

1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, human value and professional Ethics into the Curriculum

Punjabi University Patiala

ORDINANCES AND
OUTLINES OF TESTS,
SYLLABI AND COURSES OF READING
FOR

2017-2018

SCHEME OF B.B.A. THREE YEAR COURSE

For all the Courses the basic minimum input shall be 40 to 45 hours. For Theory Courses, the teacher shall allocate one third of the total number of hours for the exposure building of the students through case studies, presentations, minor projects etc., which should be related to the course of study.

BBA 5 TH SEMESTER		MARKS
BBA-500COMMUNICATION SKILLS IN PUNJABI		100
BBA-500A	ELEMENTARY PUNJABI	100
BBA-501	BUSINESS RESEARCH METHODS	100
BBA-502WORKSHOP ON TIME AND WORKLOAD MANAGEMENT		50
BBA-503SEMINAR ON SUMMER INERNSHIP		50
CHOOSE ANY THREE SUBJECTS FROM NOT MORE THAN TWO		
FUNCTIONAL AREAS		
MARKETING MANAGEMENT		
BBA-504	EXPORT MARKETING	100
BBA-505	RURAL MARKETING	100
BBA-506BRAND AND PRODUCT MANAGEMENT		100
HUMAN RESOURSE MANAGEMENT		
BBA-507INTERPERSONAL SKILLS IN MANAGEMENT		100
BBA-508MANAGEMENT OF INDUSTRIAL RELATIONS		100
BBA-509	PSYCHOLOGICAL TESTING	100
FINANCE		
BBA-510STOCK MARKET OPERATIONS		100
BBA-511	INSURANCE MANAGEMENT	100
BBA-512	INVESTMENT MANAGEMENT	100
INFORMATION TECHNOLOGY		
BBA-513	DATABASE MANAGERMENTSYSTEMS	100
BBA-514	WEB DESIGNING	100
BBA-515TELECOMMUNICATIONS FOR BUSINESS		100
EVENT MANAGEMENT		
BBA-516EVENT DESIGN AND SPONSORSHIP		100
BBA-517EVENT OPERATIONS AND LOGISTICS		100
BBA-518EVENT PROPOSAL AND MARKETING		100
MEDIA MANAGEMENT		
BBA-519	CORPORATE COMMUNICATION	100
BBA-520NEW MEDIA TECHNOLOGY		100
BBA-521	DEVELOPMENT COMMUNICATION	100
BBA 6 TH SEMESTER		
BBA-601	INDUSTRIAL TRAINING PROJECT	100
BBA-602	PROJECT REPORT	200
BBA-603SEMINAR ON THE PROJECT REPORT		100
BBA-604	VIVA-VOCE	100

th BBA 4 SEMESTER			MARKS
BBA-401	FINANCIAL	MANAGEMENT	100
BBA-402	WORKSHOP ON CREATIVITY & INNOVATION		50
BBA-403	SEMINAR ON ENTREPRENEURSHIP		50
BBA-404 VIVA-VOCE			100
CHOOSE ANY THREE SUBJECTS FROM NOT MORE THAN TWO FUNCTIONAL AREAS:			
MARKETING MANAGEMENT			
BBA-405	RETAILING MANAGEMENT		100
BBA-406	ADVERTISEMENT & SALES	MANAGEMENT	100
BBA-407	MARKETING OF SERVICES		100
HUMAN RESOURCE MANAGEMENT			
BBA-408	CAREER PLANNING AND MANAGEMENT		100
BBA-409	TRAINING AND DEVELOPMENT		100
BBA-410	MANAGEMENT OF CHANGE		100
FINANCE			
BBA-411	COST & MANAGEMENT ACCOUNTING		100
BBA-412	FINANCIAL INSTRUMENTS & SERVICES		100
BBA-413	INCOME TAX LAW & PRACTICE		100

All UG Courses - II Year(Annual & 4th Semester) Environmental and Road Safety Awareness Session: 2017-18, 2018-19 & 2019-20

Total Marks : 100
Theory : 70 marks
Internal Assessment: 30

Max Time: 3 hrs.
Lectures per week 5
Total Credit : 50

INSTRUCTIONS FOR THE PAPER SETTERS

The question paper will consist of three sections A, B and C. Each of sections A and B will have four questions from the respective sections of the syllabus. Each question shall carry 11 marks. Section C will consist of 13 short answer type questions of 2 marks each.

INSTRUCTIONS FOR THE CANDIDATES

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

PRIVATE STUDENTS

Max Marks: 100

Max Time: 3hrs.
Lectures per week 5

INSTRUCTIONS FOR THE PAPER SETTERS

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

INSTRUCTIONS FOR THE CANDIDATES

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

SECTION-A

INTRODUCTION TO ENVIRONMENTAL STUDIES:

The multidisciplinary nature of environmental studies. Definition, scope and importance Concept of Biosphere – Lithosphere, Hydrosphere, Atmosphere. **(Credit -2)**

ECOSYSTEM & BIODIVERSITY CONSERVATION

Ecosystem and its components, Types of Ecosystems

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

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

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

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

(Credit -6)

NATURAL RESOURCES–RENEWABLE AND NON RENEWABLE RESOURCES

Land resources and land use change; land degradation, soil erosion and desertification. Deforestation: causes and impacts due to mining, dam building on environment, Forests, Biodiversity and tribal populations.

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

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

(Credit -8)

Environmental Pollution

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

(Credit -6)

SECTION-B

ENVIRONMENTAL PROTECTION LAWS IN INDIA

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

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

(Credit -5)

Human Communities and the Environment

Human population growth: Impacts on environment, human health and welfare. Resettlement and rehabilitation of project affected persons; case studies. Disaster management: floods, earthquake, cyclones and landslides. Environment movements: Chipko, Silent valley, Bishnoi of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.

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

(Credit -5)

ROAD SAFETY AWARENESS

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

Stubble Burning

Its meaning : Why Stubble burning ,Alternatives to Stubble Burning, Environmental and Health effects/Hazards, Policies to control Stubble burning.

Field Work

Visit to an area to document environmental assets: river/Forest/Flora/Fauna, etc. Visit to Local polluted site – urban/Rural/Industrial/Agricultural.

Study of common Plants, Insects, Birds and basic principles of identification. Study of simple ecosystems-pond, river, Delhi Ridge, etc.

Prevalence

1. Extent and management of crop stubble
2. Impact

(FOR REGULAR & DISTANCE EDUCATION CANDIDATES ONLY)

M.A. II (ENGLISH)
SEMESTER III & IV
Sessions 2017-2018

SEMESTER III

Course-IX	Literature and Modernity	Max. Marks: 100 Written Examination: 75 Marks Internal Assessment: 25 Marks
		Pass Marks: 35%
Course-X	Twentieth Century Poetry and Fiction	-do-
Course-XI	One of the following options: (i) Literature and Gender (ii) Modern Indian Literature in Translation	-do- -do-
Course-XII	One of the following options: (i) Literature and Post-Coloniality (ii) Creative Writing	-do- -do-

SEMESTER IV

Course-XIII	Literary and Cultural Theory	Max.Marks: 100 Written Examination: 75 Marks Internal Assessment: 25 Marks
Course-XIV	Indian Writing in English	Pass Marks: 35% -do-
Course-XV	One of the following options: (i) American Literature (ii) European Drama	-do-
Course-XVI	One of the following options: (i) Literature and Politics (ii) Language and Linguistics	-do-

SYLLABUS B.COM.
PART-III
2017-18 EXAMINATIONS
SCHEME OF EXAMINATION
SEMESTER-V

	Semester-wise Papers	Maximum Marks
BC 501	Punjabi Compulsory	50 Marks BC
501-A	Punjabi Compulsory(Elementary Knowledge) of Punjabi)	50 Marks (Special Paper in lieu of Punjabi)
BC 502	Management Accounting-I	100 Marks
BC 503	Cost Accounting-I	100 Marks
BC 504	Indirect Taxes	100 Marks
BC 505	Governance, Ethics and Social Responsibility of Business	100 Marks

ANY ONE Paper (From BC 506 - BC 509) of the following four streams (I to IV) Stream-I : Finance

BC 506	Corporate Finance	100 Marks
<u>Stream-II : Marketing</u>		
BC 507	Principles of Marketing	100 Marks
<u>Stream-III : Banking and Insurance</u>		
BC 508	Money and Banking	100 Marks
<u>Stream-IV : E-Commerce</u>		
BC 509	Essentials of E-Commerce	100 Marks

Note:

1. A student opting a particular stream from the above four streams (I to IV) in Semester-V, will have to continue with the same stream in Semester-VI of the course.
2. Students opting for B.Com. (Honours) in Accounting will not be allowed to opt for IVth stream i.e. E-Commerce.

VOCATIONAL SUBJECTS:

STREAM I : OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

BC 510	Office Practice	100 Marks
BC 510A	On the Job Training	50 Marks

Note: The students opting this vocational subject shall not take up the paper 'Governance, Ethics and Social Responsibility of Business'

STREAM II : TAX PROCEDURE AND PRACTICE

BC 511	Goods and Services Tax	100 Marks
BC 511A	On the Job Training	50 Marks

Note: (1) The students opting this vocational subject shall not take up the paper 'Indirect Taxes.'

STREAM III : PRINCIPLES AND PRACTICE OF INSURANCE

BC 512	Property and Liability Insurance	100 Marks BC
512A	On the Job Training	50 Marks

Note:

(1) The students opting this vocational subject shall not take up the paper 'Governance, Ethics and Social Responsibility of Business'

(2) The students will not be allowed to opt. the stream-III i.e. 'Banking and Insurance'.

STREAM IV : COMPUTER APPLICATIONS

BC 513	Introduction to Computer Network and Internet Programming	80 Marks
Lab:	Practical based on Paper BC 514	20 Marks
BC 513A	On the Job Training	50 Marks

Note: The students opting this vocational subject shall not take up the paper 'Governance, Ethics and Social Responsibility of Business'

OM. (WITH HONOURS)

STREAM-I:	(With Honours in Accounting)	
	Paper-III : E-Commerce-I	100 Marks
STREAM-II:	(With Honours in Finance)	
	Paper-III : Investment Management	100 Marks

ADD ON ADVANCED DIPLOMA COURSES:

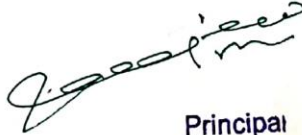
1. Risk Management and Insurance
 Paper-V: Principles and Practice of General Insurance-I
 100 Marks

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| 2. | Office Management and Secretarial Practice | |
| | Paper-V: Typewriting | 100 Marks |
| 3. | Computerised Accounting | |
| | Paper-V: Data Analysis for Accounting-I | 100 Marks |
| 4. | Tax Practice and Procedure | |
| | Paper-V: Tax Planning and Management-I | 100 Marks |

Note:

1. The students studying in vocational stream "Principles and Practice of Insurance" will not be allowed to take the Add on Course/Paper "Risk Management and Insurance".
2. The students studying in vocational stream "Computer Applications" will not be allowed to take the Add on Course/Paper "Computerised Accounting".
3. The students studying in vocational stream "Office Management and Secretarial Practice" will not be allowed to take the Add on Course/Paper"

Office	Management	and	Secretarial	Practi
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 Principal
 D.A.V. Collage, Bathinda

