

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

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	UB06FBVB21	Organization behavior-II	T	3	2	3	30/12	70/28	100/40	University / College
	UB06FBVB22	Vibrant skills for business	T	3	2	3	30/12	70/28	100/40	University / College
	UB06CBVB23	Contemporary Research-II	T	3	2	3	30/12	70/28	100/40	University / College
	UB06FBVB24	Banking & Financial Services-VI	T	3	2	3	30/12	70/28	100/40	University / College
Skill Component	UB06CBV21	Credit administration and monitoring manager	P	18	2	120 hours in semester	—	—	100/40	University / College
	UB06CBV22	Practical training	P	0	—	150 hours in semester	30/12	70/28	100/40	Covered in Viva Voce

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BACHELOR OF VOCATION
Banking & Financial Services
SEMESTER – VI
Syllabus with effect from: JUNE 2023

Paper Code: UB06FBVB21	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.

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1.

Paper Code: UB06FBVB22		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

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Paper Code: UB06FBVB23	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	

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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Paper Code: UB06FBVB24	Total Credit: 3
Title of Paper: Banking & Financial Services VI	

Unit	Description in detail	Weighting (%)
1	Credit Appraisal <ul style="list-style-type: none"> ➤ Meaning ➤ Importance ➤ Procedure 	25%
2	Factoring and forfeiting <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.

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Paper Code: UB06CBV21	Total Credit: 18
Title of Paper: Credit Administration and Monitoring Manager	

Unit	Description in detail
1	Principles of Risk Management <ul style="list-style-type: none"> ➤ Risk Assessment. ➤ Risk vs. Return. ➤ Individual Risk vs. Portfolio Risk.
2	Project Assessment <ul style="list-style-type: none"> ➤ Evaluation of Project Reports. ➤ Technical Evaluation. ➤ Financial Evaluation.
3	Project Evaluation <ul style="list-style-type: none"> ➤ Calculation of Internal Rate of Return. ➤ Calculation of Payback Period. ➤ Using Net Present Value to Accept / Reject a Project. ➤ Using DCF techniques to evaluate projects. ➤ Sensitivity Analysis.
4	Capital Structures <ul style="list-style-type: none"> ➤ Debt vs. Equity. ➤ Preference Shares. ➤ Evaluating Capital Structures.
5	Credit Risk Assessment and Monitoring <ul style="list-style-type: none"> ➤ Identification of Red Flags. ➤ Using Ratio analysis to judge health of a customer. ➤ Assigning a Credit Rating to a Customer.
6	Defining and Monitoring Non-Performing Assets <ul style="list-style-type: none"> ➤ Extension of Credit or Pulling the Plug. ➤ Restructuring Stressed Assets. ➤ Creating Provisioning.

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Paper Code: UB06CBVB22	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%