



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 COMMERCIAL**

**OUTLINES OF TESTS SYLLABI AND COURSES OF
READING**

FOR

BACHELOR OF BUSINESS ADMINISTRATION

(1st & 2nd Semester System)

For the Session 2014-15

SYLLABI FOR B.B.A. FOR THE EXAMINATION OF 2014-2015 ONWARDS

Note:

1. Examination in each subject for B.B.A. 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. Tutorial classes will be held for the subjects marked with an asterisk (*). Apart from 5-Regular periods per week, 1-additional tutorial period shall be required to give practical exposure to the students.
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

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 EXAMINATION FOR B.B.A

Subject Code	Paper Title	M.Marks	No. of lectures Per week	Tutorials Per Week***
FIRST SEMESTER				
BBA 101A/ BBA 101B	PUNJABI / HISTORY AND CULTURE OF PUNJAB	50/100	3	
BBA 102	BUSINESS STATISTICS*	100	5	1
BBA 103	FUNDAMENTALS OF INFORMATION TECHNOLOGY	100	5	
BBA 104	MANAGEMENT CONCEPTS AND PRACTICES	100	5	
BBA 105	FINANCIAL ACCOUNTING*	100	5	1
BBA 106	ESSENTIALS OF BUSINESS ECONOMICS ó I	100	5	
TOTAL		550		
SECOND SEMESTER				
BBA 121A/ BBA 121B	PUNJABI / HISTORY AND CULTURE OF PUNJAB	50/100	3	
BBA 122	MANAGERIAL & SOFT SKILLS MANAGEMENT	100	5	
BBA 123	ESSENTIALS OF BUSINESS ECONOMICS ó II	100	5	
BBA 124	BUSINESS LAWS	100	5	
BBA 125	PSYCOLOGY FOR MANAGERS	100	5	
BBA 126	FINANCIAL MANAGEMENT*	100	5	
TOTAL		550		
ENVIRONMENT AND ROAD SAFETY EDUCATION**		70		

* Tutorial classes will be held for the subjects.

**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.

*** Each unit of BBA will be divided into 2 Groups for the purpose of Tutorials.

BBA PART - I
1st SEMESTER
BBA 101 A: 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. Katha Bodh out of 12 chapters only 6 chapters,
1, 3, 6, 7, 8, 9 are in the syllabus.
2. List of words of Business Vocabulary attached (A to H)

Themes and Units:

- | | |
|--|----------------|
| 1. Two questions from the book Katha Bodh.
(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	gqtkBrh, ; thfesh
2.	Account	blyk
3.	Accountant	blykeko
4.	Acid Test Ratio	sps nBqks
5.	Ad Valorem	wlb nBj ko
6.	Alternative Cost	ftebgh bkrs
7.	Amalgamation	; fwôoD
8.	Amortization of Debts	eof÷nk dk feôstko GjrskB
9.	Amortization of fixed Assets	nub ; gsh dh feôstko gôsh
10.	Annuity	tkofôeh
11.	Anticipated Prices	nBjwkbS ehwsK
12.	Arbitration	; kb; h, ftubr h
13.	Assets	; gsh
14.	Asset/Liability Statement	bfj D/ns/dD/dk fužmk
15.	Associated Companies	; fwfbs egBhnk
16.	Authorized Capital	nfXekfos gđ h
17.	Audit	blyk gVskb
18.	Average	n ^h , s
19.	Average Productivity	n ^h , s Tšgkdesk
20.	Average Income	n ^h , s nkwdB
21.	Back Log	fgSbk pekfJnk
22.	Balance Sheet	ôb ; koDh
23.	Barter	t; s tNKdok
24.	Bilateral Agreement	d' fXoh ; wM ^h sk
25.	Bill of Exchange	j ĩh
26.	Bond	foDFgžso
27.	Book Value	feskph wlb
28.	Book Keeping	tj h ysk
29.	Bounty	fBo: ks nBđkB
30.	Break-Even Point	; wkB fpđl
31.	Breach of Trust	nwkBs ftu fônkBs
32.	Broker	dbkb, pļeo
33.	Capital Account	gđ hrs ysk
34.	Capital Expenditure	gđ h og you
35.	Capital Formation	gđ h fBowkD
36.	Capital Gains	gđ h og bkG
37.	Capital Goods	gđ h og t; sk
38.	Cash Balance	Bed pekfJnk
39.	Cash Book	oeV tj h
40.	Cash Ratio	Bed nBqks

41.	Circulating Capital	wkoehN ftu bZrh gñ h
42.	Commerce	ekwo; , tDi , tgko
43.	Commercial Capital	tDi h gñ h
44.	Commodity	TgGrsk t; s
45.	Company	egBh
46.	Competition	gñh: rsk
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	ub s dDdkohnk
52.	Debenture	vhpLuo
53.	Debt Management	foDFgpX
54.	Deferred Payment	oe/j'J/GrskB
55.	Deflation	wldok ft; chsh
56.	Demand deposit	sp s GrskBh i wll yksk
57.	Demonstration Effect	gplóBh gñkt
58.	Depreciation	wlp xNkJh
59.	Depression	nkofEe wdk
60.	Devaluation	eo; h dk ntwpD
61.	Discount Rate	eN'sh do
62.	Disinvestment	ftfBtô
63.	Dividend	bkGFnô
64.	Distribution	ftsoD
65.	Document of Title	jle d; skt/-
66.	Double Entry	dj ok fJdoki
67.	Economic Indicator	nkofEe ; ðe
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	T'sw j'lh
76.	Firm	cow
77.	Firm Offer	gñh gñeô
78.	Fiscal Policy	ft'sh B'sh
79.	Fiscal Year	ft'sh ; kb
80.	Fixed Capital	; EkJh gñ h
81.	Fixed Costs	; EkJh you/
82.	Floatation	eo÷k ukb{eoBk

83.	Foreign Exchange	ft dðh wldok
84.	Fringe Benefit	Tgob/bkG
85.	Giffen Goods	frøB t; sK
86.	Glut	Gowko
87.	Goods Account	wkb byk
88.	Gross Profit	eþb bkG
89.	Hidden Tax	bgs eo
90.	Hoarding	÷yholpk÷h
91.	Holding Company	fB: soe egBh
92.	Human Capital	wBlyh gfi h

BCM 101 B : HISTORY AND CULTURE OF PUNJAB
6 credit course
SEMESTER I

INSTRUCTIONS FOR THE PAPER –SETTER AND CANDIDATES: (FOR PAPER in Semester 1 & 2)

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-IV 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 question within one question paper.

Paper 1:	Max. Marks	:	100
	Theory	:	90
	Internal Assessment	:	10
	Time	:	3 Hours

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

Pedagogy: Lectures, library work and discussions.

UNIT I

1. Harappan Civilization: extent 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

1. Society and Culture c. 1000 A.D.: Socio-economic life; religious life; education

2. Cultural Reorientation: main features of Bhakti; origin and development of Sufism
3. Society and Culture c. 1500A.D: socio-economic life under the Lodhis; religious beliefs and practices- Jainism, Shaivism, Shaktism, Islam.

UNIT III

1. Sikhism: new ideology of Guru Nanak; evolution of Sikh community-guruship,manji,masand; new institutions-gurdwara, sangat-pangat.
2. Transformation of Sikhism: martyrdom of Guru Arjan; martyrdom of Guru Tegh Bahadur; impact.
3. Institution of Khalsa: new baptism; significance

UNIT IV

1. Changes in Society: social unrest; emergence of new rulers-rakhi, gurmata, dal khalsa.
2. Society and Culture under Maharaja Ranjit Singh: social mobility; painting and architecture; literature.
3. 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 (3 rd 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, P.U., 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 (18 th rep.),1992 |
| 6 | Sharma, B.N | : | Life in Northern India, MunshiRam Manohar Lal, Delhi, 1966 |
| 7 | Singh,Kirpal | : | History and Culture os the Punjab, Part II(Medieval Period), Publication Bureau, Punjabi University, Patiala 1990 (3 rd edn.). |
| 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 History of India, Orient Longman, Hyderabad,1990. |
| 10 | Singh, Khuwant | : | A History of the Sikhs, vol I: 1469-1839, oxford University Press, Delhi, 1991. |

- 11 Chopra, P.N.,Puri, : A Social, Cultural and Economic History of India, B.N
Vol.II, Macmillan, delhi, 1974.
- 12 Hussain ,Yusuf : Glimpse 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 who have not studied Punjabi upto class 10th.
- B. Ward of / and Defence Personnel and Central Govt. Employee/Employees who are transferrable on all India basis.
- C. Foreigners

BBAS102: BUSINESS STATISTICS

Objective: To enable the students to acquire knowledge of statistics. At the end of this course, the students should have understood Statistical tools and their applications

UNIT-I

Definition , Functions, Scope and Limitations of Statistics

Measures of Central Tendency: Types of averages- Arithmetic Mean (Simple and Weighted), Median and Mode.

Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of Variation.

Simple Correlation: Meaning, Types, Karl Persons Correlation, Rank Correlation.

Simple Regression.

UNIT -II

Probability Theory: Addition & multiplication theorems, Probability Distribution: Binomial, Poisson and Normal.

Index Numbers: Meaning and importance, Methods of construction of Index Numbers: Weighted and unweighted; simple aggregative method, simple average of price relative method, Weighted index method: Laspeyres Method, Pasches Method and Fisher's Ideal Method including Time and Factor Reversal Tests, Consumer Price Index.

Time Series Analysis: Components, Estimation of Trends (Graphical Method, Semi Average Method, Moving averages Method and Method of Least Squares for Linear Path)

Suggested Readings:

1. Sundaresan and Jayaseelan - An Introduction to Business Mathematics and Statistical Methods
2. Dr. A K Arte & R V Prabhakar: A textbook of Business Mathematics.
3. Sanchethi and Kapoor, Business Mathematics.
4. Gupta S.P. - Statistical Methods
5. Navaneethan P. - Business Mathematics
6. Statistics - R.S.N. Pillai, Mrs. Bhagavathi
7. P.R. Vittal - Business Mathematics and Statistics

BBAS103: FUNDAMENTALS OF INFORMATION TECHNOLOGY

Objectives: One cannot imagine any economy without support of IT. There is now hardly any activity which is done without support of IT. The basic objective of this paper is to provide fundamental knowledge about IT so that student can better perform in any area of operation and can even do excel in the field of commerce with IT specialization.

UNIT-I

Computer Fundamentals: Identifying types of computers, Introduction to the Concept of bit, byte, word, microprocessor, chips, ROM, RAM, Buses, Ports, Hardware, Software, Operating systems, System Softwares, Application softwares. Various input and output devices, primary and secondary memory, Introduction to Windows.

Word Basics: Opening Programs from Start button Opening existing documents, Editing a document, Creating a new document, Undo, Highlighting shortcuts, Entering and formatting text, Bold, Italic, Underline, Center, right and left aligned, Change font and size, Save and Save as, Print preview and Printing, Find and Replace, Page numbers, Headers and footers,

Changing margins, Using preset tabs, Showing hidden characters, Checking spelling, Finding help, Typing a business letter, Formatting the paragraphs, Double-spacing and single spacing, Moving and copying text, Creating a poster, Using word art, Drawing tools, Clip Art, Copying a picture from a file.

Excel Basics: What is a spreadsheet, Create a simple spreadsheet, Common ,Definitions: rows, columns, and cell, Formatting a cell, Demonstration of advanced features (by instructor), charts, graphs, formulas, sort, find, and filter. Basics of Microsoft Power Point

UNIT- II

Internet Basics: What is internet, importance, need, etc., Basic Navigating inside and between web pages, Copying text and graphics from the web, Bookmarks, Search engines and how to perform searches , How to evaluate websites? Introduction to E-commerce : Meaning and concept, E- commerce v/s Traditional Commerce, E- Business & E- Commerce, History of E- Commerce, EDI, Importance, features & benefits of E-Commerce ó Impacts, Challenges & Limitations of E-commerce.

E- Business Infrastructure ó The internet, Intranets and Extranets, World Wide Web, Voice over IP (VoIP), The Internet Standards, The HTTP Protocol, Audio and Video Standards, Managing E- Business Infrastructure, Web services and Service-oriented architecture ó (SOA), New access devices, future of the internet infrastructure

Suggested Readings:

1. Rayport, Jeffrey F and Jaworksi, Bernard J: Introduction to E-Commerce, Tata McGraw Hill, New Delhi.
2. Smantha Shurety,: E-Business with Net Commerce, Addison - Wesley, Singapore.
3. Rich, Jason R: Starting an E-Commerce Business, IDG Books, Delhi.
4. Laudon, Kenneth C and Carol Guercio Traver : E-Commerce business. Technology. Society, Pearson Education, Delhi.
5. Stamper David A, and Thomas L.Case: Business Data Communications, Pearson Education, New Delhi.

Willam Stallings: Business Data Communications, Pearson Education, New Delhi.

BBAS104: MANAGEMENT CONCEPTS AND PRACTICES

Unit I

Objective: The objective of this course is to help the students understand the process of business management and its functions.

Introduction: Concept of Management, Process and significance of management, Management Vs. Administration, Principles, Managerial roles, functions and skills.

Evolution of Management Thought: Classical, Neo classical theory, Behavioral sciences, approach, quantitative systems and contingency approach, Modern Management Thought (Likert, Drucker, Porter, Prahalad).

Planning: Concept, Process and significance, types, relationship between planning and controlling. Decision making; concept, types and process, effective decision, rationality in decision making, MBO.

Organizing: Concept, Process and significance, Principles, Organization design and Classical theory, Departmentation Basis, Span of Control (classical theory and situational approach), Delegation of authority, Principles, Centralization and Decentralization, Line and Staff relationship.

Unit II

Staffing: Concept, Manpower Planning, Recruitment; Concept and Sources Selection; Concept, Selection Process and Tests, Placement and Induction.

Directing & Motivating: Concept, Principles, Effective supervision, Techniques.

Motivation: Content theories of motivation, current issues in motivation. Leadership: Concept, Difference between leadership & management, Theories of leadership (trait theory, Behavioural theory, managerial grid), contemporary views on leadership (transformational, transaction, charismatic and visionary leadership).

Coordinating : Concepts, Importance, Internal ó External Coordination.

Controlling: Concept, steps, types of controlling, techniques of controlling.

Management in Perspective (A brief overview) Management of Strategic Change, Knowledge Management, Learning Organization, Managing Diversity, Corporate Governance.

Suggested Readings:

1. Peter F. Drucker, -The Practice of Managementø
2. Wehrich and Koontz, -Essentials of Managementø
3. Stoner and Freeman, -Managementø
4. David R Hampton, -Modern Managementø
5. Stephen P Robbins, David A DeCenzo, -Fundamentals of Management- Essential Concepts and Applicationsø
6. VSP Rao & V. Hari Krishna, -Management Text & Casesø

BBAS105: FINANCIAL ACCOUNTING

Objectives: The primary objective of the course is to familiarize the students with the basic accounting principles and techniques of preparing and presenting the accounts for user of accounting information.

UNIT- I

Meaning and Uses of Accounting Information: Objectives and nature of Accounting, Definition and Functions of Accounting, Book Keeping and Accounting, Interrelationship of Accounting with other Disciplines, Branches of Accounting, Limitation of Accounting, Accounting Equation. Accounting Principles, Accounting Concepts and Conventions, Accounting cycle, systems of accounting. Journalising Transactions: Journal, Rules of Debit and Credit. Ledger Posting: Ledger, Posting, Rules Regarding Posting, Trial Balance

Cash book and subsidiary books Depreciation Provisions and Reserves: Concept of Depreciation, Causes of Depreciation, Basic Features of Depreciation, Meaning of Depreciation Accounting, Objectives of Providing Depreciation, Fixation of Depreciation Amount, Method of Recording Depreciation, Methods of Providing Depreciation, Depreciation Policy, AS-6 (Revised) Provisions and Reserves, Change of method of Depreciation (by both current and retrospective affect).

UNIT II

Shares and Share Capital: Introduction to Joint Stock Company, Shares, Share Capital, Accounting Entries, Under Subscription, Oversubscription, Calls in Advance, Calls in Arrears, Issue of Share at Premium, Issue of Share at Discount, Forfeiture of Shares, Surrender of Shares, Re-issue of Shares.

Company Final Accounts: Books of Account, Preparation of Final Accounts, Profit & Loss Account, Balance Sheet, Requirements of Schedule VI

Suggested Readings:

1. Anthony, R.N., and J.S. Reece, *Accounting Principles*’, Richard D. Irwin, Inc.
2. Monga, J.R., *Financial Accounting: Concepts and Applications*’, Mayoor Paper Backs, New Delhi.
3. Shukla, M.C., T.S. Grewal and S.C.Gupta, *Advanced Accounts*’, Vol-I, S. Chand & Co., New Delhi.
4. Gupta, R.L. and M. Radhaswamy, *Advanced Accountancy*’, Vol-I, Sultan Chand & Sons, New Delhi.

5. Maheshwari, S.N. and. S. K. Maheshwari, *Financial Accounting*, Vikas Publishing House, New Delhi.
6. Sehgal, Ashok, and Deepak Sehgal, *Advanced Accounting*, Part -I, Taxmann Applied Services, New Delhi.
7. Tulsian, P.C., *Advanced Accounting*, Tata Mc Graw Hill, New Delhi.
8. Jain, S.P. and K.L. Narang, *Financial Accounting*, Kalyani Publishers, New Delhi.

BBAS106: ESSENTIALS OF BUSINESS ECONOMICS - I

Objectives :- To study the basic concepts of micro and macroeconomics relevant for Business decision making and helping them to understand the application of economic principles in business management.

UNIT- I

Micro vs. Macro Economics, Opportunity costs, Market forces and equilibrium. Theory of demand, Law of Demands, Movement along vs. shift in Demand curve, concept of measurement of elasticity of demand. Factors affecting elasticity of demand, income elasticity of demand, cross elasticity of demand, advertising elasticity of demand. Demand forecasting: need objectives and methods.

Theory of Production: Meaning and concept of production, factors of production and production function for a single product and multi product firm, technological progress. Law of variable proportion (short run production analysis), law of returns to a scale. Macro Economics,

UNIT- II

Concepts of cost and price output decisions: cost function, short run cost, long run cost, economies and diseconomies of scale, explicit and implicit cost, private and social cost.

Concept of Total, Average and Marginal Revenue, Relationship Between AR, MR and Elasticity of Demand

Fundamental Concepts used in Business Decision Making: Opportunity Cost and Decision Rule, Marginal Principle, Incremental Principle Contribution Analysis, Equi Marginal Principle

Pricing: Under perfect competition, pricing under monopoly, control of monopoly, price discrimination, pricing under monopolistic competition, pricing under oligopoly.

Suggested Readings;

1. Dwivedi, D.N., (2005) Macro economics, McGraw Hill education.
2. Shapiro, E., (2003) Macro economics Analysis, McGraw Hill Education.
3. Thomas F. Dernburg, Macro economics.
4. Dwivedi, D.N. (2008) Managerial Economics, 7th Edition, Vikas Publishing House.
5. Salvatore, D. (2006) Managerial Economics in a Global Economy, 6th Edition, Oxford University Press.
6. Peterson, L. and Jain (2006) Managerial Eco., 4th Edition, Pearson Education.
7. A. Kontsoyianis; Modern Micro-Economics.
8. M. Adhikary ; Business Economics.

SECOND SEMESTER

BBA 121A: 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. Katha Bodh out of 12 chapters only 6 chapters,
10, 11, 12, 13, 14 & 17 are in the syllabus.
2. List of words of Business Vocabulary attached (I to W)

Themes and Units:

1. Two questions from the book Katha Bodh 10+10=20 marks
(With internal choice)

- | | | |
|----|--|-----------------|
| 2. | Translation of Business Advertisement from English to Punjabi | 05 marks |
| 3. | Practical Grammar ((i)Correct-Incorrect words,
(ii) Punctuation, (iii)Idioms) | 5+5+5 =15 marks |
| 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 | ngpD wjekpbk |
| 2. | Imperfect Market | ngpD wv/h |
| 3. | Imports | nk: ks |
| 4. | Import Duty | nk: ks eo |
| 5. | Imputed Income | nkofgs nkwdB |
| 6. | Imprest Account | gdrh byk |
| 7. | Income Statement | nkwdB fuink |
| 8. | Index of Profit | bkG ; ue |
| 9. | Income Tax | nkwdB eo |
| 10. | Inflation | wldok ; chsh |
| 11. | Intangible Assets | n; Eþ bDdkohnK |
| 12. | Investment | fBtð |
| 13. | Invoice | phue |
| 14. | Jobber | ; Nke nkVsh |
| 15. | Job Casting | bkr s fBoXkoD |
| 16. | Joint Venture | ; Kmk Tldw |
| 17. | Labour | feos |
| 18. | Laissez Fair | ybl ft t; Ek |
| 19. | Lease Holding Building and Property | gN/ðs/fJwkos ns/i kfJdkd |
| 20. | Ledger | ðksk |
| 21. | Ledger Folio | yksk gBk |
| 22. | Liabilities | dDdkohnK |
| 23. | Liquid Capital | j k=0 gi h |
| 24. | Market | wv/h |
| 25. | Marketable Goods | fteD: r t; sk |
| 26. | Mechanization | wðhBheoB |
| 27. | Mercantilism | tgkotkd |
| 28. | Monetary System | wldok gpX |
| 29. | Money of Account | by/dh wldok |

30.	Monopoly	JekfXeko
31.	Multiple Taxation	nBē oġ eokXkB
32.	Mortgage	ofj D, froth
33.	Net Investment	fBob fBtō
34.	Net Profit	fBob bkG
35.	Notice of Stoppage	o'e ; ūBk
36.	Office Expenses Account	dəsoh ōou bġk
37.	Oligopoly	rN nfXeko
38.	Open Market Operations	yġbll wvġ ftj ko
39.	Over Due	fwnkd ġrġh
40.	Over Head Cost	pMh bkrs
41.	Partnership	fj ĺ; ħkoh, ; KWhdkoh
42.	Payable Accounts	dD: r bġ,
43.	Preference Shares	soi hj ħ fj ĺ; /
44.	Premium	ġġwhnw
45.	Price Control	ehws fB: soD
46.	Production	TġsgkB
47.	Profit Margin	bkG nō
48.	Proprietor	; ġsh wkbe
49.	Quasi Negotiable Instrument	noX ftġeoh: r j ġh
50.	Quotas	eN.
51.	Quotation	wġb ; ūh
52.	Rate of Exchange	tNkdok do
53.	Ready Delivery	fsnko wkb
54.	Real Wages	tk; sftē wi dph
55.	Rebate	SN, eN'sh
56.	Recession	nkofEe wġh dk db
57.	Receivable Accounts	bD: r bġ,
58.	Redemption of Mortgage	ofj D SġkTġk
59.	Receipts and Payment Account	ġġġsh ns/ndkfJrġh bġk
60.	Rent	feokfJnk
61.	Rent Account	brkB bġk, feokfJnk bġk
62.	Reserve Price	okythġehws
63.	Revenue	nkwdB
64.	Sales Transfer Order	ftġeoh fJsekb j ġew
65.	Security Market	ġshġġsh pki ko
66.	Service Goods	; /tk t; sK
67.	Shares	ōho, fj ĺ; /
68.	Share Capital	ōho ġġ ħ
69.	Share Holder	nō Xkoe
70.	Share Market	ōho pki ko
71.	Short Bills	nbgekġh j ġhġk

72.	Slump	wzk
73.	Speculation	; Nk nBwkb
74.	Sole Proprietorship	Jeb wkbh
75.	Speculative Motive	; Nk ; Gkth wst
76.	Staple Good	gwy tgkoe t; s
77.	Statutory Company	ekBB nXhB ; Ekfgs egBh
78.	Stock	Gvko, ; Nke
79.	Stock Exchange	ok; dh wv, o'ho pki ko
80.	Subsidiary Company	; j kfJe egBh
81.	Surety	÷kwB
82.	Tariff	do ; ũh
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 dhnk ôosk
89.	Terms of Trade	tgko dhnk ôosk
90.	Trademark	wkoek
91.	Transactions	; d/, bD dD
92.	Transfer Means	j ; sksoD ; kXB
93.	Under Value	xN w'bnæD
94.	Unproductive Expenditure	nD-Tgi kT{you
95.	Unproductive Labour	nD-Tgi kT{feos
96.	Validity Period	gwkfDs fwkd
97.	Vertical Integration	; woġ ; xNB
98.	Wages	wi dph
99.	Wages Account	Tj os byk
100.	Wage Goods	wi dph t; sk
101.	Wage Book	Tj os tj h
102.	Wharf age	wk; b, TšokJh
103.	Write Off	tN/yks/gkTpk
104.	Working Capital	ubs gi h
105.	Yield	Tgi , gġsh
106.	Zero Rate of Interest	ftnki dh ÷ho'do

BBAS121B: HISTORY AND CULTURE OF PUNJAB

SEMESTER II

INSTRUCTIONS FOR THE PAPER –SETTER AND CANDIDATES: (FOR PAPER in semester 1 AND 2)

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-IV 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 question within one question paper.

Paper 1:	Max. Marks	:	100
	Theory	:	90
	Internal Assessment	:	10
	Time	:	3 Hours

Objectives: 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. Emergence 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 - 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; socio-economic 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 the Punjab, Part II (Medieval Period), Publication Bureau, Punjabi University, Patiala 1990 (3rd edn.).
- 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 History of India, Orient Longman, Hyderabad, 1990.
- 4 Singh, Khuwant : A History of the Sikhs, Vol I: 1469-1839, Oxford University Press, Delhi, 1991.
- 5 Chopra, .N., Puri, B.N. And Das, M.N. : A Social, Cultural and Economic History of India, Vol. II, Macmillan, Delhi, 1974.

BBA 122: Managerial & Soft Skills Management

Objectives: Knowledge of soft skills can help the students to deal with people, opposed to hard knowledge. The basic objective of this paper is to develop the personality of the students to achieve excellence in their respective areas of interest.

Unit I

Personal Development & Interpersonal Relationship; The self concept, self management techniques. Significance of interpersonal relationship in personal life, tips to enhance interpersonal relationship, team building, ethical dilemmas, exposure to work environment and culture in job, Improving personal memory and other skills (rapid reading, notes taking, complex problem solving, creativity), sources and skills involved in managing stress.

Career Development: The career autobiography, developing career portfolio, the job search process, organizational career and upward mobility, the global leaders study, alternative career paths, resume writing.

Unit II

Communication Skills:

Verbal Communication: Planning, Preparation, delivery, feedback and assessment of activities like ópublic speaking, group discussion, oral presentation skills, observation skills, use of presentation graphics & aids, Perfect interview.

Non-Verbal Communication: Personal appearance, Posture, Gestures, Facial expressions, Eye contact, Space distancing.

Other Skills: Negotiation skills, Leadership skills, Time management skills, Listening skills.

Etiquettes: Etiquettes in social as well as office setting, Telephone etiquettes, E-mail etiquettes, Body language (right posture, its importance, effects of right body language).

Emotional Intelligence: Concept and elements of emotional intelligence, significance.

Suggested Readings:

1. Coping with Difficult People: The Proven-Effective Battle Plan That Has Helped Millions Deal with the Troublemakers in Their Lives at Home and at Work Robert M. Bramson; Dell; 1988.
2. Tim Hindle, -Reducing stressø Essential Manager Series, D.K. Publishing.

3. Sheila Cameron, "Business Student Handbook", Pitman Publishing.
4. Dr. R.L. Bhatia, "Managing time for competitive Edge".
5. Robert Heller, "Effective Leadership", Essential Manager Series, D.K. Publishing.
6. Collins- Public speaking.
7. D.D. Sharma, "Your Personal Pinnacle of Success".
8. Devesh, Self Development.
9. Daniel Goleman, "Emotional Intelligence".
10. Sukiennik, D., Raufman, L., and Bendat, W. (2013) The Career Fitness Programme: Exercising Your Options (10th ed.) Boston: Pearson.
11. John Collin, "Perfect Presentation", Video Arts MARSHAL.

BBAS123 ESSENTIAL OF BUSINESS ECONOMICS II

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

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.

Determination of Income and Employment- Keynesian model of Income, Output and Employment. Aggregate Demand and Aggregate Supply function.

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

UNIT II

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.

Money- Distinction between money and near money assets, types of monetary system and qualities of good monetary system.

Government Policies: Monetary Policy and Fiscal Policy

Inflation: Meaning, types, Causes and Effects

Suggested Readings:

1. Shapiro. E (2003) Macroeconomic 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
5. Baye, Jansen (1999) Money Banking and Financial Markets: An Economic Approach, AITBS Publishers and Distributors New Delhi.
6. Dennis, Geoffrey EJ (1981) Monetary Economics, Longman Ltd, London and New York.
7. Khan, MY (2002) Indian Financial Systems, Tata McGraw Hill, New Delhi.

BBAS124: BUSINESS LAWS

Objective: The objective of the course is to impart basic knowledge of the important business law alongwith relevant case law.

UNIT- I

The Indian Contract Act, 1972: Contract- meaning, characteristics and kinds, Essentials of a valid contract- Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements, Discharge of contract- modes of discharge including breach and its remedies

The Indian Contract Act, 1972: Contingent contracts, Quasi- contracts, Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency

UNIT- II

The Indian Sale of Goods Act, 1932: Contract of Sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non- owners, Performance of contract of sale, Unpaid seller- meaning and rights of an unpaid seller against the goods and the buyer

Factories Act 1948: object, definition, approval, licensing and registration of factories, the inspecting staff, health, safety, welfare, working hours of adults, employment of women, employment of young persons-leave with wages, penalties and procedures.

Suggested Readings:

1. Kucchal, M.C., *Business Law*, Vikas Publishing, House (P) Ltd., New Delhi, 2002.
2. Singh, Avtar, *The Principles of Mercantile Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
4. Kapoor, N. D., *Business Law*, Sultan Chand & Sons, New Delhi.
5. *Information Technology Rules 2000 & Cyber Regulations Appellate Tribunal Rules*
6. *2000 with Information Technology Act 2000* Taxmann Publications Pvt. Ltd., New Delhi.
7. Painttal, D., *Law of Information Technology* Taxmann Publications Pvt. Ltd., New Delhi.

BBAS125: 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 behavior 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 Behavior, Nature and Scope, Organizational Behavior Models.

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

Personality ó Meaning, Characteristics, Determinants and Theories of personality

Perception—Nature & Importance ó perception process, Perceptual Selectivity, Perceptual Organization, Perceptual Errors and Distortions

Attitudes and Values ó Components of attitude, Sources of attitudes, Measurement of attitudes, Values.

Group Dynamics ó Concept, formation of group, types of group, Theories of group formation, Group Dynamics.

UNIT II:

Motivation ó Meaning and importance of motivation, Process theories of Motivation.

Inter Personal Behaviour and Transactional Analysis (TA)

Leadership ó Definition, Importance, Leadership Styles, situational and contingency Theories of Leadership.

Conflict & Stress Management - Traditional vis-a-vis Modern view of conflict, Types and Causes of Conflict- Conflict Resolution, Stress concept, sources and resolving stress.

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

Suggested readings

1. Robbins, Stephens P., Organisational Behavior
2. Davis, Keith, Human Behaviour at Work: Organisational Behaviour
3. Luthans, Fred, Organisational Behaviour
4. Robbins, Stephens P., Organisational Behavior Concepts, controversies and Applications
5. Mc Shane and Von Glinow., Organisational Behavior.

BBAS126: FINANCIAL MANAGEMENT

Course Objectives: The objective of this course is to familiarize the students with principles and practices of financial management.

UNIT- I

Introduction to Financial Management- Meaning, Scope and Objectives of Financial Management, Time Value of Money- Compounding Techniques and Discounting Techniques, Risk and Return.

Capital Budgeting: Process, Cash Flow Estimation, Evaluation Techniques- Payback Period Method, Accounting Rate of Return, Net Present Value (NPV) Net Terminal Value, Internal rate of Return (IRR), Profitability Index. Cost of Capital: Estimation of components of cost of capital; equity capital and external and internal retained earnings, Debt and Preference Capital, Weighted Average Cost of Capital (WACC) and Marginal cost of capital.

UNIT- II

Sources of Long Term Finance: Capital Structure, Operating and Financial Leverage, Determinants of Capital Structure. Lease Financing- choice between buying and leasing.

Working Capital Management: Concepts of working capital, the risk- return trade off, working capital planning and management. Working Capital- estimation and calculations. Dividend Policy- Relevance and irrelevance of dividend decisions for corporate valuation. Cash and stock dividends, dividend policy in practice.

Suggested Readings:

1. J C Van Horne, "Financial Management and Policy", 12th Edition, New Delhi, Prentice Hall of India
2. J C Van Horne, J W Wachowicz, Jr. "Fundamentals of Financial Management" 13th Edition, Prentice Hall of India
3. R P Rusatgi, "Fundamentals of Financial Management", Galgotia Publishing House.
4. Khan and Jain, "Financial Management- Text and Problems" 2nd Edition, Tata McGraw Hill
5. R A Brealey and S C Myers, "Principles of Corporate Finance", Tata McGraw Hill, 7th Edition
6. I M Pandey, "Financial Management", Vikas Publishing House, 9th Edition

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.haryanapolice.gov.in**

(d) **www.hppolice.nic.in**

Instructions for Paper Setters

B.B.A. Class

2ND Year

For Papers 1-6

Section A

Examiner will set 6 questions from entire syllabus and student shall attempt 4 questions. Each question carry 4 marks.

Section B

Examiner will set 4 questions from Unit 1 of the syllabus. Student shall attempt 2 questions. Each question carry 16 marks.

Section C

Examiner will set 4 questions from Unit II of the syllabus. Students shall attempt 2 questions. Each question carry 16 marks.

For Computer Paper (Paper 7)

Examiner will set 9 questions and students are required to attempt 5 questions. Each question carry 10 marks.

3RD Year

For Papers 4-7

Section A

Examiner will set 6 questions from entire syllabus and students shall attempt 4 questions. Each question carry 4 marks.

Section B

Examiner will set 4 questions from Unit 1 of syllabus. Student shall attempt 2 questions.. Each question carry 16 marks.

Section C

Examiner will set 4 questions from Unit II of the syllabus. Student shall attempt 2 questions. Each question carry 16 marks.

For Computer Paper (Paper 8)

Examiner will set 9 questions and students are required to attempt 5 questions. Each question carry 10 marks.

**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING FOR BACHELOR OF BUSINESS
ADMINISTRATION EXAMINATION - 2015**

(B.B.A. 2nd & 3rd Year)

NOTE :

1. A unit should be of 30 students.
2. 80 percent marks shall be assigned to external examination and 20 percent to internal assessment. In the papers relating to computers, the division of marks shall be as follows:

Written Test	:	50 marks
Practical	:	30 marks
Internal Assessment	:	20 marks

The Internal Assessment mentioned as above be divided as under:-

HST (House Examination)	:	10 marks
Written Assignments	:	05 marks
Class Participation	:	05 marks

3. Case Study and tutorial system of imparting instructions shall be followed. A unit shall be divided into two tutorial groups.
4. Work load shall be 5 theory + 1 tutorial period per week.

BACHELOR OF BUSINESS ADMINISTRATION 2nd YEAR

1.	Business Laws-II	100
2.	Marketing Management	100
3.	Human Resource Management	100
4.	Financial Management	100
5.	Production & Operations Management	100
6.	Business Environment	100
7.	Computer (Operating Systems and P.C. Software)	100

(On the job training during summer vacation 4 to 6 weeks)

THE DISTRIBUTION OF MARKS WOULD BE AS UNDER:-

External Evaluation		80 marks
Internal Assessment		20 marks
Written Assignment	5 marks	
Class Participation marks	5	
House Examination	10 marks	

The Convener, Undergraduate Board of Studies in Commerce has given further clarification for awarding 10 marks in each paper (internal assessment for practical work) as under:

The contents in practical would be from the curriculum.

Teacher should assign some project or practical work to students. Students should be guided to carry on field work and collect primary data (wherever possible). Whatever project work/practical work/assignment is submitted by the student, should be evaluated by the class teacher of the college and marks be awarded accordingly. Further work of the student should be preserved for at least one year, which can be inspected by the University at any time.

In English paper, the assignment could be in the form of Business Letters/Public Notice/Tenders/Precis etc.

BACHELOR OF BUSINESS ADMINISTRATION 3rd YEAR

<u>Sr.No.</u>	<u>Titles</u>	<u>Marks</u>
1.	Entrepreneurship Development	100
2.	Computer Based Information System	100
3.	Project Report & Viva	100
<u>Any two groups of the following :</u>		
Group A		
1.	Insurance Management	100
2.	Banking Law & Management	100
Group B		
1.	Organization Behavior	100
2.	Industrial Relations & Labor Legislation	100
Group C		
1.	International Marketing	100
2.	Sales & Distribution	100
Division of marks in each paper :		
1.	Internal Assessment	20
2.	External Examinations	80
In Computer Exams.		
1.	Internal Assessment	20
2.	External Examinations	50
3.	Practical Exams.	30

SYLLABUS FOR BACHELOR OF BUSINESS ADMINISTRATION

SECOND YEAR

PAPER I : BUSINESS LAWS-II

Max. Marks	:	100
Int. Assessment	:	20
Ext. Assessment	:	80
Time	:	3 hours

UNIT-I

Company Law: Definition, Kinds of companies, Promotion of company, Provisions of Companies Act regarding Memorandum of Association, Articles of Association, Prospectus, Membership & Directors.

UNIT-II

Tax Law: Definition, Basis of charge, Exempted income, Steps involved in calculation of total income, Calculation of incomes under various heads of income.

PAPER –II : MARKETING MANAGEMENT

Max. Marks : 100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 Hours

UNIT-I

Marketing: Definition of Marketing, Importance, Modern marketing concepts, Marketing process, Strategic planning and marketing and selling, Types of Organization, Marketing environment with special reference to India & its new economic policies.

Marketing Segmentation: Targeting & Positioning, Marketing mix elements.

Product Management: Features, Classification, Policies, Product planning & development, Product mix, Product diversification. Product elimination, Modification and Product failures.

Branding and Packaging.

Pricing Management: Importance, Objective, Factors, Pricing policies, Kinds of pricing, Methods of pricing.

UNIT-II

Promotional activities, Communication & Promotion, Promotion mixes & strategies, Forms of promotion and sales promotion.

Advertising: Evolution, Definition, Features, Importance, Advertising and Publicity, Functions of advertising. Advertising media, Advertising copy, Objections against advertising.

Personal selling and Sales management: Objectives, Importance, Qualities. Types of salesmen, Sales forecasting, Motivation, Compensation.

Channels of Distribution: Types, Middlemen, Elimination of middlemen. Service rendered by middlemen, Physical distribution. Consumer protection and consumerism.

PAPER –III : HUMAN RESOURCE MANAGEMENT

Max. Marks :100
Int. Assessment : 20
Ext. Assessment : 80
Time : 3 hours

UNIT-I

Introduction, Nature, Scope, Evolution of personnel management, Relevance of HRM, Challenges faced by Modern Personnel Specialist, Organization of Personnel Department, Personnel Policies, Principles of Personnel Management, Acquisition of Human Resources, Job Analysis and Job Description, Job Redesigning, Job Enlargement and Job Enrichment, Human Resource Planning, Recruitment and Selection Process, Psychological Tests and Interview, Placement Induction and Promotions, Meaning, Purpose and methods of Performance Appraisal. Meaning, Process, Limitations and Benefits of MBO, Concept, process and methods of job evaluation, Nature and Role of incentives, individual and organization wide incentive system, Non Financial incentives, Nature and significance of Fringe Benefits.

UNIT-II

Training: Conceptual aspects, Training and Learning, Training objectives, Training process, policies, Plans designing training programmes, Methods of training, Evaluation of training effectiveness. Significance of training, nature, significance of principles of wages and salary administration.

Development: What is development, Difference between training and development, Objectives of development, Development process, Define development needs evolving development policies, Preparing development plans, Designing development programmes.

Development Methods, Case studies, Role play, Sensitivity training in basket exercise, Business games, Transaction analysis, Behavior modelling, Evaluation of development effectiveness.

PAPER –IV : FINANCIAL MANAGEMENT

Max. Marks : 100
Int. Assessment : 20
Ext. Assessment : 80
Time: : 3 hours

UNIT-I

Functions and Goals: What is finance, what are finance function, what does the financial manager do, Financial goals, Profit vs Wealth, How finance functions are organized . Relationship of finance with other business functions. Cost of capital: Concept Components, Weighted average. Cost of capital, Equity share capital, Retained earnings, Cost of equity issuing.

Capital Budgeting Techniques: Pay back period, NPV, IRR, Accounting Rate of return. Working Capital Management: Meaning, Classification, Need, Factors Determining working capital management of working capital, Estimation of Working capital requirements, Functioning of working capital.

UNIT-II

Receivables Management - Meaning, Factors influencing size of receivables, Forecasting, Objectives and Dimensions of receivables management, Forming credit policy, Length of credit and executing credit policy, Financing investment in receivables, Formulating and executing collection policy.

Cash Management: Nature of cash, motives of holding cash, Cash planning, Managing cash flows, Methods of accelerating cash inflows, Showing cash outflows, Investment of surplus fund, Inventory Management EOQ. Determination of Level of Safety Stocks. Dividend Policy & Practice: Issues in Dividend Policy, Dividend theories-Walter's model, Gordon model, M.M. Approach, Factors influencing dividend decision. Forms of Dividend. Bonus issue and right issue.

PAPER V : PRODUCTION & OPERATIONS MANAGEMENT

Max. Marks :100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 hours.

UNIT-I

Concept of Production, Types of production system, Strategic planning and forecasting, Production process analysis and planning , Capital investment, Capacity planning, Revenue budget and cost of production, Profitability analysis, Break-even analysis, CPM, PERT. Plant Location and Layout.

Methods of Improvement and Work simplification: Basic Concept, Method of study of production.

UNIT-II

Work Measurement and Production Standard, Work measurement. Time study. Purchasing Decisions - Basic concepts, Decision making process, Inventory control decisions, Purchase order Qty & EOQ Models decisions, Material requirement planning, Just in Time. Make or buy decisions: Basic concepts, Functional Analysis, Factor Analysis or Techniques, Standardization: Introduction, Objectives, Standardization by functions, divisions & levels, Implementation and Maintenance of standards.

PAPER VI: BUSINESS ENVIRONMENT

Max. Marks : 100
Int. Assessment : 20
Ext. Assessment : 80
Time : 3 hours

UNIT-I

The Concept, Nature and Significance of business environment. Influence of environmental factors like economic, political, legal, social, technological and International upon business. The relationship of various environmental forces on business. The need for environmental analysis and diagnosis. Description of environmental analysis. Techniques for environmental analysis, the role of business manager in analysis and diagnosis of environment.

The process of environmental scanning. The scanning of some consumer goods industries. Environmental Threats and Opportunity Profile (ETOP) and SWOT analysis of some important industries like T.V., Tractor, Watches, Car, Scooters, Pharmaceuticals etc.

The key elements of economic environment. Economic system and economic planning in India. Objectives, strategies and evaluation of various Five year plans. The relevance of planning in the market oriented economy.

The changing dimensions of various Industrial policies in India particularly after 1980.

Monetary policy and its relevance to business, Fiscal Policy in India -The taxation system. The Public debt and the role of deficit financing.

The importance of Union budget. The evaluation of latest budgets. The concept, philosophy and performance of public sector in India. The debate of privatization of Public Sector in India.

UNIT-II

The key elements of Political environment. The relationship between business and government. The Economic roles of Government. The role of Government machinery, particularly the legal environment in India. The licensing system, the introductory framework of some of business laws i.e. FEMA, SEBI, the latest company law bill, the Consumer Protection Act, 1986. The changing dimension of regulatory framework in India and its impact of Indian business environment.

The components of social and cultural environment. The salient feature of Indian culture and values. The changing role of Indian family system. Emergence of middle class and its influence on business. The role of T.V. on Indian culture and values. The need for social responsibility of business; the ecological Issues and Indian business.

The International business environment. The role and importance of MNC's in India. The foreign direct investment in India. The role of non-resident Indians. The changing dimension of foreign trade policy. The devaluation of Indian rupee and its impact on Indian business.

The technological environment. The technology policy, the role of Research & Development in Business. The import of technology and problems associated with it. The debate of sophisticated technology and the problems of unemployment.

PAPER VII : COMPUTER OPERATING SYSTEMS AND PC SOFTWARE

Max. Marks	: 100
Ext. Assessment	: 90
Int. Assessment	: 10
Time	: 3 hours
L	P
30	30

1. Disk Operating System (Dos):

Introduction, Features of Dos, Booting process, Internal and External dos commands including file and directory commands such as DIR, MD, RD, REN, COPY, FORMAT, PATH, XCOPY, TREE, MORE

2. Window Operating System:

Introduction to Graphical User Interface (GUI), Features of windows operating system, Concept of desktop, Taskbar, Start button, Help button, Scroll bars, Minimizing and maximizing buttons; Functions of My computer, Recycle bin, Windows explorer; Creating folders and short cuts.

3. Word Processing Software: MS-Word:

Introduction and applications of word processing, Features of MS-Word, Creating, Opening, Saving and Inserting files, Editing Documents, Formatting documents, Inserting pictures, Creating graphs, Using tools such as spelling and grammar check; Using Mail Merge.

4. Spreadsheet Software: MS-Excel:

Introduction and applications of spreadsheet, Creating, Opening and saving worksheet, Entering information including text, numeric, formula, date and time; Using built-in functions including mathematical, statistical, date and time and financial functions, Formatting worksheet, Protecting cells, Printing worksheet, Creating 2D and 3d graphics, Concept of workbook.

5. Relational Data Base Management System Package (Ms-Access):

Introduction to database and data base management system (DBMS), Applications of DBMS, Features of MS; Access, Creating tables, Use of Import and Export facility, creating queries, form design and report design.

6. Introduction and applications of presentations, Software features of Ms-Power point, Introduction to Virus detections, Prevention and anti-virus packages.

References:

1. Chapter 1 and Chapter 2 Unit II and Units IV-IX of "A Book of Windows Based Computer Courses" by Gurvinder Singh and Rachpal Singh, Kalyani Publishers Rs. 195.
2. Rapidex Computer Course (Windows Edition) by Vikas Gupta, Pushpak Mahal, Rs. 149/-
3. P.C. Software Made Simple by R.K. Texali, Tata McGraw Hill.
4. Compact Guide to Windows, Word and Excel by Ron Mansfield, BPB publication.

SYLLABUS FOR BACHELOR OF BUSINESS ADMINISTRATION THIRD YEAR

Max. Marks : 100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 hours

PAPER-I : ENTREPRENEURSHIP DEVELOPMENT

Objectives:

- To provide theoretical information to learners about the economic environment and role of entrepreneur in economic development.
- To help learners understand various issues involved in setting up a private enterprise and develop required entrepreneurial skills in economic development.
- To motivate students to put for entrepreneurship and self-employment as alternate career options.

UNIT-I

Entrepreneurship and Economic Development. Definition of Entrepreneurship. Need for Entrepreneurship, Difference between entrepreneur and self employed person, Entrepreneur and Entrepreneurship, Role of Entrepreneur, Linkage between Entrepreneur and Economic Development, Entrepreneurial Motivation: Establish Entrepreneurial Competencies the essential ones only : 15-20 of them, Entrepreneurial Motivation, Defreezing with the Help of Micro-lab, Data Collection about self. Administering Behavioral Games and Exercise for Explaining Desired Entrepreneur Behavior, Career Counselling.

UNIT-II

Exposure to Enterprise Support System at District, State and National Level: District Level Activities and Functions of District Industry Centers (KVIC etc.). State Level State Financial Corporations, State Small Industries and Export Corporations, Commercial Banks National Level: Small Industries Development Bank of India. National Small Industries Corporations, National Research Development Corporation. Project Identification and Project Design: Considerations in Product/Project Selection, Market Survey, Project Classification, Writing a Project Plan/Proposal, Project Appraisal and Documentation : Appraisal Criteria and the various formalities requiring clearance for availing financial support.

Suggestions for Teaching/Testing:

1. The subject comprises many disciplines. Therefore, assistance of outside field expertise needs to be taken, Collaborative teaching is essential.
2. The question paper should include objective type as well as descriptive type questions.
3. Internal Assessment:

Internal Assessment would largely depend upon learners regularity and punctuality in class, participation in class discussion, completion of given assignment(s), conduct of market survey and preparation of a brief business plan for a proposed/suggested project. Evaluation of market survey work and business plan should be jointly done by the teacher concerned and the expert from District Industries Center/Commercial banks.

Note: Teachers must remember that the learners are not expected to execute the project proposal prepared by them in the Entrepreneurship Development paper. The project proposal is merely a tool to give them confidence in preparing a plan for entrepreneurial venture.

Paper -II: Computer Based Information Systems

Max. Marks	: 100
Ext. Assessment	: 90
Int. Assessment	: 10
Time :	:3 hours.
L	P
45	15

1. System Life Cycle :

System concepts, General system model, System, Data, information, System Life Cycle phases planning, Analysis, Design and Implementation, Introduction to Case tools.

2. Concepts of Computer Based Systems model, Computer based information system, Introduction to Management Information System, Decision Support System and Knowledge Based Systems.

3. Accounting Information System :

Characteristics, Sample system, Sub system for filling customer order, Ordering replenishment stock, Performing general ledger processes; features and use of Accounting Information System Package-TALLY.

4. Marketing Information System :

Basic concepts, Model, Subsystems including, Marketing Research, Marketing Intelligence, Product, Place, Promotion and Pricing subsystems.

5. Manufacturing Information System :

Model and subsystem including, Accounting information, Industrial Engineering, Inventory, Quality and Cost subsystem.

6. Financial Information System :

Model and subsystems including, Forecasting, Funds management and control subsystem.

7. Human Resources Information Systems :

Model, Subsystems including, Human resources research, Human resources intelligence, HRIS data base, HRIS output.

8. Fundamentals of Electronic Commerce :

Electronic Data Interchange, Electronic Commerce Methodology: Electronic Commerce Technology, Security.

References:

1. Chapter 17,18,19,20,22,23,24,25,27,29,30,31,32 from "Computer Systems Today" by Suresh K. Basaudra, Wheeler Publishing.Rs-320/-

Group A

PAPER – I : INSURANCE MANGEMENT

Max. Marks :100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 Hrs

UNIT-I

Definition & Nature of Insurance, Evaluation of Insurance Contract, Motor Insurance, Burglary & Personal Accident Insurance, Misc. forms of insurance, Rural insurance in India, Urban non-traditional insurance, Emerging insurance, Business scans in India, Nature of life insurance contract, Principles, Classification, Amenities, Policy conditions, Salient feature of TRDA.

UNIT-II

General Insurance in India. Organization and Management of general insurance, Insurance and Taxation. Nature of Marine insurance in contract, Marine insurance policies, Policy conditions, Premium calculation, Marine Losses, Nature & use of Fire Insurance, Fire insurance contract, Kinds of policies & conditions, Rate fixation in Fire Insurance.

PAPER –II : BANKING LAW & MANAGEMENT

Max. Marks : 100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 hours.

UNIT-I

Banking Regulation Act 1949, A study of Negotiable Instrument Act 1881, Banker & Customer relations, Banks as Borrowers, Employment of Funds, Guarantees, Advances secured by collateral securities, Goods & Bank balance sheet, Innovative Banking.

UNIT-II

Structure of Money & Capital Markets, Role of Financial Institutions in capital formation, Commercial Banks, Organization, Structure & Functions, Process of multiple credit creation, Sources & uses of bank funds, Liquidity Concepts, Instruments & Procedures. Profitability of Banks. The issue of NPAs & capital adequacy.

Group B

Paper – I : Organisational Behaviour

Max. Marks : 100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 hours

UNIT-I

Introduction to Human Behavior in organization, Individual Behavior, Personality: Meaning, Self Concepts, Self esteem, Determinants of personality. Perception, Nature and importance, Perceptual selectivity. Stereotyping halo effect etc.

Attitude and Behavior - Modification, Motivation, Types of motivation, Theories of motivation given by Maslow, Herzberg, Alderfer's, MCgregor, Vroom and Porter Lawyer, Inter Personal Behavior.

UNIT-II

Leadership (Leadership styles, Trait approach, Behavioral approaches.

Group Dynamics: Types of groups, Group norms, and roles, Group cohesiveness, Group development.

Management of conflict. Stress management, Organizational Communication. (Importance, Process Barriers.)

Note: CASE STUDIES FOR EACH TOPIC MUST BE DISCUSSED IN THE CLASS.

PAPER –II : INDUSTRIAL RELATIONS & LABOUR LEGISLATION

Max. Marks : 100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 Hrs

UNIT-I

Industrial Relations: Concepts, Objectives, Approaches, Participant, Essentials of effective Industrial Relations, Industrial Conflicts: Nature, Form, Causes, Effects, Grievance administration concept, Procedure, Guidelines, Discipline, Approaches.

UNIT-II

Industrial Disputes Act 1947, Trade Unions Act 1926, Payment of Wages Act, 1936, Laws relating to Social Security, Employees State Insurance Act 1948, Compensation Act 1923, Employees Provident Fund Act, 1951. The Employment (Standing Order) Act, 1946.

Group-C

PAPER- I : INTERNATIONAL MARKETING

Max. Marks : 100
Ext. Assessment : 80
Int. Assessment : 20
Time : 3 hours

UNIT-I

Introduction, Framework of International Marketing, Basis of International trade, Trends in world trade, Foreign trade & Economic growth, Identifying foreign markets, New Techniques in International Marketing, Multi-Nationals, Role of International Marketing, India's trade policies, Trends in India's foreign trade.

UNIT-II

Export Marketing: Product Planning & Marketing plan for export policies, Decision & EXIM policy. Export costing pricing and finance, Export document and procedures, Export assistance, Methods of payment, Assistance and incentives given for Indian exports. Export promotion in India and foreign trade organizations, Export management and personal selling.

PAPER- II : SALES AND DISTRIBUTION

Max. Marks	: 100
Int. Assessment	: 20
Ext. Assessment	: 80
Time	: 3 Hrs

UNIT-I

Management & Importance of Sales Force. Functions of sales manager, Recruitment & Selection, Training & Direction, Motivation & Compensation. Appraisal of performance. Sales force size organization of sales department. Geographic product wise and market based, sales planning and central market analysis. Sales forecasting Methods, Sales Budget - Importance, Process of Sales Budget, Uses of sales budget, Sales territory considerations in allocation of sales territory, Sales Quota, Objectives, Principles of Ceiling Sales Quota, Administration of Sales Quota, Uses of Sales Quota, Sales and Cost analyses, uses and methods.

UNIT-II

Physical Distribution: Meaning, Organization & Management. Channels of Distribution: Its functions, Selection & motivation of intermediaries. Transport system elements and management: Features, Types & role of different modes of transport, Transportation rates of pricing, Distribution control & performance evaluation. Inventory Management, Inventory control, Role under conditions of certainty & uncertainty. Distribution warehousing: Its modern Concepts, Functions, Types & features of warehousing, Locations, Automation in warehousing.

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 systemsô soil, water, air, wildlife, forests.
7. **Management of Solid Waste :**
Merits and demerits of different ways of solid waste managementô 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)

11. Concept and Significance of Road Safety.
12. Role of Traffic Police in Road Safety.
13. Traffic Engineering 6 Concept & Significance.
14. Traffic Rules & Traffic Signs.
15. How to obtain Driving License.
16. Traffic Offences, Penalties and Procedures.
17. Common Driving mistakes.
18. Significance of First-aid in Road Safety.
19. Role of Civil Society in Road Safety.
20. 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

2. 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:

- (e) www.chandigarhpolice.nic.in
- (f) www.punjabpolice.gov.in
- (g) www.haryanapolice.gov.in
- (h) www.hppolice.nic.in
