

**OUTLINES OF TESTS,
SYLLABI AND COURSES OF READING
FOR
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
PART-II (SEMESTER III AND IV)
Session 2024-25, 2025-26 & 2026-27**

**(This Scheme is For Regular students of Affiliated and Constituent Colleges,
and Centre for Distance & Online Education)**



B.B.A 3rd Sem

PAPER	TITLE PAPER	CREDIT	MAXIMUM MARKS ALLOWED			MAX DURATION OF EXAM	MINIMUM PASSING MARKS INTERNAL/EXTERNAL (IN%)
			External assessment	Internal assessment	Total		
BBA-301	PRINCIPLES OF HUMAN RESOURCE MANAGEMENT	4	70	30	100	3HRS	35%
BBA-302	BUSINESS ACCOUNTING	4	70	30	100	3HRS	35%
BBA-303	PRINCIPLE OF MARKETING MANAGEMENT	4	70	30	100	3Hrs	35%
BBA-304	BUSINESS LAWS	4	70	30	100	3Hrs	35%
BBA-305	WORKSHOP ON CONTEMPORARY BUSINESS ISSUES	2			50		35%
BBA-306	SEMINAR ON KNOWLEDGE MANAGEMENT	2			50		35%
BBA-307	PUNJABI Lazmi/ Mudhla Gyan/ Elementry Punjabi	4	70	30	100	3Hrs	35%
	ENVIRONMENTAL STUDIES AND ROAD SAFETY		70	30	100	3Hrs	35%

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PAPER	TITLE PAPER	CREDIT	MAXIMUM MARKS ALLOWED			MAX DURATION OF EXAM	MINIMUM PASSING MARKS INTERNAL/EXTERNAL (IN%)
			External assessment	Internal assessment	Total		
BBA-401	FINANCIAL MANAGEMENT	4	70	30	100	3HRS	35%
BBA-402	WORKSHOP ON CREATIVITY & INNOVATION	2		50	50		35%
BBA-403	SEMINAR ON ENTREPRENEURSHIP	2		50	50		35%
BBA-404	VIVA-VOCE	2		50	50		35%
CHOOSE ANY THREE SUBJECTS FROM NOT MORE THAN TWO FUNCTIONAL AREAS:							
MARKETING MANAGEMENT							
BBA-405	RETAILING MANAGEMENT	4	70	30	100	3HRS	35%
BBA-406	ADVERTISEMENT & SALES MANAGEMENT	4	70	30	100	3HRS	35%
BBA-407	MARKETING OF SERVICES	4	70	30	100	3HRS	35%
HUMAN RESOURCE MANAGEMENT							
BBA-408	CAREER PLANNING AND MANAGEMENT	4	70	30	100	3HRS	35%
BBA-409	TRAINING AND DEVELOPMENT	4	70	30	100	3HRS	35%
BBA-410	MANAGEMENT OF CHANGE	4	70	30	100	3HRS	35%
FINANCE							
BBA-411	COST & MANAGEMENT ACCOUNTING	4	70	30	100	3HRS	35%
BBA-412	FINANCIAL INSTRUMENTS & SERVICES	4	70	30	100	3HRS	35%
BBA-413	INCOME TAX LAW & PRACTICE	4	70	30	100	3HRS	35%
INFORMATION TECHNOLOGY							
BBA-414	SYSTEM ANALYSIS AND DESIGN	4	70	30	100	3HRS	35%
BBA-415	DECISION SUPPORT SYSTEMS	4	70	30	100	3HRS	35%
BBA-416	COMPUTER GRAPHICS	4	70	30	100	3HRS	35%
EVENT MANAGEMENT							
BBA-417	EVENT PLANNING & MANAGEMENT	4	70	30	100	3HRS	35%

BBA-418	FINANCIAL MANAGEMENT OF EVENTS	4	70	30	100	3HRS	35%
BBA-419	EVENT CREATIVITY AND INNOVATION	4	70	30	100	3HRS	35%
MEDIA MANAGEMENT							
BBA-420	PRINCIPLES OF MASS COMMUNICATIONS	4	70	30	100	3HRS	35%
BBA-421	PUBLIC RELATIONS MANAGEMENT	4	70	30	100	3HRS	35%
BBA-422	MEDIA PLANNING	4	70	30	100	3HRS	35%
BBA-423	PUNJABI Lazmi/ Mudhla Gyan/ Elementry Punjabi	4	70	30	100	3HRS	35%

**SUMMER INTERNSHIP : INDUSTRIAL TRAINING OF
■4 TO 6 WEEK**



SCHEME OF BBA THREE YEAR COURSE

For all the courses the basic minimum input shall be 40-45 hours. For theory courses, the teacher shall allocate one-third of the total number of hours for the exposure building of the students through case studies, presentations, minor projects etc, which should be related to the course of study.

BBA SECOND YEAR

BBA 3rd SEMESTER

	MARKS
BBA-301 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT	100
BBA-302 BUSINESS ACCOUNTING	100
BBA-303 PRINCIPLE OF MARKETING MANAGEMENT	100
BBA-304 BUSINESS LAWS	100
BBA-305 WORKSHOP ON CONTEMPORARY BUSINESS ISSUES	50
BBA-306 SEMINAR ON KNOWLEDGE MANAGEMENT	50
BBA-307 COMMUNICATION SKILLS IN PUNJABI/ ELEMENTARY PUNJABI	100

BBA 4th SEMESTER

	MARKS
BBA-401 FINANCIAL MANAGEMENT	100
BBA-402 WORKSHOP ON CREATIVITY & INNOVATION	50
BBA-403 SEMINAR ON ENTREPRENEURSHIP	50
BBA-404 VIVA-VOCE	50

CHOOSE ANY THREE SUBJECTS FROM NOT MORE THAN TWO
FUNCTIONAL AREAS:

MARKETING MANAGEMENT

BBA-405 RETAILING MANAGEMENT	100
BBA-406 ADVERTISEMENT & SALES MANAGEMENT	100
BBA-407 MARKETING OF SERVICES	100



HUMAN	RESOURCE MANAGEMENT	
BBA-408	CAREER PLANNING AND MANAGEMENT	100
BBA-409	TRAINING AND DEVELOPMENT	100
BBA-410	MANAGEMENT OF CHANGE	100
FINANCE		
BBA-411	COST & MANAGEMENT ACCOUNTING	100
BBA-412	FINANCIAL INSTRUMENTS & SERVICES	100
BBA-413	INCOME TAX LAW & PRACTICE	100

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INFORMATION TECHNOLOGY

BBA-414	SYSTEM ANALYSIS AND DESIGN	100
BBA-415	DECISION SUPPORT SYSTEMS	100
BBA-416	COMPUTER GRAPHICS	100

EVENT MANAGEMENT

BBA-417	. EVENT PLANNING & MANAGEMENT	100
BBA-418	FINANCIAL MANAGEMENT OF EVENTS	100
BBA-419	EVENT CREATIVITY AND INNOVATION	100

MEDIA MANAGEMENT

BBA-420	PRINCIPLES OF MASS COMMUNICATIONS	100
BBA-421	PUBLIC RELATIONS MANAGEMENT	100
BBA-422	MEDIA PLANNING	

100

BBA-423 COMMUNICATION SKILLS IN PUNJABI/

100

ELEMENTARY PUNJABI

BBA-424 ENVIRONMENTAL STUDIES AND ROAD SAFETY

100

SUMMER INTERNSHIP : INDUSTRIAL
TRAINING OF ■ 4 TO 6 WEEKS



BBA SECOND YEAR

3RD SEMESTERBBA-301: PRINCIPLES OF HUMAN
RESOURCE MANAGEMENT*Time Allowed: 3 Hrs.**Max. Marks : 100**Theory: 70**Internal**Assessment: 30*

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part- I**

Human Resource Management (HRM): Meaning, Scope and Objectives of HRM, HRM Challenges. Human Resource Planning (HRP): Concept, Need and importance of HRP, Factors affecting HRP,



Human Resource Planning Process, Barriers to HRP. Job Analysis (JA): Meaning, Factors affecting JD, Various techniques of JD. Recruitment: Meaning, Factors governing Recruitment, Recruitment sources and techniques, Problems associated with Recruitment. Selection: Meaning, Process, Selection Tests and Interview, Barriers to effective selection. Introduction and Orientation: Concepts, Process, Benefits and Problems associated with Induction and Orientation.

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Part-II

Managing Careers: Promotion, Meaning, Significance, Promotion Policy, Other issues related to promotions; Demotion—Meaning, Reasons, Implications for HRM; Transfers—Meaning, purpose, policy and other Issues associated with Transfers. Managing Separations: Meaning and Types of Separations, Costs and Benefits of Separations, Managing Separations effectively. Managing Industrial Relations: Industrial Relations—Meaning, Importance of peaceful IR. Approaches to IR. IR strategic, Disputes I Nature, Causes and Settlement of Disputes; Grievances—Nature, Sources, Grievance handling procedure; Disputes—Nature, Causes and Settlement of Disputes. Managing Workplace Safety and Health: Introduction, Various workplace safety and health issues and management of these issues.

Books Recommended :

1. Gomez - Meja, et al., Managing Human Resources, Delhi, Pearson Education, 2003.
2. Dessler, Gary, Human Resource Management, Delhi, Pearson Education, 2003.
3. Aswathappa, Human Resource and Personnel Management. New Delhi, TMG-Hill, 2002.
4. Pattanayak, Biswajeet, Human Resource Management, New Delhi, PHI, 2001.



BBA-302 : BUSINESS ACCOUNTING*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part- I**

Meaning and Scope of Accounting : Need, development and definition of accounting, book-keeping and accounting, Persons interested in accounting information, Disclosures; Branches of accounting; Objectives of accounting, basic understanding of accounting standards.

Accounting Transactions : Accounting Cycle, Journal, Rules of debit and credit; Compound journal entry, Opening entry, Relationship between journal and ledger; Rules regarding posting. Trial Balance,



Sub-division of journal.

Distinction between Capital and revenue items.

Final Accounts : Manufacturing account; Trading account, Profit and loss account; Balance-sheet; adjustment entries.

Rectification of Errors : Classification of errors, Location of errors, Rectification of errors; Suspense account; Effect on profit.

Part-II

Depreciation Provisions and Reserves : Concept of Depreciation; Causes of depreciation; Depreciation, depletion, amortization and dilapidation; Depreciation accounting; Methods for providing depreciation, Depreciation policy; Depreciation accounting, Provisions and reserves.

Partnership Accounts: Essential characteristics of partnership. Partnership deed; Final accounts; Adjustments after closing the accounts; Fixed and fluctuating capital; Goodwill; Joint Life Policy; Change in Profit Sharing Ratio.

Suggested Readings :

1. Anthony & Reece : Accounting Principles, Richard Irwin Inc.
2. Gupta, et al. : Financial Accounting, Sultan Chand and Sons, New Delhi.
3. Monga et al. : Financial Accounting, Mayur Paper Back, Noida.
4. Shukla & Grewal : Advanced Accounts, S. Chand & Co., New Delhi.
5. Compendium of Statement and Standards of Accounting : The Institute of Chartered Accountants of India, New Delhi.

BBA-303 : PRINCIPLES OF MARKETING MANAGEMENT

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A



It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part-I

Marketing Concepts : Philosophies and functions, Modern Concept of Marketing, Importance of Marketing with special reference to India, Meaning of Marketing Management. Marketing Environment: Meaning and forces of marketing environment, Marketing Mix and its elements. Market Segmentation; Meaning and basis of market segmentation. Consumer Behaviour: meaning and importance, Buying process, factors influencing consumer behaviour. Marketing Information System: Concept and components of a marketing information system. Marketing Research: Meaning, features and scope of Marketing Research.

Part-II

Product Decisions : Branding and Packaging, decisions stages in New Product Development, Product Life Cycle; Concept and stages. Pricing Decisions: Meaning of Product pricing, objectives, Methods of pricing, Pricing policies. Channels of Distribution: Types of Marketing Channels, Factors influencing channel choice. Promotion Mix: Personal Selling, Advertising decisions, Sales Promotion. Laws affecting Marketing in India.

References :

1. Kotler, Philip : Marketing Management
2. Stanton, William, J. : Fundamentals of Marketing
3. Neelamegham, S. : Marketing in India
4. C.N. Sontaakki : Marketing Management
5. J.C. Gandhi : Marketing



BBA-304 : BUSINESS LAWS*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part- I**

Law of Contract (1872) : Nature of contract, Classification, Offer and acceptance, Capacity of parties to contract, Free consent; Consideration, Legality of object, Agreement declared void, Performance of contract; Discharge of contract, Remedies for breach of contract.

Sale of Goods Act 1930 : Formation of contracts of sale; Goods and their classification, price; conditions, and warranties, Transfer of



property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale by auction; Hire purchase agreement.

Part-II

Negotiable Instruments Act 1881: Definition of negotiable instruments; Features; Promissory note, Bill of exchange, cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing. Negotiation; Dishonour and discharge of negotiable instrument.

The Consumer Protection Act 1986: Salient features, Definition of consumer; Grievance redressed machinery.

Suggested Readings :

1. Desai, T.R. : Indian Contract Act, Sale of Goods Act and Partnership Act, S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
2. Khergamwala : The Negotiable Instruments Act, N.M. Tripathi Pvt. Ltd., Mumbai.
3. Singh, Avtar L. : The Principles of Mercantile Law, Eastern Book Company, Lucknow.
4. Kuchal, M.C. : Business Law, Vikas Publishing House, New * Delhi.
5. Kapoor, N.D. : Business Law, Sultan Chand & Sons, New Delhi.
6. Chandha, P.R. : Business Law, Galgotra, New Delhi.

BBA-305 : WORKSHOP ON CONTEMPORARY BUSINESS ISSUES

Internal Evaluation : 50 Marks

Domestic and international dimensions of the business environment; corporate social responsibility and performance; and Socialization and moral development. Values, value congruence, and value conflict. Managing ethics in the corporation : Codes, incentives etc., Ethical dimensions of public affairs and of crisis management, Ethics and social performance: evaluation and reporting.

BBA-306 : SEMINAR ON KNOWLEDGE MANAGEMENT

Internal Evaluation : 50 Marks

Knowledge. Economy : Leveraging Economy, Data-Information

Knowledge, and Organizational Knowledge. Transformation of an enterprise through knowledge management, momentum of knowledge, and sharing of knowledge. Creating knowledge management system in an organization; Knowledge Organization; Organizational culture for knowledge management; Knowledge management and information technology; Knowledge management in Industry; Challenges to knowledge management.

4TH SEMESTER

BBA-401 : FINANCIAL MANAGEMENT

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.


Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part-I

Meaning of Business Finance, Aims, Scope and significance of finance function, profit verses wealth maximization, Financial Planning. Sources of Company Finance—Long-Term and Short- Term, SEBI Guidelines for raising company finance, Dividend Policy. Types and dividend, Capital Structure: Concept, theories and Valuation, cost of capital concept and significance.



Part-II

Capital Budgeting, Planning of Capital expenditure, evaluation of projects (including risk and uncertainty). Responsibility accounting: Concept, steps in responsibility accounting and advantages of responsibility Accounting. Cost of capital, working capital—types estimation—factor determining working capital requirements.

Suggested Readings :

1. Srivastava, R.M. : Essential of Business Finance
2. Upadhyay, K.M. : Financial Management
3. Pandey, I.M. : Financial Management
4. Jain, Anand & Singh : Financial Management
5. Khan, M.Y. and Jain P.K. : Management Accounting

BBA-402 : WORKSHOP ON CREATIVITY AND INNOVATION

Internal Evaluation : 50 Marks

Creativity in management, creative problem-solving, Theories of creativity, identifying the problem, morphological analysis, brainstorming, lateral thinking, and synaptic Idea-generating methods, evaluating ideas, implementing ideas, role of computers in creativity.

Strategic issues : Like planning, framework etc., market needs, and market research, sources of successful ideas, and financial analysis and case-histories of renowned companies.

BBA-403 : SEMINAR ON ENTREPRENEURSHIP

Internal Evaluation : 50 Marks

Concept of Entrepreneurship : Definition, nature and Characteristics of entrepreneurship: Emergence of entrepreneurial class including women entrepreneurs: Theories of entrepreneurship: Socio-economic environment and the entrepreneur. Characteristics of



Entrepreneur Leadership, risk taking, decision making and business planning. Innovation and entrepreneurship, entrepreneurial behaviour and motivation. Entrepreneurial Development programmes-their relevance and achievements: Role of government in organizing such programmes, Critical Evolution. Small Business as a seed bed



of entrepreneurship: Concept of business venture. The start-up process; Concept, Plan, Implementation, Initial Strategic Planning, production and Marketing Scope, Legal and tax consideration, risk analysis and financial considerations. Profit Planning in small enterprise: Growth Strategies and diversification. Finance Management in current operations and expansion of capital. Role of Small Business in the national economy. National Policies for small business development, Governmental and Non-Governmental assistance. Contribution of Commercial Banks in Promoting and Servicing small business, Small business and modern technology. Government Policies and formalities in setting up a unit. Basic requirements regarding registration, excise, Sales Tax, Factory Act. SSI exemptions.

Suggested Readings :

- " Hall, B. Pricke and : Royce Small Business Management.
L. Brahamson * i V r.-'. *
2. Kenneth R., : Entrepreneurship and Small
Van Voorthis Business Management.
3. Uans Schollhammer : & Entrepreneurship and Small
Arthur H. Kuriloff Business Management.
4. Joseph R. Mancuso : How to Start, Finance and Manage
your own small Business.
5. Sharma, R.A. : Entrepreneurial Change in Indian
Industries.
- i 6. The Role of Small Enterprises in
Dhar, P.N. and : Lydall H.F. Indian Economic Development.

BBA-404 : VIVA-VOCE

External Evaluation : 50 Marks

Every student will have to appear for comprehensive VIVA at the end of the Year. This VIVA-VOCE examination is based on the full course; each student is required to face a board composed of one external examiner, one internal examiner and the principal/ director of the college or his nominee.



CHOOSE ANY THREE SUBJECTS FROM NOT MORE THAN TWO FUNCTIONAL AREAS :

MARKETING MANAGEMENT

BBA-405 : RETAILING MANAGEMENT

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

Introduction to retail; retail formats theories and models; retail strategy; understanding the retail consumer; store locations; retail operations; retail store design.

Part-II

Retail merchandising; merchandising buying; retail price and merchandise performance; measuring financial performance; retail management informant systems; retail marketing and communication.



BBA-406 : ADVERTISEMENT AND SALES MANAGEMENT*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part- I**

Nature and scope of advertising research, campaign planning of strategic considerations, knowledge about consumer Behaviour, Media planning Print, T.V., Radio, Cable and Satellites, direct mail marketing creating copy-testing. Advertising budget. Events Management. Advertising agencies, measuring advertising effectiveness.

Part-II ■

Nature and scope of sales management. Recruitment and selection of sales personnel. Training and development of sales personnel. Performance appraisal and motivation sales personnel. Supervision and organization of sales personnel. Sales organization: Structure and control.

Carving territories, routing and scheduling. Sales quotas, target achievement. Sales forecasting, sales dealer's sales personnel relationship. Selling theories and process. Sales ethics. Distribution, order processing.



BBA-407 : MARKETING OF SERVICES*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part-I**

Concept of goods and services, services marketing concept, features, need, significance behavioural services aspiration. Market segmentation, marketing information system for various services. Service quality meaning, components, measurement. Services Marketing management. Seven P's of Services marketing.

*** Part-II ***

Services marketing in a specific context. Banking marketing, internal marketing, Hotel marketing, Tourism marketing, Transport marketing, personal care marketing, Hospital marketing, Education marketing, Consultancy marketing.



HUMAN RESOURCE MANAGEMENT
BBA-408 : CAREER PLANNING AND MANAGEMENT

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- 1

Personality dispositions and managerial effectiveness, perceptual process and developing perceptual skills, motivation and work performance.

Part-II

Psychoanalysis for executives, predictable crisis of executive life, organizational politics, management of stress.



BBA-409 : TRAINING AND DEVELOPMENT*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part-1**

The induction process, methods and evaluation of induction training. The role of training and development, identification of training needs, designing and developing training programmes.

Part-II

Evaluation of training programmes. Training evaluation and the training cycle. Evaluation process, evaluation design: data collection, designing questionnaire and tests. Qualitative and quantitative evaluation methods. Evaluation report.

Recommended Readings :

1. Morgain C.T., King A.R., Weisz J.R. : Introduction to Psychology
2. Hall C.S., Lindzey G : Theories of Personality
3. Anastasi A. : Psychological Testing
4. Freman F. S. : Psychological Testing
5. Bower G R., Hilgard T. R. : Theories of Learning



BBA-410 : MANAGEMENT OF CHANGE*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part-I**

Introduction : Definition, need, assumptions, historical development, issues and future OD, Models and theories of planned change, process of OD, Issues in consultant-client relationship.

Part-II

Organisation Change : Forces of change, nature of change, the process of organisational change, coping strategies for change, resistance to change, managerial options for implementing change, guideline for facilitating change.



FINANCE**BBA-411 : COST & MANAGEMENT ACCOUNTING***Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part-I**

Cost Accounting : the concept, nature and scope of cost accounting, brief study of Materials, objectives and techniques of material control, methods of pricing material issue. Labour: Items of Labour cost, Labour records, Remuneration methods, Overheads: Classification, distribution, absorption of different types of overheads. Preparation of cost sheet and reconciliation of cost and financial records. Cost Determination Methods: Job, Batch, Contrast and Process costing, Introduction to service costing. Cost Control Techniques: Cost-volume-profit analysis.

Part-II

Origin, Concept, Nature, Scope and functions of Management Accounting. Relation between management, Financial Accounting and



Cost Accounting, Limitations of Management Accounting. Financial Statements; nature, Importance and its Limitations.

Tools of Financial Analysis: Ratio Analysis; meaning, utility, Importance and its Classification on the basis of Profitability, Liquidity, solvency and activity Comparative statements and Trend Analysis. Fund Flow Analysis Cash Flow Analysis.

References :

Shashi Gupta and	: Management Accounting
R. K. Shamia	
Ravi M. Kishore	Management Accounting Management
S. N. Maheshwari	Accounting and Financial Control
	Management Accounting
Mannohan and Goel	
Khan, M.Y. and	
Jain Abhay and Anand	
Jain, P.K.	
Ravi M. Kishore	Principles and Practice of Management Financial Management
Jawahar Lal W J	Accounting Cost Accounting Cost Accounting Wheldon's Cost
Owler and J.L. Brown	Accounting

BBA-412 : FINANCIAL INSTRUMENTS AND SERVICES

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

Financial Market environment in India; role of Securities and Exchange Board of India; Stock Exchanges: objectives, and functioning; variable and fixed interest bearing securities: equity, preference shares, debentures and bonds. ADR and GDR.

Part-II

Merchant Banking; Venture Capital; Leasing and Hire Purchase; Mutual funds in India; debit card and credit card; housing finance, Foreign Direct Investment in India.

Recommended References :

1. M. Y. Khan : Financial Services (TMH)
2. Dr. S. Gurusamy : Merchant Banking and Financial Services (Thomson)
3. Depository Operations (Module) workbook by National Stock Exchange of India Limited
4. B.S.Bodla, M.C.Garg, K.P. Singh : Insurance—Fundamentals, Environment and Procedures (Deep and Deep Publications)
5. Tripathy Nalini Prava : Financial Instruments and Services
6. M.Y. Khan : Indian Financial System, 4th Edition, TMH
7. L.M. Bhole : Financial Institutions and Markets, TMH
8. Shashi Gupta : Financial Services, Kalyani

BBA-413 : INCOME TAX LAW & PRACTICE

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A



It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part-I

Income tax—definition, distinction between capital and revenue basis of charge (Residential Status), Incidence of tax. Exempted Income, Computation of Income from Salaries and House Property.

Income from Business and Profession, Capital Gains, Income from other sources. Depreciation, Carry Forward and Set-off of losses, Income of other persons to be included in Assessee's total Income. Deduction of Gross Total Income.

Part-II | >

Computation of total income in regard to Income of individual, HUF and Partnership firm and Association of Persons (AOP). Concept of Mat.

Advance payment of tax, deduction of tax at source, Income tax authorities and administration of the Act. Assessment Procedure, Appeals, refunds and Penalties.

Suggested Readings :

- | | |
|--------------------|-----------------------------|
| 1. H.C. Mehrotra : | Income Tax Law and Practice |
| 2. Gaur & Narang : | Income Tax Law |
| 3. Girish Ahuja : | Direct Law |

INFORMATION TECHNOLOGY

BBA-414 : SYSTEM ANALYSIS AND DESIGN

Time Allowed : 3 Hrs.

Max. Marks : 100

*Theory : 70 Internal
Assessment : 30*

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part-I

Overview of Systems Analysis and Design; Software applications today - the changing scenarios - Introductions to different methodologies and Structured System Analysis-Problem- identification-requirement analysis: tools and techniques-feasibility analysis-Operational, Technical and Economical Feasibility, details of SDLC approach, Business Systems Concept: Systems Development Life Cycle: Project Selection; Feasibility Study.

Part-II

Tools for Analysis and Design of Business Systems: methodologies Available: Need for Structured Techniques: Structured Techniques Available System Requirement Specification and Analysis: Data Flow Diagrams: Data Dictionaries: Process Organisation and Intersections: Decision Analysis: Decision I rccs and fables: Expansion. Explosion and Normalization, DetailedB.B.A. (PART-11) SEMESTER III & IV Design; Modulation; Module Specification; File Design.

BBA-415 : DECISION SUPPORT SYSTEMS



Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

Business Integration: Networking and Telecommunications, Client Server, Object Orientation, Integration of Information: Workgroup integration, Data warehouse, Open Systems with Different Systems, Group Decisions, software to support integration.

Part- n

Decisions and Models : Biases in decision, physical, process and business modeling. Business models: Assumptions, Identifying I/O variables, Processes and equations, software, Limitations of models: model complexity, cost of building models, errors in models.

Decisions in Business Areas : Accounting, Finance, Marketing, HRM, Production and Design. Complex Decisions and Artificial Intelligence.

Reference :

Management Information Systems Solving Probls with IT Post,
Anderson, TMH (IRWIN) ^ - r

BBA-416 : COMPUTER GRAPHICS

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

Introduction and Overview of Graphic Systems: CAD, Presentation Graphics and other applications, Video Display devices, Raster-Random scan systems, I/O devices.

Part- II

Fundamentals of following concepts: Output primitives and their attributes. Scene and image, Representation of 2-D image, Basic Transformation, Color models and color applications, Computer animation.

References :

1. Hearn and Baker : Computer Graphics, PHI.
2. Rogers & Adams : Mathematical Elements for Computer Graphics.
3. Rogers D. F. : Procedural Elements for Computer Graphics.
4. D. Hearn & P. M. Baker : Computer Graphics.

EVENT MANAGEMENT



BBA 417 : EVENT PLANNING AND MANAGEMENT*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30***Instructions for Paper-setters/Examiners**

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :**Part-I**

Introduction to planning and management of events, size of events, types of events, the event team, and code of ethics. The concept of event, and events vision; event and marketing; events and corporate public relations; product differentiation; promotion and events.

Part-II

Event industry in industry; designing transitional strategy; events and positioning; positioning principles; Safety and security of events; event relations and conceptualization: management of relations and document design.

BBA-418 : FINANCIAL MANAGEMENT OF EVENTS*Time Allowed : 3 Hrs.**Max. Marks : 100**Theory : 70 Internal**Assessment : 30*

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part-I

The need and frill of event financial management; events and objects; events and facts; managing events; The budget, Break-even point, cash-flow analysis, profit and loss statement, balance-sheet, financial control systems, panic payments. Sources of raising short and long-term finance and its cost.

Part-II W

Capital structure and its understanding; concept of Risk types, risk management, process, incident reporting, emergency response plans, and standards for risk management. Feasibility and swot analysis.

BBA-419 : EVENT CREATIVITY AND INNOVATION

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners



The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

The concept and context of creativity in forming the events; introspection for creative visualization; Pasteur's dictum; problem solving; deduction, and induction methods; learning and imitation.

Part- II

Event creativity: trail and error; heuristics; abduction; creative trait or creative state; innate structure of the mind; analogy, preparation, anomaly, constraints and serendipity; mental analogs; improvisation and performance; creative thinking; and creative work culture.

MEDIA MANAGEMENT

BBA-420 : PRINCIPLES OF MASS COMMUNICATIONS

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A



It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

Communication: concept, elements, process, and role; forms of communication; barriers of communication; and theories of communication like bullet theory, cognitive theory, two step flow theory, cultivation theory and agenda setting theory.

Part- II

The concept and context of mass communication; models of mass communication, like Lasswell model, schramm model, Shannon and weaver model, Levin model, Gerbner's model, Westley and MacLean's Conceptual Model; mass communication through traditional and modern mass media; mass communication, culture and society; effects of mass communication; information society.

BBA-421 : PUBLIC RELATIONS MANAGEMENT

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B



It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part- I

Nature, and scope of public relations; tools and methods of public relations: press relations, the printed word; photography, exhibition, trade fair, film, radio, television, advertisement, etc.

Part- II

The industrial public relations, public relation with finance, trade and professional associations; public relations and central and local government; public relations for police, exports, etc.

BBA-422 : MEDIA PLANNING

Time Allowed : 3 Hrs.

Max. Marks : 100

Theory : 70 Internal

Assessment : 30

Instructions for Paper-setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

Section-A

It will consist of four essay type questions set by the examiner from Part-I and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section-B

It will consist of four essay type questions set by the examiner from Part-II and the candidate shall be required to attempt two. Each question shall carry 12 marks; total weight of the section is 24 marks.

Section- C

It will consist of 11 short answer questions. All questions are compulsory. Each question shall carry two marks; total weight of the section is 22 marks.

COURSE INPUT :

Part-I



The concept and context of Mass media; forms of mass media: Print. Electronic; Audio and audio-visual communication; access of the media; media audiences.

Part- II

The new Media; perception and language issues in mass media; Mass media effects and uses: agenda setting, the knowledge-gap hypothesis; effects and uses of mass media; Media chains and conglomerates: newspaper chains, broadcasting chains, media cross ownership, media conglomerates; mass media research.

**SUMMER INTERNSHIP : INDUSTRIAL TRAINING/FIELD
PROJECT OF 4 TO 6 WEEKS**





ਬੀ.ਬੀ.ਏ-ਭਾਗ ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੇਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)
ਕਾਂਸਟੀਚਿਊਟ ਕਾਲਜਾਂ, ਐਫੀਲੀਏਟਡ ਕਾਲਜਾਂ, ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਅਤੇ ਕੈਂਪਸ ਦੇ ਵਿਦਿਆਰਥੀਆਂ
ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

ਸਮੇਸਟਰ ਤੀਜਾ

ਕੁੱਲ ਅੰਕ : 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ: 70 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35

ਅਧਿਆਪਨ: 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਭਾਗ-ੳ

ਭਾਗ ੳ-1: ਨਾਵਲ ਕੀ ਹੁੰਦਾ ਹੈ?, ਨਾਵਲ ਦਾ ਸਰੂਪ, ਨਾਵਲ ਅਤੇ ਨਾਵਲੈੱਟ ਵਿਚ ਅੰਤਰ, ਨਾਵਲ ਅਤੇ ਕਹਾਣੀ ਵਿਚ ਅੰਤਰ: ਅਧਿਆਪਕ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਨਾਵਲ ਦੇ ਸਰੂਪ ਬਾਰੇ ਦੱਸੇਗਾ ਅਤੇ ਨਾਵਲ ਦੇ ਕਹਾਣੀ ਅਤੇ ਨਾਵਲੈੱਟ ਨਾਲ ਅੰਤਰ ਬਾਰੇ ਸਮਝਾਏਗਾ। 12 ਅੰਕ

ਭਾਗ ੳ-2: ਨਾਵਲ ਪਿੰਜਰ (ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ), ਵਿਦਿਆਰਥੀ ਨੂੰ ਨਾਵਲ ਪੜ੍ਹਨ ਲਈ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਨਾਵਲ ਬਾਰੇ ਉਸ ਦੇ ਪਾਠਕੀ ਹੁੰਗਾਰੇ ਨੂੰ ਦਰਜ ਕਰਨਾ ਸਿਖਾਇਆ ਜਾਵੇਗਾ। 12 ਅੰਕ

ਭਾਗ-ਅ

ਭਾਗ ਅ-1: ਪੰਜਾਬੀ ਪੱਤਰਕਾਰੀ:

ੳ) ਖ਼ਬਰ, ਅ) ਵਿਸ਼ੇਸ਼ ਅਖ਼ਬਾਰੀ ਰਿਪੋਰਟ, ਏ) ਫ਼ੀਚਰ ਲੇਖਣ, ਸ) ਇਸ਼ਤਿਹਾਰ ਲੇਖਣ, ਹ) ਇਸ਼ਤਿਹਾਰੀ ਖ਼ਬਰ: ਸੰਕਲਪ ਅਤੇ ਅਭਿਆਸ। ਅਧਿਆਪਕ ਇਨ੍ਹਾਂ ਪੱਤਰਕਾਰੀ ਲੇਖਣ ਰੂਪਾਂ ਬਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਪਸ਼ਟਤਾ ਪ੍ਰਦਾਨ ਕਰੇਗਾ। 12 ਅੰਕ
(ਨੋਟ: ਇਹ ਕੇਵਲ ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਲਈ ਹੈ। ਇਸ ਖੰਡ ਦੇ ਆਧਾਰ 'ਤੇ ਵਿਦਿਆਰਥੀ ਤੋਂ ਇੱਕ ਸਕਰੈਪ ਬੁੱਕ ਤਿਆਰ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਉਸ ਵਿਚ ਵਿਦਿਆਰਥੀ ਕੁਲ 20 ਪੰਨੇ ਦੀਆਂ ਖ਼ਬਰਾਂ, ਵਿਸ਼ੇਸ਼ ਅਖ਼ਬਾਰੀ ਰਿਪੋਰਟਾਂ, ਨਿਊਜ਼ ਫ਼ੀਚਰ, ਇਸ਼ਤਿਹਾਰ ਅਤੇ ਇਸ਼ਤਿਹਾਰੀ ਖ਼ਬਰਾਂ ਤਿਆਰ ਕਰੇਗਾ। ਹਰ ਵੰਨਗੀ ਦੀਆਂ ਘੱਟ ਤੋਂ ਘੱਟ ਦੋ ਲਿਖਤਾਂ ਜ਼ਰੂਰ ਸ਼ਾਮਲ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ। ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਵਿਚ ਅਸਾਈਨਮੈਂਟ ਦੇ ਨੰਬਰ ਇਸ ਸਕਰੈਪਬੁੱਕ ਦੇ ਆਧਾਰ 'ਤੇ ਦਿੱਤੇ ਜਾਣਗੇ)

ਭਾਗ ਅ-2 ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ

ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਇਤਿਹਾਸ ਅਤੇ ਇਲਾਕਾਈ ਵੰਨਗੀਆਂ

ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਇਤਿਹਾਸ, ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ

ੲ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ: ਸਵਰ, ਵਿਅੰਜਨ, ਖੰਡੀ ਅਤੇ ਅਖੰਡੀ ਧੁਨੀਆਂ 12 ਅੰਕ

ਭਾਗ-ੲ

ਭਾਗ ੳ ਅਤੇ ਅ ਵਿੱਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ।

11x2=22 ਅੰਕ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ



ਬੀ.ਬੀ.ਏ-ਭਾਗ ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੈਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)

ਕਾਂਸਟੀਚਿਊਟ ਕਾਲਜਾਂ, ਐਫੀਲੀਏਟਿਡ ਕਾਲਜਾਂ, ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਅਤੇ ਕੈਂਪਸ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਅ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤਿੰਨ ਭਾਗ ਓ, ਅ ਅਤੇ ਏ ਹੋਣਗੇ।
2. ਭਾਗ ਓ-1 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਵੇਗਾ। ਇਹ ਪ੍ਰਸ਼ਨ ਦਿੱਤੇ ਗਏ ਗਲਪ ਰੂਪਾਂ ਦੇ ਸਰੂਪ, ਤੱਤਾਂ ਬਾਰੇ ਜਾਂ ਇਨ੍ਹਾਂ ਵਿਚਕਾਰ ਸਮਾਨਤਾਵਾਂ ਜਾਂ ਅੰਤਰਾਂ ਬਾਰੇ ਹੋਣਗੇ। 12 ਅੰਕ
3. ਭਾਗ ਓ-2 ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਨਾਵਲ ਬਾਰੇ ਪਾਠਕੀ ਹੁੰਗਾਰਾ, ਨਾਵਲ ਬਾਰੇ ਵਿਦਿਆਰਥੀ ਦੇ ਪ੍ਰਭਾਵ, ਨਾਵਲ ਦੇ ਮੰਤਵ ਅਤੇ ਜੀਵਨ ਨੂੰ ਸਮਝਣ ਵਿਚ ਨਾਵਲ ਦੇ ਮਹੱਤਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛਿਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਭਾਗ ਵਿਚ ਪਾਤਰਾਂ ਬਾਰੇ ਵੀ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾ ਸਕਦੇ ਹਨ। ਨਾਵਲ ਦੇ ਵਿਸ਼ੇ-ਵਸਤੂ, ਵਿਚਾਰਧਾਰਾ, ਸਮਕਾਲੀ ਜੀਵਨ ਵਿਚ ਨਾਵਲ ਦੇ ਵਿਸ਼ੇ ਦੇ ਮਹੱਤਵ, ਪਾਤਰਾਂ ਦੀ ਘਾਤਤ, ਮਨਪਸੰਦ ਪਾਤਰ, ਪਾਤਰਾਂ ਦੇ ਸੁਭਾਅ ਦਾ ਵਿਸ਼ਲੇਸ਼ਣ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾ ਸਕਦਾ ਹੈ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਬਨਾਉਣ ਲੱਗਿਆਂ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਵਿਦਿਆਰਥੀ ਦੇ ਆਪਣੇ ਵਿਚਾਰਾਂ ਦੇ ਪ੍ਰਗਟਾਵੇ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕੀਤਾ ਜਾਵੇ। 12 ਅੰਕ
4. ਭਾਗ ਅ-1 ਵਿਚ ਦਰਜ ਪੱਤਰਕਾਰੀ ਰੂਪਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਸਰੂਪ, ਪ੍ਰਕਾਰਜ ਅਤੇ ਮਹੱਤਵ ਦੇ ਨਾਲ ਨਾਲ ਇਨ੍ਹਾਂ ਰੂਪਾਂ ਦੇ ਆਪਸੀ ਨਿਖੇੜੇ ਬਾਰੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾ ਸਕਦੇ ਹਨ। ਇਸ ਭਾਗ ਵਿੱਚੋਂ ਕੁਲ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। 12 ਅੰਕ
5. ਭਾਗ ਅ-2 ਵਿੱਚੋਂ ਵੀ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। 12 ਅੰਕ
6. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਏ ਵਿਚ ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਅਤੇ ਅ ਦੇ ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਵਿਦਿਆਰਥੀ ਨੇ ਇਨ੍ਹਾਂ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ 4-6 ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। 11x2=22 ਅੰਕ

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਰੂਪਾਕਾਰ: ਸਿਧਾਂਤ ਅਤੇ ਰੂਪਾਂਤਰਣ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011
2. ਸਾਹਿਤ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1989
3. ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ ਤੇ ਕਿਰਪਾਲ ਸਿੰਘ ਕਸੇਲ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਲਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, 1977
4. ਡਾ. ਟੀ. ਆਰ, ਵਿਨੋਦ, ਨਾਵਲ ਆਲੋਚਨਾ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999
5. ਗਿ ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ

ਸਮੈਸਟਰ ਚੌਥਾ



ਬੀ.ਬੀ.ਏ-ਭਾਗ ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੈਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)
ਕਾਂਸਟੀਚਿਊਟ ਕਾਲਜਾਂ, ਐਫੀਲੀਏਟਿਡ ਕਾਲਜਾਂ, ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਅਤੇ ਕੈਂਪਸ ਦੇ ਵਿਦਿਆਰਥੀਆਂ
ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

ਕੁੱਲ ਅੰਕ : 100

ਅੰਕ : 35

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ: 70 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਵਿਸ਼ੇ ਵਿਚੋਂ ਪਾਸ ਹੋਣ ਲਈ

ਅਧਿਆਪਨ: 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

(ਅਧਿਆਪਨ: 50 ਪੀਰੀਅਡ, 6 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਭਾਗ-ੳ

1. ਕਾਵਿ-ਲਹਿਰਾਂ, ਸੰਪਾ. ਡਾ. ਜਸਵਿੰਦਰ ਸਿੰਘ ਅਤੇ ਡਾ. ਇੰਦਰਜੀਤ ਸਿੰਘ ਚੀਮਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

ਭਾਗ-ਅ

ਅ-1: ਕੰਪਿਊਟਰ ਸਿਖਲਾਈ:

ੳ) ਗੁਰਮੁਖੀ ਫ਼ੋਂਟ: ਆਰੰਭ ਅਤੇ ਵਿਕਾਸ

ਅ) ਫ਼ੋਂਟ ਬਦਲੀ (ਕਨਵਰਟਰ): ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ

ੲ) ਯੂਨੀਕੋਡ ਪ੍ਰਣਾਲੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ

(ਨੋਟ: ਇਹ ਕੇਵਲ ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਲਈ ਹੈ। ਇਸ ਹਿੱਸੇ ਲਈ ਵਿਦਿਆਰਥੀ ਅਭਿਆਸ-ਪੁਸਤਕ ਤਿਆਰ ਕਰੇਗਾ, ਇਹ ਅਭਿਆਸ ਪੁਸਤਕ ਸੋਫਟ ਰੂਪ ਵਿਚ ਹੋਵੇਗੀ। ਅਧਿਆਪਕ ਉਸ ਦੇ ਸੋਫਟ ਰੂਪ ਦਾ ਮੁਲਾਂਕਣ ਕਰੇਗਾ ਪਰ ਵਿਦਿਆਰਥੀ ਰਿਕਾਰਡ ਹਿਤ ਇਸ ਦਾ ਪ੍ਰਿੰਟ ਕਰਵਾ ਕੇ ਅਧਿਆਪਕ ਨੂੰ ਜਮ੍ਹਾਂ ਕਰਵਾਏਗਾ। ਉਹ ਆਪਣੇ ਮੁੱਖ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ 20 ਤੋਂ 25 ਪੰਨੇ (ਰਾਵੀ ਯੂਨੀਕੋਡ ਫ਼ੋਂਟ ਮਾਪ 12, ਸਤਰਾਂ ਵਿਚ ਵਿੱਥ 1.5, ਡਿਫਾਲਟ ਪੇਜ ਸੈਟਿੰਗ) ਲਿਖੇਗਾ, ਜਿਸ ਵਿਚ ਘੱਟ ਤੋਂ ਘੱਟ 10 ਲਿਖਤਾਂ ਜ਼ਰੂਰ ਹੋਣ।

ਅ-2: ਵਿਆਕਰਣ

ੳ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ: ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ

ਅ) ਵਿਆਕਰਣਕ ਵਰਗ: ਲਿੰਗ, ਵਚਨ, ਕਾਲ, ਕਾਰਕ, ਪੁਰਖ, ਵਾਚ, ਪੱਖ (ਇਨ੍ਹਾਂ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਹਵਾਲੇ ਨਾਲ ਇਨ੍ਹਾਂ ਦੀ ਸਮਝ)

ਭਾਗ-ੲ

ਭਾਗ ੳ ਅਤੇ ਅ ਵਿਚੋਂ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈੱਟਰਾਂ ਲਈ ਹਦਾਇਤਾਂ



ਬੀ.ਬੀ.ਏ-ਭਾਗ ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਸਮੈਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)
ਕਾਂਸਟੀਚਿਊਟ ਕਾਲਜਾਂ, ਐਫੀਲੀਏਟਡ ਕਾਲਜਾਂ, ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਅਤੇ ਕੈਂਪਸ ਦੇ ਵਿਦਿਆਰਥੀਆਂ
ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

1. ਭਾਗ ਓ ਵਿਚੋਂ ਕਿਸੇ ਇੱਕ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ ਸੁਨੇਹਾ, ਜੀਵਨ-ਦ੍ਰਿਸ਼ਟੀ ਅਤੇ ਰਾਜਨੀਤਕ-ਆਰਥਿਕ ਸੋਝੀ ਦਾ ਜੀਵਨ ਵਿਚ ਮਹੱਤਵ (ਤਿੰਨ ਵਿਚੋਂ ਇੱਕ) 12 ਅੰਕ
2. ਭਾਗ ਓ ਵਿਚੋਂ ਹੀ ਦੋ ਕਵਿਤਾਵਾਂ ਦੇ ਕੇ ਕਿਸੇ ਇੱਕ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ ਪ੍ਰਸੰਗ ਦੇ 4 ਅੰਕ ਅਤੇ ਵਿਆਖਿਆ ਦੇ 08 ਅੰਕ ਹੋਣਗੇ। 12 ਅੰਕ
3. ਭਾਗ ਅ-1 ਦੇ ਕੰਪਿਊਟਰ ਸਿਖਲਾਈ ਵਾਲੇ ਭਾਗ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ ਲਿਖੇਗਾ। 12 ਅੰਕ
4. ਭਾਗ ਅ-2 ਵਿਚਲੇ ਵਿਆਕਰਣ ਨਾਲ ਸੰਬੰਧਿਤ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ 4 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ 2 ਦਾ ਉੱਤਰ ਲਿਖੇਗਾ। 2X6 =12 ਅੰਕ
5. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਭਾਗ ਏ ਵਿਚ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਸਾਰਿਆਂ ਦੇ ਵਿਦਿਆਰਥੀ ਨੇ ਸੰਖੇਪ ਉੱਤਰ ਲਿਖਣੇ ਹੋਣਗੇ। ਇਹ ਪ੍ਰਸ਼ਨ ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ, ਅ-1 ਅਤੇ ਅ-2 ਵਿਚ ਦਰਜ ਵਿਸ਼ਿਆਂ ਦੇ ਆਧਾਰ 'ਤੇ ਹੋਣਗੇ। 11x2=22 ਅੰਕ

ਸਹਾਇਕ ਪਾਠ ਸਮੱਗਰੀ

1. ਰਾਜਿੰਦਰਪਾਲ ਸਿੰਘ ਬਰਾੜ, ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਰੂਪਾਕਾਰ: ਸਿਧਾਂਤ ਅਤੇ ਰੂਪਾਂਤਰਣ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2011
2. ਸਾਹਿਤ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1989
3. ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ ਤੇ ਕਿਰਪਾਲ ਸਿੰਘ ਕਸੇਲ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਲਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, 1977
4. ਡਾ. ਟੀ. ਆਰ, ਵਿਨੋਦ, ਨਾਵਲ ਆਲੋਚਨਾ ਸ਼ਬਦਾਵਲੀ ਕੋਸ਼, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999
5. ਗਿ ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਣ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਟੈਕਸਟਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ
6. ਸੀ.ਪੀ. ਕੰਬੋਜ ਦੀਆਂ ਕੰਪਿਊਟਰ ਨਾਲ ਸੰਬੰਧਿਤ ਪੁਸਤਕਾਂ

(Signature)



**ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੱਧਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)
(ਸਮੇਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)**

ਰੈਗੂਲਰ ਅਤੇ ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

ਸਮੇਸਟਰ ਤੀਜਾ

ਕੁੱਲ ਅੰਕ : 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ: 70 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35

(ਅਧਿਆਪਨ: 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਭਾਗ-ੳ

ਨਿਰਧਾਰਤ ਪੁਸਤਕ : ਪੰਜਾਬੀ ਦੀ ਪਾਠ ਪੁਸਤਕ, ਪ੍ਰੋ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਉਰੇ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ,
(ਇਸ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕੇਵਲ ਕਵਿਤਾ ਵਾਲਾ ਭਾਗ ਇਸ ਸਮੇਸਟਰ ਦੇ ਸਿਲੇਬਸ ਵਜੋਂ ਪੜ੍ਹਿਆ ਜਾਣਾ ਹੈ)

ਭਾਗ-ਅ

ਅ-1 ਵਿਸ਼ਰਾਮ ਚਿੰਨ ਦੀ ਵਰਤੋਂ

ਅ-2 ਸ਼ਬਦ ਜੋੜਾਂ ਦੀ ਸੁਧਾਈ

ਅ-3 ਪੈਰ੍ਹਾ ਰਚਨਾ : ਵਿਦਿਅਕ ਜਾਂ ਸੈਰ ਸਪਾਟੇ ਨਾਲ ਸਬੰਧਤ

ਭਾਗ-ੲ

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਤੇ ਅਧਾਰਤ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

- ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਮੁਢਲਾ ਗਿਆਨ ਪ੍ਰਾਪਤ ਕੀਤਾ ਹੈ । ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ ਦੇ ਗਿਆਨ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦਿਆਂ ਸਰਲ, ਸਪਸ਼ਟ ਅਤੇ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ।
- ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ।
- ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ।
- ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ ।
- ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟੇ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ ।
- ਭਾਗ ੳ ਵਿੱਚੋਂ ਕਿਸੇ ਕਵਿਤਾ ਦੇ ਸਰਲ ਅਰਥ ਜਾਂ ਸਾਰ (ਪੰਜ ਵਿੱਚੋਂ ਦੋ) 2X06=12 ਅੰਕ
- 15 ਸ਼ਬਦ ਦੇ ਕੇ 12 ਸ਼ਬਦਾਂ ਦੇ ਸ਼ਬਦ ਜੋੜ ਸੁੱਧ ਕਰਨੇ 12 ਅੰਕ
- ਕਿਸੇ ਦਿੱਤੇ ਪੈਰੇ ਜਾਂ ਵਾਕਾਂ ਵਿੱਚ ਵਿਸ਼ਰਾਮ ਚਿੰਨਾਂ ਦੀ ਵਰਤੋਂ 12 ਅੰਕ
- ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਜੀਵਨ ਦੇ ਕਿਸੇ ਆਮ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ ਪੈਰ੍ਹਾ ਰਚਨਾ 12 ਅੰਕ



ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੱਧਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)
(ਸਮੈਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)

ਰੈਗੂਲਰ ਅਤੇ ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

10. ਭਾਗ ੲ ਵਿਚ ਪਾਠ ਪੁਸਤਕ (ਕਵਿਤਾਵਾਂ) ਤੇ ਆਧਾਰਤ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ 3-4 ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ

11X02=22 ਅੰਕ



**ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੱਧਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)
(ਸਮੈਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)**

ਰੈਗੂਲਰ ਅਤੇ ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

ਸਮੈਸਟਰ ਚੌਥਾ

ਕੁੱਲ ਅੰਕ : 100

ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ : 30 ਅੰਕ

ਬਾਹਰੀ ਪਰੀਖਿਆ: 70 ਅੰਕ

ਸਮਾਂ : 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿੱਚ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ : 35

(ਅਧਿਆਪਨ: 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ)

ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੀ ਰੂਪ-ਰੇਖਾ

ਭਾਗ-ੳ

ਨਿਰਧਾਰਤ ਪੁਸਤਕ : ਪੰਜਾਬੀ ਦੀ ਪਾਠ ਪੁਸਤਕ, ਪ੍ਰੋ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਪਬਲੀਕੇਸ਼ਨ ਬਿਉਰੋ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, ਇਸ ਪੁਸਤਕ ਵਿੱਚੋਂ ਕਹਾਣੀ ਅਤੇ ਨਾਟਕ ਵਾਲਾ ਭਾਗ ਸਿਲੇਬਸ ਵਜੋਂ ਪੜ੍ਹਿਆ ਜਾਣਾ ਹੈ।

ਭਾਗ-ਅ

ਅ-1 ਨਿੱਜੀ ਚਿੱਠੀ/ਪੱਤਰ

ਅ-2 ਸ਼ਬਦਾਂ ਦਾ ਅਨੁਵਾਦ (ਪੰਜਾਬੀ ਤੋਂ ਅੰਗ੍ਰੇਜ਼ੀ ਅਤੇ ਅੰਗ੍ਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ)

ਭਾਗ-ੲ

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਤੇ ਅਧਾਰਤ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

- ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦਾ ਮੁਢਲਾ ਗਿਆਨ ਪ੍ਰਾਪਤ ਕੀਤਾ ਹੈ। ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ ਦੇ ਗਿਆਨ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦਿਆਂ ਸਰਲ, ਸਪਸ਼ਟ ਅਤੇ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
- ਸਾਰੇ ਭਾਗਾਂ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
- ਸਰਲ ਅਤੇ ਸਪਸ਼ਟ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ।
- ਵਰਣਾਤਮਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
- ਲੋੜ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਛੋਟੇ ਜਾਂ ਚੋਣ ਦੇਣੀ ਲਾਜ਼ਮੀ ਹੈ।
- ਭਾਗ ੳ ਵਿੱਚੋਂ ਕਿਸੇ ਕਹਾਣੀ ਦਾ ਸਾਰ (ਦੇ ਵਿੱਚੋਂ ਇਕ) 12 ਅੰਕ
- ਕਿਸੇ ਨਾਟਕ ਸੰਬੰਧੀ ਸੰਖੇਪ ਜਾਣਕਾਰੀ (ਦੇ ਵਿੱਚੋਂ ਇਕ) 12 ਅੰਕ
- ਨਿੱਜੀ ਚਿੱਠੀ ਜਾਂ ਪੱਤਰ (ਦੇ ਵਿੱਚੋਂ ਇਕ) 12 ਅੰਕ
- ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਆਮ ਜੀਵਨ ਨਾਲ ਸਬੰਧਿਤ ਸ਼ਬਦਾਵਲੀ ਦਾ ਅੰਗ੍ਰੇਜ਼ੀ ਅਤੇ ਪੰਜਾਬੀ ਅਨੁਵਾਦ। 12 ਅੰਕ



ਅੰਡਰ-ਗ੍ਰੈਜੂਏਟ ਪੱਧਰ ਦੇ ਸਾਰੇ ਕੋਰਸਾਂ ਲਈ ਸਾਂਝਾ ਸਿਲੇਬਸ ਭਾਗ-ਦੂਜਾ, ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)
(ਸਮੈਸਟਰ ਤੀਜਾ ਅਤੇ ਚੌਥਾ)

ਰੈਗੂਲਰ ਅਤੇ ਸੈਂਟਰ ਫਾਰ ਡਿਸਟੈਂਸ ਐਂਡ ਆਨਲਾਈਨ ਐਜੂਕੇਸ਼ਨ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ

ਸੈਸ਼ਨ: 2024-25, 2025-26 ਅਤੇ 2026-27

11. ਭਾਗ ੲ ਵਿਚ ਨਿਰਧਾਰਿਤ ਪਾਠ ਪੁਸਤਕ 'ਤੇ ਆਧਾਰਤ ਸੰਖੇਪ ਉਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦਾ ਉੱਤਰ 3-4 ਸਤਰਾਂ ਵਿਚ ਦੇਣਾ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ

11X02=22 ਅੰਕ



B.A./B.Sc./ and other degree level courses, Part II, Punjabi Compulsory (Elementary Punjabi)

(For Foreign Students only)

(Semester III and IV)

Session; 2024-25, 2025-26 and 2026-27

Objectives: The course is framed for the Foreign Students perusing degree courses run by Punjabi University, Patiala. The objective of this course is to introduce elementary structure of Punjabi Language and make these students understand, read, write and speak Punjabi.

Semester III

Total Marks: 100

Internal Assessment: 30

External Examination: 70

Pass Marks: 35

Total Credit: 04

Time: 3 Hrs.

Paper: Punjabi Sound and word system

Syllabus and Structure of Question Paper

Section A

A-1 Punjabi Sounds

Classification of Punjabi Sounds.

Segmental: Vowels and Consonant. (Place and Manners of articulation)

Non-Segmental: Stress, Nasality and Tones in Punjabi

12 marks

A-2 Punjabi Sounds and Gurmukhi script

a. Vowels: Vowel bearers and lagas.

b. Consonants: Gurmukhi letters.

c. Stress, Nasality and Tones in Punjabi: Gurmukhi Letters (Lagakhar)

12 marks

Section B

B-1 word: Definition structure and formation, root and affixes (Prefix, Suffix), derivational and inflexional forms, simple words, complex words, compounds,

Antonyms and Synonyms

12 marks

B-2 word classes: Noun, Pronoun, Adjective, Verb, Adverb, Conjunction, Post Positions, Interrogative, Negative, Exclamative words.

12 marks



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Secton-C

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਦੇ ਅਧਾਰ 'ਤੇ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ

11 questions with short answers based on the above syllabus

2x11=22 marks

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ/ਪ੍ਰੀਖਿਆਰਥੀ ਲਈ ਹਦਾਇਤਾਂ

- 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।
- ਸਾਰੇ ਸਿਲੇਬਸ ਨੂੰ ਇਕੋ ਜਿਹੀ ਪ੍ਰਤੀਨਿਧਤਾ ਦਿੱਤੀ ਜਾਵੇ, ਪ੍ਰਸ਼ਨ ਵਸਤੂਗਤ (ਹਾਂ, ਨਾਂਹ/ਖਾਲੀ ਥਾਂ ਭਰਨ/ਠੀਕ, ਗਲਤ) ਬਹੁ-ਚੋਣ ਵਾਲੇ ਹੋਣ।
- ਵਿਆਖਿਆਮੂਲਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
- ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਤਿਆਰ ਕਰਨ ਸਮੇਂ ਅੰਗਰੇਜ਼ੀ ਭਾਸ਼ਾ ਦੀ ਲੋੜ ਅਨੁਸਾਰ ਵਰਤੋਂ ਕੀਤੀ ਜਾਵੇ।
- ਭਾਗ A-1 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਅਤੇ A-2 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਭਾਵ ਕੁੱਲ 4 ਪ੍ਰਸ਼ਨਾਂ ਤੋਂ 2 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ ਜਿਨ੍ਹਾਂ ਦੇ
2x12=24 ਅੰਕ ਹੋਣਗੇ
- ਭਾਗ B-1 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ਅਤੇ ਭਾਗ B-2 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਭਾਵ ਕੁੱਲ 4 ਪ੍ਰਸ਼ਨਾਂ ਤੋਂ 2 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ ਜਿਨ੍ਹਾਂ ਦੇ
2x12=24 ਅੰਕ ਹੋਣਗੇ
- ਭਾਗ c ਵਿੱਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ਇਸ ਭਾਗ ਦੇ 2x11=22 ਅੰਕ ਹੋਣਗੇ।

Suggested Books

- Dulal, U.S. 1972, An Introduction to spoken Punjabi, New Delhi, Bahri Publications.
- Dulal, Narinder Kaur, 1980, Punjabi Phonetic Reader, Mysore CIIL
- Gill, H.S. & H.A. Gleason, 1969, A Reference Grammar of Punjabi, Patiala Punjabi University
- Gill, H.S. & H.A. Gleason, 1972, A Start in Punjabi
- Bahri, Hardsv, 1973, Teach Yourself Punjabi, Patiala Punjabi University.



B.A./B.Sc./ and other degree level courses, Part II, Punjabi Compulsory (Elementary Punjabi)
(For Foreign Students only)

(Semester III and IV)

Session; 2024-25, 2025-26 and 2026-27

6. Bahri, U.S. and Parmjit Singh Walia, 1968, Introductory Punjabi Patiala Punjabi University.
7. Chander, Duni, 1964, Punjabi Bhaasha Da Vyaakaran, Chandigarh Punjab University
8. Puar, J.S. 1990, Punjabi Verb : Form and Function, Patiala Punjabi University.



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Objectives: The course is framed for the Foreign Students perusing degree courses run by Punjabi University, Patiala. The objective of this course is to introduce elementary structure of Punjabi Language and make these students understand, read, write and speak Punjabi.

Semester iv

Total Marks: 100

Internal Assessment: 30

External Examination: 70

Pass Marks: 35

Total Credit: 04

Time: 3 Hrs

Paper: Punjabi Sentence system

Syllabus and Structure of Question Paper

Section A

- A-(1) Sentence: Definition and Structure
Formation of sentences: Simple sentence, Compound sentence, complex sentences,
Word order. 12 marks
- A-(2) Imperative, Declarative, Negative, Interrogative, Exclamatory sentences, Transitive &
Intransitive sentences
- Clause: Structure and Function, Independent and dependent clause 12 marks

Section B

- B-(1) Agreement System in Punjabi
Case System in Punjabi 12 marks
- B-(2) Structure of Phrases: Noun Phrase, Verb phrase, Adjectival phrase and
and Adverbial phrase 12 marks



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Section-C

ਉਪਰੋਕਤ ਪਾਠਕ੍ਰਮ ਦੇ ਅਧਾਰ 'ਤੇ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 ਪ੍ਰਸ਼ਨ

11 questions with short answers based on the above syllabus

2x11=22 marks

ਅੰਕ-ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਟਰ/ਪ੍ਰੀਖਿਆਰਥੀ ਲਈ ਹਦਾਇਤਾਂ

1. ਵਿਦਿਆਰਥੀ ਪਹਿਲੀ ਵਾਰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਸਿੱਖ ਰਹੇ ਹਨ। ਹੇ ਸਕਦਾ ਹੈ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੋਂ ਵੀ ਅਨਜਾਣ ਹੋਣ ਸੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਤਿਆਰ ਕਰਦੇ ਸਮੇਂ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਇਸ ਸੀਮਾ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ।
2. ਸਾਰੇ ਸਿਲੇਬਸ ਨੂੰ ਇਕੋ ਜਿਹੀ ਪ੍ਰਤੀਨਿਧਤਾ ਦਿੱਤੀ ਜਾਵੇ, ਪ੍ਰਸ਼ਨ ਵਸਤੂਗਤ (ਹਾਂ, ਨਾਂਹ/ਖਾਲੀ ਥਾਂ ਭਰਨ/ਠੀਕ, ਗਲਤ) ਬਹੁ-ਚੋਣ ਵਾਲੇ ਹੋਣ।
3. ਵਿਆਖਿਆਮੂਲਕ ਪ੍ਰਸ਼ਨ ਨਾ ਪੁੱਛੇ ਜਾਣ।
4. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਤਿਆਰ ਕਰਨ ਸਮੇਂ ਅੰਗਰੇਜ਼ੀ ਭਾਸ਼ਾ ਦੀ ਲੋੜ ਅਨੁਸਾਰ ਵਰਤੋਂ ਕੀਤੀ ਜਾਵੇ।
5. ਭਾਗ A-1 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਅਤੇ A-2 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਭਾਵ ਕੁੱਲ 4 ਪ੍ਰਸ਼ਨਾਂ ਤੋਂ 2 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ ਜਿਨ੍ਹਾਂ ਦੇ
2x12=24 ਅੰਕ ਹੋਣਗੇ
6. ਭਾਗ B-1 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ਅਤੇ ਭਾਗ B-2 ਵਿੱਚੋਂ 2 ਪ੍ਰਸ਼ਨ ਭਾਵ ਕੁੱਲ 4 ਪ੍ਰਸ਼ਨਾਂ ਤੋਂ 2 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹੋਣਗੇ ਜਿਨ੍ਹਾਂ ਦੇ
2x12=24 ਅੰਕ ਹੋਣਗੇ
7. ਭਾਗ c ਵਿੱਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣ ਇਸ ਭਾਗ ਦੇ 2x11=22 ਅੰਕ ਹੋਣਗੇ।

Suggested Books

1. Bahri,, U.S. 1973, A Course in spoken Punjabi, New Delhi, Bahri Publications.
2. Bhatia, M. 1985, An Intensive Course in Punjabi CIIL
3. Brar, Boota Singh, 1995, Punjabi Vyaakaran, Patiala Publications.
4. Chander, Duni, 1964, Punjabi Bhaasha De Vyaakaran, Chandigarh, Punjab University
5. Dulai, Narinder Kaur, 1990, A Pedogogical Grammar of Patiala, Indian Institute of Language Studies.



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6. Gill, H.S. & H.A. Gleason, 1969, A Feferance Grammer of Punjabi, Patiala, Punjabi University.
7. Buddha Prakash, 1966, Glimpses of Ancient Punjab, Punjabi University.
8. R.C. Temple, 1962, Legends of the Punjab, Patiala Law Department, Punjab.
9. Ibbetson, 1970, Castes and Tribes of North India, Language Department, Punjabi