

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

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	UB05FBVB21	Organization behavior-I	T	3	2	3	30/12	70/28	100/40	University / College
	UB05FBVB22	Self development skills	T	3	2	3	30/12	70/28	100/40	University / College
	UB05FBVB23	Contemporary Research-I	T	3	2	6	30/12	70/28	100/40	University / College
	UB05FBVB24	Banking & Financial Services-V	T	3	2	3	30/12	70/28	100/40	University / College
Skill Component	UB05CBVB21	International trade finance	P	18	–	150 hours in semester	–	–	100/40	SSC
	UB05CBVB22	Practical training	P	0	–	120 hours in semester	30/12	70/28	100/40	Covered in Viva voce

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

Syllabus with effect from: JUNE 2023

Paper Code: UB05FBVB21	Total Credit: 3
Title of Paper: Organization behavior-I	

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.

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Syllabus with effect from: JUNE 2023

1.

Paper Code: UB05FBVB22	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

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SEMESTER – V
Syllabus with effect from: JUNE 2023

Paper Code: UB05FBVB23	Total Credit: 3
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%

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

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SEMESTER – V

Syllabus with effect from: JUNE 2023

Paper Code: UB05FBVB24	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.

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SEMESTER – V

Syllabus with effect from: JUNE 2023

Paper Code: UB05CBVB21	Total Credit:
Title of Paper: International trade finance	18

Unit	Description in detail
1	Analysis of Financial Statements <ul style="list-style-type: none"> ➤ Ratio Analysis. ➤ Balance Sheet Ratios. ➤ Profitability Ratios. ➤ Liquidity Ratios. ➤ Analyzing Companies using Ratios.
2	Types of International Finance <ul style="list-style-type: none"> ➤ Pre Shipment Finance. ➤ Post Shipment Finance. ➤ Terms and Conditions from various banks.
3	Letters of Credit <ul style="list-style-type: none"> ➤ What is Letter of Credit. ➤ International Norms and Conventions. ➤ Types of Letters of Credit. ➤ Parties to a Letter of Credit.
4	Documentation in International Trade <ul style="list-style-type: none"> ➤ Bill of Lading. ➤ Insurance. ➤ Concept of High Seas. ➤ Pricing conventions interpretation – FOB etc.
5	Types of Working Capital Requirements in International Trade Finance <ul style="list-style-type: none"> ➤ Letter of Credit Facility. ➤ Letter of Credit Discounting. ➤ Bill Discounting. ➤ Margins and Settlement.
6	Foreign Exchange <ul style="list-style-type: none"> ➤ Theories of Foreign Exchange. ➤ Foreign Exchange Quoting Conventions. ➤ Foreign Exchange Markets. ➤ Hedging Foreign Exchange Risk. ➤ Forward Contracts. ➤ Future Contracts.

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SEMESTER – V

Syllabus with effect from: JUNE 2023

Paper Code: UB05CBVB22	Total Credit: 0
Title of Paper: Practical training	

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%