

# Teaching Lesson Plan

## MND-1B: FINANCIAL LITERACY

Lecture hours: 60

**OBJECTIVES:** The course aims to offer an integrated approach to understand the concepts and applications of financial planning.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
<b>Unit-I</b>	<b>Introduction</b>	<b>15Hrs</b>		
	<ol style="list-style-type: none"> <li>1. Meaning, importance and scope of financial literacy; Prerequisites of Financial Literacy – level of education, numerical and communication ability.</li> <li>2. Various financial institutions – banks, insurance companies, Post Offices; Mobile App based services.</li> <li>3. Need of availing of financial services from banks, insurance companies and postal services.</li> </ol>	15	PPT, Illustrations	Q & A, Assignments
<b>Unit-II</b>	<b>Financial Planning and Budgeting</b>	<b>15Hrs</b>		
	<ol style="list-style-type: none"> <li>1. Concept of economic wants and means for satisfying these needs; Balancing between economic wants and resources.</li> <li>2. Meaning, importance and need for financial planning; Personal Budget, Family Budget, Business Budget and National Budget; Procedure for financial planning and preparing budget; Budget surplus and Budget deficit, avenues for savings from surplus, sources for meeting deficit.</li> </ol>	15	PPT, Illustrations	CIA
<b>Unit-III</b>	<b>Banking Services</b>	<b>15Hrs</b>		
	<ol style="list-style-type: none"> <li>1. Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts – Savings Bank Account, Term Deposit, Current Account, Recurring Deposit, PPF, NSC etc.; Formalities to open various types of bank accounts, PAN Card, Address proof, KYC norm.</li> <li>2. 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.</li> <li>3. Cashless banking, e-banking, Check Counterfeit Currency; CIBIL, ATM, Debit and Credit Card, and APP based Payment system; Banking complaints and Ombudsman.</li> </ol>	15	PPT, Illustrations	Q & A, Assignments

Unit-IV	Financial Services from Post Office	15Hrs		
	<ol style="list-style-type: none"> <li>1. Post office Savings Schemes: Savings Bank, Recurring Deposit, Term Deposit, Monthly Income Scheme, Kishan Vikas Patra, NSC, PPF, Senior Citizen Savings Scheme (SCSS), Sukanya Samridhi Yojana/Account (SSY/SSA); India Post Payments Bank (IPPB).</li> <li>2. Money Transfer: Money Order, E-Money order. Instant Money Order, collaboration with the Western</li> <li>3. Union Financial Services; MO Videsh, International Money Transfer Service, Electronic Clearance</li> <li>4. Services (ECS), Money gram International Money Transfer, Indian Postal Order (IPO).</li> </ol>	15	PPT, Illustrations	Q & A, Assignments
Unit-V	Protection and Investment Related Financial Services	15Hrs		
	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Property Insurance: Policies offered by various general insurance companies.</li> <li>3. Post office life Insurance Schemes: Postal Life Insurance and Rural Postal Life Insurance (PLI/RPLI). Housing Loans: Institutions providing housing loans, Loans under Pradhanmantri Awas Yojana – Rural and Urban.</li> <li>4. Investment avenues in Equity and Debt Instruments: Portfolio Management: Meaning and importance; Share Market and Debt Market, Sensex and its significance; Investment in Shares – selection procedure for investment in shares; Risk element; Investment Management -Services from brokers and Institutions, and self-management; Mutual Fund.</li> </ol>	15	PPT, Illustrations	Q & A, Assignments

**Reference Books:**

1. Avadhani, V. A. (2019). Investment Management. Mumbai: Himalaya Publishing House Pvt. Ltd.
2. Chandra, P. (2012). Investment Game: How to Win. New Delhi: Tata McGraw Hill Education.
3. Kothari, R. (2010). Financial Services in India-Concept and Application. New Delhi: Sage Publications India Pvt. Ltd. Koontz. H., & Weihrich. H. (2012). Essentials of Management: An International and Leadership Perspective. New York: McGraw Hill Education.

Prepared by: Department