

# CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2023-2024

## **BANKING AND INSURANCE (SUBJECT CODE 411)**

**JOB ROLE: FIELD EXECUTIVE**

### **CURRICULUM FOR CLASS-IX & X**

#### **COURSE OVERVIEW:**

Banking and Insurance today is a niche career for enthusiasts. For the beginners, it is the first step towards understanding the global economy, discovering the challenges of the market place and identifying themselves with a career that provides them with tremendous opportunities, both within the country and abroad.

With new banks and Insurance companies coming up every year owing to privatization of services, the industry indeed provides sufficient room for students studying in any field. Students may choose the career of sales executive for loans, mortgages and insurance with any of the leading banks, financial institutions and Insurance industry both in life insurance and General insurance.

Banking and Insurance subject helps in good communication skills but aptitude for banking, Insurance, sales, marketing and money matters. If the student really likes the fields like trading in stocks, mutual funds, hedge funds and understands the pros and cons of availing personal loans and insurance policies, then it adds to your career prospects. Banking and Insurance programs introduced by various government and private organizations aim at equipping students with concepts, tools and techniques in the banking and insurance sectors.

Banking and Insurance is a career that offers opportunities to students from all streams, be it commerce, Humanities or science. However, good analytical skills help to make a career in banking and insurance. Thus, choosing banking and Insurance as a career is a wise option for those who are interested in growing fast in their careers and those who wish to get exposure to world markets at an early stage itself.

Job opportunities for Banking and Insurance students are excellent in India and the growth prospects are high as per the qualification of the learner. Once you complete a professional course in banking and Insurance, you will immediately be offered a position as a banking sales officer with the private banks or you may become an agent in Insurance sector who earns the handsome package. Of course, your technical skills and basic communication skills do matter in this job process.

#### **OBJECTIVES OF THE COURSE:**

In this Course students will be introduced with the basic concepts of Banking and Insurance. Students will understand the career opportunities available in this field. Knowledge of Banking and Insurance helps the students to find positions in insurance, personal loans, mortgages, collections and back office operations which are generally vacant and offer opportunities to average students. Banks such as ICICI, Kotak Mahindra, HDFC, RBL Bank, Standard Chartered, Barclay's, and American Express are some of the companies that hire banking students at all levels.

**Followings are the main objectives of this course:**

- Quantitative Techniques in Banking
- Organizational behavior in Banking organizations
- Taxation of Financial Services
- Laws relating to Banking & Insurance
- Banking and Insurance Services
- Cost Accounting
- Capital Markets
- Management of Financial Services
- Effective Banking Communication
- International Business Management in Banking Organizations
- HRM in Banking Organizations
- Strategic Planning in Banking organizations

**SALIENT FEATURES:**

- Banking and Insurance professionals are required all year long. After privatization, the requirement for banking professionals has increased manifold.
- Students with different specializations such as Science, Arts and Commerce can apply for jobs with banks and Insurance Sector Companies after equipping themselves with certificates/diplomas that provide them with the basic knowledge required in the banking/ insurance sector organizations.
- Salary packages of students getting placed abroad are really huge and provide excellent scope for professional and personal growth.

**LIST OF EQUIPMENT AND MATERIALS:**

The list given below is suggestive and an exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

**Material required for:**

- 1) Different types of forms available in Banks for loan, mortgage, and locker facilities etc.
- 2) Pay- in- slips, cheques, draft,
- 3) Account opening forms
- 4) KYC forms
- 5) Different types of Insurance policy related forms for
  - a) LIC
  - b) Medi-Claim
  - c) Other General Insurance
- 6) Vouchers
- 7) Customer feedback forms etc.

**Teaching/Training Aids:**

- 1) Computer
- 2) LCD Projector
- 3) Projection Screen
- 4) White/Black Board
- 5) Chart papers

**CAREER OPPORTUNITIES:**

Students will be able to grab the career opportunities available in this field. Knowledge of Banking and Insurance helps the students to find positions in various banking and insurance sectors. Students may join various private banks students may join.

- Front Office / Back office operations
- Field jobs
- Sales executive jobs
- Insurance agency

**VERTICAL MOBILITY:**

At BBA/B.Com level, students may start their career as a clerk, cashier, banking sales officer; insurance agent etc. and they can reach at higher level over the period of time. Once the student has completed the higher degree course, they can start up their career as a bank probationary officer, Bank manager etc. For the career progression, following career options are available in Banking and Insurance field:

- Probationary office
- Risk manager
- Teacher in concerned field
- Associate Professor
- Accountant
- Financial Consultant
- Insurance agent
- Development officer
- Branch manager

**CURRICULUM:**

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class IX and X opting for Skills subject along with other subjects.

**BANKING AND INSURANCE (411)**  
**Class IX (Session 2023-24)**  
**Total Marks: 100 (Theory-50 + Practical-50)**

	UNITS	NO. OF HOURS for Theory and Practical 220	MAX. MARKS for Theory and Practical 100
<b>Part – A</b>	<b>Employability Skills</b>		
	Unit 1 : Communication Skills-I	13	2
	Unit 2 : Self-Management Skills-I	07	2
	Unit 3 : ICT Skills-I	13	2
	Unit 4 : Entrepreneurial Skills-I	10	2
	Unit 5 : Green Skills-I	07	2
	<b>Total</b>	<b>50</b>	<b>10</b>
<b>Part – B</b>	<b>Subject Specific Skills</b>		
	Unit 1: Introduction to Banking	10	05
	Unit 2: Deposit Accounts	25	10
	Unit 3: Utility Service of Banking	25	10
	Unit 4: Introduction to Insurance	30	10
	Unit 5: Insurance Organization	10	05
	<b>Total</b>	<b>100</b>	<b>40</b>
<b>Part – C</b>	<b>Practical Work</b>		
	Project	70	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		20
	<b>Total</b>		<b>70</b>
	<b>GRAND TOTAL</b>	<b>220</b>	<b>100</b>

**NOTE: The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.**

## **DETAILED CURRICULUM / TOPICS:**

### **Part-A: EMPLOYABILITY SKILLS**

<b>S. No.</b>	<b>Units</b>	<b>Duration in Hours</b>
1.	Unit 1: Communication Skills-I	10
2.	Unit 2: Self-management Skills-I	10
3.	Unit 3: Information and Communication Technology Skills-I	15
4.	Unit 4: Entrepreneurial Skills-I	10
5.	Unit 5: Green Skills-I	05
	<b>TOTAL DURATION</b>	<b>50</b>

The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

### **Part-B – SUBJECT SPECIFIC SKILLS (Class IX)**

<b>S. No.</b>	<b>Units</b>	<b>Duration in Hours</b>
1.	UNIT 1- INTRODUCTION TO BANKING	10
2.	UNIT 2- DEPOSIT ACCOUNTS	25
3.	UNIT 3- UTILITY SERVICE OF BANKING	25
4.	UNIT 4 - INTRODUCTION TO INSURANCE	30
5.	UNIT 5 -INSURANCE ORGANIZATION	10
	<b>TOTAL DURATION</b>	<b>100</b>

<b>S. No.</b>	<b>Unit</b>	<b>Sessions</b>
1.	UNIT 1- INTRODUCTION TO BANKING	1.1. Definition of Banking 1.2. Definition of Customer 1.3. Classification of Banks 1.4. Functions of a Bank 1.5. Relationship between Banker and Customer
2.	UNIT 2- DEPOSIT ACCOUNTS	2.1. Demand Deposits 2.2. Term Deposits: 2.3. Other Deposit Scheme 2.4. Types of Account Holders 2.5. Opening of Accounts 2.6. Cash Book, Pass Book ,Bank Reconciliation Statement
3.	UNIT 3- UTILITY SERVICE OF BANKING	3.1. Credit Cards & Debit Cards 3.2. Automated Teller Machines (ATMS) 3.3. Core Banking 3.4. Standing Instructions
4.	UNIT 4 - INTRODUCTION TO INSURANCE	4.1. Risk 4.2 Financial Implications of Risk 4.3. Insurance --- Mechanism of Covering Risk 4.4. Functions of Insurance 4.5. Benefits of Insurance 4.6. Insurance Policy 4.7. Life vs General Insurance
5.	UNIT 5 -INSURANCE ORGANIZATION	5.1. Brief history of Insurance in India 5.2. Regulatory Authority for Insurance Sector 5.3. Private Investment in Insurance Sector 5.4. Structure of Insurance Business in India

**BANKING AND INSURANCE (411)**  
**Class X (Session 2023-24)**  
**Total Marks: 100 (Theory-50 + Practical-50)**

	UNITS	NO. OF HOURS for Theory and Practical 220	MAX. MARKS for Theory and Practical 100
<b>Part A</b>	<b>Employability Skills</b>		
	Unit 1 : Communication Skills-II	13	2
	Unit 2 : Self-Management Skills-II	07	2
	Unit 3 : ICT Skills-II	13	2
	Unit 4 : Entrepreneurial Skills-II	10	2
	Unit 5 : Green Skills-II	07	2
	<b>Total</b>	<b>50</b>	<b>10</b>
<b>Part B</b>	<b>Subject Specific Skills</b>		
	Unit 1: Laws relating to Negotiable Instruments	10	05
	Unit 2: Lending Functions of a Bank	25	10
	Unit 3: Utility Services of a Bank	25	10
	Unit 4: Life Insurance Products	30	10
	Unit 5: General Insurance	10	05
	<b>Total</b>	<b>100</b>	<b>40</b>
<b>Part C</b>	<b>Practical Work</b>		
	Project	70	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		20
	<b>Total</b>		<b>70</b>
<b>GRAND TOTAL</b>		<b>220</b>	<b>100</b>

## **DETAILED CURRICULUM/TOPICS:**

### **Part-A: EMPLOYABILITY SKILLS**

<b>S. No.</b>	<b>Units</b>	<b>Duration in Hours</b>
1.	Unit 1: Communication Skills-II	10
2.	Unit 2: Self-management Skills-II	10
3.	Unit 3: Information and Communication Technology Skills-II	10
4.	Unit 4: Entrepreneurial Skills-II	15
5.	Unit 5: Green Skills-II	05
	<b>TOTAL DURATION</b>	<b>50</b>

The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

### **Part-B – SUBJECT SPECIFIC SKILLS (Class X)**

<b>S. No.</b>	<b>Units</b>	<b>Duration in Hours</b>
1.	Unit 1: Laws relating to Negotiable Instruments	10
2.	Unit 2: Lending Functions of a Bank	25
3.	Unit 3: Utility Services of a Bank	25
4.	Unit 4: Life Insurance Products	30
5.	Unit 5: General Insurance	10
	<b>TOTAL DURATION</b>	<b>100</b>



S. No.	Unit	Sessions
1.	Laws relating to negotiable instruments (NIS)	1.1. Introduction to Negotiable Instruments. 1.2. Types of Negotiable Instruments 1.3. Parties to the bill of exchange 1.4. Crossing of Cheques
2.	Lending functions of a bank	2.1 Types of Advances- Secured & Unsecured 2.2. Loans: Short, Medium and Long Term 2.3. Methods of Granting Advances
3.	Utility services of a bank	3.1 Remittance through Bank Drafts 3.2 E Banking 3.3 Internet Banking 3.4 Safe Deposit Lockers
4.	Life insurance product	4.1 Life Insurance - Meaning 4.2. Features of Life Insurance 1.3. Advantages of Life Insurance 4.4. Importance of Life Insurance Policies 4.5. Types of Life Insurance Policies. 4.6. Procedure of taking Life Insurance Policies 4.7. Nomination and Assignment of Life Insurance Policies.
5.	General insurance	5.1 General Insurance - Meaning. 5.2. Importance of General Insurance 5.3. Types of General Insurance Policies 5.4. Fire Insurance. 5.5. Marine Insurance 5.6. Motor Vehicle Insurance. 5.7. Health Insurance 5.8. Theft & Burglary Insurance 5.9. Procedure for taking Fire Insurance Policy 5.10. Procedure for taking Marine Insurance Policy

## **PRACTICAL GUIDELINES FOR CLASS IX**

### **Assessment of performance:**

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Secondary School Curriculum (Under NSQF). Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

### **Procedure for Record of Marks in the Practical answer-books:**

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads:-

#### **Project -10 marks**

Projects for the final practical is given below .Student may be assigned

#### **Viva based on Project -05 marks**

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

#### **Practical File -15 Marks**

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

#### **Suggested list of Practical/Project –**

1. Student of Class IX wish to open an account in the nearest bank. Which nature of account is most suitable for you? Give reasons in support of your answers. Explain the procedure followed by you to open such kind of account. Also collect various forms used for banking purpose like pay in slips, withdrawal slips, form for draft, Account opening form etc. and paste duly filled forms in your Project file.
2. Suppose you are an agent of LIC of India, collect various details of your organization and present a picture of your organization in such a way that the customers should be attracted. Explain the importance of Insurance policy to your client.
3. Explain the procedure followed by you to open such kind of account. Also collect various forms used for banking purpose like pay in slips, withdrawal slips, form for draft, Account opening form etc. and paste duly filled forms in your Project file.

### **Demonstration of skill competency in Lab Activities -20 marks**

#### **Guidelines for Project Preparation:**

**The final project work should encompass chapters on:**

- a) Introduction,
- b) Identification of core and advance issues,
- c) Learning and understanding and
- d) Observation during the project period.

## **PRACTICAL GUIDELINES FOR CLASS X**

### **Assessment of performance:**

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Secondary School Curriculum (Under NSQF). Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

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The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

#### **Practical File -15 Marks**

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

#### **Suggested list of Practical/Project –**

1. Various utility services provided by the bank.
2. Various types of deposits accepted by the banks and types of loans provided by the banks.

### **Demonstration of skill competency in Lab Activities -20 marks**

#### **Guidelines for Project Preparation:**

**The final project work should encompass chapters on:**

- a) Introduction,
- b) Identification of core and advance issues,
- c) Learning and understanding and
- d) Observation during the project period.