

FACULTY OF VOCATIONAL STUDIES

SYLLABUS

of

Bachelor of Vocation

(Management and Secretarial Practices)

Semester: V-VI

(Under Credit Based Continuous Evaluation Grading System)

Session: 2025-26



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEARS DEGREE
PROGRAMME

Programme: Bachelor of Vocation(Management& Secretarial Practices)
Credit Based Continuous Evaluation Grading System (CBCEGS)
(Session 2025-2026)

Semester-V									
Course Code	Course Title	Course Type	Hours Per Week L-T-P	Credits	Marks				Examination time (in Hours)
					Total	Th	P	CA	
BVML-5121	Introduction to Graphic Designing	C	2-0-0	2	50	40	-	10	3
BVML-5322	Fundamentals of Banking	C	4-0-0	4	100	80	-	20	3
BVML-5323	Fundamentals of Goods and Services Tax (GST)	C	4-0-0	4	100	80	-	20	3
BVML-5324	Organizational Behaviour	S	4-0-0	4	100	80	-	20	3
BVML-5125	Designing in Adobe Photoshop	S	4-0-0	4	100	80	-	20	3
BVMM-5126	Introduction to Python Programming	S	3-0-1	4	100	50	30	20	3
BVMP-5127	Lab on Adobe Photoshop	S	0-0-4	2	50	-	40	10	3
BVMP-5328	Lab on Goods and Services Tax (GST)	S	0-0-4	2	50	-	40	10	3
SECI-5541	* Innovation, Entrepreneurship and Creative Thinking	AC	2-0-0	2	50	40	-	10	1
TOTAL CREDITS				28					

S-Skills

C- Compulsory Course

IDE- Inter Disciplinary Elective Course

IDC-Inter Disciplinary Compulsory Course

***Grade points of these courses will not be included in the SGPA/CGPA of Semester/Programme.**

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEARS DEGREE
PROGRAMME

Programme: Bachelor of Vocation(Management& Secretarial Practices)
Credit Based Continuous Evaluation Grading System (CBCEGS)
(Session 2025-2026)

Semester-VI									
(Job Role of Associate-DTP SSC/Q2702)									
Course Code	Course Title	Course Type	Hours Per Week	Credits	Marks				Examination time (in Hours)
					Total	Th	P	CA	
	L-T-P								
BVML-6321	Fundamentals of Insurance	C	4-0-0	4	100	80	-	20	3
BVML-6322	Human Resource Management	C	4-0-0	4	100	80	-	20	3
BVML-6323	Indian Financial System	C	4-0-0	4	100	80	-	20	3
BVML-6324	Training and Development	S	4-0-0	4	100	80	-	20	3
BVMM-6125	Desktop Publishing in Adobe in-design	S	2-0-4	4	100	40	40	20	3
BVMP-6326	Personality Enhancement lab	S	0-0-4	2	50	-	40	10	3
BVMI-6127	On Job Training (Major Project)	S	0-0-12	6	100	-	100	-	-
TOTAL CREDITS				28					

S-Skills

C- Compulsory Course

IDE- Inter Disciplinary Elective Course

IDC-Inter Disciplinary Compulsory Course

***Grade points of these courses will not be included in the SGPA/CGPA of Semester/Programme.**

BACHELOR OF VOCATION PROGRAMME

PROGRAMME OUTCOMES: Students opting for Bachelor of Vocation Programmes on course completion/exit points will be able to:

PO1: get better job opportunities and can make informed choices due to enhanced employability and skill-set owing to Industrial exposure through internships/ training in the specific work area of choice.

PO2: understand, develop and observe work practices and ethics required to sustain and grow professionally in the industry concerned.

PO3: communicate messages effectively within a team as well as to business clients/customers

through written communication such as email, letters, reports, memos etc and verbal communication like a telephonic conversation or PowerPoint presentation to a group.

PO4: adapt to the work environment and are able to work on time-bound assignments/projects

individually or within a team, for a company or as a freelancer.

PO5: apply knowledge acquired during the course to update w.r.t. changing Industrial requirements and stay relevant to the job-at-hand.

PROGRAMME SPECIFIC OUTCOMES

On successful completion of Bachelor of Vocation Programme (Management and Secretarial Practices), students will be able to:

PSO1: understand the application of ethics and professional responsibility.

PSO2: define practical applications of project management to formulate strategies allowing organizations to achieve strategic goals.

PSO3: evaluate current marketing trends based on consumer, legal and competitive environments.

PSO4: develop understanding about customer relationship management concepts and framework and how these are applied to form relationships with customers and other internal and external stakeholders.

PSO5: explain fundamental database concepts and apply these concepts to the design and development of relational databases.

PSO6: understand the basic components of computer applications like MS-Word, MS-Power Point, MS- Excel, MS-Access.

PSO7: interpret the changes in the digital world and be able to upgrade accordingly.

PSO8: develop written and verbal competencies to describe and analyze visual art and graphic design through writing, conceptual development, research and study of theories.

PSO9: identify the value and relative importance of data management to the success of a research project.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5121
INTRODUCTION TO GRAPHIC DESIGNING

Course Outcomes:

After studying this course, students will be able to:

CO1: Demonstrate in typographic practice using text typography, display typography, and grid systems across analog and digital media.

CO2: Display image-making expertise and the development of visual narratives using photography, illustration, and type-as-image across analog and digital media.

CO3: Communicate concepts, design solutions, and arguments clearly and concisely through visual, verbal and written means.

CO4: Understand the relationship of graphic design to other disciplines and to society.

1/1
 Bachelor of Vocation
 (Management and Secretarial Practices)(Semester-V)
 Session 2025-2026
Course Code: BVML-5121
INTRODUCTION TO GRAPHIC DESIGNING

L	T	P	Total Credits
2	0	0	2

Examination Time: 3 Hours

Max. Marks: 50

Theory: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Graphic designing: Meaning and importance of Graphic designing in contemporary times, History and Future of Graphic Design, Various tools used in Graphic designing Techniques of image making: Denotative and Connotative image making
Unit II
Elements of Design: Color, Line, Shape, Space, Texture, Value Color: Color wheel and various color schemes Principles of Design: Balance, Contrast, Emphasis/Dominance, Harmony, Movement/Rhythm, Proportion, Repetition/Pattern, Unity, Variety
Unit III
Typography: Anatomy of a letter, Words and spacing, Typographic Measurement: The point system, Typefaces, fonts and type families, Typeface categories, Typographic Standards, Typographic Guidelines
Unit IV
Fundamentals of Shape and Color: Introduction to Shape and color, Graphic shapes, Visual contrast, working with color, the color wheel, Rhythm and pattern Creating images for print & web: Formats, Resolution, Raster Vs Vector Editing Images: Ethics and Copyright laws

REFERENCES:

1. David Dabner, Sandra Stewart and Eric Zempol , "Graphic design school : A Foundation Course for Graphic Designer Working in Print, Working in Print, Moving Image and Digital Media ", Thames & Hudson Ltd, 5th revised edition
2. David Dabner, " Graphic Design School : The Principle and Practics of Graphic Design ", Thames and Hudson Ltd.
3. AarisSherin," Design Elements, Color Fundamentals: A Graphic Style Manual for Understanding HowColor Affects Design ", Rockport Publishers
4. Kristin Cullen, " Design Elements, Typography Fundamentals: A Graphic Style Manual for Understanding How Typography Affects Design ", Rockport Publishers

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5322
FUNDAMENTALS OF BANKING

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand the importance and types of commercial banks.

CO2: Understand the main functions of central bank (RBI) and Negotiable Instruments Act, 1881

CO3: Gain knowledge of internet banking and modes of using e-banking services

CO4: Understand various systems of banking, rules and regulations regarding non-performing assets and KYC norms

1/1
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5322
FUNDAMENTALS OF BANKING

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hours

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Commercial Banks —Introduction, evolution, nature, functions, importance and services provided by Commercial Banks. Types of Banks -Commercial Bank, Regional Rural Banks, Foreign Banks, Cooperative Banks, Public bank and Private bank.
Unit II
Central Bank —Meaning and Functions, Techniques of Credit Control, mechanism of Credit Creation. Practical Aspect of Banking- Negotiable Instruments— Cheques, Bills of Exchange and Promissory Notes, endorsements, difference between Cheques and Bills of Exchange.
Unit III
E-Banking- Electronic Transfer of Funds (NEFT, RTGS) Internet Banking- Mobile Banking, Wholesale and Retail banking, Universal and Narrow Banking, Off Shore Banking Clearing House System
Unit IV
Systems of Banking- Group and Chain Banking, Unit and Branch Banking, Investment Bank Prudential Norms for Asset Classification(NPAs)- Income recognition and provisioning, KYC Norms

REFERENCES:

- 1.Sundharam,Varsheney, “Banking Theory, Law & Practice”, Sultan Chand & Co.
- 2.Shekhar,K.C; Shekhar, Lekshmy, “Banking Theory and Practice”, Vikas Publishing House.
- 3.Sethi, Jyotsana; Bhatia, Nishwan, “Elements of Banking and Insurance”, PHI Learning Private Limited, New Delhi
- 4.www.rbi.org

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5323
FUNDAMENTALS OF GOODS AND SERVICES TAX (GST)

Course Outcomes:

After studying this course, students will be able to:

CO1: learn the old tax structure of India and concept of GST

CO2: understand the composition scheme and registration procedure.

CO3: define the concept of inter, intra and mixed supply.

CO4: learn the computation of liability and various returns to be filled under GST regime.

1/1
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5323
FUNDAMENTALS OF GOODS AND SERVICES TAX (GST)

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hours

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Tax structure in India, Direct tax and Indirect tax, overview of Goods and Service Tax, Implementation, Reasons of GST introduction, Pros and cons of GST, GST Council, Brief Introduction to IGST, CGST, SGST and UGST.
Unit II
Levy and collection. Exemption from GST: Introduction, Composition Scheme and remission of Tax, Registration: Introduction, Registration Procedure, Special Persons, Amendments / Cancellation.
Unit III
Supply: Concept, including composite supply, mixed supply, interstate supply, intra-state supply, supply in territorial waters, place and time of supply. Input Tax Credit: Introduction, Tax Invoice Credit & Debit notes, e-way bill.
Unit IV
Computation of GST Liability and Payment including time, method of making payment, challan generation, CPIN, TDS & TCS. Returns: various returns to be filed by the assesses. GST Portal: Introduction, GST Eco-system, GST Suvidha Provider (GSP)

REFERENCES:

1. Taxmann: Taxmann's GST Manual 2017. Taxman, Publications (P) Ltd.
2. Datey V.S., Taxmann's GST Ready Reckoner Taxman, Publications (P) Ltd.
3. Gupta S.S., GST-How to meet your obligations 2017. Taxman, Publications (P) Ltd.
4. www.cbec.gov.in

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5324
ORGANIZATIONAL BEHAVIOUR

Course Outcomes:

After studying this course, students will be able to:

CO1: understand the framework of organisational behaviour and to learn recognizing and valuing individual personalities and emotions.

CO2: understand the theories of motivation and leadership.

CO3: learn about the concept of groups, work teams and organisational culture.

CO4: learn about organisational politics, conflicts and organisational change.

1/1
 Bachelor of Vocation
 (Management and Secretarial Practices)(Semester-V)
 Session 2025-2026
Course Code: BVML-5324
ORGANIZATIONAL BEHAVIOUR

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hours

Max. Marks: 100
Theory: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
<p>Organizational Behaviour (OB): Meaning, Importance, Challenges and Opportunities for OB Perception: Meaning, Factors affecting Perception and Perceptual Process,. Personality: Concept and Factors affecting Personality Emotions: Nature and Types, Emotional Intelligence (EI) and its importance</p>
Unit II
<p>Motivation: Concepts and their application, Content theories (Maslow and Herzberg's Theories), Process theories (Expectancy theory) Leadership at Work Place: Trait Approach, Behavioural theories (Ohio and Michigan State Studies and Blake & Mouton's Managerial grid), Concept of Situational/Contingency approach to Leadership</p>
Unit III
<p>Groups: Meaning, Features and reasons to form groups Work Team: meaning, nature and its types, Difference between Group and Team Organisational Culture: Meaning, Types of Organisational Culture, ways to improve organisational culture</p>
Unit IV
<p>Organisational Politics: Meaning, Functions and Dysfunctions of Organisational Politics Organisational Conflicts: Concept and different views on Organisational Conflicts Organisational Change: Meaning, Nature, Causes and Change Process</p>

REFERENCES:

1. Stephen P. Robbins, Timothy A. Judge, SeemaSanghi, "OrganisationalBehaviour", 14th edition, Pearson Education, New Delhi.
2. K. Aswathappa, "OrganisationalBehaviour, Text, Cases and Games", 10th edition (2012), Himalaya Publishing.
3. Sekaran, Uma, "Organizational Behaviour: Text and Cases", 2007, Tata McGraw Hill, New Delhi.
4. McShane, Steven L.; Glinow, Mary Ann Von and Sharma, Radha R "OrganisationalBehaviour", 5th dition (2008), Tata McGraw Hill, New Delhi.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models and various file formats

CO2: Gain knowledge about different panels of photoshop.

CO3: Understand about digital image editing, manipulation and adjustments

CO4: Learn and identify various tools in Adobe Photoshop, understand and establish a workflow for best results using editing tools and techniques.

1/2
 Bachelor of Vocation
 (Management and Secretarial Practices)(Semester-V)
 Session 2025-2026
Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hours

Max. Marks: 100
Theory: 80
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
<p>Image Fundamentals: Digital image pixel, Resolution. DPI, raster image/bitmaps, Vector image/graphics</p> <p>Various File Formats: Bitmap, JPEG, PSD, PNG, TIFF, GIF, TGA</p> <p>Color Modes: RGB /CYMK /LAB /Gray scale</p> <p>Understanding Various Tools: Marquee Rectangular/Elliptical, Move, Lasso, Polygonal Lasso, Magnetic Lasso, Magic wand, Crop Air brush, Paint brush, Pencil, Clone Stamp, Pattern stamp, Content Aware tool, Erase, Paint bucket, Direct selection, Path component selection, Pen tool, eye dropper, Hand Zoom.</p>
Unit II
<p>Understanding various Palettes: -Navigator, info, Color, Swatches Style History, Layers. Paths, Character, Paragraph, Foreground Colors, Background colors, Default colors, Switch colors, Details about Status Bar, Option Bar, Edit Image in Standard mode, Quick Mask Mode</p>
Unit III
<p>Image Display Options: Standard Screen mode, Full Screen Mode with Menu Bar, Full Screen mode.</p> <p>Edit Commands: -Transform Preferences, Define Brush etc.</p> <p>Image Commands: Inverse. Adjust, Extract, Liquefy etc.</p> <p>Image adjustments: Adjust Brightness/ Contrast. Hue/Saturations, de-saturate, Replace Colors,invert, Variations, Canvas size, Rotate canvas, crop, Trim</p>
Unit IV
<p>Layer Commands: Renaming layers, Rearranging Layers, Lock Layers, Merge down, Merge Visible, Flatten Image, working with layers set.</p> <p>Select commands: Deselect, reselect, inverse etc.</p> <p>Filter Effects: Blur, distort, noise, pixelate, Sharpen, Stylize etc.</p> <p>View Commands: Zoom-in; Zoom-out, Fit-on Screen, Screen modes, rulers, guides</p> <p>Print: Exporting and printing a document</p>

REFERENCES:

1. Caplin Steve, "How to Cheat in Photoshop CC: The art of creating realistic photomontages", Focal Press
2. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
3. Faulkner Andrew,"Adobe Photoshop CC Classroom in a Book", Pearson Education

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026

Course Code: BVMM-5126
INTRODUCTION TO PYTHON PROGRAMMING

Course Outcomes:

After passing course the student will be able to:

CO1: Comprehend basics of Python programming.

CO2: Learn the use of operators and data types.

CO3: Learn the use of control structures.

CO4: Implement various built-in and user defined functions to solve mathematical problems.

1/1
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVMM-5126
INTRODUCTION TO PYTHON PROGRAMMING

L	T	P	Total Credits
3	0	1	4

Examination Time: 3 Hour

Max. Marks: 100

Theory: 50

Practical: 30

CA: 20

Instructions for the Paper Setter

Five questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Introduction to Python Programming Language: Features of Python, Limitations, Major Applications of Python, Getting, setting up the Python Development Environment, Basic syntax, interactive shell, editing, saving and running a script.
Unit II
Python Operators; Keywords, Identifiers, Literals, Variables, Identifiers, Keywords, Expressions, Statements and Data. Python Native Data Types: Numbers, Lists, Tuples, Sets, Dictionary, Functions & Methods of Dictionary, Strings.
Unit III
Control Structures: Selection control, Iterative statements, Jumping statements.
Unit IV
Functions: Fundamental Concepts, Program Routines, Flow of Execution, Parameters & Arguments, Recursive Functions, Recursive Problem Solving, Iteration vs. Recursion, Basic OOPs concept.

REFERENCES:

1. Charles Severance, Python for Informatics, Version 0.0.7.
2. Charles Dierbach, Introduction to Computer Science Using Python: A Computational Problem-Solving Focus, Wiley Publications, 2012.
3. Gutttag John V, Introduction To Computation And Programming Using Python, PHI, 2014.
4. Jeeva Jose and Sojan P. Lal, Introduction to Computing & Problem Solving Through Python, Khanna Publishers, 2015.
5. Mark J. Guzdial, Introduction to Computing and Programming in Python, Pearson Education, 2015.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

CO1: Identify and specify file formats and image resolution for print and web

CO2: Gain proficiency using the selection tools (wand, marquee, lasso, quick selection)

CO3: Demonstrate proficiency with layers (naming, organizing sets, styles, adjustment layers)

CO4: Edit using retouching tools (healing brush, clone tool, patch tool)

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2025-2026

Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

L	T	P	Total Credits
0	0	4	2

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

Practical

1. Drawing Watch using custom shapes
2. Create a poster design
3. Using multichannel mode
4. Using the sponge Tool
5. Create a greeting card
6. Adding an arrowhead.
7. Removing an element from an image
8. Applying Transformations
9. Create a multiple page newsletter

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVMP-5328
LAB ON GOODS AND SERVICES TAX (GST)

Course Outcomes:

After successful completion of this course, students will be able to:

- CO1: provide knowledge about goods service tax
- CO2: create employability to the students in the commercial tax practices
- CO3: understand the procedure for registration, payment and refund of GST
- CO4: understand the appeals, offences and penalties with respect to GST

1/1
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-V)
Session 2025-2026
Course Code: BVMP-5328
LAB ON GOODS AND SERVICES TAX (GST)

L	T	P	Total Credits
0	0	4	2

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Instructions for the Examiner

Evaluation will be done by the external examiner. The examination will be conducted by internal examiner/examiners depending upon options offered. The students shall be required to maintain a file containing various documents related to the workshop which will be verified by the external examiner.

Practical

- Accounting in GST
- Computing GST Tax
- Applicability of CGST, IGST, SGST, UTGST on Different Transactions and adjustment of credit.
- Preparation of GST PMT Registers
- Reverse Charge mechanism
- TCS and Reverse Charge Implications in case of E Commerce Transactions in GST
- Billing and Invoicing in GST
- Composition Scheme in GST

INNOVATION, ENTREPRENEURSHIP AND CREATIVE THINKING

Course Title: Innovation, Entrepreneurship and Creative Thinking

Course Code: SECI-5541

Nature of Course: Audit Course (Value-added)

Course Duration: 30 hours

Course intended for: Semester V students of undergraduate degree programme of-

Course Credits: 2 (For credit based continuous evaluation grading system)

Objectives of the Course:

It is a distinctive and innovative programme structured to prepare the students professionally for meaningful social engagement by setting new patterns and possibilities for employment generation through innovations and entrepreneurship. The purpose of the course is to help students acquire necessary knowledge and skills required for carrying out innovative and entrepreneurial activities, and to develop the ability of analyzing and understanding business situations.

Learning Outcomes:

On successful completion of this course, students will be able to:

- ❖ assess and analyze entrepreneurship as a career choice,
- ❖ develop creative and innovative skills,
- ❖ analyse the business environment in order to identify business opportunities,
- ❖ consider the legal and financial conditions for starting a business venture,
- ❖ explain the importance of marketing and management in small businesses venture,
- ❖ develop a business idea into a comprehensive and highly scalable business model,
- ❖ design a successful business plan and launch their product or service in the market
- ❖ understand personal creativity, identify what are the creative tools and improve their creative problem-solving skills.

CURRICULUM**Course Code: SECI 5541 CourseCredits:2 Total contact hours: 30**

MODULE	TITLE	HOURS
I	Introduction to Entrepreneurship	3 Hrs.
II	Creativity & Innovation	3 Hrs.
III	Entrepreneurial Competencies	3 Hrs.
IV	Management Skills & Functions	3 Hrs.
V	Business Opportunity Identification & Market Analysis	3 Hrs.
VI	Business Plan Preparation	3 Hrs.
VII	Business Model Canvas	3 Hrs.
VIII	Start-Up Financing & Launching	3 Hrs.
IX	Workshop on Design Thinking	4 Hrs.
X	Final Assessment Feedback and Closure	2 Hrs.

EXAMINATION

- **Total Marks:** 25 (Final Exam: 20; Internal Assessment:5)
- **Final Exam:** Multiple Choice Questions: Marks- 20; Time: 1hour
- **Internal Assessment:** 5 (Assessment: 3;Attendance:2)
A comprehensive multiple-choice quiz at the close of the programme. Marks: 3;
Time: 0.5 hour (30 minutes).

Total marks: 25 converted to grade for final result

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVML-6321
FUNDAMENTALS OF INSURANCE

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: apply the basic insurance knowledge and skills at their workplace.

CO2: learn the legal framework of insurance sector.

CO3: understand the fundamentals of underwriting, risk management in insurance.

CO4: acquire technical and practical skills needed in building careers in the insurance industry.

1/2
 Bachelor of Vocation
 (Management and Secretarial Practices)(Semester-VI)
 Session 2025-2026
Course Code: BVML-6321
FUNDAMENTALS OF INSURANCE

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hour

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Insurance- Concept of Insurance, Need, Purpose, Principles of Insurance-Principle of Indemnity, Principle of Insurable Interest, Principle of Subrogation, Principle of Utmost Good Faith, Principle of Proximate Cause, Principle of Contribution. Reforms In Indian Insurance Sector-meaning, need and its Implications
Unit II
Legal Framework- Insurance Act 1938, LIC Act 1956, GIC Act 1972 and IRDA 1999 An overview of Insurance Industry- Types of Insurance –Life Insurance, Marine Insurance, Motor Vehicle Insurance, Health Insurance, Liability Insurance
Unit III
Underwriting- Meaning, Purpose and Process of Underwriting Reinsurance-Meaning, Features of reinsurance, difference between reinsurance and double insurance, Essentials of Reinsurance Programs as per IRDA.
Unit IV
Distribution Channels in Insurance- Role and Code of Conduct by IRDA for Agents, Direct Marketing, Bancassurance and Brokers Insurance Specialists- Underwriters, Surveyors and Loss Assessors, Actuaries, Third Party Administrators

REFERENCES:

1. Sethi, Jyotsana and Bhatia, Nishwan, "Elements of Banking and Insurance".
2. Emmett J.Vaughan and Therese Vaughan "Fundamentals of Risk and Insurance"
3. Agarwal, O.P "Banking and Insurance"
4. Periasamy,P; Veeraselvam,M., "Risk and Insurance Management", Tata Mc Graw Hill
5. www.irda.org

Note: The latest editions of the books should be followed.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVML-6322
HUMAN RESOURCE MANAGEMENT

Course Outcomes:

After successful completion of this course, students will able to:

CO1: develop the understanding of the concept of human resource management and to understand its relevance in organizations.

CO2: learn the process of recruitment and selection.

CO3: integrate the knowledge of job analysis, job specification and job description.

CO4: learn about various methods of training and development and explain the essentials of effective performance Appraisal System understand employee retention strategies.

1/2
 Bachelor of Vocation
 (Management and Secretarial Practices)(Semester-VI)
 Session 2025-2026
Course Code: BVML-6322
HUMAN RESOURCE MANAGEMENT

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hour

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
<p>Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM.</p> <p>Human Resource Planning (HRP): Concept, Need and Importance of HRP, Factors Affecting HRP, Human Resource Planning Process.</p>
Unit II
<p>Recruitment and Selection: Meaning and Factors governing Recruitment, Recruitment Sources and Techniques of recruitment.</p> <p>Meaning and Process of Selection, Problems associated with Recruitment and Selection.</p>
Unit III
<p>HR Training and Development: Concept and Need, Process of Training and Development Programme: - Identification of Training and Development Needs, Objectives and Methods of Training Programme</p> <p>Job Analysis: Meaning and Objectives, Process, Methods of Job Analysis, Uses of Job Analysis and Problems of Job Analysis, Meaning of Job description and Job specification</p>
Unit IV
<p>Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.</p> <p>Employee Retention: Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies.</p>

REFERENCES:

- 1) Dessler, Gary, "Human Resource Management", New Delhi, Pearson Education Asia.
- 2) Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M., "Human Resource Management: Gaining a Competitive Advantage," New Delhi, McGraw-Hill.
- 3) Mathis, Robert L. and Jackson, John H., "Human Resource Management," New Delhi, Thomson.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVML-6323
INDIAN FINANCIAL SYSTEM

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: Understand the Indian Financial System, financial markets and their functioning.

CO2: Understand features, working, instruments and types of capital market in India

CO3: Understand features, working and instruments money market in India

CO4: Understand the nature, types and functions of financial services and knowledge of merchant banking, working of mutual funds and credit rating agencies.

1/2
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVML-6323
INDIAN FINANCIAL SYSTEM

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hour

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Introduction to Indian Financial System: Meaning, Significance, Purpose and Organization, Liberalization of Financial system Financial Markets: Introduction, classification.
Unit II
Capital Market: Meaning and features of Capital Market New Issue Market: Functions, Methods of floating new issues, Operations in New Issue Market, Problems. Secondary Market: NSE, OTCEI, Stock Exchange: Definition, Functions, Management and Organisation
Unit III
Money Market: Meaning and Structure, Functions of Money Market in India, Growth of Indian Money Market, Capital Market Vs. Money Market, Money Market Participants, Defects of Indian Money Market, Requisites of a Developed Money Market, the Indigenous Bankers and Money Lenders Call Money Market: Meaning, Features, Benefits, Indian Call Money Market– A Profile, Participants.
Unit IV
Introduction to Financial Services: Meaning, Nature, Types, Importance of Financial Services. The changing environment of financial services. Overview of Merchant Banking, Mutual Funds and Credit Rating Agencies.

REFERENCES:

1. Capital Market Management, V.A Avadhani - Himalaya publishing House.
2. Financial Institutions and Market, LM Bhole - Tata McGraw Hill.
3. Indian Financial System, Dr. S Guruswamy, Tata McGraw Hill.
4. L M Bhole, and JitendraMahakud,"Financial Institution and Markets", McGraw-Hill Education
5. Primary Market & IPO, ICFAI Publication .
6. Khan, M.Y., "Financial Services" , Tata McGraw Hill, New Delhi.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVML-6324
TRAINING AND DEVELOPMENT

Course Outcomes:

After passing course the student will be able to:

CO1: explain the role of training and development in human resources management.

CO2: assess, design, access and implement various methods, techniques and sources of training

CO3: understand the difference between training and development

CO4: understand the various development methods used by the organizations

1/2
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVML-6324
TRAINING AND DEVELOPMENT

L	T	P	Total Credits
4	0	0	4

Examination Time: 3 Hours

Max. Marks: 100

Theory: 80

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (16 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
Training: Conceptual aspects, Training and Learning, Training objectives, Identification of training needs, Training Process, Policies, Plans designing training program, Methods of Training, Evaluation of Training Effectiveness and Significance of Training, wages and salary administration.
Unit II
Training Needs Assessment (TNA): Meaning and purpose of TNA, TNA at different levels, Approaches for TNA, output of TNA, methods used in TNA.
Unit III
Development: - Concept, Difference between training and development, Objectives of development, Development Process, Development needs evolving development policies, preparing development plans, designing development program, Development Methods, Case Studies, Role play.
UNIT-IV
Business Games, Sensitivity Training, Transaction Analysis, Behaviour Modeling and evaluation of development effectiveness.

References:

1. Armstrong M.A. "Handbook of Human Resource Management Practice", Cogan Page, London
2. Dayal ,I "Manpower Training in organizations" Prentice Hall of India, New Delhi.
3. Craig ,Robert "Training and Development Handbook" McGraw Hill, New York
4. BrahmCanzer, "E-Business and Commerce: Strategic Thinking & Practice", Biztantra Publishers.
5. Kotler, Philip. "Marketing Management". Note: The latest editions of the books should be followed.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVMM-6125
DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand the interface and get familiar with Adobe In-design.

CO2: Forming documents, formatting pages and learning typography

CO3: Prepare & package documents for professional printing or exporting, Understand color, indenting, hyphenation, rulers and guides.

CO4: Apply principles of good page layout and design to create single and multiple page documents containing graphic illustrations.

1/2
 Bachelor of Vocation
 (Management and Secretarial Practices)(Semester-VI)
 Session 2025-2026
Course Code: BVMM-6125
DESKTOP PUBLISHING IN ADOBE IN-DESIGN

L	T	P	Total Credits
2	0	4	4

Examination Time: 3 Hours

Max. Marks: 100
Theory: 40
Practical: 40
CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. 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.

Unit I
<p>Getting to Know the Work Area – The Application window; Navigating Pages; Rulers, Guides & Frames; Panels & Panel Menus; View and Preview settings</p> <p>Quick Start – New Document Set Up; Adding and Editing Text; Adding and Replacing Graphics; Moving Objects; Printing and Creating a PDF; Saving Files</p>
Unit II
<p>Setting up a Document – New Document Settings; Saving and Reverting, Saving to IDML; Margins and Columns; Ruler Guides; Bleeding Color or Images</p> <p>Managing Pages – Adding, deleting and moving pages; Navigation; changing page sizes; creating and applying Master Pages; Overriding Master Page Items, Page Numbering</p> <p>Working with Type – Importing / Placing Text; Text Frames, Selecting and Editing Text; Special Characters; Story Editor; Spell-check; Find / Change</p>
Unit III
<p>Importing & Editing Graphics – Importing / Placing Graphics; Linking Graphics & Links Panel; Fitting Graphics to Frames</p> <p>Working with Color – Strokes & Fills; Color Swatches; Gradient Swatches; Sampling Color</p> <p>Frames & Paths - Editing Frames and Paths; Corner Options; Creating Polygons & Starbursts; Turnings text into Outlines</p> <p>Layers – Creating and controlling layers; grouping and locking layers; aligning and distributing; Text wrap</p>

Unit IV

Paragraph & Character Styles – Setting up character / paragraph styles; formatting a paragraph; Tabs, Bullets & Numbering
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Practical: Create a Bio- Data, Create an Application Form, Create a Letter Pad, Create a Greeting card, Create a Wedding card, Create a Visiting card, Create a Book Wrapper, Create a Brochure, Index Preparation, Working with master Preparation
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Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

REFERENCES:

1. Bear, Jacci Howard. "What's Involved in Desktop Publishing?"Lifewire. Retrieved Ruitter, Maurice M. de Advances in Computer Graphics III. Springer Science & Business Media.
2. "The Definitive, Non-Technical Introduction to LaTeX, Professional Typesetting and Scientific Publishing". Math Vault.. Retrieved
3. Amanda Presley (2010-01-28). "What Distinguishes Desktop Publishing From Word Processing?". Bright Hub. Retrieved

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVMP-6326
PERSONALITY ENHANCEMENT LAB

Course Outcomes:

After successful completion of this course, students will able to:

CO1: Project the Right First Impression

CO2: Polish their manners to behave appropriately in social and professional circles

CO3: Enhance the ability to handle casual and formal situations in terms of personal grooming, dining and entertaining etiquette

CO4: Develop and maintain a positive attitude and being assertive

1/1
Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVMP-6326
PERSONALITY ENHANCEMENT LAB

L	T	P	Total Credits
0	0	8	4

Examination Time: 3 Hour

Max. Marks: 50

Practical: 40

CA: 10

Instructions for the Examiner

Evaluation will be done by the external examiner. The examination will be conducted by internal examiner/examiners depending upon options offered. The students shall be required to maintain a file containing various documents related to the subject which will be verified by the external examiner.

Corporate Etiquette

- Making a Great First Impression
- Greetings, Introductions, The Art Of Small Talk and Conversations
- Polishing Business Manners: Handshake, gifts, visiting cards, humour, office behaviour etc.
- Mastering Cross Cultural Etiquette to deal with Diversity
- Dining Etiquette
- Understanding the Art of Entertaining: Playing a Gracious Host
- Interview Skills
- Social Behaviour & Etiquette

Personality Development

- Self-Esteem & Confidence Building
- Power Dressing: Wardrobe Etiquette
- Grooming for Success
- Body Language, Poise, and Eye Contact
- Pronunciation, Voice Modulation, and Diction
- Assertive Behaviour
- Leadership Qualities
- Handling difficult situations with grace, style, and professionalism

Note: The course would involve interactive sessions, individual and group exercises, role plays, situation-handling, and experience-sharing. Selected video films will complement these.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVMD-6127
ON JOB TRAINING (MAJOR PROJECT)

Course Outcomes:

After studying this course, students will be able to:

CO1: apply fundamental and disciplinary concepts and methods in ways appropriate to their principal areas of study; demonstrate skill and knowledge of current information and technological tools and techniques specific to the professional field of study.

CO2: use effectively oral, written and visual communication, identify, analyze, and solve problems creatively through sustained critical investigation.

CO3: integrate information from multiple sources.

CO4: demonstrate an awareness and application of appropriate personal, societal, and professional ethical standards.

Bachelor of Vocation
(Management and Secretarial Practices)(Semester-VI)
Session 2025-2026
Course Code: BVMD-6127
ON JOB TRAINING (MAJOR PROJECT)

L	T	P	Total Credits
0	0	12	6

Max Marks: 100

(External Assessment = 50;

Internal Assessment = 50)

- Report and Presentation should be submitted monthly
- Internal Assessment is based upon the performance of above said report and presentation made.
- Monthly report is to be evaluated by internal examiner of the concerned college.
- Final report is to be submitted by the end of training period. External assessment is based on final report and viva voce. Final report is to be evaluated by external.