

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

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/Passing	Total/Passing	Total/Passing	
General Component	UB03FBVB21	Human Resource Management-I	T	3	2	3	30/12	70/28	100/40	University /College
	UB03FBVB22	Banking Laws & Practice	T	3	2	3	30/12	70/28	100/40	University /College
	UB03FBVB25	Financial Markets-I	P	3	2	3	30/12	70/28	100/40	University /College
	UB03FBVB24	Banking & Financial services-I	T	3	2	3	30/12	70/28	100/40	University /College
Skill Component	UB03CBVB01	Financial inclusion officer (NSQF LEVEL 6)	-	16	-	240 Hours in semester	-	-	-	SSC
	UB01CBVB03	On the job Training Project Report-III		00	-	-	-	-	100/40	University /College

**Bachelor of Vocation
(Banking and Financial Services)**

**Semester: III
Course Outcome**

Human Resource Management-I

1. To understand about basic concepts of Human Resource Management
2. To know about Human Resource planning
3. Learn about Career Planning and Development
4. Role of Six Sigma in Human Resource Management

Banking Laws & Practice

5. To understand about banking Regulatory Framework
6. To Know Legal Aspects of banking Operations
7. To learn about Importance of Banker- Customer Relations in banking system

Financial Markets-I

8. To learn Cheque and Draft filing
9. To understand aspects covered in Credit Rating Calculations
10. To Know usage of Plastic money
11. Impact of Privatization in an Indian banking System

Banking & Financial services-I

12. To understand Negotiable Instruments
13. To Know Various Financial Services
14. To learn about various schemes of State Bank of India
15. How the concept of Venture Capital came in to execution?

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BACHELOR OF VOCATION
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SEMESTER – III

Syllabus with effect from: JUNE 2021

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

Unit	Description in detail	Weighting (%)
1	<p><u>Nature & Scope of Human Resource Management</u> Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management Evolution of the concept of Human Resource Management</p>	25%
2	<p><u>Human Resource Planning</u> Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning ❖ <u>Job Design:</u> Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design</p>	25%
3	<p><u>Human Resource Planning</u> Meaning & Definition of Human Resource Planning Objects of Human Resource Planning Need and importance of Human Resource planning Process of Human Resource planning ❖ Career Planning and Development 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.

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SEMESTER – III
Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVB22	Total Credit: 3
Title Of Paper: Banking Laws & Practice	

1.

Unit	Description in detail	Weighting
1	Overview of banking Regulatory Framework Provision of RBI act 1935, Banking Regulation Act 1949, Government and RBI's Power opening new banks Amalgamation and Mergers power of control advances Corporate governance Case Study	25 %
2	Legal Aspects of banking Operations Case laws on responsibility of paying and collecting banker indemnities of Guarantees Obligation of banker, law relating to Securities, Prevention of Money Laundering Act,2002 Banking ombudsman Scheme 2006 Case Study	25 %
3	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 Case Study	25 %
4	E-Banking Introduction, IT applications in banking, Online banking system, Practical Banking applications: Yono SBI, BOB world, etc. Current Scenario from customer perspective for online banking Services Case Study	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
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Syllabus with effect from: JUNE 2021

Paper Code: UB03FBVB25	Total Credit: 3
Title of Paper: Financial Markets-I	

	Description in detail	Weightage (%)
1	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 %
2	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	25 %
3	Merchant banking Definition, services of Merchant banks Qualities required for merchant bankers Merchant bankers commission Scope of merchant banking Problems of Merchant bankers, Current Scenario	25 %
4	Practical's in Stock Market Specimen of primary share application form, Electronic Form Specimen of Share Certificate Specimen of Proxy Price movement of Shares Dematerialization Request form, Specimen of Statement of Transactions.	25 %

Basic Text & Reference Books:-

- ❖ 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

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SEMESTER – III
Syllabus with effect from: JUNE 2021

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

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

B.Voc (Banking and Financial services)- Semester III

Subject: Financial inclusion officer

COURSE OUTCOME

1. Finance life Cycle
 - Income, Savings and Consumption
 - Difference between savings and investments
2. Concept of time value of Money
 - Present Value, Future value, Relevance of time preference for money.
 - Reasons for changing time value of money.
 - Annuities.
 - Calculations of EMI
3. Financial Planning and Advising
4. Tax Planning
5. Insurance Planning
6. Retirement Planning
7. Goal Setting
8. Asset Classes
9. Risk Profiling
10. Preparation of a financial Plan

Learning Outcome

1. Tax planning in a legal way
2. Financial planning for any kind of Businesses
3. How to set a Goal
4. Insurance Planning for general as well as life

Specific Outcome

1. Basics of Insurance, SIP and Investment pattern
2. Retirement Planning
3. EMI calculation for Loan

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Semester: III

Syllabus with effect from: JUNE 2022

Paper Code : UB01CBVB02	Total Credit : 00
Title of Paper : On the Job Training Project Report-I	

Unit	Description in Detail	Weighting (%)
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/NOS➤ A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty.	100%