

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 Business Administration B.B.A. Semester: I

<p>Programme Outcome (PO) -For B.B.A Programme</p>	<ul style="list-style-type: none"> To understand business functions and management practices leading to development of business acumen among students. To develop critical and analytical thinking abilities. To improve Communication and interpersonal skills. To develop social sensitivity and ethical considerations leading to sustainable business practices. To demonstrate global perspective and entrepreneurship acumen. To get exposure of industrial world through company visits and interaction with experts. To get exposure and guidance for appearing in competitive examinations in management such as CAT, GMAT etc.
<p>Programme Specific Outcome (PSO) -For B.B.A. Semester -I</p>	<ul style="list-style-type: none"> Acquire conceptual clarity of all the functional areas of management. Analyze and interpret data for better decision making. Demonstrate effective communication skills and ability to work in groups. Apply ethical practices and sustainability issues in business. Understand the ecosystem of start up in the country and will be able to prepare business plans. Prepare better for competitive exams in Management such as CAT, CMAT, etc.
<p>To Pass:</p>	<p>(i) At least 40% Marks in each paper at the Semester End Examination and aggregate Marks. Internal & External Assessment. (ii) At least 25% Marks in each paper in Internal Assessment and 35% marks aggregate marks in Internal Assessment.</p>

No.	Course Type	Course Code	Course Title	T/P	Credit	Exam Duration in Hours	Components of Marks		
							Internal	External	Total
1	Major Subject-I	UM1MABBA01	Principles of Management	T	4	3	30	70	100
		UM1MABBA02	Accounting for Management	T	4	3	30	70	100
2	Minor (Elective Any One)	UM1MIBBA01	Micro Economics for Management	T	4	3	30	70	100
3	Multi-Disciplinary (Any One)	UM1HDBBA01	Business Mathematics – I	T	4	3	30	70	100
		UM1HDBBA02	Fundamentals of Strategic Planning and Development	T	4	3	30	70	100
4	Ability Enhancement Course (AEC)	UM1AEBBA01	Communication Skills for Management - I	T	2	2	15	35	50
5	SEC (Any One)	UM1SEBBA01	Soft Skills - I	T	2	2	15	35	50
		UM1SEBBA02	Office Management	T	2	2	15	35	50
		UM1SEBBA03	Stress Management	T	2	2	15	35	50
6	IKS	UM1IKBBA01	Introduction to Indian Knowledge Systems	T	2	2	15	35	50

Notes:

- Each student shall have to offer the same Elective Course Paper at Semester I to IV. **Any qualified teacher can teach SEC, VAD and IKS.**
- Class Room Presentation will include CSDS/Factory Visit/Field Study/Seminar/Film Screening/Audio-Video/Problem Solving/Group Study/Case Study/Book Review/Article Review/Computer Lab /Project work etc.


Principal

C P Patel & F H Shah Commerce
(Autonomous) College, Anand



Bachelor of Commerce B.Com. Semester: I

<p>Programme Outcome (PO) -For B.Com Programme</p>	<ul style="list-style-type: none"> • Students will be ready for employment in functional areas like Accounting, Costing, Management Accounting, Auditing, Taxation, Banking, Insurance and soon. • He will acquire the knowledge and skill for Decision making, Problem solving and will make them competent to establish and run the business efficiently and effectively. • Capability of the students to make decisions at personal & professional level will increase after completion of this course. • Students will be equipped to deal with the business realities of today and prepares them to drive and face the challenges of tomorrow. • Program will help the students to cultivate Entrepreneurial Mind set and Skills.
<p>Programme Specific Outcome (PSO) -For B.Com. Semester -1</p>	<ul style="list-style-type: none"> • Students will be equipped to work as Manager, Accountant, Management Accountant, Cost Accountant, Bank Manager, Auditor, Company Secretary, Academician, Professor, Stock Agents, Government employments and soon. • Students will prove themselves in different professional exams like CA, CS, ICWA, CMA, CFA, GPSC and UPSC. • Students will learn relevant Advanced Accounting & Auditing career skills, applying both quantitative and qualitative knowledge to their future careers in business.
<p>To Pass:</p>	<p>(i) At least 40% Marks in each paper at the Semester End Examination and aggregate Marks. Internal & External Assessment. (ii) At least 25% Marks in each paper in Internal Assessment and 35% marks aggregate marks in Internal Assessment.</p>

No.	Course Type	Course Code	Course Title	T/P	Credit	Exam Duration in Hours	Components of Marks		
							Internal	External	Total
1	Major Subject-1	UB1MACOM01	Financial Accounting- I	T	4	3	30	70	100
		UB1MACOM02	Advanced Accounting-I	T	4	3	30	70	100
2	Minor (Elective Any One)	UB1MICOM01	Business Organization & Management - I	T	4	3	30	70	100
		UB1MICOM02	Business Mathematics & Statistics-I	T	4	3	30	70	100
		UB1MICOM03	Business Economics - I	T	4	3	30	70	100
3	Multi-Disciplinary (Any One)	UB1MDCOM01	Secretarial Practice-I	T	4	3	30	70	100
		UB1MDCOM02	Behavioral Economics	T	4	3	30	70	100
		UB1MDCOM03	Mathematics for Commerce - I	T	4	3	30	70	100
4	Ability Enhancement Course (AEC)	UB1AECOM01	English & Business Communication-I	T	2	2	15	35	50
5	SEC (Any One)	UB1SECOM01	Soft Skills - I	T	2	2	15	35	50
		UB1SECOM02	Office Management	T	2	2	15	35	50
		UB1SECOM03	Stress Management	T	2	2	15	35	50
6	IKS	UB1IKCOM01	Introduction to Indian Knowledge Systems	T	2	2	15	35	50

Notes:

1. Each student shall have to offer the same Elective Course Paper at Semester I to IV. Any qualified teacher can teach SEC, VAD and IKS.
2. Class Room Presentation will include CSDS/Factory Visit/Field Study/Seminar/Film Screening/Audio/Video/Problem Solving/Group Study/Case Study/Book Review/Article Review/Computer Lab /Project Work etc.

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**Course Structure under NEP – 2020
(BBA- ITM) Semester-I
with effect from the Academic Year June - 2023**

Course Type	Course Code	Name of Course	T/P	Credit	WCH	Exam Duration in Hours	Components of Marks		
							Internal	External	Total
							Total / Passing Marks	Total / Passing Marks	Total / Passing Marks
Major (Core) (Any Two)	UM1MABBI01	Introduction to Management	T	4	4	3	30/	70/	100/
	UM1MABBI02	Computer Fundamental and Office Tools	T		4	3	30/	70/	100/
		Computer Fundamental and Office Tools	P	4					
Minor (Elective) (Any One)	UM1MIBBI01	Micro Economics	T	4	4	4	30/	70/	100/
	UM1MIBBI02	Corporate Social Responsibility	T	4		4	30/	70/	100/
	UM1MIBBI03	Indian Economy –I	T	4		4	30/	70/	100/
Multi/Inter Disciplinary (Any One)	UM1IDBBI01	Business Mathematics– I	T	4		4	30/	70/	100/
	UM1IDBBI02	Basics of Banking and Insurance Management	T	4	4	4	30/	70/	100/
	UM1IDBBI03	Fundamentals of Strategic Planning and Development	T	4		4	30/	70/	100/
	UM1IDBBI04	Accounting for Management	T	4		4	30/	70/	100/
Ability- Enhancement Compulsory Course	UM1AEBBI01	Communication Skill for Management - I	T	2	2	2	15	35	50
Skills Enhancement Course / Internship (Any One)	UM1SEBBI01	Stress Management	T	2		2	15	35	50
	UM1SEBBI02	Business Ethics	T	2		2	15	35	50
	UM1SEBBI03	Fundamentals of Computer Organization	T	2	2	2	15	35	50
	UM1SEBBI04	Rural Development History and Current Issues	T	2		2	15	35	50
	UM1SEBBI05	Personality Enrichment	T	2		2	15	35	50
Value Added Course/ Indian Knowledge System (Any One)	UM1IKBBI01	Contribution of Ancient Indian Knowledge in Modern Medicine	T	2	2	2	15	35	50
Minimum Qualifying Credits						22			

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Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Commerce (BCOM) Semester: II

Programme Outcome (PO)-For BCOM Programme	<ul style="list-style-type: none"> Students will be ready for employment in functional areas like Accounting, Costing, Management Accounting, Auditing, Taxation, Banking, Insurance and soon. He will acquire the knowledge and skill for Decision making, Problem solving and will make them competent to establish and run the business efficiently and effectively. Capability of the students to make decisions at personal & professional level will increase after completion of this course. Students will be equipped to deal with the business realities of today and prepares them to drive and face the challenges of tomorrow. Program will help the students to cultivate Entrepreneurial Mind set and Skills.
Programme Specific Outcome (PSO)-For BCOM Semester -I	<ul style="list-style-type: none"> Students will be equipped to work as Manager, Accountant, Management Accountant, Cost Accountant, Bank Manager, Auditor, Company Secretary, Academician, Professor, Stock Agents, Government employments and soon. Students will prove themselves in different professional exams like CA, CS, ICWA, CMA, CFA, GPSC and UPSC. Students will learn relevant Advanced Accounting & Auditing career skills, applying both quantitative and qualitative knowledge to their future careers in business.
To Pass:	<p>(i) At least 36% Marks in each paper at the Semester End Examination and aggregate Marks. Internal & External Assessment.</p> <p>(ii) At least 36% Marks in each paper in Internal Assessment and 36% marks aggregate marks in Internal Assessment.</p>

No.	Course Type	Course Code	Course Title	T/P	Credit	Exam Duration in Hours	Components of Marks		
							Internal	External	Total
1	Major Subject-1	UB2MACOM01	Financial Accounting - II	T	4	2	50/18	50/18	100/36
		UB2MACOM02	Advanced Accounting - II	T	4	2	50/18	50/18	100/36
2	Minor (Elective Any One)	UB2MICOM01	Business Organization & Management - II	T	4	2	50/18	50/18	100/36
		UB2MICOM02	Business Mathematics & Statistics - II	T	4	2	50/18	50/18	100/36
		UB2MICOM03	Business Economics - II	T	4	2	50/18	50/18	100/36
3	Multi-Disciplinary (Any One)	UB2MDCOM01	Secretarial Practice - II	T	4	2	50/18	50/18	100/36
		UB2MDCOM02	<i>Economic Policies of India</i> Indian Economic Policies in India	T	4	2	50/18	50/18	100/36
		UB2MDCOM03	<i>Agri-culture</i> Mathematics for Commerce - II	T	4	2	50/18	50/18	100/36
4	Ability Enhancement Course(AEC)	UB2AECOM01	Business English - II	T	2	1	25/9	25/9	50/18
5	SEC (Any One)	UB2SECOM01	Soft Skills - II <i>mini 15 students</i>	T	2	1	25/9	25/9	50/18
		UB2SECOM02	Time Management	T	2	1	25/9	25/9	50/18
		UB2SECOM03	Industrial Safety Management	T	2	1	25/9	25/9	50/18
6	IKS	UB2VACOM01	Environmental Studies	T	2	1	25/9	25/9	50/18
		UB2VACOM02	NCC - I	T/P	2	1	25/9	25/9	50/18
		UB2VACOM03	NSS - I	T/P	2	1	25/9	25/9	50/18
		UB2VACOM04	Yoga, Meditation & Fitness - I	T/P	2	1	25/9	25/9	50/18

Notes:

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- Class Room Presentation will include Case Study/Case Visit/Field Study/Seminar/Film Screening/Audio-Video/Problem Solving/Group Study/Case Study/Book Review/Article Review/Conferencing/Lab/Project/Work etc.

1) *Modern Agriculture / Indian Agriculture*
 2) *...*

SARDAR PATEL UNIVERSITY
(Under Choice Based Credit System)

B.COM. Semester: III

(With Effect From: June – 2022-23)

STRUCTURE AND SYLLABUS BASED ON UGC GUIDELINES B.COM. CBCS PROGRAMME

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Ability-Enhancement Compulsory Course	UB03ACOM71	English & Business Communication –III	T	3	3	30	70	100
Core Course (A) Core Compulsory	UB03CCOM71	Fundamentals of Cost Accounting	T	3	3	30	70	100
	UB03CCOM72	Material and Production Management	T	3	3	30	70	100
(B) Core Allied (Any One)	UB03CCOM73	Business Statistics –III	T	3	3	30	70	100
	UB03CCOM74	Small Enterprise Management	T	3	3	30	70	100
	UB03CCOM75	Computerized Accounting System-I	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB03CCOM76	Fundamentals of Banking Services	T	3	3	30	70	100
	UB03CCOM77	Tax Procedure and Practice – III	T	3	3	30	70	100
	UB03CCOM78	Advertising, Sales Promotion and Sales Management – III	T	3	3	30	70	100
	UB03CCOM79	Secretarial Practice - III	T	3	3	30	70	100
Discipline Specific Elective (Any One Group)								
Accounting & Auditing	UB03DCOM71	Advanced Accounting –V	T	3	3	30	70	100
	UB03DCOM72	Advanced Accounting –VI	T	3	3	30	70	100
Financial Management	UB03DCOM73	Investment Management	T	3	3	30	70	100
	UB03DCOM74	Working Capital Management	T	3	3	30	70	100
Marketing Management	UB03DCOM75	Retail Marketing	T	3	3	30	70	100
	UB03DCOM76	Rural Marketing	T	3	3	30	70	100
Human Resources Management	UB03DCOM77	Human Relations	T	3	3	30	70	100
	UB03DCOM78	Industrial Relation & Labour Law	T	3	3	30	70	100
Banking	UB03DCOM79	Advanced Banking – V	T	3	3	30	70	100
	UB03DCOM80	Advanced Banking – VI	T	3	3	30	70	100

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Business Management	UB03DCOM81	Business Management –V (M.M.)	T	3	3	30	70	100
	UB03DCOM82	Business Management – VI (M.M.)	T	3	3	30	70	100
Computer Applications	UB03DCOM83	Computer Applications – V	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB03DCOM84	Computer Applications – VI	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
Statistics	UB03DCOM85	Advanced Statistics – V	T	3	3	30	70	100
	UB03DCOM86	Advanced Statistics – VI	T	3	3	30	70	100
Generic Elective	UB03GCOM71	Economics –III (Public Finance)	T	3	3	30	70	100
Skill - Enhancement Elective Course (Any One)	UB03SCOM71	Time Management	T	3	3	30	70	100
	UB03SCOM72	Rurban Development	T	3	3	30	70	100
	UB03SCOM73	Reasoning Ability-I	T	3	3	30	70	100
	UB03SCOM74	NCC Army-3	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB03SCOM75	NSS-II	T	3	3	30	70	100
	UB03SCOM76	Computer Skills-I	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB03SCOM77	Integrated Personality Development	T	2+1	3	30	70	100

SARDAR PATEL UNIVERSITY
(Under Choice Based Credit System)
B.COM. Semester: IV (Effect from June, 2022-23)

STRUCTURE AND SYLLABUS BASED ON UGC GUIDELINES B.COM. CBCS PROGRAMME

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Ability-Enhancement Compulsory Course	UB04ACOM71	English & Business Communication –IV	T	3	3	30	70	100
Core Course (A) Core Compulsory	UB04CCOM71	Fundamentals of Management Accounting	T	3	3	30	70	100
	UB04CCOM72	Marketing Management	T	3	3	30	70	100
(B) Core Allied (Any One)	UB04CCOM73	Business Statistics –IV	T	3	3	30	70	100
	UB04CCOM74	Office Management	T	3	3	30	70	100
	UB04CCOM75	Computer Accounting System-II	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB04CCOM76	Fundamentals of Insurance Services	T	3	3	30	70	100
	UB04CCOM77	Tax Procedure and Practice – IV	T	3	3	30	70	100
	UB04CCOM78	Advertising, Sales Promotion and Sales Management – IV	T	3	3	30	70	100
	UB04CCOM79	Indian Financial System	T	3	3	30	70	100
Discipline Specific Elective (Any One Group)								
Accounting & Auditing	UB04DCOM71	Advanced Accounting –VII	T	3	3	30	70	100
	UB04DCOM72	Advanced Accounting –VIII	T	3	3	30	70	100
Financial Management	UB04DCOM73	Advanced Financial Management – I	T	3	3	30	70	100
	UB04DCOM74	Marketing of Financial Services	T	3	3	30	70	100
Marketing Management	UB04DCOM75	Sales and Distribution Management	T	3	3	30	70	100
	UB04DCOM76	Logistic Management	T	3	3	30	70	100
Human Resources Management	UB04DCOM77	Human Resources Information System	T	3	3	30	70	100
	UB04DCOM78	Human Resource Development	T	3	3	30	70	100

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Banking	UB04DCOM79	Advanced Banking – VII	T	3	3	30	70	100
	UB04DCOM80	Advanced Banking – VIII	T	3	3	30	70	100
Business Management	UB04DCOM81	Business Management –VII (Prod. Mgmt.)	T	3	3	30	70	100
	UB04DCOM82	Business Management – VIII (Prod. Mgmt.)	T	3	3	30	70	100
Computer Applications	UB04DCOM83	Computer Applications – VII	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB04DCOM84	Computer Applications – VIII	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
Statistics	UB04DCOM85	Advanced Statistics – VII	T	3	3	30	70	100
	UB04DCOM86	Advanced Statistics – VIII	T	3	3	30	70	100
Generic Elective	UB04GCOM71	Economics –IV (International Trade)	T	3	3	30	70	100
Skill - Enhancement Elective Course (Any One)	UB04SCOM71	Disaster Management	T	3	3	30	70	100
	UB04SCOM72	Corporate Social Responsibility	T	3	3	30	70	100
	UB04SCOM73	Reasoning Ability-II	T	3	3	30	70	100
	UB04SCOM74	NCC Army-4	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB04SCOM75	NSS-III	T	3	3	30	70	100
	UB04SCOM76	Computer Skills-II	T+P	3	3	30 (15T +15P)	70 (35T+35P)	100
	UB04SCOM77	Distribution and Retailing	T	3	3	30	70	100
	UB04SCOM78	Integrated Personality Development	T	2+1	3	30	70	100



Prof. Sandip K Bhatt
Dean – Commerce (Business Studies)



Dr. Kamlesh Dave
Chairman-Board of Commerce



Dr. V M Vanar
Chairman
Board of Accountancy

SARDAR PATEL UNIVERSITY
B.COM. Semester: V
(Under Choice Based Credit System)
Structure with effect from: June, 2023

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Ability-Enhancement Compulsory Course	UB05ACOM71	English & Business Communication –V	T	3	2	30	70	100
Core Course (A) Core Compulsory	UB05CCOM71	Business Taxation – I	T	3	2	30	70	100
	UB05CCOM72	Financial Management – I	T	3	2	30	70	100
(B) Core Allied (Any One)	UB05CCOM73	Business Mathematics & Statistics –V	T	3	2	30	70	100
	UB05CCOM74	Business Law – I	T	3	2	30	70	100
	UB05CCOM75	E- Commerce – I	T+P	3	2	30 (15T+15P)	70 (35T+35P)	100
	UB05CCOM76	Entrepreneurship –I	T	3	2	30	70	100
	UB05CCOM77	Tax Procedure and Practice – V	T	3	2	30	70	100
	UB05CCOM78	Advertising, Sales Promotion and Sales Management – V	T	3	2	30	70	100
	UB05CCOM79	Intellectual Property Rights	T	3	2	30	70	100
	Discipline Specific Elective (Any One Group)							
Accounting & Auditing	UB05DCOM71	Advanced Accounting and Auditing- IX (Advanced Management Accounting)	T	3	2	30	70	100
	UB05DCOM72	Advanced Accounting – X	T	3	2	30	70	100
Financial Management	UB05DCOM73	Fundamentals of International Finance	T	3	2	30	70	100
	UB05DCOM74	Advanced Financial Management – II	T	3	2	30	70	100
Marketing Management	UB05DCOM75	Service Marketing	T	3	2	30	70	100
	UB05DCOM76	Brand Management	T	3	2	30	70	100
Human Resources Management	UB05DCOM77	Managing Interpersonal and Group Processes	T	3	2	30	70	100
	UB05DCOM78	Organisational Change and Intervention	T	3	2	30	70	100
Banking	UB05DCOM79	Advanced Banking – IX	T	3	2	30	70	100
	UB05DCOM80	Advanced Banking – X	T	3	2	30	70	100
Business Management	UB05DCOM81	Business Management –IX (O.B.)	T	3	2	30	70	100
	UB05DCOM82	Business Management – X (O.B.)	T	3	2	30	70	100

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Computer Applications	UB05DCOM83	Computer Applications – IX	T+P	3	2	30 (15T+15P)	70 (35T+35P)	100
	UB05DCOM84	Computer Applications – X	T+P	3	2	30 (15T+15P)	70 (35T+35P)	100
Statistics	UB05DCOM85	Advanced Statistics – IX	T	3	2	30	70	100
	UB05DCOM86	Advanced Statistics – X	T	3	2	30	70	100
Generic Elective	UB05GCOM71	Economics – V (Business Economics-I)	T	3	2	30	70	100
Skill -Enhancement Elective Course (Any One)	UB05SCOM71	Business Ethics	T	3	2	30	70	100
	UB05SCOM72	Human Rights	T	3	2	30	70	100
	UB05SCOM73	Soft Skills-I	T	3	2	30	70	100
	UB05SCOM74	NCC-V	T	3	2	30	70	100
	UB05SCOM75	Indian Society and Economy – I	T	3	2	30	70	100
	UB05SCOM76	Right To Information Act - I	T	3	2	30	70	100

SARDAR PATEL UNIVERSITY
PROGRAMME: B.COM.
(Under Choice Based Credit System)
Semester: VI
Structure with effect from: June, 2023

Course Type	Course Code	Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Ability-Enhancement Compulsory Course	UB06ACOM71	English & Business Communication –VI	T	3	2	30	70	100
Core Course (A) Core Compulsory	UB06CCOM71	Business Taxation – II	T	3	2	30	70	100
	UB06CCOM72	Financial Management – II	T	3	2	30	70	100
(B) Core Allied (Any One)	UB06CCOM73	Business Mathematics & Statistics -VI	T	3	2	30	70	100
	UB06CCOM74	Business Law –II	T	3	2	30	70	100
	UB06CCOM75	E- Commerce – II	T+P	3	2	30 (15T+15P)	70 (35T+35P)	100
	UB06CCOM76	Entrepreneurship - II	T	3	2	30	70	100
	UB06CCOM77	Tax Procedure and Practice –VI	T	3	2	30	70	100
	UB06CCOM78	Advertising, Sales Promotion and Sales Management – VI	T	3	2	30	70	100
	UB06CCOM79	Copy Rights	T	3	2	30	70	100
Discipline Specific Elective (Any One Group)								
Accounting & Auditing	UB06DCOM71	Advanced Accounting and Auditing- XI (Advanced Management Accounting)	T	3	2	30	70	100
	UB06DCOM72	Advanced Accounting and Auditing – XII (Current Trends in Accounting)	T	3	2	30	70	100
Financial Management	UB06DCOM73	Computer Application in Finance	T	3	2	30	70	100
	UB06DCOM74	Current Trends in Finance	T	3	2	30	70	100
Marketing Management	UB06DCOM75	Computer Application in Marketing	T	3	2	30	70	100
	UB06DCOM76	Current Trends in Marketing	T	3	2	30	70	100
Human Resources Management	UB06DCOM77	Computer Applications in HRM	T	3	2	30	70	100
	UB06DCOM78	Current Trends in HRM	T	3	2	30	70	100

Course Type		Name of Course	T/P	Credit	Exam Duration in Hours	Components of Marks		
						Internal	External	Total
Banking	UB06DCOM79	Advanced Banking – XI	T	3	2	30	70	100
	UB06DCOM80	Advanced Banking – XII	T	3	2	30	70	100
Business Management	UB06DCOM81	Business Management –XI (Retail Marketing - I)	T	3	2	30	70	100
	UB06DCOM82	Business Management – XII (Retail Marketing – II)	T	3	2	30	70	100
Computer Applications	UB06DCOM83	Computer Applications – XI	T+P	3	2	30 (15T +15P)	70 (35T+35P)	100
	UB06DCOM84	Computer Applications – XII	T+P	3	2	30 (15T +15P)	70 (35T+35P)	100
Statistics	UB06DCOM85	Advanced Statistics – XI	T	3	2	30	70	100
	UB06DCOM86	Advanced Statistics – XII	T	3	2	30	70	100
Generic Elective	UB06GCOM71	Economics –VI (Business Economics-II)	T	3	2	30	70	100
Skill - Enhancement Elective Course (Any One)	UB06SCOM71	Social Entrepreneurship	T	3	2	30	70	100
	UB06SCOM72	Consumer Protection	T	3	2	30	70	100
	UB06SCOM73	Soft Skills-II	T	3	2	30	70	100
	UB06SCOM74	NCC-VI	T	3	2	30	70	100
	UB06SCOM75	Indian Society and Economy –II	T	3	2	30	70	100
	UB06SCOM76	Right To Information Act - II	T	3	2	30	70	100



PROGRAMME STRUCTURE

Bachelor of Business Administration (BBA)(GENERAL) Semester: III

Programme Outcome (PO) - For BBA Programme	<ol style="list-style-type: none">1. To understand business functions and management practices leading to development of business acumen among students.2. To develop critical and analytical thinking abilities3. To improve Communication and interpersonal skills4. To develop social sensitivity and ethical considerations leading to sustainable business practices5. To demonstrate global perspective and entrepreneurship acumen6. To get exposure of industrial world through company visits and interaction with experts7. To get exposure and guidance for appearing in competitive examinations in management such as CAT, GMAT etc.
Programme Specific Outcome (PSO) - For BBA(General)	<ol style="list-style-type: none">1. Acquire conceptual clarity of all the functional areas of management2. Analyze and interpret data for better decision making3. Demonstrate effective communication skills and ability to work in groups4. Apply ethical practices and sustainability issues in business5. Understand the ecosystem of start up in the country and will be able to prepare business plans6. Prepare better for competitive exams in Management such as CAT, CMAT, etc.
To Pass	<ol style="list-style-type: none">(i) At least 40% Marks in each paper at the University Examination and aggregate Marks. Internal & External Assessment.(ii) At least 25% Marks in each paper in Internal Assessment and 35% marks aggregate marks in Internal Assessment.





SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2022-2023

Course Type	Course Code	Name of Course	T/P	Credit	Contact Hrs/Week	Exam Duration An hrs	Component of Marks		
							Internal	External	Total
							Total	Total	Total
Ability Enhancement Course (Any One)	UM03ABBA71	Corporate Communications-I	T	3	3	3	30	70	100
Core Courses (Any THREE)	UM03CBBA71	Human Resource Management-I	T	3	3	3	30	70	100
	UM03CBBA72	Marketing Management-I	T	3	3	3	30	70	100
	UM03CBBA73	Financial Management-I	T	3	3	3	30	70	100
	UM03CBBA74	Logistic Management	T	3	3	3	30	70	100
Discipline Specific Elective (Any Two)	UM03DBBA71	Cost Accounting	T	3	3	3	30	70	100
	UM03DBBA72	Statistics for Management-I	T	3	3	3	30	70	100
	UM03DBBA73	Supply Chain Management	T	3	3	3	30	70	100
Generic Elective	UM03GBBA71	Economic Analysis-I	T	3	3	3	30	70	100
Skill Enhancement (Any One)	UM03SBBA71	Industry Exposure	P	3	3	3	30	70	100
	UM03SBBA72	NCC Army-3	T+P	3	4	3	30 (15T +15P)	70 (35T+35P)	100
	UM03SBBA73	Integrated Personality Development	T	2+1	3	3	30	70	100





PROGRAMME STRUCTURE

Bachelor of Business Administration (BBA)(GENERAL) Semester: IV

Programme Outcome (PO) - For BBA Programme	<ol style="list-style-type: none">1. To understand business functions and management practices leading to development of business acumen among students.2. To develop critical and analytical thinking abilities3. To improve Communication and interpersonal skills4. To develop social sensitivity and ethical considerations leading to sustainable business practices5. To demonstrate global perspective and entrepreneurship acumen6. To get exposure of industrial world through company visits and interaction with experts7. To get exposure and guidance for appearing in competitive examinations in management such as CAT, GMAT etc.
Programme Specific Outcome (PSO) - For BBA(General)	<ol style="list-style-type: none">1. Acquire conceptual clarity of all the functional areas of management2. Analyze and interpret data for better decision making3. Demonstrate effective communication skills and ability to work in groups4. Apply ethical practices and sustainability issues in business5. Understand the ecosystem of start up in the country and will be able to prepare business plans6. Prepare better for competitive exams in Management such as CAT, CMAT, etc.

To Pass	<ol style="list-style-type: none">(i) At least 40% Marks in each paper at the University Examination and aggregate Marks. Internal & External Assessment.(ii) At least 25% Marks in each paper in Internal Assessment and 35% marks aggregate marks in Internal Assessment.
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SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2022-2023

Course Type		Name of Course	T/P	Credit	Contact Hrs/ Week	Exam Duration in hrs	Component of Marks		
							Internal	External	Total
							Total	Total	Total
Ability Enhancement Course (Any One)	UM04ABBA71	Corporate Communications-II	T	3	3	3	30	70	100
Core Courses (Any THREE)	UM04CBBA71	Human Resource Management-II	T	3	3	3	30	70	100
	UM04CBBA72	Marketing Management-II	T	3	3	3	30	70	100
	UM04CBBA73	Financial Management-II	T	3	3	3	30	70	100
	UM04CBBA74	Event Management	T	3	3	3	30	70	100
Discipline Specific Elective (Any Two)	UM04DBBA71	Cost Accounting	T	3	3	3	30	70	100
	UM04DBBA72	Statistics for Management-II	T	3	3	3	30	70	100
	UM04DBBA73	Customer Relationship Management	T	3	3	3	30	70	100
Generic Elective (Any ONE)	UM04GBBA71	Economic Analysis-II	T	3	3	3	30	70	100
Skill Enhancement (Any One)	UM04SBBA71	Rurban Planning	T	3	3	3	30	70	100
	UM04SBBA72	Disaster Management	T	3	3	3	30	70	100
	UM04SBBA73	NCC Army-4	T+P	3	4	3	30 (15T +15P)	70 (35T+35P)	100
	UM04SBBA74	Integrated Personality Development	T	2+1	3	3	30	70	100
	UM04SBBA75	Fundamentals of Research	T	3	3	3	30	70	100



SARDAR PATEL UNIVERSITY
BBA (General) (3 Years)
(Under Choice Based Credit System Based on UGC Guidelines)
Structure with effect from: June – 2023
SEMESTER – V

Course Type	Course Code	Name of the Course	T / P	Credit	Exam Duration in hrs	Component of Marks		
						Internal	External	Total
						Total	Total	Total
Ability Enhancement Course (Any One)	UM05ABBA71	Business Etiquettes and Presentation Skills-I	T	3	2	30	70	100
	UM05ABBA72	Leadership Skills for Management-I	T	3	2	30	70	100
Core Courses (Any Three)	UM05CBBA71	Management Accounting	T	3	2	30	70	100
	UM05CBBA72	Business Taxation-I	T	3	2	30	70	100
	UM05CBBA73	Materials Management	T	3	2	30	70	100
Generic Elective (Any One)	UM05GBBA71	Indian Business Environment	T	3	2	30	70	100
	UM05GBBA72	Personal Finance and Investment Management	T	3	2	30	70	100
Discipline Specific Elective (Any Two)	UM05DBBA71	Advanced Marketing Management-I	T	3	2	30	70	100
	UM05DBBA72	Advanced Financial Management-I	T	3	2	30	70	100
	UM05DBBA73	Advanced Human Resource Management-I	T	3	2	30	70	100
	UM05DBBA74	Export Management-I	T	3	2	30	70	100
	UM05DBBA75	Computer Based Project Management-I	T	3	2	30	70	100
Skill Enhancement Elective Course (Any One)	UM05SBBA71	Social Entrepreneurship	T	3	2	30	70	100
	UM05SBBA72	NCC Army-5	T+P	3	2	30 (15+15)	70 (35+35)	100

SARDAR PATEL UNIVERSITY
(Under Choice Based Credit System Based on UGC Guidelines)
Structure with effect from: June – 2023-24
BBA (General) (3 Years) SEMESTER – VI

Course Type	Course Code	Name of the Course	T / P	Credit	Exam Duration in	Component of Marks		
						Internal	External	Total
						Total	Total	Total
Ability Enhancement Course (Any One)	UM06ABBA71	Business Etiquettes and Presentation Skills-II	T	3	2	30	70	100
	UM06ABBA72	Leadership Skills for Management-II	T	3	2	30	70	100
Core Courses (Any Three)	UM06CBBA71	Accounting for Decision Making	T	3	2	30	70	100
	UM06CBBA72	Business Taxation-II	T	3	2	30	70	100
	UM06CBBA73	Operations Management	T	3	2	30	70	100
Generic Elective (Any One)	UM06GBBA71	Entrepreneurship Development	T	3	2	30	70	100
	UM06GBBA72	Global Business Environment	T	3	2	30	70	100
Discipline Specific Elective (Any Two)	UM06DBBA71	Advanced Marketing Management-II	T	3	2	30	70	100
	UM06DBBA72	Advanced Financial Management-II	T	3	2	30	70	100
	UM06DBBA73	Advanced Human Resource Management-II	T	3	2	30	70	100
	UM06DBBA74	Export Management-II	T	3	2	30	70	100
	UM06DBBA75	Computer Based Project Management-II	T	3	2	30	70	100
Skill Enhancement Elective Course (Any One)	UM06SBBA71	Comprehensive Project	T	3	2	30	70	100
	UM06SBBA72	NCC Army-6	T+P	3	2	30 (15+15)	70 (35+35)	100

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

(Managed by SARDARPATELEUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, VVNAGAR

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

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 Business Administration (ITM- Information Technology Management)

with effect from December -2023

PROGRAMME SPECIFIC OBJECTIVE:

The objective of the BBA (ITM) programme is to give students the knowledge and abilities to efficiently manage and use of IT resources within organizations, comprehend the strategies of technology in business, and gain proficiency in field of Management and IT.

At the end of the BBA (ITM) programme the students will be able to:

PROGRAMME OUTCOME (PO)-SEMESTER-II	<ol style="list-style-type: none">1. To understand business functions and management practices leading to development of business acumen among students.2. To develop critical and analytical thinking abilities.3. To improve Communication and interpersonal skills.4. To develop social sensitivity and ethical considerations leading to sustainable business practices5. To demonstrate global perspective and entrepreneurship acumen.6. To get exposure of industrial world through company visits and interaction with experts.7. To get exposure and guidance for appearing in competitive examinations in management such as CAT, GMAT etc.
PROGRAMME SPECIFIC OUTCOME (PSO) - SEMESTER-II	<ol style="list-style-type: none">1. Apply various business and information technology management practices.2. Analyze and interpret data for better decision making.3. Demonstrate effective communication and interpersonal skills.4. Implement basic concepts of high speed LAN and data communication.5. To get exposure and guidance for appearing in competitive examinations in management such as CAT, GMAT etc.
To Pass:	<ol style="list-style-type: none">(i) At least 36% Marks in each paper at the Semester End Examination and Aggregate Marks. Internal & External Assessment.(ii) At least 36% Marks in each paper in Internal Assessment and 36% aggregate marks in Internal Assessment.

**Course Structure under NEP – 2020 (BBA-ITM) Semester-II
with effect from the Academic Year December - 2023**

Course Type	Course Code	Name of Course	T/P	Credit	WCH	Exam Duration in Hours	Components of Marks		
							Internal	External	Total
Major (Core)	UM2MABBI01	Management of MSMEs	T	4	4	2	50/18	50/18	100/36
	UM2MABBI02	Fundamentals of C Programming	T/P	4	4	2	50/18	50/18	100/36
Minor (Elective Any One)	UM2MIBBI01	Macro Economics	T	4	4	2	50/18	50/18	100/36
	UM2MIBBI02	Company Management	T	4		2	50/18	50/18	100/36
	UM2MIBBI03	Indian Economy –II	T	4		2	50/18	50/18	100/36
Multi/Inter Disciplinary (Any One)	UM2MDBBI01	Mathematics–II	T	4		2	50/18	50/18	100/36
	UM2MDBBI02	Accounting for Management	T	4	4	2	50/18	50/18	100/36
	UM2MDBBI03	Innovation Management	T	4		2	50/18	50/18	100/36
Ability-Enhancement Compulsory Course	UM2AEBBI01	Enhancement of Communication Skills for Management - II	T	2	2	1	25/9	25/9	50/18
Skills Enhancement Course /Internship (Any One)	UM2SEBBI01	Application of statistics in IT	T	2	2	1	25/9	25/9	50/18
	UM2SEBBI02	Data Communication and Networking	T	2		1	25/9	25/9	50/18
	UM2SEBBI03	Time Management	T	2		1	25/9	25/9	50/18
	UM2SEBBI04	Industrial Safety Management	T	2		1	25/9	25/9	50/18
Value Added Course/ Indian Knowledge System (Any One)	UM2VABBI01	Environmental Studies	T	2	2	1	25/9	25/9	50/18
	UM2VABBI02	NCC–I	T/P	2		1	25/9	25/9	50/18
	UM2VABBI03	NSS–I	T/P	2		1	25/9	25/9	50/18
	UM2VABBI04	Yoga, Meditation & Fitness –I	T/P	2		1	25/9	25/9	50/18
Minimum Qualifying Credits						22			

Notes:

- Each student shall have to offer the same Elective Course Paper at Semester I to IV. **Any qualified teacher can teach SEC and VAD.**
- Class Room Presentation will include CSDS/ Factory Visit /Field Study/ Seminar/ Film Screening /Audio-Video/Problem Solving/ Group Study//Case Study/ Book Review/Article Review/ Computer Lab/ Project Work etc.

SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: VI
Syllabus with effect from: November/December-2013

Course Type	Course Code	Name Of Course	T/P	Credit	Exam Duration in hrs	Component of Marks		
						Internal	External	Total
						Total/ Passing %	Total/ Passing %	Total/ Passing
Foundation Courses (Any One)	UM06FBBI01	Business Etiquettes and Presentation Skills-II	T/P	3	2	40	60	100
	UM06FBBI02	Leadership Skills for Management-II	T	3	2	40	60	100
Elective Foundation Courses (Any One)	UM06FBBI03	Comprehensive Project (Revised) Effective from December - 2013	T	3	2	40	60	100
Core Course (Any Two)	UM06CBBI01	Information Security	T/P	3	2	40	60	100
	UM06CBBI02	Graphics Design	P	3	2	40	60	100
Elective Courses (Any Two)								
Marketing	UM06EBBI01	Practices of Marketing Management	T	3	2	40	60	100
	UM06EBBI02	Publicity Management	T	3	2	40	60	100
Finance	UM06EBBI03	Practices of Financial Management	T	3	2	40	60	100
	UM06EBBI04	Management of Financial Services-II	T	3	2	40	60	100
Human Resource Management	UM06EBBI05	Practices of Human Resource Management	T	3	2	40	60	100
	UM06EBBI06	Organizational Behaviour-II	T	3	2	40	60	100
International Business	UM06EBBI07	Export Management	T	3	2	40	60	100
	UM06EBBI08	International Business Environment	T	3	2	40	60	100



SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester-IV
Syllabus with effect from: November/December-2012

Course Type	Course Code	Name Of Course	T/P	Credit	Exam Duration in hrs	Component of Marks		
						Internal	External	Total
						Total/ Passing %	Total/ Passing %	Total/ Passing
<u>Foundation Courses</u> (A) Generic Foundation (Any One)	UM04FBBI01	Communication Skills for IT Management- II	T/P	3	2	40	60	100
(B) Elective Foundation (Any One)	UM04EBBI01	Rurban Planning for India	T	3	2	40	60	100
	UM04EBBI02	Disaster Management	T	3	2	40	60	100
Core Allied Courses (Any six)	UM04CBBI01	Quantitative Techniques for Management - II	T	3	2	40	60	100
	UM04CBBI02	Cost & Management Accounting	T	3	2	40	60	100
	UM04CBBI03	Economic Analysis - II	T	3	2	40	60	100
	UM04CBBI04	Fundamentals of ERP	T	3	2	40	60	100
	UM04CBBI05	Front End Programming	T	3	2	40	60	100
	UM04CBBI06	Computer Network	T	3	2	40	60	100



SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: III
Syllabus with effect from: June-2012

Course Type	Course Code	Name Of Course	T/P	Credit	Exam Duration in hrs	Component of Marks		
						Internal	External	Total
						Total/ Passing %	Total/ Passing %	Total/ Passing
<u>Foundation Courses</u> (A) Generic Foundation (Any One)	UM03FBBI01	Communication Skills for IT Management- I	T/P	3	2	40	60	100
(B) Elective Foundation (Any One)	UM03EBBI01	Industry Exposure	T	3	2	40	60	100
Core Allied Courses (Any six)	UM03CBBI01	Quantitative Techniques for Management - I	T	3	2	40	60	100
	UM03CBBI02	Corporate Accounting - II	T	3	2	40	60	100
	UM03CBBI03	Economic Analysis - I	T	3	2	40	60	100
	UM03CBBI04	Business Information System	T	3	2	40	60	100
	UM03CBBI05	Relational Database Management System	T	3	2	40	60	100
	UM03CBBI06	E-Commerce	T	3	2	40	60	100
Elective Courses (Any Two)								



SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: V
Syllabus with effect from: June-2013

Course Type	Course Code	Name Of Course	T/P	Credit	Exam Duration in hrs	Component of Marks		
						Internal	External	Total
						Total/ Passing %	Total/ Passing %	Total/ Passing
Foundation Courses (Any One)	UM05FBBI01	Leadership Skills for Management-I	T	3	2	40	60	100
	UM05FBBI02	Business Etiquettes and Presentation Skills-I	T	3	2	40	60	100
Elective Foundation Courses (Any One)	UM05SBBI01	Social Entrepreneurship	T	3	2	40	60	100
Core Course (Any Two)	UM05CBBI02	Internet Technology	T	3	2	40	60	100
	UM05CBBI01	Web Application Development	T	3	2	40	60	100
Elective Courses (Any Two)								
Marketing	UM05EBBI01	Principles of Marketing Management	T	3	2	40	60	100
	UM05EBBI02	Advertising Management	T	3	2	40	60	100
Finance	UM05EBBI03	Principles of Financial Management	T	3	2	40	60	100
	UM05EBBI04	Management of Financial Services-I	T	3	2	40	60	100
Human Resource Management	UM05EBBI05	Principles Of Human Resource Management	T	3	2	40	60	100
	UM05EBBI06	Organizational Behaviour-I	T	3	2	40	60	100
International Business	UM05EBBI07	Foreign Trade	T	3	2	40	60	100
	UM05EBBI08	Global Business Affairs	T	3	2	40	60	100



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 (Software Development) SEMESTER - I**COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP-2020****WITH EFFECT FROM JUNE-2023**

Subject		Course No.	Subject Title	Credit	Exam Duration	Marking Scheme		
						Int.	Ext	Total
Discipline Specific Course Core(Major)	Core Course-1	BVS01MAC01	Algorithms and Programming in C	4	2	50/18	50/18	100/36
	Practical of Core Course-1	BVS01MAC02	Algorithms and Programming Practical Lab	4	2	50/18	50/18	100/36
Minor	Minor Course-1	BVS01MIC03	Basics of I.T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Practical of Multi – Disciplinary Course-1	BVS01MDC04	Basics of Business Applications Lab	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVS01AEC05	Business Communication-I	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVS01SEC06	Logical Organization of Computer	2	1	25/09	25/09	50/18
IKS/Value Added Course		BVS01IKC07	Indian Knowledge Systems	2	1	25/09	25/09	50/18
Minimum Quantifying Credits				22				

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

AFFILIATED TO SARDAR PATEL UNIVERSITY, VVNAGAR

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 (Software Development) SEMESTER - II

COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM DECEMBER – 2023

Subject		Course No.	Subject Title	Credit	Exam Duration	Marking Scheme		
						Int.	Ext.	Total
Discipline Specific Course Core(Major)	Core Course-1	BVS02MAC01	Problem Solving with Advanced Programming	4	2	50/18	50/18	100/36
	Practical of Core Course-1	BVS02MAC02	Problem Solving with Advanced Programming Practical Lab	4	2	50/18	50/18	100/36
Minor	Minor Course-1	BVS02MIC03	Web Application Development using HTML	2	1	25/09	25/09	50/18
	Practical of Minor Course-1	BVS02MIC04	Web Application Development using HTML Practical Lab	2	1	25/09	25/09	50/18
Multi - Disciplinary	Multi – Disciplinary Course-1	BVS02MDC05	Mathematics	2	1	25/09	25/09	50/18
	Practical of Multi – Disciplinary Course-1	BVS02MDC06	Mathematics Practical Lab	2	1	25/09	25/09	50/18
Ability Enhancement Course		BVS02AEC07	Business Communication - II	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVS02SEC08	Information Technology Fundamentals – II	2	1	25/09	25/09	50/18
IKS/Value Added Course(Any One)		BVS02VAC01	Environmental Studies	2	1	25/09	25/09	50/18
		BVS02VAC02	NCC-I	2	1	25/09	25/09	50/18
		BVS02VAC03	NSS-I	2	1	25/09	25/09	50/18
		BVS02VAC04	Yoga, Meditation & Happiness-I	2	1	25/09	25/09	50/18
Minimum Quantifying Credits				22				

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND
AFFILIATED TO SARDAR PATEL UNIVERSITY, VVNAGAR
NAAC Reaccredited - CGPA 3.30 - GRADE 'A+'UGC - MHRD, Govt of India
Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
Semester - II

Course Code	BVS02MAC01	Title of the Course	Problem Solving with Advanced Programming
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	To understand 1. Concepts of functions, structures and unions. 2. The fundamentals of pointers and file handling.
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Course Content		
Unit	Description	Weightage *(%)
1.	User-Defined Functions – Introduction and need of user-defined functions – Components of user-defined functions – Methods of passing parameters to functions – Recursion	25%
2.	Structures, Unions and Command-Line Arguments – Introduction to structures – Structures and arrays – Structures within structures – Structures and functions – Unions – Command-Line Arguments	25%
3.	Usage of Pointers – Introduction, usage and understanding of pointers – Declaration and initialization of pointer variables – Accessing variables through pointers – Chain of Pointers (Pointer to Pointer) – Pointers and arrays – Pointers as function arguments – Pointers and structures – Dynamic memory allocation	25%

4.	Usage of File Handling <ul style="list-style-type: none"> – Introduction to file handling – File access modes – Input Output operations on files – Error handling during I/O operations 	25%
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Teaching-Learning Methodology	Blended learning approach incorporating both traditional classroom teaching as well as usage of ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments.	
3.	External Examination	50%

Course Out comes: Having completed this course, the learner will be able to	
1.	Implement programs based on the concepts of functions, structures and unions.
2.	Implement the programs based on pointers and work with files.

Suggested References:	
Sr. No.	References
1.	Brian Kernighan and Dennis Ritchie : The C Programming Language
2.	Balaguru swami : Programming in ANSI C., Tata McGraw Hill Publication, 2019
3.	Kernighan B., Ritchie D.: The C Programming Language, Prentice Hall, 1988.
4.	Cooper H. & Mullish H: The Sprit of C, Jaico Publication House, New Delhi, 1988.

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02MAC02	Title of the Course	Problem Solving with Advanced Programming Practical Lab
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	<ol style="list-style-type: none"> 1. To study the concepts of functions, structures and unions in C programming language. 2. To understand and the concepts of pointers and file handling.
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Course Content		
Sr. No.	Description	Weightage *(%)
1.	Practical Based on Problem Solving with Advanced Programming (BVS02MAC01)	100%

Teaching – Learning Methodology	Project work in small groups, Hands on Training ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	50%
2.	Internal Continuo us 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.	Implement programs based on concepts of functions, structures and unions in C programming language.
2.	Implement programs based on concepts of pointers and file handling.

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02MIC03	Title of the Course	Web Application Development using HTML
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ol style="list-style-type: none"> 1. To learn the basic concepts of DHTML. 2. To study fundamentals of CSS and Scripting language.
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Course Content		
Unit	Description	Weightage *(%)
1.	DHTML & Cascading Style Sheet <ul style="list-style-type: none"> – Introduction to DHTML, Applications of DHTML – Components of DHTML, – Introduction to Cascading Style Sheets (CSS) – Ways of specifying style – inline, internal, external – Basic Syntaxes, ID and CLASS selector, SPAN, DIV – Fonts, Color, Background, Text, Border, Lists, Layers, Margin, Links, Position. 	50%
2.	Introduction to Scripting <ul style="list-style-type: none"> – Introduction to Scripting – Client Side Scripting vs. Server Side Scripting – How the Web works – Introduction to JavaScript – Applications and Advantages of JavaScript – Using JavaScript on a webpage 	50%

Teaching - Learning Methodology	Blended learning approach incorporating both traditional classroom teaching as well as usage of ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	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.	Understand the basic concepts of DHTML, CSS and Scripting.
2.	Carry out web page development with the use of DHTML and CSS.

Suggested References:

Sr. No.	References
1.	Ivan Bayross, "Web Enabled Commercial Applications Development using HTML, DHTML, Javascript, Perl CGI", BPB, 2004.
2.	Douglas E Comer: The Internet, PHI, Second Edition, May 2000.
3.	Wilton P., Jeremy McPeak: Beginning JavaScript, 4th Ed., Wiley Pub., 2010
4.	Danny Goodman, Machael Morrison: "JavaScript Bible", 6th Ed., Wiley Pub., 2010.
5.	Kogent Learning Solution Inc., "HTML5 Black Book", 2016.

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02MIC04	Title of the Course	Web Application Development using HTML Practical Lab
Total Credits of the Course	2	Hours per Week	4

Course Objectives:	<ol style="list-style-type: none"> 1. To study the basic concepts of scripting. 2. To acquire knowledge of CSS.
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Course Content		
Sr. No.	Description	Weightage *(%)
1.	Practical Based on Web Application Development using HTML (BVS02MIC03)	50%

Teaching-Learning Methodology	Blended learning approach incorporating both traditional classroom teaching as well as usage of ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	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.	Implement different concepts of scripting.
2.	Implement the knowledge of the fundamentals of DHTML,CSS.

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02MDC05	Title of the Course	Mathematics
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ol style="list-style-type: none"> 1. Review the key Mathematics concepts that students should be familiar with in order to solve quantitative problems. 2. To illustrate and to teach students the Mathematical functions and formulas that facilitates the application.
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Course Content		
Unit	Description	Weightage *(%)
1	Sets and Functions <ul style="list-style-type: none"> – Set operations, algebra of sets, finite sets, power set, symmetric difference, Duality and applications. – Functions, composition of functions, one to one, onto and invertible functions, recursively defined functions - factorial and applications 	50%
2	Matrices and Data Analysis I <ul style="list-style-type: none"> – Vectors in ∇n, dot product and norm on ∇n – Matrix - addition, multiplication, scalar multiplication, transpose, symmetric and skew symmetric matrices, upper and lower triangular matrices, and its applications upto order 3 – Construction of Frequency distribution – Measures of central tendency - mean, median, mode, geometric and harmonic means. 	50%

Teaching-Learning Methodology	<ol style="list-style-type: none"> 1. ICT Based Teaching Learning Approach 2. Blended Teaching Learning Approach for Calculation.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	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.	Students will be able to take us course of Calculus of multivariable functions.
2.	To study logical analysis in the field of computer science and data evaluation.
3.	To understand the concept of Matrix.

Suggested References :	
Sr. No.	References
1.	S. Lipschutz and M. I. Lipson, Discrete Mathematics, Schaum's Series (International Edition 1992).
2.	S. C Gupta, Fundamentals of Statistics, Himalaya Publishing House 2004.
3.	S. P Gupta, Statistical Methods, Sultan Chan and sons, 2004

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02MDC06	Title of the Course	Mathematics Practical Lab
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ol style="list-style-type: none"> 1. Review the key Sets and Functions concepts that students should be familiar with in order to solve mathematical Problem. 2. To illustrate and to teach students the Matrices and Data Analysis.
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Course Content		
Sr. No.	Description	Weightage *(%)
1.	Practical Based on Mathematics (BVS02MDC05)	50%

Teaching-Learning Methodology	<ol style="list-style-type: none"> 1. ICT Based Teaching Learning Approach 2. Blended Teaching Learning Approach for Mathematical Calculation.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written / Practical Examination	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.	Students will be able to take us course of mathematical calculation.
2.	To study logical analysis in the field of computer science and data evaluation.
3.	To understand the concept of Matrix.

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Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02AEC07	Title of the Course	Business Communication - II
Total Credits of the Course	2	Hours per Week	4

Course Objectives:	<ol style="list-style-type: none"> 1. To understand and use notions and functions of language for communicative purpose. 2. To prepare reports of various events. 3. To draft e-mails efficiently. 4. To prepare effective job application and resume and face interviews confidently. 5. To make healthy discussion by actively participating in debates or group discussions. 6. To prepare and make power point presentation on various occasions
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Course Content		
Unit	Description	Weightage *(%)
1.	<p>Oral Communication Skills & Job Skills</p> <ul style="list-style-type: none"> – Effective presentation Skills; Putting the message across, Body Language, – Proxemics and Kinesics, dealing with Nearves, Using Visual Aids – Language of Meetings and participating in a seminar Telephone Techniques – Writing Job Application and CV – Interview Skills i.e., General Preparation for an Interview, Types of Questions generally asked in interviews, Types of interviews, Importance of non-verbal aspect. – Self-development Skills: i.e., Assertiveness, Stress Management, Time Management – Interpersonal Skills: Team Development Skills i.e., Team Talk Dynamics, Communication in Teams, Leadership Skills, Giving Feedback (Johari Window etc.) 	50%

2	<p>Writing Skills and Individual Project</p> <ul style="list-style-type: none"> – Issues in Writing Business Letters i.e., Structure and Types of Business – Letters, Letters of Inquiry, Complaint, Adjustment and Regret – Report Writing Skills i.e., Types of Reports, Characteristics of a Good Report, Preparing and Organizing a Report and Individual reports (a report about the need to computerize the activities of your department) – Students can be made to work individually on detailed projects based on the following topics. However, the list given below is not exhaustive and thus any topic related to the areas of Communication and Personality Development can be worked upon in the interest of the students: – Process of Communication – Barriers of Communication – Types of Communication – Objectives of Communication – Stress Management – Time Management – Leadership Quality – Teamwork – Body Language – Presentation Skills – Group Discussion Skills – Personal Interview Skills – Feedback Skills 	50%
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Teaching-Learning Methodology	Blended learning approach incorporating both traditional classroom teaching as well as usage of ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance	
3.	External Examination	50%

Test Method:		
Division of Marks (External Exam)		
1.	Individual Presentation and Project	10 Marks
2.	Note Taking and Note Making	10 Marks
3.	Job Application and CV	10 Marks
4.	Business Letters	10 Marks
5.	Report Writing	10 Marks
Total:		50 Marks

Note:

- The students will have to bring certified copy of his / her project manuscript to the centre of external examination for the perusal of examiners and respond to the queries and questions of examiners related to same. The topic for the project should be selected from the ones enlisted in syllabi of the First and Second Semesters.
- Individual Presentations will have to be done by the students orally on the topic of their project. The presentation should not exceed five minutes.
- On We Go (6 above) is to be used for Note-taking and Note-making exercises.

Course Out comes : Having completed this course, the learner will be able to	
1.	Understand and use notions and functions of language for communicative purpose.
2.	Prepare reports of various events.
3.	Draft e-mails efficiently.
4.	Prepare effective job application and resume and face interviews confidently.
5.	Make healthy discussion by actively participating in debates or group discussions.
6.	Prepare and make power point presentation on various occasions.

Suggested Referensces :	
Sr.No.	References
1.	Rajendra Pal and J S Korlahalli, essentials of Business Communication, Sultan Chand and sons www.britishcouncil.com
2.	Chrissie Wright, Communication Skills, Jaico Publication.
3.	Sunita Mishra and C. Murali Krishna, Communication Skills for Engineers Pearson Education.
4.	Meenakshi Raman and Sangita Sharma, Technical Communication; Principles and Practice, Oxford University Press.
5.	On We Go, BBC's Audio-Visual Course.

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02SEC08	Title of the Course	Information Technology Fundamentals – II
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ol style="list-style-type: none"> 1. To impart basic knowledge on Internet, web browsers, search engines and social networks 2. To learn different types of communication technologies 3. To study fundamental concepts related to computer networks
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Course Content		
Unit	Description	Weightage *(%)
1	Internet Usage for E-learning – Introduction to Internet and Web Browsers – Basics of search engines and their functionalities, searching information, saving web pages, downloading files, etc. – Open learning sites- Wikipedia, Wikispaces, Wikieducator etc. – Open freewares – Introduction and examples – Advanced Social Networking	50 %
2	Communication Technologies – Different communication mechanisms – E-mail: Writing e-mails to single and multiple users, attaching a file, Marking CC and BCC, Creating exclusive communication groups – LCD Projectors: Using LCD projectors for making an audiovisual presentation – Tele/Video Conferencing – Blogging and chatting – Fax and Mobiles	50 %

Teaching-Learning Methodology	Multiple teaching approaches: lecture and discussion, exploration and inquiry, cooperative group work, demonstrations, and presentations
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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 Out comes : Having completed this course, the learner will be able to	
1	Understand the basics of Information and communication technology
2	Explore the applications of ICT in infrastructure

Suggested References :	
Sr. No.	References
1.	Online relevant references.
2.	Behrouz Forouzan, introduction to data communications and networking, Tata McGraw-Hill Publishing co. Ltd., New Delhi, 1998, 4th edition.
3.	Tanenbaum A. S., Computer Networks, 3rd Edition Prentice-Hall of India Pvt. Ltd., New Delhi, 1997.

Syllabus as per NEP 2020 with Effect from December – 2023
Bachelor of Vocation (Software Development)
SEM-II

Course Code	BVS02VAC01	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
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Course Content		
Unit	Description	Weightage* (%)
1	<p>Introduction to Environmental studies, Ecosystems and Natural Resources</p> <ul style="list-style-type: none"> – Definition, Scope and importance of Environmental Studies – Multidisciplinary nature of environmental studies – Component of Environment: Atmosphere, Hydrosphere, Lithosphere, Biosphere – Biogeochemical cycles: Carbon cycle and Nitrogen cycle – Concept of sustainability and sustainable development. – Definition and Structure of ecosystem – Abiotic and Biotic components – (Producers, Consumers and Decomposers) – Functions of Ecosystem: Energy flow in an ecosystem, Food chains, Food webs with examples – Classification -Renewable & Non-renewable Resources and types 	50 %
2	<p>Biotic Interactions</p> <ul style="list-style-type: none"> – Positive Interactions with suitable examples – A. Mutualism – B. Commensalism – C. Proto-cooperation – Negative Interactions with suitable examples – A. Exploitation – B. Competition – C. Antibiosis 	50 %

Teaching-Learning Methodology	Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage *(%)
1.	Internal Written/Practical Examination	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.	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**

AFFILIATED TO SARDAR PATEL UNIVERSITY, VVNAGAR

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**

(Banking & Financial Services)

Semester-1

**COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP –
2020**

WITH EFFECT FROM JUNE – 2023

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Internal	External	Total
Discipline Specific Course Core(Major)	Core Course-1	BVB01MAC01	Business Correspondence And Business Facilitator	P	4	2	50/18	50/18	100/36
	Core Course-2	BVB01MAC02	Business Organization & Management-I	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVB01MIC03	Marketing Management	T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Multi- Disciplinary	BVB01MDC04	Computer Application-I	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVB01AEC05	Business Communication-I	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVB01SEC06	On The Job Training Project Report-I	P	2	1	25/09	25/09	50/18
IKS		BVB01IKC07	Ancient Indian Knowledge System	T	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

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

Bachelor of Vocation (Banking & Financial Services)

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	BVB02MAC01	Mutual Fund Agent (SSC)	P	4	2	50/18	50/18	100/36
	Core Course-2	BVB02MAC02	Business Organization & Management-II	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVB02MIC03	International Marketing	T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Multi-Disciplinary	BVB02MDC04	Computer Application-II	P	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVB02AEC05	Business Communication-II	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVB02SEC06	On The Job Training ProjectReport-II	P	2	1	25/09	25/09	50/18
VAC (Any One)		BVB02VAC07	Environmental Studies	T	2	1	25/09	25/09	50/18
		BVB02VAC08	NCC-I	T/P	2	1	25/09	25/09	50/18
		BVB02VAC09	NSS-I	T/P	2	1	25/09	25/09	50/18
		BVB02VAC10	Yoga, Meditation & Fitness -I	T/P	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

Course Code	BVB02MAC01	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 fund 2. Selection of Mutual funds 3. Allocate right Mutual fund to Right customer 4. Calculation of mutual fund and year wise calculation
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Course Content		
Unit	Description	
1.	<p>Basic Financial arithmetic</p> <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. 	
2.	<p>Understanding basic Concepts</p> <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 	

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

	<ul style="list-style-type: none"> • Categorize different types of mutual funds like equity, Debt, Hybrid, Closedended and open ended fund • Explain the concept of systematic investment plan (SIP) and Systematicwithdrawals (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 oftaxes 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). • 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. 	

BACHELOR OF VOCATION

(Banking and Financial services)

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. 	
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. 	

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

	<ul style="list-style-type: none"> Assist the investors to resolve any issue in the rejection of payment. 	
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
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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%

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

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
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

BACHELOR OF VOCATION

(Banking and Financial services)

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

BACHELOR OF VOCATION
(Banking and Financial services) Semester – II

Course Code	BVB02MAC02	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.
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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 ofdevelopment 	25%

BACHELOR OF VOCATION
(Banking and Financial services) 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
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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%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Fundamental of management
2.	Management of resources in optimum manner
3.	How to organize effectively

BACHELOR OF VOCATION
(Banking and Financial services) Semester – II

4.	Social responsibility and business ethics
5.	Principles or essential of effective coordination

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 as and when required

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

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

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

Course Code	BVB02MIC03	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.
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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%

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

3.	International Marketing strategy decision: <ul style="list-style-type: none"> • International marketing research, practices and challenges Need, Definition, Scopedecision support System 	25%
4.	Managing the International Marketing Mix: <ul style="list-style-type: none"> • Consumer Behavior : 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%

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%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Overview of International Marketing
2.	Various Marketing Environment
3.	International Marketing Strategies
4.	Understanding Marketing Mix

BACHELOR OF VOCATION

(Banking and Financial services)

Semester – II

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
6.	Get Scrappy: Smarter Digital Marketing for Businesses Big and Small by Nick Westergaard

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

On-line Resources

- <https://www.goodreads.com/book/show/6920279-global-marketing>
- <https://www.goodreads.com/book/show/8190848-international-marketing>
- 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)
Banking and Financial Services
Semester–II

Course Code	BVB02MIC04	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.
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Course Content		
Unit	Description	Weightage *(%)
1.	Introduction to Web – 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 – 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 – 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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PROGRAMME STRUCTURE (NEP-2020)
Banking and Financial Services
Semester–II

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
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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%

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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Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
Banking and Financial Services
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

BACHELOR OF VOCATION

(Banking and Financial services) Semester – II

Course Code	BVB02AEC05	Title of the Course	Business Communication-II
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ul style="list-style-type: none"> • 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 Language.
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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 each type • Cross cultural dimensions of business communication technology and communication • Ethical & legal issues in Business communication 	50%

BACHELOR OF VOCATION

(Banking and Financial services) Semester – II

	<p>Practical The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty</p>	
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Teaching-Learning Methodology	<p>Learner-centered Instructional methods Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films</p>
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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.	How to communicate professionally
2.	Etiquettes of communication
3.	Student learn how to correspondence

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

BACHELOR OF VOCATION

(Banking and Financial services) Semester – II

On-line resources to be used as and when required

On-line Resources

- <https://hbr.org/topic/subject/business-communication>
- https://ddceutkal.ac.in/Syllabus/MA_English/Paper_21.pdf
- <https://www.indeed.com/career-advice/career-development/importance-of-business-communication>

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PROGRAMME STRUCTURE (NEP-2020)
BACHELOR OF VOCATION
(Banking and Financial services)
Semester – II

Course Code	BVB02SEC06	Title of the Course	On the Job Training Project Report-II
Total Credits of the Course	02	Hours per Week	02

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.
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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%

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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PROGRAMME STRUCTURE (NEP-2020)
BACHELOR OF VOCATION
(Banking and Financial services)
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/

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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester – II

Course Code	BVB02VAC07	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
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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	<p>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</p>	50 %

Teaching-Learning Methodology	Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises
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Syllabus with effect from the Academic Year 2023-2024
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
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

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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester – II

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
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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 2023-202

**Bachelor of Vocation
(Banking and Finance Service)**

Semester - II

Course Code	BVB02VAC08	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 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	<ul style="list-style-type: none"> ❖ 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 (%)
1.	Unit 1. Drill, Weapon Training <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.	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 %
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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.
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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/

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 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 (Banking & Financial Service)

Semester - II

Course Code	BVB02VAC09	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 (%)
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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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 2023-2024

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

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 (Banking & Financial Services)
Semester – II**

Course Code	BVB02VAC10	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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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**

	Shalbhasan, Pavanmuktasan, Ardhalasan. • Relaxation Position: Yog Nindra, Savasan	
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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.
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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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GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

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Govt of Gujarat-April 2017

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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	

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

Bachelor of Vocation (Export & Import Management)

Semester-1

COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM JUNE – 2023

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Internal	External	Total
Discipline Specific Course Core(Major)	Core Course-1	BVE01MAC01	Exim-Executive	P	4	2	50/18	50/18	100/36
	Core Course-2	BVE01MAC02	Business Organization & Management-I	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVE01MIC03	Marketing Management	T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Multi-Disciplinary	BVE01MDC04	Computer Application-I	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVE01AEC05	Business Communication-I	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/Dissertation		BVE01SEC06	On The Job Training ProjectReport-I	P	2	1	25/09	25/09	50/18
IKS		BVE01IKC07	Ancient Indian Knowledge System	T	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

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PROGRAMME STRUCTURE (NEP-2020)

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

Course Code	BVE01MAC01	Title of the Course	EXIM-Executive
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. Prepare documents for Export and Import processing including EDI filing2. Plan and arrange for cargo movement3. Perform customs clearance field activities4. Perform customs clearance office activities5. Maintain integrity and ethics in operation6. Follow health, safety and security procedures7. Employability skills
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Course Content		
Unit	Description	

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PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation
(Export & Import Management)

Semester – I

1.	<p>Prepare documentation for Export and Import process and EDI filling</p> <ul style="list-style-type: none">• obtain work requirement in discussion with the supervisor• obtain details about the quantity, value, packing, labelling, weight, size of the cargo• prepare a checklist of documents required for customs clearance• receive basic Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer including copies of invoice, packing list, shipping bill/Airway bill, Bill of lading, etc.• obtain required documents such as delivery order, certificate of origin, industrial license, insurance document, etc.• prepare checklist of documents required for clearance• obtain details about the quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals, perishables, etc.)• Receive basic KYC and GST details of the exporter/ shipper including destination country, shipment date, type of cargo, insurance details, etc.• Obtain additional documents required as per customs regulation for dangerous goods, valuable items, etc.• Receive documents required for clearance such as invoice, packing list, shipping declaration, purchase order, Statutory Declaration Form (SDF) as per the checklist• Obtain the bonds to be executed with the customs official for duty exempted items.• prepare mandatory documents in Indian Customs EDI System	
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PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation
(Export & Import Management)

Semester – I

	(ICES) such as Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, etc	
2.	<p>Plan and arrange for cargo movement</p> <ul style="list-style-type: none"> • Track schedule of cargo arrival based on input from ports and client • Coordinate with stakeholders for import customs clearance • Make note of transport copy, type of cargo, packaging type, etc. in coordination with the surveyor • Check if documents of transport provider are in order, inform in case of issues to both supervisor and transporter • Take necessary precautions and care, when handling dangerous goods and special goods • Arrange for material handling equipment for loading and unloading of cargo in coordination with the surveyor • Inform clients on updates regarding duration of shipment, transfers or regulations affecting shipments and receive their confirmation • Prepare schedule for cargo movement from the supplier destination • Collect and verify details of any specific packaging requirements as per nature of goods • Plan appropriate route for shipping considering transit requirements and estimate the transit time • Check if documents of transport provider are in order, inform in case of issues to both supervisor and transporter • Arrange for the entry pass for the transporter • Take necessary precautions and care when handling dangerous and special goods • Arrange for material handling equipment as required • Inform clients on transit duration, transfers or regulations affecting shipments, etc. and receive their confirmation • Consolidate cargo destined to common destination to minimize cost • arrange necessary documents for the admission of cargo in the freight station, post customs clearance procedures, etc. 	

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PROGRAMME STRUCTURE (NEP-2020)

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

3.	<p>Perform field customs clearance activities</p> <ul style="list-style-type: none"> • Submit documents required for customs clearance to customs officials as per requirements • Respond to any queries and make note of any objections raised by customs officials on the cargo • Escalate objections and remarks of customs officials to the EXIM supervisor and the customer as required • check packaging and material used is as per client's requirement and regulatory compliance • assist customs officer in conducting inspection, and post inspection witness sealing of the container • coordinate with the custodian officials on receipt of goods for loading in the vessel • arrange for manpower and material handling equipment for movement of goods • PC8. keep record of shipment in form of daily status report & update the same to customer & EXIM supervisor • collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices • submit all signed hard copies and soft data for record filling • share a copy of the customs clearance documents with the shipper/ customs agents for further actions • collect feedback from customs officer and report it to supervisor 	
4.	<p>Perform customs clearance - office activities</p> <ul style="list-style-type: none"> • PC1. follow up in the Indian Customs EDI Gateway (ICEGATE) and check if the bill of entry is approved • check websites of various Participative Government Agencies (PGAs) to check for receipt of various clearances • check if the cargo is approved and released from customs and report the same • arrange for required information and related documents on the pending issues to get the cargo customs cleared • receive final clearance in the form of a Let Export Order (LEO)/ Out of Customs Charge (OCC) • provide the required information and documents to the field executives • maintain records for clearance activities and shipment for the mandated duration as specified by EXIM regulations • assist in clarifying queries raised by customs official or arrange for additional documents from client/ shipper, if required • update cargo status in portal with the assistance of documentation executive • prepare invoice and process payment for accounting purposes in line with organization requirements 	

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

5.	<p>Maintain integrity and ethics in operation</p> <ul style="list-style-type: none"> ● refrain from indulging in corrupt practices ● avoid using company's funds, property or resources for undertaking personal activities ● protect customer's information and ensure it is not misused ● protect data and information related to business or commercial decisions ● avoid acceptance of cash or kind from vendors for support or contract negotiations ● demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues ● avoid nepotism ● consult supervisor or senior management when in situations that may require differentiating between ethical and unethical ● report promptly all violations of code of ethics ● dress up and conduct in a professional manner ● communicate with clients and stakeholders in a soft and polite manner ● follow etiquettes in accordance to the place ● check for regulatory documentation and compliances for the shop floor as per information from the supervisor ● perform activities considering the regulatory requirements ● use PPEs in accordance to regulatory requirements ● identify the different types of dangerous goods and handling methodologies ● follow the SOP for handling of different types of dangerous goods ● consult supervisor or senior management when in situations that may require differentiating between ethical and unethical ● promptly report all regulatory violations 	
6.	<p>Follow health, safety and security procedures</p> <ul style="list-style-type: none"> ● make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation ● wear all personal protective equipment (PPE) such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area ● follow standard driving practice to ensure safety of life and material ● follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety ● undertake periodical preventive health check ups ● follow necessary SOP and precautions while handling dangerous and hazardous goods ● follow security procedures like green gate in port, customs area, factory security, etc. ● comply with data safety regulations of the organization ● follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway 	

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PROGRAMME STRUCTURE (NEP-2020)

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

7.	<p>Verify GST invoice</p> <ul style="list-style-type: none"> • identify location of service recipient and place of supply of services • identify proper classification of the transaction (i.e. Intra-State or Inter- state) and determine the applicable Goods and Services Tax (GST): Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST) • identify if GST is payable under reverse charge in case the Service provider is unregistered party • PC4. obtain name, address, Goods and Services Tax Identification Number (GSTIN), • Permanent Account Number (PAN), email id of service/ shipment provider and recipient • obtain description of service, Service accounting code (SAC) / Harmonised System of Nomenclature (HSN) code • receive unique identification number (UIN) for multilateral entity • check for relevant notification in case of exempt clients • calculate taxable value considering applicable rate of GST based on SAC/HSN • check for vendor invoices for all mandatory particulars and applicable GST 	
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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 (As per CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Prepare documentation for Export and Import process and EDI filling
2.	Plan and arrange for cargo movement
3.	Perform customs clearance field activities

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PROGRAMME STRUCTURE (NEP-2020)

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

4.	Perform customs clearance office activities
5.	Maintain integrity and ethics in operations
6.	Follow health, safety and security procedures
7.	Verify GST invoices

Learning Outcomes	
1.	Obtaining and preparing documents required for customs clearance and shipment of cargo as per regulatory and standard operating procedure.
2.	Obtaining the requirement of the client on the movement of cargo and accordingly plan the best possible transportation.
3.	Meeting post customs inspection requirements such as packing, scanning, loading and transport arrangement, etc.
4.	liaising with the officials, clients and maintaining documentation and internal coordination to facilitate cargo movement
5.	Maintaining integrity, ensuring data security, and professional and ethical practices.
6.	Ensuring compliance with health, safety and security procedures at the workplace
7.	Recognizing applicability of GST and verifying invoice.

Specific outcomes	
1.	The student is responsible for EXIM operations in office, customs clearance at field and freight forwarding. The individual also performs freight and customs documentation and liaises with stakeholders to ensure timely clearance and shipment of cargo.
2.	The student must be able to prioritize and execute tasks within scheduled time limits, good eyesight, work for long hours in sitting and standing position, communication skills, logical thinking and attention to detail. The individual should have good interpersonal skills and ability to work with various stakeholders.

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PROGRAMME STRUCTURE (NEP-2020)

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

Suggested References:	
Sr. No.	References
1.	Export Controls in India Law and Procedures
2.	Bigs Easy Reference Foreign Trade Policy with Handbook of Procedures Import Export Policy Part I and II
3.	Foreign Trade and Export Import Policy of India
4.	Bigs Easy Reference New Import and Export Policy of Individual Items

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 – I

Course Code	BVE01MAC02	Title of the Course	Business organization & Management-I
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 Organisation.
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Course Content		
Unit	Description	Weightage* (%)
1.	Nature & Scope of Business <ul style="list-style-type: none"> • Concept of business • Characteristics of business • Classification of business activities • Interrelation ship between industry ,commerce, trade • Functions of business 	25%
2.	Forms of business organization <ul style="list-style-type: none"> • Sole proprietorship: Concept, characteristics, merits and demerits • Partnership : Concept, characteristics, Types, advantages and disadvantages • Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages • Cooperative society: Concept, characteristics, distinction between cooperative and company 	25%

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Bachelor of Vocation
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Semester – I

3.	<p>Management</p> <ul style="list-style-type: none"> • Meaning, nature, purpose, functions ,managerial process • Planning: Nature & purpose, objectives, strategies, polices and planning premises • Organizing: Nature & Purpose of organization • Types of Organization :Line & Functional Organization 	25%
4.	<p>Directing & Controlling</p> <ul style="list-style-type: none"> • Directing : Meaning, characteristics & purpose • Motivation: Meaning & significance, theories of motivation- Maslow& Herzberg theory • Leadership: Meaning & Nature, Leadership styles • Controlling: Meaning characteristics, importance & process 	25%

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 (As per CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

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(Export & Import Management)
Semester – I

Course Outcomes: Having completed this course, the learner will be able to	
1.	Fundamentals of management
2.	Management of resources in optimum manner
3.	How to organize effectively
4.	Social responsibility and business ethics

Suggested References:	
Sr. No.	References
1.	Business Organization & Management by C B Gupta
2.	Principles & Practices of Management by L M Prasad
3.	Modern Business Organization & Management by S A Sherlekar & V S Sherlekar
4.	Essentials of Management — by Koontz & O'Donald
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

- 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 – I

Course Code	BVE01AEC05	Title of the Course	Business Communication-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. To make the learner proficient in the use of the English language. 2. To develop the skills of independent reading and writing with comprehension. 3. To introduce learner is to the basic concepts of business communication.
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Course Content		
Unit	Description	Weightage* (%)
1.	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication • Importance of effective communication in business 	25%
2.	Business Etiquettes <ul style="list-style-type: none"> • Concept & Importance • Etiquettes for : <ol style="list-style-type: none"> A) Meeting B) Telephone/ Cell phone Conversation • Etiquettes at work place(internal-superiors, peers & subordinates) Etiquettes with stakeholders (external-Suppliers & customers) 	25%

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PROGRAMME STRUCTURE (NEP-2020)

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

3.	Verbal & Non Verbal Communication <ul style="list-style-type: none"> • Verbal: <ul style="list-style-type: none"> A) Characteristics & importance of verbal communication B) Advantages & limitations of verbal communication • Non Verbal: <ul style="list-style-type: none"> A) Kinesics , Proxemics , Chronemics , Paralanguage B) Advantages & Disadvantages of non verbal communication 	25%
4.	Business Correspondence <ul style="list-style-type: none"> • Forms & Layout of business Letter • Letters of Enquiry , Complaints Reply and adjustments • Sales Promotions letters 	25%
	Practical The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty	

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 (As per CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

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PROGRAMME STRUCTURE (NEP-2020)

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

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

Suggested References:	
Sr. No.	References
1.	Essentials of business communication –Rajendra pal & JS Korlahalli
2.	Developing Communication skills –Krishan mohan & Meera Benerji
3.	Effective Business Communication – Asha Kaul
4.	Communication Skills – Sanjay Kumar & Pushp Lata

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 – I

Course Code	BVE01MDC04	Title of the Course	Computer Application-I
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
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Components of a computer system:</p> <ul style="list-style-type: none"> • computer, computer Hardware and software, Difference Between Hardware and Software, History of Computer, Computer Generation, Types of computer, Block Diagram of Digital computer and function of its Each part, post-power on self-test. Application of computer, characteristics of computer, limitations of computer • Memory: Types of Memory, primary Memory (RAM, DRAM, SRAM, SDRAM, DDR, SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary, memory, cache Memory. 	25%
2.	<p>Input, output and storage Devices:</p> <ul style="list-style-type: none"> • Input Devices: Keyboard, scanners, Joy Stick, Barcode reader, DigitalCamera, Microphone, webcam, pointing Devices (Mouse, Touchpad).Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball • Output Devices: Monitors (CRT, TFT, LCD, LED), printers (Laser,inkjet, Dot Matrix, line, MFP, Bar Code, plotter), speakers projector. • Storage Devices: CD,DVD, Blue Ray Disc, Floppy Disc, Hard Disk, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative benefits of each in terms of speed and performance. 	25%

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Semester – I

3.	<p>Introduction to Software, Operating System and Windows:</p> <ul style="list-style-type: none"> • Introduction of Software, Types of Software and its Examples. Introduction of Operating System, Overview of Various Types of Operating Systems. Introduction of various version of Windows Operating System, Overview of Windows 7, Concept of booting and How to start Desktop Computer. • Desktop: Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar Overview (Start Button, Quick Launcher toolbar, the notification are), Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and Corners), Switching between Windows. • Windows Explorer: Viewing of files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders. 	25%
4.	<p>Windows Accessories:</p> <ul style="list-style-type: none"> • Notepad, Wordpad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note. • Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task bar and Start Menu. Windows Trouble Shootings. 	25%

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 (As per CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

Bachelor of Vocation

(Export & Import Management)

Semester – I

Course Outcomes: Having completed this course, the learner will be able to

1.	Basic Knowledge of Computer
2.	Fundamental of software and Hardware
3.	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 McGrawHill.
2.	Computer fundamentals by Anita Goel Pearson Publication New Delhi.
3.	Sinha, P.K.(2003), “Computer Fundamentals”, 3th Ed.,BPB Publications
4.	Rajarama, V, “Fundamentals of Computers”, PHI

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 – I

Course Code	BVE01AEC05	Title of the Course	Business Communication-I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none"> 1. To make the learner proficient in the use of the English language. 2. To develop the skills of independent reading and writing with comprehension. 3. To introduce learner is to the basic concepts of business communication.
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Course Content		
Unit	Description	Weightage* (%)
1.	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication • Importance of effective communication in business 	25%
2.	Business Etiquettes <ul style="list-style-type: none"> • Concept & Importance • Etiquettes for : <ol style="list-style-type: none"> A) Meeting B) Telephone/ Cell phone Conversation • Etiquettes at work place(internal-superiors, peers & subordinates) Etiquettes with stakeholders (external-Suppliers & customers) 	25%

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Semester – I

	Practical The students are required to do Dictation, Narration, Listening Comprehension, Note Making/ Note Taking as given by concerned faculty	
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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 (As per CBCS R.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	External Examination	50%

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(Export & Import Management)

Semester – I

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

Suggested References:	
Sr. No.	References
1.	Essentials of business communication –Rajendra pal & JS Korlahalli
2.	Developing Communication skills –Krishan mohan & Meera Benerji
3.	Effective Business Communication – Asha Kaul
4.	Communication Skills – Sanjay Kumar & Pushp Lata

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 – I**

Course Code	BVE01SEC06	Title of the Course	On the Job Training Project Report-I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none">1. Prepare documentation for Export and Import processing including EDI filing2. Plan and arrange cargo movement with appropriate documentation3. Perform customs clearance field activities including documentation, cargo inspection, cargo movement and stakeholder coordination4. Perform customs clearance office activities including documentation preparation and uploading, clarification of queries, stakeholder coordination and invoicing5. Comply to work place integrity, ethical and regulatory practices.6. Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms.7. Inspect invoices for correct application of GST.
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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%

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Syllabus as per NEP 2020 With Effect From June – 2023
Bachelor of Vocation (Export & Import Management)
SEM-I

Course Code	BVE01IKC07	Title of the Course	Ancient Indian Knowledge System
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. Examine the concept of Bhartiya concept to spirituality and its various paths. 2. Examine the Bhartiya philosophy of life derived from Shashtras (ancientscriptures) and its implications for the Bhartiya life style. 3. Analyse the concept of Indian Knowledge Systems (IKS) and emphasize its importance in preserving and disseminating in digenous knowledge. 4. Highlight the contributions of IKS to the world, particularly in the field so mathematics and astronomy. 5. Explore the Bhartiya wisdom related to life sciences. 6. StudythescienceofarchitectureinancientIndiawithreferencetosignifican tsites. 7. Provide an overview of Ayurveda, including its concepts, branches, important books, and pioneers in the field. 8. Explore Bhartiya literature and the Bhartiya theory of aesthetics and rasain various art forms.
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Course Content		
Unit	Description	Weightage* (%)
1	<p>Spiritual Bharat and Introduction to IKS</p> <ul style="list-style-type: none"> - Bhartiya Concept of Spirituality : Gyaan Marg, Bhakti Marg, Karmmarg, Yog Marg - Bhartiya Spiritual Thinking Leading to Unity - Bhartiya Philosophy of Life Derived from Shashtras and its Implications for Bhartiy Life Style - Introduction to IKS and Its Importance - Introduction of Various Indian Knowledge Systems 	50 %

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2	Contribution of IKS to the World <ul style="list-style-type: none"> - Bhartiya Contribution in Mathematics and Astronomy - Bhartiya Wisdom related to Life Science: Physics, Chemistry, Botany - Bhartiya Science of Architecture with reference to Lothal, Mohan Jo Daro, Dholavira, Temple Architecture - Ayurveda : Concept, Branches, Books and Pioneers - Bhartiya Literature and Bhartiya Theory of Aesthetics and Rasa 	50 %
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Teaching-Learning Methodology	Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises
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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.	Understand the diverse paths of spirituality in Bhartiya culture, including Gyaan Marg, Bhakti Marg, Karm Marg, and Yog Marg, and recognize their significance in individual and collective spiritual growth.
2.	Evaluate the Bhartiya philosophy of life derived from Shashtras and analyze its implications for contemporary Bhartiya lifestyles, fostering a deeper understanding of the connection between spirituality and everyday life.
3.	Explain the concept of Indian Knowledge Systems (IKS) and recognize its importance in preserving and promoting indigenous knowledge, fostering a sense of cultural identity and pride.
4.	Demonstrate knowledge of various Indian knowledge systems, such as Ayurveda, Vedic sciences, Yoga, Vedanta, and Jyotish, and appreciate their contributions to human knowledge and well-being.
5.	Recognize and appreciate the significant contributions of IKS to the world, particularly in the fields of mathematics and astronomy, and understand their impact on modern scientific advancements.

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6.	Analyze the Bhartiya wisdom related to life sciences, including physics, chemistry, and bot any, as described in ancient texts, and understand the irrelevance and potential applications in contemporary scientific research.
7.	Identify and analyze the unique architectural features and principles of ancient Indian sites like Lothal, Mohenjo-daro, Dholavira, and temple architecture, understanding their cultural, historical, and spiritual significance.

Suggested References:	
Sr. No.	References
1.	Radha Krishnan, S.(1992).The Hindu View of Life. Harper Collins Publishers.
2.	Singh, A. P., &Yagnik, S.(Eds.).(2019). Indian Knowledge Systems: Understanding the Human Uniqueness. Springer.
3.	Frawley, D., & Ranade, S. (2001). Ayurveda, Nature's Medicine. Lotus Press.
4.	Lad, V., & Frawley, D. (1986). The Yoga of Herbs: An Ayurvedic Guide to Herbal Medicine. Lotus Press.
5.	Das gupta, S. (1947). A History of Indian Philosophy. Cambridge University Press.
6.	Pollock, S. (2006). The Language of the Gods in the World of Men: Sanskrit, Culture, and Power in Pre modern India. University of California Press.
7.	Sarma, K. V. (2008). Indian Astronomy: A Source-Based Approach. National Council of Education Research and Training.
8.	Narlikar, J.V., & Padmanabhan, T.(Eds.).(2016). Development of Physics in India. Springer.
9.	Mahdi Hassan, S. (1982). Ancient Indian Botany: Its Bearing on Art and Literature. Deccan College Post- Graduate and Research Institute.

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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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Semester – II

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

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.
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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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Semester – II

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 	

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

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.

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

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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Bachelor of Vocation
(Export & Import Management)
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**

Course Code	BVE02MAC02	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.
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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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Semester – II

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%

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%

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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Semester – II

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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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester – II

Course Code	BVE02MIC03	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.
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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

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%

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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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

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

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 – 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 – 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 – 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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Export & Import Management
Semester–II

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
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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%

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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PROGRAMME STRUCTURE (NEP-2020)
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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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester – II

Course Code	BVE02AEC05	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
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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%

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.	University Examination	50%

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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
<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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Bachelor of Vocation (Export & Import Management)
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

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.
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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%

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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Bachelor of Vocation (Export & Import Management)
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/

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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 <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
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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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PROGRAMME STRUCTURE (NEP-2020)
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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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. <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	<ul style="list-style-type: none"> ❖ 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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1.	Unit 1. Drill, Weapon Training <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.	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.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%

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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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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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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	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
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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	
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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.
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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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GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

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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	

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COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM June– 2024

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Int.	Ext.	Total
Discipline Specific Course Core(Major)	Core Course-1	BVB03MAC01	Financial Inclusion Officer (SSC)	T	4	2	50/18	50/18	100/36
	Core Course-2	BVB03MAC02	Human Resource Management-I	T	4	2	50/18	50/18	100/36
	Core Course-3	BVB03MAC03	Banking Laws & Practices	T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Multi-Disciplinary	BVB03MDC04	Banking & Financial Services-I	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVB03AEC05	Soft skills for Business	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVB03SEC06	On The Job Training Project-III	P	2	1	-	50/18	50/18
IKS		BVB03IKS07	Climate Change & Sustainable Development	T	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

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Bachelor of Vocation (Banking & Financial Services)

Semester-4

COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM December– 2024

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Int.	Ext	Total
Discipline Specific Course Core(Major)	Core Course-1	BVB04MAC01	Compliance Officer (SSC)	T	4	2	50/18	50/18	100/36
	Core Course-2	BVB04MAC02	Human Resource Management-II	T	4	2	50/18	50/18	100/36
	Core Course-3	BVB04MAC03	Insurance Laws & Practices	T	4	2	50/18	50/18	100/36
Minor	Core Course-1	BVB04MIC04	Banking & Financial Services-II	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVB04AEC05	Public Relations & Corporate Communication	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVB04SEC06	On The Job Training Project Report-IV	P	2	1	-	50/18	50/18
VAC (Any One)		BVB04VAC07	Critical & Logical Thinking	T	2	1	25/09	25/09	50/18
		BVB04VAC08	NCC-II	T/P	2	1	25/09	25/09	50/18
		BVB04VAC09	NSS-II	T/P	2	1	25/09	25/09	50/18
		BVB04VAC10	Yoga, Meditation & Fitness -II	T/P	2	1	25/09	25/09	50/18
Minimum Quantifying Credits					22				

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‘A+’ UGC - MHRD, Govt of India **Bachelor of Vocation**

(Banking & Financial Services)

Semester-1

**COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP –
2020**

WITH EFFECT FROM JUNE – 2023

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Internal	External	Total
Discipline Specific Course Core(Major)	Core Course-1	BVB01MAC01	Business Correspondence And Business Facilitator	P	4	2	50/18	50/18	100/36
	Core Course-2	BVB01MAC02	Business Organization & Management-I	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVB01MIC03	Marketing Management	T	4	2	50/18	50/18	100/36
Multi-Disciplinary	Multi- Disciplinary	BVB01MDC04	Computer Application-I	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVB01AEC05	Business Communication-I	T	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		BVB01SEC06	On The Job Training Project Report-I	P	2	1	25/09	25/09	50/18
IKS		BVB01IKC07	Ancient Indian Knowledge System	T	2	1	25/09	25/09	50/18
Minimum Quantifying Credits						22			

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: V
Syllabus with effect from: JUNE 2023

Course Type	New Course Code	Name Of Paper	T/P	Credit	Exam Duration in hrs	Contact Hrs Per Week	Component of Marks			Evaluation Responsibility
							Internal	External	Total	
							Total/ Passing	Total/ Passing	Total/ Passing	
General Component	UB05FBVB51	Organization behavior-I	T	3	2	3	30/12	70/28	100/40	University / College
	UB05FBVB52	Self development skills	T	3	2	3	30/12	70/28	100/40	University / College
	UB05FBVB53	Contemporary Research-I	T	3	2	6	30/12	70/28	100/40	University / College
	UB05FBVB54	Banking & Financial Services-V	T	3	2	3	30/12	70/28	100/40	University / College
Skill Component	UB05CBVB51	International trade finance	P	18	–	150 hours in semester	-	100/40	100/40	SSC
	UB05CBVB52	On the job Training Project Report-V (Project Submission + viva)	P	0	–	120 hours in semester	-	100/40	100/40	Covered in Viva voce

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

Bachelor of Computer Applications

PROGRAMME OUTCOME

At the end of the BCA programme the students will be able to:

- Understand the fundamental concepts of computers, software hardware and peripheral devices and evolution of computer technologies.
- Work in the IT sector as system engineer, software tester, junior programmer, web developer, system administrator, software developer etc.
- Apply standard software engineering practices and strategies in software project development using open source programming environment to deliver a quality of product for business success.

PROGRAM SPECIFIC OUTCOMES

- Equip themselves to potentially rich & employable field of computer applications.
- Pursue higher studies in the area of Computer Science/Applications.
- Take up self-employment in Indian & global software market.
- Meet the requirements of the Industrial standards.

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

**Course Structure under NEP – 2020
(BCA) Semester-I**

Subject		Subject Code	Subject Title	Credits	WCH	Exam Duration	Marking Scheme		
							Int	Ext	Total
Discipline Specific Course Core (Major)	Core Course-1	US1MABCA01	Problem Solving Through C	4	4	3	30/ 12	70/ 28	100/ 40
	Practical of Core Course-1	US1MABCA02	Practical Based On Problem Solving Through C	4	8	3	--	100/ 40	100/ 40
Minor	Minor Course-1	US1MIBCA03	Fundamentals of Web Application	2	2	2	15/ 06	35/ 14	050/ 20
	Practical of Minor Course-1	US1MIBCA04	Practical Based On Fundamentals of Web Application	2	4	2	--	50/ 20	050/ 20
Inter disciplinary	Inter disciplinary Course-1	US1MDBCA05	Office Tools And Accounting	2	2	2	15/ 06	35/ 14	050/ 20
	Practical of Inter disciplinary Course-1	US1MDBCA06	Practical Based On Office Tools	2	4	2	--	50/ 20	050/ 20
Ability Enhancement Course		US1AEBCA07	Foundation of Communication Skills in English-I	2	2	2	--	50/ 20	050/ 20
IKS/Value Added Course		US1IKBCA08	Indian Knowledge System	2	2	2	--	50/ 20	050/ 20
Skill Enhancement Course/ Internship/ Dissertation		US1SEBCA09	Introduction to Computer Organization	2	2	2	--	50/ 20	050/ 20
Minimum Qualifying Credits				22					

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

Bachelor of Computer Applications (BCA)

PROGRAMME OUTCOME

At the end of the BCA programme the students will be able to:

- Understand the fundamental concepts of computers, software hardware and peripheral devices and evolution of computer technologies.
- Work in the IT sector as system engineer, software tester, junior programmer, web developer, system administrator, software developer etc.
- Apply standard software engineering practices and strategies in software project development using open source programming environment to deliver a quality of product for business success.

PROGRAM SPECIFIC OUTCOMES

- Equip themselves to potentially rich & employable field of computer applications.
- Pursue higher studies in the area of Computer Science/Applications.
- Take up self-employment in Indian & global software market.
- Meet the requirements of the Industrial standards.

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With Effective from December 2023**Course Structure under NEP – 2020(BCA) Semester-II**

Subject		Subject Code	Subject Title	Credits	WCH	Exam Duration	Marking Scheme		
							Int	Ext	Total
Discipline Specific Course Core (Major)	Core Course-1	US2MABCA01	Problem Solving Through Advanced Programming	4	4	2	50/18	50/18	100/36
	Practical of Core Course-1	US2MABCA02	Practical Based On Problem Solving Through Advanced Programming	4	4	2	50/18	50/18	100/36
Minor	Minor Course-1	US2MIBCA03	Advanced Web Application with JQuery	2	2	1	25/09	25/09	50/18
	Practical of Minor Course-1	US2MIBCA04	Practical Based On Advanced Web Application with JQuery	2	4	1	25/09	25/09	50/18
Inter disciplinary	Inter disciplinary Course-1	US2IDBCA05	Mathematics	2	2	1	25/09	25/09	50/18
	Practical of Inter disciplinary Course-1	US2IDBCA06	Practical Based Mathematics	2	4	1	25/09	25/09	50/18
Ability Enhancement Course		US2AEBCA07	Foundation of Communication Skills in English-II	2	2	1	25/09	25/09	50/18
Skill Enhancement Course/Internship/ Dissertation		US2SEBCA08	Multimedia Technologies	2	2	1	25/09	25/09	50/18
IKS/Value Added Course (Any One)		US2VABCA01	Environmental Studies	2	2	1	25/09	25/09	50/18
		US2VABCA02	NCC-I	2	2	1	25/09	25/09	50/18
		US2VABCA03	NSS-I	2	2	1	25/09	25/09	50/18
		US2VABCA04	Yoga, Meditation & Fitness-I	2	2	1	25/09	25/09	50/18
Minimum Qualifying Credits				22					