

QUESTION PAPER DESIGN

Subject	:	BANKING AND FINANCIAL SERVICES
Level	:	1
Class	:	9TH
Time	:	2 Hrs. 30 Minutes
Marks	:	60

1. Weightage to Objectives:

Objective	K	U	A + S	Total
Percentage of Marks	40%	30%	30%	100%
Marks	24	18	18	60

2. Weightage to form of Questions:

Forms of Questions	E	SA	VSA/O	O	Total
No. of Questions	2 (6 Each)	4 (3 Each)	6 (2 Each)	24 (1 Each)	36
Marks Allotted	12	12	12	24	60
Estimated Time	40 min	32 min	42 min	36 min	150 min

3. Weightage to Content:

	<u>Marks</u>
1. INTRODUCTION TO BANKING AND MICROFINANCE SYSTEM	15
2. SOURCES OF NEW CUSTOMER	10
3. MICROFINANCE APPLICATION PROCESS	10
4. DISBURSEMENT OF MICROFINANCE LOAN	15
5. EMPLOYABILITY SKILLS	10

Total = 60

4. Scheme of Sections :

X X X

5. Scheme of Sections :

Option of Internal Choice in essay type questions

6. Difficulty level :

Difficult : 10 % marks

Average : 50 % marks

Easy : 40 % marks

Abbreviations: K (Knowledge), U (Understanding), A (Application), S (Skill), E (Essay Type), SA (Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)

QUESTION PAPER DESIGN

Subject	:	BANKING AND FINANCIAL SERVICES
Level	:	2
Class	:	10TH
Time	:	2 Hrs. 30 Minutes
Marks	:	60

1. Weightage to Objectives:

Objective	K	U	A + S	Total
Percentage of Marks	40%	30%	30%	100%
Marks	24	18	18	60

2. Weightage to form of Questions:

Forms of Questions	E	SA	VSA/O	O	Total
No. of Questions	2 (Each)	4 (3 Each)	6 (2 Each)	24 (1 Each)	36
Marks Allotted	12	12	12	24	60
Estimated Time	40 min	32 min	42 min	36 min	150 min

3. Weightage to Content:

	<u>Marks</u>
1. COLLECTION OF RECEIVABLES	12
2. MICROFINANCE SERVICES TO CUSTOMER	14
3. CUSTOMER CENTRIC SERVICE ORIENTATION	12
4. INTEGRITY, BANKING ETHICS AND TEAM WORK	12
5. EMPLOYABILITY SKILLS	10

Total = 60

4. Scheme of Sections :

5. Scheme of Sections :

6. Difficulty level :

Option of Internal Choice in essay type questions

Difficult : 10 % marks

Average : 50 % marks

Easy : 40 % marks

Abbreviations: K (Knowledge), U (Understanding), A (Application), S (Skill), E (Essay Type), SA (Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)

QUESTION PAPER DESIGN

Subject	:	BANKING AND FINANCIAL SERVICES
Level	:	3
Class	:	11 TH
Time	:	2 Hrs. 30 Minutes
Marks	:	60

1. Weightage to Objectives:

Objective	K	U	A + S	Total
Percentage of Marks	40%	30%	30%	100%
Marks	24	18	18	60

2. Weightage to form of Questions:

Forms of Questions	E	SA	VSA/O	O	Total
No. of Questions	2 (6 Each)	4 (3 Each)	6 (2 Each)	24 (1 Each)	36
Marks Allotted	12	12	12	24	60
Estimated Time	40 min	32 min	42 min	36 min	150 min

3. Weightage to Content:

	<u>Marks</u>
1. INTRODUCTION TO BANKING SYSTEM	14
2. SOURCES OF NEW CUSTOMER	12
3. VERIFICATION OF PRELIMINARY INFORMATION	12
4. PROCESS OF BANKING APPLICATION	12
5. EMPLOYABILITY SKILLS	10

Total = 60

4. Scheme of Sections :

5. Scheme of Sections :

6. Difficulty level :

Option of Internal Choice in essay type questions

Difficult : 10 % marks

Average : 50 % marks

Easy : 40 % marks

Abbreviations: K (Knowledge), U (Understanding), A (Application), S (Skill), E (Essay Type), SA (Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI (AN ISO

9001:2015 CERTIFIED ORGANISATION)
Hansi Road, Bhiwani (Haryana) - 127021

QUESTION PAPER DESIGN (Session 2021-22)

Subject : **BANKING AND FINANCIAL SERVICES**
Level : **4**
Class : **12TH**
Time : **2 Hrs. 30 Minutes**
Marks : **60**

1. Weightage to Objectives:

Objective	K	U	A + S	Total
Percentage of Marks	40%	30%	30%	100%
Marks	24	18	18	60

2. Weightage to form of Questions:

Forms of Questions	E	SA	VSA/O	O	Total
No. of Questions	2	4	6	24	36
Marks per Questions	6	3	2	1	
Marks Allotted	12	12	12	24	60
Estimated Time	40 minute	32 minute	42 minute	36 minute	150 min

3.

Sr No	Weightage to Content:	Marks
1	Cash and Cashless Transactions	14
2	Banking Services to Customers	14
3	Customer Centric Service Orientation	12
4	Integrity, Banking Ethics and Team Work	10
1	Employability Skills	10
	Total	60

4. Scheme of Sections :

X X X

5. Scheme of Sections :

Option of Internal Choice in essay type questions

6. Difficulty level :

Difficult : 10 % marks

Average : 50 % marks

Easy : 40 % marks

Abbreviations: K (Knowledge), U (Understanding), A (Application), S (Skill), E (Essay Type), SA (Short Answer Type), VSA (Very Short Answer Type), O (Objective Type)

Board of School Education, Haryana

CURRICULUM FOR SESSION 2021-22

Subject : Banking and financial Services

Level : 1

Class : 9th

Employability Skills

Unit	Unit Name	Deleted Portion (SESSION/ SUB-UNIT)
Unit 1	Communication Skills	Session 7: Greetings and Introduction Session 8: Talking about Self Session 9: Asking Questions I Session 10: Asking Questions II
Unit 2	Self-Management Skills	Session 5: Personal Hygiene Session 6: Grooming
Unit 3	Information and Communication Technology Skills	Session 9: Communication and Networking — Introduction to e-mail Session 10: Communication and Networking — Creating an e-mail Account Session 11: Communication and Networking — Writing an e-mail Session 12: Communication and Networking — Receiving and Replying to e-mails
Unit 4	Entrepreneurship Skills	Session 7: Entrepreneurship Development Process
Unit 5	Green Skills	Session 1: Society and Environment

Subject Specific Skills (Banking and Financial Services)

Unit	Unit Name	Deleted Portion (SESSION/ SUB-UNIT)
Unit 1	Introduction to Banking and Microfinance System	Session 4 : Describe the functions of microfinance
Unit 2	Sources of new customers	Session 4 : Perform general Administrative work
Unit 3	Microfinance Application Process	Session 4: Perform administrative work after account opened-
Unit 4	Disbursement of Microfinance Loan	Session 4 : Disburse of loans

Note- To be assessed in Practical only. No question shall be asked from this portion in Theory Exams

Board of School Education, Haryana

CURRICULUM FOR SESSION 2021-22

Subject : Banking and financial Services

Level : 2

Class : 10th

Employability Skills

Unit	Unit Name	Deleted Portion (SESSION/ SUB-UNIT)
Unit-1	Communication Skills	Session 6: Writing Skills — Parts of Speech Session 7: Writing Skills — Sentences
Unit-2	Self-management Skills	Session 4: Self-regulation — Goal Setting Session 5: Self-regulation — Time Management
Unit-3	Information and Communication Technology Skills -	Session 4: Computer Security and Privacy
Unit-4	Entrepreneurial Skills	Session 3: Myths about Entrepreneurship Session 4: Entrepreneurship as a Career Option
Unit-5	Green Skills	-

Subject Specific Skills (Banking and Financial Services)

Unit	Unit Name	Deleted Portion(SESSION/ SUB-UNIT)
Unit-1	Collection of Receivables	Session – 4 Report frauds
Unit-2	Microfinance Services to Customers	Session – 4 Assisting with recovery
Unit-3	Customer Centric Service Orientation	Session – 4 Maintain service orientation
Unit-4	Integrity, Banking Ethics and Team Work CROP	Session – 2 Maintaining data security as per company policy

Note- To be assessed in Practical only. No question shall be asked from this portion in Theory Exams

Board of School Education, Haryana

CURRICULUM FOR SESSION 2021-22

Subject : Banking and financial Services

Level : 3

Class : 11th

Employability Skills

Unit	Unit Name	Deleted Portion (SESSION/ SUB-UNIT)
Unit-1	Communication Skills	Session 11: Asking Questions Session 12: Talking about Family Session 13: Describing Habits and Routines Session 14: Asking for Directions
Unit-2	Self-management Skills	Session 6: Self-motivation Session 7: Goal Setting Session 8: Time Management
Unit-3	Information and Communication Technology Skills	Session 6: Inserting Lists, Tables, Pictures, and Shapes Session 7: Header, Footer and Page Number Session 8: Tracking Changes in LibreOffice Writer
Unit-4	Entrepreneurial Skills	Session 5: Coming Up with a Business Idea Session 6: Understanding the Market Session 7: Business Planning
Unit-5	Green Skills	Session 4: Government and Private Agencies

Subject Specific Skills (Banking and Financial Services)

Unit	Unit Name	Deleted Portion (SESSION/ SUB-UNIT)
Unit-1	Introduction to Banking System	Session – 4 Identify the role and responsibilities of business correspondent and business facilitator.
Unit-2	Sources of New Customers	Session – 3 Assess the prospective customer's financial status
Unit-3	Verification of Preliminary Information	Session – 3 Receive and update the required documents
Unit-4	Process of Banking Application	Session – 3 Identify and demonstrate the delivery of documents on account opening Session – 4 Performing general administration work

Note- To be assessed in Practical only. No question shall be asked from this portion in Theory Exams

Board of School Education, Haryana

CURRICULUM FOR SESSION 2021-2022

Subject : Banking and financial Services

Level : 4

Class : 12th

Employability Skills

Unit	Unit Name	Due to Covid-19 this 30% (SESSION/ SUB-UNIT) Reduce from Syllabus
UNIT 1	Communication Skills	Session 3 : Writing Sentences
UNIT 2	Self-management Skills	Session 3 : Self-awareness
UNIT 3	Information and Communication Technology Skills	Session 5 : Presentation Software Session 6 : Opening, Closing, Saving and Printing a Presentation Session 7 : Working with Slides and Text in a Presentation Session 8 : Advanced Features used in Presentation
UNIT 4	Entrepreneurship Skills	Session 4 : Entrepreneurial Competencies
UNIT 5	Green Skills	NA

Subject Specific Skills (Banking and Financial Services)

Unit	Unit Name	Reduce 30% Syllabus (SESSION/ SUB-UNIT)
UNIT 1	Cash and Cashless Transactions	Session 4 (Banking System and Its Administration)
UNIT 2	Banking Services to Customers	Session 4 (Defaulter Management System)
UNIT 3	Customer Centric Service Orientation	Session 4 (Good Governance and It's Implementation)
UNIT 4	Integrity, Banking Ethics and Team Work	Session 4 (Developing Healthy Team Climates)