

B.B.A /B.B.A.(H)
(3+1) UG Programme under NEP 2020

SCHEME OF COURSES

SEMESTER-III

CourseCode		Course Title	L	T	P	Total Credits	Total Marks
BBA-301	Core	Management Accounting	4	-	-	4	100
BBA-302	Core	Business Laws	4	-	-	4	100
BBA-303	Core	Organizational Change and Development	4	-	-	4	100
BBA-304	MDE	Management Information System	2	-	-	2	50
BBA-305	SEC	Presentation using Power Point	4	-	-	4	100
BBA-306	Punjabi	Punjabi/Mudla Gyan	4			4	100
	VAC	Yoga & Meditation	2	-	-	2	50
Total Credits			24	-		24	600

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Course outcome (BBA –IIIrd SEM)

1. Management Accounting

After this course students will be able to explain the nature, scope and difference between Financial, Cost & Management Accounting. They will learn about financial statement analysis and analyse Fund Flow Statement and Cash Flow Statement.

Finally, they will also learn about budgetary control and marginal costing

2. Business Law

Students will understand the Indian Contract Act 1872 including essentials of valid contract, discharge, breach and remedies. They will explain the Sale of Goods Act 1930 covering conditions, warranties, transfer of ownership and unpaid seller rights.

3. Organizational Change and Development

This subject helps students understand forces of change, resistance to change and Levin's 3-step model of change. They will analyse OD interventions for improving effectiveness of organisation. Students will examine organizational culture, climate and the role of change agents in the OD process.

4. Management Information System

Students will explain components of MIS, role of information in decision making and types of information systems. They will understand implementation and evaluation of MIS reports. The course covers analysis of functional MIS including decision support system (DSS) & executive support system and business expert system (BESs)

5. Presentations Using Power Point

After this course students will be able to design professional presentations using themes, slide master, layouts and SmartArt. They will learn creating & formatting slides, working with texts and lists, images & graphics. Finally, they will demonstrate presentation skills including body language, voice modulation and handling Q&A for board meetings.

6. Yoga & Meditation

This course helps students explain Astanga Yoga, Pranayama, Surya Namaskar and their health benefits. They will demonstrate basic asanas for stress management, concentration and lifestyle disorders. Students will understand meditation techniques like Mindfulness and Om chanting for mental wellness. The course also focuses on applying yoga practices in daily routine for managers to improve productivity and work-life balance.



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B.B.A./B.B.A.(H)

SEMESTER-III
BBA-301 MANAGEMENT ACCOUNTING

Credits 4-0-0

Time: 3 Hours

Total Marks 100

Internal Evaluation: 30

External Evaluation: 70

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I 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.

UNIT-I

Introduction to management accounting - Meaning, objectives, nature and scope of management accounting, role of management accountant, relationship between financial accounting, cost accounting and management accounting.

Financial statement Analysis- Meaning, types, types of financial analysis, methods of financial statement analysis, comparative statements, common size statements, trend analysis.

Ratio analysis – Meaning, importance, utility of ratios, classification, calculations & limitations of ratios

UNIT-II

Fund flow and cash flow analysis- Meaning, concept of funds flow statement, uses and significance of funds flow statement, procedure for preparing funds flow statement, schedule of changes in working capital, funds from operations, statement of sources and application of funds.

Cash flow analysis- meaning and concept, comparison between cash flow and funds flow statements, uses and significance of cash flow statement, cash flow from operating, investment and financing activities.

Marginal costing – Marginal costing, meaning, features and assumptions, CVP analysis, Calculation of breakeven point

Budgetary control- meaning and definition of budget and budgetary control, objectives of budgetary control, classification of budget, preparation of flexible budget & cash budget.

Suggested Readings:

1. M.N.Arora: Management Accounting
2. Sharma and Gupta: Management Accounting
3. S.N.Maheshwari: Management Accounting
4. Jawarharlal: Essentials of Management Accounting
5. B.S.Raman: Management Accounting



B.B.A./B.B.A.(H)
SEMESTER-III
BBA-302 BUSINESS LAW

Credits 4-0-0
Time: 3 Hours
Total Marks 100

Internal Evaluation: 30
External Evaluation: 70

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I 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 10 marks each.

UNIT-I

Law of Contract (1872): Nature of contract, Classification, Offer and acceptance, Capacity of parties to contract, Free consent, Consideration. Law of Contract: Legality of object, Agreement declared void, Performance of contract; Discharge of contract, Remedies for contract of contract. Sales of Goods Act (1930): Formation of contracts of sale; Goods and their classification, price; conditions and warranties

UNIT-II

Sales of Goods Act: Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale by auction; Hire purchase agreement. The Consumer Protection Act (1886): Definition of consumer, Features, Grievance redressed machinery. Section D Law of Agency: Meaning, Features of the Contract of Agency, Types of Agency, Creation of Agency, Rights and Duties of Principal and Agent, Personal Liabilities of an Agent, Termination of Agency, Irrevocable Agency. Indemnity and Guarantee: Meaning of the Contract of Indemnity and Guarantee. Rights of Indemnity Holder and Indemnifier, Essentials and Types of contract of Guarantee, Nature and extent of Surety's Liability, Rights and Discharge of Surety.

Suggested Readings:

1. Singh, Avtar, "The Principles of Mercantile Law", Eastern Book Company, Lucknow.
2. Kapoor, N.D., "Business Law", Sultan Chand & Sons, New Delhi.
3. Tulsian, P.C., "Business Law", Tata McGraw Hill, New Delhi.
4. Usa Tbp Usa, "Indian Business Law", International Business Publications, USA. Note: The latest editions of the books should be followed.



B.B.A./B.B.A.(H)
SEMESTER-III
BBA-303 ORGANISATIONAL CHANGE AND DEVELOPMENT

Credits 4-0-0
Time: 3 Hours
Total Marks 100

Internal Evaluation: 30
External Evaluation: 70

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I 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.

UNIT-I

Organization Change: - Introduction, importance, forces of change and types of change. **Models of change:** - systems model of change, Lewin's Force Field Analysis Model, the Continuous Change Process Model, Change and Transition Management.

Change & its impact: - effects of change on people, operational effects, psychological effects, social effects, people's reaction to change: - Acceptance of change, indifference, organized resistance, frustration & aggression, Reasons for resistance and Methods of minimizing resistance.

UNIT-II

Organization Development: - Meaning, features, objectives, History of OD in India and abroad, organizational problems and process of organizational development.

OD Interventions: - concept, characteristics, classification of intervention, OD interventions as tool to improve effectiveness of organization. Process of OD interventions, Team building.

Suggested Readings:

1. Bhatia, S.K, "Management of Change & Organisation Development Innovative Approaches", Deep & Deep Publications, New Delhi.
2. Bhattacharya, Dipak Kumar, "Organization Change & Development", Oxford University Press.
3. Singh, Kavita, "Organisation Change & Development, Excel Books



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**B.B.A./B.B.A.(H)
SEMESTER-III**

BBA-304 MANAGEMENT INFORMATION SYSTEM

Credits 2-0-0

Time 45 Hours

Total Marks 50

Internal Evaluation: 15

External Evaluation: 35

Instructions for Paper Setter: The question paper will be divided into three sections. Section – A and Section – B will be based on Unit – I and Unit- II of the syllabus respectively. Each of these sections will contain four questions of 06 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 one marks each.

UNIT-I

Information and System Concepts: **Information:** Definition; Types of Information (Strategic Information, Operational Information); Information Quality: Kinds of Systems (Abstract and Physical Systems, Deterministic and Probabilistic Systems, Open and Closed Systems, User-Machine Systems); Human as an Information Processing System (Information Filtering, Human Differences in Information Processing, Implications for Information Systems)

Management Information Systems: Basic Framework & Importance of MIS: concept of MIS. Nature and Scope of MIS, Characteristics & Functions of MIS. Information System Processing Functions, Decision Support, Levels of Management Activities, Organizational Functions, Classifications of MIS Decision Support System (DSS), Executive Support System, Business Expert Systems (BESs)

SECTION -B

Decision Making and MIS: Decision-Making, Simon's Model of Decision Making. Types of Decisions, Purpose of Decision-Making. Level of Management, Report Generation.

Implementation and Evaluation of MIS Reports: Implementation process, planning and implementation stages, acquisition of facilities and space planning, MIS Organization and procedure development, User training, acquisition of hardware and software, Creation of forms and database, Testing. Change Over, Evaluation of MIS system.



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Suggested Readings:-

- 1 Goyal, D.P Management Information Systems, Third Edition, Macmillan.
- 2 Oz, Effy Management Information Systems,, Thomson Press Indian Edition.
- 3 Kanter, J Management Information Systems, Third Edition, PHI
- 4 Davis, Gordan B. & Olson, M.H Management Information Systems.. Second Edition



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B.B.A./B.B.A.(H)

SEMESTER-III

BBA-305 PRESENTATION USING POWERPOINT

Credits: 4-0-0
Time: 3 Hours

Internal Evaluation: 30
External Evaluation: 70

Instructions for the Paper Setters:-

The question paper will be divided into three sections. Section – A and Section – B will be based on Unit – I 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 **10** mark each.

Unit-I

Introduction to Presentation Design:- Overview of Presentation Design, principles of effective presentation, Introduction to Microsoft PowerPoint's features, setting up the work pace.

Creating and Formatting Slides: Creating and saving presentations, using templates and themes start, slide layout and design principles, basic text formatting fonts, sizes, and styles.

Working with Text and Lists: Advanced text formatting: text boxes, text effects, using bullet points and numbering, aligning and distributing text elements.

Images and Graphics: Inserting and formatting Images, using shapes, icons, and SmartArt, positioning and resizing Images, creating and modifying charts and graphs.

Unit-II

Working with Tables and Charts: Creating and formatting tables, table design and layout options, creating and customizing charts, using chart and visualize data effectively.

Adding Multimedia Elements Inserting and managing audio and video files, table design and layout options creating objects, applying transition effects between slides, timing and sequence of animations.

Designing Professional Presentations Designing slides with a consistent theme, using slide master for uniform design, creating custom slide layouts, using design tools for alignment and spacing.

Enhancing Presentations: Using advanced themes and styles, applying backgrounds, borders and effects, using PowerPoint's design ideas feature, creating custom templates.



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Recommended Texts

1. For Open Source: Documentation Team, Libre Office. Getting Started with Libre Office 6.0. Australia Friends of Open Document, Incorporated, 2019.
2. For Proprietary: Working in Microsoft Office-Richard Mansfield-Tata McGraw Hill Education



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Asian Educational Institute
(An Autonomous College)
ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ
PAPER: PUNJABI COMPULSORY
ਬੀ.ਬੀ.ਏ. ਸਮੇਸਟਰ ਤੀਜਾ
ਵਿਸ਼ਾ ਕੋਡ
ACADEMIC SESSION 2026-27, 2027-28

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 ਕਾਵਿ ਲਹਿਰਾਂ, ਸੰਪਾ. ਡਾ. ਜਸਵਿੰਦਰ ਸਿੰਘ ਅਤੇ ਡਾ. ਇੰਦਰਜੀਤ ਸਿੰਘ ਚੀਮਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(ਪਹਿਲੇ ਅੱਠ ਕਰੋ) 12+12=24

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

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

ਭਾਗ ਅ 2 ਵਿਆਕਰਣ

ਓ) ਸ਼ਬਦ ਸ੍ਰੀਣੀਆਂ: ਨਾਵ, ਪੜਨਾਵ ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ

ਅ) ਵਿਆਕਰਣਕ ਵਰਗ: ਲਿੰਗ, ਵਚਨ, ਕਾਲ, ਕਾਰਕ, ਪੁਰਖ, ਵਾਰ, ਪੱਖ (ਇਨ੍ਹਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਹਵਾਲੇ ਨਾਲ ਇਨ੍ਹਾਂ ਦੀ ਸਮਝ) 12 ਅੰਕ

ਭਾਗ - ਭ

11x2 = 22 ਅੰਕ

ਭਾਗ ਓ ਅਤੇ ਭਾਗ ਅ ਵਿੱਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

6. ਭਾਗ ਓ ਵਿੱਚੋਂ ਕਿਸੇ ਲੇਖ ਦਾ ਵਿਸ਼ਾ ਬਣਾਓ/ਸਾਰ/ਲੇਖ ਦਾ ਸੁਲੇਹਾ, ਜੀਵਨ ਪ੍ਰਿਸ਼ਟੀ ਅਤੇ ਰਾਜਨੀਤਿਕ-ਆਰਥਿਕ ਸੇਧੀ ਦਾ ਜੀਵਨ (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ) 12 ਅੰਕ

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7. ਭਾਗ ਓ ਵਿਚੋਂ ਹੀ 2 ਕਵਿਤਾਵਾਂ ਦੇ ਕੇ ਕਿਸੇ ਇੱਕ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਪ੍ਰਸੰਗ ਦੇ 4 ਅੰਕ ਅਤੇ ਵਿਆਖਿਆ ਦੇ 08 ਅੰਕ ਹੋਣਗੇ। 12 ਅੰਕ
8. ਭਾਗ ਅ-1 ਦੇ ਕੰਪਿਊਟਰ ਸਿਖਲਾਈ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਲਿਖੇਗਾ। 12 ਅੰਕ
9. ਭਾਗ ਅ-2 ਵਿਚਲੇ ਵਿਆਕਰਣ ਨਾਲ ਸੰਬੰਧਿਤ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ 4 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ 2 ਦਾ ਉੱਤਰ ਲਿਖੇਗਾ। 2x6 = 12 ਅੰਕ
10. 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। 11x2 = 22

ਸਹਾਇਕ ਪਾਠ-ਸਮੱਗਰੀ

1. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਨਵੀਂ ਪੰਜਾਬੀ ਕਵਿਤਾ: ਪਛਾਣ ਚਿੰਨ੍ਹ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਕ, ਲੁਧਿਆਣਾ
2. ਖੋਜ ਪਤ੍ਰਿਕਾ (ਆਧੁਨਿਕ ਕਾਵਿ ਵਿਸ਼ੇਸ਼ ਅੰਕ), ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
3. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ, 2018
4. ਯੋਗਰਾਜ, ਨਵੀਂ ਪੰਜਾਬੀ ਕਵਿਤਾ: ਪ੍ਰਤਿਰੋਧ ਦੇ ਨਵ-ਸੰਦਰਭ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ, ਸਪਤਰਿਸ਼ੀ ਪਬਲੀਕੇਸ਼ਨਜ਼, ਚੰਡੀਗੜ੍ਹ, 2018
5. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਰੂਪਕਾਰ: ਸਿਧਾਂਤ ਅਤੇ ਰੂਪਾਂਤਰਣ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011
6. ਸਾਹਿਤ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1989
7. ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ ਤੇ ਕਿਰਪਾਲ ਸਿੰਘ ਕਸੈਲ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, 1977
8. ਡਾ. ਟੀ. ਆਰ. ਬਿਨੋਦ, ਨਾਵਲ ਆਲੋਚਨਾ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999
9. ਗਿ. ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀ. ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ
10. ਸੀ.ਪੀ. ਕੰਬੋਜ, ਦੀਆਂ ਕੰਪਿਊਟਰ ਨਾਲ ਸੰਬੰਧਿਤ ਪੁਸਤਕਾਂ



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B.B.A./B.B.A.(H)

(3+1) UG Programme under NEP 2020

SCHEME OF COURSES

SEMESTER-IV

CourseCode		Course Title	L	T	P	Total Credits	Total Marks
BBA-401	Core	Financial Management	4	-	-	4	100
BBA-402	Core	Production and Operations Management	4	-	-	4	100
BBA-403	Core	Fundamentals of Marketing Management	4	-	-	4	100
BBA-404	Core	Fundamentals of Human Resource Management	4	-	-	4	50
BBA-405	SEC	Operations Research	2	-	-	2	100
BBA-406	Punjabi	Punjabi/Mudla Gyan	4	-	-	4	100
	VAC	Indian Knowledge System	2	-	-	2	50
		*Internship report and Viva	-	-	-		
Total Credits			24	-	-	24	600

Note: After Semester IV, for every student (students continuing for semester V and for students seeking exit at the end of semester IV) it is mandatory to undergo 120 hours summer training under any one like corporate house, Limited Company, Insurance Company and Bank/Internship(IT)/Community Service(CS)/Field based training or any other form of Apprenticeship or training programme via MOOCs (SWAYAM/ INTERNSHALA)



Course outcome (BBA –IVTH SEM)

1. Financial Management

After completing this course, students will understand the scope, objectives and functions of financial management and be able to differentiate between Profit Maximization and Wealth Maximization. They will learn to apply capital budgeting techniques such as Payback Period, NPV, IRR and PI for making investment decisions. Students will also analyze capital structure theories, calculate cost of capital. Finally, they will be able to estimate working capital requirements and manage inventory, receivables and cash using different models.

2. Production and Operations Management

This course helps students understand the basic concepts of POM including production system, product design and plant layout. They will learn about productivity and methods to improve productivity. Students will also gain knowledge of Inventory management and Supply Chain Management. Additionally, they will use work study, method study and time study to improve productivity in operations.

3. Fundamentals of Marketing Management

Students will understand core marketing concepts, marketing environment and various consumer buying behaviour models. They will be able to develop product strategy covering product levels, product life cycle, branding, packaging and new product development. The course also enables students to formulate pricing strategies, make distribution channel decisions and manage logistics. Lastly, they will learn to design an effective promotion mix using advertising, sales promotion, personal selling, PR and digital marketing.

4. Fundamentals of Human Resource Management

After this course, students will understand the evolution, scope and functions of HRM and how it differs from Personnel Management. They will be able to conduct job analysis, human resource planning and manage the recruitment and selection process. Students will also learn to design training & development programs, performance appraisal systems and compensation structures. Finally, they will manage employee relations by handling grievances, maintaining discipline, understanding collective bargaining and ensuring employee welfare.

5. Operations Research

After completing this course, students will understand the meaning and scope of Operations Research. They will learn to formulate and solve Linear Programming Problems using Graphical and Simplex methods. Students will also be able to solve Transportation, Assignment problems and apply Game Theory and Inventory models. Finally, they will use CPM and PERT techniques for project scheduling and critical path analysis.

Tajeb



Gopu

Arjun

6. Indian Knowledge System

After completing this course, students will understand the major contributions of ancient India in the fields of Mathematics, Astronomy, Medicine, and Metallurgy. They will be able to relate Kautilya's Arthashastra to modern concepts of economics, taxation, and governance. The course also helps students learn the principles of Indian ethos in management as mentioned in the Vedas, Upanishads, Ramayana, and Mahabharata. Finally, students will analyze the relevance of traditional Indian knowledge systems like Yoga and Ayurveda in modern lifestyle, health, and business practices.



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B.B.A./B.B.A.(H)

**SEMESTER-IV
BBA-401 FINANCIAL MANAGEMENT**

**Credits 4-0-0
Time: 3 Hours
Total Marks 100**

**Internal Evaluation: 30
External Evaluation: 70**

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I 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.

UNIT-I

Finance & Financial Management: Meaning and nature; Financial goal-profit vs. wealth maximization; Finance functions-investment, Financing, Liquidity and dividend decisions. Theories of capitalization.

Capital Structure Theories: Conceptual framework. Determinants. Net income approach, Net operating income approach, Intermediary approach and M& Approach.

Cost of Capital: Meaning and significance of cost of capital; Calculation of cost of debt, Preference capital, Equity capital and retained earnings; Combined cost of capital.

Sources of finance: Long term and short term.

UNIT-II

Capital Budgeting: Nature of investment decisions; Investment evaluation techniques Non- discounted & Discounted cash flow techniques.

Dividend Policies: Issues in dividend decisions. Forms of dividends; Theories of relevance and irrelevance of dividends.

Management of Working Capital: Meaning, Significance and types of working capital; Approaches of working capital.

Suggested Readings:

1. Berk, Jonathan and DeMarzo, Peter, "Financial Management", Person Education, Dorling Kindersley (India) Pvt Ltd.
2. Bhattacharya, Hrishikas, "Working Capital Management: Strategies and Techniques". Prentice Hall, New Delhi.
3. Brealey, Richard A and Stewart C. Myers, "Corporate Finance", McGraw Hill. Int. Ed, New York.
4. Chandra, Prasanna, "Financial Management", Tata McGraw Hill, Delhi
5. Hampton, John, "Financial Decision Making", Prentice Hall, Delhi
6. Pandey, I, M: "Financial Management", Vikas Publishing House, Delhi.



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B.B.A./B.B.A.(H)

SEMESTER-IV

BBA-402 PRODUCTION AND OPERATIONS MANAGEMENT

Credits 4-0-0

Time: 3 Hours

Total Marks 100

Internal Evaluation: 30

External Evaluation: 70

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I 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.

UNIT-I

Operations Management: Various Strategies and operations as a Competitive Tool. Manufacturing systems: Types and their Characteristics, Concept of Production & Operations management, Market Analysis, Competitive Priorities and capabilities. New Product Design and development. Plant Location: Factors & Quantitative Models. Plant Layout: Models & Techniques, Assembly Line Balancing, Network Analysis.

Productivity: Concept and Importance, Factors Affecting Productivity, Methods to improve productivity. Value Analysis. Work study: Methods Analysis – Various Charts, Principles of Motion Economy. Work Measurement.

UNIT-II

Inventory Management: Concept and Classification of Inventory, Relevant Costs for Inventory Decisions: - Inventory Control Models, Reorder level, Lead Time and Safety Stock.

Supply Chain Management: Concept & Components of Supply Chain, Activities in Supply Chain Management, Logistics Management. Quality Issues: Concept of Quality and Total Quality Management, Statistical Quality Control. Just in Time Manufacturing Systems

Text and Readings:

1. Lee J. Krajewski (8th Edition). Operations Management, Prentice-Hall of India, New Delhi.
2. Chase, B.R., Shankar, R., Jacobs, F.R. and Aquilano, N.J. (12th Edition) Operations & Supply Chain Management, McGraw Hill.
3. Stevenson, W.J. (9th Edition). Operations Management, Tata McGraw Hill.
4. B. Mahadevan "Operations Management Theory & Practice", Pearson Education.

Gabe



Shranger

B.B.A./B.B.A.(H)
SEMESTER-IV
BBA-403 FUNDAMENTALS OF MARKETING MANAGEMENT

Credits 4-0-0
Time: 3 Hours
Total Marks 100

Internal Evaluation: 30
External Evaluation: 70

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I 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.

UNIT-I

Introduction: Nature, Scope and Importance of Marketing, Evolution of Marketing; Core marketing concepts; Company orientation - Production concept, Product concept, Selling concept, Marketing concept, Holistic marketing concept. Marketing Environment: Demographic, economic, political, legal, socio cultural, technological environment (Indian context); Portfolio approach — Boston Consultative Group (BCG) matrix Segmentation, Targeting and Positioning: Levels of Market Segmentation, Basis for Segmenting Consumer Markets, Difference between Segmentation, Targeting and Positioning;

UNIT-II

Product & Pricing 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. Pricing Decisions: Determinants of Price, Pricing Methods (Non-mathematical treatment), Adapting Price (Geographical Pricing, Promotional Pricing and Differential Pricing).

Promotion Mix: Factors determining promotion mix, Promotional Tools — basics of Advertisement, Sales Promotion, Public Relations & Publicity and Personal Selling; Place (Marketing Channels): Channel functions, Channel Levels, Types of Intermediaries: Types of Retailers, Types of Wholesalers. Marketing of Services - Unique Characteristics of Services, Marketing strategies for service firms 7Ps.

SUGGESTED READINGS:

1. Kotler, P. & Keller, K. L.: Marketing Management, Pearson.
2. Kotler, P., Armstrong, G., Agnihotri, P. Y., & Ul Haq, E.: Principles of Marketing: A South Asian Perspective, Pearson.
3. Ramaswamy, V.S. & Namakumari, S.: Marketing Management: Global Perspective- Indian Context, Macmillan Publishers India Limited.



BACHELOR OF BUSINESS ADMINISTRATION
SEMESTER-IV

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B.B.A./B.B.A.(H)
SEMESTER-IV
BBA-404 FUNDAMENTALS OF HUMAN RESOURCE MANGEMENT

Time: 3 Hours

Internal Evaluation :30
External Evaluation :70

Instructions for the Paper Setters:-

The question paper will be divided into three sections. Section – A and Section – B will be based on Unit – I 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.

UNIT-I

Human Resource Management: Concept, Functions, roles, skills & competencies. The changing environment of HRM — globalization, cultural environment, technological advances, workforce diversity, corporate downsizing, changing skill requirement, HRM support for improvement programs HR role in strategy formulation & gaining competitive advantage. HRM issues in Indian Organisations.

Human Resource Planning: Process, Forecasting demand & supply, Skill inventories Human Resource Information System (HRIS) succession planning, Job analysis — Uses, methods, Job description & Job specifications. Recruitment, Selection & Orientation: internal & external sources, e- recruitment, selection process, orientation process.

UNIT-II

Training: Concept, Needs, Systematic approach to training, Methods of training. Management development: Concept & Methods. concept, uses of performance appraisal, performance appraisal methods, factors that distort appraisal, appraisal interview. Compensation: Steps of determining compensation, job evaluation, components of pay structure, factors influencing compensation levels, wage differentials & incentives, profit sharing, gain sharing, employees' stock option plans. Brief introduction of social security, health, retirement & other benefits. Work life balance.

Industrial Relations: Introduction to Industrial Relations, industrial dispute- concept, causes & machinery for settlement of disputes- grievance, concepts, causes & grievance redressal machinery, discipline concept, aspect of discipline & disciplinary procedure, Collective bargaining- concept, types, process, problems, essentials of effective collective bargaining. Trade unions role, types, functions, problems.

Suggested Readings:

1. De Cenzo, D.A. & Robbins: Fundamentals of Human Resource Management, New York: John Wiley & Sons.
2. Dessler, G: Human Resource Management, Pearson.
3. Monappa & Saiyaddin: Personnel Management, Tata McGraw Hill.



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B.B.A./B.B.A.(H)
SEMESTER-IV
BBA- 405 OPERATIONS RESEARCH

Credits 2-0-0
Time: 3 Hours
Total Marks:50

Internal Evaluation: 15
External Evaluation: 35

Instructions for Paper Setter:

The question paper will be divided into three sections. Section-A and Section-B will be based on Unit-I and Unit-II of the syllabus respectively. Each of these sections will contain four questions of 06 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 one mark each.

UNIT-I

Operations Research: Meaning, significance and scope. Introduction to linear programming, formation of Linear Programming Problem, Graphical method Simplex Method, Two Phase Simplex Method. Duality in Linear Programming.

Definition of Dual Problem, general rules of converting primal into its dual. Transportation Problem, Assignment Problem.

UNIT-II

Games Theory: Two persons zero sum games, pure strategies, mixed strategies, Dominance. Inventory-Types, Nature and classification Economic lot size models, quantity discounts.

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

Suggested Readings:

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

Note: The latest editions of the books should be followed.



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Asian Educational Institute
(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: PUNJABI COMPULSORY

ਬੀ.ਬੀ.ਏ. ਭਾਗ-ਦੂਜਾ, ਸਮੇਸਟਰ ਚੋਥਾ

ਵਿਸ਼ਾ ਕੋਡ

ACADEMIC SESSION 2026-27, 2027-28

ਕੁਲ ਅੰਕ: 100
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ: 80
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 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 ਨਾਵਲੈੱਟ 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:

- ਉ) ਖਬਰ ਅ) ਵਿਸ਼ੇਸ਼ ਅਖਬਾਰੀ ਰਿਪੋਰਟ ਏ) ਫੀਚਰ ਲੇਖਣ ਸ) ਇਸ਼ਤਿਹਾਰ ਲੇਖਣ ਹ) ਇਸ਼ਤਿਹਾਰੀ ਖਬਰ: ਸੰਕਲਪ ਅਤੇ ਅਭਿਆਸ ਅਧਿਆਪਕ ਇਨ੍ਹਾਂ ਪੱਤਰਕਾਰੀ ਲੇਖਣ ਰੂਪਾਂ ਬਾਰੇ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਪਸ਼ਟਤਾ ਪ੍ਰਦਾਨ ਕਰੇਗਾ।
(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, ਇਸ਼ਤਿਹਾਰ ਅਤੇ ਇਸ਼ਤਿਹਾਰੀ ਖਬਰਾਂ ਤਿਆਰ ਕਰੇਗਾ। ਹਰ ਵੰਨਗੀ ਦੀਆਂ ਘੰਟ ਤੋਂ ਘੰਟ ਦੇ ਲਿਖਤਾਂ ਜ਼ਰੂਰ ਸ਼ਾਮਲ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ। ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚ ਅਸਾਈਨਮੈਂਟ ਦੇ ਨੰਬਰ ਇਸ ਸਕਰੈੱਪਬੁੱਕ ਦੇ ਆਧਾਰ 'ਤੇ ਦਿੱਤੇ ਜਾਣਗੇ। 12 ਅੰਕ

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

- ਉ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਇਤਿਹਾਸ ਅਤੇ ਫਿਲਾਕਾਈ ਵੰਨਗੀਆਂ
ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਇਤਿਹਾਸ, ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ
ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਭਿੰਨਤਾ, ਸਵਰ, ਵਿਅੰਜਨ, ਖੰਡੀ ਅਤੇ ਅਖੰਡੀ ਧੁਨੀਆਂ

12 ਅੰਕ

ਭਾਗ-ੳ

11x2 = 22

ਭਾਗ ਉ ਅਤੇ ਅ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰ ਚਾਨੇ 11 ਪ੍ਰਸ਼ਨ



Signature

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ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰਾਂ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਅ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤਿੰਨ ਭਾਗ ਓ, ਅ 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 ਪਾਠਕੀ 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 ਘਾਤਣ, ਮਨਪਸੰਦ ਪਾਤਰ, ਪਾਤਰਾਂ ਦੇ ਸੁਭਾਅ ਦਾ ਵਿਸ਼ਲੇਸ਼ਣ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਬਣਾਉਣ ਲੱਗਿਆਂ ਧਿਆਨ ਭੱਖਿਆ ਜਾਵੇ ਕਿ ਵਿਦਿਆਰਥੀ ਦੇ ਆਪਣੇ ਵਿਚਾਰਾਂ ਦੇ ਪ੍ਰਗਟਾਵੇ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਵੇ। 12 ਅੰਕ
4. ਭਾਗ ਅ-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 ਦੇਣੀ ਹੋਵੇਗਾ। 12 ਅੰਕ
5. ਭਾਗ ਅ-2 ਵਿੱਚੋਂ ਵੀ 4 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ 2 ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਇੱਕ-ਛੇਤਰ ਪੰਨੇ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। $2 \times 6 = 12$ ਅੰਕ
6. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਏ ਵਿਚ ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਤੇ ਅ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਵਿਦਿਆਰਥੀ ਨੇ ਇਨ੍ਹਾਂ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ 4-6 ਸਤਰਾਂ ਵਿੱਚ ਦੇਣਾ ਹੋਵੇਗਾ। $11 \times 2 = 22$

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Signature

43