

ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)



**Ordinances and
Outlines of Tests, Syllabi and Courses of Reading
UG Programme (Honours) in Commerce
B. Com/ B. Com Honours
1st & 2nd semester**

SINGLE MAJOR UG PROGRAMME (HONOURS)

(3+1 Scheme)

COMB4AEI

For Regular Students

SESSION 2025-26

gubash

For (2025-26)

ASIAN EDUCATIONAL INSTITUTE, PATIALA

(An Autonomous College)

TEMPLATE AS PER NEP

B.COM./B.COM. (HONOURS)

SINGLE MAJOR UG PROGRAMME

Semester	MAJ	MIN	IDC/MDC	AEC	SEC	VAC (Comm)	Pbi. Comp* *	Total
I	MAJ-1, MAJ-2	MIN-1	IDC/MDC -1	Eng-1	SEC-1	VAC-1	PBI-1	26
II	MAJ-3, MAJ-4	MIN-2	IDC/MDC -2	Eng-2	SEC-2	VAC-2	PBI-2	26
III	MAJ-5, MAJ-6	MIN-3		Eng-3 / MIL-1	SEC-3	VAC-3	PBI-3	23
IV	MAJ-7, MAJ-8	MIN-4	IDC/MDC -3	Eng-4 / MIL-2		VAC-4	PBI-4	23
V	MAJ-9, MAJ-10, MAJ-11, MAJ-12	MIN-5			IT/CS*		PBI-5	24+*
VI	MAJ-13, MAJ-14, MAJ-15, MAJ-16	MIN-6					PBI-6	24
VII	MAJ-17, MAJ-18, MAJ-19, MAJ-20	MIN-7					PBI-7	24
VIII	MAJ-21, MAJ-22, MAJ-23, MAJ-24	MIN-8					PBI-8	24

(An Autonomous Body)

ORDINANCES FOR BACHELOR OF COMMERCE/ BACHELOR OF COMMERCE (Honors)

1. B. Com/B. Com (Honors) is an integrated four-year program based on credit system as per the new National Education Policy regulations (2020). The program includes a multiple entry-exit system. If a student exits after the first year of the course, they will receive a one-year certificate, provided they undergo a summer training of 4 credits under a Chartered Accountant (CA). If a student exits after two years, they will be awarded a diploma, again contingent upon completing a 4-credit summer training under a CA. Upon completion of three years, the student will be awarded a B. Com degree with a specific major/minor as applicable. After completing four years, the student will receive a B. Com (Honors) degree, which can be based on a research project or specific based on specific major subjects.
2. The examination in B.Com. Part-I shall be open to a student who produces the following certificates to the principal of the college:

Eligibility Criteria:

- **Passed 10+2 Examination:** Any stream with pass percentage from the Punjab School Education Board, CBSE Board or any other examination recognized as equivalent thereto.
 - **of having good character.**
3. Credits will be added to the student's Academic Bank of Credits (ABC), enabling the accumulation and transfer of credits across recognized institutions. This flexible system supports multiple entry and exits points, allowing students to earn certificates, diplomas, or degrees based on the credits accumulated, without a fixed time period to complete the degree.
 4. Semester examinations will be open to regular candidates who have been on the rolls of a college and meet the attendance and other requirements as prescribed in the ordinances of the course.
 5. As an autonomous institution, the system of internal assessment will be as follows:

Internal Assessment 30/15

Internal Assessment Component	Marks (30)	(15)
Mid semester test (Best of Two) (40%)	12	6
Assignment/ Quiz/ Presentation/ Co curriculum Activities/ Class Test (40%)	12	6
Attendance/Class Participation (20%)	6	3

Attendance 65% to 70% = 1 70 % to 75% =2 75% to 80% =3 80% to 85% =4 Above 85% = 5		
Total	30	

6. Attendance Requirements

- Every candidate will be required to attend a minimum of 75% of lectures delivered in each paper as well as 75% of laboratory work, seminars, etc., separately.
- A deficiency in attendance may be condoned for special reasons, as per the relevant ordinances on the subject.

7. To be eligible to appear in the semester examination, a candidate must have obtained in the house examination at least 25% marks in each paper and 33% marks in the aggregate of all subjects of the semester. The principal, at his discretion, may allow a special test to a candidate who could not appear in the House examination due to unavoidable reasons or fails to secure the minimum marks as prescribed above.

8. Late College Students: A candidate who has completed the prescribed course of instructions for a semester but has not appeared in the examination or, having appeared, has failed in the examination, may appear as a late college student within the prescribed period.

9. The pass and reappear students of B. Com Part-II and III from any other recognized University shall be treated at par with the corresponding students of this College. However, if a student is admitted in B. Com Part-II semester III or V in this College, he/she will be required to clear deficient papers, if any.

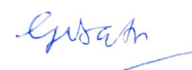
10. The declaration of results and the rules for appearing in reappear examinations will be followed as per the examination regulations of the college. This ensures that students receive timely results and opportunities to retake exams without unnecessary delays, maintaining academic continuity.

11. The final paper will be open to the student in two languages: English and Punjabi. Students can complete the degree in either one of these languages.

12. The last date by which examination forms and fees must reach the Registrar shall be as follows:

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

No Examination Form will be accepted after this date.



13. College medal will be awarded to a candidate who secures first position in the college on the basis of the marks of all the six semesters taken together. The general rules and conditions of the college for the award of medals/prizes etc. will be applicable in the award of the college medal to the topper of this examination.

14. Viva Voce/Practical Examination shall be conducted by a committee consisting of the following:

- One external examiner
- One internal examiner

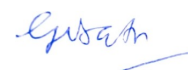
The committee will ensure that the practical skills and oral proficiency of the students are adequately assessed.

15. The minimum number of marks required to pass each semester examination will be 35% in each paper and 40% in the aggregate of the semester examination. Provided that in papers with practical's, the percentage shall be required separately in written and practical/lab work. The candidate shall also be entitled to grace marks as admissible under the general ordinance relating to the 'Award of Grace Marks'.

16. The successful candidate shall be classified on the basis of aggregate marks secured in all the six semesters of B. Com taken together as under:

- 75% or more with distinction.
- 60% or more in the first division.
- 50% or more but less than 60% in the second division.
- Below 50% in the third division.

17. The degree of graduation will be awarded only after the successful clearing of all papers.



ASIAN EDUCATIONAL INSTITUTE, PATIALA

B.COM.

For Sessions 2025-2026

SCHEME OF EXAMINATION

Semester -I

Semester I

COURSE CODE	COURSE	SUBJECT TITLE	CREDITS	Marks
COMB1101T	Major	Financial Accounting-I	4	100
COMB1102T	Major	Business Law	4	100
COMB1103T	Minor	Micro Economics	4	100
ENGBCOMAEC1101-T	Ability Enhancement	English	2	50
COMB1104T	Skill Enhancement	Computer Applications in Business	3	100
COMB1105T COMB1106T	Inter Disciplinary	Any one from Common Pool	3	100
BEVS101	Value Added	Environment and Road Safety Awareness	2	50
PBIBCOMCMP1101T	Compulsory	Punjabi (Compulsory) OR	4	100
PBIBCOMCMG1101T	Compulsory	Punjabi Compulsory (Elementary Knowledge)	4	100
PBIBEP1101T	Compulsory	Punjabi Compulsory (Elementary Knowledge) For Foreign Student	4	100

gusah

Semester-II

Semester II

COURSE CODE	COURSE	SUBJECT TITLE	CREDITS	Marks
COMB1201T	Major	Financial Accounting – II	4	100
COMB1202T	Major	Company Law	4	100
COMB1203T	Minor	Macro Economics	4	100
ENGBCOMAEC1201-T	Ability Enhancement	English	2	50
COMB1204T	Skill Enhancement	E-Commerce	3	100
COMB1205T COMB1206T	Inter Disciplinary	Any one from Common Pool	3	100
BDRUG-102	Value Added	Drug Abuse: Problem, Management and Prevention	2	50
PBIBCOMCMP1201T	Compulsory	Punjabi (Compulsory) OR	4	100
PBIBCOMCMG1201T	Compulsory	Punjabi Compulsory (Elementary Knowledge)	4	100
PBIBEP1201T	Compulsory	Punjabi Compulsory (Elementary Knowledge) For Foreign student	4	100

Note: For students seeking exit at the end of Semester II, it is mandatory to undergo 4 weeks summer training of 4 credits (immediately after examination of Semester IInd) under any one of the following like Chartered Accountants and Tax Consultant/Lawyer.

ASIAN EDUCATIONAL INSTITUTE

(An Autonomous College)

POOL OF INTER-DISCIPLINARY/MULTI-DISCIPLINARY COURSES (IDC/MDC)
FOR B. COM./B. COM. (HONOURS)

Any IDC/MDC subject opted once in any Semester cannot be repeated in any other Semester

□□□□ □□ □□□□□□ □□□□ □□ □□ □□□□ □□ □□ □□ □□ IDC/MDC □□□□□□□□
□□□ □□□□□□ □□□ □□□□□□ □□□ □□ □□□□ □

<u>CODE</u>	<u>SEMESTER I</u>	<u>CODE</u>	<u>SEMESTER II</u>
--------------------	--------------------------	--------------------	---------------------------

2025-2026
B.COM. 1st semester
COMB1101T: FINANCIAL ACCOUNTING-I

Time allowed: 3 hours Periods per week: 6 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 4
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Accounting: Meaning, Scope, Nature and Importance, Branches of Accounting, Accounting Concepts and Conventions, Double Entry System, Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance, Preparation of Final Accounts of Sole Traders and Partnership Firms. Bank Reconciliation Statement.

UNIT-II

Distinction between Capital and Revenue items, Depreciation Methods and Accounting including AS-6. Accounts relating to Partnership: Admission, Retirement and Death of a Partner, Dissolution of Partnership, Amalgamation of Firms, Sale of Firm to a Company, Gradual Realisation of Assets and Piece Meal Distribution.

Course outcome:

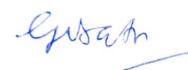
This course equips students with practical accounting skills highly relevant to the industry, enabling them to manage financial records, prepare accurate financial statements, and handle complex partnership transactions. Graduates will be job-ready for roles in accounting firms, finance departments of businesses, and can support decision-making through reliable financial reporting and compliance with accounting standards.

Note: Assignments must be based on case studies/actual practices/practical problems related to various topics.

Course outcome:

Books Recommended

1. M.C. Shukla & T.S. Grewal: Advanced Accounts
2. R.L. Gupta: Advanced Accounts
3. S.N. Maheswari: Advanced Accounting
4. V.P. Sharma & Others: Advanced Accounting
5. A.K. Dhir: Advanced Accounting



(2025-2026)
B.COM. 1st semester
COMB1102T: BUSINESS LAW

Time allowed: 3 hours Periods per week: 6 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 4
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

LAW OF CONTRACT (1872):

Nature of contract, Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; Legality of object; Agreements declared void; Performance of Contract; Indemnity; Guarantee; Bailment and Pledge; Agency.

SALES OF GOODS ACT (1930):

Formation of contracts of sale; Goods and their classification, price; conditions, and warranties; Transfer of Property in Goods; Performance of the Contract of Sales; Hire Purchase Agreement.

UNIT-II

PARTNERSHIP ACT (1932):

Nature and characteristics, Registration of Partnership firms, Types, Rights, Duties and Implied Authority. Mode of Dissolution. The Limited Liability Partnership Act (2008):
Salient features, LLP Agreement, Incorporation by Registration.

NEGOTIABLE INSTRUMENT ACT (1881):

Definition of negotiable instruments, Features; Promissory Note; Bill of Exchange and Cheque; Holder and Holder in the Due Course; Crossing of a cheque, Types of Crossing; Negotiation; Dishonour and discharge of negotiable instrument.

THE RIGHT TO INFORMATION ACT (2005):

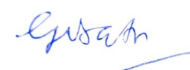
Definitions, Right to Information and Obligations of Public Authorities, The Central and State Information Commission, Powers and Functions of the Information Commissions, Appeal and Penalties.

Course outcome:

This course enables students to understand and apply key principles of business law, including the Indian Contract Act, Sale of Goods Act, Partnership Act, and LLP Act, empowering them to draft, interpret, and manage business contracts, ensure legal compliance, and handle partnership and commercial transactions effectively, thereby preparing them for industry roles in legal compliance, contract administration, and corporate governance.

BOOKS RECOMMENDED

1. Singh, Avtar: *The Principles of Mercantile Law*
2. Kuchhal M.C.: *Business Law*
3. Kapoor, N.D.: *Business Laws*
4. Chandra, P.R.: *Business Law, Galgotia, New Delhi*
5. Sharma, V.K.: *Business Law*
6. *Bare Act: Law of Contract, 1872*
7. *Bare Act: Sales of Goods Act, 1930*
8. *Bare Act: Partnership Act, 1932*



(2025-2026)
B.COM. 1st semester
COMB1103T: MICRO ECONOMICS

Time allowed: 3 hours Periods per week: 6 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 4
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT – I

Consumer behaviour: Utility approach, A brief outline of law of diminishing marginal utility and law of equi-marginal utility. Indifference curve approach: Consumer equilibrium, income, price and substitution effects. Law of demand, derivation of law of demand based on utility analysis and indifference curve analysis; Elasticity of Demand Concept, Price elasticity of demand and its measurement.

UNIT – II

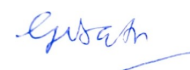
Concept of Production Function, Profit Forecasting in short run. Law of Variable Proportions, Returns to scale, Internal and external economies and diseconomies. Concept of Total, Average and Marginal Revenue and Elasticity of Demand. Isoquant technique and producer's equilibrium. Price determination under perfect competition, monopoly and monopolistic competition and oligopoly.

Course Outcome:

This course equips students with a foundational understanding of consumer and producer behaviour, including utility analysis, indifference curves, demand elasticity, production functions, and market structures, enabling them to analyse economic decision-making and price mechanisms effectively, which is essential for roles in business analysis, market research, and economic planning in various industries.

Suggested Readings

1. M.L. Seth: *Principles of Economics*
2. Stonier and Hague: *A Text Book of Economics*
3. M.L. Jhingan: *Advanced economic theory: micro and macro economics*
4. H.L Ahuja: *Micro Economics*



2025-26
ENGBCOMAEC1101-T
ENGLISH
Ability Enhancement

(2025-2026)
B.COM. Ist semester
ENGBCOMAEC1101-T: ENGLISH

Periods per week: 3
Pass Marks: 35%
Time Allowed : 1.5 Hrs

Max. Marks: 50
External assessment : 35
Internal Assessment: 15
Credit : 2

COURSE CONTENT AND TESTING

Text Prescribed (Literary):
Contemporary English Prose (OUP) edited by K.P.K. Menon
The following Stories/essay are not to be studied;

- I. Uncle Podger Hangs a Picture
- II. Sweets
- III. Lectures
- IV. The Position of Women in Ancient India
- V. Self

Portrait Testing

Q1. (a) One essay-type question with an internal alternative on summary, theme, incident or character in about 250 words.
(b) Four short answer questions to be attempted out of the given six from the prescribed text in about 30 words each.
(c) Comprehension of a prose passage of about 150 words from the prescribed text in the following way:

- i. Three questions to test the comprehension of the passage.
- ii. Meaning of two words/phrases italicized in the passage and use thereof in illustrative sentences.

4+4+2=10 marks

Q.2 Business Letters

The students may be asked to write a letter of the following types with an internal alternative:

- (a) Placing an order
- (b) Cancelling an order
- (c) Complaints
- (d) Reply to Complaints
- (e) Asking for quotations
- (f) Status enquiry letter
- (g) Favourable/unfavourable reply to status enquiry
- (h) Seeking dealership of a particular product etc.

5 marks

Q3 . Preparing Advertisement Copies of the following types:

- (a) Classified Advertisements
- (b) Display/Advertisement for your products and services.

The students should be asked to attempt one of the given two advertisements

4 Marks

Q4. Resume Writing

The nature of the job should be specified so as to enable the students to prepare their resume accordingly.

4 Marks

Q5. Grammar and Vocabulary

- (a) Idioms and Phrases (Meaning and Usage)
- (b) Synonyms and Antonyms
- (c) Expanding abbreviations and acronyms pertaining to Commerce, Business, Economics.

The students should be asked to attempt four of the given six from part(a) and eight out of the given ten from part (b) and part (c) each

4+4+4=12 Marks

Handwritten signature

Handwritten signature

2025-2026
B.COM. 1st semester
COMB1104T: COMPUTER APPLICATIONS IN BUSINESS

Instructions for Paper Setter/Examiners

Time allowed: 3 hours Periods per week: 3 Pass Marks: 35%	Max Marks: 100 External Theory: 70 Internal Practical based on lab work: 30 Credit: 3
--	--

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 6 marks. Section C will be compulsory with 11 short-answer type questions of 01 mark each, which will cover the entire syllabus.

UNIT – I

Computer: Introduction, Functions and Classification of Computer, Overview of Software and Hardware. Introduction to Word-Processing, Word-Processing concepts, Use of Templates, working with word document: Editing text, Find the replace text, Formatting, spell check, Auto correct, Auto text; Bullets and numbering, Tabs, Paragraph formatting, Indent, Page formatting, Header and footer. Tables: Inserting, Filling and formatting a table; Inserting Pictures and Video; Mail Merge: Including linking with Database; Printing documents.

UNIT – II

Preparing Presentations: Basics of presentations, Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols Media; Design; Transition; Animation; and Slide show. Creating Business Presentations using above facilities. Spread sheet and its Business Applications: Spread sheet concepts, managing worksheets; Formatting, entering data, Editing, and Printing a worksheet. Organizing Charts and Graphs. Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time Look up and reference, Database, and Text functions. Graphical representation of data: Frequency distribution and its statistical parameters; Mean, Median, Standard Deviation. Correlation and Regression.

Database Designs for Accounting and Business Applications: Reality-Expressing the Application; Creating initial design in Entity Relationship Model; Transforming E.R. Model to Relational Data Model Concepts Applying DBMS in Areas of Accounting & Inventory.

Course Outcome:

This course equips students with essential computer skills for business and accounting, including word processing, presentation creation, spreadsheet management, and basic database design. Students will gain hands-on experience in preparing professional documents, business presentations, and data analysis using software tools, enabling them to efficiently manage information and support decision making in modern business environments.

BOOKS RECOMMENDED

1. Microsoft Office 2000 Complete: BPB Publication.
2. Alexis Leon, Mathews Leon: *Introduction to Computers with MS Office 2000*, Tata McGraw
3. Implementing Tally: BPB Publication

4. PC Complete, BPB Publications
5. Jana Calabria: *Windows 98-6in1*, Prentice Hall

(2025-2026)

B.COM. Ist semester

COMB1105T: BUSINESS MATHEMATICS

Time allowed: 3 hours Periods per week: 3 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 3
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 6 marks. Section C will be compulsory with 11 short-answer type questions of 01 marks each, which will cover the entire syllabus.

UNIT -I

Matrices and Determinants: Definition of a matrix; Types of matrices; Algebra of matrices; Properties of determinants; Calculation of values of determinants up to third order; Adjoint of a matrix, elementary row or column operation; Finding inverse of a matrix through adjoint and elementary row or column operations; Solution of a system of linear equations having unique solution and involving not more than three variables.

UNIT -II

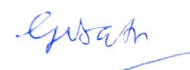
Differential Calculus: Mathematical functions and their types – linear, quadratic, polynomial. Concepts of limit, and continuity of a function. Concept of differentiation. Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply. Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit.

Course Outcome:

This course develops students' understanding of fundamental mathematical concepts including matrices, determinants, and differential calculus. By the end of the course, students will be able to solve linear equations using matrix methods, perform differentiation of functions, and apply these mathematical tools to solve business problems such as cost, revenue, profit analysis, and elasticity, thereby enhancing their analytical and problem-solving skills in economic and commercial contexts.

BOOKS RECOMMENDED

1. N.D. Vohra: Business Mathematics and Statistics
2. J.K. Thukral: Mathematics for Business Studies
3. J.K. Singh: Business Mathematics
4. Budnick, P.: Applied Mathematics



(2025-2026)

B.COM. Ist semester

COMB1106T: BUSINESS ORGANISATION

Time allowed: 3 hours Periods per week: 3 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 (Assignment; Based on field work) Credit: 3
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 6 marks. Section C will be compulsory with 11 short-answer type questions of 01 marks each, which will cover the entire syllabus.

UNIT-I

Business-Concept, Nature and Scope; business objectives, Business Environment Interface, distinction between business, commerce and trade.

Forms of Business Organisation-Sole proprietorship, partnership, joint stock company, types of companies, cooperative societies, multinational corporations and Indian Transnationals; Operations of Business: Business size and location decisions. Location: Factors affecting location decisions Mass production and mass customization, productivity, quality and logistic.

UNIT-II

Entrepreneurship - Concept and Nature, Entrepreneurial Opportunities in contemporary business environment. Process of setting up a business enterprise, Choice of a suitable form of feasibility and preparation of Business Plan.

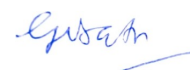
Functional Aspect of Business: Marketing: Marketing and Consumer behaviour, Product and Pricing decisions distribution and Promotional decisions. Human Resources: Sources of human Capital, Reasons of employee turnover, Strategies for attracting and retaining the employees.

Course Outcome:

This course provides students with a comprehensive understanding of business fundamentals, including the nature, scope, and forms of business organization, as well as key operational and strategic decisions. It also introduces students to entrepreneurship, business setup processes, and the functional aspects of marketing and human resource management. By the end of the course, students will be equipped to analyse business environments, evaluate organizational forms, identify entrepreneurial opportunities, and understand basic business functions essential for running and managing a successful enterprise.

Suggested Readings

1. Basu: Business Organisation and Management
2. Lele, Lallan and S.S. Gulshan: Business Organisation
3. Prasad, I Lallan and S.S. Gulshan: Management Principles and Practices
4. Tulsian P.C.: Business Organisation Management
5. Jim Barry, John Chander, Heather Clark: Organisation and Management



2025-26
B.Com. 1st Semester
Code: BEVS101
Environmental and Road Safety
Value Added Course

Semester-I
(2025 - 2026)

Environment and Road Safety

Subject Code: BEVS101

(VAC)

Max. Marks: 50

Credits: 02

End-Semester Exam: 35 marks

Total load: 30 Hours

Internal Evaluation: 15 marks

Pass Marks: 35%

Instructions for Paper Setter:

The end-semester examination will be of 35 marks and of 1.5 hours duration. The question paper will consist of three sections, namely Section A, B and C. Section A and B will have four questions each from the respective sections of syllabus. Each question will carry 06 marks and may be segregated into sub-parts. Section C will be compulsory with 11 short-answer type questions of 1 mark each covering the entire syllabus.

Instructions for students:

Students have to attempt four questions in all from Section A and B by selecting 2 questions from each Section. Section C will be compulsory, Use of scientific calculator is allowed.

Section-A

Introduction to environmental studies: The multidisciplinary nature of environmental studies, definition, scope and importance, concept of Biosphere-Lithosphere, hydrosphere, atmosphere.

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; bio-geographic 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.

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 non-renewable energy sources. Use of alternate energy sources, growing energy need case studies.

Pravin

Riyath

Riyath

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

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.

Human Communities and the Environment: Human population growth: Impacts on environment human health and welfare Sanitation & Hygiene, Resettlement and rehabilitation of project affected persons: case studies, Disaster management: floods, earthquake cyclones and landslides, Environment movements: Chipko, Silent valley, Bishops of Rajasthan Environmental ethics: Role of Indian and other religions and cultures in environmental conservation for a Clean green pollution free state, Environmental communication and public awareness case studies (e.g CNG vehicles in Delhi)

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, Meaning of Stubble burning, Impact on health & environment, Management and alternative uses of crop stubble, Environmental Legislations and Policies for Restriction of Agriculture Residue Burning in Punjab.

Field Work

1. Visit to an area to document environmental assets: river Forest Flora Fauna etc.
2. Visit to Local polluted site urban/Rural Industrial Agricultural
3. Study of common Plants Insects, Birds and basic principles of identification
4. Study of simple ecosystems-pond river, Delhi Ridge etc.

Reference Books

1. Carson. R. 2002 Silent Spring Houghton Mifflin Harcourt.
2. Gadgil Miuha R 1993 This is the story of India of California Press.
3. McElroy, P. 1996. Rivers no more: the environmental effects of dams (pp.29-64). Zed Books
4. Raven. P.H., Hassenzahl. D.M & Berg R 2012. Environment 8th edition John
5. Wiles & Sons 13. Rosencranz A Divan. S., & Nobie. ML. 2001. Environmental law and policy in India Tripathi 1992.
6. Singh. J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology. Environmental Science and Conservation. S. Chand Publishing. New Delhi.

Tazmin

Piyalekha

Gurab

2025-26
PBIBCOMCMP1101T
Punjabi Compulsory

Asian Educational Institute
 (An Autonomous College)
 ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ
PAPER: PUNJABI COMPULSORY
B.Com./B.Voc ਭਾਗ-ਪਹਿਲਾ, ਸਮੈਸਟਰ ਪਹਿਲਾ
ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 100

ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 70 ਅੰਕ

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 30

ਸਮਾਂ: 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%

ਅੰਕ ਅਧਿਆਪਨ 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਕਥਾ ਰੰਗ (ਸੰਪਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ ਅਤੇ ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ)

12+12=24 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ -ਅ 1. ਨਿਬੰਧ-ਰਚਨਾ : ਵਣਜ-ਵਪਾਰ ਦੇ ਸਰੂਪ ਤੇ ਮਹੱਤਵ, ਵਣਜ-ਵਪਾਰ ਵਿੱਚ ਕੰਪਿਊਟਰ ਦੀ ਵਰਤੋਂ, ਮਾਤ ਭਾਸ਼ਾ ਅਤੇ ਗਿਆਨ-ਵਿਗਿਆਨ, ਸਮਕਾਲੀ ਵਿੱਦਿਆ-ਪ੍ਰਬੰਧ, ਵਣਜ ਵਪਾਰ ਦੇ ਅਧਿਆਪਨ ਦਾ ਭਾਸ਼ਾਈ ਪੱਖ ਅਤੇ ਵਾਤਾਵਰਨ ਆਦਿ ਵਿਸ਼ਿਆਂ ਨਾਲ ਸਬੰਧਿਤ ਨਿਬੰਧ ਰਚਨਾ।

12 ਅੰਕ

ਭਾਗ ਅ 2 ਵਿਸ਼ਾਗਤ ਲੇਖਣੀ ਅਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ:

1. ਪੰਜਾਬੀ ਵਿਚ ਗਿਆਨ-ਵਿਗਿਆਨ ਦੀ ਪੜ੍ਹਾਈ, ਅਧਿਐਨ ਅਤੇ ਅਧਿਆਪਨ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ, ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦੀ ਘਾਤਤ, ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚੋਂ ਸ਼ਬਦ-ਉਧਾਰ (ਤਤਸਮ ਤੇ ਤਦਭਵ ਵਰਤੋਂ) ਅਤੇ ਸ਼ਬਦਜੋੜ ਤੇ ਉਚਾਰਣ-ਨਿਰਧਾਰਣ ਦੇ ਮਸਲੇ। 04 ਅੰਕ
2. ਵਣਜ ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ 04 ਅੰਕ
3. ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ (100 ਦੇ ਲਗਭਗ ਸ਼ਬਦ): ਅਨੁਵਾਦ ਅਤੇ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤੋਂ 04 ਅੰਕ

ਭਾਗ - ਏ

ਭਾਗ ਓ ਅਤੇ ਭਾਗ-ਅ (2) ਵਿਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ।

11x2= 22 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ਓ, ਅ ਅਤੇ ਏ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
2. ਭਾਗ ਓ ਵਿੱਚੋਂ (1) ਕਿਸੇ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਪਾਠਕ ਦੇ ਪ੍ਰਭਾਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ (ਤਿੰਨ ਵਿਚੋਂ ਇੱਕ) 12 ਅੰਕ
(2) ਪਾਤਰ ਸਬੰਧੀ ਜਾਣਕਾਰੀ (ਚਾਰ ਵਿੱਚੋਂ ਦੋ) 2x6 = 12
3. ਭਾਗ ਅ-1 ਵਿੱਚ ਦਰਜ ਕਿਸੇ ਵਿਸ਼ੇ ਤੇ ਨਿਬੰਧ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ) 12 ਅੰਕ
4. ਅ-2 (1) ਵਿੱਚੋਂ ਇੱਕ ਸੰਖੇਪ ਉੱਤਰ (ਇੱਕ ਡੇਢ ਪੰਨੇ ਵਿੱਚ) ਵਾਲਾ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਹੋਵੇਗਾ। (ਦੋ ਵਿੱਚੋਂ ਇੱਕ) 04 ਅੰਕ
5. ਭਾਗ ਅ-2 (2) ਵਿੱਚ ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਇੱਕ ਸੰਖੇਪ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। 04 ਅੰਕ

4

Lpsh

6. ਅ-2 (3) ਵਿੱਚ 5 ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤੋਂ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਸੱਤ ਵਿੱਚੋਂ ਚਾਰ) 04 ਅੰਕ
7. ਭਾਗ-ੲ ਕਥਾ ਰੰਗ ਅਤੇ ਅ-2 (1) ਵਾਲੇ ਭਾਗ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 (ਪਾਠ ਪੁਸਤਕ ਕਥਾ ਰੰਗ ਵਿੱਚੋਂ 6 ਅਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਅਤੇ ਵਿਸ਼ਾਗਤ ਲੇਖਣੀ ਵਿੱਚੋਂ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਇਸ ਵਿੱਚ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦੇ ਅਰਥ ਦੱਸਣ ਤੇ ਸੰਖੇਪ ਵਿਆਖਿਆ ਕਰਨ ਲਈ ਵੀ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। 11x2=22 ਅੰਕ

ਸਹਾਇਕ ਪਾਠ-ਸਮੱਗਰੀ

ਡਾ. ਜੋਗਾ ਸਿੰਘ, ਭਾਸ਼ਾ ਨੀਤੀ ਬਾਰੇ ਅੰਤਰ-ਰਾਸ਼ਟਰੀ ਖੋਜ: ਮਾਤ ਭਾਸ਼ਾ ਖੋਲ੍ਹਦੀ ਹੈ ਸਿੱਖਿਆ ਗਿਆਨ ਅਤੇ ਅੰਗਰੇਜ਼ੀ ਸਿੱਖਣ ਦੇ ਦਰਵਾਜ਼ੇ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, 2013

ਵਣਜ ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਲਗਭਗ ਸ਼ਬਦ:

1. Abolition: ਖਾਤਮਾ	15. Break even points: ਸਮਾਨ ਬਿੰਦੂ
2. Abolition of Professional tax: ਪੇਸ਼ੇਵਾਰਾਨਾ ਟੈਕਸ ਦਾ ਖਾਤਮਾ	16. Alternative cost: ਵਿਕਲਪੀ ਲਾਗਤ
3. Abridge: ਸੰਖੇਪ ਕਰਨਾ	17. Amalgamation: ਸੰਮਿਸ਼ਰਣ
4. Abrogate: ਰੱਦ ਕਰਨਾ, ਨਿਰਾਕਰਣ, ਖਤਮ ਕਰਨਾ	18. Amortization of debts: ਕਰਜ਼ਿਆਂ ਦਾ ਕਿਸਤਵਾਰ ਭੁਗਤਾਨ
5. Absolute owner: ਪੂਰਣ ਮਾਲਕ	19. Amortization of Assets: ਅਚਲ ਸੰਪਤੀ ਦਾ ਕਿਸਤਵਾਰ ਭੁਗਤਾਨ
6. Absolute right: ਪੂਰਣ ਅਧਿਕਾਰ	20. Annuity: ਵਾਰਸ਼ਿਕੀ
7. Abstract budget: ਸੰਖਿਪਤ ਬਜਟ	21. Capital Expenditure: ਪੂੰਜੀ ਰੂਪ ਖਰਚ
8. Abstract of account: ਲੇਖਾ-ਸਾਰ	22. Anticipated Prices: ਪੂਰਵ-ਅਨੁਮਾਨਿਤ ਕੀਮਤਾਂ
9. Acceptance of tender: ਟੈਂਡਰ ਦੀ ਸਵੀਕ੍ਰਿਤੀ	23. Arbitration: ਸਾਲਸੀ, ਵਿਚੋਲਗੀ
10. Access: ਪਹੁੰਚ	24. Capital Account: ਪੂੰਜੀਗਤ ਖਾਤਾ
11. Accountant: ਲੇਖਾਕਾਰ	25. Assessed Tax: ਨਿਰਧਾਰਿਤ ਕਰ
12. Account Book: ਵਹੀ ਖਾਤਾ	26. Breach of trust: ਅਮਾਨਤ ਵਿਚ ਖਿਆਨਤ
13. Acknowledgement: ਪਹੁੰਚ ਰਸੀਦ	27. Assets: ਸੰਪਤੀ
14. Advance: ਪੇਸ਼ਗੀ	28. Bond: ਰਿਣ ਪੱਤਰ

Signature

29. Assets and liabilities: ਸੰਪਤੀ ਅਤੇ ਦੇਣਦਾਰੀਆਂ	59. Competition: ਮੁਕਾਬਲਾ, ਪ੍ਰਤਿਯੋਗਤਾ
30. Authorised capital: ਅਧਿਕਾਰਤ ਪੂੰਜੀ	60. Corporation: ਨਿਗਮ
31. Bill of exchange: ਹੁੰਡੀ	61. Cost Account: ਲਾਗਤ ਲੇਖਾ
32. Broker: ਦਲਾਲ	62. Cost of Production: ਉਤਪਾਦਨ ਲਾਗਤ
33. Audit: ਲੇਖਾ ਪੜਤਾਲ	63. Current Account: ਚਾਲੂ ਖਾਤਾ
34. Audit staff: ਲੇਖਾ ਪੜਤਾਲ ਅਮਲਾ	64. Current Liabilities: ਫੌਰੀ ਜਾਂ ਚਲੰਤ ਦੇਣਦਾਰੀਆਂ
35. Book keeping: ਵਹੀ ਖਾਤਾ	65. Debenture: ਰਿਣ ਪੱਤਰ
36. Average: ਔਸਤ	66. Debt management: ਰਿਣ ਪ੍ਰਬੰਧ
37. Book Value: ਵਹੀ-ਖਾਤੇ ਅਨੁਸਾਰ ਮੁੱਲ	67. Deduct: ਕਟੌਤੀ
38. Average Income: ਔਸਤ ਆਮਦਨ	68. Deferred payment: ਸਥਗਿਤ ਭੁਗਤਾਨ
39. Average Productivity: ਔਸਤ ਉਤਪਾਦਕਤਾ	69. Deflation: ਮੁੱਦਰਾ ਵਿਸਫੀਤੀ
40. Back log: ਪਿਛਲਾ ਬਕਾਇਆ	70. Demand for payment: ਅਦਾਇਗੀ ਦੀ ਮੰਗ
41. Balance sheet: ਬੱਚਤ ਸਾਰਣੀ	71. Demonstration effect: ਪ੍ਰਦਰਸ਼ਨੀ ਪ੍ਰਭਾਵ
42. Bilateral Agreement: ਦੋ ਧਿਰੀ ਸਮਝੌਤਾ	72. Depreciation: ਮੁੱਲ ਘਟਾਈ
43. Bankrupt: ਦਿਵਾਲੀਆ	73. Depression: ਆਰਥਿਕ ਮੰਦੀ
44. Barter: ਵਸਤ ਵਟਾਂਦਰਾ	74. Devaluation: ਮੁੱਦਰਾ ਅਵਮੁੱਲਣ
45. Beneficial: ਲਾਭਦਾਇਕ	75. Discount rate: ਕਟੌਤੀ ਦਰ
46. Capital Formation: ਪੂੰਜੀ ਨਿਰਮਾਣ	76. Disinvestment: ਵਿਨਿਵੇਸ਼
47. Capital investment: ਪੂੰਜੀ ਨਿਵੇਸ਼	77 Dividend: ਲਾਭ ਅੰਸ਼
48. Capital gains: ਪੂੰਜੀ ਰੂਪ ਲਾਭ	78. Distribution: ਵਿਤਰਣ
49. Capital goods: ਪੂੰਜੀ ਰੂਪ ਵਸਤਾਂ	79. Documentary proof: ਦਸਤਾਵੇਜ਼ੀ
50. Cash Account: ਰੋਕੜ ਖਾਤਾ	80. Double Entry: ਦੂਹਰਾ ਇੰਦਰਾਜ਼
51. Cash Balance: ਨਕਦ ਬਕਾਇਆ	81: Draftsman: ਨਕਸ਼ਾ ਨਵੀਸ
52. Cash book: ਰੋਕੜ ਵਹੀ	82: Economic indicator: ਆਰਥਿਕ ਸੂਚਕ
53. Census: ਜਨਗਣਨਾ	83. Entrepreneur: ਉੱਦਮੀ
54. Circulating Capital: ਮਾਰਕੀਟ ਵਿਚ ਲੱਗੀ ਪੂੰਜੀ	84. Excise duty: ਉਤਪਾਦਨ
55. Commerce: ਵਣਜ ਵਪਾਰ	85. Export tax: ਨਿਰਯਾਤ ਕਰ
56. Commercial Capital: ਵਣਜੀ ਪੂੰਜੀ	86. Expenditure: ਖਰਚ
57. Commodity: ਉਪਭੋਗਤਾ ਵਸਤ	87. Fair trade: ਉਚਿਤ ਵਪਾਰ
58. Company: ਕੰਪਨੀ	88. Finance: ਵਿੱਤ

Spandan

89. Finance affairs: ਵਿੱਤੀ ਮਾਮਲੇ	97. Fixed Costs: ਸਥਾਈ ਖਰਚੇ
90. Financial Affairs:	98. Floatation: ਕਰਜ਼ਾ ਚਾਲੂ ਕਰਨਾ
91. Fine Paper: ਵਿੱਤੀ ਦੰਡ ਜਾਂ ਜੁਰਮਾਨਾ	99. Foreign Exchange: ਵਿਦੇਸ਼ੀ ਮੁੱਦਰਾ
92. Firm: ਫਰਮ	100. Fringe benefits: ਉੱਪਰਲੇ ਲਾਭ
93. Firm order: ਪੱਕੀ ਪੇਸ਼ਕਸ਼	101. Glut: ਭਰਮਾਰ
94. Fiscal Policy:	102. Goods Account: ਮਾਲ ਲੇਖਾ
95. Fiscal Year: ਵਿੱਤੀ ਸਾਲ	103. Gross Profit: ਕੁੱਲ ਲਾਭ
96. Fixed Capital: ਸਥਾਈ ਪੂੰਜੀ	

lysat

2025-26

PBIBCOMCMP1101T

□□□□ - □□□□□□ □□□□□

PAPER: □□□□□□ □□□□

□□□□□□-□□□□□

(ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੇਪਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਪਹਿਲਾ)

Asian Educational Institute

(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: ਮੁੱਢਲਾ ਗਿਆਨ

ਸਮੈਸਟਰ-ਪਹਿਲਾ

ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 30

ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 70 ਅੰਕ

ਸਮਾਂ: 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%

ਅੰਕ ਅਧਿਆਪਨ 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲੇਖਣ-ਪ੍ਰਬੰਧ

(ੳ) ਅੱਖਰ ਸਿੱਖਿਆ: ਤਰਤੀਬਵਾਰ

(ਅ) ਭੁਲਾਵੇਂ ਅੱਖਰ

(ੲ) ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਅੱਖਰ

(ਸ) ਅੱਖਰ ਬਣਤਰ: ਅੱਖਰ ਰੂਪ ਤੇ ਲੇਖਣ ਦੇ ਨਿਯਮ

(ਹ) ਮੁਹਾਰਨੀ

12 ਅੰਕ

ਭਾਗ ਓ-2: ਗੁਰਮੁਖੀ ਅੱਖਰ ਤੇ ਪੰਜਾਬੀ ਸ਼ੁਰ ਪੁਨੀਆਂ ਦਾ ਪ੍ਰਬੰਧ

(ੳ) ਸ਼ੁਰ ਪੁਨੀਆਂ ਦਾ ਚਾਰਟ

(ਅ) ਸ਼ੁਰ ਵਾਹਕ ਅਤੇ ਸ਼ੁਰ ਪੁਨੀਆਂ

(ੲ) ਸ਼ੁਰ ਪੁਨੀਆਂ: ਉਚਾਰਨ ਸਥਾਨ (ਜੀਭ ਦੇ ਆਧਾਰ 'ਤੇ ਵੰਡ)

(ਸ) ਸ਼ੁਰ ਪੁਨੀਆਂ

(ਹ) ਸ਼ੁਰ ਪੁਨੀਆਂ: ਮਾਤਰਾ ਦੇ ਆਧਾਰ 'ਤੇ ਵੰਡ

12 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ-ਅ 1 ਗੁਰਮੁਖੀ ਅੱਖਰ ਤੇ ਪੰਜਾਬੀ ਵਿਅੰਜਨ ਪੁਨੀਆਂ ਦਾ ਪ੍ਰਬੰਧ

(ੳ) ਵਿਅੰਜਨ ਪੁਨੀਆਂ ਦਾ ਉਚਾਰਨ ਸਥਾਨ

(ਅ) ਕ-ਵਰਗ ਨਾਲ ਪਛਾਣ

(ੲ) ਚ-ਵਰਗ ਨਾਲ ਪਛਾਣ

(ਸ) ਟ-ਵਰਗ ਨਾਲ ਪਛਾਣ

(ਹ) ਤ-ਵਰਗ ਨਾਲ ਪਛਾਣ

(ਕ) ਪ-ਵਰਗ ਨਾਲ ਪਛਾਣ

(ਖ) ਯ-ਵਰਗ ਨਾਲ ਪਛਾਣ

12 ਅੰਕ

ਭਾਗ ਅ 2 ਲਿਪੀ ਦੇ ਅੱਖਰਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਨਿਯਮ

ੳ) ਲਗਾ-ਮਾਤਰਾ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ

ਅ) ਲਗਾਅਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ

ੲ) ਅੱਧੇ ਅੱਖਰਾਂ (ਫੁੱਤ ਵਿਅੰਜਨਾਂ) ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ

Signature

- (ਸ) ਸੂਰ ਸੂਚਕ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ
- (ਹ) ਵਿਅੰਜਨ ਸੂਚਕ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ
- (ਕ) ਮਾਤਰਾ ਦੀ ਵਿਅੰਜਨ ਸੂਚਕਾਂ ਨਾਲ ਵਰਤੋਂ
- (ਖ) ਵਿਸਰਾਮ ਚਿੰਨ੍ਹਾਂ ਨਾਲ ਜਾਣ-ਪਛਾਣ
- (ਗ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਨਾਲ ਸੰਖੇਪ ਜਾਣ-ਪਛਾਣ

12 ਅੰਕ

ਭਾਗ - ਏ

ਸਾਰੇ ਪਾਠਕ੍ਰਮ 'ਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ।

11x2 = 22 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਸਿੱਖ ਰਹੇ ਹਨ। ਹੇ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਵੀ ਅਣਜਾਣ ਹੋਣ। ਸੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਪੱਧਰ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖ ਕੇ ਨਿਸ਼ਚਤ ਕੀਤਾ ਜਾਵੇ।
2. ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਹੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
4. ਵਰਣਤਮਕ (ਵਿਸਤ੍ਰਿਤ, ਸੰਖੇਪ) ਪ੍ਰਸ਼ਨ ਬਿਲਕੁਲ ਵੀ ਨਾ ਪੁੱਛੇ ਜਾਣ। ਭਾਵ ਕਿ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕੋਈ ਪ੍ਰਸ਼ਨ ਦਾ ਵਰਨਣ ਲਿਖਣ ਲਈ ਨਾ ਕਿਹਾ ਜਾਵੇ ਬਲਕਿ ਪ੍ਰਯੋਗੀ ਪ੍ਰਸ਼ਨ ਹੀ ਪੁੱਛੇ ਜਾਣ।
5. ਵਿਦਿਆਰਥੀ ਨੂੰ ਲਿਪੀ ਦਾ ਬੋਧ ਕਰਵਾਉਣ ਲਈ ਧੁਨੀਆਂ, ਲਿਪੀ ਚਿੰਨ੍ਹਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਸਬੰਧੀ ਸੰਖੇਪ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਆਰ ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2009. (ਹਿੰਦੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
2. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਗੁਰਮੁਖੀ ਸਿੱਖੋ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011. (ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
3. ਸੀਤਾ ਰਾਮ ਬਾਹਰੀ, ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2002. (ਹਿੰਦੀ)
4. ਚਰਨਜੀਤ ਸਿੰਘ ਭੋਜਾ (ਸੰਪਾ.), ਠੱਠ ਪੰਜਾਬੀ ਪਹਿਲੀ ਕਿਤਾਬ (5ਆਬ ਕਾਢਮੇਏਸ਼ਨ), ਸੰਨ ਸੰਤਾਲੀ ਪਬਲੀਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2017
5. ਡਾਸਵਿੰਦਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਗਿਆਨ ਸੀ.ਡੀ. (ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨ ਟੂ-ਲਰਨ ਐਂਡ ਟੀਚ ਪੰਜਾਬੀ), ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 2011.
6. Hardev Bahri, Teach Yourself Punjabi, Publication Bureau, Punjabi University, Patiala, 2011.
7. Henry A. Gleason and Harjeet Singh Gill, A start in Punjabi, Publication Bureau, Punjabi University, Patiala, 1997.
8. Ujjal Singh Bahri and Paramjit Singh Walla, Introductory Punjabi, Publication Bureau, Punjabi University, Patiala, 2003.

Spandan

Semester II
Asian Educational Institute, Patiala
(An Autonomous College)

Semester II

COURSE CODE	COURSE	SUBJECT TITLE	CREDITS	Marks
COMB1201T	Major	Financial Accounting – II	4	100
COMB1202T	Major	Company Law	4	100
COMB1203T	Minor	Macro Economics	4	100
ENGBCOMAEC1201-T	Ability Enhancement	English	2	50
COMB1204T	Skill Enhancement	E-Commerce	3	100
COMB1205T COMB1206T	Inter Disciplinary	Any one from Common Pool	3	100
BDRUG-102	Value Added	Drug Abuse: Problem, Management and Prevention	2	50
PBIBCOMCMP1201T	Compulsory	Punjabi (Compulsory) OR	4	100
PBIBCOMCMG1201T	Compulsory	Punjabi Compulsory (Elementary Knowledge)	4	100
PBIBEP1201T	Compulsory	Punjabi Compulsory (Elementary Knowledge) For Foreign student	4	100

gusah

2025-26
B.COM. IInd semester
COMB1201T: FINANCIAL ACCOUNTING-II

Time allowed: 3 hours Periods per week: 6 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 4
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT - I

Accounting for Hire Purchase Transactions: Journal entries and ledger accounts in the books of Hire Vendors and Hire Purchasers for large value items including default and repossession, stock and debtors' system. **Consignment Accounts:** Accounting treatment including journal and ledger in the books of consignor and consignee. **Joint Ventures:** Methods of maintaining Joint Venture accounts.

UNIT - II

Branch Accounting: Dependent and Independent Branches (including foreign branches). **Departmental Accounting:** Meaning, Advantages, Apportionment of Expenses, Inter Departmental Transfers and Provision for Unrealized Profit. **E-Accounting:** Its meaning, Features, Advantages and disadvantages of Manual Accounting versus Computerized Accounting, Financial Accounting Package - Tally. ERP 9.0. Introduction of Tally. ERP 9.0, Phases of Implementation, configuring Tally, Accounts Management (using TALLY.ERP 9.0 Software Package): Accounts Masters including creating and altering vouchers, Accounts Transactions and preparing and printing Trial Balance and Final Accounts.

Course Outcome:

This course enables students to develop advanced accounting skills related to hire purchase, consignment, joint ventures, branch and departmental accounting. It also introduces students to e-accounting practices with practical exposure to Tally ERP 9.0, covering the creation of accounts, vouchers, and financial reports. By the end of the course, students will be capable of handling complex business transactions and using computerized accounting systems effectively for financial reporting and decision-making in modern business environments.

Note: Assignments must be based on case studies/actual practices related to various topics.

Books Recommended:

1. M.C. Shukla & T.S. Grewal: **Advanced Accounts**
2. R.L. Gupta: **Advanced Accounts**
3. S.N. Maheswari: **Advanced Accounting**
4. V.P. Sharma & Others: **Advanced Accounting**

5. A.K. Dhir: **Advanced Accounting**
6. [Harsimran Kaur & Aeimanpreet Singh S.S. Bhatia, Vikram Gupta](#)- Accounting using Tally ERP 9

(2025-2026)
B.COM. IInd semester
COMB1202T: COMPANY LAW

Time allowed: 3 hours Periods per week: 6 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 4
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT – I

Company: Meaning, features, The Concept of Lifting of Corporate Veil, Emerging Types of Companies. Formation of Company – Promotion & Registration; Preliminary contracts; Memorandum of Association; Articles of Association; Prospectus; Shares & Share Capital, Book Building Process, Dematerialisation of Shares, ASBA System, Transfer & Transmission of Shares, Buyback of Shares.

UNIT – II

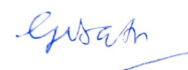
Directors; Borrowing Powers (including debentures); Members; Managerial remuneration, Meetings (including Board Meetings); Majority Powers and Minority Rights; Winding-up of the company.

Course Outcome:

Students will gain foundational knowledge of company formation, structure, and legal procedures. They will understand key aspects of corporate governance, including directors' roles, shareholder rights, and company winding-up processes.

Suggested Readings:

1. Avtar Singh: *Company Law*
2. N. D. Kapoor: *Company Law*



(2025-2026)
B.COM. IInd semester
COMB1203T: MACRO ECONOMICS

Time allowed: 3 hours Periods per week: 6 Pass Marks: 35%	Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 4
--	---

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT - I

Introduction to Macro Economics and its importance, National Income: Concepts, Methods and problems of measurement particularly in underdeveloped countries. Classical theory of Employment and Say's Law of Market, Keynesian Theory of Income, Output and Employment.

UNIT - II

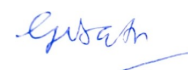
Consumption function: Average and marginal propensity to consume, psychological law of consumption. Multiplier: Concept, Operation and Limitations; Investment Function: Concept, Operation and Limitations and Marginal Efficiency of Capital; Inflation: Meaning, Types, Causes & Effects. Trade cycles: Meaning & phases. Impact of Trade cycles on Economy.

Course Outcome:

This course equips students with a foundational understanding of macroeconomic concepts such as national income, employment theories, consumption and investment functions, inflation, and trade cycles. Students will be able to analyse economic fluctuations, interpret key macroeconomic indicators, and understand the implications of macroeconomic policies, particularly in the context of developing economies.

Suggested Readings:

1. M.L. Seth: **Principles of Economics**
2. Stonier and Hague: **A Text Book of Economics**
3. M.L. Jhingan: **Advanced economic theory: micro and macro economics**



(2025-2026)
ENGBCOMAEC1201-T
ENGLISH
Ability Enhancement Course

(2025-2026)
B Com 2nd Semester
ENGBCOMAEC1201-T: ENGLISH

Time allowed: 1.5 hours.
Periods per week: 3
Max Marks: 50
Credits: 2

Max. Marks: 50
Pass Marks: 35%
Internal Assessment: 15
External Assessment: 35

COURSE CONTENT AND TESTING

Texts Prescribed (Literary):

A Thing of Beauty *S.Jagan Disan*
Selection from English Poetry. *V.Saraswathi*
The following poems are not to be studied
Henry VIII
The Affliction of Margaret

Testing

Q1. a) One essay type question with an internal alternative on theme or summary. 4 marks
b) Five short answer questions to be attempted out of the given eight from the prescribed text in about 30 words each 5 marks

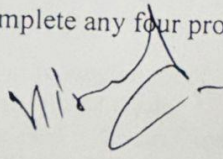
Q2. Report Writing
The student may be asked to write a report on any of the following with an internal alternative
a) Current trends
b) Event
c) Business Reports 4 marks

3. Acquiring Business Skills
The following topics are to be covered
a) Leadership
b) Time Management
c) Goal Oriented Tasks
d) Stress Busters
e) Risk Initiative
f) Setting New Benchmarks
The student should be asked to attempt any one of the given three topics. 4 marks

4. Language Usage
I. a) Use of tenses
b) Use of verbs
c) Use of relative clauses and connectives
d) Use of articles
e) Use of Preposition and Conjunction

[Signature]


[Signature]

- The student should be asked to attempt two sentences in each part from the given 4 sentences 10 marks
2. Words commonly misspelt 4 marks
- The students should be asked to correct any four incorrect words from the given seven words
3. Proverbs
- The student may be asked to complete any four proverbs from the given seven. 4 marks
- 

(2025-2026)
B.COM. IInd semester
COMB1204T: E-COMMERCE
Skill Enhancement Course

Time allowed: 3 hours	Max Marks: 100
Periods per week: 3	External assessment: 70
Pass Marks: 35%	Internal Assessment: 30
	(Based on website visit report of Companies)
	Credit: 3

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I a  illabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 6 marks. Section C will be compulsory with 11 short-answer type questions of 01 mark each, which will cover the entire syllabus.

UNIT-I

Internet and Commerce: Business operations; E-commerce practices vs. traditional business practices; Concepts b2b, b2c, c2c, b2g, g2b, g2c; Benefits of e-commerce to organization, consumers and society; Limitation of e-commerce. Applications in b2c: Consumers shopping procedure in the internet.

UNIT-II

Application in b2b: Applications of b2b; Key technologies for b2b; Architectural models of b2b; Characteristics of the supplier-oriented market place; buyer-oriented market place and intermediary-oriented market place. Applications in Governments: EDI in Government; E- governance; E-governance applications of the internet; Concept of Governance to business, business-to-government and citizen to Governance; E-governance models; Private sector interface in e-governance.

Course Outcome:

By the end of this course, students will understand the fundamentals of e-commerce and how it differs from traditional business practices. They will gain knowledge of various e-commerce models like B2B, B2C, C2C, B2G, and G2C, along with their benefits and limitations. The course will also enable students to explore applications of e-commerce in consumer markets and business transactions. Additionally, students will learn about the role of technology in B2B commerce and the functioning of e-governance and its models.

Suggested Readings:

1. Bharti Baskar: Electronic Commerce, McGraw Hill
2. K. K. Bajaj & Debjani Nag: E-Commerce, McGraw Hill
3. Sushila Madan: E-Commerce, Taxmann
4. Ravi Kala Kota: Frontiers of E-Commerce

2025-2026

B.COM. IInd semester

COMB1205T: BUSINESS STATISTICS

Time allowed: 3 hours	Max Marks: 100
Periods per week: 3	External assessment: 70
Pass Marks: 35%	Internal Assessment: 30
	Credit: 3

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 6 marks. Section C will be compulsory with 11 short-answer type questions of 01 mark each, which will cover the entire syllabus.

UNIT-I

Introduction to Statistics: Definition, Importance and Limitations, Functions and scope. Measures of Central Tendency: Mean, Median, Mode. Measures of dispersion: Range, Quartile deviation, Mean deviation and Standard deviation. Analysis of Time Series: Causes of variations in time series multiplicative models; Determination of trends, moving averages method and method of least squares (including linear, second degree, parabolic and exponential trends).

UNIT-II

Index numbers: Need, definition and limitations of Index numbers – simple and weighted index numbers – Laspyer's, Paasche's and Fisher Index numbers, Criterion of ideal index numbers, problems involved in the construction of index numbers. Correlation: Meaning, types and measurement of correlation (Karl Pearson's methods and Spearman's rank correlation), Application of Correlation. Regression: Meaning, Regression Equation of X on Y and Yon X, Application of Regression.

Course Outcome:

By the end of this course, students will understand the fundamental concepts of statistics, including its definition, importance, and limitations. They will be able to calculate and interpret measures of central tendency, dispersion, and analyse time series data using various methods. The course will also equip students with the ability to construct and evaluate index numbers and apply correlation and regression techniques for data analysis and decision-making.

Suggested Readings:

1. R.P. Hooda: Statistics for Business and Economics
2. S.P. Gupta: Statistical Methods
3. S.C. Gupta and V.K. Kapoor: Fundamentals of Applied Statistics

(2025-26)

B. Com IInd Semester

COMB1206T: FUNDAMENTALS OF MANAGEMENT

Time allowed: 3 hours	Max Marks: 100
Periods per week: 3	External assessment: 70
Pass Marks: 35%	Internal Assessment: 30
	Credit: 3

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabi respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 6 marks. Section C will be compulsory with 11 short-answer type questions of 01 marks each, which will cover the entire syllabus.

UNIT - I

Introduction: Concept, nature, process and significance of management; An overview of functions of Management. Planning: Concept, process and types; Decision making: Concept and process. Management by objectives. Organising: Concept, nature, process and significance; Authority and responsibility relationships. Staffing: Nature, Scope and Process.

UNIT - II

Motivation: Concept, Theories: Maslow, Herberg, McGregor. Leadership: Concept and leadership styles, Leadership theories. Communication: Nature, process, networks and barriers, Effective communication. Controlling: Nature, importance, areas of control, control process. Management of Change: Concept, Nature and process of planned change.

Course Outcome:

Students will understand fundamental principles, functions, and processes of management. They will be able to apply key concepts in planning, organizing, leadership, motivation, and control for effective business decision-making.

Suggested Readings:

1. Koontz O' Donnel: *Management*
2. L.M. Prasad: *Principles & Practices of Management*
3. Terry and Franklin: *Fundamentals of Management*
4. Groff and Jones: *Knowledge Management in Business*
5. C.P. Mahajan: *Principles and Techniques of Business*
6. Rolph Lewis: *Time Management*

**B.COM IInd Sem
B-DRUG- 102: DRUG ABUSE
Value Added Course**

FOR ALL SEMESTER- II

**DRUG ABUSE : PROBLEM, MANAGEMENT AND PREVENTION
(Subject Code: BDRUG-102)**

Max Marks: 35
Internal Assessment: 15
Total Marks: 50

Total Lectures: 24
Pass: 40%
Lectures per week 03
Credits: 02

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 5 marks. Section C will consist of 15 short answer type of 1 mark each.

INSTRUCTION FOR THE CANDIDATES

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

SECTION A

UNIT: 1 – Problem of Drug Abuse: Concept and Overview; Types of Drug Often Abused

(a) Concept and Overview

What are drugs and what constitutes Drug Abuse?

Prevalence of menace of Drug Abuse

How drug Abuse is different from Drug Dependence and Drug Addiction?

Physical and psychological dependence- concepts of drug tolerance

(b) Introduction to drugs of abuse: Short-Term, Long-term effects & withdrawal symptoms

Stimulants: Amphetamines, Cocaine, Nicotine

Depressants: Alcohol, Barbiturates- Nembutal, Seconal, Phenobarbital Benzodiazepines

-Diazepam, Alprazolam, Flunitrazepam

Narcotics: Opium, morphine, heroin

Hallucinogens: Cannabis & derivatives (marijuana, hashish, hash oil)

Steroids

Inhalants

08hrs.

UNIT: II – Nature of the Problem

Vulnerable Age Groups

M Singh *Alha*
Narain Kaur *Gurdeep*

Signs and symptoms of Drug Abuse

- (a) – Physical indicators
- (b) – Academic indicators
- (c) – Behavioural and Psychological indicators

04hrs.

SECTION B

UNIT: III – Causes and Consequences of Drug Abuse

(a) Causes

Physiological

Physiological

Sociological

(b) Consequences of Drug Abuse

For individuals

For families

For society & Nation

06hrs.

Unit: IV – Management & Prevention of Drug Abuse

Management of Drug Abuse

Prevention of Drug Abuse

Role of Family, School, Media, Legislation & Deaddiction Centers.

06hrs.

Suggested readings

1. Kappor. T. (1985) Drug Epidemic among Indian Youth, New Delhi: Mittal Pub
2. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
3. Ahuja, Ram, (2003), Social Problems in India, Rawat Publications: Jaipur
4. 2003 National House hold Survey of Alcohol and Drug Abuse, New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
5. Wold Drug Report 2011, United Nations Office of Drug and Crime.
6. Wold Drug Report 2010, United nations Office of Drug and Crime.
7. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
8. The Narcotic Drugs and Psychotropic Substances Act, 1985, (New Delhi: Universal, 2012)

Pedagogy of the Course Work:

The pedagogy of the course work will consist of the following:

70% lectures (including expert lectures).

30% assignments, discussion and seminars and class tests.

Note: A visit to drug de-addiction centre could also be undertaken.

M Singh

Alka Nannu

Lybath

Asian Educational Institute
(An Autonomous College)
ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ
PAPER: PUNJABI COMPULSORY
ਬੀ.ਕਾਮ. ਭਾਗ-ਪਹਿਲਾ, ਸਮੈਸਟਰ ਦੂਜਾ
ਵਿਸ਼ਾ ਕੋਡ PBIBCOMCMG1201T

Asian Educational Institute
 (An Autonomous College)
 ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ
PAPER: PUNJABI COMPULSORY
B.Com./B.Voc ਭਾਗ-ਪਹਿਲਾ, ਸਮੈਸਟਰ ਦੂਜਾ
ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 100

ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 70 ਅੰਕ

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 30

ਸਮਾਂ: 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿੱਚ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%

ਅੰਕ ਅਧਿਆਪਨ 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਵਾਰਤਕ ਵਿਵੇਕ (ਸੰਪਾ. ਡਾ. ਰਾਜਿੰਦਰ ਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਡਾ. ਜਗਤਾਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ)

12+12=24 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ -ਅ 1. ਪ੍ਰੈਸ ਰਿਪੋਰਟ: ਵਣਜ-ਵਪਾਰ ਦੇ ਨਾਲ ਸਬੰਧਿਤ ਕਿਸੇ ਆਯੋਜਨ, ਵਪਾਰ-ਮੇਲੇ, ਇਕੱਤਰਤਾ ਜਾਂ ਸੈਮੀਨਾਰ ਦੀ ਪ੍ਰੈਸ ਰਿਪੋਰਟ

12 ਅੰਕ

ਭਾਗ ਅ 2 ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਅਤੇ ਵਿਸ਼ਾਗਤ-ਲੇਖਣੀ:

1. ਪੰਜਾਬੀ ਵਿਚ ਵਣਜ-ਵਪਾਰ ਦੀ ਵੈੱਬ ਸਮੱਗਰੀ ਦਾ ਉਤਪਾਦਨ: ਸਿਧਾਂਤ ਅਤੇ ਵਿਹਾਰ (ਬਲੋਗ ਰਚਨਾ ਅਤੇ ਵਿਕੀਪੀਡੀਆ ਉੱਤੇ ਔਟਰੀ ਬਣਾਉਣਾ) 04 ਅੰਕ
2. ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ। 04 ਅੰਕ
3. ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ (100 ਦੇ ਲਗਭਗ ਸ਼ਬਦ): ਅਨੁਵਾਦ ਅਤੇ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ 04 ਅੰਕ

ਭਾਗ - ਏ

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ।

11x2= 22 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ਓ, ਅ ਅਤੇ ਏ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
2. ਭਾਗ ਓ ਵਿੱਚੋਂ (1) ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ ਕਿਸੇ ਇਕ ਸਾਹਿਤਕ ਨਿਬੰਧ ਦਾ ਵਿਸ਼ਾ/ਸਾਰ ਜਾਂ ਪਾਠਕੀ ਪ੍ਰਤਾਪ ਬਾਰੇ ਪ੍ਰਸ਼ਨ

12 ਅੰਕ

(2) ਨਿਬੰਧਾਂ ਵਿਚਲੇ ਵਿਚਾਰਾਂ ਸਬੰਧੀ ਸੰਖੇਪ ਪ੍ਰਸ਼ਨ। (ਪੰਜ ਵਿੱਚੋਂ ਦੋ)

2x6 = 12

3. ਭਾਗ ਅ-1 ਵਣਜ ਵਪਾਰ ਦੇ ਨਾਲ ਸਬੰਧਿਤ ਕਿਸੇ ਆਯੋਜਨ, ਵਪਾਰ-ਮੇਲੇ, ਇਕੱਤਰਤਾ ਜਾਂ ਸੈਮੀਨਾਰ ਵਿੱਚੋਂ ਦੋ ਵਿਸ਼ੇ ਦੇ ਕੇ ਕਿਸੇ ਵਿਸ਼ੇ 'ਤੇ ਪ੍ਰੈਸ ਰਿਪੋਰਟ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਦੋ ਵਿੱਚੋਂ ਇੱਕ)

12 ਅੰਕ

4. ਭਾਗ ਅ-2 (1) ਵਿੱਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਵੇਗਾ। ਦੋਵਾਂ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਸਿਧਾਂਤਕ ਹੋਵੇਗਾ ਜਿਸ ਵਿੱਚ ਵੈੱਬ ਸਮੱਗਰੀ, ਬਲੋਗ ਲੇਖਣ ਜਾਂ ਵਿਕੀਪੀਡੀਆ ਬਾਰੇ ਸਿਧਾਂਤਕ ਸਵਾਲ ਪੁੱਛੇ ਜਾਣਗੇ ਅਤੇ ਦੂਜਾ ਪ੍ਰਸ਼ਨ ਵਿਹਾਰਕ ਹੋਵੇਗਾ ਜਿਸ ਵਿੱਚ ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਤਿੰਨ ਵਿਸ਼ੇ ਦੇ ਕੇ ਕਿਸੇ ਇੱਕ ਉੱਤੇ ਬਲੋਗ ਜਾਂ ਵਿਕੀਪੀਡੀਆ

Signature

ਔਟਰੀ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।

04 ਅੰਕ

5. ਭਾਗ ਅ-2 (2) ਵਿੱਚ ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਇੱਕ ਸੰਖੇਪ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।

04 ਅੰਕ

6. ਅ-2 (3) ਵਿੱਚ 5 ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤੋਂ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।

04 ਅੰਕ

7. ਭਾਗ-ੲ ਕਥਾ ਰੰਗ ਅਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਅਤੇ ਵਿਸ਼ਾਗਤ-ਲੇਖਣੀ ਵਾਲੇ ਭਾਗ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ (ਪਾਠ ਪ੍ਰਸਤੁਤ) ਵਾਰਤਕ ਵਿਵੇਕ ਵਿੱਚੋਂ 6 ਅਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਅਤੇ ਵਿਸ਼ਾਗਤ ਲੇਖਣੀ ਵਿੱਚੋਂ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਇਸ ਵਿੱਚ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦੇ ਅਰਥ ਦੱਸਣ ਤੇ ਸੰਖੇਪ ਵਿਆਖਿਆ ਕਰਨ ਲਈ ਵੀ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ।

11x2=22

ਵਣਜ ਵਪਾਰ ਨਾਲ ਸਬੰਧਿਤ ਲਗਭਗ ਸ਼ਬਦ:

1. Hidden Tax: ਲੁਪਤ ਕਰ	18. Jobber: ਸਟਾਕ ਆੜੂਤੀ
2. Hoarding: ਜ਼ਖੀਰਾਬਾਜ਼ੀ	19. Joint venture: ਸਾਂਝਾ ਉੱਦਮ
3. Holding Company: ਨਿਯੰਤਰਕ ਕੰਪਨੀ	20. Labour: ਕਿਰਤ
4. Human Capital: ਮਨੁੱਖੀ ਸਰਮਾਇਆ	21. Laissez fair: ਮੁਕਤ ਵਪਾਰ
5. Imperfect Market: ਅਪੂਰਣ ਮੰਡੀ	22. Lease holding building and property: ਪੱਟੇ 'ਤੇ ਇਮਾਰਤ ਅਤੇ ਜਾਇਦਾਦ
6. Import Duty: ਆਯਾਤ ਕਰ	23. Ledger folio: ਖਾਤਾ ਪੰਨਾ
7. Imports: ਆਯਾਤ	24. Ledger: ਖਾਤਾ
8. Imprest Account: ਸਰਕਾਰੀ ਪੇਸ਼ਗੀ ਲੇਖਾ	25. Liabilities: ਦੇਣਦਾਰੀਆਂ
9. Imputed Income: ਆਰੋਪਿਤ ਆਮਦਨ	26. Liquidator: ਨਿਰਧਾਰਕ
10. Income Statement: ਆਮਦਨ ਚਿੱਠਾ	27. Market: ਮੰਡੀ ਜਾਂ ਮਾਰਕੀਟ
11. Income tax: ਆਮਦਨ ਕਰ	28. Marketable goods: ਵਿਕਣਯੋਗ ਵਸਤਾਂ
12. Index of profit: ਲਾਭ ਸੂਚਕ	29. Mechanization: ਮਸ਼ੀਨੀਕਰਨ
13. Inflation: ਮੁੱਦਰਾ ਸਫੀਤੀ	30. Mercantilism: ਵਪਾਰਵਾਦ
14. Intangible assets: ਅਸਥੂਲ ਲੈਣਦਾਰੀਆਂ	31. Monetary system: ਮੁੱਦਰਾ ਪ੍ਰਬੰਧ
15. Investment: ਨਿਵੇਸ਼	32. Money of account: ਲੇਖੇ ਦੀ ਮੁਦਰਾ
16. Invoice: ਬੀਚਕ	33. Monopoly: ਏਕਾਧਿਕਾਰ
17. Job Casting: ਲਾਗਤ ਨਿਰਧਾਰਣ	34. Mortgage: ਰਹਿਣ, ਗਿਰਵੀ

Signature

35. Net Investment: ਨਿਰੋਲ ਨਿਵੇਸ਼	60. Rent Account: ਲਗਾਨ ਲੇਖਾ ਜਾਂ ਕਿਰਾਇਆ ਲੇਖਾ
36. Net Profit: ਨਿਰੋਲ ਲਾਭ	61. Rent: ਕਿਰਾਇਆ
37. Notice of stoppage: ਰੋਕ ਸੂਚਨਾ	62. Reserve price: ਰਾਖਵੀਂ ਕੀਮਤ
38. Office expenses account: ਦਫਤਰੀ ਖਰਚ ਲੇਖਾ	63. Revenue: ਆਮਦਨ
39. Open Market operations: ਖੁੱਲ੍ਹਾ ਮੰਡੀ ਵਿਹਾਰ	64. Sales tax: ਵਿਕਰੀ ਕਰ
40. Over due: ਮਿਆਦ ਪੁੱਗੀ	65. Sales transfer order: ਵਿਕਰੀ ਅੰਤਕਾਲ ਹੁਕਮ
41. Overhead cost: ਬੱਝਵੀਂ ਲਾਗਤ	66. Security bond: ਜਮਾਨਤ ਨਾਮਾ
42. Partnership: ਹਿੱਸੇਦਾਰੀ, ਸਾਂਝੇਦਾਰੀ	67. Service goods: ਸੇਵਾ ਵਸਤਾਂ
43. Payable accounts: ਦੇਣਯੋਗ ਲੇਖੇ	68. Share capital: ਸ਼ੇਅਰ ਪੂੰਜੀ
44. Preference shares: ਤਰਜੀਹੀ ਹਿੱਸੇ	69. Share holder: ਹਿੱਸੇਦਾਰੀ, ਸ਼ੇਅਰ ਧਾਰਕ
45. Premium: ਪ੍ਰੀਮੀਅਮ, ਬੀਮਾ ਕਿਸ਼ਤ, ਵੱਧ ਮੁੱਲ	70. Share market: ਸ਼ੇਅਰ ਬਜ਼ਾਰ
46. Price control: ਕੀਮਤ ਨਿਯੰਤਰਣ	71. Shares: ਸ਼ੇਅਰ, ਹਿੱਸੇ
47. Production: ਉਤਪਾਦਨ	72. Short bills: ਅਲਪਕਾਲੀ ਹੁੰਡੀਆਂ
48. Profit margin: ਲਾਭ ਅੰਸ਼	73. Slump: ਮੰਦਾ
49. Proprietor: ਸੰਪਤੀ ਮਾਲਕ	74. Sole proprietorship: ਏਕਲ ਮਾਲਕੀ
50. Quasi negotiable instrument: ਅਰਧ ਵਿੱਕਰੀਯੋਗ ਹੁੰਡੀ	75. Speculation: ਸੈਂਟਾ ਅਨੁਮਾਨ
51. Quotation: ਮੁੱਲ ਸੂਚੀ	76. Statutory Company: ਕਨੂੰਨ ਅਧੀਨ ਸਥਾਪਤ ਕੰਪਨੀ
52. Rate of exchange: ਵਟਾਂਦਰਾ ਦਰ	77. Stipulated: ਨਿਸ਼ਚਿਤ ਕੀਤਾ
53. Ready delivery: ਤਿਆਰ ਮਾਲ	78. Stock exchange: ਸ਼ੇਅਰ ਬਜ਼ਾਰ
54. Real wages: ਵਾਸਤਵਿਕ ਉਜਰਤ ਜਾਂ ਮਜਦੂਰੀ	79. Stock: ਭੰਡਾਰ, ਸਟਾਕ
55. Rebate : ਛੋਟ, ਕਟੌਤੀ	80. Subsidiary company: ਸਹਾਇਕ ਕੰਪਨੀ
56. Receipts and payments accounts: ਪ੍ਰਾਪਤੀ ਅਤੇ ਭੁਗਤਾਨ ਲੇਖਾ	81. Surety: ਜ਼ਾਮਨੀ
57. Receivable accounts: ਲੈਣਯੋਗ ਲੇਖੇ	82. Tariff: ਦਰ-ਸੂਚੀ
58. Recession: ਆਰਥਿਕ ਮੰਦੀ ਦਾ ਦੌਰ	83. Tax base: ਕਰ ਅਧਾਰ
59. Redemption of mortgage: ਰਹਿਣ ਛੁਡਾਉਣਾ	84. Tax equity: ਕਰ ਸਮਨੀਤੀ

Spandan

85. Tax evasion: ਕਰ ਚੋਰੀ	97. Validity Period: ਪ੍ਰਵਾਨਿਤ ਮਿਆਦ
86. Tax exemption: ਕਰ ਛੋਟ	98. Vertical Integration: ਸਮਰੂਪ ਸੰਘਟਨ
87. Tender Money: ਟੈਂਡਰ ਦੀ ਰਕਮ	99. Wage book: ਉਜਰਤ ਵਹੀ
88. Tender ਟੈਂਡਰ	100. Wage goods: ਉਜਰਤ ਵਸਤਾਂ
89. Terms of Payment: ਭੁਗਤਾਨ ਦੀਆਂ ਸ਼ਰਤਾਂ	101. Wages account: ਉਜਰਤ ਖਾਤਾ
90. Terms of Trade: ਵਪਾਰ ਦੀਆਂ ਸ਼ਰਤਾਂ	102. Wages: ਉਜਰਤ, ਮਜ਼ਦੂਰੀ
91. Trademark: ਮਾਅਰਕਾ	103. Wharf rage: ਉਤਰਾਈ
92. Transactions: ਸੌਦੇ ਲੈਣ-ਦੇਣ	104. Working capital: ਚਲੰਤ ਪੂੰਜੀ
93. Transfer book: ਇੰਤਕਾਲ ਖਾਤਾ	105. Right off: ਵੱਟੇ ਖਾਤੇ ਪਾਉਣਾ
94. Under Value: ਘੱਟ ਮੁਲਾਂਕਣ	106. Yield : ਉਪਜ
95. Unproductive Expenditure: ਅਣ-ਉਪਜਾਊ ਖਰਚ	107. Zero rate of Interest: ਵਿਆਜ ਦੀ ਜ਼ੀਰੋ ਦਰ
96. Unproductive Labour: ਅਣ-ਉਪਜਾਊ ਕਿਰਤ	

Signature

(ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੇਪਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਪਹਿਲਾ)

Asian Educational Institute

(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: ਮੁੱਢਲਾ ਗਿਆਨ

PBIBCOMCMG1201T

ਸਮੈਸਟਰ-ਦੂਜਾ

ACADEMIC SESSION 2025-26

(ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੇਪਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਪਹਿਲਾ)

Asian Educational Institute

(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: ਮੁੱਢਲਾ ਗਿਆਨ

ਸਮੈਸਟਰ-ਦੂਜਾ

ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 100
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 30
ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 70 ਅੰਕ
ਸਮਾਂ: 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%
ਅੰਕ ਅਧਿਆਪਨ 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ
ਕੁਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ
ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਸ਼ਬਦ ਪ੍ਰਬੰਧ : ਸ਼ਬਦ ਜੋੜਾਂ ਦੀ ਵਰਤੋਂ
(ੳ) ਦੇ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ-ਜੋੜ
(ਅ) ਤਿੰਨ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ-ਜੋੜ
(ੲ) ਬਹੁ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ-ਜੋੜ

12 ਅੰਕ

ਭਾਗ ਓ-2: ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ

(ੳ) ਗਿਣਤੀ (1 ਤੋਂ 100 ਤੱਕ)
(ਅ) ਹਰਫ਼ ਦੇ ਦਿਨ
(ੲ) ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ
(ਸ) ਰੰਗਾਂ ਦੇ ਨਾਂ
(ਹ) ਫਲ-ਸ਼ਬਦੀਆਂ ਦੇ ਨਾਂ
(ਕ) ਪਸ਼ੂ-ਪੰਛੀਆਂ ਦੇ ਨਾਂ
(ਖ) ਪੰਜਾਬੀ ਰਿਸ਼ਤਾ-ਨਾਤਾ ਪ੍ਰਬੰਧ ਦੀ ਸ਼ਬਦਾਵਲੀ
(ਗ) ਘਰੇਲੂ ਵਸਤਾਂ ਦੀ ਸ਼ਬਦਾਵਲੀ

12 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ-ਅ 1 ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ

(ੳ) ਨਾਂਵ, ਪੜਨਾਂਵ
(ਅ) ਕਿਰਿਆ
(ੲ) ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ
(ਸ) ਸੰਬੰਧਕ, ਯੋਜਕ
(ਹ) ਵਿਸਮਿਕ, ਨਿਪਾਣ

12 ਅੰਕ

ਭਾਗ ਅ 2 ਵਿਆਕਰਨਕ ਵਰਗਾਂ ਦੀ ਪਛਾਣ

(ੳ) ਨਿੰਗ
(ਅ) ਵਧਾਨ
(ੲ) ਪੁਰਾਖ

4

Signature

(ਸ) ਕਾਲ

12 ਅੰਕ

ਭਾਗ - ਏ

11x2 = 22 ਅੰਕ

ਸਾਰੇ ਪਾਠਕ੍ਰਮ 'ਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ।

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਸਿੱਖ ਰਹੇ ਹਨ। ਹੋ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਵੀ ਅਣਜਾਣ ਹੋਣ। ਸੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਪੱਧਰ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖ ਕੇ ਨਿਸ਼ਚਤ ਕੀਤਾ ਜਾਵੇ।
2. ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਹੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
4. ਵਰਣਤਮਕ (ਵਿਸਤ੍ਰਿਤ, ਸੰਖੇਪ) ਪ੍ਰਸ਼ਨ ਬਿਲਕੁਲ ਵੀ ਨਾ ਪੁੱਛੇ ਜਾਣ। ਭਾਵ ਕਿ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕੋਈ ਪ੍ਰਸ਼ਨ ਦਾ ਵਰਣਨ ਲਿਖਣ ਲਈ ਨਾ ਕਿਹਾ ਜਾਵੇ ਬਲਕਿ ਪ੍ਰਯੋਗੀ ਪ੍ਰਸ਼ਨ ਹੀ ਪੁੱਛੇ ਜਾਣ।
5. ਵਿਦਿਆਰਥੀ ਨੂੰ ਲਿਪੀ ਦਾ ਬੋਧ ਕਰਵਾਉਣ ਲਈ ਧੁਨੀਆਂ, ਲਿਪੀ ਚਿੰਨ੍ਹਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਸਬੰਧੀ ਸੰਖੇਪ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟੇ ਜਾਂ ਚੋਟੇ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
6. ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੋੜ ਅਨੁਸਾਰ ਚੋਣ ਅਤੇ ਛੋਟੇ ਦਿੱਤੀ ਜਾਵੇ।

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਪ੍ਰਦਾ, ਆਰ ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2009. (ਹਿੰਦੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
2. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਪ੍ਰਦਾ, ਗੁਰਮੁਖੀ ਸਿੱਖੇ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011. (ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
3. ਸੀਤਾ ਰਾਮ ਬਾਹਰੀ, ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2002. (ਹਿੰਦੀ)
4. ਚਰਨਜੀਤ ਸਿੰਘ ਤੇਜਾ (ਸੇਪਾ.), ਠੇਠ ਪੰਜਾਬੀ ਪਹਿਲੀ ਕਿਤਾਬ (5ਆਬ ਕਾਰਪੋਰੇਸ਼ਨ), ਸੰਨ ਸੰਤਾਲੀ ਪਬਲੀਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2017
5. ਚਾਜਵਿੰਦਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਗਿਆਨ ਸੀ.ਡੀ. (ਕੰਪਿਊਟਰ ਅਪਲੀਕੇਸ਼ਨ ਟੂ-ਲਰਨ ਐਂਡ ਟੀਚ ਪੰਜਾਬੀ), ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 2011.
6. Hardev Bahri, Teach Yourself Punjabi, Publication Bureau, Punjabi University, Patiala, 2011.
7. Henry A. Glenson and Harjeet Singh Gill, A start in Punjabi, Publication Bureau, Punjabi University, Patiala, 1997.
8. Ujjal Singh Bahri and Paramjit Singh Walla, Introductory Punjabi, Publication Bureau, Punjabi University, Patiala, 2003.

Signature

Lydia