

**4. BANKING, FINANCIAL SERVICES AND INSURANCE  
(H7, H8, H9)**

**SCHEME OF EXAMINATION**

**Std. XI**

Paper	Title of the Paper	Theory		Practical		Term work	Project work	Visits	Oral	Total Marks	Average
		Marks	Time (Hrs)	Marks	Time (Hrs)						Marks
1	FUNDAMENTALS OF ACCOUNTING	80	3	80	3	10	10	10	10	200	100
2	FUNDAMENTALS OF BANKING AND FINANCE	80	3	80	3	10	10	10	10	200	100
3	LIFE INSURANCE	80	3	80	3	10	10	10	10	200	100

**Std. XII**

Paper	Title of the Paper	Theory		Practical		Term work	Project work	Visits	OJT	Total Marks	Average
		Marks	Time (Hrs)	Marks	Time (Hrs)						Marks
1	ADVANCED ACCOUNTING AND COMPUTER APPLICATION	80	3	80	3	10	10	10	10	200	100
2	BANKING SERVICES AND CAPITAL MARKETS	80	3	80	3	10	10	10	10	200	100
3	GENERAL INSURANCE	80	3	80	3	10	10	10	10	200	100

\*OJT: ON THE JOB TRAINING

## **Introduction**

Banks play a very important role in improvement of the Economy. Indian Economy has been undergoing rapid changes in the area of the Globalization and information Technology.

As an introduction course, it will equip the students to gain knowledge and acquire skill in banking sector. This course will help the students to focus on Bank Accounting, Loan operation, services rendered by Bank, Business Finance, Capital Market and Insurance. This course will enable student to start his business, Seek employment in Banking, Share Market, and Insurance Industry.

This course aims to provide skills in Banking, Financial services and Insurance sector. Capability development and learning outcome, this course will equip the student to:

## **Objectives**

- 1) To acquire theoretical knowledge of Banking, Financial Services and Insurance
- 2) Gain practical Knowledge
- 3) Develop Numerical and analytical Skills
- 4) Perform multiple task accurately within time limits
- 5) Develop inter personal skills and maintain relationship with customer
- 6) Marketing of Insurance and financial product
- 7) Inculcating and developing saving habits
- 8) Making layman bankable increasing his credit worthiness
- 9) Spreading Awareness regarding different types of Insurance and bring out its needs and benefit
- 10) Help the public to invest their saving for improving their financial growth

## **JOB OPPORTUNITES**

### **A) Wage Employment**

- 1) Clerk in co-operative Bank
- 2) Clerk in co-operative Credit Societies
- 3) Clerk in Commercial Bank
- 4) Cashier
- 5) Clerk/Office Assistants in a Investments Firm
- 6) Daily Reports Collection Agent
- 7) Manager in Co operative, Housing Society
- 8) Clerk in a Foreign Exchange/ Export Import Firm
- 9) Insurance Agent
- 10) Survey Agent

### **B) Self Employment**

- 1) Computer Operator
- 2) Insurance Agent Assistant
- 3) Loan Recovery Agent
- 4) Mutual Fund Adviser
- 5) Share Broker
- 6) Account Assistance

**Std. XI**  
**Paper I: Fundamentals of Accounting (H7)**  
**Theory**

**Periods**

- Topic No. 1: Introduction of Book-Keeping and Accountancy** **15**
- 1) Meaning and Definition, Objectives, Importance and Utility, Difference between book-keeping and Accountancy, Basics of Accounting – Cash Basis and Accrual Basis, Qualitative characteristics of Accounting information, Financial Accounting, Cost accounting, Management Accounting.
  - 2) Basic Accounting Terminologies, Business Transaction – Cash Transaction and credit transaction, goods, profit, loss, Operating and Non operating profits, normal gains and abnormal gains with examples. Assets, liabilities, net worth / owners equity, Assets - Fixed / Current / Tangible / Intangible / Fictitious, Contingent liability, Capital, Drawings, Debtors, Creditors, Expenditure and Income, Cash Discount and Trade Discount, Solvent and Insolvent, Accounting year, Trading, Concerns, and ‘Not for profit’ Concerns, Goodwill, Conventions and principles and Indian Accounting Standards Concepts and objectives-Meaning and Importance, Business entity, money measurement, cost, consistency, conservation, going concern, Realization Accrual, Dual Aspect, Disclosure, Materiality, Revenue, Accounting Standards.
- Topic No. 2: Meaning and Fundamentals of Double Entry** **14**  
**Book-Keeping System**
- 1) Study of Double Entry Book-Keeping System, Advantages of Double entry Book-keeping system, Comparison of Double Entry Book keeping system with Conventional Accounting System, Classification of Accounts and Accounting Equation, Rules, Type of Accounts – Personal, Impersonal Accounts – Real accounts, Nominal accounts, Rules for different accounts for passing entries, illustrations, Accounting equations, Assets, Liabilities, Revenue and capital expenses, Brief explanation about IFRS (International Financial Report Standard)
- Topic No. 3: Source Documents required for Accounting** **06**
- 1) Meaning, contents and prepare format -
  - 2) Voucher – Internal & External vouchers, Petty cash and Cash Voucher, Cash Memo, Receipts, Debit and Credit Note, Pay-in-slip, Withdrawal slip, Cheque – Bearer, Order, Crossed, Account Payee, Bank Pass Book, Banks Statements and Bank Advice.
- Topic No. 4: Journal and Subsidiary Book** **25**
- 1) Journal – Meaning, Importance and utility of journal, Prepare format of Journal, writing of journal entries, Subsidiary books - Meaning, need, Prepare format of

different subsidiary books, simple cash book with Cash column only, Analytical petty cash book – Imprest system, Cash book with cash and bank column, Three column Cash book, Cash, Bank and Discount column, Purchases book, Sales book, Purchase Return book, Sales Return book, Journal proper, transactions of discounts, to be taken in Journal proper.

**Topic No. 5: Ledger 15**

- 1) Meaning, Need and contents of ledger be explained, Prepare format of ledger, posting entries from subsidiary books to ledger, balancing of ledger accounts.

**Topic No. 6: Bank Reconciliation Statement 10**

- 1) Meaning, Need and importance, Reasons for difference in bank balance as per cash book and balance as per bank pass book, format of bank reconciliation statement.

**Topic No. 7: Trial Balance 05**

- 1) Meaning and purpose, Format of trial balance, preparations of trial balance from given balance of accounts.

**Topic No. 8: Errors and their Rectification 10**

- 1) Meaning and effects of errors, types of errors – Errors of principle, Errors of Omission, Errors of Commission and Compensating errors, steps to locate errors, errors affecting and not affecting trial balance, Rectification entries.

**Topic No. 9: Final accounts of Sole Proprietary Concern 20**

- 1) Financial statements – Meaning, objective and importance, Preparation of Trading accounts, Preparation of profit and loss accounts and balance sheet, Effect of following adjustments – Closing stock, depreciation, Bad and doubtful debts, provision for discount on debtors and creditors, outstanding expenses, pre-paid expenses, Accrued Income, Income received in advance, drawing / addition of Capital, Goods distributed as free Samples.

## Practical

	<b>Periods</b>
<b>Topic No. 1: Introduction of Book-Keeping and Accountancy</b>	<b>15</b>
<b>Topic No. 2: Meaning and fundamentals of Double Entry Book – Keeping system</b>	<b>15</b>

**Topic No. 3: Source Documents required for Accounting** **30**

- 1) Prepare format of Cash Memo, Receipt, Bills, Invoice, Journal Vouchers, Cheque, Bank, Draft etc. Prepare debit vouchers, Credit Vouchers, Prepare format of pay-in-slip, withdrawal slip, Bearer Cheque, Crossed Cheque, Account Payee Cheque, Bank Passbook, Bank advice, Bank statement, write the names of various Assets and liabilities, Income and expenditure items, classification of accounts – i.e. Personal, Real, Nominal and write the names of items in each heads. Analysis of business transactions according to the rule of journalisation (Golden Rule of Accounting)
- 2) Prepare the chart showing the rules of Debit and Credit

**Topic No. 4: Journal and Subsidiary Books** **30**

- 1) Prepare format of Journal, writing of journal with support of vouchers and invoice, Format of Subsidiary books, Preparation of Simple Cash Book, Double column Cash book (Cash and Bank Column), Three column Cash book, (Cash, Bank and Discount Column), Preparation of Analytical petty cash book on imprest System, Preparation of purchase book, Sales Book, Purchase Return Book, Sales Return Book and Journal proper.

**Topic No. 5: Ledger** **30**

- 1) Prepare format of ledger, steps to be taken for preparation of ledger, Ledger posting and Balancing of Ledger accounts, Posting of entries from Subsidiary books to ledger accounts.

**Topic No. 6: Bank Reconciliation Statement** **30**

- 1) Prepare format of Bank Reconciliation Statement, Prepare the specimen of Bank Reconciliation Statement as per cash book balance i.e. Normal balance and Overdraft balance, and Prepare the Bank Reconciliation Statement as per Bank Pass book balance i.e. Normal balance and over draft balance, Method to ascertain items to be added to and deducted from the balance of Cash book/ Bank Pass Book, Problems for Practice.

**Topic No. 7: Trial Balance** **20**

- 1) Prepare format of Trial Balance i.e. Journal Form and Ledger Form, Guidelines to prepare Trial balance, Preparation of trial balance in Journal Form and Ledger Form, Practical Problems (with Suspense Account also)

**Topic No. 8: Errors and their Rectification** **20**

- 1) Steps to locate accounting errors, Rectification entries (With and without suspense account), Problems for Practice

**Topic No. 9: Final Account of Sole Proprietary Concern** **50**

- 1) Format of trading accounts, profit & loss and balance sheet (with and without adjustment given in the theory paper), solving problems of Final accounts  
**Field Visit / Project / Guest Lectures / Journal / On Job training.**

**Paper II: Fundamentals of Banking and Finance (H8)**

**Theory**

**Periods**

**Topic No. 1: The nature, meaning, structure and scope of Banker:** **10**

- 1) Nature, Meaning, Definition, Scope of banker and structure of Banking in India, Functions of a Banker, Types of Banks – Public Bank, Private Bank, RBI, Foreign Bank, Co-operative Bank, Postal Bank, Agricultural Bank, Co-op Credit Societies – Meaning and Importance, Retail banking – Meaning & Importance, Functions. Core Banking – Meaning & Process.

**Topic No. 2: Saving Bank and Current Account:** **15**

- 1) Saving bank account – Meaning and importance of SB Account, Types of Account Holders – Individual, Joint, Minor. Steps for opening of Savings Bank Account, Nomination, KYC norms and brief knowledge of documents required. Meaning and Importance of Current Account, Types of current account – Sole Proprietor, Partnership, Joint Stock Company, Club, Non Profit organizations account. Distinguishing features of Current Account, Overdraft facility, Definition of a cheque, parties and types of Cheque, Crossing of cheques – Need, meaning and Types, Stop payment order-meaning and precautions, Standing Instructions.

**Topic No. 3: Fixed / Recurring Deposit Account** **10**

- 1) Meaning and importance of Term Deposit, Types of fixed deposit Account, Procedure of opening fixed and Recurring deposit account, Procedure of renewal of F.D., Repayment of Term Deposit (F.D) on Due date with interest, Concept of Indemnity Bond.

**Topic No. 4: Transfer and Closing of Bank Account** **10**

- 1) Meaning, rule and Procedure of transfer entries, Meaning of Bank charges, Standing instructions, Recording of Bank charges, Meaning of Inoperative account, Scrutiny of Inoperative and Dormant accounts, Closing of Bank accounts – Meaning and steps, Brief Knowledge about Death Certificate, Succession Certificate, Will, Probate and Court Order.

**Topic No. 5: Receiving & Paying Cashier** **10**

- 1) Meaning and their importance, Duties of Receiving and Paying Cashier, Procedure followed for Receiving cash from Depositors and others, Procedure for passing cheques, Draft & Pay order, Token & its importance, Teller system, Clean Note Policy.

**Topic No. 6: Deposit Mobilization** **20**

- 1) Meaning of Deposit Mobilization, Importance, prospecting sales Channel, Negotiation and Need Assessment, Closing (Striking a Deal), Introduction to Services.

**Topic No. 7: Business Finance and Functions of Financial Management** **15**

- 1) Meaning and objectives of Finance, Profit Maximization, Wealth Maximization and other General Objectives, Scope, Role and Functions of Financial Management –
  - a. Routine Functions
  - b. Executive Functions –
    - i. Estimating Capital Requirement
    - ii. Mobilization of Funds
    - iii. Investment Decisions
    - iv. Allocating surplus
    - v. Evaluating Financial Performance
    - vi. Dividend Policy
    - vii. Advising Board of Directors

**Topic No. 8: Financial Planning** **15**

- 1) Introduction, Importance of financial planning, Advantages and Limitations of Financial planning, Types of financial planning, Fixed Capital and Working Capital.

**Topic No. 9: Financial Sources of Business** **15**

- 1) Meaning and Importance of Business Finance, Sources of Business Finance – Internal and External Sources of Funds, Short Term – Cash Credit and Overdraft, Advances from dealers & customers, Trade Credit from Suppliers, Factoring of Account receivables, Discounting of Bill of Exchange, Issue of Commercial paper.
- 2) Long Term – Issue of Shares, Issue of Debentures and Bond's, Long Term Loans from Banks, Retained Earnings, Public Deposits, Venture Capital and Lease Financing.

**Practical**

**Periods**

**Topic No. 1: The nature, meaning, structure and scope of Banker** **20**

- 1) Prepare a chart of structure of Banks in India, Collect information from reference material and compile, Prepare a chart showing structure of Co-operative Credit society.

**Topic No. 2: Saving Bank and Current Account** **30**

- 1) Saving Bank account – Collect information of banks and facilities offered in your area & compile, Collect Account Opening forms / Brochures, Pay-in-slips, withdrawal slip-Fill and File, Students should open an SB A/c in their own name in a Bank or Credit Society and operate. Prepare a template of a cheque and cross it, Prepare a format of a Pass book using extracts and pass entries in Pass book and solve problems, Issue of Duplicate Pass Book Procedure, Draw Format of a Requisition Slip to obtain a new cheque book.
- 2) Current Account & its Operation:  
Understand the requirements for opening current account and documents, Prepare format of KYC form and Fill it, Steps & Account Opening Procedure, Project on Current Account.

**Topic No. 3: Fixed & Recurring Deposit Account** **20**

- 1) Collect brochures & compare interest rates offered by Banks, Ask the students to open FD / RD A/c in their own name in a Bank or Credit Society, Prepare format of FDR, Project on Fixed Deposit Account, Change in names, Payment before due date, Loss of FDR, Loan against FDR (give examples) Collect RD pay in Slip and Fill it, Format of R.D. account Pass Book.

**Topic No. 4: Transfer and closing of Bank Account** **20**

- 1) Prepare Debit Voucher, Credit Voucher, Posting of Voucher, Visit the nearest bank and list the bank charges on various bank services, Prepare a table of Bank charges, Collect brochures from Bank, Procedure of closing saving and current account, Procedure of transfer of account from one Branch to another Branch, Write the procedure of closing the deceased persons account and transfer of fund to the legal heirs.

**Topic No. 5: Receiving and Paying Cashier** **30**

- 1) Format of Pay –in-slip of S.B. Account, Current Account, R.D. a/c, F.D. a/c, Ask the student to collect information about the counterfeit coins & Forged Notes / Fake Notes & distinguish them with genuine notes & coins, How to spot a Fake Currency. Stamping & Signing of Pay-in-slip, Preparation of Receiving Cashier's Register, Scroll Registers, Study & Draw different seals used, Preparation of cash receipt issued by Head Cashier to Receiving Cashier, Note Counting Machine & its use, Arrangement of Receiving Cashiers Cabin & Paying Cashiers Cabin & Safety Precautions, Documentation of payment of cash, Preparation of cash receipt issued while withdrawing cash from the strong room, format of Register kept at strong room and the entries recorded, Preparation of Token, Prepare format of draft, pay order & its Application Form, Format of Scroll Register, Draft Issue Register, RTGS Application form. Format of Cheque Return Memo

**Topic No. 6: Deposit Mobilization** **40**

- 1) Survey the area, use of electronic medium (emails, SMS, Phone Calls), Display Charts and Banners, Personal visit (School, Colleges, Housing Societies, offices)



follow-up, Prospecting Sales Channel, Preparing Questionnaire and Interview of Prospective customers.

**Topic No. 7: Business Finance & Functions of Financial Management** 20

**Topic No. 8: Financial Planning** 20

**Topic No. 9: Financial Sources of Business** 40

- 1) Prepare the chart of sources of Finance, Prepare a chart of capital Structure of a company, Prepare the format of Cash Credit, Bank Overdraft, Application form and fill it with imaginary details, write the procedure of Cash Credit and Bank Overdraft, Procedure of Discounting of Bill of Exchange, Procedure of issue of shares Application & Allotment.
- 2) Give the procedure of issue of Debentures, Procedure of collecting Deposit by a public limited company, Prepare the format with brief explanation and ask the student to fill it with imaginary details of Share certificate, Debenture Certificate, Dividend Warrant, Interest Warrant, Certificate of Incorporation of Company, Certificate of commencement of Business of a Public Ltd Company, Prepare format of letter of credit, Prepare a financial plan of a Family member.

**Journal / Project / Field Visit / O.J.T.**

## **Paper III: Life Insurance (H9)**

### **Theory**

**Periods**

**Topic No. 1: Insurance Regulatory Development of Authority (I.R.D.A.)** 25

- 1) Definition and Nature, Role and Importance of I.R.D.A, Insurance: Definition, Need, Role of Insurance in economy, Types of Insurance, Insurance Act 1938 and 1999, Composition of authority, public and private Insurance, Overview Companies Process and Contents, Life Insurance: Meaning and Definition, Need, Importance and scope of Life Insurance, Types of Life Insurance and various plans of Life Insurance, Features of Policies.

**Topic No. 2: Group Insurance** 10

- 1) Special Legal Features of Group Insurance, Superannuation scheme, Group Gratuity scheme, Retirement scheme.

**Topic No. 3: Micro Insurance and Health Insurance** 10

- 1) Meaning and definition, features and need of Micro Insurance in India
- 2) Meaning and definition, features and need of Health Insurance.

**Topic No. 4: Pension and Ulip Plans** 10

- 1) Meaning and Importance of Pension Plans and Ulip Plans, features and need of Pension Plans and Ulip Plans, Benefits of Pension Plans and Ulip Plans.

- Topic No. 5: Underwriting** **10**
- 1) Introduction and meaning of Underwriting, Medical and Non-Medical Underwriting, Underwriting by Agent, Recent Trends, Surrender Value and Paid-up-value, Nomination and Assignment – Meaning, Features, Difference between Nomination and Assignment.
- Topic No. 6: Life Insurance Agent** **25**
- 1) Definition of an Agent, the concept of Carrier Agent, Educational Qualifications, Criteria for Appointment of an Agent, Remuneration for the Agent, Qualities and Essential skills to become successful Agent, To Prepare the Application form for the recruitment of an Agent. The Role and Importance of an Agent in Insurance Business.
- Topic No. 7: Life Insurance Marketing** **20**
- 1) Introduction, Meaning, Definition and concept of Marketing, distribution channel, The Customer, Strengthen relationship, Advertisement, Customer Satisfaction and Sales Technique, Difference between selling Goods and selling of Insurance Policies (Products) Life Insurance Agent Back Office, Customer Service, Types of Needs Fulfillment, use software packages for Life Insurance.
- Topic No. 8: Claim Settlement** **10**
- 1) Introduction, Meaning and concept of Claim settlement, Survival of Policies, Surrender of Policies and Maturity Claim: Meaning, Procedure and Necessary Documents for Maturity Claim, Death Claim: Meaning Procedure and Necessary Documents for Death Claim.

## **Practical**

### **Periods**

- Topic No. 1: Insurance Regulatory Development of Authority (I.R.D.A.)** **40**
- 1) Comparative study of Government Insurance companies and private insurance companies, To study the Contents of Proposal Forms, To prepare the charts of Types of Insurance, Visit to two Insurance Companies and Prepare Report.
- Topic No. 2: Group Insurance** **25**
- 1) Visit to Insurance Company for gaining practical knowledge about Group Insurance and Submits its report, Visit to Insurance Company for gaining practical knowledge about Superannuation Scheme and submits its report, Group Gratuity Scheme and Retirement Scheme.
- Topic No. 3: Micro Insurance and Health Insurance** **25**
- 1) To get filled in five proposal forms of different Insurance Companies
  - 2) To collect necessary documents from concerned prospective clients

- Topic No. 4: Pension and Ulip Plans** **25**
- 1) Conduct market survey for gaining the knowledge of pension and Ulip Plans and submits its survey report.
- Topic No. 5: Underwriting** **25**
- 1) Calculation of Surrender Value and Paid up Value.
  - 2) To get filled in five proposal forms of different Insurance Companies & to get filled in five Agents Confidential Reports.
- Topic No. 6: Life Insurance Agent** **30**
- 1) Visit the Insurance companies and arrange an Interview with the Successful Development Officer and Insurance Agents and get the knowledge about Insurance Agency & submit the report of the Interview
- Topic No. 7: Life Insurance Marketing** **40**
- 1) Canvas sale of Insurance policies by explaining various suitable plans to customers, use of skill and selling techniques, Assisting the policy holder and servicing policy, helping the insured in getting their claim properly assessed and settled, Use of software packages for Life Insurance.
- Topic No. 8: Claim Settlement** **30**
- 1) Comparative study of the Claim forms of various companies and make comparative statements. Prepare Five Case Studies of Survival & get filled in Five Maturity Claim forms, and Five Death Claim forms.  
**Journal / Project / Viva / Field visit / O.J.T.**

## Std. XII

### Paper I: Advanced Accounting & Computer Application (H7)

#### Theory

- |  | <b>Periods</b> |
|--|----------------|
| <b>Topic No. 1: Partnership Final Accounts</b>   | <b>15</b>      |
| <ol style="list-style-type: none"> <li>1) Meaning and Definition, The Indian Partnership Act 1932, Partnership deed, Methods of Capital Accounts, Introduction and necessity of preparation of Final Accounts with following adjustments:-               <ol style="list-style-type: none"> <li>a) Closing stock b) Outstanding expenses c) Prepaid expenses d) Income received</li> <li>e) Income receivable in advance f) Bad-debts g) Provision of doubtful debts</li> <li>h) Reserve for discount on debtors and creditors i) Depreciation j) Interest on capital, drawing and loans k) Interest on investments and loans</li> <li>i) Goods destroyed by fire/accident (insured/uninsured) m) Goods stolen n) Goods distributed as free sample o) goods withdrawn by partners p) Unrecorded purchases and sales q) Capital expenditure included in revenue expenses and vice-versa r) Commission/remuneration to working partner on the basis of sales etc.</li> </ol> </li> </ol> |                |

## **Topic No. 2: Negotiable Instruments**

**25**

- 1) Introduction, necessity, Meaning, Definition, Types of Negotiable Instruments, Draft/Format of Bills, Promissory Notes, Parties, Acceptance of Bill, Terms of Bills, Days of Grace, Date of Maturity, Due Date, Types of bills of exchange, Honouring of Bill, Dishonouring of Bill, Noting and protesting of bill, Notary public and noting charges, stages in collection of bill, Accounting treatment of bill by the Drawer/Holder and Drawee in following cases :-
  - a) Retaining the bill till due date, honour/dishonour, insolvency of acceptor/drawee, Endorsement of the bill, honour/dishonour and insolvency of acceptor, Discounting the bill with the bank, honour/dishonour and insolvency, Sending the bill to the bank for Collection/Honour/Dishonour and Insolvency, Renewal of Bill-Reasons for renewal of the bill, Renewal of the bill with or without charging interest, making part payment of basic amount, Interest and noting charges and drawing of new bill, Honour/Dishonour of new bill, Journal Entries and Ledger.
- 2) Average Due Date: - Meaning, Importance, Procedure of calculating Average Due Date and Calculation of Interest.

## **Topic No. 3: Company Accounts**

**25**

- 1) Introduction, Capital Structure, Objectives of Financial Statements, Financial Statements-Requirement and Contents, Balance sheet (as per schedule VI-Revised), Scheduled notes to balance sheet (only working knowledge and simple problem of classification of items).
- 2) Accounting for Shares: - Shares and share capital, Meaning, Nature and Type, Accounting for share capital: - Issue and Allotment of equity shares, over subscription and under subscription of shares, Issue at par, Premium and discount, calls in arrears, Issue of shares for consideration other than cash, Accounting treatment of forfeiture and re-issue, Disclosure of share capital in Company's Balance Sheet (Practical-only journal entry), Issue of shares, forfeiture of shares.
- 3) Accounting for Debentures: - Meaning and Introduction, Issue of debentures at par, Premium and Discount, Interest on Debentures Redemption of Debentures.
- 4) Bank Accounts: - Meaning and Importance, Format of Bank's Balance Sheet and Profit and Loss Account (Vertical Format)

## **Topic No. 4: Analysis of Financial Statement**

**15**

- 1) Meaning, Objectives and Limitations, Tools for Financial Statement Analysis, Meaning of Comparative Statements, Common size Statements, Cash flow statements, Ratio Analysis:-

Meaning and Importance, Classifications of Ratios a) Gross profit ratios, b) Net profit ratios, c) Current ratios, d) Liquid/Quick Ratios, e) Debt equity ratio, f) Debtors turnover ratios and credit period, g) Creditors turnover ratios and credit period,

h) Proprietary Ratio, i) Return on Investments, j) Stock Turnover Ratio.

**Topic No. 5: Tax and Preparation of Tax Returns** **20**

- 1) Meaning, Need and Objectives, Different types of Taxes:- a) Income tax (I.T), b) Value Added Tax (V.A.T) c) Service Tax, d)Local Body Tax (LBT), e) Professional Tax (P.T).

**Topic No. 6: Computerised Accounting System and Tally ERP-9** **20**

- 1) Meaning, Components of computerized Accounting System (CAS), Features and Software's of CAS, Tailor Made Software/Ready to use Software.
- 2) Application of Computer Accounting and Accounting on Tally Package: - How to use computer for processing data software.
- 3) Kinds of Software's:- Operating system, Application programme, Benefits of Computerised Accounting, Accounting programme, Using package software for accounting, Use of Tally ERP-9, Software for Accounting.
- 4) Create a Company:- Name, Mailing Name and Address, Income Tax Number, VAT Registration Nos., Maintain Accounts or Inventory, Financial Year from book beginning from, Use of Security Control, Base currency information, Ledger and posting vouchers and its entries.

## Practical

### Periods

**Topic No. 1: Partnership Final Accounts** **40**

- 1) Prepare the format of partner's capital account under fluctuating capital method and fixed capital method, prepare format of partners current account, problems for practice, Prepare format of Trading Accounts, Profit & Loss accounts, Balance sheet (without adjustments) prepare format of trading accounts, Profit & Loss accounts, Balance sheet (with adjustments) Journal Entries (Transfer Entries) for Profit & Loss Accounts, Practical problems covering adjustments stated in the theory.

**Topic No. 2: Negotiable Instruments** **30**

- 1) Preparation of various types of Bills of Exchange and promissory note, Calculation of discount and interest, preparation of sales invoice and purchase bill, Problems for practice, explanation of stages in calculations of Average Due Date, Calculation of Interest and Simple problems.

**Topic No. 3: Company Accounts** **50**

- 1) Trading, Profit and Loss Accounts and Balance Sheet. Prepare format of Balance Sheet (as per schedule-VI), Simple Problems on classification of items in Balance Sheet.
- 2) Accounting for Shares  
Prepare format of Share Certificate, Structures of Share Capital, Journal entries of application of shares, Allotment of shares, Issue of shares, Calls on shares, Calls in arrears, Forfeiture and re-issue of shares, Problems for practice (only journal entry).
- 3) Accounting for Debentures

Prepare format of journal entries for issue of debentures, practical problems (only journal entries)

4) Bank Accounts

Prepare Format of Bank's profit and Loss Account and Balance Sheet (vertical Format)

**Topic No. 4: Analysis of Financial Statements** **20**

- 1) Simple problems in connection with comparative statements, common size statements and cash flow statements and ratio analysis stated in the theory.

**Topic No. 5: Tax and Preparation of Tax Returns** **40**

- 1) Prepare the format and filling up of different tax returns i.e. Income Tax (I.T) Value added tax (V.A.T) Local Body Tax (LBT) Professional Tax (P.T) and Service Tax, Calculation of tax with Imaginary details (simple problems), Arrangement of guest lectures.

**Topic No. 6: Computerized Accounting System and Tally ERP-9** **60**

- 1) Hands on training in computer- Tally ERP-9 Package, Create a company as per theory.

## **Paper II: Banking Services & Capital Markets (H8)**

### **Theory**

**Periods**

**Topic No. 1: Loans and Advances** **15**

- 1) Types and classifications of Advances, Banker-Borrower relationships, Principles of Sound Lending, Personal Finance, Procuring Overdrafts, Cash Credit, Car Loan, Education Loan, Housing Loan, Gold Loan, Personal Loan, Loan against Securities e.g. Life Policies, Fixed Deposit Receipts, NSC's, Kisan Vikas Patra, Bonds, Goods, Supply Bills, Agricultural Loans, Credit card, Kisan Credit Card, Loan for self-employment, Contract of Indemnity & Guarantee. Meaning, Types, Issue of Guarantee and Indemnity.
- 2) Modes of Creation of Charges-Lien, Assignment, Hypothecation, Pledge, Mortgage their meaning, Features, Precautions and Types.
- 3) Concept and Meaning of NPA (Non Performing Assets)

**Topic No. 2: Customer Services** **10**

- 1) **Fund Transfer:** - Bank Draft, Meaning, Procedure of Issue and Encashment of Demand Draft, Online Banking-Meaning, Procedure of IFSC Systems (Indian Financial System Code), RTGS/NEFT
- 2) **Safe Custody and Safe Deposit Lockers:** - Their Importance/Need, Procedure of Opening, Operating, Closing, Documentation.
- 3) **Handling Foreign Exchange Transactions:** - Meaning and Importance of Foreign Trade, Bank's role in Foreign Trade, Foreign Exchange and Exchange rates,

NOSTRO & VOSTRO A/Cs-brief knowledge about FEMA, Procedure for sale of Foreign Exchange, Buying and selling rates.

- 4) **Value Added Service of a Bank**:- Payment of Tax, Income Tax, VAT, LBT, Property Tax, Municipal Tax, Payment of Stamp Duty, Insurance Premium Payment, Medi-claim, Vehicle Insurance, Pension Payment, Payment of Utility Bills, Scholarship Payment.

**Topic No. 3: Clearing Department Functions** **05**

- 1) Meaning, Importance & Functions of Clearing House, Functions of Clearing Department in a Bank through Computers, ECS, CTS system (Cheque Truncation system)

**Topic No. 4: Exchange of Cash and Frauds** **05**

- 1) Meaning and Need, Currency notes and Features of Genuine notes, Mutilated and Soiled Currency Notes and Counterfeit Coins, Procedure of Exchange of soiled/mutilated notes & RBI clean note policy.
- 2) Frauds in a Bank - Meaning and areas, Detection and Prevention, Vigilance

**Topic No. 5: Technological Developments in Banking Sector** **10**

- 1) Need of Computerization, Phone Banking, Net Banking, E-Banking, ATM, Functions of ATM & Services, Debit Cards & Credit Cards, S.W.I.F.T Network, CTS (Cheque Truncation Systems), Electronic Fund Transfer-RTGS/NEFT, Electronic Data Interchange (EDI), CIBIL (Credit Information Bureau(India) Limited), Website of RBI.

**Topic No. 6: Customer Relationship Management** **10**

- 1) Introduction, Need in an Organization, Types of CRM, Advantages, Customer Satisfaction.

**Topic No. 7: Capital Market** **15**

- 1) **Stock Exchange** - Meaning, Role And Function, Bombay Stock Exchange, National Stock Exchange, Trading Procedure, SEBI(Securities and Exchange Board of India) Terms Related to Stock Exchange Transactions, Credit Rating Arrangements.
- 2) **Mutual Funds** - Meaning, Objectives, Role in the Capital Market, Benefits to the Investors, Constitutions of Mutual Funds, (Sponsors/Promoters), Trustees, Assets Management Company, Custodians (Safe Custody of Fund Securities etc).
- 3) **Corporate Bonds and Fixed Deposits** - Meaning Need and Importance, Types of Bonds, Deposits.

**Topic No. 8: Depository System and De-materialization** **05**

- 1) Meaning, Need for Depository, Importance of Depository to Investors and Companies, NSDL (National Securities Depository Ltd.) CSDL (Central Securities Depository Ltd) Procedure for Dematerialization.

- Topic No. 9: Research Methodology in Share Market & Investment Strategy of Good Investor** **15**
- 1) Research Methodology, Introduction, Meaning and Objectives of Research, Types of Research.
  - 2) **Investment Strategy of Good Investor in stock Market**-Introduction, Importance, Indian Capital Market, Introduction to the Company, Company's Product Portfolio, Portfolio Analysis, Market Analysis and Market Index, Conclusion and Suggestions.

- Topic No. 10: Personal Finance Management** **15**
- 1) Meaning, Need & Importance, Sources of Finance, Strategy, Role of a Personal Finance Manager/Advisor.

- Topic No. 11: Back Office Management of a Share Broker, Mutual Fund & How to Become a Sub-Broker/Agent** **15**
- 1) Meaning, Need and Importance, Procedure

## **Practical**

### **Periods**

- Topic No. 1: Loans and Advances** **20**
- 1) Three C's for Credit Worthiness (Character, Capital and Capacity). Procedure for Advancing different types of Loans as per theory and Documentation (Documents required for taking loan), Trust Receipt (Prepare Format), Loan Application Form-(Understanding & Interpretation), Preparing a Loan File, Collect Formats of Mortgage, Hypothecation, Lien, Assignment Letters, Application Forms and Documents required to take a credit card and Procedure.

- Topic No. 2: Customer Services** **25**
- 1) Write the Procedure for Online Banking, Calculation of Simple & Compound Interest (Quarterly, Half Yearly, Annual) on fixed Deposits, Safe Custody Procedure and Safe Custody Valuable Receipts (Format), Opening and Operation of Safe Deposits Vaults, Agreement of Lockers, Rent Register and Visit register of Safe Vault, Currencies of Different Countries and their exchange rates, Procedure of Sale of Foreign Exchange, Procedure of Purchase of foreign exchange, Procedure of Payment of Value added Services, Arrange a Visit to a Bank and show students Safe Deposit Vaults/Lockers.

- Topic No. 3: Clearing Department Functions** **15**
- 1) Prepare format of a CTS cheque and knowledge of CTS system, Clearing, Procedure (Inward and Outward) and Preparation of a Clearing Sheet and balancing it, Project on Clearing System.



- Topic No. 4: Exchange of Cash and Frauds** **15**
- 1) How to spot a fake Currency, Procedure of exchange of Soiled Notes, Collect information on notes and coins from Newspaper and RBI Museum and Internet, Project work on "FRAUDS" in a Bank.
- Topic No. 5: Technological Developments in Banking Sector** **25**
- 1) Prepare format of ATM card, Procedure of withdrawing cash from ATM, Services available at the ATM, Procedure for Net Banking and Core Banking, Collection of forms of RTGS/NEFT and understand its working, Internet Browsing of Bank Sites.
- Topic No. 6: Customer Relationship Management (CRM)** **15**
- 1) Procedure for Redressal of Customer Complaints, Banking Ombudsman Scheme of RBI.
- Topic No. 7: Capital Market** **30**
- 1) Procedure of opening De-mat A/c, Collect latest Annual Report of a Company, Arrange a visit to a stock exchange and prepare a visit report or arrange a visit to a share broker's firm or any organization which deals in corporate securities and Prepare a visit report, List the different type of schemes/plan floated by mutual funds, prepare the format of mutual fund application form (any scheme), Collect the guidelines to mutual funds from (SEBI manual from internet), Collect information of various types of bonds issued by the government/corporations & public sector undertaking (PSU), collect information about the various deposits schemes of leading public limited companies and prepare report about it.
- Topic No. 8: Depository System and Dematerialization** **15**
- 1) Collect the annual report of NSDL & CSDL, Prepare the procedure of opening of De-mat account and procedure of operation of De-mat account.
- Topic No. 9: Research Methodology - In Share Market & Investment** **30**
- Strategy of a good Investor in Stock Market**
- 1) Collect the annual report of SEBI, collect various information published by Business Magazines and Newspapers about stock market, listen and read comments of experts and their interviews about Stock Market and Securities on TV and Business Magazines etc and comment on it. Study a few Blue Chip Companies share movement in the stock market for at least one week and prepare a chart and comment on it. Arrange Guest Lectures, Arrange a Visit to an organization which deals in Corporate Securities and Write a Report.
- Topic No. 10: Personal Finance Management** **30**
- 1) Find out various interests rates of different banks like nationalized banks, private banks, co-operative banks, postal banks, arrange interviews of salaried persons, self-employed people like taxi drivers, auto drivers etc. and small businessmen & prepare a report. Prepare personal budget for them, collect various articles related to personal finance management from leading business magazines/newspapers and comment on it, arrange guest lectures.

**Topic No. 11: Back Office Management of Share Broker's Mutual fund and How to become a sub broker/agent** **20**

- 1) Collect application form from a share broking firm for sub-broker and fill it with imaginary details. Arrange a visit to share broking firm, give students understanding & practice on share trading & transfer procedure using computer software, make students aware of customer services in share broker's office.

## **Paper III: General Insurance (H9)**

### **Theory**

#### **Periods**

**Topic No. 1: General Insurance** **20**

- 1) Definition and Nature of General Insurance, Role, Scope and Importance of General Insurance, Insurance Contract, Nature of Insurance Contract, its Features, Difference between Insurance Contract and Gambling, Classification of General Insurance, General Insurance Corporation of India, Objectives and Functions of General Insurance Corporation of India.

**Topic No. 2: Fire Insurance** **20**

- 1) History of Fire Insurance, Definition, Nature and Need of Fire Insurance, Basic Principles applicable to Fire Insurance, Difference between Fire and Life Insurance, Types of Policies, Types of Hazards, Underwriting and claim settlement of Fire Insurance.

**Topic No. 3: Marine Insurance** **20**

- 1) Introduction to Marine Insurance, Definition, scope, Nature and Importance, Basic Principles, Market structure, Protection and Indemnity Association, Basics of Rating, Types of Policies, Underwriting and claim settlement of Marine Insurance, Institute Clauses, its Meaning and Effect on Policy.

**Topic No. 4: Motor Insurance** **15**

- 1) Meaning, Importance and Nature of Motor Insurance, Motor Insurance Act-1939, Principles and Practice of Motor Insurance, Physical and Moral Hazard, Classification of Risk, Method of Rating, Extra Benefits and Rebate, Discount, Contingent Liability, Indemnities, Reinsurance, Types of Motor Insurance, Features, Advantages, Classification of Motor Vehicles, Conditions in Policies, Underwriting and Claim.
- 2) Settlement, Proposal Form, Meaning, Importance, Types, Insurance Certificate, Policy, its Importance, Claim Settlement, Necessary Documents for Settlement Claim, Importance, Investigations, Inspecting the Damages.

**Topic No. 5: Accident Insurance and Health Insurance** **15**

- 1) History, Meaning, Nature and Scope of Accident Insurance, Legal Aspects Relating to Accident Insurance, Basic Principles Types of Accident Insurance, its features, Personal Accident and Sickness Insurance.

- 2) Health Insurance: Introduction, Definition, Scope, Nature and Importance of Health Insurance, Types of Health Insurance, Underwriting and claim settlement.
- 3) Procedure of Health Insurance.

**Topic No. 6: Plant and Machinery Insurance 10**

- 1) Meaning, Importance, Nature, Scope, Features of Plant and Machinery Insurance, Underwriting and claim settlement. Procedure of Plant and Machinery Insurance.

**Topic No. 7: Miscellaneous Insurance 10**

- 1) Meaning, Nature, Scope of Miscellaneous Insurance, Burglary Insurance, Employers Liability Insurance, Crop Insurance, Cattle Insurance, Workmen Compensation Insurance, Medi-claim Insurance, Plate Glass Insurance, Contractors Risk Insurance, Third Party Insurance, Difference between Medi-claim Insurance and Health Insurance.

**Topic No. 8: Insurance Salesmanship 10**

- 1) Meaning, Nature of Concept, General Principles of Salesmanship, Sales Techniques, Psychology in Selling, Tips for successful Salesman, Scope for Modern Insurance Business, Scope of Insurance in India, Insurance Needs.

## Practical

**Periods**

**Topic No. 1: General Insurance 40**

- 1) Arrange at least two visits to any General Insurance Company.
- 2) To understand its working and prepare a report.
- 3) Prepare two hypothetical Insurance contracts.

**Topic No. 2: Fire Insurance 40**

- 1) Collect the proposal forms of Fire Insurance of Government and Private Insurance Companies and fill it with Imaginary details (Any five establishments) Conduct survey of commercial establishments to measure the risk factor, Valuation of property, calculate the amount of premium for the policy and submit the report.

**Topic No. 3: Marine Insurance 40**

- 1) Arrange a visit to nearest marine Insurance Company or any other organisation handling Marine Insurance to get the knowledge of underwriting and claim settlement procedure get filled in five proposal forms, five claim forms with the necessary documents, submit the report of the claim forms.

**Topic No. 4: Motor Insurance 30**

- 1) Get filled in five proposal forms including valuation of motor vehicle, Calculation of Insurance premium based on rating and tariffs. submit five case studies,

Registration and processing of claims and initial noting, Investigating and Inspecting the damage and losses assessing and quantifying the losses in monetary terms, to visit five accidents spots and prepare and submit report considering all the factors mentioned above.

**Topic No. 5: Accident Insurance and Health Insurance 30**

- 1) Preparation of necessary documents for Accident Insurance, Calculation of Premium to get filled in five proposal forms, to prepare an intimation of accident, Spot survey, Investigation, inspection, determination of loss, cause of loss, minimise the loss, Five case studies relating to accident insurance, two visits to Insurance companies and other organisation considering the risk factor. Prepare survey report.

**Topic No. 6: Plant and Machinery Insurance 20**

- 1) Get filled in five proposal forms of Plant and Machinery Insurance including valuation of Plant and Machinery.

**Topic No. 7: Miscellaneous Insurance 20**

- 1) Get filled in three proposal forms of the various Miscellaneous Insurance policies.

**Topic No. 8: Insurance Salesmanship 20**

- 1) Preparation of complete list of prospective clients through personal and social contact and business directories, Interviewing, to contact five prospective clients attempting to sell Insurance by explaining benefits of various suitable Insurance plans, Procuring to canvas sale of insurance policies by explaining various suitable plans, use of skill, selling techniques, inspection, making arrangements for risk inspection if necessary and Prepare report, to get filled in five proposal forms from the client and getting the premium deposited in cash collecting centre, sales after, Service: Assisting the policy holders and servicing policy, keeping record of the business booked, Helping the insured in getting their claims properly assessed, surveyed and settled.

**Journal/Project/Viva/Field Visit/O.J.T.**