FACULTY OF VOCATIONAL STUDIES

SYLLABUS

of

Bachelor of Vocation

(Management & Secretarial Practices)
Semester: II, VI & VI

(Under Credit Based Continuous Evaluation Grading System)

Session: 2020-21

The Heritage Institution

KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

CURRICULUM AND SCHEME OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME

Bachelor of Vocation (Management & Secretarial Practices) Session 2020-21

	Bachelor of Vocation (Management& Secretarial Practices) Semester II							
Course code	Course Title	Course Type	Credits	Max Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
BVML-2421/ BVML-2031/ BVML-2431	Punjabi(Compulsory)/ [1]Basic Punjabi/ [2]Punjab History & Culture	C	2	50	40	-	10	3
BVMM-2102	Communication Skills in English	S	4	50	25	15	10	3+3
BVML-2323	Principles of Management	C	4	50	40	-	10	3
BVML-2324	Basic Accounting	S	4	50	40	-	10	3
BVML-2325	Commercial Laws	S	4	50	40	-	10	3
BVMM-2126	MS Office – II	S	4	100	40	40	20	3+3
BVMP-2127	Lab based on Typing Skills (Data Entry)	S	4	50	-	40	10	3
AECD-2161	*Drug Abuse: Problem, Management and Prevention (Compulsory)	AC	2	50	40	-	10	3
SECM-2502	*Moral Education	AC	2	25	20	-	5	1
	Total		30	400				

C-Compulsory

E-Elective

AC- Audit Course

[1] **Special paper in lieu of Punjabi (Compulsory).**

[2] **Special paper in lieu of Punjabi (Compulsory) for those students who are not domicileof Punjab.**

*Marks of these papers will not be added in total marks and only grades will be provided.

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

CURRICULUM AND SCHEME OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME

Bachelor of Vocation (Management & Secretarial Practices)
Session 2020-21

Course code	Course Title	Course Type	Credits	Total	Ext. L	Ext. P	CA	Examination time (in Hours)
	Bachelor of Vocation (Management & Secretarial Practices) **Semester IV**							
BVML-4321	Secretarial Practices	C	4	50	40	-	10	3
BVML-4122	Digital Data Management	C	4	50	40	-	10	3
BVML-4323	Managerial Skills	S	4	50	40	-	10	3
BVML-4324	Statistical Analysis	S	4	50	40	-	10	3
BVML-4325	Entrepreneurial Skills	S	4	50	40	-	10	3
BVMP-4126	Web based Applications for Office Management	S	2	50	-	40	10	3
BVMD-4127	Minor Project (Computer based)	S	4	100	-	80	20	-
AECE-4221	*Environmental Studies (Compulsory)	AC	4	100	60	20	20	3+1
	Total		**30**	**400**				

*Marks of these papers will not be added in total marks and only grades will be provided.

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
CURRICULUM AND SCHEME OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
Bachelor of Vocation (Management & Secretarial Practices)
Session 2020-21

	Bachelor of Vocation (Management & Secretarial Practices) Semester VI							
Course code	**Course Title**	**Course Type**	**Credits**	**Marks**				**Examination time (in Hours)**
				Total	**Ext.**		**CA**	
					L	**P**		
BVML-6321	Fundamentals of Insurance	C	4	50	40	-	10	3
BVML-6322	Human Resource Management	C	4	50	40	-	10	3
BVML-6123	E- Publishing Fundamentals	C	4	50	40	-	10	3
BVML-6324	Indian Financial System	S	4	50	40	-	10	3
BVMM-6125	Desktop Publishing in Adobe in-design	S	4	100	40	40	20	3
BVMP-6326	Personality Enhancement lab	S	4	50	-	40	10	3
BVMD-6127	On job Training (Report & Presentation) / Major project / dissertation	S	6	100	-	100	-	-
	Total		**30**	**450**				

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21

BASIC PUNJABI
(In lieu of Compulsory Punjabi)
Course code-BVML-2031

Course outcomes

CO1: ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਪੜ੍ਹਾਉਣ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨੂੰ ਸਿਖਾਉਣ ਦੀ ਪ੍ਰਕਿਰਿਆ ਵਿਚ ਪਾ ਕੇ ਇਕ ਹੋਰ ਭਾਸ਼ਾ ਸਿੱਖਣ ਦੇ ਮੌਕੇ ਪ੍ਰਦਾਨ ਕਰਨਾ ਹੈ।ਇਸ ਵਿਚ ਵਿਦਿਆਰਥੀ ਨੂੰ ਬਾਰੀਕਬੀਨੀ ਨਾਲ ਭਾਸ਼ਾ ਦਾ ਅਧਿਐਨ ਕਰਵਾਇਆ ਜਾਵੇਗਾ।

CO2: ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਸ਼ਬਦ ਰਚਨਾ ਤੋਂ ਜਾਣੂ ਕਰਵਾਇਆ ਜਾਵੇਗਾ।

CO3: ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਪੜ੍ਹਾਉਣ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਅਮੀਰੀ ਦਾ ਅਤੇ ਬਾਰੀਕੀਆਂ ਨੂੰ ਸਮਝਣ ਲਈ ਵੱਖਰੇ - ਵੱਖਰੇ ਸਿਧਾਂਤਾਂ ਦਾ ਵਿਕਾਸ ਕਰਨਾ ਹੈ।

CO4: ਮੁੱਢਲੀ ਪੰਜਾਬੀ ਪੜ੍ਹਾਉਣ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਦਾ ਸ਼ਬਦ ਘੇਰਾ ਵਿਸ਼ਾਲ ਕਰਨਾ ਹੈ।

CO5: ਵਿਦਿਆਰਥੀ ਵਾਕ ਦੀ ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਇਸਦੀ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ ਅਤੇ ਭਾਸ਼ਾ ਤੇ ਪਕੜ ਮਜਬੂਤ ਹੋਵੇਗੀ।

CO6: ਪੈਰ੍ਹਾ ਰਚਨਾ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਬੁੱਧੀ ਨੂੰ ਤੀਖਣ ਕਰਦਿਆਂ ਉਨਾਂ ਦੀ ਲਿਖਣ ਪ੍ਰਤਿਭਾ ਨੂੰ ਉਜਾਗਰ ਕਰਨਾ ਹੈ।

CO7: ਸੰਖੇਪ ਰਚਨਾ ਕਰਨ ਨਾਲ ਵਿਦਿਆਰਥੀ ਆਪਣੀ ਗੱਲ ਨੂੰ ਸੰਖੇਪ ਵਿਚ ਕਹਿਣ ਦੀ ਜਾਚ ਸਿੱਖਣਗੇ ਅਤੇ ਇਹ ਦਿਮਾਗੀ ਕਸਰਤ ਵਿਚ ਸਹਾਈ ਹੋਵੇਗੀ।

CO8: ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ ਲਿਖਣ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਸ ਕਲਾ ਵਿਚ ਨਿਪੁੰਨ ਕਰਨਾ ਹੈ।

CO9: ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਨਾਲ ਗੱਲਬਾਤ ਵਿਚ ਪਰਪੱਕਤਾ ਆਉਂਦੀ ਹੈ।ਇਹ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਗੱਲਬਾਤ ਵਿਚ ਨਿਖਾਰ ਲਿਆਉਣ ਦਾ ਕੰਮ ਕਰਨਗੇ।

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21

BASIC PUNJABI
(In lieu of Compulsory Punjabi)
Course code-BVML-2031

ਸਮਾਂ 3 ਘੰਟੇ

Maximum Marks : 50

Theory : 40

CA : 10

ਪਾਠ ਕ੍ਰਮ
ਯੂਨਿਟ-**I**
ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ (ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕ, ਯੋਜਕ ਅਤੇ ਵਿਸਮਿਕ)

08 ਅੰਕ

ਯੂਨਿਟ-**II**
ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ
(ੳ) ਸਾਧਾਰਨ ਵਾਕ, ਸੰਯੁਕਤ ਵਾਕ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)
(ਅ) ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ ਅਤੇ ਹੁਕਮੀ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)

08 ਅੰਕ

ਯੂਨਿਟ-**III**
ਪੈਰ੍ਹਾ ਰਚਨਾ
ਸੰਖੇਪ ਰਚਨਾ

08 ਅੰਕ

ਯੂਨਿਟ-**IV**
ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)
ਮੁਹਾਵਰੇ

08 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹੋਣਗੇ।ਸੈਕਸ਼ਨ **A-D** ਤੱਕ ਦੇ ਪ੍ਰਸ਼ਨ ਯੂਨਿਟ **I-IV** ਵਿਚੋਂ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰ ਸੈਕਸ਼ਨ ਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।

2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਸੈਕਸ਼ਨ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 08 ਅੰਕ ਹਨ।

4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Punjabi (Compulsory)
COURSE CODE- BVML -2421

COURSE OUTCOMES

CO1:ਆਤਮ ਅਨਾਤਮ ਪੁਸਤਕ ਦੇ ਕਹਾਣੀ ਭਾਗ ਨੂੰ ਸਿਲੇਬਸ ਵਿਚ ਸ਼ਾਮਿਲ ਕਰ ਕੇ ਵਿਦਿਆਰਥੀਆਂ
ਅੰਦਰ ਕਹਾਣੀ ਨੂੰ ਪੜਨ ਦੀ ਰੁਚੀ ਨੂੰ ਪੈਦਾ ਕਰਨਾ ਹੈ ਅਤੇ ਕਹਾਣੀ ਜਗਤ ਨਾਲ ਜੋੜਨਾ ਹੈ।

CO2: ਗਿਆਨ ਮਾਲਾ ਪੁਸਤਕ ਨੂੰ ਸਿਲੇਬਸ ਵਿਚ ਸ਼ਾਮਿਲ ਕਰ ਕੇ ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੜਨ ਦੀ ਰੁਚੀ ਨੂੰ ਪੈਦਾ
ਕਰਨਾ ਹੈ ।

CO3:ਸੰਖੇਪ ਰਚਨਾ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਮੇਂ ਅਤੇ ਮਿਹਨਤ ਦੀ ਬੱਚਤ ਕਰਨ ਬਾਰੇ ਦੱਸਣਾ ਹੈ।

CO4:ਪੈਰ੍ਹਾ ਪੜ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦੇਣ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਬੁੱਧੀ ਨੂੰ ਤੀਖਣ ਕਰਦਿਆਂ   ਉਨ੍ਹਾਂ ਦੀ
ਲਿਖਣ ਪ੍ਰਤਿਭਾ ਨੂੰ ਉਜਾਗਰ ਕਰਨਾ ਹੈ।

CO5:ਸ਼ਬਦ ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ ਪੜਨ ਨਾਲ ਵਿਦਿਆਰਥੀ ਇਸਦੇ ਮੁੱਢਲੇ ਸੰਕਲਪਾਂ ਨੂੰ ਆਧਾਰ   ਬਣਾ ਕੇ
ਇਹਨਾਂ ਸੰਕਲਪਾਂ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ ।

CO6:ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਪੜ੍ਹਾਉਣ ਦਾ ਮਨੋਰਥ ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਅਮੀਰੀ ਦਾ ਅਤੇ
ਬਾਰੀਕੀਆਂ ਨੂੰ ਸਮਝਣ ਲਈ ਵੱਖਰੇ - ਵੱਖਰੇ ਸਿਧਾਂਤਾਂ ਦਾ ਵਿਕਾਸ ਕਰਨਾ ਹੈ।

CO7: ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਨਾਲ ਗੱਲਬਾਤ ਵਿਚ ਪਰਪੱਕਤਾ ਆਉਂਦੀ ਹੈ।ਇਹ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਗੱਲਬਾਤ ਵਿਚ
ਨਿਖਾਰ ਲਿਆਉਣ ਦਾ ਕੰਮ ਕਰਨਗੇ।

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21

Punjabi (Compulsory)
COURSE CODE- BVML -2421

ਸਮਾਂ : 3 ਘੰਟੇ

Maximum Marks : 50
Theory : 40
CA : 10

ਪਾਠ ਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਯੂਨਿਟ-I

ਆਤਮ ਅਨਾਤਮ (ਕਹਾਣੀ ਭਾਗ),(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ) ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
ਪਠਾਣ ਦੀ ਧੀ,ਉਜਾੜ,ਮਾੜਾ ਬੰਦਾ,ਘੋਟਣਾ,ਦਲਦਲ(ਕਹਾਣੀਆਂ ਪਾਠਕ੍ਰਮ ਦਾ ਹਿੱਸਾ ਹਨ)
(ਵਿਸ਼ਾ-ਵਸਤੂ, ਸਾਰ)   08 ਅੰਕ

ਯੂਨਿਟ-II

ਗਿਆਨ ਮਾਲਾ(ਵਿਗਿਆਨਕ ਤੇ ਸਮਾਜ ਵਿਗਿਆਨਕ ਲੇਖਾਂ ਦਾ ਸੰਗ੍ਰਹਿ)(ਸੰਪ. ਡਾ. ਸਤਿੰਦਰ ਸਿੰਘ, ਪ੍ਰੋ. ਮਹਿੰਦਰ ਸਿੰਘ ਬਨਵੈਤ), ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ,ਅੰਮ੍ਰਿਤਸਰ, 2007
ਲੇਖ :ਸਾਹਿਤ ਤੇ ਲੋਕ ਸਾਹਿਤ, ਅੱਖਾਂ, ਕੰਪਿਊਟਰ ਅਤੇ ਇੰਟਰਨੈੱਟ। (ਪਾਠਕ੍ਰਮ ਦਾ ਹਿੱਸਾ ਹਨ)
(ਵਿਸ਼ਾ-ਵਸਤੂ, ਸਾਰ)   08 ਅੰਕ

ਯੂਨਿਟ-III

(ੳ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਨਾਂਵ,ਪੜਨਾਂਵ,ਕਿਰਿਆ,ਵਿਸ਼ੇਸ਼ਣ
(ਅ) ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ,ਸੰਬੰਧਕ,ਯੋਜਕ,ਵਿਸਮਿਕ   08 ਅੰਕ

ਯੂਨਿਟ-IV

(ੳ) ਸੰਖੇਪ ਰਚਨਾ

(ਅ) ਮੁਹਾਵਰੇ   08 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹੋਣਗੇ।ਸੈਕਸ਼ਨ **A-D** ਤੱਕ ਦੇ ਪ੍ਰਸ਼ਨ ਯੂਨਿਟ **I-IV** ਵਿਚੋਂ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰ ਸੈਕਸ਼ਨ ਵਿਚ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਸੈਕਸ਼ਨ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 08 ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
COMMUNICATION SKILLS IN ENGLISH

Course Code: BVMM-2102

Course Outcomes

After passing this course the students will develop the following skills:

CO 1: Enhancement of listening skills with the help of listening exercises based on conversation, news and TV reports.

CO 2: Improvement of speaking skills enabling them to converse in a specific situation.

CO 3: Acquisition of knowledge of phonetics which will help them in learning about correct pronunciation as well as effective speaking.

CO 4: The capability to present themselves well in a job interview.

CO 5: The ability of Note-Taking to be able to distinguish the main points from the supporting details and the irrelevant information from the relevant one.

CO 6: Speaking skills of the students enabling them to take active part in group discussion and present their own ideas.

CO 7: The capability of narrating events and incidents in a logical sequence.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
COMMUNICATION SKILLS IN ENGLISH
Course Code: BVMM-2102

Examination Time: 3 hours (Theory)   **Max. Marks: 50**
                    3 hours (Practical)   **Theory: 25**
                                                                         Practical: 15
                                                       Continuous Assessment: 10

Instructions for the paper setters and distribution of marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section-A: Two questions with internal choice will be set from Unit I of the syllabus and these questions will be theoretical in nature corresponding to the syllabus of Section-I. Each will carry 5 marks.

Section-B: Two questions with internal choice will be set from Unit II of the syllabus. One will be theoretical and the second will be practical in nature. Each will carry 5 marks.

Section-C: Two questions with internal choice will be set from Unit III of the syllabus and these will be theoretical in nature. Each will carry 5 marks.

Section-D: Two questions with internal choice will be set from Unit IV of the syllabus. One question will be theoretical in nature and the other will be practical in nature (based on phonetic transcription and stress). Each will carry 5 marks.

Important Note:

The candidate will have to attempt five questions in all selecting one from each section of the question paper and the fifth question may be attempted from any of the four sections.   **(5 x 5 = 25)**

PRACTICAL / ORAL TESTING

Examination Time: 3 hours   **Marks: 15**

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 7 minutes duration. (Topic can be given in advance or it

can be of 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.

Course Contents:

Unit I

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

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

Unit II

Attending telephone calls; note taking and note making.

Activities: Taking notes on a speech/lecture

Unit III

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

The study of sounds of English, stress Situation based Conversation in English

Essentials of Spoken English

Activities: Giving Interviews

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.

2. *Business Communication* by Sethi, A and Adhikari, B., McGraw Hill Education 2009.

3. *Communication Skills* by Raman, M. & S. Sharma, OUP, New Delhi, India 2011).

4. *A Course in Phonetics and Spoken English* by J. Sethi and P.V. Dhamija, Phi Learning.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVML-2323
PRINCIPLES OF MANAGEMENT

Course Outcomes:

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

CO1: evaluate the global context for taking managerial actions of planning, organizing and
controlling.

CO2: assess global situation, including opportunities and threats that will impact management
of an organization.

CO3: integrate management principles into management practices.

CO4: assess managerial practices and choices relative to ethical principles and standards.

CO5: specify how the managerial tasks of planning, organizing, and controlling can be
executed in a variety of circumstances.

CO6: determine the most effective action to take in specific situations.

CO7: evaluate approaches to addressing issues of diversity.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVML-2323
PRINCIPLES OF MANAGEMENT

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
Management: Meaning and Definition, Nature Purpose, Scope, Importance and Functions. Management as an art, science and profession, Concept of Management, Administration and Organisation, Principles of Management, Scientific Management. **Evolution of Management Thought:** Contribution of F.W.Taylor, Henri Fayol, Elton Mayo, Chester Barnard and Peter Drucker to the management thought.
Unit II
Management Techniques: • Management by Objectives – Meaning, Process, Benefits and Weaknesses. • Planning: Meaning, Significance, Types of Plans, Elements of Planning: Objectives, Policies, Rules, Procedures, Strategy. • Organising: Meaning, Nature and Purpose of Organisation, Principles of Organisation, Forms of Organisation: Line, Functional, Line and Staff, Formal and Informal Organisation. **Span of Management:** Meaning, Factors determining Span of Management.
Unit III
Authority: Definition, Types, Responsibility and Accountability, Delegation of Authority: Definition, Steps in Delegation, Obstacles to Delegation and their Elimination, Decentralization vs Centralization, Determinants of Effective Decentralization. **Staffing**: Meaning, Nature and functions of HRM, Factors affecting Staffing, Recruitment, Selection, Training and Development.

Unit IV

Directing: Motivation-Meaning, Nature, Importance, Types, Theories of Motivation: McGregors's, Maslow and Herzberg Theories. Leadership: Meaning, Nature, Styles, Managerial Grid, Likert System, Theories of Leadership.

Coordination: Principles and Techniques, difference between Cooperation and Coordination.

Controlling: Meaning, Nature, Importance, Scope, Limitations and Techniques.

REFERENCES:

1. Robbins, S.P., & Coulter, M.K., "Management", Pearson Education Inc., New Delhi.
2. Gupta, Meenakshi, "Principles of Management", PHI Learning Pvt. Ltd., New Delhi.
3. Koontz, H., Weihrich, H., &Aryasri, A.R., "Essentials of Management", Tata McGraw-Hill, New Delhi.
4. Aswathapa, K. "Essential of Business Administration", Himalaya Publishing House, Mumbai.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVML-2324
BASIC ACCOUNTING

Course Outcomes:

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

CO1 : understand and apply the essential numerical skills required for Book Keeping and
Accounting

CO2 : understand and explain the relationship between the accounting equation and double-
entry system of book keeping

CO3 : enable the recording of transactions in the appropriate ledger accounts using the
double-entry book keeping system

CO4 : understand the balancing of ledger accounts at the end of an accounting period

CO5 : facilitate the preparation trial balance, balance sheet and profit and loss account.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVML-2324
BASIC ACCOUNTING

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
Introduction: Financial Accounting-Definition and Scope, Objectives of Financial Accounting, Accounting v/s Book Keeping, Terms used in Accounting, Users of Accounting Information, Limitations of Financial Accounting.   **Conceptual Framework**: Accounting Concepts, Principles and Conventions, Accounting Standards-Concept, Objectives, Benefits, Brief review of Accounting Standards in India, Accounting Policies, Accounting as a measurement discipline.
Unit II
Accounting Cycle and Bases of Accounting: Cash Basis, Accrual Basis.   **Recording of Business Transactions**   **Voucher and Transactions**: Origin of Transactions-source documents and vouchers   **Preparation of Voucher:** Accounting Equation Approach, Meaning and Analysis of Transactions using Accounting Equation, Rules of Debit and Credit, Recording of transaction in Journal   **Subsidiary Books:** Purchases book, Sales book, Purchases Return book, Sales Return book, Bills Receivable book, Bills Payable book
Unit III
Ledger, Cash Book, Trial Balance, Bank Reconciliation Statement.   **Depreciation:** Meaning, need & importance of Depreciation, methods of charging Depreciation (WDV & SLM).

Unit IV

Final Accounts: Meaning of Financial Statements, Usefulness of Financial Statements, Elements of Financial Statements, Preparation of Trading and Profit & Loss Account and Balance Sheet without Adjustments.

Final Accounts with Adjustments: Treatment of Some Items which may be Direct Items, Indirect Items, Incomes and Expenses, Treatment of Items of Adjustment appearing outside the Trial Balance, Treatment of Items of Adjustment appearing inside the Trial Balance.

REFERENCES:

1. Khatri Dhanesh, "Financial Accounting for Management: An Analytical Perspective", Pearson Education, New Delhi.
2. Gupta, Ambrish, "Financial Accounting for Management: An Analytical Perspective", Pearson Education, New Delhi.
3. Wood, F. and Robinson, S ., "Book Keeping and Accounts, "7th Edition (2008), Pearson Publications, New Delhi

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)

Course Code: BVML-2325
COMMERCIAL LAWS

Course Outcomes:

After studying this course, students will be able to:

CO1: define basic terms, values and laws in the area of commercial law

CO2: describe methods of applying principles and provisions of commercial law

CO3: compose simple contracts

CO4: asses the correctness of applying specific laws to a specific cases and choosing the most appropriate one.

Course Code: BVML-2325
COMMERCIAL LAWS

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
The Indian Contract Act, 1872 Contract – Meaning, Characteristics and kinds, Essentials of valid contract – Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract –Modes of discharge, Breach of Contracts and its remedies.
Unit II
Contract of Indemnity and Guarantee Contract of Bailment & Pledge, Contract of Agency
Unit III
The Sale of Goods Act, 1930 Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non–owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.
Unit IV
Consumer Protection Act: Definitions, objectives, redressal machineries. The Limited Liability Partnership Act, 2008

REFERENCES:
1. Singh, A., "Principles of Mercantile Law", (2011), Eastern Book Co.
2. Tulsian, P. C., "Business Laws", 2nd Edition (2000), Tata McGraw Hill, New Delhi.
3. Kucchal, M.C., "Business Law", 5th Edition (2009), Vikas Publishing, House (P) Ltd.
 4. Maheshwari&Maheshwari, "Business Law", National Publishing House, New Delhi.
5. Chadha, P. R., "Business Law" Galgotia Publishing Company, New Delhi.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)

Course Outcomes:

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

CO1:   Indicate the names and functions of the excel interface components.

CO2:   enter and edit data, format data and cells.

CO3:   construct formula, including the use of built-in functions, and relative and absolute references.

CO4:   create and modify charts, preview and print worksheets.

CO5:   use the Excel online Help feature.

CO6:   identify the terminology and functions common to most database management systems.

CO7:   identify the qualities of valuable information.

CO8:   identify the elements of good database design.

CO9:   create and use tables, Create and use queries.

CO10: create simple reports and forms.

CO11: use the Access online Help feature.

CO12: discuss ethical issues connected to the use of databases.

(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVMM-2126
MS OFFICE – II

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
Fundamentals: Start MS Excel. Excel Screen Elements, About cell, Workbook, Worksheet, Enter Data into the Excel Worksheet, Save an Excel Worksheet, **Explore Excel:** Move from One Place to Another in a Worksheet, How to Change the Spreadsheet Cells Background or Text Color, Knowing The Excel Paste , What if Analysis.
Unit II
Formatting and Customizing Data: Cell Alignment Options, Number Formatting, Adding Header and Footer, How to Prevent the Cell Editing, Merge and Unmerge Cells (Columns), Create and Download the Excel 2016 Templates. **Creating and Formatting Tables:** How to insert a Table, Formatting the Table,Pivot Tables Create Drop Down List, Use of Data Validation Rules.
Unit III
Formulas and Functions (with example illustrations): How to Write an Excel Formula, Excel 2016 Functions, Using NOW Function, Example Using the Excel 2016 PRODUCT Function, Using MAX Function, CELL Function, The RADIANS Function: Convert Degrees to Radians, DATE Function: An Easy Way to Insert a Date into a Formula, COUNT Function. **Creating and Formatting Charts**: Creating Charts, Create and Format the Chart Title, Chart Legend: How to Resize, Move, Changing Legend Font and Color, Creating a Pie Chart, Creating a Histogram **Printing of an EXCEL Sheet**: Print Preview Feature, Preview Worksheets Before Printing, Print Excel Worksheet and Print Multiple Areas of a Workbook, Printing Multiple Worksheets from a Workbook

Unit IV
What is a database and need of a Database Exploring and designing a database **Building the Database:** Creating a Table, Setting up fields, Building table relationships, Entering and editing data in the table **Analyzing and Reporting Data:** Sorting records entered in the table, Filtering records in the table, About queries, Using queries to make data meaningful, creation of reports

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. Microsoft Word, Excel, and PowerPoint: Just for Beginners Paperback , Dorothy House
2. Weverka Peter, "Microsoft Office 2016 All-In-One for Dummies", Wiley India Pvt. Ltd, New Delhi.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)

Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Course Outcomes:

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

CO1:   develop correct touch typing techniques

CO2: key data quickly and accurately

CO3: demonstrate operational skills in using the computer

CO4: key accurately, at a rate of 35 words per minute

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Examination Time: 3 Hours   **Max.   Marks: 50**
                                                              Practical: 40
                                                              CA: 10

Lab based on Typing skills to increase speed of typing in English, Hindi / Punjabi.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Drug Abuse: Problem, Management and Prevention (COMPULSORY PAPER)
PROBLEM OF DRUG ABUSE
Course Code: AECD-2161
(Theory)

Time: 3 Hrs.   **Max. Marks : 50**
                                                                                      Theory: 40
                                                                                      CA: 10

Instructions for the Paper Setter
Eight questions of equal marks 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
Prevention of Drug abuse: Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

UNIT-II
School: Counselling,   Teacher   as   role-model.   Parent-teacher-Health   Professional Coordination, Random testing on students.

UNIT-III
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

UNIT-IV
Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

References:
1.Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection.*Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.

6. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.

7. Sain, Bhim 1991, *Drug Addiction Alcoholism,* Smoking obscenity New Delhi: Mittal Publications.

8. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab*: A Sociological Study. Amritsar: Guru Nanak Dev University.

9. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.

10. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation,* Cambridge University Press.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4321
SECRETARIAL PRACTICES

Course Outcomes:

After studying this course, students will be able to

CO1: identify the scope, role and functions of the company secretary and apply them in the employing or client organisation.

CO2: critically evaluate and apply the role of company secretary as an advisor to the board.

CO3: ensure effective communication and dissemination of information to and from the board, both internally and externally, for the optimum benefit of the organisation.

CO4: understand the law and best practice in key functional matters (for example, meetings and share capital management) and apply them in the secretary ship function and ensure corporate compliance.

CO5: apply the functions of a company secretary in ensuring corporate compliance through good disclosure and observance of statutory and other regulations

CO6: take responsibility for the ongoing responsibilities of the secretary as a professional practitioner in the organisation and be responsible for continuing personnel development within the secretariat.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4321
SECRETARIAL PRACTICES

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
Company Management: Definition, Features and Types of Companies, Company Formation and Incorporation, Promoter, Capital Subscription, Memorandum and Articles, Prospectus.
Unit II
Secretarial Practices: Meaning, Definition, Need and Importance, Appointment, Rights, Duties, Powers and Liabilities of a Secretary, Role of a Secretary in Company Formation. **Meetings:** Meaning of meetings, Types of meetings, Requisites of meetings.
Unit III
Company Directors: Meaning and types of directors, Qualification and Number, Appointment, Removal, Powers, Duties and Liabilities, Remuneration of Directors.
Unit IV
Shares and Debentures: Application, Allotment, Transfer and Transmission, Calls and Forfeiture, Dividend and Interest. **Reconstruction and Amalgamation**, Winding up and Dissolution of Companies.

REFERENCES:
1 .Secretarial Practice and Office Management by Prasanta K Ghosh.
2. The Company Secretarial, hand book: a guide to statutory duties and responsibility;
Ashton, Helen.
3. The Company Secretarial Desktop Guide; Mason, Roger (Thorogood Publishing).

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4122
DIGITAL DATA MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: find key components of digital leadership

CO3: create, influence, monitor and control digital reputation

CO4: use digital opportunities to connect with audiences

CO5: understand that data should be managed differently in different phases of the life cycle

CO6: identify the value and relative importance of data management to the success of a
        research project.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4122
DIGITAL DATA MANAGEMENT

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
Workflow: Meaning, types, Automated workflow – components, File Preparation, Preflighting, Digital Imposition – preRIP, postRIP, OPI, Trapping, Postscript, PDF, Metadata – JDF, XML.   **File Formats & Compression Techniques**: File format – EPS, DCS, JPEG, GIF, TIFF, PNG, comparison of file formats, Compression techniques, Lossy& lossless compression, RLE, Huffman compression, LZW, DCT, Wavelet, Fractal image encoding, Image quality evaluation, Audio compression, Video Compression.

Unit II
2-D Transformations: translation, rotation, scaling, matrix representations and homogeneous coordinates, composite transformations, general pivot point rotation, general fixed point scaling, shearing, reflection about X Axis and Y Axis, Reflection about Straight lines, Reflection through an Arbitrary Line.

Unit III
Database Management: Database, Types, Database Management, Database Languages, Query Processing, Data storage, Backup & recovery, Distributed databases, Data Warehousing, Data Mining

Unit IV
Security: Security in Operating Systems, Principles of Network Security, Cryptography, Fire walls, Intrusion Detection Systems, Secure Email, Digital Rights Management, Element of Designing Accessible Web Content and Web Security

REFERENCES
1. Helmut Kiphhan, "Handbook of Print Media", Springer Verlag, 2001 2. Phil Green,
2. "Understanding Digital Color", 2nd edition, GATF Press, 1999.
3. Mani Subramanian, " Network Management: Principles & Practice", Addison Wesley,1999
4. SanjivPurba, "Handbook of Data Management", Viva Books Private Ltd., 1999
5. Douglas E. Comer, "Computer Networks & Internets", 2nd Edition, Pearson Publications, 1999
6. Larry L. Pearson, Bruce S. Davie, "Computer Networks: A Systems Approach", Third Edition, Morgan Kauffman Publishers Inc., 2003
7. Abraham Silberschatz, Henry F. Korth, S.Sudharshan, "Database System Concepts"

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4323
MANAGERIAL SKILLS

Course Outcomes:

After studying this course, students will be able to:

CO1: understand what is meant by management and managerial effectiveness.

CO2: identify the roles which are fulfilled while working as a manager.

CO3: identify managerial activities that contribute to managerial effectiveness.

CO4: identify a cause of stress in managerial life from a range covering mismatches between capabilities and role, player-manager tension and everyday stressors.

CO4: understand time pressures and the need for time management.

Session 2020-21
Course Code:BVML-4323
MANAGERIAL SKILLS

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
Introduction: Introduction to Skills & Personal Skills, Importance of Competent Managers, Skills of Effective Managers, Developing Self Awareness on the issues of Emotional Intelligence, Self Learning Styles, Values, Attitude towards Change, Learning of Skills and Applications of Skills.
Unit II
Problem Solving and Building Relationship: Problem Solving, Creativity, Innovation, Steps of Analytical Problem Solving, Limitations of Analytical Problem Solving, Impediments of Creativity, Multiple Approaches to Creativity, Conceptual Blocks, Conceptual Block Bursting, Skills Development and Application for above areas.
Unit III
Communication Aspects: Building relationship Skills for developing positive interpersonal communication, Importance of Supportive Communication, Coaching and Counseling, Defensiveness and Disconfirmation, Principles of Supportive Communications, Personal Interview Management. Skill Analysis and Application on above areas. **Team Building:** Developing Teams and Team Work, Advantages of Team, Leading Team, Team Membership, Skill Development and Skill Application.
Unit IV
Empowering and Delegating: Meaning of Empowerment, Dimensions of Empowerment, Ways to develop empowerment, Inhibitors of Empowerment, Delegating Works, Skills Development and Skill Application on above areas. **Communication related to Course**: How to make Oral Presentations, Conducting Meetings, Reporting of Projects, Reporting of Case Analysis, Answering in Viva Voce, Assignment Writing.

REFERENCES:

1. V.S.P.Rao, Managerial Skills, Excel Books,2010, New Delhi
2. David A Whetten, Cameron Developing Management skills, PHI 2008
3. Ramnik Kapoor, Managerial Skills, Path Makers ,Banglore
4. Kevin Gallagher, Skills development for Business and Management Students,   Oxford,2010
5. Monipally, Muttthukutty ,Business Communication Strategies,Tata McGraw Hill.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21

STATISTICAL ANALYSIS

Course Outcomes:

After studying this course, students will be able to:

CO1: demonstrate knowledge of probability and the standard statistical distributions.

CO2: demonstrate knowledge of fixed-sample and large-sample statistical properties of point and interval estimators.

CO3: demonstrate knowledge of the properties of parametric, semi-parametric and non-parametric testing procedures.

CO4: demonstrate the ability to perform complex data management and analysis.

CO5: acquire understanding of how to design experiments and surveys for efficiency.

Session 2020-21
Course Code: BVML-4324
STATISTICAL ANALYSIS

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
Statistics: Definition, Functions, Scope and Limitations of Statistics.   **Measures of Central Tendency:** Mean, Median and Mode.
Unit II
Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of Variation. Kurtosis, Skewness   **Simple Correlation and Regression:** Meaning, Types, Karl Pearson's & Rank Correlation (excluding grouped data), Probable error.
Unit III
Index Numbers: Meaning and Importance, Methods of construction of Index Numbers: Weighted and Unweighted; Simple Aggregative Method, Simple Average of Price Relative Method, Weighted Index Method: Laspeyres Method, Pasches Method and Fishers Ideal Method including Time and Factor Reversal Tests, Consumer Price Index.
Unit IV
Time Series Analysis: Components, Estimation of Trends (Graphical Method, Semi Average Method, Moving Averages Method and Method of Least Squares for Linear Path).

REFERENCES:

1. Levin, Richard and David S.Rubin."Statistics for Management", 7th Edition, Prentice Hall of India, New Delhi.
2. Chandan, J.S.,"Statistics for Business and Economics", Ist Edition,(1998),Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair,R.M.Jr.,"Quantitative Analysis for Management", 7th Edition, Prentice–Hall of India, New Delhi.
4. Gupta C B, Gupta V,"An Introduction to Statistical Methods", 23rd Edition (1995), Vikas Publications.
5. Siegel, Andrew F, Practical Business Statistics.International Edition, 5th Edition (2001), McGraw Hill Irwin

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4325
ENTREPRENEURIAL SKILLS

Course Outcomes:

After studying this course, students will be able to:

CO1: analyze the business environment in order to identify business opportunities

CO2: identify the elements of success of entrepreneurial ventures

CO3: consider the legal and financial conditions for starting a business venture

CO4: evaluate the effectiveness of different entrepreneurial strategies.

CO5: specify the basic performance indicators of entrepreneurial activity

CO6: explain the importance of management in small businesses venture

CO7: interpret their own business plan

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4325
ENTREPRENEURIAL SKILLS

Examination Time: 3 Hour   **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
Fundamentals of Entrepreneurship: Nature, Entrepreneurial process. Entrepreneurs: Functions, Types, Traits, difference between managers and entrepreneurs. Creativity and Innovation: creativity process, barriers to creativity, developing individual creativity, enhancing organizational creativity, common sources of new venture ideas
Unit II
Motivation: concept, theories-Maslow's theory, McClelland theories. Ethics and Social Responsibility of an Entrepreneur. Role of Entrepreneurship in Economic Development. Role of government towards entrepreneurial development
Unit III
Entrepreneurial decision making, Setting Up a Small Business Enterprise; Business Plan: Elements, Preparation. Sources of finance: Debt/Equity Financing, Support from banks and other financial institutions, venture capital.
Unit IV
Dimensions of Entrepreneurship: Entrepreneurial Culture, Entrepreneurial Society, Women Entrepreneurship, Rural Entrepreneurship.

REFERENCES:

1. Hisrich, Robert D, Peters, Michael P, Manimala, M. J., and Shepherd, D. A., Entrepreneurship, Tata McGraw Hill, Delhi.

2. Desai, Vasant, The dynamics of Entrepreneurial Development and Management, Himalaya Publishing House, Mumbai.

3. Kumar, Arya, Entrepreneurship, Pearson.

4. Nag, A,Strategic management, Vikas Publishing

5. Chandrasekaran, N., and Ananthanarayanan, P.S., Strategic Management, Oxford University Press.

6. Zimmerer, Thomas, Essentials of entrepreneurship and small business, Pearson/Prentice Hall. Step by Step Guide For Starting a Business, available at smallb.in

Bachelor of Vocation

Course Code: BVMP-4126
WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: use internet and mange email effectively

CO2: use various web-based tools for office management

CO3: hold and manage online virtual meetings

(Management & Secretarial Practices) (Semester-IV)
Session 2020-21
Course Code: BVMP-4126
WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Examination Time: 3 Hours
Max. Marks: 50
Practical: 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
Introduction: About internet and its working, business use of internet, services offered by internet, evaluation of internet, internet service provider (ISP), internet addressing (DNS) and IP addresses).   **E–Mail:** Basic Introduction; Advantage and disadvantage, structure of an e–mail message, working of e–mail (sending and receiving messages), managing e–mail (creating new folder, deleting messages, forwarding messages, filtering messages) Implementation of outlook express.
Unit II
Internet Protocol: Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCP IP.   **WWW:** Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark)   **Search Engine:** About search engine, Components of search engine, working of search engine, difference between search engine and web directory
Unit III
Introduction to Web based tools for Office Management: Google Docs: Creating documents, uploading files to Google Drive, managing files and sharing files on Google Drive, Editing Documents, sharing documents, Changing ownership of the document.   Google Forms: Creating a Questionnaire/ Quiz using Google Forms   Using Google Calendar to organise and Track online meeting, Using Telegram, Whatsapp Web to communicate and share documents online.

Unit IV
Online Platforms for Virtual Meeting: Google Meet, Microsoft Teams, Zoom Online meeting, Cisco Webex., Scheduling and conducting Online Meetings   Online Payment methods: Internet banking, UPI, Debit and Credit Cards, Mobile Wallets

REFERENCES:

1. Internet & web page designing by V.K.Jain BPB publications.

2. Alexis Leon and Mathews le on,Internet for everyone - Vikas publications.

3. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html

4. "Understanding the Internet", Kieth Sutherland, Buterworth–Heineman; 1st Edition

5. S. K. Bansal, "Internet Technologies", APH Publishing Corporation.

6. Behrouz A. Forouzan, "Data Communications and Networking", 3rdEditon.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVMD-4127
MINOR PROJECT (Computer based)

Course Outcome:

At the end of this course, students will be able to:

CO1: Practice acquired knowledge within the chosen area of technology for project development.

CO2: Identify, discuss and justify the technical aspects of the chosen project with a

comprehensive and systematic approach.

CO3: Reproduce, improve and refine technical aspects for projects.

CO4: Work as an individual or in a team in development of technical projects.

CO5: Communicate and report effectively project related activities and findings.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVMD-4127
MINOR PROJECT (Computer based)

Examination Time: 3 Hours   **Max. Marks : 100**
                                                    Practical: 80
                                                    CA: 20

- 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 examiner.

Bachelor of Vocation

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

CO3: Gain the necessary business ethics with special reference to the insurance industry.

CO4: Understand the fundamentals of underwriting, risk management in insurance.

CO5: Explain the development of risk premium.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVML-6321
FUNDAMENTALS OF INSURANCE

Examination Time: 3 Hour   **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
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 & Secretarial Practices)(Semester-VI)

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: focus on and analyze the issues and strategies required to select and develop manpower resources
CO3: integrate the knowledge of HR concepts to take correct business decisions.
CO4: learn about various methods of training and development
CO5: explain the essentials of Effective Performance Appraisal System.
CO6: understand employee retention strategies.

Examination Time: 3 Hour   **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
Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM.   **Human Resource Planning (HRP):** Concept, Need and Importance of HRP, Factors Affecting HRP, Human Resource Planning Process.
Unit II
Recruitment and Selection: Meaning and Factors governing Recruitment, Recruitment Sources and Techniques of recruitment.   Meaning and Process of Selection, Problems associated with Recruitment and Selection.
Unit III
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   **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
Unit IV
Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.   **Employee Retention:** Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies.

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 & Secretarial Practices)(Semester-VI)
Session 2020-21

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Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

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Course Outcomes:

After studying this course, students will be able to:

CO1: design methodology in the field of visual communication;

CO2: learn skills necessary to manage a project from the ideation phase to the realization phase;

CO3: explain technical tools necessary for the realization of the projects and the necessary interdisciplinary scientific skills;

CO4: understand theoretical and socio-cultural education that aims to acquire a solid cultural background where the technical-media skills are combined with a theoretical reflection

CO5: acquire a new perspective on E-Publishing

Session 2020-21
Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

Examination Time: 3 Hour   **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
Introduction: Internet, WWW, Web2.0, Broadband, Print On demand, eBook, e-Journals, e- Newspaper, internet advertising, Digital libraries, e-Readers, Electronic Publishing Advantages, Issues.   **Publishing :** Areas of publishing – Legal, STM, Book Publishing – Manuscript, Anatomy of a book, Layout & Design, Journal Publishing - Layout & Design, Web Publishing - Layout & Design, Accessibility, usability, standards, Publishing on Handheld devices - Layout & Design.
Unit II
Workflow: Authors, Publishers, e -Publishing Companies; Workflow – Receiving Jobs (FTP), Pre editing, Copy editing, Proof reading, Graphics, Pagination, Quality Control, Output – Print, Proof, Web, Handheld devices; Workflow software, File management – File Naming conventions, Storage, Metadata, Searching, Digital Asset Management, Repurposing, PDFX/3 workflow.
Unit III
Software & tools: Conventional workflow, XML workflow, STM Typesetting software, Pagination software's, Image manipulation software's, Markup languages – fundamentals, Presentation technologies - (HTML, CSS, WML, XSL/XSL-FO), Representation technologies (XML, DTD, W3C XML Schema, DSDL), Transformation technologies (SAX, DOM, XSLT)   **Version control of publications:** Importance of version control, how version control works and different methods of version control: File naming conventions, tracking using version numbers, version control tables and Good practices for version management of publications.

Unit IV

Access control of publications: Introduction to Authentication and authorization, User access, Data integrity, Flexible document storage mechanism: manuals, work processes, checklists, instructions, Revision control, Approval process, Approval tracking, Revision history, Secure access requirements: User access can be set by groups, individuals or documents to allow for the precise access that you require to your data, Print Screen and Print Control, Digital Signatures,Watermarks, Pdf conversion, Access control etc
Emerging trends: Future publishing Models, Digital Rights Management, Business models in Internet.

REFERENCES:
1. Handbook of Print Media – Helmut kipphan, Springer.
2. Digital colour Printing Technology – Bishwanath Chakkaravarthy
3. Printing in a digital world – David Bergsland.
4. On demand Digital Printing Primer – Howard M. Fentan – GATF.
5. Pocket Guide to Digital Printing – Frank Cost.
6. "DHTML AND CSS FOR THE WORLD WIDE WEB" Book, by Jason Cranford Publisher, 2001 Peachpit Press
7. "HOW TO USE HTML & XHTML" by Gary Rebholz,, Published 2001
8. "XML FOR THE WORLD WIDE WEB" by Elizabeth Castro, Published 2001, Peachpit Press

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVML-6324
INDIAN FINANCIAL SYSTEM

Course Outcomes:

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

CO1: Understand the Indian Financial System and its functioning.

CO2: Explain the broad features of Indian financial institutions with its apex banks' objectives.

CO3: Effectively narrate the kinds and components of money with its regulatory system.

CO4: Identify the existence and development of merchant banking in India

 CO5: Illustrate the functioning of financial market and government security market in the

development of Indian financial system.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVML-6324
INDIAN FINANCIAL SYSTEM

Examination Time: 3 Hour   **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
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, Concept, Nature, Objectives, Features, Types, Importance of Financial Services. The changing environment of financial services. **Merchant Banking:** Concept, Origin and Development, Functions and Scope, Importance, Guidelines of SEBI on Merchant Banking.

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 Jitendra Mahakud,"Financial Institution and Markets", McGraw-Hill Education
5. Primary Market & IPO, ICFAI Publication .

6. Khan, M.Y., "Financial Services" , Tata McGraw Hill, New Delhi.

Course Code: BVMM-6125
DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Course Outcomes:

After studying this course, students will be able to:

CO1: Create personal and/or business publications following current professional and/or industry standards.

CO2: Understand desktop publishing technology and design cycle

CO3: Prepare & package documents for professional printing or exporting

CO4: Understand typography, indenting, hyphenation, rulers and guides.

CO5: Apply principles of good page layout and design to create single and multiple page documents containing graphic illustrations.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMM-6125
DESKTOP PUBLISHING IN ADOBE IN-DESIGN

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

Unit IV
Paragraph & Character Styles – Setting up character / paragraph styles; formatting a paragraph; Tabs, Bullets & Numbering **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

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 Ruiter, 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 & Secretarial Practices)(Semester-VI)
Session 2020-21
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
CO5: Master Cross Cultural Etiquette
CO6: Handle difficult situations with grace, style, and professionalism

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMP-6326
PERSONALITY ENHANCEMENT LAB

Examination Time: 3 Hour   **Max. Marks: 50**
Theory: 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 Behavior & 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 & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMD-6127
ON JOB TRAINING (REPORT & PRESENTATION) /
MAJOR PROJECT / DISSERTATION

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.
CO2: demonstrate skill and knowledge of current information and technological tools
and techniques specific to the professional field of study.
CO3: use effectively oral, written and visual communication.
CO4: identify, analyze, and solve problems creatively through sustained critical investigation.
CO5: integrate information from multiple sources.
CO6: demonstrate an awareness and application of appropriate personal, societal, and
professional ethical standards.
CO7: practice the skills, diligence, and commitment to excellence needed to engage in
lifelong learning.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMD-6127

ON JOB TRAINING (REPORT & PRESENTATION) /
MAJOR PROJECT / DISSERTATION

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.