

**CLUSTER UNIVERSITY SRINAGAR**  
**UG 2<sup>nd</sup> SEMESTER (NEP)**  
**PROGRAMME: COMMERCE (3+1)**  
**Subject: SKILL**

<b>COURSE TITLE: Financial Services – II</b>	<b>COURSE TYPE: SKILL</b>
<b>Course Code: UGCOM22S202</b>	<b>TOTAL CREDITS: 4 (THEORY = 02; TUTORIAL = 02)</b>

**Learning Objectives:** *The course aims to offer an integrated approach to the understanding of concepts and applications of various financial services.*

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

1. *open, avail and manage services offered by post offices.*
2. *plan for life insurance and property insurance.*

**Curriculum Details:**

<b>UNIT - I</b>	<b>POST OFFICE SERVICES</b>
	Post office savings schemes: savings bank, recurring deposit, term deposit, monthly income scheme, kisan vikas patra, NSC, PPF, senior citizen savings scheme , sukanya simriddhi yojana; India post payments bank.
<b>UNIT - II</b>	<b>INSURANCE SERVICES</b>
	Insurance – Meaning, Need and Principles; Types of Insurance – Life and Non-life; IRDA – Powers, Functions and Role; Online insurance, insurance complaints and ombudsman.
<b>UNIT - III</b>	<b>Tutorial / Practical</b>
	The learners are required to: <ol style="list-style-type: none"> <li>a) visit various post offices to collect information and required documents related to the services offered by them and to know the procedure for availing of their services.</li> <li>b) carry out the comparative analysis of different types of services offered by them.</li> </ol>
<b>UNIT - IV</b>	<b>Tutorial / Practical</b>
	The learners are required to: <ol style="list-style-type: none"> <li>1. visit various insurance companies to collect information and required documents related to the services offered by these institutions and to know the procedure for availing of these services.</li> <li>2. carry out the comparative analysis of different types of life insurance policies.</li> <li>3. carry out the comparative analysis of different types of non-life insurance policies.</li> </ol>

**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.***