



**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	UB04AEBVA01	<b>Title of the Course</b>	Soft Skills for Business II
<b>Total Credits of the Course</b>	02	<b>Hours per Week</b>	02

<b>Course Objectives:</b>	<ul style="list-style-type: none"><li>• Define and explain the concept of attitude, highlighting its importance in personal and professional contexts.</li><li>• To Understand the nature and significance of emotional intelligence (EI), including its scope and various types.</li><li>• To Apply guidelines for developing non-verbal communication skills to improve overall communication competence.</li><li>• To Recognize the importance of learning non-verbal communication skills in conveying messages accurately and building rapport with others.</li></ul>
---------------------------	--

<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Attitude &amp; Emotional Intelligence</b> Meaning of Positive Attitude, Importance of Positive Attitude, Ways to Build up Positive Attitude. Nature and Significance of Emotional Intelligence – Scope and Types – Correlates of EI – Strategies to enhance EI (General questions/short notes may be asked)	50%
2.	<b>A. Non-verbal aspects of communication</b> <ul style="list-style-type: none"><li>• Kinesics, Proxemics, Paralanguage</li><li>• Importance of Learning Non-Verbal Communication Skills</li><li>• Positive and Negative Non-verbal Clues</li><li>• Guidelines for Developing Non-verbal Communication Skills</li></ul> <b>B. Drafting of Speeches</b> Speeches on the occasions like inauguration, welcoming, condolence, farewell, vote of thanks, and celebration of important days and national holidays. ( General questions / short notes may be asked) (General questions / short notes may be asked)	50%





Teaching-Learning Methodology	<b>Learner-centred Instructional methods</b> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films
-------------------------------	---

**Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)**

Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%
*Students will have to score a minimum 40(forty) percent to pass the course.		

**Course Outcomes:** After completion of the course, the learner

1.	<ul style="list-style-type: none"><li>Understands and appreciates creative English and is able to refine his/her oral and written expressions</li><li>Actively thinks about what is happening in a text while reading it, and mentally interacts and constructs meaning from the text</li><li>Uses formal channels and methods of communication, and is able to overcome the barriers to effective communication for effective operation of a business organization</li><li>Drafts effective Sales Promotion letters.</li></ul>
----	---





Sr. No.	References
	<ul style="list-style-type: none"><li>• Essentials of Business Communication – Rajendra Pal and JS Korlahalli (Sultan Chand &amp; Sons)</li><li>• Principles and Practice of Business Communication – Rhoda A Doctor &amp; Aspi H Doctor (AR Sheth &amp; Company, Mumbai)</li><li>• Business Communication – US Rai &amp; SM Rai (Himalaya Publishing House, Mumbai)</li><li>• Developing Communication Skills – Krishna Mohan &amp; Meera Benerji (Macmillan)</li><li>• Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)</li><li>• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)</li><li>• Effective Business Communication – M V Rodriques (Concept Publishing House)</li><li>• Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)</li><li>• Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill 2002)</li><li>• Communication Skills – Sanjay Kumar &amp; Pushp Lata (OUP)</li><li>• Business Communication second edition –Meenakshi Raman and Prakash Signh (Oxford University Press New Delhi)</li><li>• Business Communication Making Connection in a Digital World –Raymond V Lesikar, Marie E Flatley, Kathryn Rentz and Neerja Pande Eleventh Edition (Tata McGraw –Hill New Delhi)</li><li>• Developing Communication Skills – Krishna Mohan and Meera Banerji, second edition (Macmillan Publishers India Ltd Mumbai)</li><li>• Joshi Gangadhar (2016), Campus to Corporate, Sage Publication India Pvt Ltd, New Delhi.</li><li>• Wadkar Alka ((2016), Life Skills for Success, Sage Publication India Pvt Ltd, New Delhi.</li></ul>

On-line resources to be used as and when required.





**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

---

**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	<b>UB04MABVA01</b>	<b>Title of the Course</b>	<b>Credit Processing Officer</b>
<b>Total Credits of the Course</b>	<b>4</b>	<b>Hours per Week</b>	<b>6</b>

<b>Course Objectives</b>	The course intends to expose the student to in appropriate methods to verify and check eligibility of the loan application, process for corporate loan applications and appropriate process for lease finance application.
--------------------------	--

<b>Unit / Module</b>	<b>Course Description</b>
<b>1.</b>	<b>Introduction to the Banking Sector and the Job Role of Credit Processing Officer</b> Discuss the objectives and benefits of the Skill India Mission • Describe the scope of Banking Industry and its sub-sectors • Discuss job role and opportunities for a Credit Processing Officer • List the basic terminologies used in the banking services
<b>2.</b>	<b>Check and Verify Eligibility of the Loan Application</b> Outline the standard policies and procedures on providing loan • Describe standard procedure to check and verify loan applicant's account history and the loan application form • Discuss eligibility criteria for various types of loan applicants and loan products • List various supporting documents required for loan along with application form as per the standard checklist • Explain the standard procedure of conducting all due-diligence for loan application and to check validity of the documents • Describe the process to extract the latest CIBIL score or credit rating as applicable for the loan applicant • Discuss the standard procedure to maintain the record of loan applications
<b>3.</b>	<b>Prepare the Credit Appraisal Memorandum</b> Outline the standard policies and procedures on providing loan • List various documents require for loan as per the checklist • Explain standard procedure to scrutinize the loan application and related documents • Discuss the significance of quantitative and qualitative data provided by the loan applicant • Elaborate on various types of loans and borrowers and the respective terms and conditions and credit policy for different loan products • Explain the methods of computing projected cash flows and incorporating findings of the reports of the third party vendors • Describe the methods of reviewing and noting comments on the banking habit of the applicant • Discuss the standard procedure to review the CIBIL score/credit rating against the applicant's present loan outstanding • Explain the standard procedure to prepare the credit appraisal memorandum



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

4.	<b>Employability Skills</b> Discuss employability skills required for jobs in various industries • Explain ways to explore learning and employability portals • Discuss the significance of legal values, including civic rights and duties, citizenship, responsibility towards society etc. And personal values and ethics such as honesty, integrity, caring and respecting others, etc. • Explain the significance of 21st century skills for employment • Describe the benefits of the continuous learning • Explain how to read and understand routine information, notes, instructions, mails, letters etc. Written in english • List the difference between job and career • Communicate and behave appropriately with all genders and pwd • Discuss how to escalate any issues related to sexual harassment at workplace according to poSH act • List common components of salary and compute income, expenses, taxes, investments etc • Discuss relevant rights and laws and use legal aids to fight against legal exploitation • Identify and list different types of entrepreneurship and enterprises and assess opportunities for potential business through research • Identify and list sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity • Explain how to identify different types of customers • Identify and list apprenticeship opportunities and register for it as per guidelines and requirements
5.	<b>Process Corporate Loan Applications</b> Describe the procedure to carry out loan processing activities • Discuss various documents required for loan processing application • Explain the methods of evaluating the financial history and income of the borrower as well as examining the existing debt of the entity and purpose of the loan • Describe the standard methods of analyzing the credit history, available collateral and income of the borrower along with the loan sanction limit based on the analyzed documents • Discuss eligibility criteria for sanctioning a loan and factors that guide decision making for loan processing • Describe techniques to analyze related documents for loan application • Outline the importance of ensuring the agreement of the parties involved in loan processing on the terms and condition as well as making sure the documents are appropriately signed by the borrower and the loan is disbursed as per the standards • State the significance of achieving the targets of loan application of the day
6.	<b>Process Lease Finance Application</b> List various types of leases and lease plans offered by different lease-finance companies • Discuss terms of typical lease finance contracts and typically leased assets and their market prospects • Describe the effective methods of evaluating the financial history or income of the lessee, risk-return of the lease deal and various related operating and administrative costs as per standard procedure • Explain methods to estimate value and resale value of asset • Discuss eligibility, sanction criteria and information required for lease finance • Elaborate the standard methods to analyze the application and supporting documents and forward them for lease approval • State the significance of achieving the targets of loan application of the day • Explain standard documentation process for processing lease

**Units/ Modules have the same weightage in the evaluation as suggested in the course outline.**

Teaching –Learning Methodology

Lecture Method, Online Lectures, Group Discussion



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

---

<b>Evaluation Pattern</b>		
<b>Number</b>	<b>Details of Evaluation</b>	<b>Weightage</b>
<b>3.</b>	Examination conduct by BFSI	<b>100%</b>

**Students have to score a minimum of 50% (Fifty Percentage) to pass the course.**

<b>No.</b>	<b>Course Out comes: Having completed this course,</b>
<b>1.</b>	Employ appropriate methods to verify and check eligibility of the loan application
<b>2.</b>	Apply proper procedure to prepare the credit appraisal memorandum
<b>3.</b>	Prepare a sample credit appraisal memorandum based on inputs/data from the application form and supporting documents
<b>4.</b>	Apply proper procedure for providing services to customers
<b>5.</b>	Prepare a sample periodic report on status of the sourced customers
<b>6.</b>	Employ suitable practices to maintain data integrity and data privacy
<b>7.</b>	Dramatize how to communicate effectively with guests, colleagues, and superiors to achieve a smooth workflow
<b>8.</b>	Apply health, hygiene, and safety practices at the workplace
<b>9.</b>	Use resources at the workplace optimally
<b>10.</b>	Employ proper process for corporate loan applications
<b>11.</b>	Apply appropriate process for lease finance application



**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	<b>UB04MABVA02</b>	<b>Title of the Course</b>	<b>Human Resource Management-II</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>04</b>

<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>Understand the principles and practices of HRM compensation, promotion, and transfer, including the analysis of compensation structures, promotion criteria, and transfer processes within organizations.</li> <li>Gain insight into industrial relations and disputes, exploring strategies for conflict resolution, negotiation, and fostering positive employer-employee relationships to maintain productivity and mitigate disruptions</li> </ol>
---------------------------	---

Course Content		
Unit	Description	Weightage* (%)
1.	<b>Managing Performance and Compensation Performance Appraisal:</b> Concept of Performance Appraisal Objectives of Performance Appraisal Importance of Performance Appraisal Techniques of Performance Appraisal (a) MBO (b) BARS (a) Checklist (b) Paired Comparison Limitations of Performance Appraisal <b>Compensation:</b> Concept of Compensation Types of Compensation Factors affecting Compensation	25
2.	<b>Maintaining and Retaining Human Resources:</b> <b>Promotion:</b> Concept & Basis for Promotion Promotion Policy <b>Transfer:</b> Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy	25
3.	<b>Integrating Human Resources:</b> <b>Industrial Relations:</b> Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations <b>Industrial Disputes:</b> Meaning & Definition of Industrial Disputes Causes of Industrial Disputes	25



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

	Prevention of Industrial Disputes	
4.	<b>Occupational Health and Safety:</b> Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety	25

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
-------------------------------	--

Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%
*Students will have to score a minimum 40 (forty) percent to pass the course.		

Course Outcomes: Having completed this course, the learner will be able to	
1.	To Understand and implementing effective performance appraisal methods to inform fair compensation decisions.
2.	To develop competency in HRM strategies to facilitate successful employee promotions and transfers.
3.	To become mastering industrial relations and dispute resolution techniques to foster harmonious workplace environments and mitigate conflicts effectively.
4.	To Acquire comprehensive knowledge and skills to promote and maintain a safe and healthy work environment in compliance with occupational health and safety regulations.





**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

---

**Suggested References:**

Sr. No.	References
1.	K. Aswathappa, "Human Resource Management – Text & Cases", Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008
2.	L. M. Prasad, "Organisational Behaviour", Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008
3.	P. Subba Rao, "Personnel and Human Resource Management – Text and Cases", Himalaya Publishing House, Mumbai, 5th Edition 2010.
4.	S. S. Khanka, "Human Resource Management- Text and Cases", Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5.	S. V. Ganakar and C. B. Mamoria, "Personnel Management: Text and Cases," Himalaya Publishing House, Mumbai, 28th Edition 2008.
6.	Vikas Arora & Seema Arora, " Human Resource Management", Global Vision Publishing House, New Delhi, First Edition – 2011.

**On-line resources**

--



**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	UB04MDBVA01	<b>Title of the Course</b>	Insurance Laws & Practice
<b>Total Credits of the Course</b>	04	<b>Hours per Week</b>	04

Course Objectives:	<ol style="list-style-type: none"><li>1. Learn about insurance sector</li><li>2. Insurance and it's in depth study will explore the career of students</li><li>3. Understand the insurance sector with practical training and its importance in any other field.</li></ol>
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	<b>General Principles and Concepts of Insurance</b> Insurable interest Indemnity Unberrimae fide Nature of Insurance Contract, Features of insurance contract, types of insurance Market players and their roles-Agents , brokers, surveyors & loss Assessors	25
2.	<b>Life Insurance</b> Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications Stamp duties, role and Function of life insurance companies.	25
3.	<b>Fire Insurance</b> The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25
4.	<b>General Insurance</b> Application of principles in General Insurance contacts, structure of the policy Insurance documentation, Underwriting and Rating Claims Procedures, Underinsurance, condition of Average, Salvage.	25

Teaching-Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
-------------------------------	--



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

**Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)**

Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%

\*Students will have to score a minimum 40 (forty) percent to pass the course.

Course Outcomes: Having completed this course, the learner will be able to

1.	To understand the General Principles and Concepts of Insurance
2.	To explore in the field of Life Insurance
3.	Detail study in the area of Fire insurance and understand the standard policy of it.
4.	Deep knowledge of General Insurance and the claim procedure

Suggested References:

Sr. No.	References
1.	Kuchhal, M C and Vivek K kuchhal, Business Law, Vikas Publishing house, New Delhi
2.	Maheshwari & Maheshwari, Business Law, National publishing House, New Delhi
3.	Gowar, LCB, Principles of Modern Company Law, Stevens and sons, London
4.	Avtar Singh, Introduction to Company Law, Eastern Book company

On-line resources



**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	<b>UB04MIBVA01</b>	<b>Title of the Course</b>	<b>Cost Accounting</b>
<b>Total Credits of the Course</b>	<b>4</b>	<b>Hours per Week</b>	
<b>Course Objective:</b> <ul style="list-style-type: none"><li>Understand the fundamental concepts and principles of cost accounting, including its definition, scope, and relationship with financial accounting.</li><li>Gain proficiency in analyzing and controlling material, labor, and overhead costs within a business organization to enhance cost efficiency and profitability.</li></ul>			

Course Content		
Unit	Description	Weightage* (%)
1.	<b>Essential of Cost Accounting: (Theory Only)</b> <ul style="list-style-type: none"><li>Introduction &amp; Definition and Concept of Cost Accounting.</li><li>Financial Accounting and Cost Accounting.</li><li>Characteristics of Cost Accounting.</li><li>Advantages &amp; Limitation of Cost Accounting.</li></ul>	25%
2.	<b>Material and Labour Cost</b> <b>Material Cost:</b> <ul style="list-style-type: none"><li>Meaning of Material; Material Control; Techniques of Material Control – ABC Techniques</li></ul> <b>Labour Cost:</b> <ul style="list-style-type: none"><li>Meaning; Control of Labour Cost; Labour Turn Over; Causes and Remedies of Labour Turn Over.</li><li>Features of good wage system.</li></ul>	25%
3.	<b>Overhead Cost</b> <ul style="list-style-type: none"><li>Meaning of Overheads; Classification of Overhead Cost.</li><li>Allocation and Apportionment of Overheads; Absorption of Overheads</li><li>Methods of absorption of overheads (Theory Only)</li></ul>	25%
4.	<b>Unit Costing and Reconciliation of Cost and Financial Accounts</b> <b>Unit Costing:</b> <ul style="list-style-type: none"><li>Examples based on Cost Sheet including tender.</li></ul> <b>Reconciliation of Cost and Financial Accounts:</b> <ul style="list-style-type: none"><li>Need for Reconciliation; Methods of Reconciliation (Theory Only)</li><li>Problems on Preparation of Cost Reconciliation Statement</li></ul>	25%



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

Teaching-Learning Methodology	<b>Learner-centred Instructional methods</b> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning, use of e-resources, including films
-------------------------------	--

<b>Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)</b>		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%
*Students will have to score a minimum 40 (forty) percent to pass the course.		

Course Outcomes: Having completed this course, the learner will be able to

- To understand the concept of Cost Accounting and Financial Accounting. Characteristics, Advantages, Limitation, Methods and Techniques of Cost Accounting and Cost Classification in detail.
- To understand Material Cost & Labour Cost, their respective Techniques, Examples on Stock Level, Labour Turnover, Wage System, Methods of Remuneration and Examples based on Time Rate as per Halsey & Rowan Plan.
- To understand Overheads, Classification, Allocation, Apportionment and Absorption of Overheads and Examples on Apportionment of Overheads & Machine hour Rate.
- To understand Unit Costing and Reconciliation of Cost and Examples based on Cost Sheet and Preparation of Cost Reconciliation Statement



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

---

**Suggested References:**

Sr. No .	References
1.	Cost Accounting - Khan My And JainPk
2.	Cost Accounting And Financial Management - Kishore RaviM
3.	Advanced Cost Accountancy - Nigam Lall And SharmaG.L
4.	Cost Accounting - Saxena VK
5.	Studies InCost Accounting – DasGupta

\*\*\*\*\*



**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	<b>UB04SEBVA01</b>	<b>Title of the Course</b>	<b>Corporate Communication-- II</b>
<b>Total Credits of the Course</b>	<b>02</b>	<b>Hours per Week</b>	<b>02</b>
<b>Course Objectives:</b>	<ul style="list-style-type: none"><li>• To Understand the significance, nature, and need for team building in organizational settings.</li><li>• To Apply guidelines for effective team building, including fostering communication, promoting trust, and encouraging collaboration.</li><li>• To Identify the components of a business proposal, including the executive summary, introduction, objectives, methodology, budget, and conclusion.</li><li>• To Apply the appropriate format for writing business proposals based on organizational and industry standards.</li></ul>		

<b>Course Content (Theory)</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Team Building</b> Significance, Nature and Need of Team Building – Difference Between Team and Staff – Stages of Team Building – Types of Teams – Effectiveness – Guidelines for TB – Factors Responsible for Resistance to TB – Agenda for TB ( General questions / short notes may be asked)	50%
2.	<b>Business Reports and Proposals</b> <ul style="list-style-type: none"><li>• What is Report?</li><li>• Steps in Writing Reports</li><li>• What is Business Proposal?</li><li>• Types of Business Proposal (Internal, External, Solicited, Unsolicited)</li><li>• Components of a Proposal</li><li>• Format of Proposal</li></ul>	50%





Teaching-Learning Methodology	<b>Learner-centred Instructional methods</b> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning, use of e-resources, including films
-------------------------------	--

**Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)**

Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%
*Students will have to score a minimum 40 (forty) percent to pass the course.		

**Course Outcomes:** After completion of the course, the learner

	<ul style="list-style-type: none"><li>• Develops effective writing skills in drafting of Press Reports</li><li>• Understands the importance of non-verbal aspects of communication and subsequently improves his/her ability to relate, engage and establish meaningful interactions in everyday life</li><li>• Makes better Presentations and is able to deliver short speeches using proper body language</li><li>• Develops effective writing skills in the drafting of Business Reports; Notices, Agendas and Minutes of Corporate Meetings, etc.</li></ul>
--	---

Sr. No.	References (Theory)
	<ul style="list-style-type: none"><li>• Essentials of Business Communication – Rajendra Pal and J S Korlahalli (Sultan Chand &amp; Sons)</li><li>• Principles and Practice of Business Communication – Rhoda A Doctor &amp; Aspi H Doctor (AR Sheth &amp; Company, Mumbai)</li><li>• Business Communication – US Rai &amp; SM Rai (Himalaya Publishing House, Mumbai)</li><li>• Developing Communication Skills – Krishna Mohan &amp; Meera Benerji (Macmillan)</li><li>• Effective Business Communication – Asha Kaul (Prentice Hall – Economy)</li></ul>







	<p>Edition)</p> <ul style="list-style-type: none"><li>• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)</li><li>• Effective Business Communication – M V Rodriques (Concept Publishing House)</li><li>• Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)</li><li>• Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata McGraw Hill 2002)</li><li>• Communication Skills – Sanjay Kumar &amp; Pushp Lata (OUP)</li><li>• Business Communication second edition –Meenakshi Raman and Prakash Singh (Oxford University Press New Delhi)</li><li>• Business Communication Making Connection in a Digital World –Raymond V Lesikar, Marie E Flately, Kathryn Rentz and Neerja Pande Eleventh Edition (Tata McGraw –Hill New Delhi)</li><li>• Developing Communication Skills – Krishna Mohan and Meera Banerji, second edition (Macmillan Publishers India Ltd Mumbai)</li><li>• Joshi Gangadhar (2016), Campus to Corporate, Sage Publication India Pvt Ltd, New Delhi.</li><li>• Wadkar Alka ((2016), Life Skills for Success, Sage Publication India Pvt Ltd, New Delhi.</li></ul>
	<p><b>Books/Programmes recommended: (Practical)</b></p> <ul style="list-style-type: none"><li>• Starting Business English      BBC (Video)</li><li>• Follow Through                      BBC (Video)</li></ul>
<p>On-line resources to be used as and when required.</p>	





**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

---

**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	<b>UB04SEBVA02</b>	<b>Title of the Course</b>	<b>Environmental Impact &amp; Risk Management II</b>
<b>Total Credits of the course</b>	<b>02</b>	<b>Hours per Week</b>	

<b>Course Objectives</b>	To formulate strategies for the various developmental projects. To identify the various analysis structure through the EIA methods.
--------------------------	--

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
1	Risk Analysis: Definition of risk, environmental risk analysis-risk assessment and risk management. Basic steps in risk assessment - Hazard identification. Dose-response assessment, Exposure assessment, Risk characterization, Risk assessment in EIA. Strategic Environmental Assessment (SEA)-principles and potential, improving the effectiveness of EIA.	25%
2	Aims and objectives of public involvement in EIA; Public involvement methods; approaches for EIA reviewing; Economic efficiency and valuation methods. Types of environmental audits: Assessment and compliance audit, occupation health and safety; Energy audits. ISO 14001; Environmental Management systems in India; Drivers for the development of audit programme. General audit process- preparation, excretions, performance valuation and execution. Environmental risk insurance; Environmental audit and EIA, Vocational prospects in the field of EIA, Auditing and EMS.	25%

<b>Teaching-Learning Methodology</b>	<b>Learner-centred Instructional methods</b> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning, use of e-resources, including films
--------------------------------------	--



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))**  
**Syllabus with effect from the Academic Year 2024-2025**

---

**Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)**

Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%
*Students will have to score a minimum 40 (forty) percent to pass the course.		

**Course Outcomes:** After completion of the course, the learner

	<ul style="list-style-type: none"><li>• Understand the environmental risk analysis and assessment.</li><li>• Student learn about aims and objectives of public involvement in EIA</li><li>• Vocational prospects in the field of EIA</li></ul>
--	--

Sr. No.	References (Theory)
	<ul style="list-style-type: none"><li>• Wathern P., “Environmental Impact Assessment: Theory and Practice”, Routledge Publishers, 1990</li><li>• Marriott B., “Environmental Impact Assessment: A Practical Guide”, McGraw-Hill Publication, 1997</li><li>• Hand book of Environmental Impact Assessment vol –1: By Judith petts,</li><li>• The Risk Assessment of Environmental and Human Health Hazards (Text book of case studies): By Paustenbach, D.ceds</li></ul>



**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	UB04SEBVA03	<b>Title of the Course</b>	Office Management- II
<b>Total Credits of the Course</b>	02	<b>Hours per Week</b>	02

<b>Course Objectives:</b>	<ul style="list-style-type: none"><li>• To Understand the importance of office management in professional contexts.</li><li>• To identify the advantages of effective office management in professional life for success.</li><li>• To understand the office accommodation, communication and automation.</li></ul>
---------------------------	---

<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Office accommodation:</b> Selection of site. Office layout. Environment and working conditions. <b>Office Communication:</b> Various means of communication- Their use, merits and limitations. Selection of means of communication. Correspondence through Internet.	50%
2.	<b>Office Automation:</b> Uses and abuses of labour saving appliances. A study of various types of commonly used appliances i.e. typewriter, duplicator, accounting machines, addressing machines, calculator, franking machine, weighting and folding machine, Dictaphone, cash register, coin sorter, time recorder, photocopier, telephone, facsimile, computer, scanner, printer, letter opener, time and date stamps etc.	50%

<b>Teaching-Learning Methodology</b>	<b>Learner-centred Instructional methods</b> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films
--------------------------------------	---





**Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)**

Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50%

\*Students will have to score a minimum 40(forty) percent to pass the course.

**Course Outcomes:** After completion of the course, the learner

1.	<ul style="list-style-type: none"><li>Understand the importance office accommodation and office communication</li><li>Learn about the office layout and other important parameters of office</li><li>Explore them through practical learning of office accommodation, Communication and automation.</li></ul>
----	---

Sr. No.	References
	<ul style="list-style-type: none"><li>Choat, Dennis E. "Office Management." Clinics in Colon and Rectal Surgery 18, no. 04 (November 2005): 247–48. Curtis, Myra. "American Office Management." Public Administration 10, no. 2 (April 3, 2007): 179–95.</li><li>Collins, Sharon K. "Office Management of Insurance." Perspectives on Fluency and Fluency Disorders 13, no. 1 (September 2003): 19–20.</li></ul>

On-line resources to be used as and when required.





**Programme: B VOC (Account & Finance) Semester: IV**

<b>Course Code</b>	UB04VABVA01	<b>Title of the Course</b>	<b>On the Job Training Project</b>
Total Credits of the Course	02	Hours per Week	02

Course Objectives	Students learn through internship in their respective field with practical training provide by different organization.
-------------------	--

Unit	Course Description	Weightage (%)
1.	<ul style="list-style-type: none"><li>The students have to undergone for internship/ on the job training under any Concerned Organization in the areas of QP/NOS</li><li>A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty.</li></ul>	100%

**Units have the same weightage in the evaluation as suggested in the course outline.**

Teaching –Learning Methodology	Field visit, internship base project work, Presentation
--------------------------------	---

Evaluation Pattern		
Number	Details of Evaluation	Weightage
1.	External examination through project submission and viva voce by University / College.	100%

**Students have to score a minimum of 40% (Forty Percentage) to pass the course.**

No.	Course Out comes: Having completed this course,
1.	Students will get Practical knowledge
2.	Students will Learn so many things through Field work experience.
3.	Students will develop their Presentation Skills.
4.	Students will enrich their talent and get overall development.