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

OUTLINES OF TESTS SYLLABI AND COURSES OF READING
FOR
BACHELOR OF BUSINESS ADMINISTRATION
(1st & 2nd Semester System)

For the Session 2014-15
SYLLABI FOR B.B.A. FOR THE EXAMINATION OF 2014-2015 ONWARDS

Note:

1. Examination in each subject for B.B.A. will be of 3 hours duration.
2. There will be no objective type questions.
3. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
4. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
5. Tutorial classes will be held for the subjects marked with an asterisk (*). Apart from 5-regular periods per week, 1-additional tutorial period shall be required to give practical exposure to the students.
6. The following categories of the students shall be entitled to take the option of History and culture of Punjab in lieu of Punjabi as compulsory subject:
   (a) Students who have not studied Punjabi up to Class-Xth.
   (b) Wards of defence personnel and Central government employee/employees, who are transferable on all India basis.
   (c) Foreigners.
7. 20% marks in each paper will be internal assessment based on the following parameters:
   a. Mid-Semester Test : 50%
   b. Class/Snap Test : 25%
   c. Attendance : 25%

INSTRUCTIONS FOR THE PAPER SETTERS
Note : The question paper of each subject covering the entire course shall be divided into three sections :

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

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

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

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

Section A : Four numerical questions out of six questions.
Section B and C : At least two numerical questions out of four questions.
**SCHEME OF EXAMINATION FOR B.B.A**

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Paper Title</th>
<th>M.Marks</th>
<th>No. of lectures Per week</th>
<th>Tutorials Per Week***</th>
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<tbody>
<tr>
<td>BBA 101A/</td>
<td>PUNJABI / HISTORY AND CULTURE</td>
<td>50/100</td>
<td>3</td>
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<tr>
<td>BBA 101B</td>
<td>OF PUNJAB</td>
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<tr>
<td>BBA 102</td>
<td>BUSINESS STATISTICS*</td>
<td>100</td>
<td>5</td>
<td>1</td>
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<tr>
<td>BBA 103</td>
<td>FUNDAMENTALS OF INFORMATION TECHNOLOGY</td>
<td>100</td>
<td>5</td>
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<tr>
<td>BBA 104</td>
<td>MANAGEMENT CONCEPTS AND PRACTICES</td>
<td>100</td>
<td>5</td>
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<tr>
<td>BBA 105</td>
<td>FINANCIAL ACCOUNTING*</td>
<td>100</td>
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<tr>
<td>BBA 106</td>
<td>ESSENTIALS OF BUSINESS ECONOMICS ï I</td>
<td>100</td>
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**FIRST SEMESTER**

TOTAL 550

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<tr>
<th>Subject Code</th>
<th>Paper Title</th>
<th>M.Marks</th>
<th>No. of lectures Per week</th>
<th>Tutorials Per Week***</th>
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<tbody>
<tr>
<td>BBA 121A/</td>
<td>PUNJABI / HISTORY AND CULTURE</td>
<td>50/100</td>
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<td>BBA 121B</td>
<td>OF PUNJAB</td>
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<tr>
<td>BBA 122</td>
<td>MANAGERIAL &amp; SOFT SKILLS MANAGEMENT</td>
<td>100</td>
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<td>BBA 123</td>
<td>ESSENTIALS OF BUSINESS ECONOMICS ï II</td>
<td>100</td>
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<tr>
<td>BBA 124</td>
<td>BUSINESS LAWS</td>
<td>100</td>
<td>5</td>
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<tr>
<td>BBA 125</td>
<td>PSYCHOLOGY FOR MANAGERS</td>
<td>100</td>
<td>5</td>
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<tr>
<td>BBA 126</td>
<td>FINANCIAL MANAGEMENT*</td>
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**SECOND SEMESTER**

TOTAL 550

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<tr>
<th>Paper Title</th>
<th>M.Marks</th>
<th>No. of lectures Per week</th>
<th>Tutorials Per Week***</th>
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<tr>
<td>ENVIRONMENT AND ROAD SAFETY EDUCATION**</td>
<td>70</td>
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* Tutorial classes will be held for the subjects.

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

*** Each unit of BBA will be divided into 2 Groups for the purpose of Tutorials.
BBA PART - I  
1st SEMESTER  
BBA 101 A: PUNJABI

Max. Marks: 50 marks.  
Written: 45 marks.  
Internal Assessment: 05 marks.

Time: 3 hrs.

1. A Book of Punjabi.  
   20 marks

2. Essay Writing on National and International Problems.  
   10 marks

3. Business Correspondence : Letters  
   10 marks

4. Business Vocabulary  
   5 marks

Courses:

1. Katha Bodh out of 12 chapters only 6 chapters,  
   1, 3, 6, 7, 8, 9 are in the syllabus.

2. List of words of Business Vocabulary attached (A to H)

Themes and Units:

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

2. One out of four essays to be attempted.  
   10 marks

3. One out of the two letters attempted.  
   10 marks

4. Five words out of eight to be attempted.  
   5 marks
Business Vocabulary

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<td>83.</td>
<td>Foreign Exchange</td>
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<td>84.</td>
<td>Fringe Benefit</td>
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<td>85.</td>
<td>Giffen Goods</td>
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<td>86.</td>
<td>Glut</td>
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<td>87.</td>
<td>Goods Account</td>
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<td>Gross Profit</td>
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<td>Hidden Tax</td>
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<td>90.</td>
<td>Hoarding</td>
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<td>91.</td>
<td>Holding Company</td>
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<td>92.</td>
<td>Human Capital</td>
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BCM 101 B : HISTORY AND CULTURE OF PUNJAB
6 credit course

SEMESTER I

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

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

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

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

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

Explanation:

1. Each essay type question would cover about one-third or one-half of a topic detailed in the syllabus.

2. The distribution of marks for the map question would be as under:
   
   Map : 10 Marks
   Explanatory Note : 08 Marks

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

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

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

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

Pedagogy: Lectures, library work and discussions.

UNIT I

2. Vedic Age: socio-economic life; development of caste; position of women.
3. Religion: vedic religion; impact of Buddhism and Jainism on the region.

UNIT II

1. Society and Culture c. 1000 A.D.: Socio-economic life; religious life; education
2. Cultural Reorientation: main features of Bhakti; origin and development of Sufism

UNIT III

3. Institution of Khalsa: new baptism; significance

UNIT IV

2. Society and Culture under Maharaja Ranjit Singh: social mobility; painting and architecture; literature.

Suggested Readings:

1. Joshi, L.M (ed.): History and Culture of the Punjab, Part-I, Publication Bureau, Punjabi University, Patiala, 1989 (3rd edn.)
5. Basham, A.L: The Wonder That was India, Rupa Books, Calcutta (18th rep.), 1992
6. Sharma, B.N: Life in Northern India, MunshiRam Manohar Lal, Delhi, 1966
7. Singh, Kirpal: History and Culture os the Punjab, Part II(Medieval Period), Publication Bureau, Punjabi University, Patiala 1990 (3rd edn.).
Note: The following categories of the students shall be entitled to take option of History & Culture of Punjab in lieu of Punjabi as compulsory subject:

A. That the students who have not studied Punjabi upto class 10th.
B. Ward of / and Defence Personnel and Central Govt. Employee/Employees who are transferable on all India basis.
C. Foreigners

**BBAS102: BUSINESS STATISTICS**

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

**UNIT-I**

**Definition, Functions, Scope and Limitations of Statistics**

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

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

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

**Simple Regression.**

**UNIT -II**

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

**Index Numbers:** Meaning and importance, Methods of construction of Index Numbers:
**Time Series Analysis:** Components, Estimation of Trends (Graphical Method, Semi Average Method, Moving averages Method and Method of Least Squares for Linear Path)

**Suggested Readings:**

1. Sundaresan and Jayaseelan - An Introduction to Business Mathematics and Statistical Methods
4. Gupta S.P. - Statistical Methods
5. Navaneethan P. - Business Mathematics
6. Statistics - R.S.N. Pillai, Mrs. Bhagavathi
7. P.R. Vittal - Business Mathematics and Statistics

**BBAS103: FUNDAMENTALS OF INFORMATION TECHNOLOGY**

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

**UNIT–I**

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

**Word Basics:** Opening Programs from Start button Opening existing documents, Editing a document, Creating a new document, Undo, Highlighting shortcuts, Entering and formatting text, Bold, Italic, Underline, Center, right and left aligned, Change font and size, Save and Save as, Print preview and Printing, Find and Replace, Page numbers, Headers and footers,
Changing margins, Using preset tabs, Showing hidden characters, Checking spelling, Finding help, Typing a business letter, Formatting the paragraphs, Double-spacing and single spacing, Moving and copying text, Creating a poster, Using word art, Drawing tools, Clip Art, Copying a picture from a file.

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

**UNIT- II**

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


**Suggested Readings:**

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

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

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

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


Unit II

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

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

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

Coordinating: Concepts, Importance, Internal ï External Coordination.

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

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

Suggested Readings:

1. Peter F. Drucker, The Practice of Management
2. Wehrich and Koontz, Essentials of Management
3. Stoner and Freeman, Management
4. David R Hampton, Modern Management
6. VSP Rao & V. Hari Krishna, Management Text & Cases
Objectives: The primary objective of the course is to familiarize the students with the basic accounting principles and techniques of preparing and presenting the accounts for user of accounting information.

UNIT- I


UNIT II


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

Suggested Readings:

BBAS106: ESSENTIALS OF BUSINESS ECONOMICS - I

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

UNIT- I


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

UNIT- II

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

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


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

3. Thomas F. Dernburg, Macro economics.
7. A. Kontsoyianis; Modern Micro-Economics.
8. M. Adhikary; Business Economics.

SECOND SEMESTER

BBA 121A: PUNJABI

Max. Marks: 50 marks.
Written: 45 marks.
Internal Assessment: 05 marks.

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

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

Themes and Units:
1. Two questions from the book Katha Bodh 10+10=20 marks
   (With internal choice)
2. Translation of Business Advertisement from English to Punjabi 05 marks

3. Practical Grammar ((i)Correct-Incorrect words, 5+5+5 =15 marks (ii) Punctuation, (iii)Idioms)

4. Business Vocabulary 05 marks

**Suggested Readings:** Punjabi Viyakaran by Dr. Harkirat Singh, Punjab State University Text-book Board, Chandigarh.

**Business Vocabulary**

1. Imperfect Competition \(\text{ng} \text{D} \text{w} \text{lpbk}\)
2. Imperfect Market \(\text{ng} \text{D} \text{w} \text{h}\)
3. Imports \(\text{n} \text{k} \text{ks}\)
4. Import Duty \(\text{n} \text{k} \text{ks} \text{eo}\)
5. Imputed Income \(\text{n} \text{kofgs} \text{n} \text{kwdB}\)
6. Imprest Account \(\text{g/r} \text{hb} \text{y} \text{k}\)
7. Income Statement \(\text{n} \text{kwdB} \text{fu} \text{zrk}\)
8. Index of Profit \(\text{bkG;} \text{qe}\)
9. Income Tax \(\text{n} \text{kwdB} \text{eo}\)
10. Inflation \(\text{w} \text{dok;} \text{ch} \text{h}\)
11. Intangible Assets \(\text{n;} \text{lb} \text{b} \text{Dd} \text{kthm K}\)
12. Investment \(\text{fb} \text{t/}\)
13. Invoice \(\text{phue}\)
14. Jobber \(\text{N} \text{e} \text{n} \text{kB} \text{q}\)
15. Job Casting \(\text{bk} \text{s} \text{fb} \text{Xe} \text{D}\)
16. Joint Venture \(\text{b} \text{Kth} \text{Zw}\)
17. Labour \(\text{feos}\)
18. Laissez Fair \(\text{yBqft t;} \text{Ek}\)
19. Lease Holding Building and Property \(\text{gZW} \text{s/fj} \text{w} \text{os} \text{n}s/i \text{kf} \text{d} \text{ld}\)
20. Ledger \(\text{lks} \text{kb}\)
21. Ledger Folio \(\text{k} \text{k} \text{g} \text{Bk}\)
22. Liabilities \(\text{dDd} \text{kthm k}\)
23. Liquid Capital \(\text{j} \text{k} \text{o} \text{g} \text{th}\)
24. Market \(\text{warh}\)
25. Marketable Goods \(\text{ft} \text{eD;} \text{ft} \text{t;} \text{sK}\)
26. Mechanization \(\text{w} \text{b} \text{te} \text{B}\)
27. Mercantilism \(\text{t glot k}\)
28. Monetary System \(\text{wPdkgqX}\)
29. Money of Account \(\text{b} \text{y/d} \text{hwDok}\)
30. Monopoly
31. Multiple Taxation
32. Mortgage
33. Net Investment
34. Net Profit
35. Notice of Stoppage
36. Office Expenses Account
37. Oligopoly
38. Open Market Operations
39. Over Due
40. Over Head Cost
41. Partnership
42. Payable Accounts
43. Preference Shares
44. Premium
45. Price Control
46. Production
47. Profit Margin
48. Proprietor
49. Quasi Negotiable Instrument
50. Quotas
51. Quotation
52. Rate of Exchange
53. Ready Delivery
54. Real Wages
55. Rebate
56. Recession
57. Receivable Accounts
58. Redemption of Mortgage
59. Receipts and Payment Account
60. Rent
61. Rent Account
62. Reserve Price
63. Revenue
64. Sales Transfer Order
65. Security Market
66. Service Goods
67. Shares
68. Share Capital
69. Share Holder
70. Share Market
71. Short Bills
72. Slump
73. Speculation
74. Sole Proprietorship
75. Speculative Motive
76. Staple Good
77. Statutory Company
78. Stock
79. Stock Exchange
80. Subsidiary Company
81. Surety
82. Tariff
83. Tax Exemption
84. Tax Base
85. Tax Evasion
86. Tax Equity
87. Tender
88. Terms of Payment
89. Terms of Trade
90. Trademark
91. Transactions
92. Transfer Means
93. Under Value
94. Unproductive Expenditure
95. Unproductive Labour
96. Validity Period
97. Vertical Integration
98. Wages
99. Wages Account
100. Wage Goods
101. Wage Book
102. Wharf age
103. Write Off
104. Working Capital
105. Yield
106. Zero Rate of Interest
INSTRUCTIONS FOR THE PAPER – SETTER AND CANDIDATES: (FOR PAPER in semester 1 AND 2)

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

2. For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment. 
   The paper-setter must put note (2) in the question paper.

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

Explanation:

1. Each essay type question would cover about one-third or one-half of a topic detailed in the syllabus.

2. The distribution of marks for the map question would be as under:
   Map : 10 Marks
   Explanatory Note : 08 Marks
   In case a paper setter chooses to set a question of map on important historical places, the paper setter will be required to ask the students to mark 5 places on map of 2 marks each and write explanatory note on any four of 2 marks each.

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

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

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

Pedagogy: Lectures, library work and discussions.
UNIT I

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

UNIT II

5. Socio Religious Reform Movements: activities of Arya Samaj; Singh sabhas; Ahmadiyas.
6. Development of Press & literature: growth of press; development in literature

UNIT III

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

UNIT IV

10. Partition and its Aftermath: resettlement; rehabilitation
12. MAP: Major Historical places: Delhi, Kurukshetra, Jaito, Ferozepur, Ambala, Amritsar, Lahore, Ludhiana, Qadian, Jalandhar, Lyallpur, Montgomery.

Suggested Readings:

1. Singh, Kirpal: History and Culture of the Punjab, Part II (Medieval Period), Publication Bureau, Punjabi University, Patiala 1990 (3rd edn.).
BBA 122: Managerial & Soft Skills Management

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

**Unit I**

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

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

**Unit II**

**Communication Skills:**

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

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

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

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

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

**Suggested Readings:**

1. **Coping with Difficult People: The Proven-Effective Battle Plan That Has Helped Millions Deal with the Troublemakers in Their Lives at Home and at Work**
   Robert M. Bramson; Dell; 1988.

4. Dr. R.L. Bhatia, "Managing time for competitive Edge."  
7. D.D. Sharma, "Your Personal Pinnace of Success."  
8. Devesh, Self Development.  

BBAS123 ESSENTIAL OF BUSINESS ECONOMICS II

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

UNIT I
Nature and scope of Macro Economics, limitations of Macro Economics


Aggregate Demand and Aggregate Supply function.

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

UNIT II
Investment Function- Types, investment, demand schedule and factors affecting investment decisions.

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

Multiplier- Meaning, features and working of multiplier.

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

Government Policies: Monetary Policy and Fiscal Policy
**Inflation**: Meaning, types, Causes and Effects

**Suggested Readings:**


**BBAS124: BUSINESS LAWS**

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

**UNIT- I**


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

**UNIT- II**

The Indian Sale of Goods Act, 1932: Contract of Sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non- owners, Performance of contract of sale, Unpaid seller- meaning and rights of an unpaid seller against the goods and the buyer
Factories Act 1948: object, definition, approval, licensing and registration of factories, the inspecting staff, health, safety, welfare, working hours of adults, employment of women, employment of young person’s-leave with wages, penalties and procedures.

Suggested Readings:


BBAS125: PSYCHOLOGY FOR MANAGERS

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

UNIT- I


Personality—Meaning, Characteristics, Determinants and Theories of personality

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

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

Group Dynamics—Concept, formation of group, types of group, Theories of group formation, Group Dynamics.
UNIT II:

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

Inter Personal Behaviour and Transactional Analysis (TA)

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

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

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

Suggested readings

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

BBAS126: FINANCIAL MANAGEMENT

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

UNIT- I


UNIT - II

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


Suggested Readings:


SEMESTER - II

ENVIRONMENT AND ROAD SAFETY EDUCATION

UNIT I (ENVIRONMENT)

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

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

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

3. Hydrosphere:
   Types of aquatic systems. Major sources (including ground water) and uses of water, problems of the hydrosphere, fresh water shortage; pollution and pollutants of water, permissible limits, risks and possible control measures.
4. **Lithosphere:**
   Earth crust, Soil a life support system, its texture, types, components, pollution and pollutants, reasons of soil erosion and possible control measures.

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

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

7. **Management of Solid Waste:**
   Merits and demerits of different ways of solid waste management, open, dumping, landfill, incineration, resource reduction, recycling and reuse, vermicomposting and vermiculture, organic farming.

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

9. **Global Environmental Issues:**
   Global concern, creation of UNEP; Conventions on climate change, Convention on biodiversity; Stratospheric ozone depletion, dangers associated and possible solutions.

10. **Indian Laws on Environment:**
    Indian laws pertaining to Environmental protection: Environment (Protection) Act, 1986; General information about Laws relating to control of air, water and noise pollution. What to do to seek redressal.

11. **Biodiversity:**
    What is biodiversity, levels and types of biodiversity, importance of biodiversity, causes of its loss, how to check its loss; Hotspot zones of the world and India, Biodiversity Act, 2002.

12. **Noise and Microbial Pollution:**
    Pollution due to noise and microbes and their effects.

13. **Human Population and Environment:**

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 quality 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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Instructions for Paper Setters

B.B.A. Class

2\textsuperscript{ND} Year

For Papers 1-6

\textbf{Section A}

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

\textbf{Section B}

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

\textbf{Section C}

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

\textbf{For Computer Paper (Paper 7)}

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

3\textsuperscript{RD} Year

For Papers 4-7

\textbf{Section A}

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

\textbf{Section B}

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

\textbf{Section C}

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

\textbf{For Computer Paper (Paper 8)}

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

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

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

   The Internal Assessment mentioned as above be divided as under:-
   HST (House Examination) : 10 marks
   Written Assignments : 05 marks
   Class Participation : 05 marks

3. Case Study and tutorial system of imparting instructions shall be followed. A unit shall be divided into two tutorial groups.

4. Work load shall be 5 theory + 1 tutorial period per week.
<table>
<thead>
<tr>
<th></th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Laws-II</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Management</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Human Resource Management</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Financial Management</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Production &amp; Operations Management</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>Business Environment</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td>Computer (Operating Systems and P.C. Software)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>(On the job training during summer vacation 4 to 6 weeks)</td>
<td></td>
</tr>
</tbody>
</table>
THE DISTRIBUTION OF MARKS WOULD BE AS UNDER:-

<table>
<thead>
<tr>
<th></th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Evaluation</td>
<td>80</td>
</tr>
<tr>
<td>Internal Assessment</td>
<td></td>
</tr>
<tr>
<td>Written Assignment</td>
<td>5 marks</td>
</tr>
<tr>
<td>Class Participation</td>
<td>5 marks</td>
</tr>
<tr>
<td>House Examination</td>
<td>10 marks</td>
</tr>
</tbody>
</table>

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

The contents in practical would be from the curriculum.

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

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

BACHELOR OF BUSINESS ADMINISTRATION 3rd YEAR

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Titles</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Entrepreneurship Development</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Computer Based Information System</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>Project Report &amp; Viva</td>
<td>100</td>
</tr>
</tbody>
</table>

Any two groups of the following:

Group A
1. Insurance Management
2. Banking Law & Management

Group B
1. Organization Behavior
2. Industrial Relations & Labor Legislation

Group C
1. International Marketing
2. Sales & Distribution

Division of marks in each paper:

1. Internal Assessment
2. External Examinations

In Computer Exams:

1. Internal Assessment
2. External Examinations
3. Practical Exams.
SYLLABUS FOR BACHELOR OF BUSINESS ADMINISTRATION

SECOND YEAR

PAPER I : BUSINESS LAWS-II

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

UNIT-I


UNIT-II

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

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

UNIT-I

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


Branding and Packaging.

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

UNIT-II

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

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

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

PAPER –III : HUMAN RESOURCE MANAGEMENT

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

UNIT-I


UNIT-II

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

Development: What is development, Difference between training and development, Objectives of development, Development process, Define development needs evolving development policies, Preparing development plans, Designing development programmes. Development Methods, Case studies, Role play, Sensitivity training in basket exercise, Business games, Transaction analysis, Behavior modelling, Evaluation of development effectiveness.
PAPER – IV : FINANCIAL MANAGEMENT

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

UNIT-I

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


UNIT-II

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

UNIT-I

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

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

UNIT-II

UNIT-I


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

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

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

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

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

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

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

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

The technological environment. The technology policy, the role of Research & Development in Business. The import of technology and problems associated with it. The debate of sophisticated technology and the problems of unemployment.
1. **Disk Operating System (Dos):**

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

2. **Window Operating System:**

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

3. **Word Processing Software: MS-Word:**

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

4. **Spreadsheet Software: MS-Excel:**

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

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

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

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


2. Rapidex Computer Course (Windows Edition) by Vikas Gupta, Pushpak Mahal, Rs. 149/-


SYLLABUS FOR BACHELOR OF BUSINESS ADMINISTRATION  THIRD YEAR

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

PAPER-I :  ENTREPRENEURSHIP DEVELOPMENT

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

UNIT-I


UNIT-II

Suggestions for Teaching/Testing:

1. The subject comprises many disciplines. Therefore, assistance of outside field expertise needs to be taken, Collaborative teaching is essential.
2. The question paper should include objective type as well as descriptive type questions.
3. Internal Assessment:
   Internal Assessment would largely depend upon learners regularity and punctuality in class, participation in class discussion, completion of given assignment(s), conduct of mintmarket survey and preparation of a brief business plan for a proposed/suggested project. Evaluation of market survey work and business plan should be jointly done by the teacher concerned and the expert from District Industries Center/Commercial banks.

Note: Teachers must remember that the learners are not expected to execute the project proposal prepared by them in the Entrepreneurship Development paper. The project proposal is merely a tool to give them confidence in preparing a plan for entrepreneurial venture.
1. **System Life Cycle:**
   System concepts, General system model, System, Data, information, System Life Cycle phases planning, Analysis, Design and Implementation, Introduction to Case tools.


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

4. **Marketing Information System:**
   Basic concepts, Model, Subsystems including, Marketing Research, Marketing Intelligence, Product, Place, Promotion and Pricing subsystems.

5. **Manufacturing Information System:**
   Model and subsystem including, Accounting information, Industrial Engineering, Inventory, Quality and Cost subsystem.

6. **Financial Information System:**
   Model and subsystems including, Forecasting, Funds management and control subsystem.

7. **Human Resources Information Systems:**
   Model, Subsystems including, Human resources research, Human resources intelligence, HRIS database, HRIS output.

8. **Fundamentals of Electronic Commerce:**

**References:**


**Group A**
PAPER – I : INSURANCE MANAGEMENT

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

UNIT - I

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

UNIT - II

UNIT-I

UNIT-II
Group B

Paper – I: Organisational Behaviour

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

UNIT-I


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

UNIT-II

Leadership (Leadership styles, Trait approach, Behavioral approaches.

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

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

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


UNIT-II

Group-C

PAPER-I : INTERNATIONAL MARKETING

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

UNIT-I


UNIT-II

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

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

UNIT-I

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

UNIT-II


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\(\delta\) soil, water, air, wildlife, forests.

7. **Management of Solid Waste:**
Merits and demerits of different ways of solid waste management\(\delta\) 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.

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Global concern, creation of UNEP; Conventions on climate change, Convention on biodiversity; Stratospheric ozone depletion, dangers associated and possible solutions.

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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)

11. Concept and Significance of Road Safety.
12. Role of Traffic Police in Road Safety.
15. How to obtain Driving License.
17. Common Driving mistakes.
18. Significance of First-aid in Road Safety.
19. 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:

- www.chandigarhpolice.nic.in
- www.punjabpolice.gov.in
- www.haryanapolice.gov.in
- www.hppolice.nic.in

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