

### 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

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

### 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. 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	:	<b>BANKING AND FINANCIAL SERVICES</b>
Level	:	<b>3</b>
Class	:	<b>11 TH</b>
Time	:	<b>2 Hrs. 30 Minutes</b>
Marks	:	<b>60</b>

### 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:

	Marks
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)

## **SKILL SUBJECT QUESTION PAPER DESIGN**

**Skill Subject :** BANKING & FINANCE SERVICE  
**Level :** 4  
**Class :** 12th  
**Time :** 2Hrs 30 Minutes  
**Marks :** 60

### **Weightage to Objectives:**

Objective	K	U	A	+	S	Total
Percentage of Marks	40	25	15		20	100
Marks	25	15		20		60

### **Weightage to form of Questions:**

Forms of Questions	E	L	SA	VSA/O	O	Total
No. of Questions	03	04	05	10	13	35
Marks Allotted	05	03	02	01	01	....
Total	15	12	10	10	13	60
Estimated Time	45Min	40Min.	30 Min.	20Min.	15 Min.	150min

### **Weightage to Content:**

1. CAPITAL MARKET OPERATION
2. MANAGMENT OF MSMES
3. PRIORITY SECTOR LENDING
4. FINANCIAL STATMENT
5. CUSTOMER SERVICE IN BANK
6. MONITORNING & FOLLOW UP OF ADVANCED
7. PAYMENT OF CLAIMS IN A/C OF DECEASED CUSTOMER
8. RISK IN BANKING

### **Marks**

10  
 05  
 10  
 10  
 10  
 05  
 05  
 05

Total = 60

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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 2020-2021**

**Subject : Banking and financial Services**

**Level : 1**

**Class : 9<sup>th</sup>**

### **Employability Skills**

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

### **Subject Specific Skills (Banking and Financial Services)**

<b>Unit</b>	<b>Unit Name</b>	<b>Deleted Portion(SESSION/ SUB-UNIT)</b>
<b>Unit 1</b>	<b>Introduction to Banking and Microfinance System</b>	Session 4 : Describe the functions of microfinance
<b>Unit 2</b>	<b>Sources of new customers</b>	Session 4 : Perform general Administrative work
<b>Unit 3</b>	<b>Microfinance Application Process</b>	Session 4: Perform administrative work after account opened-
<b>Unit 4</b>	<b>Disbursement of Microfinance Loan</b>	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 2020-2021**

**Subject : Banking and financial Services**

**Level : 2**

**Class : 10<sup>th</sup>**

### **Employability Skills**

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

### **Subject Specific Skills (Banking and Financial Services )**

<b>Unit</b>	<b>Unit Name</b>	<b>Deleted Portion(SESSION/ SUB-UNIT)</b>
<b>Unit-1</b>	Collection of Receivables	Session – 4 Report frauds
<b>Unit-2</b>	Microfinance Services to Customers	Session – 4 Assisting with recovery
<b>Unit-3</b>	Customer Centric Service Orientation	Session – 4 Maintain service orientation
<b>Unit-4</b>	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 2020-2021**

**Subject : Banking and financial Services**

**Level : 3**

**Class : 11<sup>th</sup>**

### **Employability Skills**

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

### **Subject Specific Skills (Banking and Financial Services )**

<b>Unit</b>	<b>Unit Name</b>	<b>Deleted Portion (SESSION/ SUB-UNIT)</b>
<b>Unit-1</b>	<b>Introduction to Banking System</b>	<b>Session – 4</b> Identify the role and responsibilities of business correspondent and business facilitator.
<b>Unit-2</b>	<b>Sources of New Customers</b>	<b>Session – 3</b> Assess the prospective customer's financial status
<b>Unit-3</b>	<b>Verification of Preliminary Information</b>	<b>Session – 3</b> Receive and update the required documents
<b>Unit-4</b>	<b>Process of Banking Application</b>	<b>Session – 3</b> Identify and demonstrate the delivery of documents on account opening  <b>Session – 4</b> 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 2020-2021**

**Subject : Banking and financial Services**

**Level : 4**

**Class : 12<sup>th</sup>**

### **Subject Specific Skills (Banking and Financial Services )**

<b>Unit</b>	<b>Unit Name</b>	<b>Deleted Portion (SESSION/ SUB-UNIT)</b>
<b>Unit-1</b>	Capital Market Operations	<b>Session – 4</b> Basics of Stock Exchange Functioning
<b>Unit-2</b>	Management of MSMEs	<b>Session – 3</b> Credit Guarantee Fund Trust for Micro and Small Enterprises
<b>Unit-3</b>	Priority Sector Lending	<b>Session – 5</b> Government Sponsored Schemes for MSMEs
<b>Unit-4</b>	Financial Statements	<b>Session – 4</b> Fund Flow Statement
<b>Unit-5</b>	Customer Service in Banking	<b>Session – 4</b> Issue of Various Certificates by Banks
<b>Unit-6</b>	Monitoring and Follow up of Advances	<b>Session – 4</b> Follow-up of Stressed Assets and NPAs
<b>Unit-7</b>	Payment of Claims in A/c of Deceased Customers	<b>Session – 3</b> Disposal of Articles in Safe Deposit Locker of A Deceased Customer
<b>Unit-8</b>	Risks in Banking	<b>Session – 3</b> Basic Knowledge of RBI Norms for Risk Management in Banks

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