



Programme: B Voc (Banking & Financial Services) Semester II

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|--------------------------------|-------------|------------------------|-----------------------|
| Course Code AEC | UB02AEBVB01 | Title of the Course | Business English – II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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| Course Objectives: | The programme has been designed to acquaint the learner with the creative use of the English language. It also introduces the learner to the basic concepts and practices of business writing with essentials of writing effectively in the English Language. |
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| Course Content | | |
|----------------|--|-----------|
| | Description | Weightage |
| 1. | Text: A collection of short stories Name of the Text: Prism: An Anthology of Short Stories Section II-A Taste of India(Cambridge University Press) 1. A Shadow by R.K.Narayan 2. The Weed by Amrita Pritam 3. Arjun by Mahashweta Devi (text-based short questions may be asked) | 50% |
| 2. | Business Writing: A). Structure/Format/Layout of a business letter <ul style="list-style-type: none">Regularparts- (Letterhead,Date,InsideAddress,Salutation,Bodyofth eLetter,ComplimentaryClose,Signature)Occasionalparts- (ReferenceNo.,Attentionline,Carboncopynotation,Identi fication initials, Enclosures)Essentials of good business writing- Correctness, Conciseness, Clarity, Courtesy, Completeness and 'You' Attitude (Consideration) A). Business Writing related to Inquiry and Replies to Inquiries. | 50% |





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| Teaching- Learning Methodology | <p style="text-align: center;">Learner-centered Instructional methods</p> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning, use of e-resources, including films |
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| Course Outcomes: After completion of the course, the learner | |
| 1. | <ul style="list-style-type: none">• Evaluates creative use of the English language• Applies the concepts of business writing in drafting effective business communication.• Appraises an understanding pertaining to the basic concepts of communication. |





| Sr. No. | References |
|------------|---|
| | <ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Paland JSK or lahalli(Sultan Chand & Sons)• Principle sand Practice of Business Communication – Rhoda A Doctor & As piH 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, NewDelhi)• Effective Business Communication– MVRodriques(ConceptPublishingHouse)• Writingwithapurpose– ChampaTickooandJayaSasikumar(OxfordUniversityPress,Mumbai)• BusinessCommunicationandReportWriting– RPSharmaandKrishnaMohan(TataMcgrawHill2002)• Communication Skills–Sajaykumar, Pushplata(OUP2011) |

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



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Syllabus with effect from the Academic Year 2023-2024

B.VOC.: (Banking & Financial Services) SEMESTER -II

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|-----------------------------|--------------------|----------------------------|--------------------------|
| Course Code | UB02MABVB01 | Title of the Course | MUTUAL FUND AGENT |
| Total Credits of the Course | 18 | Hours per Week | 06 |

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|--------------------------|---|
| Course Objectives | The course intends to expose the student to in depth learning about mutual fund basic terms, updated information related to mutual fund and its importance in investment. |
|--------------------------|---|

| Unit | Course Description | Weightage (%) |
|-------------|---|----------------------|
| 1. | Conduct Research Update knowledge on mutual fund market Keep up to date on regulations and guidelines Impact of Macro Economic factors on mutual fund market | |
| 2. | Market & Sell Mutual Fund Approach and market various mutual funds schemes to prospective customer identified Assist customer with determining most suitable mutual fund scheme according to needs Receive approval for initiating purchase process | |
| 3. | Assist with purchase of Mutual Fund Assist customer with the application process for purchasing the mutual fund Collect and ensure payments are processed at the bank/organization Deliver proof of purchase and plan follow-up sessions | |
| 4. | Perform After Sales Activities Develop long-term relationships with customers Respond to customer queries and clarifications and advise the customers on existing product and new schemes Assist in termination of investment | |

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

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| 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. | Students will Conduct Research for updated information related to mutual fund. |
| 2. | Students will understand the market & sell Mutual Fund. |
| 3. | Students will get idea about assist with purchase of Mutual Fund |
| 4. | Students will understand the perform After Sales Activities |

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Syllabus with effect from the Academic Year 2023-2024

B.VOC.: (Banking & Financial Services) SEMESTER -II

| | | | |
|-----------------------------|--------------------|----------------------------|---|
| Course Code | UB02MABVB02 | Title of the Course | BUSINESS ORGANIZATION AND MANAGEMENT -II |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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|--------------------------|---|
| Course Objectives | The course aims to provide deep knowledge to the students about the Organization and Management of a Business Enterprise. |
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| Unit | Course Description | Weightage (%) |
|-------------|--|----------------------|
| 1. | Decision making 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 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 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 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% |

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Syllabus with effect from the Academic Year 2023-2024

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

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|--------------------------------|---|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---|

| Evaluation Pattern | | |
|--------------------|--|-----------|
| Number | Details of Evaluation | Weightage |
| 1. | Internal/Written Examination | 15% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance | 15% |
| 3. | University Examination | 70% |

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

| No. | Course Out comes: Having completed this course, |
|-----|--|
| 1. | Student will be acquainted with the decision making and its related concepts. |
| 2. | Student will have a thorough idea about Staffing and its all parameters. |
| 3. | Student will have in depth knowledge of the term Coordination. |
| 4. | Student will acquire conceptual clarity about Social responsibility and Business ethics. |

| Suggested References: | |
|---|--|
| No. | References |
| 1. | Human Resource Management by CB Gupta, Modern Business Organization, Mayur Paperbacks, New Delhi |
| 2. | Text and Cases of Human Resource Management by P SUBBA ROA. Global Media. |
| 3. | Human Resource and Personnel Management by K ASWATHAPPPA, McGraw Hill Education. |
| 4. | Human Resources Management by SKhanka, S. Chand and Company. |
| 5. | Kaul, V.K., Business Organization and Management, Pearson Education, New Delhi |
| 6. | Chhabra, T.N., Business Organization and Management, Sun India Publications, New Delhi |
| 7. | KOONTZ and WEHRICH, Essentials of Management, McGraw Hill Education. |
| 8. | BASU, C. R., Business Organization and Management, McGraw Hill Education. |
| 9. | BURTON GENE and MANABTHAKUR; Management Today: Principles and Practice; Tata McGraw Hill, New Delhi. |
| 10. | DRUKER PETER F: Management Challenges for 21 st Century, Butterworth Heinemann, Oxford. |
| 11. | LOUIS A. ALLEN: Management and Organization; McGraw Hill, Tokyo |
| 12. | HAMTON, DAVID R.: Modern Management, McGraw Hill; New York. |
| 13. | STONER, FREEMAN and GILBERT: Management; Prentice-Hall International Learning Limited, New Delhi. |
| On-Line Resources available that can be used as Reference Material | |
| https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384 | |



B.VOC.:(Banking & Financial Services)SEMESTER-II

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|---|--------------------|--------------------------|---------------------------------|
| CourseCodeMultidisciplina ry | UB02MDBVB01 | Titleof theCourse | ComputerApplication-I |
| TotalCreditsof theCourse | 04 | HoursperWeek | 02(Theory)+02(Practical) |

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|--------------------------|---|
| Course Objectives | 1.To develop computerskillinstudents through word processor. |
| | 2.Computerskillhelps Vocational Educationstudentstomeettheneedsofmodernbusiness through Power Point Presentation. |
| | 3. Computer skilled students can efficiently use Information and CommunicationTechnologythrough Mailing and others. |
| | 4.Computerskillincreasethechancesof gettinghired. |

CourseContent

| Unit | Description | Weightage (%) |
|------|--|---------------|
| 1. | <p>Word Processor Basics</p> <p>Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Facilities Available in Word Processor, Different Word Versions. Starting of Word. Introduction of File Templates and its use, Opening of Blank File, Introduction of Word Screen Ribbon, Customize the Ribbon, Back Stage View, Opening, Closing, Save and Save As, File Info, Permissions, Save & Send, Save to SharePoint, Printing, Previewing, Changing File Type, Create PDF, File Sharing, Exit Customize Quick Access Toolbar</p> <p>Typing and Editing: Action with Mouse and through Keyboard, Selecting Text, Typing, Editing, Copying, Moving Text (Cut, Copy, Paste, Paste Options, Move, Drag and Drop). Typing Special Characters (Symbols),Use of format Painter.</p> <p>Features: Formatting Text i.e. Selection of Fonts, Font Styles, Size, Colour and Text effects. Clear all formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), Line and Paragraph Spacing, Spacing before and after paragraph, formatting paragraph, Indents, indenting a paragraph, finding and replacing text, Bullets and Numbering (Formatting List) styles.</p> | 25% |
| 2. | <p>Insert:</p> <p>Page, Page Break, Table, Picture, Clipart, Shapes, Smart Act, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap.</p> <p>Page Layout:</p> <p>Margin, Orientation, Size, Column, Watermark, Page colour, Page Border, Printing and</p> | 25% |





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| | Document. Mailings and Other: Mail Merge, Macro, Spelling and Grammar (Correct the spelling error, Correct a Contextual Spelling Error, and Correct the Grammar, Automatically Corrects Misspellings, Proofing and Auto Correct Options). Creating Business documents using above facilities. | |
| 3. | Introduction to Presentation and MS PowerPoint: Introduction to Basic concepts of Presentation, Introduction to MS powerpoint, Uses of PowerPoint, Starting of PowerPoint, Introduction to PowerPoint, Interface, Screen, Quick Access Toolbar, and PowerPoint views, Creating PowerPoint Template. Slide Basics: About Slides – Design, Themes, Transition, Animation, Layouts, Use a Blank Slide, Add Slide, Delete a Slide, Copy a Slide, Arranging Slides, Entering Text in Placeholder, About Slide Views, Adding Notes to Slides. | 25% |
| 4. | Working with Text and Graphics in Slides: Insert Text Boxes, Resize a Text Box, Text Alignment, formatting a Text, correcting a Text with Spelling Check, Use of find and Replace, Formatting Paragraphs, Inserting in Slide – Table, Chart, SmartArt, Chart, Hyperlink, Picture, ClipArt, Screenshot, Video, Audio, Object, Photo Album, Shapes. Printing and Delivering Presentation: Introduction to Printing, Printing Slides, Setting the Slide size and Orientation, Printing the Presentation, Creating and Presenting a Custom Show, Animating Text and Graphic objects, Running a Slide Show, Setting Timings and Transitions. Slide Show: From Beginning Slide, From Current Slide, Broad Cast Slide show, Custom Slide show, Hide Slide, Setting up presentations for Delivery, Presenting Slide show as a Video, Package Presentation on CD, Creating Business presentation using above facilities. | 25% |

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| Teaching-Learning Methodology | Theory(50%)+Practical(50%) Practicals:PracticalsarebasedonaboveUnits.(Weightage50%)– TwoPracticalperiodsperweek perbatch. |
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| EvaluationPattern | | |
|--------------------------|------------------------------------|-----------|
| Sr.No. | DetailsoftheEvaluation | Weightage |
| 1. | InternalWritten(Asper CBCSR.6.8.3) | 15% |





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| 2. | Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As perCBCS R.6.8.3) | 15% |
| 3. | University Examination Theory(50%)+Practical(50%) | 70% |





| CourseOutcomes | |
|----------------|---|
| 1. | <ul style="list-style-type: none">• WorkwiththebasicfeaturesofWord processor• Displaydocumentsusingvariousviews through typing and editing.• Selectandworkwithtextinadocument |
| 2. | <ul style="list-style-type: none">• Workeffectivelywithfeatures thataffectthepagelayoutofyourdocument• Createand modifytabsand tables• Insertandworkwithclipartandpictures. |
| 3. | <ul style="list-style-type: none">• Learn about Power point Presentation• Use Skillful Presentation in Business |
| 4. | <ul style="list-style-type: none">• Working with Text and Graphics in Slides• Printing and Delivering Presentation |

| SuggestedReferences | |
|---------------------|--|
| Sr.No. | References |
| 1 | Computer course windows 7 and office 2010 by R.K.Taxali Publisher Tata McGrawHill. |
| 2 | Computer fundametal by Anita Goel Pearson Publication New Delhi. |
| 3 | Sinha, P.K.(2003),”Computer Fundamentals”,3 rd Ed.,BPB Publications |





B.VOC.: (Banking & Financial Services) SEMESTER -II

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|--|--------------------|----------------------------|----------------------------|
| Course Code Multidisciplinary | UB02MDBVB02 | Title of the Course | INTERNATIONAL TRADE |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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|-------------------|---|
| Course Objectives | The course intends to expose the student to learn International Transport, Packing and Marking for export, Customs Control as well as Import procedures and documents |
|-------------------|---|

| Unit | Course Description | Weightage (%) |
|-------------|---|----------------------|
| 1. | International Transport: • Modes of international transport: freight forwarders, the services of the forwarders, advantages & disadvantages of using freight forwarders. • Mode of international transport • Types of sea freight services • Choosing a mode of transport | 25% |
| 2. | Packing and Marking for export: • Packing methods, factors affecting choice of packing, marking for export International transport documentation: an overview of export documentation, the transport conventions, the bill of lading, A bill of lading glossary | 25% |
| 3. | Customs Control: Export procedures and documents: An Overview of customs controls, export, import, transit, the European union, export procedures processing relief (IPR/OPR), the new computerized Transit system(NCTS) | 25% |
| 4. | Import procedures and documents: EU imports, import controls, the export invoice, description, the Brussels Tariff Nomenclature (BTN), Customs Management | 25% |



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

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|--------------------------------|---|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---|

| Evaluation Pattern | | |
|---------------------------|---|------------------|
| Number | Details of Evaluation | Weightage |
| 1. | Internal/Written Examination | 15% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva- Voce, Quizzes, Seminars, Assignments, Attendance | 15% |
| 3. | University Examination | 70% |

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

| No. | Course Out comes: Having completed this course, |
|------------|---|
| 1. | Students will learn about International Transport. |
| 2. | Students will acquired knowledge of Packing and Marking for export. |
| 3. | Students will understand the Customs Control. |
| 4. | Students will get idea about Import procedures and documents. |

| Suggested References: | |
|------------------------------|---|
| No. | References |
| 1. | Gandolfo Giancarlo. International Trade: Theory and Policy - Springer Berlin Heidelberg, -2013 |
| 2. | Krugman Paul, Obstfeld Maurice, Melitz Marc International Trade: Theory and Policy: Global Edition -Pearson Education Limited- 2014 |
| 3. | Suranovic Steve International Trade: Theory and Policy- Flat World Knowledge, 2010 |
| 4. | Shengelia T.(2013) Global Business. Tbilisi, Publishing House, Universal“. |
| 5. | James R. Markusen Keith E. Maskus INTERNATIONAL TRADE: THEORY AND EVIDENCE October, 2011. |



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Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

B.VOC.: (Banking & Financial Services) SEMESTER -I

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|-----------------------------|--------------------|----------------------------|--|
| Course Code | UB02MIBVB01 | Title of the Course | BANKING AND FINANCIAL SERVICES-II |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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| Course Objectives | The course intends to expose the student to Development Banks in India, Commercial Banks In India, Financial Markets and Electronic Banking. |
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| Unit | Course Description | Weightage (%) |
|-------------|--|----------------------|
| 1. | Development Banks in India: Meaning and Importance of Development Banks Introduction and functions of following banks : HDFC, ICICI, IDBI,IRBI 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% |



SARDAR PATEL UNIVERSITY
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Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

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

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|--------------------------------|---|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---|

| Evaluation Pattern | | |
|---------------------------|---|------------------|
| Number | Details of Evaluation | Weightage |
| 1. | Internal/Written Examination | 15% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva- Voce, Quizzes, Seminars, Assignments, Attendance | 15% |
| 3. | University Examination | 70% |

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

| No. | Course Out comes: Having completed this course, |
|------------|---|
| 1. | Students will learn about Development Banks in India. |
| 2. | Students will understand about Commercial Banks In India. |
| 3. | Students will acquired knowledge related to Financial Markets. |
| 4. | Students will get idea about Electronic Banking. |

| Suggested References: | |
|------------------------------|---|
| No. | References |
| 1. | Fundamental of Banking –Dr. G V Kayande patil |
| 2. | Banking and Financial System-Mithani &Gordon |
| 3. | Fundamental of Banking- Dr. R S Swami |
| 4. | Banking and Financial System-Vasant Desai |



Programme: BVoc (Banking & Financial Services) Semester: II

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|-----------------------------|-------------|---------------------|-------------------------|
| Course Code | UB02SEBVB01 | Title of the Course | Communication Skills II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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| Course Objectives: | To enhance students' abilities in both verbal and written communication, enabling them to effectively convey ideas, listen actively, and engage in various interpersonal and professional communication scenarios while also fostering critical thinking and adaptability in diverse contexts. |
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| Course Content | | |
|-----------------------|---|-----------|
| | Description | Weightage |
| 1. | <p>Communication</p> <ul style="list-style-type: none"> • Types of Communication (Vertical – Upward, Downward / Horizontal / Consensus / Grapevine) • Barriers to Communication (Wrong choice of medium/ Physical / Semantic / Socio-psychological barriers to Communication) | 25% |
| 2. | <ul style="list-style-type: none"> • Letters of Complaints & Adjustments (Letters concerning delivery of goods (e.g. late delivery of Goods), wrong goods, damaged goods, defective goods, inferior quality of goods, shortage in goods (nos and weight), insolent behavior) • Collection Letters (Letters concerning sending the statement of account or bill; the reminder stage; requests for payment; final appeal for cooperation; threats and warnings; legal action) | 25% |

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

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|---|--|
| Course Outcomes: After complete ion of the course ,the learner | |
| 1. | <ul style="list-style-type: none"> • Develops proficiency in Communicative English • Interprets the language with enrich ed vocabulary • Employs the basic concepts of the English language for practical purposes. |





| Sr. No. | References |
|---------|---|
| | <ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Pal and J S Korlahalli (Sultan Chand & Sons)• Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)• Business Communication – U S Rai & S M 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 & Pushplata (OUP)• English Grammar in Use – Murphy Raymond (Cambridge University Press) |

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





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

| Course Code | UB02SEBVB02 | Title of the Course | Time Management - II |
|-----------------------------|-------------|---------------------|----------------------|
| Total Credits of the Course | 02 | Hours per Week | 02 |

| | |
|-------------------|---|
| Course Objectives | The Objective of this course is to understand the Time Management Tools and Application of Time Management. |
|-------------------|---|

| Unit | Course Description | Weightage (%) |
|------|---|---------------|
| 1. | Time Management Tools Ways to overcome Time Wasters Planning Components and Time Management - Objectives, Policy, Programmes, Schedule, Strategies Budget - Best Tools for Time Management How to save Time? | 50% |
| 2. | Application of Time Management Learning Time Management Practical Experience and Games on: Goal Setting Prioritizing Weekly Plan | 50% |

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

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|---------------------------------|---|
| Teaching – Learning Methodology | <ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Practical Problem Solving |
|---------------------------------|---|

| Evaluation Pattern | | |
|--------------------|---|-----------|
| Number | Details of Evaluation | Weightage |
| 1. | Internal/Written Examination | 15% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva- Voce, Quizzes, Seminars, Assignments, Attendance | 15% |
| 3. | University Examination | 70% |

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



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Syllabus with effect from the Academic Year 2023-2024

| No. | Course Out comes: Having completed this course, |
|------------|--|
| 1. | Learn about Time Management Tools |
| 2. | Get an idea about Application of Time Management |

| Suggested References: | |
|------------------------------|--|
| No. | References |
| 1. | The Seven Habits of Effective People by Stephen R. Covey, Simon - Schuster Publishers, 1990 |
| 2. | Managing Time for a Competitive Edge by Bharti R. L., S. Chand & Co. |
| 3. | Graham Roberts, Phelps – Handbook of Time Management – Working Smarter, Crest Publishing House, New Delhi - 2003 |
| 4. | Dr. Jan Yager – Creative Time Management for the New Millennium, Jaico Publishing, Mumbai - 2001 |
| 5. | Gary Kroehnert – Taming Time – Tata McGraw Hill Publishing Company Ltd., 2004 |
| 6. | C. B. Gupta – Management: Theory and Practice by Sultan Chand & Sons, New Delhi |
| 7. | On-Line Resources available that can be used as Reference Material |



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B.VOC.: (Banking & Financial Services) SEMESTER -II

| | | | |
|-----------------------------|--------------------|----------------------------|---------------------------------|
| Course Code | UB02SEBVB03 | Title of the Course | ENTREPRENEUR SKILLS - II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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|--------------------------|---|
| Course Objectives | The course intends to expose the student to Entrepreneurial Development Programmes as well as Small Business as a Seed Bed of Entrepreneurship. |
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| Unit | Course Description | Weightage (%) |
|-------------|--|----------------------|
| 1. | Entrepreneurial Development Programmes Their relevance and achievements → Role of government in organising such programmes. → Critical Evaluation | 25% |
| 2. | Small Business as a Seed Bed of Entrepreneurship Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and marketing scope → Risk analysis and financial considerations. → Profit planning in small enterprise, Growth strategies and diversification. | 25% |

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

| | |
|--------------------------------|---|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---|

| Evaluation Pattern | | |
|---------------------------|---|------------------|
| Number | Details of Evaluation | Weightage |
| 1. | Internal/Written Examination | 15% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva- Voce, Quizzes, Seminars, Assignments, Attendance | 15% |
| 3. | University Examination | 70% |

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

| No. | Course Out comes: Having completed this course, |
|------------|--|
| 1. | Students will acquired knowledge for Entrepreneurial Development Programmes. |
| 2. | Students will learn about Small Business as a Seed Bed of Entrepreneurship. |



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| Suggested References: | |
|------------------------------|--|
| No. | References |
| 1. | Hal, B. Pricke; and Royce L. Brahamson, "Small Business Management". |
| 2. | Keneth R., Van Vorthis, "Entrepreneurship and Small Business Management |
| 3. | Hans Scholhammer and Arthur H. Kuril "Entrepreneurship and Small Business Management" |
| 4. | Joseph R. Mancuso, "How to Start, Finance and Manage Your Own Small Business". |
| 5. | Dhar, P.N. and Lydal H.F., "The Role of Small Enterprises in Indian Economic Development". |



B.VOC.: (Banking & Financial Services) SEMESTER -II

| | | | |
|-----------------------------|--------------------|----------------------------|------------------------------------|
| Course Code | UB02VABVB01 | Title of the Course | ON THE JOB TRAINING PROJECT |
| Total Credits of the Course | 02 | Hours per Week | 02 |

| | |
|-------------------|--|
| Course Objectives | |
|-------------------|--|

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

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

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

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

Students have to score a minimum of40% (Forty Percentage)to pass the course.

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