

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.



CIRCULAR NO.SU/SYLLABUS/B.VOC./33/2021.

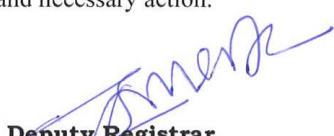
It is hereby inform to all concerned that, the Hon'ble Vice-Chancellor has accepted the course structure for all B.Voc Courses Semester I to VI as per revised Uniform Curriculum Pattern under the Faculty of Science & Technology, Faculty of Commerce & Management, Faculty of Humanities & Faculty of Interdisciplinary Studies in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council,

This is effective from the Academic Year 2020-21 and onwards as per appended herewith.

All concerned are requested to note the contents of this contents of this circular and bring notice to the students, teachers and staff their information and necessary action.

University campus,
Aurangabad-431 004.

Ref. No.SU/B.voc./syllabus./2020-21/_____
Date: 06.04.2021 30488-98 *****


**Deputy Registrar,
Academic Section.
(Syllabus)**

Copy forwarded with compliments to :-

- 1] **The Principals, affiliated concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University.**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload the curriculum along with this Circular on University Website.**

Copy to :-

- 1] The Director, Board of Examinations & Evaluation, Dr.BAMU, A'bad
- 2] **The Concerned Section Officer, Examination Branch,**
- 3] The B.Voc Section, Dr.BAMU, A'bad,
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Section Officer, [Eligibility Unit],
- 8] The Public Relation Officer
- 9] The Record Keeper,

Uniform Curriculum Structure of Bachelor of Vocation (B. Voc.)
(Revised)

Sr. No.	Course Code	Name of the Course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester – I		General Academic Components					
1	VOC101	Functional English	4	0	20	80	4
2	VOC 102	Computer Skills	1	2	10	40	1+1
3	VOC 103	Generic Skill- I (For specific Skill Cluster)	4	0	20	80	4
4	VOC 104	Skill Specific Organization Practices	2	0	10	40	2
Semester – I		Skill Development Components					
5	VOC 111	Skill Specific Course –I	4	0	20	80	4
6	VOC 112	Skill Specific Course –II	4	0	20	80	4
7	VOC 113	Skill Specific Course –III	4	0	20	80	4
8	VOC 121	Lab-course 1: Skill Specific Course –I	0	4	0	50	2
9	VOC 122	Lab-course 2: Skill Specific Course –II	0	4	25	25	2
10	VOC 123	Lab-course 3: Skill Specific Course –III	0	4	25	25	2
Total			23	14	195	555	30



Sr. No.	Course Code	Name of the Course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester – II		General Academic Components					
1	VOC 201	Linguistic Proficiency- English	4	0	20	80	4
2	VOC 202	Generic Skill- II (For specific Skill Cluster)	2	0	10	40	2
3	VOC 203	Generic Skill- III (For specific Skill Cluster)	2	0	10	40	2
4	VOC 204	Energy and Environment	4	0	20	80	4
Semester – II		Skill Development Components					
5	VOC 211	Skill Specific Course –IV	4	0	20	80	4
6	VOC 212	Skill Specific Course –V	4	0	20	80	4
7	VOC 213	Skill Specific Course –VI	4	0	20	80	4
8	VOC 221	Lab-course 4: Skill Specific Course –IV	0	4	25	25	2
9	VOC 222	Lab-course 5: Skill Specific Course –V	0	4	25	25	2
10	VOC 223	Lab-course 6: Skill Specific Course –VI	0	4	25	25	2
11	VOC 231	In-Plant Training – I [#] (Summer Training)	0	120	50	50	4
Total			24	12	245	605	34



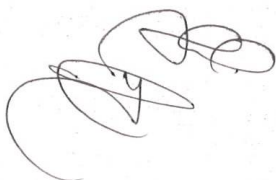
Sr. No.	Course Code	Name of the Course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester – III		General Academic Components					
1	VOC 301	Second Language / Foreign Language	4	0	20	80	4
2	VOC 302	Professional Ethics	4	0	20	80	4
3	VOC 303	Generic Skill- IV (For specific Skill Cluster)	4	0	20	80	4
Semester – III		Skill Development Components					
4	VOC 311	Skill Specific Course –VII	4	0	20	80	4
5	VOC 312	Skill Specific Course –VIII	4	0	20	80	4
6	VOC 313	Skill Specific Course –IX	4	0	20	80	4
7	VOC 321	Lab-course 7: Skill Specific Course –VII	0	4	25	25	2
8	VOC 322	Lab-course 8: Skill Specific Course –VIII	0	4	25	25	2
9	VOC 323	Lab-course 9: Skill Specific Course –IX	0	4	25	25	2
Total			24	12	195	555	30



Sr. No.	Course Code	Name of the Course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester – IV		General Academic Components					
1	VOC 401	Business Communication	4	0	20	80	4
2	VOC 402	Financial Management and Accounts	4	0	20	80	4
3	VOC 403	Industrial Management	4	0	20	80	4
Semester – IV		Skill Development Components					
4	VOC 411	Skill Specific Course –X	4	0	20	80	4
5	VOC 412	Skill Specific Course –XI	4	0	20	80	4
6	VOC 413	Skill Specific Course –XII	4	0	20	80	4
7	VOC 421	Lab-course 10: Skill Specific Course –X	0	4	25	25	2
8	VOC 422	Lab-course 11: Skill Specific Course –XI	0	4	25	25	2
9	VOC 423	Lab-course 12: Skill Specific Course –XII	0	4	25	25	2
10	VOC 431	In-Plant Training – II [#] (Summer Training)	0	120	50	50	4
Total			24	12	225	605	34



Sr. No.	Course Code	Name of the Course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester –V		General Academic Components					
1	VOC 501	Personality Development and Stress Management	4	0	20	80	4
2	VOC 502	Generic Skill- V (For specific Skill Cluster)	4	0	20	80	4
3	VOC 503	Generic Skill- VI (For specific Skill Cluster)	4	0	20	80	4
Semester –V		Skill Development Components					
4	VOC 511	Skill Specific Course –XIII	4	0	20	80	4
5	VOC 512	Skill Specific Course –XIV (Elective 1/ Elective 2/ Elective 3)	4	0	20	80	4
6	VOC 521	Lab-course 13: Skill Specific Course – XIII	0	4	25	25	2
7	VOC 522	Lab-course 14: Skill Specific Course – XIV	0	4	25	25	2
8	VOC 541	Major Project –I	0	12	75	75	6
Total			20	20	225	525	30



Sr. No.	Course Code	Name of the Course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester –VI		General Academic Components					
1	VOC 601	Entrepreneurship Development	4	0	20	80	4
2	VOC 602	Generic Skill- VII (For specific Skill Cluster)	4	0	20	80	4
3	VOC 603	Generic Skill- VIII (For specific Skill Cluster)	4	0	20	80	4
Semester –VI		Skill Development Components					
4	VOC 611	Skill Specific Course –XV	4	0	20	80	4
5	VOC 612	Skill Specific Course –XVI (Elective 1/ Elective 2/ Elective 3)	4	0	20	80	4
6	VOC 621	Lab-course 15: Skill Specific Course – XV	0	4	25	25	2
7	VOC 622	Lab-course 16: Skill Specific Course – XVI	0	4	25	25	2
8	VOC 631	In-Plant Training – III [#] (Summer Training)	0	120	50	50	4
9	VOC 641	Major Project – II	0	12	75	75	6
Total			20	20	275	575	34

Total Credits (Three Years) : 192 Credits
Total Marks: 4800

[#]Students have to undertake 120 contact hours internship in respective industry during summer vacation at the end of each academic year. This is off campus activity.

[#]Students should submit report of the in-plant training within seven (07) days after completion of training





NAAC Reaccredited Grade A CGPA
- 3.22, 2019

Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad (MS)

B.VOC SEMESTER IV General Academic Components

Uniform Pattern -2019

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Semester –IV

General Education Components

VOC-401: Business Communication

(4 Credits: 100 Marks)

Learning Objectives

1. To acquaint students with linguistic practices in business communication
2. To provide students with effective business writing skills
3. To improve situational analysis capacity in students

Course Outcomes

On completion of the course, students should be able to –

1. State and use principals of effective writing
2. Apply communication as a tool to resolute conflicts
3. Analyze a case study
4. Categorize communication areas to construct monologues/ dialogues for effective situational communication

Course Contents

Unit I: Introduction to Communication

(12 Hrs)

Definition of Communication , Classification, Role; Characteristics of successful communication – Importance of communication in business – Communication structure in organization – Communication in conflict resolution; Case Studies

Unit II: Writing Skill

(12 Hrs)

Principles of effective writing – Approaching the writing process systematically: The 3X3 writing process for business communication; Writing routine and persuasive letters – Positive and Negative messages Writing Reports, Writing memos, Case Studies

Unit III: Case Analysis

(12 Hrs)

Different types of cases – Difficulties and overcoming the difficulties of the case method – Reading a case properly (previewing, skimming, reading, scanning) – Case analysis approaches (Systems, Behavioural, Decision, Strategy) – Analyzing the case – Dos and don'ts for case preparation – Discussing and Presenting of Case Studies

Unit IV: Employment Communication

(12 Hrs)

Introduction – Composing Application Messages - Writing CVs – Group discussions – Interview skills Impact of Technological Advancement on Business Communication – Technology-enabled Communication - Communication networks – Intranet – Internet – e mails – SMS – teleconferencing – videoconferencing; Case Studies



Unit V: Meetings

(12 Hrs)

Meetings – Planning meetings – objectives – participants – timing – venue of meetings – leading meetings. Meeting Documentation: Notice, Agenda, Resolution & Minutes; Case Studies

References:

Text:

1. Business Communication: Concepts, Cases And Applications – Chaturvedi P. D, & Mukesh Chaturvedi ,2/e, Pearson Education,2011
2. Business Communication: Process And Product – Mary Ellen Guffey,3/e, Cengage Learning, 2002.
3. Communication – Rayudu C. S, Himalaya PublishingHouse
4. Business Communication – Lesikar, Flatley, Rentz & Pande, 11/e, TMH, 2010
5. Basic Business Communication – Raj Kumar, Excel Books, 2010

Suggested Reading:

1. Advanced Business Communication – Penrose, Rasberry, Myers, 5/e, Cengage Learning, 2004
2. BCOM – Lehman, DuFrene, Sinha, Cengage Learning, 2/e2012
3. Business Communication – Madhukar R. K, 2/e, Vikas PublishingHouse.
4. Effective Technical Communication - Ashraf Rizvi M, TMH, 2005.
5. Business Communication - Sehgal M. K & Khetrapal V, ExcelBooks.
6. Business Communication – Krizan, Merrier, Jones, 8/e, CengageLearning, 2012.



VOC 402: Financial Management and Accounts

(4 credits: 100 Marks)

Learning Objectives

1. To provide students with primary aspects of financial management
2. To acquaint students with basic terminologies of finance and accounting
3. To introduce students to the basic rules of accounting and journal
4. To provide necessary tools so that students can prepare Trading and Profit and Loss A/c and Balance Sheet

Course Outcomes

On completion of the course, students should be able to –

1. Explain concepts, terminologies and functioning of financial accounting
2. Elaborate accounting terms, equation and journal
3. Apply Voucher approach in accounting
4. Prepare trading, profit/loss account and balance sheet

Course Contents:

UnitI: Financial Management- I

(12 Hours)

Concept and Definition, Purpose of Investment, Types of Capital, Working Capital, Sources of Finance, Reserve, Surplus, Financial Accounting, Book-keeping, Terms used in Book Keeping, Assets, Liabilities, The Journal and the Ledger, Trial Balance, Trading Account

Unit II: Financial Management- II

(12 Hours)

Financial Statements, Financial Ratios, Sources of Finance, Capital, Working Capital, Capitalization, Capital Structure, Difference between Capital, Capitalisation and Capital Structure, Capital Gearing, Factors affecting Requirements for working capital, Return on Investment, International Financial Management

UnitIII: Introduction to Financial Accounting

(12 Hours)

Accounting-An Introduction: Business transactions, Book-keeping, Accounting and its branches. Nature, functions and objectives of Financial Accounting. Accounting Assumptions-Accounting Concepts: Meaning, concepts: Matching, Accrual, Realisation and Dual Aspect Concept.



Unit IV: Accounting Terms, Accounting Equation and Journal**(12 Hours)**

Accounting Terms-Accounting Equation Need of Accounting equation, Meaning and preparation of Accounting equation. Rules of Accounting -Journal Meaning, classification of journal into General journal and special journals (with examples). Incorporation of journal entries involving different accounts. Cash Book Meaning, types-Simple Cash Book, Two column Cash Book and Three column Cash Book.

UnitV: Voucher Approach in Accounting and Financial Statements (12 Hours)

Vouchers and their preparation - Day Book and Subsidiary Day Books -Recording the vouchers into Day Books -Recording the Vouchers into Subsidiary Day Books -Ledger Posting of Day Book -Posting of Subsidiary Day -Trial Balance -Errors and their Rectification. Capital and Revenue - Preparation of Trading and Profit and Loss Account and Balance Sheet - Preparation of Trading and Profit and Loss A/c and Balance Sheet (withadjustments).

References:**Text:**

1. Accounting Principles -Anthony, R.N., and J.S. Reece, , Richard D. Irwin,Inc.
2. Financial Accounting: Concepts and Applications -Monga, j.R., , Mayoor Paper Backs, New Delhi.
3. Advanced Accounts-Shukla, M.C., T.S. Grewal and S.C.Gupta, Vol-I, S.Chand& Co., NewDelhi.

Suggested Reading:

1. Advanced Accountancy Vol-I - Gupta, R.L. and M. Radhaswamy, Sultan Chand & Sons, NewDelhi.
2. Financial Accounting- Maheshwari, S.N. and. S. K. Maheshwari, Vikas Publishing House, NewDelhi.
3. Advanced Accounting-Tulsian, P.C.;Tata Me Graw Hill, NewDelhi.
4. Compendium of Statements and Standards of Accounting- The Institute of Chartered Accountants of India, NewDelhi.



VOC 403 Industrial Management

(4 credits: 100 Marks)

Learning Objectives

1. To make students understand the role of industrial management in organizations
2. To enable students to differentiate between strategic and tactical operations/ decisions
3. To introduce students with typical managerial decisions under specific situations
4. To provide students with basic concepts of JIT and Lean Operations

Course Outcomes

On completion of the course, students should be able to –

1. Explain key terminologies of Industrial Management
2. Describe concept and process of organization
3. Discuss basic aspects of product development process
4. Emphasize of quality of product and process
5. Implement JIT practices in operation realm

Course Contents:

Unit I: Industrial Engineering and Management Science (12 Hours)

Concept of Industrial engineering, Roles of Industrial Engineer, Production Management Versus Industrial Engineering, Operation Management, Managerial Economics, Managerial Accounting.

UnitII: Organization(12 Hours)

Concept of organization, importance of organization, The process of organization, principles of organization organizational structure, types of organization. Departmentation, authority,Delegation of authority, group dynamics, organizational change, organizational development, organizational conflict, managerial leadership, communication system, committees, project organization.

Unit III: Product Design, Planning and Development (12 Hours)

Introduction to product design, effect of design on cost, requirements of a good product design, factors affecting product design, design by imitation, design of specification and drawings, product planning, product classification, product development, standardization, simplification, specialization, diversification, interchangeability, Process Selection, Process Design, Process Analysis

Unit IV: Inspection and Quality Control (12 Hours)

Definition and concept, purposes or objectives of inspection, inspection of incoming materials, raw or received material, In process inspection, inspection of finished goods, statistical quality control,



probability concept, normal distribution, measures of central tendency, sampling inspection, sampling plans, The zero defect concept, quality circle

Unit V:JIT and Lean Operations

(12 Hours)

Introduction, The Toyota Approach, Case Studies; Developing the JIT Philosophy, Transitioning to JIT System, JIT in Services, Operations Strategy, Wastes in an Industrial scenario, Concepts of Lean Operations, Case Studies

References:

Text:

1. Industrial Engineering and Management - O.P.Khanna- Dhanpat Rai Publication
2. Operations Management – W. J. Stevenson- Mc-Graw Hill Companies

Suggested Reading:

1. General Industrial Management – Henri Fayol
2. Industrial Management – Bagad V. S. – Technical Publication

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