

SARDAR PATEL UNIVERSITY

Bachelor of Vocation

(Banking and Financial Services)

Semester: V

Syllabus with effect from: JUNE 2023

Course Outcome Organization behavior-I

- To understand about personality of human and its determinants
- To learn about theories of attitude
- To know about emotion and moods of human being on work ➤ How perception works? and How to improve it?

Self development skills

- How interpersonal skills work?
- To understand about attitude works in organization
- To learn about achieving goals through time management, goal setting and vision ➤ To know about career planning **Contemporary**

Research-I

- To understand fundamentals of research ➤ To learn about problem identification ➤ How to make research design?
- To know about interpretation of research work? **Banking & Financial**

Services-V

- To learn about depository system ➤ To understand about Banker rights
 - How to protect investors?
- To know about SEBI

SARDAR PATEL UNIVERSITY

BACHELOR OF VOCATION

Banking & Financial Services

SEMESTER – V

Syllabus with effect from: JUNE 2023

Paper Code: UB05FBVB51	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.

**SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION**

Banking & Financial Services
SEMESTER – V

1. **Syllabus with effect from: JUNE 2023**

Paper Code: UB05FBVB52	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.**

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

Paper Code: UB05FBVB53	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

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

Paper Code: UB05FBVB54	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 ➤ Right to set off <ul style="list-style-type: none">➤ 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.**B.Voc (Banking and Financial services)- Semester V**

Subject: International trade finance

Syllabus with effect from: JUNE 2023

COURSE OUTCOME

1. To learn about analysis of financial statements through different ratios
2. To understand about international finance and its terms & conditions
3. Letter of Credit and its parties as well as its types
4. Documentation in international trade – Bill of lading , Insurance, Pricing conventions interpretation – FOB etc
5. To know types of Working Capital Requirements in International Trade Finance
6. Foreign exchange & its derivatives

Learning Outcome

1. Analyzing Companies using Ratios.
2. Terms and Conditions from various banks for international trade.
3. Fundamentals of Letter of Credit
4. Concept of High Seas in international trade.
5. Margins and Settlement in international trade finance.
6. Hedging Foreign Exchange Risk.

Specific Outcome

1. How to analyze the financial statements through ratios.
2. To learn about LOC, International finance and Documentation in International trade.
3. Different theories of foreign exchange and working capital requirement in international trade.

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SEMESTER – V

Syllabus with effect from: JUNE 2023

Paper Code: UB05CBVB51	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: UB05CBVB52	Total Credit: 00
Title of Paper: On the job Training Project Report-V (Project Submission + viva)	

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%