



RAIPUR | INDIA

KALINGA UNIVERSITY

SCHEME & SYLLABUS FOR

Bachelor of Vocational Studies (B. Voc.) Banking & Financial Services



Kalinga University, Naya Raipur, Chhattisgarh

BACHELOR OF VOCATIONAL STUDIES (B. VOC.)

BANKING & FINANCIAL SERVICES

Semester - I							
Subject Code	Subject	L	T/P	Credits	Internal Marks	External Marks	Total
BVBFS101	Communication Skills	3	0	3	30	70	100
BVBFS102	Fundamentals of Information Technology	3	0	3	30	70	100
BVBFS103	Business Organization & Management-I	3	0	3	30	70	100
BVBFS104	Banking & Financial Services-I	3	0	3	30	70	100
BVBFS105P	Industrial Training/ On Job Training/ Workshop	0	36	18	50	150	200
Total		12	36	30	170	430	600

Semester - II							
Subject Code	Subject	L	T/P	Credits	Internal Marks	External Marks	Total
BVBFS201	Business Organization & Management-II	3	0	3	30	70	100
BVBFS202	Environmental Studies	3	0	3	30	70	100
BVBFS203	Banking & Financial Services-II	3	0	3	30	70	100
BVBFS204	Micro Economics	3	0	3	30	70	100
BVBFS205P	Industrial Training/ On Job Training/ Workshop	0	36	18	50	150	200
Total		12	36	30	170	430	600

Semester - IV							
Subject Code	Subject	L	T/P	Credits	Internal Marks	External Marks	Total
BVBFS401	Human Resource Management-II	3	0	3	30	70	100
BVBFS402	Operations Management	3	0	3	30	70	100
BVBFS403	Banking & Financial Services-IV	3	0	3	30	70	100
BVBFS404	Principles of Marketing in Banking	3	0	3	30	70	100
BVBFS405P	Industrial Training/ On Job Training/ Workshop	0	36	18	50	150	200
Total		12	36	30	170	430	600

Semester - III							
Subject Code	Subject	L	T/P	Credits	Internal Marks	External Marks	Total
BVBFS301	Human Resource Management-I	3	0	3	30	70	100
BVBFS302	Tally 9.2	3	0	3	30	70	100
BVBFS303	Banking & Financial Services-III	3	0	3	30	70	100
BVBFS304	Macro Economics	3	0	3	30	70	100
BVBFS305P	Industrial Training/ On Job Training/ Workshop	0	36	18	50	150	200
Total		12	36	30	170	430	600

Semester - V							
Subject Code	Subject	L	T/P	Credits	Internal Marks	External Marks	Total
BVBFS501	Organization Behaviour -I	3	0	3	30	70	100
BVBFS502	Self Development Skills	3	0	3	30	70	100
BVBFS503	Contemporary Research-I	3	0	3	30	70	100
BVBFS504	Banking & Financial Services-V	3	0	3	30	70	100
BVBFS505P	Industrial Training/ On Job Training/ Workshop	0	36	18	50	150	200
Total		12	36	30	170	430	600

Semester - VI							
Subject Code	Subject	L	T/P	Credits	Internal Marks	External Marks	Total
BVBFS601	Organization Behaviour-II	3	0	3	30	70	100
BVBFS602	Vibrant Skills for Business	3	0	3	30	70	100
BVBFS603	Contemporary Research-II	3	0	3	30	70	100
BVBFS604	Banking & Financial Services-VI	3	0	3	30	70	100
BVBFS605P	Industrial Training/ On Job Training/ Workshop	0	36	18	50	150	200
Total		12	36	30	170	430	600

SEMESTER I

COMMUNICATION SKILLS

BVBFS101

Course Objective

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

Course outcome:

1. The purpose of this course is to introduce students to the theory, fundamentals and tools of communication.
2. To develop vital communication skills which should be integral to personal, social and professional interactions.
3. One of the critical links between human beings.
4. An important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal.
5. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

CONTENTS

Unit I: Introduction:

Theory of Communication, Types and modes of Communication, Mediums and channels of communication, barriers to communication, English as a Global language, the Lingua Franca, Social influences on English

Unit II: Language of Communication:

Verbal and Non-verbal (Spoken and Written) Personal, Social and Business Barriers and Strategies Intra-personal, Inter-personal and Group communication, Varieties of English, Language, Accent, Dialect, Colloquialism, Historical influences on English

Unit III: Speaking Skills

Monologue Dialogue Group Discussion Effective Communication/ Mis-Communication Interview Public Speech, Regional influences on English, Convergence and divergence, Linguistic Imperialism.

Unit IV: Reading and Understanding

Close Reading, Reading analysis of a text-Audience and purpose, Content and theme, Tone and Mood, stylistic devices, structure Comprehension-Analysis and Interpretation Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts

Unit V: Writing Skills

Documenting Report Writing Making notes Letter writing, Writing tabloids, diary entry, open letters, essays, newsletter and magazine articles, skits, short stories, impersonating characters.

It will enhance Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note taking etc. While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions.

Recommended Readings

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr. Ranjana Kaul, Dr. Brati Biswas

FUNDAMENTALS OF INFORMATION TECHNOLOGY BVBFS102

Unit-I

Computer characteristics: Speed, storage, accuracy, diligence; Digital signals, Binary System, ASCII; Historic Evolution of Computers.

Classification of computers: Microcomputer, Minicomputer, mainframes, Supercomputers.

Personal computers: Desktop, Laptops, Palmtop, Tablet; Hardware & Software; Von Neumann model.

Unit-II

Hardware: CPU, Memory, Input devices, output devices.

Memory units: RAM (SDRAM, DDR RAM, RDRAM etc. feature wise comparison only).

ROM-different types: Flash memory.

Auxiliary storage: Magnetic devices, Optical Devices; Floppy, Hard disk, Memory stick, CD, DVD, CD/DVD-Writer.

Input devices: keyboard, mouse, scanner, speech input devices, digital camera, Touch screen Voice Input, Joystick, Optical readers, bar code reader.

Output devices: Display device, size and resolution; CRT, LCD, LED.

Printers: Dot-matrix, Inkjet, Laser; Plotters, Sound cards & speaker.

Unit-III

Software: System software, Application software; concepts of files and folders, Introduction to Operating systems.

Different types of operating systems: single user, multitasking, time-sharing multi-user; Booting, POST.

Basic features of two GUI operating systems: Windows & Linux (Basic desk top management); Programming Languages, Compiler, Interpreter, Databases.

Application software: Generic Features of Word processors, Spread sheets and Presentation software; Generic Introduction to Latex for scientific typesetting; Utilities and their use; Computer Viruses & Protection, Free software, open source.

Unit-IV

Computer Networks and Internet: Connecting computers.

Requirements for a network: Server, Workstation, switch, router, network operating systems.

Internet: brief history, World Wide Web, Websites, URL, browsers, search engines, search tips.

Internet connections: ISP, Dial-up, cable modem, WLL, DSL, leased line Wireless and Wi-Fi connectivity ; email, email software features (send receive, filter, attach, forward, copy, blind copy); characteristics of web-based systems, Web pages, Web Programming Languages.

Unit-V

Information Technology And Society: Indian IT Act, Intellectual Property Rights, issues. Application of information Technology in Railways, Airlines, Banking, Insurance, Inventory Control, Financial systems, Hotel management, Education, Video games, Telephone exchanges, Mobile phones, Information kiosks, special effects in Movies.

Programming Concepts & Techniques: Program Concept, Characteristics of Programme, Stages in Program Development, Tips for Program Designing, Programming Aids, Algorithms, Pseudo code, Notations, Design, Flowcharts, Symbols, Rules, compiler & Interpreter. Introduction to programming techniques, Top-down & Bottom-up approach, Unstructured, & Modular programming, Cohesion, Coupling, Debugging, Syntax & Logical Errors, Linking and Loading, Testing and Debugging, Documentation.

Reference Books:

1. Programming in C, R.S. Salaria, Khanna Publishing House
2. Computer Concepts and Programming in C, R.S. Salaria, Khanna Publishing House
3. Handbook of Computer Fundamentals, N.S. Gill, Khanna Publishing House

BUSINESS ORGANIZATION & MANAGEMENT-I

BVBFS103

Unit	Description in Detail
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
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,
3	Management <ul style="list-style-type: none"> • Meaning, nature, purpose, functions, managerial process • Planning: Nature & purpose, objectives, strategies, polices and planningpremisses • Organizing: Nature & Purpose of organization, • Types of Organization: Line & Functional Organization
4	Directing & Controlling <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

Reference books

- 1) Business Organisation & Management — by R.K. Sharma
- 2) Business Organisation & Management — by C.B. Gupta
- 3) Principles of Business Organisation — by Y.K. Bhushan
- 4) Essentials of Management — by Koontz & O'Donald
- 5) Principal and Practice of Management — by L.M. Prasad

BANKING & FINANCIAL SERVICES-I

BVBFS104

Unit	Description in Detail
1	<p>Banking System In India: Structure of Indian Banking System Commercial Banks, Regional Rural Bank, Cooperative Banks Distinction between commercial Banks & Cooperative Banks Characteristics of a good banking system</p>
2	<p>Introduction of financial Services: Nature and role of Financial system, Financial system and financial markets Financial system and economic development, Indian financial system-an overview</p>
3	<p>Reserve Bank of India: Organization Management and functions Credit creation and credit control Monetary policy</p>
4	<p>Banker-Customers Relationship and Negotiable Instruments: Legal Framework of Banker- Customer Relationship Bankers Disclosure, Termination Of Relationship Bankers Right of Lien and set-off Meaning and characteristics of Negotiable instrument- cheque, Bills Of Exchange and promissory Note</p>

Reference books:

- 1) **Desai Vasant Indian Banking** – Nature and problems, sultan chand and sons
- 2) **Jain L C:** Indigenous Banking in India
- 3) **Vasant desai:** central Banking and economic Development
- 4) **Satish K. Matta:** Management of financial institutions and services A.
- 5) **Gajendra:** Banking & Financial System



**INDUSTRIAL TRAINING/
ON JOB TRAINING/ WORKSHOP
BVBFS105P**

SEMESTER-II

BUSINESS ORGANIZATION & MANAGEMENT-II

BVBFS201

Unit	Description in Detail
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
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
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

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
---	--

Reference books:

1. Business Organisation & Management — by R.K. Sharma
2. Principles of Business Organisation — by Y.K. Bhushan
3. Principal and Practice of Management — by L.M. Prasad

ENVIRONMENTAL STUDIES

BVBFS202

Objectives and Pre-requisites:

The objective of this course is to make students environment conscious. They will be exposed through the fundamental concepts of environment and ecosystem so that they can appreciate the importance of individual and collective efforts to preserve and protect our environment. This course must raise various questions in student's mind that how our environment is inter dependent on various factors and how human being must care for their natural surroundings.

LEARNINNG OUTCOME

- Students able to learn in-situ and ex-situ conservation of bio-diversity
- Students able to learn the control measures of environmental pollution

OBJECTIVES:

- To learn the importance in conservation of environment and natural resources.
- To learn causes, effects and control measures of environmental pollution.
- To understand the concepts of disaster management and preparedness to overcome

Unit 1: Introduction to Environmental Studies

(6 Lecture)

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development.

Ecosystems

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession.

Case studies of the following ecosystems:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 2: Natural Resources: Renewable and Non-renewable Resources

(6 Lecture)

- Land resources and landuse change; Land degradation, soil erosion and desertification.
- **Deforestation:** Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.

- **Water:** Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).
- **Energy resources:** Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit 3: Biodiversity and Conservation

(5 Lecture)

- **Levels of biological diversity:** genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots
- **India as a mega-** biodiversity nation; Endangered and endemic species of India
- **Threats to biodiversity:** Habitat loss, poaching of wildlife, man--wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- **Ecosystem and biodiversity services:** Ecological, economic, social, ethical, aesthetic and Informational value.

Unit 4: Environmental Pollution

(9 Lecture)

- **Environmental pollution:** types, causes, effects and controls; Air, water, soil and noise pollution
- Nuclear hazards and human health risks
- **Solid waste management:** Control measures of urban and industrial waste.
- Pollution case studies.

Environmental Policies & Practices

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- **Environment Laws:** Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD). Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

Unit 5: Human Communities and the Environment

(4 Lecture)

- **Human population growth:** Impacts on environment, human health and welfare.
- Resettlement and rehabilitation of project affected persons; case studies.
- **Disaster management:** floods, earthquake, cyclones and landslides.
- **Environmental movements:** Chipko, Silent valley, Bishnois of Rajasthan.
- **Environmental ethics:** Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

Suggested Readings:

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R.1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press.

3. Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.
4. Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339: 36--37.
7. McCully, P. 1996. *Rivers no more: the environmental effects of dams*(pp. 29--64). Zed Books.
8. McNeill, John R. 2000. *Something New Under the Sun: An Environmental History of the Twentieth Century*.
9. Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.
10. Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. *Environmental and Pollution Science*. Academic Press.
11. Rao, M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford and IBH Publishing Co. Pvt. Ltd.
12. Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. *Environment*. 8th edition. John Wiley & Sons.
13. Rosencranz, A., Divan, S., & Noble, M. L. 2001. *Environmental law and policy in India. Tripathi 1992*.
14. Sengupta, R. 2003. *Ecology and economics: An approach to sustainable development*. OUP.
15. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
16. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. *Conservation Biology: Voices from the Tropics*. John Wiley & Sons.
17. Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
18. Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
19. Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
20. World Commission on Environment and Development. 1987. *Our Common Future*. Oxford University Press.

BANKING & FINANCIAL SERVICES-II

BVBFS203

Unit	Description in Detail
1	<p>Development Banks in India</p> <p>Meaning and Importance of Development Banks Introduction and functions of following banks: HDFC, ICICI, IDBI, IRBI, IFCI, SIDBI State Financial Corporations Agriculture development bank NABARD</p>
2	<p>Commercial Banks In India</p> <p>Meaning & Definition of Commercial Banks Bank nationalization and its objectives Recent trends of Indian Commercial Banks Public sector, private sector banks Different types of account – Current, saving, Fixed deposits, NRI</p>
3	<p>Financial Markets:</p> <p>Money and capital markets, Money markets – meaning, constituents, Functions of money market, money market instruments – call money, Treasury bills, certificates of deposits, commercial bills, trade bills, Recent trends in Indian money markets Capital markets – primary and secondary markets</p>
4	<p>Overview Of Electronic Banking:</p> <p>Meaning and Benefits of E Banking Innovations In banking due to technology Automated Teller Machines, Tele banking, Internet Banking, Mobile Banking, Electronic Funds Transfer, ECS Advantages Of ECS Risk Management of E- Banking</p>

Reference books:

- Avdhani, Investment and Securities Markets in India, Himalaya Publication, Delhi
- Bhole L M, Financial Markets and Institutions, Tata McGraw Hill, Delhi
- Ghosh D., Banking Policy In India Allied Publications, Delhi

MICRO ECONOMICS

BVBFS204

Objectives: The purpose of this course is to apply business economic concepts and techniques in evaluating business decisions taken by firms.

Course Outcome: The successful completion of this course shall enable the student:

CO1: To explain the mechanics of supply and demand in allocating goods and services and resources.

CO2: To describe how changes in demand and supply affect markets.

CO3: To understand the choices made by a rational consumer.

CO4: To identify relationships between production and costs.

CO5: To define key characteristics and consequences of different forms of markets.

Unit I

Meaning, Nature and Scope of Business Economics – Micro and Macro, Basic Economic Problems, Market forces in Solving Economic Problems.

Unit II

Concept of Demand, Elasticity of Demand, Revenue Concepts - Total Revenue, Marginal Revenue, Average Revenue, Concept and Law of Supply, Factors Affecting Supply.

Unit III

Cost of Production: Social & Private Costs of Production, difference between Economic and Accounting Costs, Long Run and Short Run Costs of Production. Economies and Diseconomies of Scale and the Shape of the Long Run Average Cost.

Unit IV

Perfect Competition- Equilibrium of Firm and Industry under Perfect Competition, Monopoly – Price Determination under Monopoly, Monopolistic Competition – Price and Output Determination under Monopolistic Competition.

Unit V

The consumption decision: preferences and their representation with indifference curves; budget constraints; a consumer's optimum choice; income and substitution effects; labour supply and savings decisions.

Text Book:

1. S.K. Misra, V.K. Puri, Micro Economics – I, Himalaya Publishing House, New Delhi 38th edition 2019.

Reference Books:

1. Dr. Girijashankar, Business Economics (Micro), AtharvaPrakashan, Pune.
2. Dr. S.K. Singh, Business Economics, SahityaBhawan Publications, New Delhi.

FACILITATING THE ACHIEVEMENT OF COURSE LEARNING OUTCOME:

UNIT NO.	COURSE LEARNING OUTCOME	TEACHING AND LEARNING ACTIVITY	ASSESSMENT TASK
I	Knowledge and understanding of nature and Scope of Business Economics.	Presentation/Case Study/ Lecture.	Evaluation of Students on the basis of Presentation, Assignment Evaluation, Quiz.
II	Indexed knowledge and understanding of concept of Demand.	Application Based learning/Case Study/Video/Role-Play/Lecture.	Evaluation of Students on the basis of Application-Based Activity, Evaluation, Assignment, Class test.
III	Improved understanding of cost of production.	Presentation/ Video/Case Study/ Live Project.	Evaluation of Students on Presentation on Live Project, Assignment.
IV	Knowledge of Market structure.	Presentation/ Video/Case Study/ Research Study.	Evaluation of Students based on Research Study Presentation, Assignment Evaluation, Class test.
V	Improved knowledge of consumption decision.	Presentation/ Video/Case Study/ Live Project.	Evaluation of Students on Presentation on Live Project, Assignment.



INDUSTRIAL TRAINING/ ON JOB TRAINING/ WORKSHOP

BVBFS205P

SEMESTER-III

HUMAN RESOURCE MANAGEMENT-I

BVBFS301

Unit	Description in detail
1	<p>Nature & Scope of Human Resource Management Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management</p> <p>Evolution of the concept of Human Resource Management</p>
2	<p>Human Resource Planning</p> <p>Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning</p> <p>❖ Job Design:</p> <p>Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design</p>
3	<p>Human Resource Planning</p> <p>Meaning & Definition of Human Resource Planning Objects of Human Resource Planning</p> <p>Need and importance of Human Resource planning Process of Human Resource planning</p> <p>❖ Career Planning and Development Meaning of Career Planning Objectives of Career Planning Process of Career Planning</p> <p>Advantages and Limitation of Career Planning</p>
4	<p>Human Resource Development</p> <p>Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma</p>

Basic Text & Reference Books:

1. K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

TALLY 9.2

BVBFS302

Unit	Description in detail
1	<p>Basic of Accounting:</p> <p>What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts</p>
2	<p>Steps for working in the Tally:</p> <p>Create Company- Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)</p>
3	<p>Inventory Management:</p> <p>Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)</p>
4	Practical Training and Assignments

Basic Text & Reference Books:

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani "Implementing Tally 9"BPB Publication, latest edition.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

BANKING & FINANCIAL SERVICES-III

BVBFS303

Unit	Description in detail
Unit: 1	Negotiable Instrument Act and Payment of Cheques Definition, Characteristics, Types, Classifications, Special Parties, Negotiation Vs. Assignment
Unit: 2	Financial services Meaning, Scope, Importance, New Financial Products And Services, Innovative Financial Instruments, Present Scenario
Unit: 3	State bank of India Origin, Functions, SBI & Agriculture Finance, SBI & MSME/SSI, SBI & Cooperative Sector, Export business, SBI & Housing Finance, SBI & Life Insurance,
Unit: 4	Venture Capital Concept, Features, Scope, Importance, The Indian Scenario, Nitin Desai Committee's Recommendations

Basic Text & Reference Books:

- Desai Vasant Indian Banking – Nature and problems, sultanchand andsons
- Jain L C: Indigenous Banking in India
- Vasant desai: central Banking and economic Development
- E.gordon & K.Natrajan: banking theory, law & practice

MACRO ECONOMICS

BVBFS304

Objectives: This course introduces students to the basics of Macroeconomics and International Economics. The objective of this course is to familiarize students with the fundamentals of macroeconomics and to emphasize the importance of assessing the external macro environment by businesses in order to survive and prosper. The course introduces students to the basic macroeconomic variables.

Course Outcome: The successful completion of this course shall enable the student:

CO1: To identify the basic macroeconomic variables.

CO2: To identify economic growth and its determinants.

CO3: To identify international factors affecting economies.

CO4: To Analyze policies and its role.

CO5: To Assess the external macro environment.

Unit I

Concepts of Macro Economics: Definition, importance, growth, limitations of Macro-Economics, Macro-Economic Variables, Circular flow of income in two, three, four sector economy, relation between leak ages and injections in Circular Flow.

Unit II

Macro Market Analysis: Theory of Full Employment and Income: Classical, Modern (Keynesian) Approach, Consumption Function, relationship between saving and Consumption. Investment Function, Concept of Marginal Efficiency of Capital and Marginal Efficiency of Investment.

Unit III

National Income: Concepts, definition, methods of measurement, National income in India, problems in measurement of National Income & precautions in estimation of National Income.

National Income: determination in two, three and four Sector Models. Multiplier in two, three and four Sectors Model.

Unit IV

Money Market: Functions and forms of money, demand for Money-Classical, Keynesian and Friedmanian Approach, measures of Money Supply, Quantity Theory of Money, Inflation and Deflation.

Unit V

Equilibrium of Product and Money Market: This IS-LM Model, Product Market and Money Market, Derivation, Shift. Equilibrium of IS-LM curve. Application of IS-LM Model in Monetary and Fiscal Policy.

Text Book:

1. Chaturvedi, D. D and Anand Mittal.: Business-Economics II (GGSIPU Edition), Brijwasi Book Distributors, 2016.
2. Dwivedi, D. N.; Macro Economics, Tata McGraw Hill, 5th Edition.
3. Introductory Macro Economics, Taxmann's, msSangeeta&msVaishali Kapoor.

Reference Books:

1. Mishra, S. K. and V. K. Puri; Modern Macro-Economic Theory, Himalaya Publishing House, 2016.
2. Edward Shapiro; Macro-Economic Analysis, Tata McGraw Hill, 2019.

FACILITATING THE ACHIEVEMENT OF COURSE LEARNING OUTCOME:

UNIT NO.	COURSE LEARNING OUTCOME	TEACHING AND LEARNING ACTIVITY	ASSESSMENT TASK
I	Knowledge of the basic macroeconomic variable.	Lectures/ discussion/ case study.	Short Reports / Assignment.
II	Improved awareness towards economic growth and its determinants.	Lectures/ discussion/ case study.	Class test/ Presentation.

III	Analyzing policies and its role.	Lectures/ Discussion/ experiential learning.	Short notes/ Live Projects.
IV	Assessing the external macro environment.	Lectures/ interactive discussions.	Tests /Assignments.
V	Analyzing international factors affecting economies.	Lectures/ interactive discussions.	Short Reports/ Tests/ Quiz.

**INDUSTRIAL TRAINING/
ON JOB TRAINING/ WORKSHOP
BVBFS305P**

SEMESTER-IV

HUMAN RESOURCE MANAGEMENT-II

BVBFS401

Unit	Description in detail
1	<p>Managing Performance and Compensation</p> <p>Performance Appraisal: Concept of Performance Appraisal Objectives of Performance Appraisal Importance of Performance Appraisal Techniques of Performance Appraisal- a) MBO b) BARS a) Checklist b) Paired Comparison Limitations of Performance Appraisal</p> <p>Compensation: Concept of Compensation Types of Compensation Factors affecting Compensation</p>
2	<p>Maintaining and Retaining Human Resources</p> <p>Promotion: Concept & Basis for Promotion Policy</p> <p>Transfer: Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy</p>
3	<p>Integrating Human Resources</p> <p>Industrial Relations: Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations</p> <p>Industrial Disputes: Meaning & Definition of Industrial Disputes Causes of Industrial Disputes Prevention of Industrial Disputes</p>
4	<p>Occupational Health and Safety</p> <p>Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety</p>

Basic Text & Reference Books:

1. K. Aswathappa, "Human Resource Management – Text & Cases", Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
2. L. M. Prasad, "Organisational Behaviour", Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
3. P. Subba Rao, "Personnel and Human Resource Management – Text and Cases", Himalaya Publishing House, Mumbai, 5th Edition 2010.
4. S. S. Khanka, "Human Resource Management- Text and Cases", Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
5. S. V. Ganakar and C. B. Mamoria, "Personnel Management: Text and Cases," Himalaya Publishing House, Mumbai, 28th Edition 2008.
6. Vikas Arora & Seema Arora, " Human Resource Management", Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

OPERATIONS MANAGEMENT

BVBFS402

Unit	Description in detail
I	<p>Fundamentals of Operations Management</p> <p>Operating System and operation management: Meaning of operating System; functions of manufacturing and operations (Transport, supply and service) - Meaning, scope and importance of operations management -Role and responsibility of operations managers in modern business environment.</p>
II	<p>Production Process and Plant Layout</p> <p>Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) - Features and comparison - Meaning and objectives of Plant layout - Factor affecting plant layout -Types of plant layout (Process, Product and Fix layout)</p>
III	<p>Work Design</p> <p>Meaning and concept of work design - Techniques of work study - Method study: meaning, objective, basic procedure, Charts & Diagrams (Man- machine chart with examples, Flow process chart and String diagram) - Time study: Meaning, objectives and basic procedure - Tools of time study</p>
IV	<p>Operation/Production Planning and Control</p> <p>Production Planning: Meaning, objectives, planning procedure, Routing,scheduling, dispatching and follow up –</p> <p>Production control: Meaning, objectives and importance of productioncontrol</p>

Basic Text & Reference Books:-

- Material Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGrew Hill
- Modern Production Management by E.S.Buffa.

Note: Latest Edition of Text books may be used.

Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher

BANKING & FINANCIAL SERVICES-IV

BVBFS403

Unit	Description in detail
Unit: 1	Commercial Banks & Economical Development Meaning Role of banks Economic growth and Indian banks Innovative Schemes SEP MFA SFDA MFAL
Unit: 2	New issue market Meaning Stock exchange Difference between new issue market & stock exchange Functions General guideline Principal steps Anchor investor
Unit: 3	Secondary Market Introduction Functions of market Functions of brokers Methods of trading Online trading Types of stock markets
Unit: 4	Non banking financial institutions Meaning Leasing Hire purchase Housing finance Investment company Non banking financial institutions directions, 1998 Non banking financial institutions & RBI

Basic Text & Reference Books:

1. Banking Theory, Law & Practice-E.gordon & K. Natrajan :
2. Banking and Financial System-Mithani & Gordon
3. Fundamental of Banking-Dr. R S Swami
4. Banking and Financial System-Vasant Desai

Note: Latest Edition of Text books may be used.

PRINCIPLES OF MARKETING IN BANKING

BVBFS404

Objectives: The objective of this course is to develop an understanding on how different aspect of marketing can be utilized in the banking sector related with the basic function and management challenges in the emerging perspective.

Course Outcome: The successful completion of this course shall enable the student:

CO1: To understand the significance of service marketing in modern banking services.

CO2: To understand about the various banking products and their segmentation.

CO3: To understand about the significance of pricing of the various bank products and services.

CO4: To understand the significance of promotion for the banking attributes.

CO5: To understand customer's expectation and ways to meet them.

Unit I

Services Marketing – Introduction – Meaning and Definition – Nature and Significance of Banking Services in Modern Business – Need for Increased Marketing of Banking Service – Marketing – Mix of a Banker.

Unit II

Products in Banking – Deposit Mobilization and Lending as Major Areas of Service – Approaches for Improved Services – Innovative products – Market segmentation.

Unit III

Place and Price- Concept of Place in Banking – The changing concept of place – Price – Concept – Deposit rates – PLR Fee based business – Deregulated interest rate mechanism.

Unit IV

Promotion – Advertising – Sales Promotion – Publicity – Direct Marketing – Customer Service – Customer meet – Public relation – Social banking – Good Promotional Mix.

Unit V

People, Procedure and Physical Evidence –Concept – Customers’ Expectations and Right Personnel for Banking – Internal Marketing – Procedure in Banking – Significance of Physical Evidence.

Text book:

1. Marketing of financial service-A case study of Indian Banking Sector, Jaskaran Singh Dhillon 2012.

Reference Books:

1. Marketing Management- Kotler .P, Lane.K, 18th edition.
2. Service Marketing in Banking, Mir Zeeshan Ali.

FACILITATING THE ACHIEVEMENT OF COURSE LEARNING OUTCOME:

UNIT NO.	COURSE LEARNING OUTCOME	TEACHING AND LEARNING ACTIVITY	ASSESSMENT TASK
I	Improved knowledge of ServiceMarketing.	Lecture /Case Study / Experiential learning.	Evaluation of Students on the basis of Assignment/Quiz.
II	Comprehensive awareness of Products in Banking.	Lecture / Case Study / Experiential learning.	Evaluation of Students on the basis of Class test/ Assignment.
III	Analyze and interpretDeregulated interest rate mechanism.	Case Study/Live Project.	Evaluation of Students on Live Project/ Case Study/ Assignment.
IV	Comprehensive awareness of Social banking.	Lecture / Case Study / Experiential learning.	Evaluation of Students on the basis of Class test/ Assignment.
V	Analyze and interpret Procedure in Banking.	Lecture / Case Study / Experiential learning.	Evaluation of Students on the basis of Class test/ Assignment.

**INDUSTRIAL TRAINING/
ON JOB TRAINING/ WORKSHOP
BVBFS405P**

SEMESTER-V

ORGANIZATION BEHAVIOUR-I

BVBFS501

Unit	Description in detail
1	Introduction <ul style="list-style-type: none"> ➤ Conceptual foundations, Significance, ➤ Challenges ➤ Opportunities for OB. Personality <ul style="list-style-type: none"> ➤ Concept and determinants, The Big five model ➤ Type A and Type B personality ➤ Key personality attributes influencing OB
2	Attitudes <ul style="list-style-type: none"> ➤ Sources and types; Theories of attitude; Cognitive dissonance theory, Overview of Major job attitudes: ➤ Job satisfaction, ➤ Organizational commitment and prejudice.
3	Emotions and Moods <ul style="list-style-type: none"> ➤ Nature and types, Sources of emotions and moods, ➤ Managing emotions at work ➤ Emotional intelligence: Concept and dimensions.
4	Perception <ul style="list-style-type: none"> ➤ Nature and significance of perception, ➤ Factors influencing perception ➤ Perceptual process, Perceptual distortions and improving perception.

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be used.

SELF DEVELOPMENT SKILLS

BVBFS502

Unit	Description in detail
1	Interpersonal skills <ul style="list-style-type: none"> ➤ Assertiveness, stress management, time management ➤ team development Skills i.e. team talk dynamics, ➤ communication in teams, leadership skills, giving feedback
2	Attitude and emotional intelligence <ul style="list-style-type: none"> ➤ Importance of Attitude, ➤ Meaning of positive thinking and positive attitude ➤ Ways to build positive attitude, effects of negative attitude and measures to
3	Vision, Goal setting & Time management <ul style="list-style-type: none"> ➤ Meaning of vision ➤ Doing things for the right purpose ➤ Setting and achieving goals ➤ Importance of goal setting ➤ Methods to achieve set goals ➤ General principles of stress management and time management
4	Career planning <ul style="list-style-type: none"> ➤ Career of planning ➤ Awareness of different ➤ Sources of information ➤ Choosing a career and career counseling.

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, SultanChand & sons
- www.britishcouncil.com
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles and Practice, Oxford University Press
- On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used.

CONTEMPORARY RESEARCH-I

BVBFS503

Unit	Description in detail
	The students are required to prepare a research project based on any topic related to industries/insurance sector/Banking/financial services/ Supply chain distribution sectors.
1	Introduction: Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process
2	Problem Identification: Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal
3	Research Design Meaning of research design Need for research design Features of a good design Important concepts relating to re Different research design Basic principles of experimental designs
4	Interpretation Meaning Importance of interpretation Techniques of interpretation Precautions in interpretation

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

BANKING & FINANCIAL SERVICES-V

BVBFS504

Unit	Description in detail
1	Depository system <ul style="list-style-type: none"> ➤ Meaning & Definition ➤ Objectives of a Depository ➤ Depository process in India ➤ Benefits of depository system ➤ Drawbacks
2	Rights of a banker <ul style="list-style-type: none"> ➤ Right to set off ➤ Right to close an account ➤ Right to appropriate payments
3	Investors protection <ul style="list-style-type: none"> ➤ Need for investor's protection ➤ Factors affecting investors interest ➤ Investor's protection Measures
4	Securities and Exchange board of India <ul style="list-style-type: none"> ➤ Malpractices in securities market ➤ Deficiencies in the market ➤ Functions of Securities and exchange board of India ➤ Recent guidelines

Basic Text & Reference Books

- ❖ Desai Vasant Indian Banking – Nature and problems, sultanchandand sons
- ❖ Jain L C: Indigenous Banking in India
- ❖ Vasant desai: central Banking and economic Development
- ❖ E.gordon & K.Natrajan: banking theory, law & practice

Note: Latest Edition of Text books may be used.

**INDUSTRIAL TRAINING/
ON JOB TRAINING/ WORKSHOP
BVBFS505P**

SEMESTER-VI

ORGANIZATION BEHAVIOUR-II

BVBFS601

Unit	Description in detail
1	Group and Team Dynamics <ul style="list-style-type: none"> ➤ Defining and classifying groups ➤ Stages of group development, ➤ Group dynamics, Group decision making, Types of teams ➤ Contemporary issues in managing teams.
2	Interpersonal Behaviour <ul style="list-style-type: none"> ➤ Dynamics of interpersonal relationship; Psychological ➤ Contract: Concept and types ➤ Trust: Concept, Types and Building trust among employees.
3	Organizational Citizenship Behaviour <ul style="list-style-type: none"> ➤ Concept, Forms and suggestions for promoting organizational citizenship behaviour ➤ Whistle–Blowing ➤ Co-operation: Concept and determinants,
4	Conflict & Transactional Analysis <ul style="list-style-type: none"> ➤ Conflict: Concept, Consequences, Sources, Approaches of conflict management ➤ Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour.

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, *“Organisational Behaviour”*, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R,
- ❖ *“Organisational Behaviour”*, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., *“Organisational Behaviour, Text, Cases and Games”*, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, *“Understanding Organizational Behaviour”*, Oxford University Press, New Delhi.

Note: Latest Edition of Text books may be use

VIBRANT SKILLS FOR BUSINESS

BVBFS602

Unit	Description in detail
1	Problem solving <ul style="list-style-type: none"> ➤ Solve your problem of day to day life ➤ Meaning and definition Problem solving skill ➤ Problem solving process ➤ Importance of problem in business
2	Leadership Skill <ul style="list-style-type: none"> ➤ General leadership skill ➤ Understanding the power ➤ Develop leadership skills ➤ Importance of leadership skill in Business
3	Decision Making <ul style="list-style-type: none"> ➤ How to make better decision ➤ Definition and meaning of decision making ➤ Financial decision ➤ Importance of decision making skill ➤ Impact of ethics and values on decision
4	Learning Skill <ul style="list-style-type: none"> ➤ Personal learning skill(Mind map, power of observation, note taking) ➤ Understanding how people learn ➤ Developing Environment to work with other ➤ Developing health relationship with other

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, SultanChand & sons
- www.britishcouncil.com
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, PearsonEducation
- Meenakshi Raman & Sangita Sharma, Technical Communication; Principles andPractice, Oxford University Press On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used.

CONTEMPORARY RESEARCH-II

BVBFS603

Unit	Description in detail
	The students are required to prepare a research project based on any topic related to industries/insurance sector/Banking/financial services/ Supply chain distribution sectors.
1.	Collection of data Primary data : Personal interview Telephone interview Mail & Self-administered questionnaire Schedule v/s Questionnaire
2.	Secondary data: Advantages of secondary data Sources of secondary data Classification & Limitations
3.	Research Report Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report
4.	Role of Computer in Research Introduction Characteristics Computer applications Computer and Researchers

Reference books

1. Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3. Research Methodology – C.R.Kothari
4. Select references from the Internet

BANKING & FINANCIAL SERVICES-VI

BVBFS604

Unit	Description in detail
1	Credit Appraisal <ul style="list-style-type: none"> ➤ Meaning ➤ Importance ➤ Procedure
2	Factoring and forfeiting <ul style="list-style-type: none"> ➤ Meaning, ➤ Functions ➤ Importance ➤ Indian scenario
3	Management of Non-performing Assets(NPAs) <ul style="list-style-type: none"> ➤ Concept ➤ Factors contributing to NPAs ➤ Management of NPAs
4	Merchant banking <ul style="list-style-type: none"> ➤ Definition, services of Merchant banks ➤ Qualities required for merchant bankers ➤ Merchant bankers commission ➤ Scope of merchant banking ➤ Problems of Merchant bankers

Basic Text & Reference Books

- ❖ Basu, Sam N "*Strategic Credit Management*", Wiley Publications.
- ❖ Bullivant, Glen "*Credit Management*" Gower Publications.
- ❖ Edwards, Burt "*Credit Management Handbook*" Gower Publications.
- ❖ Khan, M.Y. "*Financial Services*", Tata McGraw Hill Publications, New Delhi.
- ❖ IIBF '*Advance Bank Management*', McMillian Publishing House

Note: Latest Edition of Text books may be used.

**INDUSTRIAL TRAINING/
ON JOB TRAINING/ WORKSHOP
BVBFS605P**



RAIPUR | INDIA

KALINGA UNIVERSITY

KALINGA UNIVERSITY, KOTNI , NEAR MANTRALAYA, NAYA RAIPUR - 492101, CHHATTISGARH

CALL: +91-9907252100