

C.C (Diploma In Banking)

Semester – II

Course Code	DIB02MAC01	Title of the Course	Mutual Fund Agent
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To understand basic concept on Mutual fund2. Selection of Mutual funds3. Allocate right Mutual fund to Right customer4. Calculation of mutual fund and year wise calculation
--------------------	--

Course Content		
Unit	Description	

C.C (Diploma In Banking)

Semester – II

1.	Basic Financial arithmetic <ul style="list-style-type: none">• Calculate percentage• Calculate simple interest and Compound interest• Calculate rate of Interest• Calculate present value of a sum receivable in future• Calculate future value of amount available today given a current rate of interest• Calculate future value using monthly compounding, Quarterly compounding, Half yearly compounding and Annual compounding.• Calculate present value of an Annuity.• Calculate future value of an Annuity.	
----	---	--

C.C (Diploma In Banking)

Semester – II

2.	Understanding basic Concepts <ul style="list-style-type: none">• Understand the basic concept of investment• Define and interpret the concept of inflation, Understand the concept of equity shares and debt instruments like bond and debentures• Classification of assets into physical and financial asset• Understand the features of physical assets such as gold and real estate and features of financial assets• Classify various modes of investments like equity, debt, FD, Derivatives, ETFs and gold property.• Understand the concept of a mutual fund• Brief history of mutual funds in India• Learn about the advantages and limitations of a mutual fund• Learn what is unit capital• Learn the concept of investment objective and risk appetite• Define NAV and time stamping, AUM, MTM and return on investment• Visualize the effect of compounding• Understand various types of risk• Categorize different types of mutual funds like equity, Debt,	
----	--	--

C.C (Diploma In Banking)

Semester – II

	<p>Hybrid, Closed ended and open ended fund</p> <ul style="list-style-type: none">• Explain the concept of systematic investment plan (SIP) and Systematic withdrawals (SWP)• Classify mutual fund based on risk• Learn the basics of financial planning and financial goals• Understand investment horizon• Learn about international funds and fund of funds• Be hands on with tools to categorize investors needs• Differentiate between short term and long term capital gains and the effect of taxes on them.• Learn about relevant sections of income tax act like 80C• Understand the difference between direct plans and regular plans.	
3.	<ul style="list-style-type: none">• Understand structure of mutual funds in India and related regulations and circulars.• Envisage the role of the sponsor, trusty and asset management company (AMC) and related regulations.• Summarize the fund running expenses• Understand the pricing of transactions in a mutual fund. □ Know about key accounting and reporting requirements• Be acquired with the valuation process carried out by mutual funds• Understand the process of selling off of gains and losses under income tax act.• Understand the role of other fund constituents and related regulations.• Understand the role of regulators in India.• Summarize the functions of SEBI in regulating mutual funds.• Understand the functions of AMC and there codes of ethics.• Identify investment restrictions and related regulations.• Know an investors rights and obligations.• Understand the concept of Total Expense ratio (TER).	

C.C (Diploma In Banking)

Semester – II

	<ul style="list-style-type: none">• Learn to read a consolidated account statement.	
4.	<p>Offer Document</p> <ul style="list-style-type: none">• Know the regulations with respect to offer document for NFO.• Learn about the process of NFO and steps involved in marketing an NFO.• Interpret the objectives of information disclosure in an offer document.• Understand the objectives and contents of the statement of additional information (SAI) and related regulations.• Apprehend the objectives and contents of the scheme information document (SID) and related regulations.• Comprehend the key information memorandum (KIM) and related regulations.	

C.C (Diploma In Banking)

Semester – II

5.	<p>Fund Distribution and Sales Practices</p> <ul style="list-style-type: none">• Know the pre – requisites to become a mutual fund distributor.• Learn about the key elements of agreement between distributor and a mutual fund.• Evaluate the sales practices and commission structure.• Evaluate types of commissions and transaction charges.• Evaluate the code of conduct specified by AMFI.• Process of KYD.	
6.	<p>Conduct Research on Mutual fund market</p> <ul style="list-style-type: none">• Conduct Research on Mutual fund market• Analyze features of top funds and factors influencing them.• Regularly update oneself on changes products and process.• Profile of target customers according to research conducted.	
7.	<p>Market related Mutual Fund</p> <ul style="list-style-type: none">• Serve new customers who approach organization for purchasing mutual funds.• Inform the investor on the various schemes and products.• Use market analysis conducted to share market trends and insights into the mutual fund market. □ Prospective customer’s needs and financial requirements. □ Prospective customer’s goal to appropriate mutual fund schemes available.• Conduct a risk profiling of prospective customer.• Calculate dividends and other payments receivable to customer.• Provide customer with brochures and documents about various mutual fund products.• Explain the terms and condition of the mutual fund to customers.	

C.C (Diploma In Banking)

Semester – II

8.	<p>Soft Skills required to Sell Mutual Fund</p> <ul style="list-style-type: none">• Interpret the sales process consisting of planning, Execution, Monitoring and Review.• Understand how to create a data base• Learn the process of cold calling• Learn how to generate leads• Discover the process and advantages of prioritizing leads• Visualize how to obtain appointments• Understand the process of meeting the customer• Discover the process of narrowing down upon the needs of customer.• Learn how to offering the right solution and close the call.	
9.	<p>Assist with purchase of Mutual Fund</p> <ul style="list-style-type: none">• Assist investor in completing the formalities for purchase of mutual fund.• Explain the KYC requirement and concept of demat account.• Explain the payment process and accepted payment method to the customer.• Complete all the formalities in purchase process by taking requisite documents and payments.• Assist the investors to resolve any issue in the rejection of payment.	

C.C (Diploma In Banking)

Semester – II

10.	<p>Communicate effectively and achieve customer satisfaction</p> <ul style="list-style-type: none"> • Listen effectively and paraphrase effectively in order to understand the customer. • Be sensitive to language, gender, cultural and social differences in addressing customer's superiors and colleagues. • Maintain positive attitude, correct body language, dress code, gestures and etiquette. • Understand work output requirement and received feedback with positive attitude. • Cooperate, coordinate and collaborate to achieve shared goals. • To gain customer loyalty and satisfaction. 	
11.	<p>Maintain Integrity and Ethics</p> <ul style="list-style-type: none"> • Indulging in unfair trade and /or corrupt practices. • Data and information related to business of commercial decisions. • Misrepresentation or misinformation • Demonstrate and practice ethics in day to day processes. • Products and services of competition. 	
12.	<p>Focus on Frame Work</p> <ul style="list-style-type: none"> • Share relevant input, feedback and insights to build mutual trust. • Exchange defend and rethink ideas. • Support team members to accomplish goals. • Facilitate group decision making and deal productively with conflict. 	

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

C.C (Diploma In Banking)

Semester – II

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.	Financial Arithmetic <ul style="list-style-type: none"> • Simple interest, Compound Interest • Rate of return, present value and future value 	
2.	Basics of Mutual Fund <ul style="list-style-type: none"> • Inflation and investment • Various modes of Investment • Unit capital, NAV, IT Act 80G 	
3.	Offer document	
4.	Research on Mutual Fund Market	
5.	Assist to Purchase MF and post sales activity	
6.	Communication and Customer Satisfaction	
7.	Maintain Integrity & ethical standards	

C.C (Diploma In Banking)

Semester – II

8.	Team work
----	-----------

Learning Outcome: Having completed this course, the learner will be able to

1.	Investment pattern, rate of return, inflation and investment
2.	Riskometer to judge potential risk in investment
3.	Communication to sell Mutual Funds
4.	Export sessions on topic by professional

Specific outcomes : Having completed this course, the learner will be able to

1.	Basics of MF, SIP and Investment pattern
2.	Etiquettes for selling Mutual fund
3.	Complexities of Market

Suggested References:

Sr. No.	References
1.	Indian Mutual Funds Handbook (5th Edition): A Guide for Industry Professionals and Intelligent Investors- Author – Sundar Sankaran
2.	Common Sense on Mutual Funds: New Imperatives for the Intelligent Investor- Author – John. C. Bogle

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)

C.C (Diploma In Banking)

Semester – II

3.	The Mutual Fund Industry- <i>Author – R. Glenn Hubbard</i>
4.	Mutual Funds-Ladder To Wealth Creation- <i>Author – Vivek K Negi</i>
5.	A Guide to Indian Mutual Fund Investment- <i>Author: Dr. Susanta Kumar Mishra</i>
6.	Mutual Funds Made Easy!- <i>Author: Gerard W. Perritt</i>

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

On-line Resources

On-line resources to be used as and when required

**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)
C.C (Diploma In Banking)
Semester – II

Course Code	DIB02MAC02	Title of the Course	Business organization & Management- II
Total Credits of the Course	04	Hours per Week	04

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.
--------------------	---

Course Content		
Unit	Description	Weightage* (%)

**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)
C.C (Diploma In Banking)
Semester – II

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%

**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)
C.C (Diploma In Banking)
Semester – II

3.	<p>Coordination</p> <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.	<p>Social Responsibility & Business Ethics</p> <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%

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

**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)
C.C (Diploma In Banking)
Semester – II

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.	Principles or essential of Decision Making
2.	Staffing in detail

3.	Techniques of coordination
4.	Areas to look while coordination

**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)
C.C (Diploma In Banking)
Semester – II

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

**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)
C.C (Diploma In Banking)
Semester – II

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>

**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)

**C.C (Diploma In Banking)
Semester – II**

Course Code	DIB02MIC03	Title of the Course	International Marketing
Total Credits of the Course	04	Hours per Week	04

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.
--------------------	--

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%

**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)

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%

C.C (Diploma In Banking)

Semester – II

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

**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)

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)

**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)**

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

**C.C (Diploma In Banking)
Semester – II**

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/8190848international-marketing>
3. https://www.goodreads.com/book/show/178309.Global_Marketing

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA3.30)
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
C.C (Diploma In Banking) Semester–II

Course Code	DIB02MDC04	Title of the Course	Computer Application-II
Total Credits of the Course	04	Hours per Week	04

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.
--------------------	--

Course Content		
Unit	Description	Weightage *(%)
1.	Introduction to Web <input type="checkbox"/> Internet (Internet & WWW, Website Address and URL, Modes of Connecting Internet, Popular Web Browsers) <input type="checkbox"/> 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 <input type="checkbox"/> Introduction to Word Processing software, benefits of word processing software, examples of word processors <input type="checkbox"/> Working with documents: Basic operations, formatting text & paragraphs, using tables, shapes, inserting pictures, mail merge facility <input type="checkbox"/> Introduction to Presentation tools and their basic features <input type="checkbox"/> 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%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA3.30)
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
C.C (Diploma In Banking) Semester–II

3.	Spreadsheets <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Spreadsheets and Spreadsheet packages <input type="checkbox"/> Building Spreadsheets using formulas, conditional calculations <input type="checkbox"/> Built-in functions <input type="checkbox"/> Database Utilities : sorting, filtering, extracting <input type="checkbox"/> Creating charts <input type="checkbox"/> Working with External data <input type="checkbox"/> Data analysis using What-if analysis <input type="checkbox"/> Pivot table and Pivot chart 	25%
----	--	-----

4.	Basics of HTML <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to HTML, HTML tags, Structure of HTML document, <input type="checkbox"/> Text and Paragraph Formatting, ordered and unordered lists <input type="checkbox"/> HTML tables <input type="checkbox"/> Designing HTML forms 	25%
----	---	-----

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 Out comes: Having completed this course, the learner will be able to	
1.	Basic knowledge of Internet, Power point, Excel & Word, HTML

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
Anand, Gujarat (Reaccredited with 'A+' Grade by NAAC (CGPA3.30)
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
C.C (Diploma In Banking) Semester–II

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

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-computerapplications/>
3. https://www.tutorialspoint.com/computer_fundamentals/computer_applications.htm

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA 3.30))
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)

C.C (Diploma In Banking)
Semester – II

Course Code	DIB02AEC05	Title of the Course	Business communication-II
Total Credits of the Course	02	Hours per Week	02

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
--------------------	---

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 each type • Cross cultural dimensions of business communication technology and communication • Ethical & legal issues in Business communication 	50%
----	--	-----

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%

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE

(Reaccredited with 'A+' Grade by NAAC (CGPA 3.30)

Syllabus with effect from the Academic Year 2023-2024

PROGRAMME STRUCTURE (NEP-2020)

C.C (Diploma In Banking)

Semester – II

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

On-line Resources

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/careerdevelopment/importance-of-business-communication>

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)

C.C (Diploma In Banking)

Semester – II

Course Code	DIB02SEC06	Title of the Course	On the Job Training Project Report-II
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<p>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</p> <p>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.</p> <p>3. The Students will Work on their projects individually and not in pairs or teams.</p> <p>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.</p>
--------------------	---

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 prepared and presented for the viva-voce and submit it to the concerned faculty. 	100%

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	

2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	50%
3.	External Examination	50%

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)

C.C (Diploma In Banking)

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

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

C.C (Diploma In Banking)

Semester – II

Course Code	DIB02VAC07	Title of the Course	Environmental Studies
Total Credits Of the Course	2	Hours per Week	2

Course Objectives:	<p>The course will enable the student teachers to</p> <ol style="list-style-type: none"> 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	<p>Overview of Environmental Studies: Definition, Scope, Importance. Renewable and Non Renewable Resources, Equitable use of resources for sustainable lifestyles</p>	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
-------------------------------	--

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE
(Reaccredited with 'A+' Grade by NAAC (CGPA 3.30))
Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
C.C (Diploma In Banking)
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%
3.	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
----	---

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS)
COLLEGE,**

ANAND

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

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

A+ KCG-Dept of Edu. Got of Gujarat-April 2017

AAA Reaccredited CGPA 3.56 – GRADE

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

C.C (Diploma In Banking) Semester-2

Course Code	DIB02VAC08	Title of the Course	NCC GENERAL ELECTIVE COURSE
Total Credits of the Course	02	Hours per Week	02

Course Objectives	<p>❖ Course Content Part (I) Theory ❖ Course Content Part (II) Practical ❖ Course Objectives: ➤ 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.</p>
--------------------------	--

<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 Building, Threats to National Security. 	25 %
2.	Unit 2- Personality Development & Military History. <ul style="list-style-type: none"> ❖ 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 corelated to the ground features.

Course Content Course Content Part (II) Practical		
Unit	Description	Weightage (%)
1.	Unit 1. Drill, Weapon Training ❖ 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.	Unit 2. Map Reading & Field Craft & Battle Craft <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	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.
---	---

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

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)

On-line resources to be used if available as reference material
On-line Resources
https://indiancc.nic.in/ncc-general-elective-subject-course-design/

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST,ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

**GUJARAT INSTITUTIONAL RATING FRAMEWORK (4
STAR)**

+

AAA Reaccredited CGPA 3.56 – GRADE **A** KCG-Dept of Edu. Govt. of Gujarat-April 2017

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 2023-2024

Bachelor of Vocation CC (Diploma in Banking)

Semester - II

Course Code	DIB02VAC09	Title of the Course	National Service Scheme - 1
Total Credits of the Course	02	Hours per Week	02

Course Objectives	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 (%)

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST,ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

**GUJARAT INSTITUTIONAL RATING FRAMEWORK (4
STAR)**

+

AAA Reaccredited CGPA 3.56 – GRADE **A** KCG-Dept of Edu. Govt. of Gujarat-April 2017

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 2023-2024

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 <input type="checkbox"/> 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%

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%

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST,ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

**GUJARAT INSTITUTIONAL RATING FRAMEWORK (4
STAR)**

+

AAA Reaccredited CGPA 3.56 – GRADE **A** KCG-Dept of Edu. Govt. of Gujarat-April 2017

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 2023-2024

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

Suggested References

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST,ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

**GUJARAT INSTITUTIONAL RATING FRAMEWORK (4
STAR)**

+

AAA Reaccredited CGPA 3.56 – GRADE **A** KCG-Dept of Edu. Govt. of Gujarat-April 2017

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 2023-2024

Sr. No.	References
1	NATIONAL SERVICE SCHEME MANUAL

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

<https://nss.gov.in>

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

+

AAA Reaccredited CGPA 3.56 – GRADE **A KCG-Dept of Edu. Govt**

of Gujarat-April 2017

'A₊'

NAAC Reaccredited - CGPA 3.30 - GRADE UGC – MHRD, Govt of India – June 2022

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

**Bachelor of Vocation CC (Diploma in Banking)
Semester – II**

Course Code	DIB02VAC10	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%

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

+

AAA Reaccredited CGPA 3.56 – GRADE **A KCG-Dept of Edu. Govt**

of Gujarat-April 2017

'A₊'

NAAC Reaccredited - CGPA 3.30 - GRADE UGC – MHRD, Govt of India – June 2022

2.	<p>A. Yog & Meditation for Fitness: (Practical & Theory)</p> <ul style="list-style-type: none"> • Music & Meditation, Omkar Mantra & Meditation, Benefits of Meditation <p>B. Practical Aspect: (Practical & Theory)</p> <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%
----	--	-----

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

	<p>Shalbhasan, Pavanmuktasan, Ardhalasan.</p> <p>□ Relaxation Position: Yog Nindra, Savasan</p>	
--	---	--

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.
--------------------------------------	---

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

+

AAA Reaccredited CGPA 3.56 – GRADE **A KCG-Dept of Edu. Govt**

of Gujarat-April 2017

'A₊'

NAAC Reaccredited - CGPA 3.30 - GRADE UGC – MHRD, Govt of India – June 2022

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	

Suggested References	
Sr. No.	References
1	Yoga Sukshma Vyayma 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

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018
Certified

GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

+

AAA Reaccredited CGPA 3.56 – GRADE **A KCG-Dept of Edu. Govt**

of Gujarat-April 2017

'A₊'

NAAC Reaccredited - CGPA 3.30 - GRADE UGC – MHRD, Govt of India – June 2022

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.

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

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	
