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**Criterion-2** 

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Principal Guyina SMHS Govt. College Sahibzatia Ajit Singh Nagat

# **Examination policy**

## Internal Examination and Internal Assessment

Every year the Principal appoints MST and University examination committee for the smooth conduct of the internal and external examination.

- One Internal Examination (Mid semester examination, MST) will be held centrally.
- Question Paper should be prepared well in advance and must be sent to the Internal Examination Committee
- Invigilation and completion of evaluation on time.
- Internal Assessment marks duty of concerned subject teachers

# **INTERNAL EXAMINATION COMMITTEE (EC):**

## **1.** The Authority and Duties of Internal Examination Committee (EC):

- The EC shall ensure proper performance of the various duties in conducting examinations via, question paper setting, examination datasheetpreparation, duty allocation, seating arrangement of students and assessment.
- The EC shall recommend examination reforms and shall implement them after approval of the college council.
- The EC shall prepare the detailed date sheet of examinations as per the schedule approved by the college council and IQAC
- The EC shall make arrangements for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.

- Grievance Redressal Committee shall be an independent committee consisting of t members appointed by the Principal to deal with the complaints related to the conduct of examinations.
- The recommendations of the grievance committee shall be approved by the Principal, to take appropriate actions in the concerned matter. The disciplinary actions if any shall be endorsed by the EC.
- The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- The various exam related documents shall be prepared by EC for record keeping and monitoring all examination related activities.
- The EC shall perform such duties and responsibilities that are assigned by the Council of the institute from time to time.
- Internal Examination coordinator shall be assisted by the members of Examination committee for carrying out the activities.

2. The internal examination committee shall be responsible for smooth and proper conduct of examination in the Institute.

The internal examination committee shall-

- Give the directions to all head of departments for smooth conduct of examination.
- Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
- Get the examination schedule- date sheet prepared for the entire programme and send the copy of the same to all Head of the Departments duly approved by the principal.
- Receive the cases of misbehaviour, malpractices, copy cases from Examination Coordinators and forward the same to the grievance committee for further necessary action.
- Receive the Grievance regarding marks allotted by evaluator forwarded by the head of the concerned department.
- All Grievances to be redressed within one week of receiving complaint.
- Receive all applications for retest forwarded by the faculty member teaching the subject for which retest is sought.
- Retest is allowed for students having valid reasons of health, mishap, being out of college due to college activities like sports NCC, NSS, department activities etc.
- The examination coordinator will publish the result after 2 days of completion of all exams after the approval of the Principal.
- A repeat examination will be conducted for absentees after checking the genuinely of their absence by examination committee and approved as per the recommendations of Principal. Remedial examination will be conducted for poor performers.
- Improvement examination will be conducted on request to faculty member teaching the course and approved by head of department from the studentsinorder to improve their score. 3. Seating arrangement shall be made centrally as per the master plan for seating arrangement.
- 3. Coordinator shall appoint staff for examination as per requirement.

- There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two invigilators per classroom.
- Reliever: One reliever per five classrooms subject to maximum two.
- Invigilators, additional invigilators, and relievers shall be appointed centrally among the faculty of all departments.
- Depending on the need and availability, CE may change the number of staff for conducting examinations.

4. On each day of examination, CE shall open the required number of packets of question papers at least half an hour before the start of examination.

5. CE shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.

6. The invigilators shall follow the "Guidelines/Instructions to the Invigilators" of the college.

7. There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.

8. Assistant coordinators shall forward the cases of misbehaviour, indiscipline, malpractices and attempt to copy to the Examination committee.

9. After receiving the answer books from invigilators, ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately and handed over to concerned department heads.

# **Guidelines/Instructions to the Invigilators**

The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/She shall,

1. Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall and to be seated according to the correct seat numbers; use only blue/black ink for writing.

2. Check whether the students have occupied their seats as per the seating arrangement.

3. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.

4. Distribute the question papers to the students at the beginning of the examination.

5. Check the identity cards of the students and sign on their answer books, if all details are correct.

6. Take the signature of students on the attendance Performa, mark "AB" for absent students and maintain the attendance record of his/her examination hall,

7. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.

8. Report cases of misbehaviour, indiscipline, malpractices and copying cases of students

to the CE for further necessary action.

9. Give warning to the students to tie their supplements, 10 minutes before the end of examination.

10. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately.

11. Hand over the answer books to CE ,who further gives them to evaluators for evaluation.

## **Instructions to the Students**

75% of attendance both in theory and practical's is mandatory for the candidate to appear for internal examination.

Students must bring their College Identity Card when they appear for the examinations. No student

will be permitted to write the examination without an Identity Card.

1. Students should keep all their belongings outside the examination hall. Invigilators are not accountable for the loss of any of their belongings

2. Absolute silence should be maintained in the examination hall.

3. Students can carry only what is permitted as per requirement of the examination.

4. Tearing out pages or parts of answer books provided for the examination is strictly prohibited and is punishable.

5. Rough work and calculations must be done in the answer books only.

6. Ensure that your answers carry the correct question number in the answer book.

7. Any communication with others verbally or nonverbally in the examination hall will be treated as a punishable malpractice.

8. Students found guilty of using unfair means in the examination hall will be reported to the University and may result in the student being debarred for a period of 3 years, be suspended or be expelled from the University.

9. A student caught using fraudulent methods for any of the subjects during internal assessment will be given zero for all the subjects in the ensuing examinations.

10. Students can leave the examination hall only during the last 30 minutes of the examination time.

11. If students require assistance from the invigilator or need supplementary material for writing, the attention of the invigilator can be drawn by raising a hand without disturbing others.

12. Question paper should carry only the name.

13. Students must sign the attendance sheet during every examination.

14. Students who wish to avail retest should apply within 5 days from the date of last internal examination.

15. Students satisfying the following criteria can apply for retest- if he/she was inpatient & submitted the Medical Certificate, family mishap, being out of college due to college activities like sports NCC, NSS, department activities etc

16. Students should be seated in the examination hall at least 5 minutes early before the commencement of examination. Any student coming late to the examination hall will be allowed to appear for the examination after proper permission from the Head of The Department.

# **INTERNAL ASSESSMENT**

- 1. Three internal assessments will be conducted every academic semester. The average of marks of MST (Mid semester examination) and best of first and second internal assignment marks will be considered as the criteria for allotting internal assessment to be sent to the university for final result of the semester.
- 2. First Internal assignment should be conducted after 1months of announcement of the academic session which is upon completion of entire topic in teacher-centric mode as per the unitization plan made for the course.
- 3. Second Internal assignment should be conducted after 3 months of commencement of the academic session which is upon completion of most of the syllabus in teacher-centric mode as per the unitization plan made for the course.
- 4. Internal assignments may be according to the chosen plan of the course faculty. Faculty may assign home assignments, paper reading, seminars, field work, survey, quiz, and presentations etc. as assignments.
- 5. All assignments must be given to students based on the course outcomes.
- 6. All assignments must be given to students with a duration of at least 10 days for completion and submission
- 7. Students must be given the option to change their allotted assignments if the student has valid reason.
- 8. Late submission or non submission of assignments will be counted while evaluating the assignments
- 9. All internal assessment evaluations must be displayed on department notice board or shown to the students for complete transparency of evaluation
- 10. Final internal assessment marks must be shown to students for review before uploading on university examination portal.
- 11. A monthly test will be conducted during the last week of every month and a weightage of 20% of the average of its score will be added to the internal assessment score.
- 12. The internal assessment record must be duly signed by the principal before uploading on university examination portal.

# SPECIAL ARRANGEMENTSFOR AMANUENSIS/SCRIBES (WRITER FORANSWERS)

- A candidate may be allowed the help of an amanuensis (writer) if: -
- he/she is blind;

#### OR

• he/she is permanently disabled to write with his/her own hand;

OR

- He/she is temporarily disabled to write, such as fracture of the right or left-arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc.
- For practical courses, no amanuensis / scribe are permitted
- The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to confirm or state that the candidate is unable to write his/her answer books because of the temporary disablement.

- On the written request from the blind candidate(s) through the Head of the teaching Departments the Coordinator of Examinations is authorized to appoint an amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars must be given to the principal.
- In case a physically handicapped person is incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed.
- The amanuensis should be a lesser qualified person than the candidate (for UG, the scribe should be qualified not more than higher secondary level or equivalent and for PG, the scribe should be qualified not more than UG in a department not relevant to the students discipline), but he/she must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.
- Provided further that, in case of a blind candidate the amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 50% marks in the examination.

The Superintendent shall arrange for a suitable room for the disabled candidate and allocate one additional deputy Superintendentfor him/her.

- The students after getting the consent should be present in the examination hall well before the commencement of the examinations along with the scribe and hand over the original documents mentioned.
- The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the Principal. No payment shall be made to the writer by the college which will be the responsibility of examinee himself/herself.
- The amanuensis should neither be a blood relative of the student nor should be from the same faculty/degree/discipline. The amanuensis should submit the following documents before the
- commencement of examinations:
- Original / Attested copy of the final degree /certificate of qualification and
- Identification card i.e. College / School / Voter ID/Driving license / Passport.

# For B.Sc. (Medical/Non-Medical) (UNDER THE +3 SCHEME)

Applicability of Ordinances for the time being in force Notwithstanding the integrated nature of a course spread over more than one academic year, the ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

1. B.Sc. is an integrated course comprising three parts spread over three years. Each part will consist of two semesters. The course of study of B.Sc. shall be divided in six semesters and university examination will be held at the end of every semester in the months of November/December (for semester I, III & V) and May/June (for semester II, IV & VI) or as fixed by the Academic Council.

2. A candidate must complete and pass the whole course of three years within a maximum of six years from the date of admission in B.Sc. first semester.

3. The outlines of tests and syllabi shall be such as prescribed by the Academic Council from time to time.

4. A candidate will be eligible to join 1st semester of B.Sc. course, only if he/she has passed +2 examinations (without reappear) of Punjab School Education Board, or any other examination recognized as equivalent thereto.

5. Semester examination will be open to regular candidates who have been on the rolls of a college affiliated to this University and meet the attendance and other requirements as prescribed in the Ordinances No.7

6. Subject to fulfillment of requirement of House examinations, the attendance requirements and these ordinances there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.

(a) To qualify for admission to 2nd year of the Course, the candidate must have passed 50% of total papers of the two semesters of the 1st year. Similarly, to qualify for admission to 3rd year of the course, the candidate should have passed 50% of total papers of four semesters of the earlier two years.

(b) 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 Page 2 of 7 reappear in the last semester of the course, he/she 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.

7. Attendance Requirements A candidate will be required to attend a minimum of 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 relevant ordinances on the subject.

8. Late College Students: A candidate, who has completed the prescribed course of instructions for a semester but has not appeared in the examination or having appeared, has failed in the examination, may appear as a late college student within the prescribed period.

9. The pass and reappear students of B.Sc. Part-I and II from Panjabi University, Guru Nanak Dev University and Punjab Technical University shall be treated at par with the corresponding students of this University. But in case such a student is admitted in B.Sc. semester III in this University, he/she will be required to clear deficient papers, if any.

10. Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the University from time to time.

11. Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per University rules

12. University medal will be awarded to a candidate who secured first position in the University on the basis of the marks of all the six semesters taken together. The general rules and conditions of the University for the award of medal/prizes etc. will be applicable in the award of University medal to the topper of this examination.

13. The medium of instructions and examination will be English except for the non English subjects.

14. Subject to the restrictions contained in the Ordinances, a candidate for B.Sc.+3 Scheme shall be required to take up the following subjects :

## (I) For B.Sc. Part-I, II and III

## (i) For B.Sc. Part-I

Punjabi/PHC with three elective Science subjects.

#### (ii) For B.Sc. Part-II

Punjabi/PHC, English with three elective Science subjects.

#### (ii) For B.Sc. Part-III

Punjabi/PHC with three Elective Science Subjects.

#### **B.Sc. Non Medical**

GROUP-A

1. Physics

- 2. Chemistry/Space Science/Statistics
- 3. Mathematics

## **GROUP-B**

- 1. Physics/Industrial Chemistry/Statistics
- 2. Chemistry
- 3. Mathematics

## **GROUP-C**

- 1. Physics
- 2. Information technology/Computer Maintenance/ Computer Application
- 3. Mathematics

## **B.Sc. Medical**

- 1. Chemistry
- 2. Botany/Industrial Fish & Fisheries
- 3. Zoology/Agro Services

15. Punjab History and Culture in the lieu of Punjabi shall be allowed to the following categories of candidates:

1. Candidates who have passed their Matriculation examination from a School located outside the State of Punjab.

2. Candidates who have passed their Matriculation examination from a School located in the State of Punjab will not be allowed to take up the subject of Punjab History & Culture in lieu of Punjabi Compulsory at the graduate level. This clause will not apply to students covered by clause No. 3 given below.

3. Children of Defense personnel/Para military personnel (serving as well as retired) will be allowed to take up the subject of Punjab History & Culture, provided the father or the mother/guardian (in case father is deceased) of the candidate gives an affidavit that the candidate has not studied Punjabi at the School level.

16. For a candidate the elective subject combination at the B.Sc. +3 level will be the same as at +2 examination level except in the case of Zoology. Zoology and/or Botany can be taken up in case of Agriculture, Biology or Physiology.

(i) A candidate for B. Sc. Part I examination shall not be allowed to opt the subject of Statistics, if he/she has not taken up the subject of Mathematics in +2 examination.

17. The Candidate shall also be entitled to grace marks as admissible under the ordinances, relating to the 'Grace Marks.'

18. The minimum number of marks required to pass the examination in each Part shall be 35% in each subject, provided that in subject with practical the percentage shall be required separately in written and practical/map work.

## **19.** A Candidate shall be allowed to join:

(i) First Semester:

Provided that he/she has passed at least, one academic year previously, the +2 examination of Punjab School Education Board, or any other examination recognized as equivalent thereto.

#### (ii) Second Semester:

Provided that he/she has undergone a regular course of studies of first semester as provided under the regulations and fulfils the conditions as laid in ordinance 6(a).

#### (iii) Third Semester:

Provided that he/she has undergone a regular course of studies of First and Second semesters as provided under the regulations in sequential order and fulfils the conditions as laid in ordinance 6(a).

#### (iv) Fourth Semester:

Provided that he/she has undergone a regular course of studies of First, Second and Third semesters as provided under the regulations in sequential order and has passed the First Semester Examination as a whole, and fulfils the conditions as laid in ordinance 6(a).

#### (v) Fifth Semester:

Provided that he/she has undergone a regular course of studies of First, Second, Third and Fourth semesters as provided under the regulations in sequential order and has passed the First and Second Semester examinations as a whole, respectively; and fulfils the conditions as laid in ordinance 6(a).

#### (vi) Sixth Semester:

Provided that he/she has undergone a regular course of studies of First, Second, Third, Fourth and Fifth semesters as provided under the regulations in sequential order and has passed First, Second and Third Semester examinations as a whole, respectively and fulfils the conditions as laid in ordinance 6(a).

20. Three weeks after the termination of examination or as soon thereafter as possible, the Registrar shall publish the result of the candidates. Each candidate shall receive a certificate indicating details of marks obtained in each examination. Successful candidates at the end of Semester-VI examination shall receive a degree stating the division according to ordinance 21.

21. The successful candidates shall be classified on the basis of aggregate marks secured in all the six semesters of B.Sc. taken together as under:

- (a) 75% or more with Distinction.
- (b) 60% or more in the First division.
- (c) 50% or more but less than 60% in the Second division.
- (d) below 50% in the Third division.

22. A candidate who has passed B.Sc. +3 examination from this University shall have two chances within a period of two years after passing the examination to improve division 55% marks. Improvement shall be allowed in not more than 50% of total theory papers offered in Part-I, II and III examination. However, previous marks of Practical/Project will be carried forward in the paper(s) in which he/she appears for improvement.

23. (a) Provided that a candidate who has passed B.Sc.(Agr.) examination from a Statutory University shall be allowed to appear in additional subject of B.Sc +3 examination of this University as a private candidate if otherwise eligible.

(b) Candidate obtaining pass marks as prescribed in each subject for Parts-I, II and III shall be granted a certificate.

## **B.Sc. (HONOURS) EXAMS**

24. In addition to B.Sc. (Pass) examination, a student may opt for Honours in anyone of the subjects in which syllabus exists, provided he/she has offered that subject in the Pass course. Page 6 of 7 Provided further that a student can opt for Honours only in a subject if he/she has obtained at least 50% marks in that subject in the pass course of B.Sc. Part-I examination.

25. Candidates appearing in the subject of Mathematics (Honours) shall be examined in accordance with the Ordinances for B.A. (Honours) examination.

26. The scheme of study for B.Sc. (Honours) course shall be as under : PART-II In addition to general pass course, there shall be two papers of one credit each in the subject in which the candidate seeks to get Honours. PART-III In addition to general pass course, there shall be two papers of one Credit each in the Honours subject. One credit paper shall have 100 marks.

27. An Additional fee as prescribed shall be paid by a student for appearing in B.Sc. (Honours) Part-II and Part-III examination of each Semester.

28. The minimum pass marks for the Honours examination shall be 50.% in the pass papers of the subject concerned and 45% in the Honours papers (theory and practical separately) in the combined results of B.Sc. Part-II and Part-III examinations taken together and the marks obtained by the students in B.Sc. Part-II examination shall be communicated to the Principal of the College concerned. An Honours list will be prepared in each subject and the same shall be determined on the combined results of the pass and Honours papers in that subject.

29. A person who has already passed the B.Sc. examination under these Ordinances may be permitted to appear in the Honours papers at a single examination or separately with B.Sc. Part-II and Part-III examination held in two consecutive years, provided he/she has attended the required number of lectures and practical's as provided in Ordinances.

## FOR B.Sc. (HONOURS) EXAMINATION

30. A candidate opting for Honours in B.Sc. examination shall submit his admission form as per schedule of dates in Ordinance 11 above to the Registrar along with the prescribed fee and the following certificate signed by the Principal of the college last attended by him : Page 7 of 7 "Of having attended not less than 75% of the total number of lectures delivered in each subject and 75% of the periods held in practical/map work, in each subject during the academic year. (The college shall be required to deliver atleast 75% of the total number of lectures prescribed for each subject).

31. The medium of examination shall be English.

32. A person who passed B.Sc. +3 examination from this University may be allowed to reappear as a private candidate in Part I, II and III (separately or simultaneously) examination

in the same subject(s) for purpose of improving his performance. For this purpose he/she shall be given two chances within a period of two years from the date of passing B.Sc. +3 examination. Such an examination shall be considered minor. A candidate who has passed an examination higher than M.Sc. shall not be allowed to improve his performance in B.Sc.

## **MASTER OF SCIENCE**

#### (SEMESTER SYSTEM EXAMINATION)

- 1. The course for the Degree of Master of Science shall be spread over two academic years to be called M.Sc. Part-I and M.Sc. Part-II. Each part shall consist of two semesters. The examination for the first semester and third semester shall be held in the month of November/December and the examination for the second semester and fourth semester shall be held in the month of April/May or such other dates as may be fixed by the Academic Council.
- (i) Last date by which the admission form and fee complete in all respects must reach the Registrar shall be as follows

Semester Examination	Without late fee	With late fee of Rs. <sup>-</sup> 800/-	With late fee of Rs. 1,200/-	With late fee of Rs.5,000/-	With late fee of Rs.10,000/-
December/	Sept. 30	Oct. 15	Oct. 21	Oct. 31	Nov. 10
January (Odd) April/May (Even)	Feb. 28	March 15	March 21	March 31	April 15

- (ii) Incomplete form or forms of candidates who have not cleared his/her all dues will not be accepted.
- (iii) The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time.
- (iv) For M.Sc. Psychology the medium of instructions and examination shall be English and Punjabi.
- (v) The syllabus shall be such as may be prescribed by the concerned faculty from time to time.
- The M.Sc. course shall be available in the following subjects and candidate may seek admission in anyone of these courses Physics Applied Physics Astronomy & Space Physics Chemistry

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**Statistics** 

Forensic Science Mathematics Bio-Technology Microbial and Food Technology Botany Food and Nutrition Human Biology Zoology Sports Coaching Geography Physiotherapy Psychology Sports Science

- (i) Each paper shall have up to 20% Internal Assessment and at least 80% marks for External Examination.
  - (ii) The internal assessment will be based on all or some of the following:
    - (1) Average of two internal tests based on lectures delivered
    - (2) Assignments/reports/projects
    - (3) Seminars
    - (4) Attendance & performance in the class

The break up of marks for the above will be decided by the ACD of the Department at the beginning of the semester.

The teacher/teachers concerned/in charge of each paper/ practical class will be responsible for the evaluation and submission of the internal assessment.

(iii) For internal assessment in Practical individual department may decide according to their requirements.

(iv) To pass in a paper the candidate must secure 35% marks in the

external examination and 35% marks in aggregate (internal and

external).

- (iv) For a candidate who fails in a paper(s) his internal assessment examination for that paper will be carried over and the supplementary examination will, therefore, consist of only an external examination.
- Note: The Internal Assessment will be formulated and sent to COE as per

prescribed schedule, failing which the result of concerned candidates will be shown as R.L.

5. The Part-I (M.Sc. 1st Semester) examination shall be open to any person who has been admitted to the course and fulfils the attendance requirements.

For admission to various M.Sc. courses the candidate should have passed the B.Sc./B.Sc. (Hons)/B.A. examination in the relevant subjects as indicated below or B.Sc. (Hons School) in relevant subject or B.Sc. (Computer Sc./Maths/Stats) for admission to M.Sc. (Maths & M.Sc. (Stats) in the relevant subject, in which admission is sought. The admission of the candidate will be subject to the eligibility conditions in force at the time of admissions

M.Sc. Physics, M.Sc. Applied Physics and M.Sc. Astronomy & Space

<u>Science</u>

B.Sc. with Physics and Mathematics, the third subject may be any other, Chemistry/Computer Science/Electronics/Computer Maintenance/Space Science/Statistics etc. or B.Sc. (Hons. in Physics)

M.Sc. (Chemistry)

Chemistry as an elective subject.

M.Sc. Forensic Science

Any B.Sc. (Meclical/Non-Medical/BDS/MBBS).

M.Sc. Mathematics

Mathematics as an elective subject.

M.Sc. (Statistics)

Statistics/Mathematics

#### OR

Quantitative Technique as one of the papers provided the students has studied and passed Mathematics at 10+2 level.

M.Sc. Botany

Botany, Zoology and Chemistry.

M.Sc. Human Biology

Anyone of the following

Botany/Zoology/Chemistry/ Anthropology/ Anatomy/

Physiology/Micro-biology/Bio-Chemistry.

#### M.Sc. Zoology

Zoology, Botany & Chemistry.

The students who passed B.Sc. examination with the combination of industrial, Fish & Fisheries, Chemistry and Zoology are allowed for admission in the M.Sc. Zoology.

Bio-Technology and Microbial and Food Technology

The candidates who have passed the Bachelor's degree in Science with subjects in the Faculty of Life Science/ Biological/Medical/Engineering/Food/Agriculture/Home Science are eligible. Besides the candidate who has passed the Bachelor's degree in Science with any three of the following subjects are also eligible Mathematics/Statistics, Physics, Chemistry.

Food and Nutrition

B.Sc. (Home Science) with atleast 50% marks.

Environmental Technology and Management

B.Sc. (Medical/Non-Medical or Bachelor of Engineering or Bio-Technology.

M.Sc. Sports Coaching.

B.A./B.Sc. with Diploma in Sports Coaching.

\*M.Sc. Geography

Any B.A./B.Sc. with Geography

\*M.Sc. Psychology

B.A./B.Sc. (Medical/Non-Medical/Home Science/Nursing).

Sports Science

<sup>\*</sup>Note: For Practical Examination of M.Sc. Psychology and M.Sc. Geography Course:

Practical examination at all centres will be conducted by external examiner appointed by Dean Academic Affairs out of panel proposed by Board of Post Graduate Studies. Head of Departmentat University Campus will act as Nodal Agency for conduct of Practicals for all the centres.

B.Sc. (Medical/Non-Medical)/Home Science/Physical Education & Sports Science or Bachelor Degree with one of the following subjects : Physiology of Exercise.

Kinesiology, Bio-Mechanics, Human Anatomy, Human Physiology, Human Biology, Bio-Chemistry, Bio-Physics, Nutrition & Diet. Therapy, Child Development and Family Relations. Graduate with D.P.Ed./B.P.Ed.

- 6. Candidates shall submit their application forms for admission to the Examination duly countersigned by the Head of the Department/Principal of the college along with a certificate from the Head of the Department/Principal of the college that the candidate satisfies the following requirements
  - (a) has been on the rolls of the University Teaching Department/College throughout the academic terms preceding the semester examination and;
  - (b) of having good moral character, and;
  - (c) Every candidate will be required to attend 75% of the number of lectures delivered/practical's in each paper. For late admission, the candidates, lectures delivered will be counted from his/her date of admission.

It shall be necessary that 75% of the lectures prescribed for the course in the syllabus are delivered before session in that paper is held.

Teaching/Seminars/Tutorial/Guided Library-Reading :

- Period of I hour's duration - 1 attendance

- Practical of 2-3 hours duration - 2 or 3 attendance respectively

In the Department where there is separate period for Guided Library Reading, the attendance for period, like the attendance for each paper shall be 75% and will be considered like a paper of separate Unit

In case of students, whose names are struck-off on account of non-payment of fee, their periods for the time they were not on the rolls, shall not be accounted for. The shortage in the attendance of lectures by the candidate will be condoned as per rules made by the University from time to time.

- 7. Subject to above
  - (i) There will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.
  - (ii) To qualify for admission to 2nd year of the Course, the candidate must

have passed 50% of total papers of the two semesters of the 1st year.

- (iii) A candidate placed under re-appear in any paper, will be allowed two chances to clear the re-appear, which shall be available 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.
- (iv) The examination of re-appear papers of odd semester will be held with regular examination of the odd semester and re-appear examination of the even semester will be held with regular examination of even semester. But if a candidate is placed under re-appear 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 earlier semester does not go beyond that next semester; Provided that for the award of the M.Sc. degree he shall have to qualify in all papers prescribed for the M.Sc. course within a period of four years from the date he joined the course.
- (v) After completion of two academic years of studies (i.e. four semesters) he shall not be admitted to any semester of the same course and will not have any privileges of a regular student.
- (vi) The minimum attendance requirement for taking an examination in a paper is 75% of the delivered lectures in that particular paper.
- 8. The grace marks shall be allowed according to the general ordinances relating to "Award of Grace Marks".
- 9. Three weeks after the termination of examination or as soon thereafter as possible the Registrar shall publish a list of candidates who have passed the examination. Each successful candidates in Part-I examination shall receive a certificate of having passed that examination. A list of successful candidates in Part-II examination be arranged in three Divisions according to Ordinance 10 and the division obtained by the candidate will be stated in his certificate/degree.
- 10. Successful candidate who obtain 60% or more of the aggregate marks in Part-I and Part-II examination taken together shall be placed in the first division. Those who obtain 50% or more but less than 60% shall be placed in the second division and all below 50% shall be placed in the third division.
- 11. \*A candidate who has passed M.Sc. examination from this University shall

have two chances within a period of two years after passing the examination to improve division/55% marks. Improvement shall be allowed in not more than 50% of total theory papers offered in Part-I and Part-II examination. However, previous marks of Practical's/Project will be carried forward in the paper(s) in which he appears for improvement.

I2 For the purpose of improvement under the above ordinance, a candidate may appear in both Part-I and Part-II examination, simultaneously or separately but he must complete the examination within the prescribed period. Such a candidate shall have to submit separate admission form and fee for each semester. Such a candidate shall be allowed to appear only in annual examination.

The result of such a candidate shall be declared only if he improves his division/score, otherwise his result will be declared P.R.'S. (Previous Result Stands).

Up to 1% of the total marks as of Part-I and Part-II examination shall be given to such candidate for awarding him higher division/55°A marks provided that the total number of grace marks given to him for passing the examination and improvement shall not exceed the maximum prescribed limit.

<sup>\*</sup>Note : Out of papers taken up the candidate, will be given benefit of increase in marks, where the marks have increased in Paper/Papers.

## FOR MASTER OF ARTS EXAMINATIONS (SEMESTER SYSTEM)

#### Applicability of Ordinances for the time being in force :

Notwithstanding the integrated nature of a course spread over more than one academic year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

- The examination for the degree of Master of Arts shall be held in four parts to be called M.A. Semester-I, M.A., Semester-II, M.A. Semester-III and M.A. Semester-IV. The Examination of odd semesters shall be held in the months of November/December and the examination of even semesters shall be held in the months of April/May or on such other dates as may be fixed by the University.
- 2. (a) (i) The candidates will be required to pay examination fees as prescribed by the University from time to time.

(ii) Last date by which the examination forms and fees for the external examinations must reach the Controller of Examinations shall be as follows :

Semester	Without	With	With	With	With
Examination	Late Fee	Rs.800/-	Rs.1200/-	Rs. 5000/-	Rs. 10,000/-
		Late Fee	Late Fee	Late Fee	Late Fee
December/	30 <sup>th</sup> September	15 <sup>th</sup> October	21st October	31st October	10 <sup>th</sup> November
January(Odd)					
April/	28th February	15 <sup>th</sup> March	21st March	31st March	15 <sup>th</sup> April
May(Even)					

(b) Candidates shall submit their admission forms and fee for admission to the examination countersigned by the authorities as mentioned in the relevant Ordinances.

- The shall of 3. following the subjects which candidate be out а can offer one OR such other subjects as approved by the University : English, Hindi, Punjabi, Urdu, Persian, Sanskrit, History,. Economics, Political Science, Philosophy, Public Administration, Sociology, Defence and Strategic Studies, Anthropological Linguistics and Punjabi Language, Religious Studies, Theatre and Television, Social Work, Fine Arts, Music (Instrumental and Vocal), Folk Art and Culture, Dance, Education, Journalism and Mass Communication Gurmat Sangeetand Sikh Studies.
- 4. (i) The medium of examination for subjects in the Faculty of languages shall be the language concerned and for other subjects English or Punjabi.
  - (ii) The medium of examinations for M.A. Music, Dance, Fine Arts, Folk Art and Culture and Theatre and Television shall be Punjabi or English or Hindi.

Provided that candidates for M.A. Sanskrit and M.A. Persian examination shall be permitted at their option to offer medium of examination as under:

- M.A. Sanskrit Sanskrit or Hindi or Punjabi
- M.A. Persian Persian or Urdu or Punjabi.
- 5. The syllabus shall be such as may be prescribed by the University from time to time.
- 6. Each paper will consist of 100 marks out of which 20% for Internal assessment/Practical/Seminar etc. shall be as per requirement of the department.

The minimum number of marks required to pass the examination shall be 35% marks in external assessment in each paper separately in theory and practical and 35% in aggregate of internal, external theory and practical.

*Note : The Internal Assessment will be formulated and sent to COE as per prescribed schedule, failing which the result of concerned candidates will be shown as RL.* 

7. There will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.

To qualify for admission to 2nd year of the Course, the candidate must have passed 50% of total papers of the two semesters of the Ist year.

A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which shall be availed within two consecutive 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.

Provided that he shall have to qualify in all the papers prescribed for M.A. course within a period of four years from the date he joins the course. In case, he fails to do so within the prescribed period off our years as aforesaid, he shall be declared fail.

The examination will of reappear papers of odd semester 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. 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.

- 8. The grace marks shall be allowed according to general ordinances relating to 'Award of Grace Marks.' These ordinances will apply to all the examinations.
  - Upto 1% of the total marks of Part-I & II examination shall be added to the aggregate of both Part-I & II examination to award a higher division/ 55% marks, to a candidate.
  - (ii) Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the written and practical papers of the examination concerned. Marks for viva-voce/internal assessment/sessional work/skill in teaching/any additional/optional subject shall not be taken into account for this purpose. If a fraction works out to half or more, it shall count as one mark and fraction less than half shall be ignored.
  - (iii) To pass in one or more written papers or subjects, and/or to make up the aggregate to pass the examination but not in practical, sessional work, internal assessment, viva-voce and skill in teaching. .
- \*9. Three weeks after the termination of the examination or as soon as thereafter as possible the Registrar shall publish a list of candidates who have passed the examination of each semester. Each successful candidate in Semester-I, Semester-II, Semester-III and Semester-IV examinations shall receive a certificate of having passed that examination. A list of successful candidates in the Part-II examination shall be arranged in three Divisions according to Ordinance 10 and the division obtained by the candidate will be stated in his Degree.
- \* For M.A. Social Work only : After M.A. Final examination, Block Field work of eight week should be completed by each student For the purpose of Block Field Work, the students will be placed in an institution/agency/organisation. It shall be on the satisfactory completion of the block field work that student shall be eligible for the award of M.A. degree in Social Work. In case of having completed the required Block Field Work the student shall be required to produce a certificate from the institution/Agency/Organisation to that effect. It is understood that the assigned institution/Agency/Organisation shall continue informing the Head of the Department fortnightly about the progress of the Candidate.

The student shall also submit at least 50 field work concurrent reports during each year in order to become eligible for the submission of the comprehensive field work report and for appearing in the theory papers in each of the two years.

Concurrent field work will be of 100 marks in each year out of this 50 marks are allotted to viva-voce examination and 50 marks are allotted to the field work report.

- 10. Successful candidate who obtains 75% marks or more of the aggregate marks in Part-I & II examination taken together shall be declared to have passed the examination with distinction and who obtains 60% or more of the aggregate marks shall be placed in first division. Those who obtain 50% or more but less than 60% shall be placed in the second division and all below 50% shall be placed in the third division.
- 11. The examination in M.A. Part-I shall be open to a person who at least one academic year previously.
  - (i) has passed graduation in any Faculty having obtained 50% marks.
  - (ii) Candidate belonging to the following categories shall be allowed relaxation of 5% in the aggregate percentage :
    - (a) Scheduled Castes and Scheduled Tribes.
    - (b) Physically Handicapped, provided that they produce a medical certificate that they have atleast 40% physical disability.
- 12. Candidates shall submit their application forms for admission to the 1st Semester and thereafter the 2nd semester examination duly countersigned by the Head of the Department/Principal of the College along with a certificate from the Head of the Department/Principal of the college that the candidate satisfies the following requirements :
  - (a) Has been on the rolls of the University Teaching Department/college throughout the academic term preceding the semester examination and;
  - (b) Of having good moral character; and
  - (c) Every candidate will be required to attend 75% attendance of the number of periods delivered in each paper from the date of the candidate's admission to the department/college.

In the Departments, where there is separate period for Guided Library Reading, the attendance for period, like the attendance of each paper, shall be 75% and will be considered like a paper of separate Unit.

- (d) Has been admitted to the examination as reappear/failed candidate, under the ordinances/statutes.
- *Note :(a)* In case of students, whose names are struck off on account of non-payment of fee, their periods, for the time they were not on the rolls, shall not be accounted for.
  - (b) The shortage in the attendance of lectures of the candidate will be condoned as per rules made by the University from time to time.
- 13. The Part-II (3rd semester and thereafter the 4th Semester) examination shall be open to any person who has passed Part-I examination in full or has cleared at least 50% of the papers of two semesters of the 1st year from this University.

OR

\*has passed Part-I examination in the subject offered from the Panjab/Guru Nanak Dev University; provided that he has offered the same papers in Part-I as are available in this University. A candidate who has passed Bachelor of Journalism and Mass Communication (annual) course from this University shall be eligible for admission to Master of Journalism and Mass Communication Part-II 3rd Semester examination if he satisfies the following requirements for each semester :

- (A) (i) has been on the rolls of the University/College throughout the academic term preceding the Semester examination.
  - (ii) has not discontinued his studies for more than one year after passing Part-I examination.
- In the case of candidates who have passed Part-I examination from the Panjab, GuruNanakDevUniversity, the marks obtained by them in Part-I examination shall be counted towards the division of successful candidate of Part-II examination of this University by increasing or reducing the marks obtained.
  - \*(iii)Every candidate will be required to attend minimum 75% lectures/periods\*\* delivered to that class in each paper.
    - The college/department shall be required to deliver atleast 75% of the total number of lectures prescribed for each paper.

Teaching/Seminars/Tutorial Guided Library Reading

- Period of 1 hour's duration 1 Attendance
- Practical one period of 2-3 hours duration

- 1 Attendance

In the Departments, where there is separate period for Guided Library Reading, the attendance of period, like the attendance of each paper, shall be 75% and will be considered like paper of separate Unit.

- (iv) Has been admitted to the examination as reappear/ failed candidate under the ordinances/statutes.
- *Note* : (a) In case of students, whose names are struck off on account of non-payment offee, their periods for the time they were not on the rolls shall not be accounted for.
  - (b) The shortage in the attendance of lectures of the candidate will be condoned as per rules made by the University from time to time.

\* Note : Teaching Weeks in an academic year = 25

- Required Credit Hours(CH) per week for student = 25
  - 1 Credit Hours (CH) = 1 Lecture Contact Hour (LCH)
    - = 1 Seminars/Tutorial/Guided Library Reading Contact Hour (STORCH)
    - = 2 Practical Contact Hours (PCH)

\*\* A student who was debarred from appearing in an examination owing to shortage in the number of lectures delivered in all subject(s) shall be permitted to complete his lectures in the next session and to appear in the examination within the period prescribed in the Ordinances for appearing as late University/College student.

#### MASTER OF ARTS HONOURS COURSES IN PUNJABI EXAMINATION (SEMESTER SYSTEM)

- 1. The examination in Part-I of M.A. (Honours) in Punjabi shall be open to a person who :
  - (a) has passed Honours School Courses in Punjabi from this University or any other statutory University with 50% marks.
     OR
  - (b) has passed B.A. with 60% marks with at least 50% marks in Punjabi as an elective subject. OR
  - (c) has passed B.A. with 50% marks and with at least 60% marks in the subject of Punjabi (Elective)

- 2. The examination in each semester shall consist of seven papers. The syllabus for five papers in each semester shall be the same as prescribed for M.A. (Punjabi) pass course and syllabus for sixth and seventh honours papers shall be prescribed separately.
- 3. The minimum marks required to pass the examination of each part shall be at least :
  - (a) 35% marks in each of the five papers (according to pass course syllabus);
  - (b) 50% marks in each Honours paper; viz. sixth & seventh.
- 4. The division of the successful candidates shall be determined on the basis of aggregate marks obtained in all the papers of the Honours Course as provided in the Ordinances relating to M.A., which are reproduced below: Successful candidate who obtains 75% marks or more of the aggregate marks in Part-I & II examination taken together shall be declared to have passed the examination with distinction and who obtains 60% or

taken together shall be declared to have passed the examination with distinction and who obtains 60% or more of the aggregate marks shall be placed in first division. Those who obtain 50% or more but less than 60% shall be placed in the second division and all below 50% shall be placed in the third division.

- 5. A candidate who fails to pass M.A. (Honours) examination but passes in the remaining papers according to M.A.Pass course Syllabus of Part-I or Part-II of the examination shall be awarded M.A.Pass certificate/degree as the case may be in terms of the relevant Ordinances relating to Master of Arts Examination.
- 6. Other conditions shall be the same as provided for in the ordinances, relating to Master of Arts Examination.
- 7. Honours Course examination will not be opened to private candidates

# FOR POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

(First and Second Semester Examinations)

## **OUTLINE OF PAPERS AND TESTS**

Code	Title of Paper	University Examination	Continuous Assessment	Max. Marks	Exam. Duration Hours
PGDCA-101	Fundamentals of Information Technology	70	30	100	3
PGDCA-102	Operating Systems	70	30	100	3
PGDCA-103	Programming Fundamentals through "C" Language	70	30	100	3
PGDCA-104	Computer Organization and Architecture	70	30	100	3
PGDCA-105	Software Lab – I Office Automation and Productivity Tools	40	60	100	3
PGDCA-106	Software Lab – II Programming Fundamentals through "C" Language	40	60	100	3
		360	240	600	

## P.G.D.C.A.– First Semester

## CONTINUOUS ASSESSMENT (THEORY PAPERS)

1.	Two tests will be conducted during the Semester. Both the tests will be considered for assessment.	:	60% of the marks allotted for Continuous Assessment
2.	Assignment/Quizes		20% of the marks allotted for Continuous Assessment
3.	Attendance	:	10% of the marks allotted for Continuous Assessment.
4.	Class Participation and behaviour	:	10% of the marks allotted for Continuous Assessment.

## 2. The break up of for the Continuous Assessment for the practical will be as under:

i.	Two tests (60% of Total marks)	36 Marks
ii.	Lab Assignments	
	(30% of Total marks)	18 Marks
iii.	Attendance/Class participation and behaviour	
	(10 % of Total marks)	6 Marks

# OUTLINE OF PAPERS AND TESTS

## P.G.D.C.A. – Second Semester

Code	Title of Paper	University Examination	Internal Assessment	Max. Marks	Exam. Duration Hours
PGDCA-201	Data Structures	70	30	100	3
PGDCA-202	Object Oriented Programming with C++	70	30	100	3
PGDCA-203	Database Management System with MS ACCESS	70	30	100	3
PGDCA-204	Fundamentals of Computer Networks, Internet and Scripting Languages	70	30	100	3
PGDCA-205	Software Lab – III Data Strucutres and Programming with C++	40	60	100	3
PGDCA-206	Software Lab – IV MS ACCESS and Scripting Languages	40	60	100	3
		360	240	600	

## CONTINUOUS ASSESSMENT (THEORY PAPERS)

1.	Two tests will be conducted during the Semester. Both the tests will be considered for assessment.	:	60% of the marks allotted for Continuous Assessment
2.	Assignment/Quizes	••	20% of the marks allotted for Continuous Assessment
3.	Attendance	••	10% of the marks allotted for Continuous Assessment.
4.	Class Participation and behaviour	••	10% of the marks allotted for Continuous Assessment.

2. The break up of for the Continuous Assessment for the practical will be as under:

i.	Two tests (60% of Total marks)	36 Marks
ii.	Lab Assignments	
	(30% of Total marks)	18 Marks
iii.	Attendance/Class participation and behaviour	
	(10 % of Total marks)	6 Marks

#### **PGDCA-101** Fundamentals of Information Technology

Maximum Marks: **70** Minimum Pass Marks: **35** %

Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

## A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

## **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

## SECTION A

**Historical Evolution of Computer:** Block Diagram of computer, characterisation of computers, types of computers, the computer generations.

**Basic Anatomy of Computers**: memory unit, input-output unit, arithmetic logic unit, control unit, central processing unit, RAM, ROM, PROM, EPROM.

**Input-Output Devices:** Keyboard, Mouse, Joy tick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Voice Recognition Devices, Optical Recognition devices, Dot matrix, Character and Line printer, DeskJet printer, Laser printer, and plotters.

**Number System:** Non-positional and positional number systems, Base conversion, binary, decimal, hexadecimal, and octal systems, conversion from one system to the other. **Binary Arithmetic:** Addition, subtraction and multiplication.

**Computer Codes:** weighted and non-weighted code, BCD, EBCDIC, ASCII, Unicode, XS-3, Grey Codes.

## **SECTION B**

**Computer Software:** Introduction, types of software, systems software, GUI, operating system, high level languages, assemblers, compilers and interpreters, system utilities, application packages, stages in the development of software, program testing and debugging, program documentation, concept of firmware.

Applications of Information Technology and Trends: IT in Business and Industry, IT in Education & training, IT in Science and Technology, IT and Entertainment, Current Trends in IT Application - AI, Virtual Reports, voice recognition, Robots, Multimedia Technology. E-Commerce: Meaning, its advantages & limitations, Infrastructure for E-commerce, Types of E-Commerce Applications. Multimedia: Concepts, Components and Application.

## **Text Books:**

1. P.K. Sinha and P. Sinha, Foundations of Computing, First Edition, 2002, BPB.

## **References:**

- 1. Chetan Srivastva, Fundamentals of Information Technology, Kalyani Publishers.
- 2. Turban Mclean and Wetbrete, Information Technology and Management, Second Edition, 2001, John Wiley & Sons.
- 3. Satish Jain, Information Technology, BPB, 1999.
- 4. Sukhmeen Kaur, Vikram Gupta, S. S. Hatia and Navneet Kaur, "Fundamentals of Information Technology", Kalyani Publishers.

#### **PGDCA-102** Operating Systems

Maximum Marks: **70** Minimum Pass Marks: **35** % Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

#### A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

#### **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

## SECTION A

**Introduction to operating System:** Definition, its need and Operating system services, Early systems, Introduction to various types of operating systems: Batch processing operating system, Multiprogramming operating system, Time Sharing operating system, Multi tasking operating system, Distributed operating system, Network operating system, Real time operating system, Multi processor system and parallel processing.

**Process Management:** Process concept, types of Process scheduling, Basci concept of CPU Scheduling, Scheduling criteria, and Scheduling algorithms: FCFS, SJF, Round Robin & Queue Algorithms, Deadlock definition and its characterization.

#### **SECTION B**

Windows: GUI, Icon, Toolbar

Working with files, closing and saving a file

Mouse Mechanics: Click, double click, Drag and drop method,

Installation of a new software, Control panel, Explorer, Accessories, Network Neighbour hood, system tools, Recycle bin, Files and directory management under windows, Running programs

**Unix:** Structure of Unix, Kernel and shell, Commands of Unix, Unix file system, own file system, Electronic mail.

Vi Editor: Editing text, screen controls

Printing and spooling

Unix Administration: Superuser, Booting, Backup, Creating and managing new accounts.

#### **Text books:**

- 1. Rathbone," Windows for dummies", Pustak mahal
- 2. Stan Kelly-Bootley,"Understanding UNIX", Sybex Tech asian edition
- 3. Silverschatz,"Operating system concepts", Pearson Education India.

## PGDCA-103 Programming Fundamentals through "C" Language

Maximum Marks: **70** Minimum Pass Marks: **35** %

Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

## A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

## **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

## SECTION A

**Programming process:** Problem definition, program design, coding, compilation and debugging. **Fundamentals of C:** Identifiers and keywords, data types, input and output, type conversion, operators and expressions: Arithmetic, unary, logical and relational operators, assignment operator, conditional operator, and library functions.

**Control statements:** branching, looping using for, while and do-while statements, nested control structures, switch, break and continue statement

**Functions:** definition, call prototype and passing arguments to a function, recursion versus iteration

Storage classes: automatic, external and static variables.

## **SECTION B**

Arrays: Definition, accessing elements, initialization, passing to functions, multi dimensional arrays, strings

**Pointers:** address and referencing operators, declaration, assignment, passing pointer to functions, pointer arrays

**Structures:** variables, accessing members, nested structures, pointer to structures, self referential structures.

Files in C: Sequential files, random access files, Unformatted files, Text files, binary files.

## **Text Book:**

1. Byron Gottfried, "Programming with C, Second edition, Schaum' s outline series" TMH

## **References:**

- 1. Ram Kumar and Rakesh Aggarwal : Programming in Ansi C, TMH
- 2. B.W. Kerrighan and D.M.Richie, "The C programming language", 2<sup>nd</sup> edition, PHI
- 3. H.H. Tan & T.B. Dorazio," C Programming for engineers & Computer Science", Mcgraw Hill international edition.
- 4. Vikram Gupts and S. S. Bhatia, "Programming Fundamentals through C Language" Kalyani Publishers.

## **PGDCA-104** Computer Organization and Architecture

Maximum Marks: **70** Minimum Pass Marks: **35** %

Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

## A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

## **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

#### **SECTION A**

**Boolean Algebra:** Boolean operations, Truth Tables, Boolean Laws, K-maps (2,3 and 4 variable maps, don't care conditions).

Basic Gates, Combinational logic design: half-adder, full adder, parallel adder.

**Sequential circuits:** concept, flip-flops (D, RS, JK, T), counters (Ripple, Asynchronous, Synchronous).

Instruction codes, Instruction formats, Instruction cycle, Addressing modes.

## **SECTION B**

Register Transfer Language, Arithmetic, Logic and Shift micro-operations, Arithmetic Logic Shift unit

**Control Memory:** Design of control unit, Micro programmed and hardwired control unit (overview only), Features of RISC and CISC

**Memory Organisation:** memory hierarchy, Memory types: cache, associative and other types. **I/O organization:** I/O interface, Modes of data transfer: Programmed I/O, Interrupt initiated I/O, DMA.

Block diagram depicting architecture of 8085 machine.

## **Text Book:**

1. M.M. Mano, "Computer System Architecture". Third Edition, Prentice-Hall of India, 2002.

#### **References:**

- 1. A.S.Tannenbaum, "Structured Computer Organisation". Prentice-Hall of India, 1999.
- 2. William Stallings, "Computer Organisation and Architecture". 6<sup>th</sup> Edition, Pearson Education, 2002.

#### PGDCA-105: Software Lab – I (Office Automation and Productivity Tools)

Maximum Marks: **100\*** Minimum Pass Marks: **35** % Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

This laboratory course will comprise as exercises based on Office Automation and Productivity Tools. Students are required to practice following:

**WINDOWS:** Windows concepts, features, windows structure, desktop, taskbar, start menu, my computer, Recycle Bin, Windows Accessories. System Tools, communication, Sharing Information between Programs.

**MS Word:** Introduction to Word Processing, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut, Editing a Document, Previewing documents, Printing documents, Formatting Documents, Checking the grammar and spelling, Formatting via find and replace, Using the Thesaurus, Using Auto Correct, Auto Complete and Auto Text, word count, Hyphenating, Mail merge, mailing Labels Wizards and Templates, Handling Graphics, tables and charts, Converting a word document into various formats.

**MS-PowerPoint:** Creating slides, Applying transitions and sound effects, setting up slide shows, Animation.

**MS EXCEL:** Creating worksheet, entering data into worksheet, heading information, data, text, dates, alphanumeric, values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, keyboard shortcuts, Working with single and multiple workbook, Working with formulas & cell referencing, Formatting of worksheet.

*Maximum Marks for continuous assessment	: 60
Maximum Marks for University examination	: 40

The break up of marks for the University examination will be as under

i.	Lab Record	10 Marks
ii.	Viva Voce	15 Marks
iii.	Task given in the examination/Program Development	15 Marks
	and Execution	

## PGDCA-106: Software Lab – II (Programming Fundamentals through "C" Language)

Maximum Marks: **100\*** Minimum Pass Marks: **35** % Practical Unites to be conducted: **40-50** Time allowed: **3 Hrs.** 

This laboratory course will comprise as exercises to supplement what is learnt under paper PGDCA-103: Programming Fundamentals through "C" Language. Students are required to develop programs based upon:

- 1. Various data types in C language
- 2. Various constructs in the C language
- 3. Reading writing text files.

\*Maximum Marks for continuous assessment : 60 Maximum Marks for University examination : 40

The break up of marks for the University examination will be as under

i.	Lab Record	10 Marks
ii.	Viva Voce	15 Marks
iii.	Task given in the examination/Program Development	15 Marks
	and Execution	

#### **PGDCA-201 : Data Structures**

Maximum Marks: **70** Minimum Pass Marks: **35** % Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

## A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

#### **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

#### SECTION A

Basic concept and notations, data structures and data structures operations, mathematical notation and functions, algorithmic complexity, Big 'O' notations and time space trade off. **Arrays:** Linear array, representation of linear array in memory, Traversing linear array, insertion and deletion in an array, multi-dimensional array: row-major, column major order, sparse array.

**Stacks:** Push and Pop in stack. Representation of stack in memory (linked and sequential) applications of Stack: conversion from infix notation to post fix notations, evolution of postfix notation, matching of Parenthesis, recursion, Tower of Hanoi.

#### **SECTION B**

**Linked list:** representation of linked list using static and dynamic data structures, Comparison of Linear and non-linear data structures, Insertion and deletion of a node from a linear linked list, Introduction to doubly and circular linked lists, Application of linked lists.

**Searching and Sorting:** Linear and binary search, Bubble Sort, Insertion Sort, Selection Sort, Merge Sort, Radix Sort and Quick Sort comparison of various searching and sorting algorithms.

#### **Text Books:**

- 1. Seymour Lipschutz "Theory & Practice of Data Structures", McGraw Hil, 1998
- 2. Thomas Naps and Bhagat Singh, Introduction to Data Structures.

## PGDCA-202 : Object Oriented Programming with C++

Maximum Marks: **70** Minimum Pass Marks: **35** %

Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

## A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

## **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

## SECTION A

**Evolution of OOP :** Procedure Oriented Programming, OOP Paradigm, Advantages and disadvantages of OOP over its predecessor paradigms. Characteristics of Object Oriented Programming.

**Introduction to C++ :** Identifier, Keywords, Constants, Operators: Arithmetic, relational, logical, conditional and assignment. Size of operator, Operator precedence and associativity. Type conversion, Variable declaration, expressions, statements, manipulators. Input and Output statements, stream I/O, Conditional and Iterative statements, breaking control statements.

Storage Classes, Arrays, Arrays as Character Strings, Structures, Unions, Bit fields, Enumerations and User defined types.

Pointers : Pointer Operations, Pointer Arithmetic, Pointers and Arrays, Multiple indirections,

Pointer to functions. Functions: Prototyping, Definition and Call, Scope Rules. Parameter Passing: by functions, recursion, function overloading, Default Arguments, Const arguments, Preprocessor, Type casting.

#### **SECTION B**

**Classes and Objects :** Class Declaration and Class Definition, Defining member functions, making functions inline, Nesting of member functions, Members access control, this pointer, Objects: Object as function arguments, array of objects, functions returning objects, Const member. Static data member and Static member functions, Friend functions and Friend classes.

**Constructors:** Properties, types of constructors, Dynamic constructors, multiple constructors in classes.

**Destructors:** Properties, Virtual destructors, Destroying objects, Rules for constructors and destructors. Array of objects. Dynamic memory allocation using new and delete operators, Nested and container classes, Scopes: Local, Global, namespace and Class.

**Inheritance:** Defining derived classes, inheriting private members, single inheritance, types of derivation, function redefining, constructors in derived class, Types of inheritance, Types of base classes, Code Reusability.

**Polymorphism:** Methods of achieving polymorphic behavior. Polymorphism with pointers, virtual functions, late binding, pure virtual functions and abstract base class.

**Operator overloading:** over loading binary operator, overloading unary operators, rules for operator overloading, operator overloading using friend function. Function overloading: early binding.

Difference between function overloading, redefining, and overriding.

## Text Book:

1. Herbert Schildt. "The Complete Reference C++",Tata McGraw-Hill,2001

## **References**:

- 1. Deitel and Deitel, "C++ How to Program", Pearson Education, 2001
- 2. Robert Lafore, "Object Oriented Programming in C++", Galgotia Publicationsk, 1994.
- 3. Bjarne Strautrup, "The C++ Programming Language", Addition-Wesley Publication Co., 2001.
- 4. Stanley B. Lippman, Josee Lajoie, "C++ Primer", Pearson Educaion, 2002
- 5. E.Balagurusamy, "Object Oriented Programming with C++", Tata McGraw-Hill, 2001.

# PGDCA-203 : Database Management System with MS ACCESS

Maximum Marks: **70** Minimum Pass Marks: **35** %

Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

# A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

# **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

# SECTION A

**Traditional file processing system :** Characteristics, limitations, Database : Definition, composition.

**Database Management System:** Definition, Characteristics, advantages over traditional file processing system, User of database, DBA and its responsibilities, Database schema, instance. DBMS architecture, data independence, mapping between different levels.

Database languages: DDL, DML, DCL.

Database utilities, Data Models, Keys: Super, candidate, primary, unique, foreign.

**Entity relationship model:** concepts, mapping cardinalities, entity relationship diagram, weak entity sets, strong entity set, aggregation, generalization, converting ER diagrams to tables. Overview of Network and Hierarchical model.

**Relational Data Model:** concepts, constraints. Relational algebra: Basic operations, additional operations.

# **SECTION B**

**Database Design:** Functional dependency, decomposition, problems arising out of bad database design, normalization, multi-valued dependency, Database design process, data base protection, database integrity.

Database concurrency: Defintion and problems arising out of concurrency.

Database security: Authentication, authorization, methods of implementing security. MS-

**ACCESS:** Introduction to MS-ACCESS, working with database and tables, queries in Access, Appling integrity constraints, Introduction to forms, sorting and filtering, Controls, Reports and Macro: creating reports, using Macros.

# **Text Book:**

1. B.P. Desai, "Database management system" BPB publications, New Delhi.

# **Reference:**

- 1. C.J. Date, "An Introduction to Data Base Systems", 3rd Ed., Narosa Publishers, 1997
- 2. Jeffrey D. Ullman, "Principles of Database Systems", 2nd Ed., Galgotia Pub., 1984.
- 3. D. Kroenke., "Database Processing", Galgotia Publications, 1987.
- 4. Henry F. Korth, "Database System Concepts", McGraw Hill. Inc., 1997.
- 5. Naveen Prakash, "Introduction to Database Management", TMH, 1993.
- 6. Ivan Bayross, "Oracle 7 The complete reference", BPB Publications.
- 7. Bobrowsky, "Client server architecture and Introduction to Oracle 7", 1996
- 8. Elmisry Nawathy, "Introduction to database System", Pearson Education India.
- 9. Content Development Group "Working with MS-OFFICE 2000", TMH

# **PGDCA-204 : Fundamentals of Computer Networks, Internet and Scripting Languages**

Maximum Marks: **70** Minimum Pass Marks: **35** %

Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

# A) INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 10.5 marks for each question. Section C will consist of 7-15 short answer type questions covering the entire syllabus uniformly and will carry a total of 28 marks.

# **B) INSTRUCTIONS FOR THE CANDIDATES**

- 1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
- 2. Use of non programmable scientific calculator is allowed.

# **SECTION A**

**Computer Networks:** Introduction, Applications, Network hardware and Software (protocol hierarchies, design issues for layers, interfaces and services: connection oriented and connection less), Network structure and architecture - point to point, multicast, broadcast, Classification of networks-LAN, MAN and WAN. Reference models - the OSI reference model, TCP / IP reference model. Comparison between OSI and TCP / IP models.

Internet: Introduction, Relays, Repeaters, Bridges, Routers, Gateways.

**Internet working:** How networks differ, concatenated virtual circuits, connectionless internetworking, tunnelling, internetwork Routing, fragmentation, Firewalls, internet architecture.

#### **SECTION B**

**Application layer:** The DNS Name Space, Electronic Mail, The World Wide Web, FTP: introduction, data transfer and distributed computation, Generalised File Transfer, The File Transfer Protocol.

**Network security:** Introduction to cryptography, substitution ciphers, transposition ciphers, one-time pads, two fundamental cryptographic principles.

**Scripting languages: HTML:** Introduction to HTML, HTML and the World Wide Web, HTML elements, basic structure elements of HTML, the two categories of body elements – block level and text level, creating HTML pages, viewing pages in different browsers, rule for nesting.

HTML tags, colours and fonts, formatting the body section, creating links, creating external links, creating internal links.

# **Text Book:**

- 1. Andrew S. Tanenbaum, "Computer Networks", Third Edition, PHI Publications, 1997.
- 2. B Forousan, Introduction to data communication and networking

# **References:**

- 3. Douglas E. Comer, "Computer Networks and Internets" 2nd Editon, Addison Wesley.
- 4. D. Bertsellas and R. Gallager, "Data Networks", 2nd Edition, Prentice Hall, 1992.

# PGDCA-205 : Software Lab – III (Data Structures and Object Oriented Programming with C++)

Maximum Marks: 100\* Minimum Pass Marks: 35 % Lectures to be delivered: **40-50** Time allowed: **3 Hrs.** 

This laboratory course will comprise as exercises to supplement what is learnt under paper PGDCA-201: Data Strucutres and 202 : object Oriented Programming with C++. Students are required to develop programs

- 1. Based upon various constructs in the C++ language.
- 2. Searching and sorting algorithms in C++ language
- 3. Data structres like stack, queues and linked lists in C++ language.

*Maximum Marks for continuous assessment	: 60
Maximum Marks for University examination	: 40

The break up of marks for the University examination will be as under

i.	Lab Record	10 Marks
ii.	Viva Voce	15 Marks
iii.	Task given in the examination/Program Development	15 Marks
	and Execution	

Maximum Marks: 100\* Minimum Pass Marks: 35 % Practical Unites to be conducted: **40-50** Time allowed: **3 Hrs.** 

This laboratory course will comprise as exercises to supplement what is learnt under paper PGDCA-203: Database Management System with MS ACCESS and PGDCA-204: Fundamentals of Computer Networks, Internet and Scripting Languages. Students are required to practices:

**MS ACCESS:** Creating tables, queries in MS Access, Appling integrity constraints, creating forms, sorting and filtering, creating reports.

**HTML:** Tables, Forms, Frames and other text formatting tags **DHTML:** Cascading style sheets and Document object model **JavaScript:** Introduction to JavaScript.

*Maximum Marks for continuous assessment	: 60
Maximum Marks for University examination	: 40

The break up of marks for the University examination will be as under

i.	Lab Record	10 Marks
ii.	Viva Voce	15 Marks
iii.	Task given in the examination/Program Development	15 Marks
	and Execution	

# FOR B.A. SEMESTER SYSTEM

# APPLICABILITY OF ORDINANCES FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a course spread over more than one academic year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.\

- 3. B.A. is an integrated courses comprising three parts (six semesters) spread over three years. Each part will consist of two semesters. The course of study of B.A. shall be divided in to six semesters and university examination will be held at the end of every semester in the months of November/December (for semester I, III & V) and May/June (for semester II, IV & VI) or as fixed by the Vice Chancellor.
- 4. A candidate must complete the whole course of three years within a maximum of six years from the date of admission in B.A. first semester.
- 5. The outlines of tests and syllabi shall be such as prescribed by the Academic Council from time to time.
- 6. **Eligibility:** Admission to B.A. Part- I course (Semester-1) is open to any candidate who:

has passed 10+2 examination of the Punjab School Education Board or any other Board Examination recognised as equivalent thereto;

#### OR

3. has passed pre-Engineering/Pre -Medical/B.A. Part - I/B.Sc. Part-I/B.Com. Part - I (old scheme) examination of this University or any other examination recognised as equivalent thereto or Intermediate examination of Panjab University or any other statutory University, Board or Three Years Diploma in Engineering.

#### OR

- (iii) has been declared to have reappear/compartment in one subject in 10+2 examination of Punjab School Education Board or any examination recognised as equivalent thereto. But such a candidate shall have to clear reappear/compartment subject in the supplementary examination of the same year, failing which his/her admission to B.A. Part-I course shall automatically stand cancelled.
- C) Semester examination will be open to regular candidates who have been on the rolls of a college affiliated to this University and meet the attendance and other requirements as prescribed in the Ordinance No. 7.

2. Subject to fulfillment of requirement of House examinations, the attendance requirements and these ordinances there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.

To qualify for admission to 3rd semester of the Course, the candidate must have passed 50% of total papers of the two semesters of the 1st year. In case, the result of 2nd Semester is not declared at the time of admission to 3rd Semester, the student may be admitted provisionally and will be allowed to take examination of 3rd semester if he/she has passed in 50 % of the total papers of first year (i.e. Ist and 2nd Semesters).Similarly, to qualify for admission to 5th semester of the course, the student may be admitted provisionally if the result of previous semester has not been declared and will be allowed to take examination of 5th semester, if he/she has passed 50% of the total papers of previous semesters.

Students may be admitted provisionally to next semester as per the situation with respect to the declaration of result of previous semester/s.

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 semesters 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.

# 3. Attendance and Other Requirements

Every candidate will be required to attend a minimum of 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 attendance may be condoned for special reasons, as per the relevant ordinances on the subject.

To be eligible to appear in the semester examination, a candidate must have obtained in the house examination at least 25% marks in each paper, 25% marks in the aggregate of all subjects of the semester. The Principal at his discretion may allow a special test to a candidate who could not appear in the House examination owing to unavoidable reason, or fails to secure the minimum marks as prescribed above.

4. **Late College Students:** A candidate who has completed the prescribed course of instructions for a semester but has not appeared in the examination or having appeared,

has failed in the examination, may appear as a late college student within the prescribed period.

- 5. The pass and reappear students of B.A. Part-I and II from Panjab University, Guru Nanak Dev University and Punjab Technical University Shall be treated at par with the corresponding students of this University. But in case such a student is admitted in B.A. semester III in this University, he/she will be required to clear deficient papers, if any.
- 6. Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the University from time to time.
- 7. Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per University rules. The last date by which admission forms and fees must reach the Registrar shall be as follows:

Semester	Without late fee	With late fee of Rs. 800/-	With late fee of Rs. 1200/-	With late fee of Rs. 5000/-	With late fee of Rs. 10000/-
Semester Exam (Nov/Dec)	Sept. 30	Oct. 15	Oct. 21	Oct. 31	Nov. 16
Semester Exam (May/June)	Feb. 28	Mar.15	Mar. 21	Mar.31	April 15
* No Examination Form will be accepted after this date.					

- C) University medal will be awarded to a candidate who secured first position in the University on the basis of the marks of all the six semesters taken together. The general rules and conditions of the University for the Award of Medal/Prizes etc. will be applicable in the award of University medal to the topper of this examination.
- D) The medium of instruction and examination will be English/Punjabi/Hindi, except for the language subjects whose medium of instruction and examination will be that of the language subject.
- E) Subject to the restrictions contained in the Ordinances, a candidate for B.A. +3 Scheme shall be required to take up the following subjects from B.A. I (Semester- 1) consistently in B.A. II and B.A. III.

Besides English (Communication Skills) and Punjabi Compulsory/Punjabi Lazmi (Mudhla Gian), a student can take up the combination of required three elective subjects, taking up one subject from a group, out of following groups of elective subjects:

- 1. Economics/Defence & Strategic Studies/Fine Arts/Education/Folk Art and Culture.
- 2. History/Math/Psychology/Philosophy.

- 4. Political Science/Statistics/Tabla/Indian Classical Dance/Dramatic Art.
- 5. Punjabi Literature/Hindi Literature/English Literature/Urdu/Persian/Sanskrit/French/ German/Russian Literature.
- 5. Public Administration/Home Science/Physical Education/ History of Art/ Music (Instrumental).
- 6. Geography/Linguistics/ Music (Vocal)/Computer Applications/ Information Technology/ Gurmat Sangeet.
- 7. Tax Procedure and Practice/Principle and Practice of Insurance/Rural Development/ Office Management and Secretarial Practice/ Home Management/ Functional English/Business and Office Practice/Sociology/Social Work.
- C) Fashion Designing/Agro Services/Journalism and Mass Communication/ Advertising and Sales Promotion and Sales Management/Religion.

# Note:

- 2. English Literature is not compulsory for those candidates who take the subject of Functional English.
- 3. Candidate can take maximum two elective subjects having practicals.
- **Note:** Candidates who have passed B.A. Part-I/B.A-II examination from this University with regard to combination of subjects, shall take the same subjects in B.A. Part- III examination which were taken by him/her in B.A. Part-II examinations.
- 5. Punjabi Lazmi (Mudhla Gian) in lieu of Punjabi Compulsory shall be allowed to the following categories of candidates.

Candidates who have passed their Matriculation examination from a School located outside the State of Punjab or an examination recognised as equivalent thereto.

Candidates who have passed their Matriculation examination from a School located in the State of Punjab will not be allowed to take up the subject of Punjabi Lazmi(Mudla Gian) in lieu of Punjabi Compulsory at the graduate level. This clause will not apply to students covered by clause No. 3 given below.

- 2. Children of Defence personnel/Para military personnel (serving as well as retired) will be allowed to take up the subject of Punjabi Lazmi(Mudla Gian), provided the father of the mother/guardian (in case father is deceased ) of the candidate gives an affidavit that the candidate has not studied Punjabi at the School level.
- C) The Candidate shall also be entitled to grace marks as admissible under the ordinances, relating to the 'Grace Marks.'
- (a)The minimum number of marks required to pass the examination in each Part shall be 35% in each subject, in theory paper, practical examination and internal assessment separately.

- 2. **Internal assessment and its Components:** Internal assessment, in each subject, shall be 25% of the total marks in each paper and shall be uniformly applicable to all the Subjects/Papers. The four Components for Internal Assessment shall be as follows :
  - (i) Attendance 20% of the total Marks of the Internal Assessment
  - 3. written Assignment / 40% of the total Marks of the Internal Assessment Project Work:
  - 4. Two Mid Semester Tests/ 40% of the total Marks of the Internal Assessment Internal Examinations

For the Papers having practical, the marks of the Theory Paper, after subtracting the marks for Practical, will form the basis for calculating 25% internal assessment(as per (b) above).

# C) A Candidate shall be allowed to join:

### **First Semester:**

Provided that he/she has passed at least, one academic year previously, the +2 examination (with or without reappear) of Punjab School Education Board, or any other. This shall be as per the Ordinances related to Eligibility in (Para 4, above).

#### Second Semester:

Provided that he/she has undergone a regular course of studies of first semester.

# **Third Semester:**

Provided that he/she has undergone a regular course of studies of First and Second semesters as provided under the regulations in sequential order and fulfils the conditions as aid in ordinance 6(a).

# **3.** Fourth Semester:

Provided that he/she has undergone a regular course of studies of First, Second and Third semesters as provided under the regulations in sequential order and has passed the First Semester Examination as a whole, and fulfils the conditions a laid in ordinance 6(a).

# 4. **Fifth Semester:**

Provided that he/she has undergone a regular course of studies of First, Second, Third and Fourth semesters as provided under the regulations in sequential order and fulfils the conditions as laid in ordinance 6(a).

#### 5. Sixth Semester:

Provided that he/she has undergone a regular course of studies of First, Second, Third, Fourth and Fifth semesters as provided under the regulations in sequential order and has passed 50 % of the total papers of previous semesters and fulfils the other conditions as laid in ordinances.

- C) Three weeks after the termination of examination or as soon thereafter as possible, the Registrar shall publish the result of the candidates. Each candidate shall receive a certificate indicating details of marks obtained in each examination. Successful candidates at the end of Semester- VI examination shall receive a degree stating the division according to ordinance 21.
- D) The Successful candidates shall be classified on the basis of aggregate marks secured in all the six semesters of B.A. taken together as under:
  - 1. 75% or more with Distinction.
  - 2. 60% or more in the First division.
  - 3. 50% or more but less than 60% in the Second division.
  - 4. Below 50% in the Third division.
- E) A candidate who has passed B.A. +3 examination from this University shall have one chances within a period of two years after passing the examination to improve division or 55% marks. Improvement shall be allowed in not more than three theory papers offered in each semester. However, previous marks of Practical/Project will be carried forward in the paper (s) in which he/she appears for improvement and be awarded one percent of grace marks on the basis of given papers, out of the papers taken up, the candidate will be given benefit of increase in marks, where the marks have increased in paper/papers.
- F) In addition to B.A. (Pass) examination, a student may opt for Honours in anyone of the subjects in which syllabus exists, provided he/she has offered that subject in the Pass course.

Provided further that a student can opt for Honours only in a subject he/she has obtainde at least 50% marks in that subject in the pass course of B.A. Part- I examination.

G) The scheme of study for B.A. (Honours) course shall be as under:

# Part - II

In addition to general pass course, there shall be two papers of one credit each in the subject in which the candidate seeks to get Honours.

# Part - III

In addition to general pass course, there shall be two papers of one Credit each in the Honours subject. One credit paper shall have 100 marks.

- 2. An Additional fee as prescribed shall be paid by a student for appearing in B.A. (Honours) Part-II and Part-III examination of each Semester.
- 3. The minimum pass marks for the Honours examination shall be 50% in the pass papers of the subject concerned and 45% in the Honours papers (theory and practical separately) in the combined results of B.A. Part-II and Part- III examinations taken together and the marks obtained by the students in B.A. Part-II examination shall be communicated to the Principal of the College concerned. An Honours list will be prepared in each subject and the same shall be determined on the combined results of the Pass and Honours papers in that subject.
- 4. A person who has already passed the B.A. examination under these Ordinances may be permitted to appear in the Honours papers at a single examination or separately with B.A. Part-II and Part-III examination held in two consecutive years, provided he has attended the required number of lectures and practicals as provided in Ordinances.

# FOR B.A. (HONOURS) EXAMINATION

6. A candidate opting for Honours in B.A. examination shall submit his admission form as per schedule of dates in Ordinance 11 above to the Registrar along with the prescribed fee and the following certificate signed by the Principal of the college last attended by him:

"Of having attended not less than75% of the total number of lectures delivered in each subject and 75% of the periods held in practical/map work, in each subject during the academic year.

(The college shall be required to deliver atleast 75% of the total number of lectures prescribed for each subject).

- 7. The medium of examination shall be English/Punjabi/Hindi except for the Language subject whose medium of instruction and examination is that of the language subject.
- 8. A person who passed B.A. +3 examination from this University may be allowed to reappear as a private candidate in Part I, II and III (separately or simultaneously) examination in the same subject(s) for purpose of improving his performance. For this purpose he/she shall be given one chance in each semester, within a period of two years from the date of passing B.A. +3 examination. Such an examination shall be considered minor.
- 9. (i)The students of B.A. Sem-I class is allowed to change subjects within a period of 3 weeks from the date of their admission.

No candidate for B.A. Sem- I examination shall take up the subject of Mathematics if he has not taken up the subjects in +2 examination.

- 3. A candidate for B.A. Sem- I examination shall not be allowed to opt the subject of Statistics, if he/she has not taken up the subject of Mathematics in the +2 examination.
- 2. The students of B.A. Course will have to pass a paper on Environmental Studies in Semester IV, as prescribed the University. This is a qualifying paper and marks obtained in this paper will not be added to the total marks obtained in the B.A. Degree.

3. Those candidates who have passed B.A. Part-I or II Examination through annual system can appear in B.A. Part-II or III through Semester System and vice-versa, subject to clearing deficient subject, wherever needed/required. Medal/Award/Scholarship, if applicable shall be determined by the percentage of marks obtained by the candidate in Semester and Annual System taken together

# ORDINANCES FOR BACHELOR OF COMMERCE EXAMINATION

- 1. The examination for the degree of Bachelor of Commerce shall consist of three parts, viz. Part-1, Part-II and Part-III (Final). These examinations shall be held once a year in April or on such other dates as may be fixed by the Academic Council. A supplementary examination for candidates placed under reappear; shall be held in September or on such other dates as may be fixed by the Academic Council.
- <sup>1</sup>2. The examination in B.Com. Part-1 shall be open to a student who produces the following certificates by the Principal of the college.
  - (i) Of having remained on the rolls of a college admitted to the privileges of the University for the academic year preceding the examination.
  - (ii) Of having passed at least+2 examination of Punjab School Board or any other examination recognised as equivalent there to with at least:-
    - (a) 40% marks in the aggregate in case of students who have passed 10+2 Commerce group.

OR

(b) 45% marks in the aggregate in case of students who have passed 10+2 in Humanities group with at least two out of Commerce/ Accounts/Maths/Economics/Management papers.

OR

- (c) 50% marks in the aggregate in case of students who have passed 10+2 but not covered under (a) and (b) above; provided that candidates placed under<sup>2</sup> reappear in not more than one subject in 10+2 examination of Punjab School Education Board or any other examination recognised as equivalent there to shall also be eligible to this course but such candidates shall have to clear reappear subject in the supplementary examination of the same year failing which his admission to B.Com. Part-1 course shall automatically stand cancelled.
- (d) Students who opt for any one of the following Vocational subjects, in B.Com. part-1 should have passed with at least 50% marks, 10+2 examination from Punjab School Education Board or any other examination recognised as equivalent thereto:
  - 1. Office Management and Secretarial Practice
  - 2. Principle and practice of Insurance
  - 3. Tax procedure and practice

admission in B.Com Part-I course (Transitory Provision).

<sup>&</sup>lt;sup>1</sup> Relaxation of 5% marks shall be given to Scheduled caste and Scheduled Tribes candidates while calculating the eligibility of B.Com. Part-I examination. A candidate who has passed B.Com Part-I examination under the old scheme shall be eligible to seek

<sup>&</sup>lt;sup>2</sup> While determining the eligibility of such candidates for admission to B.Com. Part-I examination, the percentage of marks as prescribed under ordinance-2 (ii) a, b, c may be calculated by taking into account the minimum pass marks in the reappear paper on prescriptive basis.

Students opting for "Tax procedure and Practice" should have also passed 10+2 examination with Accountancy/Business Management/Business Studies as a subject.

<sup>3</sup>(iii) Of having attended not less than 75% of the total number of lectures delivered in each paper/subject and 75% of periods held in tutorials, in each paper/subject during the academic year.

The college shall be required to deliver at least 75% of the total number of lectures/tutorials prescribed for each paper.

- (iv) Of having good character.
- (v) Of having obtained at a House examination at least 33% marks in the aggregate of all the subjects or 25% marks in each paper. In case a candidate could not appear in the House Examination owing to unavoidable reasons or fails to secure the minimum marks indicated above the Principal may at his discretion hold a special Test for the candidate(s).
- <sup>4</sup>3. The examination in B.Com. Part-II shall be open to any student of a college admitted to the privileges of the University who fulfils the eligibility conditions and produces the certificates signed by the Principal of the college in terms of Ordinance 2(i),(iii), (iv), (v) and of having passed at least one academic year previously part-1 examination for the degree of Bachelor of Commerce.

### OR

has been declared to reappear/compartment in not more than one subject in part-1 examination of this University, or any other statutory University but such a candidate shall have to clear the reappear/compartment paper in the supplementary examination of the same year or simultaneously with part-II examination failing which his result for part-II examination shall also stand cancelled.

<sup>5</sup>4. The examination in B.Com. Part-III (final) shall be open to any student of a college admitted to the privileges of the University who fulfils the eligibility conditions given below and produces the certificates signed by the Principal of the college in terms of Ordinance (2),(i),(iii),(iv) and (v) above, and (a) of having passed at least one academic year previously part-II examination for the degree of Bachelor of Commerce;

#### OR

<sup>&</sup>lt;sup>3</sup> A student who was debarred from appearing in an examination owing to shortage in the lectures delivered in a subject or subjects and does not complete his lectures in the session shall be permitted to complete his lectures in the session thereafter and to appear in the examination within the period prescribed in the ordinances for appearing as a late college student.

Note : In case of students, whose name is struck off on account of non-payment of fee and is admitted later on, his/her attendance shall not be counted for that period.

<sup>&</sup>lt;sup>4</sup> A student who joins B.Com Part II course after having passed B.Com Part-I or any other equivalent examination from any other statutory University shall be required to qualify all the deficient papers as provided in the syllabus prescribed by this University for B.Com Part-I examination along with Part-II examination.

<sup>&</sup>lt;sup>5</sup> A student who joins B.com Part-III course after having passed B.Com Part-II or any other equivalent examination from any other statutory University shall be required to qualify all the deficient paper as provided in the syllabus prescribed by this University for B.com Part-II examination along with part-III examination.

The candidate who after passing Part-I and Part-II from a college affiliated to some other University, are admitted to Part-II/Part-III classes in college affiliated to this University will have to pass the required deficient papers according to syllabus ordinances of above class prescribed at this University for which they will be allowed three chances (April, September and next April).

has been declared to reappear/compartment in not more than one subject in part-II examination of this University or any other statutory University but such a candidate shall have to clear the re-appear/compartment paper in the supplementary examination of the same year or simultaneously with part-III examination failing which his result for Part-III examination shall also stand cancelled.

In the case of a candidate who passed the B.Com. Part-II examination under the ordinance relating to compartment or exemption, the period of one academic year shall be counted from the year in which he/she came under compartment or was granted exemption.

- 5. A student who has completed prescribed course of instructions but has not appeared in the examination or has appeared but has failed, may be admitted on the recommendation of the Principal to B.Com. examination as a late college student without attending the fresh course of instructions. Such students shall be allowed to avail themselves a maximum of three consecutive chances to clear the examination as a private candidate.
- 6. The shortage in the attendance of lectures by the candidate will be condoned as per rules made by the University from time to time.
- 7. (a) The candidate will be required to pay examination fees as prescribed by the University from time to time.
  - (b) For improvement of Marks/Division, the fee prescribed will be charged for each part.
- 8. The last date on which Admission Form and Fees must reach the Register shall be as follows:

		**** * *	**** * *			**** 1 1
Annual	Without	With late	With late	With lat	e	With late
Examination	late fee	fee of	fee of Rs.	fee of		fee of
		Rs. 500/-	1000/-	Rs. 5000	٦/	Rs. 10,000/-
		KS. 300/-	1000/-	KS. 5000	J/-	KS. 10,000/-
Regular	Jan.12	Jan.21	Feb.21	-		-
Candidate						
			(No Form will	he		
			entertained afte			
				21		
			21 <sup>st</sup> Feb)			
Private	Oct.31	Nov.30	Dec.31	Jan.31		Feb.21*
Candidate						
Culturate					(No I	Farm will be
					`	
					entrair	ned after 21 <sup>st</sup> Feb)
Supplementary	July 15	July31	Aug.16	Aug.31		-
Examinations			(No Farm will	be		
			entertained Aft			
				CI		
			Aug. 31)			

- 9. The medium of examination shall be English or Hindi of Punjabi. Question papers shall be set in English and Punjabi.
- 10. The minimum number of marks required to pass the examination in each part shall be 35% in each paper.The candidates shall also be entitled to 'Grace Marks' as admissible under the Ordinances relating to the 'Grace Marks'.
- 11. A Candidate who fails in not more than one paper shall be allowed exemption in the paper in which he has passed and he shall have to clear that one paper in the

supplementary examination of the same year or next annual examination, on a payment of the same fee on each occasion as for the whole examination, failing which his result for Part-II or Part-III (as the case may be) shall stand cancelled. Provided further that a candidate who is declared reappear in one paper at the annual examination of Part-1 or Part-II, he shall be allowed to join the next higher class.

A candidate who appears in the supplementary and/or at the annual examination under this ordinance shall not be eligible for a scholarship, a prize or a medal.

12. The successful candidates shall be classified as under:

A candidate who obtains:

- (a) 75% or more of the aggregate number of marks in Part-I, Part-II and Part-III examination taken together shall be placed in the first division with distinction.
- (b) 60% or more but less than 75% of the aggregate number of marks in Part-I, Part-II and Part-III examinations taken together shall be placed in the first division.
- (c) 50% or more but less than 60% of the aggregate number of marks in Part-I, Part-II and Part-III examination taken together shall be placed in the second division.
- (d) less than 50% of the number of marks in Part-I, Part-II and Part-III examination taken together shall be placed in the third division.
- 13. Four Weeks after the termination of examination or as soon as may be the Registrar shall publish a list of the candidates who have passed. Each successful candidate shall be awarded the degree of Bachelor of Commerce stating the division in which he has passed.
- 14. The following categories of candidates shall be allowed/disallowed to appear in the Special paper of Punjab History and Culture in lieu of Punjabi (Compulsory) in B.Com. Course as per rules mentioned herein:-
  - (i) Candidate who have passed their Matriculation examination from a School located outside the State of Punjab may be allowed to take up the subject of Punjab History & Culture in lieu of Punjabi Compulsory.
  - (ii) Candidate who have passed their Matriculation examination from a School located in the State of Punjab will not be allowed to take up the subject of Punjab History & Culture in lieu of Punjabi Compulsory at the graduate level. This clause will not apply to students covered by clause No. (iii) given below.
  - (iii) Children of Defence personnel/Para military personnel (serving as well as retired) will be allowed to take up the subject of Punjab History & Culture, provided the father or the mother/guardian (in case father is deceased) of the candidate gives an affidavit that the Candidate has not studied Punjabi at the School level.

# 15. IMPROVEMENT OF DIVISION/MARKS

A person who has passed B.Com. examination from this University may be allowed to reappear as private candidate in B.Com. examination in not more than one paper in each part (separately or simultaneously) for the purpose, he shall be given two chances with in a period of three years from the date of passing the B.Com examination. Such an examination shall be considered minor. provided that a person who has passed any part of M.Com. examination or the examination higher than B.Com. shall be allowed to appear in papers other than commerce paper (s) for this purpose. The candidate shall also be entitled to grace marks as admissible under the ordinance relating to the GENERAL GRACE MARKS.

# **BACHELOR OF COMMERCE (HONOURS) EXAMINATION**

- 16. A student who has qualified B.Com. Part-1 with at least 50% marks in the aggregate would be eligible to offer B.Com. (with Hons.) in Accounting/Finance.
  Such student will have to qualify two additional papers (one in B.Com. part-II and the other in B.Com. part-III)
  An additional fee as may be prescribed shall be paid by a candidate for appearing in the Honours papers in part-II and part-III examination each.
- 17. The College desirous of instituting the B.Com. with Honours course must make suitable teaching and other arrangements.
- 18. A student qualifying the additional papers would be awarded the B.Com. (with Honours in Accounting/Finance) degree, provided he has secured an aggregate of 50% marks in B.Com. pass course. It is also understood that the candidate would be required to obtain at least 50% marks in additional honours papers.
  An honours list shall be published in order of marit, which shall be determined on the

An honours list shall be published in order of merit, which shall be determined on the combined results of the pass course and Honours papers.

- 19. A candidate who has taken honours examination and is to reappear in a subject under the compartment/exemption ordinances whether in the pass course of Part-II examination or Part-III examination shall be allowed to take honours papers, but his result for honours examination shall be declared only when he clears the pass course.
- 20. A candidate who has completed the prescribed course of instruction for pass as well as Honours Courses, either for part-II or part-III, but has not appeared in the examination may be allowed to appear in the annual examination of the following year as a late College Student in the Honours examination, along with the pass course examination of part-II or part-III as the case may be.
- 21. The total duration for which a student can remain in the B.Com. (with Hons. Course) shall be five years after admission to the first year class or (four years after admission to the second year class.)
- 22. A candidate offering B.Com. (with Hons. Course) shall submit his application to the Registrar along with the prescribed fee and certificate signed by the Principal of the college last attended by him.

The candidate has attended not less than 75% of the total number of lectures delivered in each paper and 75% of the periods held in practical, map work, in each paper/subject during the academic year. The college/department shall be required to deliver at least 75% of the total number of lectures prescribed for each paper.

23. General ordinances of the University relating to the under-graduate (with Hons.) courses from time to time about grace marks, reappear, award of University medal etc. would be applicable to B.Com. (with Hons.) course.

# SYLLABUS B.COM. PART-III 2011 EXAMINATIONS

# SCHEME OF EXAMINATION

Maximum marks

BC 304	Financial Management	100 Marks		
BC 305	Indirect Taxes	100 Marks		
ANY ONE OF THE F	FOLLOWING Paper (From BC 306-BC 313	)		
(I) Finance				
BC 306	Money and Financial Institutions	100 Marks		
BC 307	Financial Market Operations	100 Marks		
(II) Marketing				
BC 308	Principles of Marketing	100 Marks		
BC 309	International Marketing	100 Marks		
(III) Banking and Insu	irance			
BC 310	Indian Banking System	100 Marks		
BC 311	Fundamentals of Insurance	100 Marks		
(IV) E-Commerce				
BC 312	Essentials of E-Commerce	100 Marks		
BC 313	Internet and WW Web	100 Marks		
BC 314	Punjabi Compulsory	100 Marks		
BC 315	Punjab History & Culture	100 Marks		
Note: Students opting	for B.Com. (Honours) in Accounting will	not be allowed to opt for 1Vth		
option i.e. E-C	ommerce.			
Stream-I	B.Com. (With Honours in Accounting)	100 Marks		
1	Essentials of E-Commerce	100 Marks		
Stream-II B.Com. (With Honours in Financial Services)		es)		
-	Investment Management	100 Marks		
VOCATIONAL SUB				
OFFICE MANAGE	MENT AND SECRETARIAL PRACTIC	E		
Paper : A	Office Practice	100 Marks		
Paper : B	Entrepreneurship Development	100 Marks		
Paper : C	On the Job Training	50 Marks		
Note: The students of	pting this vocational subject shall not take	up the paper Fundamentals of		
Entrepreneursh	nip.			
TAX PROCEDURE				
Paper : A	Central Excise-Procedures and Practice	100 Marks		
Paper : B	Entrepreneurship Development	100 Marks		
Paper : C	On the Job Training	50 Marks		
Note: (1) The stu	idents opting this vocational subject shall	not take up the paper Indirect		
Taxes.				
PRINCIPLES AND	PRACTICE OF INSURANCE			
Paper A : Prop	erty and Liability Insurance	100 Marks		
-	epreneurship Development	100 Marks		
Paper C : On the	he Job Training	50 Marks		
Note: (1) The st	tudents opting this vocational subject s	hall not take up the paper		
Fundar	nentals of Entrepreneurship.			
(2) The stu	idents will not be allowed to opt. the stream	'Banking and Insurance'.		
COMPUTER APPL				
(Common for B.A./B.Sc. Part-III)				
Paper A: Introduction to Computer Network and Internet Programming 70 Marks				

Paper B: Object Oriented Programming using C++ Paper C: Practical based on Paper A and B

# ADD ON ADVANCED DIPLOMA COURSES

- 1. Risk Management and Insurance Paper : Principles and Practice of General Insurance
- 2. Computerised Accounting Paper : Data Basis for Accounting
- 3. Office Management and Secretarial Practice Paper : Type-writing and Short-hand
- 4. Tax Practice & Procedure Paper : Tax planning and Management

Note: The students opting this vocational subject shall not take up the paper Fundamentals of Entrepreneurship.

### BC 301: FUNDAMENTALS OF ENTREPRENEURSHIP

Max Marks: 100

Time Allowed : 3 Hours

# INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

# **SECTION-A**

**Introduction** : The Enterpreneur; Definition; Emergence of Entrepreneurial Class; Theories of Entrepreneurship; Role of Socioeconomic environment; Characteristics of Entrepreneur; Leadership; Risktaking; Decision-making and Business Planning.

# **SECTION-B**

Promotion of a Venture: Opportunities analysis; External environment analysis-Economic, Social and Technological; Competitive Factors: Legal requirements for establishment of a new unit, and raising of funds: Venture Capital, Venture Capital Sources and Documentation required.

# **SECTION-C**

Entrepreneurial Behaviour : Innovation and Entrepreneur; Entrepreneurial Behaviour and Psycho-Theories, Social responsibility.

Entrepreneurial Development programmes (EDP); EDP : their role, relevance and achievements; Role of government in organizing EDPs; Critical evaluation.

# **SECTION-D**

Role of Entrepreneur: Role of an Entrepreneur in economic growth as an innovator, generation of employment opportunities, complimenting and supplementing economic growth, bringing about social stability and balanced regional development of industries; Role in export promotion and import substitution, forex earnings and augmenting and meeting local demand.

70 Marks 60 Marks Note: To Provide Practical exposure to the students, colleges are advised to arrange lectures from successful entrepreneurs from industry.

# **BC 302: MANAGEMENT ACCOUNTING**

Max Marks : 100

Pass Marks : 35% of the subject

Time Allowed : 3Hours

### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A, B, C, D and E, Section A,B,C, and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

#### **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

Management Accounting : Meaning, Nature, scope and functions of Management Accounting; Role of Management Accounting in decision making; Management Accounting Vs. Financial Accounting; Tools and techniques of Management Accounting.

Financial Statements : Meaning and types of Financial Statements; Limitations of Financial Statements; Objectives and methods of Financial Statements Analysis: Funds Flow Statement, Cash Flow Statement as per Indian Accounting Standard 3.

# **SECTION-B**

Comparative Statements, Common size statements and trend analysis; Ratio analysis; Classification of Ratios: Profitability ratios, Turnover ratios, Liquidity ratios, Solvency ratios; Advantage of Ratio Analysis; Limitations of Accounting Ratios.

#### **SECTION-C**

Absortion and Marginal Costing: Marginal and differential costing as a tool for decision making - make or buy; Change of product mix; Pricing; Break-even analysis; Exploring new markets; Shutdown decisions.

### **SECTION-D**

Budgeting for profit Planning and Control: Meaning of Budget and Budgetary control; Objectives; Merits and Limitations; Types of Budgets; Fixed and flexible budgeting; Control ratios; Zero base budgeting; Performance budgeting; Responsibility accounting.

Standard Costing and Variance Analysis: Meaning of Standard Cost and Standard Costing; Advantages and Application; Variance analysis-material; Labour and overhead Variances (two-way analysis).

#### BC 303: COST ACCOUNTING

Time Allowed : 3 Hours

Max Marks : 100 Pass Marks : 35% of the subject

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks

each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

#### **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

### **SECTION-A**

**Introduction** : Nature and Scope of Cost Accounting, Cost concepts and classification; Methods and techniques; Installation of Costing System; Concepts of Cost Audit.

Accounting for Material : Material control; Concept and techniques; Pricing of Material issues; Treatment of material losses.

#### **SECTION-B**

Accounting for Labour : Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment; Time and piece rates; Incentive schemes.

Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates; Under and over absorption and its treatment.

### **SECTION-C**

Cost Ascertainment : Unit Costing; job, batch and contract costing; Operating costing.

# **SECTION-D**

Process Costing including inter-process profits joint and by products.

Cost Records: Integral and non-integral system; Reconciliation of Cost and Financial Accounts. Activity based Costing, Productivity, Value Analysis.

# **BC 304: FINANCIAL MANAGEMENT**

Max. Marks: 100 Pass Marks: 35% of the subject Time Allowed: 3 Hours

### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one questions each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

Financial Management : Financial goals; Profit vs. wealth maximization; Finance functions; investment, financing, and dividend decisions; Financial planning.

Capital Budgeting: Nature of investment decisions, investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return, profitability index; NPV and IRR comparison Capital rationing.

#### **SECTION-B**

Cost Capital : Significance of cost of capital; Calculating cost of debt, preference shares, equity capital and retained earnings; Combined (weighted) cost of capital.

Capital Structure : Theories and determinants.

#### **SECTION-C**

Operating and Financial Leverage: Their measure; Effects on profit, analyzing alternate financial plans, combined financial and operating leverage.

Dividend Policies: Issues in Dividend Policies; Walter's model; Gordon's model; M.M. Hypothesis, Forms of dividends and stability in dividends determinants.

#### **SECTION-D**

Working Capital: Nature of Working Capital, Significance of Working Capital, Operating cycle and factors determining of Working Capital requirements. Management of Working Capital; Management of cash, Management of receivables, Management of inventories.

#### **BC 305: INDIRECT TAXES**

Max. Marks : 100 Pass Marks : 35% of the subject Time Allowed: 3 Hours

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C, and D will have two question from the respective sections of the syllabus and will carry 15marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

### **SECTION-A**

Central Excise: Nature and Scope of Central Excise; Important terms and definitions under the Central Excise Act; General procedures of Central Excise; Clearance and excisable goods, Concession to small scale industry under Central Excise Act; CENVAT.

#### **SECTION-B**

Customs: Role of Customs in international trade; Important terms and definitions under the Customs Act 1962; Levy Custom Duty and who is liable to discharge Liability. Kinds of duties, and provisions regarding notified and specified goods-free import and restricted import; type of import cargo, import of personal baggage, import of stores.

Clearance Procedure: For home consumption, for warehousing, for re-export; Clearance procedure for import by post; Prohibited exports; Canalised exports; Exports against licensing; Types of export; Export of Cargo, export of baggage; Export cargo by land, sea and air routes.

#### **SECTION-C**

Central Sales Tax: Important terms and definitions under the Central Sales Tax Act 1956-Nature and Scope of Central Sales Tax Act; Provisions relating to inter-state sales; inside a state; Sales/purchases in the course of imports and exports out of India.

Registration of dealers and procedure thereof; Rate of tax exemption of subsequent sales; Determination of turnover.

### **SECTION-D**

Punjab Value Added Tax: Introduction, features, important terms and definitions, difference from Punjab Sales Tax, Incidence and levy of tax.

Registration of dealers under Punjab Value Added Tax, Payment and recovery of tax, Refunds, liability to produce accounts, establishment of information collection centres, offences, penalties, appeals and revision. Main features of service tax.

# **BC 306: MONEY AND FINANCIAL INSTITUTIONS**

Max. Marks:100

Time Allowed: 3 Hours

Pass Marks: 35% of the subject

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C, and D will have two question from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

Money: Functions; Alternative measures to money supply in India their different components; Meaning and changing relative importance of each; High powered money-meaning and uses; Sources of changes in high powered money.

Process of Credit Creation by Banks: Determination of money supply and total bank credit.

#### **SECTION-B**

Finance: Role of Finance in an economy: Kinds of Finance; Financial system; Components; Financial intermediaries; Markets and instruments, and their functions.

Development Banks and other Non-Banking Financial Institutions; Their main features; Unregulated credit markets in India-main features.

#### **SECTION-C**

Problems and Policies of Allocation of Institutional Credit: Problems between the Government and the commercial sector; Inter-sectoral and inter-regional problems; problems between large and small borrowers; Operation of conflicting pressure before an after bank nationalization in 1969.

### **SECTION-D**

Interest Rates: Various rates in India (viz bond rate, bill rates, deposit rate, etc.); Administered rates and market-determined rates Sources of difference in rates of interest; Behaviour of average level of interest rates since 1950 impact of inflation and inflationary expectations.

### **BC 307: FINANCIAL MARKET OPERATIONS**

Time Allowed:3 Hours

Max. Marks : 100 Pass Marks : 35% of the subject

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type question (answer to be around 50 words each) from section E.

# **SECTION-A**

An overview of Financial Markets in India. Money Market: Indian Money Market's composition and structure;(a) Acceptance Houses (b) Discount Houses, and (c) Call Money Market; Recent trends in India Money Market.

#### **SECTION-B**

Capital Market : Security Market (a) New issue market, (b) Secondary market; Functions and role of Stock Exchange; Listing procedure and legal requirements; Public issue -pricing and marketing Stock Exchange-National Stock Exchange, Bombay Stock Exchanges and over-the-counter exchange.

# **SECTION-C**

Securities Contract and Regulation Act: Main provisions.

Investors Protection: Grievances concerning Stock Exchange dealings and their removal; Grievance cells in Stock Exchanges; SEBI; National Company Law Tribunal; Press; Remedy through courts.

# **SECTION-D**

Functionaries on Stock Exchanges; Brokers, Sub-brokers, depositories, market makers, jobbers, portfolio consultants, institutional investors, and NRIs.

Financial Services: Merchant Banking-Functions and Roles; SEBI guidelines; Creditrating-Concept, Functions and Types.

#### **BC 308: PRINCIPAL OF MARKeTING**

Time Allowed : 3 Hours

Max. Marks:100 Pass Marks : 35% of the subject

#### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

# **SECTION-A**

Introduction : Nature and scope of marketing; Importance of marketing as a business function and in the economy; Marketing concepts-traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.

Consumer Behaviour and Market Segmentation; Nature, Scope, and significance of consumer behaviour; Market segmentation-Concept and importance; Bases for market segmentation.

#### **SECTION-B**

Product : Concept of product, consumer, and industrial goods, Product planning and development; Packaging- role and functions; Brand name and trade mark; After-sales service; Product life cycle concept.

### **SECTION-C**

Price: Importance of price in the marketing mix; Factors affecting price of a product/service; Discounts and rebates.

Distributions Channels and Physical Distribution; Distributions channels-concept and role; Types of Distribution channel; Factors affecting choice of Distribution Channel; Retailer and wholesale, Physical distribution of goods; Transportation; Warehousing Inventory Control, Order processing.

# **SECTION-D**

Promotion : Method of Promotion; Optimum Promotion Mix; Advertising Media- Their relative merits and limitations; Characteristics of an effective advertisement; Personal selling; Selling as a Career; Classification of a successful sales person; Functions of saleman.

#### **BC 309: INTERnational MARKETING**

Time Allowed : 3 Hours

Max. Marks :100 Pass Marks : 35% of the subject

# **INSTRUCTIONS FOR THE PAPER SETTER**

The questions paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

### **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

International Marketing : Nature, Definition and Scope of International Marketing; Comestic Marketing vs. International Marketing; International Marketing Environment; external and internal.

Identifying and Selecting Foreign Market : Foreign Market entry mode decisions.

### **SECTION-B**

Product Planning for International Market : Product designing; Standardization vs. adaptation; Branding and packaging; Labelling and quality issues; After Sales Service.

International Pricing : Factors influencing International price; Pricing process- Process and Methods; International price Quotation and Payment terms.

### **SECTION-C**

Promotion of Product/Service A broad : Methods of International Promotion; Direct Mail and Sales Literature; Advertising; Personal Selling : Trade Fairs and Exhibitions.

International Distribution : Distribution Channels and logistic decisions; Selection and appointment of foreign sales agents.

# **SECTION-D**

Export Policy and Practices in India : Exim Policy - An overview; Trends in India's Foreign Trade; Steps in starting an Export business; Product selection; Market selection; Export pricing; Export finance; Documentation; Export procedures; Export assistance and incentives.

#### **BC 310: INDIAN BANKING SYSTEM**

Max. Marks : 100 Pass Marks : 35% of the subject

#### Time Allowed : 3 Hours

### **INSTRUCTIONS FOR THE PAPER SETTER**

The questions paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

Bank : Definition, importance and functions; Balance Sheet of a Bank : Main assets and liabilities and their significance.

Indian Banking System; Structure and organization of Banks; Reserve Bank of India; Apex Banking Institution; Commercial Banks; Regional Rural Banks; co-operative Banks (including private and foreign Banks); Development Banks.

### **SECTION-B**

Reserve Bank of India : Objectives; Organization; Functions and Working; Monetary policy; Credit Control Measures and their effectiveness. Introduction to Banking Sector Reforms.

#### **SECTION-C**

Banking Regulation Act, 1949 : History, Social Control; Banking Regulation Act as applicable to Banking Companies, Public Sector Banks and Co-operative Banks.

### **SECTION-D**

Regional Rural and Co-operative Banks in India: Their functions and role in rural development; Progress and performance.

#### **BC 311: FUNDAMENTALS OF INSURANCE**

Max. Marks : 100

#### Time Allowed : 3 Hours

Pass Marks : 35% of the subject

#### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks

each. Sections E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 Short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

Introduction to Insurance: Purpose and need of Insurance; Insurance as a social security tool; Insurance and economic development.

Fundamentals of Agency Law : Definition of an Agent; Agents regulations; Insurance intermediaries; Agent's compensation.

#### **SECTION-B**

Procedure for becoming an Agent: Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation of suspension/termination of agent's appointment; Code of conduct; Unfair practices.

#### **SECTION-C**

Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwritting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.

# **SECTION-D**

Company Profile : Organizational set-up of the Company (including LIC, ICICI Prudential, HDFC Standard Life, TATA AIG); Promotion Strategy; Market share; Important activities; Structure; Product; Actuarial Profession : Product Pricing Actuarial aspects; Distribution Channels.

Fundamentals/Principles of Life Insurance/ Marine/ Fire/ Medical/ General Insurance; Contracts of various kinds; Insurable Interest.

#### **BC 312 : ESSENTIALS OF E-COMMERCE**

Max. Marks: 100 Theory : 70 Time Allowed : 3 Hours Pass Marks : 35% of the subject Practical : 30

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections : A,B,C,D and E, Section A,B,C, and D will have two question from the respective sections of the syllabus and will carry 10 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 35 words each) of three marks each which will cover the entire syllabus uniformly.

# **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 35 words each) from section E.

# INSTRUCTIONS FOR PRACTICAL EXAMINATION

Practical shall be conducted by an expert from panel of examiners and will be based on lab. work related to any problem from topics with in the syllabus.

### Section-A

Internet and Commerce: Business operations; E-commerce practics vs. traditional business practices; Concepts b2b, b2c, c2c, b2g, g2b, g2c; Benefits of e-commerce to organization, consumers and society; Limitation of e-commerce; Management issues relating to e-commerce.

Operations of E-commerce: Credit and Transaction; Secure Hypertext transfer Protocol (SHTP); Electronic payment system Secure Electronic Transaction (SET); SET's encryption; Process; Cybercast; Smart Cards; Indian Payment Models.

#### SECTION-B

Applications in B2C : Consumers shopping procedure in the internet; Impact on disintermediation and re-intermediation; Global Market; Strategy of traditional department stores; Products in b2c model; Success factors of e-brokers; Broker-based services online; Online travel tourism-services; Benefits and impact of e-commerce on travel industry; Real estate market; Online stocks trading and its benefits; Online banking and its benefits; Online financial services and their future; E-auctions-benefits, implementation, and impact.

# **SECTION-C**

Application in b2b: Applications of b2b; Key technologies for b2b; Architectural models of 2b; Characteristics of the supplier oriented market place; buyer-oriented market place and intermediary-oriented market place; Benefits of b2b on procurement reengineering Just In Time delivery in b2b; in b2c; Internet-based EDI from traditional EDI integrating Ec with back-end information systems; Marketing issues in b2b.

#### **SECTION-D**

Applications in Governments: EDI in Government; E-governance; E-governance applications of the internet; Concept of Governance to business, business-to-government and citizen to Governance; E-governance models; Private sector interface in e-governance.

Emerging Business Models; Retail model; Media model; Advisory model; Made-to-order manufacturing model; Do-it-yourself model; Information service model; Emerging hybrid model; Emerging models in India.

#### **BC 313: INTERNET AND WWWEB**

Max. Marks:100 Pass Marks : 35% of the subject Time Allowed : 3 Hours Theory 70 Practical 30

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections : A,B,C,D and E, Section A,B,C, and D will have two questions from the respective sections of the syllabus and will carry 10 marks each. Sections E will have one question having 10 short type questions (answer to be around 35 words each) of three marks each which will cover the entire syllabus uniformly.

# **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from section A,B,C, and D of the question paper and 10 short answer type question (answer to be around 35 words each) from section E.

# **INSTRUCTIONS FOR PRACTICAL EXAMINATION**

Practical shall be conducted by an expert from panel of examiners and will be based on lab. work related to any problem from topics with in the syllabus.

#### **SECTION-A**

The Mechanism of the Internet : Distributed Computing; Client-server Computing; Internet protocol suit; Protocol Stack; Open system Interconnection Reference Model (OSIRM)

based on the International Organization for Standardization (ISO) (Application layer, Presentation layer, Session layer, Transport layer, Network layer, Date link layer, and Physical layer); TCP/IP protocol suite model; Mechanism of transmitting he message across the network and function of each layer; Processing of date at the destination; Mechanism to log onto the network; Mechanism sending and receiving e-mail.

#### **SECTION-B**

Internet Enabled Services : Electronic Mail (E-mail); Usenet and newsgroup; File transfer protocol (FTP); Telnet; Fing.er; Internetchat (IRC); Frequently asked questions (FAQ); The world wide web; consortium (W3C)- Origin and evolutions; Standardizing the web; W3C members; W3C recommendations; Browsing and searching; Browsing and information retrieval; Exploring the World Wide Web; Architecture (HTML); Hypertext Transfer Protocol (HTTP); Address-URL.

#### SECTION-C

Designing Web site/Web page : WW operations, Web standards, HTML-Concept and version; Naming scheme for HTML documents; HTML editor; Explanation of the structure of the homepage; Elements in HTML documents; XHTML, CSS Extensible Style Sheet Language (SXL); Tips for designing web pages.

Security of Data/Information : Security; Network Security PINA Factor privacy integrity, non-repudiation, authentication; SSL; Encryption; Digital Signature; Digital Certificate; Server Security; Firewall; Password; Biometrics; Payment Security; Virus Protection; Hacking.

### SECTION-D

Web Browsing : Browsers; Basic of Web Browsers; Browsers with advanced facility; Internet explorer; Netscape navigator; Netscape Communicator.

Search Engine/Directories : General features of the search engines; Approaches to website selection; Major search engines; Specialized search engines; Popular search engines/directories; Guidelines for effective searching; A general approach to searching.

# Punjab History and Culture (1849-1970) (Common for B.A./B.Sc Part-III) (Special paper in lieu of Punjabi Compulsory)

Max Marks: 100 Pass Marks: 35% in the subject

# Time Allowed: 3 hours Total teaching periods: 75

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections : A,B,C,D and E, Section A,B,C, and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Sections E will consist of 10 short type questions which will cover the entire syllabus and will carry 40 marks in all, each short answer type question carrying 4 marks. The candidates are required to give answer to each short answer type question in 50 words i.e. in 7-10 lines.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question from the section A,B,C, and D of the question paper and the entire section E. The candidates are required to give answer of each short answer type questions in 50 words i.e. in 7-10 lines.

# Section-A

- 1. **The early British administration, 1849-53.**
- 2. British polices towards agriculture, industry, trade and commerce.

#### Section-B

- 3. Spread of Modern Education in the Punjab.
- 4. Socio-Religious reform Movements: Arya Samaj, Singh Sabha and Ahmadiyas.
- 5. **Growth of political consciousness in the Punjab upto 1907.**

#### Section-C

- 6. **A brief survey of the role of the Punjab in Freedom Movement.**
- 7. **Circumstances leading to the Partition of the Punjab, 1947.**
- 8. Eminent Freedom Fighters of the Punjab- Lala Lajpat Rai, Kartar Singh Sarabha, Udham Singh and Bhagat Singh.

# Section-D

- 9. Great Writers and Artists of the Punjab- Bhai Vir Singh, Mohammed Iqbal, Dhani Ram Chatrik, Mohan Singh, Amrita Sher Gill and Sobha Singh.
- 10. A brief survey of the achievements of the Punjab Agriculture (Green Revolution), Irrigation, Industry, Education.
- 11. **Re-organisation of the Punjab, 1966.**

#### **Suggested Readings**

- 1. Fauja Singh (ed.): *History and Culture of the Punjab*, Part-III, Patiala, 1987.
- 2. G.S. Chhabra : *The Advanced History of the Punjab*, Vol. II.

- 3. Khushwant Singh: A History of the Sikhs, Vol. II, 1839-1988, Delhi.
- 4. Fauja Singh: *Eminent Freedom Fighters of Punjab*, Patiala, 1972.
- 5. J.S. Grewal: *The Sikhs of the Punjab*, The New Cambridge History.

# B.COM.-III STREAM-II : B. COM. (WITH HONOURS IN ACCOUNTING)

# PAPER-II: ESSENTIALS OF E-COMMERCE Time: 3 Hours

#### Max. Marks:100

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C, and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 50 words each) of four each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

#### **SECTION-A**

Internet and Commerce : Business operations; E-commerce practices vs. traditional business practices; Concepts b2b, b2c, c2c, b2g, g2b, g2c; Benefits of e-commerce to organization, consumers and society; Limitation of e-commerce; Management issues relating to e-commerce.

Operations of E-commerce : Credit Card Transaction; Secure Hypertext Transfer Protocol (SHTP); Electronic payment system Secure Electronic Transaction (SET); SET's encryption; process; Cybercast; Smart Cards; Indian Payment Models.

#### **SECTION-B**

Applications in B2C : Consumers shopping procedure in the internet; Impact on disintermediation and re-intermediation; Global Market; Strategy of traditional department stores; Products in b2c model; Success factors of e-brokers; Broker-based services online; Online travel tourism services; Benefits and impact of e-commerce on travel industry; Real estate market; Online stocks trading and its benefits; online banking and its benefits; Online financial services and their future; E-auctions-benefits, implementation, and impact.

# **SECTION-C**

Application in b2b: Applications of b2b; Key technologies for b2b; Architectural models of b2b; Characteristics of the supplier- oriented market place; buyer-oriented market place and intermediary-oriented market place; Benefits of b2b on procurement reengineering Just In Time delivery in b2b; in b2c; Internet-based EDI from traditional EDI integrating Ec with back-end information systems; Marketing issues in b2b.

#### **SECTION-D**

Application in Governance: EDI in Government; E-governance; E-governance applications of the internet; Concept of Governance to business, business-to-government and citizen to Governance; E-governance models; Private sector interface in e-governance.

Emerging Business Models; Retail model; Media model; Advisory model; Made-to-order manufacturing model; Do-it-yourself model; Information service model; Emerging hybrid model; Emerging models in India.

# B.COM. - III STREAM - II : B.COM. (WITH HONOURS IN FINANCIAL SERVICES)

#### **PAPER-II: INVESTMENT MANAGEMENT**

Time: 3 Hours

Max. Marks:100

### **INSTRUCTIONS FOR THE PAPER SETTER**

The questions paper will consist of five section: A,B,C,D and E, Section A,B,C, and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Sections E will have one questions having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

### **SECTION-A**

Principles of investment : Risk and Return : Investment alternatives UTI, PF, NSS, NSC, Post Office and Bank Deposits. Mutual Funds, Shares, Debentures and Govt. Securities.

# **SECTION-B**

Valuation models of equity shares, preference shares and debentures; Investment Analysis : Fundamental analysis covering economic, industry and company analysis.

#### **SECTION-C**

Technical Analysis and chartist techniques; Efficient market hypothesis : forms and tests, Random Walk Analysis; Portfolio Management : Concept objectives and significance; Portfolio Theories: Markowitz model, Sharp model.

### **SECTION-D**

Portfolio Theories: Capital Asset Pricing model, Arbitrage pricing theory; Determining Optimal Portfolio; Portfolio selection and international diversification, Risks in international investment; SEBI guidelines for portfolio manages. Techniques of portfolio revision: scope and formula plans.

### VOCATIONAL SUBJECTS OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

#### **PAPER-A: OFFICE PRACTICE**

Time: 3 Hours

M.Marks:100 Pass Marks : 35% Practical : 30 Marks

Theory 70 Marks

#### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 10 marks each. Section E will have one question having 10 short answer type questions (answer to be around 35 words each) of three marks each which will cover the entire syllabus uniformly.

### INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 35 words each) from section E.

# **SECTION-A**

Office Stationery : Types of papers and envelopes, control of consumption of papers, ink typewriting ribbons, carbon papers, pins, clips, erasers etc. issue there of stock and stock record Duplication Methods and Photocopying.

Meeting : Notice, Agenda, Physical facilities, quorum, providing secretarial assistance.

#### **SECTION-B**

Using Information: Working Knowledge of making use of information from different sources-Telephone Directory, Post Office Guide, Railway Time-Table Teleprinter, Telex, Facesmile telegraphy.

Making travel arrangement : preparing tour programme, railway and air reservation booking Hotel accommodation, filling of form for Tour advance, preparing T.A.Bills.

# **SECTION-C**

Manuscripts : Proof Corrections-sings and their meaning. Process of typing manuscripts, Corrections of drafts.

Tabulations: Definition and importance, part of tabulation, procedure for typing tabulation, Typing of booknotes, Typing of Balance-Sheet.

Syllabification of Combination : Rules for division of words line ends, exceptions, formation of special sing with combination of characters.

### **SECTION-D**

Shorthand : Advanced Phraseography, Phraseology related to business, banking, insurance and administration. Special list of word Arrangement of Materials on typewriter desk to facilitate transcription. Checking and proof-reading transcription.

Practicals : 30 Marks (15 for typing practical and 15 for Shorthand Practical)

#### MANUSCRIPTS

Typewriting of Manuscripts (Typed).

Typewriting of Manuscripts (Hand-written).

Practice on carrying out corrections of drafts.

Typewriting of tabulations Balance Sheet, Invoices, foot notes.

# SYLLABIFECATION AND COMBINATION

Typewriting exercises- Breaking of words at line ends, breaking of words with syllabification rules, Typewriting of characters not existing on key boards.

#### CORRESPONDENCE

Typewriting un-arranged, misspelt and wrongly typed letters by observing the rules of display.

Typewriting of business, official letters.

# SHORTHAND

- 1. Taking information from other documents in completion of shorthand notes.
- 2. Office style dictation with amendments.
- 3. Submitting transcribed materials for signature.
- 4. Marketing and filling of shorthand notices after completion of transcription.

# **RECOMMENDED DRILLS**

Throughout the course there should be a constant emphasis on:

- Fluency in shorthand. Special care should be taken on exposing students to variety of pronounciation.
- Formation of well constructed shorthand outlines with the help of facility drills.
- Auto-mobilization of grammaloges and phrases.
- Daily practice in taking dictations starting at slow speed.
- Practice in transcribing the long hand.
- Dictation each day should be on practice material to increase the speed and on new matter to improve competence. It should be for timing of 1,3,5,7 and 10 minutes.

### **Instructions for Typing Practical**

There will be type test for 5 minutes followed by oral vivavoce.

# **Instructions for Shorthand Practical**

There will be dictation of 5 minutes and the candidate shall be required to type in 25 minutes.

#### **PAPER-B: ENTREPRENEURSHIP DEVELOPMENT**

Time Allowed : 3 Hours

Max. Marks: 100 Pass Marks : 35%

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from section A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

# **SECTION-A**

Entrepreneur, Entrepreneurship and Enterprise : Concept and role in development characteristics of Entrepreneurs, Developments Entrepreneurial Competencies, Types of Enterprises and ownership, Charms of becoming an Entrepreneur, Reinforcing Entrepreneurial Motivation and Competencies.

#### **SECTION-B**

Creativity and innovation, problem solving, small scale industry (SSI) sector and its role in economic development : Economic, environment and small scale industries sector; Economic development through SSI, Role and contribution of SSI in domestic as well as international markets.

# **SECTION-C**

Planning a small scale, enterprise, Schemes and assistance of support agencies ; Banks, DIC, SFC, TCO, KVIC representatives. WTO and its impact on SSI sector, Social responsibility of business.

#### **SECTION-D**

Achieving motivation training, perceiving a business opportunity, Assessing project feasibility, preparing the preliminary project report (PPR).

Note : To provide practical exposure to the students, colleges arrange at least two lectures from successful entrepreneurs from industry.

### PAPER-C

Max. Marks : 50

# ON THE JOB TRAINING

Pass Marks: 35%

The students who appear in B.Com. Part-I examination for vocational subject will take up 'On the job training' in summer vacations after the B.Com.-I examination is over. They will prepare a Project Report based on their summer training. The evaluation and marks of this 'On the job training' are included in B.Com.-II. Similarly B.Com.-II students after B.Com.-II examination will take second 'On the job training' and prepare a project Report based on their summer training. The evaluation of this project report will be done in B.Com.-III. The following instructions are to be followed for the selection of organization (where summer training is to be taken) and for the preparation of project report:

- (1) The summer training up to 4-6 weeks can be had in any of the following organizations:
  - (a) Banks/Financial Institutions
  - (b) Offices of Centre/State/Local Government
  - (c) Insurance Companies
  - (d) Public Limited Companies
  - (e) Stock Exchange
  - (f) Chartered Accountants and Advocates dealing in Tax matters (For Tax related Add-on and Vocation Courses only).

Note: Sole proprietor organisations and partnership firms are not permitted for summer training.

- (2) The topic of study should be directly related to the vocational stream in which the students is studying.
- (3) Not more than 2 to 3 students should be permitted in one organization. The students getting training in the same organization should have different topics for their study.
- (4) Students shall work under the guidance of an official from the concerned organization during the period of training.
- (5) The training report should include:
  - (a) Certificate from the organization on letter pad or under the seal of the organization. The certificate should specify the name of the candidate, father's name, date of commencement of training and period of training.
  - (b) Objective, Scope and Methodology of the study.
  - (c) The finding of the study and suggestions made by the candidate, which would be based upon the work done by the candidate during training.

# **EVALUATION:**

After completion of summer training students will be required to prepare a summer training report and all the Project Reports will be submitted through the principal of the concerned College to the University (Practical Branch) for evaluation up to December 31st, failing which students will be placed in compartment.

The evaluation of Project Reports shall be done by experts from panel of examiners approved by the Board of Under-Graduate studies in Commerce from time to time. The Controller of Examination will ensure the above given instructions have been followed by the students and evaluation of reports is carried on as per these instructions.

### TAX PROCEDURE AND PRACTICE PAPER-A: CENTRAL EXCISE- PROCEDURE AND PRACTICE

Time : 3 Hours

Max. Marks:100 Pass Marks : 35%

# **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

# **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

# **SECTION-A**

Nature and Meaning of Central Excise- Excise and Central Excise: Distinction between Excise duties and Customs, Sales Tax, Octroi Duty.

Basis of Excise Duty- Specific duty, advalorem duty, levy of slabs, compounded duty.

Leviability on what duty is leviable and who is liable to discharge the duty liability.

Kinds of Excise duty -Basic, additional duty of excise, special duty.

Organisation of Central Excise in India - Administrative and operational authorities.

Regulatory Framework- An overview of Central Excise and Sale Act. 1944. An overview of Central Excise Tariff Act. 1985: Central Excise Rule, 1944.

Important terms and definitions- Assessee, Assessable value, Excisable goods, Manufacturer.

### **SECTION-B**

- A. Registration for Central Excise- Purpose and Procedure thereof, exemption from registration, filling of declaration for claming exemption, forms of application for registration and filing and fileing the same.
- B. Classification lists- Filling and submission of classification lists and its approval. Form I classification lists of excisable goods provided.
- C. Price lists- When prior approval or price lists required, when submission of price lists not required, submission of price lists under Part-I and Part-VII. Valuation of excisable goods- Items included and excluded in the value.
- D. Maintenance of Production records- RG I Register of daily production: Stock Register for issue of raw materials under form No. RG 23A (Part- I): Account of raw material in form No.4.

# **SECTION-C**

Clearances : Types, Clearances of excisable goods under physical control, self removal Procedure, compounding scheme: clearance of non-excisable goods: removal of goods for home consumption; removal of goods for exports.

- (i) Removal of goods for home consumption:
  - (a) Clearance under physical control-making an application under Form No. AR I to circle Inspector before removal of goods. Preparation of TR 6 and depositing of Duty, removal of excisable goods under GP I.
  - (b) Removal of goods under compunded levy scheme- Application for exercise of this option.
  - (c) Self removal procedure- applicability and its salient features. Record based control and production based control.

Depositing of excise duty under challan TR 6.

Preparation of GP I and Maintenance of other records of removal like P.A... TG 23A Part II Register.

- (d) Clearance of non-excisable goods.
- (ii) Removal of goods for export:

Export of excisable goods, excise concession in case of exports Type of exporters-Manufacturer exporter and merchant exporter. Export of excisable goods under claim for rebate, export under bond and procedures there of Form No. A 4 and A4A.

## **SECTION-D**

Salient features of MODVAT

MODVAT declaration under Rule 57 G for claiming,

MODVAT under Rule 57A.

Small Scale Industry:

- (i) Eligibility of SSI which are exempted from licensing control.
- (ii) SSI availing concessional rate of duty. General exception in small scale exemption Scheme under Notification No. 175/86.

Books of accounts, records and their preservation-

- (a) Records RGI, EB daily production and clearance
- (b) Account of Principal raw material-Form No.4
- MODVAT and Proforma Credit Record.
   RG 23 A (Part I)
   RG 23 A (Part II)
- (d) Personal ledger account
- (e) Goods received for reprocessing- Form No. 5.
- (f) Excise Control Code No.

## **RURURN:**

- RT-5 Periodical/Quarterly Return of material used.
- RT-II For obtaining excisable goods for special industrial purposes without payment of whole or part of the duty and state the nature and quantity of such goods used for finalised products.
- RT-12 Monthly return under S.R.P.

## **PAPER-B: ENTREPRENEURSHIP DEVELOPMENT**

Time Allowed : 3 Hours

Max. Marks : 100 Pass Marks : 35%

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C, and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

## INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

## **SECTION-A**

Entrepreneur, Entrepreneurship and Enterprise : Concept and role in development characteristics of Entrepreneurs, Developing Entrepreneurial Competencies, Types of Enterprises and ownership, Charms of becoming an Entrepreneur, Reinforcing Entrepreneurial Motivation and Competencies.

## **SECTION-B**

Creativity and innovation, problem solving, small scale industry (SSI) sector and its role in economic development : Economic environment and small scale industries sector; Economic development through SSI, Role and contribution of SSI in domestic as well as international markets.

#### **SECTION-C**

Planning a small scale enterprise, Schemes and assistance of support agencies: Banks, DIC, SFC, TCO, KVIC representatives, WTO and its impact on SSI sector, Social responsibility of business.

#### **SECTION-D**

Achieving motivation training, perceiving a business opportunity, Assessing project feasibility, preparing the preliminary project report (PPR)

Note: To provide practical exposure to the students, colleges must arrange at least two lectures from successful entrepreneurs from industry.

#### PAPER-C

## **ON THE JOB TRAINING**

Max. Marks: 50

#### Pass Marks : 35%

The students who appear in B.Com. Part-1 examination for vocational subject will take up 'On the job training' in summer vacations after the B.Com.-1 examination is over. They will prepare a Project Report based on their summer training. The evaluation and marks of this 'On the job training' are included in B.Com.-II. Similarly B.Com.-II students after B.Com.-II examination will take second 'On the job training' and prepare a Project Report based on their summer training. The evaluation of this project will be done in B.Com.-III. The following instructions are to be followed for the selection of organization (where summer training is to be taken) and for the preparation of project report:

- (1) The summer training extended up to 4-6 weeks can be had in any of the following organizations:
  - (a) Banks/Financial Institutions
  - (b) Offices of Centre/State/Local Government
  - (c) Insurance Companies
  - (d) Public Limited Companies/Private Companies
  - (e) Stock Exchange
  - (f) Chartered Accountants and Advocates dealing in Tax matters (For Tax related Add-on and Vocation Courses only).

Note : Sole proprietor organisations and partnership firms are not permitted for summer training.

- (2) The topic of study should be directly related to the vocational stream in which the student is studying.
- (3) Not more than 2 to 3 students should be permitted in one organization. The students getting training in the same organization should have different topics for their study.
- (4) Students shall work under the guidance of an official from the concerned organization during the period of training.
- (5) The training report should include :

- (a) Certificate from the organization on letter pad or under the seal of the organization. The certificate should specify the name of the candidate, father's name date of commencement of training and period of training.
- (b) Objective, Scope and Methodology of the study.
- (c) The finding of the study and suggestion made by the candidate, which would be based upon the work done by the candidate during training.

## **EVALUATION:**

After completion of summer training students will be required to prepare a summer training report and all the project Reports will be submitted through the principal of the concerned College to the University (Practical Branch) for evaluation up to December, 31st failing which students will be planed in compartment.

The evaluation of Project Reports shall be done by experts from panel of examiners approved by he Board of Under-Graduate studies in Commerce from time to time. The Controller of Examinations will ensure the above given instructions have been followed by the students and evaluation of reports is carried on as per these instructions.

## PRINCIPLES AND PRACTICE OF INSURANCE PAPER-A: PROPERTY AND LIABILITY INSURANCE

Time: 3 Hours

Max. Marks: 100

Pass Marks: 35% in the subject

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks which will cover the entire syllabus uniformly.

## INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

## **SECTION-A**

Risk and Insurance: Insurable and non-insurable risks; Nature of property and liability insurance, Crop and cattle insurance, types of liability insurance, Reinsurance.

Specific and all risk insurance, Valuation of risk, Indemnity contracts and specific value contracts, Average and contribution, Excess and short insurance careers.

## **SECTION-B**

Liability Insurance-Procedure for obtaining liability insurance. Legal position of insurance agent, Construction and issue of policy, Record of liability insurance, Policy conditions, Mandatory Public Liability Insurance;

Dwelling property losses: Business interruption and related losses: Theft Insurance contracts, Budgetary covers, Auto Insurance, Medical Benefit Insurance, Dishonesty, Disappearance insurance, Personal insurance, Employer's liability, Aviation insurance, Personal and residential insurance, Boiler machinery insurance, Commercial enterprises and industrial property insurance.

## **SECTION-C**

Insurance Problems of educational and religious institutions, hospitals, clubs and associations, Professional package contracts, Errors and omissions insurance, Professional

liability insurance, Accountants liability insurance, Limits on amount of insurance, Marketing and underwriting of liability insurance, Finance of liability insurance.

## **SECTION-D**

Nature of losses and their adjustment, Procedure of adjustment, Functions of adjuster's, Responsibilities of adjuster's, Survey of losses, Procedure for preparing claims statements, Documents in use in claim settlement, requirement of the insured in the event of loss. Appointment and loss valuation, statutory control over liability insurance in India. Liability policies by General Insurance Corporation of India.

#### PAPER-B: ENTREPRENEURSHIP DEVELOPMENT

Time: 3 Hours

Max. Marks:100 Pass Marks: 35%

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 10 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

## INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

## **SECTION-A**

Entrepreneur, Entrepreneurship and Enterprise: Concept and role in development, characteristics of Entrepreneurs, Developing Entrepreneurial Competencies, Types of Enterprises and ownership, Charms of becoming an Entrepreneur, Reinforcing Entrepreneurial Motivation and Competencies.

#### **SECTION-B**

Creativity and innovation, problem solving, small scale industry (SSI) sector and its role in economic development: Economic environment and small scale industries sector; Economic development through SSI, Role and contribution of SSI in domestic as well as international markets.

#### **SECTION-C**

Planning a small scale enterprise, Schemes and assistance of support agencies: Banks, DIC, SFC, TCO, KVIC representatives. WTO and its impact on SSI sector, Social responsibility of business.

#### **SECTION-D**

Achieving motivation training, perceiving a business opportunity, Assessing project feasibility, preparing the preliminary project report (PPR).

Note : To provide practical exposure to the students, colleges must arrange at least two lectures from successful entrepeneurs from industry.

#### PAPER-C

#### **ON THE JOB TRAINING**

Max. Marks: 50

Pass Marks : 35%

The students who appear in B.Com. Part-1 examination for vocational subject will take up 'On the job training' in summer vacations after the B.Com.-1 examination is over. They will prepare a project Report based on their summer training. The evaluation and marks of this 'on the job training' are included in B.Com.-II. Similarly B.Com.-II students after B.Com.-II examination will take second 'On the job training' and prepare a project Report based on their summer training. The evaluation of this project report will be done in B.Com.-III. The following instructions are to be followed for the selection of organization (where summer training is to be taken) and for the preparation of project report:

- (1) The summer training extended up to 4-6 weeks can be had in any of the following organizations:
  - (a) Banks/Financial Institutions
  - (b) Offices of Centre/State/Local Government
  - (c) Insurance Companies
  - (d) Public Limited Companies
  - (e) Stock Exchange
  - (f) Chartered Accountants and Advocates dealing in Tax matters. (For Tax related Add-on and Vocation Courses only).

Note : Sole proprietor organisations and partnership firms are not permitted for summer training.

- (2) The topic of study should be directly related to the vocational stream in which the student is studying.
- (3) Not more than 2 to 3 students should be permitted in one organization. The students getting training for their study.
- (4) Students shall work under the guidance of an official from the concerned organization during the period of training.
- (5) The training report should include:
  - (a) Certificate from the organization on letter pad or under the seal of the organization. The certificate should specify the same of the candidate, father's name, date of commencement of training and period of training.
  - (b) Objective, Scope and Methodology of the study.
  - (c) The finding of the study and suggestions made by the candidate, which would be based upon the work done by the candidate during training.

## **EVALUATION:**

After completion of summer training students will be required to prepare a summer training report and all the Project Reports will be submitted through the principal of the concerned College to the university (Practical Branch) for evaluation up to December 31st, failing which students will be placed in compartment.

The evaluation of Project Reports shall be done by experts from panel of examiners approved by the Board of Under-Graduate studies in Commerce from time to time. The Controller of Examinations will ensure the above given instructions have been followed by the students and evaluation of reports is carried on as per these instructions.

## **Computer Applications**

Paper-A Introduction to Computer Network and Internet Programming<br/>Max.Marks:70Time Allowed: 3 Hours

Pass Marks:35%

Lectures to be delivered : 75 Hrs.

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two question from the respective sections of the syllabus and will carry 15% of the total marks each. Section E will have one question having 10 short answer types questions of three marks each which will cover the entire syllabus uniformly and will carry 40% marks in all.

## **INSTRUCTIONS FOR THE CANDIDATES**

1. Candidates are required to attempt one question each from sections A, B, C. and D of the question paper and entire section E.

2. Use of non-programmable scientific calculator is allowed.

## **SECTION-A**

Computer Networks: hardware, software, users, goals and applications of computer networks.

Types of Networks: local area networks, wide area networks, metropolitan area network and value added networks-their features.

Transmission media: magnetic media, twisted pair, coaxial cables, fibre optics, radio transmission, microwave transmission, infrared waves and line of sight transmission, Cellular radio and communication satellites.

#### **SECTION-B**

Internet: what is internet, its advantages, disadvantages, internet facilities through WWW and HTML, internet protocols. TCP/IP, FTP, newsgroups, remote logins, chat groups etc.

WWW : the client side, the server side, web browsers, web pages, locating information on the web.

E-mail : architecture, various aspects, the user agent, message format, message transfer, e-mail privacy.

Network Security : Various threats, prevention and solutions.

#### **SECTION-C**

HTML : Introduction to HTML, Internet and Web, structure of HTML document.

Starting an HTML document : Head element, body element, , style element, script element. Text formatting, using lists to organise information. Organising Data with Table: Basic table structures, individual cells and headings, vertical controls, database considerations, displaying real data with a table.

Table Layout and Presentation: Table syntax, two column layout, staggered body with an index, traditional newspaper layout.

## **SECTION-D**

Uniform Resource Locators (URLs): Absolute URLs, relative URLs, fragment URLs, types of URL schemes-HTTP, mailto, news, FTP, Telnet, file etc.

Using Hyper links and Anchors: Uses of hyper links, structure of hyper links, links to specialised contents.

Images: Adding images to web page, using images as links, creating menus with image maps, image formats-GIF, JPEG etc.

HTML Forms: Understanding forms, creating simple Go button, fill-in-form page, form security, INPUT element, BUTTON element, SELECT element, TEXTAREA element, LABEL element, FIELDSET and LEGEND elements.

## REFERENCES

- 1. Andrew S. Tanebaus, "Computer Networks", Fourth Edition, PHI Publications.
- 2. Comer, Internetworking with TCP-IP : Principles, Protocols and Architecture, Fifth Edition Prentice Hall.
- 3. Bertsellas and R.Gallagher, Data Networks, 2nd Edition, Prentice Hall.
- 4. Stephan Mack, Janan Platt, HTML 4.0 No Experience Required, BPB publication.
- 5. Rick Darnell et al, "HTML 4 Unleashed", Techmedia publications.
- 6. Stephan Mack, Janan Platt, HTML 4.0 No. Experience Required, BPB Publication.
- 7. Lee Purcell, Mary Jane Mara, The ABCs of Java Script, BPB Publication.

## Paper-B Object Oriented Programming Using C++

Max. Marks: 70Time Allowed : 3 hoursPass Marks : 35%Lectures to be delivered : 75 hrs

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two question from the respective sections of the syllabus and will carry 15% of the total marks each. Section E will have one question having 10 short answer types questions of three marks each which will cover the entire syllabus uniformly and will carry 40% marks in all.

## INSTRUCTIONS FOR THE CANDIDATES

- 1. Candidates are required to attempt one question each from sections A, B, C. and D of the question paper and entire section E.
- 2. Use of non-programmable scientific calculator is allowed.

## **SECTION-A**

#### **Evolution of OOP**

Procedure Oriented Programming, OOP Paradigm, Advantages and disadvantages of OOP over its predecessor paradigms.

## **Characteristics of Object Oriented Programming**

Abstraction, Encapsulation, Data hiding, Inheritance, Polymorphism, Code Extensibility and Reusability, User defined Data Types.

## **Introduction to C++**

Identifier, Keywords, Constants

## **Operators :**

Uniary, Binary, Tertiary-Arithmetic, relational, logical, conditional and assignment, Size of operator, Operator precedence and associativity. Type conversion, Variable declaration, expressions, statements, manipulators, Input and Output statements, stream IO.

Program Flow Control- Conditional and Iterative statements breaking control statements.

## **SECTION-B**

#### **Storage Classes:**

Automatic, Static, Extern, Register, Inbuilt Data Structures

Arrays, Arrays as Character Strings, Multidimensional Array, Structures, Unions, Bit fields, Enumerations and User defined types.

Pointers : Pointer Operations, Pointer Arithmetic, Pointers and Arrays, Multiple indirections, Pointer to functions.

#### Functions

Prototyping, Definition and Call, Scope Rules, Parameter Passing by value, by address and by reference, Functions returning references, Const functions, recursion, function overloading, Default Arguments, Const arguments.

#### **SECTION-C**

#### **Classes, Objects and Members:**

Class Declaration and Class Definition, Defining member functions, Defining object, making functions, Members access control, Nested classes, this pointer.

Object as function arguments, array of objects, functions returning objects, const members and member functions.

Static data members and static member functions.

Friend functions and Friend classes.

#### **Constructors :**

Properties, types of constructors (Default, parameterized and copy), Dynamic constructors, multiple constructors in classes.

#### **Destructors:**

Properties, Virtual destructor, Destroying objects. Rules for constructors and destructors. Array of objects.

Dynamic memory allocation using new and delete operators.

## **Inheritance :**

Defining derived classes, inheriting private members, single inheritance, types of derivation, function redefining, constructors in derived class.

#### **Types of inheritance :**

Single, Multiple, Multilevel and Hybird. Types of base classes: Direct, Indirect, Virtual, Abstact. Code Reusability.

## SECTION-D

**Polymorphism** : Methods of achieving polymorphic behaviour.

**Operator overloading** : Overloading binary operators, overloading unary operators, rules for operator overloading, operator overloading using friend function. Function overloading : early binding.

Polymorphism with pointers, virtual functions, late binding, pure virtual functions and abstract base class. Difference between function overloading, redefining and overriding. **Files and Streams**:

Classes for file stream operation, opening and closing of files, stream state member functions, binary file operations, structures and file operations. classes and file operations, I/O with multiple objects, error handling, sequential and random access file processing.

#### REFERENCES

- 1. Herbert Schildt, The Complete Reference C++, 4<sup>th</sup> Edition, Tata McGraw-Hill, 2001.
- 2. Deitel and Deitel, C++ How to Program, 4<sup>th</sup> Edition, Pearson Education, 2001.
- 3. Robert Lafore, Object Oriented Programming in C++, 4<sup>th</sup> Edition Gaigotia Publications.
- 4. Bjarne Strautrup, The C++ Programming Language, Addition-Wesley Publication Co., 2001.

- 5. Stanley, B. Lippman, Jooee, Lajoic, C++ Primer Pearson Education, 2002.
- 6. E-Balaguruswamy, Object Oriented Programming with C++,4th Edition Tata McGraw-Hill 2001.
- 7. D. Ravichandran, Programming with C++ 2nd Edition, Tata McGraw-Hill Publishing Company Ltd.

## PAPER C: PRACTICAL (BASED ON PAPER A AND B)

Max. Marks:60	Time Allowed: 4 hours
Pass Marks:35%	Practicals units to be conducted:60
Internet Due grouping .	

## **Internet Programing :**

## HTML

- \* Generate web pages using different HTML tags
- \* Behaviour of formatting tages in different browers
- \* External and internal hyper linking Using<A>tag
- \* Image Maps
- \* Table as layout tool and nested tables
- \* Creating frames, framsets, targeted links, no-frames and nested frames a Creating HTML forms with all input control elements and attributes.

## DHTML

- \* Formatting web pages with Cascading Style Sheet (CSS) Rules.
- \* Applying style sheets to HTML (inline, embedding and linking)

## JavaScript (Clientside Programming)

- \* Using forms collection for client side input form validation.
- \* Using event attributes.
- \* Assignments on different functions and arrays
- \* Examples using JavaScript's in built objects: Math, String, Number and Date.

## **Object Oriented Programming using C++**

Implement Programs in C++ for the following:

- 1. Program flow control (for, while, do while, if, if else, switch)
- 2. Inbuilt Data structures (arrays, structures, unions, pointers, enumerations)
- 3. Functions (inline, parameter passing, overloaded)
- 4. Classes, Objects and Members (Constructors, Destructors)
- 5. Inheritance (type of derivation, type of inheritance)
- 6. Polymorphism (operator overloading, static binding, dynamic binding, pure virtual functions)
- 7. Files and streams.

The break up of Marks for the practical will be as under:

(1)	Lab Record	10 Marks
(2)	Viva Voce	15 Marks

(3) Program Development & Execution 35 Marks

## (Add on Course)

## RISK MANAGEMENT AND INSURANCE

## PAPER: PRINCIPLES AND PRACTICE OF GENERAL INSTURANCE

Time Allowed:3 hours Period per week:6 Max. Marks:100 Pass Marks:35% Theory:60 Marks

#### Practical:40 Marks

#### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C and D will have two question from the respective sections of the syllabus and will carry 10 marks each. Sections E will have one question having 10 Short answer type question (answer to be around 25 words each) of two marks each which will cover the entire syllabus uniformly.

#### **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 25 words each) from section E.

### **SECTION-A**

General Insurance Corporation and other private Insurance institutions: Working of GIC in India. Type of risks assumed and specific policies issued by FCGC and private sector insurers.

#### **SECTION-B**

Fire Insurance Policies: Issue and renewal of policies, Different Kinds, Risks covered, Recovery of Claims, Insure's options, Ex-gratia payment and subrogation Policy conditions, Hazards not covered, Contribution and average, Re-insurance, Double Insurance, Type of Fire Protection policies.

Marine Insurance Contract : Type of Marine Insurance Contract-Freight, cargo and vessel, Procedure for obtaining Marine protection policy, Marine policies and condition, Nature of Coastal Marine, Marine Losses.

#### **SECTION-C**

Types of Liability Insurance Policy: Dwelling property losses, Business interruption and related losses, Theft Insurance Contracts, Budgetary over, Auto Insurance, Medial Benefit Insurance, Dishonesty, Disappearance and destruction Insurance, Personal and Residential Insurance, Boiler Machinery Insurance, Commercial Enterprises and Industrial property Insurance.

#### SECTION-D

Adjustment of Losses and Claims Compensation : Nature of losses and their adjustment, Procedure of adjustment, Function of adjuster; Responsibilities of adjusters; Survey of losses, Procedure for preparing claims statements, Documents in use in claim settlement, requirements of the insured in the event of loss, apportionment and loss valuation, statutory control over liability insurance in India, Liability policies issued by the insurers.

#### **INSTRUCTIONS FOR PRACTICAL**

Candidates are required to prepare a project report on the topic covered in the above paper on the basis of field work/project work/training. The report will be submitted up to 31st Jan. and the students will appear for viva-voce examination to be conducted by external examiner from a panel of experts approved by Board of Under-Graduate Studies in Commerce. Project report and viva-voce will be of 20 marks each.

#### (Add on Course) COMPUTERISED ACCOUNTING PAPER: DATA BASES FOR ACCOUNTING

Time Allowed:3 hours Periods per week:6

Max.Marks : 100 Pass Marks : 35% Theory:60 Marks

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections : A,B,C,D and E, Section A,B,C, and D will have two question from the respective sections of the syllabus and will carry 10 marks each. Section E will have one question having 10 short answer type questions (answer to be around 25 words each) of two each which will cover the entire syllabus uniformly.

#### INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C and D of the question paper and 10 short answer type questions (answer to be around 25 words each) from section E.

## **SECTION-A**

Accounting using Database Management System (DBMS): Data Base Basics: Types of Data Base List, Hierarchical, Network, Relational (RDBMS); Concepts of DBMS; Objects in DBMS: Tables, Queries, Using queries, forms and reports for generating accounting information; Applications of DBMS in generating accounting information such as shareholders's record, sales reports, customer's profile, suppliers' profile payroll, employees' profile, petty cash register.

## **SECTION-B**

Accounting Applications of Electronic Spreadsheet : Concept of an Electronic Spreadsheet (ES); Features offered by Electronic Spreadsheet; Applications of Electronic Spreadsheet in generating accounting information, preparing depreciation schedule, loan repayment schedule, payroll accounting and other such applications: Introduction to MS Access 2000; Building and Customizing Database; Programming for developing Accounting Package.

## **SECTION-C**

For pro: Getting started with Fox pro; Creating and displaying database; Editing a database; Sorting and indexing a database; Performing Queries; Creating queries with RQBE; Generating reports; Using pictures and other window objects in a database; Managing files; Using filter, deleting, renaming finding, editing, copying and moving files, changing fill attributes, using sort; Creating and saving macros.

## **SECTION-D**

Auditing in Computerized Accounting System: Techniques, Controls, Safety of Data, Evaluation of System Fraud.

## **INSTRUCTIONS FOR PRACTICAL**

Candidates are required to prepare a project report on the topic covered in the above paper on the basis of field work/project work/training. The report will be submitted up to 31st jan. and the students will appear for viva-voce examination to be conducted by external examiner from a panel of experts approved by Board of Under-Graduate Studies in Commerce. Project report and viva-voce will be of 20 marks each.

## (Add on Course) OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

#### PAPER: TYPEWRITING AND SHORTHAND

Time Allowed:3 hours Periods per week:6 Theory : 60 Marks Max. Marks : 100 Pass Marks : 35% Practical : 40 Marks

#### **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections : A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 10 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 25 words each) of two marks each which will cover the entire syllabus uniformly.

## INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 25 words each) from section E.

#### **SECTION-A**

Typewriter- its use and importance, a standard typewriter, Makes and categories of typewriters. Essential parts of a typewriter and their use. Care and upkeep of a typewriter. Ribbon changing and ribbon economy, Methods of typewriting, Touch, Singht.

Horizontal, Vertical Keyboard Operation, Need for proper type and size of tables and chairs for use by typist, Sitting postures, Material required, Injection and removal of paper, Learning the second row (Home row) (guide keys and home keys), Learning the third row (upper row)

#### **SECTION-B**

Learning the first row (bottom row), Learning the fourth row (number row), Special sings and symbols in the keyboard and their uses. Centering-horizontal, vertical. Type of headings. Margin and line spacing, Use of punctuation marks, Figures-Arabic and Roman, Paragraphs-type and styles numbering, pagination, Styles of typing different kinds of letters, Arrangements of tabular statements, Syllabification, Foot-notes.

Computer : Introduction, functions and classification, Overview of Software and Hardware, Input and Output devices, Computer Memory. Computer typing in MS Word 2000; Saving, copying and printing documents, Formatting documents.

#### Section-C

Introduction - Origin of Shorthand with particular emphasis on Petman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

Consonants: Definition, number, forms, classes, size, thickness directions and joining strokes.

Vowels, Dipthongs and Diphones:

Vowels - definition, number sounds, signs, places position of outlines, intervening vowels.

Introduction of upwards/downwards strokes in Stenography.

Dipthong - definition, names, Sings, placed a joined diphongs and triphones.

Diphones - definition, sings and application.

Use of Vowels - dipthongs and diphones in plural in Stenography.

## **SECTION-D**

Grammalogues and Phraseography.

Grammalogues-definition of grammalogues and logogram, list of grammalogues, punctuation sings;

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Phraseography- definition of phrase, how a phrase is written, qualities of good phraseogram, list of simple phrase.

Circles, loops and hooks:

Circles-size and direction, application, application in phraseography, attachment with straight and curved strokes, exception to the use of circle.

Loops: Size and Direction

## TYPING PRACTICALS

## **KEY BOARD OPERATIONS**

- 1. Practising Second row, third row, first row and fourth row.
- 2. Practising words, sentences, paragraphs and passages.
- 3. Use of Shift Keys and other non-character keys.
- 4. Typewriting of special symbols of the key Board and Punctuation marks.

## **SPEED BUILDING**

- 1. Different kinds of drills for typing.
- 2. Graded Speed Test leading to accurate speed of about 30 w.p.m.
- 3. Type of passages each containing 300 words in ten minutes.

## **TEACHING GUIDELINES**

Alternative handwords, balanced handwords, same letters in different words, drills of common words, drills of alphabetical sentences and words division drills.

- 1. Centering- Horizontal and Vertical.
- 2. Ensuring proper margining; line spacing.
- 3. Typing of different types of Headings including spaced heading.

## LETTER TYPING

- 1. Typing exercise of personal, official and business letters in different style with proper display.
- 2. Typing of application for jobs.
- 3. Addressing the envelopes.
- 4. Using Carbon papers for taking out Multiple copies.

## INSTRUCTIONS FOR PRACTICAL EXAMINATION

There will be typing test for 5 minutes followed by oral viva-voce. Typing test and viva-voce will be of 10 marks each.

## SHORTHAND PRACTICALS

- 1. Repeated Practice of Consonants, writing each consonant from the text material with particular attention to their formation, length, angle, size and direction;
- 2. Repeated practice of vowels, dipthongs, diphones and triphones by copying the text materials and other printed shorthand books and reading book and same.
- 3. Repeated Practice of grammalogues and phrases;
- 4. Repeated Practice on use of circles, loops and hook;
- 5. Transportaion from shorthand into longhand;
- 6. Dictation from unseen passage;
- 7. Variety of drills: shorthand from black-board, copying shorthand from black board, 'cold' note reading 'delayed' writing, students dictate to the class from shorthand book, two minutes speeches by students, reading printed shorthand matter.

## INSTRUCTION FOR PRACTICAL EXAMINATION

There will be dictation of 5 mintues and the candidate shall be required to type in 20 minutes.

## Max. Marks:20

Marks:20

## (Add on Course) TAX PRACTICE AND PROCEDURE

Time allowed:3 Hours Periods per week:6 Pass Marks : 35% Max.Marks : 100 Theory : 60 Practical : 40

## PAPER-TAX PLANNING AND MANAGEMENT

Objectives of paper: To equip the students regarding application of theoretical provisions to practical situations.

## **SECTION-A**

Concept of Tax planning, tax avoidance and tax evasion and tax management; objectives and methods of tax planning.

## **SECTION-B**

Tax planning with reference to setting up of a new business: Location aspect, nature of business and forms of organisation.

Tax planning relating to capital structure decisions, dividend policy and bonus shares.

## **SECTION-C**

Tax planning in respect of owner lease, sale of assets used for scientific research; make or buy decisions.

Tax provisions relating to free Trade Zone and SEZ; infrastructure and backward areas.

## **SECTION-D**

Service Tax-Concept and registration; Preparation and filing of service tax return including online filing.

E filing of returns under various Tax Law.

## **INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of five sections: A,B,C,D and E, Section A,B,C and D will have two questions from the respective sections of the syllabus and will carry 10 marks each. Sections E will have one question having 10 short answer type questions (answer to be around 25 words each) of two marks each which will cover the entire syllabus uniformly.

#### **INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question each from sections A,B,C, and D of the question paper and 10 short answer type questions (answer to be around 25 words each) from section E.

## INSTRUCTIONS FOR THE PRACTICAL

Candidates are required to prepare a project report on the topic covered in the above paper on the basis of field-work/project-work/training. The report will be submitted up to31st Jan. and the students will appear for viva-voce examination to be conducted by external examiner from a panel of experts approved by Board of Under-Graduate Studies in Commerce. Project report and viva-voce will be of 20 marks each.

ਸ਼ਹੀਦ ਮੇਜਰ ਹਰਮਿੰਦਰਪਾਲ ਸਿੰਘ (ਸੈਰਿਆ ਚੱਕਰ) ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ(ਮੋਹਾਲੀ)

Phone No: 0172-22-25-164

ਮੀਮੇ ਨੰ: 1794

E-mail: principal.gcmohali@gmail.com

ਸਿਤੀ:09-11-2022

ਰ

## ਸੈਸ਼ਨ 2022-23 ਦੀਆਂ ਮਿਡ-ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਨੇਟਿਸ

ਕਾਲਜ ਵਿਖੇ ਐਮ.ਏ 1 ਸਮੈਸਟਰ 1,3, ਬੀ.ਐਸ.ਸੀ, ਬੀ.ਕਾਮ ਅਤੇ ਬੀ.ਏ ਸਮੈਸਟਰ 1,3,5 ਦੀਆਂ ਮਿਡ ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਮਿਤੀ 14-11-2022 ਤੋਂ ਸ਼ੁਰੂ ਹੋ ਰਹੀਆਂ ਹਨ। ਇਹ ਪ੍ਰੀਖਿਆਵਾਂ ਸਾਰੇ ਟੀਚਰ ਸਾਹਿਬਾਨ ਆਪੇ-ਆਪਣੀਆਂ ਕਲਾਸਾਂ ਵਿੱਚ ਲੈਣਗੇ ਅਤੇ ਟੈਸਟ ਲੈਣ ਉਪਰੰਤ ਮਿਡ ਸਮੈਸਟਰ ਟੈਸਟ (MST) ਕਮੇਟੀ ਕੋਲ ( ਕਮਰਾ ਨੰ:104) 50 ਨੰਬਰਾਂ ਦੀ ਅਵਾਰਡ ਲਿਸਟ ਮਿਤੀ 23-11-2022 ਤੱਕ ਜਮ੍ਹਾਂ ਕਰਵਾ ਦਿੱਤੀਆਂ ਜਾਣ। ਬੀ.ਏ ਸਮੈਸਟਰ 1,3 ਅਤੇ 5 ਦੀ ਡੇਟ-ਸ਼ੀਟ ਹੇਠਾਂ ਅਨੁਸਾਰ ਹੈ:-

ਮਿਤੀ	ਪੇਪਰ	mi
14-11- 2022	Economics Fine Arts Sociology	ਸਮਾਂ ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
15-11-2022	English	
16-11-2022	English Literature Punjabi Literature Hindi Literature Political Science	
17-11-2022	Geography Music Vocal Computer Science	
18-11-2022	Public Adminstration Home Science Physical Education Music Instrumentation	
19-11-2022	Punjabi	
21-11-2022	History Maths Psychology	

ਨੈਟ:- ਐਮ.ਏ, ਬੀ.ਕਾਮ ਅਤੇ ਬੀ.ਐਸ.ਸੀ ਕਲਾਸਾਂ ਦੇ ਵਿਦਿਆਰਥੀ ਆਪਣੀ ਡੇਟ-ਸ਼ੀਟ ਲਈ ਆਪਣੇ ਟੀਚਰ ਸਾਹਿਬਾਨ ਨਾਲ ਸੰਪਰਕ ਕਰਨਗੇ।

ในหา

ਸ.ਮ.ਹ.ਸ.ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ(ਮੇਹਾਲੀ) ਦਫਤਰ: ਪ੍ਰਿੰਸੀਪਲ,ਸ਼:ਮੇ:ਹ:ਪ:ਸਿੰ:ਸ਼ੌ:ਚੱ:ਵਿ ਸਰਕਾਰੀ ਕਾਲਜ, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ

באי-ה, אילמאריעי שוולם לאש המא (אסיאל)) אלא א: אין E-mail: principal.gcmohali@gmail.com

ਸੈਸ਼ਨ 2022-23 ਦੀਆਂ ਮਿਡ- ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਨੋਟਿਸ

Phone No: 0172-22-25-164

ਕਾਲਜ ਵਿਖੇ ਸਮੈਂਸਟਰ 2,4,6 ਦੀਆਂ ਮਿਡ ਸਮੈਂਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਮਿਤੀ 10 ਅਪ੍ਰੈਲ 2023 ਤੋਂ ਸ਼ੁਰੂ ਹੋ ਰਹੀਆਂ ਹਨ। ਇਹ ਪ੍ਰੀਖਿਆਵਾਂ ਸਾਰੇ ਟੀਚਰ ਸਹਿਬਾਨ ਆਪੋ– ਆਪਣੀਆਂ ਕਲਾਸਾਂ ਵਿੱਚ ਲੈਣਗੇ ਅਤੇ ਟੈਂਸਟ ਲੈਣ ਉਪਰੰਤ ਕਮਰਾ ਨੰ: 6 ਵਿੱਚ ਅਵਾਰਡ ਲਿਸਟਾਂ ਮਿਤੀ 24 ਅਪ੍ਰੈਲ 2023 ਤੱਕ ਜਮ੍ਹਾਂ ਕਰਵਾਂ ਦਿੱਤੀਆਂ ਜਾਣ । ਬੀ ਏ ਸਮੈਂਸਟਰ - 2, 4 ਅਤੇ 6 ਦੀ ਡੇਟ – ਸ਼ੀਟ ਹੇਠਾਂ ਅਨੁਸਾਰ ਹੈ:-

ਮਿਤੀ	ਕਲਾਸ	นั้นฮ	ਸਮਾਂ
10-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੇਸਟਰ - 2, 4 ਅਤੇ 6	Economics Fine Arts Sociology	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
11-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	English	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
12-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	English Literature Punjabi Literature Hindi Literature Political Science	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
13-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	Geography Music Vocal Computer Science	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
15-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	Public Administration Home Science Physical Education Music Instrumentation	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਹ
17-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	Punjabi	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
8-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	History Maths Psychology	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ

ਨੋਟ :- (1) ਐਮ.ਏ, ਬੀ.ਕਾਮ ਅਤੇ ਬੀ.ਐਸ.ਸੀ. ਕਲਾਸਾਂ ਦੀ MST ਡੇਟ-ਸ਼ੀਟ ਸਬੰਧਤ ਟੀਚਰ ਸਾਹਿਬਾਨ ਖੁਦ ਤਿਆਰ ਕਰਨਗੇ।

(2) ਇਹਨਾ MST ਦੇ ਨਤੀਜੇ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਮਾਪਿਆ ਨਾਲ ਮੀਟਿਗ ਵਿੱਚ ਵਿਚਾਰੇ ਜਾਣਗੇ । ਇਸ ਕਰਕੇ ਮਿਡ-ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਸਮੇ ਸਿਰ ਕਰਵਾ ਕੇ ਇਹਨਾ ਦੀਆਂ ਅਵਾਰਡ ਲਿਸਟਾਂ ਮਿਤੀ 24-04-2023 ਹਰ ਹਾਲਤ ਵਿੱਚ ਜਮਾਂ ਕਰਵਾ ਦਿੱਤੀਆਂ ਜਾਣ। ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਦਿੱਤੀ ਜਾਵੇ ਜੀ।

(3) MST ਕੁੱਲ 50 ਅੰਕਾ ਦਾ ਹੋਵੇਗਾ।

างสาราว หาง vi โนุ้สานซ

ਸ.ਮ.ਹ.ਸ. (ਸ਼.ਚ.ਵ.) ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ ਦਫ਼ਤਰ: ਪ੍ਰਿੰਸੀਪਲ,ਸ਼:ਮੋ:ਹ:ਪ:ਸਿੰ:ਸ਼ੌ:ਚੱ:ਵਿ ਸਰਕਾਰੀ ਕਾਲਜ, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ

हेत-6, मार्गवासरपा असीव क्रिंग राजा (मेवासी)। भीमें है: 🕄 Phone No: 0172-22-25-164

frat: 5.4.2023

E-mail: principal.gcmohali@gmail.com

## ਸੇਸ਼ਨ 2022-23 ਦੀਆਂ ਮਿਡ- ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਨੋਟਿਸ

ਕਾਲਜ ਵਿਖੇ ਸਮੈਸਟਰ 2,4,6 ਦੀਆਂ ਮਿਡ ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਮਿਤੀ 10 ਅਪ੍ਰੈਲ 2023 ਤੋਂ ਸ਼ੁਰੂ ਹੋ ਰਹੀਆਂ ਹਨ। ਇਹ ਪ੍ਰੀਖਿਆਵਾਂ ਸਾਰੇ ਟੀਚਰ ਸਹਿਬਾਨ ਆਪੋ– ਆਪਣੀਆਂ ਕਲਾਸਾਂ ਵਿੱਚ ਲੈਣਗੇ ਅਤੇ ਟੈਸਟ ਲੈਣ ਉਪਰੰਤ ਕਮਰਾ ਨੰ: 6 ਵਿੱਚ ਅਵਾਰਡ ਲਿਸਟਾਂ ਮਿਤੀ 24 ਅਪ੍ਰੈਲ 2023 ਤੱਕ ਜਮ੍ਹਾਂ ਕਰਵਾਂ ਦਿੱਤੀਆਂ ਜਾਣ । ਬੀ ਏ ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6 ਦੀ ਡੇਟ – ਸ਼ੀਟ ਹੇਠਾਂ ਅਨੁਸਾਰ ਹੈ:–

ਮਿਤੀ	ਕਲਾਸ	ਪੇਪਰ	ਸਮਾਂ
10-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	Economics Fine Arts Sociology	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
11-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	English	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
12-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	English Literature Punjabi Literature Hindi Literature Political Science	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
13-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	Geography Music Vocal Computer Science	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
15-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੇਸਟਰ - 2, 4 ਅਤੇ 6	Public Administration Home Science Physical Education Music Instrumentation	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਹ
17-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੇਸਟਰ - 2, 4 ਅਤੇ 6	Punjabi	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ
18-4-2023	ਬੀ.ਏ. 1,2,3 ਸਮੈਸਟਰ - 2, 4 ਅਤੇ 6	History Maths Psychology	ਟਾਇਮ ਟੇਬਲ ਵਿੱਚ ਲੱਗਦੇ ਪੀਰੀਅਡ ਅਨੁਸਾਰ

ਨੋਟ :- (1) ਐਮ.ਏ, ਬੀ.ਕਾਮ ਅਤੇ ਬੀ.ਐਸ.ਸੀ. ਕਲਾਸਾਂ ਦੀ MST ਡੇਟ-ਸ਼ੀਟ ਸਬੰਧਤ ਟੀਚਰ ਸਾਹਿਬਾਨ ਖੁਦ ਤਿਆਰ ਕਰਨਗੇ।

(2) ਇਹਨਾ MST ਦੇ ਨਤੀਜੇ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਮਾਪਿਆ ਨਾਲ ਮੀਟਿਗ ਵਿੱਚ ਵਿਚਾਰੇ ਜਾਣਗੇ । ਇਸ ਕਰਕੇ ਮਿਡ-ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆਵਾਂ ਸਮੇ ਸਿਰ ਕਰਵਾ ਕੇ ਇਹਨਾ ਦੀਆਂ ਅਵਾਰਡ ਲਿਸਟਾਂ ਮਿਤੀ 24-04-2023 ਹਰ ਹਾਲਤ ਵਿੱਚ ਜਮਾਂ ਕਰਵਾ ਦਿੱਤੀਆਂ ਜਾਣ। ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਦਿੱਤੀ ਜਾਵੇ ਜੀ।

(3) MST ਕੁੱਲ 50 ਅੰਕਾ ਦਾ ਹੋਵੇਗਾ।

างสาราว หาง v ญี่ที่ในห

ਸ.ਮ.ਹ.ਸ. (ਸ਼.ਚ.ਵ.) ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ

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देख ०० वुंस ५८

ਮਿਤੀ 15/11/2019

मारिक्स स्मित्र मिंध काव !

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וערוים: איזייעיוווואיזיניאיא איזערטן מיאדע איזיישייעיווואיזיניאיא איזערטן מיאדע איזיישיישיישייאווא איזערטוט ו

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ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) идівит MST Re - Tes.), 2019-20 пліз В. А. - Д. (Mahenedica) fezz Mathematice user Analysis-I ਅੰਕ (ਐਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੇ 26 (39) 2006 2072 24 02 থন্স JANG ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ 00 देस ਪਿੰਸੀਪਲ, 02 ਕੁੱਲ ਮਿਤੀ ਸ਼:ਮਿ:ਮ वारी वासन ਅਜੀਤ ਸਿੰਘ ਨਗਰ । IS

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मियल भिर्त्र निम्ह्युन्दि, अन्वता वलन

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## ਸਰਕਾਰੀ **ਕਾਲਜ** ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)

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Harjeet anylad Principal, SMHPSSCV, Govt. College, Sabibrada Aith Sinvib Magor

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Harjeet Gujiel principal, SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagar.

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Harjeet Gyjiel Principal, SMHPSSCY, Cont College, Sahibzada Aju . -

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Harjert Cryital Principal, S' Saussia

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ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

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5 ਮਹਾਮਿਅਕ ਦੇ ਹਸਤਾਖਰ

ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

F Harjeet Cryialie, Samozeus run magar,

ਪਰਤੋ ਜੀ

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Harjeet anglal Principal, SMHPSSCV and College, Sahibarta angar

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ਪਰੀਬਿਅਕ ਦੇ ਰਸਤਾਖਰ

Principal, SMHPSSCV, Govt. College,

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ਪਰੀਬਿਅਕ ਦੇ ਹਸਤਾਖਰ

Harged angral Principal, SMHPSSCV, Govt. College, Sahibzada Ajir Singin Nagar.

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ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

Harjeet anjeal

Principal, SMHPCCV Control Colloga, Sahibzaug Astronomical Colloga,

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SMHPSSCV, Gost College, Sahibzada Ayreanagar

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Principal, SMHPSSCV, Govt. College, Sahibzada Ajit Singn Nagara

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ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਆਹੇਤ ਇੰਕ
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ਪਗੇਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

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ਪਰਤੋ ਜੀ

ਪਹੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

Principal, SMHPSSCV, Gover, College, Sahibzada Ajit Lugunga ali

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Principal, SMHPSSCV, Cont. Collage, Sabiotade A.

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Principal, SMHPSSCV, Gover College, Sahibzada Aju Jugan,

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Principal, SMHPSSCV, Gout College, Sahibzada Ajit Surger Hagan

ਪਰਤੋਂ ਜੀ

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Principal, SMHPSSCV, Gord College, Sahibzada Ajic Jungin magan

	ਰੋਲ ਨੇ:	ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ)	ਅਖਰਾਂ ਵਿੱਚ	
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Principal, SMHRSSCV, Gout College, Sahibzada Agromyrmagar, •

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ਾਮੇਤ ਕੋਡ ਪਹੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

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ਮਿਤੀ .....

Principal, SMHPSSCV, Cont. College, Sahibzada Ajrtungu wegati

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ਪਰਤੋ ਜੀ

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Principal, SMHPSSCV, Gott, College, Sahibzada Ajucungungar,

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Principal, SMHPSSCV, Gott College, Sahibzada Ajit - Jugit Hagan

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Principal, SMHPSSCV, Gover College, Sahibzada Ascollage, Lugar

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Principal, SMHPSSCV, Cont. College, Sahibzada Nucuryu wagar.

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ыт	ม <sup>สาอา</sup> พกไฮ ਅਵਾਰह MS.T GmI Ganger	1 ਕਾਲਜ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) 3 ਲਿਸਟੇ Re.TestNov 2019 ਸੁਤਰੇ nerdAle 
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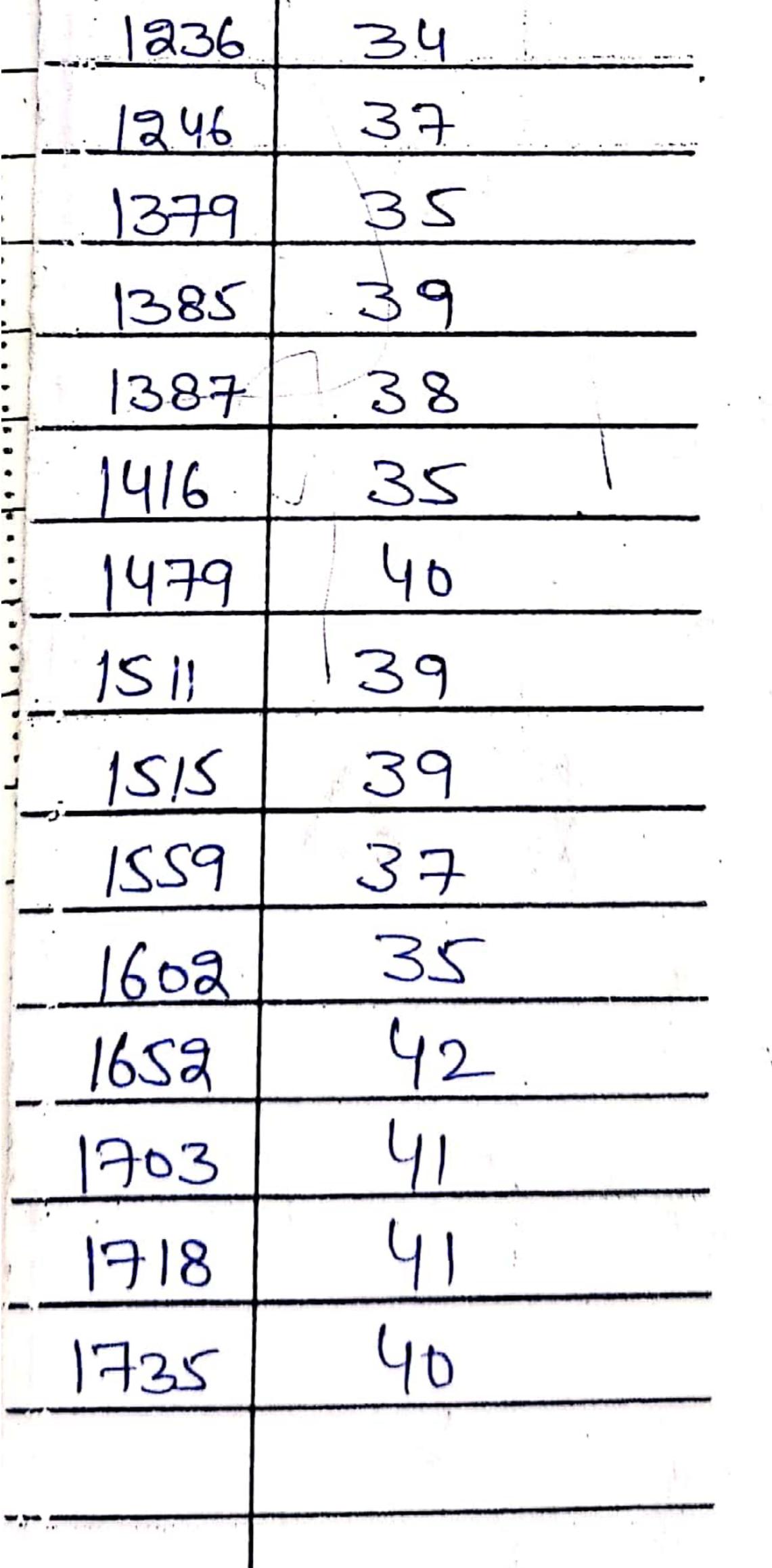
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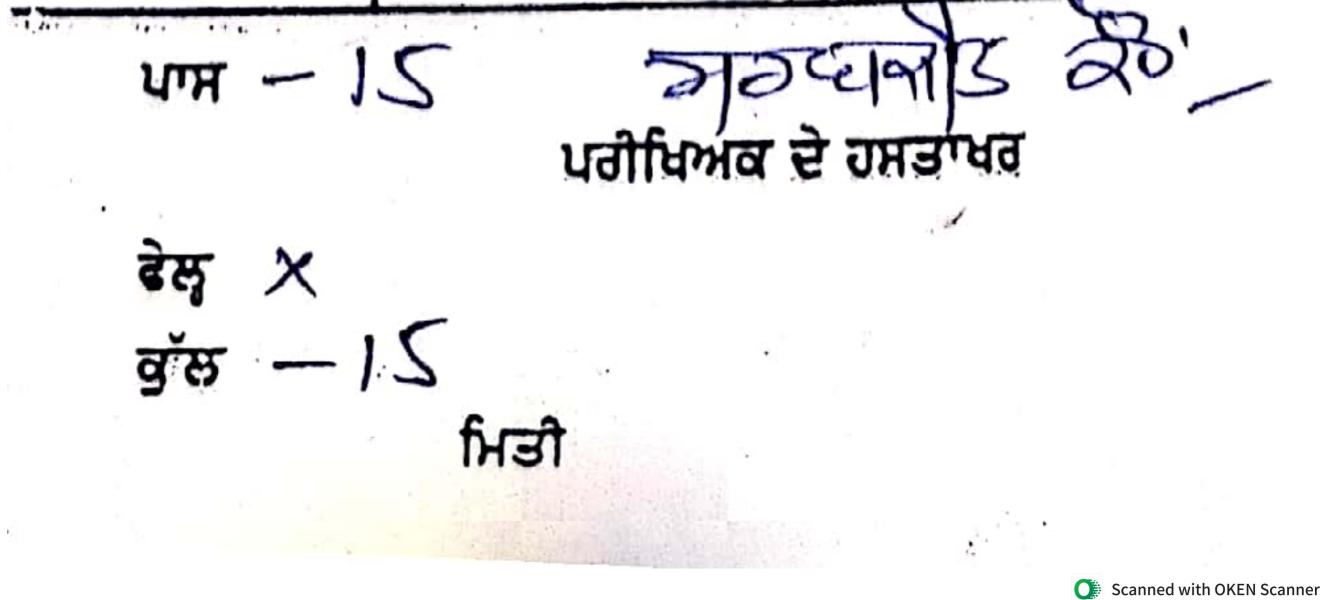
Principal, SMHPSSCV. Cost College, Sahibzerssi Jak

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2018-2019 ਸਰਕਾਰੀ ਕਾਲਜ Re-Test ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) uðlam MOT - JEGJ-2018. ਪਰੀ ਜਮਾਤ ਵੀ. 2. 1st (ਸ)ਸਟਰ-21300). ਜਮ হি हिम्रा 2 सिंग्वी परुच डेंडही' थनाची ਪਰ ਕੁ ਕੁੱਲ ਐਕ ..... <u>S</u> O ਰੋਲ ਨੰ. ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ)



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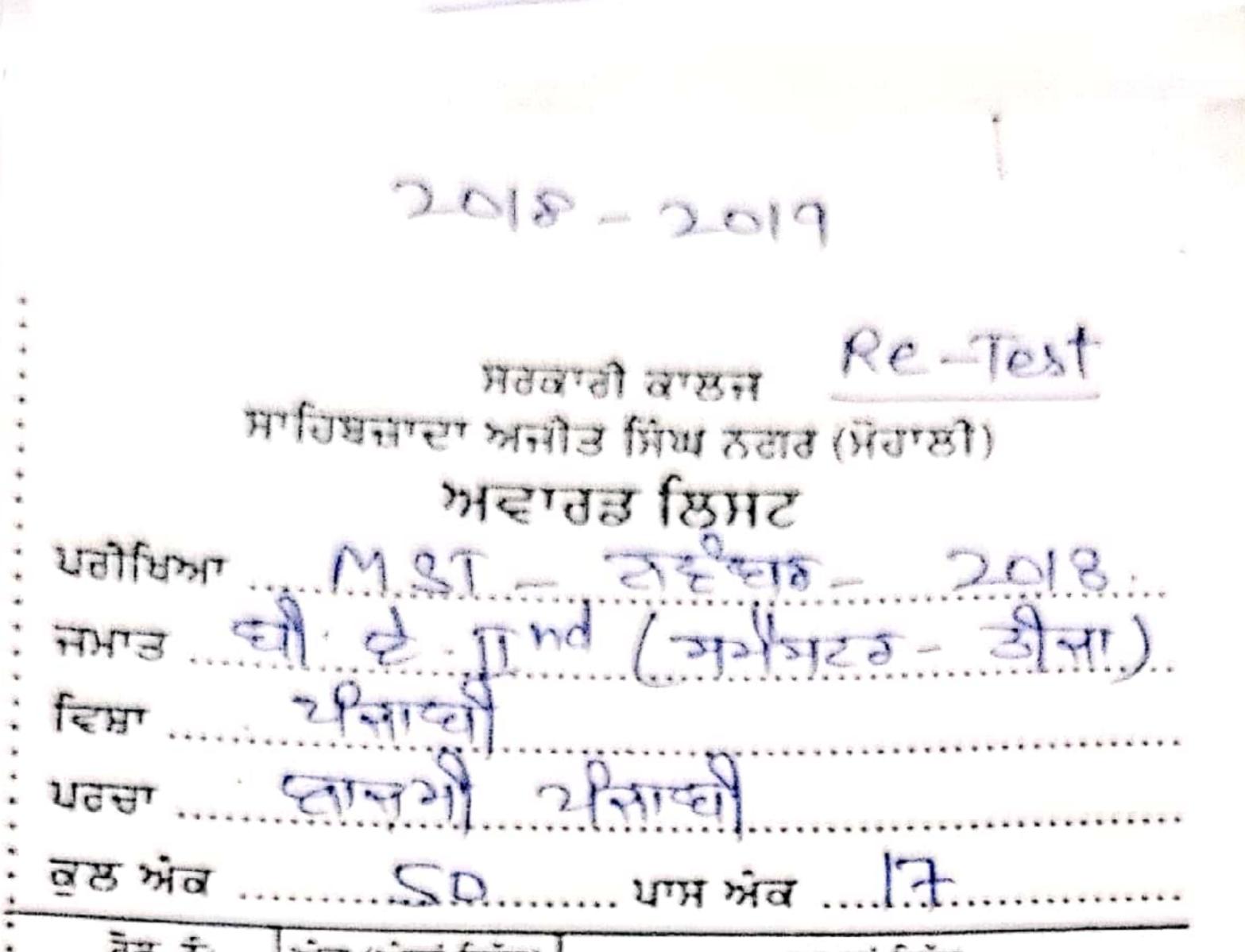
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Re-Test

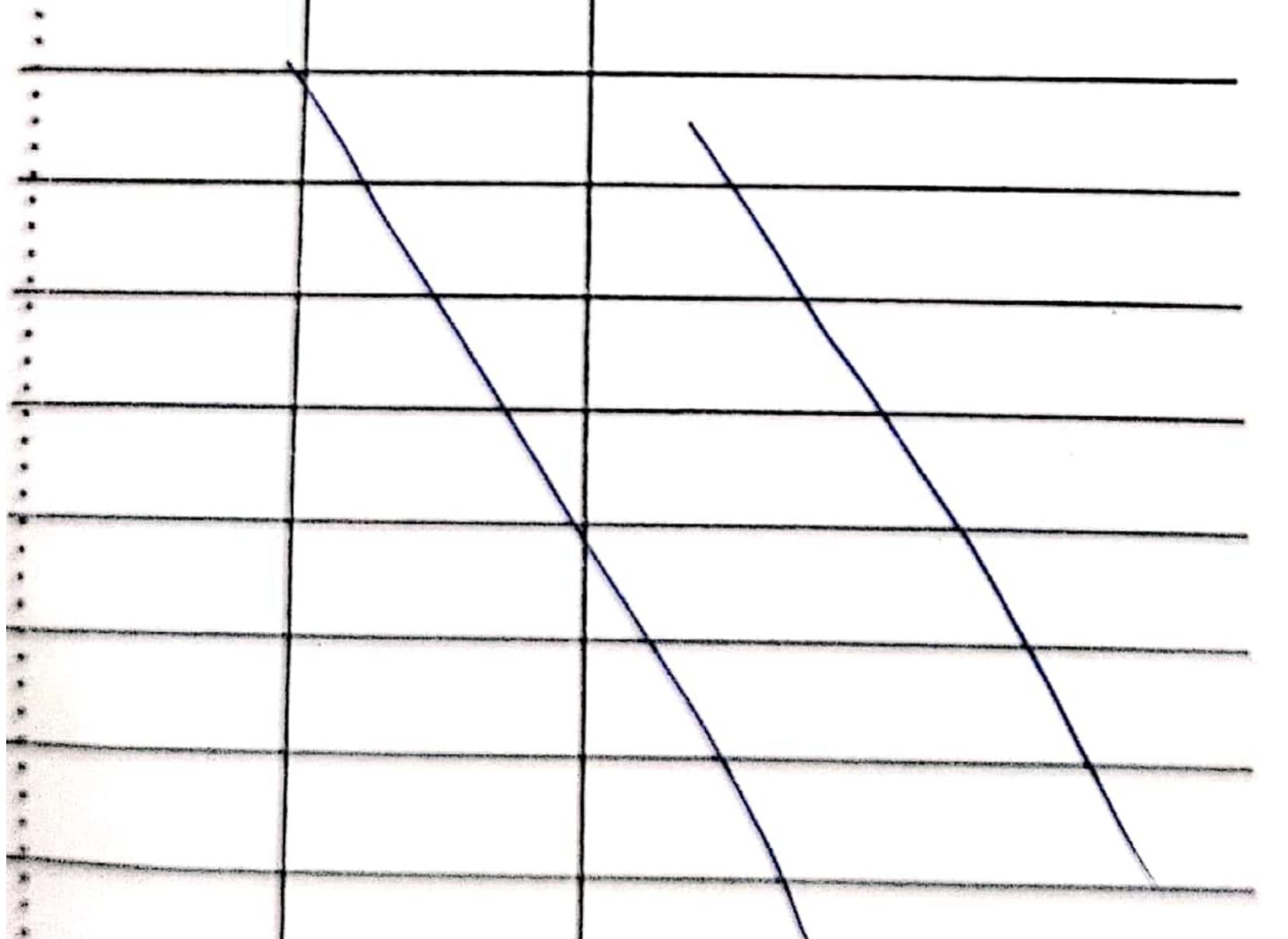
2018-2019 ਸਰਕਾਰੀ ਕਾਲਜ <u>Re-Test</u> ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) ਅਵਾਰਡ ਲਿਸਟ MST - JEEJ-ਪਰੀਖਿਆ नभाउ ची. टे. [3 ( ममेट्र - यडिला ) हिम्रा 27गादी थनाधी तानुभ ਪਰਚਾ ਕੁਲ ਔਕ ..... 50 ਪਾਸ ਔਕ .... 7 ਰੋਲ ਨੰ: ਔਕ (ਔਕਾਂ ਵਿੱਚ) ਅਖਰਾਂ ਵਿੱਚ 1249 30 1254 38 284 35 1309 1314 57

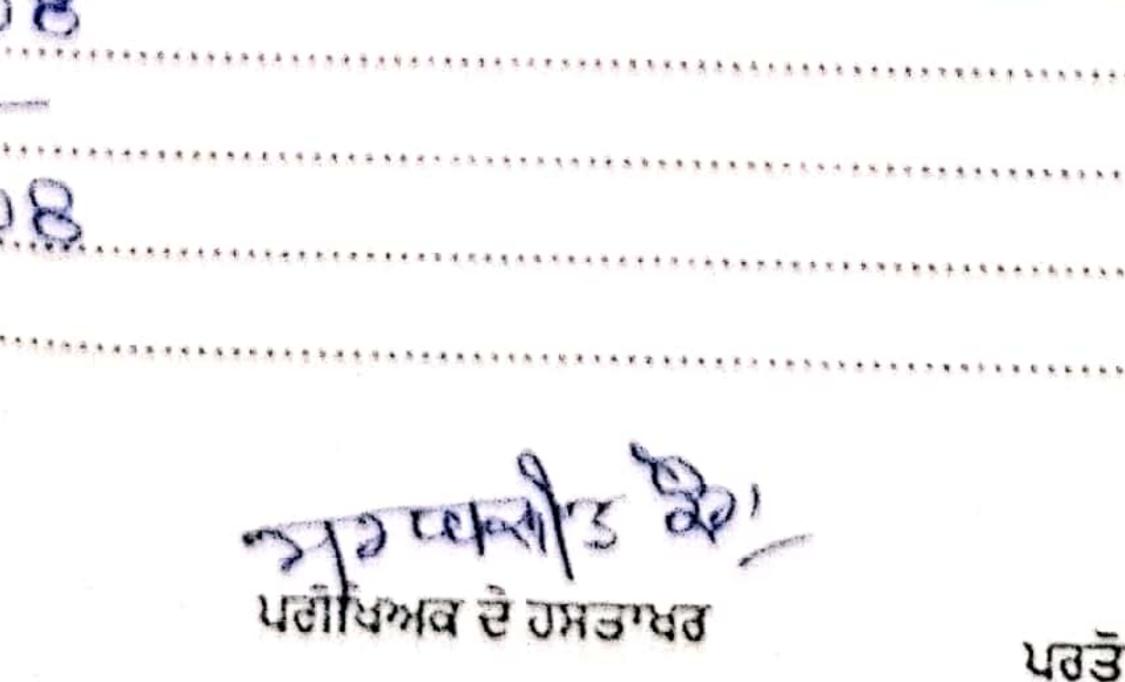
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	40	: 1504
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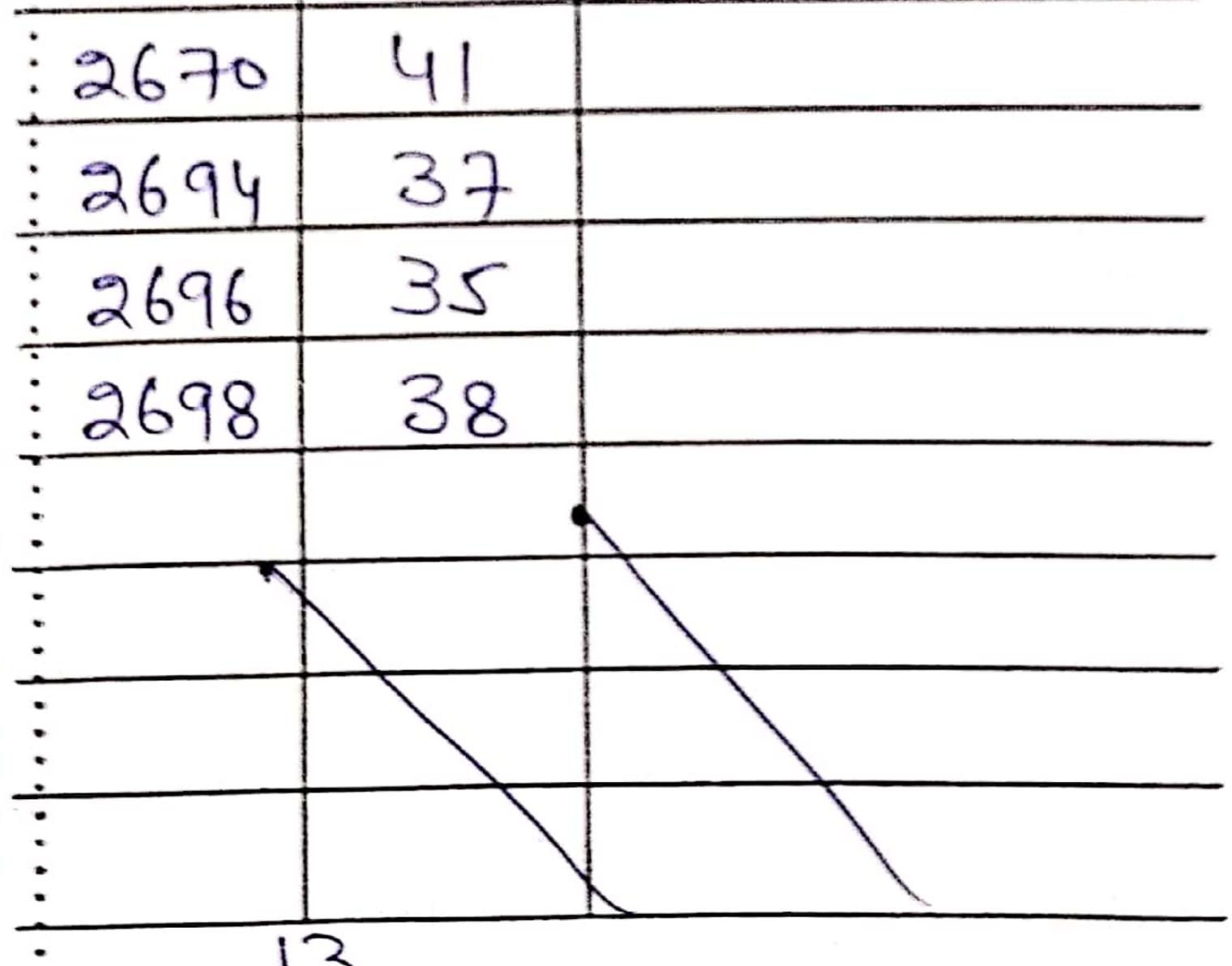


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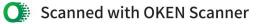
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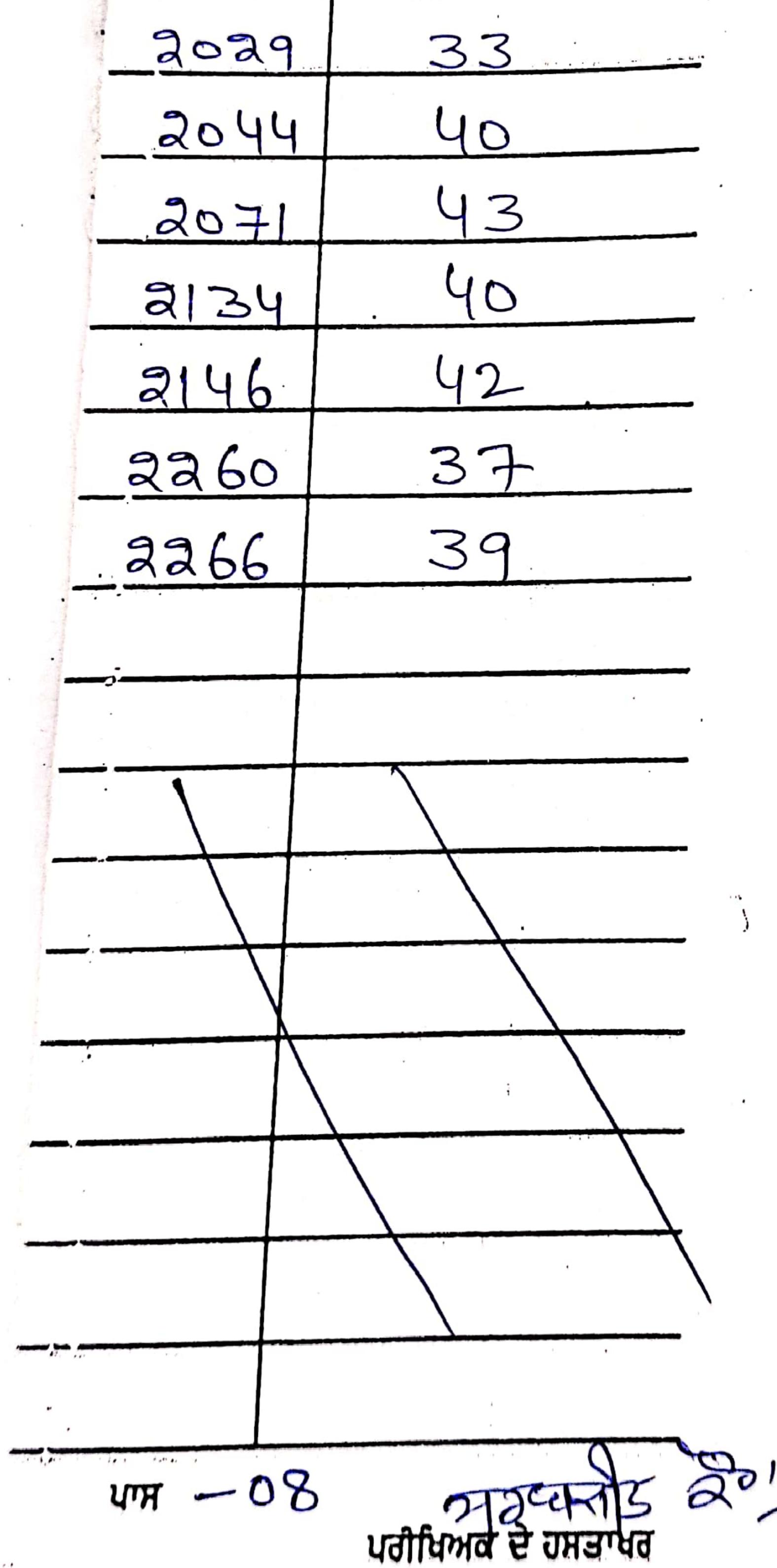
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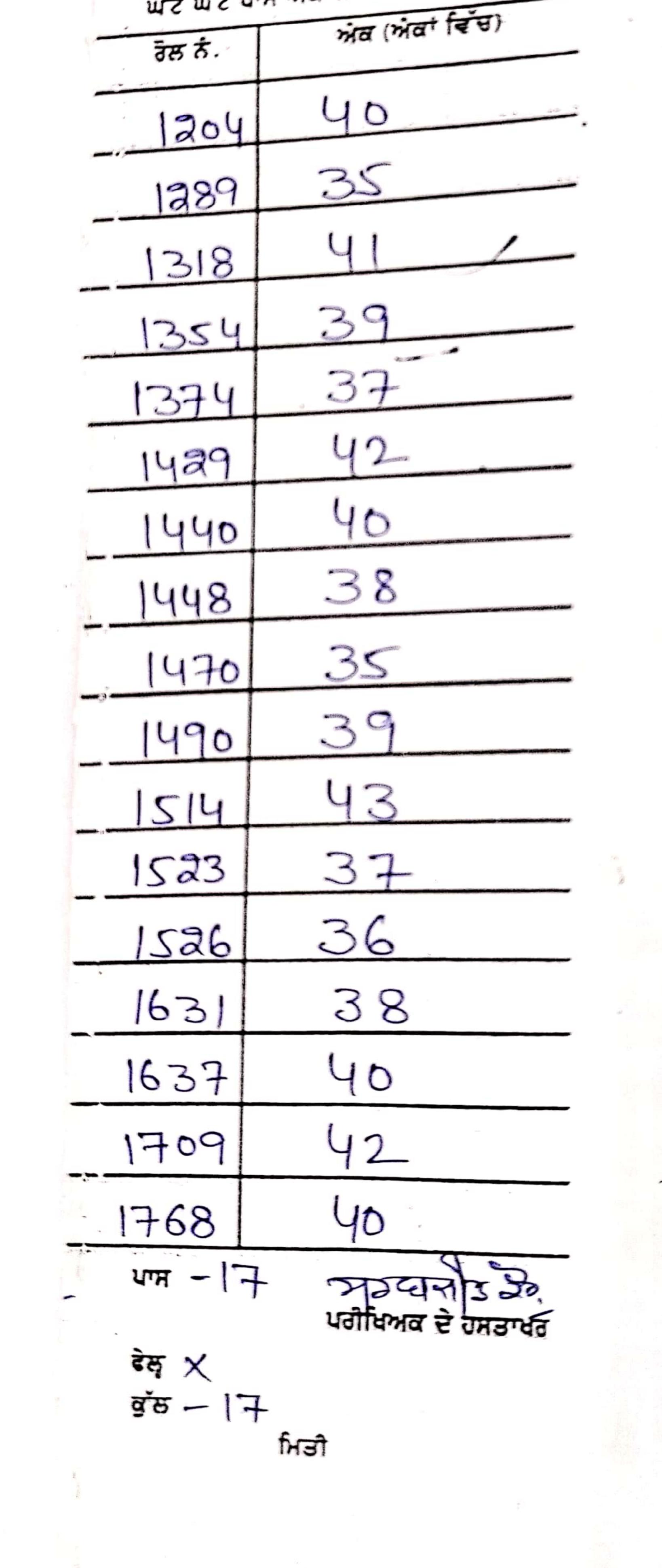


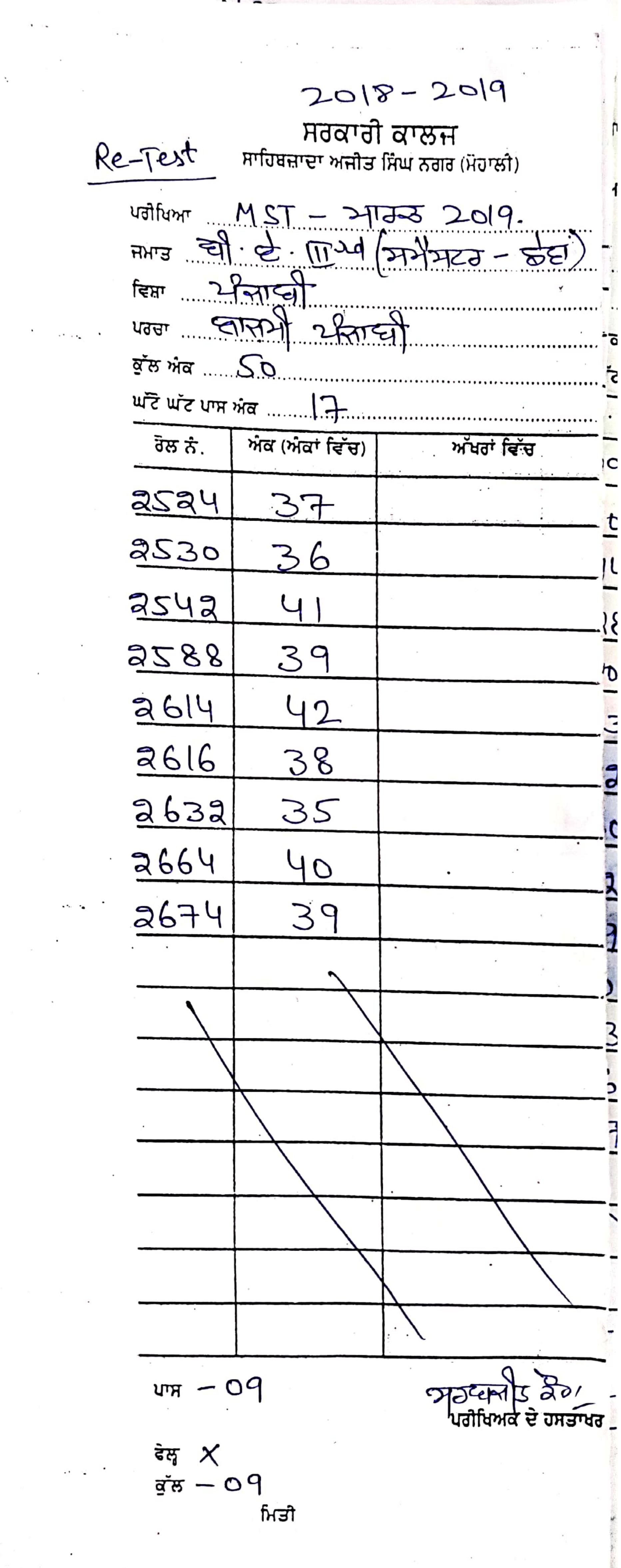
2018-2019 ਸਰਕਾਰੀ ਕਾਲਜ ਸ਼ਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) Re-Test ਪਰੀਖਿਆ MST - ਮਾਰਤ 2019. ਜਮਾਤ ਵੀ- ਦੇ- TEnd (ਸਮੇਸਟਰ - ਤੋਠਾਂ) हिम्रा 2ीनान्ती परुच दान्नी 2न्तादी ਕੁੱਲ ਐਕ ...... <u>50</u> ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੰ 2005 35



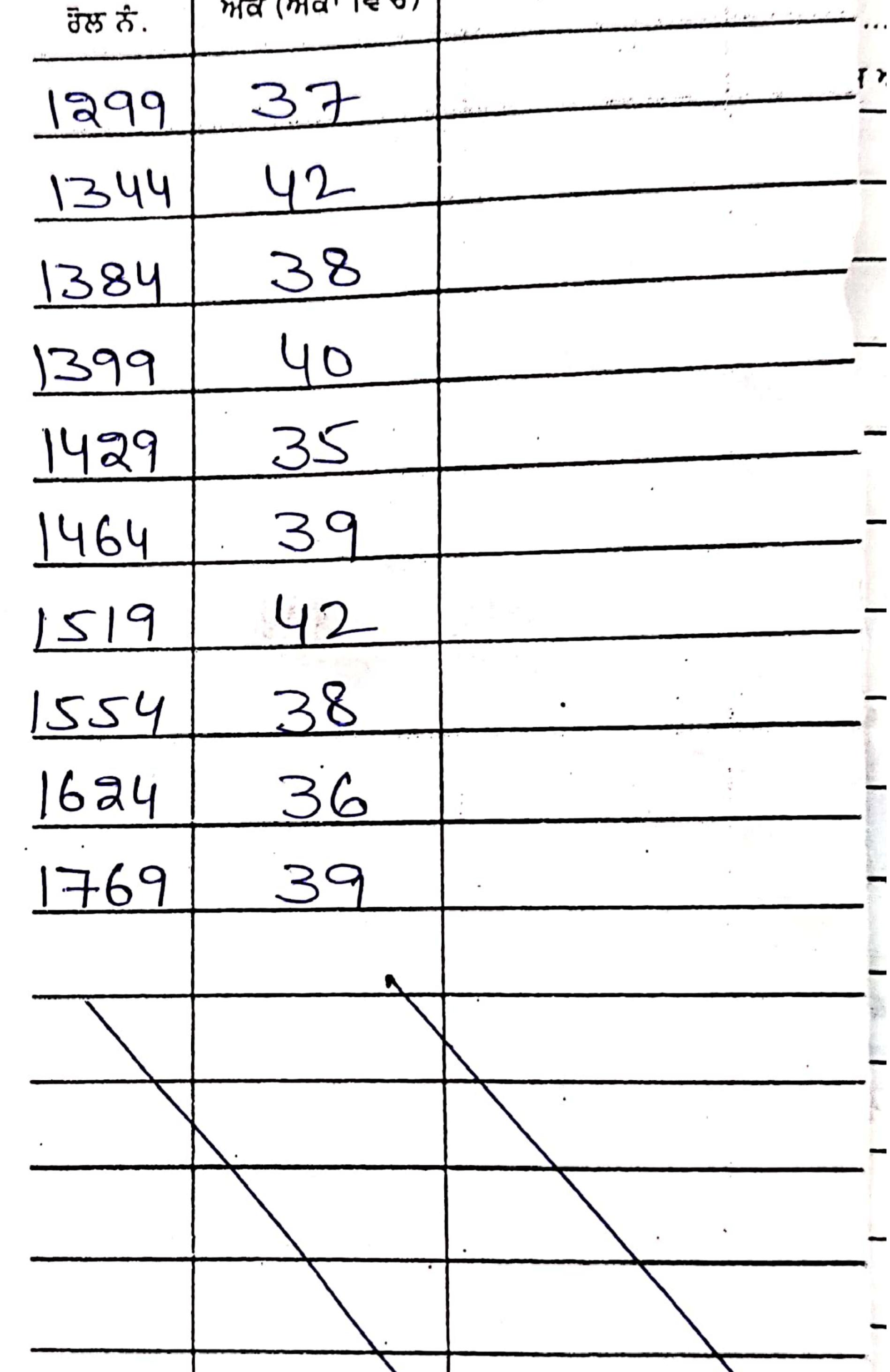
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2018 - 2019 ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) Re-Test uəlum MST - 21125 2019. ची हे एडर(म्रीमटग-ट्रम) ਮਜ ਜਮਾਤ ...... ਵਿਸ਼ਾ ਪਰਚਾ ............... .... ę ਅੱਖਰਾਂ ਵਿੱਚ ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ)



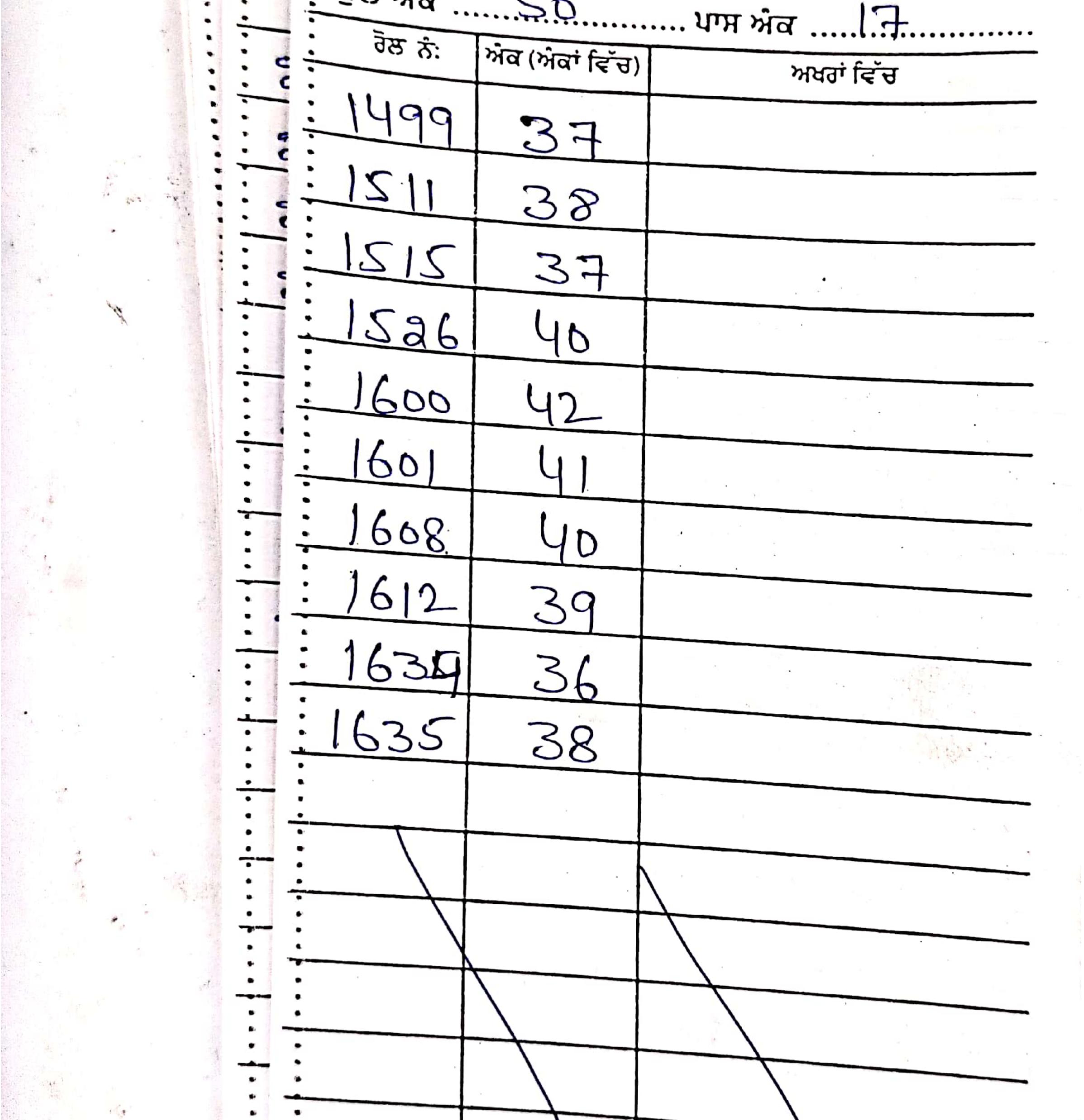
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するい ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ

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ਪਾਸ

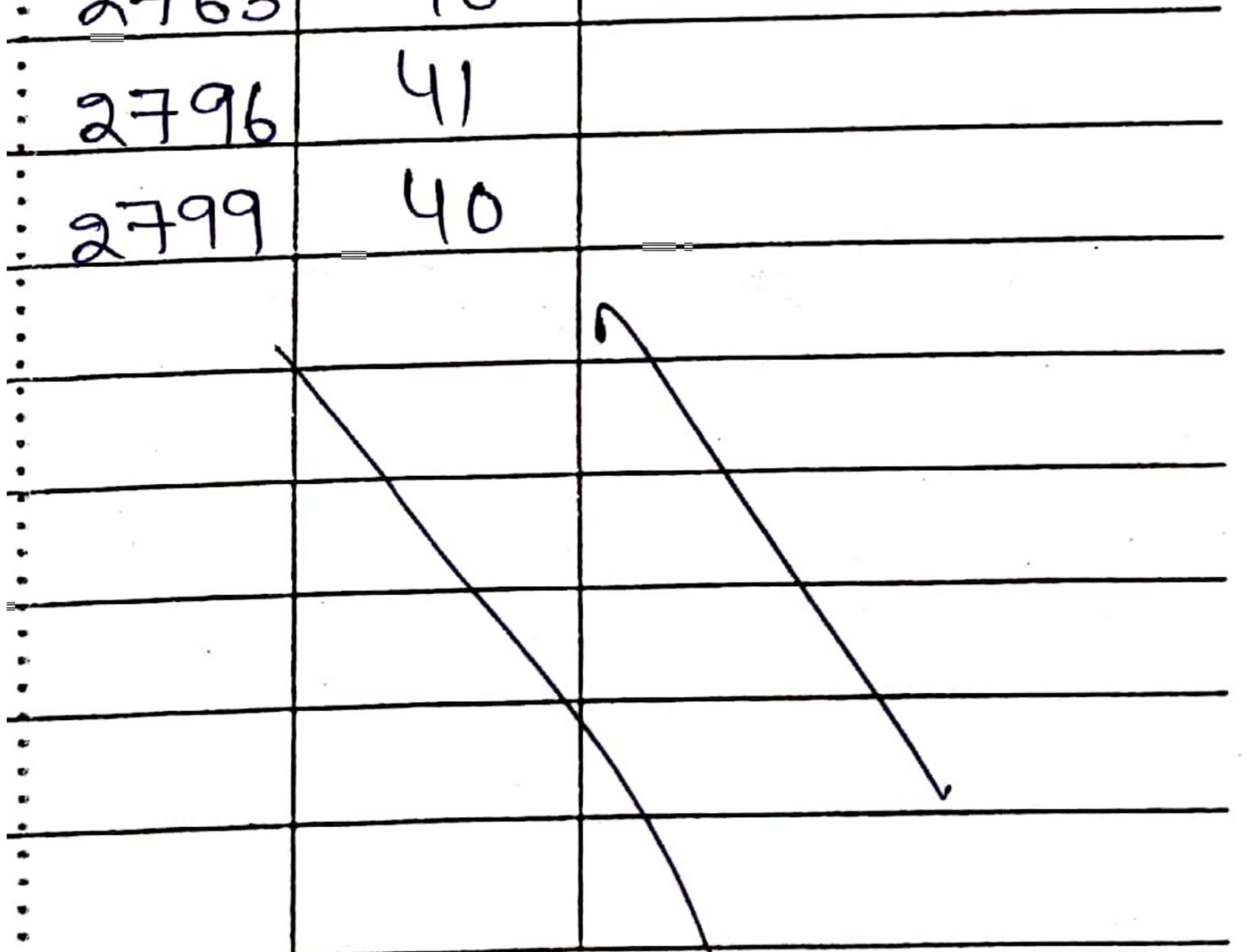
2022-2023 ਸਰਕਾਰੀ ਕਾਲਜ R-e-Test ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ)-20 ਅਵਾਰਡ ਲਿਸਟ ਪੂਰੀਖਿਆ MST-- 2022 तहेपार T ਜਮਾਤ .. El: 2. Det ( 50/25-21/381) ਵਿਸ਼ਾ 10 ਪਰਚਾ 



· ਪਾਸ ਫੇਲ 1 200 ਕੁੱਲ ਮਿਤੀ ਤਰਦਾਰੀਤ ਕੋਰ' ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ ਪਰਤੋਂ ਜੀ 1 e -

2022-2023 ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) ਅਵਾਰਡ ਲਿਸਟ Re-Test ਪਰੀਖਿਆ MST - ਟਾਵੰਦਾਰ 2023 ਜਮਾਤ ਵੀ ਦੇ ਸਿੰਮਰ (ਸਰੀਸਟਰ - 291 ਵਾਂ) हिम्रा .... 2रिगप्वी यन्न जान्त्री 29माप्ती ਕੁਲ ਔਕ ...... 5.0..... ਪਾਸ ਔਕ ..... ੀ. ਅਖਰਾਂ ਵਿੱਚ ਔਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੰ:

: 2702	35	
2705	38	
2711	40	
2722	39	
2735	37	
: 2738	35	
2746	34	
: 2756	38	
2762	40	



ਪਾਸ NIL ਫੇਲ ਕੱਤ ਮਿਤੀ ਸਤਾਦਕੀਤ ਹੈ? ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ ਪਰਤੋ ਜੀ

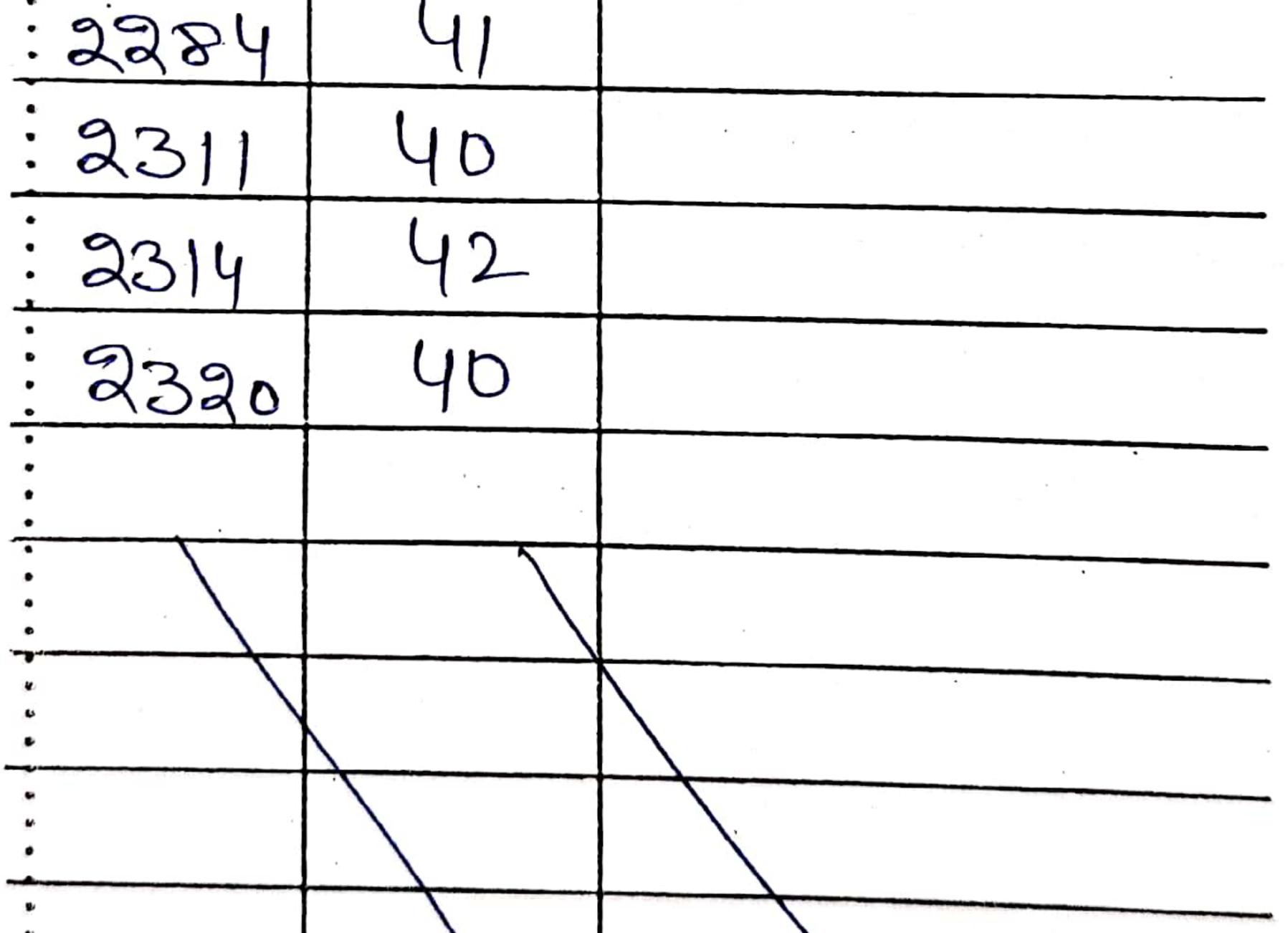
2022-2023 ਸਰਕਾਰੀ ਕਾਲਜ <u>Re-Test</u> ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) ਅਵਾਰਡ ਲਿਸਟ ਪਰੀਬਿਆ MST - ਟਾਏਬਰ 2022 ਜਮਾਤ ਦੀ ਦੇ Trd (ਸਰੀਬਟਰ-2निहा) 2 निरादन : ਵਿਸ਼ਾ ..... 1 2ीजाप्ती ਪਰਚਾ ਤੋਣਵੇ 

ਰੋਲ ਨੰ:	ਔਕ (ਅੰਕਾਂ ਵਿੱਚ)	ਅਖਰਾਂ ਵਿੱਚ
2558	38	
2576	35	
2615	39	
2672	38	
2681	40	
3682	42	
2690	40	
2727	41	
2729	37	
:2756	35	
: 2781	36	
: 2807	34	
: 2833	38	
:		
•.		

13 · ਪਾਸ RIL ਫੇਲ 13 ਕੁੱਲ . ਮਿਤੀ 0 ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ ਪਰਤੋ ਜੀ

2022-2023 ਸਰਕਾਰੀ ਕਾਲਜ <u>Re-Test</u> ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਸਹਾਲੀ) ਅਵਾਰਡ ਲਿਸਟ Voltam MST - ZZECIO -20 नभाउ हो. हे. Ind ( ज्येगटा - डीना). ਵਿਸ਼ਾ 2 4 ਪਰਚਾ 

ਰੋਲ ਨੰ:	ਔਕ (ਔਕਾਂ ਵਿੱਚ)	ਅਖਰਾਂ ਵਿੱਚ
2170	38	
2173	3:5	
2182	40	
2190	39	
2201	37	
2235	38	
2253		

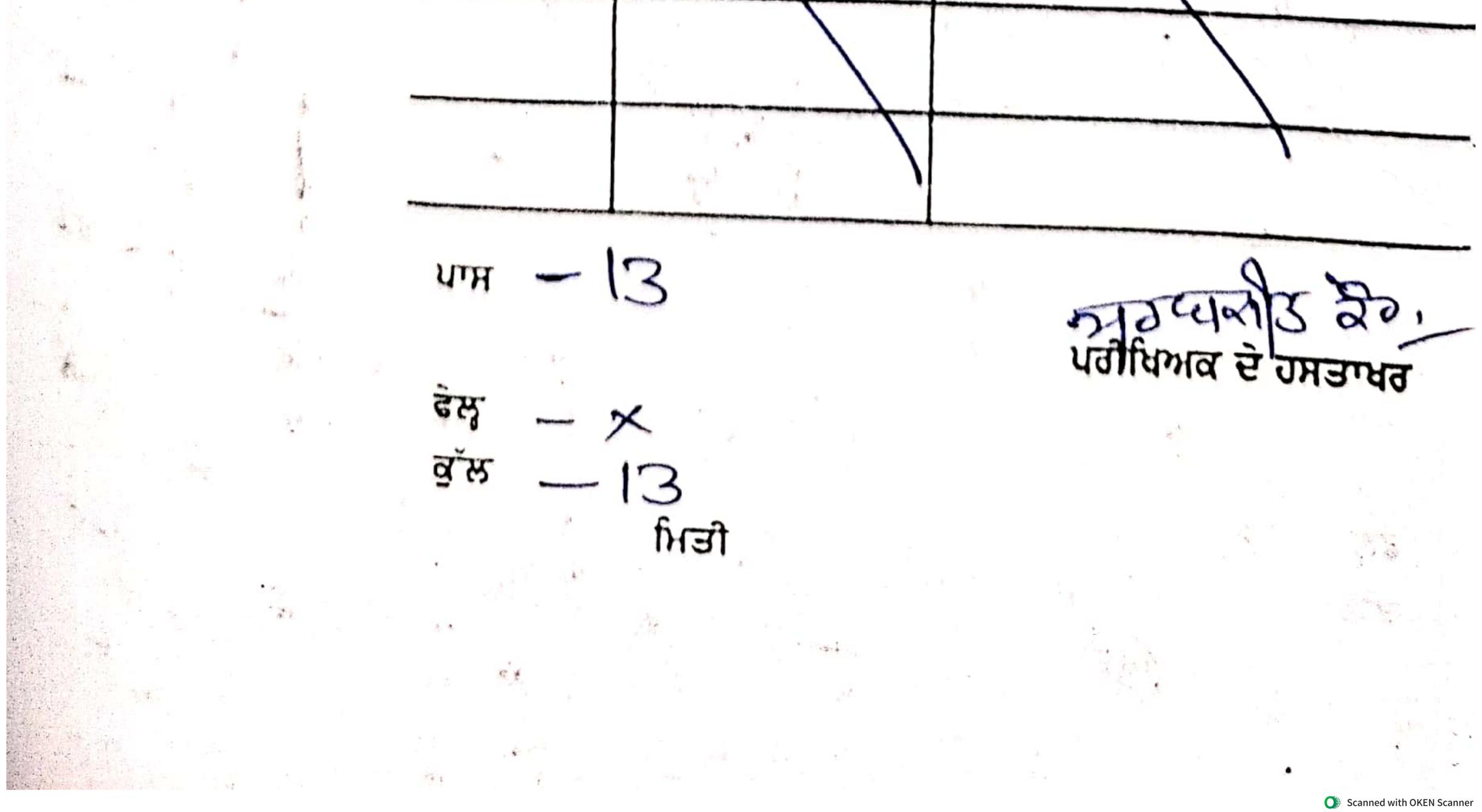


· ਪਾਸ ਕੁੱਝ ............ ਮਿਤੀ ...... spectal 3 do, ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ ਪਰਤੋ ਜੀ

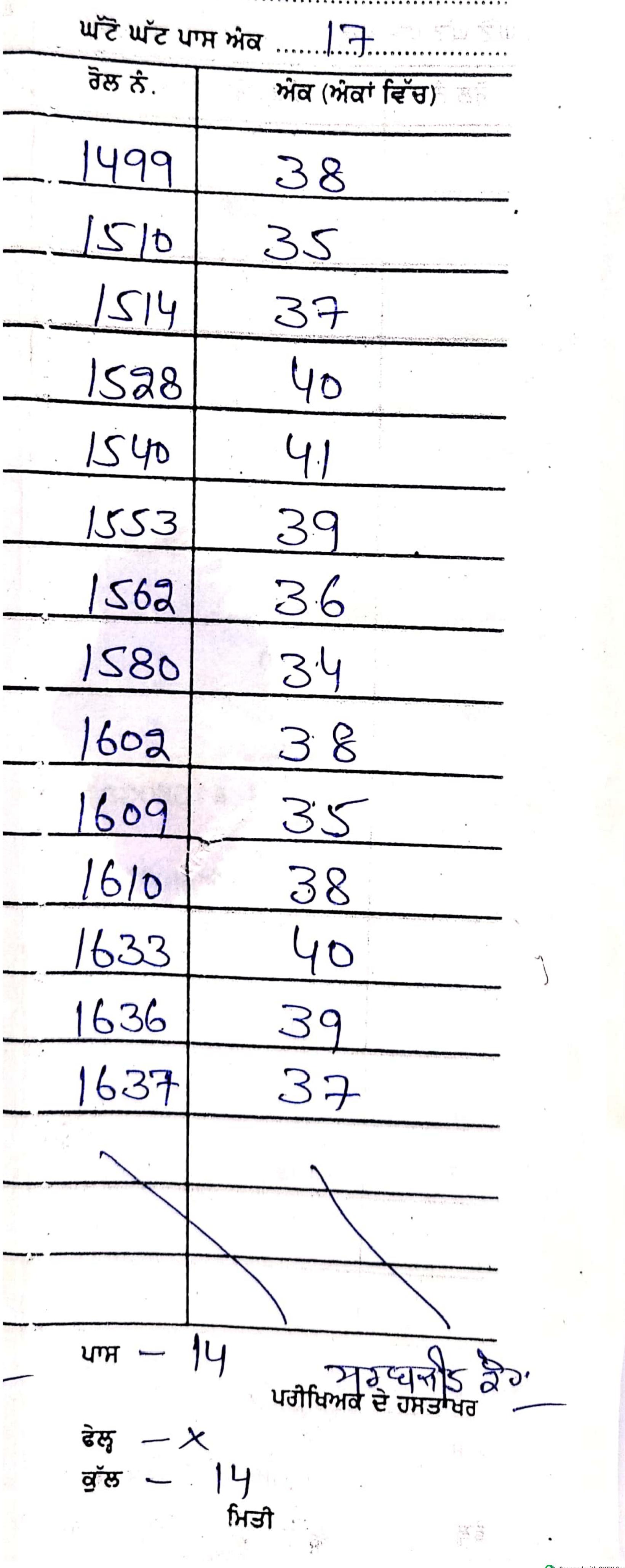
2022-2023 ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) utitum MST-milto - 2023 नभाउ च्ली. 2. IInd (ज्यीगटर देखां) 2 Parcel ਵਿਸ਼ਾ स्तानमें 29नाव्सी ਪਰਚਾ ਕੱਲ ਔਕ ਘੱਟੋ ਘੱਟ ਪਾਸ ਅੰਕ ਅੱਖਰਾਂ ਵਿੱਚ ਅੰਗ (ਅੰਗ (ਵਿੱਚ) -----

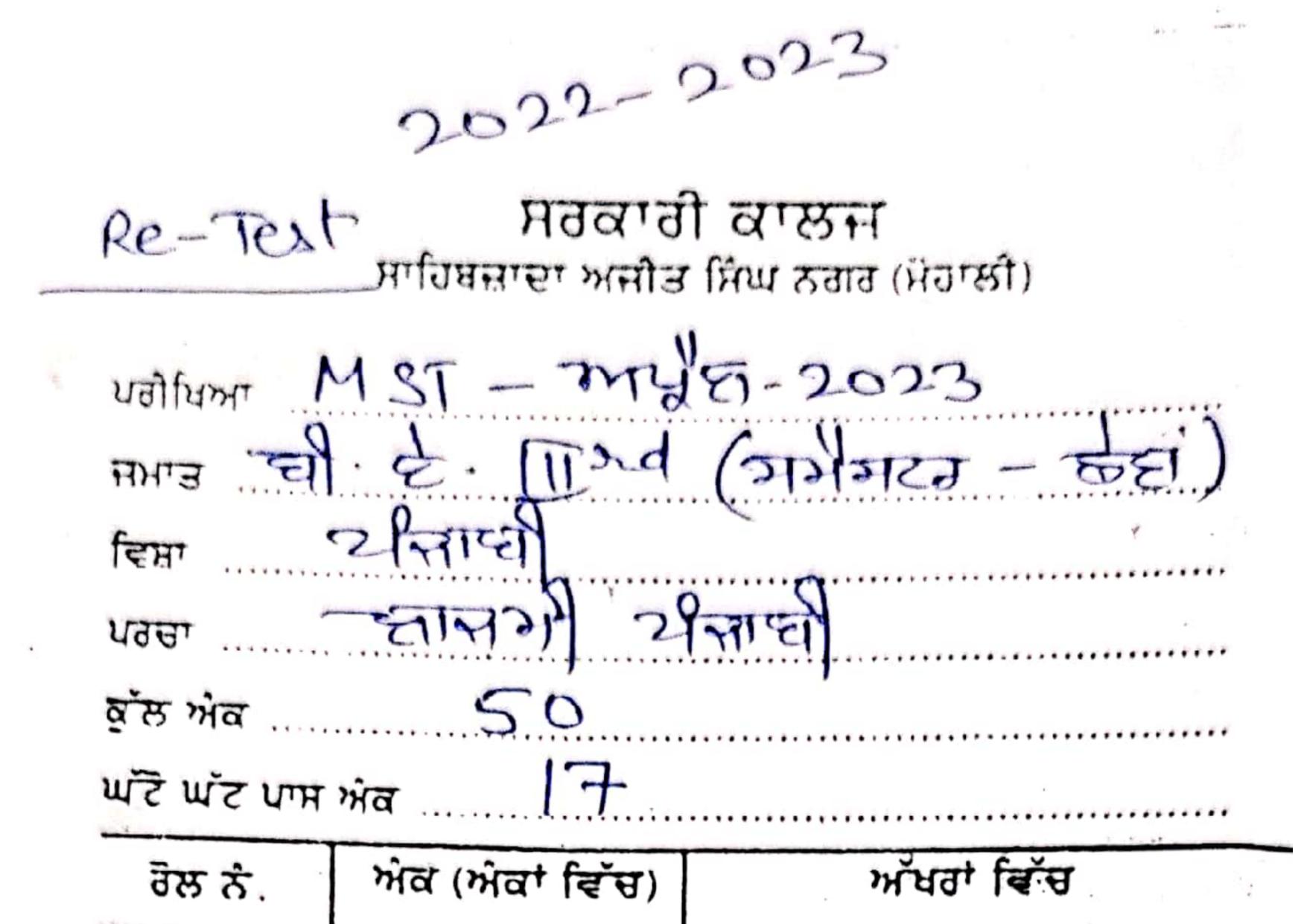
		ਰੋਲ ਨੇ	ਅਕ (ਅਕਾਂ ਵਿੱਚ)	ਅਖਰਾ ਵਿਚ
		2165	33	
		2174	35	
	•	2175	39	
		2183	37	
		2200	40	
		2209	42	
		2227	38	
		2239	37.	
		2253	35	
•		2285	39	
		2305	36	
		2313	38	
		2322	40	
	F			

25 511

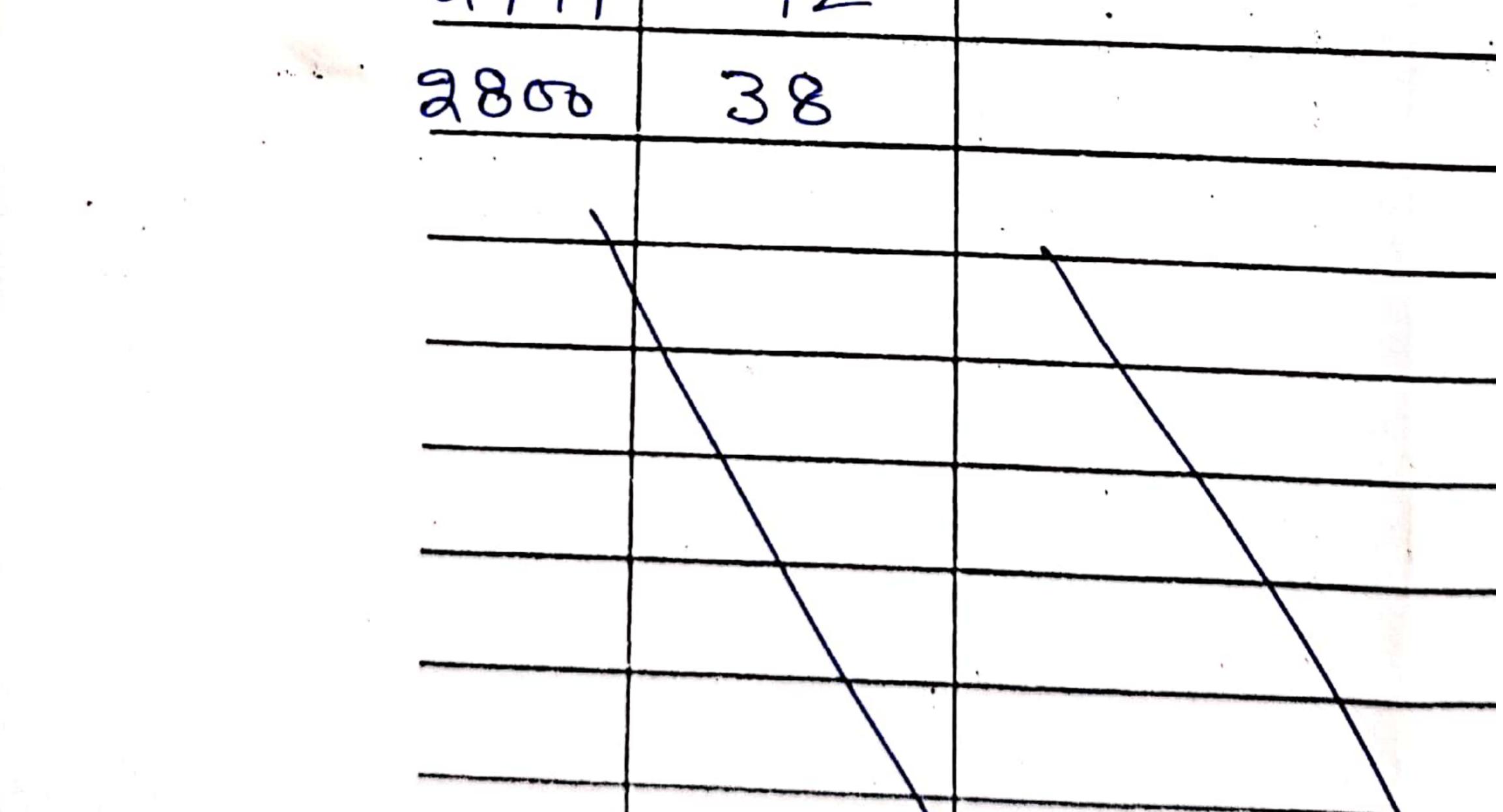


2022-2023 ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) Re-Test ਪਰੀਖਿਆ MST - m/g -2023 ਜਮਾਤ ਦੀ ਦੇ Dst (ਸਰ)ਸਟਰ - ਟੀਸ 227 ਵਿਸ਼ਾ पर्त्ता दान् भ यनगण्डा 





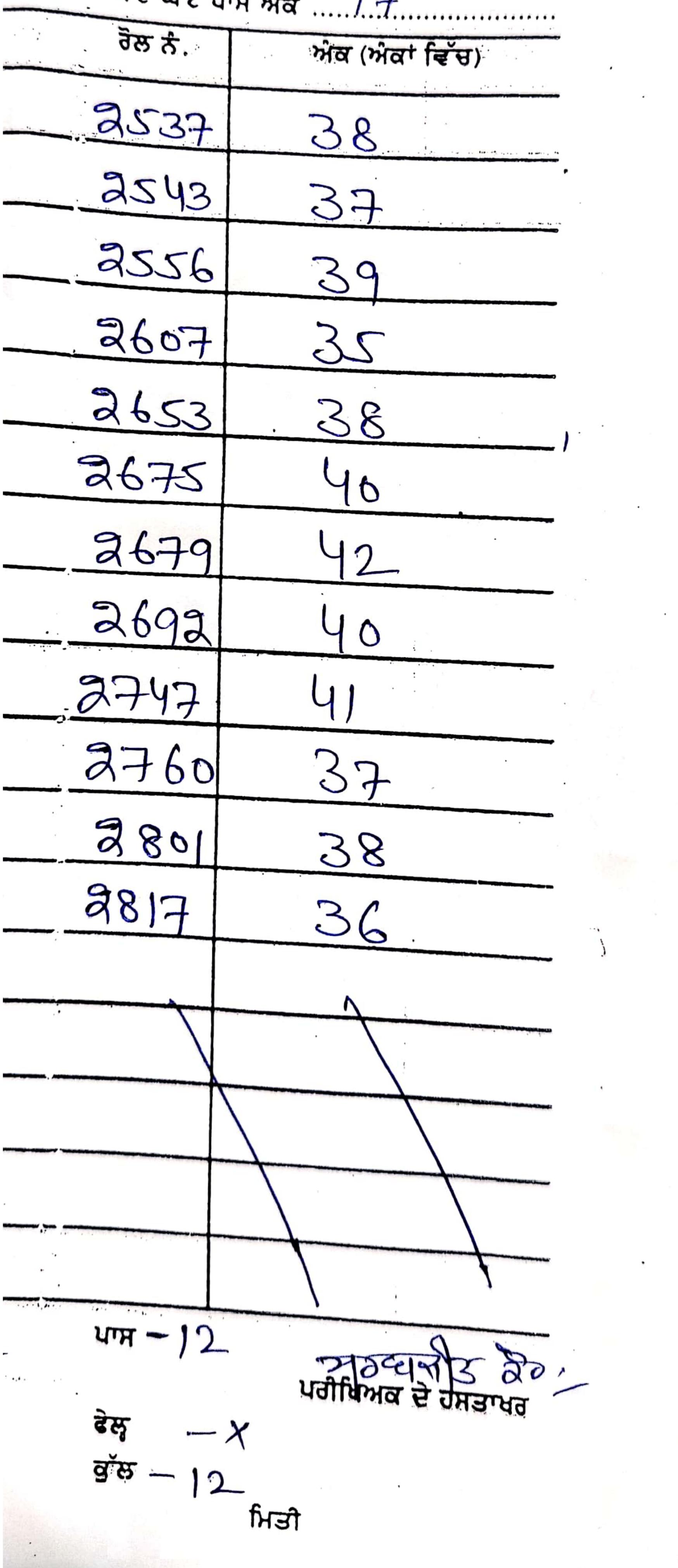
		and the second second second second second second second second second second second second second second second
2707	37	
2719	40	
2726	38	
2733	41	
2764	39	
2790	37	
2796	35	
2799	42	



VTR - 09 ੍ਹਾਹਟਾਨੀਤ ਹੈ। ਮਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ डेल — X बॅस — 09 ਮਿਤੀ 100

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ਸਰਕਾਰੀ ਕਾਲਜ ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮਹਾਲੀ) ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਸੋਹਾਲੀ) uttime MST Retest utilium MST Retest B. ScI (Sem II) N-M & CA - THIS B. SCI Sem IV) N.M. 6 C.A. ਜਮਾਤ FERT Physics.... Physics ਵਿਸ਼ਾ Thermody vonior Statistical Physice & Thermodyre voor Stalistical Physics & ਘੱਟ ਘੱਟ ਪਾਸ ਅੰਕ ...... ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੇ ਅੱਖਰਾਂ ਵਿੱਚ ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੇ. 27 853 Twenty seven 853 27 38 865 865 Piala 38 41 1052 1052 41 UTH 02 6 UTH 02 ਪਰੀਖਿਅਕ ਦ ਹਸਤਾਥਰ ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ हेसु \_\_ NIL . ਫੇਲ੍ਹ -NIL-वॅंस 02 ਕੁੱਲ 02 Mai 03/04/2019 Mat 03/04/2019 Principal, Principal, 4 SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagar SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagar.

ਸਰਕਾਰੀ ਕਾਲਜ ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮਹਾਲੀ) ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮਹਾਲੀ) utition MST Retest valtum MST Retest FATE B.Sch Sem III) N.M. & C.A. HAT'S B. SCH Serve III ) N.M. & C.A. Physics. fer Physics ਵਿਸ਼ਾ All 3 papers. voor dell 3 papers ਪਰਚਾ ਕੁੱਲ ਅੰਕ 25 x 2 = 50 ਰੋਲ ਨੇ. ਅੱਕ (ਅੰਕਾਂ ਵਿੱਚ) ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਅੱਖਰਾਂ ਵਿੱਚ ਰੋਲ ਨੇ. 870 Twenty hire 870 25 25 1056 31 1056 3 no UTH 03 C ਪਾਸ 03 ਪਗੋਖਿਅਕ ਦੇ ਹਸਤਾਬਰ ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ देस - NIL हेस - NIL-बॅंस 03 बुँछ 03 Mat 06/11/2019 1Hat 06/11/2019

A) Heyert G17 Principal, SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagar,

Shipzada Ajit Singh Naudi

ਸਰਕਾਰੀ ਕਾਲਜ ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮੋਹਾਲੀ) uattum MST Relest utilium MST Retest HATTE B.SC. TI (SemiTA) N.H.&C.A. ANTO B. Scil(Sem II) N. M. & C.A. Physics. दिप्ता ..... Physics dell 3 papers বিয়া ਪਰਚਾ ..... dell 3 papers ਪਰਚਾ ... 50 ਕੱਲ ਔਕ ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੇ ਅੱਖਰਾਂ ਵਿੱਚ ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੇ. 907 27 Twenty seven 907 27 30 913 Tist 30 913 915 33 three ti 33 915 31 1112 one 31 19 1112 ਪੂਰੀਖਿਅਕ ਦੇ ਰਸਤਾਖਰ ਪਾਸ 04 BL 04 ਪਾਸ ਪਰੀਖਿਅਕ ਦੇ ਹਸਤਾਖਰ - NIL डेसु -- NIL बुँछ 04 देखु -ਮਿਤੀ 6 2022 05 बॅल ०५ Mat 16/05/2022 Hayerta 1 y Principal, -SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagal. SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagar.

ਸਰਕਾਰੀ ਕਾਲਜ ਸਰਕਾਰੀ ਕਾਲਜ ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮਹਾਲੀ) ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ (ਮਹਾਲੀ) voltum MST Relest utterm MST Retest ANTE B.Sc. II (Sem III) N.M. L. C.A. HATS B.SC. I (Sem III) N.H. & C.F. ਵਿਸ਼ਾ Physics. fer Physics dle 3 papers ਪਰਚਾ .... voor All 3 papers ਕੁੱਲ ਅੰਕ ..... 50 ਘੱਟੋ ਘੱਟ ਪਾਸ ਔਕ 🕺 🕱 ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) ਰੋਲ ਨੇ. ਅੱਖਰਾਂ ਵਿੱਚ ਰੋਲ ਨੇ. ਅੰਕ (ਅੰਕਾਂ ਵਿੱਚ) 1063 25 five Twenty 1063 25 1066 32 1066 tup 32 UTH 02 C ਪਾਸ 02 (C ਪਰੀਖਿਅਕ ਦੇ ਰਸਤਾਖਰ ਪਰੀਖਿਅਕ ਦੇ ਰਸਤਾਖਰ हेसु - NIL-देख - NIL-ਭੱਲ 02 frai 20/12/2022 র্ভ ০ প 2022 ਮਿਤੀ 80/12 Principal, SMHPSSCV, Govt. College, 4-Gy-B) Hoyert 4 7 7 Principal; SMHPSSCV, Govt. College, SMHPSSCV, Govt. College, Sahibzada Ajit Singh Nagan Sahibzada Ajit Singh Nagar.