

# **SENIOR SCHOOL CURRICULUM**

## **2017-18**

---

### **BANKING & INSURANCE**

---

**CLASS–XI  
ELECTIVE  
BANKING (785)  
THEORY**

*Time: 3 Hours*

*Marks: 60*

**Unit-1: Introduction**

**10**

- Definition of Bank - Basic functions of Banker.
- Banking System in India.
  - (i) Commercial Banks.
  - (ii) Private Sector Banks.
  - (iii) Public Sector Banks.
  - (iv) Foreign Banks.
  - (v) Regional Rural Banks.
  - (vi) Co-operative Banks.
- Reserve Bank of India.

**Unit-2: Banker and Customer**

**15**

- Relationship between Banker and Customer.
- Special Types of Customers.
- Retail & Wholesale Banking.
- Deposit Accounts – Savings Accounts, Current Accounts, Fixed Deposit Accounts.
- Opening and operation of Accounts.
- Nomination.
- KYC requirements.
- Pass Book.
- Minors.
- Partnerships & Companies.

**Unit-3: Employment of Bank Funds**

**15**

- Liquid Assets-Cash in Hand, Cash with RBI & Cash with other Banks.
- Investment in securities.
- Advances - Secured and Unsecured.
- Loans.
  - Term Loans.
  - Cash Credit.
  - Overdraft.
- Discounting of Bills of Exchange.

- Modes of creating charge on Securities.
- Types of Securities.

#### **Unit-4: Negotiable Instruments**

**10**

- Definition & Characteristics of Cheques.
- Bills of Exchange & Promissory Notes.
- Crossings.
- Endorsements.
- Collection and payment of Cheques.
- Liabilities of Parties.

#### **Unit-5: Communication Skills**

**10**

- Elements of Communication
  - Introduce and greet in a proper way.
  - Framing of question and sentence.
  - Dealing with customers while they are shopping for goods.
  - Identify elements of communication cycle.
- Forms of Communication & Communication Equipment
  - Demonstrate effective use of verbal and non verbal communication skills.
  - Identify the types of communication.
  - Operate the communication media and equipment properly.
  - Select the Strategies for Overcome barriers in communication.
- Elements of Business communication
  - Describe the importance of organizational culture in business communication.
  - Communicate Effectively with Customers.
  - Describe the qualities that the team member should possess.
- Preparation of Project Report
  - Describe Project Work/ Assignment.
  - Outline the preparation of project report.

## **PRACTICAL**

*Time: 2 Hours*

*Marks: 40*

### **1. Visit the Websites of Five Different Commercial Banks**

**10**

- (Three Public Sector and Two Private Sector Banks) offering Retail Banking Products.
- Get details of the various Retail Banking Products offered by them.

### **2. Prepare a Comprehensive Report for each of these Banks Covering the following**

**5x4 = 20**

- Retail Banking products (one Asset Product and one Liability Product) best suited for people in different stages of life cycle.

- (b) Five client categories to be selected:
- A young executive who has just joined the job after studies.
  - A young housewife with 1 small child.
  - A middle aged middle level Senior Executive in a Private Firm having two school going children and dependant parents.
  - A elderly lady staying alone with no dependents, and
  - A member of the armed forces in mid 30s.
- (c) Based on the data which you give in the above, justify your selections for each of them.
- (d) List the documents to be submitted by the customers for applying for each product. You can obtain sample forms from any of the banks as you think appropriate.
- (e) Explain the operational details for each of the products.

### 3. Viva

10

## CLASS–XI ELECTIVE INSURANCE (786) THEORY

*Time: 3 Hours*

*Marks: 60*

### Unit-1: Introduction

20

- Concept of Insurance.
- Need for Insurance.
- Brief history of Insurance industry in India.
  - (i) Enactment of Insurance Act, 1938.
  - (ii) Nationalization of Life Insurance Companies in 1955.
  - (iii) Nationalization of General insurance Companies in 1972.
  - (iv) Malhotra Committee Report – Opening up of Insurance sector to Private Companies in 2000.
  - (v) Setting up of Insurance Regulatory and Development Authority in 1999.

### Unit-2: Life Insurance

20

- Present Organizational set-up of Insurance Companies in India – L.I.C. and Private Companies with foreign joint ventures, selling Insurance through Agents and Banks.
- Objectives of Life Insurance – Protection and Investment.
- Different types of Life Insurance Policies – Chief characteristics and similarity.
- Basic Pre-requisites for Life Insurance – Insurable Interest and utmost Good Faith.
- Procedure for taking a policy.
  - (i) Selection of the Plan.
  - (ii) Consultation of Premium tables.

- (iii) Filling up of Proposal Form.
- (iv) Document regarding proof of age.
- (v) Important clauses of the Policy – eg. Suicide Clause.
- (vi) Nomination

**Unit-3: Annuities and Unit Linked Policies**

**10**

- Concept of Annuity.
- Objectives of Annuity.
- Procedure followed for obtaining Annuities.
- Meaning of Unit Linked Insurance Policies.
- Procedure for obtaining Unit linked insurance Policies.

**Unit-4: Post - Issue Matters**

**10**

- Lapse of the Policy due to Non-Payment of Premium.
- Revival of the Lapsed Policies.
- Surrender of the Policy – Payment of surrender value.
- Assignment of the Policies.
- Settlement of claims – Procedure to be followed.

**PRACTICAL**

*Time: 2 Hours*

*Marks: 40*

**1. Visit the Websites of five different Insurance Companies Offering Life Insurance. Get details on the Various Policies Offered by them.**

**10**

**2. Prepare a Comprehensive Report for each of these Companies Covering the following: 20**

- (a) Insurance products best suited for the different life stages – take five examples like young executive having joined job after studies, young married woman with one small child, middle aged man having two school going children and one dependent parent, Elderly lady staying alone with no dependents, member of the armed forces in mid 30s.
- (b) From the chart above, recommend the best suited life insurance policy to each of them.
- (c) List the documents to be submitted for applying for each type of insurance and help them fill out the application form. You can obtain sample application forms from the relevant insurance company.
- (d) Explain the claims procedure along with requirements for claiming insurance at the time of occurrence of the insured event.

**3. Viva 10**

**CLASS–XI**  
**GENERAL FOUNDATION COURSE (501)**

*Time: 3 Hours*

*Marks: 100*

**Part–I: (Compulsory to all Vocational Courses)**

*Marks: 50*

- A. Business Management and Entrepreneurship** **30**
- (a) **Entrepreneurship Orientation** **5**  
Importance and relevance in real life: Emphasis on self employment.
- (b) **Entrepreneurship Values and Attitudes** **5**  
Innovativeness, Independence, Risk Taking, Analytical ability.
- (c) **Entrepreneurial Motivation** **5**  
Achievement Planning, personal efficacy, entrepreneurial goal setting.
- (d) **Launching of a Business Venture** **15**  
Identification of project, steps in setting up a business, information about various institutions providing assistance, project formulation.
- B. Computational Skills** **10**
- (a) Percentage, ratio & proportion, profit & loss, discount, simple and compound interest, population growth and depreciation of value of articles using logarithm. **6**
- (b) Area and volume: rectangle, parallelogram, circle, cube, cone, cylinder & sphere. **4**
- C. Environmental Education** **5**
- (a) Environment and the society.
- (b) Environment properties risks in different economic enterprises, in use of raw materials, in processing / manufacturing and designing.
- (c) Poverty and environment.
- D. Rural Development** **5**
- (a) Agriculture, the back bone of Indian Economy.
- (b) Rural development projects in India including Integrated rural development programme.
- (c) Agro based rural industries.
- (d) Community approach to rural development.

**Part–II**

*Marks: 50*

- 1. Economic Environment or Business** **8**  
Product of pricing, market & market economy, foundation of market system. The role of price mechanism in a market economy. Functions of price mechanism, limitations of market mechanism.
- 2. Emerging Social Structure** **8**  
Basic principles underlying all economic activity, the unequal growth, the capitalist economy - Its characteristics - its strength & weaknesses - the Indian experience - the International Scene - its Role in Socio/economic science.
- 3. Planning & Budgeting** **8**

Steps in planning - Need for budgeting - Budgets and Forecast, Preparing the Budget - The starting Point, the targets - Administration & review of budgets - follow up process - Benefits and limits of budgeting. A note of zero base budgeting – Planning in India - National Planning affects all.

**4. Financial Institutions & Capital Markets** **8**

Capital market - Need for capital formation, need for capital formation in India, Unit Trust of India - Financial Institutions - Money Lending & Banking - Different Classification of Banks. Functions of Commercial Banks, Specialised Banks. The Reserve Bank of India, Other financial institutions, The IDBI, IFC, ICICI, LIC, UTI & GIC Mutual Funds.

**5. Risk and Risk Management** **5**

Chance, Risk, Probability - How to deal with risk, sharing the risk.

**6. Office Management** **5**

Office - Location, space, type of business, principles of Office layout, Functions of office inward / outward / filling. Methods of filling - indexing - mioxchines & office appliances - computers.

**7. Management Concepts** **8**

Management functions, Management - Kept to prosperity - planning - its nature - types of plans - steps in planning - The planning period. Objectives - management on objectives - its benefits and limitations. Strategic planning process - sales forecasts - methods-decision making - organising - division - span of management departmentation - strategic business units - line staff authority. Decentralisation of authority. Delegation of authority. Advantages and limitation. Groups in managing - characteristics - functions. Advantages and disadvantages of groups selection - The process its limitations - training or new employees, assessment of performance communication.

**CLASS–XII**  
**ELECTIVE**  
**BANKING (785)**  
**THEORY**

*Time: 3 Hours*

*Marks: 60*

**1. Ancillary Services of Banks** **10**

- Safe custody of valuables.
- Lockers.
- Remittances – RTGS/NEFT/Drafts.
- Fee based services- Issuing Guarantees and letters of credit.
- Selling Third Party Products- Insurance and Mutual fund units.
- Credit Cards, Debit Cards.
- Brokerage and Demit Services.

**2. Innovations in Banking Technology** **10**

- Bank Computerization.
- Core Banking.

- Online Banking.
  - Mobile Banking.
  - Internet Banking.
  - ATMs.
- 3. Organization of a Bank Branch 10**
- Bank Branch Set up, Strong Room.
  - Front Office, Back Office.
  - Security Arrangements in Bank.
  - Clearing Houses.
- 4. Basics of Business Mathematics 10**
- Calculation of simple interest and Compound Interest.
  - Calculations of interest on fixed rate and Floating rate.
  - Calculation of EMIs.
  - Calculations of interest on Savings Accounts.
  - Calculations of date of maturity of bills of exchange.
- 5. Reserve Bank of India Regulations on Banks 10**
- Cash Reserve Ratio.
  - Statutory Liquidity Ratio.
  - Bank Rate.
  - Repo Rate.
  - Reverse Repo Rate.
  - Base Rate.
- 6. Performa of Final Accounts of Banking Companies 10**
- Profit & Loss Account and Balance Sheet.

## **PRACTICAL**

*Time: 2 Hours*

*Marks: 40*

- 1. Visit any nearest Bank branches which is nearer to your residence.**
- (a) Collect details of different modes of transferring funds from one person to another. Collect samples documents forms for each of such modes of transfer. 10
  - (b) Tabulate the advantages and disadvantages of each mode of the payment system. 10
- 2. Download the Balance Sheets of a Public Sector Bank and a Private Sector Bank as on 31st March of the current year from their websites.**
- (a) Compare the composition of their Deposits - Percentage of demand deposits to the total deposits, and percentage of Time Deposits to the total deposits, cost of deposits in % in both the banks and comment which bank is better managed from profit point of view. 10



- (b) Composition of their loans, total interest earned on loans and comment on the profitability of the banks.

**3. Viva**

**10**

**CLASS–XII  
ELECTIVE  
INSURANCE (786)  
THEORY**

*Time: 3 Hours*

*Marks: 60*

**Unit-1: General Insurance**

**15**

- Meaning and importance of General Importance.
- Different types of General Insurance.
  - (i) Fire Insurance.
  - (ii) Marine Insurance.
  - (iii) Motor Vehicle Insurance.
  - (iv) Medi-Claim Insurance.
  - (v) Accident Insurance.
  - (vi) Burglary and Theft Insurance.
  - (vii) Present Organizational set up of General Insurance companies in India - GICI - its subsidiaries, Private Companies.
  - (viii) Principles of General Insurance - Insurable Interest, Indemnity, subrogation, good faith.

**Unit-2: Fire Insurance**

**10**

- Types of Fire insurance Policies - Their main features and clauses.
- Meaning & Significance of Average Clause.
- Procedure for taking Fire Insurance Policies and settlement of claims.

**Unit-3: Marine Insurance**

**10**

- Three types of Marine insurance - Cargo Insurance, Hull Insurance and Freight Insurance.
- Types of Policies.
- Clauses of a Marine Insurance Policy.
- Marine losses.

**Unit-4: Motor Vehicle Insurance**

**10**

- Types of Policies and Risks Covered therein.
- Procedure for obtaining motor Insurance Policy.
- Settlement of claims.

**Unit-5: Medi-Claim and Accident Insurance**

**5**

- Important conditions of such Policies and Benefits available therein, Procedure for claims.

## Unit-6: Burglary and Theft Insurance

10

- Need for such Insurance.
- Information to be furnished and procedure to be follow.
- Recovering the claims.

## PRACTICAL

*Time: 2 Hours*

*Marks: 40*

**1. Create detailed profiles of five of your neighbours and friends, in terms of their demographics, risk appetite and insurance requirements.**

10

**2. Prepare a comprehensive report for each of these individuals covering the following:**

- (a) Insurance products best suited for their requirements and give the rationale for the same.
- (b) Detail the regulatory aspects of each of the recommended types of insurance from an investor protection point of view.
- (c) List the documents to be submitted for applying for each type of insurance and help them fill out the application form. You can obtain sample application forms from the websites of any of the leading general insurance providers in India.
- (d) Explain the procedure along with requirements for claiming insurance at the time of occurrence of the insured event.

**3. Viva**

10

## CLASS–XII

### GENERAL FOUNDATION COURSE (501)

*Time: 3 Hours*

*Marks: 100*

#### Part–I: (Compulsory to all Vocational Courses)

*Marks: 50*

**A. Business Management and Entrepreneurship**

30

##### Management of Business

Elementary treatment/exposure to basic conceptual frame work of the topic listed below:

- (a) Basic Function. 6
- (b) Marketing Management. 6
- (c) Financial Management. 6
- (d) Production Management. 6
- (e) Personnel Management. 6

**B. Computational Skills**

10

1. (a) Solution of linear equations and their application to problem of commercial mathematics. 5  
(b) System of linear equations and in equation in two variables. Applications in formation of simple linear programming problems.
2. Statistics: Raw data, bar charts and Histogram; Frequency Tables; Frequency Polygon; Ogive; Menu, Median and Mode of ungrouped and grouped data; Standard Deviation; Introduction to Mortality tables; Price Index etc. Introduction to Computers. 5

<b>C. Environmental Education &amp; Rural Development</b>	<b>10</b>
1. <b>Environmental Education</b>	<b>5</b>
(a) Modernisation of agriculture and environment, irrigation, water logging, use of fertilisers, pesticides, soil erosion, land degradation (desertification and deforestation), silting and drying of water resources.	
(b) Rational utilisation, conservation and regeneration of environmental resources (soil, air, water, plant, energy, minerals).	
2. <b>Rural Development</b>	<b>5</b>
Principles and goals of rural development, major problems/constraints in rural development in India.	

### **Part-II**

*Marks: 50*

<b>1. Sales Administration</b>	<b>7</b>
Organisation of sales department - selection training, supervision, compensation of the sales force.	
<b>2. Publicity &amp; Public Relations</b>	<b>7</b>
Advertising Programmes - Techniques, media and methods of advertising, coordination with sales organisation.	
<b>3. Salesmanship</b>	<b>7</b>
Art of salesmanship - creation of consumer desire, aiding customers in buying, characteristics of an efficient salesman buying motive and selling techniques.	
<b>4. Business Policy</b>	<b>7</b>
Integration information of accounting finance, marketing, law production, about for meeting top management requirements.	
<b>5. Special Aspects and Marketing</b>	<b>7</b>
Marketing of agricultural produce - regulated markets, international marketing fairs and exhibitions, marketing products of small scale industries.	
<b>6. Business and Trade Association</b>	<b>5</b>
Structure, functions, problems and prospects.	
<b>7. Administrative Environment of Business</b>	<b>5</b>
Business industrial relations, industrial policy.	
<b>8. Social Environment of Business</b>	<b>5</b>
Significance of business ethics - rules of competition, standard for fair service, fair price, fair wage.	

### **LIST OF EQUIPMENTS AND SOFTWARE**

1. Calculators.
2. Computers.
3. Printers.
4. Software like MS-Excel etc.

5. Computer Stationery.
6. Smart boards to make the subject more interesting.
7. Demonstration stand.

