FACULTY OF ECONOMICS & BUSINESS

Syllabus

For

BACHELOR OF VOCATION (B.Voc.)
(FINANCIAL MARKET MANAGEMENT)

(Semester I - VI)

Session: 2019-20

GURUNANAKDEVUNIVERSITY
AMRITSAR

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1
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER SYSTEM)

Scheme of Course

SEMESTER–I

<table>
<thead>
<tr>
<th>Paper</th>
<th>Course Title</th>
<th>Theory Marks</th>
<th>Practical Marks</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BVC101</td>
<td>Punjabi (Compulsory) OR ਪੰਜਾਬੀ ਦਵਾਇਆ</td>
<td>50</td>
<td>-</td>
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<tr>
<td></td>
<td>Punjab History &amp; Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi Compulsory)</td>
<td></td>
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<tr>
<td>BVC102</td>
<td>Communication Skills in English-I</td>
<td>50</td>
<td>-</td>
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<tr>
<td>BVC103</td>
<td>Fundamentals of Management</td>
<td>50</td>
<td>-</td>
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<tr>
<td>BVC104</td>
<td>Information Technology for Financial Managers</td>
<td>50</td>
<td>-</td>
<td>50</td>
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<tr>
<td>BVC105</td>
<td>Introduction to Mutual Funds</td>
<td>50</td>
<td>-</td>
<td>50</td>
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<tr>
<td>BVC106</td>
<td>Introduction to Financial Markets &amp;Services</td>
<td>50</td>
<td>-</td>
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<tr>
<td>BVC107</td>
<td>Financial Market Simulation Lab</td>
<td></td>
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<td></td>
<td>*Drug Abuse: Problem, Management and Prevention (Compulsory)</td>
<td>50</td>
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* Note: The marks of Paper will not be added in the Grand Total.
## SEMESTER-II

<table>
<thead>
<tr>
<th>Paper</th>
<th>Course Title</th>
<th>Theory Marks</th>
<th>Practical Marks</th>
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<tbody>
<tr>
<td>BVC201</td>
<td>Punjabi (Compulsory) OR ਪੰਜਾਬੀ ਯੋਗਾਤਰੀ OR Punjab History &amp; Culture (C 320 to 1000 B.C.) (Special Paper in lieu of Punjabi Compulsory)</td>
<td>50</td>
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<tr>
<td>BVC202</td>
<td>Communication Skills in English-II</td>
<td>35</td>
<td>15</td>
<td>50</td>
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<tr>
<td>BVC203</td>
<td>Managerial Economics</td>
<td>5</td>
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<tr>
<td>BVC204</td>
<td>Analysis of Financial Statements</td>
<td>5</td>
<td>-</td>
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<tr>
<td>BVC205</td>
<td>Introduction to Derivatives—Equity &amp;Currency</td>
<td>5</td>
<td>-</td>
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</tr>
<tr>
<td>BVC206</td>
<td>Capital Market Operations</td>
<td>5</td>
<td>-</td>
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<tr>
<td>BVC207</td>
<td>Training Project—Eight Weeks</td>
<td>-</td>
<td>-</td>
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<td>*Drug Abuse: Problem, Management and Prevention (Compulsory)</td>
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*Note: The marks of Paper will not be added in the Grand Total.*
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<thead>
<tr>
<th>Paper</th>
<th>Course Title</th>
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<th>Max. Marks</th>
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<tbody>
<tr>
<td>BVC 301</td>
<td>Business Ethics &amp; Corporate Social Responsibility</td>
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<tr>
<td>BVC 302</td>
<td>Business Laws</td>
<td>50</td>
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<td>BVC 303</td>
<td>Basic Accounting for Financial Managers + Tally</td>
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<td>BVC 304</td>
<td>Treasury Management</td>
<td>50</td>
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<tr>
<td>BVC 305</td>
<td>Fundamentals of Capital Market</td>
<td>50</td>
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<tr>
<td>BVC 306</td>
<td>Market Risk Management</td>
<td>50</td>
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<tr>
<td>BVC 307</td>
<td>Derivatives Market Simulation Lab</td>
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**Semester – IV**

<table>
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<th>Theory Marks</th>
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<tr>
<td>BVC 401</td>
<td>Business Statistics</td>
<td>50</td>
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<td>BVC 402</td>
<td>Business Environment</td>
<td>50</td>
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<td>BVC 403</td>
<td>Entrepreneurship Development</td>
<td>50</td>
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<td>BVC 404</td>
<td>Introduction to Debt Market</td>
<td>50</td>
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<td>BVC 405</td>
<td>Money Market Instruments and Operations</td>
<td>50</td>
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<td>BVC 406</td>
<td>Credit Risk Management</td>
<td>50</td>
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<tr>
<td>BVC 407</td>
<td>Training Project—Eight Weeks</td>
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<tr>
<td>ESL-221</td>
<td>* Environmental Studies</td>
<td>100</td>
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*Note :- Student can opt Environmental Studies Paper  the marks are not included in the total marks.
# BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER SYSTEM)

## Semester V

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Theory Marks</th>
<th>Practical Marks</th>
<th>Total Marks</th>
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<tbody>
<tr>
<td>BVC 501</td>
<td>Financial Management</td>
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<td>BVC 502</td>
<td>Operations Management</td>
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<td>BVC 503</td>
<td>Organizational Behavior</td>
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<td>BVC 504</td>
<td>Management of Financial Institutions</td>
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<td>BVC 505</td>
<td>Operation Risk Management</td>
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<td>BVC 506</td>
<td>Security Analysis</td>
<td>50</td>
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<td>BVC 507</td>
<td>Commodity Market -Simulation lab</td>
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## Semester VI

<table>
<thead>
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<th>Paper</th>
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<tbody>
<tr>
<td>BVC 601</td>
<td>Human Resource Management</td>
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<td>BVC 602</td>
<td>Marketing Management</td>
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<td>-</td>
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<td>BVC 603</td>
<td>Management Techniques and Services</td>
<td>50</td>
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<tr>
<td>BVC 604</td>
<td>Regulatory Framework in Financial Markets</td>
<td>50</td>
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<td>BVC 605</td>
<td>Financial Journalism</td>
<td>50</td>
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<td>BVC 606</td>
<td>Portfolio Management</td>
<td>50</td>
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<tr>
<td>BVC 607</td>
<td>Training Project-Eight Weeks</td>
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BVC 101: पैसाय (खर) (खर्च)

संख्या: 3 पंडे
संख्या चूँकि अक्सर पाठ-पुमात्वा

मासिक-उत्तर

खाता-खाता (बालिका वर्गा),
(मध्य: मुख्य प्रश्न अथवा विशेष भाषा)
यदि तत्त्व केवल पूर्वीतज्ज्ञ, भिन्न-भिन्न
(ध्वनि शास्त्र उत्तरण, मध्य)

मासिक-खोज

हिंदी/तमिल जानकारी (हिंदी/तमिल भाषा-भारतीय)
में: म.स.विभाग, पेशैयों मानसिक पुस्तक, सुधिक्षणा (खंड 1 देखें)
(हिंदी दिन मध्य, सितंबर-सौन)

मासिक-मार्ज

(२) पेय उपज
(अ) पेय जाल है नूतन के पूर्ववर्ती देहेका।

मासिक-विशेष

(२) भूतानी युनी विडियो: विचारक भोजन, विचारक प्रकाश के दिवसों, महत्त, विशेषता, मुख-पुमात्वा।
(अ) जमाना और जमानी: जमाना एक टचमेज़ी नूतन, जमाना अथवा दुर्युद्ध जमाना वा शंखु, भूतानी एक नूतन जमाना के पीड़ा-विद्रोह।

आवेद-दृष्टि अने धर्मिक-विषय रूपी उत्तरहित

1. नूतन पूर्व दे वाह रागा ठेज। उव रागा विच दे उपज पुरी सुध।
2. विचारभाषी दे बुद्ध ध्वनि पूर्व बकरो दुहँ। उव रागा विच दिच ध्वनि पूर्व सुधार है।
3. उदेश्य पूर्व दे विकास भाषा दुहँ।
4. पूण्य मैर बजर दवा मेल नवीनतम उंच पूछड़ की बौद्ध भूमि यंग डिब्ब देख उंच नूतन विच वाह मवाप है।
BVC 101: बाँचैलर वॉचेशन (ब.व.स.) फान्य्कलर मार्केट मैनेजमेंट (सेमेस्टर-1)

भाषा: 3 भाषाएं चुन अंक: 50

पाठ-चूँध

मेवाल-दे

पैग्री गाझी, अवश्य बृह, पैट दिशी डाले दस्त अदे पैट दिशी डाले दस्त अदे भाजुण (भाजुण सार-पहाड़)

मौलाना (दिसी, दिशी, भौप) : पैट अदे लब्दे

मेवाल-ची

भाषी सर्व-रामण : भाजुण सार-पहाड़

(मणपत्र मघर, भाजुण मघर, भिमवर मघर, भूल मघर, भलवाड़ अदे फिल्डर)

मेवाल-सी

पैतू लब्दे ची भाषी महर-पहर : घाजात, ध्वात, विमान-सार, धारी अदे उन पीलियाँ अर्थ हठ मार भंगीयता।

मेवाल-की

उड़ाने दे मेंट धिलं दे ला, बादुँ भारीभाँ दे ला, उड़ाने दे ला, दिव्य उ में उद रिशी बार सता दिस।

अव-चूँध अदे पलीघिन चटी उरणिया

1. पूर्ण पेड़ल दे नां दिला दें। नां दिला दिशी दे पूर्ण पेड़ल दें।
2. दिलीलिया पैतू दे भूल भाँ वृत्त बढ़ते तरत। नां दिला दिशी दिश पूर्ण सम्बन्धां तै।
3. दीर्घ वृत्त पैड़े चरापत्र अदें।
4. पैग्री मैंट चलता दारा सेवत करें उं पूर्णां ची दिश मैं घंटे उं घंट चल दूपुर-पृश्चां दिश जव मरां दे।
BVC 101: Punjab History & Culture (From Earliest Times to C 320)
(Special Paper in lieu of Punjabi compulsory)

Time: 3 Hours Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the
four Sections (A-D). Questions may be subdivided into parts (not exceeding four).
Candidates are required to attempt five questions, selecting at least one question from each
Section. The fifth question may be attempted from any Section.

SECTION A
1. Physical features of the Punjab and its impact on history.
2. Sources of the ancient history of Punjab

SECTION B
3. Harappan Civilization: Town planning; social, economic and religious life of the
Indus Valley People.

SECTION C
5. Social, Religious and Economic life during Rig Vedic Age.

SECTION D
7. Teachings and impact of Buddhism
8. Jainism in the Punjab

Suggested Readings
1. L. M Joshi (ed.), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd
   edition)
BVC 102: COMMUNICATION SKILLS IN ENGLISH – 1

Time: 3 Hours

Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

The syllabus is divided in four sections as mentioned below:

SECTION–A
Reading Skills: Reading Tactics and strategies; Reading purposes—kinds of purposes and associated comprehension; Reading for direct meanings.

SECTION–B
Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/expressions.

Activities:
- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

SECTION–C
Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/business letter.

Activities
- Formatting personal and business letters.
- Organising the details in a sequential order

SECTION–D
Resume, memo, notices etc.; outline and revision.

Activities:
- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/boards

Recommended Books:
- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
BVC 103: FUNDAMENTALS OF MANAGEMENT

Time: 3 Hours

M. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Management: Meaning and definition, nature, purpose, scope, importance and functions, Management as art, science and profession, Management as a social system, Concept of management, administration and organization Principles of management, Scientific Management.
Evolution of Management Thought: Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of Management Thought), Indian management thought.

SECTION-B
Departmentation: Definition, Departmentation by function, Territory, Product/service, Customer group and matrix organization, Decentralization and Departmentation.

SECTION-C
Authority: Definition, types, responsibility and accountability, delegation; definition, steps in delegation, obstacles to delegation and their elimination, decentralization vs centralization, determinants of effective decentralization
SECTION-D


Coordination: Principles and Techniques, Difference between coordination and cooperation.

Controlling: Meaning, nature, importance, scope, principles, prerequisites, steps, limitations and techniques.

Suggested Readings:


Note: The latest editions of the books should be followed.
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER-I)

BVC 104: INFORMATION TECHNOLOGY FOR FINANCIAL MANAGERS

Time: 3 Hours                      M. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four
Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are
required to attempt five questions, selecting at least one question from each Section. The fifth
question may be attempted from any Section.

SECTION-A
Introduction to Computers: Block diagram of digital computer, their
functions, Memory types, I/O devices, Secondary storage devices, History of computer,
Computer Generations, PC Applications.
Introduction to MS-Word: Features of MS –Word like Open and Create a document,
Save a Document, Alignment of document, Mail merge Facility, Spell check and grammar
check, printing of a document.

SECTION-B
Introduction to MS-Excel: Features of MS-Excel, Open and Create a worksheet Create
and Print graph using pivot table, Save & Exit Worksheet, Using Multiple Worksheets, Using
Formulas & Functions
Introduction to Power Point: Creating Power Point Shows, Making Presentation Effective.

SECTION-C
Data communication and Networks: Concepts of data communication, Types of
data communication Networks, Communications Media, Concepts of computer networks,
Primary Network Topologies, Network Architectures-The OSI Model, Inter-networking
devices. The Internet, Intranet and Extranets: Operation of the Internet, Services provided by
Internet, World Wide Web, Creating Web Pages using HTML, Intranets and Extranets.

SECTION-D
Functional and Enterprise Systems: Data, Information and Knowledge concepts, Decision
making process, Physical components of Information systems, Classification of Information
systems. Overview of Security Issues in Information Technology.

Text Books:
ITL Education Solutions (2009). Introduction to Information Technology, Pearson
Education.
Turban, Rainer and Potter (2006). Introduction to information technology, 2nd Edition,
John Wiley and Sons.
Reference Books:


13
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER-I)

BVC-105: INTRODUCTION TO MUTUAL FUNDS

Time: 3 Hours  M. Marks: 50

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Concept and Role of Mutual funds; advantages of mutual funds, Evolution of mutual funds in India, Role of mutual funds in financial markets, Types of mutual funds.

Equity Funds-- Aggressive Growth Funds, Small Cap Funds, Growth Funds, Growth andIncome Funds, Value Funds, Equity Income Funds, Equity Linked Saving Schemes, Index Funds, Sector Funds, Specialized Funds, Offshore Funds, Option Income Funds.

SECTION-B
Debt Funds-- Bond Funds, Government Securities Funds, Specialised Bond Funds – Infrastructure / Real Estate, Mortgage Backed Securities Funds; High Yield Bond Funds; Offshore / Global Bond Funds / Country Funds, Assured Return Funds and Fixed Term Plans Hybrid Funds – Balanced Funds, Growth & Income Funds, Asset Allocation Funds

Commodity Funds-- Precious Metals / Gold Funds, Single versus Multi Commodity Funds

Legal structure relating to mutual funds, Role, functions, rights and responsibilities of market Constituents, Fund mergers and scheme takeovers.

SECTION-C
Role of Regulators in India: SEBI, RBI, Ministry of Finance, Stock Exchange, Registrar of Companies, CLB, DCA.

Regulators versus self-regulations–Role of AMFI, Investor Associations, Consumer Forums /Courts. Right and Obligations of the Investor

Performance Measurement– NAV change

SECTION-D

Suggested Readings:
4. Charles P. Jones "Mutual Funds: Your Money, Your Choice... Take Control Now and Build Wealth Wisely" Pearson Education
5. Greg N. Gregoriou "Performance of Mutual Funds: A n International Perspective (Financeand Capital Markets)" Palgrave Macmillan
BVC 106: INTRODUCTION TO FINANCIAL MARKETS & SERVICES

Time: 3 Hours
Total Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Markets & Financial Instruments: Types of Markets: Equity, debt, derivatives, commodities, meaning and features of private, public companies; types of investment avenues: Fixed Deposits, Bank Deposits, Provident Fund, Life Insurance, Post Office Savings, Small savings, Gold, Mutual Funds, Equity Share, Debentures / Bonds.

Primary Market: Initial Public Offer (IPO), Book Building through Online IPO, Eligibility to issue securities, Pricing of Issues, Fixed versus Book Building issues, ADRs/GDRs, Allotment of Shares, Basis of Allotment, Private Placement.

SECTION-B
Secondary Markets: Role and Functions of: Securities and Exchange Board of India (SEBI), Depositories, Stock Exchanges, Stock Price Indices, Brokers, Sub-brokers, Foreign Institutional Investors (FIIs), Portfolio Managers, Custodians, Share Transfer Agents, Know Your Client, Member Constituent Agreement, Merchant Bankers, Bankers to an Issue, Debenture Trustees, Underwriters, Credit Rating Agencies, Listing, Membership.

Commodity Market: Introduction to Commodities Markets.

Derivatives Market: Definition, Products, Participants and functions (Types of members to be included), Types of derivatives, Exchange-traded vs. OTC derivatives markets.

SECTION-C
Role of Financial Services in Indian Financial System

Merchant Banking: Nature and Scope of Merchant Banking - Regulation of Merchant Banking Activity - Overview of Current Indian Merchant Banking Scene - Structure of Merchant Banking Industry

Credit Rating: Concept of Credit Rating, Types of Credit Rating - Advantages and Disadvantages of Credit Rating - Credit Rating Agencies & Their Methodology
SECTION-D

Introduction to Equipment Leasing: Types of Leases, Evolution of Indian Leasing Industry.

Hire purchase: concept and Characteristics of Hire Purchase

Consumer Finance: Role of Consumer credit in the Financial system - Features of Consumer Credit Transactions.

Factoring: Concept of Factoring - Forms of Factoring
Credit Cards: Concept - Cards - Debit Card - Uses of Credit Cards.

Text Books:

1. Financial Markets: A Beginners’ Module, Workbook from NSE

Reference Books:

BVC 107: FINANCIAL MARKET SIMULATION LAB
(PRACTICAL)

M. Marks: 50

Note: The students will be trained in the practical aspects of Depositary and Financial Market topics using the prevalent trader work station mentioned in the syllabus. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.

SECTION-A
Depositary: An Introduction, Practical aspects and background of Depositaries:
NSDL, CSDL.

SECTION-B
Dematerialization Procedure

SECTION-C
Introduction to Equity Market: Stock Exchanges of Equity in India: NSE, BSE & USE.
Types of Market: Equity, Derivatives and Debt Market.

SECTION-D
Practical Procedure to buy/Sell Shares; Settlement Procedures, Composition of Sensex and Nifty.

Note: The Simulation Lab of the market will be based on any one of the following Trader Work Station:

Trader Work Station— NEST Trader by Owneys.
TCS Trader Work Station3. ODIN
Drug Abuse: Problem, Management and Prevention

PROBLEM OF DRUG ABUSE

Time: 3 Hours
Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION – A

Meaning of Drug Abuse:

SECTION – B

Consequences of Drug Abuse for:
- Family: Violence.
- Society: Crime.
- Nation: Law and Order problem.

SECTION – C

Management of Drug Abuse:
Medical Management: Medication for treatment and to reduce withdrawal effects.

SECTION – D

Psychiatric Management: Counselling, Behavioural and Cognitive therapy.
Social Management: Family, Group therapy and Environmental Intervention.

References:
1. Ahuja, Ram (2003), Social Problems in India, Rawat Publication, Jaipur.
BVC 201: B.Voc. (खप्तानी)

सभा : 3 घंटे
बाल-बच्चे अंक : 50
बाल-बच्चे अंक-पृष्ठ-पृष्ठांक

मैमल-ढी
अवधि: ग्रहण (बुध-बुधार),
(पूर्ण: मूल्यांक बनाए दर्जनाव निर्देश मंड)।
बाल-बच्चे टेट्ट युनिटहरूम, अभियुक्तहरू।
(रिस्म-षड्यु, पाउव चित्रहरू)

मैमल-ढी
हिंदी: बाल-बच्चे (हिंदी: बाल-बच्चे)
मंड: म.म.असेल,
पैकेज महिंदु प्रशासन, यक्ष्मीहह। (खेल 7 विद 12)
(मात, विशेष शैली)

मैमल-ढी
(इ) ग्राह-घटक अंक-ग्राहक उच्चार : विधिवत, खुट्टे मैमल-ढी
(अ) ग्राहक गुरुदान

मैमल-ढी
(इ) संघीय उच्चार
(अ) भुज्यक अंक-पृष्ठांक

अव-पृष्ठ अंक-पृष्ठांक छट्टी उपाधियाँ

1. पृष्ठ पृष्ठ दे खुद खुद टेंटरी। उत खुद रिपु दे पृष्ठ पृष्ठ नए नए।
2. दर्जनावहरू दे रंग रंग पृष्ठ पृष्ठ बन्दे नए। उत खुद दिख दिख खुद खुद पृष्ठ पृष्ठहरू
   दे। खप्तानी पृष्ठ खप्तानी हिटे हिटे हिटे हिटे हिटे सा मलखा दे।
3. बाल-बच्चे दे व्यक्ति अंक नए।
4. पृष्ठ में टेंट बन्दे लाख से बन चुके ओं पृष्ठ पृष्ठ दी रंग रंग रंग रंग रंग रंग रंग रंग
   खप्तानी खप्तानी दिख खप्तानी मलखा दे।
BVC 201: भुँड़ी पंजाबी
(In lieu of Compulsory Punjabi)

भाषा: 3 घंटे

पाठ-सूची

मैवमल-के

समाप्त मूल्यांक: पढ़ाई अनि रेखें
(संज्ञा, प्रकरण, विलिंग, डिमेशन, विशेष, डिमेशन, मसौद, ज्ञान अनि विलिंग)

मैवमल-ची

पंजाबी रंग घटक : भूँड़ी नागर-भुदाँग
(क) मापक रंग, मेलखवट रंग अनि भिन्नरंग रंग (पढ़ाई अनि रेखें)
(अ) विभाजनीय रंग, पूर्णरंग रंग अनि गुवाही रंग (पढ़ाई अनि रेखें)

मैवमल-नी

पेंडुल तपशा
मंथन तपशा

मैवमल-ढी

श्रीनी पंडट (परवाश अनि चउड़वी)
अधार अनि घड़वी

अंड-ढंड अनि इलाकेविशल सटी उपायों

1. पृथक पंडट रे चाँद बजना देगी। उस बजना दिशें रे पृथक पंडट सारे।
2. लियंशाली मे वांक बैंस पृथक बजना रहा। उस बजना दिशें रे बौखलाव सारे।
3. गेड़े चाँद पंडट रे ग्रहण अथवा रहा।
4. एक्स मैंट चाँद बजना देगा सेवा करें उन पृथक ची ढंड आँखों देंगे उंच चंद बजना दिखा बृहस्तरंग रेह वत महत्ता दें।
BVC 201: Punjab History & Culture (C. 320 to 1000 B.C)  
(Special Paper in lieu of Punjabi compulsory)

Time: 3 Hours  
Max. Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A

1. Alexander’s Invasion and its Impact
2. Punjab under Chandragupta Maurya and Ashoka.

SECTION B

3. The Kushans and their Contribution to the Punjab.
4. The Panjab under the Gupta Empire.

SECTION C

5. The Punjab under the Vardhana Emperors
6. Socio-cultural History of Punjab from 7th to 1000 A.D.

SECTION D

7. Development of languages and Education with Special reference to Taxila
8. Development of Art & Architecture

SUGGESTED READINGS

1. L. M Joshi (ed), History and Culture of the Punjab, Art-I, Punjabi University, Patiala, 1989 (3rd edition)
Time: 3 Hours

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Contents:

SECTION–A

Listening Skills: Barriers to listening; effective listening skills; feedback skills.

Activities: Listening exercises – Listening to conversation, News and TV reports

SECTION–B

Attending telephone calls; note taking and note making.

Activities: Taking notes on a speech/lecture

SECTION–C

Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

Activities: 1) Making conversation and taking turns
2) Oral description or explanation of a common object, situation or concept

SECTION–D

The study of sounds of English, Stress and Intonation, Situation based Conversation in English, Essentials of Spoken English.

Activities: Giving Interviews
PRACTICAL/ ORAL TESTING

Course Contents:

1. Oral Presentation with/ without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

Questions:

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student’s own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

Note: Oral test will be conducted by external examiner with the help of internal examiner.
BVC 203: MANAGERIAL ECONOMICS

Time: 3 Hours M. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Law of Demand: Meaning, Determinants, Exceptions, Kinds of Demand, Change in Demand and Importance.

SECTION-B

Elasticity of Demand: Meaning, Types and Degrees of Elasticity of Demand, methods of measuring Price Elasticity of Demand, Factors Determining Elasticity of Demand, Importance.
Production Function: Meaning, Types: Short Run and Long Run Production Function, Economies and Diseconomies of Scale.

SECTION-C

Managerial Theories: Profit maximization and Sales Maximization.
Market Structure: Meaning, Assumptions and Equilibrium of Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Sweezy Model
SECTION-D


Inflation: Meaning, Types, Theories, Causes, Effects and Control. Unemployment trade off.

Suggested Readings:


BVC 204: ANALYSIS OF FINANCIAL STATEMENTS

Time: 3 Hours  M. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A


SECTION-B


SECTION-C


SECTION-D


Suggested Readings:

BVC 205: INTRODUCTION TO DERIVATIVES – EQUITY & CURRENCY

Time: 3 Hours

M. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Basics of Equity Derivatives
Introduction, Meaning of derivatives, Put options, Call options, Applications of derivatives, Derivatives as a risk management tool.

SECTION-B
Trading Futures and Options on Stock Exchanges
Trading Futures - Pay-off of futures, Theoretical models for future pricing; Trading Options – Option payouts, Option strategies, Determination of option prices, Factors affecting option prices; Derivatives trading on NSE - using daily newspapers to track F&O, Settlement of F&O, accounting and taxation.

SECTION-C
Introduction to Currency Markets

SECTION-D
Trading, Clearing, Settlement and Risk Management in Currency Futures
NSE membership- Categories, Eligibility and criteria, Futures contract specifications, trading system, Placing orders, client broker relationship; Clearing, settlement; Risk management system through margins of different kinds, Clearing entities and Settlement mechanism.

Suggested Readings:

Text Books:

a. Equity Derivatives: A Beginner's Module, Workbook from NSE

b. Currency Derivatives: A Beginner’s Module, Workbook from NSE
Reference Books:


*Note: The latest editions of the books should be followed.*
BVC 206: CAPITAL MARKET OPERATIONS

Time: 3 Hours  M. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Indian Securities Market – An Overview
Introduction, Market segments, Primary market, Secondary market, products and participants, Derivatives market, reforms, research, corporate and government securities market; NSE membership - stock brokers, sub-brokers, broker-clients relationship, trading mechanism, code of ethics etc.

SECTION-B
Trading
Introduction, NEAT system, Market types, Corporate hierarchy, local databases, market phases, order management, trade management, auction, limited physical market, RETDEBT market (RDM), trading, information downloaded to trading members and internet broking.

SECTION-C
Clearing and Settlement:

SECTION-D
Legal Framework and Fundamental Valuation Concept

Suggested Readings:

Text Books:
Capital Market (Dealers) Module, Workbook from NSE.
Reference Books:


BVC 207: TRAINING PROJECT

M. Marks: 50
Project Report: 25
Project Presentation: 25

All the students will submit their Training Reports (in duplicate) within a period of one month in the department; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student’s report.

Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 25 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone Training.
Drug Abuse: Problem, Management and Prevention

DRUG ABUSE: MANAGEMENT AND PREVENTION

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION – A
Prevention of Drug abuse:
Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

SECTION – B
School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

SECTION – C
Controlling Drug Abuse:
Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

SECTION – D

References:
1. Ahuja, Ram (2003), Social Problems in India, Rawat Publication, Jaipur.


BVC 301: BUSINESS ETHICS & CORPORATE SOCIAL RESPONSIBILITY

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Business ethics; Definition and nature, The Importance of Business Ethics, Emerging Business Ethics Issues, Business Ethics in a Global Economy

Environmental ethics, marketing ethics, corporate ethics, ethical issues in HRM.

SECTION-B

Ethical theories: Ethical Dilemmas, Sources and Their Resolutions. Individual Factors: Moral Philosophies, Organizational Factors: The Role of Ethical Culture and Relationships. Value based organizations

SECTION-C

Concept of Corporate Social Responsibility (CSR), historical phases of CSR, perspectives on CSR, CSR models, drivers of CSR, CSR: Within the Organisation, CSR and Society. Corporate Social Responsibility Practices in India.

SECTION-D

Corporate Governance: Principles, Issues and Trend Ethical Decision Making in Business and Ethical leadership

Suggested Readings:
10. Bachelor of Vocation (B.Voc.)
BVC 302: BUSINESS LAWS

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Indian Contract Act 1872:
Features of a Valid Contract, Law relating to offer and acceptance, consideration, competence of parties; free consent, legality of contract and agreements declared void, discharge of contract, quasi contracts, remedies for breach of contract, indemnity and guarantee, bailment and pledge, agency.

SECTION-B

Sale of Goods Acts 1930:

a) Contract of sale, meaning and difference between sale and agreement to sell.
b) Conditions and warranties.
c) Transfer of ownership in goods including sale by non-owners.
d) Performance of contract of sale.
e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

SECTION-C

The Consumer Protection Act (1986): Definition, Consumer protection councils, Consumer disputes redressal agencies, District Forums, State commission and National commission, their powers etc.

SECTION-D

Cyber Laws (Information Technology) Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences

Suggested Readings:

BVC 303: BASIC ACCOUNTING FOR FINANCIAL MANAGERS + Tally

Time: 3 Hours

Max. Marks: 50
Theory Marks : 40
Practical Marks : 10

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

SECTION-B

SECTION-C
Depreciation Accounting
Preparation of financial statements of non-corporate business entities from a trial balance.

SECTION-D

TALLY
(Practical 10 Marks)

Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation.

Accounts Management (Using Tally, ERP 9.0 Software Package); Accounts Masters, Accounts Transaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any Industries/Organization/Firms. (The mentioned versions of Tally be replaced with latest available versions)
Suggested Readings:

BVC 304: TREASURY MANAGEMENT

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Scope and Functions of Treasury Management: What is a Treasury Management; Structure and Organization of Treasury Management; Role of CFO; Functions of a Controller; Functions of a Treasurer; Responsibilities of a Treasurer. Financial Systems and Financial Markets: Functions of the Financial System;

SECTION-B
Constituents of the Financial System; Need for Various Financial Markets; Role of Financial Assets and Financial Intermediaries in the Financial System. Credit Market: The Role of Credit Market in the Financial System; Credit Facilities in the Credit Market; Risks Involved and Pricing Decisions; Role of Indian Credit Market.

SECTION-C
Managing Customer and Investor Relationships: Services Rendered by Banks; The Indian Banking Services; Investor Relations Programs; Disseminating Information; Planning for contingencies; Dealing with Hostile Press.

SECTION-D
Funds Management in Banks: Cash and Liquidity Management; Reserves Management; Investment Portfolio Management; Transfer Pricing; Asset and Liability Management. Investment Portfolio of Banks: Investment portfolio of Banks; Investment Management; Components of Bank’s Investment Policy; Valuation of Investment Portfolio – Models of Investment.
Asset – Liability Management: ALM Information Systems; ALM Organization; Liquidity Risk Management; Currency Risk Management; Interest Rate Risk (IRR) Management.

Suggested Readings:
3. Practical Financial Management, William R Lasher/ Thomson - South - Western
4. An Introduction to Fund & Investment Management in Banks, R Bhaskaran, BIRD, Lucknow
5. The Treasury's Hand Book, J P Morgan Fleming
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER-III)

BVC 305: FUNDAMENTALS OF CAPITAL MARKET

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Regulation in Capital Market: SEBI functions and Working, SEBI Guidelines for Primay Market. Regulation of Capital Market in India.

SECTION-B

SECTION-C

SECTION-D
Depositories System: Role, Function and Working procedure of Depository system in India. Securities Market Intermediaries: Role and Functions, Merchant bankers, Stock broker, Registrar, Underwriters, Banker to an issue, Portfolio Manager, Debenture Trustees, Portfolio Managers, Foreign Institutional Investors, Custodians.

Suggested Readings:

1. E Gordan & K. Natranjan, Capital Market in India; Himalaya Publishing House, 400004 Ramdoot, Dr.Bhalerao Marg, Girgaon, Mumbai
BVC 306: MARKET RISK MANAGEMENT

Time: 3 Hours Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

SECTION-B
Introduction to Derivatives: Historical perspective, Mechanics of Derivative markets, the Role of Clearing houses, Players and Trading Techniques.

Futures: The Fundamentals of Futures Contract; Overview, Types of Futures, Mechanics of Future Trading, Major Characteristics, Trading Process’ Price Quotation, Hedging and Speculation with Commodity Futures, Interest Rate Futures, Currency Futures and Stock Index Futures. Optimal Hedge Ratio.

SECTION-C

SECTION-D

Suggested Readings:
1. Risk Management & Insurance, 8e, C Arthur Williams, Michael Smith, Peter Young McGraw Hill.
3. Introduction to Futures & Options, John C Hull.
4. Options and Futures, David A Dubufsky - McGraw-Hill.
5. Futures and Options, Franklin R Edwards & Cindy W Ma - McGraw-Hill.
BVC 307: DERIVATIVES MARKET SIMULATION LAB

M. Marks: 50

Note: The students will be trained in the practical aspects of Derivatives Market topics using the prevalent trader work station mentioned in the syllabus. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.
BVC 401: BUSINESS STATISTICS

Time: 3 Hours

Max. Marks: 50

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Simple and Compound interest, Discounting and Factoring techniques, Definition, scope, function and limita-tions of statistics, measures of central tendency: Mean, Mode, Median, Geometric Mean and Harmonic Mean.

Measure of dispersion: Range, Quartile Deviation, Mean Deviation and Standard Deviation. Skewness and Kurtosis.

SECTION-B

Index Numbers: Meaning and importance, Methods of construction of index numbers: weighted and unweighted, fixed base and chain base index numbers.

Time series analysis, Trend, cycles, seasonal and irregular components, estimation of trend (Graphical method, Semi average method, Moving averages method and method of Least squares (fitting straight lines only).

SECTION-C

Correlation Analysis: Simple correlation between two variables (grouped and ungrouped data). Rank correlation, Concurrent correlation, Simple Regression Analysis; Grouped and ungrouped data.

SECTION-D

Interpolation and Extrapolation with equal and unequal class intervals (Binomial, Newton’s and Lagrange’s formula).

Theory of attribution and consistency of data, sampling techniques.

Sources of statistical data relating to agriculture. Industry, Population, national income trade and prices.

Suggested Readings:

BVC 402: BUSINESS ENVIRONMENT

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Indian Business Environment: Concept, components, and importance
Economic Trends (overview): Income; Savings and investment; Industry; Trade and balance of payments

SECTION-B
Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization; Devaluation. Deficit Financing and its implications for the Indian Economy; Analysis of current year Annual Budget.

SECTION-C
Economic Planning in India: Objectives, Strategies and priorities of the Current Five Year Plan: Major policies
Consumer Rights and Consumerism: Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments.

SECTION-D
Salient Features of FEMA, Competition Act., Strategies & objectives of current foreign Trade Policy, Exim Policy.

Suggested Readings:
BVC 403: ENTREPRENEURSHIP DEVELOPMENT

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Entrepreneurship: Meaning, elements, determinants and importance of entrepreneurship and creative behavior. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, etpreneurship, ecopreneurship, and social entrepreneurship, etc.

Entrepreneurship and Micro, Small and Medium Enterprises.

SECTION-B
Introduction to Entrepreneur, Entrepreneurship and Enterprise - Importance and relevance of the entrepreneur - Factors influencing entrepreneurship - Pros and Cons of being an entrepreneur - Women entrepreneurs, problems and promotion - Types of Entrepreneurs - Characteristics of a successful entrepreneur - Competency requirement for entrepreneurs - Awareness of self competency and its development

SECTION-C
Starting a Small Industry -Understanding a business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection - An overview of the steps involved in starting a business venture – location, clearances and permits required, formalities, licensing and registration procedures - Assessment of the market for the proposed project - Importance of financial, technical and social feasibility of the project.

Preparing the Business Plan (BP) – Business Plan- Meaning and importance, Typical BP format covering financial, marketing, human resource, technical and social aspects- Preparation of BP - Common pitfalls to be avoided in preparation of a BP

SECTION-D
Implementation of the project - Financial assistance through SFC’s, SIDBI, Commercial Banks, Financial incentives for SSI’s, and Tax Concessions - Assistance for obtaining raw material, machinery, land and building and technical assistance

Sickness in SSI’s - Meaning and definition of a sick industry - Causes of industrial sickness. Preventive and remedial measures for sick industries
Suggested Readings:

BVC-404: INTRODUCTION TO DEBT MARKET

Time: 3 Hours  Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
Introduction to Debt Market: Debt instruments: fundamental features, Indian debt markets: profile, central government securities REPO, TBs, Equities, Bonds, Derivatives, etc,

Trading in Wholesale Debt Market (WDM)

SECTION-B
Corporate debt: commercial paper & certificate of deposits, repos, trading mechanism in the NSE-WDM.

Interest rates – Role of Interest rates in determining value of security– Interest rates and its influence on money market and capital market.

SECTION-C

SECTION-D
Valuation of Bonds Valuation of bonds, yield curve and term structure of Interest rates – bootstrapping, alternative, fixed income derivatives – interest rate futures, swaps and Guidelines.

Suggested Readings:

BVC-405: MONEY MARKET INSTRUMENTS AND OPERATIONS

Time: 3 Hours

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A


Short Term Instruments: Various Intermediaries and their Role; Influence of Monetary policy on Money Markets;

SECTION-B

Regulatory framework in the Indian Money Market; Recent Developments in the Monetary and Credit Policy. CBLO: Features, Issuing Procedure, RBI Guidelines, Progress and Problems

Role of Central Bank in Money Market: role, recommendations.

SECTION-C

Indian money market – an overview, structure, defects, suggestions for improving the Indian money market. Role of Indian money market in Economic Development.

SECTION-D

Venture Capital: Concept, pattern & role of venture capital in growth of Indian economy.

Suggested Readings:


Note: Latest edition of suggested books may be considered.
BVC-406: CREDIT RISK MANAGEMENT

Time: 3 Hours  Max. Marks: 50

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Concept of credit risk, credit risk and the international practices (based II ACCORD), credit risk rating framework, identifying variables contributing to credit risk, credit risk mapping and scoring, use of software for rating.

SECTION-B

Credit Risk Evaluation- understanding balance sheet, impact of recent accounting standard, financial analysis- financial ratio, risk based assessment procedure, project appraisal under condition of inflation, time value of money documentation, signing of credit agreement

SECTION-C

Credit Risk Model:- An Introduction overview of conceptual approaches to credit risk modelling, estimation of parameters of credit risk models, valuation, examples of credit models, conflicts of interest in credit rating agencies, issuer pays business model.

SECTION-D

Concept of Minimum Regulatory Capital, expected loss, probability of default, loss given default, exposure of default, maturity, credit risk-standardized approach, credit risk mitigation, credit risk securitization framework, importance of data management.

Suggested Readings:

2. Retail Credit Risk Management Mario Anolli, Elena Beccali, Palgiave Macmillan
BVC-407: TRAINING PROJECT—EIGHT WEEKS

Time: 8 Weeks

M. Marks: 50
Project Report: 25
Project Presentation: 25

All the students will submit their Training Reports (in duplicate) within a period of one month in the department; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student’s report.

Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 25 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone Training.
ESL 221 Environmental Studies (Compulsory Paper)

Time: 3 Hrs.  
Max. Marks: 100  

Teaching Methodologies
The Core Module Syllabus for Environmental Studies includes class room teaching and field work. The syllabus is divided into 8 Units [Unit-1 to Unit-VII] covering 45 lectures + 5 hours for field work [Unit-VIII]. The first 7 Units will cover 45 lectures which are class room based to enhance knowledge skills and attitude to environment. Unit-VIII comprises of 5 hours field work to be submitted by each candidate to the Teacher in-charge for evaluation latest by 15 December, 2018.

Exam Pattern:  
End Semester Examination- 75 marks  
Project Report/Field Study- 25 marks [based on submitted report]  
Total Marks- 100

The structure of the question paper being:

Part-A, Short answer pattern with inbuilt choice – 25 marks
Attempt any five questions out of seven distributed equally from Unit-1 to Unit-VII. Each question carries 5 marks. Answer to each question should not exceed 2 pages.

Part-B, Essay type with inbuilt choice – 50 marks
Attempt any five questions out of eight distributed equally from Unit-1 to Unit-VII. Each question carries 10 marks. Answer to each question should not exceed 5 pages.

Project Report / Internal Assessment:

Part-C, Field work – 25 marks [Field work equal to 5 lecture hours]
The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

Note:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM$_{2.5}$ or PM$_{10}$) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.
Unit-I
The multidisciplinary nature of environmental studies
Definition, scope and importance, Need for public awareness

Unit-II
Natural Resources: Renewable and non-renewable resources:
Natural resources and associated problems.
(a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
(b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
(c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
(d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
(e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
(f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit-III
Ecosystems
- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

Unit-IV
Biodiversity and its conservation
- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity
Unit-V

Environmental Pollution
Definition
- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

(8 Lectures)

Unit-VI

Social Issues and the Environment
- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

(7 Lectures)

Unit-VII

Human Population and the Environment
- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

(6 Lectures)

Unit-VIII

Field Work
- Visit to a local area to document environmental assets river/forest/grassland/hill/mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

(Field work equal to 5 lecture hours)
References:

2. Down to Earth, Centre for Science and Environment, New Delhi.
BVC-501: FINANCIAL MANAGEMENT

Time: 3 Hours  Max. Marks: 50
Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I


Capital Budgeting Decision: Process, Cash Flow Estimation, Techniques: Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Profitability Index, Internal Rate of Return (IRR), Modified Internal Rate of Return (MIRR), Capital Budgeting under Risk – Certainty Equivalent Approach and Risk Adjusted Discount Rate.

Financing Decision: Estimation of Components of Cost of Capital, Methods for Calculating Cost of Equity Capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average Cost of Capital (WACC) and Marginal Cost of Capital,

PART – II


Working Capital Decision: Concepts of Working Capital, Operating & Cash Cycles, Risk Return Trade off, Working Capital Estimation,
Suggested Readings:

BVC-502: OPERATIONS MANAGEMENT

Time: 3 Hours
Max. Marks: 50

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I


Production Planning & Control (PPC): Concepts; Objectives; Functions

PART – II

Inventory Management: Concepts; Classification; Objectives; Factors Affecting Inventory Control Policy; Inventory Costs; EOQ Models; Re-order Level; ABC Analysis. Network analysis; PERT/CPM

Stores Management: Definition, Functions of Stores, organization for stores, – Receiving section, Inspection, Statistical techniques of Quality Control.
BVC-503: ORGANIZATIONAL BEHAVIOUR

Time: 3 Hours

Max. Marks: 50

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

Organisational Behavior: Conceptual foundations, Significance, Challenges and Opportunities for OB.

Personality: Concept and determinants, The Myers–Briggs Type Indicator, The Big Five Model, Key Personality attributes influencing OB: Locus of Control, Machiavellianism, Positive and Negative Affectivity, Self–Efficacy, Self–Monitoring, Type A and Type B personality.

Values: Significance, Sources of value system, Classification of values.

Attitudes: Sources and Types; Theories of Attitude; Cognitive dissonance theory, Overview of Major Job Attitudes: Job Satisfaction, Organizational Commitment and Prejudice.

Emotions and Moods: Nature and Types, Sources of Emotions and Moods, Managing Emotions at work, Emotional Intelligence: Concept and Dimensions.

Perception: Nature and significance of perception, Factors influencing perception, perceptual process, Perceptual Distortions and Improving Perception.

PART-II

Group and Team Dynamics: Defining and Classifying groups, Stages of group development, Group dynamics, Group decision making, Types of Teams, Contemporary issues in managing teams

Interpersonal Behavior: Dynamics of Interpersonal Relationship;

Psychological Contract: Concept and Types; Trust: Concept, Types and Building Trust among employees

Organizational Citizenship Behavior: Concept, Forms and suggestions for promoting Organizational Citizenship Behavior; Whistle–Blowing; Cooperation: Concept and Determinants; Conflict: Concept, Consequences, Sources, Approaches of Conflict management;

Transactional Analysis; Deviant Organizational Behaviour: Concept, Dimensions and Categories of Deviant Organizational Behaviour.

Organizational Culture: Nature and Characteristics, Functions and Deciphering Organizational Culture, Creating and Sustaining Culture.

Stress Management: Concept, Causes, Consequences and Coping with stress.
Suggested Readings:

5. Greenberg, Jerald and Baron, Robert A., “Behaviour in Organizations”, New Delhi,Pearson Education.
Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I


Banking Institutions: Commercial Banking: Basis Of Banking Operations – Balancing Profitability with Liquidity Management, Role of Banks. Profitability, NPA and Other Performance Indicators.


Part II

Insurance Companies: Economics of Insurance, the Insurance Industry and its Regulation. Development Banks/Financial Institutions: Concept, Role of DFIs, Sources of Funds, DFI in India, Recent Trends.

Small Saving, Provident Funds and Pension Funds: Growth in India, Types and Nature of Small Saving Instruments. Rate of Return on PFs, Rules Regarding Investment of PFs. Pension Plans, Reforming the Pension System.

Unit Trust of India and Mutual Funds: Types of Schemes, Valuation of Units, Investment Pattern. Discount and Finance House of India Limited (DFHIL) - Financial Resources - Objectives - Operations - Challenges Ahead
Suggested Readings:
BVC-505: OPERATIONAL RISK MANAGEMENT

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part-I
Risk: Element of Risk, Risk in the Financial Services Industry, Enterprise Risk Management Concept

Part-II
Operational Risk: The Causes, Consequence and Impact of Operational Risk Events, Near Miss Identification and Reporting, Operational Risks Arising in the Trade Cycle, Set-up, Execution, Pre-settlement phase, Settlement phase, Post-settlement phase
Operational Risk in the Regulatory Environment: Achieving Common Standards and Protection, Regulatory Capital Requirement
BVC-506: SECURITY ANALYSIS

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part – I


Financial Assets: Type and their characteristics, Sources of financial Information

Capital Market: Meaning, Importance, Participants, Instruments, Recent changes in Capital Market.

Evaluation of Securities: Bonds, Debentures, Preference Shares and Equity Shares.

Fundamental Analysis: Concept & significance of economic analysis, industry analysis: Introduction, need for industry analysis: alternative classification of industry, industry Life cycle analysis, economic factors & industry analysis, SWOT analysis for industries, Company analysis-nature and style of management, key role of financial analysis, ratio Analysis.

Technical Analysis: Different techniques of analysis, Dow Theory, volume indicators, market sentiment indicators, confidence indicators, points & figure charting, bar charting.

Part – II

Depository: Role and need, Procedure for Dematerialization and Rematerialisation, The Depositories Act, 1996

SCRA: Security Contract Regulation Act, 1956

SEBI: Rules, Functions of SEBI, Powers of SEBI, Role of SEBI in Indian Financial System

Credit Rating: Concept, Agencies, Methodology and process, Regulatory framework

Suggested Readings:
1. Fischer & Jordan: Security Analysis & Portfolio Management
2. Robert Haugen: Modern Investment Theory
3. V.K.Bhalla: World Economy in Ninety’s –A Portfolio Approach
BVC-507: COMMODITY MARKET SIMULATION LAB

Max. Marks: 50

Note: The students will be trained in the practical aspects of Commodity Market topics using the prevalent trader work station mentioned in the syllabus. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.
Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part-I


Job Analysis: Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.


Employee Retention: Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies.

Part-II


Managing Compensation and Employee Remuneration: Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration. Incentive plans, fringe benefits, employee health and safety and employee grievance system.

Suggested Readings:

5. Gomez, Mejia, Balkin, Cardy, “Managing Human Resources,” New Delhi, Pearson Education.
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER-VI)

BVC-602: MARKETING MANAGEMENT

Time: 3 Hours  Max. Marks: 50

Note: The question paper covering the entire course shall be divided into three sections.
Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.
Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.
Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part-I
Marketing: Concepts, Philosophies and Importance, Scope of Marketing, the selling concept, the Marketing concept, Components of a modern marketing information system, Marketing Intelligence.

Part-II

Suggested Readings:
1. Kotler, Philip; Keller, Kevin; Koshey, Abraham; and Jha, Mithileshwar, “MarketingManagement: South Asian Perspective”, Pearson Education New Delhi.
BVC-603: MANAGEMENT TECHNIQUES AND SERVICES

Time: 3 Hours                                 Max. Marks: 50

Note: The question paper covering the entire course shall be divided into three sections.

Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Part-I

Service Sector: Nature of Services, Characteristics of services, problems and strategies.

Part-II

Role of Management Services Division: External Consultancy Services; An introduction to Ergonomics. Work Simplification.

Suggested Readings
1. Management Techniques & Services, Kalyani Publishers
2. Management Techniques & Services, Modern Publishers
Note: The question paper covering the entire course shall be divided into three sections.

**Section A:** It will have question No. 1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.

**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.

**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from Part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

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**Part I**

**Markets & Financial Instruments:** Types of Markets: Equity, debt, derivatives, commodities, meaning and features of private, public companies; Financial Instruments: Fixed Deposits, Bank Deposits, Provident Fund, Life Insurance, Post Office Savings, Small savings, Gold, Mutual Funds, Equity Share, Debentures / Bonds.

**Primary Market:** Initial Public Offer (IPO), Book Building through Online IPO, Eligibility to issue securities, Pricing of Issues, Fixed versus Book Building issues, ADRs/GDRs, Allotment of Shares, Basis of Allotment, Private Placement.

**Secondary Markets:** Role and Functions of: Securities and Exchange Board of India (SEBI), Depositories, Stock Exchanges, Stock Price Indices, Brokers, Sub-brokers, Foreign Institutional Investors (FIIs), Portfolio Managers, Custodians, Share Transfer Agents, Know Your Client, Member Constituent Agreement, Merchant Bankers, Bankers to an Issue, Debenture Trustees, Underwriters, Credit Rating Agencies, Listing, Membership.

**Commodity Market:** Introduction to Commodities Markets.

**Derivatives Market:** Definition, Products, Participants and functions (Types of members to be included), Types of derivatives, Exchange – traded vs. OTC derivatives markets,

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**Part II**

**Regulatory Authority:** National Security Depository Limited, Central Depository Services Limited,

**RBI:** Rules and Regulations of RBI regarding Financial Markets

**SEBI:** Working Methodology of SEBI, Investors’ Complaints and Redressal Mechanism

**SCRA:** Rules and Regulations regarding Financial Market

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**Text Books:**
1. Financial Markets: A Beginners’ Module, Workbook from NSE
Reference Books:

Note: The question paper covering the entire course shall be divided into three sections.  

**Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks. 

**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks. 

**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks. 

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**Part I**

**Exploring the Financial Markets:** Equity Markets as a Source of Capital, Using Derivatives as a Tool for Risk Management, Role of FOREX Markets, Importance of Debt Market, Functioning of Commodities Markets, Mutual Funds and Exchange Trade Funds, Evaluating Alternative Investments

**Understanding Business Dynamics:** Interpreting Economic Data, Drawing Inferences from Financial Data, Exploring the Global Economy, Evaluating the Role of Marketing and Corporate Strategy, Exploring Key Sectors of Economy

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**Part II**

**Examining the Insurance and Banking Sectors:** Role of the Banking Industry, Insurance Industry Dynamics, Trade Finance Processes, Social and Economic Impact of Micro Finance

**Core Journalism Skills:** Key Issues in Business Journalism, English Language Skills, Public Speaking & News Presentation, News Reporting, Feature Writing, Feature Editing, Print Production Computer Skills for Media, Photojournalism and Photography, Scripting for Broadcast & Broadcast

**Assignments:** Coverage of Live Events Like IPO Listing Ceremonies, Interviews with Corporate Honchos and other Experts and Leaders, End to End Print and Broadcast Media Assignments which will run through the program.
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET MANAGEMENT (SEMESTER-VI)

BVC-606: PORTFOLIO MANAGEMENT

Time: 3 Hours                                                                                                      Max. Marks: 50

Note: The question paper covering the entire course shall be divided into three sections.
Section A: It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.
Section B: It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part–I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.
Section C: It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6, 7, 8 and 9 will be set by the examiner from part–II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Introduction to Portfolio Management: The Investment Process, Definition of Investments Categories.

PART – II


Suggested Readings:
All the students will submit their Training Reports (in duplicate) within a period of one month in the department; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student’s report. Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 25 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone Training.