

SARDAR PATEL UNIVERSITY
PROGRAMME: BACHELOR OF VOCATION (Banking & Financial Services)
SEMESTER – VI
Syllabus with effect from: JUNE 2016

Paper Code: UB06FBVB01	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.

Programme: B.voc Sem VI

1.

Paper Code: UB06FBVB02	Total Credit: 3
Title Of Paper: vibrant skills for Business	

2.

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
- Chrissie Wright, Communication Skills, Jaico Publication
- 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.

SEMESTER – VI

Paper Code: UB06FBVB03	Total Credit:
Title of Paper: Advance Aspects of Computer	3

Unit	Description in detail	Weighting (%)
1	Computer Networks Modem and its purpose, Difference between analog data and digital data Need for conversion between analog and digital data Advantage and disadvantages of using common network environment such as internet, User id and password: Purpose and Use Methods of communication such as fax, e-mail, bulletin boards and tele/video Conferencing	25%
2	Advanced Computer Networks Difference between Local Area Network (LAN), Wireless Local Area Network and Wide Area Network (WAN) Network topologies like star, ring, bus and hybrid The internet and intranets: Characteristics and purpose Issues of confidentiality and data security surrounding common network Environments Encryption and authentication techniques	25%
3	Introduction Multimedia and Internet:- Multimedia:- Text, Audio, Graphics, Image, video and Animation Classification of Multimedia, usage of Multimedia, Stages in Multimedia Production Introduction to Internet:-www,browser,Protocols,	25%
4	Current Trends And Technologies:- Emerging Trends in Computing Mobile Computing Wifi GPRS,3G and 4G,Bluetooth,Smartphones and Tablets, Satellite phone Emerging trends in object/Human Recognition:- RFID, Biometrics, Fingerprints Recognition , Iris ,Recognition,Voice And Recognition, GPS(Global Positioning System)	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06FBVB04	Total Credit:
Title of Paper: Banking & Financial Services VI	3

Unit	Description in detail	Weighting (%)
1	Credit Appraisal <ul style="list-style-type: none">➤ Meaning➤ Importance➤ Procedure	25%
2	Factoring and Forfaiting <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.

SEMESTER – VI

Paper Code: UB06CBVB01	Total Credit:
Title of Paper: Investment Management	3

Unit	Description in detail	Weighting (%)
1	Introduction <ul style="list-style-type: none"> ➤ What is investment? ➤ Investment and speculation ➤ Importance of investment 	25%
2	Investment programme <ul style="list-style-type: none"> ➤ Investment media ➤ Factors favourable for investment ➤ Features for an investment programme ➤ Indian scenario 	25%
3	Risk & Investment alternatives <ul style="list-style-type: none"> ➤ Risk: Concept, classification of Risks ➤ Investment alternatives: classification of investors, characteristics of Government securities. ➤ Indian scenario 	25%
4	Security valuation <ul style="list-style-type: none"> ➤ Concept ➤ Elements of investment ➤ Approaches to investment ➤ Basic valuation Models 	25%

Basic Text & Reference Books

- ❖ Singh, preeti, “Investment management-Security analysis and portfolio management”, Himalaya publication house.
- ❖ Sharpe, William F., Gordon J. Alexander and Jeffrey V. Bailey, Investments (Prentice Hall).
- ❖ Fabozzi, Frank Investment Management (Prentice Hall).
- ❖ Haugen, Robert A., The Inefficient Stock Market (Prentice Hall).
- ❖ Taggart, Robert A., Quantitative Analysis for Investment Management (Prentice Hall).
- ❖ Richard Brealey and Steward Myers, Principles of Corporate Finance, (McGraw Hill).
- ❖ Dimson, E. (ed.), Stock Market Anomalies (Cambridge : Cambridge University Press).
- ❖ Khan, M. Y., Financial Services, Tata McGraw Hill Publishing Company, New Delhi.

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06CBVB02	Total Credit: 3
Title of Paper: International Banking	

Unit	Description in detail	Weighting (%)
1	<u>International Banking and Finance</u> <ul style="list-style-type: none"> ➤ International Banking, Global Trends and developments in International Banking, ➤ International Financial Centres, Offshore banking units, SEZs., ➤ Profitability of international banking operations, 	25%
2	<u>International Finance</u> <ul style="list-style-type: none"> ➤ Fundamental principles of lending to MNCs, ➤ Documentation and monitoring ➤ International credit policy agencies and global capital markets 	25%
3	<u>Role of Banks</u> <ul style="list-style-type: none"> ➤ Role of Banks in foreign Trade including EXIM bank ➤ Letters of credit: Importance in international trade, various types of LCs, settlement of disputes. 	25%
4	<u>Project and infrastructure Finance</u> <ul style="list-style-type: none"> ➤ Investments both in India (FII & FDI) and abroad, Joint ventures abroad by Indian Corporates. ➤ Investment opportunities abroad for resident Indians. 	25%

Basic Text & Reference Books

- IIBF “*International Banking Operations*”, McMillian Publishers Limited.
- IIBF “*International Banking: Legal and Regulatory Aspects*”, McMillian Publishers Limited.

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06CBVB03	Total Credit: 3
Title of Paper: Financial Management-II	

Unit	Description in detail	Weighting (%)
1	<u>Introduction to Risk Management</u> <ul style="list-style-type: none">➤ Elements of Uncertainty, Sources of Risk,➤ Types of Risk,➤ Process of risk management➤ Approaches to risk management.	25%
2	<u>Risk Management Tools</u> <ul style="list-style-type: none">➤ Hedging➤ Forward, Future. Options and Swap.	25%
3	<u>Financial Risk Management</u> <ul style="list-style-type: none">➤ Meaning of financial risk management➤ Causes of financial risk management.➤ Current scenario	25%
4	<u>Identifying Major Financial Risk</u> <ul style="list-style-type: none">➤ Factors affecting Foreign Exchange Risk,➤ Interest rate risk, Commodity risk, Credit risk➤ Operational risk, Liquidity risk, Systematic risk.	25%

Basic Text & Reference Books

- ❖ Williams, C. Arthur, Smith Michael, Young Peter, “Risk Management & Insurance”
- ❖ McGraw Hill.
- ❖ Rajwade A.V. “Foreign Exchange, International Finance & Risk Management”, Academic of Business Studies.
- ❖ Hull, John C., “Introduction to Futures & Options”, Prentice Hall.
- ❖ Horcher, Karen A., “ Essentials of Financial Risk Management” Wiley Publications.

Note: Latest Edition of Text books may be used.

SEMESTER – VI

Paper Code: UB06CBVB04	Total Credit: 3
Title of Paper: Project in house	

Unit	Description in detail	Weighting (%)
	<p>The students are required to prepare a research project based on any topic related to banking and financial services.</p> <ul style="list-style-type: none">➤ The internal faculty guide will be required to guide and evaluate (out of 25 marks) on the basis of the research project prepared by the student.➤ The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university.	