

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)

Semester: I

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passin	Total/Passing	Total/Passing	
General Component	UB01FBVB21	Business organization & Management-I	T	3	2	3	40/16	60/24	100/40	University / College
	UB01FBVB22	Business Communication-I	T	3	2	3	40/16	60/24	100/40	University / College
	UB01FBVB23	P C Software -I	P	3	2	6	40/16	60/24	100/40	University / College
	UB01FBVB24	Banking & Financial Services-I	T	3	2	3	40/16	60/24	100/40	University / College
Skill Component	UB01CBV21	Mutual Fund Agent	T	16	2	240 hours in Semester	40/16	60/24	100/40	University / College

SARDAR PATEL UNIVERSITY**Bachelor of Vocation (B.VOC)****Banking & Financial Services****Semester: I****Syllabus with effect from: JUNE 2021**

Paper Code : UB01FBVB21	Total Credit : 3
Title of Paper : Business organization & Management-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Business <ul style="list-style-type: none">• Concept of business• Characteristics of business• Classification of business activities• Interrelation ship between industry ,commerce, trade,• Functions of business	25%
2	Forms of business organization <ul style="list-style-type: none">• Sole proprietorship: Concept, characteristics, merits and demerits• Partnership : Concept, characteristics, Types, advantages and disadvantages• Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages• Cooperative society: Concept, characteristics, distinction between cooperative and company,	25%
3	Management <ul style="list-style-type: none">• Meaning, nature, purpose, functions ,managerial process• Planning: Nature & purpose, objectives, strategies, polices and planning premises• Organizing: Nature & Purpose of organization,• Types of Organization :Line & Functional Organization	25%
4	Directing & Controlling <ul style="list-style-type: none">• Directing : Meaning, characteristics & purpose• Motivation: Meaning & significance, theories of motivation-Maslow& Herzberg theory• Leadership: Meaning &Nature, Leadership styles• Controlling: Meaning characteristics, importance & process	25%

Reference books

- 1) Business Organisation & Management — by R.K. Sharma
- 2) Business Organisation & Management — by C.B. Gupta
- 3) Principles of Business Organisation — by Y.K. Bhushan
- 4) Essentials of Management — by Koontz & O'Donald
- 5) Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: I

Syllabus with effect from: JUNE 2021

Paper Code : UB01FBVB22	Total Credit : 3
Title of Paper : Business Communication-I	

Unit	Description in Detail	Weighting (%)
1	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication • Importance of effective communication in business 	25%
2	Business Etiquettes <ul style="list-style-type: none"> • Concept & Importance • Etiquettes for : <ul style="list-style-type: none"> A) Meeting B) Telephone/ Cell phone Conversation • Etiquettes at work place(internal-superiors, peers &subordinates) • Etiquettes with stakeholders (external-Suppliers & customers) 	25%
3	Verbal & Non Verbal Communication <ul style="list-style-type: none"> • Verbal: <ul style="list-style-type: none"> A) Characteristics & importance of verbal communication B) Advantages & limitations of verbal communication • Non Verbal: <ul style="list-style-type: none"> A) Kinesics , Proxemics , Chronemics , Paralanguage B) Advantages & Disadvantages of non verbal communication 	25%
4	Business Correspondence <ul style="list-style-type: none"> • Forms & Layout of business Letter • Letters of Enquiry , Complaints Reply and adjustments • Sales Promotions letters 	25%

Practical

	The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty	
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Reference books:

- 1) Essentials of business communication –Rajendra pal & JS Korlahalli
- 2) Developing Communication skills –Krishan mohan & Meera Benerji
- 3) Effective Business Communication – Asha Kaul
- 4) Communication Skills – Sanjay Kumar & Pushp Lata

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: I

Syllabus with effect from: JUNE 2021

Paper Code : UB01CBVB04	Total Credit : 3
Title of Paper : P C Software -I	

Unit	Description in Detail	Weighting (%)
1	<p>Word Processing Tool</p> <p>Introduction to Word Processing & Word Processors, Examples of some popular word processing packages, Uses of word processor, Application of Word Processor, Creating, Editing, Formatting of Documents, File, Edit View menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Print Features, Mail Merge Facility, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities</p>	25%
2	<p>Spreadsheet Tool</p> <p>Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, All Formatting categories for Cell, Formula and Function Concepts, In-Built Functions- Math & Trig Functions: SUMO, PRODUCT(), ABSO, FACT(), INTO(), SUMI(), POWER(), MOD(), ROUND(), ROUNDUP(), ROUNDDOWN(), TRUNC(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(), CHAR(), CODE(), SUBSTITUE(), EXACT(), FIND(), CONCATENATE(), REPT(), TRIM(), Statistical Functions: AVERAGE(), COUNT(), COUNTIF(), COUNTA(), MAX(), MIN(), Logical Functions: AND(), OR(), NOT(), IF()</p>	25%
3	<p>Advance Spreadsheet Facilities & Presentation Tool</p> <p>Macro Facility, Graph-Plotting facilities (with formatting graph), Sort option, AutoFilter option, Advance Filter, Pivot Table & Chart facility. Creating Presentation, Formatting Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc. Loop creation to run slides, drawing toolbar, Linking Files & Slides</p>	25%
4	Project work using unit I II and III	25%

Reference books:

1. PC S/W For Windows 98 Made Simple – R K Taxali
2. Master of Power Point 2000- Katherine Murray (BPB Publication)
3. Step-by-step Microsoft Excel 2007 by Curtis D. Frye, Publication by Microsoft Press

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: I

Syllabus with effect from: JUNE 2021

Paper Code : UB01FBVB24	Total Credit : 3
Title of Paper : Banking & Financial Services-I	

Unit	Description in Detail	Weighting (%)
1	Banking System In India: Structure of Indian Banking System Commercial Banks, Regional Rural Bank ,Cooperative Banks Distinction between commercial Banks & Cooperative Banks Characteristics of a good banking system	25%
2	Introduction of financial Services: Nature and role of Financial system , Financial system and financial markets Financial system and economic development , Indian financial system-an overview	25%
3	Reserve Bank of India: Organization Management and functions Credit creation and credit control Monetary policy	25%
4	Banker-Customers Relationship and Negotiable Instruments: Legal Framework of Banker-Customer Relationship Bankers Disclosure , Termination Of Relationship Bankers Right of Lien and set-off Meaning and characteristics of Negotiable instrument-cheque ,Bills Of Exchange and promissory Note	25%

Reference books:

- 1) Desai Vasant Indian Banking –Nature and problems, sultanchand andsons
- 2) Jain L C: Indigenous Banking in India
- 3) Vasant desai: central Banking and economic Development
- 4) Satish K.Matta: Management of financial institutions and services
- 5) A.Gajendra: Banking & Financial System

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: II

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB02FBVB21	Business organization & Management-II	T	3	2	3	40/16	60/24	100/40	University / College
	UB02FBVB22	Business Communication-II	T	3	2	3	40/16	60/24	100/40	University / College
	UB02FBVB23	Computer Application in Business-II	T	3	2	3	40/16	60/24	100/40	University / College
	UB02CBVB24	Banking & Financial services-II	T	3	2	3	40/16	60/24	100/40	University / College
Skill Component	NSQF LEVEL 4	Business Correspondent	-	8	-	120 hours in semester	-	-	-	SSC
	NSQF LEVEL 5	Dealer - BFSI	-	12	-	180 hours in semester	-	-	-	SSC

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code : UB02FBVB21	Total Credit : 3
Title of Paper : Business organization & Management-II	

Unit	Description in Detail	Weighting (%)
1	Decision making <ul style="list-style-type: none"> • Introduction , • Definition ,characteristics, • Elements ,process, principles of decision making, • characteristics of good & effective decision, • Administrative problems in decision making, • types of decisions 	25%
2	Staffing <ul style="list-style-type: none"> • Introduction, definitions • Recruitment: meaning, sources of recruitment. • Selection : meaning, need, importance, stages of selection procedure • Training: meaning, needs, importance & types • Development : Meaning, importance &Methods /Techniques of development 	25%
3	Coordination <ul style="list-style-type: none"> • concept • characteristics • Need and importance • Principles or essential of effective coordination • Techniques of coordination • Types of coordination • Problems in coordination 	25%
4	Social Responsibility & Business Ethics <ul style="list-style-type: none"> • Introduction, meaning & definitions • Factors responsible for realization of SR • SR of business towards different groups • Business ethics: concept, • Ethics and Business ethics • Needs of Business ethics • Principles of Business ethics • Factors affecting business ethics, • Benefits of business ethics 	25%

Reference books:

1. Business Organisation & Management — by R.K. Sharma
2. Principles of Business Organisation — by Y.K. Bhushan
3. Principal and Practice of Management — by L.M. Prasad

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: II
Syllabus with effect from: JUNE 2021

Paper Code: UB02FBVB22	Total Credit: 3
Title Of Paper: Business Communication II	

Unit	Description in detail	Weighting (%)
I	Fundamental of Communication <ul style="list-style-type: none"> ➤ Meaning, Importance & Objectives ➤ Principles of communication ➤ Techniques of effective communication ➤ Barriers of effective communication 	25%
II	Types of Communication & Communication skills <ul style="list-style-type: none"> ➤ Written - Oral - Face-to-face - Silence - Merits and limitations of each type ➤ Cross cultural dimensions of business communication technology and communication ➤ Ethical & legal issues in Business communication 	25%
III	Business Letters <ul style="list-style-type: none"> ➤ Need and functions of business letters ➤ Planning & layout of business letter ➤ Kinds of business letters - Essentials of effective correspondence 	25%
IV	Oral Communication <ul style="list-style-type: none"> ➤ Meaning, nature and scope ➤ Principles of effective oral communication ➤ Techniques of effective speech ➤ Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion - Oral report - Closed circuit TV). 	25%

Basic Text & Reference Books:-

- Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
- Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
- Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep &
- Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code : UB02FBVB23	Total Credit : 3
Title of Paper : Computer application in Business -II	

Unit	Description in Detail	Weighting (%)
1	Introduction to HTML What is HTML? HTML Documents Basic structure of an HTML document Creating an HTML document Mark up Tags Heading-Paragraph Line Breaks HTML Tags.	25%
2	Elements of HTML Introduction to elements of HTML Working with Text Working with Lists, Tables and Frames Working with Hyperlinks, Images and Multimedia Working with Forms and controls	25%
3	Introduction to Web Publishing or Hosting Creating the Web Site Saving the site Working on the web site Creating web site structure Creating Titles for web pages Themes-Publishing web sites.	25%
4	Project work using unit I II and III	25%

Reference books:

1. Ivan Bayross, "Web enabled Commercial Application Development using HTML, DHTML, Java script, perl CGI" BPB 2004
2. Douglas E Comer: The Internet, PHI, Second Edition May 2000
3. Xavier C: World Wide Web Design with HTML, Tata Mcgraw hill publication 2000

SARDAR PATEL UNIVERSITY
Bachelor of Vocation (B.VOC)
Banking & Financial Services
Semester: II

Syllabus with effect from: JUNE 2021

Paper Code : UB02FBVB24	Total Credit : 3
Title of Paper : Banking & Financial Services – II	

Unit	Description in Detail	Weighting (%)
1	Development Banks in India Meaning and Importance of Development Banks Introduction and functions of following banks : HDFC, ICICI, IDBI, IRBI, IFCI, SIDBI State Financial Corporations Agriculture development bank NABARD	25%
2	Commercial Banks In India Meaning & Definition of Commercial Banks Bank nationalization and its objectives Recent trends of Indian Commercial Banks Public sector, private sector banks Different types of account – Current, saving, Fixed deposits, NRI	25%
3	Financial Markets: Money and capital markets, Money markets – meaning, constituents, Functions of money market , money market instruments – call money, Treasury bills, certificates of deposits, commercial bills, trade bills , Recent trends in Indian money markets Capital markets – primary and secondary markets	25%
4	Overview Of Electronic Banking: Meaning and Benefits of E Banking Innovations In banking due to technology Automated Teller Machines, Tele banking, Internet Banking, Mobile Banking, Electronic Funds Transfer, ECS Advantages Of ECS Risk Management of E- Banking	25%

Reference books:

- Avdhani, Investment and Securities Markets in India , Himalaya Publication , Delhi
- Bhole L M , Financial Markets and Institutions, Tata McGraw Hill, Delhi
- Ghosh D., Banking Policy In India Allied Publications , Delhi

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: III

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/ Passing	Total/ Passing	Total/ Passing	
General Component	UB03FBVB21	Human Resource Management-I	T	3	2	3	40/16	60/24	100/40	University /College
	UB03FBVB22	Environmental studies-I	T	3	2	3	40/16	60/24	100/40	University /College
	UB03FBVB23	Tally 9.2	P	3	2	3	40/16	60/24	100/40	University /College
	UB03FBVB24	Banking & Financial services-III	T	3	2	3	40/16	60/24	100/40	University /College
Skill Component	NSQF LEVEL 6	Financial inclusion officer	-	16	-	240 Hours in semester	-	-	-	SSC

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial services SEMESTER – III
Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVB21	Total Credit: 3
Title of Paper: Human Resource Management- I	

Unit	Description in detail	Weighting (%)
1	<p><u>Nature & Scope of Human Resource Management</u> 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</p>	25%
2	<p><u>Human Resource Planning</u> 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 ❖ <u>Job Design:</u> Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design</p>	25%
3	<p><u>Human Resource Planning</u> Meaning & Definition of Human Resource Planning Objects of Human Resource Planning Need and importance of Human Resource planning Process of Human Resource planning ❖ <u>Career Planning and Development</u> Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning</p>	25%
4	<p><u>Human Resource Development</u> Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma</p>	25%

Basic Text & Reference Books:

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.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial services SEMESTER – III
Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVB22	Total Credit: 3
Title Of Paper: Environmental Studies-I	

1.

Unit	Description in detail	Weighting
1	Overview of Environmental Studies: Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles	25 %
2	Natural Resources and Associated Problems Forest Resources, Water Resources, Mineral Resources, Energy Resources, Land Resources. Role of Individual in conservation of Natural Resources Case Study on various resources	25 %
3	Ecosystems Concept, Structure, Function. Types, Characteristics, Threats of following ecosystems Forest, Grassland, Desert and Aquatic Ecosystems Role of Individuals in sustaining the above types of Ecosystems	25 %
4	Biodiversity Introduction, Types – Genetic, Species, Ecosystem Biodiversity at Global National and Local Levels India as a mega diversity nation Threats & conservation of Biodiversity.	25 %

Basic Text & Reference Books:

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial services SEMESTER – III
Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVB23	Total Credit: 3
Title of Paper: Basic Tally 9.2	

	Description in detail	Weightage (%)
1	Basic of Accounting: What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts	25 %
2	Steps for working in the Tally: Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	25 %
3	Inventory Management: Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	25 %
4	Practical Training and Assignments	25 %

Basic Text & Reference Books:

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani “Implementing Tally 9”BPB Publication, latest edition.

Practical’s Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial services SEMESTER – III
Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVB24	Total Credit:3
Title Of Paper: Banking & Financial services-III	

Unit	Description in detail	Weighting (%)
Unit: 1	Negotiable Instrument Act and Payment of Cheques Definition, Characteristics, Types, Classifications, Special Parties, Negotiation Vs. Assignment	25%
Unit: 2	Financial services Meaning, Scope, Importance, New Financial Products And Services, Innovative Financial Instruments, Present Scenario	25%
Unit: 3	State bank of India Origin, Functions, SBI & Agriculture Finance, SBI & MSME/SSI, SBI & Cooperative Sector, Export business, SBI & Housing Finance, SBI & Life Insurance,	25%
Unit: 4	Venture Capital Concept, Features, Scope, Importance, The Indian Scenario, Nitin Desai Committee's Recommendations	25%

Basic Text & Reference Books:

- Desai Vasant Indian Banking –Nature and problems , sultanchand and sons
- Jain L C : Indigenous Banking in India
- Vasant desai : central Banking and economic Development
- E.gordon & K.Natrajan : banking theory, law & practice

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: IV

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB04FBVB21	Human Resource Management-II	T	3	2	3	40/16	60/24	100/40	University /College
	UB04FBVB22	Environmental studies-II	T	3	2	3	40/16	60/24	100/40	University /College
	UB04FBVB23	Operations Management	T	3	2	3	40/16	60/24	100/40	University /College
	UB04FBVB24	Banking & Financial services-IV	T	3	2	3	40/16	60/24	100/40	University /College
Skill Component	UB04CBVB21	Compliance officer	-	8	2	120 hours in semester	40/16	60/24	100/40	University /College
	-----	Practical training	-	12	-	180 hours in semester	-	-	-	Covered in Viva voce

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV
Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVB21	Total Credit: 3
Title of Paper: Human Resource Management- II	

Unit	Description in detail	Weighting (%)
1	<p><u>Managing Performance and Compensation</u> <u>Performance Appraisal:</u> 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</p> <p><u>Compensation:</u> Concept of Compensation Types of Compensation Factors affecting Compensation</p>	25%
2	<p><u>Maintaining and Retaining Human Resources</u> <u>Promotion:</u> Concept & Basis for Promotion Promotion Policy</p> <p><u>Transfer:</u> Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy</p>	25%
3	<p><u>Integrating Human Resources</u> <u>Industrial Relations:</u> Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations</p> <p><u>Industrial Disputes:</u> Meaning & Definition of Industrial Disputes Causes of Industrial Disputes</p>	25%

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

Basic Text & Reference Books:

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.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV

Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVB22	Total Credit:3
Title Of Paper: ENVIRONMENTAL STUDIES II	

Unit	Description in detail	Weighting (%)
I	<p>Environmental Pollution</p> <p>Solid waste Management: Causes, effects and control measures of urban and industrial wastes.</p> <p>Role of an individual in prevention of pollution</p> <p>Disaster management: floods, earthquake, cyclone and landslides , Tsunami, Drought</p>	25%
II	<p>Social Issues and the Environment</p> <p>Urban problems related to energy</p> <p>Water conservation, rain water harvesting, watershed management</p> <p>Environmental ethics: Issues and possible solutions.</p> <p>Climate change, global warming, acid rain, ozone layer depletion.</p>	25%
III	<p>Human Population and the Environment</p> <p>Population growth, variation among nations.</p> <p>Population explosion – Family Welfare Programme.</p> <p>Role of Information Technology in Environment and human health.</p>	25%
IV	<p>Sustainable Development Sustainable</p> <p>Urban future – Rural Development</p> <p>Business Responsibility</p> <p>One Case Study.</p>	25%

Basic Text & Reference Books:-

- Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University Press, University Grants Commission.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV

Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVB23	Total Credit: 5
Title Of Paper: Operations Management	

Unit	Description in detail	(%)
I	Fundamentals of Operations Management Operating System and operation management: Meaning of operating System; functions of manufacturing and operations (Transport, supply and service) - Meaning, scope and importance of operations management - Role and responsibility of operations managers in modern business environment.	25%
II	Production Process and Plant Layout Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) - Features and comparison - Meaning and objectives of Plant layout - Factor affecting plant layout - Types of plant layout (Process, Product and Fix layout)	25%
III	Work Design Meaning and concept of work design - Techniques of work study - Method study: meaning, objective, basic procedure, Charts & Diagrams (Man-machine chart with examples, Flow process chart and String diagram) - Time study: Meaning, objectives and basic procedure - Tools of time study	25%
IV	Operation/Production Planning and Control Production Planning: Meaning, objectives, planning procedure, Routing, scheduling, dispatching and follow up – Production control: Meaning, objectives and importance of production control	25%

Basic Text & Reference Books:-

- Material Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGraw Hill
- Modern Production Management by E.S.Buffa.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV

Syllabus with effect from: JUNE 2021

Paper Code: UB04FBVB24	Total Credit:3
Title Of Paper: Banking & Financial service-IV	

Unit	Description in detail	Weighting (%)
Unit: 1	Commercial Banks & Economical Development Meaning Role of banks Economic growth and Indian banks Innovative Schemes SEP MFA SFDA MFAL	25%
Unit: 2	New issue market Meaning Stock exchange Difference between new issue market & stock exchange Functions General guideline Principal steps Anchor investor	25%
Unit: 3	Secondary Market Introduction Functions of market Functions of brokers Methods of trading Online trading Types of stock markets	25%
Unit: 4	Non banking financial institutions Meaning Leasing Hire purchase Housing finance Investment company Non banking financial institutions directions, 1998 Non banking financial institutions & RBI	25%

Basic Text & Reference Books:

- 1. Banking Theory, Law & Practice -E.gordon & K. Natrajan :**

- 2. Banking and Financial System-Mithani & Gordon**
- 3. Fundamental of Banking- Dr. R S Swami**
- 4. Banking and Financial System-Vasant Desai**

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: V

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/ Passing	Total/ Passing	Total/ Passing	
General Component	UB05FBVB21	Organization behavior-I	T	3	2	3	40/16	60/24	100/40	University / College
	UB05FBVB22	Self development skills	T	3	2	3	40/16	60/24	100/40	University / College
	UB05FBVB23	Contemporary Research-I	T	3	2	6	40/16	60/24	100/40	University / College
	UB05FBVB24	Banking & Financial Services-V	T	3	2	3	40/16	60/24	100/40	University / College
Skill Component	NSQF LEVEL 7	International trade finance	-	10	-	150 hours in semester	-	-	-	SSC
	---	Practical training	-	8	-	120 hours in semester	-	-	-	Covered in Viva voce

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – V

Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVB21	Total Credit: 3
Title of Paper: Organization behavior-I	

Unit	Description in detail	Weighting (%)
1	<p><u>Introduction</u></p> <ul style="list-style-type: none"> ➤ Conceptual foundations, Significance, ➤ Challenges ➤ Opportunities for OB. <p><u>Personality</u></p> <ul style="list-style-type: none"> ➤ Concept and determinants, The Big five model ➤ Type A and Type B personality ➤ Key personality attributes influencing OB 	25%
2	<p><u>Attitudes</u></p> <ul style="list-style-type: none"> ➤ Sources and types; Theories of attitude; Cognitive dissonance theory, Overview of Major job attitudes: ➤ Job satisfaction, ➤ Organizational commitment and prejudice. 	25%
3	<p><u>Emotions and Moods</u></p> <ul style="list-style-type: none"> ➤ Nature and types, Sources of emotions and moods, ➤ Managing emotions at work ➤ Emotional intelligence: Concept and dimensions. 	25%
4	<p><u>Perception</u></p> <ul style="list-style-type: none"> ➤ Nature and significance of perception, ➤ Factors influencing perception ➤ Perceptual process, Perceptual distortions and improving perception. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – V

Syllabus with effect from: JUNE 2021

1.

Paper Code: UB05FBVB22	Total Credit: 3
Title Of Paper: Self-development skills	

2.

Unit	Description in detail	Weighting
1	Interpersonal skills <ul style="list-style-type: none"> ➤ Assertiveness, stress management, time management ➤ team development Skills i.e. team talk dynamics, ➤ communication in teams, leadership skills, giving feedback 	25 %
2	Attitude and emotional intelligence <ul style="list-style-type: none"> ➤ Importance of Attitude, ➤ Meaning of positive thinking and positive attitude ➤ Ways to build positive attitude, effects of negative attitude and measures to 	25 %
3	Vision, Goal setting & Time management <ul style="list-style-type: none"> ➤ Meaning of vision ➤ Doing things for the right purpose ➤ Setting and achieving goals ➤ Importance of goal setting ➤ Methods to achieve set goals ➤ General principles of stress management and time management 	25 %
4	Career planning <ul style="list-style-type: none"> ➤ Career of planning ➤ Awareness of different ➤ Sources of information ➤ Choosing a career and career counseling. 	25 %

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press
- On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – V
Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVB23	Total Credit: 5
Title of Paper: Contemporary Research-I	

Unit	Description in detail	Weighting (%)
	The students are required to prepare a research project based on any topic related to industries/insurance sector/Banking/financial services/ Supply chain distribution sectors.	
1.	Introduction: Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process	25%
2.	Problem Identification: Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal	25%
3.	Research Design Meaning of research design Need for research design Features of a good design Important concepts relating to re Different research design Basic principles of experimental designs	25%
4.	Interpretation Meaning Importance of interpretation Techniques of interpretation Precautions in interpretation	25%

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – V

Syllabus with effect from: JUNE 2021

Paper Code: UB05FBVB24	Total Credit: 5
Title of Paper: Banking & Financial Services V	

Unit	Description in detail	Weighting (%)
1	Depository system <ul style="list-style-type: none"> ➤ Meaning & Definition ➤ Objectives of a Depository ➤ Depository process in India ➤ Benefits of depository system ➤ Drawbacks 	25%
2	Rights of a banker <ul style="list-style-type: none"> ➤ Right to set off ➤ Right to close an account ➤ Right to appropriate payments 	25%
3	Investors protection <ul style="list-style-type: none"> ➤ Need for investor's protection ➤ Factors affecting investors interest ➤ Investor's protection Measures 	25%
4	Securities and Exchange board of India <ul style="list-style-type: none"> ➤ Malpractices in securities market ➤ Deficiencies in the market ➤ Functions of Securities and exchange board of India ➤ Recent guidelines 	25%

Basic Text & Reference Books

- ❖ Desai Vasant Indian Banking –Nature and problems , sultanchand and sons
- ❖ Jain L C : Indigenous Banking in India
- ❖ Vasant desai : central Banking and economic Development
- ❖ E.gordon & K.Natrajan : banking theory, law & practice

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: VI

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB06FBVB21	Organization behavior-II	T	3	2	3	40/16	60/24	100/40	University / College
	UB06FBVB22	Vibrant skills for business	T	3	2	3	40/16	60/24	100/40	University / College
	UB06CBVB23	Contemporary Research-II	T	3	2	3	40/16	60/24	100/40	University / College
	UB06FBVB24	Banking & Financial Services-VI	T	3	2	3	40/16	60/24	100/40	University / College
Skill Component	UB06CBV21	Credit administration and monitoring manager	T	8	2	120 hours in semester	40/16	60/24	100/40	University / College
	_____	Practical training	P	10	–	150 hours in semester	–	–	–	Covered in Viva Voce

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – VI
Syllabus with effect from: JUNE 2021

Paper Code: UB06FBVB21	Total Credit: 3
Title of Paper: Organization behavior-II	

Unit	Description in detail	Weighting (%)
1	<u>Group and Team Dynamics</u> <ul style="list-style-type: none"> ➤ Defining and classifying groups ➤ Stages of group development, ➤ Group dynamics, Group decision making, Types of teams ➤ Contemporary issues in managing teams. 	25%
2	<u>Interpersonal Behaviour</u> <ul style="list-style-type: none"> ➤ Dynamics of interpersonal relationship; Psychological ➤ Contract: Concept and types ➤ Trust: Concept, Types and Building trust among employees. 	25%
3	<u>Organizational Citizenship Behaviour</u> <ul style="list-style-type: none"> ➤ Concept, Forms and suggestions for promoting organizational citizenship behaviour ➤ Whistle–Blowing ➤ Co-operation: Concept and determinants, 	25%
4	<u>Conflict & Transactional Analysis</u> <ul style="list-style-type: none"> ➤ Conflict: Concept, Consequences, Sources, Approaches of conflict management ➤ Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – VI
Syllabus with effect from: JUNE 2021

1.

Paper Code: UB06FBVB22		Total Credit: 3
Title Of Paper: vibrant skills for Business		
Unit	Description in detail	Weighting
1	Problem solving <ul style="list-style-type: none"> ➤ Solve your problem of day to day life ➤ Meaning and definition Problem solving skill ➤ Problem solving process ➤ Importance of problem in business 	25 %
2	Leadership Skill <ul style="list-style-type: none"> ➤ General leadership skill ➤ Understanding the power ➤ Develop leadership skills ➤ Importance of leadership skill in Business 	25 %
3	Decision Making <ul style="list-style-type: none"> ➤ How to make better decision ➤ Definition and meaning of decision making ➤ Financial decision ➤ Importance of decision making skill ➤ Impact of ethics and values on decision 	25 %
4	Learning Skill <ul style="list-style-type: none"> ➤ Personal learning skill(Mind map, power of observation, note taking) ➤ Understanding how people learn ➤ Developing Environment to work with other ➤ Developing health relationship with other 	25 %

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – VI
Syllabus with effect from: JUNE 2021

Paper Code: UB06FBVB23	Total Credit: 3
Title of Paper: Contemporary Research-II	

Unit	Description in detail	Weighting (%)
	The students are required to prepare a research project based on any topic related to industries/insurance sector/Banking/financial services/ Supply chain distribution sectors.	
1.	Collection of data Primary data : Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire	
2.	Secondary data: Advantages of secondary data Sources of secondary data Classification & Limitations	
3.	Research Report Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report	
4.	Role of Computer in Research Introduction Characteristics Computer applications Computer and Researchers	

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – VI
Syllabus with effect from: JUNE 2021

Paper Code: UB06FBVB24	Total Credit: 3
Title of Paper: Banking & Financial Services VI	

Unit	Description in detail	Weighting (%)
1	Credit Appraisal <ul style="list-style-type: none"> ➤ Meaning ➤ Importance ➤ Procedure 	25%
2	Factoring and forfeiting <ul style="list-style-type: none"> ➤ Meaning, ➤ Functions ➤ Importance ➤ Indian scenario 	25%
3	Management of Non-performing Assets(NPAs) <ul style="list-style-type: none"> ➤ Concept ➤ Factors contributing to NPAs ➤ Management of NPAs 	25%
4	Merchant banking <ul style="list-style-type: none"> ➤ Definition, services of Merchant banks ➤ Qualities required for merchant bankers ➤ Merchant bankers commission ➤ Scope of merchant banking ➤ Problems of Merchant bankers 	25%

Basic Text & Reference Books

- ❖ Basu, Sam N “*Strategic Credit Management*”, Wiley Publications.
- ❖ Bullivant, Glen “*Credit Management*” Gower Publications.
- ❖ Edwards, Burt “*Credit Management Handbook*” Gower Publications.
- ❖ Khan, M.Y. “Financial Services”, Tata McGraw Hill Publications, New Delhi.
- ❖ IIBF ‘Advance Bank Management’, McMillian Publishing House

Note: Latest Edition of Text books may be used.