

FACULTY OF ECONOMICS & BUSINESS

SYLLABUS

FOR

**Bachelor in Commerce (B.Com.)
(Pass & Hons.)
(Semester I–IV)**

Examinations: 2013-14

**(Part–III)
(Old System) (Pass & Hons.)**

Examination: 2014



**GURU NANAK DEV UNIVERSITY
AMRITSAR**

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SCHEME OF COURSES

Course Code	Course Title	Maximum Marks	Number of Lectures (L)	Tutorials (T) per week
Semester-I				
BCG-101	English (Compulsory)	50	6	-
BCG-102	Punjabi Compulsory / ਮੁਢਲੀ ਪੰਜਾਬੀ (Basic Punjabi)	50	6	-
BCG-103	Financial Accounting	50	6	2
BCG-104	Functional Management	50	6	-
BCG-105	Business Communication	50	6	-
BCG-106	Business Statistics	50	6	-
BCG-107	Computer Fundamentals	50	4	-
Semester-II				
BCG-201	English (Compulsory)	50	6	-
BCG-202	Punjabi Compulsory / ਮੁਢਲੀ ਪੰਜਾਬੀ (Basic Punjabi)	50	6	-
BCG-203	Cost Accounting	50	6	2
BCG-204	Commercial Laws	50	6	-
BCG-205	Business Economics	50	6	-
BCG-206	Business Organisation	50	4	2
BCG-207	Viva-Voce	50	-	-
Semester-III				
BCG-301	English (Compulsory)	50	6	-
BCG-302	Punjabi Compulsory / ਮੁਢਲੀ ਪੰਜਾਬੀ (Basic Punjabi)	50	6	-
BCG-303	Corporate Accounting	50	6	2
BCG-304	Corporate Laws	50	6	-
BCG-305	Financial Market Operations	50	6	-
BCG-306	International Business	50	6	-
BCG-307	Business Environment	50	6	-
ESL-221	Environmental Studies-I	50 (Qualifying)	-	-
Semester-IV				
BCG-401	English (Compulsory)	50	6	-
BCG-402	Punjabi Compulsory / ਮੁਢਲੀ ਪੰਜਾਬੀ (Basic Punjabi)	50	6	-
BCG-403	Entrepreneurship & Small Businesses	50	6	-
BCG-404	Industrial Laws	50	6	-
BCG-405	Insurance & Risk Management	50	6	-
BCG-406	Indian Economy	50	6	-
ESL-222	Environmental Studies-II	50 (Qualifying)	-	-
BCG-407	Seminar	50	3	-

Note: The marks of Paper ESL-221 (Semester-III) and ESL-222 (Semester-IV) Environmental Studies) will not be added in the total marks.

B.COM (PASS & HONS.)

**B.Com. (Honours) (Semester III & IV)
(Two Years Course)**

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

Each paper shall carry 50 marks. Total Marks will be 200.

Group-I: Banking

- Paper 1: Banking and Financial System
 Paper 2: Electronic Banking and Risk Management
 *Paper 3: Accounting for Bankers
 *Paper 4: Bank Marketing

Group II: Project and Production Management

- Paper 1: Production Management
 Paper 2: Quality Management
 *Paper 3: Project Evaluation & Management
 *Paper 4: Logistics & Supply Chain Management

Group-III: Insurance

- Paper 1: Principles and Practice of Life Insurance
 Paper 2: Principles and Practice of General Insurance
 *Paper 3: Accounting for Insurers
 *Paper 4: Insurance Marketing

Group-IV: International Business

- Paper 1: Management of International Business Operations
 Paper 2: India's Foreign Trade
 *Paper 3: International Financial Management
 *Paper 4: International Marketing

***Note:- Syllabus for these papers are to be finalized in the Session 2014-15.**

Part-III

Sr. No.	Subject			Max. Marks	No. of Lecturers (L) & Tutorials (T)	
		Th.	Pr.		L	T
I.	English (Compulsory)	100	-	100	6	-
II.	Punjabi (Compulsory) OR Punjab History and Culture	100	-	100	6	-
III.	Banking Theory & Practice	100	-	100	6	2
IV.	Income Tax Law & Practice	100	-	100	6	2
V.	Management Accounting and Business Finance	100	-	100	6	2
VI.	Indian Economic Problems	100	-	100	6	-
VII.	Any <i>one</i> of the following options:	100	-			
	Opt. I: Material Management	100	-	100	6	-
	Opt. II: Sales & Retail Management	100	-	100	6	-
	Opt. III: Operations Research	100	-	100	6	2
	Opt. IV: Office Management and Secretarial Practice	100	-	100	6	-
	Opt. V: Foreign Exchange Management	100	-	100	6	-
	Opt. VI: Typing and Shorthand	70	30	100	6	-
	Opt. VII: Indirect Tax Laws	80	20	100		
VIII.	Viva-Voce			50	-	-

Time: 3 Hours

Max. Marks: 50

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar).
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar).
3. *Exploring Grammar in Context* by Ronald Carter, Rebecca Hughes and Michael McCarthy, CUP.

Course Contents:

- 1) Stories at Sr.No. 1, 2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr.No. 1, 2,3,5,6 from *Prose for Young Learners*.
- 3) Section A & B from *Exploring Grammar in Context*.

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of three sections and distribution of marks will be as under:

Section A: 12 Marks

Section B: 24 Marks

Section C: 14 Marks

Section–A

FIFTEEN (15) questions on the usage of grammar related to Section A & B of Exploring Grammar in Context will be set for the students to attempt any TWELVE (12) of these questions. (1 x 12=12 Marks)

Section–B

- I. EIGHT (8) questions (four from each literary text) on theme, characterization, tone, and style etc. will be set for the students to attempt any FIVE questions, choosing at least TWO from each prescribed text. The answer to each question should not exceed 15-20 sentences. (3x5=15 Marks)
- II. A question requiring the students to write the meaning and usage of four vocabulary items, two from each literary text, will be set. (1x 4 = 4 Marks)
- III. A question requiring the students to translate a short unseen passage from English to Hindi/Punjabi will be set. (5 Marks)

OR

A question requiring the **foreign students** (who do not know Punjabi / Hindi) to write the precise of a short passage will be set. (5 Marks)

Section–C

- I. TWO questions, one from each literary text, will be set for the students to answer any ONE. (1x7=7Marks)
- II. A question requiring the students to write a paragraph on one of the two given topics will be set. (1x7=7 Marks)

BCG-102: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

1. ਗਿਆਨ-ਵਿਗਿਆਨ (ਸੰਪਾ. ਹਰਿਭਜਨ ਸਿੰਘ ਭਾਟੀਆ ਅਤੇ ਪ੍ਰੋ. ਪਰਸੋਤਮ ਸਿੰਘ ਬੱਲ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਜ਼ਿੰਦਗੀ ਤੇ ਸਾਹਿਤ, ਲੋਕ-ਕਲਾ, ਧੁਨੀ ਅਤੇ ਮਨੁੱਖ, ਉਦਯੋਗ ਅਤੇ ਅੱਖ।
2. ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿਲ, ਕੇ.ਐਲ.ਸਹਿਗਲ, ਬੜੇ ਗੁਲਾਮ ਅਲੀ ਖਾਂ, ਸੋਭਾ ਸਿੰਘ, ਪ੍ਰਿਥਵੀਰਾਜ ਕਪੂਰ, ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ।
3. ਪੈਰੂਾ ਰਚਨਾ
4. ਪੈਰੂਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।
5. (ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰ।
(ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।
6. ਮਾਤ ਭਾਸ਼ਾ ਦਾ ਅਧਿਆਪਨ
(ੳ) ਪਹਿਲੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ ਉੱਤੇ
(ਅ) ਦੂਜੀ ਭਾਸ਼ਾ ਦੇ ਤੌਰ ਉੱਤੇ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ:

- | | |
|--|------------|
| 1. ਕਿਸੇ ਨਿਬੰਧ ਦਾ ਸਾਰ ਜਾਂ ਉਸਦਾ ਵਿਸ਼ਾ ਵਸਤੂ (ਦੋ ਵਿਚੋਂ ਇਕ) । | 10 ਅੰਕ |
| 2. ਵਾਰਤਕ ਰੂਪ : ਰੇਖਾ ਚਿਤਰ, ਨਾਇਕ ਬਿੰਬ, ਕਲਾਤਮਕ ਗੁਣ, ਰੇਖਾ ਚਿਤਰ ਸਾਹਿਤ ਨੂੰ ਦੇਣ। | 10 ਅੰਕ |
| 3. ਪੈਰੂਾ ਰਚਨਾ : ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਉਤੇ ਪੈਰੂਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇ । | 5 ਅੰਕ |
| 4. ਪੈਰੂਾ ਦੇ ਕੇ ਉਸ ਬਾਰੇ ਪੰਜ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ। | 5 ਅੰਕ |
| 5. ਨੰਬਰ 5 ਉਤੇ ਦਿੱਤੀ ਵਿਆਕਰਣ ਦੇ ਆਧਾਰ ਤੇ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ। | 10 ਅੰਕ |
| 6. ਨੰਬਰ 6 ਵਿਚ ਮਾਤ ਭਾਸ਼ਾ ਦੇ ਪਹਿਲੀ ਭਾਸ਼ਾ ਅਤੇ ਦੂਜੀ ਭਾਸ਼ਾ ਵਜੋਂ ਅਧਿਆਪਨ, ਮਹੱਤਵ ਅਤੇ ਸਮੱਸਿਆਵਾਂ ਬਾਰੇ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਦੋ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। | 5×2=10 ਅੰਕ |

ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In lieu of Compulsory Punjabi)

ਪਾਠ-ਕ੍ਰਮ

ਸਮਾਂ : ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

- | | | |
|----|--|--------|
| 1. | ਪੰਜਾਬੀ ਭਾਸ਼ਾ
ਗੁਰਮੁਖੀ ਲਿਪੀ | |
| | ਗੁਰਮੁਖੀ ਲਿਪੀ : ਬਣਤਰ ਅਤੇ ਤਰਤੀਬ | 20 ਅੰਕ |
| 2. | ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ
ਸ੍ਰਾਂ ਦੀ ਵੰਡ ਅਤੇ ਉਚਾਰਨ | |
| | ਵਿਅੰਜਨਾਂ ਦੀ ਵੰਡ ਅਤੇ ਉਚਾਰਨ | 15 ਅੰਕ |
| 3. | ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਰਚਨਾ
ਸਾਧਾਰਨ ਸ਼ਬਦ | |
| | ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ | 15 ਅੰਕ |

ਯੂਨਿਟ ਅਤੇ ਥੀਮ:

1. ਪੰਜਾਬੀ ਭਾਸ਼ਾ : ਨਾਮਕਰਣ ਅਤੇ ਸੰਖੇਪ ਜਾਣ ਪਛਾਣ, ਗੁਰਮੁਖੀ ਲਿਪੀ : ਨਾਮਕਰਣ, ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ; ਪੈਂਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਸ੍ਰ ਵਾਹਕ (ਓ ਅ ਏ), ਲਗਾਂ ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ, ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ।
2. ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ ; ਸ੍ਰਾਂ ਦੀ ਵੰਡ ਅਤੇ ਉਚਾਰਨ (ਲਯੂ-ਦੀਰਘ ਸ੍ਰ) ; ਸ੍ਰ ਅਤੇ ਲਗਾਂ ਮਾਤਰਾਂ ; ਵਿਅੰਜਨਾਂ ਦੀ ਵੰਡ ਅਤੇ ਉਚਾਰਨ ; ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣਾਂ (ਹ, ਰ, ਵ) ਦਾ ਉਚਾਰਨ; ਲ ਅਤੇ ਲ ਦਾ ਉਚਾਰਨ ; ਭ,ਧ,ਢ,ਝ,ਞ ਦਾ ਉਚਾਰਨ; ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣਾਂ ਦਾ ਉਚਾਰਨ।
3. ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਰਚਨਾ: ਸਾਧਾਰਨ ਸ਼ਬਦ; ਇਕੱਲਾ ਸ੍ਰ (ਜਿਵੇਂ ਆ) ; ਸ੍ਰ ਅਤੇ ਵਿਅੰਜਨ (ਜਿਵੇਂ ਆਰ) ; ਵਿਅੰਜਨ ਅਤੇ ਸ੍ਰ (ਜਿਵੇਂ ਪਾ) ; ਵਿਅੰਜਨ ਸ੍ਰ ਵਿਅੰਜਨ (ਜਿਵੇਂ ਪਾਰ) ; ਪੰਜਾਬੀ ਸ਼ਬਦ ਰਚਨਾ ; ਲਿੰਗ-ਪੁਲਿੰਗ, ਇਕ ਵਚਨ-ਬਹੁ ਵਚਨ; ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ; ਖਾਣ-ਪੀਣ ਅਤੇ ਸਾਕਾਦਾਰੀ ਨਾਲ ਸੰਬੰਧਿਤ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ:

1. ਪਹਿਲੇ ਯੂਨਿਟ ਵਿੱਚੋਂ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀ ਬਣਤਰ ਅਤੇ ਤਰਤੀਬ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਚਾਰ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
2. ਦੂਜੇ ਯੂਨਿਟ ਵਿੱਚੋਂ ਗੁਰਮੁਖੀ ਆਰਥੋਗ੍ਰਾਫੀ ਅਤੇ ਉਚਾਰਨ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਤਿੰਨ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
3. ਤੀਜੇ ਯੂਨਿਟ ਵਿੱਚੋਂ ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਦੋ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
4. ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਸਬੰਧਿਤ ਇਕ-ਇਕ ਅੰਕ ਦੇ ਪੰਜ (ਆਬਜੈਕਟਿਵ) ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
5. ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਭਾਸ਼ਾ ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਰੱਖੀ ਜਾਵੇ।

BCG-103: FINANCIAL ACCOUNTING**Time: 3 Hours****Max. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.****2. The candidates are allowed to use [Non-Scientific] calculator.**

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part I

Introduction - Nature of financial Accounting - scope – objects –limitations –Accounting concepts and conventions- International Financial Reporting Standards –Need, Objectives, scope, convergence of Indian Accounting Standards with IFRS.

Conceptual Frame Work for preparation and presentation of financial statements -Capital, Revenue and deferred revenue expenditure – Capital and revenue receipts – Final Accounts of Sole Proprietor

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

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

Part-II

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

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

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

Investment Accounts – Meaning, Accounting Treatment of Calculation of profit including Ex-Interest and cum-interest transactions.

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-104: FUNCTIONAL MANAGEMENT**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**Part – I****Management:** Introduction - Meaning, nature and characteristics of Management - Scope and functional areas of management - Management as a science, art or profession - Management & Administration - Principles of management - Social responsibility of management and Ethics.**Personnel Management:** Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker's participation in Management.**Part – II****Marketing Management:** Concept of Marketing, Functions of Marketing, Marketing Research-Meaning and Techniques, Advertising and Salesmanship.**Strategic Management:** Meaning, Need, Importance, Process and Role of C.E.O. (Chief Executive Officer) in Strategic Management,**Production Management:** Functions, Production Planning and Control, Quality Control.**Suggested Readings:**

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

Note: Latest edition of text book may be used.

BCG-105: BUSINESS COMMUNICATION**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part – I

Business Communication – meaning & importance, Communication purpose, process, elements, barriers to communication and conditions for successful communication. Forms of Communication, basic models of communication, 7C's of effective business communication. Organizational Communication: Importance of communication in management, Formal and Informal Communication, Internal and external communication
 Presentation Skills: Presentation on any chosen topic, oral presentations, principles of oral presentations, factors affecting presentations. Business Etiquette: Understanding etiquette, Cross-cultural etiquette, Business manners. Business to business etiquette.

Part - II

Internal Correspondence: Memos, Circulars, Notices, Office orders
 Correspondence with banks- regarding overdrafts, cash credits, loans; Drafting of sales letters, circulars, preparation of sales reports,
 Customers' correspondence- Complaints, Regarding dues, follow up letters
 Secretarial Correspondence: Correspondence with shareholders, debenture holders regarding dividend, interest, transfer-transmission. Communicating with statutory authorities and bodies like Stock exchange, RBI, SEBI
 Preparation of resume, job application, drafting of interview letters, call letters, final appointment orders.

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-106: BUSINESS STATISTICS**Time: 3 Hours****Max. Marks: 50**

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

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Definition, Functions, Scope and Limitations of Statistics.

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

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

Simple Correlation and Regression: Meaning, Types, Karl Pearsons & Rank Correlation (Excluding grouped data), Probable error.

Part - II

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

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

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

Suggested Readings:

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

BCG-107 COMPUTER FUNDAMENTALS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

General Features of Computers, Generations of Computer, Workstation, Mainframe Computer and Supercomputers, Computer Applications - Data Processing, Information Processing, Commercial, Office Automation, Industry and Engineering, Healthcare, Education, Graphics and Multimedia.

Computer memory : primary and secondary memory Secondary storage devices - magnetic and optical media input and output writs - printer, plotter, sconnor-OMR, OCR, MICR, Mouse, Keyboard, MODEM.

Part - II

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

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-201: ENGLISH (COMPULSORY)**Time: 3 Hours****Max. Marks: 50****Texts Prescribed:**

1. *Tales of Life* (Guru Nanak Dev University, Amritsar).
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar).
3. *Exploring Grammar in Context* by Ronald Carter, Rebecca Hughes, and Michael McCarthy, CUP.

Course Contents

- 1) Stories at Sr.No.7,9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7,8,9,10,11 from *Prose for Young Learners*.
- 3) Section C and D from *Exploring Grammar in Context*.

Division of Marks:**Instructions for the Paper Setter and Distribution of Marks:**

The question paper will consist of three sections and distribution of marks will be as under:

Section A: 12 Marks

Section B: 24 Marks

Section C: 14 Marks

Section-A:

- I. FIFTEEN (15) questions on the usage of grammar related to Section C & D of Exploring Grammar in Context will be set for the students to answer any TWELVE (12) of these questions. (1 x 12=12 Marks)

Section-B:

- II. EIGHT (8) questions (four from each literary text) on theme, characterization, tone, and style etc. will be set. The students will be required to attempt any FIVE questions, choosing at least TWO from each prescribed text. The answer to each question should not exceed 15-20 sentences. (3x5=15 Marks)
- III. A question requiring the students to write the meaning and usage of FOUR vocabulary items, two from each literary text, will be set. (1x4 = 4 Marks)
- IV. The students will be required to write a personal letter on ONE of the TWO situations/ issues provided in the question paper. (5 Marks)

Section-C:

- V. Two questions, one from each literary text, will be set. The students will be required to answer any one. (6x1=6Marks)
- VI. The students will be required to answer four short questions showing their comprehension of a passage (about 200 words) selected from either of the prescribed literary books (4 short questions of 2 marks each) (2x4=8 Marks)

BCG-202: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

1. ਗਿਆਨ-ਵਿਗਿਆਨ (ਸੰਪਾ. ਹਰਿਭਜਨ ਸਿੰਘ ਭਾਟੀਆ ਅਤੇ ਪ੍ਰੋ. ਪਰਸੋਤਮ ਸਿੰਘ ਬੱਲ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਜੀਵਨ ਦਾ ਮੁੱਢ, ਕੀ ਮੌਤ ਨਾਮ ਨਾਸ ਹੋਣ ਦਾ ਹੈ?, ਵਿਸ਼ਵ ਯੁੱਧ, ਰਣਜੀਤ ਸਿੰਘ - ਪੰਜਾਬੀਅਤ ਦਾ ਪ੍ਰਤੀਕ, ਪੰਜਾਬ ਦਾ ਸਨਅਤੀ ਵਿਕਾਸ।
2. ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਬਲਵੰਤ ਗਾਰਗੀ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਲੇਖ : ਸਤੀਸ਼ ਗੁਜਰਾਲ, ਗੁਰਚਰਨ ਸਿੰਘ, ਠਾਕੁਰ ਸਿੰਘ, ਬਲਰਾਜ ਸਾਹਨੀ, ਸੁਰਿੰਦਰ ਕੌਰ।
3. ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ : ਪਰਿਭਾਸ਼ਾ, ਮੁਢਲੇ ਸੰਕਲਪ।
4. ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ
5. ਪੈਰ੍ਹਾ ਰਚਨਾ
6. ਪੈਰ੍ਹਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ
7. ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ:

1. ਕਿਸੇ ਨਿਬੰਧ ਦਾ ਸਾਰ ਜਾਂ ਉਸਦਾ ਵਿਸ਼ਾ ਵਸਤੂ (ਦੋ ਵਿਚੋਂ ਇਕ) । 10 ਅੰਕ
2. ਵਾਰਤਕ ਰੂਪ : ਰੇਖਾ ਚਿਤਰ, ਨਾਇਕ ਬਿੰਬ, ਕਲਾਤਮਕ ਗੁਣ, ਰੇਖਾ ਚਿਤਰ ਸਾਹਿਤ ਨੂੰ ਦੇਣ। 10 ਅੰਕ
- 3-4. 3-4 ਨੰਬਰ ਉੱਤੇ ਦਿੱਤੀ ਵਿਆਕਰਣ ਦੇ ਆਧਾਰ ਤੇ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ। 10 ਅੰਕ
5. ਪੈਰ੍ਹਾ ਰਚਨਾ : ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਉੱਤੇ ਪੈਰ੍ਹਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇ । 5 ਅੰਕ
6. ਪੈਰ੍ਹਾ ਦੇ ਕੇ ਉਸ ਬਾਰੇ ਪੰਜ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ। 5 ਅੰਕ
7. ਨੰਬਰ 7 ਵਿਚ ਅੱਠ ਅਖਾਣ ਅਤੇ ਅੱਠ ਮੁਹਾਵਰੇ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਪੰਜ-ਪੰਜ ਨੂੰ ਵਾਕਾਂ ਵਿਚ ਵਰਤ ਕੇ ਅਰਥ ਸਪੱਸ਼ਟ ਕਰਨੇ ਹੋਣਗੇ। 5+5=10 ਅੰਕ

ਮੁੱਢਲੀ ਪੰਜਾਬੀ

(In lieu of Compulsory Punjabi)

ਪਾਠ-ਕ੍ਰਮ

ਸਮਾਂ : ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

1. ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ
ਸੰਯੁਕਤ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ 20 ਅੰਕ
2. ਪੰਜਾਬੀ ਵਾਕ-ਬਣਤਰ
ਸਾਧਾਰਨ ਵਾਕ : ਕਿਸਮਾਂ

ਸੰਯੁਕਤ ਵਾਕ : ਕਿਸਮਾਂ

ਮਿਸ਼ਰਤ ਵਾਕ : ਕਿਸਮਾਂ

ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਵਿਭਿੰਨ ਸਮਾਜਿਕ ਪ੍ਰਸੰਗ 15 ਅੰਕ
3. ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ
ਚਿੱਠੀ ਪੱਤਰ

ਪੈਰਾ ਰਚਨਾ

ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ 15 ਅੰਕ

ਯੂਨਿਟ ਅਤੇ ਥੀਮ

1. ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ: ਸੰਯੁਕਤ ਸ਼ਬਦ ; ਸਮਾਸੀ ਸ਼ਬਦ (ਜਿਵੇਂ ਲੋਕ ਸਭਾ) ; ਦੋਹਰੇ ਸ਼ਬਦ/ਦੁਹਰੁਕਤੀ (ਜਿਵੇਂ ਧੂੜ ਧਾੜ/ਭਰ ਭਰ), ਮਿਸ਼ਰਤ ਸ਼ਬਦਾਂ ਦੀ ਬਣਤਰ/ਸਿਰਜਨਾ; ਅਗੇਤਰਾਂ ਰਾਹੀਂ (ਜਿਵੇਂ ਉਪ-ਭਾਸ਼ਾ), ਪਿਛੇਤਰਾਂ ਰਾਹੀਂ (ਜਿਵੇਂ ਰੰਗਲਾ), ਪੰਜਾਬੀ ਸ਼ਬਦ ਰਚਨਾ; ਪੜਨਾਵੀਂ ਰੂਪ, ਕਿਰਿਆ/ਸਹਾਇਕ ਕਿਰਿਆ ਦੇ ਰੂਪ ; ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ; ਰੁੱਤਾਂ, ਮਹੀਨਿਆਂ, ਮੌਸਮਾਂ, ਗਿਣਤੀ ਨਾਲ ਸਬੰਧਿਤ।

2. ਪੰਜਾਬੀ ਵਾਕ-ਬਣਤਰ : ਕਰਤਾ ਕਰਮ ਕਿਰਿਆ; ਸਾਧਾਰਨ ਵਾਕ, ਬਿਆਨੀਆ, ਪ੍ਰਸ਼ਨਵਾਚਕ, ਆਗਿਆਵਾਚਕ; ਸੰਯੁਕਤ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕਾਂ ਦੀਆਂ ਕਿਸਮਾਂ ; ਸੁਤੰਤਰ ਅਤੇ ਅਧੀਨ ਉਪਵਾਕ ; ਸਮਾਨ (ਤੇ/ਅਤੇ) ਅਤੇ ਅਧੀਨ (ਜੋ/ਕਿ) ਯੋਜਕਾਂ ਦੀ ਵਰਤੋਂ ; ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਵਿਭਿੰਨ ਸਮਾਜਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸੰਗ ; ਘਰ ਵਿਚ, ਬਾਜ਼ਾਰ ਵਿਚ, ਮੇਲੇ ਵਿਚ, ਸ਼ੋਪਿੰਗ ਮਾਲ/ਸਿਨੇਮੇ ਵਿਚ, ਵਿਆਹ ਵਿਚ, ਧਾਰਮਿਕ ਸਥਾਨਾਂ ਵਿਚ, ਦੋਸਤਾਂ ਨਾਲ ਆਦਿ।
3. ਇਸ ਯੂਨਿਟ ਵਿਚ ਚਿੱਠੀ ਪੱਤਰ (ਨਿੱਜੀ/ਦਫ਼ਤਰੀ), ਪੈਰਾ ਰਚਨਾ ਅਤੇ ਅਖਾਣ ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਦੀ ਭਾਸ਼ਾਈ ਯੋਗਤਾ ਨੂੰ ਪਰਖਿਆ ਜਾਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਹਿਲੇ ਯੂਨਿਟ ਵਿੱਚੋਂ ਪੰਜਾਬੀ ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਤਿੰਨ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
2. ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਸਬੰਧਿਤ ਇਕ-ਇਕ ਅੰਕ ਦੇ ਪੰਜ (ਆਬਜੈਕਟਿਵ) ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
3. ਦੂਜੇ ਯੂਨਿਟ ਵਿੱਚ ਪੰਜਾਬੀ ਵਾਕ-ਬਣਤਰ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਦੋ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
4. ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵਿਹਾਰਕ ਵਰਤੋਂ ਨਾਲ ਸਬੰਧਿਤ 5 ਅੰਕਾਂ ਦਾ ਇਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਵਿਦਿਆਰਥੀ ਨੂੰ ਕਿਸੇ ਸਮਾਜਿਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸੰਗ ਵਿਚ ਵਰਤੇ ਜਾਂਦੇ ਪੰਜ ਵਾਕ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
5. ਵਿਦਿਆਰਥੀ ਨੂੰ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ 'ਤੇ ਨਿੱਜੀ ਜਾਂ ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
6. ਵਿਦਿਆਰਥੀ ਨੂੰ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ 'ਤੇ ਪੈਰਾ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
7. ਵਿਦਿਆਰਥੀ ਨੂੰ ਇਕ-ਇਕ ਅੰਕ ਦੇ ਪੰਜ ਅਖਾਣਾਂ ਜਾਂ ਮੁਹਾਵਰਿਆਂ ਨੂੰ ਵਾਕਾਂ ਵਿਚ ਵਰਤ ਕੇ ਅਰਥ ਸਪਸ਼ਟ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
8. ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਭਾਸ਼ਾ ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਰੱਖੀ ਜਾਵੇ।

BCG-203: COST ACCOUNTING**Time: 3 Hours****Max. Marks: 50****Note: 1.The question paper covering the entire course shall be divided into three sections.****2. The candidates are allowed to use [Non-Scientific] calculator.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Cost Accounting: Introduction – Meaning of Cost, costing and Cost Accounting – Comparison between Financial Accounts and Cost Accounts – Application of Cost Accounting – Designing and installing a Cost Accounting system – Cost concepts and Classification of Costs – Cost Unit – Cost Center –Elements of Cost – Preparation of cost sheet – Tenders and Quotations – Problems.

Reconciliation of Cost and Financial Accounts - Need for reconciliation – Reasons for difference in profits – Problems on preparation of Reconciliation statements including Memorandum Reconciliation account.

Material & Labour Costing : Classification of materials – Material Control – Purchasing procedure – store keeping –techniques of Inventory control – Setting of stock levels – EOQ – Methods of pricing materials issues – LIFO – FIFO – Weighted Average Method – Simple Average Method – Problems.

Labour Costing - Control of labour cost – Labour Turnover – Causes and effects of labour turnover – Meaning of Time and Motion Study, Time keeping and Time booking – Idle time, causes and treatment – Overtime – Methods of Wage Payment, Time rate and Piece Rate – Incentive Schemes – Halsey Premium Plan – Rowan Bonus Plan – Taylor's and Merrick's differential piece rate systems – Problems.

Part - II

Overhead Costing: Definition – Classification of overheads – Procedure for accounting and control of overheads –Allocation of overheads – Appointment of overheads
Budgeting – Types, essentials, Preparation of Cash Budget and Flexible Budget.

Contract Costing: Meaning, methods of calculating profit – completed contracts, incomplete contracts, contracts near completion.

Process Costing: Meaning, Treatment of normal loss, abnormal loss and abnormal effectiveness, Treatment of Process stocks, Inter Process Profit and equivalent production.

Suggested Readings:

1. Lal, J., “Cost Accounting”, (2009) Tata McGraw Hill Publishing Co., New Delhi.
2. Lall, B.M. and Jain, I.C.” *Cost Accounting: Principles and Practice*”, (2006) Prentice Hall of India, New Delhi.
3. Shukla, M.C., T.S. Grewal and M.P. Gupta, “*Cost Accounting: Text and Problems*”, 10th Edition (2008), S. Chand & Co. Ltd., New Delhi.
4. Maheshwari, S.N. and S.N. Mittal, “*Cost Accounting: Theory and Problems*”, 26th Edition (2012), Shri Mahabir Book Depot, New Delhi.
5. Tulsian, P.C. “*Cost Accounting*”, (2007) Tata McGraw Hill Publishing Co., New Delhi.

BCG-204: COMMERCIAL LAWS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I**The Indian Contract Act, 1872**

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

Breach of Contracts and its remedies. Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

Part - II**The Sale of Goods Act, 1930**

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

Consumer Protection Act: Definitions, objectives, redressal machineries.

The Limited Liability Partnership Act, 2008

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

Suggested Readings:

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

BCG-205: BUSINESS ECONOMICS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Theory of Demand: Meaning of demand and its types, law of demand, price elasticity of demand and its measurement.

Consumer's Behaviour: Utility approach: Brief outline of law of diminishing marginal utility and law of equi-marginal utility.

Indifference Curve Approach: Meaning, properties, price, income and substitution effect, Revealed Preference Approach.

Theory of Production: Law of variable proportions and Law of returns to scale. Short and Long run cost curves, Traditional and Modern Theory of Costs.

Part – II

Revenue: Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand.

Perfect Competition: Meaning, features, price and output determination of firm and industry under perfect competition.

Monopoly: Meaning, features, price and output determination under monopoly.

Monopolistic Competition: Meaning, features, price and output determination under monopolistic competition.

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

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

Suggested Readings:

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

BCG-206: BUSINESS ORGANISATION**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part – I

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

Forum of Business organization - sole trader - partnership - joint Hindu family - joint stock companies - co-operative societies - public utilities and public enterprises.

Public Sector vs. Private Sector

Part – II

Location of industry - factors influencing location - size of industry - optimum firm - advantages of large - scale operation - limitation of small scale operation - industrial estates - district industries centres.

Stock Exchange - Function - Types - Working - Regulation of Stock Exchange in India. Business Combination - Causes - Types - Effects of Combination in India.

Trade association -Chamber of commerce - Function - Objectives Working in - India.

Suggested Readings

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

BCG-301: ENGLISH (COMPULSORY)**Time: 3 Hours****Max. Marks: 50****Textbooks Prescribed & Course Contents:**

1. *Making Connections* by Kenneth J. Pakenham, 2nd Edn. CUP.
2. *Moments in Time: An Anthology of Poems*, G.N.D.U. Amritsar.
3. *Exploring Grammar in Context* by Ronald Carter, Rebecca Hughes and Michael McCarthy, CUP.

Course Contents:*Making Connections*: Unit -I & Unit- II*Moments in Time*: Poems at Serial No.1-6*Exploring Grammar in Context*: Section- E**Instructions for the Paper Setter and Distribution of Marks:**

The paper setters should avoid questions of theoretical nature on English Grammar.

The question paper will consist of three sections and distribution of marks will be as under:

Section A: 12 Marks

Section B: 24 Marks

Section C: 14 Marks

Section-A:

- I. FIFTEEN (15) questions on the usage of grammar related to Section E of Exploring Grammar in Context will be set for the students to answer any TWELVE (12) of the questions. (1 x 12=12 Marks)

Section-B:

- II. TWO questions (with sub parts) based on strategies & skill development exercises as given before and after reading essays in Unit-I & Unit-II of the prescribed text book Making Connections will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice. (8x2= 16 Marks)
- III. THREE questions on central idea, theme, tone & style etc. of three poems from the prescribed textbook, Moments in Time will be set. The students will be required to attempt any TWO of these questions. (4x2 = 8 Marks)

Section-C:

- IV. One question (with internal choice) requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus. (1x7=7 Marks)
- V. One question requiring the students to write an essay on ONE of the TWO given topics will be set. (1x7= 7 Marks)

BCG-302 ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

1. **ਕਾਵਿ ਕੀਰਤੀ** (ਸੰਪਾ. ਹਰਿਭਜਨ ਸਿੰਘ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ (ਇਸ ਪੁਸਤਕ ਦੇ 'ਗਤੀ' ਅਤੇ 'ਪ੍ਰਗਤੀ' ਭਾਗਾਂ ਨੂੰ ਪਾਠ-ਕ੍ਰਮ ਵਿਚ ਸ਼ਾਮਲ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਹਨਾਂ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰੀਤਮ ਛਹ, ਕ੍ਰਿਸ਼ਨ ਜੀ, ਬੁਧ ਜੀ ਦਾ ਬੁੱਤ, ਧਿਆਨੀ ਬੁੱਧ, ਮਨਸੂਰ, ਦਾਗ, ਗਰੂਰ ਦੀ ਨੁਹਾਰ, ਸੁਭਾਸ਼ ਬਾਬੂ ਦੇ ਗੁੰਮ ਹੋ ਜਾਣ ਤੇ ਅਤੇ ਈਸ਼ਵਰ ਸਿੰਘ ਦੀਆਂ ਸਾਰੀਆਂ ਕਾਵਿਤਾਵਾਂ ਪਾਠ-ਕ੍ਰਮ ਦਾ ਹਿੱਸਾ ਨਹੀਂ ਹਨ।)
2. **ਆਧੁਨਿਕ ਇਕਾਂਗੀ** (ਸੰਪਾ. ਰੋਸ਼ਨ ਲਾਲ ਆਹੂਜਾ ਅਤੇ ਮਨਜੀਤ ਪਾਲ ਕੌਰ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ
(ਇਸ ਪੁਸਤਕ ਵਿੱਚੋਂ ਸੁਹਾਗ, ਜਫ਼ਰਨਾਮਾ ਅਤੇ ਬੰਬ ਕੇਸ ਇਕਾਂਗੀਆਂ ਪੜ੍ਹਾਈਆਂ ਜਾਣਗੀਆਂ)
3. **ਸੰਖੇਪ ਰਚਨਾ** (ਪ੍ਰੈਸੀ)
4. **ਮੂਲ ਵਿਆਕਰਣ ਇਕਾਈਆਂ : ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਵੰਨਗੀਆਂ**
(ਭਾਵੰਸ਼, ਸ਼ਬਦ, ਵਾਕੰਸ਼, ਉਪ-ਵਾਕ ਅਤੇ ਵਾਕ)

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ:

1. ਕਿਸੇ ਇੱਕ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਸੰਦੇਸ਼, ਪ੍ਰਸੰਗਿਕਤਾ (ਦੋ ਵਿੱਚੋਂ ਇੱਕ) । 15 ਅੰਕ
2. ਕਿਸੇ ਇੱਕ ਇਕਾਂਗੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ (ਦੋ ਵਿੱਚੋਂ ਇੱਕ) ਜਾਂ ਚਾਰ ਵਿੱਚੋਂ ਦੋ ਪਾਤਰਾਂ ਦੀ ਪਾਤਰ ਉਸਾਰੀ। 15 ਅੰਕ
3. ਸੰਖੇਪ ਰਚਨਾ (ਪ੍ਰੈਸੀ) । 10 ਅੰਕ
4. ਲੜੀ ਨੰਬਰ ਚਾਰ ਉੱਤੇ ਨਿਰਧਾਰਤ ਵਿਆਕਰਣ ਵਿੱਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। 10 ਅੰਕ

ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In lieu of Compulsory Punjabi)

ਪਾਠ-ਕ੍ਰਮ

ਸਮਾਂ : ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

1. ਪੰਜਾਬੀ ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ;
ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ 20 ਅੰਕ
2. ਵਿਆਕਰਣਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ;
ਵਾਕੰਸ਼, ਉਪਵਾਕ ਅਤੇ ਵਾਕ 15 ਅੰਕ
3. ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ
ਪੈਰਾ ਅਧਾਰਿਤ ਪ੍ਰਸ਼ਨ
ਸੰਖੇਪ ਰਚਨਾ
ਪ੍ਰਤੀ ਕੋਡਨ (Transcoding) 15 ਅੰਕ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ:

1. ਪਹਿਲੇ ਭਾਗ ਵਿੱਚੋਂ ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਚਾਰ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
2. ਵਿਆਕਰਣਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਨਾਲ ਸਬੰਧਿਤ 5-5 ਅੰਕਾਂ ਦੇ ਤਿੰਨ ਵਿਹਾਰਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਅੰਕਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਇਕ-ਇਕ ਜਾਂ ਦੋ-ਦੋ ਅੰਕਾਂ ਦੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

3. ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਕ ਪੈਰਾ ਦਿੱਤਾ ਜਾਵੇਗਾ ਅਤੇ ਉਸ 'ਤੇ ਆਧਾਰਿਤ ਇਕ-ਇਕ ਅੰਕ ਦੇ ਪੰਜ ਪ੍ਰਸ਼ਨ ਦਿੱਤੇ ਜਾਣਗੇ। ਉੱਤਰ 50 ਸ਼ਬਦਾਂ ਤਕ ਸੀਮਤ ਹੋਵੇਗਾ।
4. ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਕ ਪੈਰਾ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਦੀ ਉਸ ਨੇ ਇਕ ਤਿਹਾਈ ਹਿੱਸੇ ਵਿਚ ਸੰਖੇਪ ਰਚਨਾ ਕਰਨੀ ਹੋਵੇਗੀ ਅਤੇ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਦੇਣਾ ਹੋਵੇਗਾ।
5. ਵਿਦਿਆਰਥੀ ਨੂੰ ਇਕ ਵਾਰਤਾਲਾਪ ਜਾਂ ਵਾਰਤਕ ਦਾ ਟੋਟਾ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਨੂੰ ਉਸ ਨੇ ਵਾਰਤਕ ਜਾਂ ਵਾਰਤਾਲਾਪ ਵਿਚ ਤਬਦੀਲ ਕਰਕੇ ਲਿਖਣਾ ਹੋਵੇਗਾ। ਵਾਰਤਾਲਾਪ ਜਾਂ ਵਾਰਤਕ ਦਾ ਟੋਟਾ 50 ਸ਼ਬਦਾਂ ਤਕ ਸੀਮਤ ਹੋਵੇਗਾ।
6. ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਭਾਸ਼ਾ ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਹੋਵੇਗੀ।

BCG-303: CORPORATE ACCOUNTING**Time: 3 Hours****Max. Marks: 50****Note: 1. The question paper covering the entire course shall be divided into three sections.****2. The candidates are allowed to use [Non-Scientific] calculator.**

Section-A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section-B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section-C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part I

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

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

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

Part-II

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

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

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-304: CORPORATE LAWS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

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

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

Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building Share Capital – issue, allotment and forfeiture of share, demat of share, transmission of shares, buyback.

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

Part - II

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

Winding up – concept and modes of winding up

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

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-305: FINANCIAL MARKET OPERATIONS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part– I

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

Capital Market : Security market- (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing, Stock exchange – National Stock Exchange and over the Counter exchangers.

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

Part – II

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

Investors Protection:- Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts.

Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI,IIBI, SIDBI, IDFC, EXIM, NABARD & ICICI.

Meaning and benefits of mutual funds, Types, SEBI guidelines.

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

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-306: INTERNATIONAL BUSINESS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part – I

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

International Business Environment: National and foreign environments and their components-economic, cultural and political-legal environments; Global trading environment-recent trends in world trade in goods and services; Trends in India's foreign trade.

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

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

Part – II

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

International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

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

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-307: BUSINESS ENVIRONMENT**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Indian Business Environment: Concept, components, and importance

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

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

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

Part – II

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

Economic Planning in India: Objectives, Strategies and Evaluation of Xth plan and Strategy and priorities of XIth plan. The Current Five Year Plan: Major policies; Resource allocation.

Consumer Rights and Consumerism: Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments. Salient Features of FEMA, Competition Act. Foreign trade policy 2004-09 and 2009-14; Exim Policy during the post reforms in India.

Suggested Readings:

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

Note: Latest edition of text book may be used.

ESL-221: ENVIRONMENTAL STUDIES-I

Theory Lectures: 1½ Hours/ Week
Time: 3 Hours

Max. Marks: 50

Section A (15 Marks): It will consist of five short answer type questions. Candidates will be required to attempt three questions, each question carrying five marks. Answer to any of the questions should not exceed two pages.

Section B (20 Marks): It will consist of four essay type questions. Candidates will be required to attempt two questions, each question carrying ten marks. Answer to any of the questions should not exceed four pages.

Section C (15 Marks): It will consist of two questions. Candidate will be required to attempt one question only. Answer to the question should not exceed 5 pages.

1. The Multidisciplinary Nature of Environmental Studies:

- Definition, scope & its importance.
- Need for public awareness.

2. Natural Resources:

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

3. Ecosystem:

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

4. Social Issues and Environment:

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

References/Books:

- Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
- Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
- Down to Earth, Centre for Science and Environment, New Delhi.
- Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
- Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
- Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
- Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
- Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
- Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar.
- Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.

BCG-401: ENGLISH (COMPULSORY)**Time: 3 Hours****Max. Marks: 50****Text books Prescribed & Course Contents:**

1. *Making Connections* by Kenneth J. Pakenham, 2nd Edn. CUP.
2. *Moments in Time: An Anthology of Poems*, G.N.D.U. Amritsar.
3. *Exploring Grammar in Context* by Ronald Carter, Rebecca Hughes, and Michael McCarthy, CUP.

Course Contents:*Making Connections*: Unit -III & Unit- IV.*Moments in Time*: Poems at serial No.7-12.*Exploring Grammar in Context*: Revision of Sections A- E.**Instructions for the Paper Setter and Distribution of Marks:**

The paper setters should avoid questions of theoretical nature on English Grammar.

The question paper will consist of three sections and distribution of marks will be as under:

Section A: 14Marks

Section B: 24 Marks

Section C: 12 Marks

Section-A:

- I. SEVENTEEN (17) questions on the usage of grammar related to Section A-E of *Exploring Grammar in Context* will be set for the students to answer any FOURTEEN (14) of these questions. (1 x 14=14 Marks)

Section-B:

- II. TWO questions (with sub parts) based on strategies & skill development exercises as given before and after reading essays in Unit-III & Unit-IV of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice. (7x2= 14 Marks)
- III. THREE questions on central idea, theme, tone & style etc. of the poems from the prescribed textbook, *Moments in Time* will be set for the students to attempt any TWO of these questions. (5x2= 10 Marks)

Section-C:

- IV. ONE question (with internal choice) requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus. (1x6=6 Marks)
- V. ONE question based on beyond the reading section at the end of each chapter of the prescribed textbook, *Making Connections* will be set. (1x6= 6 Marks)

BCG-402: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

1. **ਕਾਵਿ ਕੀਰਤੀ** (ਸੰਪਾ. ਹਰਿਭਜਨ ਸਿੰਘ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ (ਇਸ ਪੁਸਤਕ ਦੇ 'ਨਵਗਤੀ' ਭਾਗ ਨੂੰ ਪਾਠ-ਕ੍ਰਮ ਵਿਚ ਸ਼ਾਮਲ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਹਨਾਂ ਭਾਗਾਂ ਵਿਚੋਂ ਪਦਮਾ, ਲੂਣਾ, ਚਿੜੀਆਂ ਦਾ ਚੰਬਾ ਕਵਿਤਾਵਾਂ ਪਾਠ-ਕ੍ਰਮ ਦਾ ਹਿੱਸਾ ਨਹੀਂ ਹਨ। ਇਸਦੇ ਨਾਲ ਹੀ ਤਾਰਾ ਸਿੰਘ ਅਤੇ ਹਰਨਾਮ ਸਿੰਘ ਦੀਆਂ ਸਾਰੀਆਂ ਕਵਿਤਾਵਾਂ ਨੂੰ ਪਾਠ ਕ੍ਰਮ ਵਿਚ ਸ਼ਾਮਲ ਨਹੀਂ ਕੀਤਾ ਗਿਆ।)
2. **ਆਧੁਨਿਕ ਇਕਾਂਗੀ** (ਸੰਪਾ. ਰੋਸ਼ਨ ਲਾਲ ਆਹੂਜਾ ਅਤੇ ਮਨਜੀਤ ਪਾਲ ਕੌਰ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਇਸ ਪੁਸਤਕ ਵਿਚੋਂ 'ਪਰਵਾਨਾ-ਏ-ਆਜ਼ਾਦੀ', 'ਜੁੱਤੀਆਂ ਦਾ ਜੋੜਾ' ਅਤੇ 'ਕੱਚ ਦਾ ਗਜਰਾ' ਇਕਾਂਗੀਆਂ ਪੜ੍ਹਾਈਆਂ ਜਾਣਗੀਆਂ) ।
3. **ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ**
4. **ਵਿਆਕਰਣ**
(ੳ) ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮ
(ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ:

1. ਕਿਸੇ ਇੱਕ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਸੰਦੇਸ਼, ਪ੍ਰਸੰਗਿਕਤਾ (ਦੋ ਵਿਚੋਂ ਇੱਕ) । 15 ਅੰਕ
2. ਕਿਸੇ ਇੱਕ ਇਕਾਂਗੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ (ਦੋ ਵਿਚੋਂ ਇੱਕ) ਜਾਂ ਚਾਰ ਵਿਚੋਂ ਦੋ ਪਾਤਰਾਂ ਦੀ ਪਾਤਰ ਉਸਾਰੀ । 15 ਅੰਕ
3. ਦਫ਼ਤਰੀ ਚਿੱਠੀ-ਪੱਤਰ (ਦੋ ਵਿਚੋਂ ਇੱਕ) । 10 ਅੰਕ
4. ਲੜੀ ਨੰਬਰ ਚਾਰ ਉੱਤੇ ਨਿਰਧਾਰਤ ਵਿਆਕਰਣ ਵਿਚੋਂ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। 10 ਅੰਕ

ਮੁੱਢਲੀ ਪੰਜਾਬੀ
(In lieu of Compulsory Punjabi)

(ਪੰਜਾਬ ਦਾ ਸਾਹਿਤ)

ਪਾਠ-ਕ੍ਰਮ

ਸਮਾਂ : ਤਿੰਨ ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

1. ਪ੍ਰੋ: ਮੋਹਨ ਸਿੰਘ ਦੀ ਕਵਿਤਾ “ਅੰਬੀ ਦਾ ਬੂਟਾ”
ੳ) ਕਵਿਤਾ ਦਾ ਸੰਖੇਪ ਸਾਰ
ਅ) ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ
ੲ) ਕਾਵਿ-ਬੰਦ ਬਾਰੇ ਪ੍ਰਸ਼ਨ
ਸ) ਪੰਜ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ 20 ਅੰਕ

2. ਪ੍ਰਿੰਸੀਪਲ ਤੇਜਾ ਸਿੰਘ ਦਾ ਲੇਖ ‘ਘਰ ਦਾ ਪਿਆਰ’
ੳ) ਲੇਖ ਦਾ ਸੰਖੇਪ ਸਾਰ
ਅ) ਲੇਖ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ
ੲ) ਵਾਰਤਕ-ਪੈਰੇ ਬਾਰੇ ਪ੍ਰਸ਼ਨ
ਸ) ਪੰਜ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ 15 ਅੰਕ

3. ਨਾਨਕ ਸਿੰਘ ਦੀ ਕਹਾਣੀ “ਭੂਆ”
ੳ) ਕਹਾਣੀ ਦਾ ਸੰਖੇਪ ਸਾਰ
ਅ) ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ
ੲ) ਮੁਖ ਪਾਤਰ
ਸ) ਕਹਾਣੀ ਬਾਰੇ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ 15 ਅੰਕ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ:

1. ਪਹਿਲੇ ਯੂਨਿਟ ਵਿੱਚੋਂ 5-5 ਅੰਕਾਂ ਦੇ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰ ਥੀਮ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ। ਪਹਿਲੇ ਦੋ ਥੀਮਜ਼ ਵਿੱਚੋਂ ਪੁੱਛੇ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਘੱਟੋ-ਘੱਟ ਪੰਜ ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ।
2. ਦੂਸਰੇ ਯੂਨਿਟ ਵਿੱਚੋਂ 5-5 ਅੰਕਾਂ ਦੇ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਇਹਨਾਂ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਜ਼ਰੂਰੀ ਹੋਣਗੇ। ਪਹਿਲੇ ਦੋ ਥੀਮਜ਼ ਵਿੱਚੋਂ ਪੁੱਛੇ ਗਏ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਘੱਟੋ-ਘੱਟ ਪੰਜ ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ।
3. ਤੀਸਰੇ ਯੂਨਿਟ ਵਿੱਚੋਂ 5-5 ਅੰਕਾਂ ਦੇ ਚਾਰ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਇਹਨਾਂ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਜ਼ਰੂਰੀ ਹੋਣਗੇ। ਪਹਿਲੇ ਤਿੰਨ ਥੀਮਜ਼ ਵਿੱਚੋਂ ਪੁੱਛੇ ਗਏ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਘੱਟੋ-ਘੱਟ ਪੰਜ ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ।

BCG-403: ENTREPRENEURSHIP AND SMALL BUSINESSES**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Entrepreneurship: Meaning, elements, determinants and importance of entrepreneurship and creative behavior. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship, etc.

Entrepreneurship and Micro, Small and Medium Enterprises. Introduction to Entrepreneur, Entrepreneurship and Enterprise - Importance and relevance of the entrepreneur - Factors influencing entrepreneurship - Pros and Cons of being an entrepreneur - Women entrepreneurs, problems and promotion - Types of Entrepreneurs - Characteristics of a successful entrepreneur - Competency requirement for entrepreneurs - Awareness of self competency and its development

Small Scale Industries - Small scale industries/ Tiny industries/Ancillary industries/ Cottage Industries – definition, meaning, product range, capital investment, ownership patterns - Importance and role played by SSI in the development of the Indian economy - Problems faced by SSI's and the steps taken to solve the problems - Policies governing SSI's.

Part - II

Starting a Small Industry -Understanding a business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection - An overview of the steps involved in starting a business venture – location, clearances and permits required, formalities, licensing and registration procedures - Assessment of the market for the proposed project - Importance of financial, technical and social feasibility of the project.

Preparing the Business Plan (BP) – Business Plan- Meaning and importance, Typical BP format covering financial, marketing, human resource, technical and social aspects- Preparation of BP - Common pitfalls to be avoided in preparation of a BP

Implementation of the project - Financial assistance through SFC's, SIDBI, Commercial Banks, Financial incentives for SSI's, and Tax Concessions - Assistance for obtaining raw material , machinery, land and building and technical assistance

Sickness in SSI's - Meaning and definition of a sick industry - Causes of industrial sickness Preventive and remedial measures for sick industries

Suggested Readings:

1. Dollinger M. J., “Entrepreneurship – Strategies and Resources”, (2008), Marsh Publications.
2. Pareek, U., and Rao, T. V., eds., “Developing Entrepreneurship: Handbook”, 1978, Indian Institute of Management (IIM), Ahmedabad.
3. Sharma S.V.S., “Entrepreneurial Development-SIET's Experience in Developing Entrepreneurship: Issues and Problems”, (1980), Small Industries Development Training Institute, Hyderabad.
4. Srivastava, S.B., “A Practical Guide to Industrial Entrepreneurs”, 1980, Sultan Chand & Sons, New Delhi.
5. Kumar, A. et al., Entrepreneurial Development, New Age International Publisher, New Delhi.
6. Murthy, CSV, “Small Scale Industries and Entrepreneurial Development”, 2010, Himalaya Publishing House Pvt Ltd, New Delhi.
7. Desai, V., “Management of Small Scale Industry”, (1992), Himalaya Publishing House Pvt Ltd, New Delhi.

Note: Latest edition of text book may be used.

BCG-404: INDUSTRIAL LAWS**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

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

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

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

Part – II

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

WORKMEN'S COMPENSATION ACT, 1923: A brief study of the provisions to compensation of workman.

Suggested Readings:

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

Note: Latest edition of text book may be used.

BCG-405: INSURANCE AND RISK MANAGEMENT**Time: 3 Hours****Max. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.**

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

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

Role of Insurance intermediaries in emerging markets – Agency regulation – Prerequisites – Training procedures for becoming an agent – Remuneration and other benefits – Agency commission structures – Functions of an agent.

Pricing of insurance products – Impact of legislation(IRDA) and competition on pricing – Taxation and policies – Market related policies – Cost consciousness – Accounting practices – Scale of operations – Factors having impact on the demand for insurance

Part – II

Risk and risk management process – Concept of risk – risk vs. uncertainty – types of risks - risk identification - evaluation - risk management objectives - selecting and implementing risk management techniques.

Commercial risk management applications - property - liability-commercial property insurance different policies and contracts - business liability and risk management insurance - workers' compensation and risk financing.

Personal risk management applications - property - liability-risk management for auto owners - risk management for homeowners.

Risk management applications-loss of life-loss of health - retirement planning and annuities - employee benefits - financial and estate planning.

Suggested Readings:

1. Black K. Jr., Skipper. H. D. Jr, "Life and Health Insurance", 2000, Upper Saddle River, NJ, Pearson Education.
2. Palande P.S., Shah R.S. and Lunawat M.L., "Insurance in India", 2007, Response Books, Sage Publications Ltd.
3. Gupta, P.K., "Insurance and Risk Management", 2005, Himalaya Publishing House, New Delhi.
4. Holyoake J. & Weiper B., "Insurance", CIB Publications, Delhi.
5. Ganguly A., "Insurance Management", 2002, New Age Publications, New Delhi.
6. Rejda, George E: "Principles of Risk Management and Insurance", 2005, Pearson Education India.
7. Heins W., "Risk Management and Insurance", Seventh Edition, McGraw Hill Pub.

Note: Latest edition of text book may be used.

BCG-406: INDIAN ECONOMY**Time: 3 Hours****Max. Marks: 50**

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

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part - I

Meaning and Characteristics of underdevelopment - salient features of Indian Economy - factors responsible for development - development as distinct from growth - a comparison between Indian and other developing economies like China, Pakistan, Taiwan, Korea will give a better idea of development.

Planning in India - meaning, process, and approaches. Five Year Plans- Objectives in general and targets and performance.

Agricultural role in Indian Economy (Contribution to GNP, employment, etc.,) Problems of low productivity - Land Reforms - need and scope. The food problem and Green Revolution; Mechanisation - desirability and feasibility.

Part – II

Agricultural Marketing - Regulated Markets - warehousing - Role of Agricultural Prices commission (APC) - Procurement Policy - Buffer - Stock - Dual Pricing - Role of FCI. Agricultural Credit: Need and Sources.

Industry - importance - Role of Small Scale Industry - some large scale industries (Iron & Steel, Cotton, Textiles, Sugar, Jute, Petro-chemicals, Tea, etc.) Industrial Sickness - causes and measures; Industrial Policy Resolutions (of 1956, 1985 & 1991)

Suggested Readings:

1. Rudar Datt, Sundaram, K.P.M., "Indian Economy", 2012, S. Chand & Co., New Delhi
2. Jhingan, M.L. "The Economics of Development & Planning", 22nd Revised Edition, Konark Publications, New Delhi.
3. Sankaran S, "Indian Economy: Problems, Policies and Development", 1994, Margham Publication, Chennai.
4. RBI Bulletin, Primit Chaudhury, The Indian Economy, Poverty and Development, Vikas Publishing House, New Delhi.
5. Velayutham, "Foreign Trade, Theory & Practice", S. Chand & Co., New Delhi.

Note: Latest edition of text book may be used.

ESL-222: ENVIRONMENTAL STUDIES-II**Theory Lectures: 1½ Hours/ Week****Max. Marks: 50****Time: 3 Hours**

Section A (15 Marks): It will consist of five short answer type questions. Candidates will be required to attempt three questions, each question carrying five marks. Answer to any of the questions should not exceed two pages.

Section B (20 Marks) : It will consist of four essay type questions. Candidates will be required to attempt two questions, each question carrying ten marks. Answer to any of the questions should not exceed four pages.

Section. C (15 Marks): It will consist of two questions. Candidate will be required to attempt one question only. Answer to the question should not exceed 5 pages.

1. Biodiversity and its Conservation:

- Definition: Genetic, species and ecosystem diversity.
- Biogeographical classification of India.
- Value of Biodiversity: Consumptive use; productive use, social, ethical, aesthetic and option values.
- Biodiversity of global, National and local levels.
- India as mega-diversity nation.
- Hot-spots of biodiversity.
- Threats to Biodiversity: Habitat loss, poaching of wild life, man wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of Biodiversity: In situ and Ex-situ conservation of biodiversity.

2. 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 Hazards
 - h) Electronic Waste
- Solid Waste Management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster Management: Floods, Earthquake, Cyclone and Landslides.

3. Human Population and the Environment

- Population growth, variation among nations.
- Population explosion-Family welfare programme.
- Environment and human health.
- Human rights.
- Value education.
- HIV/AIDS.
- Women and child welfare.
- Role of information technology in environment and human health.
- Case studies.
- **Road Safety Rules & Regulations:** Use of Safety Devices while Driving, Do's and Don'ts while Driving, Role of Citizens or Public Participation, Responsibilities of Public under Motor Vehicle Act, 1988, General Traffic Signs.
- **Accident & First Aid:** First Aid to Road Accident Victims, Calling Patrolling Police & Ambulance.

4. Field Visits:

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

Note: In this section the students will be required to visit and write on the environment of an area/ecosystem/village industry/disaster/mine/dam/agriculture field/waste management/hospital etc. with its salient features, limitations, their implications and suggestion for improvement.

References/Books:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Down to Earth, Centre for Science and Environment, New Delhi.
4. Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
6. Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
8. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
9. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar.
10. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.

**B.Com. (Honours) (Semester III & IV)
(Two Years Course)**

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

Each paper shall carry 50 marks. Total Marks will be 200.

Group-I: Banking

Paper 1: Banking and Financial System

Paper 2: Electronic Banking and Risk Management

*Paper 3: Accounting for Bankers

*Paper 4: Bank Marketing

Group II: Project and Production Management

Paper 1: Production Management

Paper 2: Quality Management

*Paper 3: Project Evaluation & Management

*Paper 4: Logistics & Supply Chain Management

Group-III: Insurance

Paper 1: Principles and Practice of Life Insurance

Paper 2: Principles and Practice of General Insurance

*Paper 3: Accounting for Insurers

*Paper 4: Insurance Marketing

Group-IV: International Business

Paper 1: Management of International Business Operations

Paper 2: India's Foreign Trade

*Paper 3: International Financial Management

*Paper 4: International Marketing

***Note:- Syllabus for these papers are to be finalized in the Session 2014-15.**

Group I: BANKING**Paper-I: Banking and Financial System****Time: 3 Hours****Max. Marks: 50**

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

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

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

Modern Commercial Banking: Role and functions of banks, structure of banking in India, regulatory framework.

Opening of accounts for various types of customers - minors - joint account holders - HUF - firms - companies - trusts - societies - Govt. and public bodies Importance of Anti Money Laundering.

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

PART – II

Payment and collection of Cheque - duties and responsibilities of paying and collecting, banker-protection available to paying and collecting banker under NI Act - endorsements - forged instruments - bouncing of cheques and their implications.

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

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

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

Suggested Readings:

1. Paul and Suresh, "*Management of Banking and Financial Services*", 2007, Pearson education.
2. Sunderam and Varshney, "*Banking Theory Law and Practices*", 2004, Sultan Chand and Sons Publisher.
3. Joshi, Vasant and Joshi, Vinay, "*Managing Indian Banks: challenging Ahead*", 2nd edition, Sage Publications.
4. Varshney, P.N, "*Banking Law and Practice*", 24th edition (2012), Sultan Chand and Sons
5. Desai, Vasant, "*Banks and institutional management*", 2008, Himalaya Publications.
6. Gurusamy, S., "*Banking Theory: Law and Practice*"; 2nd edition (2009), Tata McGraw Hill
7. Sundharam, KPM, "*Money Banking and International Trade*", 2002, Sultan Chand and Sons.
8. Bedi H. L. and Hardikar V. K., "*Practical Banking Advances*", 2001, UBSPD Publishers and Distributers.
9. Bhole, L.M., "*Financial Institutions and Markets*", 5th edition (2009), Tata McGraw Hill.
10. Khan, M.Y., "*Indian Financial System: Theory and Practices*", 4th edition (2004), Tata McGraw Hill.
11. Mishkin, Frederic S., "*The Economics of Money, Banking, and Financial Markets*", 10th edition (2012), Pearson college Division.

Group I: BANKING**Paper-II: Electronic Banking and Risk Management****Time: 3 Hours****Max. Marks: 50**

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

Electronic Banking- Core Banking -Electronic products

On line Banking – facilities provided and security issues, cheque truncation, microfiche,

Phone and mobile banking

Electronic funds transfer systems - plain messages (Telex or data communication) - structured messages (SWIFT, etc...) - RTGS

Information Technology - Current trends - Banknet, RBI net, Datanet, Nicnet, I-net, Internet, E-mail, etc.- Role and uses of technology up gradation - Global developments in Banking technology

Impact of Technology on Banks - effect on customers and service quality - Computer Audit -

Information System Audit. Information System Security and Disaster Management.

PART - II

Risk Management: Types of risks in banks, Risk Management Frame work in Banks: Enterprise –wide Risk Management in Banks; Elements of Risk Management Frame work; Systematic Risk Management in Banks; Different Measures of measuring Risks; risk management – process and techniques for assessment and management.

Asset- liability management in banks, Role of RBI

Suggested Readings:

1. Marrison, Christopher Ian, “*The fundamentals of risk measurement*”, 2002, New York: McGraw Hill.
2. Marshall, Christopher Lee, “*Measuring and managing operational risks in financial institutions: tools, techniques, and other resources*”, 2001, Singapore, New York: John Wiley.
3. MacDonald and Koch, “*Management of Banking*”, 7th edition (2010), Thomson, London.
4. Bidani, S.N., “*Banking Risks*”, 2010, Vision Books.
5. Joshi, V.C. and Joshi, V.V., “*Managing Indian Banks*”, 3rd edition (2009), Sage Publications.
6. Bhattacharya, K.M., “*Risk Management in Banks*”, 2006, Himalaya Publications.

Group II: Project and Production Management**PAPER-I: Production Management****Time: 3 Hours****Max. Marks: 50**

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

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

Production processes, service operations.

Design of production system

Facility location and facility layout

Capacity planning and management

PART II

Design of work systems

Production planning and control

Production scheduling – sequencing, network analysis.

Material management – material planning and control, Purchase management, Store management

Inventory management – fundamentals, inventory cost, Inventory control systems, Use of IT.

Supply chain management and enterprise resource planning

Maintenance management

Management of safety in a factory.

Suggested Readings:

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

Group II: Project and production Management
PAPER-II: Quality Management

Time: 3 Hours

Max. Marks: 50

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

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

Business Process reengineering

Quality systems – fundamentals, organizing and implementation of quality systems

Tools and techniques of quality management

Control Charts for SQC: Statistical Quality Control (SQC).

Six Sigma: Concepts, Steps and Tools.

PART II

Quality Function Deployment, QFD example.

Total Quality Management perspective, methodologies and procedures; Roadmap to **TQM**, ISO 9000, KAIZEN, Quality Circles, Quality Models for organizational excellence.

Benchmarking, Taguchi method, Pareto Analysis, Pokka Yoke (Mistake Proofing).

Other Factors in Quality: Human Factors such as attitude and errors. Material-Quality, Quality circles, Quality in sales & service.

Information technology and Quality management

Suggested Readings:

1. Mitra A., “*Fundamentals of Quality Control and Improvement*”, 3rd edition (2012), John Wiley & Sons.
2. J Evans and W Linsay, “*The Management and Control of Quality*”, 6th Edition (2005), Thomson.
3. Besterfield, D. H.; Besterfield, G.H.; Besterfield, Carol; Besterfield M.; Urdhwareshe, H.; Urdhwareshe R., “*Total Quality Management*”, 3rd Edition (2011), Pearson Education.
4. Besterfield, D H, “*Quality control*”, 8th edition (2009), Prentice Hall.
5. Bhat, K.S., “*Quality Management*”, 2009, Himalaya Publishing

GROUP-III: INSURANCE
PAPER-I: Principles and Practice of Life insurance

Time: 3 Hours**Max. Marks: 50**

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

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

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

Plans/Policies of Life insurance: Different types of life insurance plans - Term Plan - Endowment Plan - Money Back Insurance Plan - Whole-Life Insurance Plan - Unit Linked Insurance Plans (ULIPs) - Joint Life Insurance Plans - Child Insurance Plans - Rider benefits.- Industrial life insurance – Group insurance- Keyman insurance - Health insurance and its types.

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

PART-II

Policy Documents: Importance of a policy document - Format of a policy document - Policy schedule and its various components - Conditions and privileges in a policy document - Duplicate policies.

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

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

Suggested Readings:

1. Periasamy, P., "*Principles and Practice of Insurance*", 2010, Himalaya Publication.
2. Gupta, P.K., "*Insurance and Risk Management*", 2010, Himalaya Publication.
3. Sahoo, S.C. and Das, S.C., "*Insurance Management*", 2010, Himalaya Publication.
4. Kotreshwar, G., "*Risk Management- Insurance and Derivatives*", 2005, Himalaya Publishing House.
5. Gopal Krishan, G., "*Insurance Principles and Practice*", 1994, Sterling Publishers, New Delhi.
6. Gupta, P.K., "*Fundamentals of Insurance*", 2nd edition (2011), Himalaya Publications.
7. Niehaus, Harrington, "*Risk Management and Insurance*", 2007, Tata McGraw-Hill

GROUP-III: INSURANCE
PAPER-II: Principles and Practice of General insurance

Time: 3 Hours

Max. Marks: 50

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

Risk mitigation Through General Insurance: Risks faced by the owner of assets – exposure to perils – nature of general insurance, general insurance industry in India.

Insurance Forms: Proposal Forms, Cover Notes, Certificate of Insurance, Policy Forms, Endorsements, Interpretation of policies, Co-insurance, Standard policies.

Fire & Marine Insurance Coverages: Fire insurance coverages – Marine insurance coverages – Types of Marine insurance policies, - Duty & increased value insurance - Reinsurance recoveries- functions of salvage association and functions of cargo surveyors.

Motor Insurance: Comprehensive Policy for private cars Loss on damage - Liability to third parties, Medical expenses - General exception - Conditions - No claims bonus - Transfer of interest - The schedule comprehensive policies on commercial vehicles comprehensive policies on Motor cycle

PART II

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

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

Underwriting: Objectives and approach – Underwriting policy – Reinsurance.

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

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

Suggested Readings:

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

GROUP-IV: INTERNATIONAL BUSINESS
PAPER-I: Management of International Business Operations

Time: 3 Hours

Max. Marks: 50

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

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

Cultural contacts of global management, Understanding the role of culture – communicating across cultures, cross cultural negotiations and decision making.

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

Mergers and acquisitions, Indian companies going global.

PART II

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

Social Responsibilities and Ethics, MNE Social Responsibilities, Efficiencies, Perspectives, Ethics, Technological Perspective, Foreign Corrupt Practices Act

Competitive Strategy and the International Business Environment. Designing Organizations for International Environments

Suggested Readings:

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

GROUP-IV: INTERNATIONAL BUSINESS
PAPER-II: Indian Foreign Trade

Time: 3 Hours

Max. Marks: 50

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

Section–A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section–B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section–C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7,8 and 9 will be set by the examiner from part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

Foreign Trade, Instruments of foreign trade, Import/export control, Exchange control in India, import finance (documentary credit), export financing,

Regulatory framework for export/ import operations. Export promotion incentives, import/export guarantees, Foreign remittances, technology transfer.

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

International monetary systems. International finance.

PART II

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

Strategies of international business,

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

Suggested readings:

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

B.Com. (Pass & Hons.) Part-III

SCHEME OF STUDIES
Part-III

Sr. No.	Subject			Maximum Marks	No. of Lecturers (L) & Tutorials (T)	
		Theory	Practical		L	T
I.	English (Compulsory)	100	-	100	6	-
II.	Punjabi (Compulsory) OR Punjab History and Culture	100	-	100	6	-
III.	Banking Theory & Practice	100	-	100	6	2
IV.	Income Tax Law & Practice	100	-	100	6	2
V.	Management Accounting and Business Finance	100	-	100	6	2
VI.	Indian Economic Problems	100	-	100	6	-
VII.	Any <i>one</i> of the following options:	100	-			
	Opt. I: Material Management	100	-	100	6	-
	Opt. II: Sales & Retail Management	100	-	100	6	-
	Opt. III: Operations Research	100	-	100	6	2
	Opt. IV: Office Management and Secretarial Practice	100	-	100	6	-
	Opt. V: Foreign Exchange Management	100	-	100	6	-
	Opt. VI: Typing and Shorthand	70	30	100	6	-
	Opt. VII: Indirect Tax Laws	80	20	100		
VIII.	Viva-Voce			50	-	-

ENGLISH (COMPULSORY)**Time: 3 Hours****Max. Marks: 100****Text Prescribed:**

1. **Arther Miller**, All my sons.
2. **Poems of Nature and Culture**, Guru Nanak Dev University, Amritsar.

The following poems are excluded:

1. Stanzas Written in Dejection Near Naples by P.B. Shelley
2. Words by W.B. Yeats
3. Piano by D.H. Lawrence
4. La Figlia Che Piange by T.S. Eliot
5. Funeral Blues by W.H. Auden
6. The Express by Stephen Spender
7. Do Not Go Gentle into That Good Night By Dylan Thomas
8. The Thought-Fox by Ted Hughes
9. Night of Scorpion by Nissim Ezekiel
10. Honeymoon Flight

3. **Murphy's English Grammar (Raymond Murphy)**, 3rd Edition, CUP, 2004, Rept. 2005 (Units: 92-97, 113-145).

Instructions for the paper setter/examiner:

Note: The Question Paper will consist of three sections and the distribution of marks will be as follows:

Section A: 20 Marks**Section B: 48 Marks****Section C: 32 Marks**

Section-A: It will consist of ten (10) questions on usage of Grammar related to units 92-97, 113-145 of **Murphy's English Grammar (Raymond Murphy)**, 3rd Edition, CUP, 2004, Rept. 2005. Each question will carry two (2) marks. All questions will be compulsory.

Section-B: It will consist of eleven (11) questions. Students will be required to attempt eight (08) questions. Each question will carry six (6) marks. The total marks for this section will be 48 Marks.

Eight (08) questions (Q.I-VIII) will be set from the two literary texts (four from the Plays and four from Poems). The questions on literary texts will include two reference to context questions on the play and the poems. The students will be required to attempt any five (5) choosing atleast two (2) questions from each prescribed text. The questions (Q.I to VIII) from literary texts will be answered in about 15 lines each.

The questions (IX-XI) set on vocabulary and composition will be compulsory.

Question IX will be set on vocabulary introduced in the two prescribed texts. The question should test meaning and usage of items glossed in the texts.

Question X will be Precis Making.

Question XI will be Comprehension of an unseen prose passage. Three short answer questions of 2 marks each shall be set on the given passage.

Section-C: It will consist of 4 questions, each carrying 8 marks. Total marks for this section will be 32 Marks.

Questions I and II will be set from the prescribed Play and Poems respectively. Each question will have internal choice and has to be answered in not more than 300 words.

Question III will be Essay writing. The examiner will give 4 topics relating to current affairs and the students will be required to write an essay of about 300 words on any of them.

Question IV will relate to business writing like resume writing, business letters, report writing etc. The examiner may offer internal choice between different writing tasks.

Suggested Reading:

Oxford Guide to Effective Writing and Speaking by John Seely.

PUNJAB HISTORY AND CULTURE (1849-1970)
(Special paper in lieu of Punjabi Compulsory)

Time: 3 Hours**Max. Marks: 100****Total Teaching periods: 75****Note: Instructions for the Paper Setters.****Each question paper shall consist of two sections viz A and B as under:**

Section A: The examiner shall set 10 questions and the candidates will attempt any 7 questions carrying 4 marks each. Answer to each question shall be in 10 to 15 sentences. The total weightage of this section shall be 28 marks.

Section B: The examiner shall set 8 questions which cover the entire syllabus. The candidates shall attempt any 4 questions in atleast 5 pages each. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

1. The early British Administration.
2. British Policies towards Agriculture, Industry, Trade and Commerce.
3. Spread of Modern Education in the Punjab.
4. Socio-Religious Reform Movements: Arya Samaj, Singh Sabha and Ahmadiyas.
5. Growth of political consciousness in the Punjab upto 1907.
6. Struggle against the raj with special reference to Ghadar movement, Jallianwala Bagh Tragedy, Gurdwara Reform Movement, Non cooperation and Civil Disobedience Movement.
7. Towards Independence and Partition 1940-1947.
8. Eminent Freedom fighters of the Punjab—Lajpat Rai, Sohan Singh Bhakna, Kartar Singh Sarabha, Udham Singh, Saifuddin Kitchlew, Kharak Singh and Bhagat Singh.
9. Great writers of the Punjab—Bhai Vir Singh, Mohammed Iqbal, Puran Singh, Ishwar Chander Nanda, Dhani Ram Chatrik and Mohan Singh.
10. Achievements of the Punjab Since 1947. Development of Agriculture (Green Revolution), Irrigation.
11. Development of Industry, Transport and education.
12. Formation of Punjabi Suba.

Suggested Readings:

1. Fauja Singh (Ed.): *History and Culture of the Punjab*, Part-III, Patiala, 1987.
2. G.S. Chhabra: *The Advanced History of the Punjab*, Vol-II.
3. Khushwant Singh: *A History of the Sikhs*, Vol.11, 1839-1988, Delhi,1991.
4. Fauja Singh: *Eminent Freedom Fighters of Punjab*, Patiala, 1972.

PAPER-III: BANKING THEORY & PRACTICE**Time: 3 Hours****Max. Marks: 100****Instructions for the Paper Setters:**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks. The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks. The total weightage of this section shall be 40 marks.

Part-I

Commercial Banks—meaning, evolution, nature, types, functions, importance and services provided by commercial banks. Central Banks—meaning and functions, Techniques of credit controls. Credit creation Negotiable Instruments—Cheques, bills of exchange and promissory notes, endorsements, collection of cheques and bills. Knowledge of main provision of the Negotiable Instrument Act, Loans and Advances, Guarantees and Indemnities.

Part-II

- * Liberalisation of Banking Sector in India.
- * Narsimham Committee Report Part-I and II
- * Implementation Status of the Report.
- * Assets Classification
- * Capital Adequacy
- * Non Performing Assets
- * Multicity & MICR Cheques
- * Regulatory Framework Governing Banks in India
- * Mergers and Acquisitions in Banking Sector
- * Innovations in Banking: Internet banking, E-Banking, Mobile Banking, Wholesale and Retail banking, Universal and Narrow banking, Off shore banking.
- * Multicity & MICR Cheques

Note: It is Mandatory for the students to get exposure of working of Banking System, practically by visiting atleast 2 or 3 times during the academic session.

Recommended Books:

1. Banking Law & Practice: Varshney P.N.
2. Practice & Law in Banking: Surya H.R.
3. Principles & Practice of Bank Mgt.: P. Subha.
4. M.H. De Kock: Central Banking.
5. C.R. Basu: Central Banking in a Planned Economy.
6. Sundharam & Varshney: Banking Theory, Law & Practice.
7. Tannan's Banking: Law and Practice in India.
8. Maheshwari and Paul, R.R.: Banking Theory and Law & Practice.
9. Dr. K.N. Prasad and T. Chandradass: Banking and Financial System.
10. L.M. Bhole: Financial Institution and Market.
11. Mechiraju: Indian Financial System.
12. Reserve Bank of India Bulletins.
13. Madhu Vij: Management of Financial Institutions in India.
14. www.rbi.org.in
15. www.irda.org

PAPER-IV: INCOME TAX LAW AND PRACTICE**Time: 3 Hours****Max. Marks: 100****Note:**

1. **Atleast 50% of the questions to be set in Section B & Section C should be numericals.**
2. **The question paper covering the entire course shall be divided into three sections as follows:**

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Income tax—Definition, distinction between Capital and Revenue Basis of Charge (Residential Status), Incidence of Tax, Exempted Income, computation of Income from salaries and House property.

Income from Business and Profession, Capital Gains, Income from other sources. Depreciation, carry forward and set-off of losses, Income of other persons to be included in Assessee's total Income. Deduction of Gross Total income.

PART-II

Computation of total Income in Regard to Income of Individuals, HUF and Partnership firm.

Advance payment of Tax, deduction of tax at Source, Income tax Authorities and Administration of the Act. Assessment Procedure, Appeals, refunds and Penalties.

Suggested Readings:

- | | |
|--------------------------------|--|
| 1. H.C. Mehrotra: | Income Tax Law and Practice |
| 2. Mahesh Chander: | Income Tax Law and Practice |
| 3. Bhagwati Prasad: | Income Tax Law and Practice |
| 4. Girish Ahuja: | Direct Tax |
| 5. Gaur & Narang: | Income Tax Law |
| 6. Vinod K. Singhania: | Student Guide in Income-tax. |
| 7. Bhalla G.S. & Bhalla Bindu: | Individual Income Taxation Salaried vs. Business class
some aspects Sharma Publications Jalandhar-2003. |

PAPER-V: MANAGEMENT ACCOUNTING & BUSINESS FINANCE**Time: 3 Hours****Max. Marks: 100****Note:**

1. **Atleast 50% of the questions to be set in Section B & Section C should be numericals.**
2. **The question paper covering the entire course shall be divided into three sections as follows:**

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Meaning of Business Finance, Aims and scope of finance function, Financial Planning. Sources of Company Finance-Long Term and Short Term, SEBI Guidelines for raising company Finance, Dividend Policy (Excluding Models).

Capital Budgeting, Planning of Capital expenditure, evaluation of projects (excluding risk and uncertainty), Introduction to Accounting for Price Level Changes Responsibility accounting: concept, steps in responsibility accounting and; advantages of responsibility Accounting. Cost of capital working capital-types, estimation-factor determining working-capital requirements.

PART-II

Origin, Concept, nature and scope of Management Accounting. Distinction between management accounting and financial Accounting Nature, Importance and Limitations of financial statements. Tools of Financial Analysis; Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios). Trend Analysis common size financial statements and comparative financial statements.

Funds Flows Analysis, Cash Flow Analysis as per As-3, Reporting to Management; Importance Needs, Types, Requirements of good report preparation of a report including prewriting and form of final draft. Corporate Reporting-Contents of Annual Reports of Indian Companies.

Suggested Readings:

- | | |
|---------------------------------|--|
| 1. Srivastava, R.M.: | Essentials of Business finance |
| 2. Upadhyay, K.M.: | Financial Management. |
| 3. Manmohan & Goel: | Principles and Practice of Management Accounting |
| 4. Khan, M.Y. and Jain, P.K.: | Management Accounting |
| 5. Ravi M. Kishore: | Management Accounting |
| 6. Sashi Gupta and R.K. Sharma: | Management Accounting |

PAPER-VI: INDIAN ECONOMIC PROBLEMS**Time: 3 Hours****Max. Marks: 100**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Indian Economy: Nature of Indian Economy, The need for Economic Development, causes of under development, determinates of development National Income of India-estimates, Inter-regional variations of national income.

Human Resources: Demographic: Features of Indian population, size and growth of population and economic development. Problem of over population, Population policy.

Agriculture: Feature-Agricultural productivity and income, Irrigation, Land tenures and techniques of cultivation: Rural indebtedness; Agricultural marketing and prices. Agricultural finance and Agricultural policy.

PART-II

Industries: Growth and problems of major industries-Iron and Steel, Cotton Textiles, Cement, Sugar and Petroleum. Industrial policy, Small scale industries-Problems and policy.

Transport: An elementary exposure, growth and problems of Indian Railways, Road Transport, air and water transport.

Indian Public Finance: Indian Finance System. Taxation structure, Mobilisation of resources for development, Taxation and Fiscal policy.

Economic Planning: Importance of planning for Economic development. Salient features of India's five years plans priorities-target achievements, failure factors affecting successful implementations of plans.

Suggested Readings:

1. A.N. Agarwal: Indian Economy
2. K.P.M. Sundhram: Indian Economy

PAPER-VII: OPT-(I) MATERIAL MANAGEMENT**Time: 3 Hours****Max. Marks: 100****Note: The question paper covering the entire course shall be divided into three sections as follows:****Section A:** This will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.**Section B:** This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.**Section C:** This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.**PART-I****Material Management:** Nature, Scope, Definition, Benefits and Objectives, Materials Plannings, An Integrated system, Approach organisation for Materials Management, Forecasting.**Purchasing Management:** Functions of purchasing, organisation for purchasing quality determination and control, Selecting sources of supply Vender Rating, Price determination contracts purchase timing.**Purchasing Management-2:** Purchase of Capital equipment and replacement make-but decisions. Buyer-seller negotiations. Import Purchasing. Government purchasing.**Value Analysis:** Value engineering cost reduction. Information phase, Function Phase, speculation phase, analytical phase, Brain Storming sessions.**PART-II****Inventory Management:** Inventories defined, Types of Inventories, objectives of inventory control. Inventory Costs. Inventories classification ABC, VED, FSM, Inventory models. Economic order quantity, Replenishment system, fix quantity variable Quantity system (P.Q. system), Inventory performance measurement. Quantity Discounts, Economic Batch Size.**Stores Management:** Definition, Functions of Stores, organisation, for stores-Receiving section, Inspection Quality control.**Classification and Codification of Materials:** Stock Verification of Stores, Accounting and adjustments of discrepancies. Material Movement-handling Equipment, storing equipment. Layout and Location of stores. Storage and preservation methods. Theft, malpractices and loss.**Suggested Readings:**

- | | | |
|----|--|--|
| 1. | Anil K. Datta: | Integrated Material Management. A Functional Approach. |
| 2. | J.H. Westing, I.V. Fine & Gray J. Zenz | Purchasing Management Materials in Motion. |
| 3. | N.S.Sandilya & V. Gopala Krishnan | Inventory Management-Text and Cases. |
| 4. | Buchan and Koonigsberg: | Scientific Inventory Management |
| 5. | Lamer Lee Jr. Lonald W. Lobler: | Purchasing and Materials Management Text and Cases. |

PAPER-VII: OPT-(II) SALES AND RETAIL MANAGEMENT**Time: 3 Hours****Max. Marks: 100**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Nature of Sales management. Objectives of sales Management functions of Sales manager. Analysis of Market potential. Sales forecasting. Evaluation of different methods of sales forecasts. Sales organisation—purpose, structure and functions, Basic type of organisation structure. Department of Sales organisation.

Sales-force management, Sales Job analysis & specification Source of Sales-Force recruitment Selection. Training and compensation of Salesman. Motivation of Salesman-Methods of motivation. Determining sales policies. Product policies. Distribution Policies and pricing policies.

Sales Budget and Quotas-Purpose of Sales Budget and Quotas. Sales control and cost analysis. Sales promotion and Advertising-Definition and functions. Methods of promotion files. Advertising Advantages and classification of media selection of right types of medium. Psychology of advertising. Elements of an Advertisement.

PART-II

Retailing, its framework and environment and retailing as a career, retail Institutions. Understanding consumer behaviours and Marketing research.

Choosing location : Trade Area analysis and Site selection, Merchandise Planning management including layout and window display.

Printing and other policies in retailing, integrating and controlling the retail strategy.

Suggested Readings:

1. Stan, Kessen: Creative Selling Today.
2. Charles, A. Krik Patrick and Frederic A.: Russ-Effective Selling
3. Richard R.: Still Sales management Decisions, Strategies and Cases.
4. Danny R. Arnoi, Luis M. Capella and Garry D. Smith: Strategic Retail Management.
5. Raymond A Marquardt, James C.: Retail Management Satisfaction of Consumer Needs.
6. Makens and Robert G. Foe
7. Masor, K. Mayer: Modern Retailing Theory and Practice.

PAPER-VII: OPTION-(III) OPERATIONS RESEARCH**Time: 3 Hours****Max. Marks: 100****Note:**

1. **Atleast 50% of the questions to be set in Section B & Section C should be numericals.**
2. **The question paper covering the entire course shall be divided into three sections as follows:**

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Operations Research: Meaning, significance and scope. Introduction to linear programming, formation of Linear Programming Problem, Graphical method Simplex Method, two Phase Simplex Method. Duality in Linear Programming, Definition of Dual Problem, general rules of converting primal into its dual. Transportation Problem, Assignment Problem, Replacement Models.

Inventory-Types, Nature and classification Economic lotsize models, quantity discounts.

PART-II

CPM/PERT-Basic concepts of Network Models, Preparation of the Network diagram, project duration and critical path, probability of Project completion. Project Crashing.

Games Theory: Two persons zero sum games, pure strategies, mixed strategies, Dominance. Sequencing problems: Introduction Classification of sequencing problems, processing N Jobs through two, three and M Machines including graphic method.

Suggested Readings:

- | | |
|-----------------------|---|
| 1. V.K. Kapoor: | Operation Research |
| 2. N.D. Vohra: | Quantitative Techniques in Management |
| 3. Narinder K. Sethi: | Operation Management |
| 4. Gordon/Pressman: | Quantitative Decision Making for Business |
| 5. C.P. Kothari: | Quantitative Methods |
| 6. Barry Shore: | Quantitative Method for Research |

Paper-VII: OPT. (IV) OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**Time: 3 Hours****Max. Marks: 100**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

The modern concept of office work: Role and importance of the office and its relation with other functions. The role, status of functions of the office manager.

Office location and building layout and space management furniture and equipment : Physical and Psychological factors in office. Location colour, light, noise and air-conditioning. Safety office stationary and supplies; office reproduction services, filing and records management. Handling of incoming and outgoing mail, office communication; office manager and Business information system. Data collection and processing including computer functions and applications: Mechanisation and automation in the office.

Organising an office: determining the formal office organisation ways of dividing work, individual content, job specialisation, work division arrangement-serial, parallel or unit assembly.

Selection, training and compensation of office employees. Effective supervision of office activities.

PART-II

Importance of systems and procedures in managing office works systems and procedures analysis organising for procedures improvement. Forms design and control : Methods analysis; work measurement and work standards; office work simplification; Quality and Quantity control office Manual. Conduct of organisation and methods (M) assignment.

Cash accounting and procedures in Government office: An outline of Central service Rules and Financial Rules and Procedures. Office costs and Budgets.

The position of the company secretary in the organizational structure of a company. Qualifications and appointment. Duties & Liabilities of company secretary; Law; Practice and procedures improvement, relating to formation of a company issue of shares and debentures, meeting with special reference to company meetings.

Resolutions, notices, agendas, minutes, including both principles and drafting. Company correspondence, drafting of reports.

Suggested Readings:

1. George Ferry: Office Management and Control.
2. Nafees Baig: Office Organisation and Management
3. M.C. Kuchhal: Secretarial Practice
4. S.S. Gulshans & M.C. Shukla: Secretary Practice.

Paper-VII: Opt. (V) FOREIGN EXCHANGE MANAGEMENT**Time: 3 Hours****Max. Marks: 100**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Meaning and problem of foreign exchange: The foreign exchange market.

Theories of Foreign Exchange Rate. Meaning, Types and their determination. Fluctuations in Exchange Rates-Causes and consequences.

PART-II

Quotations of Exchange Rate. Exchange Rates in India.

Forward exchange operations. Arbitrage operations, Exchange control Present system of Exchange Rates in India.

Paper-VII: Opt. (VI) TYPING AND SHORTHAND**Time: 3 Hours****Max. Marks: 100****Theory Marks: 70****Practical Marks: 30**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

PART-1**Type Writing**

Sr. No.	Theory	Practical
1.	Nature, scope and-importance of Typewriting, - Introduction of basic Principles. - Knowledge of essential parts of a typewriter and their usage.	Satisfy the curiosity of the students by making them sit on the typewriter in a required manner by inserting and removing the paper and by observing the action of keys when pressed.
2.	Manipulation of fingers keyboard (all the four rows including operation of side shift keys.	Mastery of keys-board, Practice of basic lessons on all the four rows. Practice of "Quick Brown for jumps straight over the lazy dog" lesson.
3.	Speed development on - Importance of accuracy over speed.	-Introduction and manipulation of side shift keys and their use.
4.	Care and upkeep of typewriter -Typewriting accessories change of ribbon. Use of punctuation Signs and space to be left after punctuation marks carbon manifoldng.	Practice from exercise, after completion of basic lessons, to attain speed @ 15 w.p.m.
5.	Instructions for stencil cutting - Using of correcting fluid.	-Practice from book exercise @ 15 w.p.m. daily for atleast 5 minutes and practice in cutting stencils.
6.	Display of tabulation work and balance sheets.	-Typing in Printed forms, telegrams and tabulated statements etc.
7.	How to type printed forms telegrams, minutes, notices and legal matters.	-Development of speed @ 25 w.p.m. with daily practice.
8.	Revision of theory.	

Books Recommended:**Typewriting Theory**

1. Typewriting Made Easy.
2. General Instructions regarding typewriting and stencil cutting.
3. A Handbook of Typewriting.

Typewriting Practical

1. Speed and Accuracy
2. Comprehensive Courses in Touch Typewriting
3. Weekly Test Paper
4. Any other book suitable to students.

PART-II**Shorthand**

Sr. No.	Theory	Practical
1.	Nature, scope and importance of Shorthand (This includes basic instructions and introduction).	-Teacher would be required to teach students basic principles of shorthand and practice of consonants (initial lessons).
2.	Explanation of consonant and vowel sounds, their indication and their use in shorthand.	-Practice from books and reading back at initial speed. It will be required for the whole of the year.
3.	Gramalogues-Explanation and their usage in shorthand.	-Dictation and reading back from further exercises. Transaction from written shorthand and would start from this stage.
4.	Explanation of Diphthongs Hooks (initial and final) Halving and doubling principles.	
5.	Diphones, medial semicircles and compound words - General contractions.	-Practice from book exercises reading back and transcription 5 minutes para dictation and transcription at nominal special till last examination.
6.	Inter sections, advanced Phraseography and special contractions including legal phraseography.	-Dictation from seen and unseen passages (from shorthand book) reading back and transcriptions at nominal speed.
7.	Check revision of theory -Note taking Techniques of-Common errors in shorthand of English words. - Introduction of new and advanced shorthand outlines.	-Dictation from any exercise shorthand book. Reading or printed short-hand outlines from shorthand book.
8.	Dictation from Instructor exercises and preparation for examination.	The candidate would be required to attain speed of 60 w.p.m. and transcribe the same 12 w.p.m.

Note: There would be one paragraph of 5 minutes of 300 words to be dictated & 60 w.p.m. and to be typed @ 12w.p.m. carrying 15 marks.

Shorthand Instructor is required to give practical knowledge of all the exercise of the book to the learners. Question for theory would be from the prescribed syllabus but practical (shorthand test) would be from the whole of the book.

PAPER VII: OPT. (VII) INDIRECT TAX LAWS**Time: 3 Hours****Max. Marks: 100****Theory Marks: 80****Practical Marks: 20****Note: The question paper covering the entire course shall be divided into three sections as follows:**

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt two questions. Each question will carry 15 marks; the total weightage of this section shall be 30 marks.

Part-I

Central Sales Tax—Features, Terms, Definitions, Registration of dealers—Procedure of Cancellation & Duplication & registration, Procedure of Assessment, Filing of Returns. Use of various Forms, Authorities. Penalties & Appeals, Branch & Consignment transfers.

Customs Act, 1962—An Overview, Levy, Collection & exemption from Customs duties, Date of determination of date of duty & Tariff Valuation, Prohibitions/restrictions on Import & Export, Determination of Duty where Goods consists of Articles liable to different rates of duty, Warehousing, Duty drawbacks U/s 74 & 75, Special provisions relating to Baggage's, Postal Goods.

Part-II

Introduction to Value Added Tax (VAT) Act 2005-Concept, Features, Registration. Taxable & Exempt Supplies, TIN, VAT Bill, Tax Credit, Procedure of Assessment. Filing of VAT Returns, Penalties & Fines under VAT.

Central Excise Act, 1944—Meaning, Levy & collection, classification of Goods, Definitions, Valuations, Assessment, Payment of Duty and Removal of Goods refund of Duties, Appeals & Penalties, Introduction to the Concept of Service Tax. Cenvat Scheme in Excise.

Suggested Readings:

1. Indirect Taxes: V.S. Datey & V. Balachandren
2. How to Deal with VAT: Kulbhushan, Parson Education, 2005.

Note: The Paper Setter will consider the change in tax laws upto 30th September.

PRACTICAL**Max. Marks: 20**

1. Central Sales Tax: Application Form A, Registration Dealer Form C, Branch Transfer Form S., VAT Application; VAT-I, Return VAT-15, Casual Trader Permission VAT-9.
2. Excise Duty: Registration Form A1, Return Form ER-2, Payment PR, Sixth Chalan.
3. Service Tax: Registration Form FP-1, Return Form-3.
4. Custom Duty: Bill of Entry, Bill of Shipping, Import Manufacturing Report.

PAPER VIII: VIVA VOCE**Marks: 50**

B.Com. (Honours)
(Two Years Course)

The students will have to select one of the following groups having two papers of which Paper-I shall be offered in B.Com. Part-II and Paper II shall be offered in B.Com. Part-III.

Each paper shall carry 100 marks.

Group-I: Banking

Paper 1 : Banking and Indian Capital Market

Paper 2 : Foreign Exchange

Group-II: Trade and Transport

Paper-1 : Export Import Management

Paper-2 : Indian Transport System

Group-III: Co-operation

Paper 1 : Principles of Co-operation

Paper 2 : Co-operative Management and Administration in India.

Group-IV: Insurance

Paper 1 : Insurance Legislation in India.

Paper 2 : Policy Conditions and Insurance Claims.

Total Marks: 200

Group I: BANKING
Paper-I: Banking and Indian Capital Market

Time: 3 Hours

Max. Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Banks: Their types and functions, nature of Commercial Banking Operations. Distribution of Bank Assets-Principles and Objectives. Central Bank-The Nature of their Business, Objectives and Techniques of Central Bank, Indian Banking with Special Reference to Reserve Bank of India and its Policies since 1951.

Role of financial Institutions in Economics Development. Development Banking and Institutional Financing in India.

PART-II

The State Bank of India and its subsidiaries. Public and Private Sector Commercial Banks, Foreign Bank. The Cooperative Banking Sector, indigenous Banking, Banking problems in India. Structure and the organisation of the Indian Money Market.

Organisation and structure of Indian capital market, primary market, public and right issues listing of shares, mechanism of trading on a stock exchange, problems of primary and secondary markets.

Suggested Readings:

1. K.P.M. Sundram: Money, Banking and International Trade.
2. V.A.A. Avadhani: Investment and Securities Markets in India.

GROUP I: BANKING**PAPER II: FOREIGN EXCHANGE****Time: 3 Hours****Max. Marks: 100**

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part- II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Balance of payments-various methods of payments in International trade - Foreign Exchange Market - Mechanism and Operations. Foreign Exchange and rate of exchange determination. Fixed and variable exchange rates-factors affecting fluctuations.

Methods and machinery of control of rate fluctuations-forward markets. I.M.F.-G.A.T.T.-foreign exchange requirements of Five Year Plans-Bilateral agreements-Currency Areas (Sterling Area, Convertible Currency Area etc.).

Exchange Arithmetics relating to transactions generally conducted by exchange banks e.g. decimalisation of money selection of buying and selling rates. Fixation of rates for various exchange transactions (I.T. rates, cross rates, long rates etc.) adjustment of rates to cover profits, changes etc.

PART-II

Foreign Exchange Problems and Working of Foreign exchange Department: Collection and negotiation of clean and documentary foreign bills, commercial letter of credits, uniform customs and practice for commercial documentry shipping document clearance of goods, shipping procedure and customer's formalities.

Insurance of encashment of drafts mail and cable transfers, personal letters of Credits, Travellers cheques, purchase and scale of foreign notes, Coins.

Exchange Accounts and Exchange position, Arbitrage operations, Terminology used in exchange transaction.

Foreign exchange Regulation Act-operations of Foreign exchange Dealers-role of Reserve Bank of India.

**GROUP - II: TRADE AND TRANSPORT
PAPER I: EXPORT-IMPORT MANAGEMENT**

Time: 3 Hours

Max. Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part- II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

The organizational set up in India for promotion of exports.

Role of export promotion councils, Commodity Boards, Service organization, Deliberative and policy Making organisation, Export Policy and Licensing Procedures; Canalizing agencies and imports.

Identifying foreign sources of supply. Facilities and incentives for exports; payment methods. Financing for exports and imports, exports credit and insurance.

Export quality control and pre-shipment inspection. Marine Insurance customs clearance; Documents used in exports and imports. Processing of an export order. Exports pricing.

An Elementary treatment of International product policies, International channels of distribution and promotion of exportable products.

PART-II

International economic and political environment. Differences in the economic levels of countries. Regional economic grouping in the world. General Agreement in tariffs and Trade negotiations; International Commodity Agreements. The political systems in the World-communist Block, Free and Democratic Countries, Non-aligned world.

Suggested Readings:

1. V.P. Gupta: Export Management made easy
2. T.A.S. Balagopal: Export Management

**GROUP II: TRADE AND TRANSPORT
PAPER II: INDIAN TRANSPORT SYSTEM**

Time: 3 Hours

Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Elements of Indian Transport System. The competition between road and rail transport in India. The policy and methods of coordination between various modes of transport in the country.

Development of State ownership as a method of bringing about coordination in the management of the Indian Transport network. Application of System Approach to Indian Transport System.

Development of Transport in India in five Year Plans. Financing of Indian Railways, road transport, shipping and air transport.

PART-II

Rates and fare determination by various system of transport in India. Indian urban and rural transport systems. Adequacy and efficiency of Indian Transport system.

A comparative study of Indian Transport system vis-à-vis transport system by other important development and developing countries. The problems of Indian Railways, road transport, air transport and shipping.

GROUP-III: CO-OPERATION
PAPER I: PRINCIPLES OF CO-OPERATION

Time: 3 Hours

Max. Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Co-operation: Co-operative movement and its evolution through time philosophy. Objectives and Rationale of the co-operative movement. Basic Principles of co-operatives, place of theft in cooperatives Economic Organisation: Different system of economic organisation private enterprise-Co-operative Enterprises, Co-operation as balancing factor between the public and private sectors concept of Co-operative common wealth (Sehkari Samaj), Sociology of Co-operation. Co-operation and its relevance in different political systems. Capitalism, Communism, socialism, Fascim etc.

Co-operation in Foreign Countries: Co-operative movement in different countries - developed and developing growth of the movement Britain and Germany.

-Consumer Co-operative movement in Sweden and Ceylon.

-Dairy co-operatives in Denmark, marketing and Purchasing.

-Cooperative in Canada, Rural Electrification Cooperatives in U.S.A. co-operation Japan, both agrarian and Industrial Societies. Cooperation settlements in Israel, USSR and China, Brief History of Co-operative Movement in India.

PART-II

Co-operative problems and Controversies. Single purpose vs Multipurpose Society, unlimited vs. Limited liability; Co-operation Finance Vs. Co-operative Finance, Centralisation vs. Federation; Producers vs. Consumers. State Trading vs. Capitalistic Trading vs. Co-operative Trading.

The Attitude of the State towards Co-operation and Attitude of Co-operatives towards to State. Difference between India and Europe, co-operation and State aid Economic Planning and Cooperation Co-operation and Socio-Economic Systems.

Co-operatives and Community Developed Project, Sarvoday and Co-operation. A Synthesis, Inter Co-operative Relations Cooperation and Distribution Justice Co-operations and Taxation Cooperative Education Research and Extension.

Co-operative Audit; objects. Role and kind of Co-operative audit, Responsibility of Registrar. Independent Agency. Co-operative supervision. Meaning and functions of supervisions. Existing arrangements for supervisions. Norms of supervisions, cost of supervision. Weaknesses of Supervisions. Weakness Suggestions, orientation and search for dimensions for the movements.

Suggested Readings:

1. Kamath, G.S., New Dimensions of Co-operative Management, Himalaya Publishing House.
2. Bedi, R.D., Theory History and Practice of Co-operation. International Publishing House, Meerut.
3. Sharda, V., 'The Theory of Co-operation' Himalaya Pub. House.
4. Puri, S.S., 'Ends and Means of Co-operative Development' published by National Co-operative Union of India, New Delhi.
5. Dubashi, P.R., 'Principles and Philosophy of Co-operation' published by Vikuntha Mehta National Institute of Co-operative Management, Pune.

GROUP: III CO-OPERATION
PAPER-II: CO-OPERATIVE MANAGEMENT & ADMINISTRATION IN INDIA

Time: 3 Hours

Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

History and Growth of Co-operative Movement in India: Recommendations of important committees such as All India Rural Credit Survey Committee and Co-operative Credit (Math Survey Council Committee and Co-operative Administration Committee and Cooperative (Mirdha Committee). All India Rural Credit Review Committee. Committee to review arrangements of Industrial Credit for Agricultural and Rural Development (CRATICARD).

Co-operative Legislation: Act of 1904 NDS Resolution Essential revisions of cooperative acts.

Recent trends in co-operative legislation, Co-operative Agricultural Credit: Need for production and development, types of Credit. Inadequacies in the availability of credit, the role of Co-operatives in meeting credit needs of the farmers of agricultural purposes. Development of Co-operative agricultural credit societies and its structure: Production marketing, Warehousing, Co-operative Agricultural Non-credit, Need Growth, Development and Working.

PART-II

Non-Agricultural Co-operative Credit: Needs for credit in the Areas for various purpose, the development of the cooperative credit movement for non-agricultural purpose. Non-agricultural non-credit movements in the urban areas: Need growth development and working.

Land Development Banks: History of IDB, Purpose of LOANS and procedure of advancing loans, Role of RBI, SBI and Commercial Bank, National Federation of Co-operative Banks in Agricultural, Co-operative Finance, National Bank of Agriculture and Rural Development (NABARD) Lead Bank.

Weakness of the Co-operative Movement, Suggestions for improvement and extension of the movement. Uses of Management techniques.

GROUP-IV: INSURANCE
PAPER-I: INSURANCE LEGISLATION IN INDIA

Time: 3 Hours

Max. Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

The Life Insurance Act, 1938.

PART-II

The Marine Insurance Act, 1963. Motor Vehicles Act, 1939.
The General Insurance Business (Nationalisation) Act, 1972.

GROUP IV: INSURANCE
PAPER-II: POLICY CONDITIONS AND INSURANCE CLAIMS

Time: 3 Hours

Max. Marks: 100

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

Section A: This will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question upto five lines in length. Students will attempt 10 questions. Each question will carry two marks; the total weightage being 20 marks.

Section B: This will consist of essay type/numerical questions upto five pages in length. Four questions numbering 2,3,4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; The total weightage of this section shall be 40 marks.

Section C: This will consist of essay type/numerical questions with answer to each question upto five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 20 marks; the total weightage of this section shall be 40 marks.

PART-I

Life Insurance: The Policy, Proof of Age-Payment of Premium.

Days of Grace:

Commencement of Risk-hazardous Occupation-Alternation in Policy, Additional Assurance - Suicide - Accident benefit-Lost Policies, assignment nomination. Lapse and revival - Surrender value—Paid up value-Extended term insurance - Automatic non-for- future Policy loans.

Settlement of Claims: Claims by survivance-Claims by death - Early claims Evidence title - dispensing with evidence of title - interstate succession - Optional modes of settlement. Personal Accident Insurance Policy: Policy conditions and settlement of Claims. Consequential Loss **Insurance:** Policy conditions and claims procedure.

Marine Insurance - The Policy-form of Policy-Lloyd's form of Policy-Assignment clause-Lost or not lost-At and From. Termination of risk Warehouse to warehouse clause-change of voyage Delay-Deviation Touch and Stay, Name of Vessel-name of the master. The subject matter insured and the valuation – The perils insured against, Sur and labour clause - Waiver clause Premium clause - Memorandum clause - Maugh Rules Presentation, adjustment and settlement of all types of hull, frieght and cargo claims - settlement of claims abroad functions of oil claim setting agents - Reinsurance recoveries - functions of salvage association and functions of cargo surveyors.

PART-II**Fire Insurance: Standard form of Policy-Wordings of the Policy Perils Insured - Policy Conditions.**

1. Misdescription
2. Alternations
3. Exclusions
4. Claims fraud
5. Reinstatement
6. Insurer's right after a fire
7. Contribution and average
8. Subrogation
9. Warrantie
10. Arbitration
11. Purchase and interest clause
12. Loss procedure
13. Ex. Gratia payment of claims - Salvage Crops, Average Clause, Task of adjustment payment and discharge by adjuster, Waiver and estopped.

Motor Insurance: Comprehensive Policy for private cars Loss on damage - Liability to third parties, Medical expenses - General exception - Conditions - No claims bonus - Transfer of interest - The schedule comprehensive policies on commercial vehicles comprehensive policies on Motor cycle.

Settlement of Claims - Negligence of the parties. Total and partial losses in own damage - knock for knock agreement.