

MATA GUJRI COLLEGE

Sri Fatehgarh Sahib

(AN AUTONOMOUS COLLEGE)

Affiliated to Punjabi University, Patiala

SYLLABI

For

B.Com (Accounting And Finance) Part I

(Semester I & II)

Under Choice Based Credit System

Programme Code: BAF



Academic Session:2023-24

Website: www.matagujricollege.org

Email: info@matagujricollege.org

Approved by Board of Studies on May 05, 2023

Approved by Academic Council on

Naufal

Asad

Beant Singh
Rishi
Randeep
Bhullar
Shiv
d. H. Khan

**Scheme of Syllabus for B. Com (Accounting and Finance): I
(1st Semester)
As per CBCS
Session 2023-24**

Course No.	Course Title	Course Type	Credits	Internal Assessment	External assessment	Total marks
Semester I						
EVS 3001	Environment and Road Safety Awareness	Ability Enhancement Compulsory Course(AECC)-I	2	15	35	50
FA 102	Financial Accounting	Core Course C- 1	(4+1)	25	75	100
BL 103	Business Law	Core Course C- 2	(4+1)	25	75	100
ME 104	Micro Economics	Generic Elective (GE)-01	(4+1)	25	75	100
*PBI (BCHF) 2001/20 01A	Punjabi/Basic Punjabi	Language-1	(4+1)	25	75	100
		Total Credits	22			

*To be opted by student as per eligibility conditions.

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EVS-3001: Environment and Road Safety Awareness (Session 2023-24)

(Ability Enhancement Compulsory Course)

Total Marks: 50 Max

Theory: 35 marks

Internal Assessment: 15

The breakage of internal assessment will be as follows:

The Science city visit and report: 05

Attendance: 04

MST: 06

Time: 1:30 hrs.

Lectures per week 2

Total Credits: 2

Course Objective:

1. To impart knowledge about the nature of Environment, Natural resources, Ecosystem.
2. To impart knowledge about Biodiversity, Various types of environment pollution.
3. To impart knowledge about Road safety awareness and stubble burning.

Course learning outcomes:

1. The students will increase their understanding about the importance of environment, the various effects which degrades the environment, how to overcome these effects.
2. The student will learn the different rules and regulations of Road safety Awareness.

Pedagogy: Class room lectures, power point presentations, and field visits, etc. The students also make group discussions.

INSTRUCTIONS FOR THE PAPER SETTERS

The question paper will consist of three sections A, B and C. Each of sections A and B will have 04 questions from the respective Unit of the syllabus. Each question shall carry 6.5 marks. Section C will consist of 09 short answer type questions of 01 mark each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from each section A and B. Section C is compulsory.

UNIT I

1. **The multidisciplinary nature of environment studies.** Definition, scope and importance, Need for public awareness.
2. **Natural Resources-Renewable and Nonrenewable resources.** Role of an individual in conservation of natural resources for sustainable development.
3. **Ecosystem and its components-Producers, Consumers and Decomposers.** Food chain, Food Web and ecological pyramid.
4. **Biodiversity-Definition, types, Hotspots of biodiversity, importance and conservation of biodiversity.**

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UNIT-II

5. **Social Issues and Environment**-Climate changes, Global Warming, Acid Rain, and Ozone Layer depletion. Population Explosion -Family welfare program.
6. **Environmental pollution**-definition causes, types, Effects & Control measure. Introduction to Environment Laws in India: Environmental protection Act, Air and Water Act (Prevention and control of pollution).
7. **Road Safety Awareness**-Concept and Significance of road safety, Traffic Signs and Rules, how to obtain license, Role of First aid in Road safety.
8. **Stubble burning**: Its meaning: Why Stubble burning, Alternatives to Stubble Burning, Environmental and Health effects/Hazards, Policies to control Stubble burning.

SUGGESTED READINGS:

1. Carson, R.2002. Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil.M., & Guha, R.1993. This Fissured Land: An Ecological History of India. Univ. of California press.
3. Gleeson, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick, P.H.1993. Water in Crisis.Pacific Institute for Studies in Dev. Environment & Security Stockholm Env. Institute,Oxford Univ.Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K.2013. Threats from India's Himalayas dams. Science,339:36-37.
7. McCully,P.1996. Rivers no more: the environmental effects of dams (pp.29-64). Zed Books.
8. McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum, E.P., H.T & Andrews, J.1971. Fundamentals of Ecology. Philadelphia: Saunders.
10. Pepper, I.L., Gerba, C.P & Brusseau, M.L.2011. Environmental and Pollution Sciences. Academic Press.
11. Rao, M.N. & Datta, A.K.1987. Waste Water Treatment. Oxford and IBH Publishing Co.Pvt.Ltd.
12. Raven, P.H., Hassenzahl, D.M. & Berg, L.R.2012, Environment. 8Th edition. John Wiles & Sons.
13. Rosencranz, A., Divan, S., & Nobie, M.L. 2001. Environmental law and policy in India. Tripathi 1992
14. Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. OUP.
15. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.

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16. Sodhi, N.S. Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
17. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
18. Warren, C.E. 1971. Biology and Water Pollution Control. WB Saunders.

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Session 2023-24
B.Com (Accounting and Finance)-I (Semester I)
FA 102: FINANCIAL ACCOUNTING

Time Allowed: 3 Hrs.
Pass Marks: 35%
Total Credits: (4+1)

Max Marks: 100 Marks
Internal Assessment: 25Marks
External Assessment: 75Marks

Course Objective: The objective of this paper is to help student to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Course Learning Outcomes:

On completion of this course, learners will be able to:

- CO1: build an understanding of theoretical framework of accounting and be able to prepare financial statements.
- CO2: understand the concept of Accounting standards and Depreciation.
- CO3: understand the concept of admission, retirement and death of partner in Partnership.

UNIT I

Theoretical Framework and Preparation of Final Accounts with Adjustments of sole trader & partnership firm:

- Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- Distinction between capital & revenue items.
- Preparation of journal, subsidiary books including Cash book, ledger, trial balance.
- Preparation of final Accounts with and without adjustments of sole traders & partnership firms including accounts of Non- Trading concerns.

UNIT II

Depreciation & Partnership:

- Depreciation and methods of computing depreciation: straight line method and diminishing balance method.
- Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India, IFRS – Introduction to IFRS
- Accounts relating to partnership: Admission, Retirement & Death of a partner.

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions (two theory and two numerical) of 12 marks each from Unit-I of the syllabus. Section-B will consist of four long questions (two theory and two numerical) of 12 marks each from Unit-II of the syllabus. Section-C will consist of 09 short answer type questions covering entire syllabus and candidates are required to attempt all the questions of 03 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from section A & B each carrying 12 marks. Section-C is compulsory and each short note carries 03 marks.

Suggested Readings:

- Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
- J.R. Monga, *Financial Accounting: Concepts and Applications*, Mayur Paper Backs, NewDelhi.
- M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., NewDelhi.
- S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.

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03 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from section A & B each carrying 12 marks.
Section-C is compulsory and each short note carries 03 marks

Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
5. Sushma Arora, *Business Laws*, Taxmann Publication.
6. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education

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Session 2023-24

B.Com (Accounting & Finance) – I (Semester – I)

ME-104: MICRO ECONOMICS (GE-01)

Time Allowed: 3 Hrs.

Max Marks: 100

Pass Marks: 35%

Internal Assessment: 25 Marks

Total Credits: (4+1)

External Assessment: 75 Marks

Course Objective:

This course is designed to culminate the basic concepts/ principles of micro economic theory in the students. The emphasis will be on thinking like an economist and the course will illustrate how micro economic concepts can be applied to analyze real life situations.

Course Learning Outcomes:

After completing the course, the student shall be able to:

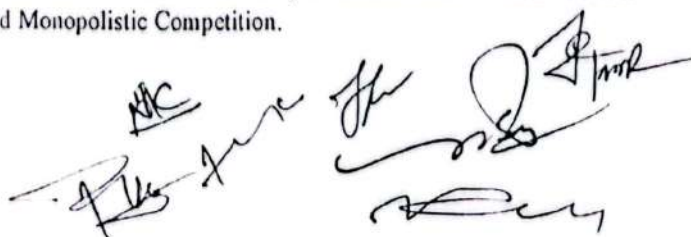
- CO1: understand the basic microeconomics concepts like Consumer Behaviour, Utility, Demand, Elasticity of Demand, Production, Costs, Revenue functions
- CO2: understand the basic concepts of production function, Law of Variable Proportions, Return to scale, Internal and external economies and diseconomies
- CO3: understand the concept of isoquants technique and producer's equilibrium
- CO4: distinguish between various forms of market in order to enable them to apply the economic principles and theories in accounting, business and management.

UNIT-I

Consumer Behaviour: Utility approach, A brief outline of law of diminishing marginal utility and law of equi-marginal utility. Indifference curve approach: Consumer equilibrium, income, price and substitution effects. Law of Demand, derivation of law of demand based on utility analysis and indifference curve analysis; Elasticity of Demand Concept, Price elasticity of demand and its measurement.

UNIT-II

Concept of Production Function, Law of Variable Proportions, Isoquants technique and producers equilibrium, Return to scale, Internal and external economies and diseconomies. Concepts of Costs and Revenues. Price and Output determination under Perfect Competition, Monopoly and Monopolistic Competition.



INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 12 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 12 marks each from Unit-II of the syllabus. Section-C will consist of 09 very short answer type questions covering entire syllabus and candidates are required to attempt all the questions of 03 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from section A & B each carrying 12 marks. Section-C is compulsory and each short note carries 03 marks.

Suggested Readings:

1. Koutsoyiannis, A., Modern Micro Economics, Macmillan.
2. M.L. Seth, Principles of Economics, Lakshmi Narayan Aggarwal Publishers.
3. Stonier and Hauge, A Texted Book of Economics Wiley Publication.
4. M.L. Jhingan, Advanced Economic Theory: Micro and Macro Economics, Vani Educational Books.

Handwritten signatures and initials:
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J.K. Singh
J.K. Singh
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ਬੀ.ਏ.ਐਫ /ਬੀ.ਕਾਮ ਆਨਰਜ਼ ਭਾਗ- ਪਹਿਲਾ (ਸਮੈਸਟਰ-ਪਹਿਲਾ)

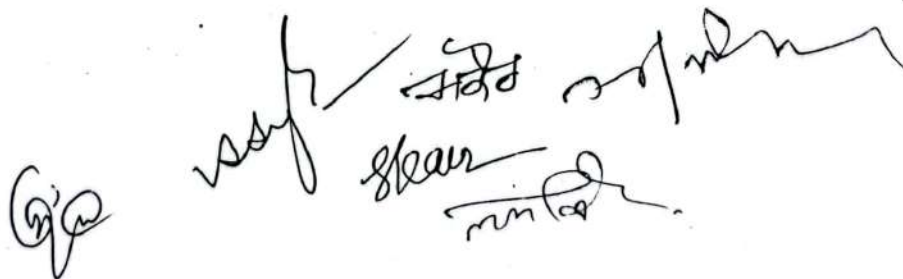
ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

ਪਾਠਕ੍ਰਮ ਦਾ ਉਦੇਸ਼ :

1. ਇਸ ਪਾਠਕ੍ਰਮ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਸਾਹਿਤ ਪੜ੍ਹਨ ਦੀ ਜਾਗ ਲਗਾਉਣਾ ਅਤੇ ਉਹਨਾਂ ਅੰਦਰ ਰਚਨਾਤਮਕ ਰੁਚੀਆਂ ਪੈਦਾ ਕਰਨਾ ਹੈ।
2. ਪਾਠਕ੍ਰਮ ਵਿੱਚ ਸ਼ਾਮਲ ਕਹਾਣੀਆਂ ਦੁਆਰਾ ਵਿਦਿਆਰਥੀ ਆਧੁਨਿਕ ਸਮਾਜ ਵਿੱਚ ਫੈਲੇ ਵਿਰੋਧਾਂ, ਵਿਸੰਗਤੀਆਂ ਤੇ ਤਣਾਵਾਂ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ।
3. ਵਿਆਕਰਣ ਦੇ ਵਿਭਿੰਨ ਪੱਖਾਂ ਦੇ ਮਾਧਿਅਮ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਭਾਸ਼ਾ ਵਿੱਚ ਮੁਹਾਰਤ ਹਾਸਿਲ ਕਰਨ ਅਤੇ ਉਚੇਰੀ ਸਿੱਖਿਆ ਗ੍ਰਹਿਣ ਕਰਨ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਨਾ ਹੈ।
4. ਸਾਡੇ ਸਮਾਜ ਵਿਚਲੀਆਂ ਘਟਨਾਵਾਂ, ਚਲੰਤ ਮਾਮਲਿਆਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣ ਲਈ ਨਿਬੰਧ ਰਚਨਾ ਵਿਦਿਆਰਥੀ ਲਈ ਲਾਹੇਵੰਦ ਸਾਬਿਤ ਹੁੰਦੀ ਹੈ।

ਪਾਠਕ੍ਰਮ ਦੀ ਸਾਰਥਕਤਾ:

1. ਪੰਜਾਬੀ ਸਾਹਿਤ ਦੀ ਵਿਧਾ-ਕਹਾਣੀ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਦਾ ਛੋਟੀਆਂ-ਛੋਟੀਆਂ ਘਟਨਾਵਾਂ ਦੁਆਲੇ ਧਿਆਨ ਦੁਆ ਕੇ ਵਿਦਿਆਰਥੀ ਮਨ ਅੰਦਰ ਅਗਾਂਹਵਧੂ ਅਤੇ ਉਸਾਰੂ ਸੋਚ ਪੈਦਾ ਕਰਨਾ ਹੈ।
2. ਕਹਾਣੀ ਵਿਧਾ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਆਧੁਨਿਕ ਸਮਾਜ ਦੇ ਮਨੁੱਖ ਦੀ ਸੋਚ ਬਾਰੇ, ਘਟਨਾਵਾਂ ਬਾਰੇ, ਨਵੀਆਂ ਪਦਾਰਥਕ ਸਥਿਤੀਆਂ ਮੁਤਾਬਕ ਜੀਵਨ ਜੀਉਣ ਅਤੇ ਪੁਰਾਣੀਆਂ ਕਦਰਾਂ-ਕੀਮਤਾਂ ਤੋਂ ਨਾ ਵਿਛੜਣ ਬਾਰੇ ਜਾਗਰੂਕਤਾ ਪੈਦਾ ਕਰਨਾ ਹੈ।
3. ਵਿਦਿਆਰਥੀ ਲਈ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਸੁੱਧ ਉਚਾਰਨ ਅਤੇ ਸਹੀ ਲਿਖਣ ਪ੍ਰਬੰਧ ਵਿਚ ਪੰਜਾਬੀ ਵਿਆਕਰਣ ਸਹਾਇਕ ਸਿੱਧ ਹੁੰਦੀ ਹੈ।
4. ਸਾਡੇ ਸਮਾਜ ਵਿਚਲੀਆਂ ਘਟਨਾਵਾਂ, ਚਲੰਤ ਮਾਮਲਿਆਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣ ਲਈ ਨਿਬੰਧ ਰਚਨਾ ਵਿਦਿਆਰਥੀ ਲਈ ਲਾਹੇਵੰਦ ਸਾਬਿਤ ਹੁੰਦੀ ਹੈ।



ਬੀ.ਏ.ਐਫ /ਬੀ.ਕਾਮ ਆਨਰਜ਼ ਭਾਗ- ਪਹਿਲਾ

ਸਮੇਸਟਰ-ਪਹਿਲਾ PBI(BCHF) 2001

ਪਰਚਾ : ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

ਸੈਸ਼ਨ-2023-24

ਕੁੱਲ ਅੰਕ : 100
ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ : 75 ਅੰਕ
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 25 ਅੰਕ
ਸਮਾਂ : ਤਿੰਨ ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35%
ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 26
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 09
ਕਰੈਡਿਟ : 4+1

ਸਿਲੇਬਸ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

ਯੂਨਿਟ ਪਹਿਲਾ

1. 'ਅਕੱਥ ਕਥਾ', ਸੰਪਾ.(ਡਾ. ਸੁਖਜੀਤ ਕੌਰ, ਪ੍ਰੋ. ਹਰਮਨਪ੍ਰੀਤ ਕੌਰ), ਮਾਤਾ ਗੁਜਰੀ ਕਾਲਜ, ਸ੍ਰੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ।
2. ਨਿਬੰਧ ਰਚਨਾ: ਸਮਾਜਿਕ, ਸੱਭਿਆਚਾਰਕ ਅਤੇ ਵਿਦਿਅਕ ਵਿਸ਼ਿਆਂ ਨਾਲ ਸੰਬੰਧਤ (ਕੋਵਿਡ-19 ਦੀ ਮਹਾਂਮਾਰੀ, ਨੌਜਵਾਨਾਂ ਦੀ ਵਿਦੇਸ਼ਾਂ ਵੱਲ ਦੌੜ, ਸਮਕਾਲੀ ਕਿਸਾਨੀ ਸੰਘਰਸ਼, ਨੈਤਿਕ ਕਦਰਾਂ-ਕੀਮਤਾਂ ਵਿਚ ਆ ਰਿਹਾ ਨਿਘਾਰ, ਪੰਜਾਬੀ ਸੱਭਿਆਚਾਰਕ ਵਿਰਾਸਤ ਉੱਤੇ ਪੱਛਮੀ ਸੱਭਿਆਚਾਰ ਦਾ ਪ੍ਰਭਾਵ, ਪੰਜਾਬੀ ਰਿਸ਼ਤਾ-ਨਾਤਾ ਪ੍ਰਬੰਧ ਦੇ ਬਦਲਦੇ ਰੂਪ, ਵਿਗਿਆਨ ਅਤੇ ਸੱਭਿਆਚਾਰ, ਪੰਜਾਬ ਦੇ ਲਕ-ਨਾਚ, ਆਨਲਾਈਨ ਯਾਧਯਾਧਨ ਦਾ ਆ ਸੁਸ਼ਕਲਾ, ਵਿਦਿਆ ਦਾ ਵਪਾਰੀਕਰਨ, ਵਿਦਿਆਰਥੀ ਤੇ ਅਨੁਸਾਸ਼ਨ, ਲਾਇਬ੍ਰੇਰੀ ਦੀ ਮਹੱਤਤਾ।

ਯੂਨਿਟ ਦੂਜਾ

3. ਵਿਆਕਰਨ:

- (ੳ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ: ਨਾਂਵ, ਪਤਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ-ਵਿਸ਼ੇਸ਼ਣ।
- (ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ: ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਦੀਆਂ ਉਪ-ਭਾਸ਼ਾਵਾਂ (ਮਲਵਈ, ਮਾੜੀ, ਦੁਆਬੀ ਤੇ ਪੁਆਧੀ)।
4. ਅਖਬਾਰ ਦੇ ਸੰਪਾਦਕ ਨਾਲ ਸੰਬੰਧਤ ਪੱਤਰ/ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਯੂਨਿਟ ਪਹਿਲਾ ਵਿਚੋਂ ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ। (ਦੋ ਵਿਚੋਂ ਇੱਕ) 15 ਅੰਕ
2. ਯੂਨਿਟ ਪਹਿਲਾ ਦਾ ਦੂਜਾ ਪ੍ਰਸ਼ਨ ਨਿਬੰਧ ਰਚਨਾ ਨਾਲ ਸੰਬੰਧਤ ਹੋਵੇਗਾ, ਜਿਸ ਵਿਚ ਉੱਪਰ ਦਰਸਾਏ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਵਿਸ਼ੇ 'ਤੇ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਤਿੰਨ ਵਿਚੋਂ ਇੱਕ) 15 ਅੰਕ
3. ਯੂਨਿਟ ਦੂਜਾ ਦੇ ਤੀਜੇ ਪ੍ਰਸ਼ਨ ਵਿਚ 'ੳ' ਅਤੇ 'ਅ' ਵਿਆਕਰਨ ਵਾਲੇ ਦੋਵੇਂ ਭਾਗਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਦੋਵਾਂ ਵਿਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਹੋਵੇਗਾ। 15 ਅੰਕ
4. ਯੂਨਿਟ ਦੂਜੇ ਦੇ ਚੌਥੇ ਪ੍ਰਸ਼ਨ ਵਿਚ ਕਿਸੇ ਵਿਸ਼ੇ ਤੇ ਚਿੱਠੀ-ਪੱਤਰ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। (ਦੋ ਵਿਚੋਂ ਇੱਕ) 10 ਅੰਕ
5. 'ਅਕੱਥ ਕਥਾ' (ਕਹਾਣੀ ਸੰਗ੍ਰਹਿ) ਅਤੇ ਵਿਆਕਰਨ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 10(07+03) ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਦੋ ਅੰਕ ਹੋਣਗੇ।

(10×2=20) ਅੰਕ

75

ਸਹਾਇਕ ਪੁਸਤਕ ਸੂਚੀ.

1. ਹਰਕੀਰਤ ਸਿੰਘ, ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਬਾਹਰੀ ਪਬਲਿਸ਼ਰਜ਼।
2. ਬੂਟਾ ਸਿੰਘ ਬਰਾੜ, ਪੰਜਾਬੀ ਵਿਆਕਰਨ: ਸਿਧਾਂਤ ਤੇ ਵਿਹਾਰ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
3. ਪ੍ਰੇਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ, ਸਿਧਾਂਤਕ ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਮਦਾਨ ਪਬਲਿਸ਼ਰਜ਼, ਪਟਿਆਲਾ।
4. ਪ੍ਰੇਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਸਰੋਤ ਤੇ ਬਣਤਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਪ੍ਰੇਮ ਪ੍ਰਕਾਸ਼ ਸਿੰਘ, ਰੂਪ ਵਿਗਿਆਨ, ਮਦਾਨ ਪਬਲਿਸ਼ਰਜ਼, ਪਟਿਆਲਾ।

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ਬੀ.ਏ.ਐਫ /ਬੀ.ਕਾਮ ਆਨਰਜ਼ ਭਾਗ- ਪਹਿਲਾ
 ਸਮੈਸਟਰ-ਪਹਿਲਾ PBI(BCHF) 2001 A
 ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁਢਲਾ ਗਿਆਨ)
 ਸੈਸ਼ਨ-2023-24

ਕੁੱਲ ਅੰਕ : 100

ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ : 75 ਅੰਕ

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 25 ਅੰਕ

ਸਮਾਂ : ਤਿੰਨ ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35%

ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 26

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 09

ਕਰੈਡਿਟ : 4+1

ਸਿਲੇਬਸ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

ਯੂਨਿਟ ਪਹਿਲਾ

- ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲੇਖਣ ਪ੍ਰਬੰਧ।
 (ੳ) ਅੱਖਰ ਸਿੱਖਿਆ : ਤਰਤੀਬਵਾਰ ਅਤੇ ਭੁਲਾਵੇਂ ਅੱਖਰ।
 (ਅ) ਅੱਖਰ ਬਣਤਰ : ਅੱਖਰ ਰੂਪ ਤੇ ਲੇਖਣ ਦੇ ਨਿਯਮ।
- ਗੁਰਮੁਖੀ ਅੱਖਰ ਤੇ ਪੰਜਾਬੀ ਧੁਨੀਆਂ ਦਾ ਪ੍ਰਬੰਧ।
 (ੳ) ਸਵਰ ਅਤੇ ਵਿਅੰਜਨ : ਵਰਗੀਕਰਨ ਦੇ ਸਿਧਾਂਤ ਅਤੇ ਉਚਾਰਨ. ਸਵਰ ਸਜਕ ਅੱਖਰਾਂ ਤੇ ਧੁਨੀਆਂ ਦਾ ਪਛਾਣ ਤੇ ਵਰਤੋਂ।
 (ਅ) ਵਿਅੰਜਨ ਸੂਚਕ ਅੱਖਰਾਂ ਤੇ ਧੁਨੀਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ, ਲਗਾਂ-ਮਾਤਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ, ਲਗਾਖਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ।

ਯੂਨਿਟ ਦੂਜਾ

- ਲਿਪੀ ਦੇ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਦੇ ਨਿਯਮ।
 (ੳ) ਪੂਰੇ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ, ਸਵਰ ਸੂਚਕ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ, ਸਵਰ ਵਾਹਕਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ।
 (ਅ) ਮਾਤਰਾ ਅਤੇ ਸਵਰ ਵਾਹਕਾਂ ਦੀ ਸਾਂਝੀ ਵਰਤੋਂ, ਮਾਤਰਾ ਦੀ ਵਿਅੰਜਨ ਸੂਚਕਾਂ ਨਾਲ ਵਰਤੋਂ।
- ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ।
 (ੳ) ਗਿਣਤੀ, ਹਫ਼ਤੇ ਦੇ ਦਿਨ, ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ।
 (ਅ) ਰੰਗਾਂ ਦੇ ਨਾਂ, ਪਸ਼ੂ-ਪੰਛੀਆਂ ਦੇ ਨਾਂ, ਘਰੇਲੂ ਵਸਤਾਂ ਨਾਲ ਸੰਬੰਧਤ ਸ਼ਬਦਾਵਲੀ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

- ਯੂਨਿਟ ਪਹਿਲਾ ਵਿੱਚੋਂ ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ ਤੇ ਲਿਖਣ ਪ੍ਰਬੰਧ ਨਾਲ ਸੰਬੰਧਿਤ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ।
 (ਦੋ ਵਿੱਚੋਂ ਇਕ) 15 ਅੰਕ
 - ਦੂਜਾ ਪ੍ਰਸ਼ਨ ਗੁਰਮੁਖੀ ਅੱਖਰ ਤੇ ਪੰਜਾਬੀ ਧੁਨੀਆਂ ਦੇ ਪ੍ਰਬੰਧ ਨਾਲ ਸੰਬੰਧਿਤ ਹੋਵੇਗਾ।
 (ਦੋ ਵਿੱਚੋਂ ਇਕ) 20 ਅੰਕ
 - ਯੂਨਿਟ ਦੂਜੇ ਵਿੱਚੋਂ ਲਿਪੀ ਦੇ ਅੱਖਰਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਨਿਯਮ ਨਾਲ ਸੰਬੰਧਿਤ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾਵੇਗਾ।
 (ਦੋ ਵਿੱਚੋਂ ਇਕ) 20 ਅੰਕ
 - ਚੌਥਾ ਪ੍ਰਸ਼ਨ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ ਬਾਰੇ ਪੁੱਛਿਆ ਜਾਵੇਗਾ। (ਦੋ ਵਿੱਚੋਂ ਇਕ) 20 ਅੰਕ
- ਨੋਟ: ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਸਿੱਖ ਰਹੇ ਹਨ ਹੋ ਸਕਦਾ ਹੈ ਕਿ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਅਨਜਾਣ ਹੋਣ, ਸੋ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਪੱਪਰ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ।

(Handwritten signatures and marks)

ਸਹਾਇਕ ਪੁਸਤਕ ਸੂਚੀ

1. ਆਓ ਪੰਜਾਬੀ ਸਿੱਖੀਏ, ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਗੁਰਮੁਖੀ ਸਿੱਖੋ, ਸਤਿਨਾਮ ਸਿੰਘ ਸੰਧੂ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਪੰਜਾਬੀ ਸਿੱਖੀਏ, ਸੀਤਾ ਰਾਮ ਬਾਹਰੀ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
4. ਪੰਜਾਬੀ ਗਿਆਨ ਸੀ. ਡੀ. (ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨ ਟੂ-ਲਰਨ ਐਂਡ ਟੀਚ ਪੰਜਾਬੀ), ਪਬਲੀਕੇਸ਼ਨ ਬਿਊਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. Teach Yourself Punjabi, Hradev Bahri, Publication Bureau, Punjabi University, Patiala.
6. A Start in Punjabi, Henry A. Gleason and Harjeet Singh Gill, Publication Bureau, Punjabi University, Patiala.
7. Introductory Punjabi, Ujjal Singh Bahri and Paramjit Singh Walia, Publication Bureau, Punjabi University, Patiala.



**Scheme of Syllabus for B. Com (Accounting and Finance): I
(2nd Semester)
As per CBCS
Session 2023-24**

Course No.	Course Title	Course Type	Credits	Internal Assessment	External assessment	Total marks
Semester II						
CAS 201	Computerised Accounting System	Skill-Enhancement Elective Course (SEC)-1	4	25	75	100
CL 202	Corporate Law	Core Course C- 3	(4+1)	25	75	100
BAF 203	Management Principles	Core Course C- 4	(4+1)	25	75	100
ME 204	Macro Economics	Generic Elective (GE)-02	(4+1)	25	75	100
ENG 1001	Business Communication	Ability Enhancement Compulsory Course(AECC)- 2	4	25	75	100
DA-4001	Drug Abuse: Problem, Management and Prevention	Qualifying Paper	NC**	15	35	50
		Total Credits	23			

***NC – No Credits**

There will be Summer Training for students in any Bank for 4-6 weeks regarding bank transactions, accounting and other dealings after second semester during summer vacations. Seminar of 3rd semester will be based on summer training.

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Yunus *Reb* *Com* *Hsallu*
Dulle *Ran*
Randeep/Kan
NayitL *at Han*

Session 2023-24

B.Com (Accounting and Finance)-I (Semester II)
CAS 201: COMPUTERISED ACCOUNTING SYSTEM

Time Allowed: 3Hrs.
Pass Marks: 35%
Total Credits: 4

Max Marks: 100 Marks
Internal Assessment: 25Marks
External Assessments: 75Marks

Course Objective: This course seeks to enhance the skills needed for computerised accounting system and to enable the students to develop simple accounting applications.

Course Learning Outcomes:

After studying the student will be able to:

- CO1: understand computerised accounting system environment.
- CO2: to develop computer skills of recording financial transactions, preparation of annual accounts and reports using Tally.
- CO3: record day to day business transactions in computerised accounting system.
- CO4: able to distinguish between a manual and computerised accounting system will be able to use computerised packages like Tally.

UNIT-I

- Computerised Accounting: its meaning, Features, Limitations and Advantages, Manual Accounting versus Computerised Accounting.
- Fundamental aspects, Modules and Auditing of Computerised Accounting: Development of Computerised Accounting system.; alternative approaches for developing computerised accounting system.
- Spreadsheet concepts, managing worksheets; Formatting, entering data, Editing, and Printing a worksheet; Organizing charts and graphs.

UNIT-II

- Financial Accounting Package - Tally. ERP 9.0: Introduction of Tally.ERP 9.0, Phases of Implementation, configuring Tally. Accounts Management (using TALLY.ERP 9.0 Software Package),
- Accounts Masters including creating and altering vouchers. Accounts Transactions and preparing and printing Trial Balance and Final Accounts and Bank Reconciliation Statement and other Accounts Reports.
- Preparation and Compilation of Complete Balance Sheet of any Industry/ Organization/Firm as a project report.

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 12 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 12 marks each from Unit-II of the syllabus. Section-C will consist of 09 short answer type questions covering entire syllabus and candidates are required to attempt all the questions of 03 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from section A & B each carrying 12 marks. Section-C is compulsory and each short note carries 03 marks.

Suggested Readings:

1. Computerized Accounting by Bassett.
2. Implementing Tally 9 Includes Tally. ERP 9 by A. K. Nadhani.
3. Boockholdt J.L., Accounting Information System: Transaction Processing and Control. Irwin Meraw-Hill.
4. Hall, J.A. Accounting Information System. South-Western College Publishing.

Nagut
Bsanath
Datta
Sanjay
Reb
H. S. Kulkarni
Rohit
Randeept/Car
1. J. K. Khan

Session 2023-24
B.Com (Accounting and Finance)-I (Semester II)
CL 202: CORPORATE LAW

Time Allowed: 3 Hrs.
Pass Marks: 35%
Total Credits: (4+1)

Max Marks: 100 Marks
Internal Assessment: 25Marks
External Assessment: 75Marks

Course Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and Insolvency and Bankruptcy Code 2016. Case studies involving issues in corporate laws are required to be discussed.

Course Learning Outcomes:

CO1: demonstrate comprehensive and accurate knowledge and understanding of those areas of company law.

CO2: critically analyse complex problems in relation to the regulation of companies, apply the legal principles studied to these problems.

CO3: understanding of Companies' Framework, Powers of Different Administrative level.

CO4: able to understand Provisions of Insolvency and Bankruptcy Code 2016.

UNIT - I

Company: Meaning, Features, Types, Promotion and Registration; Preliminary contracts; Memorandum of Association; Articles of Association; Prospectus; Shares & Share Capital.

UNIT - II

Directors; Borrowing Powers (including debentures); Members; Meetings (including Board Meetings); Majority Powers and Minority Rights; Winding-up of the company. Insolvency and Bankruptcy Code 2016 (Introductory Part).

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 12 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 12 marks each from Unit-II of the syllabus. Section-C will consist of 09 short answer type questions covering entire syllabus and candidates are required to attempt all the questions of 03 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from section A & B each carrying 12 marks. Section-C is compulsory and each short note carries 03 marks.

Suggested Readings:

1. Avtar Singh: Company Law
2. N. D. Kapoor: Company Law
3. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications
4. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi

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Session 2023-24

B.Com (Accounting & Finance) – I (Semester – II)

ME-204: MACRO ECONOMICS (GE-02)

Time Allowed: 3 Hrs.

Max Marks: 100

Pass Marks: 35%

Internal Assessment: 25 Marks

Total Credits: (4+1)

External Assessment: 75 Marks

Course Objective:

This course seeks to enable the student to grasp the Macroeconomics Theory, Problems and their solutions. It also seeks to provide and understanding of modern tools of macroeconomics analysis and policy frameworks.

Course Learning Outcome:

After completing the course students shall be able to:

- CO1: understand the basic knowledge of Macroeconomics concepts like National Income and Theories of Employment and Income,
- CO2: understand the concept of Consumption and Investment which enables them to analyse the economic fluctuations at Macro Level.
- CO3: apprehend the concepts of multiplier, marginal efficiency of capital.
- CO4: understand the effects of inflation and trade cycle on economy.

UNIT-I

Introduction to Macro Economics and its importance. National Income: Concepts, Methods and problems of measurement particularly in underdeveloped countries. Classical theory of Employment Says Law of Market, Keynesian Theory of Income, Output and Employment. Consumption function: Meaning, Importance and determinants, Psychological law of consumption.

UNIT-II

Investment Function: Types and determinants, Factor influencing investment and measures to raise investment. Multiplier: Concept, Types (Static and Dynamic). Operation and Limitations. Marginal Efficiency of Capital: Concepts and determinants. Inflation: Meaning, Types, Causes & Effects. Demand Pull and Cost Push Theories of Inflation. Trade cycles: Meaning and phases.

ME
204
2023-24
[Signatures]

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 12 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 12 marks each from Unit-II of the syllabus. Section-C will consist of 09 very short answer type questions covering entire syllabus and candidates are required to attempt all the questions of 03 marks each.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions from section A & B each carrying 12 marks. Section-C is compulsory and each short note carries 03 marks.

Suggested Readings:

1. Shapiro, E. Macro Economic Analysis, Galgotia Publication.
2. M.L.Seth, Principles of Economics, Lakshmi Narayan Aggarwal Publishers.
3. Stonier and Hauge, A Texted Book of Economics Wiley Publication.
4. M.L. Jhingan, Advanced Economic Theory: Micro and Macro Economics, Vani Educational Books.



CODE: ENG1001 AECC BUSINESS COMMUNICATION
Common for B.Com. (Honours) & BAF

Max. Marks: 100
Theory: 75
Internal Assessment: 25

Pass percentage: 35%
Time Allowed: 3 Hrs.
Credits: 04

Course Objectives:

1. To familiarize the students with the basic concepts of Technical Writing.
2. To educate the students about the various nuances of verbal & written communication skills.
3. To apprise the students with the various aspects of personality development.
4. To help the students master business correspondence.

Learning Outcomes:

1. The students would learn to communicate effectively.
2. It would boost the confidence and help the students to present their thoughts clearly & effectively.
3. Students would learn the role of body language as a non- verbal tool of communication .

UNIT-I

1. **Communication:** Meaning, Importance, Process and Objectives of Communication, Effective Communication and Types of Communication, Channels of Communication, Barriers to Communication, Voice Training, Importance of Feedback.
2. **Interview:** meaning and types of interview, Tips for Facing the Interview, Group Discussion.
3. **Business Correspondence:** Definition and Importance of Business letters: Essential features, Parts and Layout, Types: Purchase Order Letter, Enquiry Letter, Quotation Letter, Acceptance Letter, Refusal Letter, Follow Up Letter and Cancellation of Order Letter.
4. **Report Writing:** Types and Importance of Report Writing, Format for Report Writing, Writing of Business Reports.

UNIT-II

1. Personality Development, Types of Personality, Dynamics of Personality, Personality Traits.
2. Influences on Personality, Personality Analysis through Body Language and Individual Habits.
3. Physical Aspects of Personality, Emotional Stability, Memory Training.

Handwritten signatures and initials:
A.C. (circled)
A. Srinivasulu
Narain
Harveen K...
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Bhanu
Harveen
Narain

4. Mind and Mental Development, Mental Blocks, Manners and Art of Living.

TESTING

UNIT-I

Question I will have one long answer type question (with internal choice) which shall be set from Points 1 & 2 of Unit I. (12 marks)

Question II will have one long answer type question (with internal choice) which shall be set from Points 3 & 4 of Unit I. (12 marks)

UNIT-II

Question III will have one long answer type question (with internal choice) which shall be set from Points 1 & 2 of Unit II. (12 marks)

Question IV will have one long answer type question (with internal choice) which shall be set from Points 3 & 4 of Unit II. (12 marks)

Question V shall cover the entire syllabus (Unit 1 and Unit II). This question will have 9 short answer type questions of about 50-60 words each. Each question shall carry 3 marks. (9x3=27 marks)

SUGGESTED BOOKS:

1. *The Written Word* by Vandan R.Singh
2. *Business Communication* by M.K. Sehgal, Vandana Khetarpal
3. *A Course in Communication Skills* by Duttetal
4. *Succeeding through Communication* by Subhash Jagota
5. Mitra, Barun. *Personality Development and Soft Skills*. India, Oxford University Press. 2012.

Internal Assessment will carry 25 marks and it will be distributed as follows.

MST	12.5 marks
Assignment/Quiz/ Seminar/ Co-curricular	05 marks
Attendance	05 marks
Class Behaviour	2.5 marks

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Dr. Jyoti
Prakash
Harshank
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Marks for attendance will be given as per the following criterion:

Attendance (%)	Marks
65-70%	1
70-75%	2
75-80%	3
80-85%	4
85% & above	5

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CODE: DA-4001

Mata Gujri College (Autonomous)
Fatehgarh Sahib
Session 2023-24
Drug Abuse: Problem, Management and Prevention
(Compulsory qualifying paper for all undergraduate classes)

Maximum Marks-50
Theory marks- 35
Internal assessment-15

Time Allowed: 1:30 hours
Pass Percentage: 35%

Distribution of Internal Assessment marks

Assignment: 7 marks
Attendance: 8 marks
Total : 15 marks

Course Objectives-

To introduce the problem of drug abuse to the students
To aware the students regarding consequences of drug abuse
To familiarize the students with the management and prevention of drug abuse

Course Learning Outcomes-

The students will understand the meaning of drug abuse and addiction
The students will become aware of the common signs and symptoms of drug abuse
The students will gain knowledge of how to prevent and manage this menace

Pedagogy-

Class room lectures, assignments, discussions and seminars.

INSTRUCTIONS FOR THE PAPER SETTERS

The question paper will consist of three units I, II and III. Syllabus of each unit (i.e. I & II) will have two subparts. Examiner will set two questions from UNIT-I (each question having internal choice covering both parts of syllabus of UNIT-I) and two questions from UNIT-II (each question having internal choice covering both parts of syllabus of UNIT-II). Each question will carry 6.5 marks. Unit-III is compulsory, and shall comprise nine short answer type questions carrying 1 marks each. The short type answer should be written in approximately 25-30 words.

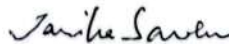
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question from each subpart of both the UNIT-I & II of the question paper and the entire UNIT-III. The short type answer should be written in approximately 25-30 words i.e. 3-4 lines



Dr Hardeep Kaur

Sanjay Kumar



Dr Tarika Sandhu



Kapika Sharma



Dr Ajay Kaushal



Rashmi

CODE: DA-4001

UNIT-I

- I) **Problem of Drug Abuse: Concept and Overview; Types of Drug Often Abused**
Meaning of drug abuse, drug dependence and drug addiction
Psychoactive and Non-Psychoactive drugs
Legal & Illegal drugs
Prevalence of drug abuse with special reference to Punjab
Brief introduction of stimulants, depressants, narcotics, hallucinogens, inhalants
- II) **Nature of the problem**
Vulnerable age groups
Signs and symptoms of drug abuse: - physical, behavioural, psychological and academic signs

UNIT-II

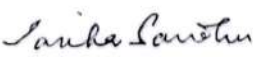
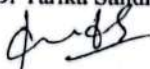
- I) **Causes and Consequences of Drug Abuse**
Physiological, psychological and sociological causes
Consequences of drug abuse for individual, family and society.
- II) **Management and Prevention of Drug Abuse**
Medical management and psycho-social management
Role of family, school, media, legislation, deaddiction centers and religion in prevention of drug abuse.


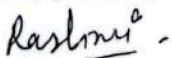
Suggested readings

1. Sharma, R. and Bansal, Y. (2017). Drug Abuse: Problem, Management and Prevention. R.D. Publications, India, ISBN: 978-93-84594-56-5.
2. Goyal, N. (2018). Drug Abuse: Problem, Prevention and Management. Kalyani Publishers, India, ISBN: 978-93-272-8739-4.
3. Kapoor, T. (1985). Drug Epidemic among Indian Youth. New Delhi: Mittal Pub
4. Ahuja, R. (2003). Social Problems in India, Rawat Publications: Jaipur
5. World Drug Report 2011, United Nations Office of Drug and Crime.
6. World Drug Report 2010, United nations Office of Drug and Crime.
7. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
8. The Narcotic Drugs and Psychotropic Substances Act, 1985, (New Delhi: Universal, 2012)


Dr Hardeep Kaur

Sanjay Kumar


Dr Tarika Sandhu

Kanika Sharma


Dr Ajay Kaushal

Rashmi