Title of course- BANKING AND FINANCE		
Nodal Department of HEI to run course		
Broad Area/Sector-	Banking	
Sub Sector-		
Nature of course - Independent / Progressive	Independent	
Name of suggestive Sector Skill Council	BFSI (Banking Finance Services and Insurance)	
Aliened NSQF level		
Expected fees of the course –Free/Paid		
Stipend to student expected from industry		
Number of Seats		
Course Code	Credits- 03 (1 Theory, 2 Practical)	
Max Marks100 Minimum Marks		
Name of proposed skill Partner (Please specify, Name of industry, company		
etc for Practical /training/ internship/OJT		
Job prospects-Expected Fields of Occupation where student will be able to	Loan officer	
get job after completing this course in (Please specify name/type of industry,	• Teller	
company etc.)	Accountant	
	Auditor	
	 Actuary 	
	Budget Analyst	
	Cost Estimator	
	Financial Analyst	
	-	
	Public Policy Consultant	

Syllabus

			_		,
		General/	Theory/	No of theory	No of skill
Unit	Topics	Skill	Practical/ OJT/	hours	Hours
		component	Internship/ Training	(Total-15 Hours=1 credit)	(Total-60 Hours=2 credits)
I	Basic Financial Skills	Basic	Theory	05	20
	Money - Importance, functions and	Financial	Theory	03	20
	role in economy	Skills			
	•	Skins			
	Basics of banking - Types, functions				
	of commercial banks, credit creation				
	Types of Accounts, Savings and				
	Borrowings				
	Role and importance of investment				
	Practical				
	Physical visit to banks				
	Study and visit the website of different				
	banks				
	 Learn simple mathematics - simple 		Practical		
	interest, compound interest, growth and				
	exponential growth				
	Make a comparative study on different				
	accounting methods				
	Study investment pattern of banks				
	¥				
	through survey and questionnaire				
II	Digital Banking Skills	Digital	Theory	04	20
	 Understanding types of banking fee 	Banking			

	 E-wallet, Online and mobile banking Banking services - debit card, credit card, cheques, etc Know Your Customer (KYC), Pan Card, Aadhar Card and ATM awareness Practical Bank visit Visit bank websites Interaction with customers to know their level of awareness and problems of digital banking Learn activation and blocking of PIN, mobile and e-mail registration Spread awareness of digital banking and cashless transactions 	Skills	Practical		
Ш	Loans and Bank Funds	Loans and Bank Funds	Theory	06	20

Suggested Readings:

- 1. Banking Theory and Practice, K.C. Shekhar and Lekshmy Shekhar, Vikas Publishing House, Noida, U.P..
- 2. The Theory and Practice of Banking, Henry Dunning Macleod
- 3. *Money, Banking, International Trade and Public Finance*, Dr. D.M. Mithani, Himalaya Publishing House, Mumbai, Maharashtra
- 4. Banking Theory and Practice, Katait Sanjay, LAP LAMBERT Academic Publishing
- 5. *Modern Banking : Theory and Practice*, D. Muraleedharan, PHI Learning Pvt. Ltd., New Delhi.
- 6. Basic Accounting, Rajni Sofat and Preeti Hiro, PHI Learning Pvt. Ltd., New Delhi.

Suggested Digital platforms/ web links for reading- Websites of Nationalised and Private Banks

Suggested OJT/ Internship/ Training/ Skill partner - Public Sector Banks; Private Sector Banks

Suggested Continuous Evaluation Methods: Theory, MCQs, Practical, Project, Viva voce

Course Pre-requisites:

- No pre-requisite required, open to all
- To study this course, a student must have the subject Economics in class/12th/ certificate/diploma

• If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)