

**Department of Commerce**  
**Skill Enhancement Course for 1<sup>st</sup> Semester**

**Course Title: Financial Services – I**

**Total Credits: 02**

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

**Learning Outcomes:** *After completion of the course, learners will be able to:*

1. *understand the importance of financial literacy and the institutions providing financial services.*
2. *prepare financial plan, budget and manage personal finances.*
3. *open, avail and manage services offered by banks.*

**Unit 1: Introduction, Financial Planning and Budgeting**

Meaning, importance and scope of financial literacy; Prerequisites of financial literacy; Various financial institutions – Banks, NBFCs, Insurance companies and Post offices. Significance of financial services; Financial Planning – Meaning and Importance; Budget and its types - Personal budget, Family budget, Business budget; Surplus and Deficit budget.

**Unit 2: Banking Services**

Types of Banks; Banking products and services; Types of bank deposit accounts; KYC norms; CIBIL; Types of loans and advances; e-banking, ATM, RTGS, NEFT, IMPS, electronic clearance services (ECS), debit and credit card, app based payment system, bank draft and pay order; banking complaints and ombudsman.

**Suggested Readings:**

- Avadhani, V. A. —*Investment Management*” Himalaya Publishing House Pvt. Ltd., Mumbai.
- Chandra, P. —*Investment Game: How to Win* Tata McGraw Hill Education, New Delhi.
- Kothari, R. —*Financial Services in India-Concept and Application* Sage Publications India Pvt. Ltd., New Delhi.
- Milling, B. E. —*The Basics of Finance: Financial Tools for Non-Financial Managers*” Universe Company, Indiana,
- Mitra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. —*Financial Planning*” Sage Publications India Pvt. Ltd., New Delhi.
- Zokaityte, A. —*Financial Literacy Education*” Palgrave Macmillan, London.

**Note:** *Learners are advised to use latest edition of readings.*

*Surendra D.*

*Sanjay Moh*

*Anurag*

*Pradip*