

PUNJABI UNIVERSITY, PATIALA



Syllabi and Courses of Reading For CODE : MCHP2PUP M.Com (Honours) Part-I Under CBCS (Semester I & II) 2024-25 & 2025-26

Rajinder P.

ORDINANCES
MASTER OF COMMERCE (HONOURS)
EXAMINATIONS(SEMESTER SYSTEM)

1. (a) The examination for the degree of Master of Commerce (Honours) shall be held in two parts to be called M.Com (Honours) Part-I and M.Com (Honours) Part-II. Each part shall consist of two semesters viz. Semester Ist and 2nd in Part-I and Semester 3rd and 4th in Part-II. The examination shall be held in the months of November/December for Ist and 3rd Semester and April/May for 2nd and 4th Semester or on such other dates as may be fixed by the University.
- (b) (i) The amount of admission fee to be paid by a candidate per semester for the external examinations shall be as prescribed from time to time.
- (ii) Last date by which the admission forms and fee for the external examinations must reach the Registrar shall be as follows:

Semester Examination	Without Late fee	With Rs. 800/- Late Fee	With Rs. 1200/- Late Fee	With Rs. 5000/- Late Fee	With Rs. 10000/- Late Fee
November/December (odd)	Sept. 30	Oct. 15	Oct. 21	Oct. 31	Nov. 10*
April/May(Even)	Feb. 28	March 15	March 21	March 31	April 15*

* No Examination form will be accepted after this date.

- 1 The M.Com (Honours) Part-I shall be open to a candidate who has passed B.Com. B.B.A., B.M.I.T. B.Com (Professional), Bachelor of Accounting & Finance, B. Com. (Hons), B. Com. (Hons. School) FYIC, B. VOC.(Banking, Insurance & Retailing) and B.VOC Retail Management examinations with at least 50% marks in the aggregate from this University or any other University recognized as equivalent there to by the Academic Council.
2. The Assessment in each semester of M.Com (Honours) course will be 30% internal and 70% external for each written paper. The result of the Internal Assessment shall be conveyed to the students/examination branch by the Head of the Department according to prescribed schedule.

INTERNAL ASSESSMENT

CLASS TEST (40%)

(Two tests in each semester out of which one best will be taken for internal assessment)

Total Marks 30

12 Marks

ASSIGNMENT (40%)

(Assignment shall be based upon Journals/ Magazines/ News Papers/Research work/Industrial visits)

12 Marks

CLASS PARTICIPATION/PERFORMANCE/SNAP TEST (20%)

6 Marks

Note: If a case comes to notice of Controller of Examinations where the marks awarded by the Teacher are on a very Higher/Lower side, the award will be got moderated by the following committee.

1. Dean of Faculty concerned
2. Controller of Examination
3. Principal/Head of the Department concerned.
4. If considered necessary a member can be appointed by the Vice-Chancellor on the recommendations of Dean of Faculty concerned

Rajinder

3. The syllabus for the session shall be such as prescribed by the University from time to time.
4. M.Com (Honours) Part-II shall be open to any person who has passed M.Com (Honours) Part-I examination or has cleared at least 50% papers prescribed for first and second semester of M.Com. (Honours) Course.
5. M. Com (Honours) examination is open only to candidate who satisfies the following requirements:
 - (a) Has been on the rolls of the University/College throughout the Semester Term proceeding the examination.
 - (b) Of having good moral character.
 - (c) Of having attended not less than 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately. Provided that a deficiency in attendances may be condoned for special reasons, as per the University rules
6. The medium of instruction and examination shall be English.
7. I) The minimum number of marks required to pass a paper shall be 40% in the aggregate of internal and external examination in each paper. There is no pass percentage for internal part of the assessment.
 - (a) If a student gets 'F' grade in a subject he/she will appear for reappear exam only and his/her internal marks obtained during regular semester will be consider and carried forward.
 - (b) If a student gets 'D' grade (Detained) in a subject then he /she will have to appear in reappear exam as well as Internal Examination. However Internal Examination in this case will carry maximum marks equal to the total Internal Marks. E.g. If Internal Weightage is 30% of total 100 marks for a paper then this special Internal Test will be of 30 Marks. Candidate will submit application to Head of Department for this Purpose.
 - (c) Only the candidates who need to reappear only in External Examination, his/her Internal marks will be carried forward.

The grace marks shall be allowed according to the general ordinances relating to "Award of Grace Marks".

II) Provided further that the entire M. Com (Honours) course has to be completed in a total period of Four years from the date of his joining first semester of the course, otherwise, he shall be declared fail.

9. Subject to completion of attendance requirement and these Ordinances, there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session. A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed within consecutive two years/chances i.e. to pass in a paper the candidate will have a total of three chances, one as regular student and two as reappear candidate. The examination of reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination of the even semester will be held with regular examination of even semester. But if a candidate is placed under reappear in the last semester of the course, he will be provided chance to pass the reappear with the examination of the next semester, provided his reappear of lower semester does not go beyond next semester. In case he fails within the prescribed period, as aforesaid, he shall be declared fail. He may, however, seek fresh admission to the first semester on merit with the new applicants. It is understood that a 'reappear' or 'failed' candidate shall be allowed to take the examination in papers not cleared by him according to the date sheets of the semester examinations in which such papers may be adjusted. After completing two years of studies (i.e. four semester course), he shall not be admitted to any semester of the same course and will not have any privileges of a regular student.

10. Viva-voce examination shall be conducted by a committee consisting of the following.
1. Head of the Department.
 2. Two internal examiners (to be nominated by the Head of the Department)
- The quorum of Committee meeting would comprise two members.
11. As soon as possible after the completion of each semester, the Registrar shall publish a list of successful candidates showing their result. Each candidate shall be supplied with a card containing his/her details of marks. The list of successful candidates on the completion of M. Com (Honours) course shall be arranged in three divisions and the division obtained by the candidate will be stated in the degree.
12. Successful candidates who obtain 60% or more of the aggregate number of marks in Part-I and Part-II examinations taken together, shall be placed in first division; those who obtain 50% marks or more but less than 60% shall be placed in the second division; and those who obtain less than 50% and more than 35% shall be placed in the third division. Successful candidates who obtain 75% or more marks in the aggregate will be placed in the "First Division with Distinction".
13. A candidate who has passed M.Com (Honours) examination from this University shall have one chance, within a period of two years, after passing the examination, to improve his division in a maximum of 1/3 of total theory papers offered in both M.Com (Honours). I & II examinations. The candidates shall also be entitled to grace marks as admissible under the ordinance relating to grace marks.
14. The project Report shall carry 100 marks and shall be evaluated by two internal examiners nominated by Head of the department. The topic for the Project Report will be approved by the Department. The Project Report will be based on field survey/field work/market survey/market research. The Project Report shall be submitted one day before the commencement of final examination. In case the difference of marks awarded by two examiners is more than 10 marks the report shall be referred to the third examiner whose award shall be final. Fee for Project Report shall be as prescribed.
- (1) 1 day before the commencement of examination (without late fee)
 - (2) From 1st day of the commencement of examination upto 45 days of commencement of examination (with late fee of Rs. 500/-)
 - (3) From 46th day to 90 days (with late fee of Rs. 1000/-)
 - (4) From 91st day to 135 days (with late fee of Rs. 2000/-)
 - (5) From 136th day to 180 days (with late fee of Rs. 5000/-)
 - (6) After that Examination Branch shall be informed accordingly and reappear shall be declared in Project Report paper.

Registrar

Syllabus
M.Com (Honours) Part-I
under CBCS(Semester I & II)
for 2024-2025 & 2025-2026

SEMESTER-I

	Theory	Internal Assessment	Credit
<u>CORE PAPER</u>			
MCHP1101T Management Concepts & Organisational Behaviour	70	30	5
MCHP1102T Global Financial Reporting and Disclosure	70	30	5
MCHP1103T Business Economics	70	30	5
MCHP1104T Research Methodology & Statistical Techniques	70	30	5

ELECTIVE PAPER(ANY ONE GROUP)

GROUP-I : ACCOUNTING & MANAGEMENT

MCHP1105T Accounting For Managerial Decision	70	30	5
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GROUP-II: FINANCE

MCHP1106T Financial Management	70	30	5
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SEMESTER-II

	Theory	Internal Assessment	Credit
<u>CORE PAPER</u>			
MCHP1201T Global Strategic Management	70	30	5
MCHP1202T Business Environment	70	30	5
MCHP1203T Business Models in E-Commerce and ICT Application	70	30	5
MCHP1204S *Seminar (Based upon current issues relating to Commerce)		50	3

ELECTIVE PAPER(ANY ONE GROUP)

GROUP-I : ACCOUNTING & MANAGEMENT

MCHP1205T Management Information and Control System	70	30	5
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GROUP-II: FINANCE

MCHP1206T Financial Institutions and Markets	70	30	5
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Note : A student opting a particular group from the group of elective papers will have to continue with the same group in all the semesters of the course.

QUALIFYING PAPER: ਵਪਾਰਕ ਪੰਜਾਬੀ

OR

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)

70	30
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Note: Open Elective Subject (2024-25 & 25-26)

Paper- Basics of Accounting

For other Department Students Part-I (IInd Semester)

Rajinder

DEPARTMENT OF COMMERCE
PUNJABI UNIVERSITY, PATIALA
(1961 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ: 35 ਤਹਿਤ ਸਥਾਪਿਤ)

As per choice Based Credit Scheme (CBCS) and University policy, the student of M.Com (Honours) course of the Department of Commerce, Punjabi University, Patiala, may opt any one subject from the following courses run by different departments (Allied and non allied subjects) in addition to the elective subjects offered in this course.

Allied Subject

1.	School of Management studies	MBA
2.	Department of Law	L.L.M
3.	Department of Computer Science	M.C.A
4.	Department of Economics	M.A. (Economics)
5.	Department of Psychology	M.A. (Psychology)
6.	Department of Sociology	M.A. (Sociology)
7.	Department of Philosophy	M.A. (Philosophy)
8.	Department of Journalism	M.J.M.C.
9.	Department of Public Administration	M.A. (Public Administration)

Non Allied Subjects/Areas

1.	Department of Punjabi	M.A. (Punjabi)
2.	Department of Arts & Culture	M.A. (Folk Art)
3.	Department of Religious Studies	M.A. (Religion)
4.	Department of History	M.A. (History)
5.	Department of Political Science	M.A. (Political Science)
6.	Department of Education & Information Sciences	M.A. (Education)

Faculty of Engineering

1.	Computer Science & Engineering	M.T
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Rajinder

(2024-25 & 2025-26)

Syllabus of M.Com (Honours)-I (Ist Semester)

CORE PAPER

PAPER: MCHP1101T: MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Teaching Hours per week : 5

Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks

External Assessment: 70 Marks

Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINER

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Nature and Scope of Management, Evolution of Management thought, Manager & environment. Business Ethics. Decision making: meaning and process, creative elements in decision making, Analytical tools to decision making. Functions of a manager, planning: concept, objective, significance, process and types, reasons for failure in plans; organizing- concept, principles, theories. Organisational Structure: Formal & Informal organizations.

Motivation: Need, Theories of motivation. Leadership: Concept, Theories and Leadership Styles; Communication: Communication process; Barriers to effective communication; Types of organizational communication; Improving communication; Transactional analysis in Communication; Controlling.

UNIT-II

Organisational Behaviour ; Concept, Significance; Relationship between Management & Organisational Behaviour; Perception; Learning Personality. Group Dynamics and Team Development; Group dynamics: Definition and importance, types of groups, group formation, group development, group composition, group performance factors; team development.

Organisation Culture; Concept, Creating & Sustaining Culture, learning culture; Work stress & its management. Organisational Development: Concept, Need for change, Resistance to change, Theory of Planned Change, Organisational Diagnosis, OD intervention.

Course Outcome: After the completion of this course students will learn about the managerial functions, importance of human behaviour, concepts related to individual and group behaviour. They will also learn the concept of organisational culture and theory of planned change. This will prepare them to efficiently manage their organisation in future.

Suggested Readings:

- 1 Harold Koontz and Heinz Weihrich, Essentials of Management: An International Perspective, McGraw-Hill, New Delhi.
- 2 Stephen P Robbins, David A. Decenzo, Fundamentals of Management, Pearson Education, New Delhi.
- 3 Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, Organisational Behaviour, Pearson Education, New Delhi.
- 4 K. Aswathappa, Organisational Behaviour, Text, Cases and Games, Himalaya Publishing.

Rajesh K.

(2024-25 & 2025-26)

Syllabus of M.Com (Honours).-I (1st Semester)
CORE PAPER

PAPER: MCHP1102T : GLOBAL FINANCIAL REPORTING AND DISCLOSURE

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Accounting Theory: Nature, Classification of Accounting Theory, different approaches to theory construction, factors influencing Accounting Environment, Measurement in Accounting. Accounting Principles: Generally Accepted Accounting Principles, Selection of Accounting principles, AS-1- Disclosure of Accounting Policies, Indian Accounting Standards. Methods of Asset Valuation, Impairment of Assets.

Depreciation Accounting and Policies-Allocation vs. valuation Process, factors influencing selection of Depreciation Policy. Accounting and Reporting of Intangibles: Fair Value Measurement-rationale, accounting standards on fair value measurement. Accounting for Changing Prices- Historical Cost Accounting, Current Purchasing Power Accounting (CPPA), Current Cost Accounting (CCA).

UNIT-II

Accounting Standard Setting : Benefits, Standard Setting Bodies , Standard Setting in India, USA and UK. IASB- Role, Achievements of IASB in Standard Setting, Global Convergence of Accounting Standards, IFRSs, ASs and Ind ASs. Financial Reporting -Objectives, users in financial reporting, qualitative characteristics of Accounting Information, factors influencing financial reporting in India.

Emerging trends in Reporting- Integrated reporting, Corporate Social Responsibility Reporting, Human Resources reporting and Value added statement. Conceptual; Framework-Concept, Need, Conceptual Framework developed by ASB (India), IASB, FASB (USA).

Course Outcome: On completion of this course, the students will come to know about generally Accepted Accounting Principles, Standard setting bodies and emerging trends in reporting.

Suggested Readings:

- 1 Balkau, Ahmed Riahi. (2004). *Accounting Theory*. Thomas Learning
- 2 Benston, George J., Bromwich, Michael Litan, Robert E. & Wagenhofer, Alfred (2006). *World Financial Reporting*. Oxford University Press.
- 3 Bloom, Robert & Elager, Pieter T. (1995). *Accounting Theory and Policy*. Harcourt Braces Joranvich

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CORE PAPER
PAPER MCHP1103T: BUSINESS ECONOMICS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-1

Nature and scope of Business Economics: Objective of firm; Economic theory; Fundamental economic concepts: Incremental principle, opportunity cost principle discounting principle, equi-marginal principle.

Demand Analysis: Individual and market demand functions; Law of demand, determinants of demand; Theory of Consumer Choice: Cardinal utility approach, indifference approach, Revealed preference and theory of consumer choice under risk.

Demand estimation for major consumer durable and non-durable products; Elasticity of demand: Price elasticity, income elasticity and cross elasticity. Demand forecasting techniques.

Production Theory: Production function: production with one and two variable inputs; Stages of production; Short and long run cost functions: their nature, shape and inter- relationship; Law of variable proportions; Law of returns to scale.

UNIT-II

Price Determination under different Market Conditions: Characteristics of different market structures; Price determination and firm's equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly.

Price Practices: Methods of price determination in practice; pricing of multiple products; price discrimination; International price discrimination and dumping; Transfer pricing.

Classical, and Keynesian theory of income and employment, Theory of consumption and investment spending, multiplier-accelerator interaction; Business Cycles: Nature and phases of a business cycle; Theories of business cycle: Cobweb, Samuelson and Hicks Theories; Inflation: Definition, characteristics and types inflation in term of demand pull and cost push factors, effects of inflation.

Course Outcome: Through this course, the students will get knowledge of economics as a subject and its importance in business. With demand and production theories, decisions can be made scientifically. This will also help them in understanding price determination practices in various types of markets. The course will also cover Keynesian theory of income and employment and theories of business cycle.

Suggested Readings:

1. Koutsyiannis, A., Modern Microeconomics, Macmillan Press Ltd.
2. Mote, Paul & Gupta, Managerial Economics, Tata McGraw Hill.
3. Jhingan, M. L., Micro Economics, Advent Books Division Inc.
4. Ahuja, H. L. Advanced Micro Economics Theory, S. Chand & Co. New Delhi.

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(2024-25 & 2025-26)

Syllabus of M.Com (Honours)-I (Ist Semester)

PAPER: MCHP1104T: RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Introduction to Research: Nature, Objectives, Types & Utility, Process of Research.

Hypothesis: Meaning, Nature, Importance, Types, Criteria for Construction of Hypothesis, sources of deriving hypothesis. Data Collection Methods: Primary Sources: Observation, Interview, Questionnaire, Schedules, Survey.

Secondary Sources: Types and sources of locating secondary data and computerassisted information acquisition.

Sampling Methods: Probability and non probability methods; sampling frame, sampling design, sampling and non sampling errors, size of a sample.

UNIT-II

Statistical Analysis of Data: Probability distributions: Binomial, Poisson and Normal distributions. Testing of Hypothesis: Procedure, Measuring power of test.

Tests of Hypothesis: Parametric and non parametric tests different test of significance type I & II errors. Statistical tests: Chi square, t-test, f-test, z-test & Kendal's co-efficient of concordance(w-test), Kruksal wallis H test, Wald wolfowitz test. Report writing: Mechanics of report writing, preliminary pages, Main body, appendices.

Course Outcome: After the completion of this course students can identify various data collection methods for the purpose of research and the statistical tools required for the analysis of data. Thus they will be able to independently conduct business related research.

Suggested Readings:

1. Cooper, D. R. and Schindler, P.S., Business Research Methods, Tata McGraw Hill, New Delhi.
2. Kothari, C. R., Research Methodology, New Age International.
3. Zikmund, Millian G., Business Research Methods, Thomson Learning, Bombay.
4. Geode, Millian J. & Paul K. Hatl, Methods in Research Methods, Tata McGraw Hills, New Delhi
5. Gupta S. P., Statistical Methods, Sultan Chand, Delhi
6. Goode, W. J. and Hatt, P. K., Methods in Social Research
7. Young, P. V., Scientific Social Surveys and Research

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(2024-25 & 2025-26)

Syllabus of M.Com (Honours)-I (Ist Semester)
ELECTIVE PAPER

GROUP-I: ACCOUNTING & MANAGEMENT

PAPER: MCHP1105T: ACCOUNTING FOR MANAGERIAL DECISIONS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions (two theory and two numerical) from respective units and the candidates are required to attempt two questions from section A and B each. All the questions in section A and B shall carry 12 marks each. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Nature and attributes of Financial Statements, Analysis and interpretation of Financial Statements, Techniques of Analysis; Comparative Statements, Common Size Statements, Trend Analysis, Ratio Analysis, Fund Flow Statements and preparation of Cash Flow Statement as per AS3 (revised).

Traditional Cost Management System: Concept, Factors Affecting Cost Management, Cost Assignment. Applications of Marginal Costing and Cost Volume Profit analysis for decision making.

UNIT-II

Strategic Cost Management (SCM): Concept and Philosophy, Key elements in SCM, Value Chain Analysis, Strategic Positioning and Cost Driver Analysis.

Cost Management and Performance Evaluation: Evaluation criteria; Return on Cash Systems; The Balanced Score card; Strategic Based Control: concept, process, implementation of Balanced Score card, Challenges in implementation of Balanced Score card.

Budgetary Control: Concept, types and Process. Introduction to Performance Budgeting and Zero Base Budgeting. Uniform Costing & Inter-Firm Comparison, Responsibility Accounting.

Suggested Readings:

1. M Y Khan & P K Jain, Management Accounting, Tata McGraw- Hill, New Delhi.
2. Jawaharlal, Management Accounting, Himalaya Publishers, Mumbai.
3. Kulshrestha, N.K., Management Accounting, Tata McGraw Hill, New Delhi.
4. Ramachandran, and Kakani, How to Analyze Financial Statements, Tata McGraw Hill
5. Ravi. M. Kishore, Cost Management, Taxman, Allied Services (p) Ltd.
6. Charles T. Horngren, George Foster, Srikant M. Data, Cost Accounting: A Managerial Emphasis, Prentice Hall of India, New Delhi.
7. Anthony R.N, Management Accounting Principles, Grawin Publishing.
8. John K. Shank, Cases in Cost Management: A Strategic Emphasis, South-Western Publishing, Thomson Learning

Rajinder

(2023-24)
Syllabus of M.Com (Honours)-I (Ist Semester)
ELECTIVE PAPER

GROUP-II : FINANCE

PAPER - MCHP1106T: FINANCIAL MANAGEMENT

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Financial Management: Meaning, Scope, and Objectives, Finance Functions: Investment, Financing and Dividend decisions; Capital Budgeting: Nature of Investment Decisions, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Internal rate of return, Profitability index, Capital Rationing, Capital Budgeting under Risk and Uncertainty.

Cost of Capital: Meaning and Significance, Cost of debt, preference capital, equity capital and retained earnings, Weighted average cost of capital; Financial, operating and combined leverage: their measurement and effect on profit.

UNIT-II

Capital Structure: Concept and significance, Theories of Capital Structure, Capital Structure in Practice; Dividend Policy: Forms of dividend, stability in dividend policy, Dividend theories, Dividends policy in practice.

Working Capital: Meaning, significance and types, Factors affecting working capital requirements, Determining working capital needs, Working capital management, Sources of working capital, Financing of working capital, Management of Cash, Receivables and Inventories; Mergers and Acquisitions: Reasons and Financial considerations.

Course Outcome: The students will be able to understand the concept of financial management and will be capable of taking long term investment decisions. They will have detailed knowledge of various components of working capital management and capital structure. They will be acquainted with dividend policy and various practices in this regard.

Suggested Readings:

1. Chandra, Prasanna, Financial Management, Tata McGraw Hill, Delhi
2. Pandey I.M., Financial Management, Vikas Publishing House
3. Van Horne. J.G. and J.M. Wachowicz Jr., Fundamentals of Financial Management, Prentice Hall, Delhi.
4. Van Horne, James G, Financial Management and Policy, Prentice Hall, Delhi
5. Khan, MY, Jain, PK, Financial Management, Tata McGraw Hill, New Delhi.
6. R.M. Srivastava : Financial Management and Policy, Himalyan Publishing House, Bombay.
7. J.J. Hampton : Financial Decision Making Concepts. Problems and Cases, Prentice Hall of India, New Delhi.

Rajesh P.

(2024-25 & 2025-26)

Syllabus of M.Com (Honours)-I (IInd Semester)

CORE PAPER

PAPER : MCHP1201T: GLOBAL STRATEGIC MANAGEMENT

Teaching Hours per week : 5

Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks

External Assessment: 70 Marks

Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Concept and Role of Strategy; The Strategic Management Process; Approaches to Strategic Decision Making; Strategic Role of Board of Directors & Top Management. Strategic Intent; Concept of Strategic Fit, Leverage and Stretch; Global Strategy and Global Strategic Management; Strategic flexibility and learning organization.

Analysis of Global Environment- Environmental Profile; Constructing Scenarios; Environmental scanning techniques- ETOP, PEST and SWOT (TOWS) Matrix; Michael Porter's Diamond Framework; Analysis of Operating Environment - Michael Porters Model of Industry Analysis; Strategic Group Analysis; The International Product Life Cycle (IPLC)

Unit-II

Strategic Choice: Strategic options at Corporate Level – Growth, Stability and Retrenchment Strategies; Corporate Restructuring; Strategic options at Business Level- Michael Porters' Competitive Strategies and Cooperative Strategies.

Evaluation of Strategic Alternatives – Product Portfolio Models (BCG matrix, GE Matrix, etc.)

Strategic Issues and Alternatives in Globally Competitive Markets: Why & how firms internationalize; International entry options; Joint Ventures, Foreign Technology Agreements, Mergers and Acquisitions; Multi-country and global strategies; Outsourcing strategies.

Ethical and Social considerations in Global Strategic Management: The Global Context of Corporate Governance.

Course outcome: To help students understand strategy making process that is informed integrative and responsive to rapid changes in an organization's globally oriented environment and also to help them understand tasks of implementing strategy in a global market.

Suggested Readings:

1. Lawrence R. J., William F. G., Business Policy and Strategic Management, McGraw-Hill, 5th Edition.
2. John A. P. and Robinson, R. B. , Strategic Management, 3rd Edition, A.I.T.B.S. Publication, Delhi.
3. Fred R. D.(2005), Strategic Management-Concepts and Cases, Person Education, 10th Edition.

Lajpat

(2024-25 & 2025-26)

Syllabus of M.Com (Honours)-I (IInd Semester)
CORE PAPER

PAPER: MCHP1202T: BUSINESS ENVIRONMENT

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Theoretical framework of Business Environment: concept, significance and nature of business environment; Elements of Business Environment: Internal and external; changing dimensions of business environment; techniques of environmental scanning and monitoring.

Economic Environment: Economic planning: Historical Background, Basic Strategy , Objectives, Achievements and Failures of current five year plan, NITI Aayog and its role and functions ; Economic policies: Fiscal Policy, Monetary Policy, EXIM Policy

Policy Environment: Economic reforms; liberalization, privatization and Globalisation, Second generation reforms; Industrial Policy: Historical Background, Current Industrial Policy and implementation, industrial growth and structural changes.

UNIT-II

Political Environment and Its Critical elements. Legal Environment : Competition Act, Consumer Protection Act, Right to Information Act, Environment Protection Act.

Global Environment : Foreign Direct Investment, Modes and growth of FDI in India. International economic institutions : IMF, World Bank, IFC, IDA and ADB

Course Outcome: With this course the students can analyse overall business environment and evaluate its various components.

Suggested Readings:

1. Cherunilam, Francis, Business Environment, Himalaya Publishing House, New Delhi.
2. K Ashwathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi.
3. M. Adhikary, Economic Environment for Business, Sultan Chand & Sons, New Delhi.
4. Paul Justin, Business Environment: Text and Cases, Tata McGraw Hill Publishing

Rajidh

(2024-25 & 2025-26)

Syllabus of M.Com (Honours) -I (IInd Semester)
CORE PAPER

PAPER : MCHP1203T : BUSINESS MODELS IN E-COMMERCE AND ICT APPLICATIONS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

E-Commerce and E-enterprise- Concepts, Features, technical components, Difference between E-commerce and E-business, Key elements of Business model, E-tailing Business Models, Primary revenue Models in E-commerce, E-commerce Process Models based on the relationship of Transaction Parties, E- Commerce Sales Life Cycle (SLC) Model, Selection of E-commerce Business Model

E-Commerce Business Models: Business Models in Emerging E-Commerce areas, Business to Consumer (B2C) - Characteristics, Process, Business to Business (B2B) - Characteristics, Importance, Alternative Models of B2B, Features of C2C and C2B. Marketing and Business Strategies: B2C and B2B E-Commerce, role of websites in B2C.

Unit -II

Operations of E Commerce: Electronic Payment Systems : Special features required in payment systems for e-commerce ; types of e-payment system; cash and currency servers, e-cheques, credit cards, smart cards, electronic purses and debit cards, Risk management options for e - payment systems. Information Communication Technology (ICT)- Concept, Importance, Use of ICT in E-Commerce.

Role of ICT in Driving E-Commerce Business, ICT and E-Commerce Relationship, ICT Infrastructure and E-Commerce.

Suggested Readings:

1. Joseph, P.T. E-Commerce – An Indian Perspective, Prentice Hall of India.
2. Schneider, Gary P. E-Commerce: Strategy, Technology and Implementations, CengageLearning India Private Limited.
3. Murthy, C.S.V. E-Commerce; Concepts, models, Strategies; Himalaya Publishing House.
4. Agarwala, Kamlesh N., Amit Lal and Deeksha Agarwala, Business on the Net: AnIntroduction to the Whats and Hows of E -Commerce, Macmillan India Ltd.
5. Bajaj, Deobyani Nag, E-Commerce, Tata McGraw Hill Company, New Delhi.
6. Turban, E., et. al., Electronic Commerce: A Managerial Perspective, Pearson EducationAsia.

Signature

(2024-25 & 2025-26)

Syllabus of M.Com (Honours)-I (IInd Semester)
ELECTIVE PAPER

GROUP-I : ACCOUNTING & MANAGEMENT

PAPER- MCHP1205T MANAGEMENT INFORMATION AND CONTROL SYSTEM

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Introduction to Management Information System (MIS): Meaning and Role, MIS concepts, Types, Information Flow in Management. Development of Management Information System. Managing Information System: Information System Security and Control; Challenges of Management Information Systems; Ethical and Social Impact of Information System.

MIS for Management Support: Planning with MIS, Control with MIS, Problem Solving and Decision Making.

UNIT-II

Nature of Management Control System (MCS): Basic concepts, boundaries of Management Control. Management Control Environment; Understanding Strategies, Goals, Business Unit Strategy. Behaviour in organizations, Goal Congruence, Informal factors influencing goal congruence, Formal Control Systems.

Responsibility Centres: Concept, nature, types. Expense Centres: Administrative & Support Centres, R & D centres. Revenue Centres, Profit Centres: General considerations, Business Unit as profit centre. Transfer pricing: objectives, methods of transfer pricing. Investment Centres: Structure of analysis, EVA vs ROI. Budget preparation process; Performance Measurement Systems, Interactive Control.

Course Outcome: With this course the students will understand the basic principles regarding MIS and MCS. They will be able to suggest suitable MIS and MCS for the various organisations.

Suggested Readings:

1. Anthony, Robert N., and Govindrajana, Vijay, Management Control System, McGraw Hill
2. Merchant, Kenneth A., Modern Management Control Systems: Text and Cases, Pearson Education Asia.
3. Merridick and Ross, Information Systems for Management.
4. O' Brian, James A., Management Information Systems, Tata McGraw Hill, New Delhi.
5. Gordon B Davis, Management Information System; Prentice Hall of India, New Delhi.
6. Post Gerals V and Anderson, David L, Management Information Systems, Tata McGraw Hill, New Delhi
7. Jaiswal & Mittal, Management Information System, Oxford University Press

Rajid 4

(2024-25 & 2025-26)

Syllabus of M.Com (Honours) -I (IInd Semester)
ELECTIVE PAPER

GROUP-II: FINANCE

PAPER: MCHP1206T: FINANCIAL INSTITUTIONS AND MARKETS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Financial System: Meaning, nature, structure, role, flow of funds in financial system, Financial systems and economic development. An overview of Indian Financial System.

Financial Institutions : Banking System in India- Brief history and present structure of commercial banks in India, Importance of banking business.

Development Banks- concept, objectives, & functions, promotional role, resource mobilization, project evaluation & follow up. Role played by IFCI, SIDBI, SFCs SIDCs in Development of various sectors of Indian economy.

NBFCs- concept, nature, role, sources of finance, RBI guidelines. Regulatory Bodies: RBI: Organisation, functions, credit creation, credit control, Recent Monetary Policy. NABARD- role & functions , SEBI- Organisation, Functions, SEBI as a regulator.

UNIT-II

Financial Markets: Meaning, nature, structure, significance of Financial markets. Financial Markets in India: an Overview.

Money market; Money market meaning, constituents, functions of money market; Money market instruments- call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market- primary and secondary markets; role, recent developments in Indian Capital Markets. International Stock Exchanges.

Course Outcome: After the completion of this course students will be able to understand about Banking and non-banking financial institutions operating in India. They will further acquire knowledge about capital and money market.

Suggested Readings:

1. Khan M.Y., Financial System, Tata McGraw Hill, New Delhi.
2. Machiraju, Indian Financial System, Vikas Publishers.
3. Bhole, L.M., Financial Institutions and Markets, Tata McGraw Hill, New Delhi.
4. Pathak, B.V., The Indian *Financial System* : Markets, Institutions and Services, Pearson Publishers.
5. Shah Ajay, Indian Financial Markets: An Insider's Guide to How the Markets Work.
6. P N Varshney & D K Mittal, Indian Financial System, Sulthan Chand & Sons

Rajiv K.

ਵਪਾਰਕ ਪੰਜਾਬੀ

Time Allowed : 3 hrs

Period per week :5

Pass Marks 40%

Max Marks: 50 Marks

Internal Assessment : 50

ਭਾਗ ਪਹਿਲਾ

ਈ-ਵਣਜ ਦੀ ਜਾਣ-ਪਛਾਣ: ਈ-ਵਣਜ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਈ-ਕਾਮਰਸ ਦੀ ਵਰਤੋਂ, ਈ-ਕਾਮਰਸ ਦਾ ਇਤਿਹਾਸ, ਈ-ਕਾਮਰਸ ਦੇ ਤੱਤ, ਈ-ਵਣਜ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਵਣਜ ਦੀ ਕਾਰਜ ਵਿਧੀ, ਈ-ਵਣਜ ਦੇ ਕੰਮ/ਲਾਭ/ਮਹੱਤਵ/ਜ਼ਰੂਰਤ, ਈ-ਵਣਜ ਦੀਆਂ ਘਾਟਾਂ, ਈ-ਵਣਜ ਕਾਰਜ ਵਿਧੀਆਂ ਬਨਾਮ ਰਵਾਇਤੀ ਕਾਰਜ ਵਿਧੀਆਂ, ਈ-ਵਣਜ ਦਾ ਖੇਤਰ, ਈ-ਵਣਜ ਦੇ ਮੁੱਢਲੇ ਮਾਡਲ/ਈ ਵਣਜ ਦੀਆਂ ਕਿਸਮਾਂ, ਮੁਖਤਾਰੀ ਸੇਵਾਵਾਂ।

ਭਾਰਤ ਵਿਚ ਈ ਕਾਮਰਸ: ਜਾਣ-ਪਛਾਣ, ਈ-ਕਾਮਰਸ ਦੀ ਭਾਰਤ ਵਿਚ ਸਥਿਤੀ, ਭਾਰਤ ਵਿਚ ਈ-ਕਾਮਰਸ ਦੀਆਂ ਔਕੜਾਂ, ਭਾਰਤ ਈ-ਕਾਮਰਸ ਦੇ ਮੌਕੇ, ਭਾਰਤ ਵਿਚ ਈ ਕਾਮਰਸ ਦਾ ਭਵਿੱਖ।

ਭਾਰਤ ਵਿਚ ਈ-ਵਣਜ ਨਾਲ ਸੰਬੰਧਿਤ ਕਾਨੂੰਨੀ ਮਸਲੇ: ਕਾਨੂੰਨੀ ਪ੍ਰਾਵਧਾਨ, ਸੂਚਨਾ ਤਕਨੀਕ ਐਕਟ ਦਾ ਸੰਖੇਪ ਵਰਨਣ, ਭਾਰਤ ਵਿਚ ਸਾਈਬਰਜ਼ ਸੁਰੱਖਿਆ ਦੇ ਖੇਤਰ ਵਿਚ ਹਾਲ ਵਿਚ ਹੋਣ ਵਾਲੀਆਂ ਗਤੀਵਿਧੀਆਂ।

ਈ-ਭੁਗਤਾਨ: ਜਾਣ ਪਛਾਣ: ਅਰਥ ਅਤੇ ਪਰਿਭਾਸ਼ਾ, ਇੰਟਰਨੈੱਟ ਰਾਹੀਂ ਲੈਣ-ਦੇਣ, ਈ-ਭੁਗਤਾਨ ਪ੍ਰਣਾਲੀ ਦੀਆਂ ਮੁੱਖ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ/ਲੋਕਾਂ ਅਤੇ ਲਾਭ, ਈ-ਭੁਗਤਾਨ ਪ੍ਰਣਾਲੀ ਦੀਆਂ ਕਿਸਮਾਂ।

ਭਾਗ ਦੂਜਾ

ਈ-ਸੁਰੱਖਿਆ: ਜਾਣ-ਪਛਾਣ, ਅਰਥ ਇੰਟਰਨੈੱਟ ਸੁਰੱਖਿਆ ਦੇ ਖੇਤਰ/ਸੁਰੱਖਿਆ ਨੂੰ ਖਤਰੇ, ਈ-ਸੁਰੱਖਿਆ ਲਈ ਸਾਵਧਾਨੀਆਂ, ਸੁਰੱਖਿਆ ਉਲੰਘਣ ਅਤੇ ਉਲੰਘਣ ਤੋਂ ਬਚਾਉ, ਈ-ਸੁਰੱਖਿਆ ਦੀ ਲੋੜ, ਨਿੱਜਤਾ ਦੀਆਂ ਤਕਨੀਕਾਂ/ਸਾਧਨ।

ਈ ਬੈਂਕਿੰਗ: ਜਾਣ ਪਛਾਣ-ਈ-ਬੈਂਕਿੰਗ ਕੀ ਹੈ, ਈ-ਬੈਂਕਿੰਗ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਬੈਂਕਿੰਗ ਦੁਆਰਾ ਦਿੱਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸੇਵਾਵਾਂ, ਪਰੰਪਰਾਗਤ ਬੈਂਕਿੰਗ ਅਤੇ ਈ-ਬੈਂਕਿੰਗ ਵਿਚ ਅੰਤਰ, ਈ-ਬੈਂਕਿੰਗ ਵਿਧੀ, ਈ-ਬੈਂਕਿੰਗ ਸੇਵਾਵਾਂ ਦੀਆਂ ਕਿਸਮਾਂ, ਬੈਂਕਿੰਗ ਦਾ ਮਹੱਤਵ, ਲਾਭ/ਗੁਣ ਈ-ਬੈਂਕਿੰਗ ਦੀਆਂ ਸੀਮਾਵਾਂ ਭਾਰਤ ਵਿਚ ਈ-ਬੈਂਕਿੰਗ ਦੀ ਵਰਤਮਾਨ ਸਥਿਤੀ, ਭਾਰਤ ਵਿਚ ਇੰਟਰਨੈੱਟ ਬੈਂਕਿੰਗ ਦਾ ਭਵਿੱਖ, ਉਜਵਲ ਭਵਿੱਖ ਦੇ ਤੱਤ।

ਈ-ਵਪਾਰ: ਜਾਣ-ਪਛਾਣ, ਅਰਥ, ਈ-ਵਪਾਰ ਦੀਆਂ ਜ਼ਰੂਰਤਾਂ, ਈ-ਵਪਾਰ ਦੀ ਕਾਰਜ-ਵਿਧੀ, ਰਿਵਾਇਤੀ ਵਪਾਰ ਬਨਾਮ ਈ-ਵਪਾਰ, ਈ-ਟਰੇਡਿੰਗ ਦੇ ਲਾਭ, ਈ-ਟਰੇਡਿੰਗ ਦੀ ਭਾਰਤ ਵਿਚ ਮੌਜੂਦਾ ਸਥਿਤੀ, ਕੀ ਕਰਨ ਦੀ ਲੋੜ ਹੈ? ਭਾਰਤ ਵਿਚ ਮੌਜੂਦਾ ਹਾਲਤ।

ਈ-ਮਾਰਕੀਟਿੰਗ: ਜਾਣ ਪਛਾਣ, ਅਰਥ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੇ ਚਾਰ, ਪਰੰਪਰਾਵਾਦੀ ਮਾਰਕੀਟਿੰਗ ਬਨਾਮ ਈ-ਮਾਰਕੀਟਿੰਗ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੇ ਲਾਭ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੇ ਦੋਸ਼, ਭਾਰਤ ਵਿਚ ਈ-ਮਾਰਕੀਟਿੰਗ ਦੀ ਸਥਿਤੀ।

Rajesh

ਪੇਸਟ ਗ੍ਰੈਜੂਏਸ਼ਨ ਪੱਧਰ ਦੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)

Programme Code: PBGM1101T

ਸੈਸਨ: 2023-2024 ਅਤੇ 2024-2025

ਕੁਲ ਅੰਕ : 100

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 40

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ

ਕ੍ਰੈਡਿਟ: 04

ਬਾਹਰੀ ਪਰੀਖਿਆ: 70 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਭਾਗ-ੳ

ਪੰਜਾਬੀ ਧੁਨੀ-ਵਿਉਂਤ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪਾਂਕਣਕਾਰੀ/ਲੇਖਣ-ਪ੍ਰਬੰਧ

ੳ- ਭਾਗ 1. ਪੰਜਾਬੀ ਧੁਨੀ-ਵਿਉਂਤ, ਪੰਜਾਬੀ ਵਿਅੰਜਨ ਅਤੇ ਗੁਰਮੁਖੀ ਵਰਨਮਾਲਾ

- i. ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ ਨਾਲ ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ: ਪੰਜਾਬੀ ਖੰਡੀ ਧੁਨੀਆਂ: ਵਿਅੰਜਨ ਧੁਨੀਆਂ (ਕੰਠੀ, ਤਾਲਵੀ, ਉਲਟਜੀਭੀ, ਦੰਤੀ, ਹੋਠੀ ਅਤੇ ਸੁਰ-ਯੰਤਰੀ ਧੁਨੀਆਂ), ਸ੍ਵਰ ਧੁਨੀਆਂ ਅਤੇ ਅਖੰਡੀ ਧੁਨੀਆਂ ਸੁਰ, ਬਲ, ਨਾਸਿਕਤਾ
- ii. ਗੁਰਮੁਖੀ ਅੱਖਰਾਂ ਦੇ ਨਾਮ ਅਤੇ ਰੂਪ ਦੀ ਪਛਾਣ ਅਤੇ ਉਹਨਾਂ ਦੀ ਤਰਤੀਬ ਅਤੇ ਉਹਨਾਂ ਦਾ ਲਿਖਣ-ਅਭਿਆਸ (ਗੁਰਮੁਖੀ ਵਰਨਮਾਲਾ ਦੇ ਸੱਤ ਵਰਗ ਅਤੇ ਪੈਰ-ਬਿੰਦੀ ਵਰਗ)
- iii. ਗੁਰਮੁਖੀ ਦੇ ਵਿਅੰਜਨ ਸੂਚਕ ਅੱਖਰਾਂ ਅਤੇ ਉਹਨਾਂ ਦੁਆਰਾ ਪ੍ਰਗਟ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਧੁਨੀਆਂ ਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਉਹਨਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਨਿਯਮ
- iv. ਗੁਰਮੁਖੀ ਦੇ ਪੈਰੀਂ ਅੱਖਰ: ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

12 ਅੰਕ

ੳ-ਭਾਗ 2. ਪੰਜਾਬੀ ਸ੍ਵਰ ਅਤੇ ਅਖੰਡੀ ਧੁਨੀਆਂ ਦਾ ਲੇਖਣ-ਪ੍ਰਬੰਧ/ਦੀ ਲਿਪਾਂਕਣਕਾਰੀ

- i. ਪੰਜਾਬੀ ਲਗਾਂ-ਮਾਤਰਾਵਾਂ ਦੇ ਨਾਮ ਅਤੇ ਰੂਪ ਦੀ ਪਛਾਣ ਅਤੇ ਉਹਨਾਂ ਦੀ ਵਰਤੋਂ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਅਤੇ ਉਹਨਾਂ ਦਾ ਲਿਖਣ-ਅਭਿਆਸ
- ii. ਲਗਾਂ-ਮਾਤਰਾਵਾਂ (ਸ੍ਵਰ-ਵਾਹਕ ਤੋਂ ਬਿਨਾਂ) ਦੀ ਵਰਤੋਂ (ਲਗਾਂ-ਮਾਤਰਾਵਾਂ ਅਤੇ ਉਹਨਾਂ ਦੁਆਰਾ ਪ੍ਰਗਟ ਸ੍ਵਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਸ਼ਬਦ ਵਿੱਚ ਉਹਨਾਂ ਦੀ ਵਰਤੋਂ ਦੇ ਨਿਯਮ (ਵਿਚਰਨ ਸਥਾਨ ਦੇ ਸੰਦਰਭ ਵਿੱਚ)
- iii. ਪੰਜਾਬੀ ਸ੍ਵਰ-ਵਾਹਕਾਂ ਦੇ ਨਾਲ ਲਗਾਂ-ਮਾਤਰਾਵਾਂ ਦੀ ਵਰਤੋਂ (ਸ੍ਵਰ-ਵਾਹਕਾਂ ਦੇ ਨਾਲ ਲਗਾਂ-ਮਾਤਰਾਵਾਂ ਦੀ ਵਰਤੋਂ ਦੀ ਪਛਾਣ ਅਤੇ ਉਹਨਾਂ ਦੀਆਂ ਵਰਤੋਂ-ਸਥਿਤੀਆਂ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ (ਜਿਸ ਵਿੱਚ ਸ਼ਬਦ ਦੇ ਮੁੱਢ ਅਤੇ ਸ਼ਬਦ ਵਿੱਚ ਕਿਸੇ

ਪੇਸਟ ਗ੍ਰੈਜੂਏਸ਼ਨ ਪੱਧਰ ਦੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)

Programme Code: PBGM1101T

ਸੈਸਨ: 2023-2024 ਅਤੇ 2024-2025

ਹੇਠ ਸੂਚੀ ਤੋਂ ਬਾਅਦ ਵਿੱਚ ਹੀ ਸੂਚੀ ਨੂੰ ਪ੍ਰਗਟਾਉਣ ਲਈ ਸੂਚੀ-ਵਾਹਕ ਨਾਲ ਲਗ-ਮਾਤਰਾ ਦੀ ਵਰਤੋਂ ਦਾ ਹੋਣਾ ਆਦਿ ਸ਼ਾਮਲ ਹੈ।)

iv. ਨਾਸਿਕਤਾ ਅਤੇ ਬਿੰਦੀ, ਟਿੱਪੀ ਦੀ ਵਰਤੋਂ (ਵੱਖ-ਵੱਖ ਮਾਤਰਾਵਾਂ ਦੇ ਸੰਦਰਭ ਵਿੱਚ)

v. ਬਲ ਅਤੇ ਦੁੱਤੀਕਰਨ ਅਤੇ ਅਧਕ ਦਾ ਪ੍ਰਯੋਗ

12 ਅੰਕ

ਭਾਗ-ਅ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ: ਮੁੱਢਲਾ ਸਿਧਾਂਤਕ ਗਿਆਨ, ਸ਼ਬਦ-ਰਚਨਾ ਅਤੇ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ

ਅ-ਭਾਗ 1. ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ-ਰਚਨਾ

- ਵਿਭਿੰਨ ਲਗਾਂ-ਮਾਤਰਾਵਾਂ ਦੀ ਵਰਤੋਂ ਨਾਲ ਇੱਕ-ਅੱਖਰੀ, ਦੋ-ਅੱਖਰੀ ਅਤੇ ਤਿੰਨ-ਅੱਖਰੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਂ ਦੀ ਰਚਨਾ (ਹਰ ਲਗ-ਮਾਤਰਾ ਨਾਲ ਪੰਜ-ਪੰਜ ਸ਼ਬਦਾਂ ਦੀ ਰਚਨਾ ਦਾ ਅਭਿਆਸ ਹੋਣਾ)
- ਇੱਕ, ਦੋ ਅਤੇ ਤਿੰਨ ਅੱਖਰੀ ਸ਼ਬਦਾਂ ਨੂੰ ਪੜ੍ਹਨ ਦਾ ਅਭਿਆਸ
- ਪੰਜਾਬੀ ਸ਼ਬਦਾਂ ਦੀ ਬਣਤਰ: ਧਾਤੂ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ
- ਕਿਸੇ ਪੰਜ ਅਗੇਤਰਾਂ ਅਤੇ ਪੰਜ ਪਿਛੇਤਰਾਂ ਨਾਲ ਸ਼ਬਦਾਂ ਦੀ ਰਚਨਾ
- ਪੰਜਾਬੀ ਵਿੱਚ ਆਪਣੇ ਸੰਖੇਪ ਨਿੱਜੀ ਜੀਵਨ-ਵੇਰਵਾ (ਬਾਇਓਡੈਟਾ) ਦੀ ਰਚਨਾ ਕਰਨਾ (ਘੱਟੋ-ਘੱਟ 10 ਵੇਰਵੇ)

12 ਅੰਕ

ਅ-ਭਾਗ 2. ਪੰਜਾਬੀ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ, ਵਿਆਕਰਨਿਕ ਸ਼੍ਰੇਣੀਆਂ ਅਤੇ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ

- ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ (ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਿਕ ਆਦਿ) ਸੰਬੰਧੀ ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ (ਹਰ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀ ਦੀਆਂ ਘੱਟੋ-ਘੱਟ ਪੰਜ ਉਦਾਹਰਨਾਂ ਦੀ ਜਾਣਕਾਰੀ ਸਮੇਤ)
- ਵਿਆਕਰਨਿਕ ਸ਼੍ਰੇਣੀਆਂ ਲਿੰਗ ਅਤੇ ਵਚਨ: ਪੰਜਾਬੀ ਵਿੱਚ ਲਿੰਗ-ਤਬਦੀਲੀ ਅਤੇ ਵਚਨ-ਤਬਦੀਲੀ ਦੇ ਕਿਸੇ ਦੋ ਪੈਟਰਨਾਂ ਦੀ ਜਾਣਕਾਰੀ
- ਰੋਜ਼ਾਨਾ ਜ਼ਿੰਦਗੀ ਵਿੱਚ ਵਰਤੀ ਜਾਣ ਵਾਲੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ: ਹਫ਼ਤੇ ਦੇ ਦਿਨਾਂ, ਰੰਗਾਂ, ਮੇਸਮਾਂ, ਪੰਜਾਬੀ ਖਾਣਿਆਂ, ਪੰਜਾਬੀ ਪਹਿਰਾਵੇ, ਕਿੱਤਿਆਂ, ਪਸ਼ੂਆਂ ਅਤੇ ਪੰਛੀਆਂ ਦੇ ਨਾਂ

12 ਅੰਕ

ਪੇਸਟ ਗ੍ਰੈਜੂਏਸ਼ਨ ਪੱਧਰ ਦੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ

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ਭਾਗ-ੲ

ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ

ਉਪਰੋਕਤ (ੳ) ਅਤੇ (ਅ) ਭਾਗ ਉੱਤੇ ਆਧਾਰਿਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ

11×2=22 ਅੰਕ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਪੇਪਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ੳ, ਅ ਅਤੇ ਏ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ।
3. ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਸਿੱਖ ਰਹੇ ਹਨ। ਹੋ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਵੀ ਅਨਜਾਣ ਹੋਣ ਸੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਤਿਆਰ ਕਰਦੇ ਸਮੇਂ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਇਸ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ।
4. ੳ ਭਾਗ ਦੇ ਦੋ ਉਪ-ਭਾਗਾਂ ੳ-1 ਅਤੇ ੳ-2 ਭਾਗ ਵਿਚੋਂ ਦੋ-ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕ੍ਰਮਵਾਰ ਇਕ-ਇਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਹੋਵੇਗਾ, ਜਿਸ ਦੇ ਪ੍ਰਤੀ ਪ੍ਰਸ਼ਨ 12 ਅੰਕ ਹੋਣਗੇ ਅਤੇ ੳ ਭਾਗ ਦੇ ਕੁੱਲ 24 ਅੰਕ ਹੋਣਗੇ।
5. ਭਾਗ ਅ ਦੇ ਦੋ ਉਪ ਭਾਗਾਂ (ਅ-1, ਅ-2,) ਵਿਚੋਂ ਪੁੱਛੇ 4 ਪ੍ਰਸ਼ਨਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹਨ। ਇਕ ਉਪ-ਭਾਗ ਵਿਚੋਂ ਕੇਵਲ ਇੱਕ ਪ੍ਰਸ਼ਨ ਹੀ ਹੱਲ ਕਰਨਾ ਹੈ। ਇਹਨਾਂ ਦੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $12 \times 2 = 24$ ਅੰਕ ਹੋਣਗੇ।
6. ਭਾਗ-ੲ ਦੇ ਸਾਰੇ 11 ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ, ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣਾ ਹੈ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹਨ।
7. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਪ੍ਰਸ਼ਨ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਕੇ ਅਤੇ ਪ੍ਰਸ਼ਨ ਦੀ ਸੀਮਾ ਵਿਚ ਰਹਿ ਕੇ ਦਿੱਤਾ ਜਾਵੇ।

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