

National Education Policy (NEP-2020)

First Year Bachelor of Vocation (B. Voc.- Diploma) Course Structure for (Level-5)

With Multiple Entry and Multiple Exit option

(To be implemented from the Academic Year 2022-23)

Semester I – Duration: 6 Months (Certificate)											
	Teaching Scheme					Evaluation Scheme					
Sr. No.	Course	No. of Lectures		Hours (T + P)	Credits	Theory	Internal/ Practical	Total Marks	Min Marks (Separate passing)	Exam Duration (Hrs.)	
		T	P							T	P
1.	AECC-A	4	2	6	4	40	10	50	18	2	-
2.	GEC –A	4	2	6	4	40	10	50	18	2	-
3.	DSC –A-I	4	-	4	4	50	-	50	18	2	-
4.	DSC –A-II	4	-	4	4	50	-	50	18	2	-
5.	DSC –A-III	4	-	4	4	50	-	50	18	2	-
6.	SEC-A-I	-	4	4	2	-	50	50	18	-	3
7.	SEC-A-II	-	4	4	2	-	50	50	18	-	3
8.	SEC-A-III	-	4	4	2	-	50	50	18	-	3
9.	SEC-A-IV	-	-	2	2	-	50	50	18	-	-
Total		20	16	38	28	230	220	450	-	-	

Semester II – Duration: 6 Months (Diploma)											
	Teaching Scheme					Evaluation Scheme					
Sr. No.	Course	No. of Lectures		Hours (T + P)	Credits	Theory	Internal/ Practical	Total Marks	Min Marks (Separate passing)	Exam Duration (Hrs.)	
		T	P							T	P
1.	AECC-B	4	2	6	4	40	10	50	18	2	-
2.	GEC – B	4	2	6	4	40	10	50	18	2	-
3.	DSC – B -I	4	-	4	4	50	-	50	18	2	-
4.	DSC – B -II	4	-	4	4	50	-	50	18	2	-
5.	DSC – B -III	4	-	4	4	50	-	50	18	2	-
6.	SEC- B -I	-	4	4	2	-	50	50	18	-	3
7.	SEC- B -II	-	4	4	2	-	50	50	18	-	3
8.	SEC- B -III	-	4	4	2	-	50	50	18	-	3
9.	SEC- B -IV	-	-	2	2	-	50	50	18	-	-
Total		20	16	38	28	230	220	450	-	-	
Grand Total		40	32	76	56	460	440	900	-	-	

<ul style="list-style-type: none"> • Student Contact Hrs Per week: 36 hrs 	<ul style="list-style-type: none"> • Total marks for B.Voc.- Diploma: 900
<ul style="list-style-type: none"> • Theory and Practical Lectures: 48 Minutes Each 	<ul style="list-style-type: none"> • Total credits for B.Voc.- Diploma: 56
<ul style="list-style-type: none"> • AECC: Ability Enhancement Compulsory Course (Compulsory English) 	
<ul style="list-style-type: none"> • Practical workload will for batch of 20 students 	
<ul style="list-style-type: none"> • Practical Examination will be conducted Semester wise for 50 Marks per course (subject). 	
<ul style="list-style-type: none"> • DSC: Discipline Specific Core Course - Candidate can opt three courses (Subjects) from DSC. 	
<ul style="list-style-type: none"> • GEC: Generic Elective Compulsory Course - Candidate can opt any one course (Subject). 	
<ul style="list-style-type: none"> • There shall be separate passing for theory and practical courses. 	
<ul style="list-style-type: none"> • AECC & GEC Internal Evaluation should be done at college or respective departmental level 	
<ul style="list-style-type: none"> • Exit option after Level 5: Students can exit with Diploma Course in Bachelor of Vocation with the completion of courses equal to minimum of 56 credits and also shall have to acquire additional CCC credits by successfully completing CCC-I and CCC-II courses which are assisted by Compulsory Civic Courses 	
<ul style="list-style-type: none"> • SEC-A & SEC-B are two parts of Vocational Diploma Course-I. Link for the pool of SEC courses. (You may add or delete any courses as per available facilities) https://drive.google.com/file/d/176Vwvx4SC2ONrt69XADruzI2qnfBPI_o/view?usp=sharing 	

Eligibility:

Eligibility for Admission: For Diploma: 10 + 2 from any faculty/ITI/MCVC or equivalent
For Advance Diploma: Diploma or equivalent in any related stream.

Eligibility for Faculty: 1) Post Graduate with NET / SET/Ph. D. Or
2) Five Year Industry Experienced Personal
2) M. A. (English) with NET/SET for Business Communication

Eligibility for Lab Assistant: Graduation with related field

Staffing Pattern: Teaching: In the 1st year of B. Voc. – One Full Time
one C. H. B. for Business Communication

Lab. Assistant: For 1st Year of B. Voc. – 1 Part Time
For 2nd and 3rd Year (Inclusive of 1st Year) of B. Voc. – 1 Full Time

**Bachelor of Vocation (B. Voc.) Part I - Sem. I
(AECC-A)**

Paper – I: Business Communication-I

Paper No:.....

Theory: 4 lectures/week

Practical: 02 lectures per week per batch of 20 students

Credits: 04

Total Marks: 50 (Theory 40 + Internal 10)

Units Prescribed for Theory: 40 Marks.

Unit 1: Use of English in Business Environment

Topics:

Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations

What is a sentence?

Elements of a sentence

Types of sentence: Simple, compound, complex

Unit 2: Writing a Letter of Application and CV/ Resume

Topics:

Structure of a letter of application for various posts

CV/ Resume and its essentials

Unit 3: Presenting Information/Data

Topics:

Presenting information/data using graphics like tables, pie charts, tree diagrams, bar diagrams, graphs, flow charts

Unit 4: Interview Technique

Topics:

Dos and don'ts of an interview

Preparing for an interview

Presenting documents

Language used in an interview

Practical: Based on the theory units 10 Marks.

Reference Books:

- Sethi, Anjane & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill
 - Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
 - Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student
 - Aid Publication, 2008.
 - Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
 - Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Publications, 2003.
 - Rai, Urmila & S. M. Rai. *Business Communication*. Himalaya Publishing House, 2007.
 - Pradhan, N. S. *Business Communication*. Mumbai: Himalaya Publishing House, 2005.
 - Pardeshi, P. C. *Managerial Communication*. Pune: NiraliPrakashan, 2008.
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Pattern of a Question Paper
B. Voc. Part-I Semester –I (Certificate)
Business Communication-I (AECC-A)

Paper No:
Time: 2 hours

Total Marks: 50

- | | |
|--|----|
| Q. 1 Do as directed. Question items on Unit 1 to be asked.
(10 out 12) | 10 |
| Q. 2 Write a letter of application.
OR
Draft a CV/ Resume for a particular post. | 10 |
| Q. 3 Present a given information or data using a table/ chart/ pie diagram, etc.
(Any one diagram to be drawn.) | 10 |
| Q. 4 Fill in the blanks in the given interview. | 10 |

Practical Evaluation: 10 Marks

Oral and Presentation based on the units prescribed.

Note:

The above structure is designed as per the guidelines of NSQF and NEP. The structure may be flexible for B.Voc. I courses as per their requirements.

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Generic Elective Compulsory Course (GEC– A)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Practical: 2 lectures/week/batch

Credits: 04

Total Marks: 50 (Theory 40 + Internal 10)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Discipline Specific Core Course (DSC– A-I)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

(1. In theory examination, the weightage to numerical problems should not exceed 30%.

2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Discipline Specific Core Course (DSC– A-II)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Discipline Specific Core Course (DSC– A-III)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Skill Enhancement Courses (SEC- A-I)

Paper Title:

Paper No:.....

Practical: 4 lectures/week

Credits: 02

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals: (Minimum 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Practical Question Paper:

-Details

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Skill Enhancement Courses (SEC– A-II)

Paper Title:

Paper No:.....

Practical: 4 lectures/week

Credits: 02

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals: (Minimum 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Practical Question Paper:

-Details

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)

Skill Enhancement Courses (SEC– A-III)

Paper Title:

Paper No:.....

Practical: 4 lectures/week

Credits: 02

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals: (Minimum 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Practical Question Paper:

-Details

Bachelor of Vocation (B. Voc.) Part I - Sem. I (Certificate)
Skill Enhancement Courses (SEC– A-IV)
Paper Title: Project/Field Work/Industrial Visit/Study Tour.

Paper No:.....
Term Work: 2 lectures/week

Credits: 02
Total Marks: 50(Internal)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Important Note: Field Work/Industrial Visit/Study Tour should be of **minimum five days** in or out of Maharashtra.

Suggested Places:

1. In Maharashtra:
2. Out of Maharashtra:

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Evaluation: INTERNAL

-Details

**Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)
(AECC-B)**

Business Communication-II

Paper No:.....

Credits: 04

Theory: 4 lectures/week

Total Marks: 50 (Theory 40 + Internal 10)

Practical: 02 lectures per week per batch of 20 students

Units Prescribed for Theory: 40 Marks.

Unit 1: Group Discussion

Topics:

- Preparing for a Group Discussion
- Initiating a Discussion
- Eliciting Opinions, Views, etc.
- Expressing Agreement/ Disagreement
- Making Suggestions; Accepting and Declining Suggestions
- Summing up.

Unit 2: Business Correspondence

Topics:

- Writing Memos, e-mails, complaints, inquiries, etc.
- Inviting Quotations
- Placing Orders, Tenders, etc.

Unit 3: English for Negotiation

Topics:

- Business Negotiations
- Agenda for Negotiation
- Stages of Negotiation

Unit 4: English for Marketing

Topics:

- Describing/ Expaining a Product/ Service
- Promotion of a Product
- Dealing/ bargaining with Customers
- Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/ Festival

Practical: Based on the theory units 10 Marks.

Reference Books:

- Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
 - Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Publications, 2003.
 - John, David. *Group Discussions*. New Delhi: Arihant Publications.
 - Kumar, Varinder. *Business Communication*. New Delhi: Kalyani Publishers, 2000.
 - Pardeshi, P. C. *Managerial Communication*. Pune: NiraliPrakashan, 2008.
 - Pradhan, N. S. *Business Communication*. Mumbai: Himalaya Publishing House, 2005
 - Rai, Urmila & S. M. Rai. *Business Communication*. Mumbai: Himalaya Publishing House, 2007.
 - Sethi, Anjanee & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill.
 - Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
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Pattern of a Question Paper
B. Voc. Part-I Semester –II (Diploma)
Business Communication-II (AECC-B)

Paper No:

Time: 2 hours

Total Marks: 50

Time: 2 hours Total Marks: 40

Q. 1 Fill in the blanks in the following Group Discussion.(On **Unit 1**) (10 out 12) 10

Q. 2 Attempt **ANY ONE** of the following (**A** or **B**): (On **Unit 2**) 10

Q. 3 Fill in the blanks with appropriate responses: (On **Unit 3**) 10

Q. 4 Attempt **ANY ONE** of the following (**A** or **B**): (On **Unit 4**) 10

Practical Evaluation: 10 Marks

Oral and Presentation based on the units prescribed.

Note:

The above structure is designed as per the guidelines of NSQF and NEP. The structure may be flexible for B.Voc. I courses as per their requirements.

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Generic Elective Compulsory Course (GEC– B)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Practical: 2 lectures/week/batch

Credits: 04

Total Marks: 50 (Theory 40 + Internal 10)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Discipline Specific Core Course (DSC– B-I)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Discipline Specific Core Course (DSC– B-II)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Discipline Specific Core Course (DSC– B-III)

Paper Title:

Paper No:.....

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Content of syllabus:

Unit I: (..... Hrs)

Details

Unit II: (..... Hrs)

Details

Unit III: (..... Hrs)

Details

Unit IV: (..... Hrs)

Details

Books Recommended: (List of Minimum 5 Books)

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Skill Enhancement Courses (SEC– B-I)

Paper Title:

Paper No:.....

Practical: 4 lectures/week

Credits: 02

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals: (Minimum 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Practical Question Paper:

-Details

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Skill Enhancement Courses (SEC– B-II)

Paper Title:

Paper No:.....

Practical: 4 lectures/week

Credits: 02

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals: (Minimum 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Practical Question Paper:

-Details

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)

Skill Enhancement Courses (SEC– B-III)

Paper Title:

Paper No:.....

Practical: 4 lectures/week

Credits: 02

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals: (Minimum 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Practical Question Paper:

-Details

Bachelor of Vocation (B. Voc.) Part I - Sem. II (Diploma)
Skill Enhancement Courses (SEC– B-IV)
Paper Title: Project/Field Work/Industrial Visit/Study Tour.

Paper No:.....
Term Work: 2 lectures/week

Credits: 02
Total Marks: 50(Internal)

Course Outcomes: The students will acquire knowledge of

- 1.
- 2.
- 3.
- 4.
- 5.

Important Note: Field Work/Industrial Visit/Study Tour should be of **minimum five days** in or out of Maharashtra.

Suggested Places:

1. In Maharashtra:
2. Out of Maharashtra:

Student Instructions:

- 1.
- 2.
- 3.

Laboratory Requirements:

- 1.
- 2.

Nature of Evaluation: INTERNAL

-Details