



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

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Ref. No. 6/9-2017 (NSQF)

Dated: 22.12.2017

To

The Principals of Govt. Sr. Sec. Schools.
where applied skills in Banking and Finance Services
introduced under CSS-VSHSE (NSQF)

Subject: Skilling students in application oriented subjects.

Please refer to the subject cited above.

NSQF is a programme of National importance with the objective of skilling the nation and the students in particular to equip them for facing challenges in the World of work. Keeping this in view the services of Vocational Teachers positioned in your school are to be fully and fruitfully utilized for skilling the students other than the students who have not taken up the applied skill as a subject. For this course content in some skills already introduced and also to be taught to the students in class VI-VIII has already been developed and shared with the schools.

Now in this regard VTP concerned has developed a syllabus for Banking and Finance Services for class VI to VIII students. The teachers appointed to teach Banking and Finance Services under NSQF should also interact with the students and topics as given in the attachment as a hobby in classes VI to VIII one period for each class in a week.

Please ensure compliance accordingly.


Advisor (NSQF)


for State Project Director
HSSPP, Panchkula

Endst. No. 6/9-2017 (NSQF)

Dated: 22.12.2017

A copy is forwarded to the following for follow up action and ensuring compliance:-

1. Concerned District Education Officers
2. Concerned District Project Coordinators


Advisor (NSQF)

for State Project Director
HSSPP, Panchkula

CC:

- 1) AM/ SPD
- 2) For internal circulation- Coordinators (NSQF) for monitoring.
- 3) IT Cell for uploading on HSSPP Portals.



शिक्षा का अधिकार



NSQF HARYANA
Banking and Financial Services - class VI

Sr. No.	Topic / Module	Content	Skill and Exercise
1.	General Banking	<ul style="list-style-type: none"> What is bank & structure of Indian Banking system Function of banks Deposit Accounts general aspects Operation in deposit Accounts (various types of customer) Type of Deposits Some important terms (interest rate & cheques) 	<u>Activity:</u> <ul style="list-style-type: none"> Visit a bank discuss with employee for understand operation of deposit accounts. Draw a chart stating the various categories of Indian banks. Visit website of RBI to understand structure of Indian banking system
2.	Banker customer relationship	<ul style="list-style-type: none"> Introduction, Definition of Bank, banking and customer Different types of banker-customer relationship Bank's obligation to maintain secrecy of accounts Precaution to be adopted while disclosing the information Furnishing of opinion 	<ul style="list-style-type: none"> Understand relationship between banker and customer Enact a small role based activity where some students play role as a bank (the debtor) and other student play role as a customer (the creditor) and vice versa. Role play to explain obligation to maintain secrecy of customer's account
3.	Services to customer	<ul style="list-style-type: none"> Services to customer: remittance fund by demand draft, mail transfer, Telegraph / telefax transfers, safe deposit lockers, safe custody services. Retail loans: Introduction, housing loan, vehicle loans, loan for purchase of customer durables, consumption (personal loan) overdraft, credit card dues. Other : Anti money laundering and know your customer : Introduction, steps taken by Government of India, Money laundering ,Role of banks, Key elements of Key Guidelines are 	<ul style="list-style-type: none"> Understand of different types of services through group activity Visit to banks and prepare pie chart to understand various types of loan given by bank Understand AML and KYC through group discussion

4.	Communication skills (basic knowledge of grammar)	<ul style="list-style-type: none"> • Parts of Speech- Revision (sentence, phrase, clause, parts of speech) Noun & Pronoun. • Adjective article and verb • Active and passive voice • Infinitive & Gerund 	<ul style="list-style-type: none"> • Classroom Activities like role play, • preparation of workbook with basic sentence of English conversation • English exercise book for clarity of concepts and practice. • Class room activity to understand basic knowledge of grammar for skill development with use of charts , power-point, handouts
5.	Health and hygiene	<ul style="list-style-type: none"> • Thought for food: A nutrition Lesson • Name of body parts , Importance of Exercise • Basic first aid • First aid treatments 	<ul style="list-style-type: none"> • Activity on health and hygiene like : 1. Health and hygiene • Paper plate meals activity • Pizza collage • Games Activity : group time tooth paste activity (Dramatic play) • Fishing for good food activity • Health and hygiene songs, poem and finger play activity : Growing song , meet veggies, sneezing song, The shape up song , Tooth brush song • Display poster for health and hygiene • Simple sentence writing prompt picture activity • Place position fill in the gaps activity • Make your own cards related to health and hygiene

6.	Interpersonal skills	<ul style="list-style-type: none">• Meaning of interpersonal skill• Active listening : meaning, examples of active listening Techniques, and examples of active listening• Behavioral : meaning, top 4 behavioral skills• Empathy : Definition, types of empathy	<ul style="list-style-type: none">• Activity: Active listing ice breaker , Think pair-share, Debate, Interview or role play, Interactive Demonstration• Activity for empathy :<ol style="list-style-type: none">1.Identifying and modeling Emotions ,2. Guessing Emotion,3. Active listing and showing Empathy4. Feeling collage5. Empathy Busters
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NSQF HARYANA
Banking and Financial Services - class VII

Sr. No.	Topic / module	Content	Skill and Exercise
1.	The Indian Financial system: An overview	<ul style="list-style-type: none"> • Introduction: what is financial system • An overview: Roles and functions in brief of central Banking Authority, Equity and Debt Market. • Financial market: Definition, Role, Characteristics and Function of financial market , constituents of financial markets • Mutual fund: Introduction, definition, concept and function of mutual fund, management of Mutual Funds, Different Types of mutual fund and scheme. 	<p>Activity:</p> <ul style="list-style-type: none"> • Visit a nearby financial institution (i.e. IFCI, IDBI, IDFC, NHB etc.) discuss with their employee observe from the displays in their premises and learn about the activities of the institutions. • Visit a nearby any company which is deal in mutual fund i.e. (SBI Mutual fund, Tata mutual fund, UTI, Etc..) and understand term used for operation of mutual fund and types of mutual fund scheme along with management and organization of mutual fund.)
2.	Payment system and electronic Banking	<ul style="list-style-type: none"> • Electronic payment system : ATMs , HWAK, WLA, NPCI, Rupay , • Electronic Banking : Anytime Banking, Anywhere Banking, Home Banking,(corporate and personal), Internet banking, mobile banking and E-commerce • Kiosk banking : meaning, use of kiosks banking, kiosks banking services, kiosks banking information • Electromagnetic Cards: introduction, charge card, Debit card, credit card, Advantages of credit card smart card or chip card, restricted member card, ATM card. • Electronic purse, Multiple PINs, bank card, Electronic cheques, Electronic Cash, Electronic Token, Corporate Cash 	<p>Activity :</p> <ul style="list-style-type: none"> • Role play to explain difference between various cards issued by bank • Draw a chart stating the Electronic banking system • Brief presentation on Kiosks banking • chit activity ((In this activity we will give to students 10 different topics related to the subject on that they have to prepare and come on next day so that when they pick up one chit they should be able to speak on it in this activity we can see the student confidence level, Learning capacity, remembrance power, something newly added up by the student itself) • Conduct quiz on Electronic payment system

		Management Services	
3.	Financial inclusion & financial literacy	<ul style="list-style-type: none"> • introduction : Financial inclusion, financial Inclusion by Extension of Banking services , use of mobiles/ tablets in financial Inclusion drive • Financial Literacy : importance of financial literacy , issues in financial Literacy in India , financial literacy for whom , how it is being Imparted, initiative taken by RBI • Rural self-employment Training Institutes (RSETI): concept, Objectives, infrastructure, program structure 7 contents 	<ul style="list-style-type: none"> • Role play on use of mobile tablets, in financial inclusion drive.
4.	Communication skills (basic knowledge of grammar)	<ul style="list-style-type: none"> • Parts of Speech- Preposition, Conjunction and Interjection : Analysis, Transformation, Synthesis and Direct & Indirect Speech – the phrase, the clause, the sentence • Composition and Comprehension 	<ul style="list-style-type: none"> • Prepare chart s to understand Conjunction and Interjection • Role play to understand Direct and indirect speech • preparation of workbook with basic sentence of English conversation • English exercise book for clarity of concepts and practice. • Class room activity to understand basic knowledge of grammar for skill development with use of charts , power-point, handouts
5.	Health and hygiene	<ul style="list-style-type: none"> • Personal hygiene • Definition health • Features for healthy human 	<ul style="list-style-type: none"> • Activity on health and hygiene • Paper plate meals activity • Pizza college

		<p>being</p> <ul style="list-style-type: none">• Importance of good health• Hygiene : definition ,importance of hygiene,• Biology /Nutrients in human	<ul style="list-style-type: none">• Games Activity : group time tooth paste activity (Dramatic play)• Fishing for good food activity• Health and hygiene songs, poem and finger play activity : Growing song , meet veggies, sneezing song, The shape up song , Tooth brush song• Display poster for health and hygiene• Simple sentence writing prompt picture activity• Place position fill in the gaps activity• Make your own cards related to health and hygiene
6.	Interpersonal skills	<ul style="list-style-type: none">• Assertiveness : introduction, General technique and tips of Assertiveness , benefits of Assertive behavior• Leadership: meaning, notable leaders, leaders, are they born of made, leadership problem solving .planning, various cultures Admire leadership qualities.• Motivational skill: what are the motivational skill, steps in the motivational process, Example of Motivational skills	<ul style="list-style-type: none">• Activity: Pair work , and role play on refusal skill : being assertive , make and excuse, Delay tactics, put someone off until later• Assertive quiz, role play on Handling Aggression, The chair (or chocolates) sample situation• Activity for develop leadership skill: move the egg, or potato 2. Leading the blind folded, 3. Plan a fundraiser.• Motivational skill Activity: role play / case study: SWOT analysis, problem solving team building.

NSQF HARYANA
Banking and Financial Services - class VIII

Sr. No.	Topic / module	Content	Skill and Exercise
1.	Banking Regulation	<ul style="list-style-type: none"> • Introduction: Role and function of RBI • Tools of monetary control, Regulatory Restriction on lending • Retail Banking, wholesale and international Banking Requirement of importers & exports, remittance services universal Banking, ASDRs, GDRs, Participatory Notes 	<p><u>Activity:</u></p> <ul style="list-style-type: none"> • Prepare chart to understand functions of RBI tools of monetary control. • Role play to understand retail product.
2.	Role of money market, fixed income markets and forex market	<ul style="list-style-type: none"> • Objectives • Call money Market. • Money Market Instruments and operations. • Fixed Income market • Forex (Foreign Exchange Market). • Capital Market • Application supported by blocked amount (ASBA) • The securities and exchange board of India 	<p><u>Activity :</u></p> <ul style="list-style-type: none"> • chit activity ((In this activity we will give to students 10 different topics related to the subject on that they have to prepare and come on next day so that when they pick up one chit they should be able to speak on it in this activity we can see the student confidence level, Learning capacity, remembrance power, something newly added up by the student itself) • Conduct quiz on capital market
3.	Marketing	<ul style="list-style-type: none"> • Marketing Concept • Marketing Management • Product and services 	<ul style="list-style-type: none"> • Prepare chart to understand difference between selling and marketing • Brief presentation on Physical goods and services. • Group discussion on Types of financial markets in India.

4.	Communication skills	<ul style="list-style-type: none"> • Objective ,types, and principles and barriers and principles of communication • Report writing : 	<ul style="list-style-type: none"> • Classroom Activities like role play, • preparation of workbook with basic sentence of English conversation • English exercise book for clarity of concepts and practice.
5.	Health and hygiene	<ul style="list-style-type: none"> • Biology / health and hygiene • Social aspects of health and hygiene • Community health concept. • Food and nutrition : Causes of disease, Types of disease • Causes of Non communicable diseases ,Deficiency diseases • Child malnutrition and remedial measures. 	<ul style="list-style-type: none"> • Prepare a chart on causes of disease • Activity : colored vegetable oil , science experiment, hand washing activity, • Prepare personal hygiene worksheet • Role play on importance of health and hygiene.
6.	Interpersonal skills	<ul style="list-style-type: none"> • Persuasive skill: definition and meaning, The persuasion process, Principles of persuasion, the importance of persuasive presentation. • Problem solving skill: How to solve problem solving skills, problem solving steps, Examples of problem solving skills • Public speaking skills: meaning, top public speaking skills, main purpose of public speaking, reason why public speaking is important. Effective public speakers use the 5C's and the 5E's 	<ul style="list-style-type: none"> • Activity: for public speaking: 1. my friend's Fictional Life, 2. I am prompt Game 3. Funny image Game, 4.continuos story 5. Something in my Wallet 6. Action story, make a commercial 8. A fake Holiday • Activity: to understand problem solving skill: 1.Brainstorm bonanza, 2.Problem-solving as a group3. Clue me in.4. Survivor scenarios 5. Moral dilemma Games: Brain blast, Disorder, Name Game, priorities, protto or problem lotto, pulling pockets, solution bee, pulling pockets. • Activity for Persuasive skill : The blindfold game, No-hand cup stacking challenge, time management challenge, Listen and recap , team survival challenge, the human knot ,