



### Monthly Allocation of Syllabus

<b>Skill Subject Name</b>	<b>Banking Finance Services &amp; Insurance(BFSI)</b>
<b>Class</b>	<b>9<sup>th</sup></b>

Month	No. of Working Days	Title	No. of Teaching Periods	No. of Revision Periods
APRIL/ MAY	35	Unit-1: Session -1- Histroy and Evolution of Banking in India Session-2- Evolution of Microfinance <b>Employability Skill Book</b> Unit-1 Commnication Skills Session-1 to Session-5	56	14
JULY	23	Session 3- Recent Development in the Field of Microfinance Session 4- Functions of Microfinance Executive <b>Employability Skill Book</b> Unit-1 Commnication Skills Session-6 to Session-10	40	06
AUGUST	25	Unit 2- Session 1- Identify Sources of Customer Session 2- Acquiring Potential Customers <b>Employability Skill Book</b> Unit-2 Self Management skills Session-1 to Session-6	42	08
SEPTEMBER	21	Session-3 Resolving Queries and Cross Selling Session-4 General Administration Work <b>Employability Skill Book</b> Unit-3 ICT Skills Session-1 to Session-6	35	07
OCTOBER	22	Unit-3 Session 1- Requisite Documents Session 2- Verify Customer Documents <b>Employability Skill Book</b> Unit-3 ICT Skills Session-7 to Session-12	36	08
NOVEMBER	22	Session 3- Maintain Customers Record Session 4- Perform Administrative Work <b>Employability Skill Book</b> Unit-4 Entrepreneurship skills Session-1 to Session-4	36	08
DECEMBER	20	Unit-4 Session 1- Basics of Loan Session 2- Status of Loan Application <b>Employability Skill Book</b> Unit-4 Entrepreneurship skills Session-5 to Session-7	30	10
JANUARY	14	Session 3- Signing Documents by Customers Session 4- Disbursement of Loans <b>Employability Skill Book</b> Unit-5 Green Skills Session-1 , Session-2, Session-3	20	08
FEBRUARY	23	Revision	38	08

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Skill Subject Name	Banking Fianance Services & Insurance(BFSI)
Class	10 <sup>th</sup>

Month	No. of Working Days	Title	No. of Teaching Periods	No. of Revision Periods
APRIL/ MAY	35	Unit-1: Session -1- Collect the loan repayments Session-2- Report to branch <u>Employability Skill Book</u> Unit-1 Commnication Skills Session-1 to Session-3	56	14
JULY	23	Session 3- Update settlements Session 4- Report Frauds <u>Employability Skill Book</u> Unit-1 Commnication Skills Session-4 to Session-7	40	06
AUGUST	25	Unit 2- Session 1-Customer and its Financial Soundness Session 2- Post Sale Service <u>Employability Skill Book</u> Unit-2 Self Management skills Session-1 to Session-3	42	08
SEPTEMBER	21	Session-3 Customer Service and its Role Session-4 Assisting with recovery <u>Employability Skill Book</u> Unit-2 Self Management skills Session-4 and Session-5	35	07
OCTOBER	22	Unit-3 Session 1-Client relationship and Grievance Management Session 2- Social Cultural Aspect <u>Employability Skill Book</u> Unit-3 ICT Skills Session-1 to Session-3	36	08
NOVEMBER	22	Session 3- Customers Communication and impotence Session 4- Regular customer orientation <u>Employability Skill Book</u> Unit-3 ICT Skills Session-4 Unit-4 Entrepreneurship skills(Session-1 and Session-2)	36	08
DECEMBER	20	Unit-4 Session 1- Maintain the Integrity of banking transactions Session 2- Maintaining data security as per company policy <u>Employability Skill Book</u> Unit-4 Entrepreneurship skills (Session-3 and Session-4)	40	10
JANUARY	14	Session 3- Practicing ethical behaviour Session 4- Developing healthy team climate <u>Employability Skill Book</u> Unit-5 Green Skills (Session-1 and Session-2)	20	08
FEBRUARY	23	Revision	20	08

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## Monthly Allocation of Syllabus

<b>Skill Subject Name</b>	<b>Banking Fianance Services &amp; Insurance(BFSI)</b>
<b>Class</b>	<b>11<sup>th</sup></b>

Month	No. of Working Days	Title	No. of Teaching Periods	No. of Revision Periods
MAY/July	35	Unit-1: Session -1- History and Evolution of Banking in India Session-2- Banking structure in India and Types of Banking <u>Employability Skill Book</u> Unit-1 Commnication Skills Session-1 to Session-7	40	06
AUGUST	25	Session 3- Functions of Business Correspondents and Facilitators Session 4- Role and Responsibilities of Business Correspondent and Business Facilitator Unit 2- Session 1- Identifying Demographic Profile of Customer <u>Employability Skill Book</u> Unit-1 Commnication Skills Session-8 to Session-14	42	08
SEPTEMBER	21	Session-2 Segment the Market based on demand Session-3 Prospective Customer's Financial status <u>Employability Skill Book</u> Unit-2 Self Management skills Session-1 to Session-8	35	07
OCTOBER	22	Session 4- Potential Customers Unit-3 Session 1-Preliminary Customer Information Session 2- Referral Enquiry for Potential Customers <u>Employability Skill Book</u> Unit-3 ICT Skills (Session-1 to Session-4)	36	08
NOVEMBER	22	Session 3- Receive and Update Required Document Session 4- Educate Customer About payment Mechanism <u>Employability Skill Book</u> Unit-3 ICT Skills(Session-5 to Session-8)	36	08
DECEMBER	20	Unit-4 Session 1- Delivery of Document to the bank Session 2- Status of Application Form <u>Employability Skill Book</u> Unit-4 Entrepreneurship skills (Session-1 and Session-7)	30	10
JANUARY	14	Session 3- Delivery of Document on Account opening Session 4- General Administration Work <u>Employability Skill Book</u> Unit-5 Green Skills (Session-1 to Session-4)	20	08
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### Monthly Allocation of Syllabus

<b>Skill Subject Name</b>	<b>Banking Fianance Services &amp; Insurance(BFSI)</b>
<b>Class</b>	<b>12<sup>th</sup></b>

Month	No. of Working Days	Title	No. of Teaching Periods	No. of Revision Periods
APRIL/ MAY	35	Unit-1: Session -1- Indian Banking System Session-2- Clint Relationship and Grievance Management Customers Queries and Complaints <u>Employability Skill Book</u> Unit-1 Commnication Skills Session-1, Session-2 and Session-3	56	14
JULY	23	Session 3- Repayment and Procedure Session 4- Banking System and its Adminsistration <u>Employability Skill Book</u> Unit-2 Self Management skills Session-1 , Session-2 and Session-3	40	06
AUGUST	25	Unit 2- Session 1-Schedule and Execute Follow up session Session 2- Provide Post Sale Service <u>Employability Skill Book</u> Unit-3 ICT Skills Session-1 to Session-3	42	08
SEPTEMBER	21	Session-3 Advising Customer on Service and other Products Session-4 Assisting with recovery <u>Employability Skill Book</u> Unit-3 ICT Skills(Session-4 and Session-5)	35	07
OCTOBER	22	Unit-3 Session 1-Communicate with BFSI Customer and Colleagues Session 2-Sensivity in Behaviour <u>Employability Skill Book</u> Unit-3 ICT Skills (Session-6, Session-7 and Session-8)	36	08
NOVEMBER	22	Session 3- Communicate Work output Session 4- Maintain Service orientation <u>Employability Skill Book</u> Unit-4 Entrepreneurship skills(Session-1 and Session-2)	36	08
DECEMBER	20	Unit-4 Session 1- Maintain the Integrity of banking transactions Session 2- Maintaining data security as per company policy <u>Employability Skill Book</u> Unit-4 Entrepreneurship skills (Session-3 and Session-4)	40	10
JANUARY	14	Session 3- Practicing ethical behaviour Session 4- Developing healthy team climate <u>Employability Skill Book</u> Unit-5 Green Skills (Session-1 and Session-2)	20	08
FEBRUARY	23	Revision	20	08

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