

Syllabus Guidelines

for Class

11th & 12th (Financial Literacy [FL])

1. Banking

- Definition
- Role of Bank – in growth of saving and Investment
- Types of banks
- Services offered by banks
- Deposits and Loans
- Types of A/c
- Opening a bank A/c
- How to Transact with banks
- KYC norms – (A/c opening form, Address Proof)
- How to read bank statement
- Banking products and services
- Calculating Interests – Saving, FD, Simple and Compound Interest
- Power of compounding
- Loans
- Types of loans
- Definition of EMI
- Calculation of EMI
- Difference between Banks and Money Lenders
- Micro Finance
- How to make a complaint – Banking complaints
- Ombudsman
- Basic of foreign Exchange
- Importance and Use of Foreign Exchange
- Check Counterfeit Currency

- CIBIL
- Regulator – Role of RBI

2. Investment

- Piggy Bank
- Principles of Investment – Safety, Liquidity and Return
- Bank Saving
- FD, RD, Post office Savings
- POMIS, NSC
- PPF
- NPS
- Bonds and Debentures
- Shares
- Mutual funds
- Gold and Silver
- Real Estate
- Arts and other investments
- Commodities
- Asset allocation
- Risk and Return
- Basics of Investment – liquidity, credit
- Compounding and Time value of money
- Nominal and Real Return (Inflation)
- Effect of taxes
- Long term v/s Short term

3. Behaviour Aspects

- Concept of Needs and Wants
- Helping the needy

- Spend wisely v/s waste spending
- Conscious Consumption – lavish
- Impulsive spending
- Whatever you save is what you earn
- Using money responsibly
- Avoiding cash payments
- Insisting on Bills
- Dangers of excessive borrowing
- Repayment of loans
- Make informed choices
- Ownership of your financial decision
- Take care of your old ones
- Tax Payment
- Insider Trading
- Up Keep your Financial records
- Free advise may be injurious

4. Insurance

- Meaning
- Need and Wants
- Loss protection
- Life, non-life and health
- Benefits of Insurance
- Term plans
- Investment plans
- Hybrid plans-Ulip etc.
- Agents, advisors
- Role of Insurance companies
- Regulator -IRDA
- Ombudsman
- How to take a new policy
- How to revive an old policy
- Transaction cycle
- Nomination
- Assignment
- Claims settlement

- Exclusions
- Differences between Insurance and Investment

5. Financial Planning

- Meaning
- Household financial health check up
- Important life stages
- Education
- Medical and other Emergencies
- Social obligations
- Goal setting
- Budgeting
- Marriage
- Buying a house
- Plan a vacation
- Retirement planning
- Price of procrastination

6. Retirement and Estate planning

- Concept
- PPF, EPF, Gratuity, NPS, SCSS
- Financial need after retirement
- Three Stages –Saving, Accumulating and Dis-saving
- Calculating of corpus required after retirement
- Protection from Inflation
- Reverse Mortgage
- Definition of will
- Making a will

7. Grievance and Redressal

- Financial Advisor, CA, CFP, CPFA
- Basic terms and processes in Securities Market
- Market rumors and tips
- Sources of reliable information

- What are Indices (SENSEX and NIFTY)
- Investment v/s speculation

8. Use of Technology Do and Don'ts

- Password protection
- NEFT and RGTS
- ATM
- Online trading
- Internet banking
- Need for keeping mobile number with banks
- Three in one account
- Need of protecting your online account
- Functioning of stock exchanges
- Depository working mechanism
- Algorithmic trading

9. Scams, Frauds Schemes

- Free tips
- Insider trading
- Money laundering
- Phishing mail about winning a lottery
- Price rigging
- Real Estate frauds
- Banking and Credit card scams
- Preventive measures from getting duped

10. Borrowings-Need for borrowing

- Need for borrowing Source of borrowing
- Merit and demerits of borrowing
- How much to borrow
- Avoid life of credit
- Comparing interest rate on loan offering
- Importance of timely payment
- Credit cards – Merits and Demerits

11. Consumer protection and redressal mechanism

- Rights of Consumers
- Applicable to financial services
- Filing a complaint
- Complain to entity concerned
- Regulators
- Arbitration
- Consumer courts
- Govt. Websites-(PG Portals)
- Investor Associations

12. Taxes

- Meaning
- Need of Taxes
- Types of taxes
- How taxes impact income
- Income, wealth and gift tax
- Service tax, STT, Stamp Duty
- Tax planning v/s tax evasion
- Tax rates
- Tax free bonds
- Tax saving investment

13. Importance of maintaining financial records

- PAN and its utility
- Aadhar card
- Demat Account
- Bank statements and passbooks
- Insurance policies
- Tax return
- Property documents
- Helpline numbers of services

14. Stock Exchanges especially B.S.E.