

BANKING AND INSURANCE (CODE - 411)

JOB ROLE- FIELD EXECUTIVE

CLASS IX & X (SESSION 2019-2020)

1. 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 marketplace 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.

2. 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.

Higher qualification in program like Banking and Insurance offers specialization in the following areas:

- Quantitative Techniques in Banking
- Organizational behaviour in Banking organisations
- 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

3. SALIENT FEATURES OF BANKING & INSURANCE:

1. Banking and Insurance professionals are required all year long. After privatization, the requirement for banking professionals has increased manifold.
2. 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.
3. Salary packages of students getting placed abroad are really huge and provide excellent scope for professional and personal growth.

4. CURRICULUM

This course is a planned sequence of instructions consisting of units meant for developing employability and skill competencies of students of Class IX and Class X opting for the skill subject along with general education subjects.

Theory	50 marks
Practical	50 marks
Total Marks	100 marks

The unit-wise distribution of periods and Marks for class IX is as under:

	Units	No. of Periods Theory and Practical 200	Max. Marks for Theory and Practical
Part A	Employability Skills		
	Unit 1: Communication Skills -I	13	10
	Unit 2: Self-management Skills -I	07	
	Unit 3: Information and Communication Technology Skills – I	13	
	Unit 4: Entrepreneurial Skills - I	10	
	Unit 5: Green Skills - I	07	
	Total	50	10
Part B	Vocational Skills		
	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
	Total	100	40
Part C	Practical		
	Written Test		20
	Practical File/Student Portfolio		20
	Viva -Voce		10
	Total	50	50
	Grand Total	200	100

PART B: Skills

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

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

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

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 versus General Insurance

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

The unit-wise distribution of periods and Marks for class X is as under:

	Units	No. of Hours for Theory and Practical 200	Max. Marks for Theory and Practical
Part A	Employability Skills		
	Unit 1: Communication Skills -II	13	10
	Unit 2: Self-management Skills -II	07	
	Unit 3: Information and Communication Technology Skills - II	13	
	Unit 4: Entrepreneurial Skills - II	10	
	Unit 5: Green Skills - II	07	
	Total	50	10
Part B	Vocational Skills		
	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
	Total	100	40
Part C	Practical		
	Written Test		20
	Practical File/Student Portfolio		20
	VIVA -VOCE		10
	Total	50	50
	Grand Total	200	100

Part B: Skills

UNIT 1 - LAWS RELATING TO NEGOTIABLE INSTRUMENTS

- 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

UNIT 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

UNIT 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

UNIT 4 - LIFE INSURANCE PRODUCT

- 4.1. Life Insurance - Meaning
- 4.2. Features of Life Insurance
- 4.3. 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

UNIT 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

5. LIST OF EQUIPMENT AND MATERIALS

The list given below is suggestive and 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 acquiring adequate practical experience.

Material required for field executive

- 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
- 6) You tube videos and recordings

6. PRACTICAL GUIDELINES

A. Practical Guidelines of Class IX

1. MINIMUM PASS MARKS

The Minimum number of marks required to pass in this as per the Examination guidelines from time to time.

2. Marks for record, Viva Project etc., in respect of Secondary School Curriculum (Under NSQF) OF School Certificate Examination:

Marks allotted for Project file, Viva Voce etc., should separately state in the answer book (if Answer-Books are used) and added to the marks given for other items. The projects and the practical records, duly punched should be returned to the students concerned immediately after evaluation.

3. Assessment of performance.

- (a) The one **internal examiner** is assigned for the conduct and assessment of Practical Examinations in **Secondary School Curriculum (Under NSQF)**. Viva examinations should be conducted by the internal examiner only. Question should be more of General nature, based on project work and should not be beyond 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 suitable marks.
- (b) In the assessment and award of marks, follow strictly the marking Scheme which is given in the list of practical I.e. provided to the Examiners/Schools at the time of Examination.
- (c) Marks awarded for Project / Practical activities and viva, must be separately recorded in Rough sheet and then total marks should be uploaded. Evidences should be maintained for the same.
- (d) If irregularities are perceived by examiner in the conduct of the Practical Examination these should be included in the examiner's report and should be sent to the Asstt. Secretary (A.B. Cell) within three days after the end of practical examination.
- (e) The external examiner if any should assume responsibility of deposit of award list to the Board.

4. Procedure for Record of Marks in the Practical and VIVA.

The examiners will indicate separately marks of project file and Viva Voce and should keep the record of the same.

The subject Teacher in charge of conducting practical may assign practical activities to the students so as to generate interest in students in the subject. Project may be based on BANKING and INSURANCE Concepts based on syllabus.

Project for the final practical is given below –

- a) **You are a 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.**
- b) **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.**

1. Project - 20 marks

Students should make a project file on the basis data collected of the above projects in the proper format. The marks can be allocated based on the quality of work done by the students as per the Curriculum

Viva based on Project – 10 marks

The teacher conducting the final practical examination should ask verbal questions related to the project. If no project has been assigned /made by the students, viva must be based on subject as per the Curriculum only. E.g. Various deposits accepted by banks, Utility services offered by the banks, questions related to introduction of Insurance etc.

Parameters	Marks
Written Examination strictly based on curriculum	20
You are a 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.	10
Suppose you are an agent of a leading insurance company of India, collect various details of the organization and present a picture of the organization in such a way that the customers should be attracted.	10
VIVA(strictly based on curriculum)	10
Total	50

B. Practical Guidelines of Class X

1. MINIMUM PASS MARKS

The Minimum number of marks required to pass in this **subject is (33)** percent in both written papers and practical examination separately.

2. Marks for record, Viva Project etc., in respect of Secondary School Curriculum (Under NSQF) OF School Certificate Examination:

Marks allotted for Project file, Viva Voce etc., should separately state in the answer book (if Answer-Books are used) and added to the marks given for other items. The projects and the practical records, duly punched should be returned to the students concerned immediately after evaluation.

3. Assessment of performance.

- (a) The one **internal** examiner, assigned for conducting and assessment of Practical Examinations each in **Secondary School Curriculum (Under NSQF)**. Viva examinations should be conducted by both the examiners. Question should be more of General nature, based on project work and should not be beyond 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 marks accordingly.
- (b) In the assessment and award of marks, follow strictly the marking Scheme which is given in the list of practical I.e. provided to the Examiners/Schools at the time of Examination.
- (c) Every effort should be made to reach a consensus on the marks to be awarded to individual candidates. If a difference of one or two marks still persists even after discussion the average marks should be awarded.
- (d) Marks awarded for Project / Practical activities and viva, must be separately recorded in Rough sheet and then total marks should be uploaded. Evidences should be maintained for the same.
- (e) If irregularities are perceived by either examiner in the conduct of the Practical Examination these should be included in the examiner's report and should be sent to the Asstt. Secretary (A.B. Cell) within three days after the end of practical examination.
- (f) The external examiner should assume responsibility of deposit of award list to the Board.

- (g) Award lists should be signed by both the examiners and should be sent separately through messenger/personally in a double sealed cover.
- (h) The related material will be collected by the external examiner from the allotted schools.

4. Procedure for Record of Marks in the Practical and VIVA.

The examiners will indicate separately marks of project file and Viva Voce and should keep the record of the same.

The subject Teacher in charge of conducting practical may assign practical activities to the students so as to generate interest in students in the subject. Project may be based on BANKING and INSURANCE Concepts strictly based on curriculum.

Project for the final practical is given below –

Make a handwritten Project File which indicates the following:

1)

- a) Various utility services provided by the bank.**
- b) Various types of deposits accepted by the banks and types of loans provided by the banks.**

2)

- a) Prepare a handwritten proposal form for obtaining life insurance policy and get it filled by 5 different individuals.**
- b) Indicate the various aspects that should be considered by the company before providing the policies. Also mention various aspects that should be considered by the clients before taking the policy.**

Project – 20 marks

Students should make a project file on the basis data collected of the above projects in the proper format. The marks can be allocated based on the quality of work done by the students as per the Curriculum

Viva based on Project -10 marks

The teacher conducting the final practical examination should ask verbal questions related to the project. If no project has been assigned /made by the students, viva must be based on subject as per the Curriculum only. E.g. various deposits accepted by banks, Utility services offered by the banks, questions related to introduction of Insurance etc.

Parameters	Marks
Written Examination strictly based on curriculum	20
Various utility services provided by the bank. Various types of deposits accepted by the banks and types of loans provided by the banks.	10
Prepare a handwritten proposal form for obtaining life insurance policy and get it filled by 5 different individuals. Indicate the various aspects that should be considered by the company before providing the policies. Also mention various aspects that should be considered by the clients before taking the policy.	10
VIVA(strictly based on curriculum)	10
Total	50

7. 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 such as ICICI, Axis, Kotak Mahindra, HDFC, RBL, Standard Chartered, Barclay's, Laxmi vilas, and American Express etc. students may join:

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

Students will acquire sound knowledge of concepts, procedures, and practices in this concerned field later they will be able to manage to perform several tasks in respective field along with presentation skills. *There are plenty of career opportunities available in this particular field.*

8. VERTICAL MOBILITY FOR BBA / B.COM IN UNIVERSITIES

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*
 - *Marketing manager etc.*
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