



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

<b>Course Code</b>	<b>UB03AEBVA01</b>	<b>Title of the Course</b>	<b>Soft Skills for Business - I</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 concept of assertiveness, including its nature and different types, and distinguish assertive behaviour from other types of behaviour.</li><li>• To Recognize the assumptions and rights in interpersonal communication and how they relate to assertiveness.</li><li>• To Evaluate the effectiveness of presentations and incorporate feedback for continuous improvement.</li><li>• To Plan and organize a business presentation effectively, considering audience needs and objectives.</li></ul>
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<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Assertiveness</b> Introduction of Assertiveness – Nature and Types of Assertiveness – Types of Behaviour – Assumptions and Rights in Interpersonal Communication – Skills in Assertiveness – Strategies to Become Assertive – Characteristics of and Assertive Person (General questions/short notes may be asked)	50%
2.	<b>Business Presentation</b> Importance and Role of Business Presentation Planning for Presentation Preparing and Practicing (Rehearsing) the Presentation Delivering the Presentation (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
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**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>
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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 Singh (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.





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

<b>Course Code</b>	<b>UB03MABVA01</b>	<b>Title of the Course</b>	<b>Accounts Assistant</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 depth learning about Account and taxation with important documents required in receipts and payments.
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<b>Unit / Module</b>	<b>Course Description</b>
<b>1.</b>	<b>Introduction to Accounts Assistant</b> About Accounts Assistant • Objective of Accounts Assistant • Duties and Responsibilities of Accounts Assistant • Requirement of Accounts Assistant
<b>2.</b>	<b>Financial Accounting and Reporting</b> • Discuss Basic Accounting concepts and Accounting Terminologies • Explain Book Keeping • Discuss the Elements of Financial Statement • Explain Bank Reconciliation Statement • Narrate Trail Balance • Describe Trading and Profit and Loss Account • Cash flow and Fund Flow statement • Ratio Analysis • Discuss Balance sheet
<b>3.</b>	<b>Labor Laws and Payroll Accounting</b> • Explain Contract Act • Law of Payment of Wages Act and Minimum Wages Act • Law of Employees' State Insurance Act • Discuss Applicability of ESIC • Explain Provident Fund Act • Identify Applicability of EPFO • Discuss Payment of Bonus Act • Describe Payment Gratuity Act • Explain Payroll Accounting
<b>4.</b>	<b>Heads of Income under Income Tax act 1961</b> • Discuss Overview of Income Tax • Identify the Steps for Computing Total Income • Discuss the Tax Rate • Narrate the Residential Status • Discuss the Heads of Income • Explain the Clubbing of Income • Describe set off losses and carry forward losses • Narrate TDS, TCS and Advance Tax
<b>5.</b>	<b>Deductions under Chapter VI A</b> Over view of Chapter VI A • Discuss the Deductions U/S 80C to 80U
<b>6.</b>	<b>Filing of Income Tax Return</b> Describe PAN • Explain steps of Income Tax Return • Discuss Assessment Procedure • Narrate Interest and Penalty • Identify the Steps for Income Tax Refund • Explain Presumptive Tax
	<b>Maintain Data Integrity</b> • Discuss the usage of digital technology to capture data • Describe various ways to check data



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7.	for accuracy and validity • Explain the procedure to generate reports for data analysis • State the significance of a complete and accurate database • Discuss the standard processes and protocols to be maintained for data integrity • Describe the methods to secure digital and paper documents • Elaborate the standard procedures for disposing of the digital and paper records • Discuss the standard procedure for dissemination of data
8.	<b>Maintain Effective Communication and Service Standard</b> Discuss the importance of professionalism, etiquette, and code of ethics to be maintained at the workplace • List some active listening techniques • Describe the methods and importance of effective communication • State the significance of maintaining clarity, honesty, and transparency while communicating with the customers and • colleagues as well as not defaming the competitors • Recall various ways to handle complaints and conflicts • Discuss the significance of passing on essential information to the colleagues timely • State the importance of helping the colleagues with specific issues and problems • Outline the procedure of receiving feedback constructively • Explain the standard policies on gender and age sensitivity • Discuss the standard policy with regards to People with Disabilities (PwD)
9.	<b>Maintain Health and Safety Standard</b> • Discuss the legislative requirements and standard procedures for health, safety, and security and the role and responsibility of a Business Correspondent & Business Facilitator concerning the same • Discuss the concept, types, and reporting procedure of health and safety hazards found at the workplace • List the hazards that can be dealt with safely, competently, and within limits of authority of a Business Correspondent & Business Facilitator • Outline the limits of a Business Correspondent & Business Facilitator's responsibility for dealing with hazards • Discuss the standard emergency procedures for different emergencies and the importance of following them • State the importance of maintaining high standards of health, safety, and security • Discuss various types of breaches in health, safety, and security, and procedure to report the same • State the implications of noncompliance with the health and safety standards • Elaborate the evacuation procedures for workers and visitors • Discuss the ways to summon medical assistance and the emergency services, where necessary • Discuss the importance of reporting the health, safety, and accident Discuss the role of government agencies in the areas of safety, health, and security and their norms and services
10.	<b>Material Conservation</b> • List the types of hazards, risks, and threats associated with handling different materials • Discuss the role of workstation layout, electrical and thermal equipment used in the material conservation • Discuss organizational procedures for minimizing waste • Elucidate practices of efficient and inefficient management and utilization of material and water at the workplace • Discuss the ways to manage material and water usage at work effectively
11.	<b>Energy/Electricity Conservation</b> • Define electricity • Discuss the basics of electricity • List the energy-efficient devices that are used in the job • Discuss the ways to identify electrical problems that can arise during work • Discuss the standard practices to be followed for conserving electricity in the job • State the impact of improperly connected electrical equipment and appliances on the tasks being performed



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<b>12.</b>	<b>Waste Management/Recycling</b> <ul style="list-style-type: none"><li>• List the various types of recyclable, non-recyclable, and hazardous waste</li><li>• State the significance of different colored dustbins</li><li>• List the different types of waste to be segregated</li><li>• State the importance of waste management</li><li>• Discuss the standard methods for waste disposal</li><li>• List the sources of pollution.</li><li>• Discuss the ways to minimize various types of pollution</li></ul>
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**Units/ Modules have the same weightage in the evaluation as suggested in the course outline.**

Teaching –Learning Methodology	Lecture Method, Online Lectures, Group Discussion
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Evaluation Pattern		
Number	Details of Evaluation	Weightage
3.	Examination conduct by BFSI	100%

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

No.	Course Out comes: Having completed this course,
1.	Ascertain different types of tax liabilities, evaluate tax compliance documents and prepare tax challans and make tax payments.
2.	Seek and receive income tax declarations from employees, calculate net salaries after deductions, prepare salary statements giving details of earnings and deductions.
3.	Verify the receipt / payments related documents and record the receipt / payment transactions in the book of accounts, prepare reconciliation statements and execute cash and inventory management.
4.	Obtain and verify documents related to purchases / sales and pass accounting entries in journals.
5.	Make provisions under various heads, prepare statement of depreciation, and prepare reports on profit and loss account and balance sheet and other financial statements.
6.	Communicate effectively with customers, superiors and colleagues, maintain service orientation and achieve customer satisfaction.
7.	Maintain integrity of transactions to ensure security of data and practice ethical behavior.
8.	Focus on teamwork with a view to create a healthy team atmosphere



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

<b>Course Code</b>	<b>UB03MABVA02</b>	<b>Title of the Course</b>	<b>Human Resource Management-1</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>1. Explore the fundamentals of Human Resource Management (HRM), including its role in strategic organizational planning and the alignment of HR functions with business objectives.</li><li>2. Develop proficiency in HR planning, job design, career planning, and HR development strategies to effectively recruit, retain, and develop talent within an organization, ensuring workforce readiness and progression</li></ol>
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Course Content		
Unit	Description	Weightage (%)
1.	<b>Nature &amp; Scope of Human Resource Management:</b> Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management Evolution of the concept of Human Resource Management	25
2.	<b>Human Resource Planning:</b> Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning <b>Job Design:</b> Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design	25
3.	<b>Career Planning:</b> Career Planning and Development Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning	25
4.	<b>Human Resource Development:</b> Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling	25



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Teaching- Learning Methodology	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Field trips, Seminar, Quizzes
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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 principles and practices of Human Resource Management.
2.	To develop proficiency in strategic human resource planning to align organizational objectives with workforce needs and optimize resource utilization.
3.	To Acquire expertise in job design principles and career planning strategies to optimize employee roles and facilitate long-term career growth and development within organizations.
4.	To enhance organizational performance through systematic employee development initiatives aimed at unlocking individual potential and fostering a culture of continuous improvement.

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



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	Publishing House, Mumbai, 28th Edition 2008.
6.	Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.



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

<b>Course Code</b>	<b>UB03MDBVA01</b>	<b>Title of the Course</b>	<b>Business Mathematics &amp; Statistics</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>1. This course aims to furnish the students with the Mathematical and Statistical foundation required for business management and to know the function of Mathematics and Statistics in the Management field.</li> <li>2. To provide college students with reinforcement of Mathematical and Statistical computations.</li> </ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Function Limit and Continuity:</b> Concept of a single variable (linear, quadratic and exponential function only) Domain, co-domain, and range of a function, Concept of real function, Application of function to cost, demand, revenue, profit function, concept of limit of a function, Rules of limit, Simple examples where $f(x)$ is in a polynomial or rational function of two polynomials. Continuity of $x$ , where $f(x)$ is a polynomial of $x$ , rational function of two polynomials of $(x)$	25%
2.	<b>Set Theory, Determinants</b> Set Theory: Sets, Subsets, Equality of two sets, null set, universal set, power set, complements of a set, union and intersection of sets, difference of two sets. Venn Diagram (Concept only), Laws of algebra of sets, De 'Morgan laws and Cartesian Product of two sets. Determinants: Meaning, Determinants and their basic properties of determinant (without Proof, without examples), Cramer's Method (For two equations)	25%
3.	<b>Matrix</b> Type of matrices: Square, null, identity, transpose of Matrices, Symmetric, skew symmetric, Singular, Non Singular, inverse, adjoint of matrix. Matrices - scalar multiplication, Addition, Subtraction, Multiplication. Solution of a system of two and three linear equations using matrix.	25%
4.	<b>Interpolation and Extrapolation</b> Meaning of Interpolation and Extrapolation, Assumptions, Importance and uses of interpolation and Extrapolation, Operators , E and D (without proof), methods of interpolation and extrapolation; 1. Newton's Method 2. Binomial expansion method 3. Lagrange's method, Simple examples on these methods.	25%





Teaching-Learning Methodology	Lecture, Assignment, Quiz, Seminars, Content- Focused Methods and Interactive / Participative Methods.
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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.	Lead to the student to understand how to process and interpret information to arrive at logical conclusions to common business mathematical and statistical applications.
2.	Apply the knowledge of mathematics and statistics in solving business problems.
3.	Analyse and demonstrate mathematical and statistical skills required in intensive areas in Economics and business

**Suggested References:**

Sr. No.	References
1.	Sancheti&Kapoor: Statistic: Theory, Methods and Applications, Sultan Chand & Sons, New Delhi
2.	Kapoor, V. K.: Business Mathematics, Sultan Chand and Sons, New Delhi
3.	Soni, R. S.: Business Mathematics, Pitamber Publishing House
4.	Trivedi and Trivedi: Business Mathematics, Pearson India Limited. New Delhi

On-line resources to be used if available as reference material

On-line Resources:

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

<b>Course Code</b>	<b>UB03MIBVA01</b>	<b>Title of the Course</b>	<b>Corporate Accounting</b>
<b>Total Credits of the Course</b>	<b>4</b>	<b>Hours per Week</b>	<b>4</b>

**Course Objective:**

- Understand the fundamental concepts and principles of auditing, including its definition, scope, and distinguishing features in comparison to accountancy, with a focus on the detection and prevention of errors and frauds.
- Gain proficiency in various audit procedures, distinguishing between continuous audit and annual audit methods, and develop skills in preparing for audits through the formulation of effective audit programs.
- Acquire knowledge of internal check and internal audit processes, including their characteristics, objectives, and the responsibilities of auditors in implementing internal controls, while also discerning the differences between internal check and internal audit practices.

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1.	<b>Introduction to Auditing</b> <ul style="list-style-type: none"><li>• Definition of Auditing – characteristics – scope of Auditing – Difference between Auditing &amp; Accountancy, Objects of Auditing – Detection &amp; Prevention of errors &amp; Frauds</li></ul>	25%
2.	<b>Audit Procedure</b> <ul style="list-style-type: none"><li>• Types of Audits (continuous Audit &amp; Annual Audit) Difference between continuous Audit &amp; Annual Audit Preparation before commencement of new Audit Audit programme</li></ul>	25%
3.	<b>Internal check, Internal Audit</b> <ul style="list-style-type: none"><li>• Meaning – characteristics- objectives, Internal check &amp; Internal Audit Auditors duties regarding Internal check &amp; Internal Audit Difference between Internal check &amp; Internal Audit</li></ul>	25%
4.	<b>Internal control</b> <ul style="list-style-type: none"><li>• Investigations Meaning – definition &amp; objectives of investigation Difference between investigation &amp; Auditing Points to be considered while conducting the investigation Investigation on behalf of purchaser of business – or institution for granting a loan</li></ul>	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
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<b>Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
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

- Understand the concept of auditing, including its characteristics, scope, and differentiation from accountancy, enabling students to articulate the purpose and objectives of auditing.
- Identify various types of audits, such as continuous audit and annual audit, and analyze the differences between them, facilitating students' ability to select appropriate audit approaches based on organizational needs.
- Develop proficiency in preparing for audits, including creating audit programs and conducting preliminary assessments, ensuring students can effectively plan and execute audit engagements.
- Evaluate the significance of internal check and internal audit in organizational operations, discerning their characteristics, objectives, and the responsibilities of auditors in their implementation.
- Compare and contrast internal check and internal audit methodologies, enabling students to recognize their respective roles in ensuring effective internal control systems within an organization.
- Demonstrate an understanding of internal control mechanisms, including their definition, objectives, and the importance of investigations, empowering students to assess and strengthen control environments to mitigate risks.
- Analyze the process and objectives of investigations, distinguishing them from auditing practices, and identify key considerations when conducting investigations for various purposes, such as business acquisition or loan granting.



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**Suggested References:**

Sr.No	References
1.	Practical Auditing Accounting- B.N.Tondon
2.	A Text book of auditing – Aruna Jha
3.	Auditing –D.S.Rawal
4.	Auditing – R.Srinivasan
5.	<a href="https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf">https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf</a>

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

<b>Course Code</b>	<b>UB03SEBVA01</b>	<b>Title of the Course</b>	<b>Corporate Communication- I</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 importance of effective listening in personal and professional contexts.</li> <li>To Identify the advantages of effective listening and recognize the different types of listening, such as empathetic, critical, and appreciative listening.</li> <li>To Explore various theories and factors related to thinking, such as cognitive biases and heuristics.</li> <li>To Develop problem-solving skills by applying critical thinking techniques, such as analysis, evaluation, and synthesis..</li> </ul>
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<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Developing Effective Listening Skills</b> Introduction, Importance of Listening, Active and Passive Listening, Process of Listening, Advantages of Listening, Types of Listening, Effective and Ineffective Listening Skills, Barriers/Blocks to effective Listening, Guidelines for effective Listening, Role of Listening in Leadership Styles, Profile/Traits of a Good Listener (General questions/short notes may be asked)	50%
2.	<b>Thinking and Reasoning</b> Introduction- Nature and types of Thinking- Concepts- Reasoning - Theories of Factors related to Thinking- Attribution and its impact on Thinking-Problem Solving (General questions / short notes may be asked)	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
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**Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)**

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3.	University Examination	50%

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**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>
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	<ul style="list-style-type: none"><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>
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**Programme: B VOC (Account & Finance) Semester: III**

<b>Course Code</b>	<b>UB03SEBVA02</b>	<b>Title of the Course</b>	<b>Environmental Impact &amp; Risk Management I</b>
<b>Total Credits of the course</b>	<b>02</b>	<b>Hours per Week</b>	<b>2</b>

<b>Course Objectives</b>	To perform duty as consultant to different developmental projects undertaken by agencies and analyzes environmental implications.
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<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
1	<b>Introduction</b> Defining environmental risk in different perspectives. Principles and procedures Nature and purpose of environmental impact assessment (EIA). Characteristics of big project. Current issues in EIA. Worldwide spread of EIA. EIA regulations in India. Risk Assessment v/s Environmental Impact Assessment. Life cycles Assessment. Strategic Environmental Assessment.	25%
2	<b>Process and Methods of EIA:</b> Stages, Scoping, Alternatives, Impact Identification, Establishing the Environmental base line. Impact prediction, evaluation and mitigation. Criteria and standards for assessing significant Impact. Cost- Benefit Analysis and valuation of Environmental Impacts. Public Participation, presentation and review. EIA monitoring and auditing.	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 and use of e-resources, including films
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<b>Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal	50%
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars,	



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	Assignments and Attendance	
3.	University Examination	50%
*Students will have to score a minimum 40 (forty) percent to pass the course.		

<b>Course Outcomes:</b> After completion of the course, the learner	
1.	<ul style="list-style-type: none"><li>• Understand the current issues of Environment</li><li>• Think about the problem solution related to Environment</li><li>• EIA monitoring and auditing</li></ul>

Sr. No.	References
	<ul style="list-style-type: none"><li>• Glasson J., Therivel R., Chadwick. A., 1994, Introduction to environmental impact assessment- Principles and procedures, process, Practice and prospects. Research Press, Delhi.</li><li>• Morris. P. &amp; Therivel. R., 2001, Methods of environmental impact assessment, 2<sup>nd</sup> Ed. Spon Press, New York, With a chapter on GIS and EIA by A.R. Bachiller &amp; G. Wood, p. 381-401.</li><li>• Petts Judith, 1999, Handbook of environmental impact assessment. Vol. 1, Blackwell Science</li><li>• Hand book of Env Risk Assessment and Management Edited: By Peter Callow</li><li>• Environmental Risks and Hazards: By Cutter and Susan</li></ul>



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

<b>Course Code</b>	<b>UB03SEBVA03</b>	<b>Title of the Course</b>	<b>Office Management- I</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 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 role of manager in office.</li></ul>
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<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage</b>
1.	<b>Introduction:</b> Meaning, functions and importance of office management; office management and organization. Principles of office management and organization. Principal departments of modern office. Centralization vs. decentralization of office services.	50%
2.	<b>Office Manager:</b> Qualifications and qualities of office manager. The status of office manager in total organization. The authorities and responsibilities of an office manger.	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
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<b>Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
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 management</li><li>• Learn about the role of manager in office</li><li>• Explore them through practical learning of office management</li></ul>
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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.</li><li>• 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.





**Add on Certificate Course**

Course Code	UB03VABVA01	Title of the Course	<b>Dharmashastra (Aacharasamhita)</b>
Total Credits of the Course	2	Total Hours per week	2

Course Objectives:	<p>The course will enable the learners to...</p> <ul style="list-style-type: none"><li>• To analyse the etymology and meaning of the word "Dharma" and its significance in various cultures and religions.</li><li>• To explore the characteristics of Dharma and how it manifests in different contexts.</li><li>• To examine the explanations of the concept of Dharma by renowned scholars and thinkers throughout history.</li><li>• To recognize the importance of Dharma in shaping human life, ethics, and societal values.</li><li>• To identify the different forms of Dharma present in contemporary society and specifically in the context of Kaliyug (the current age according to Hindu cosmology).</li><li>• To appreciate the significance of Acharndharma (ethical conduct and righteous behavior) in upholding Dharma.</li><li>• To analyze examples of various characteristics of Dharma in the lives of notable scholars, philosophers, and religious figures.</li><li>• To introduce and gain an overview of the major Dharmashastras (ancient Indian texts that discuss laws, duties, and ethical principles).</li><li>• To foster critical thinking and open discussion regarding the interpretation and application of Dharma in modern times.</li><li>• To develop a deeper understanding of the cultural, ethical, and spiritual dimensions of Dharma and its relevance in contemporary society.</li></ul>
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Course Content		
Unit	Description	Weightage* (%)
1	1. Etymology and meaning of the word Dharma. 2. Characteristics of word Dharma. 3. Explanation of the word Dharma by great scholars. 4. The importance of Dharma in human life.	50%



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2	1. Forms of Dharma at present and kaliyug. 2. Importance of Aacharndharma. 3. Examples of various characteristics of Dharma in the life of scholars. 4. Introduction to the major Dharmashastras.	50%
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Teaching-Learning Methodology	Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination Internal Continuous Assessment in the form of Practical, Vivavoce, Quizzes, Seminars, Assignments, Attendance	30%
2.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Identify the historical and cultural context of the word "Dharma" and explain its etymology and core meaning.
2.	Analyze the characteristics of Dharma and its manifestations in various aspects of human life, including personal ethics, social responsibilities, and spiritual practices.
3.	Evaluate the explanations of Dharma provided by eminent scholars and thinkers, and critically examine different perspectives on its interpretation and application.
4.	Recognize the importance of Dharma in guiding ethical decision-making, promoting harmony in relationships and communities, and fostering a just and compassionate society.
5.	Apply the concepts of Dharma to contemporary issues and challenges, demonstrating an understanding of the different forms of Dharma in present times, the significance of Aacharndharma, and the influence of Dharma in the lives of scholars and individuals who exemplify its principles.



**Suggested References:**

"Dharma: Its Early History in Law, Religion, and Narrative" by Alf Hiltebeitel  
"Dharma: The Hindu, Jain, Buddhist and Sikh Traditions of India" by Veena R. Howard.  
"The Concept of Dharma in Valmiki Ramayana" by Dr. Nityanand Mishra  
"Dharma in Hinduism: A Historical and Philosophical Perspective" by Arvind Sharma  
"Dharma and Ecology of Hindu Communities: Sustenance and Sustainability" edited by Pankaj Jain  
"Understanding Dharma: The Four Authentic Sources" by Pradip Gangopadhyay

**Online Resources :**

Oxford Research Encyclopedia of Religion: "Dharma" -  
<https://oxfordre.com/religion/view/10.1093/acrefore/9780199340378.001.0001/acrefore-9780199340378-e-63>  
Hinduism Today: "The Four Dharmas of the Kali Yuga" -  
<https://www.hinduismtoday.com/modules/smartsection/item.php?itemid=5594>