



PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)
(Estd. under the Panjab University Act VII of 1947 – enacted by the Govt. of India)

FACULTY OF BUSINESS MANAGEMENT AND COMMERCE

SYLLABI

FOR

B.Com. (Pass & Hons.)
First Year (Semester System)
Examinations, 2014-2015

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SCHEME OF B.COM. COURSE (PASS AND HONS.)

SEMESTER – I

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 101 A	PUNJABI	50	3	
BCM 101 B	OR HISTORY AND CULTURE OF PUNJAB	or 100		
BCM 102	ENGLISH AND BUSINESS COMMUNICATION	100	5	1
BCM 103	INTERDISCIPLINARY PSYCHOLOGY FOR MANAGERS	100	5	1
BCM 104	MICRO ECONOMICS	100	5	1
BCM 105	PRINCIPLES OF FINANCIAL ACCOUNTING**	100	5	1
BCM 106	COMMERCIAL LAWS	100	5	1
BCM 107	PRINCIPLES AND PRACTICES OF MANAGEMENT	100	5	1

** w.e.f. session 2015-2016, the strength of B.Com. unit shall be 60 as per the dictate of UGC duly incorporated in the regulations of B.Com. There will be tutorials only in the papers which have been highlighted with asterisk**.

***Each unit of B.COM. will be divided into 3-groups for the purpose of Tutorials.

SEMESTER – II

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 201 A	PUNJABI	50	3	
BCM 201 B	OR HISTORY AND CULTURE OF PUNJAB	or 100		
BCM 202	ENGLISH AND BUSINESS COMMUNICATION	100	5	1
BCM 203	INTERDISCIPLINARY E-COMMERCE	100	5	1
BCM 204	MACRO ECONOMICS	100	5	1
BCM 205	CORPORATE ACCOUNTING**	100	5	1
BCM 206	BUSINESS LAWS	100	5	1
BCM 207	HUMAN RESOURCE MANAGEMENT	100	5	1
	ENVIRONMENT AND ROAD SAFETY EDUCATION*	70		

* This is a compulsory qualifying paper, which the students have to study in the B.A./B.Sc./B.Com. 1st year (2nd Semester). If the student/s failed to qualify the paper during the 2nd Semester, he/she/they be allowed to appear/qualify the same in the 4th or 6th Semester/s.

** w.e.f. session 2015-2016, the strength of B.Com. unit shall be 60 as per the dictate of UGC duly incorporated in the regulations of B.Com. There will be tutorials only in the papers which have been highlighted with asterisk**.

***Each unit of B.COM. will be divided into 3groups for the purpose of Tutorials.

SYLLABI FOR B.COM. FOR THE EXAMINATION OF 2014-2015

Note :

1. Examination in each subject for B.Com. will be of 3 hours duration.
2. There will be no objective type questions.
3. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
4. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
5. Tutorials classes will be held as notified in the Scheme of Examination for the session 2014-15 and 2015 onwards.
6. The following categories of the students shall be entitled to take the option of History and Culture of Punjab in lieu of Punjabi as compulsory subject:
 - (a) Students who have not studied Punjabi up to Class Xth.
 - (b) Wards of defence personnel and Central government employee/employees, who are transferable on all India basis.
 - (c) Foreigners.
7. 20% marks in each paper will be internal assessment based on the following parameters:
 - a. Mid, Semester Test : 50%
 - b. Class/Snap Test : 25%
 - c. Attendance : 25%

INSTRUCTIONS FOR THE PAPER SETTERS AND THE STUDENTS :

Note : The question paper of each subject covering the entire course shall be divided into three sections :

Section A **(20 marks)**

This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.

Section B **(30 marks)**

This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Section C **(30 marks)**

This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Important Note : In all numerical papers, the paper setter is required to set numerical questions as follows:

Section A : Four numerical questions out of six questions.

Section B and C : At least two numerical questions out of four questions.

SCHEME OF B.COM. COURSE (PASS AND HONS.)

SEMESTER-I

BCM 101A: PUNJABI

Max. Marks	:	50 marks
Written	:	45 marks
Internal Assessment	:	05 marks
Time	:	3 hrs.

- | | |
|--|----------|
| 1. A Book of Punjabi. | 20 marks |
| 2. Essay Writing on National and International Problems. | 10 marks |
| 3. Business Correspondence : Letters | 10 marks |
| 4. Business Vocabulary | 5 marks |

Courses:

1. Mera Nanka Pind by Dr. Suhinder Singh Vanjara Bedi
Chapters 1 to 12
2. List of words of Business Vocabulary attached (A to H)

Themes and Units:

- | | |
|--|----------------|
| 1. Two questions from the book Mera Nanka Pind
(With internal choice) | 10+10=20 marks |
| 2. One out of four essays to be attempted. | 10 marks |
| 3. One out of the two letters attempted. | 10 marks |
| 4. Five words out of eight to be attempted. | 5 marks |

Business Vocabulary

1. Acceptance	gḡkBrh ; thfeḡh
2. Account	bḡk
3. Accountant	bḡkeko
4. Acid Test Ratio	sḡs nBḡks
5. Ad Valorem	wḡb nBḡ; ko
6. Alternative Cost	ftebgh bkrs
7. Amalgamation	; fwôoD
8. Amortization of Debts	eof÷nK dk feôstko GḡrskB
9. Amortization of fixed Assets	nub ; ḡsh dh feôstko ḡḡsh
10. Annuity	tkofôeh
11. Anticipated Prices	nBḡḡkfBs ehwsK
12. Arbitration	; kb; h, ftubrḡh
13. Assets	; ḡsh
14. Asset/Liability Statement	bḡj D/ns/dD/dk fuḡmk
15. Associated Companies	; fwfbs egBḡnk
16. Authorized Capital	nḡXekfos ḡḡ h
17. Audit	bḡk ḡVskb
18. Average	nḡ; s
19. Average Productivity	nḡ; s Tḡsgkdesk
20. Average Income	nḡ; s nkwdB
21. Back Log	fgSbk pekḡJnk
22. Balance Sheet	ôḡ ; koDh
23. Barter	t; s tNKdok
24. Bilateral Agreement	d' fXoh ; wM'sk
25. Bill of Exchange	j ḡh
26. Bond	foDFḡḡso
27. Book Value	feskph wḡb
28. Book Keeping	tj h yksk
29. Bounty	fBo: ks nBḡdkB
30. Break-Even Point	; wkB fpḡ{
31. Breach of Trust	nwkBs ftu fynkBs

32.	Broker	dbkb, pləo
33.	Capital Account	gf h r s yk sk
34.	Capital Expenditure	gf h o g you
35.	Capital Formation	gf h fBowkD
36.	Capital Gains	gf h o g bkG
37.	Capital Goods	gf h o g t ; sk
38.	Cash Balance	Bed pek fJnk
39.	Cash Book	o'eV t j h
40.	Cash Ratio	Bed nBgks
41.	Circulating Capital	wkoehN ftu b r h gf h
42.	Commerce	ekwo ; , tDi , tgko
43.	Commercial Capital	tDi h gf h
44.	Commodity	TgGrsk t ; s
45.	Company	egBh
46.	Competition	gsh: 'r sk
47.	Corporation	fBrw
48.	Cost Account	bkr s byk
49.	Cost of Production	TsgkdB dh bkr s
50.	Current Account	ukb{ byk
51.	Current Liabilities	ubs dDdkohnk
52.	Debenture	vhp luo
53.	Debt Management	foDFgpX
54.	Deferred Payment	o'e/ j J/Gr skB
55.	Deflation	w/dok ft ; chsh
56.	Demand deposit	sps Gr skBh i wll yk sk
57.	Demonstration Effect	gpd oBh gGkt
58.	Depreciation	w/lb xNkJh
59.	Depression	nkofEe wdk
60.	Devaluation	eo; h dk ntwpD
61.	Discount Rate	eN'sh do
62.	Disinvestment	ftfBt d l
63.	Dividend	bkGFnd l
64.	Distribution	ftsoD

65.	Document of Title	j le d; skt/-
66.	Double Entry	dj ok fJdoki
67.	Economic Indicator	nkofEe ; ue
68.	Entrepreneur	Tldwh
69.	Excise Duty	TsgkdB eo
70.	Export Tax	fBo: ks eo
71.	Expenditure	you
72.	Fair Trade	Tfus tgko
73.	Finance	ft/s
74.	Financial Penalty	ft/sh dv
75.	Fine Paper	Tsw j/h
76.	Firm	cow
77.	Firm Offer	gleh gbeol
78.	Fiscal Policy	ft/sh Bhsh
79.	Fiscal Year	ft/sh ; kb
80.	Fixed Capital	; EkJh gf h
81.	Fixed Costs	; EkJh you/
82.	Floatation	eoi k ukb(eoBk
83.	Foreign Exchange	ft d/h w/dok
84.	Fringe Benefit	Tgob/bkG
85.	Giffen Goods	fr cB t; sK
86.	Glut	Gowko
87.	Goods Account	wkb byk
88.	Gross Profit	e/b bkG
89.	Hidden Tax	bgs eo
90.	Hoarding	÷ yhokpk÷h
91.	Holding Company	fB: soe egBh
92.	Human Capital	wBlyh gf h

BCM 101 B : HISTORY AND CULTURE OF PUNJAB**INSTRUCTIONS FOR THE PAPER-SETTER AND CANDIDATES: (For Papers in Semester I & II)**

1. *The syllabus has been divided into four Units.*

There shall be **9 questions** in all. The first question is **compulsory** and shall be short answer type containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 9 short answer type questions carrying 18 marks i.e., 2 marks of each. Rest of the paper shall contain **4 Units**. Each Unit shall have **two** essay type questions and the candidate shall be given internal choice of attempting one question from each Unit in all. Each question will carry 18 marks.

2. For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (2) in the question paper.

3. One question from Unit IV shall be set on the map.

Explanation :

1. Each essay type question would cover about one-third or one-half of a topic detailed in the syllabus.
2. The distribution of marks for the map question would be as under :

Map	:	10 marks
Explanatory Note	:	08 marks

In case a paper setter chooses to set a question of map on important historical places, the paper setter will be required to ask the students to mark 5 places on map of 2 marks each and write explanatory note on any four of 2 marks each.

3. The paper-setter would avoid repetition between different types of questions within one question paper.

Paper I:

Max. Marks	:	100
Theory	:	90 marks
Internal Assessment	:	10 marks
Time	:	3 Hours

Objective: To introduce the students to the history of Panjab region.

Pedagogy : Lectures, library work and discussions.

Unit – I

1. Harappan Civilization : Extend and town planning; socio-economic life.
2. Vedic Age : Socio-economic life; development of caste; position of women.
3. Religion : Vedic religion; impact of Buddhism and Jainism on the region.

Unit – II

4. Society and Culture c. 1000 A.D. : Socio-economic life; religious life; education.
5. Cultural Reorientation : Main features of Bhakti; origin and development of Sufism.
6. Society and Culture c. 1500 A.D. : Socio-economic life under the Lodhis; religious beliefs and practices-Vainavism, Shaivism, Shaktism, Islam.

Unit – III

7. Sikhism : New ideology of Guru Nanak; evaluation of Sikh community-guruship, manji, masand; new institutions-gurdwara, sangat-pangat.
8. Transformation of Sikhism : Martyrdom of Guru Arjun; martyrdom of Guru Tegh Bahadur; impact.
9. Institution of Khalsa : New baptism; significance.

Unit – IV

10. Changes in Society : Social unrest; emergence of new rulers-rakhi, Gurmata, Dal Khalsa.
11. Society and Culture under Maharaja Ranjit Singh : Social mobility; painting and architecture; literature.
12. MAP : Major Historical Places : Harappa, Mohenjodaro, Sanghol, Ropar, Lahore, Amritsar, Kiratpur, Anandpur Sahib, Tarn Taran, Machhiwara, Goindwal, Khadur Sahib

Suggested readings:

1. Joshi, L.M. (ed.) : *History and Culture of the Punjab, Part I*, Publication Bureau, Punjabi University, Patiala, 1989 (3rd edn.)
2. Joshi, L.M. and Singh, Fauja (ed.) : *History and Culture of the Punjab, Vol. I*, Punjabi University, Patiala, 1977.
3. Prakash, Buddha : *Glimpses of Ancient Punjab*, Punjabi University, Patiala, 1983.
4. Thapar, Romila : *A History of India, Vol. I*, Penguin Books, 1966.
5. Basham, A.L. : *The Wonder That was India*, Rupa Books, Calcutta (18th rep.), 1992.
6. Sharma, B.N. : *Life in Northern India*, Munshiram Manohar Lal, Delhi, 1966.
7. Singh, Kirpal : *History and Culture of the Punjab, Part II (medieval period)*. Publication Bureau, Punjabi University, Patiala 1990 (3rd edition).
8. Singh, Fauja (ed.) : *History of the Punjab, Vol. III*, Punjabi University, Patiala, 1972
9. Grewal, J.S. : *The Sikhs of the Punjab. The new Cambridge University History of India*, Orient Longman Hyderabad 1990.

10. Singh, Khushwant : A History of Sikhs, Vol. I :1469-1839, Oxford University Press, Delhi 1991
11. Chopra, P.N.; Puri, B.N.; and Das M.N., : A social Cultural and Economic History of India Vol. II, Macmillan, Delhi, 1974.
12. Hussain, Yusuf : Glimps of Medieval Indian Culture, Asia Publishing House, Bombay, 1973 (rep.).

Note : The following categories of the students shall be entitled to take option of History & Culture of Punjab in lieu of Punjabi as compulsory subject :

- (a) That the students have not studied Punjabi upto class 10th.
- (b) Ward of/and Defence Personnel and Central Government Employee/Employees who are transferable on all India basis.
- (c) Foreigners.

BCM 102: ENGLISH AND BUSINESS COMMUNICATION SKILLS

Note:

- (i) There will be one paper of 80 marks. 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. Total is 100.
- (ii) The paper shall consist of Two Units. Unit I will be text specific and Unit II shall deal with different aspects of communication and language learning skills.
- (iii) For Unit I, the prescribed text is **Ten Mighty Pens**, ed., K.A. Kalia (Oxford University Press), The relevant sections, however, are as follows:
- | | |
|---|--------------------------|
| I. The Model Millionaire | : <i>Oscar Wilde</i> |
| II. The Gift of the Magi | : <i>O. Henry</i> |
| III. The Judgement-seat of Vikramaditya | : <i>Sister Nivedita</i> |
| IV. Fur | : <i>Saki</i> |
| V. A. Marriage Proposal | : <i>Anton Chekhov</i> |
- (iv) For Unit II, there is no prescribed text, only suggested reading, listed towards the end. Unit II shall consist of the following sub-units:

Business Communication: It shall focus on different aspects of communication in general and business communication in particular, communication within organizations, types of communication, and significance of positive attitude in improving communication.

Writing Skills: Letters of all kinds, tender notices, auction notices, public notices; memos and advertisements relating to sales/marketing.

Practical Work: To impart the skills of Personal Interview and public speaking like Declamation and Debate.

Practical Work:

There will be viva-voce examination of 10 marks which will include Debate, Declamation and Personal Interview.

Note : *In case of private candidates and students of School of Open Learning, the marks obtained by them out of 80 will be proportionately increased out of 100.*

Testing Scheme:

The examination paper shall be divided into two sections, corresponding to two units already proposed in the syllabus. The distribution of questions and marks in Section I shall be as follows:

Section I *(It is text-based and corresponds to Unit I in the syllabus)*

- | | | |
|-------|---|----------|
| Q. 1. | It shall consist of five short question/answers (not exceeding 100-120 words) out of which a student will be expected to attempt any three. This question shall be based upon the prescribed text Ten Mighty Pens . | 12 Marks |
| Q. 2. | It shall consist of two long question/answers (not exceeding 300-350 words) out of which a student will be expected to attempt only one. This question shall have internal choice, be based upon the prescribed text Ten Mighty Pens . | 10 marks |

Note: The questions 1 & 2 should be so designed as to cover all the chapters prescribed.

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|-------|---|----------|
| Q. 3. | It shall consist of an Unseen Passage for Comprehension (not more than 300 words), with minimum five questions at the end. These questions should be designed in such a way that we are able to test a student's comprehension ability, language/ presentation skills and vocabulary etc. | 12 marks |
| Q. 4. | It shall exclusively be a test of vocabulary, but designed strictly on the lines of various exercises given at the end of each chapter in the prescribed text. The candidate shall be given six words in one column and asked to match them with words/meanings in the next column. | 6 marks |

Section II *(Based upon Unit II)*

- | | | |
|-------|---|----------|
| Q. 5. | This question shall test a students' ability to write business letter of various kinds (in not more than 250 words). There will be Internal Choice in the question. | 10 marks |
| Q. 6. | This question shall be on Memos, Tender Notices/Auction Notices/Public Notices/ Advertisements. | 20 marks |
| Q.7. | Two short questions to test the students' understanding of various aspects of business communication. | 10 marks |

Suggested Reading:

1. *Business Communication*, Ed., Om P. Juneja & Aarti Mujumdar, Hyderabad: Orient Blackswan, 2010.
2. *Textbook of Business Communication*, Anjali Kalkar, R.B. Suryawanshi, Amlanjyoti Sengupta,, Hyderabad: Orient Blackswan, 2010.
3. *50 Ways to Improve Your Business English...without too much effort*, Ken Taylor, Hyderabad: Orient Blackswan, 2006.

BCM103: PSYCHOLOGY FOR MANAGERS**Objectives:**

The objective of this paper is to provide broad understanding about basic concepts and techniques related to the study of human behaviour in work - environment so as to equip, the participants to manage behavioural aspects of business.

UNIT- I

Organisational Behaviour: Introduction, Definition, Need and Importance of Organizational Behaviour, Contributing disciplines of OB. Nature and Scope, Organizational Behaviour Models.

Individual Behaviour: Introduction and Meaning, The Factors affecting Individual Behaviour, Models of Individual behaviour.

Personality: Meaning, Characteristics, Determinants and Theories of personality.

Perception: Nature & Importance - perception process, Perceptual Selectivity - Perceptual Organization - Perceptual Errors and Distortions.

Attitudes and Values: Components of attitude, Sources of attitudes, Measurement of attitudes. Concept, sources and types of values.

Group Dynamics: Definition and Features of Group Dynamics, Types of groups. Theories of Group Formation.

UNIT- II

Motivation: Meaning and importance of motivation, Theories of Motivation.

Inter Personal Behaviour and Transactional Analysis (TA).

Leadership: Definition, Importance, Leadership Styles, Models and Theories of Leadership Styles.

Stress Management: Concept of stress, Sources of stress, Work Stressors, Consequences, Prevention and Management of stress.

Conflict Management: Traditional vis-a-vis Modern view of conflict, Types and Causes of Conflict, Conflict Resolution.

Organizational Change: Meaning and Importance, Forces responsible for change, Resistance to change, Overcoming resistance to change.

Suggested Readings

1. Robbins, Stephens P., Organisational Behaviour
2. French, W and C. Bell, Organisational Development
3. Davis, Keith, Human Behaviour at Work: Organisational Behaviour
4. Luthans, Fred, Organisational Behaviour
5. Harold Wehrich, Koontz, Essentials of Management
6. Robbins, Stephens P., Organisational Behaviour Concepts, Controversies and Applications

BCM 104: MICRO ECONOMICS

Objectives :

To study the basic concepts of micro economics relevant for business decision making and helping the students to understand the application of economic principles in business management.

UNIT-I

Consumer Behaviour : Utility approach - brief outline of Law of Diminishing Marginal Utility and Law of Equi-Marginal Utility.

Indifference curve approach, Consumer equilibrium, Income, price and substitution effects.

Law of demand, derivation of law of demand based on utility analysis and indifference curve analysis. Price elasticity of demand and its measurement.

UNIT-II

Concept of production function, Break even analysis, Profit forecasting of short run, Law of variables proportion.

Concept of cost and revenue; Short-run and long-run cost curves, Concept of total, average and marginal revenue, relationship between average revenue, marginal revenue and elasticity of demand.

Price determination under perfect competition, monopoly and monopolistic competition, price discrimination.

Suggested Readings :

1. Dwivedi, D.N. (2008); Managerial Economics, 7th Edition, Vikas Publishing House.
2. Salvatore, D. (2006); Managerial Economics in a Global Economy, 6th Edition, Oxford University Press.
3. Peterson, L. and Jain (2006); Managerial Eco., 4th Edition, Pearson Education.
4. A. Kontsoyianis; Modern Micro-Economics.
5. M. Adhikary; Business Economics.

BCM 105: PRINCIPLES OF FINANCIAL ACCOUNTING**Objectives:**

The objective of this paper is to help students to acquire conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions.

UNIT - I

Generally Accepted Accounting Principles (GAAP): Accounting concepts and conventions: their nature, purposes and limitations. Financial Accounting Standards: Transition from IAS to IFRS.

Financial Statements of Sole Proprietor and Partnership Firm (with adjustments): Income Statement Balance Sheet.

Accounting for Branches: Concept of dependent branches, debtor system, stock and debtor system, final accounts system, wholesale basis system and independent branches: important adjustment entries and preparation of consolidated profit & loss account and balance sheet.

Departmental Accounting: Meaning, objects, advantages, allocation of expenses, inter departmental transfers and provision for unrealised profit.

UNIT - II

Accounting for consignment, accounting for joint venture, accounting for dissolution of partnership firm; insolvency of partners, sale of firm to a company and piecemeal distribution, Royalty Accounts

BCM 106: COMMERCIAL LAW**Objective:**

The main objective of this course is to acquaint the students with general principles of Business Law. It intends to give an exposure to the students with some of the important Business Laws.

UNIT-I

Indian Contract Act, 1872: Definition & Nature of Contract, Classification; Offer & Acceptance; Consideration; Capacity of parties; Free consent; Legality of object; Agreements declared void; Performance of contracts; Discharge of contract; Contingent contracts; Quasi contracts; Remedies for breach of contract.

UNIT-II

Special Contracts: Indemnity & Guarantee; Bailment & Pledge; Agency.

Right to Information Act, 2005: Definitions, Right to Information & Obligations of Public Authorities, The Central & State Information Commission, Power & Functions of the Information Commissions, Appeal & Penalties.

The Consumer Protection Act, 1986: Introduction, Objectives Commencement & application, definitions, Salient features, Grievance Redressal Machinery.

Books Recommended:

- | | | |
|-----------------|---|-----------------------------------|
| 1. Avtar Singh | : | The Principles of Mercantile Law |
| 2. M.C. Kuchhal | : | Business Law |
| 3. N.D. Kapoor | : | Business Law |
| 4. P.R. Chandra | : | Business Law, Galgotia, New Delhi |

BCM 107: PRINCIPLES AND PRACTICES OF MANAGEMENT

Objectives:

The objective of this course is to help the students in understanding the process of business management and its functions.

UNIT-I

Introduction: Nature, Process and Significance of Management. Development of Management Thought: Classical, Neo Classical Systems, Contingency and Contemporary Approaches to Management (Drucker, Porter, Prahalad, Senge and Tom Peters).

Planning: Concept, Process, Significance and Types. Decision Making: Concept and Process. Management by Objectives.

Organizing: Concept, Nature, Process, Significance, Span of Control. Authority and Responsibility Relationships. Delegation, Decentralization and Departmentation.

UNIT-II

Direction: Concept, Features, Importance and Limitations of Direction. Elements of direction - Supervision, Motivation, Leadership and Communication.

Coordination: Concept, Features, Importance and Limitations of coordination. Internal and External Coordination

Control: Concept, Features, Importance and Limitations of Control. Control Process. Essentials of a good Control System. Techniques of Control. Relationship between Planning and Control.

Suggested Readings:

1. Peter F. Drucker, 'The Practice of Management'
2. Wehrich and Koontz, 'Essentials of Management'
3. Stoner and Freeman, 'Management'
4. David R Hampton, 'Modern Management'
5. Stephen P Robbins, David A DeCenzo, 'Fundamentals of Management, Essential Concepts and Applications'.

SEMESTER-II
(PASS AND HONS.)

BCM 201A: PUNJABI

Max. Marks	:	50 marks.
Written	:	45 marks.
Internal Assessment	:	05 marks.
Time	:	3 hrs.

- | | |
|--|----------------|
| 1. A Book of Punjabi. | 20 marks |
| 2. Translation of Business Advertisement from English to Punjabi | 05 marks |
| 3. Practical Grammar : | 5+5+5=15 marks |
| (i) Correct-Incorrect words | |
| (ii) Punctuation | |
| (iii) Idioms | |
| 4. Business Vocabulary | 05 marks |

Courses:

1. Mera Nanka Pind by Dr. Suhinder Singh Vanjara Bedi
Chapters 13 to 23.
2. List of words of Business Vocabulary attached (I to W)

Themes and Units:

- | | |
|---|----------------|
| 1. Two questions from the book Mera Nanka Pind.
(With internal choice) | 10+10=20 marks |
| 2. Translation of Business Advertisement from English to Punjabi | 05 marks |
| 3. Practical Grammar : | 5+5+5=15 marks |
| (i) Correct-Incorrect words | |
| (ii) Punctuation | |
| (iii) Idioms | |
| 4. Business Vocabulary | 05 marks |

Suggested Readings:

Punjabi Viyakaran by Dr. Harkirat Singh, Punjab State University Text-Book Board, Chandigarh.

Business Vocabulary

1. Imperfect Competition	ngbD wɛkpbk
2. Imperfect Market	ngbD wvɦ
3. Imports	nk: ks
4. Import Duty	nk: ks eo
5. Imputed Income	nkofgs nkwdB
6. Imprest Account	gbrɦ blyk
7. Income Statement	nkwdB fuɦmk
8. Index of Profit	bkg ; ɦe
9. Income Tax	nkwdB eo
10. Inflation	wɔdok ; chsh
11. Intangible Assets	n; Eɓ bDdkohnk
12. Investment	fBtɔɦ
13. Invoice	phue
14. Jobber	; Nke nkVɦsh
15. Job Casting	bkr-s fBoXkoD
16. Joint Venture	; Kmk Tɦdw
17. Labour	feos
18. Laissez Fair	yɦbɦ ft t; Ek
19. Lease Holding Building and Property	gɦV/ ɦs/fJwkos ns/i kfJdkd
20. Ledger	yksk
21. Ledger Folio	yksk gBk
22. Liabilities	dDdkohnk
23. Liquid Capital	j k÷o gɦ h
24. Market	wvɦ
25. Marketable Goods	fteD: r t; sk
26. Mechanization	wɦhBɦeoB
27. Mercantilism	tgkotkd
28. Monetary System	wɔdok gpX
29. Money of Account	bly/dɦ wɔdok
30. Monopoly	JekfXeko
31. Multiple Taxation	nBɦ oɦ eokXkB
32. Mortgage	ofj D, froth
33. Net Investment	fBoɦ fBtɔɦ
34. Net Profit	fBoɦ bkg
35. Notice of Stoppage	o'e ; ɦBk

36. Office Expenses Account	dcsoh you blyk
37. Oligopoly	rN nfXeko
38. Open Market Operations	ybol wv h ft j ko
39. Over Due	fw nkd g r h
40. Over Head Cost	pMh bkrs
41. Partnership	fj l; dkoh, ; Mhdkoh
42. Payable Accounts	dD: r bly/
43. Preference Shares	soi hj h fj l; /
44. Premium	ghw hnw
45. Price Control	ehws fB: soD
46. Production	Tsgk dB
47. Profit Margin	bkG n d l
48. Proprietor	; gsh wkbe
49. Quasi Negotiable Instrument	noX ft leoh: r j h
50. Quotas	eN/
51. Quotation	w b ; u h
52. Rate of Exchange	tNKdok do
53. Ready Delivery	fsnko wkb
54. Real Wages	tk; sft e wi dph
55. Rebate	SN, eN sh
56. Recession	nkofEe wdh dk db
57. Receivable Accounts	bD: r bly/
58. Redemption of Mortgage	ofj D SvkTpk
59. Receipts and Payment Account	glgsh ns/ndkfJr h blyk
60. Rent	feokfJnk
61. Rent Account	brkB blyk, feokfJnk blyk
62. Reserve Price	okythlelws
63. Revenue	nkwdB
64. Sales Transfer Order	ft leoh fJsekb j ew
65. Security Market	gshGsh pki ko
66. Service Goods	; tk t ; sk
67. Shares	o ho, fj l; /
68. Share Capital	o ho g f h
69. Share Holder	n d l Xkoe

70.	Share Market	ôho pki ko
71.	Short Bills	nbgekbi j jhnrk
72.	Slump	wdk
73.	Speculation	; Nk nBjwKB
74.	Sole Proprietorship	Jeb wkbek
75.	Speculative Motive	; Nk ; Gkth wst
76.	Staple Good	gnyly tgkoe t; s
77.	Statutory Company	ekBß nXhB ; Ekfgs egBh
78.	Stock	Gvko, ; Nke
79.	Stock Exchange	ok; dh wv/h, ôho pki ko
80.	Subsidiary Company	; j kfJe egBh
81.	Surety	i kwB
82.	Tariff	do ; ÷h
83.	Tax Exemption	eo SN
84.	Tax Base	eo nkXko
85.	Tax Evasion	eo ubh
86.	Tax Equity	eo ; wBhsh
87.	Tender	Nv/o
88.	Terms of Payment	Gj skB dhnrk ôosk
89.	Terms of Trade	tgko dhnrk ôosk
90.	Trademark	wkoek
91.	Transactions	; 'd/, bD dD
92.	Transfer Means	j ; sksoD ; kXB
93.	Under Value	xN wjbnæD
94.	Unproductive Expenditure	nD-Tgi kT{you
95.	Unproductive Labour	nD-Tgi kT{feos
96.	Validity Period	gwkfDs fwkd
97.	Vertical Integration	; woç ; xNB
98.	Wages	wi dph
99.	Wages Account	Ti os byk
100.	Wage Goods	wi dph t; sk
101.	Wage Book	Ti os tj h

102.	Wharf age	wk; b, Tš0kjh
103.	Write Off	tN/yks/gkTĐk
104.	Working Capital	ubs gfi h
105.	Yield	Tgi , gfgsh
106.	Zero Rate of Interest	ftnki dh ÷ho'do

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BCM 201B: HISTORY AND CULTURE OF PUNJAB**INSTRUCTIONS FOR THE PAPER-SETTER AND CANDIDATES: (For Papers in Semesters I & II)**

1. *The syllabus has been divided into four Units.*

There shall be **9 questions** in all. The first question is **compulsory** and shall be short answer type containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 9 short answer type questions carrying 18 marks i.e. 2 marks of each. Rest of the paper shall contain **4 Units**. Each Unit shall have **two** essay type questions and the candidate shall be given internal choice of attempting one question from each Unit in all. Each question will carry 18 marks.

2. For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (2) in the question paper.

3. One question from Unit-IV shall be set on the map.

Explanation :

1. Each essay type question would cover about one-third or one-half of a topic detailed in the syllabus.
2. The distribution of marks for the map question would be as under :

Map	:	10 marks
Explanatory Note	:	08 marks

In case a paper setter chooses to set a question of map on important historical places, the paper setter will be required to ask the students to mark 5 places on map of 2 marks each and write explanatory note on any four of 2 marks each.

3. The paper-setter would avoid repetition between different types of questions within one question paper.

PaperII:

Max. Marks	:	100
Theory	:	90 marks
Internal Assessment	:	10 marks
Time	:	3 Hours

Objective: To introduce the students to the history of Punjab region in modern times.

Pedagogy : Lectures, library work and discussions.

Unit – I

1. Introduction of Colonial Rule : Administrative changes; means of communication; western education.
2. Agrarian Development : Commercialization of agriculture; canalization and colonization.
3. Social Classes : Agrarian groups; new middle classes.

Unit – II

4. Early Socio Religious Reform : Christian Missionaries; Namdharis; Nirankaris.
5. Socio Religious Reform Movements : Activities of Arya Samaj; Singh Sabhas; Ahmadiyas.
6. Development of Press & Literature : Growth of press; development in literature.

Unit – III

7. Emergency of Political Consciousness : Agrarian uprising 1907; Ghadar.
8. Gurudwara Reform Movement : Jallianwala Bagh; Foundation of SGPC and Akali Dal; Morchas.
9. Struggle for Freedom : Activities of revolutionaries ó Babbar Akalis, Naujawan Bharat Sabha; participation in mass movements ó non co-operation, civil disobedience, Quit India.

Unit – IV

10. Partition and its aftermath : Resettlement; rehabilitation.
11. Social Concerns in Post Independence Punjab : Language; immigration; socioeconomic issues.
12. MAP : Major Historical Places : Delhi, Kurukshetra, Jaito, Ferozepur, Ambala, Amritsar, Lahore, Ludhiana, Qadian, Jalandhar, Lyallpur, Montgomery.

Suggested Readings:

1. Singh, Kirpal : History and Culture of Punjab, Part II (medieval period). Publication Bureau, Punjabi University, Patiala 1990 (3rd edition).
2. Singh, Fauja (ed.) : History of the Punjab, Vol. III, Punjabi University, Patiala, 1972
3. Grewal, J.S. : The Sikhs of the Punjab. The new Cambridge University History of India, Orient Longman Hyderabad 1990.
4. Singh, Khushwant : A History of Sikhs, Vol. I, 1469-1839, Oxford University Press, Delhi, 1991.
5. Chopra, P.N., Puri, B.N and Das M.N. : A social Cultural and Economic History of India Vol. II, Macmillan, Delhi, 1974.

BCM 202 : ENGLISH AND BUSINESS COMMUNICATION**Note:**

- (i) There will be one paper of 80 marks. 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. Total is 100.
- (ii) The paper shall consist of Two Units. Unit I will be text specific and Unit II shall deal with different aspects of communication and language learning skills.
- (iii) For Unit I, the prescribed text is **Ten Mighty Pens** Issues ed. K.A. Kalia (Oxford University Press). The relevant sections, however, are as follows:
- I. Chandalika: *Rabindranath Tagore*
 - II. A Bachelor's Complaint of the Behaviour of Married People: *Charles Lamb*
 - III. El Dorado: *R.L. Stevenson*
 - IV. Bores : *E.V. Lucas*
 - V. The Art of the Essayist : *A.C. Benson*
- (iv) For Unit II, there is no prescribed text, only suggested reading, listed towards the end, Unit II shall consist of the following sub-units:

Writing Skills: This section shall focus on business précis-writing, curriculum vitae; short formal reports (not exceeding 200 words) .

Modern Forms of Communication: Here special emphasis shall be given to teaching the format of e-mails, Fax Messages, Teleconferencing, Audio-Visual Aids and Power-Point Presentations. Apart from this, the students shall also be given basic lessons in Effective Listening, Non-Verbal Communication, How to Prepare for Group Discussion etc.

Practical Work: To impart skills of Group Discussion.

Practical Work:

There will be viva-voce examination of 10 marks which will include Group Discussion. The students will appear in the group of 10 students for viva-voce.

Note: *In case of private candidates and students of School of Open Learning, the marks obtained by them out of 80 will be proportionately increased out of 100.*

Testing Scheme: The examination paper shall be divided into two sections, corresponding to two units already proposed in the syllabus. The distribution of questions and marks in Section I shall be as follows:

Section I *(It is text-based and corresponds to Unit I in the syllabus)*

- | | | |
|-------|---|----------|
| Q. 1. | It shall consist of five short question/answers (not exceeding 100-120 words) out of which a student will be expected to attempt any three. This question shall be based upon the prescribed text Ten Mighty Pens . | 12 marks |
| Q. 2. | It shall consist of two long question/answers (not exceeding 300-350 words) out of which a student will be expected to attempt only one. This question shall have internal choice, and be based upon the prescribed text Ten Mighty Pens . | 10 marks |

Note: The questions 1 & 2 should be so designed as to cover all the chapters prescribed.

- Q. 3. It shall consist of **an Unseen Passage for Comprehension** (not more than 300 words), with minimum six questions at the end. These questions should be designed in such a way that we are able to test a student's comprehension ability, language/presentation skills and vocabulary etc. 12 marks
- Q. 4. It shall exclusively be a test of vocabulary, but designed strictly on the lines of various exercises given at the end of each chapter in the prescribed text. The candidate shall be given six words in one column and asked to match them with words/meanings in the next column. 6 marks
- Section II (Based upon Unit II)**
- Q. 5. The students shall be asked to write a short survey report on a situation, incident, business problem, or the possibility of starting a new commercial venture (in about 150-200 words). The students shall be given an internal choice in this question. 10 marks
- Q. 6. This will test the students' ability to write a Précis. A passage of about 200 words shall be given and the students shall have to write a précis of about 70 words (including the title). 10 marks
- Q. 7. Definition/format of Modern forms of communication to be tested- Listening - Non verbal communication, e-mail, fax, teleconferencing etc. 10 marks
- Q.8. Curriculum Vitae 10 Marks

Suggested Reading:

1. *Business Communication*, Ed., Om P. Juneja & Aarti Mujumdar, Hyderabad: Orient Blackswan, 2010.
2. *50 Ways to Improve Your Business English...without too much effort*, Ken Taylor, Hyderabad: Orient Blackswan, 2006.
3. *50 Ways to Improve Your Business English...without too much effort*, Ken Taylor, Hyderabad: Orient Blackswan, 2006.

BCM 203: E- COMMERCE

Objectives:

The objective of this paper is to provide fundamental knowledge to the students about E-Commerce so that they can better perform in any area of operation and can excel in the field of commerce with IT specialization.

UNIT-I

Electronic Commerce Framework, History, Basics and Tools of e-Commerce, Comparison of Web, based with land, based business; Growth of e-Commerce - Present and potential.

E - Business : Meaning, Importance, Models based on the relationships of transacting parties (B2B, B2C, C2C and C2B)

UNIT-II

Changing Structure of Organisation : The impact of e-Commerce on various business sectors such as Entertainment, Education, Health Services, Publishing and Financial Services. Socio, economic impacts of e-Commerce.

Electronic Payment System : Types of payment system ó e-Cash and currency servers, e-Cheques, Credit Card, Smart Cards, Electronic Purses and Debit Cards. Electronic data Interchange, Digital Signatures, Cryptography, Interoperability and Intercompatibility.

Suggested Readings :

1. Diwan, Prag and Sushil Sharma: Electronic Commerce, A Manager's Guide to E-Business Vanity Books International, Delhi.
2. Kalakota, Ravi and Shinston Andrew B: Frontiers of Electronic Commerce, Addison Wesley.
3. Minoli and Minoli: Web Commerce Technology Handbook, Tata McGraw Hill, New Delhi.
4. Schneider, Gray P. : Electronic Commerce, Course Technology, Delhi.

BCM 204: MACRO ECONOMICS**Objective:**

The course aims at providing the knowledge of basic concepts of the Macro economics. Modern tools of Macro economic analysis are discussed at length.

UNIT-I

Nature and scope of Macro Economics, Limitations of Macro Economics

Distribution : Rent - Ricardian Theory & Modern Theory, Profit - Dynamic Theory, Risk Theory & Uncertainty Theory. Interest - Classical, Neo-classical and Keynesian theories, Wages ó Marginal Productivity theory and Modern theory.

National Income : Concepts, Methods of National Income measurement and problems involved in National Income measurement.

Determination of Income and Employment : Classical theory of income, output and employment. Say's Law of Market.

UNIT-II

Consumption Function : Concepts of Average Propensity to Consume and Marginal Propensity to Consume, Psychological Law of Consumption, factors influencing consumption function.

Investment Function : Types, investment, demand schedule and factors affecting investment decisions.

Marginal Efficiency of Capital : Meaning, determinants, concept of secular stagnation.

Multiplier : Meaning, features and working of multiplier.

Suggested Readings:

1. Shapiro. E (2003) : Macro economic analysis Galotia Publications, New Delhi.
2. Eugene Diulio (2005) : Macro economics, 4th Edition, Tata McGraw Hills, Publishing Col. Ltd., New Delhi.
3. Dornbusch R, Fisher, S. and Startz, R (2002) : Macro Economics, 8th Edition, Tata McGraw Hills Publishing Co. Ltd., New Delhi.
4. Ackley, G. (1978) : Macroeconomics: Theory and Policy, Macmillan, New York

BCM 205: CORPORATE ACCOUNTING**UNIT-I**

Issue, reissue, forfeiture and buy-back of shares

Redemption of preference shares

Issue and redemption of debentures

Underwriting of shares and debentures

Right issue and bonus shares

UNIT-II

Final accounts of companies (including managerial remuneration & profit prior to incorporation)

Accounts of banking Companies.

Accounts of Insurance Companies.

Note : Accounting Standards are to be covered along with topics.

BCM 206: BUSINESS LAWS**Objective:**

The main objective of this course is to acquaint the students with general principles of Business Law. It intends to give an exposure to the students with some of the important Business Laws.

UNIT- I

Sale of Goods Act, 1930: Contract of sale of goods, Conditions & warranties; Transfer of ownership; Performance of the contract: Remedial measures; Auction sales

Negotiable Instruments Act, 1881: Definition, Acceptance and Negotiation, Rights and Liabilities of parties, Dishonor of Negotiable Instrument, Hundis, Bankers and Customers.

UNIT-II

Factory Act, 1948: Object; Definitions; Approval; Licensing & registration of factories; The inspecting staff Health; Safety Welfare; Working hours of adults; Employment of Women; Employment of young persons; Leave with wages; Penalties & procedure Supplemental.

The Industrial Disputes Act, 1947: Scope & Object; Definitions; Authorities; Notice of Change; Reference of disputes; Procedure; Powers & Duties of Authorities; Award & Settlement; Strikes & Lockouts; Lay, off & retrenchment; Miscellaneous; Some distinctions.

Books Recommended:

1. Malik, K.L., Industrial Laws and Labour Laws, Eastern Book Company, Lucknow.
2. Kumar, H.L., Digest of Labour Cases, Universal Law Publishing Co. P. Ltd., New Delhi
3. Srivastava, S.C., Industrial Relations & Labour Laws, Vikas Publishing House (P) Ltd.
4. Sharma, J.P., Simplified Approach to Labour Laws, Bharat Law House (P) Ltd., New Delhi.
5. Sharma, J.P., Industrial Laws, Taxmann, New Delhi.

BCM 207: HUMAN RESOURCE MANAGEMENT

Objectives:

The objective of this course is to familiarize the students with the different aspects of managing human resource in the organization. The students will also learn how to apply appropriate knowledge and skills for acquisition and retention of human resources in an organization.

UNIT - I

Human Resource Management: Introduction, Meaning and Definitions, Brief history, Nature, Functions, Importance and Limitations of HRM. Challenges faced by Modern HR Managers.

Human Resource Planning: Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR planning, Types, Benefits, Problems in HR planning and Suggestions for making HR Planning Effective, Succession planning.

Job Analysis and Job Design: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design-Meaning, Objectives and Techniques of Job Design.

Recruitment and Selection : Meaning and Definitions, Importance and Purpose, Process, Factors affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in recruitment. Selection: Meaning and definition, procedure, selection Process.

Placement and Induction: Meaning, Principles and Problems in Placement. Induction: Meaning, Objectives, Contents, Elements, Procedure and problems in Induction.

UNIT - II

Training : Concepts, Importance, Identification of Training Needs. Types of Training: On-the-job and Off-the-job methods of training. Designing and Evaluation of Training Programmes.

Executive Development: Meaning, difference between training and development, Methods and Principles of Executive Development.

Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to make it effective, Ethical Issues in Performance Appraisal. Potential Appraisal.

Internal Mobility and Transfers: Promotions, demotions and other forms of Separations - Definitions, Purpose, and Basis. Transfer: Definition, Purpose, Types and Transfer Policy.

Compensation Management: Concept, policies and Administration, Methods of Wage payments and incentive plans, Fringe Benefits.

Suggested Readings:

1. Dessler, Personnel Human Resource Management, Prentice Hall of India.
2. D. A. DeCenzo and S.P. Robbins, Personnel/ Human Resource Management, Prentice Hall of India.
3. Ian Beardwell and Len Holden, Human Resource Management, Macmillan.
4. Wendell French, The Personnel Management Process, Houghton Mifflin Co., Boston.
5. T.N. Chhabra, Human Resource Management, Dhanpat Rai & Co.
6. M.S. Saiyadain, Human Resource Management, Tata McGraw

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SEMESTER - II
ENVIRONMENT AND ROAD SAFETY EDUCATION

UNIT I (ENVIRONMENT)

Note: *The syllabus has 15 topics to be covered in 25 hour lectures in total, with 2 lectures in each topic from 2 to 11 and one each for the topics 1 and 12 to 15.*

1. **Environment Concept :**

Introduction, concept of biosphere, lithosphere, hydrosphere, atmosphere; Natural resources, their need and types; principles and scope of Ecology; concepts of ecosystem, population, community, biotic interactions, biomes, ecological succession.

2. **Atmosphere :**

Parts of atmosphere, components of air; pollution, pollutants, their sources, permissible limits, risks and possible control measures.

3. **Hydrosphere :**

Types of aquatic systems. Major sources (including ground water) and uses of water, problems of the hydrosphere, fresh water shortage; pollution and pollutants of water, permissible limits, risks and possible control measures.

4. **Lithosphere :**

Earth crust, Soil, a life support system, its texture, types, components, pollution and pollutants, reasons of soil erosion and possible control measures.

5. **Forests :**

Concept of forests and plantations, types of vegetation and forests, factors governing vegetation, role of trees and forests in environment, various forestry programmes of the Govt. of India, Urban Forests, Chipko Andolan.

6. **Conservation of Environment :**

The concepts of conservation and sustainable development, why to conserve, aims and objectives of conservation, policies of conservation; conservation of life support systems, soil, water, air, wildlife, forests.

7. **Management of Solid Waste :**

Merits and demerits of different ways of solid waste management, open, dumping, landfill, incineration, resource reduction, recycling and reuse, vermicomposting and vermiculture, organic farming.

8. **Indoor Environment :**

Pollutants and contaminants of the in-house environment; problems of the environment linked to urban and rural lifestyles; possible adulterants of the food; uses and harms of plastics and polythene; hazardous chemicals, solvents and cosmetics.

9. **Global Environmental Issues :**
Global concern, creation of UNEP; Conventions on climate change, Convention on biodiversity; Stratospheric ozone depletion, dangers associated and possible solutions.
10. **Indian Laws on Environment :**
Indian laws pertaining to Environmental protection : Environment (Protection) Act, 1986; General information about Laws relating to control of air, water and noise pollution. What to do to seek redressal.
11. **Biodiversity :**
What is biodiversity, levels and types of biodiversity, importance of biodiversity, causes of its loss, how to check its loss; Hotspot zones of the world and India, Biodiversity Act, 2002.
12. **Noise and Microbial Pollution :**
Pollution due to noise and microbes and their effects.
13. **Human Population and Environment :**
Population growth and family welfare programme, Human Health, HIV/AIDS, Human rights.
14. **Social Issues :**
Environmental Ethics : Issues and possible solutions, problems related to lifestyle, sustainable development; Consumerisms and waste generation.
15. **Local Environmental Issues :**
Environmental problems in rural and urban areas, Problem of Congress grass & other weeds, problems arising from the use of pesticides and weedicides, smoking etc.

Practicals :

Depending on the available facility in the college, a visit to Vermicomposting units or any other such non-polluting eco-friendly site or planting/caring of vegetation/trees could be taken.

Examination Pattern :

A qualifying paper of 50 marks comprising of fifty multiple choice questions (with one correct and three incorrect alternatives and no deduction for wrong answer or unattempted question), and of 1 hour duration.

The students have to obtain 33% marks to qualify the paper. The marks are not added/included in the final mark sheet.

UNIT II (ROAD SAFETY)

1. Concept and Significance of Road Safety.
2. Role of Traffic Police in Road Safety.
3. Traffic Engineering ó Concept & Significance.
4. Traffic Rules & Traffic Signs.
5. How to obtain Driving License.
6. Traffic Offences, Penalties and Procedures.
7. Common Driving mistakes.
8. Significance of First-aid in Road Safety.
9. Role of Civil Society in Road Safety.
10. Traffic Police-Public Relationship.

Note : Examination Pattern :

- The Environment and Road Safety paper is 70 marks.
- Seventy multiple choice questions (with one correct and three incorrect alternatives and no deduction for wrong or un-attempted questions).
- The paper shall have two units: **Unit I (Environment) and Unit II (Road Safety)**.
- Unit II shall comprise of 20 questions with minimum of 1 question from each topics 1 to 10.
- The entire syllabus of Unit II is to be covered in 10 hours.
- All the questions are to be attempted.
- Qualifying Marks 33 per cent i.e. 23 marks out of 70.
- Duration of examination : 90 minutes.
- The paper setter is requested to set the questions strictly according to the syllabus.

Suggested Readings

1. The Motor Vehicle Act, 1988 (2010), Universal Law Publishing Co. Pvt. Ltd., New Delhi.
2. Road Safety Signage and Signs (2011), Ministry of Road Transport and Highways, Government of India.

Websites:

- (a) www.chandigarhpolicenic.in
- (b) www.punjabpolice.gov.in
- (c) www.harjanapolicenic.in
- (d) www.hppolice.nic.in

Published by : Professor A.K. Bhandari, Registrar, Panjab University, Chandigarh.