B. Com Sem-II
English Compulsory
Paper: ENC - 151

Terms Even Sem (2023-24)	Topics
Term 1 (24th January to 5 March 2024	Tales of life The Doll's House Eveline Toba Tek Singh The Taboo A Strand of Cotton Prose For Young Learners Beauty and The Beast With A Song On Their Lips My Financial Career The School For Sympathy Raymond Murphy Units 49 till 68 Units 82 till91 Personal Letter writing
Term 2 (20March2024 to 15 April 2024	Tales of Life Revision Prose for Young Learners Aids Raymond Murphy Units 69till81 Units 92 till 97 Thorough revision.

Deepika Khanna

Neha Behal

Assistant Professor in English

B. Com Semester – II

Punjabi Compulsory (ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ)

Terms **Even Sem** **(2023-24)**	**Topics**
Term – 1 Term 1: From the beginning of the Semester till March 5, 2024.	[illegible]- [illegible] [illegible] [illegible] [illegible] - [illegible] [illegible] - [illegible] [illegible] - [illegible] [illegible] - [illegible] [illegible] - [illegible] ([illegible]/ [illegible] /[illegible]) [illegible] – [illegible] – [illegible] ([illegible]) [illegible] – [illegible] /[illegible] /[illegible] [illegible] – [illegible] – [illegible] – [illegible] – [illegible] [illegible] - [illegible] – [illegible]
Term- 2 Term 2: March 20 to April 15, 2024.	[illegible] – [illegible] [illegible] [illegible] - [illegible] [illegible] - [illegible] [illegible]- [illegible] [illegible] - [illegible] [illegible]- [illegible] ([illegible]/ [illegible]/ [illegible]) [illegible] – [illegible] - [illegible] ([illegible]) - [illegible] ([illegible] – [illegible] /[illegible] /[illegible]) [illegible] - [illegible] - [illegible], [illegible] [illegible] – [illegible] – [illegible]

Manpreet kaur

Assistant Professor in Punjabi

B. Com-Semester – II
COMMERCIAL LAWS
Paper: BCG-204

Terms Even Sem (2023-24)	Topics
Term 1 (8th January to 5th March, 2024)	**The Indian Contract Act, 1872**: Contract – Meaning, Characteristics and kinds, Essentials of valid contract –Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge, Breach of Contracts and its remedies. Contract of Indemnity and Guarantee Contract of Bailment & Pledge Contract of Agency **The Sale of Goods Act, 1930**: Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non–owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.
Term 2 (20th March to 15th April, 2024)	**Consumer Protection Act:** Definitions, objectives, redressal machineries. **The Limited Liability Partnership Act, 2008**: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company , LLP Agreement, Nature of LLP, Partners and Designated Partners ,Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners ,Whistle Blowing, Contributions ,Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

Dr. Tina Vohra
Ms. Amrita

Assistant Professor in Commerce

B. Com Sem - II

BUSSINESS ECONOMICS

Paper- BCG 205

Terms Even Semester	Topics

Term 1 (Beginning of semester to March 5,2024)	**Theory of Demand:** Meaning of demand and its types, law of demand, price elasticity of demand and its measurement: **Consumer's Behaviour Utility approach**: Brief outline of law of diminishing marginal utility and law of equi–marginal utility. **Indifference Curve Approach:** Meaning, properties, price, income and substitution effect, Revealed Preference Approach. **Theory of Production**: Law of variable proportions and Law of returns to scale. Short and Long run cost curves, Traditional and Modern Theory of Costs. **Revenue:** Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand. **Perfect Competition:** Meaning, features, price and output determination of firm and industry under perfect competition. **Monopoly:** Meaning, features, price and output determination under monopoly. **Monopolistic Competition:** Meaning, features, price and output determination under Monopolistic competition.
Term 2 (March 20,2024 to April 15,2024)	**National Income:** Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income. Measurement of National Income: Income, Output and Expenditure Method, Problems in measurement of National Income particularly in underdeveloped countries. **Consumption:** Meaning, determinants (subjective and objective) and importance. Keynes Psychological law of consumption.

Ravneet Arora

Assistant Professor in Economics

Gagandeep Kaur

Assistant Professor in Economics

B. Com Sem - II
Functional management
Paper: BCG-206

Terms Even Semester	Topics
Term 1 (Beginning of semester to March 5,2024)	Introduction, meaning, nature and scope, functional areas, principles of management, social responsibility and business ethics, personnel management, recruitment, selection, training, job evaluation and merit rating, workers participation in management, concept of marketing, functions of marketing, marketing research, advertising and salesmanship.
Term 2 (March 20,2024 to April 15,2024)	Meaning need and importance of strategic management, role of CEO in the organization, production management functions, production planning and control, quality control.

Mrs. Dilpreet Kaur
Assistant Professor in commerce

B. Com Sem - II
Drug Abuse: Problem, Management and Prevention
(Compulsory Paper)
SOA:105

Terms Even Semester	Topics
Term1 Beginning of semester till March 5,2024	1. **Meaning of Drug Abuse:** • Meaning, Nature and Extent of Drug Abuse in India and Punjab 2. **Consequences of Drug Abuse:** • Individual: Education, Employment, Income. • Family: Violence. • Society: Crime. • Nation: Law and Order problem. 3. **Management of Drug Abuse:** • Medical Management: Medication for treatment and to reduce withdrawal effects • Psychiatric Management: Counselling, Behavioural and Cognitive therapy • Social Management Family, Group therapy and Environmental Intervention.
Term 2 March 20 to April 15,2024	4. **Prevention of Drug Abuse:** • Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny. • School: Counselling, Teacher as role-model. Parent-teacherHealth Professional Coordination, Random testing on students. 5. **Controlling Drug Abuse:** • Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program. • Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

Manbir Kaur
Assistant Professor

B. Com II

ADVANCED FINANCIAL ACCOUNTING

Terms Even Semester	TOPICS

Term1 Beginning of semester till March 5,2024	Depreciation – Provisions and Reserves: Depreciation: Meaning–Causes–Objects of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of providing depreciation: Straight line method – Diminishing Balance Method. Provisions and Reserves: Reserve Fund - Different Types of Provisions and Reserves. Accounts from Incomplete Records – Hire Purchase and Instalment Purchase System: Single Entry: Features – Books and Accounts maintained – Recording of transactions – Ascertainment of Profit (Statement of Affairs method only). Hire Purchase System: Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor – Default and Repossession. Instalment Purchase System: Difference between Hire purchase and Instalment Purchase Systems – Accounting Treatment in the books of Purchaser and Vendor.
Term 2 March 20 to April 15,2024	Partnership Accounts: Legal provisions in the absence of Partnership Deed Fluctuating Capitals – Preparation of final accounts Treatment of Goodwill and Admission of a partner, accounting treatment of Retirement and Death of a Partner. Dissolution of Partnership Firms: Legal Position, Accounting for simple dissolution, Applications of rule in case of Garner Vs. Murray in case of insolvency of partner(s) (excluding piecemeal distribution and sale of a firm to a company).

Ravneet Kaur
Assistant Professor in Commerce

B. Com Sem - IV
INDUSTRIAL LAW
Paper: BCG-404

Even Semester (2023-24)	Topics

Term 1 (January 2024 to March 05, 2024)	THE FACTORIES ACT, 1948: Importance, Definitions, Provisions of the Factories Act Relating of Health, Safety and welfare of the workers Working hours of Adults and Young Persons.
	TRADE UNIONS ACT, 1926: Definition and Registration of trade unions Rights and liabilities Of Registered Trade Unions.
	INDUSTRIAL DISPUTES ACT, 1947: Meaning of Industrial Disputers, Authorities under the Industrial disputes Act, their duties and right, Strikes and lockouts, Lay off and retrenchment.
	EMPLOYEES' STATE INSURANCE ACT, 1948: Constitution and Functions Employees State Insurance corporation, standing committee and medical Benefit Council, Provisions Relating to Contribution and benefits
Term 2 (March 20, 2024 – April 15, 2024)	WORKMEN'S COMPENSATION ACT, 1923: A brief study of the basic provisions of the Act.

Ms. Manpreet Kaur
Ms. Twinkle
Assistant Professor in Commerce

B. Com Sem – IV

Group- I

Paper -I: Electronic Banking and Risk Management

Even Semester (2023-24)	Topics

TERM- I (From 8 Jan,2024 to 5 Mar, 2024)	Electronic Banking– Core Banking –Electronic products On line Banking Facilities provided. Security Issues, Cheque Truncation, Microfiche, Phone and Mobile Banking. Electronic Funds Transfer Systems – plain messages (Telex or Data Communication) – Structured Messages (SWIFT, etc…) – RTGS. Information Technology – Current trends – Bank net, RBI net, Data net, Nicnet, I–net, Internet, E–mail etc. Role and uses of technology up gradation – Global developments in Banking Technology Impact of Technology on Banks – Effect on Customers and Service Quality – Computer Audit – Information System Audit. Information System Security and Disaster Management. Risk Management: Types of risks in banks. Risk Management Frame work in Banks: Enterprise–wide Risk Management in Banks; Elements of Risk Management Frame work.
TERM-II (From 20 Mar,2024 to 15 April, 2024)	Systematic Risk Management in Banks; Different Measures of measuring Risks. Risk management –Process and techniques for assessment and management. Asset– liability management in banks, Role of RBI.

Ms. Savi Sharma

Assistant Professor in Commerce

B. Com Sem – IV

Banking Operations and Regulations

Terms	Topics
Term1(Beginning of semester to March 5,2024)	Banks Types of Banks Management and organizational set up of commercial banks Impact of Banking reforms on organizational structure of banks (with SBI as model) Management of deposits of commercial banks Management of advances and loans in commercial banks Central Bank - Techniques of credit control Reserve Bank of India Structure of commercial banking in India State Bank of India Asset liability management Electronic banking Financial inclusion Insurance: concept Principles of insurance

	Relevance of insurance
	Attitude towards insurance cover
	Life insurance: Nature and use
	Origin and growth of Non-life insurance
	Insurance act 1938
	IRDA Act
	Features of policies of life insurance Features of policies of General insurance
	Progress in privatisation of Insurance sector
Term 2 **(March 20,2024 to April 15,2024)**	Reforms and Indian banking Structure, Organization and regulation of Capital market Introduction to Mutual funds Merchant banking

Priyanka Sharma

Assistant Professor in Commerce

B. Com Sem - IV
Cost Accounting
BCG-406

Terms Even Semester	Topics
Term 1 (January 8 to March 5, 2024)	Concept of Cost, Costing, Cost Accounting & Cost Accountancy, Limitations of Financial Accounting Origin and Objectives of Cost Accounting, Advantages and Limitations of Cost Accounting Difference between Financial and Cost Accounting, Cost Unit & Cost Centre Elements of Cost, Material, Labour and other Expenses Classification of Cost Types of Costs and Preparation of Cost Sheet. Contract Costing- Meaning, Features and Rules regarding the calculation of Profits in case of complete and incomplete contracts alongwith the treatment of Work-in-progress. Process Costing - Meaning, Features, Normal and Abnormal Loss/ Gains, Inter process profits and equivalent production. Reconciliation of Cost & Financial accounts Marginal Costing– Meaning and various concepts - Fixed Cost Variable Cost, Contribution, P/V Ratio, Break Event Point, Margin of Safety, Managerial Applications.
Term 1 (March 20, 2024 to April 15, 2024)	Budget and Budgetary Control- Definition, Meaning and objectives of Budgetary control Advantages and disadvantages of Budgetary Control, Types of Budget.

Standard Costing- Definition and Meaning of Various Concepts Advantages and Limitations of Standard Costing Variance Analysis – Material, Labour and Overheads Variances only.

Priyanka Sharma
Assistant Professor in Commerce

BCOM (Pass & Hons.) Semester IV

(BCG-402) `lwzmI pMjwbI`

EVEN SEMESTER (2023-2024)	TOPIC
trm pihlI (SurUAwq qoN 05 mwrc 2024 q`k)	myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (nwiek ibMb/ svY jIvnI dy qOr 'qy) &wsly (nwtk) jiqMdr brwV (ivSw-vsqU, swr/ pwqr auswrI, nwtk klw) **ivAwkrn:** lyK rcnw (smwijk, siBAwcwrk,ieiqhwsk Aqy ividAk srokwrW sMbMDI) A^bwr nUM ieSiqhwr (in`jI qy d&qrI) gurmuKI ilpI dIAW ivSySqwvW
trm dUjI (20 mwrc qoN 15 ApRYl 2024 q`k)	myrI jIvn gwQw (svY-jIvnI) fw. dIvwn isMG (vwrqk SYlI) ivAwrkn: Sbd joVW dy inXm

Dr. Baljinder Kaur
Maninder Kaur
Assistant Professor in Punjabi

B. Com Sem - IV
Environmental studies
(Compulsory Paper)
ESL - 221

Terms	Topics
Term1 Beginning of semester till March 5,2024	**1. Multidisciplinary nature of environment studies** • Definition, scope and its importance • Need for public awareness **2. Ecosystem** • Concept of an ecosystem • Structure and function of an ecosystem • Producer consumer and decomposers • Energy flow in an ecosystem • Ecological succession • Types of ecosystems **3. Social issues and environment** • From unsustainable to sustainable development • Urban problems related to energy • Water conservation, rainwater harvesting, watershed management • Resettlement and rehabilitation of people • Consumerism and waste product • Environment Protection act and issues involved in enforcement of environmental legislation • Public awareness **4. Human population and environment** • Population growth variations among nations • Population explosion - family welfare programme • Environment and human health • Value education, human rights, HIV /AIDS • Women and child welfare **5. Environmental pollution** • Meaning definition and types of environmental pollution • Solid waste management • Role of an individual in prevention of pollution • Disaster management
Term 2 March 20 to April 15,2024	**6. Natural resources** • meaning and definition of natural sources • main natural resources • Forest resources • Water resources • Mineral resources • Food resources

	• Energy resources
	• Land resources
	• Role of an individual in conservation of natural resources
	7. Biodiversity and its conservation
	• Meaning and definition of biodiversity
	• Biogeographical classification of India
	• Value of biodiversity
	• Biodiversity at global national and local levels
	• India as a mega biodiversity nation
	• Hotspots of biodiversity
	• Threats to adversity
	• Endangered and endemic species of India
	• Conservation of biodiversity
	8. Field visits

Harmanpreet Kaur

Assistant Professor in Environment studies

B. Com Semester - IV
BCG-403: GOODS AND SERVICES TAX

Even Semester (2023-24)	Topics
Term 1 (January, 2024 to March 05, 2024)	GST Act 2017: Overview, Constitutional aspects, Implementation, Lability of Tax Payer, GST Council, Brief Introduction to IGST, CGST, SGST and UGST. Levy and collection. Registration: Introduction, Registration Procedure, Special Persons, Amendments / Cancellation. Supply: Concept, including composite supply, mixed supply, interstate supply, intra-state supply, supply In territorial waters, place and time of supply. Input Tax Credit: Introduction, Tax Invoice Credit & Debit notes, e-way bill. Computation of GST Liability and Payment including time, method of making payment, challan Generation, CPIN, TDS &TCS. Reverse charge.
Term 2 (March 20, 2024 – April 15, 2024)	Exemption from GST: Introduction, Composition Scheme and remission of Tax. Returns: various returns to be filed by the assesses. GST Portal: Introduction, GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices

Ms. Savi

Ms. Twinkle Mahajan
Assistant Professor in Commerce

B. Com Sem-IV
Paper: English Compulsory
ENC-251

Terms Even Sem (2023-2024)	Topics
Term 1 (Jan2024 till 5 March 2024	Moments in Time : Robert Browning Emily Dickinson Thomas Hardy Robert Frost W. B. Yeats Making Connections: Unit 3 & 4 Murphy's Grammar: Units 26-37, 42-48
Term 2 (20March 2024 till 15 April 2024	Moments in Time: Wallace Stevens W. B. Yeats Murphy's Grammar: Units 92-97, 113-120

Deepika Khanna

Neha Bhandari

Assistant professor in English

B.COM SEMESTER-VI
GROUP –III :(COMPUTER APPLICATIONS & E–BUSINESS)
BCG 631: WINDOWS AND NETWORKING

Terms	Topics
Term1 (Beginning of Semester to March 5 , 2024)	**Networking**– **Transmission Modes**: Simplex, Half–Duplex, Full Duplex. Analog and digital transmission. Synchronous and Asynchronous transmission. Multiplexing. **Network Topologies**: Bus, Star, Ring, Mesh, Tree. **Network Security**: Network security threats –Malicious code (Malware), Hacking, Creditcard frauds. Spoofing, Sniffing Firewall (Concept, Components and Constituents, Benefits), Enterprise wide security Framework, secure physical infrastcture. **Operating System and Windows**: Operating Systems: Meaning, Definition , Functions and Types of Operating Systems – Booting process – Disk Operating System: Internal and External Commands – Wild Card Characters – Computer Virus, Cryptology. Windows operating system – Desktop, Start menu, Control panel, Windows accessories, The System Tray, Adjusting the Rate of Speech on the Fly, Application Display, Inputting Text, Windows Text Navigation Commands, Reading with the screen reader.
Term 2 (March 20 to April 15, 2024)	**Application of Windows**–Application Windows Display, Accessing the Ribbons. The Recycle Bin– Configuring the Recycle Bin. The Run Dialog, Opening a Variety of Items from the Run Dialog, Exploring Windows Search, Using Search Parameters.

Kiranjit Kaur

Assistant Professor in Computer Science

B.COM (PASS & HONS.) (SEMESTER-VI)
BCG–603: OPERATIONS RESEARCH

Terms	Topics

Term1 January 08 - March 05, 2024	Basics of Operational Research – Development, Definition Characteristics, Necessity, Scope, Limitation. Linear Programming – Introduction, Application, Formulation of Linear Programming Problem, General Linear Programming Problem, Graphical Method of Solution. Theory of Simplex method, Big–M Method. Transportation Model – Assumption, Formulation and Solution of transportation Models, Trans–Shipment Problems Definition of Assignment Model, Hungarian Method for solution of Assignment Problems, Traveling Salesman Problem. Game Theory – Theory of Games, Characteristics of Games, Rules – Look for a pure Strategy, Reduce Game by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games). Net Work Analysis in Project Planning: Project, Project Planning & Scheduling, CPM, PERT, Cost Analysis and Crashing the Network
Term 2 March 20 -April 15, 2024	Queuing Models – Application, Introduction, Elements, operating Characteristics, Waiting Time and Idle Time Costs, Model I – Single Channel poison Arrivals with Exponential Service Times. Infinite Population; Assumption & Limitation Poisson of Queuing Model.

Harpreet Kaur,
Sirjan Arneja
Assistant Professor in Commerce

B.COM SEMESTER-VI
Group -I (Accounting and Finance)
Portfolio Management
BCG-611

Terms Even Sem	Topics
Term 1 (January 8 to March 15, 2024	Portfolio theory: Merits of diversification, Diversification and Portfolio risk, portfolio return and risk, calculation of portfolio risk , Optimal portfolio.. Portfolio Selection: concept of portfolio selection, optimal portfolio, objectives , risk and investor preferences, investment constraints, cut off rate and new securities, Efficient Frontier and portfolio selection Portfolio revision: meaning, need, techniques, formula plans, rules regarding formula plans, constant rupee value plan, constant ratio plan, variable ratio plan, modifications, rupee averaging technique Introduction to investment management: concept and objectives of investment, difference between investment and speculation, investment and gambling,

	meaning of investment management process, investment alternatives, features of investment avenues, types of management strategies, approaches to investment.
Term 2 (March 20 to Apri 15, 2024)	Economic and industry analysis: macroeconomic analysis, forecasting, industry analysis, sensitivity of business cycle, industry life cycle analysis, Porter model of assessment of profit potential of industries.

Priyanka Sharma
Assistant Professor in Commerce

B.COM SEMESTER-VI
BCG-605: workshop on income tax and e filing

Terms Even Sem	Topics
Term 1 (Beginning of semester to March 5,2024)	Applying for Pan,E- filing, ITR for salary individuals, deductions and e-filing for small scale business, self assessment tax, advance tax, 15G,15H,TDS accounting.
Term 2 (March 20 to April 15,2024)	Payroll processing and practical of e-filing.

Mrs. Dilpreet Kaur
Assistant Professor in Commerce

B.COM SEMESTER-VI
BCG-602

Punjabi Compulsory (□□□□□□ □□□□□□)

| **Term – 1**
Term 1: From the beginning of the Semester till March 5, 2024. | □□□□□□- □
□□□□ □□□□ (□□□□. □□□□□□ □□□□ □□□□□□, □□□□□□□ □□□) □□□ □□□□, □□□ □□□□□□, □□□□□ □□□□ □□□ □□ (□□□□□□ □□ □□□ □□□ □□□□□□ □□□□□ 1st Term) (□□□□□□□ □□□□ □□□□□□ /□□□□ – □□□□ /□□□)
□□□□□□□ – □□ – □□□□□□ □□ □□□ (□□□□□□□□) □□□□□□□□ □□□□ □□□□□□ (□□□□ □□ □□□□ □□ □□□□ /□□□□□□ □□□□□□□□ □□□□□□)
□□□□□□ – □□ – □□□ □□□□ (□□□□□□, □□□□□□□□ □□□ □□□□ □□□□□□ □□□□□□)
 □□□□□□ □□□□□ □□□ (□□□□□, □□□□□, □□□□) □□□□□□□□ □□□ □□□
□□□□□□ – □□ - □□□□□□□□ □□□□□□□□ : □□□□ □□□ □□□ |

| Term- 2
Term 2: March 20 to April 15, 2024. | ਪ੍ਰਸ਼ਨ – ੨ ਲੇਖਕ ਨਾਲੋਂ (ਡਾ. ਬਲਜੀਤ ਸਿੰਘ ਬੱਲੀ, ਅਸਿਸਟੈਂਟ ਦਾ) ਜੀਵਨ ਅਧਾਰਤ ਪੱਖ ਤੇ, ਵਿਸ਼ਾ ਵਸਤੂ, ਕਲਾ ਪੱਖ)ਆਦਿ) ਵਿਚੋਂ ਪ੍ਰਸ਼ਨ ਨਿਬੰਧ/ਵਿਆਖਿਆ-ਮੂਲਕ/ਆਦਿ
ਪ੍ਰਸ਼ਨ - ੩ – ਪੈਰ੍ਹਾ ਰਚਨਾ (ਵਿਕਲਪ) ਨਿਬੰਧਾਤ ਪੱਧਰ ਸਵਾਲ (ਪੈਰ੍ਹਾਵਾਂ ਦੇ ਅਧਾਰ ਤੇ ਸਵਾਲ)
ਪ੍ਰਸ਼ਨ - ੪ – ਅਖਾਣ ਮੁਹਾਵਰੇ ਆਦਿ (ਸ਼ਬਦ, ਵਾਕਾਂ) ਵਿਆਕਰਨ ਸੰਬੰਧਤ ਪੱਖ ਆਦਿ
ਪ੍ਰਸ਼ਨ - ੫ – ਸੰਖੇਪ ਰਚਨਾ ਪੈਰ੍ਹਾਂਵਾਂ, ਅਨੁਵਾਦ ਆਦਿ ਸੰਬੰਧਤ |

Dr. Baljinder kaur

Assistant Professor in Punjabi

Manpreet kaur

Assistant Professor in Punjabi

B.COM SEMESTER-VI
BCG–632: E–Marketing

Terms	Topics
Term 1	E Marketing– Meaning, Concept, Nature, Features for E –Marketing Environment, Business Considerations for E Marketing , Unique E Marketing Issues . E Marketing Strategies– Big Picture Strategies, Objectives and Goals, Segmentation and Positioning E– Marketing Techniques: Search Engines, Directories,Registrations, Solicited targeted E–mails, Interactive sites, Banners, Advertising, Spam Mails, E–mail, Chain letters. Applications of 5P's (Product, Price, Place, Promotion, People), E–Advertising Techniques: Banners, Sponsorships, Portals, Online Coupons.
Term 2	Introduction to Internet age and marketing, marketing in an information–intensive environment, Customer behavior in the future, the internet and international marketing Implications of the Internet age for marketing, implications of the Internet for Consumer Marketing, Data mining in marketing Improving marketing productivity in the Internet Age, product innovation in the Internet age, developing products on Internet time, Reintermediation and disintermediation in the internet age, pricingin the internet age, advertising in the internet age, sales and customer and customer service in theinternet age, building meaningful relationships through dialogue

Monica Chhabra

Assistant Professor in Commerce

B.COM SEMESTER-VI
FINANCIAL SERVICES

TERMS	TOPICS

TERM I (Beginning of Semester to March 05, 2024)	Financial services – meaning – features – importance – contribution of financial services in promoting industry – service sector Merchant banking – meaning, origin and growth of merchant banking in India. Scope of merchant banking services – merchant bankers and management of public issues – merchant banking practices in India. Weakness in the functioning of merchant bankers in India. Mutual funds: Concept of mutual funds. Growth of mutual funds in India. Mutual fund schemes – money market mutual funds – private sector mutual funds – functioning of mutual funds in India. Lease financing: Meaning – types of leasing – factors influencing lease – performance of leasing industry in India – RBI guidelines for hire–purchase – problems of hire–purchasing companies in India.
TERM II (March 20 to April 15, 2024)	Factoring: Concept of factoring – why factoring – types of factoring – factoring mechanism–securitization of debt – concept and mechanism. Retail banking services – personal loan – home loons – car loans – consumer loans – educational loans– concept of plastic money – credit cards – debit card – (meaning – features – types – merits and demerits of each services are covered) Venture Capital: Concept of venture capital fund – characteristics – growth of venture capital funds in India.

Ravneet Kaur

Assistant Professor in Commerce

B.COM SEMESTER-VI
Paper: English Compulsory

Terms Even Sem (2023-2024)	Topics
Term 1 (Jan2024 till 5 March 2024	The Guide (novel) by R.K. Narayan Glimpses of Theatre : The Will Villa for Sale Sorry, Wrong Number
Term 2 (20March 2024 till 15 April 2024	Glimpses of Theatre: Progress The Monkey's Paw No Eggs! NoEggs!

Neha Bhandari

Assistant Professor in English

B. Com (Financial Services) Sem - II
Mercantile Law

Even Semester (2023-24)	Topics
TERM I (Beginning to March 5, 2024)	Contract Act- Definition, Nature of Contract, Offer & acceptance, Consideration, Capacity to Contract, Free Consent, Contract of Indemnity and Guarantee, contract of Bailment & Pledge, Contract of agency, Breach of contracts and fits remedies, Discharge of Contract, Consumer Protection Act, Payment of wages Act.
Term II (March 20 to April 15, 2024)	Factories Act, industrial Dispute Act

Mrs. Jaskiranjit Kaur

Assistant Professor in Commerce

B. Com (Financial Services) Sem – II
Banking operations and regulations

Terms	Topics
Term 1(Beginning of semester to March 5,2024)	Modern Commercial: Role and Functions Structure of Banking in India Banker customer relationship Types of Bank accounts Bank Accounts: Opening, Operations and Closing Types of customers Know Your Customer (KYC) Principles of lending: Loans and Advances Central Bank - Role and Functions Banking Reforms
Term 2 March 20 to April 15,2024	Narshiman committee report Capital adequacy and provisioning norms Non Performing Assets

Priyanka Sharma

Assistant Professor in Commerce

B. Com (Financial Services) Sem - II
PAPER VI: INDIAN FINANCIAL SYSTEM

Terms Even Sem	Topics
Term 1 (8th January to 5th March, 2024)	**Introduction to Indian Financial System**: Significance of Indian Financial System, Purpose & Organization, Liberalization of Financial System, Meaning and Components of Indian Financial System. **Financial Instruments**: Traditional and Innovative Instruments. **Financial Services:** Objectives, Types, Intermediaries, Financial Service Sector Problems & Reforms. **Financial Markets:** Capital & Money Markets. **Financial Institution:** Commercial Banking Development- Types , Recent Developments in the Banking Sector
Term 2 (20th March to 15th April, 2024)	Fundamental Concept of Money, Money Supply, Money Creation. **Financial Institution:** Life & Non-Life Insurance only.

Ms. Amrita

Assistant Professor in Commerce

B. Com (Financial Services) Sem - II
Paper-III
Quantitative Techniques for Business-II

Term Even Sem (2023-24)	Topics
Term I From beginning of Semester till March 5,2024	Correlation Analysis: Simple Correlation (Grouped and Ungrouped data), Rank Correlation, Concurrent Correlation, Partial and Multiple Correlation. Simple Regression Analysis: Grouped and Ungrouped data. Probability Theory: Addition and Multiplication theorems. Probability Distribution: Binomial, Poisson and Normal (Fitting of these distributions). Sampling: Various Concepts- Population, Sampling units, Complete enumeration sample survey, Features of a good sample, Sampling Techniques.
Term II 20ᵗʰ March,2024 to 15ᵗʰ April,2024	Interpolation and Extrapolation with equal and unequal class intervals (Binomial, Newton's and Lagrange's formula)

Ms.Harpreet Kaur Uppal

Dr. Moninder Kaur

Assistant Professor in Economics

B. Com (Financial Services) Sem - II
SOA:105 Drug Abuse: Problem, Management and Prevention
(Compulsory Paper)
Paper - VIII

Terms Even Semester	Topics
Term1 Beginning of semester till March 5,2024	1. **Meaning of Drug Abuse:** • Meaning, Nature and Extent of Drug Abuse in India and Punjab 2. **Consequences of Drug Abuse:** • Individual: Education, Employment, Income. • Family: Violence. • Society: Crime. • Nation: Law and Order problem. 3. **Management of Drug Abuse:** • Medical Management: Medication for treatment and to reduce withdrawal effects • Psychiatric Management: Counselling, Behavioural and Cognitive therapy

	• Social Management Family, Group therapy and Environmental Intervention.
Term 2 March 20 to April 15,2024	4. **Prevention of Drug Abuse:** • Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny. • School: Counselling, Teacher as role-model. Parent-teacherHealth Professional Coordination, Random testing on students. 5. **Controlling Drug Abuse:** • Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program. • Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

Manbir Kaur
Assistant Professor

B. Com (Financial Services) Sem - IV

Paper -I: Management Accounting and Auditing

Even Semester (2023-24)	Topics
TERM- I (From 8 Jan,2024 to 5 Mar, 2024)	**Section-A** Management Accounting–Nature and Scope – Difference between Cost Accounting, Financial Accounting and Management accounting. Recent Trends in Management Reporting. Analysis and Interpretation of financial Statement: – Meaning– Types and Methods of Financial Analysis – Comparative statements – Trend Analysis – Common size statements (a general discussion only). **Section-B** Ratio Analysis: – Meaning –Nature – uses and limitations of Ratios. Fund Flow Statements: Meaning and concept of fund–Flow of Fund –Preparation of Fund flow Statements – uses and significance. Cash Flow Statement: Difference between fund flow statement and cash flow statements – Preparation of cash flow statements as per AS–3 Norms. **Section-C** Understanding the concept and rationale of Financial Audit, Cost Audit, Management Audit, Internal Audit, Proprietary Audit,efficiency Audit and Audit by Comptroller and Auditor General of India.
TERM-II (From 20 Mar,2024 to 15 April, 2024)	**Section-D** Statutory Auditor–Appointment qualifications, removal. Duties and liabilities of auditor. Code of conduct and ethics, professional misconduct of statutory auditor.

Ms. Savi Sharma

B. Com (Financial Services) Sem - IV

Paper-V: Fundamentals of Insurance and its Accounting

Terms Even Semester (2023-24)	Topics
Term I (January 8 to March 5, 2024)	Introduction to Insurance; Evolution, Meaning of Insurance, Types of Insurance. Role of Insurance and Principles of Insurance. Insurance Business Environment in India. Regulatory framework; Insurance Regulatory & Development Authority of India Act. Insurance Act 1938. Privatization of Insurance sector Insurance Companies– Books maintained by insurance companies, Explanation of special terms peculiar to insurance business. Accounts for life insurance business, types of policies, Annuity business, surrender value, paid up policy, life assurance fund – valuation balance sheet. Preparation of final accounts of Life and General insurance business (as per the provisions of IRDA Act)
Term II (March 20 to April 15, 2024)	**Life Insurance:** Nature, types of life insurance policies and use of Life Insurance-distinguishing features of life insurance contracts **General Insurance:** Types of general insurance contracts and features of general insurance contracts

Dr. Payal

Assistant Professor in Commerce

B. Com (Financial Services) Sem - IV

Business Economics-II

Terms	Topics

Term 1 (Beginning of Semester to March 5, 2024)	Macroeconomics: Meaning, scope and importance. Difference between micro economics and macroeconomics. National Income: Meaning, concepts, methods and problems in the measurement of national income, particularly in UDc's. Determination of Income and employment: Classical theory and Keynesian theory, Says law of market. Consumption function: Meaning, Importance and determinants of consumption-subjective and objective, Keynes Psychological Law of Consumption. Investment: concepts, types and determinants, Net present value and marginal efficiency of capital, working of multiplier: Static and Dynamic, Accelerator, Interaction between Multiplier and accelerator. Inflation- meaning, causes and cures. inflation unemployment trade-off.
Term 2: March 20 to April 15, 2024	Effective Demand Trade cycles: Meaning, characteristics and phases, Samuelsson and Hicks model of trade cycles.

Gagandeep Kaur

Assistant Professor in Economics

B. Com (Financial Services) Sem - IV
ESL - 221 Environmental studies (Compulsory Paper)
Paper - IX

Terms	Topics

Term1 Beginning of semester till March 5,2024	**1. Multidisciplinary nature of environment studies** • Definition, scope and its importance • Need for public awareness **2. Ecosystem** • Concept of an ecosystem • Structure and function of an ecosystem • Producer consumer and decomposers • Energy flow in an ecosystem • Ecological succession • Types of ecosystems **3. Social issues and environment** • From unsustainable to sustainable development • Urban problems related to energy • Water conservation, rainwater harvesting, watershed management • Resettlement and rehabilitation of people • Consumerism and waste product • Environment Protection act and issues involved in enforcement of environmental legislation • Public awareness **4. Human population and environment** • Population growth variations among nations • Population explosion - family welfare programme • Environment and human health • Value education, human rights, HIV /AIDS • Women and child welfare **5. Environmental pollution** • Meaning definition and types of environmental pollution • Solid waste management • Role of an individual in prevention of pollution • Disaster management
Term 2 March 20 to April 15,2024	**6. Natural resources** • meaning and definition of natural sources • main natural resources • Forest resources • Water resources • Mineral resources • Food resources

	• Energy resources
	• Land resources
	• Role of an individual in conservation of natural resources
	7. Biodiversity and its conservation
	• Meaning and definition of biodiversity
	• Biogeographical classification of India
	• Value of biodiversity
	• Biodiversity at global national and local levels
	• India as a mega biodiversity nation
	• Hotspots of biodiversity
	• Threats to adversity
	• Endangered and endemic species of India
	• Conservation of biodiversity
	8. Field visits

Harmanpreet Kaur

Assistant Professor in Environment studies

B. Com (Financial Services) Sem - IV

LEADERSHIP AND PERSONALITY DEVELOPMENT

TERMS	TOPICS
TERM I (Begining of Semester to March 05, 2024)	Leadership:-Concept, theories, styles and approaches of leadership.
	Motivatio.
	320n:-Concept and various theories of motivation.
	Morale: Definition, importance and methods of improving employee morale.
	Conflict management: meaning, styles and strategies, steps to deal with and resolve a conflict.
	Decision making- nature and types of decisions, decision making models, process, problems and improving decision making process.
	Communication and Interpersonal Skills-Importance and how to improve.

TERM II (March 20 to April 15, 2024)	Personality: Concept and determinants, techniques of personality development, attitude sources and types.
	Stress management-Meaning, types of stress, stress management models and programmes, techniques to cope with stress.
	Group dynamics-Meaning, types of groups, group development, improving group dynamics

Ravneet Kaur

Assistant Professor in Commerce

B. Com (Financial Services) Semester - VI
PAPER-II: SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

Even Semester (2023-24)	Topics
Term 1 (January 2024 to March 05, 2024)	Nature & Scope of Investment Analysis, Elements of Investments, Avenues of Investment, Approaches to Investment Analysis. Concept of Risk & Return and its measurement. Various issues in Portfolio Construction, Financial Assets, Types & their characteristics. Sources of Financial Information. Diversification and Portfolio Risk. Fundamental Analysis, Concept & significance of Economic Analysis, Company Analysis. Technical Analysis, Concept & significance, Different Techniques& Charting patterns, Efficient walk Theory: Weak, Semi-strong& strong form of Market Comparative Analysis of EMH, Fundamental & Technical Analysis. Efficient Market Theory- Random Walk: Weak Form, Semi-Strong, Strong form of market. Comparative Analysis of EMH, Fundamental & Technical Analysis. Markowitz Risk- Return Optimization, Sharpe's single Index Model..
Term 2 (March 20, 2024 – April 15, 2024)	Revision of Portfolio and its evaluation,

Twinkle Mahajan
Assistant Professor in Commerce

B. Com (Financial Services) Semester - VI
Paper VI: Income Tax Law II

Even Semester (2023-24)	Topics
Term 1 (January 2024 to March 05, 2024)	Definition and Meaning of person and assesses under Income Tax Act 1961; Concept of Tax Management, Tax Planning, Tax Avoidance and Tax Evasion; Assessment of Individual- Scope of income, Alternate Minimum Tax, computation of income &tax liability; treatment of Remuneration to partners and members, conditions U/S 184, conditions for claiming deduction U/S 40b. Computation of income and tax liability of firm and AOP/BOI and its partners and members; Income Tax Authorities; Deduction and Collection of tax at source and E-TDS; Advance Payment of Tax. Recovery and Refund of tax- procedure for claiming refund; Appeals and Revisions- Appealable orders and procedure; Penalties- General Provisions, power to waive penalty; Offences and Prosecutions; Double Taxation Relief.
Term 2 (March 20, 2024 – April 15, 2024)	Preparation and filing of return of income; Assessment Procedure-General Provisions, Permanent Account Number, Tax Return Preparer, types of assessment, time limit for completion of assessment; Practical Work Applying PAN, E filing of ITRs.

Mrs. Jaskiranjit Kaur

Assistant Professor in Commerce

B. Com (Financial Services) Semester - VI
PAPER-III: INDIAN ECONOMY WITH SPECIAL REFERENCE TO PUNJAB

Terms Even Semester (2023-24)	Topics
Term I From the beginning of Semester till March 5, 2024	Agriculture: Nature and Importance of Agriculture, Present Position of Agricultural Development of Punjab and Indian economy, Causes of Decline in productivity, Sustainable Agricultural growth, Green Revolution and New Agricultural Strategy, WTO and Indian Agriculture. Industry: Performance and Problems of Industrial development. Industrial sickness- causes and measures, Latest Industrial Policy. Industry in Punjab:

	Pattern, constraints & challenges; Small-scale industry role, problems & future prospects.
	Economic Planning: An overview of planning commission its objectives, strategy and evaluation of planning in India, Niti Aayog, its structure, objectives and evaluation.
	Major Economic Problems in India. Problems related to Population, Unemployment, Poverty, Regional imbalances
Term II **March 20 to April 15, 2024.**	Finances of Punjab State; Sources of revenue and heads of expenditure; Problems of resource mobilization & fiscal crisis in Punjab.

Dr. Moninder Kaur
Assistant Professor in Economics

Bachelor of Business Administration (BBA)
SEMESTER-II
Fundamentals of Banking

Terms	Topic
Term 1 (Beginning of semester to March 5,2024)	Evolution of Banking
	Classification of banks
	Functions of commercial bank
	Types of Bank accounts
	Central Banking
	Reserve Bank of India
	Negotiable Instruments
	Negotiation and parties to Negotiable Instruments
	Presentment of Negotiable Instruments
	Rights and liabilities of parties to Negotiable Instruments
	Discharge of parties to Negotiable Instrument
	Endorsement
	Crossing of cheques
	Customer's Pass Book
Term 2 (March 20 to April 15,2024)	Credit creation
	Clearing House System
	Structure of Banking system

Priyanka Sharma
Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-II
BBA–206: COMPUTER BASED ACCOUNTING SYSTEM

Terms	Topics

Term1 Beginning to 5 March,2024	**Computerized Accounting:** - Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting. **Accounting package -** Setting up an accounting entity, Creation of groups and accounts. **Designing and creating vouchers:** Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet. **Database Design for Accounting**: Identifying and appreciating the data content in accounting transactions; overview of database concepts, ER model; creating and implementing RDM for Financial Accounting; SQL to retrieve data and generate accounting information. Documenting transactions using vouchers; System of vouchers and database design for accounting; Storing and maintain transaction data. **Tally:** Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation. Accounts Management (Using Tally, ERP 9.0 Software Package);
Term 2 20 March to 15 April, 2024	Accounts Masters, Accounts Transaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any Industries/Organization/ Firms.

Divya Gupta
Assistant Professor in Computer Science

Bachelor of Business Administration (BBA)
SEMESTER-II
Drug Abuse: Problem, Management and Prevention
(Compulsory Paper)
SOA:105

Terms Even Semester	Topics
Term1 Beginning of semester till March 5,2024	1. **Meaning of Drug Abuse:** • Meaning, Nature and Extent of Drug Abuse in India and Punjab 2. **Consequences of Drug Abuse:** • Individual: Education, Employment, Income. • Family: Violence. • Society: Crime. • Nation: Law and Order problem. 3. **Management of Drug Abuse:** • Medical Management: Medication for treatment and to reduce withdrawal effects • Psychiatric Management: Counselling, Behavioural and Cognitive therapy • Social Management Family, Group therapy and Environmental Intervention.
Term 2 March 20 to April 15,2024	4. **Prevention of Drug Abuse:** • Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

	• School: Counselling, Teacher as role-model. Parent-teacherHealth Professional Coordination, Random testing on students.
	5. Controlling Drug Abuse:
	• Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program.
	• Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

Manbir Kaur
Assistant Professor

Bachelor of Business Administration (BBA)
SEMESTER-II
PRINCIPLES OF MANAGEMENT

TERMS	TOPICS
TERM I (Begining of Semester to March 05, 2024)	Management: Meaning and definition, nature, purpose, scope, importance and functions, Management as art, science and profession, Management as a social system, Concept of management, administration and organization Principles of management, Scientific Management. Evolution of Management Thought: Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of Management Thought), Indian management thought. Management Techniques: Management by Objective: Meaning, Process, Benefits, And Weaknesses. Staffing: Meaning, nature and functions of HRM, Manpower management, factors affecting staffing, Recruitment, Selection, Training and Development, Performance appraisal: need and process. Directing: Motivation: Meaning, Nature, Importance, Types, Theories of Motivation: Mc. Gregor's, Maslow and Herzberg. Leadership: Meaning, Nature, Styles, Managerial grid, Likert system, Theories: Trait, Behavioural, Situational and Followers. Coordination: Principles and Techniques, Difference between coordination and cooperation. Controlling: Meaning, nature, importance, scope, principles, prerequisites, steps, limitations and techniques.
TERM II (March 20 to April 15, 2024)	Planning: Meaning, Significance, Types of plans, Nature, Elements: Objectives, Policies, Rules, Procedure, Strategy, Decision Making. Organizing: Meaning, Nature and Purpose of organization, Theories of organization, principles of organization, Forms of organization: Line, Functional and Line and Staff, Formal and informal organization, Delegation, Span of Management: Factors determining effective span. Departmentation: Definition, Departmentation by function, Territory, Product/service, Customer group and matrix organization, Decentralisation and Departmentation. Authority: Definition, types, responsibility and accountability, delegation; definition, steps in delegation, obstacles to delegation and their elimination, decentralization vs centralization, determinants of effective decentralization

Ravneet Kaur
Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-IV

Fundamentals of Insurance

Term	Topics
Term 1 (Beginning of semester to March 5,2024)	• Insurance: Concept, need and purpose • principles of insurance • Reforms in Indian insurance sector • Legal framework - Insurance act,1938 • Life insurance corporation act,1956 • Insurance regulatory and development authority (IRDA),1999 • Types of insurance • Marine insurance • Motor vehicle insurance • Health insurance • Liability insurance • Underwriting • Reinsurance • Distribution channels in insurance • Bancassurance • Insurance specialists
Term 2 March 20 to April 15,2024	• General insurance corporation act,1972 • An overview of insurance industry • Life insurance

Priyanka Sharma
Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-IV
BBA-406: OPERATIONS RESEARCH

Terms Even Sem (2023-24)	Topics
Term 1 (8th January to 5th March, 2024)	**Operations Research:** Meaning, significance and scope. Transportation Problem, Assignment Problem. **Games Theory:** Two persons zero sum games, pure strategies, mixed strategies, Dominance. **Inventory**: Types, Nature and classification Economic lot size models, quantity discounts. **CPM/PERT**: Basic concepts of Network Models, Preparation of the Network diagram, project duration and critical path, probability of Project completion.

Term 2 (20th March to 15th April, 2024)	Introduction to linear programming, formation of Linear Programming Problem, Graphical method Simplex Method, Two Phase Simplex Method. Duality in Linear Programming. Definition of Dual Problem, general rules of converting primal into its dual.

Dr. Tina Vohra

Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-IV
BBA-403: FINANCIAL MANAGEMENT

Terms Even Sem	Topics
Term 1 (8th January to 5th March, 2024)	**Finance & Financial Management:** Meaning and Nature, Financial Goal- Profit vs. Wealth Maximization, Finance Functions- Investment, Financing, Liquidity and Dividend Decisions, **Theories of Capitalization.** **Capital Structure Theories:** Conceptual Framework, Determinants, Net Income Approach, Net Operating Income Approach, Intermediary Approach and M.M. Approach. **Cost of Capital:** Meaning and Significance of Cost of Capital, Calculation of Cost of Debt, Cost of Preference Capital, Cost of Equity Capital, Cost of Retained Earnings, Combined Cost of Capital. **Sources of Finance:** Long term and short term. **Dividend Policies:** Issues in dividend decisions, Forms of dividends, Theories of Relevance and Irrelevance of dividends: **Operating and Financial Leverage**: Measurement of Leverages, Financial and Operating Leverage, Combined Leverage. **Management of Working Capital:** Meaning, Significance and Types of Working Capital, Approaches of Working Capital
Term 2 (20th March to 15th April, 2024)	**Capital Budgeting:** Nature of Investment Decisions, Investment Evaluation Criteria, On-Discounted Cash Flow Criteria, Discounted Cash Flow Criteria **Risk Analysis in Capital Budgeting**

Ms. Amrita

Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-IV
Environmental studies (Compulsory Paper)
ESL - 221

Terms	Topics
Term1 Beginning of semester till March 5,2024	**1. Multidisciplinary nature of environment studies** • Definition, scope and its importance • Need for public awareness **2. Ecosystem** • Concept of an ecosystem • Structure and function of an ecosystem • Producer consumer and decomposers • Energy flow in an ecosystem • Ecological succession • Types of ecosystems **3. Social issues and environment** • From unsustainable to sustainable development • Urban problems related to energy • Water conservation, rainwater harvesting, watershed management • Resettlement and rehabilitation of people • Consumerism and waste product • Environment Protection act and issues involved in enforcement of environmental legislation • Public awareness **4. Human population and environment** • Population growth variations among nations • Population explosion - family welfare programme • Environment and human health • Value education, human rights, HIV /AIDS • Women and child welfare **5. Environmental pollution** • Meaning definition and types of environmental pollution • Solid waste management • Role of an individual in prevention of pollution • Disaster management
Term 2 March 20 to April 15,2024	**6. Natural resources** • meaning and definition of natural sources • main natural resources • Forest resources • Water resources • Mineral resources • Food resources

	• Energy resources
	• Land resources
	• Role of an individual in conservation of natural resources
	7. Biodiversity and its conservation
	• Meaning and definition of biodiversity
	• Biogeographical classification of India
	• Value of biodiversity
	• Biodiversity at global national and local levels
	• India as a mega biodiversity nation
	• Hotspots of biodiversity
	• Threats to adversity
	• Endangered and endemic species of India
	• Conservation of biodiversity
	8. Field visits

Harmanpreet Kaur

Assistant Professor in Environment Studies

Bachelor of Business Administration (BBA)
SEMESTER-VI
Group-A Services Marketing

Even Semester (2023-24)	**Topics**

TERM- I (From 8 Jan,2024 to 5 Mar, 2024)	**Section-A** Evolution and Understanding of Services Marketing: Conceptual Framework, Service Defined, Nature of services; Characteristics of services- Intangibility, Inconsistency, Inseparability and inventory. Classification of Services; Consumer versus Industrial Services. Importance of Services Marketing in Indian Economy & Global Scenario. Service Marketing Mix: Introduction to the 7Ps (4 Ps + Extended 3 Ps)of Services Marketing Mix. **Section-B** Product Service Mix:- introduction, Transition from Product Marketing from Service Marketing. Differentiating goods from service, categories of service mix. Goods- Services Marketing continuum. Price: Factors involved in pricing a service product, capacity planning, measures to respond to Change in demand, Reshaping demand using effective pricing. **Section-C** Place: Distribution Strategies, Challenges in distribution of services, Role of internet in Distribution. Promotion: Objectives, Personal Selling, Advertising & Sales Promotion, Extended 3 Ps of Service Marketing Mix. People: Role of service employees in service business, training & development of employees, Motivation and Empowerment.
TERM-II (From 20 Mar,2024 to 15 April, 2024)	**Section-D** Process: Services as process or system- different process aspects and managerial challenges, Strategies for managing inconsistency, customer service in service marketing. Physical Evidence: nature, importance, service scapes. Services Marketing Implementation: Services Marketing Triangle, Servqual Model Rater, PZB Gap Model.

Ms. Savi Sharma

Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-VI
BBA-604: FUNDAMENTALS OF CAPITAL MARKET

Terms Even Sem	Topics
Term 1 (8ᵗʰ January to 5ᵗʰ March, 2024)	**Introduction**-Evolution , Structure, Functions , Objectives And Importance of Capital Market in India **Components of Capital Market:** Introduction to New Issue Market, Secondary Market/Stock Market, Financial Institutions. **Instruments in Capital Market:** Shares (Equity and Preference), Warrants, Bonds and its types, GDRs, ADRs, ETFs, Mutual Fund, Derivatives (Forwards, Futures and Options). **Participants in Capital Market** **Difference between Capital Market and Money Market** **Stock Exchanges:** Stock Exchanges in India, Organization, Management, Membership, Rules of Stock Exchange, Operators at Stock Exchanges, SEBI Guidelines on Stock Exchanges, Weaknesses of Stock Exchanges in India.
Term 2 (20ᵗʰ March to 15ᵗʰ April, 2024)	**Listing of Securities:** Requirements for Listing, Objectives and Advantages of Listing. **Security Market Indices:** Uses of Security Market Indices, Types of Indices Differentiating Factors in Constructing Market Indices.

Ms. Amrita

Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-VI
BBA 603: Income Tax

Terms Even Sem	Topics

Term 1 (8th January to 5th March, 2024)	Basic concepts, residential status, computation of salaries, income from house property, profit and gains of business or profession, capital gains, income from other sources. Aggregation of income, carry forward and setoff of losses.
Term 2 (20th March to 15th April, 2024)	Deductions out of gross total income, agriculture income, tax deduction at source, computation of total income of individuals and firm.

Mrs. Dilpreet Kaur

Assistant Professor in Commerce

Bachelor of Business Administration (BBA)
SEMESTER-VI
(BBA-602) `lwzmI pMjwbI`

EVEN SEMESTER (2023-2024)	TOPIC
trm pihlI (SurUAwq qoN 05 mwrc 2024 q`k)	kwiv gOrv (sMpwdk ibkrm isMG GuMmx, krmjIq kOr) guru nwnk dyv XUnIvristI AMimRqsr Sy^ &rId, Swh husYn, guru nwnk dyv jI, gurU Arjn dyv jI (pRsMg sihq ivAwiKAw, swr, ivSw-vsqU) DrqIAW dy gIq (s&rnwmw) brijMdr isMG hmdrd (lyKk dw jIvn qy rcnw, smwj siBAwcwrk pirpyK) lyK rcnw (ivigAwnk, qknwlojI Aqy clMq mwmilAW sMbMDI AwDuink swihq rUp: kivqw, nwvl, khwxI) ivAwkrn: (a) ivAwkrnk SRyxIAW: ilMg Aqy vcn
trm dUjI (20 mwrc qoN 15 ApRYl 2024 q`k)	kwiv gOrv (sMpwdk ibkrm isMG GuMmx, krmjIq kOr) guru nwnk dyv XUnIvristI AMimRqsr vwirs Swh, Swh muuhMmd (pRsMg sihq ivAwiKAw, swr, ivSw-vsqU) DrqIAW dy gIq (s&rnwmw) brijMdr isMG hmdrd S&rnwmy sy qOr 'qy prK ivAwkrn: ikirAw vwkMS

Maninder Kaur
Assistant Professor in Punjabi

B. Sc. (Economics) Semester - II
Computer Science
Paper - Programming using C

Term	Topics
Term 1 (Beginning of Semester to March 5, 2024)	**Data Representation**, Introduction to Number Systems and Character Codes, Flow Charts, Problem Analysis, decision tables, pseudo codes and algorithms. **Programming Language C**: **Basics of C:** Introduction to C, Applications and Advantages of C, Tokens, Types of Errors **Data Types:** Basic & Derived Data Types, User Defined Data Types, Declaring and initializing variables. **Operators and Expressions:** Types of operators (Unary, Binary, Ternary), Precedence and Associativity **Data I/O Functions:** Types of I/O function, Formatted & Unformatted console I/O Functions **Control Statements:** Jumping, Branching and Looping–Entry controlled and exit controlled, Advantages/Disadvantages of loops, difference between for, while and do–while. **Arrays:** Types of Arrays, One Dimensional and Two Dimensional Arrays. **Storage Classes:** Introduction to various storage classes, scope and lifetime of a variable, Storage class specifiers (auto, register, static, extern), advantages and disadvantages.
Term 2 (March 20 to April 15, 2024)	**Strings:** Introduction to Strings and String functions, array of strings. **Functions:** User Defined & Library Function, Function (Prototype, Declaration, Definition), Methods of passing arguments, local and global functions, Recursion. **Structure and Union:** Introduction to structure and union, pointers with structure.

Ginnia Kakkar

Assistant Professor in Computer Science

B. Sc. (Economics)
Semester II
Quantitative Techniques-II

Terms Even Semester (2023-24)	Topics
Term I **From the beginning of Semester till March 5, 2024**	Statistics: Definition, Scope in Economics, Significance, Limitations. Concepts and Measures of Central Tendency: Mean, Median and Mode; Concepts and Measures of Relative Dispersion. Correlation Analysis: Introduction, Importance, Karl-Pearson's Coefficient of Correlation, Spearman's Rank Correlation Coefficient, Simple Regression Analysis; Difference between Correlation and Regression, Lines of Regression, Properties of Correlation and Regression Cofficients (Stress on numerical examples). Index Numbers: Concept of Index Number, Purpose Construction & Problems, Laspeyre, Paasche and Fisher's Formulae, Tests of Consistency. Analysis of Time Series: Definition, Components of Time Series, Measurement of Trend by different methods; stress on examples.
Term II **March 20 to April 15, 2024**	Tabulation, Classification and Graphical representation of data (Pie Chart, Bar Diagram, Histogram, Frequency Polygon, Ogive Curve, etc.)

Mrs Ravneet Arora
Dr. Moninder Kaur
Assistant Professor in Economics

B. Sc. (Economics) Sem - II
Macroeconomics

Terms Even Semester (2023-24)	Topics
Term I **From beginning of Semester till March 5, 2024.**	Distinction between Micro and Macro Economics; Determination of Income and Employment: Classical and Keynesian models; Say's Law of Market and aggregate demand and aggregate supply. Consumption functions; average (short-run and long run) and marginal propensity to Investment: Meaning, Demand schedules and factors affecting investment decision. Marginal

	Efficiency of Capital. Accelerator, multiplier-accelerator interaction.Consumption functions; average (short-run and long run) and marginal propensity to consume ; static and dynamic multipliers. Inflation: Concept, Causes and cures. Inflation-unemployment Trade-off (only Phillips' contribution). Macroeconomic Policies: Fiscal policy – meaning, objectives and instruments. Monetary policy – meaning, objectives and instruments.Money: Its functions and role. Money and Capital Markets (Introductory).
Term II **March 20 to April 15, 2024**	Trade cycles-meaning, characteristics and phases. Samuelson and Hicks Models of trade cycles. Quantity Theory of Money. Fisher's and Cambridge's equations. Liquidity preference theory. Banking: Definitions of banks. Credit creation and credit control

Dr. Moninder Kaur

Assistant Professor in Economics

B. Sc. (Economics) Sem II

Paper- Quantitative Techniques - II

Terms Even Semester (2023-2024)	Topics
Term I (8th January to 5th March 2024)	Meaning, Nature and Scope, Significance and limitations of Statistics, Central Tendency- Mean, Median, Mode. Measures of Dispersion, Correlation, Regression, Index Numbers and Time Series.
Term II (20th March to 15th April 2024)	Time Series, Classification and Tabulation, Graphical and Diagrammatic representation of data

Ravneet Arora

Dr. Moninder Kaur

Assistant Professor in Economics

B.Sc. (Economics) semester-2

Mathematics

Paper -2: Calculus 2

Even sem (2023-24)	Topics
Term 1 (8th January-7th March)	Limit and Continuity of functions of two variables, Partial differentiation, Change of variables, Partial derivatives and differentiability of real–valued functions of two variables, Schwartz's and Young's Theorem, Statements of Inverse and implicit function theorems and applications. Euler's theorem on homogeneous functions, Taylor's theorem for functions of two variables,Jacobians, Double and Triple Integrals, Change of variables.
Term 2 (22nd March-15th April)	Envelopes. Evolutes, Maxima, Minima and saddle points of functions of two variable LaGrange's undetermined multiplier method, Applications to evaluation of areas, Volumes, Surfaces of solid of revolution, Application to evaluation of area, volume, surface of solids of revolutions.

Megha

Assistant Professor in Mathematics

B.Sc. (Economics) Semester-II

Mathematics

Paper -1: Calculus and Differential Equations

Even sem (2023-24)	Topics
Term 1 (8th jan – 7th march)	Integration of hyperbolic functions, reduction formulae, definite integrals, fundamental theorem of integrals calculus, rectification, quadrature, exact differential equations, first order and higher degree equations, clairaut's form, singular solutions, orthogonal trajectories, linear differential equations with constant and variable coefficients, variation of parameters method, reduction method, series solutions of differential equations.

Term 2 (23th march -15th april)	Power series method, bessel and Legendre equations, asymptotes, tests for concavity and convexity, points of inflexion, multiple points, curvature, tracing of curves.

<div align="right">

Neetu Vinod

Assistant Professor in Mathematics

</div>

<div align="center">

B.Sc. (Economics) Semester - IV
COMPUTER SCIENCE
Data structures & programming language using C++

</div>

Terms	Topics
Term1 (Beginning of Semester to March 5, 2024)	**SECTION–A** Data Structure: Introduction to elementary Data Organization, Common Operation on Data Structures, Algorithm Complexity, Big O Notation, Time-Space Trade-off between Algorithm. Arrays: Array Defined, Representing Arrays in memory, Various operations on Linear arrays, Multi-Dimensional arrays. Linked Lists: Types of Linked Lists, representing linked list in memory, advantages of using linked lists over arrays, Various operations of linked lists. **SECTION–B Stacks:** Description of STACK structure, Implementation of stack, using arrays and linked lists, application of stack-converting Arithmetic expression from infix notational to polish and their subsequent evaluation, quicksort technique to sort an array. **Queues:** Description of queue structure, Implementation of queue using arrays and linked lists, description or priorities of queues, deques. **SECTION–C** Sorting and Searching : Sorting Algorithms, bubble sort, selection sort, insertion sort, quick sort, merge sort, heap sort, searching Algorithms, linear search and binary search.
Term 2	**SECTION–D** Object Oriented Programming: Objects & Classes, Constructor & Destructor, Operator Overloading, Overloading uniary operators, Overloading binary operators, Data conversion, Pitfalls of operator overloading and conversion, Inheritance, Derived class and pase, Derived class

March20 to April15,2023	constructor. Overloading member functions, Inheritance in the English distance class, class hierarchies, Public & Private inheritance, Level of inheritance, Polymorphism, problems with single inheritance, multiple inheritance

Ashmeet Kaur

Assistant. Professor in Computer Science

B. Sc. (Economics) Semester – IV

Punjabi Compulsory (ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ)

Term – 1 Term 1: From the beginning of the Semester till March 5, 2024.	ਸੈਕਸ਼ਨ – ਏ- ਮੇਰੀ ਜੀਵਨ ਗਾਥਾ (ਸਵੈ ਜੀਵਨੀ) ਡਾਕਟਰ ਦੀਵਾਨ ਸਿੰਘ ਨਾਇਕ ਬਿੰਬ, ਸਵੈ-ਜੀਵਨੀ ਦੇ ਤੌਰ ਤੇ ਪਰਖ ਸੈਕਸ਼ਨ- ਬੀ - ਫਾਸਲੇ (ਨਾਟਕ), ਜਤਿੰਦਰ ਬਰਾੜ (ਵਿਸ਼ਾ ਵਸਤੂ, ਸਾਰ) ਸੈਕਸ਼ਨ- ਸੀ- ਲੇਖ ਰਚਨਾ (ਸਮਾਜਿਕ, ਸੱਭਿਆਚਾਰ, ਇਤਿਹਾਸਿਕ ਅਤੇ ਵਿਦਿਅਕ ਸਰੋਕਾਰ) ਸੈਕਸ਼ਨ – ਡੀ - ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ
Term – 2 Term 2: March 20 to April 15, 2024.	ਸੈਕਸ਼ਨ – ਏ - ਮੇਰੀ ਜੀਵਨ ਗਾਥਾ- (ਸਵੈ ਜੀਵਨੀ) ਡਾਕਟਰ ਦੀਵਾਨ ਸਿੰਘ (ਵਾਰਤਕ ਸ਼ੈਲੀ) ਸੈਕਸ਼ਨ ਬੀ - ਫਾਸਲੇ (ਨਾਟਕ) ਜਤਿੰਦਰ ਬਰਾੜ (ਨਾਟਕ ਕਲਾ) ਸੈਕਸ਼ਨ ਸੀ - ਅਖਬਾਰ ਨੂੰ ਇਸ਼ਤਿਆਰ (ਨਿੱਜੀ ਅਤੇ ਦਫਤਰੀ) ਸੈਕਸ਼ਨ ਡੀ – ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿੱਚੋਂ ਅਸ਼ੁੱਧ ਸ਼ਬਦ ਜੋੜਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਨਾ

Manpreet kaur

Assistant Professor in Punjabi

B. Sc. (Economics) Sem - IV
Paper: English Compulsory

Terms	

Even Sem (2023-2024)	Topics
Term 1 (Jan2024 till 5 March 2024	Moments in Time : Robert Browning Emily Dickinson Thomas Hardy Robert Frost W. B. Yeats Making Connections: Unit 3 & 4 Murphy's Grammar : Units 26-37, 42-48
Term 2 (20March 2024 till 15 April 2024	Moments in Time : Wallace Stevens W. B. Yeats Murphy's Grammar : Units 92-97, 113-120

Deepika Khanna

Neha Bhandari

Assistant Professor in English

B.Sc. (Economics) Sem IV

Paper- Quantitative Techniques - IV

Terms Even Semester (2023-2024)	Topics
Term I (8th January to 5th March 2024)	**Multiple Linear Regression:** Concepts, Estimation and Applications (without derivations) of Partial and Multiple Correlation**.** **Non-Linear Regression:** Quadratic and Exponential; Estimation of Fitting of Various Growth Curves (Modified Exponential, Gompertz and Logistic).

	Probability: Definition, Additive & Multiplicative Laws and their Applications, Bayes Theorem, Concept of Random Variable, Probability Mass Function & Density Function, Mathematical Expectation (meaning and properties), Moments elementary treatment.
	Theoretical Probability Distributions: Derivations of the properties of Binomial
	Sampling: Various concepts – Population, Sampling Units, Complete Enumeration sample Surveys, Concept of an Estimator and The Standard Error, Standard Error of Estimates. Features of a Good Sample, Random and Subjective Sampling, Simple Random Sampling (with and without replacement), Stratified Random Sampling (applications only).
Term II (March 20th to 15th April 2024)	**Theoretical Probability Distributions:** Derivations of the properties of Poisson, Normal, Beta and Gamma Distributions.

Ravneet Arora

Assistant Professor in Economics

B.Sc. (ECO) Sem - IV

Paper-Mathematics2 (solid geometry)

Terms Even Sem (2023-2024)	Topics
Term1	Cylinder as surface generated by a line moving parallel to a fixed line and through fixed curve. Different kinds of cylinders such as right circular, elliptic, hyperbolic and parabolic in standard forms Cone with a vertex at the origin as the graph of homogeneous equation of second degree in x, y, z. Cone as a

	surface generated by a line passing through a fixed curve and fixed point outside the plane of the curve, right circular and elliptic cones. Equation of surface of revolution obtained by rotating the curve about the z-axis in the form of . Equation of ellipsoid, hyperboloid and paraboloid in standard forms
8th January to 5th March2024	
Term 2 20th March to 15th April 2024	Surfaces represented by general equation of 2nd degree S = 0. Tangent lines, tangent planes and normal plane

Honey

Assistant Professor in Mathematics

B. Sc. (Economics) Sem - IV

International economics and public finance

Terms	Topics
Term 1 (Beginning of Semester to March 5, 2024)	International trade: Internal and external trade,Classical and Heckscher-Ohlin theory of international trade, Gains from trade, Trade and economic development. commercial Policy: Free v/s protection, rationale of protectionist policy in less developed country GATT &WTO. Balance of Payment: Meaning and components of balance of payment, methods for adverse balance of payment, devaluation and direct control. Rate of exchange: meaning and determination, fixed and flexible exchange rate. Public Finance: Nature, scope and importance. Public debt: meaning, objectives, importance, its burden.

Term 2: March 20 to April 15, 2024	Public expenditure: meaning, principle, importance, effect of public expenditure on production and distribution.
	Taxes: meaning, classification, features of a good taxation system, canons of taxation, incidence and impact of taxation.

Gagandeep Kaur

Assistant Professor in Economics

B.Sc. (Economics) Semester-IV

Mathematics

Paper -1: Statics and Vector Calculus

Even Sem (2023-24)	Topics
Term 1 (8th jan-7th march)	Composition and resolution of forces ,resultant of a number of coplanar forces, parallel forces, Moments, varignon's theorem, couples, equilibrium of two coplanar couples, resultant of a force and couple, equilibrium of coplanar forces, vector differentiation, gradient, divergence, and curl operators, line integrals, vector identity, vector integration, theorems of gauss, green, stokes.
Term 2 (21st march-15th april)	Problems on guass, green, stokes theorem, friction, laws of friction, centre of gravity: centre of gravity of a rod, triangular lamina, solid hemisphere, hollow hemisphere, solid cone and hollow cone.

Neetu Vinod

Assistant Professor in Mathematics

B. Sc. (Economics) Semester–VI
COMPUTER SCIENCE
Basics of Internet Technologies (Theory)

Terms	Topics

Term1 (Beginning of Semester to March 5 , 2024)	**Internet:** Introduction to Internet and its application, services offered by internet, Evolution of internet Intranet and Extranets, Internet Architectures, Internet Applications, , internet service provider (ISP), windows environment for dial up networking (connecting to internet), internet addressing (DNS) and IP addresses). **WWW:** Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark), web designing using HTML, DHTML with programming techniques. **Introduction to HTML:** Introduction to websites, Static vs dynamic websites, server side and client side scripting HTML 5 : Introduction , Structure of a web page , HTML Elements, HTML attributes, Basic Text Formatting tags, Comments, Links, Lists, Image, Style, Forms **Media, Classes, iframes, working with Tables:** Page Design & Layout with Links **CSS:** Introduction to CSS and understanding CSS syntax, Adding Rules to a Style Sheet, managing style sheets (creating, Importing and embedding)
Term 2 (March 20 to April 15, 2024)	Controlling page layout, Understanding grouping and nesting Styling text, Modifying background and foreground elements , Understanding tables, columns and lists ,Using global styles Understanding CSS box model, Working with images, Creating navigation bars using CSS Html Website using CSS

Kiranjit Kaur

Assistant Professor in Computer Science

B.Sc. (Economics) Semester – VI
Economics (Quantitative Methods for Economists)

Month Even Sem (2023-24)	Topics
Term I **From the beginning of the Semester till March5,2024**	Sets, Relations and Functions, Limits and Continuity (Basic concepts), Derivative of simple functions only (excluding log & exponential functions). Maxima/Minima for single variable functions. Introduction to Matrices - definition, properties & inverse. Measures of Central Tendency — Mean, Mode, Median and Geometric Mean; Measures of Dispersion. Simple Correlation & Regression (ungrouped & grouped data)
Term II **20th March,2024 to 15th April,2024**	Concepts and Measure of Skewness and Kurtosis: Boyle's & Karl Pearson's measures. Interpolation: Concepts and Methods — Binomial expansion, Newton and Lagrange's Method (with emphasis on missing values only). Price Index Numbers–Weighted and Unweighted Index Numbers, various formulae and consistency tests.

Harpreet Kaur Uppal

Dr. Moninder Kaur

Assistant Professor in Economics

B Sc (Economics) - Semester – VI
Quantitative Techniques -VI

Month Even Sem (2023-24)	Topics
Term I **From the** **beginning of the** **Semester till** **March5,2024**	Defination, Scope and Nature of Econometrics. Simple Linear Regression Model (OLS method) with applications. General Linear Regression Model, assumptions, properties (BULE). Gauss Markov Theorem, concepts of Coefficient of Determination and Adjusted Coefficient of Determination, Test of Significance(Stress on Numericals). Problems of Heteroscedasticity and Multicollinearity in the Regression Analysis: Sources,Consequences, Test and Remedial Measures. Specification Bias Dummy Variable Technique and its uses.
Term II **20th March,2024 to** **15th April,2024**	Problem of Auto- Correlation in the Regression Analysis: Sources, Consequences, Tests and Remedial Measures. Distributed Lag Models and Auto-Regressive Models.

Harpreet Kaur Uppal
Assistant Professor in Economics

B.Sc. (Economics) Sem VI

Paper-Mathematics2 (Numerical analysis)

Terms Even Sem (2023-2024)	Topics
Term1 8th January to 15th march2024	Solution of non-linear equations, Bisection method, Iteration method, Newton's Method, Generalized Newton's Method, Method of false position, Muller's method, Rate of convergence of these methods. Solution of linear system of equation; Direct method, Gauss elimination variant (Gauss Jordan and Crout reduction), Triangular Method, Iterative Method, Jacobi's Method, Gauss Seidel Method. Forward, Backward, Central, Divided differences, shift operator, relationship between the operators and detection of errors by use of difference operator. Interpolation with divided difference, Newton's formula, Lagrangian Method, Finite difference

	interpolation, Gauss formula, Stirling formula, Bessel's formula, Error Estimation, Extrapolation. Numerical differentiation, Method based on interpolation. Numerical Integration, Trapezoidal rule, Simpson's rule, Weddle rule, Romberg Integration. Gaussian integration method, Gaussian legendre integration. Double numerical integration. Numerical solution of ordinary differential equations.
Term 2

22March to

15th April2024 | Error generation, propagation, error estimation , Initial value problem, Taylor's method, Euler's methods, Picard's method, Milne's Method, Runge-Kutta Method. Predictor- Corrector's Method. |

Honey

Assistant Professor in Mathematics

B.Sc. (Economics) Semester-VI

Mathematics

Paper -1: Linear Algebra

| Even Sem

(2023-24)	Topics
Term 1
(8ᵗʰ January-7ᵗʰ March)	Definition of groups, rings and fields with illustrations. Definition of vector spaces, subspaces. Direct sum of subspaces. Linear span, Linear dependence of vectors. Linear combination of vectors, Basis of a vector space, Finitely generated vector spaces. Existence theorem for basis. Invariance of the number of elements of the basis set.
Term 2
(22ⁿᵈ March-15ᵗʰ April)	Quotient space and its dimension. Linear transformation, Algebra of linear transformation, Rank nullity theorem, Isomorphism and Isomorphic spaces, Matrix of a linear transformation. Changes of basis, Linear operator.

Megha

Assistant Professor in Mathematics

B. Sc. (Economics) SEMESTER-VI
Paper: English Compulsory

Terms Even Sem (2023-2024)	Topics
Term 1 (Jan2024 till 5 March 2024	The Guide (novel) by R.K. Narayan Glimpses of Theatre : The Will Villa for Sale Sorry, Wrong Number
Term 2 (20March 2024 till 15 April 2024	Glimpses of Theatre: Progress The Monkey's Paw No Eggs! NoEggs!

Neha Bhandari

Assistant Professor in English

BCA Sem - II
NUMERICAL METHODS & STATISTICAL TECHNIQUES
Paper – III

Term (EVEN SEMESTER)	Topics
Term I **(Beginning of Semester to March 5, 2024)**	**NUMERICAL METHODS:** Numerical Methods, Numerical methods versus Numerical Analysis, Errors and Measures of Errors. Non–linear Equations, Iterative Solutions, Multiple roots and other difficulties, Interpolation methods, Methods of Bisection, False Position Method, Newton Raphson Method. Simultaneous Solution of Equations, Gauss Elimination Method and Gauss Jordan Method. Interpolation: Lagrangian Polynomials, Newton's Methods: Forward Difference Method, Backward Difference Method and Divided Difference Method **STATISTICAL TECHNIQUES:** Measures of Central Tendency: Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode.
Term II **(March 20 to April 15, 2024)**	**NUMERICAL METHODS:** Curve Fitting, Numerical Integration and different Trapezoidal Rule, Simpson's 3/8 Rule. **STATISTICAL TECHNIQUES:** Measures of Dispersion: Mean Deviation, Standard Deviation, Co–efficient of Variation. Correlation Least square fit linear trend and Non–linear trend.

Isha Arora
Asst. Professor in Computer Science

BCA SEM - II
PAPER-II
Principles of Digital Electronics

Terms: EVEN Semester (2023-24)	Topics
Term I (Beginning to 5th March)	**Number System**: Introduction, number conversion system , binary arithmetic, representation of signed binary numbers, 1's and 2's complement, Codes: straight binary code, BCD Code Excess3 Code, Grey Code ASCII, Integer and floating point representation

	Logic Gates and Boolean Algebra: Logic gates, Universal Gates, Boolean algebra and Minimization techniques, canonical forms of Boolean expressions, K-Map Combinational Circuits: Adder, Subtracter, Multiplexer, Demultiplexer, Decoder, Encoder Sequential Circuits: Flip-flops
Term II (20 March to 15th April)	Sequential Circuits: Clocks and timers, registers, counter Semiconductor memories: Introduction, Static and dynamic devices, read only & random access memory chips, PROMS and EPROMS Address selection logic. Read and write control timing diagrams for ICs

Monika Shahi

Assistant Professor in Computer Science

BCA Sem – II
Introduction to Programming-C++
Paper-I

Terms	Topics
Term1 Beginning to 5 March,2024	**SECTION–A** **Programming Paradigms:** Introduction to the object oriented approach towards programming by discussing Traditional, Structured Programming methodology. **Objects & Classes:** Object Definition, Instance, Encapsulation, Data Hiding, Abstraction, Inheritance, Messages, Method, Polymorphism, Classes, Candidate & Abstract Classes to be examples of the Design process. **SECTION–B** **Object Oriented Programming using C++:** Characteristics of OOP, Overview of C++, I/O using cout and cin, Objects and Classes, Member functions and data, private & public, constructor & destructor, Constructor Overloading, Types of Constructors. **SECTION–C** **Function Overloading**: Function Overloading, Default Arguments, Ambiguity in Function Overloading. Operator Overloading: Overloading unary and binary operators, Type Conversion using Operator Overloading
Term 2	**SECTION–D** **Inheritance:** Concept of inheritance, Base & derived classes, Access Specifiers, Class Hierarchies, Types of Inheritance with examples.

20 March to 15 April, 2024	**Virtual Functions and Polymorphism:** Virtual functions, friend functions, static function, this pointer, polymorphism, Types of Polymorphism with examples, templates, class templates.

Shagun

Assistant Professor in Computer Science

BCA Sem - II
Paper: Communication Skills

Terms Even Sem (2023-24)	Topics
Term 1 (Jan 2024 till 5March 2024)	Listening skills: Barriers to listening, effective listening skills, feedback skills Attending telephone calls, Note making and note taking Speaking and conversational skills Components of meaningful till general topics Study of sounds of English
Term 2 20March till 15 April 2024)	Stress and intonation Situation based conversation in English and essentials of spoken English

Deepika Khanna

Assistant Professor in English

BCA Sem – II

Punjabi Compulsory (ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ)

| **Term – 1** Term 1: From the beginning of the Semester till March 5, 2024. | ਪਾਠਕ੍ਰਮ- ੳ

 ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ ਦਾ ਇਤਿਹਾਸ (ਸੰਪਾ. ਡਾ. ਜਸਵਿੰਦਰ ਸਿੰਘ, ਡਾ ਰਾਜਿੰਦਰ ਕੌਰ)

 ਭਾਈ ਵੀਰ ਸਿੰਘ -

 ਧੀਰਜ ਕਵਿਤਾ - ੴ

 ਪ੍ਰੋ. ਪੂਰਨ ਸਿੰਘ - ਖੁੱਲ੍ਹੇ ਘੁੰਡ ਅਤੇ ਖੁੱਲ੍ਹੇ ਮੈਦਾਨ ਦੀ ਮੌਜ

 ਪ੍ਰੋ. ਮੋਹਨ ਸਿੰਘ – ਸਾਵਣ ਕਵਿਤਾ ਦੀ ਮਹਿਕ

 ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ – ਅੱਜ ਆਖਾਂ ਵਾਰਸ ਸ਼ਾਹ ਨੂੰ

 (ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ ਵਸਤੂ/ ਸਾਰ) |

	ਸੈਕਸ਼ਨ – ਸੀ – ਸ਼ਿਰੋਮਣੀ ਪੰਜਾਬੀ ਵਾਰਤਕ ਭਾਗ – **II** (ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ ਮੇਘਾ ਸਲਵਾਨ) ਇਸ ਪੁਸਤਕ ਵਿੱਚੋ ਨਾਨਕ ਸਿੰਘ, ਸੁਜਾਨ ਸਿੰਘ, ਕਰਤਾਰ ਸਿੰਘ ਦੁੱਗਲ ਦੇ (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ)
	ਸੈਕਸ਼ਨ – ਸੀ – ਭਾਗ – ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ – ਨਾਂਵ ਪੜਨਾਂਵ ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ
	ਸੈਕਸ਼ਨ - ਡੀ – ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ , ਅਖਾਣ ਮੁਹਾਵਰੇ
Term- 2 Term 2: March 20 to April 15, 2024.	**ਸੈਕਸ਼ਨ – ਏ** **ਸਰਵੋਤਮ ਪੰਜਾਬੀ ਕਵਿਤਾ ਤੇ ਕਹਾਣੀ** (ਸੰਪਾ. ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ ਮੇਘਾ ਸਲਵਾਨ) ਕਹਾਣੀ ਭਾਗ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ – ਕੁਰਾਹੀਆ ਸੁਖਜੀਤ – ਆਟੇ ਨੰਬਰ 420 ਅਜਮੇਰ ਸਿੱਧੂ – ਜਹਾਜ਼ ਵਾਲੀ ਟੈਂਕੀ ਜਿੰਦਰ – ਦੋ ਮਿੰਟ ਹੋਰ ਰੁਕ ਜਾ (ਕਹਾਣੀ ਦਾ ਵਿਸ਼ਾ ਵਸਤੁ/ ਸਾਰ) **ਸੈਕਸ਼ਨ – ਬੀ** - **ਸ਼ਿਰੋਮਣੀ ਪੰਜਾਬੀ ਕਾਵਿ ਭਾਗ – II** (ਡਾ. ਰਮਿੰਦਰ ਕੌਰ, ਡਾ ਮੇਘਾ ਸਲਵਾਨ) ਇਸ ਪੁਸਤਕ ਵਿੱਚੋ ਪੀਲੂ, ਕਾਦਰਯਾਰ, ਸ਼ਾਹ ਮੁਹੰਮਦ (**ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ**) **ਸੈਕਸ਼ਨ - ਸੀ** - ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਿਕ **ਸੈਕਸ਼ਨ – ਡੀ** – ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ , ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

Manpreet kaur

Assistant Professor in Punjabi

BCA Sem - II
SOA:105 Drug Abuse: Problem, Management and Prevention
(Compulsory Paper)
Paper - VII

Terms Even Semester	Topics
Term1 Beginning of semester till March 5,2024	1. **Meaning of Drug Abuse:** • Meaning, Nature and Extent of Drug Abuse in India and Punjab 2. **Consequences of Drug Abuse:** • Individual: Education, Employment, Income. • Family: Violence. • Society: Crime.

Term	Topics
	• Nation: Law and Order problem.
	3. **Management of Drug Abuse:**
	• Medical Management: Medication for treatment and to reduce withdrawal effects
	• Psychiatric Management: Counselling, Behavioural and Cognitive therapy
	• Social Management Family, Group therapy and Environmental Intervention.
Term 2 March 20 to April 15,2024	4. **Prevention of Drug Abuse:** • Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny. • School: Counselling, Teacher as role-model. Parent-teacherHealth Professional Coordination, Random testing on students. 5. **Controlling Drug Abuse:** • Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program. • Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

Manbir Kaur
Assistant Professor

Bachelor of Computer Applications (Semester-IV)
Data Structure & File Processing
Paper-I

Term	Topics
Term 1 (Beginning of Semester to March 5, 2024)	**Basic Data Structures:** Introduction to elementary Data Organization and operations, complexity of Algorithms and Time space trade off **Arrays,** **Stacks,** **Queues,** **Linked Lists** (Introduction). **Searching Techniques:** Linear and Binary Search. **Sorting Techniques:** Bubble Sort, Selection Sort, Insertion Sort, Quick Sort, **File Organization:** Concept of field, record, file, blocking and compaction.

	File Organization Techniques: Sequential, indexed, indexed sequential, Direct, Hashing. Concept of master and transaction files.
Term 2 (March 20 to April 15, 2024)	Linked Lists (Algorithms), Trees Binary Trees & Binary Search Trees. Graphs and Algorithms to manipulate them. Merge Sort, Heap Sort

<div align="right">

Ginnia Kakkar
Assistant Professor in Computer Science

</div>

<div align="center">

Bachelor of Computer Applications (Semester-IV)
Paper -II
Information Systems

</div>

Terms Even Sem (2023-24)	Topics
Term 1 (Beginning of the term to 05th March 2024	Fundamental aspects of Information, Capturing of Information, Converting Information to Computer – readable form, source of Information, on–line Information access and capture. What are systems? Information Systems? Categories of Information Systems, Development Life Cycle of Information system. Various types of information systems: Transaction processing systems, office Automation systems, MIS and decision support system. Case studies of the Information System: Accounting Information systems.
Term 2 (20 march to 15th April 2024)	Inventory control systems & Marketing systems Revision

<div align="right">

Pooja Monga
Assistant Professor in Computer Science

</div>

<div align="center">

Bachelor of Computer Applications (Semester-IV)
Paper – III: Internet Applications

</div>

Even Semester (2023-24)	Topics
Term 1 (January 8, 2024 to March 5, 2024)	**Introduction:** About internet and its working, business use of internet, services offered by internet, Evolution of internet, internet service provider (ISP), windows environment for dial up networking (connecting to internet), internet addressing (DNS) and IP addresses). E–Mail Basic Introduction; Advantage and disadvantage, structure of an e–mail message, working of e–mail (sending and receiving messages), managing e–mail (creating new folder, deleting messages, forwarding messages, filtering messages). **Internet Protocol:** Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCPIP. **WWW:** Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark), web designing using HTML with programming techniques.
Term 2 (March 20, 2024 to April 15, 2024)	**Search Engine:** About search engine, components of search engine, working of search engine, difference between search engine and web directory. **Intranet and Extranet:** Introduction, application of intranet, business value of intranet, working of intranet, role of extranet, working of extranet, difference between intranet and extranet.

	DHTML with programming techniques.

Kawaljit Kaur
Assistant Professor in Computer science

Bachelor of Computer Applications (Semester-IV)
System Software
Paper-IV

Terms	Topics
Term1 Beginning to 5 March,2024	**SECTION–A** **Introduction to System Software:** Introduction to System Software and its components Translators, loaders, interpreters, compiler, assemblers. **SECTION–B** **Assemblers:** Overview of assembly process, design of one pass and two assemblers. **Macroprocessors:** Macro definition and expansion, conditional macro expansion, Recursive macro expansion. **SECTION–D** **Loaders and Linkage Editors:** Basic loader functions. Relocation, program linking, linkage, editors, dynamic linking, Bootstrap loaders.
Term 2 20 March to 15 April, 2024	**SECTION–C** **Compilers:** Phases of Compilation Process, Lexical Analysis, Parsing, Storage Management Optimization Incremental Compilers, Cross Compilers. S

Shagun
Assistant Professor in Computer Science

Bachelor of Computer Applications (Semester-IV)
ESL - 221 Environmental studies (Compulsory Paper)
Paper – VII

Terms	Topics

Term1 Beginning of semester till March 5,2024	**1. Multidisciplinary nature of environment studies** • Definition, scope and its importance • Need for public awareness **2. Ecosystem** • Concept of an ecosystem • Structure and function of an ecosystem • Producer consumer and decomposers • Energy flow in an ecosystem • Ecological succession • Types of ecosystems **3. Social issues and environment** • From unsustainable to sustainable development • Urban problems related to energy • Water conservation, rainwater harvesting, watershed management • Resettlement and rehabilitation of people • Consumerism and waste product • Environment Protection act and issues involved in enforcement of environmental legislation • Public awareness **4. Human population and environment** • Population growth variations among nations • Population explosion - family welfare programme • Environment and human health • Value education, human rights, HIV /AIDS • Women and child welfare **5. Environmental pollution** • Meaning definition and types of environmental pollution • Solid waste management • Role of an individual in prevention of pollution • Disaster management
Term 2 March 20 to April 15,2024	**6. Natural resources** • meaning and definition of natural sources • main natural resources • Forest resources • Water resources • Mineral resources • Food resources

- Energy resources
- Land resources
- Role of an individual in conservation of natural resources

7. Biodiversity and its conservation
- Meaning and definition of biodiversity
- Biogeographical classification of India
- Value of biodiversity
- Biodiversity at global national and local levels
- India as a mega biodiversity nation
- Hotspots of biodiversity
- Threats to adversity
- Endangered and endemic species of India
- Conservation of biodiversity

8. Field visits

Harmanpreet Kaur
Assistant Professor in Environment studies

Bachelor of Computer Applications (Semester-VI)
COMPUTER GRAPHICS
Paper – I

Term (EVEN SEMESTER)	Topics
Term I **(Beginning of Semester to March 5, 2024)**	**Overview of Graphics System:** Computer Graphics and their applications. **Display Devices:** CRT Monitors (Random – Scan and Raster Scan, DVST, Plasma – Panel Display, LED and LCD Monitors. **Elementary Drawing:** Points and various Line Drawing Algorithms and their comparisons. Circle generating algorithms, Algorithms for ellipse, arc and sector. **Two Dimensional Transformations:** Basic Transformations, Scaling, Translation, Rotation, Reflection, Shear, Matrix representation of Basic transformations and homogenous coordinates.
Term II **(March 20 to April 15, 2024)**	**Three Dimensional concepts:** 3 D Coordinate Systems. 3D Transformations. Translation, Scaling and Rotation. **Composite Transformations:** Windowing and clipping. Windowing concepts, clipping and its algorithms. Window–to–view port transformations.

	Projections, Parallel projection and Perspective projection.

Isha Arora
Assistant Professor in Computer Science

Bachelor of Computer Applications (Semester-VI)
PAPER – II: COMPUTER NETWORKS

Terms	Topics
Term1 Beginning to 5 March,2024	**Introduction:** Network Definition, Basic Components of a Network, Network types and topologies, Uses of Computer Networks. **Transmission Media:** Coaxial cable, twisted pair cable, fiber optics & satellites. OSI reference model, TCP/IP reference model, comparison of OSI and TCP reference model. **Introduction to Analog and Digital Transmission:** Telephone system, Modems, Types of modems, pulse code modulation. **Transmission & Switching:** Multiplexing, circuit switching, packet switching, hybrid switching. **Local Area Network Protocols:** CSMA Protocols, IEEE standards 802, Token Bus, Token Ring. **Data Link Layer Design Issues:** Services provided to Network layer, Framing, error control, flow control, link management. Error detection & correction, Elementary Datalink Protocols. **Design Issues of Network Layer:** Services provided to transport layer, routing, connection, internet & World Wide Web.
Term 2 20 March to 15 April, 2024	**Network Security and Privacy:** Brief Introduction to Cryptography. **Network Services:** File transfer, Access & Management, Electronic Mail, Remote login

Divya Gupta

Assistant Professor in Computer Science

Diploma in Computer Animation
Semester- II
Subject -Paper-I: Multimedia Technologies

Terms	Topics
Term 1 (Beginning of Semester to March 5, 2024)	Section–A Introduction: Multimedia Definition, Design Processes, Morphing, Media Control interfaces. Types of text, Font, insertion, compression, File formats. Types of images, color modes & color models, Basic steps for image processing, principle and working of scanner and digital camera. Section–C Compression and coding: What is compression? Need for compression, Types of compression basic compression techniques-run length, Huffman's coding, JPEG, zip coding, Overview of Image and Video compression techniques. Section–D Multimedia presentation and authoring: Overview, multimedia authoring metaphor, multimedia production, presentation and automatic authoring, Design paradigms and user interface, overview of tools like adobe premiere.
Term 2 March20 to April15,2023	Section–B Audio and Video technology: Fundamental characteristics of sound, Rasters canning principles, sensors for TV cameras, color fundamentals, additive and subtractive color mixing, Liquid crystal display (LCD), Plasma Display Panel (PDP), Video for Window,

.Anshi Kapoor

Assistant Professor in Computer Science

Diploma in Computer Animation s
Semester- II
-Paper-II: 2D Animation and Storyboard Pro

Terms	Topics
Term1 Beginning to 5 March,2024	Section–A Fundamental & Concept of 2D: Introduction to Drawing and Design, Perspective Study and Background Design, Posing and Character Design, Eye Blink. Fundamental of Storyboarding & Camera angles, creating a storyboard with paper and pencil, Introduction to Storyboard Pro. Section–B 2D Drawing Tools: Working with objects Using Primary drawing tools Working with selection tools, Creating lines, choosing line styles Drawing panels Symbols & instances Working with colors & text, Color basics Color panels, Color mixer panels Text field types, Text tool, Font Export & Display, Font symbols Modifying text.
Term 2 20 March to 15 April, 2024	Section–C Layers And Frames: Library, Insert layer, Motion Guide, Frame rate, making animation, Compiling objects, Key frames, Frame by Frame Animation, Onion Skins, Frame Rate, Motion Tweening, Stop Action, Rotate & Spin, Info Panel, Movie Explorer, Shape Tweening, Button Symbols, Action, Adding Sound to Buttons, Publishing and Exporting. Section–D Cartoon Animation: 2D workspace, Character development, Model sheet creation, Cartoon animation, Draw expressions, Lip synchronization, Exposure to theatre, 2D animation for web and broadcast, Doing and recording voice over Music selection for background, working with a music composer. Producing 2D animated advertisement, producing 2D animated presentation, producing 2D animated portfolio.

.Anshi Kapoor

Assistant Professor in Computer Science

PG Diploma in Web Designing
Paper-II: PROGRAMMING IN JAVA

Terms	Topics
Term 1 (Beginning of Semester to March 5, 2024)	**Section–A** Evolution of Java Importance of JAVA to Internet, Features of JAVA, Bytecode, Object Oriented Approach. Data Types, Variables and Arrays Data types, Declaration of Variable, Type Conversion and Casting, One Dimensional and Multidimensional arrays **Section–B** Operators and Control Structures Arithmetic, Bitwise, Relational, Boolean, Assignment Operators, Operator precedence, Selection Statements, Iteration Statements, Jump statements. Classes Class Fundamentals, Declaring objects, introducing methods, constructors, this keyword, Overloading constructors, Recursion, Nested and Inner classes. **Section–C** Inheritance Basics, Creating Multilevel hierarchy, Method Overriding, Abstract Classes. Exception Handling Fundamentals, Exception Types, uncaught exceptions, try and catch.
Term 2 March20 to April15,2023	**Section–D** Packages and Interface Packages, Access Protection, Importing Packages, Interfaces, Defining, Implementing, Applying Interfaces, Extending Interfaces

Ashmeet Kaur

Assistant Professor in Computer Science

PG Diploma in Web Designing (CBGS)
Semester- II
PAPER IV: PC COMPUTING

Terms	Topics

	SECTION–A
Term1 Beginning to 5 March,2024	**MS-Word:** Introduction to Ms-Office, Ms-Access, Ms Excel. Parts of window of word (Title bar, menu bar, status bar, ruler) , Creation of new documents, opening document ,insert a document into another document .Page setup, margins, gutters, font properties, A!ignment, page breaks, header footer .deleting ,moving, replace, editing text in document. Saving a document, spell checker, printing a document. Creating a table, entering and editing Text in tables. Changing format of table, height width of row or column. Editing, deleting Rows, columns in table. Borders, shading, Templates, wizards, Drawing objects, mail merge **SECTION–B** **MS-Power Point:** Introduction to Ms power point. Power point elements (templates wizard Views, color schemes ,Exploring power point menu (opening & closing menus, working With dialogues boxes) , adding text, adding title, moving text area, resizing text Boxes, adding pictures. Starting a new slide, saving presentation, printing slides .Views (slide View slide sorter, notes view, outline view) .Formatting & enhancing text formatting, Choosing transitions. Creating a graphs, displaying slide show, adding multimedia .Slide transitions. Timing slide display, adding movies & sounds. Using a pick look Wizards to change format.
Term 2 20 March to 15 April, 2024	**SECTION–C** **MS-Excel:** Introduction to Worksheet/Spreads, Features of excel, Describe the excel Window, different functions on different data in excel, creation of graphs. editing it and formatting. changing chart type to 2d chart or 3d chart, creation of worksheet, adding, deleting, moving the text in worksheet, linking different sheets, sorting the data, querying the data, filtering the data (auto and advance filters), What-if analysis, printing a worksheet. **SECTION-D** **MS-Access:** Introduction, Understanding Databases. Creating the tables. entering records in table, deleting table, modifying table fields, linking tables, Queries. Forms, formatting forms, relating a form to tables, Reports(building reports, formatting report. displaying the information of table using reports Adding Graphs to your reports.

Monika Shahi, Shagun

Assistant Professor in Computer Science

PG Diploma in Web Designing (Semester-II)
Paper – III: Internet Applications

Term Even Semester (2023-24)	Topics

Term 1 (January 8, 2024 to March 5, 2024)	**Introduction:** About internet and its working, business use of internet, services offered by internet, Evolution of internet, internet service provider (ISP), windows environment for dial up networking (connecting to internet), internet addressing (DNS) and IP addresses. **E–Mail Basic Introduction**; Advantage and disadvantage, structure of an e–mail message, working of e–mail (sending and receiving messages), managing e–mail (creating new folder, deleting messages, forwarding messages, filtering messages). Implementation of outlook express. **Internet Protocol:** Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCPIP. **WWW:** Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark), web designing using HTML with programming techniques. **Search Engine:** About search engine, components of search engine, working of search engine, difference between search engine and web directory.
Term 2 (March 20, 2024 to April 15, 2024)	**News group:** Basic concepts of newsgroup, connecting to a news server, subscribing to news group, organization of articles, reading messages, posting replies and new messages, managing newsgroup and messages. **Intranet and Extranet:** Introduction, application of intranet, business value of intranet, working of intranet, role of extranet, working of extranet, difference between intranet and extranet. **DHTML** with programming techniques.

Kawaljit Kaur
Assistant Professor in Computer Science

PGDWD Semester **II**
PAPER-I: Network Concepts and Management (Hardware, Software, setting in LINUX/UNIX/NT Environment)

Terms Even Sem (2023-24)	Topics
Term 1	Network H/W and Software requirement – Network topologies, OSI reference model, TCP/IP model. Design Issues: ISDN, ATM, Routers, hub, switches.

(Beginning of the term to 05th March 2024	Network Security: Data compression techniques, cryptography, IP addressing schemes. NT Administration: Account policies, creating a user account, group membership, administration of share through server manager Primary Domain controller, backup, domain controller. Unix: Unix features, unix system architecture, permission mode, pipes & filters, Commands: Cat, Is, In, chmod, mail, write, who, cal, pwd, date, Ps, mkdir, cd, mdir, rm, cle
Term 2 (20 march to 15th April 2024)	Introduction to Linux: Comparative study of NT server, Unix and Linux.

Pooja Monga

Assistant Professor in Computer Science

M.Com-Semester - II
MC–201: CORPORATE FINANCIAL ACCOUNTING AND AUDITING

Terms Even Sem (2023-24)	Topics
Term 1 (8th January to 5th March, 2024)	**Valuation of goodwill:** Different approaches such as super profit, annuity and capitalization approach. **Valuation of shares:** Different approaches such as book value and earnings approach. **Understanding the concept and rationale of Financial Audit, Cost Audit, Management Audit, Internal Audit, Proprietary Audit, Efficiency Audit and Audit by C. and A.G**. **Statutory Auditor**: Appointment qualifications, removal. Duties and liabilities of auditor. Code of conduct and ethics, professional misconduct of statutory auditor. **Meaning, Objectives and scope of cost audit.** Cost Auditor, his appointment, duties liabilities. Cost audit report; Meaning, objectives and scope of management audit. Appointment and qualifications of management Auditor. **Audit of management functions** such as planning, organising and control. Audit of functional areas–production, personnel marketing finance and accounting.
Term 2 (20th March to 15th April 2024)	**Company Final Accounts**: Requirements of Companies Act, 2013. **Form and contents of Profit and loss account statement and balance sheet.** **Managerial remuneration. Meaning of profit. Divisible profits.**

Dr. Tina Vohra

Assistant Professor in Commerce

M.Com (SEMESTER-II)
MC-202
FINANCIAL MANAGEMENT

Month	Topics
Term I **(Jan 8 to March 5, 2024)**	Introduction- Concept of Finance, aims, scope and objectives of Financial Management, Types of Financial Decisions and their inter-relationship. Cost of Capital- concept, relevance, different components, weighted average and marginal cost of capital. Capitalisation- Concept and types Capital Budgeting- Meaning, objectives and process, traditional and modern methods of capital budgeting, treatment of risk and uncertainty in capital budgeting. Leverages- Business Risks and Financial Risk, Types of Leverages and its implications. Capital structure- Concept, capital structure, theories, designing optimum, capital structure, concept of point of indifference, financial break-even point and capital gearing ratio. Sources of Finance: short-term and long term. Working capital management: Meaning, Types, various issues in working capital management, estimating working capital requirements, approaches to working capital financing and various sources, management of components of working capital (Cash, Receivables and Inventory)
Term II **(March 20 to April 15,2024)**	Dividend policy -Concepts, types and forms of dividend, Different models: Walter, Gordon, MM model, Factors affecting Dividend policy of a firm.

Mrs Priyanka Sharma

Assistant Professor in Commerce

M Com Sem - II

Research Methodology

MC-203

Even semester (2023-2024)	Topic to be covered	Practical

Term 1	• Research Methodology	• Multiple regression analysis
From the beginning of semester till March 5th, 2024.	• Problem formulation and statement of research objectives • Choosing a Research Topic • Review of literature • Research design • Data preparation, analysis and interpretation • Multiple regression analysis • Logistic regression analysis	and Logistic regression analysis through SPSS
Term 2 From March 20th, 2024 to April 15th, 2024.	• Measurement concept and levels of measurement • Attitude measurement • Discriminant analysis • Factor analysis	• Practical through SPSS for Discriminant analysis & Factor analysis

Ms Harpreet Kaur Uppal

Assistant Professor in Economics

Mrs. Vijay Laxmi

Assistant Professor in Mathematics

M.Com (Semester II)

MC-205: Human Resource Management

Terms Even Semester (2023-24)	Topics
Term I (January 8 to March 5, 2024)	**Human Resource Management (HRM):** Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM. **Human Resource Planning (HRP):** Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process. **Job Analysis:** Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis. **Recruitment and Selection:** Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. Meaning and Process of Selection, Problems associated with Recruitment and Selection.

Term	Topics
	HR Training and Development: Concept and Need, Process of Training and Development Programme:- Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training Programme and Levels of Training Evaluation, Impediments to Effective Training.
	Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.
	Job Evaluation: Meaning, Process and Methods of Job Evaluation.
	Grievance Handling: Meaning, Process, Grievance handling machinery.
	Discipline: Meaning, reasons of indiscipline, consequences of indiscipline and approach to maintain discipline.
Term II (March 20 to April 15, 2024)	**Managing Compensation and Employee Remuneration:** Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration. **Incentives:** Concept, Importance and Process of Incentive

Dr. Payal

Assistant Professor in Commerce

M.Com Sem IV

MC-402: E-COMMERCE

Terms: EVEN Semester (2023-24)	Topics
Term I (Beginning to 5th March)	**Introduction to E Commerce and Definition**: E-Commerce based activities, Goals of E-Commerce, Functions, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Framework of E-Commerce, Electronic Commerce and Electronic Business, Electronic business models: B2B, B2C, C2C, C2B. Web sites as market place. Pure online vs. brick and click business; Assessing requirement for an online business designing, developing and deploying the system **Operations of E Commerce:**

| | Online-payment mechanism; Electronic Payment systems; payment Gateways; Visitors to website; Tools for promoting websites; Risk management options for e - payment systems.

E-Business Applications & Strategies: Business Models & Revenue Models over Internet, Emerging Trends in e-Business, e-Governance, Digital Commerce, Mobile Commerce, Strategies for Business over Web, Internet based Business Models. e-Marketing, e-CRM, e- SCM, e-Procurement |
|---|---|
| **Term II (12 March to 15th April)** | **Security and Legal Aspects of E-Commerce**: Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Laws – Relevant provisions of Information Technology Act 2000, offences, secure electronic records and digital signatures penalties and adjudication. |

Monika Shahi

Assistant Professor in Computer Science

M.Com (Semester IV)

MC-453: Services Marketing

Terms Even Semester (2023-24)	Topics
Term I (January 8 to March 5, 2024)	**Introduction to Services**: Meaning and need for services marketing, Service and technology, Differences in goods versus services marketing, Service marketing mix. **Customer Expectations of Services:** Meaning and types of services expectations, Factors that influence customer expectations of services, Models of customer service. **Customer Perceptions of Services:** Customer satisfaction, Service quality, Service encounters, Strategies for influencing Customer perceptions. **Understanding Customer Expectations & Perceptions through Marketing Research:** Using marketing research to understand customer expectation, Elements in effective services marketing research program, Analyzing and interpreting marketing research findings, using marketing research information **Service Recovery:** Impact of service failure and recovery, Service recovery paradox, How customer respond to service failures? Why do/don't people complain, Customer expectation after complain, Switching versus staying post service recovery, Service recovery strategies.

	Service Development & Design: Challenges of service design, Service redesign, Stages in new service development, Service blueprinting, High performance service innovations.

Physical Evidences and Servicescape: Types of servicescapes, Role of servicescape, Framework for understanding servicescape effects on behavior, Approaches for understanding servicescape effects, Guidelines for physical evidence strategy.

Employees' Role in Service Delivery: The critical importance of service employees, Boundary/spanning roles, Hire the right people, Develop people to deliver service quality, Retain the best people.

Customers' Role in Service Delivery: Importance of customers in service delivery, customers' roles, Self-service technologies, Strategies for enhancing customers' participation, Managing the customer-mix

Delivery Service through Intermediaries & Electronic Channels: service Intermediaries, Direct or company owned channels, Common issues involving intermediaries, Key intermediaries for service delivery, Strategies for effective service delivery through intermediaries

Integrated Service Marketing Communications: Need for co-ordinate in marketing communication, Reasons for service communication problems, Matching service promises with delivery, exceeding customer expectations. |
| Term II

(March 20 to April 15, 2024) | **Pricing of Services:** Services prices for consumers, cost-based pricings, Competition-based pricing, Demand-based pricing, discounting odd pricings, Synchro-pricing, Penetrating pricing, Prestige pricing, Skimming pricing, Value pricing, Marketing segmentation pricing, Price framing, Price bundling, Complimentary pricing, result-based pricing, Contingency pricing, Sealed bid contingency pricing, Money-back guarantees, commissions.

Financial & Economic Effects of Service: Service & profitability, Offensive marketing effects of service, Defensive marketing effects of service, customers' perceptions of service & purchase intentions, Drivers of service quality, Customer retention & profits.

Integrated Gaps Model of Service Models of Service Quality: Gaps model of service quality, Gronroos' perceived service quality model, SERQUAL, Zeithamal's RATER model, Kano's two factor model.

Organizing for Change Management & Service Leadership: Service-profit chain, Qualities associated with service leaders, Reducing inter-functional conflicts, Change management, Evolution versus turnaround, Valuating leadership potential, Leadership culture & climate. |

Dr. Payal

Assistant Professor in Commerce