

**ASIAN EDUCATION
AL INSTITUTE, PATIALA
(An Autonomous College)**



**SYLLABI
AND OUTLINES OF TESTS,
AND COURSES OF READING
FOR
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
SEMESTER SYSTEM BASED ON CBCS
PART-I (SEMESTER I AND II)
FOR
SESSION 2025-2026**

**OUTLINES OF TESTS,
AND COURSES OF READING
FOR
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
SEMESTER SYSTEM BASED ON CBCS
PART-I (SEMESTER I AND II)
FOR
SESSION 2025-2026**

ORDINANCES FOR BACHELOR OF BUSINESS ADMINISTRATION

1) B.B.A is an integrated course spread over three years. Each year will consist of two semesters. The course of study shall be divided into 6 semesters and final examination will be held at the end of every semester in the month of NOV/DEC (for Semester I, III,IV) & April/MAY (for Semester II,IV,VI).

2)The school of Business Studies of Asian Educational Institute Patiala (AN AUTONOMOUS COLLEGE) has started Bachelor of BUSINESS ADMINISTRATION (BBA) from the session 2010 .The College has from this session (2024-25) adopted **Choice based credit system** which has been introduced by University Grant Commission. This is a broad based programme covering disciplinary, interdisciplinary and skill based subjects. I The Bachelor of Business Administration includes consisting categories namely Core Courses , Ability Enhancement Compulsory Course, Skill Enhancement Course and Compulsory Non Credit Qualifying Course.

Outline of Choice Based Credit System:

Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

Ability Enhancement Compulsory Courses:- It includes English and Punjabi Communication.

Skill Enhancement Courses:- These courses are designed to provide skill based knowledge to students.

Practical / Tutorials:-The practical/ tutorials will be conducted keeping in view the spirit of UGC guidelines as per needs and requirements of concerned subjects.

Project work/Dissertation: is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem.

3) **Eligibility Condition:-** The student who has passed the +2 examination from a statutory University/Board or any other examination equivalent thereto in any stream and has not been detained/declared fail or who has not been placed in the UMC category in the eligibility class and whose work and conduct have been declared to be satisfactory will be eligible for the admission.

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4) **Evaluation:-**The learners' progress is measured through the means of continuous evaluation and end semester examinations.

Internal Assessment (30)

Internal Assessment Component	Marks
Mid semester test (Best of Two)	12
Assignment/ Quiz/ Presentation/ Co curriculum Activities/ Class Test	12
Attendance/Class Participation	6
Attendance 65% to 70% = 1 70 % to 75% =2 75% to 80% =3 80% to 85% =4 Above 85% = 5	Out of 6
Total	30

Semester End Examination:

Semester end examination is the major component of the evaluation system and carries seventy per cent weightage in the final result. The College will conduct end semester examination twice a year.

- 5) The medium of instructions and examination will be English or Punjabi.
- 6) The students would be required to undergo training of four to six weeks after the completion of fourth semester.
- 7) A candidate must complete and pass the whole course of three years within a maximum of seven years from the date of admission in B.B.A. first semester.
- 8) Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc.
- 9) Has his name submitted to Controller Examinations by the head/principal of having attended not less than 75% of the total number of lectures delivered in each paper/ subject and 75% of the periods held in practical/lab work in each paper / subject during the Academic semester. The deficiency in the number of lectures can be condoned for special

reasons subject to ordinance framed by the subject condonation committee.

10) To qualify for admission to the 2nd year of the course, the candidate must have passed 50% of the total papers of the two semesters of the 1st year. Similarly, to qualify for admission to the 3rd year of the course, the candidate should have passed 50% of the total papers of four semesters of the earlier two years.

11) The minimum number of marks required to pass each semester examination will be 35% in each paper of the semester examination. Provided that in papers with practical, the percentage shall be required separately in written and practical/lab work.

12) In assessing the performance of the students in examinations, the usual approach is to award marks based on the examinations conducted at various stages (mid semester tests and final examination) in a semester. To convert these marks to letter grades, an absolute grading system is being used to award the grades as per rules of the examination branch.

Grades and Grade Points

Letter Grade	Grade Point
O (Outstanding)	10
A+(Excellent)	9
A(Very Good)	8
B+(Good)	7
B(Above Average)	6
C(Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination

13) Computation of SGPA/CGPA and Equivalent Percentage:

Following is the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

$$SGPA = \frac{\sum C_i \times G_i}{\sum C_i}$$

Where C_i is the number of credits of the i - th course and G_i is the grade point scored by the student in the i - th course.

Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	3 X 8 = 24
I	Course 2	4	B+	7	4 X 7 = 28
I	Course 3	3	B	6	3 X 6 = 18
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
		20			139
SGPA					139/20=6.95

- ii. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program i.e.

$$CGPA = \frac{\sum C_i \times S_i}{\sum C_i}$$

where S_i is the SGPA of the i - th semester and C_i is the total number of credits in that semester.

Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 21 SGPA:6.9	Credit: 22 SGPA:7.8	Credit:25 SGPA:5.6	Credit: 26 SGPA:6.0	Credit: 26 SGPA: 6.3	Credit 25 SGPA 8.0
$\text{CGPA} = (21 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0) / 145$ $= 6.73$					

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

- iii. Transcript Format: The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the university shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
- iv. The CGPA to percentage conversion is obtained by multiplying CGPA by 10.

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

CGPA	Division & Position
CGPA 7.5 or more	1st Division with Distinction
CGPA 6.0 or more but less than 7.5	1st Division
CGPA 5.0 or more but less than 6.0	2nd Division
CGPA 3.5 or more but less than 5.0	3rd Division
Otherwise	Fail

Equivalence: Percentage (P) equivalent to CGPA earned by a candidate may be calculated using the following formula: $P = \text{CGPA} \times 10$

ASIAN EDUCATIONAL INSTITUTE

(An Autonomous college)

BACHELOR OF BUSINESS ADMINISTRATION

ACADEMIC SESSION 2025-2026

SEMESTER-I

Course Code	Course Title	COURSE	L	T	P	Credit	Total Marks
BBA-101	Principles & practice of Management	Core	4	-	-	4	100
BBA-102	Financial Accounting	Core	4	-	-	4	100
BBA-103	Business Statistics	Core	4	-	-	4	100
BBA-104	General English	AEC	4	-		4	100
BBA-105	Seminar on Business Ethics & Values	Multi-Disciplinary	-	-	2	2	50
BBA-106	Workshop on Business Communication -I	AEC		-	2	2	50
BBA-107	Punjabi	Indian Language					
BEVS101	EVS	Value Enhancement	3	-	-	2	50

Instructions for the Paper Setters: -

The question paper will be divided into three sections. Section A and Section-B will be based on Unit-1 and Unit-II of the syllabus respectively. Each of these sections will contain four questions of 12 marks each. The students will be required to attempt two questions from each of these sections. Section - C will be compulsory. It will be based on entire syllabus and will contain 11 short answer type questions of two marks each.

Bachelor of Business Administration (BBA)

SEMESTER-1

BBA-101 Principles and Practices of Management

4 Credits

Course Description: This course introduces the student to the key aspects of management - planning, organizing, leading, and controlling by integrating both classical and contemporary management practices. Through case studies, interactive sessions, and practical exercises, students will learn to apply these principles to real-world scenarios that will prepare them for leadership roles in diverse organizational settings. The goal is to equip students with the tools and insights necessary to manage effectively and drive organizational success.

Course Objectives:

1. To understand the basic concepts, principles, and theories of management.
2. To examine the essential functions of managers.
3. To analyze the impact of globalization, diversity, and ethics on management,
4. To develop skills in decision-making, and leadership.

Course Content:

Unit I

Management: Meaning and definition, nature, purpose, scope, importance and functions, Management as art, science and profession, Management as a social system, Principles of management, Scientific Management. Evolution of Management Thought: Contribution of F. W. Taylor, Henri Fayol, Elton Mayo, Various approaches to management (i.e. Schools of Management Thought), Indian management thought. Planning: Meaning, Significance, Types of plans, Nature, Elements: Objectives, Policies, Rules, Procedure, Strategy, Decision Making. Organizing: Meaning, Nature and Purpose of organization, Principles of organization, Forms of organization: Line, Functional and Line and Staff, Formal and informal organization.

Unit II

Authority: Definition, types, responsibility and accountability, delegation; definition, steps in delegation, obstacles to delegation and their elimination, decentralization vs centralization, determinants of effective decentralization, Decentralisation and Departmentation. Staffing: Meaning, nature and functions of HRM, Manpower management, factors affecting staffing, Recruitment, Selection, Training and Development, Performance appraisal: need and process. Coordination: Principles and Techniques, Difference between coordination and cooperation.

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process. Coordination: Principles and Techniques, Difference between coordination and cooperation.

Controlling: Meaning, nature, importance, scope, principles, prerequisites, steps, limitations and techniques.

Corporate social responsibility (CSR): Meaning, Arguments against and in favour of CSR, CSR towards various stakeholders, recent trends in CSR.

Text Books (Latest Editions):

1. Rao, V. S.P. Management Principles and Applications. Taxmann Publications.
2. Bright, D. et al. Principles of Management. OpenStax Textbooks, Houston
3. Kapoor, Premvir, Principles of Management, Khanna Book Publishing.
4. Jones, G. R., and George, J. M. Essentials of contemporary management. New York, NY: McGraw-Hill Education.
5. Robbins, S. P. & Coulter, M. A. Management. Pearson

Bachelor of Business Administration (BBA)

BBA-102 Financial Accounting

4Credits

Course Description:

This course intends to introduce basic accounting principles and practices. The students will have knowledge about the fundamental accounting processes such as journalizing, ledger posting, preparation of trial balance and final accounts in sole trading and company form of business. It also deals with providing an overview of accounting standards on sustainability accounting as value creation for business.

Course Objectives:

1. To provide an understanding of application of various principles and practice of Accounting.
2. To demonstrate the knowledge on the process of accounting cycle and basic steps involved in Accounting .
3. To estimate Annual Financial statements of Sole proprietorship and Company form of business

Course Content:

Unit-I

Introduction to Accounting, Accounting system and process: Meaning, Need for accounting and accounting information system, Stakeholder using accounting information, Branches of Accounting, Accounting concepts and conventions, Classification of capital and revenue- expenditure and income, Recording transactions and Trial balance: Transactions- Entry in Journal, Entry in Ledger, Cash book and Subsidiary books, Trial balance,

Unit-II

Final Accounts: Preparation of Trading and Profit and Loss account, and Balance Sheet of sole trading concerns, importance of disclosures in final accounts.

Bank Reconciliation Statement: Causes of difference between cash book and pass book
.Depreciation Accounting: Straight Line and Written Down Value Methods.

Green Accounting :-Need and objectives and Importance.

Text Books (Latest Editions):

- 1Jain S.P., & Narang K.L.. Basic Financial Accounting 1, New Dehli, Kalyani publishers.
- 2 Kimmel, Financial accounting, Wiley Publications
- 3Gupta, A.. Financial Accounting for Management: An Analytical Perspective, Noida, Pearson Education.
- 4.S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.

5. Ashish k Battacharya, Essentials financial accounting for Business Managers, Six, PHL learning.

6. Accounting for sustainability: www.ifac.org

7. Peter Bartelmus, E K Seifert, Green Accounting, London, Routledge Publications

Course Objectives

1. To provide a foundation of knowledge regarding the nature of statistics.
2. To provide a basic understanding of the nature and scope of statistics.
3. To provide a basic understanding of application of relevant concepts of statistics to various business situations.
4. To understand the nature and scope of statistics and its application in business and industry.
5. To understand the nature and scope of statistics and its application in business and industry.

Course Content

Introduction to Statistics: Definitions, objectives and limitations. Functions and scope of statistics. Classification of statistics: qualitative and quantitative. Frequency distribution: Diagrams & graphs: the histogram, bar and column, pie chart, mean, weighted arithmetic mean, median, mode, quartiles, deciles, percentiles, standard deviation, coefficient of variation.

Correlation: Scatter plot, coefficient of correlation, coefficient of determination, coefficient of rank correlation.

Regression: Simple linear regression, coefficient of correlation, coefficient of determination, coefficient of rank correlation.

Level of

Regression: Simple linear regression, coefficient of correlation, coefficient of determination, coefficient of rank correlation.

Bachelor of Business Administration (BBA)

BBA-103 Business Statistics

4 Credits

Course Description: Quantitative Aptitude tests have been one of the key components in all competitive exams across L recent years. All tests include such aptitude problems to assess a candidate's arithmetic precision, numerical ability, analytical ability and rational thinking applicability. Hence this course on Business has been introduced as part of BBA programs. Business Statistics helps us to make business decisions under uncertainties. Such decisions must be of unbiased and based on quantitative data.

Course Objectives:

1. To establish importance of logical reasoning in human inquiry.
2. To demonstrate data handling skills and summarize data with clarity.
3. To extend an understanding of application of relevant concepts of Statistics to a given business scenario.
4. To understand business problems and make decisions using appropriate statistical models an trends
5. To demonstrate the knowledge on the process of organizing a data and conduct statistical research.

Course Content

Unit-I:

Introduction to Statistics- Definition, Importance and Limitations, Functions and scope of
Measures of Central Tendency:- Classification and tabulation of data, frequency distribution, diagrams & graphs, measure of central tendency- arithmetic mean, weighted arithmetic mean, median, mode and partition values-quartiles, deciles, percentiles.

Dispersion: Measures of dispersion-range, quartile deviation, mean deviation from mean and median. Standard deviation and coefficient of variation.

Correlation: Meaning, definition and use of correlation, covariance, scatter diagram, types of correlation, Karl Pearson's correlation coefficient, Spearman's Rank correlation coefficient, probable error.

Unit-II

Regression and Time Series: Regression- meaning and utility of regression analysis, comparison between correlation and regression, regression lines -x on y, y on x, regression equations and regression Definition of Time Series. Components of Time Series. Methods for

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equations and regression Definition of Time Series. Components of Time Series. Methods for measuring secular trends: i) Semi Averages ii) Methods of Moving Averages iii) Method of Least Squares (only for straight line)

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 construction of index numbers.

Readings:

Textbooks (Latest Editions):

1. Levin R. I. & Rubin D. S. Statistics for Management. Delhi: Pearson.
2. Pillai & Bagavathi. Statistics, Theory and Practice, S Chand Publishing
3. SP Gupta. Statistical Methods, Sultan Chand and Sons

Bachelor of Business Administration (BBA)

BBA-104 GENERAL ENGLISH

4 Credits

Instructions for Paper-setters/Examiners

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

Section-A It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks

Section –B It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section –C It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

Course Input:

Imaginative Use of Parts of Speech. How to Plan Paragraph Writing. How to Change Direct into Indirect Speech and Vice Versa. Sentence Connectors and Cohesion. Substitution and Phrases. Letter writing, Precis and Comprehension. Paraphrasing and Expansion, Descriptive writing. Report writing. Script writing for Announcement. Comparing etc.

Language and Society, Style and Registers. Language and Communication Fundamentals of Broadcasting. Radio as a Communication of Broadcasting. Radio as a Communication of Broadcasting TV Network in India and Education TV- Current Affairs and General Knowledge.

For Practical:

There shall be two tutorial periods per periods for the students to face the camera, gestures, speech, facial expression, Sip and eye movement, voice training and training in Techniques of broadcasting, etc. for all these purposes there should be organization of quiz competition, debates and other competitions, etc.

Recommended Readings:

1. N, Krishnarwamy, Modern English(Macmillan-India)
2. R.O. Neil: English in Situations (OUP)
3. Ed Viola Huggins: What to say when (BBC London)

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4. Geoffrey Boughton: Success with English: The Penguin Course: Course Book-I
5. Slexander Baird: Success with English: The Penguin Course. A first reader.
6. S.P. Jain: The Art of Broadcasting.
7. Corl Warren: Radio News Writing.

Bachelor of Business Administration (BBA)

BBA-105 Seminar on Business Ethics and Values

Credits :-02

Course Description

The objective of this course is to develop the ability in the students to define and analyse the business ethics problems and make the students aware and sensitized towards these issues.

Course objectives

1. Develop the skills to identify the appropriate Business Ethics and Values,
2. Analyse the Business problems.
3. Learn about Ethics and Values inter-linked in Business, weaknesses of the Business.

Course Content

UNIT-I

Introduction: Ethics and Values and their Importance in Business: Ethical Issues in Capitalism and Market System: Ethical and Social Systems.

Issues in BEV: The Social Responsibility of Business, Ethical Conflicts, Whistle Blowing. Ethics and Organizations

Ethics in Functional Areas: Ethics in Human Resource Management and Organizational Culture, Ethics in Marketing, Ethics in Finance, Ethical Codes and Incentives in Corporate Sector.

UNIT-II:

Social Ethical Issues: Broader Ethical Issues in Society-Corruption, Ecological Concerns, Discrimination on the Basis of Gender, Caste or race.

Updation of Ethical Issues: Ethics and Information Technology, Impact of Govt. Policies and Laws on Ethics, Resolving Ethical Dilemmas.

Pedagogy:

Extensive use of technology in the class rooms, Online modules of MOOCs, Research Based teaching, use of concerned Article from journals and magazines

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Students will work in a group to prepare a brief write-up, due before the start of class, covering the case study. Questions in the case study would include the quantitative analysis of the problems-solving and decision-making

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Bachelor of Business Administration (BBA)

BBA-106 Workshop on Business Communication-I

Credit:-02

Course Description:

This course focuses on bringing in perspective the importance of Business Communication for organizations and individual employees in the context of multicultural workforce in a digital world. The course will focus on instilling effective communication skills in students for organizational set up. The course will be taught using texts, cases and classroom exercises for improving both written and oral communication in students.

Course Objectives:

1. To understand the process, and importance of Business Communication.
2. To help students in understanding the basic principles and techniques of business communication.
3. To train students to acquire and master written communication for the corporate world.
4. To sensitize students to understand Business Communication in Global and Cross-Cultural context.

Course Content

Unit I

Introduction to Communication in Organizations: Introduction to Business Environment and Communication, Models of communication, Basics of Communication (types, channels and barriers), 7Cs of communication, Formal and informal communication, Listening Skills, communication on social media platforms.

Written Communication: Planning and executing different types of messages, emails, formal letters (Planning & Layout of Business Letter) and informal messages on e-platforms, negative messages: indirect & direct negative messages; Persuasive messages, request letters to various stakeholders, Sales Letters, Complaint & Follow up Letters, Promotion Letters, Job application Letters, cover letters, resume, Resignation Letters.

Unit II

Interpersonal Communication: Team communication, managing communication during online meeting, communication with virtual team, Presentation skills (Verbal and non-verbal); Powerpoint presentation skills;

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Digital Communication: Social media and individual, social media & organizations, Media Literacy, Strong Digital communication skills- email, instant messaging, video conferencing, e-meetings, Digital collaboration, digital etiquettes & responsibilities;

Text Books (Latest Editions):

1. AICTE's Prescribed-Communication Skills in English, Khanna Book Publishing.
2. Lesikar, R.V. & M.E. Flatley, "Business Communication: Connecting in a Digital World", McGraw-Hill Education.
3. Murphy, H, A., Hildebrandt, H. & Thomas, J.P., Effective Business Communication. McGraw Hill.
4. Mukerjee H. S., Business Communication: Connecting at Work. Oxford Publication
5. Boove, C.L., Thill, J. V. & Raina, R. L, Business Communication Today, Pearson.

Asian Educational Institute
(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: PUNJABI COMPULSORY

ਬੀ.ਬੀ.ਏ. ਭਾਗ-ਪਹਿਲਾ, ਸਮੈਸਟਰ ਪਹਿਲਾ

ਵਿਸ਼ਾ ਕੋਡ

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
ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

12+12=ਅੰਕ

ਭਾਗ - ਓ 1 ਬੱਤਖ ਦੇ ਖੰਡਾਂ ਜਿਹੇ ਸਟੈਂਦ ਦਿਨ (ਨਾਵਲਿਟ)- ਪ੍ਰਗਟ ਸਿੰਘ ਸਿੱਧੂ

ਭਾਗ - ਅ

ਭਾਗ - ਅ 1. ਨਿਬੰਧ ਰਚਨਾ: ਮਨੁੱਖੀ ਜੀਵਨ ਵਿੱਚ ਕੰਪਿਊਟਰ, ਤਕਨਾਲੋਜੀ, ਵਪਾਰ, ਪ੍ਰਬੰਧਨ ਦੇ ਮਹੱਤਵ ਅਤੇ ਭੂਮਿਕਾ ਬਾਰੇ ਨਿਬੰਧ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
12 ਅੰਕ

ਭਾਗ ਅ 2 ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਅਤੇ ਅਨੁਵਾਦ:

ਓ) ਪ੍ਰਬੰਧ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ (ਲਗਭਗ 100 ਸ਼ਬਦ): ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋ।
06 ਅੰਕ

ਅ) ਵਪਾਰ-ਪ੍ਰਬੰਧਨ ਨਾਲ ਸਬੰਧਿਤ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ
06 ਅੰਕ

ਭਾਗ - ਏ

ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਅਤੇ ਭਾਗ ਅ ਦੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਾਲੇ ਭਾਗ ਵਿੱਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।
11x2 = 22 ਅੰਕ
ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਅ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ਓ, ਅ ਅਤੇ ਏ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
12 ਅੰਕ
2. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਓ ਵਿੱਚ ਨਾਵਲਿਟ ਦਾ ਵਿਸ਼ਾ/ਸਾਰ/ਕਥਾਨਕ ਅਤੇ ਪਾਠਕ ਦੇ ਪ੍ਰਭਾਵਾਂ ਬਾਰੇ ਵਿਸਤ੍ਰਿਤ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ।
(ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ)
12 ਅੰਕ
3. ਭਾਗ ਓ ਵਿੱਚੋਂ ਨਾਵਲਿਟ ਦੇ ਪਾਤਰਾਂ ਦੀ ਜਾਣ-ਪਛਾਣ ਕਰਵਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਚਾਰ ਵਿੱਚੋਂ ਦੋ)
2x6 = 12 ਅੰਕ
4. ਭਾਗ ਅ- (i) ਕਿਸੇ ਵਿਸ਼ੇ ਤੇ ਨਿਬੰਧ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ)
12
ਭਾਗ ਅ-2 ਦੇ ਉਪ-ਭਾਗ (i) ਵਿੱਚ 10 ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ 6 ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕਰਕੇ ਵਾਕਾਂ ਵਿੱਚ ਵਰਤੋਂ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
ਭਾਗ ਅ-2 ਦੇ ਉਪ-ਭਾਗ (ii) ਵਿੱਚ ਵਣਜ-ਵਪਾਰ ਤੇ ਵਪਾਰ ਪ੍ਰਬੰਧ ਨਾਲ ਸਬੰਧਿਤ ਇੱਕ ਪੈਰ੍ਹੇ ਦੇ ਕੇ ਉਸ ਦਾ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।
5. ਭਾਗ-ਏ ਭਾਗ ਓ ਅਤੇ ਅ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 (ਨਾਵਲ ਵਿੱਚੋਂ 6 ਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਿੱਚੋਂ 5) ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਸਭ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ।
11x2 = 22
ਨੋਟ: ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਦੇ ਅੰਕਾਂ ਵਿੱਚੋਂ ਅਸਾਈਨਮੈਂਟ ਦੇ ਕਾਰਜ ਲਈ ਪੰਜਾਬੀ ਵਿਚ ਕੰਪਿਊਟਰ ਅਤੇ ਇੰਟਰਨੈੱਟ ਨਾਲ

ਸਬੰਧਿਤ ਅਖਬਾਰੀ ਲੇਖਾਂ, ਮਿਡਲਾਂ ਅਤੇ ਬਲੋਗ-ਰਚਨਾਵਾਂ ਦੀ 20-25 ਪੰਨਿਆਂ ਦੀ ਸਕਰੈਪ ਬੁੱਕ ਤਿਆਰ ਕਰਵਾਈ ਜਾਵੇਗੀ।
ਉਸ ਦੇ ਅਧਾਰ 'ਤੇ ਅਸਾਈਨਮੈਂਟ ਦੇ ਅੰਕ ਲਗਾਏ ਜਾਣਗੇ। ਮੌਲਿਕ ਲੇਖਣੀ ਨੂੰ ਤੁਰਜ਼ੀਹ ਦਿੱਤੀ ਜਾਵੇ।

ਵਣਜ ਵਪਾਰ ਅਤੇ ਪ੍ਰਬੰਧ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ/ਸੰਕਲਪੀ ਸ਼ਬਦਾਵਲੀ

1. Abandonment	ਤੋੜਣ	29. Bill of exchange	ਐਕਸਚੇਂਜ ਦਾ ਬਿੱਲ
2. Absorption Costing	ਸਮਾਈ ਲਾਗਤ	30. Bonus shares	ਬੋਨਸ ਸ਼ੇਅਰ
3. Absorption Pricing	ਸਮਾਈ ਕੀਮਤ	31. Book-keeper	ਮੁਨੀਮ
4. Accountability	ਜਵਾਬਦੇਹੀ	32. Brand Name	ਮਾਅਰਕਾ
5. Accounting Concepts	ਲੇਖਾ ਧਾਰਣਾਵਾਂ	33. Breach of Contract	ਇਕਰਾਰਨਾਮੇ ਦੀ ਉਲੰਘਣਾ
6. Accounting Cycle	ਲੇਖਾ-ਚੱਕਰ	34. Brochure	ਸੂਚਨਾ ਪੁਸਤਕ
7. Accounting Equation	ਲੇਖਾ ਸਮੀਕਰਨ	35. Broker	ਦਲਾਲ
8. Accounting Period	ਲੇਖਾ ਮਿਆਦ	36. Brokerage	ਦਲਾਲੀ
9. Accounting Standards Board	ਲੇਖਾਕਾਰੀ ਮਿਆਰ ਬੋਰਡ	37. Budget	ਬਜਟ
10. Accounting	ਲੇਖਾ	38. Budgetary Control	ਬਜਟ ਨਿਯੰਤਰਣ
11. Accrued Income	ਕਮਾਈ ਆਮਦਨ	39. Bull Market	ਸਰਾਫਾ ਬਜ਼ਾਰ
12. Accumulation	ਸੰਚਨ ਸੰਗ੍ਰਹਿਣ	40. Bureaucracy	ਨੈਕਰਸ਼ਾਹੀ
13. Acquire	ਅਰਜਿਤ ਕਰਨਾ	41. Bursar	ਭੰਡਾਰੀ, ਖਜ਼ਾਨਚੀ
14. Administration	ਪ੍ਰਸ਼ਾਸਨ	42. Business Analyst	ਵਪਾਰ ਵਿਸ਼ਲੇਸ਼ਣ
15. Agent or trustee	ਏਜੰਟ ਜਾਂ ਟ੍ਰਸਟੀ	43. Business Entity	ਵਪਾਰ ਇਕਾਈ
16. Agricultural Income	ਜ਼ਰਾਇਤੀ ਆਮਦਨ	44. Business Environment	ਵਪਾਰ ਵਾਤਾਵਰਨ
17. Agricultural Loans	ਜ਼ਰਾਇਤੀ ਕਰਜ਼ਾ	45. Business Intelligence	ਵਪਾਰਕ ਬੁੱਧੀ
18. Annual Report	ਸਾਲਾਨਾ ਰਿਪੋਰਟ	46. Business Plan	ਵਪਾਰ ਯੋਜਨਾ
19. Appropriation	ਨਿਮਿਤਤ	47. Business process redesign	ਵਪਾਰ ਪ੍ਰਕਿਰਿਆ, ਪੁਨਰ ਵਿਉਂਤਕਾਰੀ
20. Articles of association	ਸਭਾ ਤੇ ਅਨੁਭੰਦ	48. Business Process Reengineering	ਵਪਾਰ ਪ੍ਰਕਿਰਿਆ ਪੁਨਰ-ਘਾਤਤ
21. Audit	ਆਡਿਟ, ਲੇਖਾ ਪਰੀਖਿਆ	49. Business risk	ਵਪਾਰ ਦਾ ਜੋਖਿਮ
22. Authorized Capital	ਅਧਿਕਾਰਤ ਪੂੰਜੀ	50. Business unit	ਵਪਾਰਕ ਇਕਾਈ
23. Authorized Issuable capital	ਅਧਿਕਾਰਤ ਜਾਰੀ ਕਰਨ ਯੋਗ ਪੂੰਜੀ	51. Business Valuation	ਵਪਾਰਕ ਮੁਲਾਂਕਣ
24. Balance sheet	ਬਕਾਇਆ ਰੁਚੀ	52. Business	ਕਾਰੋਬਾਰ
25. Banking	ਬੈਂਕਿੰਗ	53. By Operation of law	ਕਾਨੂੰਨੀ ਅਮਲ ਰਾਹੀਂ
26. Bankruptcy	ਭਿਥਾਲੀਆਪਣ	54. Capital Expenditure	ਪੂੰਜੀ ਖਰਚ
27. Bargain	ਸੌਕਾਜ਼ੀ	55. Capital gains	ਪੂੰਜੀਗਤ ਲਾਭ
28. Beneficiary	ਨਾਭਪਾਤਰੀ	56. Capital Market	ਪੂੰਜੀ ਬਾਜ਼ਾਰ

57.	Case study method	ਕੇਸ ਅਧਿਐਨ ਵਿਧੀ	89.	Default Risk	ਮੂਲ ਜੋਖਿਮ
58.	Cash Balance	ਨਕਦ ਬਕਾਇਆ	91.	Delegation	ਵਟਰ, ਸਪੁਰਦਗੀ
59.	Cash Management	ਨਕਦੀ ਪ੍ਰਬੰਧਨ	90.	Deficit	ਘਾਟਾ
60.	Cess	ਉਪਕਰ	91.	Delegation	ਵਟਰ, ਸਪੁਰਦਗੀ
61.	Cessation	ਬੰਦ ਹੋਣਾ	92.	Deposit Insurance	ਜਮ੍ਹਾਂ ਰਾਸ਼ੀ ਬੀਮਾ
62.	Charge of Obligation	ਜ਼ਿੰਮਾ ਜਾਂ ਕਾਰਜਭਾਰ	93.	Depreciation	ਗਿਰਾਵਟ
63.	Charger holder	ਕਾਰਜਭਾਰ ਧਾਰਕ	94.	Devaluation	ਅਵਮੁਲਣ, ਮੁੱਲ-ਘਟਾਈ
64.	Claim	ਦਾਅਵਾ	95.	Direct Cost	ਸਿੱਧੀ ਲਾਗਤ
65.	Commercial Paper	ਵਪਾਰਕ ਕਾਰਜ	96.	Direct Labour	ਸਿੱਧੀ ਕਿਰਤ
66.	Company	ਕੰਪਨੀ	97.	Direct Material	ਸਿੱਧੀ ਸਮੱਗਰੀ
67.	Compensation	ਮੁਆਵਜ਼ਾ	98.	Discount	ਛੋਟ
68.	Competent	ਸਮਰੱਥ	99.	Dividend Per Share	ਪ੍ਰਤਿ ਸ਼ੇਅਰ ਲਾਭਅੰਸ਼
69.	Compound annual growth rate	ਮਿਸ਼ਰਤ ਸਾਲਾਨਾ ਵਿਕਾਸ ਦਰ	100.	Drawee	ਚੈੱਕ ਜਾਂ ਡਰਾਵਟ ਦਾ ਦੇਣਾਾਰ
70.	Compute	ਗਿਣਤੀ ਮਿਣਤੀ	101.	Earning Capacity	ਕਮਾਊ ਸਮਰੱਥਾ
71.	Consignment	ਖੋਪ	102.	Earnings Before Interest and tax	ਵਿਆਜ ਤੇ ਟੈਕਸ ਅਟਾਇਗੀ ਤੋਂ ਪੂਰਵ ਕਮਾਈ
72.	Consolidation/Merger	ਚੱਕਬੰਦੀ/ਏਕੀਕਰਨ	103.	Embezzlement	ਗਵਾਨ
	Consortium	ਕਨਸੋਰਟੀਅਮ	104.	Endorsement	ਸਮਰਥਨ, ਤਸਦੀਕ
	Consumer	ਖਪਤਕਾਰ			
	Convertible Debenture	ਤਬਾਦਲਾ ਯੋਗ ਨਿਵੇਸ਼ਣ			
	Copyright	ਕਾਪੀ ਹਾਈਟ			
	Corporate Tax	ਨਿਗਮ ਪ੍ਰਸ਼ਾਸਨ			
	Cost Accounting	ਨਿਗਮ ਬਰ, ਕਾਰਪੋਰੇਟ ਬਰ			
	Cost of Capital	ਲਾਗਤ ਲੇਖਾ			
	Credit Policy	ਪ੍ਰਸ਼ੀ ਦੀ ਲਾਗਤ			
	Credit Policy	ਉਪਾਹ-ਨੀਤੀ			
	Creditor	ਜੰਗਲਾਹ/ਉਪਾਹਕਾਰਾ			
	Current Account	ਚਾਲੂ ਅਕਾਊਂਟ			
	Cyber Crime	ਸਾਈਬਰ ਅਪਰਾਧ			
	Debit Financing	ਕਰਜ਼ਾ ਮਿਣ			
	Debit Market	ਕਰਜ਼ਾ ਬਾਜ਼ਾਰ			
	Debtor	ਕਰਜ਼ਾਕਾਰ/ਕਰਜ਼ਾਸ਼ੀ			
	Deletion Mailing	ਨਿਰਭਰਕਾਰੀ			

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

Asian Educational Institute

(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: ਮੁੱਢਲਾ ਗਿਆਨ

ਸਮੇਸਟਰ-ਪਹਿਲਾ

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

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ 1 ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲੇਖਣ-ਪ੍ਰਬੰਧ

(ਓ) 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 ਸ਼੍ਰੋਤ ਧੁਨੀਆਂ ਦਾ ਪ੍ਰਬੰਧ

(ਓ) ਸ਼੍ਰੋਤ ਧੁਨੀਆਂ ਦਾ ਚਾਰਟ

(ਅ) ਸ਼੍ਰੋਤ ਵਾਂਹਕ ਅਤੇ ਸ਼੍ਰੋਤ ਧੁਨੀਆਂ

(ੲ) ਸ਼੍ਰੋਤ ਧੁਨੀਆਂ: ਉਚਾਰਨ ਸਥਾਨ (ਜੀਭ ਦੇ ਆਧਾਰ 'ਤੇ ਵੰਡ)

(ਸ) ਸ਼੍ਰੋਤ ਧੁਨੀਆਂ

(ਹ) ਸ਼੍ਰੋਤ ਧੁਨੀਆਂ: ਮਾਤਰਾ ਦੇ ਆਧਾਰ 'ਤੇ ਵੰਡ

12 ਅੰਕ

ਭਾਗ - ਅ

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

(ਓ) ਵਿਅੰਜਨ ਧੁਨੀਆਂ 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

(ਓ) ਲਗਾਂ-ਮਾਤਰਾ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ

(ਅ) ਲਗਾਖਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ

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

Epstein

- (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। ਤਾਵ 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। ਲੇਖ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਟ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਆਓ ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2009. (ਹਿੰਦੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
2. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, 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 ਭੋਜਾ (ਸੰਪਾ.), ਠੱਠ ਪੰਜਾਬੀ ਪਹਿਲੀ ਕਿਤਾਬ (5ਆਬ ਕਾਰਪੋਰੇਸ਼ਨ), ਸੰਨ ਸੰਤਾਲੀ ਪਬਲੀਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2017
5. ਡਾ.ਜਵਿੰਦਰ 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.

Epshah

Semester-I

(2025 - 2026)

Environment and Road Safety

Subject Code: BEVS101

(VAC)

Credits: 02

Max. Marks: 50

End-Semester Exam: 35 marks

Internal Evaluation: 15 marks

Total load: 30 Hours

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.

Signature

Riyathekar

Signature

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 Thislissured 1 and: An cological History of India of California Press.
3. MCE ully, P. 1996. Rivers no more: the environmental effects of dans (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 Sience and Conservation. S. Chand Publishing. New Delhi.

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Riyat Kumar

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SEMESTER-II

Course Code	Course Title	COURSE	L	T	P	Credit	Total Marks
BBA-201	Organizational Behavior	Core	4	-	-	4	100
BBA-202	Marketing Management	Core	4	-	-	4	100
BBA-203	Business Economics	Core	4	-	-	4	100
BBA-204	Computer Application in Business	SEC	2	-	2	3	100
BBA-205	Seminar Media Literacy	Multi-Disciplinary	-	-	2	2	50
BBA-206	Workshop on Business Communication - II	AEC	-	-	2	2	50
BBA-207	Punjabi/Mudla Gyan	Indian Language	4	-	-	4	100
	Drug Abuse :- Problem, Management & Prevention	Value Enhancement	2	-	-	2	50

Bachelor of Business Administration (BBA)

SEMESTER-II

BBA-201 Organisational Behaviour

4 Credits

Course Description:

This course will cover principles and concepts to understand how individuals interact with each other and their environment in organizational contexts. Students will explore topics such as motivation, perception, personality, leadership, group decision-making, culture, and conflict resolution through a blend of theoretical frameworks and real-world applications

Course Objectives:

1. To develop basic understanding of the concept of human behaviour and organization.
2. To highlight the importance of OB in modern organizations
3. To understand individual and group behaviour in the workplace to improve the effectiveness of an organization.
4. To critically evaluate leadership styles and strategies.

UNIT-I:

Introduction: Definition, Nature and Scope of Organizational Behaviour-Need for Studying Organizational Behaviour- Disciplines that Contribute to OB-OB Models-Challenges and Opportunities of OB

Individual behaviour: -Perception: Meaning-Process-Improving Perception.

Personality: Development Determinants of Personality-Personality Traits.

Learning: Theories and Principles of Learning.

Motivation: Meaning and Importance-Theories of Motivation Maslow's need Theory, ERG Theory, Theory X and Theory Y, Two Factor Theory, Vroom's Expectancy Theory.

UNIT-II:

Group Behavior:-Groups-Definition-Types-Group Development;- Groups Norms-Group Cohesiveness-Group Decision Making

Conflict:-Individual Conflict-Interpersonal Conflict-Group Conflict-Resolving Conflict.

Leadership: Leadership Styles, Traits of good Leader, Difference between Leader and Manager.

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Organizational Culture: Organisational Culture - Meaning-Definition-Concept-Characteristics
- Types of Culture, Functions of Culture-Creating and Sustaining Culture-Learning Culture-

Organizational Change: Forces of change, Planned change; Resistance; Approaches.

Text Books (Latest Editions):

1. Robbins, Stephen - Organizational Behavior Prentice Hall of India Ltd., New Delhi.
2. Luthans Fred-Organizational Behavior: An Evidence-Based Approach - McGraw Hill Publishers Co. Ltd., New Delhi.
3. Prasad, L.M-Organizational Theory Behavior-Sultan Chand & Sons, New Delhi.
4. Rao, VS P-Organization Behavior-Himalaya Publishing House.
5. Aswathappa.K.-Organizational Behavior-Himalaya Publishing House, Mumbai, 18th Edition.

Bachelor of Business Administration (BBA)

BBA-202 Marketing Management

4 Credits

Course Description: Marketing management course is designed to help undergraduate students gain a broad, foundational understanding of the basic components of modern marketing. This course aims to familiarize students with the marketing function in organizations. It will equip the students with understanding of the Marketing Mix elements and sensitize them to certain emerging issues in Marketing. The course is intended to bring in key principles and activities crucial for the role that marketing has in an organization.

Course Objectives:

1. Develop understanding about marketing management concepts and frameworks, and apply these to a new or existing business.
2. Develop skills to analyze and synthesize information and derive insights related to marketing management, from several perspectives
3. It also explores best practices in managing marketing activities within an organization and how to measure the impact on demand and attempt to forecast and influence its future levels, magnitude and timing.

Course Content:

Unit-I

Introduction: Nature, Scope and Importance of Marketing, Evolution of Marketing, Core marketing concepts, Production concept, Product concept, selling concept, Marketing concept, Holistic marketing concept;

Marketing Environment: Demographic, Economic, Political, Legal, Socio cultural, Technological environment(Indian context); Market and competition analysis, Market Analysis and Creating and Delivering Customer Value.

Segmentation, Targeting and Positioning: Concept: Levels of Market Segmentation, Basis for Segmenting Consumer Markets;

Consumer Behavior: Consumer Buying Decision Process, Factors affecting consumer behavior.

Product decisions: Concept of Product Life Cycle (PLC), PLC marketing strategies, Product Classification, Product Line Decision, Product Mix Decision, Branding Decisions, Packaging & Labelling., New Product Development.

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Unit II

Pricing Decisions: Determinants of Price, Pricing Methods

Promotion Decisions: Factors determining promotion mix, Promotional Tools-Fundamentals of advertisement, Sales Promotion, Public Relations & Publicity and Personal Selling.

Marketing Channel Decision: Channel functions, Channel Levels, Types of Intermediaries: Wholesalers and Retailers.

Marketing of Services: unique characteristics of services, marketing strategies for service firms-7Ps.

Contemporary issues in Marketing, Digital Marketing, Ethics and social responsibility in Marketing, Integrated Marketing Green Marketing (Introductory aspects only).

Readings: Text Books (Latest Editions):

1. Kotler P., Keller K., et al. Marketing Management (16th edition). Pearson Education Pvt. Ltd.
2. Aaker, D. A. and Moorman Christine,, Strategic Market Management: Global Perspectives. John Wiley & Sons.
3. Shainesh G. Kotler Philip, Keller Kevin, Alexander Chernev, Jagdish N. Sheth |
4. Marketing Management. Pearson Higher Education
5. Kotler, P., Armstrong, G., and Agnihotri, P. Y. Principles of Marketing (17th edition). Pearson Education.
6. Ramaswamy, V.S. & Namakumari, S. Marketing Management: Indian Context Global Perspective (6th edition). Sage Publications India Pvt. Ltd.
7. Sheth, J. N., & Sisodia, R. S. (Eds). Does Marketing Need Reform?: Fresh Perspectives on the Future. Routledge.
8. Percy, L. Strategic Integrated Marketing Communications, Routledge.
9. Chaffey, D., & Ellis-Chadwick, F. Digital Marketing (7th edition). Pearson Higher Education.

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Bachelor of Business Administration (BBA)

BBA-203 Business Economics

4 Credits

Course Description:

Business economics uses economic concepts and principles by emphasizing on demand and supply analysis, production & cost analysis and different market structures which are fundamental for further study. This course also introduces important macroeconomic concepts which are indispensable for understanding the functioning of an economy that might affect business performance.

Course Objective:

1. It equips students with fundamental concepts of microeconomics.
2. Business economics delves into the complexities of market structures, helping students navigate
3. challenges such as competition, regulatory environments, and technological disruptions.
4. It fosters critical thinking by analysing real-world case studies, enabling students to propose
5. innovative solutions to business problems.

Course Content:

Unit-1

Nature and scope of Business Economics, Role of Business,

Demand: Demand Classification, Elasticity of Demand, Meaning of demand and its types, Law of demand. Price elasticity of demand its measurement.

Consumer's Behaviour: Utility approach: Brief outline of law of diminishing marginal utility law of equi-marginal utility, Indifference Curve Approach: Consumer equilibrium; Income, Price and Substitution effect, Theory of Supply. Concept and law of supply, factors affecting supply, Elasticity of Supply

Unit-II

Theory of Production: Law of variable proportion: total, average and marginal physical production, Law of Returns to scale, Economies and diseconomies of scale.

Theory of Cost: Short and Long period costs, Concept of total cost, Marginal and Average cost, cost in short-run and long-run.

Concept of revenue: Total Revenue, Average Revenue Relationship between Average and Marginal Revenue and Price elasticity of demand.

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Pricing Under Various Market Conditions: Perfect Competition Equilibrium of Firm and Industry under Perfect Competition, Monopoly Price determination under Monopoly Monopolistic Competition - Price and Output, determination under Monopolistic Competition.

Text Books (Latest Editions):

1. Varian. H.R: Micro Economics A modern Approach
2. Mc Connell & Brue: Micro Economics Principal, problems & policies. McGraw Hills Professional Publication.
3. Ahuja, H.L. Advanced Economic theory
4. Jain K.P. Advanced Economic theory
5. Jhingan M.L. Modern Micro Economics

Bachelor of Business Administration (BBA)

BBA-204 Computer Applications for Business Credit:- 03

Unit-I

Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM

Commonly used Input/output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of software system. Software & Application software, Interpreter. Operating System: Definition, Types of operating on the Basis of processing. Introduction to various types of operating system such as windows & DOS Overview and Anatomy of windows, Working with files and folder in windows.

Unit-II

MS-Word: Overview, Creating, Saving, Opening, Importing, Exporting & Inserting files. Formatting pages, paragraphs and sections. Indents and outdates. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text, inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.

MS-Excel: Worksheet overview. Entering information. Worksheet. Opening and saving workbook. Formatting number and texts. Protecting cells. Producing Charts and printing operations graphs.

MS-Power Point: Presentation Basics Menus & Toolbars. Opening & Saving & existing presentation creating & Saving a presentation using auto content wizard. Design Template Blank Presentation. The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.

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BBA-205 WORKSHOP ON MEDIA LITERACY

Credits:-2

Internal Assessment: 50

The students will be required to prepare a File and give a presentation on the following course contents:

COURSE CONTENT

Unit -I

Foundations of Media Literacy and Critical thinking: Core principles of media literacy and critical thinking; definition and significance of media literacy, its historical evolution within the Indian context; Understanding media as a powerful communication tool and its role in shaping societal perceptions and behaviour.

Forms of media text, including print, broadcast, digital and social media; the Impact of media representations on individual perceptions and societal attitudes (from relevant case studies in the Indian context.)

Unit -II

Techniques for critically evaluating media content and analysing audience consumption patterns. Ethics Regulation and Digital Media Literacy: Ethical and regulatory considerations inherent in media practices. Ethical principles in media, The Regulatory framework governing media content and the role of self regulatory bodies in upholding ethical standards; Digital Media's impact on contemporary media practices, Strategies for navigating online information and promoting digital citizenship

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Bachelor of Business Administration (BBA)

BBA-206 Workshop on Business Communication-II

2 CREDITS

Course Description:

This course focuses on bringing in perspective the importance of Business Communication for organizations and individual employees in the context of multicultural workforce in a digital world. The course will focus on instilling effective written and oral communication skills in students. The course will be taught using texts, cases and classroom exercises for improving both written and oral communication in students.

Course Objectives:

1. To understand the concept, process, and importance of business communication with a strategic imperative.
2. To help students in understanding the basic principles and techniques of various workplace communication including digital communication skills
3. To train students to acquire and master intra and interorganizational communication
4. To train students for communicating effectively for the purpose of gaining employment.

Unit-I

Written communication: intra organizational/ departmental/ workplace communication

Need and Types, Basics of Writing Office Circulars, Agenda, Notice, Office Memoranda, Office Orders, News Letters; Positive and Negative Messages, Use of Technology for Communication, Effective IT communication tools- Electronic mail: advantages, safety and smartness in writing email, E-mail etiquettes; Use of online social media for communication and Public Relations; Ethical dilemmas in use of social media for communication. Report Writing: Types of Business Reports, responding to request for proposals (RFP), response to RFP, Formal Report-Components and Purpose, Organizing Information-Outlining & Numbering Sections, Section Headings, Sub-Headings, & Presentation; Reporting in Digital Age, Writing Reports on Field Work/Visits to Industries, Business Proposals; Summarizing Annual Reports of Companies- Purpose, Structure and Principles; Drafting Minutes of a Meeting;

Oral Communication, Professionalism and team work: Meaning, Nature, and Scope of Effective Oral Communication; Techniques of Effective Speech, Media for Oral Communication-Face-to-Face Conversation, Teleconferences, Press Conference, Telephonic Conversations, Radio Presentation, Public address and Podcast. Constructing Oral Report, Group Discussion, Teams communication; Communication during online meeting, Online and offline professional etiquettes; Conducting appraisals, conducting interviews.

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Unit-II

Negotiation Skills and Cross-Cultural Communication: Negotiation communication with vendors, suppliers, employees and other stakeholders; BATNA & communication during negotiations; Body language and negotiation;

Impact of globalization on organizational communication; Cross-Cultural frameworks (ex. Geert Hofstede); Culture & appropriate communication; Etic and Emic approaches to Culture; Communication to a diverse workforce; Overcoming barriers and biases in Cross-Cultural Communication; Building Inter-Cultural Workplace Skills; Cross-cultural etiquettes across clusters/countries.

Contemporary Communication: Digital communication individual communicating via social media, organizations communicating via social media, Media Literacy, Strong Digital communication skills - email, instant messaging, video conferencing, e-meetings, digital collaboration, digital citizenship-digital etiquettes & responsibilities; Introduction to personal and organizational websites; communication through podcasts.

Job Searching in Digital Age; Creating Resume (CV, cover letter), Creating Customized Cover Messages for Job Applications, Purposes and Types of Employment Interviews, Performing Optimally in a Job Interview- Do's and Don'ts Before, During and After the Interview.

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Asian Educational Institute
(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: PUNJABI COMPULSORY

ਬੀ.ਬੀ.ਏ. ਭਾਗ- ਪਹਿਲਾ, ਸਮੇਸਟਰ ਦੂਜਾ

ਵਿਸ਼ਾ ਕੋਡ

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 ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ, ਸੰਪਾ. ਡਾ. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ, ਡਾ. ਪਰਮਜੀਤ ਸਿੰਘ ਸਿੱਧੂ (ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ) 12+12=ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ-ਅ 1. ਵਣਜ ਵਪਾਰ ਅਤੇ ਪ੍ਰਬੰਧ ਬਾਰੇ ਪੱਤਰ/ਈਮੇਲ ਲੇਖਣੀ

12 ਅੰਕ

ਭਾਗ-ਅ 2 ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਗਿਆਨ ਅਤੇ ਭਾਸ਼ਾ:

ਓ) ਪ੍ਰਬੰਧ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ (100 ਸ਼ਬਦ): ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋ।

05 ਅੰਕ

ਅ) ਗਿਆਨ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਦੂਜੀਆਂ ਭਾਸ਼ਾਵਾਂ ਦੀ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਿਚੋਂ ਸ਼ਬਦ-ਉਧਾਰ ਦੇ ਤਰੀਕੇ: ਤਤਸਮ ਅਤੇ ਤਦਭਵੀਕਰਨ, ਤਤਸਮ ਸ਼ਬਦ-ਉਧਾਰ ਅਤੇ ਸ਼ਬਦਜੋੜਾਂ ਦਾ ਟਕਸਾਲੀਕਰਨ

06 ਅੰਕ

ਭਾਗ - ਬ

ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਅਤੇ ਭਾਗ ਅ ਵਿਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

11x2 = 22

ਅੰਕਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਅ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ਓ, ਅ ਅਤੇ ਬ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
2. ਭਾਗ ਓ ਵਿੱਚੋਂ (i) ਕਿਸੇ ਇਕ ਦਾ ਵਿਸ਼ਾ/ਸਾਰ ਜਾਂ ਰਚਨਾ ਬਾਰੇ ਪਾਠਕੀ ਪ੍ਰਭਾਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇਕ) 12 ਅੰਕ
(ii) ਨਿਬੰਧਾਂ ਵਿਚਲੇ ਵਿਚਾਰਾਂ ਸਬੰਧੀ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ। (ਚਾਰ ਵਿੱਚੋਂ ਦੋ) 2x6 = 12 ਅੰਕ
3. ਭਾਗ ਅ-1 ਪੈਰਾ ਰਚਨਾ/ਸੰਖੇਪ ਅਖਬਾਰੀ ਲੇਖ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਤਿੰਨਾਂ ਵਿੱਚੋਂ ਇਕ) 12 ਅੰਕ
ਭਾਗ ਅ-2 (i) ਵਿੱਚ 10 ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦੇ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਦੀ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। 06 ਅੰਕ
4. ਭਾਗ ਅ-2 (ii) ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿਹੜੇ ਕਿ ਵਿਦਿਆਰਥੀ ਨੂੰ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। 06 ਅੰਕ
5. ਭਾਗ-ਬ ਪਾਠ ਪੁਸਤਕ ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ ਅਤੇ ਭਾਗ ਅ 2 ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 (ਪਾਠ ਪੁਸਤਕ ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ ਵਿੱਚੋਂ 6 ਅਤੇ ਕੰਪਿਊਟਰ ਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚੋਂ 5) ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ। 11x2 = 22
ਨੋਟ: ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਦੇ ਅੰਕਾਂ ਵਿੱਚੋਂ ਅਸਾਈਨਮੈਂਟ ਦੇ ਕਾਰਜ ਲਈ ਪੰਜਾਬੀ ਵਿਚ ਕੰਪਿਊਟਰ ਅਤੇ ਇੰਟਰਨੈੱਟ ਨਾਲ ਸਬੰਧਿਤ ਅਖਬਾਰੀ ਲੇਖ, ਮਿਡਲਾਂ ਅਤੇ ਕਲੋਜ਼-ਰਚਨਾਵਾਂ ਦੀ 20-25 ਪੰਨਿਆਂ ਦੀ ਸਕਏਮ ਚੁੱਕ ਤਿਆਰ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਉਸ ਦੇ ਅਧਾਰ 'ਤੇ ਅਸਾਈਨਮੈਂਟ ਦੇ ਅੰਕ ਲਗਾਏ ਜਾਣਗੇ। ਮੌਲਿਕ ਲੇਖਣੀ ਨੂੰ ਤਰਜਮੀਯ ਵਿੱਤੀ ਜਾਵੇ।

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ਵਪਾਰ ਪ੍ਰਬੰਧ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ/ਸੰਕਲਪੀ ਸ਼ਬਦਾਵਲੀ

Entrepreneur	ਉੱਦਮੀ	31.	Job Analysis	ਕਾਰਜ ਵਿਸ਼ਲੇਸ਼ਣ
Face Value	ਅੰਕਿਤ ਮੁੱਲ	32.	Job Rotation	ਕਾਰਜ ਅਦਲਾ-ਬਦਲੀ
FDI (Foreign Direct Investment)	ਸਿੱਧਾ ਵਿਦੇਸ਼ੀ ਨਿਵੇਸ਼	33.	Joint Venture	ਸਾਂਝਾ ਉੱਦਮ
Financial Accounting	ਵਿੱਤੀ ਲੇਖਾ	34.	Just-in-Time (JIT)	ਮਸਾਂ ਸਮਾਂ ਸੀਮਾ ਵਿੱਚ
Financial Analysis	ਵਿੱਤੀ ਵਿਸ਼ਲੇਸ਼ਣ	35.	Knowledge Management (KM)	ਗਿਆਨ ਪ੍ਰਬੰਧਨ
Financial Leverage	ਵਿੱਤੀ ਪੂੰਜੀ ਵਰਤੋਂ	36.	Lag Time	ਪਿਛੜੇਵਾਂ ਸਮਾਂ
Financial Market	ਵਿੱਤ ਬਾਜ਼ਾਰ	37.	Leadership Styles	ਅਗਵਾਈ ਸ਼ੈਲੀਆਂ
Fixed Costs	ਸਥਿਰ ਖਰਚੇ	38.	Lead-Time	ਸ਼ੁਰੂ ਤੋਂ ਖਤਮ ਹੋਣ ਦਰਿਆਨ ਦਾ ਸਮਾਂ
Free Trade Zone (FTZ)	ਮੁਕਤ ਵਪਾਰ ਜ਼ੋਨ	39.	Ledger	ਲੈਜਰ, ਵਹੀ ਖਾਤਾ
Freight	ਭਾਰ	40.	Legal Entity	ਕਾਨੂੰਨੀ ਹੋਂਦ
Friendly Takeover	ਦੋਸਤਾਨਾ ਅਧਿਗ੍ਰਿਹਣ	41.	Lessee	ਪਟੇਦਾਰ
Full Disclosure	ਮੁਕੰਮਲ ਖੁਲਾਸਾ	42.	Lesser	ਪਟਾਦਾਤਾ, ਪਟੇ 'ਤੇ ਦੇਣ ਵਾਲਾ
Goodwill	ਵਪਾਰ ਦੀ ਸਾਖ	43.	Letter of Credit (LOC)	ਉਧਾਰ-ਪੱਤਰ
Government Securities	ਸਰਕਾਰੀ ਪ੍ਰਤਿਬੁੱਧੀਆਂ	44.	Leverage	ਉਧਾਰ-ਪੂੰਜੀ ਵਰਤੋਂ
Gross Domestic Product	ਕੁਲ ਘਰੇਲੂ ਉਤਪਾਦ	45.	Liability	ਦੇਣਦਾਰੀ
Gross Sales	ਕੁੱਲ ਵਿੱਕਰੀ	46.	Loan Covenant	ਕਰਜ਼ ਇਕਰਾਰਨਾਮਾ
Hire purchase	ਕਿਰਾਏ 'ਤੇ ਲੈਣਾ	47.	Lump-sum	ਉੱਕਾ ਪੁੱਕਾ
Human Resource Management (HRM)	ਮਨੁੱਖੀ ਸਰੋਤ ਪ੍ਰਬੰਧਨ	48.	Management Accounting	ਪ੍ਰਬੰਧਨ ਲੇਖਾ
Hypothecation	ਗਾਹਿਣੇ ਚੱਖਣਾ	49.	Management control system (MCS)	ਪ੍ਰਬੰਧਨ ਨਿਯੰਤਰਣ ਵਿਭਾਗ
Indemnity	ਹਾਨੀ-ਪੂਰਤੀ	50.	Management Information system (MIS)	ਪ੍ਰਬੰਧਨ ਸੂਚਨਾ ਵਿਭਾਗ
Indifference Curve	ਉਦਾਸੀਨ ਕਰਵ	51.	Management	ਪ੍ਰਬੰਧਨ
Inflation	ਮੁੱਲ-ਬਾਧਾ	52.	Microenterprise	ਛੋਟਾ ਉੱਦਮ
Initial Public Offering	ਪਹਿਲੀ ਜਨਤਕ ਪੇਸ਼ਕਸ਼	53.	Money Measurement	ਧਨ-ਮਾਪ
Insider Trading	ਕੰਪਨੀ ਦੇ ਅੰਦਰੂਨੀ ਵਪਾਰ	54.	Monopoly	ਏਕਾਧਿਕਾਰ
Intellectual Property Rights (IPR)	ਬੁਨਿਆਦੀ ਸਾਧਨਾਂ ਅਧਿਕਾਰ	55.	Mortgage	ਗਿਰਾਬੀਨਾਮਾ
Interest	ਰੁਝ, ਵਿਆਜ, ਲਾਭ	56.	Multinational company	ਬਹੁ-ਰਾਸ਼ਟਰੀ ਕੰਪਨੀ
Internal Rate of Return (IRR)	ਅੰਦਰੂਨੀ ਆਮਦਨ ਦਰ	57.	Mutual Fund	ਮਿਊਚੁਅਲ ਫੰਡ
Intrinsic Value	ਅੰਦਰੂਨੀ ਮੁੱਲ	58.	Net Assets	ਨੈੱਟ ਜਾਇਦਾਦ
Inventory	ਬਸਤੂ ਸੂਚੀ	59.	Net Profit	ਨੈੱਟ ਲਾਭ
Irrevocable Letter of Credit	ਅਟੱਲ ਨੋਟ ਅਦਲ ਪੱਤਰ	60.	Net Purchase	ਨੈੱਟ ਖਰੀਦ

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Net Sales	ਸੁੱਧ ਵਿਕਰੀ	94.	Trade Credit	ਵਪਾਰਕ ਉਧਾਰ
Non-Government Organisation	ਗੈਰ ਸਰਕਾਰੀ ਸੰਗਠਨ	95.	Transaction	ਲੈਣ-ਦੇਣ
Obsolescence	ਅਪ੍ਰਚਲਨ	96.	Trial Balance	ਅਜਮਾਇਸ਼ ਸੰਤੁਲਨ
Open Account	ਖੁੱਲ੍ਹਾ ਖਾਤਾ	97.	Unappropriated Profits	ਅਣਅਧਿਕਾਰਿਤ ਲਾਭ
Open-End Fund	ਖੁੱਲ੍ਹਾ ਫੰਡ	98.	Underwriter	ਸ਼ੇਅਰ ਬੀਮਾਕਾਰ
Operating Cycle	ਕਾਰਜਕਾਰੀ ਚੱਕਰ	99.	Value Creation	ਮੁੱਲ-ਸਿਰਜਣਾ
Outstanding Shares	ਬਕਾਇਆ ਸ਼ੇਅਰ	100.	Variable Costs	ਪਰਿਵਰਤਨਸ਼ੀਲ ਖਰਚੇ
Parent Company	ਮੂਲ ਕੰਪਨੀ ਜਾਂ ਪੇਰੈਂਟ ਕੰਪਨੀ	101.	Variance	ਭਿੰਨਤਾ, ਵਿਵਿਧਤਾ, ਟਰਕ
Pension Plans	ਪੈਨਸ਼ਨ ਯੋਜਨਾ			
Personal Management	ਕਰਮਚਾਰੀ ਪ੍ਰਬੰਧਨ			
Planning	ਯੋਜਨਾਬੰਦੀ			
Prepaid Expenses	ਪੂਰਵ-ਅਦਾ ਖਰਚੇ			
Prime Cost	ਪ੍ਰਧਾਨ ਲਾਗਤ			
Productivity	ਉਤਪਾਦਕਤਾ			
Profit and Loss Account	ਲਾਭ-ਹਾਨੀ ਖਾਤਾ			
Profitability	ਲਾਭਯੋਗਤਾ			
Proprietary Theory	ਮਲਕੀਅਤ ਸਿਧਾਂਤ			
Prospectus	ਪ੍ਰੋਸਪੈਕਟਸ, ਸੰਭਾਵਨਾਵਾਂ			
Quota	ਤੈਅਸ਼ੁਦਾ ਹਿੱਸਾ			
Quotation	ਮੁੱਲ ਹਾਵਾਲਾ			
Redemption	ਛੁਟਕਾਰਾ, ਛੁਟਕਾਰਾ			
Refinance	ਪੁਨਰ-ਵਿੱਤ			
Request of Proposal (RFP)	ਪ੍ਰਸਤਾਵ ਲਈ ਬੇਨਤੀ			
Revenue	ਕਮਾਈ ਖਰਚੀ			
Expenditure				
Risk Management	ਜ਼ਖ਼ਮ ਪ੍ਰਬੰਧਨ			
Sensex	ਸੈਂਸੈਕਸ			
Sensitivity Index	ਸੰਵੇਦਨਸ਼ੀਲਤਾ ਅਨੁਕ੍ਰਮ			
Shareholder	ਸ਼ੇਅਰ ਧਾਰਕ			
Social Responsibility	ਸਮਾਜਿਕ ਜ਼ਿੰਮੇਵਾਰੀ			
Sole Proprietor	ਭਿੰਨ ਮਾਲਕ			
Speculation	ਵਿਆਸਥਾਈਆਂ			
Strategic Plans	ਕਾਰਜਸ਼ੀਲਤਾ ਯੋਜਨਾਵਾਂ			
Total Quality Management	ਸਮੁੱਚੇ ਹੁਣੇਵਾਂ ਪ੍ਰਬੰਧਨ			

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

Asian Educational Institute

(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: ਮੁੱਢਲਾ ਗਿਆਨ

ਸਮੇਸਟਰ-ਦੂਜਾ

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

ਤਾਗ - ਓ

ਤਾਗ - ਓ 1 ਸ਼ਬਦ ਪ੍ਰਬੰਧ : ਸ਼ਬਦ ਜੋੜਾਂ ਦੀ ਵਰਤੋਂ

(ੳ) ਦੋ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ-ਜੋੜ

(ਅ) ਤਿੰਨ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ-ਜੋੜ

(ੲ) ਬਹੁ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ-ਜੋੜ

12 ਅੰਕ

ਤਾਗ ਓ-2: ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ

(ੳ) ਗਿਣਤੀ (1 ਤੋਂ 100 ਤੱਕ)

(ਅ) ਹਫ਼ਤੇ ਦੇ ਦਿਨ

(ੲ) ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ

(ਸ) ਰੰਗਾਂ ਦੇ ਨਾਂ

(ਹ) ਫਲਾਂ-ਸਬਜ਼ੀਆਂ ਦੇ ਨਾਂ

(ਕ) ਪਸ਼ੂ-ਪੰਛੀਆਂ ਦੇ ਨਾਂ

(ਖ) ਪੰਜਾਬੀ ਰਿਸ਼ਤਾ-ਨਾਤਾ ਪ੍ਰਬੰਧ ਦੀ ਸ਼ਬਦਾਵਲੀ

(ਗ) ਘਰੇਲੂ ਵਸਤਾਂ ਦੀ ਸ਼ਬਦਾਵਲੀ

12 ਅੰਕ

ਤਾਗ - ਅ

ਤਾਗ-ਅ 1 ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ

(ੳ) ਨਾਂਵ, ਪੜਨਾਂਵ

(ਅ) ਕਿਰਿਆ

(ੲ) ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ

(ਸ) ਸੰਬੰਧਕ, ਯੋਜਕ

(ਹ) ਵਿਸਮਿਕ, ਨਿਪਾਣ

12 ਅੰਕ

ਤਾਗ ਅ 2 ਵਿਆਕਰਨਕ ਵਰਤੋਂ ਦੀ ਪਛਾਣ

(ੳ) ਲਿੰਗ

(ਅ) ਵਚਨ

(ੲ) ਪੁਰਖ

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(ਸ) ਕਾਲ

12 ਅੰਕ

ਭਾਗ - ਦ

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। ਸੇ 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. ਵਰਣਾਤਮਕ (ਵਿਸਤ੍ਰਿਤ, ਸੰਖੇਪ) ਪ੍ਰਸ਼ਨ ਬਿਲਕੁਲ ਵੀ ਨਾ ਪੁੱਛੇ ਜਾਣ। ਭਾਵ ਕਿ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕੋਈ ਪ੍ਰਸ਼ਨ ਦਾ ਵਰਣ 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। ਲੇਖ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਟ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
6. ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੇਖ ਅਨੁਸਾਰ ਚੋਣ ਅਤੇ ਛੋਟ ਦਿੱਤੀ ਜਾਵੇ।

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਆਓ ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2009. (ਹਿੰਦੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
2. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, 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 ਭੋਜਾ (ਸੰਪਾ.), ਠੱਠ ਪੰਜਾਬੀ ਪਹਿਲੀ ਕਿਤਾਬ (5ਆਬ ਕਾਰਪੋਰੇਸ਼ਨ), ਸੱਠ ਸੰਤਾਲੀ ਪਬਲੀਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2017
5. ਭਾਜਵਿੰਦਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਗਿਆਨ ਸੀ.ਡੀ. (ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨ ਦੁ-ਲਚਨ 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.

Episat

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

Namur Kaur

Epshah

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

*Alha
Narain Kumar*