ORDINANCES AND OUTLINES OF TESTS,

SYLLABI

FOR THE COURSE OF

BACHELOR OF COMMERCE (B.Com)

Programme Code: BCSSD (SEMESTER SYSTEM)

PART- I (Semester I)

For

SESSION 2024-25 & onwards

PG DEPARTMENT OF COMMERCE
S.S.D. GIRLS' COLLEGE, BATHINDA

(An Autonomous College)
Re-Accredited with 'A' Grade by NAAC

ORDINANCES

Applicability of Ordinances for the time being in force.

Notwithstanding the integrated nature of a course spread over more than one academic year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the College from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

1. B.Com. is an integrated course comprising of three parts spread over three years. Each part will consist of two semesters. The course of study of B.Com. shall be divided in six semesters and the final examination will be held at the end of every semester in the months of November/December (for semester I,III &V) and April/May (for semester II, IV & VI) or as fixed by the College.

2. The examination in B.Com. Part-I shall be open to a student who produces the following certificates to the Principal of the college.

(i) of having passed at least +2 examination of Punjab School Education Board / C.B.S.E. / I.C.S.E. or any other examination recognized as equivalent thereto with at least :

(a) 40% marks taken together in case of students who have passed 10+2 in Commerce group.

<div align="center">OR</div>

(b) 45% marks taken together in case of students who have passed 10+2 in Humanities group with at least two out of Commerce/Accounts/Math/ Economics/Management papers.

<div align="center">OR</div>

(c) 50% marks taken together in case of students who have passed 10+2 but not covered under (a) and (b) above.

<div align="center">OR</div>

(d) Students who opt for any of the vocational subjects in the B.Com. Course should have passed with at least 50% marks, 10+2 examination from Punjab School Education Board or any other examination recognized as equivalent thereto.

Note: Candidate placed under reappear in one or more subjects in 10+2 examination of Punjab School Education Board or any other examination, recognized as equivalent thereto shall not be eligible for admission to B.Com. Part-I Course;

(ii) of having remained on the rolls of a School/college admitted to the privileges of the College for the academic year preceding the examinations.

(iii) of having good character.

(iv) A student will produce proof for opting Elementary Punjabi. This can be opted only under the following conditions:

(a) Those students who have passed their Metric Examination outside the State of Punjab and have not opted for Punjabi Subject.

(b) Wards of Defence Personnel/Para-Military Personnel can opt for Elementary Punjabi.

(c) Children of NRI, NRE and Foreign Students.

2.1 To qualify for admission to 3rd semester of the course, the candidate must have passed 50%of total papers of the two semesters of the 1st year. In case, the result of 2nd semester is not declared at the time of admission to 3rd semester, the student may be admitted provisionally and will be allowed to take examination of 3rd semester if he/she has passed in 50% of the total papers of first year (i.e. 1st and 2nd semester). Similarly, to qualify for admission to 5th semester of the course, the student may be admitted provisionally if the result of the previous semester has not been declared and will be allowed to take examination of 5th semester, if he/she has passed 50% of the total papers of previous semesters.

2.2 A student who joins B.Com Part II course after having passed B.Com Part I or any other Equivalent examination from any other statutory University shall be required to qualify all the deficient papers as provided in the syllabus prescribed by the College for B.Com Part I examination along with Part II examination. A student who joins B.Com Part III course after having passed B.Com Part II or any other equivalent examination from any other statutory University shall be required to qualify all the deficient paper as provided in the syllabus prescribed by this college for B.Com Part I and Part II examination along with Part III examination. However, Mid Semester migration will not be allowed.

2.3 A Candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed within consecutive two year/chances i.e. to pass in a paper the candidate will have a total of three chances, one as regular student and two as reappear candidate.

2.4 The examination of reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination in even semester with the even semester. But if a candidate is placed under reappear in the last semester of the course, he/she will be provided chance to pass the reappear with the examination of the next semester, provided his/her reappear of lower semester does not go beyond next semester.

3. A candidate must complete and pass the whole course of three years within a maximum of six years from the date of admission in B.Com. First semester. If the candidate does not clear the lower examination within stipulated period, the higher result of the candidate will stand automatically cancelled.

4. Semester examination will be open to regular candidates who have been on the rolls of the college and meet the attendance and other requirements as prescribed in the ordinances of the course.

5. Subject to fulfillment of requirement of House examinations, the attendance requirements and these ordinances, there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.

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

A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed within consecutive two years/chances i.e. to pass in a paper the candidate will have a total of three chances, one as regular student and two as reappear candidate.

The examination of reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination of even semester with the even semester. But if a candidate is placed under reappear in the last semester of the course, he will be provided chance to pass the reappear with the examination of the next semester, provided his reappear of lower semester does not go beyond next semester.

BACHELOR OF COMMERCE (B.Com)
B.Com – I (1st Semester)
(Programme Code: BCSSD)
SYLLABUS (As per NEP Template)
SESSION 2024-25 & onwards

Semester-I

Course Code	Course Type	Course Title	L	T	P	Credit	Total Marks
BC 111		Punjabi	6	---	---	4	50
BC 111A		Punjabi Compulsory (Elementary Knowledge) (Special Paper in lieu of Punjabi)	6	---	---	4	50
BC 112	Ability Enhancement Course (AEC)	English (Communication Skills)	3	---	---	2	50
BC 113	Major Course - I	Financial Accouting - I	6	---	---	4	100
BC 114	Major Course - II	Business Law - I	6	---	---	4	100
BC 115	Inter Disciplinary Course (IDC)	Business Organization	3	---	---	2	50
BC 116	Major Course - III	Principles of Economics– I / Micro Economics	6	---	---	4	100
	Skill Enhancement Course (SEC)	Personality Development	3	---	---	2	50
	Value Added (Course)	E.V.S.	3	---	---	2	50

Note: *Only those students who have not studied Punjabi up to matriculation can opt for Punjabi Compulsory (Mudla Gyan).*

** EVS & Drug Abuse are compulsory qualifying papers as per NEP guidelines, the marks for these papers are not counted in the total marks for the degree.

ਬੀ.ਕਾਮ (ਰੈਗੂਲਰ) ਭਾਗ ਪਹਿਲਾ (ਸਮੈਸਟਰ ਪਹਿਲਾ)
BC III (ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ)

ਸਮਾਂ: 3 ਘੰਟੇ

ਕੁੱਲ ਅੰਕ: 50

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਅੰਕ : 35%

ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ : 35

ਅਧਿਆਪਨ ਦੇ ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫਤਾ : 06

ਬਾਹਰੀ ਮੁਲਾਂਕਣ : 15

ਪਾਠਕ੍ਰਮ ਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ-ੳ
ਭਾਗ-ੳ : ਕਥਾ ਰੰਗ (ਸੰਪਾ. ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ ਅਤੇ ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ)

10 ਅੰਕ

ਭਾਗ - ਅ
ਭਾਗ-ਅ : (1) ਨਿਬੰਧ ਰਚਨਾ : ਵਣਜ-ਵਪਾਰ ਦੇ ਸਰੂਪ ਤੇ ਮਹੱਤਵ ਵਣਜ-ਵਪਾਰ ਵਿਚ ਕੰਪਿਊਟਰ ਦੀ ਵਰਤੋਂ, ਮਾਤ ਭਾਸ਼ਾ ਅਤੇ ਗਿਆਨ-ਵਿਗਿਆਨ, ਸਮਕਾਲੀ ਵਿੱਦਿਆ ਪ੍ਰਬੰਧ, ਵਣਜ ਵਪਾਰ ਦੇ ਅਧਿਆਪਨ ਦਾ ਭਾਸ਼ਾਈ ਪੱਖ ,ਵਾਤਾਵਰਨ ਅਤੇ ਮਸ਼ੀਨੀ ਬੁੱਧੀਮਾਨਤਾ ਤੇ ਵਣਜ- ਵਪਾਰ ਆਦਿ ਵਿਸ਼ਿਆਂ ਨਾਲ ਸਬੰਧਤ ਨਿਬੰਧ ਰਚਨਾ ।

05 ਅੰਕ

(2) ਵਿਸ਼ਾਗਤ ਲੇਖਣੀ ਅਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ: (i) ਪੰਜਾਬੀ ਵਿਚ ਗਿਆਨ-ਵਿਗਿਆਨ ਦੀ ਪੜ੍ਹਾਈ, ਅਧਿਐਨ ਅਤੇ ਅਧਿਆਪਨ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ, ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦੀ ਘਾੜਤ, ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚੋਂ ਸ਼ਬਦ-ਉਧਾਰ (ਤੱਤਸਮ ਤੇ ਤਦਭਵ ਵਰਤੋਂ) ਅਤੇ ਸ਼ਬਦਜੋੜ ਤੇ ਉਚਾਰਣ-ਨਿਰਧਾਰਣ ਦੇ ਮਸਲੇ ।

02 ਅੰਕ

ii) ਵਣਜ ਵਪਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ।

02 ਅੰਕ

ਵਣਜ ਵਪਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ (50 ਦੇ ਲਗਭਗ ਸ਼ਬਦ): ਅਨੁਵਾਦ ਅਤੇ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ।

02 ਅੰਕ

ਭਾਗ-ੲ
ਭਾਗ-ੳ ਅਤੇ ਭਾਗ-ਅ (2) ਵਿਚੋ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

14 ਅੰਕ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ:
1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ੳ. ਅ ਅਤੇ ੲ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
    2. ਭਾਗ ੳ ਵਿੱਚੋ (i) ਕਿਸੇ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ ਪਾਠਕ ਦੇ ਪ੍ਰਭਾਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ (ਤਿੰਨ ਵਿੱਚੋ ਇੱਕ)

05 ਅੰਕ

(ii) ਪਾਤਰ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ (ਚਾਰ ਵਿੱਚੋ ਦੋ)

05 ਅੰਕ

3. ਭਾਗ ਅ.1 ਵਿੱਚ ਦਰਜ ਕਿਸੇ ਵਿਸ਼ੇ ਤੇ ਨਿਬੰਧ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ)

05 ਅੰਕ

4. ਭਾਗ- ਅ-2 (i) ਵਿੱਚੋਂ ਇੱਕ ਸੰਖੇਪ ਉੱਤਰ (ਇੱਕ ਡੇਢ ਪੰਨੇ ਵਿਚ) ਵਾਲਾ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਹੋਵੇਗਾ। (ਦੋ ਵਿੱਚੋ ਇੱਕ)

02 ਅੰਕ

5. ਭਾਗ ਅ-2 (ii) ਵਿਚ ਵਣਜ-ਵਪਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਇੱਕ ਸੰਖੇਪ ਅੰਗਰੇਜ਼ੀ ਪੈਰ੍ਹੇ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਕਰਨ

ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।   02 ਅੰਕ

6. ਭਾਗ- ਅ-2 (iii) ਵਿਚ 5 ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ ਲਈ

ਕਿਹਾ ਜਾਵੇਗਾ (ਪੰਜ ਵਿੱਚੋਂ ਦੋ) 02 ਅੰਕ

7. ਭਾਗ-ੲ ਕਥਾ ਰੰਗ ਅਤੇ ਅ-2 (i) ਵਾਲੇ ਭਾਗ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 7 (ਪਾਠ ਪੁਸਤਕ ਕਥਾ ਰੰਗ) ਵਿੱਚੋਂ 4 ਅਤੇ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਅਤੇ

ਵਿਸ਼ਾਗਤ ਲੇਖਣੀ ਵਿੱਚੋਂ 3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ । ਇਸ ਵਿਚ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਦੇ ਅਰਥ ਦੱਸਣ ਤੇ ਸੰਖੇਪ ਵਿਆਖਿਆ ਕਰਨ ਲਈ ਵੀ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ ।

ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ ।   7x2=14 ਅੰਕ

ਸਹਾਇਕ ਪਾਠ-ਸਮੱਗਰੀ

ਡਾ. ਜੋਗਾ ਸਿੰਘ, ਭਾਸ਼ਾ ਨੀਤੀ ਬਾਰੇ ਅੰਤਰ-ਰਾਸ਼ਟਰੀ ਖੋਜ: ਮਾਤ ਭਾਸ਼ਾ ਖੋਲ੍ਹਦੀ ਹੈ ਸਿੱਖਿਆ ਗਿਆਨ ਅਤੇ ਅੰਗਰੇਜ਼ੀ ਸਿੱਖਣ ਦੇ ਦਰਵਾਜ਼ੇ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ,
ਲੁਧਿਆਣਾ, 2013
ਡਾ. ਸੀ. ਪੀ. ਕੰਬੋਜ਼, ਮਸ਼ੀਨੀ ਬੁੱਧੀਮਾਨਤਾ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ

ਬੀ.ਕਾਮ.(ਰੈਗੂਲਰ) ਭਾਗ ਪਹਿਲਾ (ਸਮੈਸਟਰ ਪਹਿਲਾ)
BC 111A : ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)
ਸੈਸ਼ਨ 2024-25 ਅਤੇ 2025-26

ਕੁੱਲ ਅੰਕ : 50   ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35 %
ਬਾਹਰੀ ਮੁਲਾਂਕਣ : 35 ਅੰਕ   ਅਧਿਆਪਨ : 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 15 ਅੰਕ   ਸਮਾਂ : 3 ਘੰਟੇ

ਨੋਟ : ਵਿਦਿਆਰਥੀਆਂ ਵੱਲੋ ਪਾਸ ਹੋਣ ਲਈ ਬਾਹਰੀ ਮੁਲਾਂਕਣ ਅਤੇ ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਦੇ ਅੰਕਾਂ ਵਿੱਚੋਂ ਅਲੱਗ-
ਅਲੱਗ 35% ਅੰਕ ਲੈਣੇ ਜ਼ਰੂਰੀ ਹਨ।

ਪਾਠਕ੍ਰਮ ਦਾ ਉਦੇਸ਼ : ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਸੰਪੂਰਨ ਗਿਆਨ ਦੇਣਾ।

ਪਾਠਕ੍ਰਮ ਦੀ ਸਾਰਥਕਤਾ :
1.ਵਿਦਿਆਰਥੀ ਇਸ ਰਾਹੀਂ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨੂੰ ਲਿਖਣ ਵਾਸਤੇ ਵਰਤੀ ਜਾਣ ਵਾਲੀ ਲਿਪੀ ਦਾ ਗਿਆਨ ਹਾਸਲ ਕਰਨਗੇ।
2. ਇਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ ਦੇ ਜ਼ਰੀਏ ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਦਾ ਸ਼ੁੱਧ ਉਚਾਰਨ ਕਰਨ ਅਤੇ ਇਸ ਨੂੰ ਪੜ੍ਹਨ ਦੇ ਸਮਰੱਥ ਹੋਣਗੇ।
3. ਇਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜ ਦੀ ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਨਗੇ।

ਪਾਠਕ੍ਰਮ

<div align="center">ਭਾਗ-ੳ</div>

ਭਾਗ ੳ-(1) ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲੇਖਣ-ਪ੍ਰਬੰਧ :
    (ੳ) ਅੱਖਰ ਸਿੱਖਿਆ : ਤਰਤੀਬਵਾਰ
    (ਅ) ਭੁਲਾਵੇਂ ਅੱਖਰ
    (ੲ) ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਅੱਖਰ

<div align="right">06 ਅੰਕ</div>

    (2) ਮਾਤਰਾ ਰਹਿਤ ਸ਼ਬਦ-ਜੋੜ :
    (ੳ) ਦੋ ਅੱਖਰੀ ਸ਼ਬਦ-ਜੋੜ
    (ਅ) ਤਿੰਨ ਅੱਖਰੀ ਸ਼ਬਦ-ਜੋੜ
    (ੲ) ਬਹੁ ਅੱਖਰੀ ਸ਼ਬਦ-ਜੋੜ   06 ਅੰਕ

<div align="center">ਭਾਗ-ਅ</div>

ਭਾਗ ਅ-(1) ਲਗਾਂ-ਮਾਤਰਾ ਅਤੇ ਲਗਾਖਰ :
    (ੳ) ਲਗਾਂ-ਮਾਤਰਾ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ
    (ਅ) ਲਗਾਖਰਾਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ
    (ੲ) ਮੁਹਾਰਨੀ

<div align="right">06 ਅੰਕ</div>

    (2) ਪੰਜਾਬੀ ਧੁਨੀ ਪ੍ਰਬੰਧ :
    (ੳ) ਸਵਰ ਵਾਹਕ ਅਤੇ ਸਵਰ ਧੁਨੀਆਂ ਦੀ ਪਰਿਭਾਸ਼ਾ
    (ਅ)ਵਿਅੰਜਨ ਧੁਨੀਆਂ ਦੀ ਪਰਿਭਾਸ਼ਾ
    (ੲ) ਵਰਗ ਪ੍ਰਬੰਧ : ਕ-ਵਰਗ, ਚ-ਵਰਗ, ਟ-ਵਰਗ, ਤ-ਵਰਗ, ਪ-ਵਰਗ, ਯ-ਵਰਗ ਦੇ ਉਚਾਰਨ ਸਥਾਨ
       ਨਾਲ ਪਛਾਣ
    (ਸ) ਅੱਧੇ ਅੱਖਰਾਂ (ਦੁੱਤ ਵਿਅੰਜਨਾਂ) ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।

<div align="right">06 ਅੰਕ</div>

<div align="center">ਭਾਗ-ੲ</div>

ਸਾਰੇ ਪਾਠਕ੍ਰਮ 'ਤੇ ਅਧਾਰਿਤ ਸੰਖੇਪ ਪ੍ਰਸ਼ਨਾਂ ਵਾਲੇ 11 ਉੱਤਰ   11x1=11 ਅੰਕ

ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ :

1.ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਸਿੱਖ ਰਹੇ ਹਨ। ਹੋ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਵੀ
   ਅਣਜਾਣ ਹੋਣ। ਇਸ ਲਈ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਪੱਧਰ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖ ਕੇ ਨਿਸ਼ਚਤ
   ਕੀਤਾ ਜਾਵੇ।
2. ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਹੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
3. ਸਰਲ ਅਤੇ ਸਪੱਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
4. ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਬਿਲਕੁਲ ਵੀ ਨਾ ਪੁੱਛੇ ਜਾਣ। ਭਾਵ ਕਿ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਕਿਸੇ ਪ੍ਰਸ਼ਨ ਦਾ
   ਵਿਸਥਾਰਪੁਰਵਕ ਉੱਤਰ ਦੇਣ ਲਈ ਨਾ ਕਿਹਾ ਜਾਵੇ।
5. ਵਿਦਿਆਰਥੀ ਨੂੰ ਲਿਪੀ ਦਾ ਬੋਧ ਕਰਵਾਉਣ ਲਈ ਧੁਨੀਆਂ, ਲਿਪੀ ਚਿੰਨ੍ਹਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਸਬੰਧੀ ਸੰਖੇਪ
   ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ। ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ :

1. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਆਓ ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਉਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2009, (ਹਿੰਦੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿੱਖਣ ਲਈ)
2. ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਗੁਰਮੁਖੀ ਸਿੱਖੋ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਉਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011. (ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਸਿਖਣ ਲਈ)
3. ਸੀਤਾ ਰਾਮ ਬਾਹਰੀ, ਪੰਜਾਬੀ ਸਿਖੀਏ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਉਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2002 (ਹਿੰਦੀ)
4. ਚਰਨਜੀਤ ਸਿੰਘ ਤੇਜਾ (ਸੰਪਾ.), ਠੇਠ ਪੰਜਾਬੀ ਪਹਿਲੀ ਕਿਤਾਬ (5ਆਬ ਕਾਰਪੋਰੇਸ਼ਨ), ਸੰਨ ਸੰਤਾਲੀ ਪਬਲੀਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ, 2017
5. ਰਾਜਵਿੰਦਰ ਸਿੰਘ, ਪੰਜਾਬੀ ਗਿਆਨ ਸੀ.ਡੀ. (ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨ ਟੂ-ਲਰਨ ਐਂਡ ਟੀਚ ਪੰਜਾਬੀ), ਪਬਲੀਕੇਸ਼ਨ ਬਿਉਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ 2011.
6. Hardev Bahri, Teach Yourself Punjabi, Publication Bureau, Punjabi University, Patiala, 2011.
7. Henry A. Gleason and Harjeet Singh Gill, A Start in Punjabi, Publication Bureau, Punjabi University, Patiala, 1997.
8. Ujjal Singh Bahri and Paramjit Singh Walia, Introductory Punjabi, Publication Bureau, Punjabi University, Patiala, 2003.

B.COM. PART-I (1st Semester)

BC 112: ENGLISH (COMMUNICATION SKILLS)

Credit: 02

Max. Marks: 50
External Assessment: 35
Internal Assessment: 15

Course Content and Testing

Text Prescribed (Literary):
Contemporary English Prose (OUP) edited by K.P.K Menon
The following stories /essay are to be studied:

1. *The Selfish Giant -* Oscar Wilde
2. *Engine Trouble -* R.K. Narayan
3. *The Conjuror's Revenge -* Stephen Leacock
4. *J.C. Bose -* Aldous Huxley
5. *Hardy and Ramanujan -* C.P. Snow Testing

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

(b) Four short answer questions to be attempted out of the given six from the prescribed text in about 30 words each.

(c) Comprehension of a prose passage of about 150 words from the prescribed text in the following way:

(i)   Three questions to test the comprehension of the passage.

(ii)   Meaning of two words/phrases italicized in the passage and use thereof in illustrative sentences.

4 + 4 + 2= 10 marks

Q2. Business Letters

The students may be asked to write a letter of the following types with an internalalternative:

(i)   Placing an Order
(j)   Cancelling an order
(k)   Complaints
(l)   Reply to complaints
(m) Asking for quotations
(n) Status enquiry letter
(o) Favorable/unfavorable reply to status enquiry
(p) Seeking dealership of particular product etc.

5 marks

Q3. Preparing Advertisement Copies of the following types:

(a) Classified Advertisements
(b) Display/Advertisement for your products and services.

The students should be asked to attempt one of the given two advertisements

4 marks

Q4. Resume Writing

The name of the job should be specified to enable the students to prepare theirresume accordingly.

4 marks

Q5. One question with internal alternative shall be set from Oxford Practice Grammer by John Eastwood (Oxford University Press), Units 1-43 of the prescribed book.

12 marks

Books Prescribed
1. Oxford Practice Grammar by John Eastwood (Oxford University Press)
2. The Written Word by Vandana R. Singh, Oxford University Press, New Delhi, 2003

FOR 2024-25
B.COM. PART-I (1st Semester)
BC 113: FINANCIAL ACCOUNTING - 1

Time Allowed: 3 Hours   Max Marks: 100
Pass Marks: 35%   Internal Assessment: 30
Periods per Week: 6   External Assessments: 70

Note: Simple Calculator (not scientific) is allowed.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINERS
The question paper covering the entire course shall be divided into three sections as follows:

SECTION-A
It will consist of essay type and numerical questions. The examiner numerical, shall set four questions, two theory and two from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-B
It will consist of essay type and numerical questions. The examiner shall set four questions, two theory and two numericas from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-C
It will consist of 12 very short answer questions (six theory and six numerical) from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

UNIT-I
Accounting: Meaning, Scope and Importance, Branches of Accounting, Accounting Concepts and Conventions, Double Entry System, Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance, Preparation of Final Accounts of Sole Traders and Partnership Firms.
Bank Reconciliation Statement, Depreciation Methods & Accounting.

UNIT-II
Accounts relating to Partnership: Admission, Retirement and Death of a Partner, Dissolution. of Partnership, Amalgamation of Firms, Sale of Firm to a Company, Gradual Realisation of Assets and Piece Meal Distribution.

Course Outcome:

After studying this course, the students will be able to understand the whole accounting process and preparation of accounts for partnership concerns.

Note: Assignments must be based on case studies/actual practices related to various topics.

Books Recommended:

1. M.C. Shukla & T.S. Grewal - Advanced Accounts
2. R.L. Gupta - Advanced Accounts
3. S.N. Maheswari - Advanced Accounts
4. V.P. Sharma & Others - Advanced Accounts
5. A.K. Dhir - Advanced Accounts

FOR 2024-25
B.COM. PART-I (1st Semester)
BC 114: BUSINESS LAWS - I

Time Allowed: 3 Hours   Max Marks: 100
Pass Marks: 35%   Internal Assessment: 30
Periods Per Week: 6   External Assessment: 70

Course Objectives:
The objective of the course is to include understanding the legal framework governing business activities.

Course Learning Outcomes:
After completing the course, the students shall be able to:
◇ Legal awareness
◇ Contractual competence
◇ Risk management
◇ Ethical decision making
◇ Dispute resolution
◇ Regulatory insight

Instructions for Paper-Setters/Examiners:
The question paper covering the entire course shall be divided into three sections as follows:

SECTION-A
It will consist of essay type questions. The examiner shall set four questions from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-B
It will consist of essay type questions. The examiner shall set four questions from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks

SECTION-C
It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks.

UNIT - I
LAW OF CONTRACT (1872): Nature of Contract, Classification; Offer and Acceptance; Capacity of parties to contract; Free consent; Consideration; legality of object; Agreements declared void; Performance of Contract; Discharge of contract, Remedies for breach of contract. Special Contracts of Indemnity, Essentials of valid contract of indemnity, Rights of indemnity holder, contract of Guarantee ; Essential of contract of Guarantee, Difference between contract of guarantee and indemnity, Rights of Surety, Discharge of Surety , Contract of Bailment concepts, kinds, essentials, Rights and duties of bailor and

bailee, Essentials of pledge, Rights and Duties of pledgee and pledger, contract of Agency, Concepts and Essentials, Modes of Creation of Agency, Duties and Rights of an agent, Liabilities and duties of principal and agent towards Third Party ,Termination of Agency.

UNIT – II

SALES OF GOODS ACT, 1930: Formation of contracts of sale; Goods and their classification, price; the Contract of Sales; Unconditions, and warranties; Transfer of Property in Goods; Performance of paid Seller and his Rights, Sale by Auction; Hire Purchase

THE PATENTS ACT, 1970: Introduction, Definitions, Kinds of Patents, Exclusive Marketing rights, Filing and Examination of Application, Opposition to Grant of Patent, Term of Patent, Right of Patentee, Restoration of Lapse Patent, Surrender, Revocation and Infringement of Patent, Regulatory Authorities and Panelities.

THE PARTNERSHIP ACT, 1932: Nature and Characteristics, Registration, Rights and Duties.

THE LIMITED LIABILITY PARTNERSHIP ACT, 2008: Meaning and Features only.

BOOKS RECOMMENDED
1. Singh, Avtar: The Principles of Mercantile Law
2. Kuchhal M.C: Business Law
3. Kapoor, N.D: Business Laws
4. Chandra, P.R: Business Law, Galgotia, New Delhi
5. Sharma, V.K: Business Law
6. Bansal Pomy: Business Laws – I

FOR 2024-25
B.COM. PART-I (1st Semester)
BC 115: BUSINESS ORGANISATION

Duration: 3 Hrs.   Max Marks: 50
Pass marks: 35%   Internal Assessment: 15
Periods per week: 3   External Assessment: 35

Course Objectives: The course introduces students to fundamental business concepts and practices, aiming to prepare them for the emerging challenges of managing resources, business processes and managers.

Course Learning Outcomes: After completing the course, the students shall be able to:
CO1: Learn and understand the concept, nature, scope and objectives of business.
CO2: Gain knowledge about business environment interface.
CO3. Acquire knowledge about the manufacturing and services sectors and the various forms of business organisation.
CO4. Gain basic knowledge about the entrepreneurship and the functional aspects of the business.

Instructions for Paper-Setters/Examiners:
The question paper covering the entire course is divided into three sections as follows:

SECTION-A
It will consist of essay type questions. The examiner shall set four questions from Unit-I of the syllabus and the candidate will be required to attempt two. Each question caries 10 marks; total weight of the section shall be 20 marks.

SECTION-B
It will consist of essay type questions. The examiner shall set four questions from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question carries 10 marks; total weight of the section shall be 20 marks.

SECTION-C
It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question carries 3 marks; total weight of the section shall be 30 marks.

UNIT - I
Business- Concept, Nature and Scope: Business Objectives, Business Environment Interface, distinction between Business, Commerce and Trade. Foundation of Indian Business Spectrum of Business Activities, Manufacturing and Services Sectors.
Forms of Business Organisation - Sole Proprietorship, Partnership, Joint Stock Company, Types of Companies, Co-operative Societies, Multinational Corporations and Indian Transnational; Operations: Business Size and Location Decisions. Location: Mass production and mass customization, productivity, quality and logistic.

UNIT -II

Entrepreneurship - Concept and Nature, Entrepreneurial Opportunities in contemporary Business Environment: Networking Marketing, Franchising, Business process Outsourcing,

E-Business. Process of setting up a Business Enterprise, Choice of a suitable form of feasibility and preparation of Business Plan.

Functional Aspect of Business: Marketing - Marketing and Consumer Behaviour, Product and Pricing Decisions Distribution and Promotional Decisions. Human Resources: Sources of Human Capital, Strategies for Attracting and Retaining.

Pedagogy

The instructor is expected to use leading pedagogical approaches in the classroom situation, lectures, case study analysis, group discussions, assignment writing and tests, research based methodology, innovative instructional methods, use of technology in the classroom and comprehensive assessment practices to strengthen the teaching efforts.

Suggested Readings:

1. Dr. Neeru Garg, Sidharath Sharma: Business Organisation
2. Lele, Lallan and S.S. Gulsan: Business Organisation.
3. Prasad, L Lallan and S.S. Gulshan: Management Principles and Practices
4. Tulsian P.C: Business Organisation and Management
5. Jim Barry, John Chander, Heather Clark: Organisation and Management
6. Basu: Business Organisation and Management

FOR 2024-25
B.COM. PART-I (1st Semester)
BC 116: MICRO ECONOMICS

Duration: 3 Hrs.   Max Marks: 100
Pass marks: 35%   Internal Assessment: 30
Periods per week: 6   External   Assessment: 70

Course Objective:
The course enable the students to understand about basic concepts of Micro Economics, Demand and Supply Analysis and to evolve wider view of Consumer Behaviour, Producer Behavior and Firm Behaviour.

Course Learning Outcomes:
After completing the course, the students shall be able to:
  - Understanding basic concepts of Micro Economics to gain knowledge regarding Fundamental Concepts of Economics.
  - Study Demand, Elasticity of Demand.
  - Determine Production Theory and Cost of Production to survive in Competition.
  - Learn wider view of Consumer Behaviour, Producer Behavior and Firms Behavior
  - Determine Perfect Competition, Monopoly, and Monopolistic Competition & Oligopoly.

INSTRUCTIONS FOR PAPER SETTERS/EXAMINERS:
The question paper will consist of three sections A, B and C. Section A & B will have four questions, each from Unit –I & Unit-II respectively. They will carry 10 marks each. Section C will consist of 12 short answer type questions, covering entire syllabus and will carry 3 marks each. Total weightage of Section – C shall be 30 marks.

UNIT-I
Economics: Basic Concepts of Demand, Theory & Law of Demand Shift, movement along a Demand Curve, Exceptions, Determinants of Demand, Types of Demand.
Elasticity of Demand: Factors affecting Elasticity, Degrees, Methods of Price Elasticity of Demand, and Types of Elasticity: Income, Cross & Price Elasticity.
Utility Anaylsis, Indifference Curve Analysis, Consumer's Equlibrium: Price, Income & Substitution Effect.

UNIT-II
Production Theory: Law of Variable Proportions and Return to Scale, Economies & Diseconomies of Scale, Detailed Anaylsis of Production Function, Concept of Costs: Types of Costs and detailed concepts, Concepts of Revenue: Total, Marginal & Average Revenue & their Relationships, Revenue under Perfect & Imperfect Competition.

Perfect Competition: Assumptions, Equilibrium of the firm and industry in the short run and long run, including industry's long run supply curve. Monopoly: Introduction, Types, Price & Output Determination in short run and long run, Degrees of Monopoly, its' types.

Monopolistic Competition: Introduction, Features, Short and Long Run Equilibrium. Oligopoly: Features, Types, Kinky Demand Curve.

Suggested Readings:

1. Case and Fair, Principles of Micro Economics: Pearson Education
2. M.L. Seth: Principles of Economic
3. Stonier and Hague: A Text Book of Economic
4. ML Jhingan: Advanced Economic Theory: Micro and Macro Economics