



**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 – II**

**Subject Code: 1112106**

**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 document verification process (b) Understand types of errors	10
2	(a) Understand the escalation process (b) Execution of work	10
	<b>Total</b>	<b>20</b>

**Course Outcomes:**

After completion of the course students will be able to

- (1) Understand the process flow for account opening and KYC.
- (2) Understand the key stages in the account opening process.