, history. Factors and Principles, Issues, framework for ethical decision making, Ethical theories; Teleological Theory, Deontological. Ethical Decision Making: Introduction, Stages, Limitations

**Unit-2**

Employees in business ethics: Employees as Stakeholders. Ethical Issues in the firm- Employee relations. Consumer and Business Ethics: Consumers as Stakeholders, Ethical Issues, marketing and the consumer. . Ethical Issues: Marketing, Purchasing, Operations Management, Human Resource Management, Accounting. Ethical Dilemmas at work.

**Unit-3**

Corporate Social Responsibility: Introduction, Evolution, Significance and Relevance. Scope of CSR. Social Responsibility and Indian Corporations.

**Unit-4**

Social Responsibility for Business: Reasons, Advantages and Disadvantages for Socially Responsible Business Organisations. Case Study: Impact of CSR : Grasim (A Flagship Company of Aditya Birla Group)

**Recommended Readings**

C.S.V. Murthy: Business Ethics and Corporate Governance, Himalaya Publishing House.

Andrew : Business Ethics, Oxford University Press.

Mohapatra, Sanjay, Pillai, S.S. Business Ethics and Corporate Governance, Pearson Education, New Delhi.

Gavai, A.K.; Business Ethics, Himalaya Publishing House.

Khanna, Anil and Arora, J.R.; Corporate Governance Business Ethics and CSR, International Book House, New Delhi.

## BBA- I (Semester – II)

### BBA 2.5: Punjabi Compulsory

ਕੁੱਲ ਅੰਕ 100	ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ : 35
ਲਿਖਤੀ ਪਰੀਖਿਆ : 50 ਅੰਕ	ਲਿਖਤੀ ਪਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :17
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ	ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :11
ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ : 20 ਅੰਕ	ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :07
ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਦਾ ਸਮਾਂ: 3 ਘੰਟੇ	

### ਸਿਲੇਬਸ ਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ:-ੳ ਜੀਵਨ ਜੁਗਤ - ਵਿਭਾਗ ਵੱਲੋਂ ਪ੍ਰਕਾਸ਼ਿਤ

ਭਾਗ:-ਅ ਵਿਹਾਰਕ ਵਿਆਕਰਨ

- (ਅ.1) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ, ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ ਅਤੇ ਅੰਤਰ ਸਬੰਧ. ਪੰਜਾਬੀ ਉਪ-ਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ ਚਿੰਨ।
- (ਅ.2) ਵਾਕ ਬਣਤਰ: ਕਾਰਜ ਦੇ ਆਧਾਰ 'ਤੇ ਅਤੇ ਬਣਤਰ ਦੇ ਆਧਾਰ 'ਤੇ।
- (ਅ.3) ਚਿੱਠੀ ਪੱਤਰ (ਨਿੱਜੀ, ਦਫ਼ਤਰੀ ਅਤੇ ਸਮਾਜਿਕ ਸਰੋਕਾਰਾਂ ਨਾਲ ਸਬੰਧਿਤ)
- (ਅ.4) ਸਥਾਨਕ ਕਾਲਜ ਦੇ ਪੰਜਾਬੀ ਵਿਭਾਗ ਵੱਲੋਂ ਪ੍ਰਕਾਸ਼ਿਤ ਕੀਤੇ ਗਏ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼ ਵਿੱਚੋਂ ਸਬੰਧਤ ਫੈਕਲਟੀ ਵਾਲੇ ਭਾਗ ਦੇ 101 ਤੋਂ 200 ਤੱਕ ਸ਼ਬਦਾਂ ਦਾ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ।

ਭਾਗ-ੲ : ਉਪਰੋਕਤ ਸਿਲੇਬਸ ਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

### ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਸਿਲੇਬਸ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਪੇਪਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ਓ, ਅ ਅਤੇ ਏ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
3. ਭਾਗ ਓ ਵਿੱਚੋਂ
  - (1) ਕਿਸੇ ਇਕ ਨਿਬੰਧ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ ਨਿਬੰਧ ਕਲਾ ਜਾਂ ਲੇਖਕ ਦਾ ਯੋਗਦਾਨ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇਕ) 07 ਅੰਕ
  - (2) ਨਿਬੰਧਾਂ ਵਿਚਲੇ ਵਿਚਾਰਾਂ ਸਬੰਧੀ ਛੋਟੇ ਪ੍ਰਸ਼ਨ (ਪੰਜ ਵਿੱਚੋਂ ਦੋ) 2x3=06 ਅੰਕ
4. ਭਾਗ ਅ ਵਿੱਚੋਂ ਵਿਆਕਰਨ ਦੇ ਦੋਨਾਂ ਭਾਗਾਂ -ਅ.1, ਅ.2 ਵਿੱਚੋਂ ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।  
(ਤਿੰਨ ਵਿੱਚੋਂ ਕੋਈ ਇਕ) 07 ਅੰਕ
5. ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ 'ਤੇ ਚਿੱਠੀ ਪੱਤਰ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ (ਤਿੰਨ ਵਿੱਚੋਂ ਇਕ) 05 ਅੰਕ
6. ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼ ਦੇ ਆਪਣੀ- ਆਪਣੀ ਫੈਕਲਟੀ ਨਾਲ ਸਬੰਧਤ ਭਾਗ ਦੇ 101 ਤੋਂ ਲੈ ਕੇ 200 ਤੱਕ ਤਕਨੀਕੀ ਸ਼ਬਦਾਂ ਦੇ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਨ ਸਬੰਧੀ।  
(ਪੱਚੀ ਵਿੱਚੋਂ ਕੋਈ ਵੀਹ) 10 ਅੰਕ
7. ਭਾਗ ਏ ਦੇ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 15 ਪ੍ਰਸ਼ਨ, ਦੋ ਭਾਗਾਂ ਓ ਅਤੇ ਅ, ਵਿੱਚੋਂ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਵਿਚ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ ਅਤੇ ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। (ਨੋਟ:ਪੇਪਰ ਵਿਚ ਭਾਗ ਅ ਦੇ ਅ.3 ਅਤੇ ਅ.4 ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਨਹੀਂ ਪੁੱਛੇ ਜਾਣਗੇ।)

15x1=15 ਅੰਕ

**ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ**

ਕੁੱਲ 30 ਅੰਕ

3. ਕਲਾਸ ਹਾਜ਼ਰੀ/ਘਰੇਲੂ ਇਮਤਿਹਾਨ/ਅਸਾਈਨਮੈਂਟ
4. ਸਿਲੇਬਸ ਨਾਲ ਸਬੰਧਿਤ ਪਾਠ ਪੁਸਤਕ ਦੇ ਸਾਰੇ ਨਿਬੰਧਕਾਰਾਂ ਦਾ ਜੀਵਨ ਬਿਓਰਾ (Profile) ਚਿਤਰਾਂ ਸਮੇਤ ਤਿਆਰ ਕਰਨਾ।

ਜਾਂ

ਅਧਿਆਪਕ ਵਲੋਂ ਦੱਸੀ ਗਈ ਕਿਸੇ ਵੀ ਸਮਾਜਕ ਸਮੱਸਿਆ ਨਾਲ ਸਬੰਧਤ ਪੰਜਾਬੀ ਵਿੱਚ ਪੀ. ਪੀ. ਟੀ. ਪ੍ਰੋਜਨਟੇਸ਼ਨ ਦੇਣਾ, ਜਾਂ ਪ੍ਰੋਜੈਕਟ ਫਾਇਲ ਤਿਆਰ ਕਰਨਾ, ਜਾਂ ਆਪਣੇ ਨਾਲ ਸਬੰਧਤ ਫੈਕਲਟੀ ਦੇ ਕਿਸੇ ਵੀ ਵਿਸ਼ੇ/ਸਮੱਸਿਆ 'ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਪੀ. ਪੀ. ਟੀ. ਪ੍ਰੋਜਨਟੇਸ਼ਨ ਦੇਣਾ।

**ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ( ਅੰਦਰੂਨੀ ਅਤੇ ਬਾਹਰੀ ਵਿਸ਼ੇਸ਼ਗ ਦੁਆਰਾ ਮੁਲਾਂਕਣ )**

4\*5= 20 ਅੰਕ

1. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਲਣ ਦੀ ਮੁਹਾਰਤ
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਲਿਖਣ ਦੀ ਮੁਹਾਰਤ
3. ਪੰਜਾਬੀ ਵਿੱਚ ਸਿਰਜਣਾਤਮਕ ਸਾਹਿਤ ਲਿਖਣ ਦਾ ਅਭਿਆਸ
4. ਸਬੰਧਿਤ ਕੋਰਸ ਦੇ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਦਾ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੇਖਣ

**ਸਹਾਇਕ ਪਾਠ- ਸਮੱਗਰੀ**

1. ਹਰਕੀਰਤ ਸਿੰਘ, ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਬਾਹਰੀ ਪਬਲੀਕੇਸ਼ਨ, ਦਿੱਲੀ, 1971.
2. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਵਿਆਕਰਨ (ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦਾ ਵਿਸ਼ਾ ਕੋਸ਼) ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 2000.
3. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2008.
4. ਪ੍ਰੇਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ, ਸਿਧਾਂਤਕ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਮਦਾਨ ਪਬਲਿਸਰਜ਼, ਪਟਿਆਲਾ, 2002.
5. ਪ੍ਰੇਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਸ੍ਰੋਤ ਤੇ ਬਣਤਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1996.
6. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਨਿਬੰਧ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.
7. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਨ, ਭਾਗ ਪਹਿਲਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ।
8. ਸੁਖਵਿੰਦਰ ਸਿੰਘ ਸੰਘਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ, 1999.

**ਨੋਟ:1.** ਤਿੰਨ ਸਾਲਾ ਡਿਗਰੀ ਕੋਰਸਾਂ ਵਿੱਚ ਤਿੰਨ ਸਾਲ ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ ਪੜ੍ਹਨ ਵਾਲੇ ਅਤੇ ਕੇਵਲ ਇਕ ਸਾਲ ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ ਪੜ੍ਹਨ ਵਾਲੇ ਸਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਭਾਗ ਪਹਿਲਾ, ਸਮੈਸਟਰ ਦੂਜਾ ਦਾ ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ ਦਾ ਸਿਲੇਬਸ ਉਪਰੋਕਤ ਹੋਵੇਗਾ।

2. Only those students who have not studied Punjabi up to matriculation can opt for Elementary Punjabi. Other students will study Compulsory Punjabi.

**BBA- I (Semester – II)**

**BBA 2.5 A: Elementary Punjabi**

ਕੁੱਲ ਅੰਕ 100	ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ : 35
ਲਿਖਤੀ ਪਰੀਖਿਆ : 50 ਅੰਕ	ਲਿਖਤੀ ਪਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :17
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ	ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :11
ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ : 20 ਅੰਕ	ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਲੋੜੀਂਦੇ ਅੰਕ :07
ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਦਾ ਸਮਾਂ: 3 ਘੰਟੇ	

**ਭਾਗ-ੳ**

**(1) ਸ਼ਬਦ ਪ੍ਰਬੰਧ ਜੋੜਾਂ ਦੀ ਵਰਤੋਂ**

- (ੳ) ਦੋ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਜੋੜ  
 (ਅ) ਤਿੰਨ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਜੋੜ  
 (ੲ) ਬਹੁ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਜੋੜ ਅੰਕ 10

**(2) ਸ਼ਬਦਾਂ ਦੀਆਂ ਸ਼ਰੇਣੀਆਂ ਤੇ ਵਿਆਕਰਨਕ ਵਰਗਾਂ ਦੀ ਪਛਾਣ**

- (ੳ) ਸ਼ਬਦਾਂ ਦੀਆਂ ਸ਼ਰੇਣੀਆਂ ਦਾ ਸਿਧਾਂਤ, ਪਛਾਣ ਤੇ ਵਰਤੋਂ  
 (ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ ਆਦਿ)  
 (ਅ) ਵਿਆਕਰਨਕ ਵਰਗਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ  
 (ਲਿੰਗ, ਵਚਨ, ਪੁਰਖ, ਕਾਲ) ਅੰਕ 07

**ਭਾਗ-ਅ**

**(1) ਸ਼ਬਦ ਬਣਤਰਾਂ ਤੇ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦਾ ਸਿਧਾਂਤ ਤੇ ਵਰਤੋਂ**

- (ੳ) ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰਾਂ ਦਾ ਸਿਧਾਂਤ, ਪਛਾਣ ਤੇ ਵਰਤੋਂ  
 (ਅਗੇਤਰ, ਪਿਛੇਤਰ, ਸਮਾਸ, ਦੁਹਰਚੁਕਤੀ)  
 (ਅ) ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦਾ ਸਿਧਾਂਤ, ਪੜਾਣ ਤੇ ਵਰਤੋਂ  
 (ਵਾਕੰਸ਼, ਉਪ-ਵਾਕ ਤੇ ਵਾਕ)  
 (ੲ) ਸ਼ਬਦਾਂ ਦਾ ਵਿਆਕਰਨਕ ਮੇਲ: ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ ਅੰਕ 10

**(2) ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।** ਅੰਕ 08

**ਭਾਗ-ੲ** ਸਾਰੇ ਸਿਲੇਬਸ ਤੇ ਅਧਾਰਿਤ ਆਬਜੈਕਟਿਵ ਟਾਈਪ ਪ੍ਰਸ਼ਨ। ਅੰਕ 15\*1=15

**ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ**

7. ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਸਿਖ ਰਹੇ ਹਨ। ਹੋ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਅਨਜਾਣ ਹੋਣ । ਸੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਪੱਧਰ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖ ਕੇ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਜਾਵੇ।
8. ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
9. ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
10. ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
11. ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਵਿਆਕਰਨ ਦੀ ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ ਸਬੰਧੀ ਸੰਖੇਪ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।

## ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ

ਕੁੱਲ 30 ਅੰਕ

1. ਕਲਾਸ ਹਾਜ਼ਰੀ/ਘਰੇਲੂ ਇਮਤਿਹਾਨ/ਅਸਾਈਨਮੈਂਟ
2. ਅਧਿਆਪਕ ਵੱਲੋਂ ਵਿਦਿਆਰਥੀ ਦੇ ਪੱਧਰ ਅਨੁਸਾਰ ਪੰਜਾਬੀ ਵਿਚ ਦਿੱਤਾ ਗਿਆ ਕੋਈ ਵੀ ਕਾਰਜ।

## ਪ੍ਰਯੋਗੀ ਪ੍ਰੀਖਿਆ ( ਅੰਦਰੂਨੀ ਅਤੇ ਬਾਹਰੀ ਵਿਸ਼ੇਸ਼ਗ ਦੁਆਰਾ ਮੁਲਾਂਕਣ )

1. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਬੋਲਣ ਦੀ ਮੁਹਾਰਤ
2. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਲਿਖਣ ਦੀ ਮੁਹਾਰਤ
3. ਪੰਜਾਬੀ ਵਿਚ ਸਿਰਜਣਾਤਮਕ ਸਾਹਿਤ ਲਿਖਣ ਦਾ ਅਭਿਆਸ
4. ਸਬੰਧਿਤ ਕੋਰਸ ਦੇ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਦਾ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚ ਲੇਖਣ

4\*5= 20 ਅੰਕ

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**ਨੋਟ:** Only those students who have not studied Punjabi up to matriculation can opt for Elementary Punjabi. Other students will study compulsory Punjabi.