

**1. ELIGIBILITY:**

- i) **For Admission:** Students who have already acquired NSQF certification Level 4 in a particular industry sector / at school level. (or)
- ii) A pass in the Higher Secondary Examination (Academic / Vocational Stream) conducted by the Government of Tamil Nadu, or an examination accepted as equivalent thereto (like PUC) by the Syndicate, subject to such conditions as may be prescribed therefore. (or)
- iii) Candidates who have passed vocational programme at the higher secondary stage through Open and Distance Learning (ODL), for example, from the National Institute of Open Schooling, State Open Schools, or equivalent. (or)
- iv) Candidates qualifying from Polytechnics with equivalent qualification to higher secondary.

**2. DURATION:**

**The course is for a period of three years.** Each academic year shall comprise of two semesters viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and Even Semesters shall be from November / December to April /May. There shall be not less than 90 working days which shall comprise 450 teaching hours for each semester. (Exclusive of the days for the conduct of University end-semester examinations).

The B.Voc. Course has single entry and multiple exit points. **Thus, the Students can opt to leave** (if passed the examinations) in the stages with appropriate certificate / Diploma / Advanced Diploma / B.Voc. Degree as indicated in Table 1:

**Table 1. B.Voc. Programme duration and credit framework with exit points**

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points / Awards
7	108	72	180	Six Semesters	B.Voc. Degree
6	72	48	120	Four Semesters	Advanced Diploma
5	36	24	60	Two Semesters	Diploma
4	18	12	30	One Semester	Certificate

- i) **For the Degree (B.Voc):** The candidates shall have subsequently undergone the prescribed course of study for a period of not less than **three academic years**, passed the examinations prescribed and fulfilled such conditions as have been prescribed therefore.
- ii) **For the Advanced Diploma:** The candidates shall have subsequently undergone the prescribed course of study for a period of not less than **two academic years**, passed the examinations prescribed and fulfilled such conditions as have been prescribed therefore.
- iii) **For the Diploma:** The candidates shall have subsequently undergone the prescribed course of study for a period of not less than **one academic year**, passed the examinations prescribed and fulfilled such conditions as have been prescribed therefore.

### 3. PROGRAMME :

B.Voc. (Banking and Financial Service) Programme in Affiliated Colleges of Alagappa University

### 4. THE CBCS AND CFSD SYSTEM:

B.Voc. (Banking and Financial Service) programme (named after the core subject) mentioned earlier shall be run on **Choice Based Credit System (CBCS)**. It is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

B.Voc. (Banking and Financial Service) programme also follows the **Credit Framework for Skill Development (CFSD)** prescribed by the University Grants Commission (UGC) as the Guidelines for Curricular Aspects, Assessment Criteria and Credit System in Skill based Vocational Courses under NSQF for curricular aspects and evaluation criteria.

### 5. COURSES IN THE PROGRAMME:

B.Voc. (Banking and Financial Service) programme consists of number of courses. The term ‘course’ is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a ‘paper’ in the conventional sense. The following are the various categories of courses offered in the programme.

**Part I** – Language Courses (LC) (Tamil special subjects designed in lieu of the above).

**Part II** – English Language courses (ELC) or special subject designed in lieu of the Language courses and English Language Courses are 2 each in number and the LC and ELC are meant to develop the students’ communicative skill at the UG level. Core courses are the basic courses compulsorily required for each of the programme of study.

**Part III** includes **Core Course (CC)**, **Allied Course (AC)** and **Elective Course (EC)**.

- i) Core courses are the basic courses compulsorily required for each of the programme of study. These will be related to the subject of programme in which the candidate gets his / her degree.
- ii) Allied Courses cover preferably two disciplines that are generally related to the main subject of the programme.
- ii) Elective Courses are three in number for the UG programme. B.Voc. (Banking and Financial Service) programme provides three set of Elective Courses (each set contains 2 Elective courses). Out of which, a student is required to choose three Elective courses from the options given.

**Part IV:** It consists of four categories:

- i) a) Those who have not studied Tamil upto XII standard and taken a Non-Tamil language under Part I shall take Tamil comprising of two courses (level will be at 6<sup>th</sup> Standard.)  
b) Those who have studied Tamil upto XII standard and taken a non-Tamil language under Part I shall take advanced Tamil comprising of two core subjects.  
c) Non-major Elective: Others who do not come under the above two categories ( a & b) can choose non-major elective comprising of two compulsory courses, viz. **Communicative English in First Semester** and **Employability Skills in Third Semester**.
- 2) **Skill-based Courses:** In view of enhancing the employability skills of the students, two groups of skill oriented courses (five courses in each group) are given for students' option. The student should take any one course out of first two courses offered in the list of Group I in Third Semester and two courses out of the remaining three courses in Group I in Fifth Semester. Also they should take any one course out of first two courses offered in the list of Group II in Fourth Semester and two courses out of the remaining three courses in Group II in Sixth Semester.
- 3) UGC sponsored Environmental Studies course in Second Semester.
- 4) It also consists of other General Education Component courses such as **Life Coping Skills, Communication Skills and Professional Etiquettes** which are necessary to get employment in industries.

**Part V:** Extension and Extra Curricular Activities: These should be carried out outside the class hours.

6. **SEMESTERS:** An academic year is divided into two Semesters. In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examinations and evaluation purposes. Each week has 30 working hours spread over 5 / 6 days a week,

#### 7. CREDITS:

The term 'credit' refers to the weightage given to a course, usually in relation to the instructional hours to it. For instance, a six hour course per week is assigned five/ four credits, four / five hour course per week is assigned four / three credits and two hour course per week is given two credits. However, in no instance the credits of a course can be greater than the hours allotted to it.

The total minimum credits, required for completing B.Voc programme is 180. The details of credits for individual components and individual courses are given in Table – 2.

#### 8. COURSE:

Each course is to be designed variously under lectures / tutorials / laboratory or field work / seminar / practical training / Assignments / Term paper or Report writing etc., to meet effective teaching and learning needs.

#### 9. CONDONATION:

Students must have 75% of attendance in each course for appearing in the examination. Students who have 74% to 70% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 69% to 60% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate.

Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.

#### 10. QUESTION PAPER PATTERN:

## Core & Allied Papers

### Part A

Ten questions (No choice) 10 x 2 = 20 marks

Two questions from each unit

### Part B

Five questions (either or type) 5 x 5 = 25 marks

One question from each unit

### Part C

Three questions out of five 3 x 10 = 30 marks

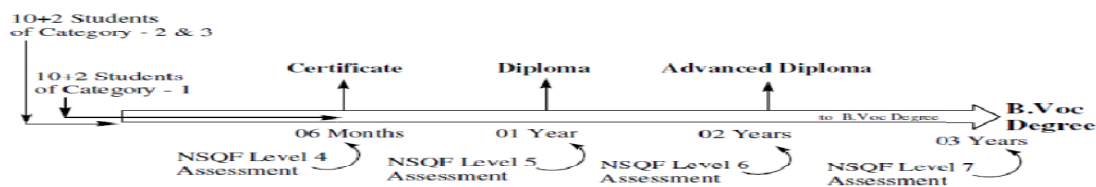
One question from each unit

### Distribution of marks between Theory, Practical and Project:

<u>Core / Allied/Elective</u>	<u>Int.</u>	<u>Ext.</u>	<u>Total</u>
<b>Theory papers</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Practical papers</b>	<b>40</b>	<b>60</b>	<b>100</b>

## 11. EXAMINATIONS:

On par with the other UG programmes, the University will assess the performance of the Students through theory and practical examinations and award the appropriate certificate / Diploma / Advanced Diploma / B.Voc. Degree. The evaluation criterion as prescribed by UGC is followed. Mechanism of evaluation is given in following Figure:



**Fig. 1: Assessment of Skill Component under NSQF in Vocational Courses**

- i) An evaluation is done by the Skill Development Centre in association with Sector Skill Council (SSC) / Industry partner at the end of I semester in order to check the NSQF Level 4 to those Students who have not already acquired NSQF certification Level 4 in a particular industry sector.
- ii) There shall be examinations at the end of each semester, for odd semesters in the month of October / November, for even semesters in April / May conducted by the University. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May.
- iii) A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulations prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.
- iv) The results of all the examinations will be published through University Website.
- v) Along with the normal assessment and evaluation by the **University**, there will be a minimum of three separate evaluations done by the respective SSC's based on Job role prescribed under National Occupational Standards (NOS) and appropriate certificates will also be issued by the respective **SSC**.

## 12. EVALUATION:

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a continuous internal assessment by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course. The components for continuous internal assessment are:

Two tests	-	15 marks (third / repeat test for genuine absentees)
Seminar / Quiz	-	5 marks
Assignments	-	5 marks
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<b>Total</b>	-	<b>25 Marks</b>

Attendance need not be taken as a component for continuous assessment, although the students should put in a minimum of 75% attendance in each course. In addition to continuous evaluation component, the end semester examination, which will be a written type examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25: 75. The evaluation of laboratory component, wherever applicable will also be based on continuous internal assessment and on an end-semester practical examination.

## 13. PASSING MINIMUM:

The passing minimum for CIA shall be 40% out of 15/25\* marks (i.e.6/10\* marks) in Theory papers and 40% out of 10/40\* marks (i.e. 4/16\* marks) in Practical Examinations.

**Failed candidates** in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (two chances will be given for a candidate) by writing test and by submitting Assignments.

The passing minimum for University Examinations shall be 40% out of 75 marks (i.e.30 marks) for Theory papers and 40% out of 60marks (i.e. 24 marks) for Practical papers.

## 14. GRADING

Once the marks of the CIA and end-semester examinations for each of the courses are available, they will be added. The marks thus obtained will then be graded as per details provided in Table 3.

Computation of SGPA and CGPA: Following procedure is adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) maybe adopted:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \Sigma(\text{Ci} \times \text{Gi}) / \Sigma\text{Ci}$$

where 'Ci' is the number of credits of the i<sup>th</sup> course component and 'Gi' is the grade point scored by the student in the i<sup>th</sup> course component.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \Sigma(\text{Ci} \times \text{Si}) / \Sigma\text{Ci}$$

where 'Si' is the SGPA of the i<sup>th</sup> semester and Ci is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- The skill component would be taken as one of the course component in calculation of SGPA and CGPA with given credit weightage at respective level.

- UGC guidelines on Choice Based Credit System (CBCS) may be referred to for further illustration on computation of SGPA, CGPA *etc.*

## 15. CLASSIFICATION OF FINAL RESULTS (TABLE – 5)

- (i) For each of the three parts, there shall be separate classification on the basis of CGPA as indicated in Table – 4.
- (ii) For the purpose of declaring a candidate to have qualified for the degree of **Bachelor of Vocation** (Banking and Financial Service) in the First class/ Second class/Third class or First class with Distinction / Exemplary, the marks and the corresponding CGPA earned by the candidate in part III alone will be the criterion, provided he / she has secured the prescribed passing minimum in Part I, II, IV, V and VI.

## 16. CONFERMENT OF THE BACHELOR'S DEGREE

A candidate shall be eligible for the conferment of the **Degree of Bachelor of Vocation** (Banking and Financial Service) only if he / she has earned the minimum required credits for the programme prescribed therefore (i.e.180 credits).

## 17. RANKING: UNIVERSITY RANK EXAMINATION

1. The University Rank Examination shall be conducted for the toppers (first toppers) of all the colleges (having passed their examinations in the first appearance within the prescribed duration of the programme. Absence from an examination shall not be taken as an attempt) including autonomous / non-autonomous ones and they are required to take two examinations.
2. The question papers of the examinations comprise of objective type questions covering the core courses in each of the Programmes generally followed by both autonomous / non-autonomous streams.
3. The top scorers in this University Rank Examination would be declared as University Rank Holders, irrespective of their grades secured in their semester examinations.
4. Three Ranks shall be given for each of the Programmes if the student strength is below 20; upto 5 Ranks if the student strength is above 20 but below 50; upto 10 Ranks where the student strength exceeds 50 but less than 100; and upto 20 Ranks if the student strength is 100 and above.

## 20. Revision of Regulations and Curriculum

The University may from time to time revise, amend and change the Regulations and Curriculum, if found necessary.



Table – 2

## Details on the number of courses and credits per course in B.Voc. Programmes

S.No.	Part	Study Components	Part	Study Components	Part
1	III	i). Core Courses (CC)	18	78	85
		ii). Allied Courses (AC)	2	8	9
		iii). Elective Courses (EC)	3	10	10
		iv). Industrial Internship	1	6	14
		v). Industrial Internship with Project	1	6	4
2	I	i). Language Courses (LC)	2	6	6
	II	ii). English Language Courses (ELC)	2	6	6
	IV	iii). General Courses (GC)	8	27	28
		iv). Comprehensive Study (CS)	-	-	-
		v). Non-Major Elective (NME)	2	5	6
		vi). Skill Based Courses (SBS)	6	24	24
		vii). Value Education / Gender Studies (VE/GS)	1	2	2
		viii). Environmental Studies (ES)	1	2	2
	V	ix). Extension Activities (EA)	-	-	-
		<b>Total</b>		<b>180</b>	<b>196</b>

\*On Saturdays

# No contact classes

Table 3: Grades and Grade Points

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9

A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
AB (Absent)	0

**Table : 4 Grading of the Courses**

Marks	Grade Point	Letter Grade	Description
90 -100	9.0-10.0	O	Outstanding
80 - 89	8.0-8.9	A+	Excellent
75 - 79	7.5-7.9	A	Very Good
70 - 74	7.0-7.4	B+	Good
60 - 69	6.0-6.9	B	Above Average
50 -59	5.0-5.9	C	Average
40 - 49	4.0-4.9	P	Pass
00 - 39	0.0	F	Fail
ABSENT	0.0	Ab	ABSENT

**Table : 5 Final Result**

CGPA	Grade	Classification of Final Result
9.5 -10.0		
9.0 and above but below 9.5	O	First Class – Exemplary*
8.5 and above but below 9.0	A+	First Class with Distinction*
8.0 and above but below 8.5	A	
7.5 and above but below 8.0		
7.0 and above but below 7.5	B+	First Class
6.5 and above but below 7.0	B	
6.0 and above but below 6.5		
5.5 and above but below 6.0	C	Second Class
5.0 and above but below 5.5		
4.5 and above but below 5.0	P	Third Class
4.0 and above but below 4.5		
0.0 and above but below 4.0	F	Re-appear
Absent	Ab	

\*The candidates who have passed in the first appearance and within the prescribed semester of the B.Voc. Programme (Major, Allied and Elective courses alone) are eligible.





**ALAGAPPA UNIVERSITY, KARAİKUDI**  
**NEW SYLLABUS FOR AFFILIATED COLLEGES**  
**UNDER CBCS PATTERN WITH EFFECT FROM 2022-23 ONWARDS**  
**B. Voc (Banking and Financial Services)**  
**Programme Structure**

Sem	Part	CourseCode	Courses	Course Name	Credits		Hrs./Week	T/P	Marks		Total	
					Skill (S)	General (G)			Int.	Ext.		
1	I	2311T	T/OL	தமிழ் இலக்கிய வரலாறு-I / Other Languages – I	--	3	3	T	25	75	100	
	II	2312E	E	General English – I	--	3	3	T	25	75	100	
	III		23VBF1C1	CC	Basics of Banking	5	--	5	T	25	75	100
			23VBF1C2	CC	Introduction to Insurance	5	--	4	T	25	75	100
			23VBF1P1	CC	<b>Practical</b> : Practical Banking Lab – I (MS – Office)	4	--	4	P	25	75	100
			23VBFA1	AL - IA	<b>Allied I</b> – Economics for Managers	4	--	4	T	25	75	100
	IV		23VBF1G1	G 1	Life Coping Skills – Basic	--	4	4	T	25	75	100
			23VBFS1	SEC - I	Quantitative Aptitude	--	2	2	P	25	75	100
					Library / Yoga	--	--	1	-	--	--	-
<b>Total</b>					<b>18</b>	<b>12</b>	<b>30</b>		<b>200</b>	<b>600</b>	<b>800</b>	

<b>Semester- I</b>				
<b>Course code:</b> 23VBF1C1	<b>Core Course I</b>	<b>T/P</b>	<b>Credits</b>	<b>H/W</b>
	<b>BASICS OF BANKING</b>	<b>T</b>	<b>5</b>	<b>5</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To know about the origin and functioning of banks.</li> <li>• To gain knowledge about money market.</li> <li>• To know the basic law and practices of commercial banks</li> </ul>			
<b>Unit-I</b>	Introduction: Origin of banking- definition – classification of banks on the basis of functions, on the basis of organizational structure.			
<b>Unit-II</b>	Structure of Banking in India –Scheduled and Non scheduled Commercial Banks- Co-Operative Banks- Payments Bank- Small Finance Banks.			
<b>Unit -III</b>	Nationalization of major Commercial Banks – Objects -Recent developments in banking.			
<b>Unit -IV</b>	Indian money market – Different components – Backwardness of the Indian money market – Role of commercial banks in the Indian money market.			
<b>Unit -V</b>	Law and practice – Banker and customer – General and special relationship– Banks as borrowers – Precautions to be taken before opening accounts -Collecting banker – Pass book- Debit Card- Cheque Book– Closing of accounts.			
<b>References and Textbooks:-</b>				
Basu,2010, <i>Theory and Practice of Development Banking</i> . Sultan Chand & Sons New Delhi.				
R.Kalidoss and Jothimuthu “Banking Law” Shanlax Publications, Madurai, (ISBN No 978-93-90082-21-6)				
Muranjan S.K., 2008, <i>Modern Banking in India</i> . Sultan Chand & Sons New Delhi.				
Reddy & Appanniah, 2010, <i>Banking Theory and Practice</i> . Margham Publications Chennai 600 017.				
Natarajan & Gordon, 2013, <i>Banking Theory and Practice</i> . Himalaya Publishing House.				
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Learners will be familiar with the basics of banking.</li> <li>➤ Students will be gaining knowledge on the day-to-day practices in banking.</li> </ul>			

Semester- I				
Course code: 23VBF1C2	Core Course II INTRODUCTION TO INSURANCE	T/P T	Credits 5	H/W 4
<b>Objectives</b>	This course intends to: <ul style="list-style-type: none"> <li>• Provide in-depth knowledge about the evolution of insurance, functions, nature and benefits of insurance to various groups.</li> <li>• Acquaint the students with classification of Insurance and types of life and general insurance.</li> </ul>			
<b>Unit-I</b>	Insurance – Definition – Evolution of Insurance- Functions of Insurance – Nature of Insurance – Benefits of Insurance to Individuals, Business Units and the Society			
<b>Unit-II</b>	Classification of Insurance - Types of Life Insurance: Pure and Term – Types of General Insurance – Fire, Marine, Motor and Miscellaneous.			
<b>Unit -III</b>	Structure of Indian Insurance Industry – Insurance Regulatory and Development Authority (IRDA) Condition, Duties, Powers and Functions – Public Sector Insurance Companies – Private Sector Insurance Companies – Reforms in the Indian Insurance Industry.			
<b>Unit -IV</b>	Basic Principles of Insurance: Utmost good faith , Insurable Interest, Material Facts, Indemnity, Proximate Cause-Economic Principles of Insurance: Sharing ,Subrogation, Contribution- Financial Principles of Insurance – Premium Funds – Investments – Reserves– Surplus – Valuation of Surplus.			
<b>Unit -V</b>	Insurance Marketing – Significance – Marketing Plan of Insurance Companies – Products and Pricing – Positioning and Promotion – Distribution Channels – Selling Process.			
<b>References and Textbooks:-</b>				
Principles and Practice of Insurance, P.Periasamy, Himalaya PublishingHouse. – 2016. Insurance : Principles and Practice, M.Manoharan, PalaniParamountsPublications.2012. R.Kalidoss and Jothimuthu “ <i>Principles of Insurance</i> ” Shanlax Publications, Madurai, (ISBN No 978-93-90082-52-0) Elements of Insurance : A. Murthy, Margham Publications. – 2013. Elements of Insurance :N.Premavathi, SriVishnu Publications. – 2016. Insurance - Principles and Practice – M.N.Mishra, Himalaya Publications. – 2010.				
<b>Outcomes</b>	➤ By the end of the course the students would be informed about the key concepts and purpose of insurance and would be able to distinguish between the various classes of Insurance.			

<b>Semester- I</b>				
<b>Course code:</b> <b>23VBF1P1</b>	<b>Core Practical I</b>	<b>T/P</b>	<b>Credits</b>	<b>H/W</b>
	<b>BANKING LAB – I (MS OFFICE)</b>	<b>P</b>	<b>4</b>	<b>4</b>
<b>Objectives</b>	➤ To enlighten the students about the technical languages of computers that is related with business in the modernized world.			
<b>Unit-I</b>	Introduction to computers – Meaning – Definition – Brief History of computers – Generation of computers – Classification of computers.			
<b>Unit-II</b>	Components of computer – Computers Vs Human Beings – Advantages of computers – Limitation of computers.			
<b>Unit -III</b>	Introduction to MS Word – Working with word documents – Formatting Documents: Moving– Printing and Editing Documents.			
<b>Unit -IV</b>	Using Undo and Redo features – Spell checking– Formatting text – Inserting page numbers – Header and Footer – Using Tables and Graphics.			
<b>Unit -V</b>	Microsoft Excel – Building a spread sheet – Using Auto fill – Add and Remove Rows and Columns – Undo and Redo – Copying and moving Fields.			
<b>References and Textbooks:-</b>				
Stephen L.Nelson – Office 2000, the complete Reference, Tata McGraw Hill publishing Company Limited. 2016.				
Krishnan N.Windows and Ms-Office 2000 with Database Concepts – Sintech publication. 2015.				
KasiVairavan.P- Office Automation and word processing.Kalamohan Creations Pvt. Ltd 2010.				
<b>Outcomes</b>	➤ Students will understand the basics of MS-Office. ➤ The learners will gain practical knowledge on MS- Word and MS-Excel.			

<b>Semester- I</b>				
<b>Course code: 23VBFA1</b>	<b>ALLIED COURSE – I</b>	<b>T/P</b>	<b>Credits</b>	<b>H/W</b>
	<b>ECONOMICS FOR MANAGERS</b>	<b>T</b>	<b>4</b>	<b>4</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To learn the application of economic concepts for the modern business.</li> <li>➤ To gain knowledge in the macroeconomic concepts.</li> </ul>			
<b>Unit-I</b>	<b>Managerial Economics:</b> Introduction and Definition - Nature and scope of managerial economics. Uses of Managerial Economics –. Roles and responsibilities of Managerial Economist.			
<b>Unit-II</b>	<b>Demand analysis:</b> Demand theory: Objectives of demand analysis and determinants of demand; Elasticity of demand - Demand forecasting methods.			
<b>Unit -III</b>	<b>Production and cost analysis:</b> Production concepts and analysis; Production function; Characteristic of various factors of production; Laws of production - Production function and its managerial use.			
<b>Unit -IV</b>	<b>Pricing decisions:</b> Pricing under different market structure - perfect and imperfect markets (monopoly, monopolistic and oligopoly markets).			
<b>Unit -V</b>	<b>Macro Economics:</b> National Income – concepts and various methods of its measurement. Inflation: Meaning and types-Introduction to business cycles.			
<b>References and Textbooks:-</b>				
Gupta, 2010, <i>Managerial Economics</i> , Tata McGraw-Hill. Sultan Chand & Sons New Delhi.				
Maheswari and Gupta, 2009, <i>Managerial Economics</i> , VIKAS 2011 Publication House Pvt Ltd New Delhi .				
Peterson HC and Lewis, 2014, <i>Managerial Economics</i> , Himalaya Publishers .				
Varshney and Maheswari, 2012 <i>Managerial Economics</i> , Sultan Chand & Sons.				
P.L. Mehta, 2010, <i>Managerial Economics</i> , Sultan Chand & Sons.				
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Students will be familiar with the nature and scope of managerial economics.</li> <li>➤ Learners will gain knowledge on price elasticity and indifference curve.</li> <li>➤ Students will be familiar with the factors of production and the law of returns to scale.</li> </ul>			

<b>Semester- I</b>				
<b>Course code:</b> <b>23VBF1G1</b>	<b>General I</b>	<b>T/P</b>	<b>Credits</b>	<b>H/W</b>
	<b>LIFE COPING SKILLS – BASIC</b>	<b>T</b>	<b>4</b>	<b>4</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand life skills, its concept, process and practices.</li> <li>➤ To develop the competence in application of life skills for effective learning and planning for career.</li> <li>➤ To provide orientation in Life Coping Skills.</li> </ul>			
<b>Unit-I</b>	<b>Self –Concept, Self-Acceptance and Personality Development</b> Concept and definition of Self-Esteem, Factors influence Self-Esteem, Low Vs. High Self-Esteem, Steps to raise Self-Esteem, Definition of Self of Self Concept, Characteristics of the Self-Concept, Introduction, Definition and Theoretical perspective of self-Acceptance, Benefits of Self-Acceptance, Characteristics and Elements of Personality and Identity of the Individual.			
<b>Unit-II</b>	<b>Positive Thinking, Motivation and Self Actualization</b> Positive Thinking and Positive Attitude, The power of positive thinking, positive imaging, Concept and Theories of Motivation and Self-Actualization and Factors of Motivation.			
<b>Unit -III</b>	<b>Goal Setting</b> Definition of Goal Setting, Different types of Goals, Importance of Goal setting, Obstacles to set Goals and Steps to Goal Setting.			
<b>Unit -IV</b>	<b>Coping Skills: Depression, Fear, Anger and Failure</b> Definition, Symptoms, Causes and Impact of Depression, How to overcome Depression, Theoretical Input of Fear, Kinds of Fear, Coping with Fear, Ways to overcome Fear, Consequence of Anger, Managing Anger, Steps toward Anger Management, Positive Attitude towards Failure, Coping with Failure.			
<b>Unit -V</b>	<b>Leadership</b> Emergence and Functions of Leader, Characteristics of Leadership, Attributes of Leadership, Types of Leadership, Characteristics of Successful Leadership.			
<b>References and Textbooks:-</b>				
Xavier Alphones S.J “We Shall Overcome” A Textbook on Life Coping Skills, ICRDCE Publication Chennai, 2014.				
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>➤ The students shall be able to understand the life skills, its concepts process and practices.</li> </ul>			

**SEC**

<b>Semester- I</b>				
<b>Course code:</b>	<b>SEC-I</b>	<b>T/P</b>	<b>Credits</b>	<b>H/W</b>
<b>23VBFS1</b>	<b>QUANTITATIVE APTITUDE (THEORY)</b>	<b>P</b>	<b>2</b>	<b>2</b>
<b>1. Area</b>				<b>11. Compound Interest</b>
<b>2. Average</b>				<b>12. Problem on Ages</b>
<b>3. Allegation or Mixture</b>				<b>13. Percentage</b>
<b>4. Banker's Discount</b>				<b>14. HCF and LCM</b>
<b>5. Boats and Streams</b>				<b>15. Simple Interest</b>
<b>6. Surds and Indices</b>				<b>16. Problems on Trains</b>
<b>7. Ratio and Proportion</b>				<b>17. Profit and Loss</b>
<b>8. Pipes and Cisterns</b>				<b>18. Square Root and Cube Root</b>
<b>9. Partnership</b>				<b>19. Time and Distance</b>
<b>10. Volume and Surface Area</b>				<b>20. Time and Work</b>