



# GUJARAT TECHNOLOGICAL UNIVERSITY

Syllabus for Bachelor of Vocation (B.Voc), 1<sup>st</sup> Semester

Branch: Banking Finance Services and Insurance

Subject Name: Vocational Practical - I

Subject Code: 1112105

With effective  
from academic  
year 2019-20

## Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	P	OJT		Theory		Tutorial/ Practical		
			University exams (ESE)	Progressive Assessment (PA)	External Practical /viva Exam (ESE)	Internal evaluation Practical /viva Exam (PA)		
-	2	-	2	-	-	30	20	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

## Content:

Sr. No.	Content	Hrs.
1	(a) Understand the work instructions and operating instructions required for Micro Finance Company (MFI) or Mutual Funds back office service provider. (b) Understanding of account opening process.	10
2	(a) Understanding of operating standards and Standard Operating Procedures. (b) Understand the list of documents for account opening	10
	<b>Total</b>	<b>20</b>

## Course Outcomes:

After completion of the course students will be able to

- (1) Understand the functioning of MFI or Mutual Funds service provider.
- (2) Different types of accounts - deposits, loans, fund investments, etc.
- (3) Know account opening process.
- (4) List the different documents required for account opening.