

# **SHIVAJI UNIVERSITY, KOLHAPUR.**



**Faculty of Inter Disciplinary Studies**

**Accredited By NAAC with 'A' Grade**

## **PROPOSED STRUCTURE AND SYLLABUS (SEMESTER PATTERN)**

**(Subject to the modifications that will be made from time to time)**

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**PROPOSED STRUCTURE AND SYLLABUS (SEMESTER PATTERN)**

**Bachelor of Vocation (B. Voc.) Part I – -----**

- 1. TITLE :** B. Voc. Part I ( ----- )  
Syllabus ( Semester Pattern )  
Under Faculty of -----
- 2. YEAR OF IMPLEMENTATION :** Syllabus will be implemented from -----
- 3. DURATION :** B. Voc. Part I, II and III (Three Years)  
B. Voc. Part I - Diploma (First Year )  
B. Voc. Part II - Advanced Diploma ( Second Year )  
B. Voc. Part III – Degree ( Third Year )
- 4. PATTERN OF EXAMINATION - Semester Pattern**
- Theory Examination – At the end of semester as per Shivaji University Rules
  - Practical Examination –
    - i) In the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester of B. Voc. there will be internal assessment of practical record, related report submission and project reports.
    - ii) In the second semester of B. Voc. I there will be internal practical examination.
    - iii) In the 4<sup>th</sup> and 6<sup>th</sup> semester of B. Voc. There will be external practical examination at the end of the semester.
- 5. MEDIUM OF INSTRUCTION :** English / Marathi
- 6. STRUCTURE OF COURSE :** B. Voc. Part – I, II and III  
Two Semester Per Year  
Two General Papers per year / semester  
Three Vocational Papers per Year / Semester  
Three Practical papers per Year / Semester  
One Project / Industry Visit/ Study Tour / Survey
- 7. SCHEME OF EXAMINATION – A) THEORY –**
- The theory examination shall be at the end of the each semester.
  - All the general theory papers shall carry 40 marks and all the vocational theory papers shall carry 50 marks.
  - Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.

- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.

- Nature of question paper for Theory examination ( excluding Business Communication paper )–

i. There will be seven questions carrying equal marks.

ii. Students will have to solve any five questions.

Q. No. 1 : Short answer type question with internal choice ( Two out of Three )

Q. No. 2 to Q. No. 6 : Long answer type questions

Q. No. 7 : Short Notes with internal choice (Two out of Three )

## B ) PRACTICAL

Evaluation of the performance of the students in practical shall be on the basis of semester examination ( Internal assessment at the end of I, III and IV and V Semester and external examination at the end of IV and VI semester as mentioned separately in each paper.

## STANDARD OF PASSING –

As per the guidelines and rules of B. Voc. (Attached separately – Annexure I )

## 8. STRUCTURE OF THE COURSE

### B. Voc. Part I ( Diploma ) Semester – I

Sr No.	Paper No.	Title	Theory/Practical/ Project	Marks (Total)	Theory	Practical
1	I	Business Communication - I	Theory /Practical	50	40	10
2	II	-----Paper I	Theory /Practical	50	40	10
3	III	-----Paper I	Theory	50	50	-
4	IV	-----Paper	Theory	50	50	-

		<b>I</b>				
<b>5</b>	<b>V</b>	<b>-----Paper I</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>6</b>	<b>VI</b>	Laboratory Work Paper No. III	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>7</b>	<b>VII</b>	Laboratory Work Paper No. IV	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>8</b>	<b>VIII</b>	Laboratory Work Paper No. V	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>9</b>	<b>IX</b>	Project	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>

**B. Voc. Part I ( Diploma ) Semester – II**

Sr No.	Paper No.	Title	Theory/Practical/Project	Marks (Total)	Theory	Practical
<b>10</b>	<b>X</b>	Business Communication - II	Theory /Practical	<b>50</b>	<b>40</b>	<b>10</b>
<b>11</b>	<b>XI</b>	<b>----- Paper II</b>	Theory /Practical	<b>50</b>	<b>40</b>	<b>10</b>
<b>12</b>	<b>XII</b>	<b>----- Paper II</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>13</b>	<b>XIII</b>	<b>----- Paper II</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>14</b>	<b>XIV</b>	<b>----- Paper II</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>15</b>	<b>XV</b>	Laboratory Work Paper No. XII	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>16</b>	<b>XVI</b>	Laboratory Work Paper No. XIII	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>17</b>	<b>XVII</b>	Laboratory Work Paper No. XIV	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>18</b>	<b>XVIII</b>	Industrial Visit /Study Tour	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>

**SCHEME OF TEACHING :****B. Voc. Part I ( Diploma ) Semester – I**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
1	I	Business Communication - I	4	2	6
2	II	-----Paper I	4	2	6
3	III	-----Paper I	4	-	4
4	IV	-----Paper I	4	-	4
5	V	-----Paper I	4	-	4
6	VI	Laboratory Work Paper No. III	-	4	4
7	VII	Laboratory Work Paper No. IV	-	4	4
8	VIII	Laboratory Work Paper No. V	-	4	4
9	IX	Project	-	-	-
			20	16	36

**B. Voc. Part I ( Diploma ) Semester – II**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
10	X	Business Communication - II	4	2	6
11	XI	-----Paper II	4	2	6
12	XII	-----Paper II	4	-	4
13	XIII	-----Paper II	4	-	4
14	XIV	-----Paper II	4	-	4
15	XV	Laboratory Work Paper No. XII	-	4	4
16	XVI	Laboratory Work	-	4	4

		Paper No. XIII			
17	XVII	Laboratory Work Paper No. XIV	-	4	4
18	XVIII	Industrial Visit /Study Tour	-	-	-
			20	16	36

**B. Voc. Part II ( Advanced Diploma ) Semester – III**

Sr No.	Paper No.	Title	Theory/Practical/ Project	Marks (Total)	Theory	Practical
19	XIX	Fundamentals of Financial Accounting - I	Theory /Practical	50	40	10
20	XX	----- <b>Paper I</b>	Theory /Practical	50	40	10
21	XXI	----- <b>Paper I</b>	<b>Theory</b>	50	50	-
22	XXII	----- <b>Paper I</b>	<b>Theory</b>	50	50	-
23	XXIII	----- <b>Paper I</b>	<b>Theory</b>	50	50	-
24	XXIV	Laboratory Work Paper No. XXI	<b>Practical</b>	50	-	50
25	XXV	Laboratory Work Paper No. XXII	<b>Practical</b>	50	-	50
26	XXVI	Laboratory Work Paper No. XXIII	<b>Practical</b>	50	-	50
27	XXVII	Project	<b>Practical</b>	50	-	50

**B. Voc. Part II ( Advanced Diploma ) Semester – IV**

Sr	Paper	Title	Theory/Practical/	Marks	Theory	Practical
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No.	No.		Project	(Total)		
28	XXVIII	Fundamentals of Financial Accounting - II	Theory /Practical	50	40	10
29	XXIX	----- Paper II	Theory /Practical	50	40	10
30	XXX	----- Paper II	Theory	50	50	-
31	XXXI	----- Paper II	Theory	50	50	-
32	XXXII	----- Paper II	Theory	50	50	-
33	XXXIII	Laboratory Work Paper No. XXX	Practical	50	-	50
34	XXXIV	Laboratory Work Paper No. XXXI	Practical	50	-	50
35	XXXV	Laboratory Work Paper No. XXXII	Practical	50	-	50
36	XXXVI	Industrial Visit /Study Tour	Practical	50	-	50

**SCHEME OF TEACHING :**

**B. Voc. Part II ( Advanced Diploma ) Semester – III**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
19	XIX	Fundamentals of Financial Accounting - I	4	2	6
20	XX	-----Paper I	4	2	6
21	XXI	-----Paper I	4	-	4
22	XXII	-----Paper I	4	-	4
23	XXIII	-----Paper I	4	-	4

24	XXIV	Laboratory Work Paper No. XXI	-	4	4
25	XXV	Laboratory Work Paper No. XXII	-	4	4
26	XXVI	Laboratory Work Paper No. XXIII	-	4	4
27	XXVII	Project	-	-	-
		Total	20	16	36

**B. Voc. Part II ( Advanced Diploma ) Semester – IV**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
28	XXVIII	Fundamentals of Financial Accounting - II	4	2	6
29	XXIX	-----Paper II	4	2	6
30	XXX	-----Paper II	4	-	4
31	XXXI	-----Paper II	4	-	4
32	XXXII	-----Paper II	4	-	4
33	XXXIII	Laboratory Work Paper No. XXX	-	4	4
34	XXXIV	Laboratory Work Paper No. XXXI	-	4	4
35	XXXV	Laboratory Work Paper No. XXXII	-	4	4
36	XXXVI	Industrial Visit /Study Tour	-	-	-
		Total	20	16	36

**B. Voc. Part III ( Degree ) Semester – V**

Sr No.	Paper No.	Title	Theory/Practical/ Project	Marks (Total)	Theory	Practical
37	XXXVII	----- paper I	Theory /Practical	50	40	10

38	XXXVIII	----- paper I	Theory /Practical	50	40	10
39	XXXIX	----- paper I	Theory	50	50	-
40	XXXX	----- paper I	Theory	50	50	-
41	XXXXI	----- paper I	Theory	50	50	-
42	XXXXII	Laboratory work Paper XXXIX	Practical	50	-	50
43	XXXXIII	Laboratory work Paper XXXX	Practical	50	-	50
44	XXXXIV	Laboratory work Paper XXXXI	Practical	50	-	50
45	XXXXV	Internship	Practical	50	-	50

**B. Voc. Part III ( Degree ) Semester – VI**

Sr No.	Paper No.	Title	Theory/Practical/ Project	Marks (Total)	Theory	Practical
46	XXXXVI	----- paper II	Theory /Practical	50	40	10
47	XXXXVII	----- paper II	Theory /Practical	50	40	10
48	XXXXVIII	----- paper II	Theory	50	50	-
49	XXXXIX	----- paper II	Theory	50	50	-
50	XXXXX	----- paper II	Theory	50	50	-
51	XXXXXI	Laboratory work XXXXVIII	Practical	50	-	50
52	XXXXXII	Laboratory work	Practical	50	-	50

		<b>Paper XXXXIX</b>				
<b>53</b>	<b>XXXXXIII</b>	<b>Laboratory work Paper XXXXX</b>	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>54</b>	<b>XXXXXIV</b>	<b>Project</b>	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>

**SCHEME OF TEACHING :**

**B. Voc. Part III ( Degree ) Semester – V**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
<b>37</b>	<b>XXXVII</b>	----- paper <b>I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>38</b>	<b>XXXVIII</b>	----- paper <b>I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>39</b>	<b>XXXIX</b>	----- paper <b>I</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>40</b>	<b>XXXX</b>	----- paper <b>I</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>41</b>	<b>XXXXI</b>	----- paper <b>I</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>42</b>	<b>XXXXII</b>	<b>Laboratory work Paper XXXIX</b>	<b>-</b>	<b>4</b>	<b>4</b>
<b>43</b>	<b>XXXXIII</b>	<b>Laboratory work Paper XXXX</b>	<b>-</b>	<b>4</b>	<b>4</b>
<b>44</b>	<b>XXXXIV</b>	<b>Laboratory work Paper XXXXI</b>	<b>-</b>	<b>4</b>	<b>4</b>
<b>45</b>	<b>XXXXV</b>	<b>Internship</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Total</b>	<b>20</b>	<b>16</b>	<b>36</b>

**B. Voc. Part III ( Degree ) Semester – VI**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total

46	XXXXVI	----- paper II	4	2	6
47	XXXXVII	----- paper II	4	2	6
48	XXXXVIII	----- paper II	4	-	4
49	XXXXIX	----- paper II	4	-	4
50	XXXXX	----- paper II	4	-	4
51	XXXXXI	XXXXVIII	-	4	4
52	XXXXXII	Laboratory work Paper XXXXIX	-	4	4
53	XXXXXIII	Laboratory work Paper XXXXX	-	4	4
54	XXXXXIV	Project	-	-	-
		<b>Total</b>	<b>20</b>	<b>16</b>	<b>36</b>

Eligibility for Admission : 10 + 2 from any faculty or equivalent Diploma / Advanced Diploma in any related stream.

Eligibility for Faculty : 1) Post graduate with NET / SET  
2) M. A. (English) with NET/SET for Business Communication

Eligibility for Lab Assistant : Graduation with related field

### Staffing Pattern

Teaching : In the 1<sup>st</sup> year of B. Voc. – One Full Time  
one C. H. B. for Business Communication

Lab. Assistant : For 1<sup>st</sup> Year of B. Voc. – 1 Part Time

For 2<sup>nd</sup> and 3<sup>rd</sup> Year (Inclusive of 1<sup>st</sup> Year ) of B. Voc. – 1 Full Time

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**Paper – I: Business Communication-I**  
**Total Workload:** 06 lectures per week of 60 mins.  
**Distribution of Workload:**

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20 students

**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, Anjanee & 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: Nirali Prakashan, 2008.

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**Pattern of a Question Paper**  
**B. Voc. Part-I**  
**Business Communication-I**  
**Semester –I Paper: I**

**Time: 2 hours**

**Total Marks: 40**

Q. 1 Do as directed. Question items on **Unit 1** to be asked.

10

(10 out of 12)

Q. 2 Write a letter of application.

10

OR

Draft a CV/ Resume for a particular post.

Q. 3 Present a given information or data using a table/ chart/ pie diagram, etc.

10

(Any one diagram to be drawn.)

Q. 4 Fill in the blanks in the given interview.

10

**Practical Evaluation: 10 Marks**

Oral and Presentation based on the units prescribed.

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

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**Paper No. II**

-----  
**paper I**

Theory : 4 lectures / week

10)

Practical : 2 lectures/week/batch

Total Marks : 50 (Theory 40 + Practical

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Objectives -----

**(A) Theory ( 40 Marks ) Content of syllabus**

Unit I

Unit II

Unit III

Unit IV

**(B) Practicals (Based on the above Units) :**

1. Visit to Industry/ Retail Mall
2. Survey regarding management in retail malls
3. Preparation of plan and organisational structure for retail
4. Oral / Seminar

- List of reference books
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**FOR PAPER III, IV, V**

Total Marks – 50

Theory : 4 lectures / week

Objectives

Unit I

Unit II

Unit III

Unit IV

- List of reference books
- 

**FOR PAPER NO. VI, VII, VIII**

**Laboratory Work - -----**

Total Marks – 50  
batch

Practical : 4 lectures / week/per

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-----  
**Practicals :**

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----

7.-----

8.-----

Internal practical evaluation 50 marks

i) Submission of practical record book =20 marks

ii) Submission of visit report =15 marks

iii) Viva-voce 15 =marks

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