



Skill: Banking, Financial Services & Insurances



# राजस्थान आई.एल.डी. कौशल विश्वविद्यालय RAJASTHAN ILD SKILLS UNIVERSITY

**FACULTY OF FINANCIAL & COMMERCIAL SKILLS**

**SCHEME AND SYLLABUS**

(APPROVED BY ACADEMIC COUNCIL)

*FOR*

**DIPLOMA (BANKING, FINANCIAL SERVICES & INSURANCE)**

(Effective form Session: 2019-20)



### Banking - I (BF101T)

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF101T
<b>Course Title:</b>	Banking – I

**Learning Objective:** The objective of this paper is to make student understand the structure of financial system and its various components.

Unit	Details	Contact Hours
I	Overview of Bank Domain in India, Role of financial institutions in an economy	6
II	Types of Financial Institutions in India, Structure of Indian banking industry	6
III	Reserve Bank of India (RBI): role and functions, Introduction to Non Banking Finance Companies (NBFC),	6
IV	Banker – Customer Relationship, Know your customer (KYC) guidelines	6
V	Overview of Basic Banking products and services, Financial transaction instruments	6

**Learning Outcome:** The student will be aware of Indian financial system and banking as its component.

#### Scheme of Examination:

##### Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

##### End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

#### Suggested Readings:

1. Bhole L M, Financial Institutions and Markets
2. D.K. Murthy and K R Venugopal, Indian Financial System
3. M Y Khan, Indian Financial System
4. Vinod Kumar, Atul Gupta and Manmeet Kaur, Financial Markets Institutions and Financial Services
5. Das S C , The Financial System in India: Markets, Instruments, Institutions, Services and Regulations
6. Desai, Vasant Fundamentals of the Indian Financial System- New Challenges, New 2005 vi Initiatives, Himalaya Publishing House, New Delhi



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### Indian Securities Markets – I (BF102T)

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF102T
<b>Course Title:</b>	Banking and Finance – I

**Learning Objective:** The objective of this paper is to introduce the student to securities market and mutual fund market in India.

Unit	Details	Contact Hours
I	Overview of Indian Securities Market in India, Role of securities market in an economy	6
II	Overview of Mutual Funds in India, Role of mutual funds in an economy	6
III	Securities Exchange Board of India (SEBI): role and functions	6
IV	Institution – Customer Relationship, Know your customer (KYC) guidelines	6
V	Types of securities and mutual funds, security transaction instruments	6

**Learning Outcome:** The student will learn the basics of securities and mutual funds markets for investment activities.

#### Scheme of Examination:

##### Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

##### End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

#### Suggested Readings:

1. Bhole L M, Financial Institutions and Markets
2. D.K. Murthy and K R Venugopal, Indian Financial System
3. Desai, Vasant Fundamentals of the Indian Financial System- New Challenges, New 2005 vi Initiatives, Himalaya Publishing House, New Delhi
4. M Y Khan, Indian Financial System
5. Vinod Kumar, Atul Gupta and Manmeet Kaur, Financial Markets Institutions and Financial Services
6. Das S C , The Financial System in India: Markets, Instruments, Institutions, Services and Regulations



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### Micro Finance - I

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF103T
<b>Course Title:</b>	Micro Finance – I

**Learning Objective:** The objective of this paper is to make student understand the structure of financial system and its various components.

Unit	Details	Contact Hours
I	Overview of Micro finance, need and scope of micro finance and micro finance institutions,	9
II	Evolution of microfinance in India/Mainstream microfinance institutions	9
III	Different models of microfinance/SHGs – their need and importance	9
IV	Organisation structure of micro finance institutions	9
V	Products & Services offered by micro finance institutions, Customers served by micro finance institutions	9

**Learning Outcome:** The student will be aware of Indian financial system and banking as its component.

#### Scheme of Examination:

##### Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

##### End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

#### Suggested Readings:

1. Bhole L M, Financial Institutions and Markets
2. D.K. Murthy and K R Venugopal, Indian Financial System
3. M Y Khan, Indian Financial System
4. Vinod Kumar, Atul Gupta and Manmeet Kaur, Financial Markets Institutions and Financial Services
5. Das S C , The Financial System in India: Markets, Instruments, Institutions, Services and Regulations

Desai, Vasant Fundamentals of the Indian Financial System- New Challenges, New 2005 vi Initiatives, Himalaya Publishing House, New Delhi



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### Insurance Market - I (BF104T)

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF104T
<b>Course Title:</b>	Insurance Market – I

**Learning Objective:** The objective of this paper is to introduce the student to concept of insurance.

Unit	Details	Contact Hours
I	Overview of Insurance Domain in India, Role of insurance companies in an economy	6
II	Types of Insurance, Structure of Indian insurance industry	6
III	Insurance Development and Regulatory Authority (IRDA): role and functions	6
IV	Insurer – Customer Relationship, Know your customer (KYC) guidelines	6
V	Overview of Basic insurance products and services, life and general insurance	6

**Learning Outcome:** The student will know the structure of insurance sector in India.

#### Scheme of Examination:

##### Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

##### End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

#### Suggested Readings:

1. Bajpai, O.P., Elements of Life Insurance, Kitab Mahal, Allahabad
2. Agarwala, A .N. Life Insurance in India: A Historical and Analytical Study, Allahabad Law Journal Press, Allahabad
3. Bajpai, O.P., Elements of Life Insurance, Kitab Mahal, Allahabad
4. Bishnoi, Ashutosh Insurance Products (Including Pension Products), Indian Institute of Banking & Finance, Taxmann, New Delhi
5. Jain, Rajiv Insurance Law & Practice, Vidhi Publication (P) Ltd. New Delhi.
6. Kothari, N. S. and Dr. Bahal Pravesh Principles and Practice of Insurance, Sahitya Bhavan, Agra



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### Computer Application Lab. (GN102P)

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	GN102P
<b>Course Title:</b>	Computer Application Lab.

**Learning Objective:** The objective of this paper is to enable student to learn the basic computer applications used for communication.

Unit	Details	Contact Hours
I	Introduction to Computer: Input and Output Devices, System Software and Application Software Computer Language, Compiler and Assembler	6
II	Basics of Word Processing: Starting Word Program, Word Screen Layout, Typing Screen Objects, Managing Documents, Protecting and Finding Documents, Printing Documents, Formatting Documents, Working with text, Copying and Moving Text, Spelling and Grammar, Page Formatting, Creating Tables, Mail Merge, Types of documents in Mail merge, Creating data Source, Creating Mailing Labels, Merging Data into Main Document.	6
III	Basics of Spreadsheet Selecting: Adding and Renaming Worksheets, Modifying a Worksheet, Formatting Toolbar, Formatting Worksheets Using Styles, Protect and Unprotect Worksheets, Formulas, Functions and Charts Formulas and Functions, Auto Shapes and Smart art	6
IV	Creating PowerPoint Presentation: Creating Slides, Slide Sorter View, Changing Slide Layouts, Moving Between Slides.	6
V	Introduction to Internet: Getting Connected to Internet, Types of Internet Connections, Internet Terminology, Understanding Internet Address, Computer Viruses and Security Threats, Internet protocols (TCP/IP, FTP, HTTP)	6

**Learning Outcome:** Students will be able to perform the basic operation of mass communication through the computer.

#### **Scheme of Examination:**

##### **Continuous Assessment (MM: 100)**

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

##### **End term Assessment (MM: 100)**

The student will prepare and submit a report on a topic / problem under supervision of faculty member to be allotted by Principal / Director of the Institute. The student will make a demonstrative presentation before a panel of concern supervisor and an examiner nominated by assigned by Principal / Director of the Institute.



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**Front Office Assistant – Banking (BF1A1S)**

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF1A1S
<b>Course Title:</b>	Front Office Assistant – Banking

**Scheme of Examination:**

**Continuous Assessment of Skill (on the Job/self) (MM: 100):**

The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (40 marks); demonstration / presentation (40 marks); and attendance / punctuality / personality traits (20 marks)

**End term Assessment of Skill – On the Job/Self.: (MM: 100):**

The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.

**Front Office Assistant – Stock Broking (BF1A2S)**

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF1A2S
<b>Course Title:</b>	Front Office Assistant – Stock Broking

**Scheme of Examination:**

**Continuous Assessment of Skill (on the Job/self) (MM: 100):**

The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (40 marks); demonstration / presentation (40 marks); and attendance / punctuality / personality traits (20 marks)

**End term Assessment of Skill – On the Job/Self.: (MM: 100):**

The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.

**Front Office Assistant – Insurance (BF1A3S)**

<b>Course Code:</b>	BFSI
<b>Paper Code:</b>	BF1A3S
<b>Course Title:</b>	Front Office Assistant – Insurance

**Scheme of Examination:**

**Continuous Assessment of Skill (on the Job/self) (MM: 100):**

The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (40 marks); demonstration / presentation (40 marks); and attendance / punctuality / personality traits (20 marks)

**End term Assessment of Skill – On the Job/Self.: (MM: 100):**

The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.