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

FACULTY OF BUSINESS MANAGEMENT AND COMMERCE

SYLLABI

FOR

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

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

### SEMESTER – I

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

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

***Each unit of B.COM. will be divided into 3-groups for the purpose of Tutorials.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Maximum Marks</th>
<th>Number of Lectures (L) Per Week</th>
<th>Tutorials (T) Per Week***</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCM 201 A</td>
<td>PUNJABI</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BCM 201 B</td>
<td>HISTORY AND CULTURE OF PUNJAB</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCM 202</td>
<td>ENGLISH AND BUSINESS COMMUNICATION</td>
<td>100</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>BCM 203</td>
<td>INTERDISCIPLINARY E-COMMERCE</td>
<td>100</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>BCM 204</td>
<td>MACRO ECONOMICS</td>
<td>100</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>BCM 205</td>
<td>CORPORATE ACCOUNTING**</td>
<td>100</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>BCM 206</td>
<td>BUSINESS LAWS</td>
<td>100</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>BCM 207</td>
<td>HUMAN RESOURCE MANAGEMENT</td>
<td>100</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ENVIRONMENT AND ROAD SAFETY EDUCATION*</td>
<td>70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

***Each unit of B.COM. will be divided into 3 groups for the purpose of Tutorials.
SYLLABI FOR B.COM. FOR THE EXAMINATION OF 2014-2015

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

INSTRUCTIONS FOR THE PAPER SETTERS AND THE STUDENTS :

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

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

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

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

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

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

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

SEMESTER-I

BCM 101A: PUNJABI

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

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

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

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

1. Acceptance  
   - שירט
2. Account  
   - בְּי ק
3. Accountant  
   - בְּי קאלו
4. Acid Test Ratio  
   - סבֶּז נְבֶּז
5. Ad Valorem  
   - וּבֶּז נְבֶּז
6. Alternative Cost  
   - פֶּג רֶבֶּז
7. Amalgamation  
   - אֵוֶז
8. Amortization of Debts  
   - נבֶּז
9. Amortization of fixed Assets  
   - נבֶּז הֶז
10. Annuity  
    - טֶז
11. Anticipated Prices  
    - נבֶּז
12. Arbitration  
    - הֶז
13. Assets  
    - גֶּז
14. Asset/Liability Statement  
    - בֶּז
15. Associated Companies  
    - בֶּז
16. Authorized Capital  
    - בֶּז
17. Audit  
    - בֶּז
18. Average  
    - נבֶּז
19. Average Productivity  
    - נבֶּז
20. Average Income  
    - נבֶּז
    - נבֶּז
22. Balance Sheet  
    - נבֶּז
23. Barter  
    - נבֶּז
24. Bilateral Agreement  
    - נבֶּז
25. Bill of Exchange  
    - נבֶּז
26. Bond  
    - נבֶּז
27. Book Value  
    - נבֶּז
28. Book Keeping  
    - נבֶּז
29. Bounty  
    - נבֶּז
30. Break-Even Point  
    - נבֶּז
31. Breach of Trust  
    - נבֶּז
<p>| 32.  | Broker | db k b, p q o |
| 33.  | Capital Account | g k h r s y l k s k |
| 34.  | Capital Expenditure | g k h o g j you |
| 35.  | Capital Formation | g k h f B o w k D |
| 36.  | Capital Gains | g k h o g b k G |
| 37.  | Capital Goods | g k h o g t; s k |
| 38.  | Cash Balance | B e d p e l k j n k |
| 39.  | Cash Book | o e V t j h |
| 40.  | Cash Ratio | B e d n B j k s |
| 41.  | Circulating Capital | w o e h N f t u b Z h g i h |
| 42.  | Commerce | e k w o; t D i, t g l o |
| 43.  | Commercial Capital | t D i h g i h |
| 44.  | Commodity | T g G r s k t; s |
| 45.  | Company | e g B h |
| 46.  | Competition | g a h t s k |
| 47.  | Corporation | f B r w |
| 48.  | Cost Account | b k s b y k |
| 49.  | Cost of Production | T g k d B d h b k r s |
| 50.  | Current Account | u l b ( b y k |
| 51.  | Current Liabilities | u b z d D d l o m K |
| 52.  | Debenture | v h p a o |
| 53.  | Debt Management | f o D F g p x |
| 54.  | Deferred Payment | o e j J / G s k B |
| 55.  | Deflation | w o c k f t; c h |
| 56.  | Demand deposit | s b s G r s k B h i w b y l k s k |
| 57.  | Demonstration Effect | g d o B h g q t |
| 58.  | Depreciation | w b x N j h |
| 59.  | Depression | n k o f E e w k |
| 60.  | Devaluation | e o z h d k n t w b D |
| 61.  | Discount Rate | e N s h d o |
| 62.  | Disinvestment | f t f B t / |
| 63.  | Dividend | b k G f n z |
| 64.  | Distribution | f t s o D |</p>
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<thead>
<tr>
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<tr>
<td>65.</td>
<td>Document of Title</td>
<td>j Ž d; s k l</td>
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<tr>
<td>66.</td>
<td>Double Entry</td>
<td>d[jokf] doki</td>
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<td>67.</td>
<td>Economic Indicator</td>
<td>niofEe ; qe</td>
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<td>68.</td>
<td>Entrepreneur</td>
<td>TÔwH</td>
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<td>69.</td>
<td>Excise Duty</td>
<td>T§gkD eo</td>
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<td>70.</td>
<td>Export Tax</td>
<td>fBo: ks eo</td>
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<td>71.</td>
<td>Expenditure</td>
<td>you</td>
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<td>72.</td>
<td>Fair Trade</td>
<td>Tús t glo</td>
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<td>73.</td>
<td>Finance</td>
<td>ft Ž</td>
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<td>74.</td>
<td>Financial Penalty</td>
<td>ft ŽhduG</td>
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<td>75.</td>
<td>Fine Paper</td>
<td>Tßw/ jh</td>
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<td>76.</td>
<td>Firm</td>
<td>cow</td>
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<td>77.</td>
<td>Firm Offer</td>
<td>gŽhge e</td>
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<td>78.</td>
<td>Fiscal Policy</td>
<td>ft ŽhBšh</td>
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<td>79.</td>
<td>Fiscal Year</td>
<td>ft Žh; kbo</td>
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<tr>
<td>80.</td>
<td>Fixed Capital</td>
<td>; Elj hqirh</td>
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<td>81.</td>
<td>Fixed Costs</td>
<td>; Elj hyou/</td>
</tr>
<tr>
<td>82.</td>
<td>Floatation</td>
<td>eoi kuluoeBk</td>
</tr>
<tr>
<td>83.</td>
<td>Foreign Exchange</td>
<td>ft d/ hwžok</td>
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<tr>
<td>84.</td>
<td>Fringe Benefit</td>
<td>Tjob/bG</td>
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<td>85.</td>
<td>Giffen Goods</td>
<td>fr cb t ; s K</td>
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<td>86.</td>
<td>Glut</td>
<td>Gowo</td>
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<tr>
<td>87.</td>
<td>Goods Account</td>
<td>wb bjk</td>
</tr>
<tr>
<td>88.</td>
<td>Gross Profit</td>
<td>eB bG</td>
</tr>
<tr>
<td>89.</td>
<td>Hidden Tax</td>
<td>b[gs eo</td>
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<tr>
<td>90.</td>
<td>Hoarding</td>
<td>yholpk h</td>
</tr>
<tr>
<td>91.</td>
<td>Holding Company</td>
<td>fB: zoe egBh</td>
</tr>
<tr>
<td>92.</td>
<td>Human Capital</td>
<td>wBâhgiöh</td>
</tr>
</tbody>
</table>
BCM 101 B: HISTORY AND CULTURE OF PUNJAB

INSTRUCTIONS FOR THE PAPER-SETTER AND CANDIDATES: (For Papers in Semester I & II)

1. The syllabus has been divided into four Units.

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

<table>
<thead>
<tr>
<th>Map</th>
<th>10 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanatory Note</td>
<td>08 marks</td>
</tr>
</tbody>
</table>

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

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

Paper I:

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

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

Pedagogy: Lectures, library work and discussions.
SYLLABUS FOR B.COM. (PASS & HONS.) (SEMESTER SYSTEM) FIRST YEAR EXAMINATION

Unit – I
2. Vedic Age: Socio-economic life; development of caste; position of women.
3. Religion: Vedic religion; impact of Buddhism and Jainsim on the region.

Unit – II
4. Society and Culture c. 1000 A.D.: Socio-economic life; religious life; education.
5. Cultural Reorientation: Main features of Bhakti; origin and development of Sufism.

Unit – III

Unit – IV
11. Society and Culture under Maharaja Ranjit Singh: Social mobility; painting and architecture; literature.
12. MAP: Major Historical Places: Harappa, Mohenjodaro, Sanghol, Ropar, Lahore, Amritsar, Kiratpur, Anandpur Sahib, Tarn Taran, Machhiwara, Goindwal, Khadur Sahib

Suggested readings:


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

(a) That the students have not studied Punjabi upto class 10th.

(b) Ward of and Defence Personnel and Central Government Employee/Employees who are transferable on all India basis.

(c) Foreigners.

BCM 102: ENGLISH AND BUSINESS COMMUNICATION SKILLS

Note:

(i) There will be one paper of 80 marks. 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. Total is 100.

(ii) The paper shall consist of Two Units. Unit I will be text specific and Unit II shall deal with different aspects of communication and language learning skills.

(iii) For Unit I, the prescribed text is Ten Mighty Pens, ed., K.A. Kalia (Oxford University Press). The relevant sections, however, are as follows:

I. The Model Millionaire : Oscar Wilde

II. The Gift of the Magi : O. Henry

III. The Judgement-seat of Vikramaditya : Sister Nivedita

IV. Fur : Saki

V. A. Marriage Proposal : Anton Chekhov

(iv) For Unit II, there is no prescribed text, only suggested reading, listed towards the end. Unit II shall consist of the following sub-units:

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

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

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

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

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

**Testing Scheme:**

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

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

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

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

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

**Section II (Based upon Unit II)**

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


BCM103: PSYCHOLOGY FOR MANAGERS

Objectives:

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

UNIT- I

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


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

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

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

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

UNIT- II

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

**Inter Personal Behaviour and Transactional Analysis (TA).**

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

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

**Conflict Management:** Traditional vis-a-vis Modern view of conflict, Types and Causes of Conflict, Conflict Resolution.
Organizational Change: Meaning and Importance, Forces responsible for change, Resistance to change, Overcoming resistance to change.

Suggested Readings
1. Robbins, Stephens P., Organisational Behaviour
2. French, W and C. Bell, Organisational Development
3. Davis, Keith, Human Behaviour at Work: Organisational Behaviour
4. Luthans, Fred, Organisational Behaviour
5. Harold Weihrich, Koontz, Essentials of Management

BCM 104: MICRO ECONOMICS

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

UNIT-I

Indifference curve approach, Consumer equilibrium, Income, price and substitution effects.
Law of demand, derivation of law of demand based on utility analysis and indifference curve analysis. Price elasticity of demand and its measurement.

UNIT-II

Concept of production function, Break even analysis, Profit forecasting of short run, Law of variables proportion.
Concept of cost and revenue; Short-run and long-run cost curves, Concept of total, average and marginal revenue, relationship between average revenue, marginal revenue and elasticity of demand.
Price determination under perfect competition, monopoly and monopolistic competition, price discrimination.

Suggested Readings:
4. A. Kontsoyianis; Modern Micro-Economics.
5. M. Adhikary; Business Economics.
BCM 105: PRINCIPLES OF FINANCIAL ACCOUNTING

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

UNIT - I

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


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

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

UNIT - II

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

BCM 106: COMMERCIAL LAW

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

UNIT-I

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

UNIT-II

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


Books Recommended:

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

BCM 107: PRINCIPLES AND PRACTICES OF MANAGEMENT

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

UNIT-I


UNIT-II


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


Suggested Readings:

1. Peter F. Drucker, 'The Practice of Management'
2. Weihrich and Koontz, 'Essentials of Management'
3. Stoner and Freeman, 'Management'
4. David R Hampton, 'Modern Management'
SEMESTER-II
(PASS AND HONS.)

BCM 201A: PUNJABI

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

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

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

Themes and Units:
1. Two questions from the book Mera Nanka Pind.
   (With internal choice) 10+10=20 marks
2. Translation of Business Advertisement from English to Punjabi 05 marks
3. Practical Grammar :
   (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

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<td>1.</td>
<td>Imperfect Competition</td>
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<td>Imperfect Market</td>
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<td>Imports</td>
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<td>Import Duty</td>
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<td>Imputed Income</td>
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<td>Income Statement</td>
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<td>Income Tax</td>
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<td>Inflation</td>
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<td>11.</td>
<td>Intangible Assets</td>
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<td>Investment</td>
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<td>15.</td>
<td>Job Casting</td>
<td>brs fBoXkoD</td>
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<td>16.</td>
<td>Joint Venture</td>
<td>; MSSTbW</td>
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<td>Labour</td>
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<td>Laissez Fair</td>
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<td>Lease Holding Building and Property</td>
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<td>Liquid Capital</td>
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<td>Marketable Goods</td>
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<td>Mechanization</td>
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<td>Mercantilism</td>
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<td>Monetary System</td>
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<td>Money of Account</td>
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<td>30.</td>
<td>Monopoly</td>
<td>J ʃkXelo</td>
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<td>Multiple Taxation</td>
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<td>Mortgage</td>
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<td>Net Investment</td>
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<td>Net Profit</td>
<td>fBob bIG</td>
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<td>Notice of Stoppage</td>
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<td>Office Expenses Account</td>
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<td>37</td>
<td>Oligopoly</td>
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<td>Open Market Operations</td>
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<td>Over Due</td>
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<td>Over Head Cost</td>
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<td>Partnership</td>
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<td>Payable Accounts</td>
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<td>Price Control</td>
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<td>Production</td>
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<td>47</td>
<td>Profit Margin</td>
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<td>Proprietor</td>
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<td>Quasi Negotiable Instrument</td>
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<td>Quotas</td>
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<td>Quotation</td>
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<td>Rate of Exchange</td>
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<td>Ready Delivery</td>
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<td>Real Wages</td>
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<td>Rebate</td>
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<td>Recession</td>
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<td>57</td>
<td>Receivable Accounts</td>
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<td>Redemption of Mortgage</td>
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<td>Receipts and Payment Account</td>
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<td>Rent Account</td>
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<td>Reserve Price</td>
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<td>Revenue</td>
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<td>Security Market</td>
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<td>Service Goods</td>
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<td>70. Share Market</td>
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<td>73. Speculation</td>
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<td>78. Stock</td>
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<td>98. Wages</td>
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<td>99. Wages Account</td>
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<td>Wharf age</td>
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<td>103.</td>
<td>Write Off</td>
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<td>Working Capital</td>
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<td>105.</td>
<td>Yield</td>
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<td>106.</td>
<td>Zero Rate of Interest</td>
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ft n k dh ḥ/do
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BCM 201B: HISTORY AND CULTURE OF PUNJAB

INSTRUCTIONS FOR THE PAPER-SETTER AND CANDIDATES: (For Papers in Semesters I & II)

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

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

**Paper II:**

<table>
<thead>
<tr>
<th>Max. Marks</th>
<th>Theory</th>
<th>Internal Assessment</th>
<th>Time</th>
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<tr>
<td>100</td>
<td>90 marks</td>
<td>10 marks</td>
<td>3 Hours</td>
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</table>

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

**Pedagogy:** Lectures, library work and discussions.
Unit – I

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

Unit – II

5. Socio Religious Reform Movements: Activities of Arya Samaj; Singh Sabhas; Ahmadiyas.

Unit – III

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 – non co-operation, civil disobedience, Quit India.

Unit – IV

12. MAP: Major Historical Places: Delhi, Kurukshetra, Jaito, Ferozepur, Ambala, Amritsar, Lahore, Ludhiana, Qadian, Jalandhar, Lyallpur, Montgomery.

Suggested Readings:

BCM 202: ENGLISH AND BUSINESS COMMUNICATION

Note:

(i) There will be one paper of 80 marks. 10 marks are reserved for the Internal Assessment and 10 for the Practical Work. Total is 100.

(ii) The paper shall consist of Two Units. Unit I will be text specific and Unit II shall deal with different aspects of communication and language learning skills.

(iii) For Unit I, the prescribed text is Ten Mighty Pens Issues ed. K.A. Kalia (Oxford University Press). The relevant sections, however, are as follows:

I. Chandalika: Rabindranath Tagore
II. A Bachelor's Complaint of the Behaviour of Married People: Charles Lamb
III. El Dorado: R.L. Stevenson
IV. Bores: E.V. Lucas
V. The Art of the Essayist: A.C. Benson

(iv) For Unit II, there is no prescribed text, only suggested reading, listed towards the end, Unit II shall consist of the following sub-units:

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

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

Practical Work: To impart skills of Group Discussion.

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

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

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

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

Q. 1. It shall consist of five short question/answers (not exceeding 100-120 words) out of which a student will be expected to attempt any three. This question shall be based upon the prescribed text Ten Mighty Pens.

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

Note: The questions 1 & 2 should be so designed as to cover all the chapters prescribed.
Q. 3. It shall consist of **an Unseen Passage for Comprehension** (not more than 300 words), with minimum six questions at the end. These questions should be designed in such a way that we are able to test a student’s comprehension ability, language/presentation skills and vocabulary etc. 12 marks

Q. 4. It shall exclusively be a test of vocabulary, but designed strictly on the lines of various exercises given at the end of each chapter in the prescribed text. The candidate shall be given six words in one column and asked to match them with words/meanings in the next column. 6 marks

**Section II (Based upon Unit II)**

Q. 5. The students shall be asked to write a short survey report on a situation, incident, business problem, or the possibility of starting a new commercial venture (in about 150-200 words). The students shall be given an internal choice in this question. 10 marks

Q. 6. This will test the students' ability to write a Précis. A passage of about 200 words shall be given and the students shall have to write a précis of about 70 words (including the title). 10 marks

Q. 7. Definition/format of Modern forms of communication to be tested-Listening - Non verbal communication, e-mail, fax, teleconferencing etc. 10 marks

Q.8. Curriculum Vitae 10 Marks

**Suggested Reading:**


**BCM 203: E- COMMERCE**

**Objectives:**

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

**UNIT-I**


UNIT-II

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

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

Suggested Readings :

BCM 204: MACRO ECONOMICS

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

UNIT-I

Nature and scope of Macro Economics, Limitations of Macro Economics


UNIT-II

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

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

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

Multiplier: Meaning, features and working of multiplier.
Suggested Readings:


BCM 205: CORPORATE ACCOUNTING

UNIT-I

Issue, reissue, forfeiture and buy-back of shares
Redemption of preference shares
Issue and redemption of debentures
Underwriting of shares and debentures
Right issue and bonus shares

UNIT-II

Final accounts of companies (including managerial remuneration & profit prior to incorporation)
Accounts of banking Companies.
Accounts of Insurance Companies.

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

BCM 206: BUSINESS LAWS

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

UNIT- I

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

UNIT-II

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

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

Books Recommended:

BCM 207: HUMAN RESOURCE MANAGEMENT

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

UNIT - I

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

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

Job Analysis and Job Design: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job

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

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


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


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

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

Suggested Readings:


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SEMMESTER - 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**:  

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 – Concept & Significance.
5. How to obtain Driving License.
7. Common Driving mistakes.
8. Significance of First-aid in Road Safety.
9. Role of Civil Society in Road Safety.

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. Road Safety Signage and Signs (2011), Ministry of Road Transport and Highways, Government of India.
Websites:

(a) www.chandigarhpolice.nic.in

(b) www.punjabpolice.gov.in

(c) www.haryanapolice.gov.in

(d) www.hppolice.nic.in

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