

**Skill Enhancement Course (SEC) offered to the Students
of other than Commerce Department
Course Code: SEC
Financial Literacy**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs (L: 1-0- P: 2)	42 Hrs

Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

1. Describe the importance of financial literacy
2. Compute future and present value of money
3. Present an overview of financial system
4. Narrate the features of financial products
5. Evaluate the investment avenues in terms of risk and return to take investment decision

Course Contents	Hours
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Module - 1: Introduction	06
Meaning, importance and scope of financial literacy; Prerequisites of Financial Literacy – level of education, numerical and communication ability; Time Value of Money – future and present value of a lump-sum and variable amount, annual and multiple compounding and discounting.	

Module - 2: Financial System	05
Concept of financial system, an overview of financial system, brief discussion on components of financial system – Financial Institutions, Financial Markets and Financial Instruments; Concept of Investment and characteristics, and types of risks involved in financial investment; Capital Market – Primary Market and Secondary Market, procedure to make investment in equity in primary and secondary market.	

Module - 3: Financial Products and Services	05
Commercial Banks, Post Office and Insurance companies – functions and regulatory framework, Banking products and return and risk features - Savings Bank Account, Term Deposit, Current Account, Recurring Deposit, PPF, etc.; Formalities to open various types of bank accounts, PAN Card, Address proof, KYC norm; ATM, Debit and Credit Card, and APP based Payment system; Various types of loans – short term, medium term, long term, micro finance, agricultural etc. and related interest rates offered by various nationalized banks and post office; Banking complaints and Ombudsman; CIBIL	
Post office Savings Schemes: Savings Bank, Recurring Deposit, Term Deposit, Monthly Income Scheme, Kisan Vikas Patra, NSC, PPF, Senior Citizen Savings Scheme (SCSS), Sukanya Samriddhi Yojana/ Account (SSY/SSA); India Post Payments Bank (IPPB). Money Transfer: Money Order, E-Money order, etc	
Insurance Services: Life Insurance Policies: Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Comparison of policies offered by various life insurance companies; Postal Life Insurance and Rural Postal Life Insurance (PLI/RPLI)	

Skill Development Activities**26 hours**

(Every student should maintain the record of activities carried out under supervision of a concerned course teacher)

1. Visit banks, post offices, and insurance companies to collect information on services and required documents related to the services offered by these institutions and to know the procedure of availing of these services.
2. Fill up the forms to open accounts and to avail loans
3. Visit brokerage firms to understand secondary market operations
4. Collect prospectus of companies on IPO and learn to fill application for subscription of shares offered in IPO
5. Try to open Demat account and trade for small amount and submit the report on procedure on opening of Demat account and factors considered for trading.
6. Any other activities, which are relevant to the course.

Text Books

1. Gordon and Natarajan (2015), Financial Markets and Services, Himalaya Publishing House Pvt. Ltd, Mumbai
2. Kothari, R. (2010). Financial Services in India-Concept and Application, Sage Publications India Pvt. Ltd., New Delhi:
3. Avadhani, V. A. (2019). Investment Management, Himalaya Publishing House Pvt. Ltd., Mumbai
4. Kevin S., Portfolio Management, PHI, New Delhi.

Reference Books:

1. Prasanna Chandra, Investment Analysis and Portfolio Management, Tata McGraw-Hill Publishing Company Limited, New Delhi.
2. Chandra, P. (2012). Investment Game: How to Win, Tata McGraw Hill Education, New Delhi
3. Milling, B. E. (2003). The Basics of Finance: Financial Tools for Non – Financial Managers. Indiana: Universe Company.
4. Mitra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. (2015). Financial Planning, Sage Publications India Pvt. Ltd., New Delhi:
5. Zokaityte, A. (2017). Financial Literacy Education, Palgrave Macmillan, London

Note: Refer to product brochures/prospectus published by Product-Offering Organizations/ authoritative agencies to explain and compare features of products and latest edition of text books.