



Programme: B VOC (Banking & Financial Services) Semester: III

Course Code	UB03EBVB01	Title of the Course	Soft Skills for Business - I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ul style="list-style-type: none">• To Understand the concept of assertiveness, including its nature and different types, and distinguish assertive behaviour from other types of behaviour.• To Recognize the assumptions and rights in interpersonal communication and how they relate to assertiveness.• To Evaluate the effectiveness of presentations and incorporate feedback for continuous improvement.• To Plan and organize a business presentation effectively, considering audience needs and objectives.
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Course Content		
Unit No.	Description	Weightage
1.	Assertiveness 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.	Business Presentation 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	Learner-centred Instructional methods 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">• Understands and appreciates creative English and is able to refine his/her oral and written expressions• Actively thinks about what is happening in a text while reading it, and mentally interacts and constructs meaning from the text• Uses formal channels and methods of communication, and is able to overcome the barriers to effective communication for effective operation of a business organization• Drafts effective Sales Promotion letters.
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Sr. No.	References
	<ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Pal and JS Korlahalli (Sultan Chand & Sons)• Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)• Business Communication – US Rai & SM Rai (Himalaya Publishing House, Mumbai)• Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)• Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)• Effective Business Communication – M V Rodriques (Concept Publishing House)• Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)• Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill 2002)• Communication Skills – Sanjay Kumar & Pushp Lata (OUP)• Business Communication second edition –Meenakshi Raman and Prakash Signh (Oxford University Press New Delhi)• 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)• Developing Communication Skills – Krishna Mohan and Meera Banerji, second edition (Macmillan Publishers India Ltd Mumbai)• Joshi Gangadhar (2016), Campus to Corporate, Sage Publication India Pvt Ltd, New Delhi.• Wadkar Alka ((2016), Life Skills for Success, Sage Publication India Pvt Ltd, New Delhi.

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





B.VOC. (Banking & Financial Services) SEMESTER -III

Course Code	UB03MABVB01	Title of the Course	Back Office Associate - Financial Services (QP)
Total Credits of the Course	4	Hours per Week	6

Course Objectives	The course intends to expose the student to in depth learning about roles and responsibilities of a Back Office Associate - Financial Services.
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Unit / Module	Course Description
1.	<p>Introduction to BFSI & Handle Documentation and Customer</p> <p>Discuss the objectives and benefits of the Skill India Mission • Describe the scope of Banking Industry and its sub-sectors • Discuss job role and opportunities for a Back Office Associate - Financial Services • List the basic terminologies used in the banking services • Explain the standard procedure to maintain customer records • Discuss different types of customers in financial organizations • List various types of data and documents like KYC, legal and financial documents for data entry operations • Explain the standard procedure to compile, sort and validate the accuracy of customer data and supporting documents before it is uploaded • Discuss the significance of ensuring availability of all the documents as per the specified checklist • State the significance of identifying the documents or data of customer to be uploaded • State the significance of ensuring the data is captured from the “verified with original” documents • Explain the importance of ensuring the entered data is error-free and completing all documentation within the stipulated time as per SOP • State the significance of seeking approval of the appropriate authorities in case of any deviations taken, as defined in the organizational deviation matrix • Discuss organizational escalation and deviation matrix for any discrepancy</p>
2.	<p>Coordinate with Other Departments</p> <p>• Discuss relevant department policies, processes, standard operating procedures, and instructions • Describe the standard procedure to prepare, update and retrieve reports and data backup • State the significant of ensuring the availability of the documents to appropriate authorities at all times for inspection • Explain the importance of supporting sales staff in handling and documenting customer accounts • Discuss organizational escalation matrix</p>
3.	<p>Employability Skills</p> <p>Discuss employability skills required for jobs in various industries • Explain ways to explore learning and employability portals • Discuss the significance of legal values, including civic rights and duties, citizenship, responsibility towards society etc. And personal values and ethics such as honesty, integrity, caring and respecting others, etc. • Explain the significance of 21st century skills for employment • Describe the benefits of the continuous learning • Explain how to read and understand routine information, notes, instructions, mails, letters etc. Written in English • List the difference between job and career • Communicate and behave appropriately with all genders and pwd • Discuss how to escalate any issues related to sexual harassment at workplace according to posh act • List common components of salary and compute income, expenses, taxes, investments etc Discuss relevant rights and laws and use legal aids to fight against legal exploitation • Identify and list different types of entrepreneurship and enterprises and assess opportunities for potential business through research • Identify and list sources of funding,</p>



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Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2024-25

	anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity • Explain how to identify different types of customers • Identify and list apprenticeship opportunities and register for it as per guidelines and requirements
4.	<p>On-the-Job Training</p> <ul style="list-style-type: none"> • Perform appropriate steps to collect the customer data from the sales team • Apply proper methods to check and verify customer data, and documents like KYC, legal and financial documents for correctness • Demonstrate how to operate computer systems, MS Office and databases • Show how to segregate the documents based on customer type and record details accurately in the prescribed format • Show how to create and update the records in the software • Demonstrate how to enter data such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval and compare them with source documents, or re-enter them in verification format to detect errors • Show how to locate and correct data entry errors, and report them to the authorized person • Employ appropriate methods to store completed documents in appropriate locations • Show how to share data and reports to the reporting manager and other internal teams as per the defined TAT • Show how to operate computer system • Demonstrate how to create a backup of data and documents at the prescribed time interval • Apply proper methods to maintain and update records, logs of activities and completed work, filing, inventory, mailing, and database systems, either manually or using a computer, as applicable • Demonstrate how to find, retrieve, and make copies of information from files, as required • Show how to check the system and the software for proper functioning • Role play on how to report to the development team about issues faced with the system • Show how to compile data from records to prepare periodic reports

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
1.	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.	Outline the overview of Skill India Mission
2.	Discuss about the Banking Industry and its sub-sectors
3.	Define the roles and responsibilities of a Back Office Associate - Financial Services
4.	Perform appropriate steps to collect the customer data from the sales team
5.	Show how to segregate the documents based on customer type and record details accurately in the prescribed format
6.	Demonstrate how to input data into computer systems to support document and information retrieval
7.	Show how to locate and correct data entry errors, and report them to the authorized person



Programme: B VOC (Banking & Financial Services) Semester: III

Course Code	UB03MABVB02	Title of the Course	Human Resource Management-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">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.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
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Course Content		
Unit	Description	Weightage* (%)
1.	Nature & Scope of Human Resource Management: 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.	Human Resource Planning: 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 Job Design: Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design	25
3.	Career Planning: Career Planning and Development Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning	25
4.	Human Resource Development: Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma	25



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2024-25

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

On-line resources

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BVOC (Banking & Financial Services) Semester - III

Course Code	UB03MDBVB01	Title of the Course	Business Mathematics & Statistics
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 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. 2. To provide college students with reinforcement of Mathematical and Statistical computations.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Function Limit and Continuity: 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)</p>	25%
2.	<p>Set Theory, Determinants 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)</p>	25%
3.	<p>Matrix 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.</p>	25%
4.	<p>Interpolation and Extrapolation 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.</p>	25%





Teaching-Learning Methodology	Lecture, Assignment, Quiz, Seminars, Content- Focused Methods and Interactive / Participative Methods.
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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.	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:





SARDAR PATEL UNIVERSITY
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Syllabus with effect from the Academic Year 2024-25

B. VOC: (Banking & Financial Services) SEMISTER III

Course Code	UB03MIBVB01	Title of the Course	Banking and Financial Service – III
Total Credits of the course	04	Hours per Week	04

Course Objectives	To gain the basic and complete knowledge of banking finance and its scope.
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Unit	Description in detail	Weightage (%)
1	Negotiable Instrument Act and Payment of Cheques Definition, Characteristics, Types, Classifications, Special Parties, Negotiation Vs. Assignment	25%
2	Financial services Meaning, Scope, Importance, New Financial Products and Services, Innovative Financial Instruments	25%
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%
4	Venture Capital Concept, Features, Scope, Importance, The Indian Scenario, Nitin Desai Committee's Recommendations	25%

Teaching-Learning Methodology	Learner-centred Instructional methods 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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SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2024-25

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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: After completion of the course, the learner	
1.	<ul style="list-style-type: none">• Students must understand the role of bank and its services• Explore the career in Banking Sector• Understand the Indian Banking System

Sr. No.	References
	<ul style="list-style-type: none">• 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 <p>Note: Latest Edition of Text books may be used</p>



Programme: B VOC (Banking & Financial Services) Semester: III

Course Code	UB03SEBVB01	Title of the Course	Corporate Communication- I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ul style="list-style-type: none">• To Understand the importance of effective listening in personal and professional contexts.• To Identify the advantages of effective listening and recognize the different types of listening, such as empathetic, critical, and appreciative listening.• To Explore various theories and factors related to thinking, such as cognitive biases and heuristics.• To Develop problem-solving skills by applying critical thinking techniques, such as analysis, evaluation, and synthesis..
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Course Content		
Unit No.	Description	Weightage
1.	Developing Effective Listening Skills 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.	Thinking and Reasoning 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%

Teaching-Learning Methodology	Learner-centred Instructional methods 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">• Understands and appreciates creative English and is able to refine his/her oral and written expressions• Actively thinks about what is happening in a text while reading it, and mentally interacts and constructs meaning from the text• Uses formal channels and methods of communication, and is able to overcome the barriers to effective communication for effective operation of a business organization• Drafts effective Sales Promotion letters.
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Sr. No.	References
	<ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Pal and JS Korlahalli (Sultan Chand & Sons)• Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)• Business Communication – US Rai & SM Rai (Himalaya Publishing House, Mumbai)• Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)• Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)• Effective Business Communication – M V Rodrigues (Concept Publishing House)





- Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)
- Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill 2002)
- Communication Skills – Sanjay Kumar & Pushp Lata (OUP)
- Business Communication second edition –Meenakshi Raman and Prakash Signh (Oxford University Press New Delhi)
- 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)
- Developing Communication Skills – Krishna Mohan and Meera Banerji, second edition (Macmillan Publishers India Ltd Mumbai)
- Joshi Gangadhar (2016), Campus to Corporate, Sage Publication India Pvt Ltd, New Delhi.
- Wadkar Alka ((2016), Life Skills for Success, Sage Publication India Pvt Ltd, New Delhi.

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





SARDAR PATEL UNIVERSITY
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Syllabus with effect from the Academic Year 2024-25

Programme: B VOC (Banking & Financial Services) Semester: III

Course Code	UB03SEBVB02	Title of the Course	Environmental Impact & Risk Management I
Total Credits of the course	02	Hours per Week	2

Course Objectives	To perform duty as consultant to different developmental projects undertaken by agencies and analyzes environmental implications.
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Unit	Description in detail	Weightage (%)
1	Introduction 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	Process and Methods of EIA: 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%

Teaching-Learning Methodology	Learner-centred Instructional methods 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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SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2024-25

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">• Understand the current issues of Environment• Think about the problem solution related to Environment• EIA monitoring and auditing

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



Programme: B VOC (Banking & Financial Services) Semester: III

Course Code	UB03SEBVB03	Title of the Course	Office Management- I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ul style="list-style-type: none">• To Understand the importance of office management in professional contexts.• To identify the advantages of effective office management in professional life for success.• To understand the role of manager in office.
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Course Content		
Unit No.	Description	Weightage
1.	Introduction: 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.	Office Manager: Qualifications and qualities of office manager. The status of office manager in total organization. The authorities and responsibilities of an office manger.	50%

Teaching-Learning Methodology	Learner-centred Instructional methods 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">• Understand the importance office management• Learn about the role of manager in office• Explore them through practical learning of office management
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Sr. No.	References
	<ul style="list-style-type: none">• Choat, Dennis E. "Office Management." Clinics in Colon and Rectal Surgery 18, no. 04 (November 2005): 247–48.• Curtis, Myra. "American Office Management." Public Administration 10, no. 2 (April 3, 2007): 179–95.• Collins, Sharon K. "Office Management of Insurance." Perspectives on Fluency and Fluency Disorders 13, no. 1 (September 2003): 19–20.

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





Add on Certificate Course

Course Code	UB03VABVB01	Title of the Course	Dharmashastra (Aacharasamhita)
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">• To analyse the etymology and meaning of the word "Dharma" and its significance in various cultures and religions.• To explore the characteristics of Dharma and how it manifests in different contexts.• To examine the explanations of the concept of Dharma by renowned scholars and thinkers throughout history.• To recognize the importance of Dharma in shaping human life, ethics, and societal values.• 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).• To appreciate the significance of Acharndharma (ethical conduct and righteous behavior) in upholding Dharma.• To analyze examples of various characteristics of Dharma in the lives of notable scholars, philosophers, and religious figures.• To introduce and gain an overview of the major Dharmashastras (ancient Indian texts that discuss laws, duties, and ethical principles).• To foster critical thinking and open discussion regarding the interpretation and application of Dharma in modern times.• To develop a deeper understanding of the cultural, ethical, and spiritual dimensions of Dharma and its relevance in contemporary society.
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Course Content		
Unit	Description	Weightage* (%)
1	<ol style="list-style-type: none">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%



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
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