

MONTHLY SYLLABUS

SESSION-2016-17

CLASS-XI (VOCATIONAL)

SUBJECT : BANKING & INSURANCE (785)

THEORY : 60 / PRACTICAL : 40

MONTH	CONTENTS
July 2016	<p style="text-align: center;">THEORY</p> <p>Unit - I Introduction</p> <ol style="list-style-type: none">1. Definition of Bank - Basic Functions of Banks2. Banking System in India<ol style="list-style-type: none">a. Commercial Banksb. Private Sector Banksc. Public Sector Banksd. Foreign Bankse. Regional Rural Banksf. Cooperative Banks3. Reserve Bank of India
August 2016	<p style="text-align: center;">THEORY</p> <p>Unit -2 Banker and Customer</p> <ol style="list-style-type: none">1. Relationship between Banker and Customer2. Special Types of Customers3. Retail & Wholesale Banking4. Deposit Accounts - Saving Accounts, Current Account, Fixed Deposit Account5. Opening and Operation of Accounts6. Nomination

	<p>7. KYC Requirements</p> <p>8. Pass Book</p> <p>9. Minors</p> <p>10. Partnerships and Companies</p> <p style="text-align: center;">PRACTICAL</p> <p>1. Visit the websites of 5 different Commercial Banks</p> <p>a. (3 Public sector and 2 Private Sector Banks) offering Retail Banking Products.</p> <p>b. Get details of the various Retail Banking Products offered by them.</p>
September 2016	<p style="text-align: center;">THEORY</p> <p>Unit 3 Employment of Bank Funds</p> <p>01.09.16 - 07.09.16 Revision</p> <p>08.09.16 - 22.09.16 S.A.I Examination</p> <p style="text-align: center;">S.A.II</p> <p>23.09.16 - 30.09.16 Discussion of S.A.I Paper and</p> <p>1. Liquid Assets - Cash in Hand, Cash with RBI & Cash with other Banks</p> <p>2. Investment in Securities</p> <p>3. Advances - Secured and Unsecured</p>
October 2016	<p>08.10.16 to 11.10.16 Autumn Break</p> <p style="text-align: center;">THEORY</p> <p>Unit 3 Employment of Bank Funds</p> <p>1. Loans</p> <p>2. Term Loans</p> <p>3. Cash credit</p> <p>4. Overdraft</p>

	<p>5. Discounting of Bills of Exchange</p> <p>6. Modes of creating Charge on Securities</p> <p>7. Types of Securities</p>
November 2016	<p style="text-align: center;">THEORY</p> <p>Unit 4 Negotiable Instruments</p> <p>1. Definition & Characteristics of Cheques</p> <p>2. Bills of Exchange & Promissory Notes</p> <p>3. Crossings</p> <p>4. Endorsements</p> <p>5. Collection and Payment of Cheques</p> <p>6. Liabilities of Parties</p> <p style="text-align: center;">PRACTICAL</p> <p>2. Prepare a comprehensive report for each of these Banks covering the following:</p> <p>a. Retail Banking Products (one Asset Product and one Liability Product) best suited for people in different stages of life cycle</p> <p>b. 5 client categories to be selected:</p> <p>i. A young executive who has just joined the job after studies.</p> <p>ii. A young executive who has just joined the job after studies.</p> <p>iii. A young housewife with 1 small kid.</p> <p>iv. A middle aged middle level Senior Executive in a Private Firm having two school going children and dependant parents.</p> <p>v. A member of the armed forces in mid 30's.</p>
December 2016	<p style="text-align: center;">THEORY</p> <p>Unit 5 Communication Skills</p> <p>1. Elements of Communication</p> <p>a. Introduce and greet in proper way.</p>

	<p>b. Framing of question and sentence.</p> <p>c. Dealing with customers while they are shopping for goods.</p> <p>d. Identify elements of communication cycle.</p> <p>2. Forms of Communication & Communication Equipment</p> <p>a. Demonstrate effective use of verbal and nonverbal communication skills</p> <p>b. Identify the types of Communication</p> <p>c. Operate the communication media and equipment properly</p> <p>d. Select the strategies for overcome barriers in communication</p> <p style="text-align: center;">PRACTICAL</p> <p>2. c. Based on data which you given in the above, justify your selections for each of them.</p> <p>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.</p> <p>e. Explain the operational details for each of the products.</p> <p>31.12.2016 – 15.01.2017 winter break</p>
January 2017	<p style="text-align: center;">THEORY</p> <p>Unit 5 : Communication Skills</p> <p>3. Elements of Business Communication</p> <p>a. Describe the importance of organizational culture in business communication</p> <p>b. Communicate effectively with customers</p> <p>c. Describe the qualities that the team member should possess.</p>
February 2017	<p style="text-align: center;">THEORY</p> <p>Unit-4 Preparation of Project Report</p> <p>a. Describe Project work / Assignment</p>

	b. Outline the preparation of project report 20.02.2017 – 28.02.2017 Revision
March 2017	March SA-II Examination 31.03.2017 Declaration of Result