

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

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB01FBVB01	Business organization & Management-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVB02	Micro Economics-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVB03	Business Law-I	T	3	3	3	30/12	70/28	100/40
	UB01FBVB04	Banking & Financial Services-I	T	5	3	5	30/12	70/28	100/40
Core Courses	UB01CBVB07	Business Communication-I	T	3	3	3	30/12	70/28	100/40
	UB01CBVB05	Retail banking	T	5	3	5	30/12	70/28	100/40
	UB01CBVB06	Marketing of Banking Services	T	5	3	5	30/12	70/28	100/40
	UB01CBVB04	P C Software -I	P	3	3	6	30/12	70/28	100/40

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

Paper Code : UB01FBVB01	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

Paper Code : UB01FBVB02	Total Credit : 3
Title of Paper : Micro Economics-I	

Unit	Description in Detail	Weighting (%)
1	Nature & Scope of Economics <ul style="list-style-type: none"> • Definitions of Economics (Adam Smith, Marshall, L. Robins) • Nature and Scope of Economics, Importance of Economics • Basic concepts of economics: Goods, Utility, Price and Value, Wealth & Welfare, Equilibrium, Factors of Production , • Micro and Macro economics: Meaning, Definition, Differences 	25%
2	Demand And Supply Analysis <ul style="list-style-type: none"> • Meaning of demand, determinants of demand, law of demand, change in demand & Quantity demand • Meaning of supply, determinants of supply, the law of supply, change in supply, equilibrium price & Changes in equilibrium Price 	25%
3	Elasticity of Demand <ul style="list-style-type: none"> • Introduction; Price Elasticity of Demand, Cross Elasticity of Demand , Income Elasticity of Demand • Factor Affecting price Elasticity of Demand • Importance of the Price Elasticity 	25%
4	Consumer Behavior <ul style="list-style-type: none"> • Law of diminishing Marginal utility • Law of Equi- Marginal utility • Indifference Curve Analysis • Revealed Preference Theory 	25%

Reference books

1. Advanced Economic Theory – H.L. Ahuja
2. Economic Theory – Stonier Hague
3. Microeconomics – M.L. Jhingan
4. Micro Economic Theory – Mishra and Puri

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

Paper Code : UB01FBVB03	Total Credit : 3
Title of Paper : Business Law-I	

Unit	Description in Detail	Weighting (%)
1	Contract Act-1872 <ul style="list-style-type: none">• Nature and classification of contract• General provision relating to<ol style="list-style-type: none">a) Offer and Acceptanceb) Considerationc) Capacity of partiesd) Free Consent	25%
2	Indian Contract Act -1872 <ul style="list-style-type: none">• Legality of Object• Void Agreement• Contingent Contract• Performance of Contract	25%
3	Indian Contract Act 1872 <ul style="list-style-type: none">• Discharges of Contract• Remedies• Quasi Contract	25%
4	Specific Contracts <ul style="list-style-type: none">• Indemnity and Guarantee• Bailment & Pledge• Agency	25%

Reference books:

- 1) Elements of Mercantile Law – N D Kapoor
- 2) The Law Of Contracts, Cheshire & Fifoot , An
- 3) Indian Contract Jeevan Kapur, N. M. Tripathi Pvt. Ltd.
- 4) Law Of Contract - I Dr. Y. S. Sharma,
- 5) Indian Contract Act Mulla

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

Paper Code : UB01CBVB03	Total Credit : 5
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	
--	---	--

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

Paper Code : UB01FBVB04	Total Credit : 3
Title of Paper : Banking & Financial Services-I	

Unit	Description in Detail	Weighting (%)
1	Introduction: Global trade and its growth, India's relative position in the world trade over a period time. Analysis of India's Foreign trade since 1950- Commodity, composition, direction Changes. Balance of Trade, Balance of Payment	25%
2	Foreign Trade Policy Indian Foreign Trade Policy :Objectives and essential features, changes in EXIM policies, Export promotion measures	25%
3	Exchange Control Exchange rate policy in India. Foreign Collaboration, Joint Venture & Exports. Globalization and emerging Foreign Trade Scenario.	25%
4	Foreign trade & Current Scenario: Developing Countries its get cover under globalization and its impact on India's Foreign trade.	25%

Reference books:

- 1) Foreign Exchange Hard Book By H. P. Bhandari
- 2) Annual Report (recent years)Ministry of Commerce, Government
- 3) India balance of Payment, RBI Bombay
- 4) Economics Survey Ministry of Finance Government of India

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

Paper Code : UB01CBVB05	Total Credit : 5
Title of Paper : Retail banking	

Unit	Description in Detail	Weighting (%)
1	Retail Banking Introduction Retail Banking- Role within bank operation Applicability of retail banking – Concepts & Distinction between Retail and corporate / Wholesale Banking	25%
2	Retail Products Customer Requirement Product Development Process Credit Scoring Important Retail Asset Products Credit and debit Cards Remittance Products	25%
3	Marketing In Retail Banking Marketing in Retail Banking Delivery Channels in Retail Banking Delivery Models Customer Relationship Management in Retail Banking	25%
4	Other Issues Related to Retail Banking Services Standards for Retail Banking Technology in Retail Banking Recovery Of Retail Loans Securitization Other Issues in Retail Banking	25%

Reference books:

- 1) **Marketing management by Philip Kotler**
- 2) **Fundamentals of Marketing by Stanton, Etzel & Walker**
- 3) **E-Commerce by S. Jaiswal**
- 4) **Case studies in Marketing by Dr Srinivasan**

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

Paper Code : UB01CBVB06	Total Credit : 5
Title of Paper : Marketing of Banking Services	

Unit	Description in Detail	Weighting (%)
1	Introduction to Marketing Management: Introduction to service management Gaps model of service Quality Consumer behavior in service Segmentation targeting and positioning of services in competitive markets	25%
2	Introduction to financial and banking services: Communication mix for services Pricing and revenue management Distribution of banking services Retail banking services Convergence of financial services in banking sector	25%
3	Designing and managing of banking services: Demand management Planning of service environment Managing people for service advantage Impact of information technology on banking services	25%
4	Managing relationship and building loyalty: Customer relationship management Services quality productivity and customer perception Organizing for service leadership Financial and economic Impact of service	25%

Reference books:

- Principle of marketing – Philip Kotler
- Financial services – shahshi k gupta & Nisha Agarwal
- Services Marketing – Christopher lovelock & john wirtz
- Services Marketing – Valarie A Zeithaml Etal

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

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 (BPP Publication)
3. Step-by-step Microsoft Excel 2007 by Curtis D. Frye, Publication by Microsoft Press

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

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB02FBVB01	Business organization & Management-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVB02	Micro Economics-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVB03	Business Law-II	T	3	3	3	30/12	70/28	100/40
	UB02FBVB09	Business Communication-II	T	5	3	5	30/12	70/28	100/40
Core Courses	UB02CBVB04	Computer Application in Business-II	T	3	3	3	30/12	70/28	100/40
	UB02CBVB06	Consumer behavior & CRM	T	5	3	5	30/12	70/28	100/40
	UB02CBVB07	Stress Management	T	5	3	5	30/12	70/28	100/40
	UB02CBVB10	Banking & Financial services-II	P	3	3	6	30/12	70/28	100/40

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

Paper Code : UB02FBVB01	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

Paper Code : UB02FBVB02	Total Credit : 3
Title of Paper : Micro Economics-II	

Unit	Description in Detail	Weighting (%)
1	<p>Cost And Revenue Analysis</p> <ul style="list-style-type: none"> • Accounting cost & economic cost, opportunity cost, fixed cost and variable cost, total cost, average cost, average fixed cost, average variable cost, marginal cost and inter relationships. • long run average cost curve • Revenue curves 	25%
2	<p>Production Function</p> <ul style="list-style-type: none"> • Production and Production function -Firm., • Law of variable proportion • Iso-costs -properties of iso -quants • The principle of Marginal Rate of Technical substitutions • Producer's Equilibrium, Least cost input combination • Return to scale 	25%
3	<p>Theories of Distribution</p> <ul style="list-style-type: none"> • Introduction ; Meaning, Types, • Concept of factor Productivity and cost • Marginal Productivity Theory of Distribution • Theory of Rent ,Wages & Profit 	25%
4	<p>Pricing Under Different Market Conditions:</p> <ul style="list-style-type: none"> • Perfect Competition • Monopoly • Monopolistic competition, • Oligopoly 	25%

Reference books:

- 1 Advanced Economic Theory – H.L. Ahuja
- 2 Economic Theory – Stonier Hague
- 3 Microeconomics – M.L. Jhingan
- 4 Micro Economic Theory – Mishra and Puri

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

Paper Code : UB02FBVB03	Total Credit : 3
Title of Paper : Business Law-II	

Unit	Description in Detail	Weighting (%)
1	Sale of Goods Act <ul style="list-style-type: none"> • Nature of contract of sale • Conditions and Warranties • Transfer of property in goods • Performance of contract of sale • unpaid services 	25%
2	Negotiable Instruments Acts <ul style="list-style-type: none"> • Definitions and characteristics of Negotiable Instruments • Types of Negotiable Instruments • Features and difference: Promissory notes, bills of exchange, cheques 	25%
3	Negotiable Instruments Acts <ul style="list-style-type: none"> • Crossing of cheques • Types of Crossing • Negotiation • Dishonored 	25%
4	Consumer Protection Act <ul style="list-style-type: none"> • Salient features and objectives of Act • Definition, Consumer, Complain, Complainants, • Grievances Redressal Machinery 	25%

Reference books:

1. Elements of Mercantile Law – N D Kapoor
2. The Law Of Contracts, Cheshire & Fifoot , An
3. Indian Contract Jeevan Kapur, N. M. Tripathi Pvt. Ltd.
4. Law Of Contract - I Dr. Y. S. Sharma,
5. Indian Contract Act Mulla

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

Paper Code: UB02FBVB09	Total Credit:
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

Paper Code : UB02CBVB04	Total Credit : 5
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

Paper Code : UB02CBVB02	Total Credit : 3
Title of Paper : Consumer Behavior & CRM	

Unit	Description in Detail	Weighting (%)
1	Customer Relationship Management –I: Introduction , Definition of CRM Element of CRM Importance of E CRM CRM market in India Technology application of CRM	25%
2	Customer Relationship Management –II: Sales force Automation CRM development cycle CRM Implementation issues CRM Success Factors	25%
3	Consumer Behavior: Introduction , determinants of consumer Buying Behavior External influences on consumer Behavior Internal influences on consumer Behavior Hierarchy of needs	25%
4	Consumer decision making: Nature of Situational influences Types of consumer decision Consumer decision Making process Consumer dissonance & Customer Loyalty	25%

Reference books:

- Consumer behavior , Building marketing strategy : Del I Hawkins
- Customer relationship management : G Shainesh
- Principles of Marketing :Philip Kotler
- Marketing Management :C B Memoria
- Consumer Behavior: Schiffman

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

Paper Code : UB02CBVB07	Total Credit : 5
Title of Paper : Stress Management	

Unit	Description in Detail	Weighting (%)
1	STRESS Meaning, Definition ,Characteristics of stress Main Areas of stress Types of stress Potential Sources of Stress Environmental Factors Organizational Factors Individual Factors	25%
2	CAUSES OF STRESS Individual Stress Group Stressor Organizational Stress Extra Organizational Stressors Effects of Stress	25%
3	Managing time and social support: Time, stress, and health: A universal challenge Managing time: Guidelines and techniques Social ties: A stress – resistance resource The challenge of building and using social support	25%
4	Personal Wellness and Social Commitment : Constructive adjustment Helping and wellness Heroism and responsibility Looking ahead	25%

Reference books

- **Principles and Practices of Management – S Suchdeva**
- **Organizational Behavior – L M Prasad**
- **Stress management – Jeanie Civil**
- **Stress from burnout to balance –Vijay Joshi**

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

Paper Code : UB02CBVB10	Total Credit : 5
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	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB03FBVB01	Human Resource Management-I	T	3	3	3	30/12	70/28	100/40
	UB03FBVB02	Environmental studies-I	T	3	3	3	30/12	70/28	100/40
	UB03FBVB03	Banking Laws & Practice	T	3	3	3	30/12	70/28	100/40
	UB03FBVB04	Banking & Financial services-III	T	5	3	5	30/12	70/28	100/40
Core Courses	UB03CBVB01	Financial Markets-I	T	3	3	3	30/12	70/28	100/40
	UB03CBVB02	Soft skills for business	T	5	3	5	30/12	70/28	100/40
	UB03CBVB03	Corporate Accounting-I	T	5	3	5	30/12	70/28	100/40
	UB03CBVB04	Tally 9.2	P	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Banking & Financial services SEMESTER – III
Syllabus with effect from: JUNE 2015

Paper Code: UB03FBVB01	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 2015

Paper Code: UB03FBVB02	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 2015

Paper Code: UB03FBVB03	Total Credit:3
Title Of Paper: Banking laws and practices	

Unit	Description in detail	Weighting (%)
I	Overview of banking Regulatory Framework Provision of RBI act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act,2002 Government and RBI's Power opening new banks Amalgamation and Mergers power of control advances Corporate governance	25%
II	Legal Aspects of banking Operations Case laws on responsibility of paying and collecting banker indemnities of Guarantees Obligation of banker, law relating to Securities Valuation of securities, special features of Recovery of Debts Due to banks and financial institutions Act,2013	25%
III	Banker- Customer Relations The legal relationship between banker and customer Unincorporated bodies Financial advice, letters of introduction and other services Rendered by banks Special features of the relationship between banker and customer The mutual rights and duties, Power to combine Different accounts	25%
IV	Electronic banking & IT in Banks Introduction, IT applications in banking , computer based information systems for banking Electronic fund management, Electronic commerce and banking Customer relationship management	25%

Basic Text & Reference Books

- Kuchhal, M C and vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

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 2015

Paper Code: UB03FBVB04	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
BACHELOR OF VOCATION
Banking & Financial services SEMESTER – III
Syllabus with effect from:
JUNE 2015

Paper Code: UB03CBVB01	Total Credit: 5
Title Of Paper: Financial Markets- I	

Unit	Description in detail	Weighting (%)
1	The Financial System in India Functions of the financial system Classification of Financial Assets Financial intermediaries Financial instruments Development of Financial in India Limitations of Indian Financial System	25 %
2	Leasing Introduction, Concepts Steps involved in leasing transaction Types of lease Factors Affecting lease decision Advantageous & Disadvantageous of Lease Problems of Leasing Leasing in India	25 %
3	Mutual Funds Meaning, Concept, scope Types of Mutual funds, Importance of Mutual Funds Organization of Mutual Fund, facilities available to Investors Selection of Mutual Funds Merits & Demerits of Mutual funds Mutual funds in India	25 %
4	Derivatives Meaning and definition Kinds of Financial Derivates, Features of Financial Derivates Forward v/s Futures Contract Importance of Derivates Advantageous of forward, future and option derivatives	25 %

Basic Text & Reference Books

- ❖ Principles and Practice of Bank Management by P. Subba Rao (Himalaya Pub. House)
- ❖ Principles of Management for Bankers by Dr.C, B.Gupta (Sultan Chand & Sons)
- ❖ Bank Management by V.S.P.Rao
- ❖ Financial Markets and Services by Gordan & Natarajan
- ❖ Financial Services by M Y Khan

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 – III
Syllabus with effect from: JUNE
2015

Paper Code: UB03CBVB02	Total Credit:5
Title Of Paper: Soft Skills for Business	

Unit	Description in detail	Weighting
I	Elements of communication Meaning, importance, objectives of communication Process of communication, Types, Nonverbal communication-Body language, gestures, postures, Facial expression, Dress code. The cross cultural Dimensions of business communication Listening & speaking. Eliciting Response, Business and social etiquette	25%
II	Public speaking Importance, principles of effective speaking & presentations Speech for introduction of a speaker Speech for vote of thanks Occasional speech Use of technology	25%
III	Interview Techniques Importance Art of conducting and giving interviews Placement interviews Discipline interview	25%
IV	Meeting Importance Participating and conducting group discussions Brain storming, e-meeting Preparing Agenda and minutes of the meeting	25%
	Skill development Draft your bio data Prepare your career plan	

Basic Text & Reference Books:

- *Essentials of Business communication-* Rajendra Pal & J S Korlahalli
- *Effective Business Communication-*Asha Kaul
- *Communication skills-* Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills-*Dr. P Prasad

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 – III
Syllabus with effect from: JUNE 2015

Paper Code: UB03CBVB03	Total Credit: 3
Title of Paper: Corporate Accounting I	

Unit	Description in Detail	Weighting (%)
1	Issue Of Shares Types of Shares And Share Capital Shares Issued at par ,at discount and at premium Oversubscription Calls in arrears, Calls in Advance Examples on issued and allotment of shares	25%
2	Redemption of Preference Shares Redemption of Preference shares: Procedure Provision of Companies Act. Accounting entries, Balance Sheet after redemption of Preference Shares. Examples of redemption of Preference shares	25%
3	Redemption of Debentures Examples based on Accounting entries of issue and redemption of debenture Writing of debenture discount Redemption of Debentures (Including purchase of own debenture and conversion of debenture into shares) Debenture Redemption Fund Method.	25%
4	Ratio Analysis Accounting Ratio Theory Classification of Accounting Ratio Advantages & Limitations of Accounting Ratio Computation and interpretation of the following ratios (Based on Balance Sheet of Two Years) 1) Gross Profit 2) Net Profit ratio 3) Stock turnover ratio 4) Operating ratio 5) Current ratio 6) Liquid ratio 7) Debtors ratio	25%

Basic Text & Reference Books

- Advanced Accounting 2 - Sehgal Ashok And Sehgal Deepak
- Advanced Accounts - Shukla M C and Grawal T S
- Problems and Solution in Adv Accounting - Gupta R L

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 2015

Paper Code: UB03CBVB04	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
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: IV

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB04FBVB01	Human Resource Management-II	T	3	3	3	30/12	70/28	100/40
	UB04FBVB02	Environmental studies-II	T	3	3	3	30/12	70/28	100/40
	UB04FBVB03	Insurance Laws & Practice	T	3	3	3	30/12	70/28	100/40
	UB04FBVB04	Banking & Financial services-IV	T	5	3	5	30/12	70/28	100/40
Core Courses	UB04CBVB01	Financial Markets-II	T	3	3	3	30/12	70/28	100/40
	UB04CBVB02	Public relations and corporate communication	T	5	3	5	30/12	70/28	100/40
	UB04CBVB03	Corporate Accounting-II	T	5	3	5	30/12	70/28	100/40
	UB04CBVB04	Operations Management	T	3	3	6	30/12	70/28	100/40

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04FBVB01	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 2015

Paper Code: UB04FBVB02	Total Credit:3
Title Of Paper: ENVIRONMENTAL STUDIES II	

Unit	Description in detail	Weighting (%)
I	Environmental Pollution Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution Disaster management: floods, earthquake, cyclone and landslides , Tsunami, Drought	25%
II	Social Issues and the Environment Urban problems related to energy Water conservation, rain water harvesting, watershed management Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion.	25%
III	Human Population and the Environment Population growth, variation among nations. Population explosion – Family Welfare Programme. Role of Information Technology in Environment and human health.	25%
IV	Sustainable Development Sustainable Urban future – Rural Development Business Responsibility One Case Study.	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 2015

Paper Code: UB04FBVB03	Total Credit:3
Title Of Paper: Insurance Laws and Practices	

Unit	Description in detail	Weighting (%)
I	General Principles and Concepts of Insurance Insurable interest Indemnity Unberrimae fide Nature of Insurance Contract, Features of insurance contract, types of insurance Market players and their roles-Agents , brokers, surveyors & loss Assessors	25%
II	Life Insurance Application of principles in life insurance contract, Representation Assignment and nomination, Tax law implications Stamp duties, role and Function of life insurance companies.	25%
III	Fire Insurance The Standard Fire & Special Perils Policy. Terrorism Cover. Tariff System. Special Policies.	25%
IV	General Insurance Application of principles in General Insurance contacts, structure of the policy Insurance documentation, Underwriting and Rating Claims Procedures, Underinsurance, condition of Average, Salvage.	25%

Basic Text & Reference Books

- Kuchhal, M C and Vivek K kuchhal, *Busniess Law*, Vikas Publishing house, New Delhi
- Maheshwari & Maheshwari, *Buniess Law*, National publishing House, New Delhi
- Gowar, LCB, *Principles of Modern Company Law*, Stevens and sons, London
- Avtar Singh, *Introduction to Company Law*, Eastern Book company

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 2015

Paper Code: UB04FBVB04	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
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV
Syllabus with effect from: JUNE 2015

Paper Code: UB04CBVB01	Total Credit:5
Title Of Paper: Financial Markets II	

Unit	Description in detail	Weighting (%)
I	Bank Instrument (Cheque & Draft only) Meaning and Definition Salient features of cheque Specimen of a cheque Cheque V/s Draft Proper drawing of a cheque	25%
II	Credit Rating Meaning and Definition functions of credit rating Benefits of credit rating(Investors & companies) Credit rating agencies in India Indian scenario	25%
III	Plastic Money Meaning Types of Debit/ Credit Card Parties of a Debit/Credit Card Procedure for Debit/ credit card Facilities offered to Debit/cardholders Benefits of Debit/Credit cards Demerits of Debit/Credit cards Debit/Credit card business in India	25%
IV	Privatization of Banks Guidelines for Private sector banks Factors favoring Privatization Factors Against Privatization Progress of Private Sector banks Current Issues	25%

Basic Text & Reference Books:-

- ❖ Material Management by K. Shridhar Bhat, Himalaya publication
- ❖ Production Management by L.C. Jhamb, Everest Publication
- ❖ Modern Production Management by E.S.Buffa.
- ❖ Bank Management by V.S.P.Rao
- ❖ Financial Markets and Services by Gordan & Natarajan
- ❖ Financial Services by M Y Khan

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 2015

Paper Code: UB04CBVB02	Total Credit:3
Title Of Paper: Public Relations & Corporate Communication	

Unit	Description in detail	Weighting (%)
I	Attitude and emotional intelligence Importance of Attitude, Meaning of positive thinking and positive attitude Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life	25%
II	Vision, Goal setting & Time management 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%
III	Communication skills Significance, process of communication, forms, communication gap Listening skills, basics of managerial speaking skills Body language- how to develop matter for a speech Effective use of presentation aids' Preparation of Resume, Gd & interview	25%
IV	Career planning Career of planning Awareness of different Sources of information Choosing a career and career counseling.	25%
	Skill development Extempore speeches just a minute Role play	

Basic Text & Reference Books:

- *Essentials of Business communication*- Rajendra Pal & J S Korlahalli
- *Effective Business Communication*-Asha Kaul
- *Communication skills*- Sanjay kumar & Pushp lata
- *The Functional aspects of Communication skills*-Dr. P Prasad

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 2015

Paper Code: UB04CBVB03	Total Credit: 3
Title of Paper: Corporate Accounting II	

Unit	Description in Detail	Weighting (%)
1	Capital Reduction Methods of reducing Share Capital Examples based on Accounting entries & preparation of Balance Sheet after Capital Reduction	25%
2	Liquidation of Companies Introduction Merger & Acquisition (Theory only) Liquidator's Report Liquidator's payment Disbursement by the Liquidator's- Preferential creditors, secured creditors Preparation of Liquidator's final statement inclusive of calculation of Liquidator's remuneration Interest of Debentures, Preference dividend & Preference Dividend & capital deficiency	25%
3	Value Added Accounting Introduction, Definition of Value Added Accounting Presentation of Value Added Statement Utility of Value Added Statement Constitution of Value Added Statement as Indicator of Performance Measurement Difference between Value Added Statement and Profit and Loss Account(only theory)	25%
4	Company Final Accounts (Revised Schedule VI) Vertical presentation of Accounting statements with Notes (Only Simple Example based on Balance sheet excluding managerial Remuneration & Dividend)	25%

Basic Text & Reference Books

- Advanced Accounting 2 - Sehgal Ashok And Sehgal Deepak
- Advanced Accounts - Shukla M C and Grawal T S
- Problems and Solution in Adv Accounting - Gupta R L
- Company Accounts- Gupta R. L. and Radhaswamy

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – IV
Syllabus with effect from: JUNE 2015
Programme: B.voc (Sem IV)

Paper Code: UB04CBVB04	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
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: V

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB05FBVB01	Organization behavior-I	T	3	3	3	30/12	70/28	100/40
	UB05FBVB02	Self development skills	T	3	3	3	30/12	70/28	100/40
	UB05FBVB03	Aspects of computer	T	3	3	3	30/12	70/28	100/40
	UB05FBVB04	Entrepreneurship Development	T	3	3	5	30/12	70/28	100/40
Core Courses	UB05CBVB01	Banking & Financial Services-V	T	5	3	3	30/12	70/28	100/40
	UB05CBVB03	Financial Management-I	T	5	3	5	30/12	70/28	100/40
	UB05CBVB04	E Banking	T	3	3	5	30/12	70/28	100/40
	UB05CBVB05	Contemporary Research-I	T	5	3	6	30/12	70/28	100/40

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

Syllabus with effect from: JUNE 2016

Paper Code: UB05FBVB01	Total Credit:
Title of Paper: Organization behavior-I	3

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 2016

1.

Paper Code: UB05FBVB02	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 2016

Paper Code: UB05FBVB03	Total Credit: 3
Title of Paper: Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	<p>Components of a Computer System Computer hardware and Software, Difference between hardware and software Main components of a general purpose computer: CPU, main internal memory (Including RAM and ROM), input devices, output devices and Secondary/backing storage. Basics of Windows operating systems: Nature and Function of OS, Basic Commands.</p>	25%
2	<p>Input & Output Devices Input Devices: keyboards, numeric keypads, Pointing devices(mouse, touchpad), remote control, joysticks, touch screen, magnetic strip readers, chip readers, scanners, digital cameras, microphones, sensor, barcode reader, webcam, video camera etc Output Devices: Monitors(CRT, TFT, LCD), projectors, printers(laser, desk jet, dot matrix), plotters, speakers. Uses of output devices stating the advantage and disadvantage of each.</p>	25%
3	<p>Storage Devices I Common backing storage media (including CD and DVD (Rs and RWs), floppy disc, hard disc, memory sticks/pen drives, flash memory cards etc. Comparative advantages and disadvantages of using different backing storage media. Importance and need of backup.</p>	25%
4	<p>Storage Devices II Difference between main/internal memory and backing storage: relative benefits of each in terms of speed and permanence. Data Types Data Types: logical/Boolean, alphanumeric/text, numeric (real and integer), date, File, record, field and key field.</p>	25%

Basic Text & Reference Books

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 2016

Paper Code: UB05FBVB04	Total Credit:
Title of Paper: Entrepreneurship Development	3

Unit	Description in detail	Weighting (%)
1	<u>Concept of Entrepreneurship</u> <ul style="list-style-type: none"> ➤ Definition, nature, and characteristics of entrepreneurship ➤ Emergence of entrepreneurial ➤ women entrepreneurs ➤ Socio-economic environment and the entrepreneur 	25%
2	<u>Forms of Entrepreneurship</u> <ul style="list-style-type: none"> ➤ The concept of Joint Stock Company, Public company, Private Company, Government company, Partnership firm, Hindu undivided family. ➤ Characteristics of entrepreneur leadership, Risk taking, Decision making and business planning. ➤ Innovation and entrepreneurship, Entrepreneurial behavior and motivation. 	25%
3	<u>Entrepreneurial Development Programmes</u> <ul style="list-style-type: none"> ➤ Their relevance and achievements ➤ Role of government in organising such programmes. ➤ Critical Evaluation. 	25%
4	<u>Small Business as a Seed Bed of Entrepreneurship</u> <ul style="list-style-type: none"> ➤ 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%

Basic Text & Reference Books

- ❖ Hal, B. Pricke; and Royce L. Brahamson, “Small Busines Management”.
- ❖ Keneth R., Van Vorthis, “Entrepreneurship and Small Busines Management”.
- ❖ Hans Scholhammer and Arthur H. Kuril “Entrepreneurship and Small Business Management”.
- ❖ Joseph R. Mancuso, “How to Start, Finance and Manage Your Own Small Busines”.
- ❖ Dhar, P.N. and Lydal H.F., “The Role of Small Enterprises in Indian Economic Development”.

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 2016

Paper Code: UB05CBVB01	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
BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – V

Syllabus with effect from: JUNE 2016

Paper Code: UB05CBVB05	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%

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

Syllabus with effect from: JUNE 2016

Paper Code: UB05CBVB03	Total Credit: 5
Title of Paper: Financial Management-I	

Unit	Description in detail	Weighting (%)
1	<u>Finance & Financial Management</u> <ul style="list-style-type: none"> ➤ Meaning and nature ➤ Financial goal-profit vs. wealth maximization ➤ Finance functions- Investment, Financing, Liquidity and dividend decisions. 	25%
2	<u>Capital Structure Theories</u> <ul style="list-style-type: none"> ➤ Conceptual framework, Determinants, ➤ Net income approach, Net operating income approach, ➤ Intermediary approach and M.M. approach 	25%
3	<u>Cost of Capital</u> <ul style="list-style-type: none"> ➤ Meaning and significance of cost of capital ➤ Calculation of cost of debt ➤ Preference capital, Equity capital and retained earnings 	25%
4	<u>Capital Budgeting</u> <ul style="list-style-type: none"> ➤ Meaning, Process, importance ➤ Techniques: Traditional and modern methods of capital budgeting. ➤ Limitations of Capital budgeting 	25%

Basic Text & Reference Books

- ❖ Berk, Jonathan and DeMarzo, Peter, “Financial Management”, Person Education, Dorling
- ❖ Kindersley (India) Pvt Ltd.
- ❖ Bhattacharya, Hrishlkas, “Working Capital Management: Strategies and Techniques”.
- ❖ Prentice Hall, New Delhi.
- ❖ Brealey, Richard A and Stewart C. Myers, “Corporate Finance”, McGraw Hill.Int. Ed,
- ❖ New York.
- ❖ Chandra, Prasanna, “Financial Management”, Tata McGraw Hill, Delhi
- ❖ Hampton, John, “Financial Decision Making”, Prentice Hall, Delhi
- ❖ Pandey, I, M: “Financial Management”, Vikas Publishing House, Delhi.
- ❖ Van Horne. J.G. and J.M. Wachowicz Jr, “Fundamentals of Financial Management”.
- ❖ Prentice-Hall, Delhi.
- ❖ Van Horne, James G , “Financial Management and Policy”, Prentice Hall, Delhi,
- ❖ Khan MY, Jain PK, “Financial Management”, Tata McGraw Hill, 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 2016

Paper Code: UB05CBVB04	Total Credit: 3
Title of Paper: E Banking	

Unit	Description in detail	Weighting (%)
1	<u>Electronic Banking</u> <ul style="list-style-type: none"> ➤ Meaning, Features, ➤ Benefits, Limitations ➤ Types of E-Banking ➤ Traditional banking Vs E banking 	25%
2	<u>On line Banking & Information Technology</u> <ul style="list-style-type: none"> ➤ Features and benefits of online banking ➤ SWIFT ➤ Current scenario Impact of Technology on Banks <ul style="list-style-type: none"> ➤ Impact of technology on Customers and service quality ➤ Indian scenario 	25%
3	<u>Risk and Security Issues in E-Banking</u> <ul style="list-style-type: none"> ➤ Risk concern areas ➤ Security problems of E-banking ➤ Types of threats, Control procedure. 	25%
4	<u>Regulatory Framework:</u> <ul style="list-style-type: none"> ➤ Recommendations of RBI group on internet banking, technology and security standards, Basel committee's electronic banking group. ➤ Information System Security(ISS) – Need and objectives of ISS, Controls required in ISS 	25%

Basic Text & Reference Books

- ❖ Joshi, V.C. and Joshi, V.V., “*Managing Indian Banks*”, Sage Publications.
- ❖ IIBF, “*Principles and Practices of Banking*”, McMillian publishers.

Note: The students will be trained in the practical aspects of e-banking.

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

Course Type	Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks		
							Internal	External	Total
							Total/Passing	Total/Passing	Total/Passing
Foundation course	UB06FBVB01	Organization behavior-II	T	3	3	3	30/12	70/28	100/40
	UB06FBVB02	Vibrant skills for business	T	3	3	3	30/12	70/28	100/40
	UB06FBVB03	Advance Aspects of computer	T	3	3	3	30/12	70/28	100/40
	UB06FBVB04	Banking & Financial Services-VII	T	5	3	5	30/12	70/28	100/40
Core Courses	UB06CBVB01	Investment management	T	3	3	3	30/12	70/28	100/40
	UB06CBVB02	International Banking	T	5	3	5	30/12	70/28	100/40
	UB06CBVB03	Financial Management-II	T	5	3	5	30/12	70/28	100/40
	UB06CBVB05	Contemporary Research-II	T	3	3	6	30/12	70/28	100/40

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

Paper Code: UB06FBVB01	Total Credit:
Title of Paper: Organization behavior-II	3

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 2016

1.

Paper Code: UB06FBVB02		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 2016

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

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.

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
BANKING & FINANCIAL SERVICES
SEMESTER – VI
Syllabus with effect from: JUNE 2016

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

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.

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

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.

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

Syllabus with effect from: JUNE 2016

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.

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

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

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.

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

Syllabus with effect from: JUNE 2016

Paper Code: UB06CBVB05	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	