

**ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)
Patiala**



**Ordinances and
Outlines of Tests, Syllabi and Courses of Reading
UG Programme (Honours) in Commerce
B. Com/ B. Com Honours
3rd & 4th Semester**

SINGLE MAJOR UG PROGRAMME (HONOURS)

(3+1 Scheme)

COMB4AEI

For Regular Students

For (2025-26)

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ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)
B.COM.
For Sessions 2025-26
SCHEME OF EXAMINATION
Semester – III

| Course Code | Course | SUBJECT TITLE | Credits | Marks |
|---|----------------------------|---|---------|-------|
| COMB2301T | Major | Income Tax – I | 4 | 100 |
| COMB2302T | Major | Corporate Accounting – I | 4 | 100 |
| COMB2303T | Minor | Business Environment – I | 4 | 100 |
| ENGBCOMAEC2101-T | Ability Enhancement Course | English | 2 | 50 |
| COMB2304T COMB2305T COMB2306T COMB2307T | Skill Enhancement course | Any one from the common pool | 3 | 100 |
| XXXXXXXXXX BVAC-3 | Value Added Course | Yoga & Meditation | 2 | 50 |
| PBIBCOMCMP2101T | Compulsory | Punjabi (Compulsory) | 4 | 100 |
| PBIBCOMCMP2101T | Compulsory | Punjabi Compulsory (Elementary Knowledge) – Alternative | 4 | 100 |

ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)
B.COM.
SCHEME OF EXAMINATION
Semester – IV

| Course Code | Course | SUBJECT TITLE | Credits | Marks |
|--|---------------------|---|---------|-------|
| COMB2401T | Major | Income Tax – II | 4 | 100 |
| COMB2402T | Major | Corporate Accounting – II | 4 | 100 |
| COMB2403T | Minor | Business Environment – II | 4 | 100 |
| ENGBCOMAEC2201-T | Ability Enhancement | English | 2 | 50 |
| COMB2404T COMB2405T COMB2406T COMB2407T | Inter Disciplinary | Any one from the common pool | 3 | 100 |
| | Value Added | Nutrition & Dietetics | 2 | 50 |
| PBIBCOMCMP2201T | Compulsory | Punjabi (Compulsory) | 4 | 100 |
| PBIBCOMCMP2201T | Compulsory | Punjabi Compulsory (Elementary Knowledge) | 4 | 100 |

E. Gupta

Note:

For students seeking exit at the end of Semester IV, it is mandatory to undergo 4 weeks summer training under any one of the following like Chartered Accountants and Tax Consultant/Lawyer.

ASIAN EDUCATIONAL INSTITUTE
An Autonomous College
POOL OF
SKILL ENHANCEMENT COURSES (SEC)
FOR
B. COM./B. COM. (HONOURS)

Any SEC subject opted once in any Semester cannot be repeated in any other Semester.

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| SEC (Semester 3rd) |
|--------------------------------------|
| Personal Finance & Planning |
| E-Retailing |
| Leadership and Team Development |
| Skill Development through SHGs |

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.

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| IDC/MDC |
|---------------------------|
| Marketing Management |
| Human Resource Management |
| Strategic Management |
| Production Management |

Note: *The subjects listed as IDC for B.A. (Honours)/B.Sc. (Honours) can be offered as MDC to students pursuing B.Com. (Honours) subject to availability of teachers in a specific college.*

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COMB2301T
Income Tax – I
Major

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

INSTRUCTIONS FOR THE 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

Definitions, distinction between capital and revenue, basis of charge: incidents of tax, exempted income, computation of income from salaries and house property, agricultural income and its tax treatment.

UNIT - II

Profit and gains 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 assessed total income.

Course Outcomes:

After completing this course, students will be able to understand key concepts and provisions of the Indian Income Tax Act. They will gain practical knowledge in computing taxable income under various heads such as salary, house property, business or profession, capital gains, and other sources. Students will also develop skills to identify exempted incomes, apply rules of depreciation, and understand tax implications of set-off and carry forward of losses.

Suggested Readings:

1. *Income Tax* by CA Parul Gupta
2. *Income Tax and Central Sales Tax Laws and Practices* by B.B. Lal
3. *Income Tax* by Mehrotra
4. *Income Tax* by Singhania

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COMB2302T
Corporate Accounting – I
Major

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

INSTRUCTIONS FOR THE 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

Issue, forfeiture and re-issue of shares; Redemption of preference shares; Issue and redemption of debentures; Issue of bonus shares and right shares; Underwriting of shares and debentures; Accounts of underwriters.

UNIT – II

Final Accounts including computation of managerial remuneration and disposal of profit; Profit prior to and after incorporation; Consolidated balance sheet of holding companies with one subsidiary only, AS-21.

Course outcome: The students will be well versed with the issue and redemption of shares and debentures, forfeiture of shares etc. They will be able to prepare final accounts in simple as well as consolidated form.

Relevant Accounting Standards must be discussed in the class.

Suggested Readings:

1. S.P. Jain: *Corporate Accounting*
2. C.M. Juneja: *Corporate Accounting*
3. V.K. Goyal: *Corporate Accounting*
4. Nirmal Gupta: *Corporate Accounting for B.Com II*
5. Maheshwari, S.N. and Maheshwar, S.K.: *Corporate Accounting*, McGraw Hill
6. A. Mukherjee, M. Hanif: *Corporate Accounting*, McGraw Hill

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COMB2303T
Business Environment – I
Minor

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

INSTRUCTIONS FOR THE 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

Theoretical Framework of Business Environment: Concept, significance and nature of business environment; Elements of environment: internal and external; Changing dimensions of business environment; Techniques of environmental scanning and monitoring. Economic Environment of Business: Significance and elements of economic environment, Economic systems and business environment. Political and Legal Environment of Business: Critical elements of political environment; Government and business, Changing dimensions of legal environment in India.

Unit-II

Socio-Cultural Environment: Critical elements of socio-cultural environment; Social Institutions and systems; Social values and attitudes; Social groups. Technological Environment; technological leadership and followership; technology and competitive advantage. Social Responsibility of Business: Classical and contemporary views; social orientation of business; factors affecting social orientation; responsibility to different sections the Indian situation.

Course Outcome:

After completing this course, students will be able to understand and analyze the various dimensions of the business environment including economic, political, legal, socio-cultural, and technological factors. They will also gain insights into environmental scanning, business ethics, and social responsibility, enabling them to make informed managerial decisions in dynamic business settings.

Suggested Readings:

1. Cherunilam, Francis, *Business Environment*, Himalaya Publishing House, New Delhi.
2. K. Ashwathappa, *Essentials of Business Environment*, Himalaya Publishing House, New Delhi.
3. M. Adhikary, *Economic Environment for Business*, Sultan Chand & Sons, New Delhi.
4. Paul Justin, *Business Environment: Text and Cases*, Tata McGraw Hill Publishing.

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5. Mishra and Puri, *Economic Environment of Business*, Himalaya Publishing House.

ENGCOMAEC2101
English
Ability Enhancement

ENGCOMAEC2101-T : ENGLISH(COMMUNICATION SKILLS)
(2025-26)
B.Com-III semester

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

Popular Short Stories(OUP)

The following stories are not to be studied.

1. The World Renowned Nose by V.M.Bashir
2. The Dying Detective by Sir Arthur Conan Doyle
3. Living or Dead? By Rabindranath Tagore
4. Monal Hunt by Manohar Malgonkar
5. Old Man at the Bridge by Ernest Hemingway

Testing:

Q1. (a) One essay type question with an internal alternative on summary, theme, incident or character in about 250 words.
(b) Five short questions to be attempted out of the given eight from the prescribed text in about 30 words each. 4+5=9

Q2. Composition
Paragraph-The student should be asked to write a paragraph on any one of the given four current topics. 6

Q3. Letter Writing
The students should be asked to write a letter with an internal alternative on the following topics:
a) Official Letter including application for a job.
b) Letter to a Newspaper Editor on the matters of Public Interest particular by economics, social business and current affairs. 4

Q4. Usage of Language:
Topics to be covered
a) Transformation of Sentences
b) Use of Direct and Indirect Speech
c) Correction of Sentences
d) Formation of Nouns, Verbs, Adjectives of the given words and their use in illustrative sentences. 4+4+4+4=16

(The students should be asked to attempt any four of the given six from each of the above)

Books Recommended

1. The Written Word-Vandana R.Singh
2. Living English Structure- W.Stannard Allen
3. Oxford Practice Grammar- John East Wood

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COMB2304T
PERSONAL FINANCE AND PLANNING
Skill Enhancement

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|---|---|
| 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 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 Financial Planning: Financial goals, Time value of money, Steps of financial planning, Personal finance/loans, Education loan, Car loan, & home loan schemes.
Introduction of savings, benefits of savings, management of spending & financial discipline.
Investment Planning: Process and objectives of investment, concept and measurement of return & risk for various assets class. Measurement of portfolio risk and return.

Unit-II

Personal Tax Planning: Tax structure in India for personal taxation, Steps of personal tax planning, Exemptions and deductions for individuals, tax avoidance versus tax evasions.
Insurance Planning: Need for protection planning. Importance of Insurance: life and non-life insurance schemes.
Retirement Planning: Retirement planning: goals, process of retirement planning, pension plans available in India.

Course Outcome

To familiarize the students with different aspects of financial planning like savings, investment, taxation, insurance & retirement planning and to develop necessary skills to become a successful financial planner.

Suggested Reading:

Indian Institute of Banking & Finance. *Introduction to Financial Planning*, Taxmann Publications, New Delhi.
Keown, A. I. *Personal Finance*, Pearson Publications.
Madura, J. *Personal Finance*, Pearson Publications.
Jaiswal, B., Shimpi, L.S. & Srivastava, S. K. *Managing Personal Finance*, Publisher: New Royal Book Company.

Signature

COMB2305T
E-RETAILING
Skill Enhancement Course

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|--|---|
| 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 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

Foundation of E-Retailing: Meaning, Definition, transition from traditional marketing to E-Marketing, demographics and targeting, adaptability and closed-loop marketing. Advantages and shortcomings of E-Retailing, online brand management, current status of online retailing, E-Retailing statistics in India.

UNIT II

Online pricing and promotions: Factors affecting online pricing, different methods of online pricing, price discrimination in E-retailing, price strategies for information goods, dynamics of pricing for E-retailing, Promotional Strategies of E-retail business.
Globalization and changing retail formats. Market entry formulas – new customized formats (customized stores, portable stores, merchandising depots, retail theatre, service mails, and customer-made stores, interactive kiosk ‘shopping arcades’).

Course Outcomes:

After completing this course, students will be able to understand the foundational concepts and evolution of E-Retailing, including its advantages, limitations, and current trends in India. They will gain practical knowledge of online pricing strategies, digital brand management, promotional techniques, and global retail formats. The course will also equip students with the ability to analyse consumer behaviour in online environments and apply innovative approaches to e-retail business models.

Suggested Reading:

1. Rayport, Jeffery F. and Bernard J. Jaworski, *Introduction to E-Commerce*
2. Kalakota, Ravi and Andrew B. Winston, *Frontier of E-Commerce*

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3. K.V.S. Madaan, *Fundamentals of Retailing*
4. Bajaj C., Tuli R., Shrivastava N.V., *Retail Management*

COMB2306T
LEADERSHIP AND TEAM DEVELOPMENT
Skill Enhancement Course

| | |
|-----------------------|-------------------------|
| 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 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

Leadership: Styles and attributes of leadership; Transactional and transformational leadership; Ethical leadership, culture and leadership (the emerging trends in leadership are to be discussed with case studies and projects)

Groups and Group Processes: Nature and types of groups; Group dynamics – group cohesion, group roles and group norms, threat to group effectiveness; Managing group and inter-group dynamics; Managing culturally diverse groups.

Leaders and Group Decisions: Group decision making; Power and influence in teams; leadership and team empowerment; Challenges in team decision making.

Unit-II

Team Building and Team Effectiveness: Group vs team; Evolution of group into teams; stages of team development (team development case studies); emotionally intelligent teams; characteristics of effective team; collaborative communication in teams; Problem solving and conflict resolution in teams.

Emerging Trends in Leadership: Women in leadership; leadership skills – coaching and mentoring; leadership and social media.

Practical: Case studies can be used in teaching various units.

Course Outcomes:

After completing this course, students will be able to understand various leadership styles, group dynamics, and the processes involved in team building and decision-making. They will develop insights into ethical and transformational leadership, team effectiveness, conflict resolution, and collaborative communication. The course will also equip students with practical leadership skills such as coaching, mentoring, and adapting to emerging trends like leadership in diverse teams and the role of social media in leadership.

Suggested Readings:

1. Luthans, F. (1997), *Organisational Behaviour*. McGraw Hill International Editions
2. Robbins, S.T., Judge, T.A., & Hashma, E.S. (2013), *Organisational Behaviour*. Pearson
3. K. (2015), *Organisational Behavior: Texts & Cases* (3rd Edition Ed.), India: Pearson

E. S. Hashma

4. Griffin, R.W., Phillips, J.M., & Gully, S.M. (2017), *Organisational Behaviour: Managing People and Organisations*. Cengage Learning
5. Greenberg, J. & Baron, R.A., *Behavior in Organisations*. Prentice Hall of India Pvt. New Delhi.

COMB2307T
SKILL DEVELOPMENT THROUGH SHG'S
Skill Enhancement Course

| | |
|------------------------------|--------------------------------|
| 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 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

Self-Help Groups (SHGs): Concept, Definition and origin of SHGs, Development of SHGs globally and in India; The role of SHGs in poverty alleviation and rural development. Growth of SHGs in India: Role of Government and Banks, Role of NGOs. SHGs and Micro-finance Development: Relationship between SHGs and micro-finance institutions, Role of SHGs in facilitating access to micro-finance, Micro-finance services provided to SHG members (savings, credit, insurance, etc.); Importance of SHGs in promoting financial inclusion.

UNIT-II

Activities of SHGs: Core activities carried out by SHGs (savings, internal lending, capacity building), non-financial activities: Health awareness, education, social initiatives, Role of SHGs in community mobilisation and empowerment, Examples of successful SHG activities and programs. Key accomplishments of SHG projects and interventions in India; Social, economic, and educational impact on members and communities, Impact on the socio-economic status of members, Contribution to women's empowerment and leadership within communities, Long-term sustainability of SHGs and community development. Challenges Faced by SHGs, Future Strategies for SHG Growth.

Course Outcomes:

After completing this course, students will understand the role and functioning of Self-Help Groups (SHGs) in promoting financial inclusion, poverty alleviation, and rural development. They will also gain insights into micro-finance, community mobilization, women empowerment, and the long-term sustainability of SHG initiatives.

Suggested Readings:

1. S. Thameemul Ansari and T. Mohamad Ilyas; *Self Help Groups*, Vijay Nicole Imprints Pvt Ltd.
2. Arjun Y. Pangannavar; *Self-Help Groups (SHGs) & Women Empowerment in India*, New Century Publications
3. CUTS INTERNATIONALS; *Self-Help Groups: A Catalyst for Women Empowerment*, Centre

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- for Human Development (CUTS CHD), Rawala, Village Senth, Chittorgarh, Rajasthan.
4. S. N. Tripathy; *Dynamics of Self Help Groups, Micro Finance, Financial Inclusion*, Raj Publications

B.A./B.COM., B.Sc. (HONOURS WITHOUT RESEARCH)

YOGA AND MEDITATION

Paper Code – PHE-VAC-102

SEMESTER – III

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PBIBCOMCMP2101T
Punjabi Compulsory
Compulsory

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

ਕੁਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਵਾਰਤਕ ਦੀ ਕਿਤਾਬ : ਅੰਤਰ ਝਾਤ, ਡਾ. ਨਰਿੰਦਰ ਸਿੰਘ ਕਪੂਰ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ (ਉਦਮ ਅਤੇ ਉਤਸ਼ਾਹ ਨਿਬੰਧ ਤੋਂ ਲੈ ਕੇ ਤਿਤਕੀ ਹੋਈ ਕੰਧ ਵਿੱਚ ਉੱਗਿਆ ਹੋਇਆ ਬੂਟਾ ਨਿਬੰਧ ਤੱਕ ਪਹਿਲੇ 12 ਨਿਬੰਧ ਪਾਠਕ੍ਰਮ ਦਾ ਹਿੱਸਾ ਹਨ)

12+ 12= 12 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ -ਅ 1. ਕੰਪਿਊਟਰ ਸਿਖਲਾਈ:

- (1) ਗੁਰਮੁਖੀ ਫੋਂਟ: ਆਰੰਭ ਅਤੇ ਵਿਕਾਸ
- (2) ਫੋਂਟ ਬਦਲੀ (ਕਨਵਰਟਰ): ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ
- (3) ਯੂਨੀਕੋਡ ਪ੍ਰਣਾਲੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ

12 ਅੰਕ

(ਇਸ ਹਿੱਸੇ ਲਈ ਵਿਦਿਆਰਥੀ ਅਭਿਆਸ-ਪੁਸਤਕ ਤਿਆਰ ਕਰੇਗਾ, ਇਹ ਅਭਿਆਸ ਪੁਸਤਕ ਸੇਫਟ ਰੂਪ ਵਿੱਚ ਹੋਵੇਗੀ। ਅਧਿਆਪਕ ਉਸ ਦੇ ਸੇਫਟ ਰੂਪ ਦਾ ਮੁਲਾਂਕਣ ਕਰੇਗਾ ਪਰ ਵਿਦਿਆਰਥੀ ਰਿਕਾਰਡ ਹਿੱਤ ਇਸ ਦਾ ਪ੍ਰਿੰਟ ਕਢਵਾ ਕੇ ਅਧਿਆਪਕ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਏਗਾ। ਉਹ ਆਪਣੇ ਮੁੱਖ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ 20 ਤੋਂ 25 ਪੰਨੇ (ਰਾਵੀ ਯੂਨੀਕੋਡ ਫੋਂਟ ਮਾਪ 12, ਸਤਰਾਂ ਵਿੱਚ ਵਿੱਥ 1.5 ਡਿਫਾਲਟ ਪੇਜ ਸੈਟਿੰਗ) ਲਿਖੇਗਾ, ਜਿਸ ਵਿੱਚ ਘੱਟ ਤੋਂ ਘੱਟ 10 ਲਿਖਤਾਂ ਜ਼ਰੂਰ ਹੋਣ।

ਭਾਗ ਅ 2 ਵਿਆਕਰਣ

- ੳ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ: ਨਾਂਵ, ਪੜਨਾਵ ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ
- ਅ) ਵਿਆਕਰਣਕ ਵਰਗ: ਲਿੰਗ, ਵਚਨ, ਕਾਲ, ਕਾਰਕ, ਪੁਰਖ, ਵਾਰ, ਪੈਖ (ਇਨ੍ਹਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਹਵਾਲੇ ਨਾਲ ਇਨ੍ਹਾਂ ਦੀ ਸਮਝ)
- ੲ) ਗੁਰਬਾਣੀ ਵਿਆਕਰਣ ਨਾਲ ਜਾਣ-ਪਛਾਣ (ਭੂਮਿਕਾ (ਪੰਨਾ ੳ ਤੋਂ ੫ ਤੱਕ) ਸ਼ਬਦਾਰਥ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ, ਪੋਥੀ ਪਹਿਲੀ, (ਪ੍ਰਕਾਸ਼ਕ ਸ਼੍ਰੋਮਣੀ ਗੁਰਦੁਆਰਾ ਪ੍ਰਬੰਧਕ ਕਮੇਟੀ, ਸ੍ਰੀ ਅੰਮ੍ਰਿਤਸਰ) ਦੇ ਪ੍ਰਸੰਗ ਵਿਚ)

12 ਅੰਕ

ਭਾਗ - ਬ

ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ੳ ਅਤੇ ਭਾਗ ਅ -1 ਦੇ (ਪੰਜਾਬੀ ਲਿਖਣ ਕਲਾ) ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

22 ਅੰਕ

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ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਭਾਗ ਓ ਵਿਚੋਂ ਕਿਸੇ ਲੇਖ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਲੇਖ ਦਾ ਸੁਨੇਹਾ, ਜੀਵਨ ਦ੍ਰਿਸ਼ਟੀ ਅਤੇ ਲੇਖ ਵਿਚਲੀ ਸੋਝੀ ਦਾ ਜੀਵਨ ਵਿਚ ਮਹੱਤਵ 12 ਅੰਕ
2. ਭਾਗ ਓ ਵਿਚੋਂ ਹੀ 4 ਪ੍ਰਸ਼ਨ ਦੇ ਕੇ ਉਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਇਨ੍ਹਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਇੱਕ-ਫੇਦ ਪੰਨੇ ਵਿਚ ਦੇਣੇ ਹੋਣਗੇ $2 \times 6 = 12$ ਅੰਕ
3. ਭਾਗ ਅ-1 ਦੇ ਕੰਪਿਊਟਰ ਸਿਖਲਾਈ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਲਿਖੇਗਾ। 12 ਅੰਕ
4. ਭਾਗ ਅ-2 ਵਿਚਲੇ ਵਿਆਕਰਣ ਨਾਲ ਸੰਬੰਧਿਤ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ 4 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ 2 ਦਾ ਉੱਤਰ ਲਿਖੇਗਾ। $2 \times 6 = 12$ ਅੰਕ
5. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਏ ਵਿੱਚ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਨ੍ਹਾਂ ਸਾਰਿਆਂ ਦੇ ਵਿਦਿਆਰਥੀ ਨੇ ਸੰਖੇਪ ਉੱਤਰ ਲਿਖਣੇ ਹੋਣਗੇ। ਇਹ ਪ੍ਰਸ਼ਨ ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ, ਅ-1 ਅਤੇ ਅ-2 ਵਿਚ ਦਰਜ ਵਿਸ਼ਿਆਂ ਦੇ ਆਧਾਰ 'ਤੇ ਹੋਣਗੇ। $11 \times 2 = 22$

ਸਹਾਇਕ ਪਾਠ-ਸਮੱਗਰੀ

1. ਡਾ. ਜੇਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-1, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ, 1991, ਪੰਨਾ 67-63
2. ਡਾ. ਜੇਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-1, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ ਜਲੰਧਰ, 1992
3. ਗਿ. ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀ. ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ
4. ਸੀ.ਪੀ. ਕੰਬੋਜ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਕੰਪਿਊਟਰੀਕਰਨ, ਗਰੇਸੀਅਸ ਬੁਕਸ, ਪਟਿਆਲਾ
5. ਸੀ.ਪੀ. ਕੰਬੋਜ, ਕੰਪਿਊਟਰ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ

**Punjabi Compulsory (Elementary Knowledge) – Alternative
Compulsory
PBIBCOMCMG2101T**

(ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੇਪਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਦੂਜਾ)
Asian Educational Institute
(An Autonomous College)
ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ
PAPER: ਮੁੱਢਲਾ ਗਿਆਨ
ਸਮੇਸਟਰ-ਤੀਜਾ
ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 100
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 30
ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 70 ਅੰਕ
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 ਨਿਰਧਾਰਤ ਪੁਸਤਕ : ਪ੍ਰੋ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, (ਇਸ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕੇਵਲ ਕਵਿਤਾ ਵਾਲਾ ਭਾਗ ਇਸ ਸਮੇਸਟਰ ਦੇ ਸਿਲੇਬਸ ਵਜੋਂ ਪੜ੍ਹਿਆ ਜਾਣਾ ਹੈ) 12 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ- ਅ-1. ਵਿਸਰਾਮ ਚਿੰਨ੍ਹ ਦੀ ਵਰਤੋਂ 12 ਅੰਕ
ਅ-2. ਸ਼ਬਦ ਜੋੜਾਂ ਦੀ ਸੁਧਾਈ 12 ਅੰਕ
ਅ-3 ਪੇਰ੍ਹਾ ਰਚਨਾ: ਵਿਦਿਅਕ ਜਾਂ ਸੋਚ ਸਪਾਟੇ ਨਾਲ ਸਬੰਧਿਤ 12 ਅੰਕ

ਭਾਗ - ਬ

ਊਪਰੋਕਤ ਪਾਠਕ੍ਰਮ 'ਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ। 11x2 = 22 ਅੰਕ
ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਮੁਢਲਾ ਗਿਆਨ ਪ੍ਰਾਪਤ ਕੀਤਾ ਹੈ। ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ ਦੇ ਗਿਆਨ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦਿਆਂ ਸਰਲ ਸਪਸ਼ਟ ਅਤੇ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
2. ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਹੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
4. ਬਹੁਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
5. ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟੇ ਜਾਂ ਛੋਟੇ ਏਡੀ ਲਾਜ਼ਮੀ ਹੋ।
6. ਭਾਗ ਓ ਵਿੱਚੋਂ ਕਿਸੇ ਕਵਿਤਾ ਦੇ ਸਰਲ ਅਰਥ ਜਾਂ ਸਾਰ (ਪੰਜ ਵਿੱਚੋਂ 2) $2 \times 6 = 12$
7. 15 ਸ਼ਬਦ ਦੇ ਕੇ 12 ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ ਸੋਝ ਹੁੰਦੇ ਕਰਨੇ 12 ਅੰਕ
8. ਕਿਸੇ ਚਿੱਠੀ ਪੇਰ੍ਹੇ ਜਾਂ ਥਾਕਾਂ ਵਿੱਚ ਵਿਸਰਾਮ ਚਿੰਨ੍ਹਾਂ ਦੀ ਵਰਤੋਂ 12 ਅੰਕ
9. ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਜੀਵਨ ਦੇ ਕਿਸੇ ਆਮ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ ਪੇਰ੍ਹਾ ਰਚਨਾ 12 ਅੰਕ
10. ਭਾਗ ਬ ਵਿੱਚ ਪਾਠ ਪੁਸਤਕ (ਕਵਿਤਾਵਾਂ) ਤੋਂ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ 3-4 ਸ਼ਬਦਾਂ ਵਿੱਚ ਦੇਣਾ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। 11x02=22

Epsv

ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)
B.COM.
SCHEME OF EXAMINATION
Semester – IV

| Course Code | Course | SUBJECT TITLE | Credits | Marks |
|--|------------------------|--|---------|-------|
| COMB2401T | Major | Income Tax – II | 4 | 100 |
| COMB2402T | | Corporate Accounting – II | 4 | 100 |
| COMB2403T | Minor | Business Environment – II | 4 | 100 |
| ENGBCOMAEC2201-T | Ability Enhancement | English | 2 | 50 |
| COMB2404T COMB2405T COMB2406T COMB2407T | Inter Disciplinary | Any one from Common Pool | 3 | 100 |
| | Value Added | Nutrition & Dietetics | 2 | 50 |
| PBIBCOMCMP2201T | Compulsory | Punjabi (Compulsory) | 4 | 100 |
| PBIBCOMCMP2201T | Compulsory | Punjabi Compulsory (Elementary Knowledge) | 4 | 100 |

Note:

For students seeking exit at the end of Semester IV, it is mandatory to undergo 4 weeks summer training under any one of the following like Chartered Accountants and Tax Consultant/Lawyer.

gusm

COMB2401T
Income Tax – II
Major

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

INSTRUCTIONS FOR THE 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

Deductions out of gross total income, Computation of total income in regard to income of individuals, HUF, Partnership firm & Companies.

UNIT - II

Advance Payment of Tax; Deduction of tax at source; Income tax authorities and administration of the act, Assessment procedure, Appeals, Refunds and Penalties.

Course Outcome:

After completing this course the students can independently prepare and file Income Tax Return. They will also be well versed with provisions relating to advance tax, TDS, penalties etc. under Income Tax Act.

Suggested Readings:

1. *Income Tax* by C.A. Parul Gupta
2. *Income Tax and Central Sales Tax Law and Practices* by B.B. Lal
3. *Income Tax* by Mehrotra
4. *Income Tax* by Singhanian

gusam

COMB2402T
Corporate Accounting – II
Major

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

INSTRUCTIONS FOR THE 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

Amalgamation, absorption, merger and reconstruction, Accounting for amalgamation of companies as per Indian Accounting Standard 14; Accounting for internal reconstruction.

UNIT - II

Liquidation Accounts; Accounts of banking companies and insurance companies; Investment Accounts; Valuation of goodwill and shares.

Course Outcome:

After completing this course the students will be able to understand the accounting process in case of amalgamation, absorption, merger and reconstruction of Indian Companies. They will also learn about accounting system prevailing in Insurance and Banking Companies.

Relevant Accounting Standards must be discussed in the class

Suggested Readings:

1. S.P. Jain: *Corporate Accounting*
2. C.M. Juneja: *Corporate Accounting*
3. V.K. Goyal: *Corporate Accounting*
4. Nirmal Gupta: *Corporate Accounting for B. Com II*

gupta

COMB2403T
Business Environment – II
Minor

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

INSTRUCTIONS FOR THE 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

Government Policies: Industrial policy, fiscal policy, monetary policy, EXIM policy; their objective and effectiveness of these policies in managing the economy, Public Sector Undertaking: Role of public sector in economic development; Economic Reforms: liberalisation, privatisation, globalisation and structural adjustment programme, Impact of first- and second-generation reforms in Indian economy.

UNIT-II

International Environment: Multinational corporations: organizational structures and models adopted by MNCs, role and impact of MNCs in India; Foreign Investments in India; various forms of foreign investment inflow and outflow in India. Role of FIPB and RBI in regulating FIIs in India; International Economic Institutions: WTO, World Bank, IMF and their importance to India.

Teacher are required to discuss latest Government policies in the class

Course Outcomes:

After completing this course, students will be able to understand the impact of various government policies and economic reforms on the Indian economy. They will also gain insights into the international business environment, foreign investments, and the role of global economic institutions like WTO, World Bank, and IMF in shaping India's economic landscape.

Suggested Readings

1. Cherunilam, Francis, *Business Environment*, Himalaya Publishing House, New Delhi.
2. K. Ashwathappa, *Essentials of Business Environment*, Himalaya Publishing House, New Delhi.
3. M. Adhikary, *Economic Environment for Business*, Sultan Chand & Sons, New Delhi.
4. Paul Justin, *Business Environment: Text and Cases*, Tata McGraw Hill Publishing
5. Mishra and Puri, *Economic Environment of Business*, Himalaya Publishing House
6. Madhur Mahajan, *Indian Economy*, Pearson Publications
7. Dhingra, *The Indian Economy: Environment and Policy*, Sultan Chand & Sons, New Delhi.

gusam

ENGBCOMAEC2201-T: ENGLISH

ENGBCOMAEC2201-T

ENGLISH (COMMUNICATION SKILLS)

(2025-26)

B.Com-IV semester

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

Eight short Plays- Jagdish Chander

The following plays are not to be studied:

1. Waterloo by Arthur Conan Doyle
2. A Distant Relative by W.W. Jacobs

Testing:

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

b) Five short questions to be attempted out of the given eight from the prescribed text in about 30 words each.

4+5=9

Q2. Language as a communication tool:

- a) Conducting and facing an Interview
- b) Speech writing
- c) Compering an event
- d) Preparing News for the given situation
- e) Dialogue writing for a given situation
- f) T.V. Radio, Internet

The student should be asked to attempt any topics out of the given four

6

Q3. Comprehension

The students should be asked to attempt the given five questions from an unseen passage and provide a title for the given passage.

4

Q4. Language usage:

Topics to be covered:

- a) Use of Active and Passive
- b) Use of conditionals
- c) Use of Question Tags and Short answers
- d) Figurative Expressions

(The student should be asked to attempt any four of the given six from each of the above)

4+4+4+4=16

Books Recommended

1. The Written Word – Vandana R. Singh
2. Living English Structure- W. Stannard Allen
3. Oxford Practice Grammar – John Eastwood

Epwam

COMB2404T
MARKETING MANAGEMENT
IDC

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

INSTRUCTIONS FOR THE 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: Nature and scope of marketing; importance of marketing; Marketing concepts - traditional and modern. Marketing environment: Demographic, economic political, legal socio cultural, technological environment in Indian context. Buying decision process. Five stage model. Market Segmentation; nature, Scope and significance of consumer behaviour; Market segmentation - concept and importance, basis for market segmentation.

Unit-II

Product life cycle Marketing strategies; Introduction stage, Growth, maturity and declining stage. Product characteristics and classification; Packaging, Labelling, Branding, Pricing, Marketing organisation and control, Marketing services concept characteristics and problems interactive marketing and word of mouth marketing. Green Marketing, channels of distributions.

Suggested Readings:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. Pearson Education.
2. J C Gandhi, *Marketing: A Managerial Introduction*, Tata MC Graw Hill
3. Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. *Marketing: Concepts and Cases* (Special Indian Edition), McGraw Hill Education
4. William D. Perreault, and McCarthy, E. Jerome., *Basic Marketing*. Pearson Education.
5. Dhruv Grewal and Michael Levy, *Marketing*, McGraw Hill Education

Ehsan

COMB2405T
HUMAN RESOURCE MANAGEMENT
IDC

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

INSTRUCTIONS FOR THE 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

Human Resource Management: Meaning, Definition, Scope of HRM, Objectives and functions of HRM. Evolution of HRM. Organisation of HRM Department. Environment of HRM. Role & competencies of HR Manager.

Human Resource Planning concept, need & importance. Human Resource Planning Process. Job analysis, Job Description and Job Specification. Human Resource Recruitment Process and its effectiveness. Selection Process & its effectiveness. **Employees Retention:** Meaning, Employees Retention Strategies.

Unit-II

HR Training & Development: Concept & Need, Process of training and development programme, implementation and methods of training programme and levels of training. **Evaluation.** Human Resource Potential Appraisal system, **Performance Appraisal:** Meaning, Definition, Appraisal Process. **Employee Remuneration:** Concepts, objectives, incentive payments. Employees Benefits and Executive Remuneration. **Employee Welfare,** Job Evaluation: Meaning, process and Methods of Job Evaluation.

Course Outcome:

Students will gain comprehensive knowledge of human resource functions, including planning, recruitment, training, and appraisal systems. They will be able to apply HRM concepts for effective employee management, retention, and organizational development.

Suggested Readings:

1. *Human Resource Management: Strategies and Action* – Armstrong
2. *Human Resource Management* – Dr. Ashwathappa
3. *Personnel and Human Resource Management* – D.A. Deonz and F.P. Robins
4. *Personnel Management* – Edwin Phillip
5. *Human Resources Management* – L.M. Prasad

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COMB2406T
STRATEGIC MANAGEMENT
IDC

| | |
|--|---|
| Time allowed: 3 hours Periods per week: 6 Pass Marks: 35% | Max Marks: 100 External assessment: 70 Internal Assessment: 30 Credit: 3 |
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INSTRUCTIONS FOR THE 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: Meaning of Strategic Management, Role of Strategic Management, Process of Strategic Management, Limitations of Strategic Management, Organizational Mission, Vision, Objectives and Goals. Environmental Scanning: Appraisal of External Environment, Dynamics of Internal Environment, Organizational Capabilities and Appraisal, Core Competence, SWOT Analysis.

Unit-II

Strategy Formulation: Corporate Level Strategy, Business Level Strategy, Functional Level Strategy. Strategic Implementation: Aspects of Strategy Implementation, Procedural Implementation, Resource Allocation, Organizational Design and Change, Corporate Culture. Strategic Evaluation and Control: Meaning of Strategic Evaluation and Control, Criteria and Techniques of Strategic Evaluation and Control. Global issues in Strategic Management.

Course Outcome:

Students will understand the principles and processes of strategic management, including formulation, implementation, and evaluation of strategies. They will be equipped to analyze internal and external environments and make informed strategic decisions for organizational success.

Suggested Readings:

1. Christensen C. Roland, *Business Policy Text and Cases*, Richard D. Irwin Inc, Homewood, Illinois
2. David, Fred R., *Strategic Management*, Prentice Hall
3. Kazmi Azhar, *Business Policy*, Tata McGraw Hill, Delhi
4. Michael E. Porter, *The Competitive Strategy*, Macmillan, New Delhi
5. Prasad L.M., *Business Policy & Strategic Management*, Sultan Chand & Sons

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COMB2407T
PRODUCTION MANAGEMENT
IDC

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

INSTRUCTIONS FOR THE 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

Production Management: Definition, Scope, Function of Production Manager – Factors governing the choice of materials, production systems, job order, intermittent and continuous flow line production, assembly line production – Automation.

Plant Location: Factors affecting plant location, Multiplant location decision, Plant layout principles, Methods of laying out, Types of layouts, product-process and combination layout.

Unit-II

Plant Maintenance: Organization of maintenance, Economics of Maintenance – Types of Maintenance – Merits and Demerits, Safety Engineering, Good Housekeeping.

Production planning and control: Objectives and functions, planning, routing, scheduling, despatching, expediting and follow-up – Charts.

Work Study, Method Study and Work Measurement – Flow process chart, Two-handed process chart, Micromotion study, Time Study Procedure and Techniques, Application of work study techniques.

Course Outcome:

Students will gain an in-depth understanding of production management functions including plant layout, maintenance, and automation. They will be equipped to apply techniques of production planning, control, and work study for improving operational efficiency.

Suggested Readings:

1. B. Mahadevan, *Operations Management Theory & Practice*, Pearson Education
2. Kanishka Bedi, *Production & Operations Management*, Oxford Higher Education
3. B.S. Goel, *Production Operation Management*
4. Ashwathappa K. & Sridhar Bhatt, *Production & Operations Management*, Himalaya Publishing House

Epstein

PBIBCOMCMP2201T
Punjabi Compulsory
Compulsory

Asian Educational Institute
 (An Autonomous College)
 ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ
PAPER: PUNJABI COMPULSORY
B.Com./B.Voc ਭਾਗ-ਪਹਿਲਾ, ਸਮੇਸਟਰ ਚੌਥਾ
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 ਪੈਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ
 ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ
 ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਨਾਵਲ ਕੀ ਹੁੰਦਾ ਹੈ? ਨਾਵਲ ਦਾ ਸਰੂਪ, ਨਾਵਲ ਅਤੇ ਕਹਾਣੀ ਵਿਚ ਅੰਤਰ; ਅਧਿਆਪਕ ਵਿਦਿਆਰਥੀ ਨੂੰ ਨਾਵਲ ਦੇ ਸਰੂਪ ਬਾਰੇ ਦੱਸੇਗਾ ਅਤੇ ਨਾਵਲ ਦੇ ਕਹਾਣੀ ਅਤੇ ਨਾਵਲੇਟ ਨਾਲ ਅੰਤਰ ਬਾਰੇ ਸਮਝਾਏਗਾ। 12 ਅੰਕ

ਭਾਗ - ਓ 2 ਨਾਵਲ: ਪੰਜਰ (ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ) ਵਿਦਿਆਰਥੀ ਨੂੰ ਨਾਵਲ ਪੜ੍ਹਨ ਲਈ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਨਾਵਲ ਬਾਰੇ ਉਸ ਦੇ ਪਾਠਕੀ ਹੁੰਗਾਰੇ ਨੂੰ ਦਰਜ ਕਰਨ ਸਿਖਾਇਆ ਜਾਵੇਗਾ। 12 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ-ਅ 1 ਪੰਜਾਬੀ ਪੱਤਰਕਾਰੀ:

ਓ) ਖਬਰ ਅ) ਵਿਸ਼ੇਸ਼ ਅਖਬਾਰੀ ਰਿਪੋਰਟ ਏ) ਫੀਚਰ ਲੇਖਣ ਸ) ਇਸਤਿਹਾਰ ਲੇਖਣ ਹ) ਇਸਤਿਹਾਰੀ ਖਬਰ: ਸੰਕਲਪ ਅਤੇ ਅਭਿਆਸ ਅਧਿਆਪਕ ਇਨ੍ਹਾਂ ਪੱਤਰਕਾਰੀ ਲੇਖਣ ਰੂਪਾਂ ਬਾਰੇ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਪਸ਼ਟਤਾ ਪ੍ਰਦਾਨ ਕਰੇਗਾ। 12 ਅੰਕ
 (ਇਸ ਖੰਡ ਦੇ ਆਧਾਰ 'ਤੇ ਵਿਦਿਆਰਥੀ ਤੋਂ ਇੱਕ ਸਕਰੈੱਪ ਬੁੱਕ ਤਿਆਰ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਉਸ ਵਿੱਚ ਵਿਦਿਆਰਥੀ ਕੁਲ 20 ਪੰਨੇ ਦੀਆਂ ਖਬਰਾਂ, ਵਿਸ਼ੇਸ਼ ਅਖਬਾਰੀ ਰਿਪੋਰਟਾਂ, ਨਿਊਜ਼, ਗੋਚਰ, ਇਸਤਿਹਾਰ ਅਤੇ ਇਸਤਿਹਾਰੀ ਖਬਰਾਂ ਤਿਆਰ ਕਰੇਗਾ। ਹਰ ਵੰਨਗੀ ਦੀਆਂ ਘੱਟ ਤੋਂ ਘੱਟ ਦੋ ਲਿਖਤਾਂ ਜ਼ਰੂਰ ਸ਼ਾਮਲ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ। ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚ ਅਸਾਈਨਮੈਂਟ ਦੇ ਨੰਬਰ ਇਸ ਸਕਰੈੱਪਬੁੱਕ ਦੇ ਆਧਾਰ 'ਤੇ ਦਿੱਤੇ ਜਾਣਗੇ।

ਭਾਗ-ਅ-2 ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ

ਓ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਇਤਿਹਾਸ ਅਤੇ ਇਲਾਕਾਈ ਵੰਨਗੀਆਂ

ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਇਤਿਹਾਸ, ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ

ਏ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਭਿੰਨਤਾ: ਸਵਰ, ਵਿਅੰਜਨ, ਖੰਡੀ ਅਤੇ ਅਖੰਡੀ ਧੁਨੀਆਂ

12 ਅੰਕ

ਭਾਗ- ਏ

ਭਾਗ ਓ ਅਤੇ ਅ ਵਿਚੋਂ ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ

22 ਅੰਕ

Signature

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰਾਂ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਐ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤਿੰਨ ਭਾਗ ਓ, ਐ ਅਤੇ ਏ ਹੋਣਗੇ।
2. ਭਾਗ ਓ-1 ਵਿੱਚੋਂ ਹੀ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਵੇਗਾ। ਇਹ ਪ੍ਰਸ਼ਨ ਦਿੱਤੇ ਗਏ ਗਲਪ ਰੂਪਾਂ ਦੇ ਸਰੂਪ, ਤੱਤਾਂ ਬਾਰੇ ਜਾਂ ਇਨ੍ਹਾਂ ਵਿਚਕਾਰ ਸਮਾਨਤਾਵਾਂ ਜਾਂ ਅੰਤਰ ਬਾਰੇ ਹੋਣਗੇ। 12 ਅੰਕ
3. ਭਾਗ ਓ-2 ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਨਾਵਲ ਬਾਰੇ ਪਾਠਕ੍ਰਮ ਹੁੰਗਾਰਾ, ਨਾਵਲ ਬਾਰੇ ਵਿਦਿਆਰਥੀ ਦੇ ਪ੍ਰਭਾਵ, ਨਾਵਲ ਦੇ ਮੰਤਵ ਅਤੇ ਜੀਵਨ ਨੂੰ ਸਮਝਣ ਵਿਚ ਨਾਵਲ ਦੇ ਮਹੱਤਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੱਛਿਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਭਾਗ ਵਿਚ ਪਾਤਰਾਂ ਬਾਰੇ ਵੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾ ਸਕਦੇ ਹਨ। ਨਾਵਲ ਦੇ ਵਿਸ਼ੇ-ਵਸਤੂ, ਵਿਚਾਰਧਾਰਾ, ਸਮਕਾਲੀ ਜੀਵਨ ਵਿਚ ਨਾਵਲ ਦੇ ਵਿਸ਼ੇ ਦੇ ਮਹੱਤਵ, ਪਾਤਰਾਂ ਦੀ ਘਾਤਤ, ਮਨਪਸੰਦ ਪਾਤਰ, ਪਾਤਰਾਂ ਦੇ ਸੁਭਾਅ ਦਾ ਵਿਸ਼ਲੇਸ਼ਣ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਬਣਾਉਣ ਲੱਗਿਆਂ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਵਿਦਿਆਰਥੀ ਦੇ ਆਪਣੇ ਵਿਚਾਰਾਂ ਦੇ ਪ੍ਰਗਟਾਵੇ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਵੇ। 12 ਅੰਕ
4. ਭਾਗ ਐ-1 ਵਿੱਚ ਦਰਜ ਪੱਤਰਕਾਰੀ ਰੂਪਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ- ਸਰੂਪ, ਪ੍ਰਕਾਰਜ ਅਤੇ ਮਹੱਤਵ ਦੇ ਨਾਲ ਨਾਲ ਇਨ੍ਹਾਂ ਰੂਪਾਂ ਦੇ ਆਪਸੀ ਨਿਖੇੜੇ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾ ਸਕਦੇ ਹਨ। ਇਸ ਭਾਗ ਵਿੱਚੋਂ ਕੁਲ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। 12 ਅੰਕ
5. ਭਾਗ ਐ-2 ਵਿੱਚੋਂ ਵੀ 4 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ 2 ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਇੱਕ-ਡੇਢ ਪੰਨੇ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। $2 \times 6 = 12$ ਅੰਕ
6. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਏ ਵਿਚ ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਤੇ ਐ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਵਿਦਿਆਰਥੀ ਨੇ ਇਨ੍ਹਾਂ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ 4-6 ਸਤਰਾਂ ਵਿੱਚ ਦੇਣਾ ਹੋਵੇਗਾ। $11 \times 2 = 22$

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਰੂਪਾਕਾਰ: ਸਿਧਾਂਤ ਅਤੇ ਰੂਪਾਂਤਰਣ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011
2. ਸਾਹਿਤ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 1989
3. ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ ਤੇ ਕਿਰਪਾਲ ਸਿੰਘ ਕਸੇਲ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਲਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, 1977
4. ਡਾ. ਟੀ.ਆਰ. ਵਿਨੋਦ, ਨਾਵਲ ਆਲੋਚਨਾ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999
5. ਗਿ. ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ ਕਾਲਜ, ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ
6. ਸੰਤ ਸਿੰਘ ਸੋਢੀ, ਸਾਹਿਤਆਰਥ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ
7. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਗਲਪ ਵਿਸ਼ੇਸ਼ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

**Punjabi Compulsory (Elementary Knowledge) – Alternative
Compulsory
PBIBCOMCMG2201T**

(ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੇਪਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਥਾ ਸਿਲੇਬਸ ਭਾਗ-ਦੂਜਾ)

Asian Educational Institute

(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: ਮੁੱਢਲਾ ਗਿਆਨ

ਸਮੇਸਟਰ-ਚੌਥਾ

ACADEMIC SESSION 2025-26

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

ਵਿਸ਼ੇ ਵਿੱਚ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%
ਅੰਕ ਅਧਿਆਪਨ 06 ਪੈਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ
ਕੁਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਨਿਰਧਾਰਤ ਪੁਸਤਕ : ਪ੍ਰੋ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ. (ਇਸ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕਹਾਣੀ ਅਤੇ ਨਾਟਕ ਵਾਲਾ ਭਾਗ ਇਸ ਸਮੇਸਟਰ ਦੇ ਸਿਲੇਬਸ ਵਜੋਂ ਪੜ੍ਹਿਆ ਜਾਣਾ ਹੈ) 12+12=24 ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ- ਅ-1. ਨਿੱਜੀ ਚਿੱਠੀ/ਪੱਤਰ 12 ਅੰਕ

ਅ-2. ਸ਼ਬਦਾਂ ਦਾ ਅਨੁਵਾਦ (ਪੰਜਾਬੀ ਤੋਂ ਅੰਗ੍ਰੇਜ਼ੀ ਅਤੇ ਅੰਗ੍ਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ) 12 ਅੰਕ

ਭਾਗ - ਏ

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ 'ਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ। 11x2 = 22 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਮੁਢਲਾ ਗਿਆਨ ਪ੍ਰਾਪਤ ਕੀਤਾ ਹੈ। ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ ਦੇ ਗਿਆਨ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦਿਆਂ ਸਰਲ ਸਪਸ਼ਟ ਅਤੇ ਛੋਟੇ ਉਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
2. ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਹੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
4. ਵਰਣਮਾਲਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
5. ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟੇ ਜਾਂ ਚੋਟ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
6. ਭਾਗ ਓ ਵਿੱਚੋਂ ਕਿਸੇ ਕਹਾਣੀ ਦਾ ਸਾਰ (ਦੇ ਵਿੱਚੋਂ ਇੱਕ) 12 ਅੰਕ
7. ਕਿਸੇ ਨਾਟਕ ਸਬੰਧੀ ਸੰਖੇਪ ਜਾਣਕਾਰੀ (ਦੇ ਵਿੱਚੋਂ ਇੱਕ) 12 ਅੰਕ
8. ਨਿੱਜੀ ਚਿੱਠੀ ਜਾਂ ਪੱਤਰ (ਦੇ ਵਿੱਚੋਂ ਇੱਕ) 12 ਅੰਕ
9. ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਅਨੁਮਾਨਿਤ ਨਾਲ ਸਬੰਧਿਤ ਸ਼ਬਦਾਵਲੀ ਦਾ ਅੰਗਰੇਜ਼ੀ ਅਤੇ ਪੰਜਾਬੀ ਅਨੁਵਾਦ 6+6=12 ਅੰਕ
10. ਭਾਗ ਬ ਵਿੱਚ ਓ ਅਤੇ ਅ ਭਾਗਾਂ ਵਿੱਚੋਂ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉਤਰ 3-4 ਸ਼ਬਦਾਂ ਵਿੱਚ ਦੇਣਾ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। 11x02=22