

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND
AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

AAA Reaccredited CGPA 3.56 - GRADE A⁺ KCG-Dept of Edu. Govt of Gujarat

NAAC Reaccredited - CGPA 3.30 - GRADE 'A⁺' UGC - MHRD, Govt of India

Bachelor of Vocation (Export & Import Management)

Semester-2

COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM DECEMBER – 2023

| Subject | | Course No. | Subject Title | T/P | Credit | Exam Duration | Marking Scheme | | |
|---|--------------------|------------|---------------------------------------|-----|--------|---------------|----------------|-------|--------|
| | | | | | | | Int. | Ext | Total |
| Discipline Specific Course Core(Major) | Core Course-1 | BVE02MAC01 | Courier Executive-Operations | P | 4 | 2 | 50/18 | 50/18 | 100/36 |
| | Core Course-2 | BVE02MAC02 | Business organization & Management-II | T | 4 | 2 | 50/18 | 50/18 | 100/36 |
| Minor | Minor Course | BVE02MIC03 | International Marketing | T | 4 | 2 | 50/18 | 50/18 | 100/36 |
| Multi-Disciplinary | Multi-Disciplinary | BVE02MDC04 | Computer Application-II | P | 4 | 2 | 50/18 | 50/18 | 100/36 |
| Ability Enhancement Course | | BVE02AEC05 | Business Communication-II | T | 2 | 1 | 25/09 | 25/09 | 100/36 |
| Skill Enhancement Course/Internship/ Dissertation | | BVE02SEC06 | On the job Training ProjectReport-II | P | 2 | 1 | 25/09 | 25/09 | 100/36 |
| VAC (Any One) | | BVE02VAC07 | Environmental Studies | T | 2 | 1 | 25/09 | 25/09 | 50/18 |
| | | BVE02VAC08 | NCC-I | T/P | 2 | 1 | 25/09 | 25/09 | 50/18 |
| | | BVE02VAC09 | NSS-I | T/P | 2 | 1 | 25/09 | 25/09 | 50/18 |
| | | BVE02VAC10 | Yoga, Meditation & Fitness -I | T/P | 2 | 1 | 25/09 | 25/09 | 50/18 |
| Minimum Quantifying Credits | | | | | | 22 | | | |

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Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA 3.30)
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation
(Export & Import Management)
Semester – II

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|-----------------------------|------------|---------------------|-------------------------------------|
| Course Code | BVE02MAC01 | Title of the Course | Courier Executive-Operations |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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| Course Objectives: | <ol style="list-style-type: none"> 1. Analyze data in a courier hub to provide the necessary support to stakeholders. 2. Generate institutional business for the organization and manage relationships with key clients. 3. It allows for ensuring that the work done by the individual elements of the firm are combined for the furtherance of the collective objective of the firm. 4. Perform branch sales for walk-in customers by providing the necessary information and transaction support. |
|--------------------|--|

| Course Content | | |
|----------------|--|--|
| Unit | Description | |
| 1. | Module 1: Introduction to Courier Executive - Operations <ul style="list-style-type: none"> • Classify the components of supply chain and logistics sector • Identify various activities in courier, warehousing, port yard, land, ship and air transportation • Compare and assess the different job roles in courier/ express | |
| 2. | Module 2: ERP data analysis in courier hub <ul style="list-style-type: none"> • Perform various activities like analysing shipments, loading, unloading, packing and binning activities, etc. • Illustrate data collection process. • Operate ERP to collect and upload necessary data regarding floor operations, priorities, complaints, delays, inventory count etc. | |
| 3. | Module 3: Institutional business development <ul style="list-style-type: none"> • Analyse institutional sales and customer reports using ERP to understand sales during different trends, cycles etc. • Demonstrate generating new leads • Practice the steps in converting a prospective lead | |
| 4. | Module 4: Branch sales <ul style="list-style-type: none"> • Analyse branch sales and customer reports using ERP to identify prospective institutional clients for sales team • Demonstrate the etiquettes while interacting with walk-in customers • Assess customer queries to provide the necessary sales support | |

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| 5. | Module 5: Shipment classification and customs clearance <ul style="list-style-type: none"> • Perform pre-clearance requirements for shipments • Prepare checklist of documents and other requirements necessary for customs clearance • Demonstrate reading HSN code | |
| 6. | Module 6: Customer service management <ul style="list-style-type: none"> • Demonstrate the etiquettes to be followed while interacting with customers • Assess customer requirements to provide the necessary support • Demonstrate handling customer queries | |
| 7. | Module 7: Guidelines on integrity and ethics <ul style="list-style-type: none"> • Practice the principles of integrity and ethics • Follow the various regulatory requirements related to logistics industry • Perform data and information security practices | |
| 8. | Module 8: Compliance to health, safety and security norms <ul style="list-style-type: none"> • Identify unsafe working conditions • Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods • Implement standard protocol in case of emergency situations, accidents, and breach of safety | |
| 9. | Module 9: Verify GST application <ul style="list-style-type: none"> • Apply the right CGST, IGST and SGST as per transaction type • Apply and reverse GST by following the appropriate rules and regulations • Calculate the correct GST based on documentation | |

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| Teaching-Learning Methodology | ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study |
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| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / MCQ | 50% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | |
| 3. | External Examination | 50% |

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Semester – II

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|--|---|
| Course Outcomes: Having completed this course, the learner will be able to | |
| 1. | Analyse data in a courier hub to provide the necessary support to stakeholders |
| 2. | Generate institutional business for the organisation and manage relationships with key clients |
| 3. | Perform branch sales for walk-in customers by providing the necessary information and transaction support |
| 4. | Perform customs clearance activities related to shipment classification, documentation processing, relationship management and query processing |
| 5. | Analyse customer queries and provide best in class service and support for courier processing |
| 6. | Comply to work place integrity, ethical and regulatory practices. |
| 7. | Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms. |
| 8. | Inspect invoices for correct application of GST. |

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| Learning Outcomes | |
| 1. | Detail the components of supply chain and logistics sector |
| 2. | Detail the various sub-sectors and the opportunities in them |
| 3. | Explain job roles in courier/ express |
| 4. | Detail your job role as Courier Executive - Operations and its interface with other job roles |
| 5. | Describe the various MHEs and equipment used in couriers/ express operations |
| 6. | Discuss the documentation requirements in courier/ express operations |

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| Specific outcomes | |
| 1. | The individual is responsible for resolving customer queries by co-ordinating with various departments, feeding data into Enterprise Resource Planning (ERP) and analysing them to generate reports. She/he will also undertake retail and institutional sales for courier and provide support for custom clearances for shipments. |

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Semester – II

| Suggested References: | |
|-----------------------|--|
| Sr. No. | References |
| 1. | Last Mile: How Startups Solve the Challenge of Delivering to Your Door, Chris Jordan and Joe Weber |
| 2. | eLogistics - Logistics for Ecommerce, Ramon Abalo Costa |
| 3. | The Changing Postal Environment: Market and Policy Innovation, Piere Luigi Parcu, Timothy J. Brennan, and Victor Glass |
| 4. | Delivery in the Age of Amazon, Lior Sion |

On-line resources to be used if available as reference material

On-line Resources

On-line resources to be used as and when required

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PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation (Export & Import Management)**Semester – II**

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|-----------------------------|------------|---------------------|---------------------------------------|
| Course Code | BVE02MAC02 | Title of the Course | Business organization & Management-II |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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| Course Objectives: | <ol style="list-style-type: none">1. Principles of management have mainly objective of Coordination and proper administration of businesses.2. Management is an essential function of Businesses.3. It allows for ensuring that the work done by the individual elements of the firm are combined for the furtherance of the collective objective of the firm.4. Most management principles aim at ensuring smooth functioning in Business Organization. |
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| Course Content | | |
|----------------|---|----------------|
| Unit | Description | Weightage* (%) |
| 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% |

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| | | |
|----|--|-----|
| 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% |

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| Teaching-Learning Methodology | ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study |
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| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / MCQ | 50% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | |
| 3. | External Examination | 50% |

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| Course Outcomes: Having completed this course, the learner will be able to | |
| 1. | Principles or essential of Decision Making |
| 2. | Staffing in detail |

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| 3. | Techniques of coordination |
| 4 | Areas to look while coordination |
| 5. | How social responsibility affects business and public. |

Suggested References:

| Sr. No. | References |
|---------|--|
| 1. | Business Organization & Management by C B Gupta |
| 2. | Business Organization & Management — by R.K. Sharma |
| 3. | Modern Business Organization & Management by S A Sherlekar & V S Sherlekar |
| 4. | Principles of Business Organisation — by Y.K. Bhushan |
| 5. | Principles of Management by Ajayraj Vyas and Ankur Amin |
| 6. | Principles of Management by T.Ramasamy, Himalaya Publishing House |

On-line resources to be used if available as reference material

On-line Resources

1. <https://ncert.nic.in/ncerts/l/lebs102.pdf>
2. https://www.tutorialspoint.com/management_principles/management_principles_tutorial.pdf
3. <https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf>

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Semester – II

| | | | |
|-----------------------------|------------|---------------------|-------------------------|
| Course Code | BVE02MIC03 | Title of the Course | International Marketing |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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| Course Objectives: | <ol style="list-style-type: none"> 1. To enhance free trade at global level and attempt to bring all the countries together for the purpose of trading. 2. To increase globalization by integrating the economies of different countries. 3. To achieve world peace by building trade relations among different nations. 4. To promote social and cultural exchange among the nations. |
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| Course Content | | |
|----------------|---|----------------|
| Unit | Description | Weightage* (%) |
| 1. | Introduction to International Marketing: <ul style="list-style-type: none"> • Concept & Scope • challenges & opportunities • Domestic Vs Global Marketing | 25% |
| 2. | International Marketing Environment: <ul style="list-style-type: none"> • Overview, Economic environment • political environment, Legal and statutory framework • Socio-cultural Environment Need for environment analysis • Cultural variability | 25% |
| 3. | International Marketing strategy decision: <ul style="list-style-type: none"> • International marketing research • practices and challenges • Need, Definition, Scope • decision support System | 25% |
| 4. | Managing the International Marketing Mix: <ul style="list-style-type: none"> • International Product and Price Strategy Products and services standardization Vs adoption, • global localization, Global branding and country of origin, product services and culture protecting brand name, International product mix | 25% |

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Semester – II

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| Teaching-Learning Methodology | ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study |
|-------------------------------|--|

| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / MCQ | 50% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | |
| 3. | External Examination | 50% |

| Course Outcomes: Having completed this course, the learner will be able to | |
|--|--|
| 1. | How to Manage Global Demand |
| 2. | Strategic decision of International Business |
| 3. | Decision support of International Marketing |
| 4 | How to Manage International Marketing Risk |

| Suggested References: | |
|-----------------------|---|
| Sr. No. | References |
| 1. | International Marketing by Philip R. Cateora |
| 2. | Global Marketing 8th Edition by Warren J. Keegan and Mark Green (2014) |
| 3. | Get Scrappy: Smarter Digital Marketing for Businesses Big and Small by Nick Westergaard |
| 4. | Global Marketing: Foreign Entry, Local Marketing, and Global Management by Johny K. Johansson |
| 5. | Building an Import/Export Business, Fourth Edition by Kenneth D. Weiss |

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On-line resources to be used if available as reference material

On-line Resources

1. <https://www.goodreads.com/book/show/6920279-global-marketing>
2. <https://www.goodreads.com/book/show/8190848-international-marketing>
3. https://www.goodreads.com/book/show/178309.Global_Marketing

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Export & Import Management
Semester–II

| | | | |
|-----------------------------|------------|---------------------|-------------------------|
| Course Code | BVE02MIC04 | Title of the Course | Computer Application-II |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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|--------------------|--|
| Course Objectives: | <ol style="list-style-type: none"> 1. To develop computer skill in commerce students. 2. Computer skill helps commerce students to meet the needs of modern business. 3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it. 4. Computer skill increase the chances of getting hired. |
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| Course Content | | |
|-----------------------|---|---------------------------|
| Unit | Description | Weightage *(%) |
| 1. | Introduction to Web <ul style="list-style-type: none"> – Internet (Internet & WWW, Website Address and URL, Modes of Connecting Internet, Popular Web Browsers) – Gmail (Introduction to Gmail Window, Details of Compose dialog box fields- To, CC, BCC, Subject etc., Compose an e-mail, add attachment and add signature, How to add more than one recipients at a time) | 25% |
| 2. | Word Processing & Presentation Tools <ul style="list-style-type: none"> – Introduction to Word Processing software, benefits of word processing software, examples of word processors – Working with documents: Basic operations, formatting text & paragraphs, using tables, shapes, inserting pictures, mail merge facility – Introduction to Presentation tools and their basic features – Working with presentation slide: creating, editing, formatting and previewing, inserting picture, clipart, shapes and chart, adding header, footer, animations and slide transitions ,Printing slide content | 25% |
| 3. | Spreadsheets <ul style="list-style-type: none"> – Introduction to Spreadsheets and Spreadsheet packages – Building Spreadsheets using formulas, conditional calculations – Built-in functions – Database Utilities : sorting, filtering, extracting – Creating charts – Working with External data – Data analysis using What-if analysis – Pivot table and Pivot chart | 25% |

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| 4. | Basics of HTML – Introduction to HTML, HTML tags, Structure of HTML document, – Text and Paragraph Formatting, ordered and unordered lists – HTML tables – Designing HTML forms | 25% |
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|--------------------------------------|---|
| Teaching- Learning Methodology | ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study |
|--------------------------------------|---|

| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / MCQ | 50% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | |
| 3. | External Examination | 50% |

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|---|--|
| Course Out comes: Having completed this course, the learner will be able to | |
| 1. | Basic knowledge of Internet, Power point, Excel & Word, HTML |
| 2. | Use of computer in daily life |

| Suggested References: | |
|-----------------------|---|
| Sr. No. | References |
| 1. | Computer course windows 7 and office 2010 by R.K. Taxali Publisher Tata Mc Graw Hill. |
| 2. | Introduction to Internet and HTML scripting 2nd edition, Bhaumik Shroff |
| 3. | Sinha, P.K.(2003),”Computer Fundamentals”,3 rd Ed.,BPB Publications |

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Export & Import Management
Semester–II

On-line resources to be used if available as reference material

On-line Resources

1. <https://online.glyndwr.ac.uk/what-are-computer-applications/>
2. <https://informationq.com/application-and-types-of-computer-applications/>
3. https://www.tutorialspoint.com/computer_fundamentals/computer_applications.htm

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Semester – II

| | | | |
|-----------------------------|------------|---------------------|---------------------------|
| Course Code | BVE02AEC05 | Title of the Course | Business communication-II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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| Course Objectives: | The paper is designed to enhance the communicative skills of the students. It focuses on some theories and detailed tips to improve usage of language effectively |
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| Course Content | | |
|----------------|--|----------------|
| Unit | Description | Weightage* (%) |
| 1. | Fundamental of Communication <ul style="list-style-type: none"> • Meaning, Importance & Objectives • Principles of communication • Techniques of effective communication • Barriers of effective communication | 50% |
| 2. | Types of Communication & Communication skills <ul style="list-style-type: none"> • Written - Oral - Face-to-face - Silence - Merits and limitations of eachtype • Cross cultural dimensions of business communication technology andcommunication • Ethical & legal issues in Business communication | 50% |

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| Teaching-Learning Methodology | ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study |
|-------------------------------|--|

| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / MCQ | 50% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | |
| 3. | University Examination | 50% |

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| | |
|--|--------------------------------------|
| Course Outcomes: Having completed this course, the learner will be able to | |
| 1. | How to communicate professionally |
| 2. | Etiquettes of communication |
| 3. | Student learn how to correspondence |
| 4 | Techniques of effective speech |
| 5. | Planning & layout of business letter |

| Suggested References: | |
|-----------------------|--|
| Sr. No. | References |
| 1. | Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi. |
| 2. | Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay. |
| 3. | Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep |
| 4. | Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra |

On-line resources to be used if available as reference material

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| On-line Resources |
| <ol style="list-style-type: none"> 1. https://hbr.org/topic/subject/business-communication 2. https://ddceutkal.ac.in/Syllabus/MA_English/Paper_21.pdf 3. https://www.indeed.com/career-advice/career-development/importance-of-business-communication |

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PROGRAMME STRUCTURE (NEP-2020)
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Semester-II

| | | | |
|-----------------------------|------------|---------------------|---------------------------------------|
| Course Code | BVE02SEC06 | Title of the Course | On the Job Training Project Report-II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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| Course Objectives: | <ol style="list-style-type: none"> 1. The Purpose of this Course is to Enable the Students for In-Depth analysis of a topic relating to his/her area of Specialization 2. Develop and develop a comprehensive understanding on the same. For This the Students will Choose his/her faculty guide in his/her area of specialization and work on the topic jointly with the faculty. 3. The Students will Work on their projects individually and not in pairs or teams. 4. The Institute may help the student in selecting a faculty guide in case a student is not able to do so, or if a faculty member is chosen by too many students. |
|--------------------|--|

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

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| Teaching-Learning Methodology | ICT through (e.g Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study |
|-------------------------------|--|

| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / MCQ | 50% |
| 2. | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | |
| 3. | External Examination | 50% |

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Semester-II

| | |
|--|--|
| Course Outcomes: Having completed this course, the learner will be able to | |
| 1. | Able to do Export Import |
| 2. | Various loan arrangement for business |
| 3. | Study of Secondary data from Books, Journal and magazine Articles, Newspaper Articles, Websites, Electronic & Physical Databases, Etc. |
| 4. | Primary Data Collection Through Interviews, Discussions & Other Research Instruments. Students are encouraged to Pursue the research in the organization where they had undergone their summer Internship. |

| | |
|-----------------------|---|
| Suggested References: | |
| Sr. No. | References |
| 1. | Understanding Global Trade by Elhanan Helpman |
| 2. | The World that Trade Created by Kenneth Pomeranz |
| 3. | Global Trade Policy: Questions and Answers by Pamela J. Smith |
| 4. | Rethinking International Trade by Paul Krugman |

On-line resources to be used if available as reference material

| |
|--|
| On-line Resources |
| <ol style="list-style-type: none"> 1. https://services.india.gov.in/service/listing?cat_id=73&ln=en 2. https://www.dgft.gov.in/CP/ 3. https://www.eximbankindia.in/ |

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA 3.30)
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Banking and Finance service)
Semester – II

| | | | |
|-----------------------------|-------------------|---------------------|------------------------------|
| Course Code | BVE02VAC07 | Title of the Course | Environmental Studies |
| Total Credits Of the Course | 2 | Hours per Week | 2 |

| | |
|--------------------|--|
| Course Objectives: | The course will enable the student teachers to 1. To aware the students about Environmental effects on human beings 2. Natural resources and its Impact 3. Provide Information on Renewable resources |
|--------------------|--|

| Course Content | | |
|-----------------------|--|-----------------------|
| Unit | Description | Weightage* (%) |
| 1 | Overview of Environmental Studies: Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles | 50 % |
| 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 | 50 % |

| | |
|-------------------------------|--|
| Teaching-Learning Methodology | Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises |
|-------------------------------|--|

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Bachelor of Vocation (Banking and Finance service)
Semester – II

| Evaluation Pattern | | |
|--------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written / Practical Examination Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance | 50% |
| 2. | External Examination | 50% |

| Course Outcomes: Having completed this course, the learner will be able to | |
|--|---|
| 1. | To know Equitable use of resources for sustainable lifestyles |
| 2. | Significance of Environment |
| 3. | Forest & Water Resources in India |
| 4. | Role of Individual in conservation of Natural Resources |

| Suggested References: | |
|-----------------------|---|
| Sr. No. | References |
| 1. | Social Learning in Environmental Management: Towards a Sustainable Future by Meg Keen, Valerie A. Brown, Rob Dyball |
| 2. | Principles of Environmental Science by William P. Cunningham and Mary Ann Cunningham |
| 3. | Principles of Environmental Science by William P. Cunningham and Mary Ann Cunningham |
| 4. | Lad, V., & Frawley, D. (1986). The Yoga of Herbs: An Ayurvedic Guide to Herbal Medicine. Lotus Press. |
| 5. | Environmental Studies From Crisis to Cure by R. Rajagopalan |

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An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

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NAAC Reaccredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-202

**Bachelor of Vocation
(Export & Import Management)**

Semester - II

| | | | |
|------------------------------------|-------------------|----------------------------|------------------------------------|
| Course Code | BVE02VAC08 | Title of the Course | NCC GENERAL ELECTIVE COURSE |
| Total Credits of the Course | 02 | Hours per Week | 02 |

| | |
|--------------------------|---|
| Course Objectives | <ul style="list-style-type: none"> ❖ Course Content Part (I) Theory ❖ Course Content Part (II) Practical ❖ Course Objectives: <ul style="list-style-type: none"> ➤ Cadets will be able to: - Know about the history of NCC and Awareness of Nation. ➤ its organization, and incentives of NCC for their career prospects. |
| | <ul style="list-style-type: none"> ➤ Acquire knowledge of duties and conduct of NCC cadets ➤ Understand about different NCC camps and their conducts. |
| | <ul style="list-style-type: none"> ➤ Understand the concept of national integration and its importance. ➤ Understand the concept of self-awareness and emotional intelligence. |
| | <ul style="list-style-type: none"> ➤ Understand the concept of critical & creative thinking. ➤ Understand the process of decision making & problem solving. |
| | <ul style="list-style-type: none"> ➤ Understand the concept of team and its functioning. ➤ Understand the concept and importance of Social service. |

| Course Content Course Content Part (I) Theory | | |
|---|---|---------------|
| Unit | Description | Weightage (%) |
| 1. | Unit 1- NCC General & National Integration Awareness (NI). <ul style="list-style-type: none"> ❖ Incentives of NCC, Duties of NCC Cadet. NCC Camps: Types & Conduct. ❖ National Integration: Importance & Necessity, Factors Affecting National Integration, Unity in Diversity & Role of NCC in Nation | 25 % |

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Syllabus as per NEP 2020 with effect from the Academic Year 2023-202

| | | |
|-----------|--|-------------|
| | Building, Threats to National Security. | |
| 2. | Unit 2- Personality Development & Military History. ❖ Intra & Interpersonal skills - Self-Awareness- & Analysis, Empathy, Critical & creative thinking, Decision making and problem solving. ❖ Study Of Battles of Indo-Pak Wars 1965 & 1971, Acquire awareness about the basic weapon system in use in the Armed Forces. | 25 % |

| | |
|--------------------------|--|
| Course Objectives | ❖ Course Content Part (I) Theory ❖ Course Content Part (II) Practical ❖ Course Objectives: |
| | ➤ Understand that drill as the foundation for discipline and to command a group for common goal. |
| | ➤ Understand the importance of a weapon its detailed safety precautions necessary for prevention of accidents. |
| | ➤ Develop awareness about different types of terrain and how it is used in battle craft. |
| | ➤ Develop the concept of various markings on the map and how they are co-related to the ground features. |

| | | |
|-------------|--|----------------------|
| | Course Content Course Content Part (II) Practical | |
| Unit | Description | Weightage (%) |

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Syllabus as per NEP 2020 with effect from the Academic Year 2023-202

| | | |
|-----------|--|-------------|
| 1. | <p>Unit 1. Drill, Weapon Training</p> <ul style="list-style-type: none"> ❖ Foot Drill Dahiea, Bayne, Aage aur Piche Kadam Lena, Chal se Murdna, Tej Chal se Salute Karna, Tej Kadam Taal aur Tham, Tej Kadam Taal se Kadam Badalna. Teeno Teen se Ek File aur ek file se Teeno Teen Banana ❖ Weapon Training Range procedure & Theory of group, Short Range firing. | 25 % |
| 2. | <p>Unit 2. Map Reading & Field Craft & Battle Craft</p> <ul style="list-style-type: none"> ❖ Protractor Bearing and its conversion methods, Service protractor and its uses., Prismatic compass and its uses and GPS, Navigation by compass and GPS. ❖ Field Craft & Battle Craft indications of landmarks and Targets, Intro, Definitions, Types of Ground, Indication of Landmarks, Methods of ident of targets, difficult targets. | 25 % |

| | |
|--------------------------------------|--|
| Teaching-Learning Methodology | <p>Classroom teaching and learning Ground –Based learning (Practical) Project-Based Learning Problem-Based Learning Inquiry-Based Learning Group Discussion. Collaborative Learning Ground work practical. Army Wing Camps Taring.</p> |
|--------------------------------------|--|

| Evaluation Pattern | | |
|---------------------------|--|-----------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written (As per CBCS R.6.8.3) | 15% |

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Syllabus as per NEP 2020 with effect from the Academic Year 2023-202

| | | |
|----|--|-----|
| 2. | Internal Continuous Assessment in the form of Practical & Viva | 15% |
| 3. | External Examination Written | 35% |
| 4. | External Examination Practical & Viva | 35% |

| Course Outcomes | |
|------------------------|--|
| 1. | After completing this course, the cadets will be able to: - Imbibe the conduct of NCC cadets. |
| 2. | Respect the diversity of different Indian culture. |
| 3. | Practice togetherness and empathy in all walks of their life. |
| 4. | Do their own self-analysis and will work out to overcome their weakness for better performance in all aspects of life. |
| 5. | Understand creative thinking & its components. |
| 6. | Think divergently and will try to break functional fixedness. |
| 7. | Make a team and will work together for achieving the common goals. |
| 8. | Do the social services on different occasions. |

| Suggested References | |
|-----------------------------|-------------------------------|
| Sr. No. | References |
| 1 | NCC Hand Book |
| 2 | DG NCC App |
| 3 | NCC DG Pressy |
| 4 | NATIONAL CADET CORPS (S.GAUR) |

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Syllabus as per NEP 2020 with effect from the Academic Year 2023-202

| |
|---|
| On-line resources to be used if available as reference material |
|---|

| |
|-------------------|
| On-line Resources |
|-------------------|

| |
|---|
| https://indiancc.nic.in/ncc-general-elective-subject-course-design/ |
|---|

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

Bachelor of Vocation (Export & Import Management)
Semester - II

| | | | |
|------------------------------------|-------------------|----------------------------|------------------------------------|
| Course Code | BVE02VAC09 | Title of the Course | National Service Scheme - 1 |
| Total Credits of the Course | 02 | Hours per Week | 02 |

| | |
|--------------------------|---|
| Course Objectives | <ol style="list-style-type: none"> 1. Develop among students a Sense of Social and Civil Responsibility 2. Develop Competence required for group-living and Sharing of Responsibilities. 3. Development of the personality of students through Community Service. 4. Understand the Community in which they work. 5. To know the basis concept, Philosophy, objectives and various advisory Committees of NSS. 6. To understand the basic programmes and activities of NSS. |
|--------------------------|---|

| Course Content | | |
|-----------------------|--|----------------------|
| Unit | Description | Weightage (%) |
| 1. | National Service Scheme :Introduction and Basic Concepts: (Theory) <ul style="list-style-type: none"> • Introduction of National Service Scheme • History & Philosophy of NSS • Mission, Objective, Symbol, NSS Badge, Flag, NSS Songs and NSS Day • Maintenance of daily Record | 50% |
| 2. | Activity based Programmes : (Practical) <ul style="list-style-type: none"> • Various NSS Programmes, Activities and it's Aims. • Orientation of NSS volunteers. • Regular Activities, One Day Camp and Special Camp • Celebrations of important days recognized by united nations, Central Govt., State Govt. | 50% |

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

| Evaluation Pattern | | |
|---------------------------|---|----------------------|
| Sr. No. | Details of the Evaluation | Weightage (%) |
| 1. | Internal Written /Practical (Written 25% + Practical 25%) | 30% |
| 2. | Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance, Practical | 20% |
| 3. | External Examination (Written 25% + Practical 25%) | 50% |

| Course Outcomes: Having Completed this course, the students will be able to | |
|--|--|
| 1. | Familiar with the basic concept, Philosophy, objectives and various advisory Committees of NSS |
| 2. | Understand the community in which they work. |
| 3. | Understand themselves in relation to their community. |
| 4. | Make them a sense of Social and Civil Responsibility |
| 5. | Develop Competence required for group-living and Sharing of Responsibilities. |
| 6. | Have development of the personality of them through Community Service. |
| 7. | Understand the basic programmes and activities of NSS |

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| Suggested References | |
|-----------------------------|--------------------------------|
| Sr. No. | References |
| 1 | NATIONAL SERVICE SCHEME MANUAL |

On-line resources to be used if available as reference material

<https://nss.gov.in>

**Bachelor of Vocation (Export & Import Management)
Semester – II**

| | | | |
|------------------------------------|-------------------|----------------------------|---------------------------------------|
| Course Code | BVE02VAC10 | Title of the Course | Yog, Meditation And Fitness -I |
| Total Credits of the Course | 02 | Hours per Week | 02 |

| | |
|--------------------------|--|
| Course Objectives | 1. To maintain physical fitness and wellness among the students |
| | 2. To guide the students about the concept of health and happiness through Yog |
| | 3. To guide the students about mental health |
| | 4. To prepare the students to maintain the mental and physical health |
| | 5. To guide the students to lead a happy life with Yog and meditation |

Course Content

| Unit | Description | Weightage (%) |
|-------------|--|----------------------|
| 1. | Yog :- Introduction and Basic concepts: Meaning, Definition, Importance and Types of Yog Origin and Development of Yog. Meaning, Concept, Steps and Importance of Ashthang Yog. How Yog is different from Physical exercise. Yog practice in daily life and its benefits. Benefits of Suryanamskar. | 50% |
| 2. | A. Yog & Meditation for Fitness: (Practical & Theory) <ul style="list-style-type: none"> • Music & Meditation, Omkar Mantra & Meditation, Benefits of Meditation B. Practical Aspect: (Practical & Theory) <ul style="list-style-type: none"> • Prayer, Suryanamskar with Mantra, Subtle Exercise • Pranayams: Anulom-Vilom, Bhramri Pranayam, 3SR Breathing Technique-practice and Benefits • Aasans with their names, Practical and Benefits: • Standing Position: Trikonasan, Tiryak Tadasan, Ardhchandrasan, Tadasan, Vrikshasan. • Sitting Position: Padmasan, Sukhasan, Vakrasan, Yogmudrasan, Ushtrasan, Paschhimotasan • Asana lying on the stomach: Bhujangasan, Dhanurasan, Makrasan, Balasan • Asana lying on the back: Markatasan Setubandhasan, | 50% |

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| | | |
|--|---|--|
| | Shalbhasan, Pavanmuktasan, Ardhhalasan. • Relaxation Position: Yog Nindra, Savasan | |
|--|---|--|

| | |
|--------------------------------------|---|
| Teaching-Learning Methodology | Teaching learning methodology: Student Centric teaching learning methodology with practical and theory sessions with demonstration, group discussion and practical sessions along with traditional methods of teaching. |
|--------------------------------------|---|

Evaluation Pattern

| Sr. No. | Details of the Evaluation | Weightage |
|----------------|---|------------------|
| 1. | Internal Written [Written 25%+ Practical 25%] | 30% |
| 2. | Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance, Practical | 20% |
| 3. | External Examination [Written 25%+ Practical 25%] | 50% |

Course Outcomes:

| | |
|----|--|
| 1. | Students will increase in concentration & will power through Yog & Meditation |
| 2. | Students will learn how to lead a balanced life. |
| 3. | Students will understand the basic body system, root of diseases and remedies from Yog |
| 4. | Students will experience the positive change in their life with the practices of Yog. |
| 5. | Students will receive the grand Yog story of India. |

Suggested References

| Sr. No. | References |
|----------------|--|
| 1 | Yoga Sukshma Vyayama by Dharendra Brahmachari |
| 2 | Asana Pranayama Mudra Bandha by Swami Satyananda Saraswati. Publisher: Yoga Publication Trust, Munger, Bihar,I |
| 3 | Karma Yoga, Bhati Yoga, Raja Yoga, Jnana Yoga by Swami Vivekananda |
| 4 | Yoga Sutras of Patanjali by Swami Satyananda Saraswati. Publisher: Yoga Publication Trust, Munger,Bihar,India |
| 5 | Hatha Yoga by Swami Sivananda.Publisher: The Divine Life Society, Uttarakhand, India |

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| | |
|---|---|
| 6 | Gheranda Samhita by Swami Nirjanananda Saraswati. Publisher: Yoga Publication Trust, Munger, Bihar, India |
| 7 | Essence of Yoga by Swami Shivananda Saraswati. Publisher: The Divine Life Society |
| 8 | Yoga and Kriya by Swami Shivaananda Saraswati. Publisher; Yoga Publication Trust, Munger, Bihar, India |
| On-line resources to be used if available as reference material | |
| On-line Resources | |
| http://lyu.ac.in/yoga/ | |
| http://www.whenlifeisgood.com/iyengar-yoga-home-practice-sequences-a-resource-page | |
