



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

FINANCE EXECUTIVE

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 4



SECTOR – BANKING, FINANCIAL SERVICE AND INSURANCE



Directorate General of Training

FINANCE EXECUTIVE

(Non-Engineering Trade)

(Revised in 2019)

Version: 1.2

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 4

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During the one-year duration of “Finance Executive” trade a candidate is trained on professional skill, professional knowledge and Employability skill related to the job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below: -

The course primarily deals with management skills. The trainee learns about basic computer, internet skills, Elementary first aid. The trainee gets the idea of Communication skills, Functional grammar Entrepreneurship, Quality concepts, Occupational safety and health and basic concepts of economics. The trainee will practice about functional grammar to develop written skills required to work in any sector as well as the complete knowledge of MS - Word, Excel, Power Point along with basic and advanced internet application. Trainee will also be able to prepare reports, role playing, delivering presentations. The trainee learns to use modern technology for collection of data and input recommendations.

The trainees will mainly deal with Financial Management and Security Market. The trainee practices on designing different kinds of formats, modules, review and feedback charts. The trainee is also made aware about the career opportunities available for them at entry level and what different job positions they can hold after joining the particular concern. The trainees are thoroughly acknowledged with the ideas of how to manage the database in the organization, banks, Financial Institutions, understanding of basic operations of banks, General accounting Principles, study of financial Statements, Introduction to financial markets, financial products, trading practices at stock exchanges, NCFM Modules etc. At the end of year, every trainee has to submit a project work done by him or her during training period at the end of the year.

2. TRAINING SYSTEM

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

‘Finance Executive’ trade under CTS is one of the courses delivered nationwide through a network of ITIs. The course is of one-year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Trainee broadly needs to demonstrate that they are able to:

- Read and interpret parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join industry as Finance Executive and will progress further as Senior Finance Executive, Supervisor and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.
- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1200
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	160
	Total	1600

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final assessment. The examiner during final examination will also check the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one-year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%. There will be no Grace marks.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60%-75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices	<ul style="list-style-type: none"> • Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b)Weightage in the range of 75%-90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety	<ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities.

procedures and practices	<ul style="list-style-type: none"> • Little support in completing the task/job.
(c) Weightage in the range of more than 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. <p>Minimal or no support in completing the task/ job.</p>

3. JOB ROLE

Finance Executive; will be able to perform variety of Financial tasks viz. dealing with Financial Management and Security Market, designing different kinds of formats, modules, reviews and feedback charts, handling database in the organizations, banks, Financial Institutions and performing basic operations of banks, financial markets, preparing different Financial Products and Financial Statements using General Accounting Principles and trading practices at stock exchanges, NCFM Modules etc.

Finance and Administration Managers, Others; include Managers engaged in finance and administration and related services, not elsewhere classified.

Reference NCO-2015:

- (i) 1211.9900 - Finance and Administration Managers, Others

4. GENERAL INFORMATION

Name of the Trade	Finance Executive
Trade Code	DGT/1080
NCO - 2015	1211.9900
NSQF Level	Level-4
Duration of Craftsmen Training	One Year (1600 Hours)
Entry Qualification	Passed 10 th class examination
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	LD, CP, LC, DW, AA, LV, AUTISM
Unit Strength (No. of Student)	24 (There is no separate provision of supernumerary seats)
Space Norms	50 Sq. m
Power Norms	4 KW
Instructors Qualification for:	
(i) Finance Executive Trade	<p>Post Graduate/ Graduate in Finance/ Commerce from UGC recognized university/ college with one-year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 years) in Finance/ Commerce from recognized board of education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/ NAC passed in the trade of "Finance Executive" with three-year experience in the relevant field.</p> <p><u>Essential Qualification:</u> Relevant National Craft Instructor Certificate (NCIC) in any of the variants under DGT.</p> <p>Note: Out of two Instructors required for the unit of 2 (1+1), one must have Degree/ Diploma and other must have NTC/NAC qualifications. However both of them must possess NCIC in any of its variants.</p>
(ii) Employability Skill	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills from

	<p>DGT institutes.</p> <p>(Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above)</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills from DGT institutes</p>		
(iii) Minimum age for Instructor	21 years		
List of Tools and Equipment	As per Annexure – I		
Distribution of training on hourly basis: (Indicative only)			
Total Hrs/ Week	Trade Practical	Trade Theory	Employability Skills
40 Hours	30 Hours	6 Hours	4 Hours

5. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES (TRADE SPECIFIC)

1. Develop communication skill on English language.
2. Identify and select various official English languages for official works.
3. Generate a personalized informal official letter of appropriate structure complying with MS office applications.
4. Display competence in oral, written and visual communication.
5. Apply safe working practices with OSH legislations in India.
6. Select appropriate search engines for creation of document and data record with proper internet skill.
7. Apply proper corporate guidelines for women at work place.
8. Identify and select the conceptual skills and quantitative skills in an economic context as per Indian scenario.
9. Use a range of recognized time management techniques.
10. Identify, select and apply the key terms, theories/concepts and practices within the field of financial management.
11. Develop and apply the skill in financial market; identify funding sources, instruments and markets.
12. Develop and apply the skill in back office operations, identify trading mechanism, companies' capital structure, trading approaches and risk associated.
13. Identify Stock Picking and Analysis of Financial Statements.
14. Analyze the Debt markets and its Components.
15. Analyze the Equity Futures Market and related models.
16. Identify, select and analyze the Mutual Funds Market.
17. Evaluate the various depository systems through NSDL mechanism.
18. Analyze the role of banking system in Indian economy.
19. Identify, analyze business Development, Entrepreneurship and E-Trading; show Relationship skills, Selling Skills and business Development.

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Develop communication skill on English language.	Identify vowels and Consonants, perform word making with Pronunciation.
	Transform the Sentences, find adjectives of Comparison, perform Voice Change and Narration.
	Change Tenses, check Spellings and build Vocabulary by using Synonym and Antonym and words often Confused.
	Identify Reading and its types like – Skimming, Scanning, Cognates etc.
	Develop text structures.
	Read current news and give opinions.
	Engage into Group Discussions.
	Prepare news Reports, elementary office reports, memos and notices.
2. Identify and select various official English languages for official works.	Construct Simple sentences.
	Prepare news reports, paragraphs.
	Demonstrate form filling, addressing envelopes.
	Demonstrate layout of letters, writing requests, answering to queries.
	Draft letters of application, letters of appointments.
	Draft Office notification and job orders.
	Solve exercises of simple comprehension.
3. Generate a personalized informal official letter of appropriate structure complying with MS office applications.	Operate a operating system and start with MS Word, type, edit a content, print.
	Determine the compilation of reports and projects, protect documents by password and convert it into a pdf.
	Use MS Excel - as a database manager, calculating applications and formulating Techniques.
	Perform commands, formatting and compilation of reports-targets or number driven and password protection of excel sheets.
	Use MS PowerPoint as starter, PowerPoint as a presentation manager, present business ideas using a slide system.
	Create presentations, edit and format a presentation and presentations on corporate business briefs.

<p>4. Display competence in oral, written and visual communication.</p>	<p>Speak on self, career aspirations or on any given topics.</p> <p>Speak on the spot – extempore, just a minute, role-play and dialogue deliveries.</p> <p>Demonstrate Group discussions and role-play.</p> <p>Use interjections while raising a query and answer a query.</p>
<p>5. Apply safe working practices with OSH legislations in India.</p>	<p>Apply general guidelines to prevent an accident from happening depending on job types.</p> <p>Illustrate humanity and helping colleagues, prevent oneself in emergency.</p> <p>Learn to evacuate in case of an emergency – earthquake, fire, terror attack etc.</p> <p>Explain Workmen’s Compensation Act & ESI Act with examples & case studies.</p> <p>Illustrate practical aspects of Factories Act.</p>
<p>6. Select appropriate search engines for creation of document and data record with proper internet skill.</p>	<p>Open a mail account or use Outlook Express MS Outlook.</p> <p>Send and answer mails.</p> <p>Address security issues and passwords.</p> <p>Apply online marketing basics; e-commerce and m-commerce.</p> <p>Prepare online marketing reports, Use softwares to convert data in different forms freeware; concepts of spyware, malware and internet security.</p> <p>Demonstrate resume building, introductory notes, e-mail communication etc., request for meetings and written acknowledgements.</p>
<p>7. Apply proper corporate guidelines for women at work place.</p>	<p>Demonstrate organisations role in enforcing OSH of employees.</p> <p>Demonstrate Workplace Ergonomics and evacuations and first aid in case of emergency – earthquake, fire and terror attacks. Use emergency numbers.</p> <p>Prepare case studies related to the concept of Quarantine to deal and identify the diseases and Employment Politics.</p> <p>Describe the Govt. and corporate guidelines for women at workplace and also the legal defence sought by women in her working environment.</p>
<p>8. Identify and select the</p>	<p>Prepare case studies from real life examples.</p>

conceptual skills and quantitative skills in an economic context as per Indian scenario.	Demonstrate different market structures and common problem like unemployment, inflation etc.
	Explain meaning of planned economy and comparison of Indian and Chinese economy.
	Apply knowledge of economic growth as an entrepreneur.
	Explain modern economic thoughts involving National Economic Planning ensuring the survival of the weakest.
	Review the concepts- happy capitalism, trickle up theory, wealth at the bottom of the pyramid, Hindu growth rate.
9. Use a range of recognized time management techniques.	Recognise the value of time for a business.
	Demonstrate time management leading to punctuality, regularity and positive attitude towards work.
	Schedule a day prioritising work and planning the goals.
	Demonstrate project planning processes respecting other's time.
10. Identify, select and apply the key terms, theories/concepts and practices within the field of financial management.	Prepare financial statements like Balance Sheet, profit and Loss and cash flows.
	Explain principal ratios dealing with liquidity, turnover, leverage and efficiency.
	Apply Generally Accepted Accounting Principles.
	Illustrate role-plays, case-studies to draft out solutions.
	Demonstrate reorientation to MS Excel and introduction to basic financial packages.
11. Develop and apply the skill in financial market; identify funding sources, instruments and markets.	Explain Indian Securities Markets, meaning, nature, products, participants, functions, growth and statistics, legal framework.
	Identify different products of market: Debt, Equity, Hybrid, Mutual Funds, Fixed deposit, Insurance.
	Analyse stock market: pros and cons of investing in stock market.
	Illustrate Market Index.
12. Develop and apply the skill in back office operations, identify trading mechanism, companies' capital structure, trading	Explain Organization structure of Depository.
	Perform services offered by depository.
	Identify different market orders types – their order books.
	Illustrate different market phases – logging on & off during these phases.
	Perform various trading functions.

approaches and risk associated.	Explain Clearing & Settlement System: Transaction cycle, Settlement process, agencies & cycle, Securities & Funds settlement, Shortages handling, Dematerialization.
	Take Risk Containment Measures.
	Identify different types of Problems.
	Perform Monitoring.
	Perform back office operations.
	Show discrepancy resolution.
	Explain Company & Capital Formation, Equity, Debt, IPO, Public issue, Rights & Bonus.
	Illustrate Capital Budgeting.
	Explain Time Value of Money.
	Identify different Trading approaches.
	Identify various Risk Areas.
	Get acquainted with NSCCL.
13. Identify Stock Picking and Analysis of Financial Statements.	Explain Stock Picking.
	Apply Related Theories.
	Perform Industry and company analysis.
	Demonstrate Financial Statement Analysis and Valuation Ratios.
14. Analyze the Debt markets and its Components.	Identify debt market components and types of debt instruments.
	Illustrate regulatory and procedural aspects related to debt market.
	Explain derivatives – products, participants and functions.
	Perform portfolio diversification.
	Apply Trading Strategies.
Get acquainted with the NCDEX & MCX platform.	
15. Analyze the Equity Futures Market and related models.	Explain Equity Futures Market.
	Analyze Equity Options Market.
16. Identify, select and analyze the Mutual Funds Market.	Explain Mutual funds: different Players.
	Address Tax and regulatory issues.
	Identify different types of funds and products thereof.
17. Evaluate various depository systems	Identify various depository operations.
	Perform customer identification.

through mechanism.	NSDL	Illustrate mechanisms: Pledging/ Hypothecation; Securities Lending & Borrowing, Corporate actions; Public issues.
		Perform dematerialization and re-materialization.
		Apply relevant laws and regulations.
18. Analyze the role of banking system in Indian economy.		Analyze policies and practices followed in the Indian banking system.
		Apply Basics of Bank Deposits, Strategies of mobilizing deposits.
		Identify Banking Structure in India, Role of RBI.
		Illustrate Lending, Investments and Para banking.
19. Identify, analyze business Development, Entrepreneurship and E-Trading; show Relationship skills, Selling Skills and business Development.		Apply corporate governance policies and practices.
		Identify the clause 49 of the listing agreement.
		Demonstrate Telephonic Selling Skills.
		Apply The SPIN® Strategy.
		Explore Scope and Career pursuit of Business development and process.
		Explain the procedure to become a member of an exchange.

7. TRADE SYLLABUS

SYLLABUS FOR FINANCE EXECUTIVE TRADE			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 30Hrs; Professional Knowledge 06 Hrs	Develop communication skill on English language.	<ol style="list-style-type: none"> 1. Orientation to the programme expectations out of the student's aims and objectives of the course. (05 hrs) 2. Learning outcomes, the way forward with the programme /course breakup. (05 hrs) 3. Linking the job opportunities with the programme of study. (05 hrs) 4. Stress and accents, accentuation mode of pronunciation marks. (05 hrs) 5. Intonation using a particular tone. (05 hrs) 6. Diction use of word and speech using audio-visual aids. (05 hrs) 	<p>General Introduction to Programme.</p> <p>Orientation to vowels and Consonants, word making, and Pronunciation. (06 hrs)</p>
Professional Skill 90Hrs; Professional Knowledge 18 Hrs	Identify and select various official English languages for official works.	<ol style="list-style-type: none"> 7. Transformation of sentences. (10 hrs) 8. Adjectives of comparison. (10 hrs) 9. Voice change, narration, change of tense, spellings and vocabulary development. (08 hrs) 10. Reading simple English with preparations, news reports, 	<p>Functional Grammar, developing grammatically correct statements- written and verbal</p> <p>Reading – purpose, skimming take the best part, scanning reading with attention, cognates relative words, text structures,</p> <p>Writing – how to put thoughts</p>

		<p>elementary office reports/ memos/notices. (07 hrs)</p> <p>11. Reading current news and giving opinions or engaging into group discussions. (05 hrs)</p> <p>12. Construction of simple sentences. (10 hrs)</p> <p>13. Preparation of news reports, paragraphs; form filling, addressing envelopes, layout of letters. (15 hrs)</p> <p>14. Writing requests. (10 hrs)</p> <p>15. Answering to queries – written and over email, letters of application, letters of appointments, office notifications, job-orders, simple comprehension. (15 hrs)</p>	<p>in written texts, minimizing errors, crosschecking for errors, filing reports. (18hrs)</p>
<p>Professional Skill 90Hrs;</p> <p>Professional Knowledge 18 Hrs</p>	<p>Generate a personalized informal official letter of appropriate structure complying with MS office applications.</p>	<p>16. Computer – its use and application. (01 hr)</p> <p>17. How to put together the keyboard, the mouse, the monitor and the printer ports to the CPU tower. (01 hr)</p> <p>18. Use Computer as an input and output device. (01 hr)</p> <p>19. Identify Types of memory viz. hard disk, CD, pen drive, external hard disk. (01 hr)</p> <p><u>MS Word –</u></p> <p>20. Getting started; (01 hr)</p> <p>21. How to type, format, edit content. (10 hrs)</p> <p>22. How to mail merge. (01 hr)</p> <p>23. How to convert into a pdf.</p>	<p>Computer overview</p> <p>Office Application- MS word</p> <p>Office Applications – MS Excel</p> <p>Office Applications – MS PowerPoint</p> <p>Basic Internet application (18 hrs)</p>

		<p>(01 hr)</p> <p>24. How to print; compilation of project / business reports. (01 hr)</p> <p>25. Password protection of documents. (02 hr)</p> <p><u>MS Excel –</u></p> <p>26. Getting started. (01 hr)</p> <p>27. Excel as a database manager. (05 hrs)</p> <p>28. Excel as a calculating application. (11 hrs)</p> <p>29. Some basic calculation and formulation techniques. (10hrs)</p> <p>30. How to edit and format. (03 hrs)</p> <p>31. Password protection of excel sheets. (02 hrs)</p> <p><u>MS PowerPoint</u></p> <p>32. Getting started. (01 hr)</p> <p>33. PowerPoint as a presentation manager. (01 hr)</p> <p>34. How one can present business ideas using a slide system, creating presentations, Editing and formatting a presentation; Real life presentations on corporate / business briefs. (20 hrs)</p> <p>35. Presentation styles and types. (05 hrs)</p> <p>36. Book presentations, movie presentations, corporate presentations. (05 hrs)</p> <p>37. What is the internet, what are browsers and how to</p>	
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		<p>browse? (04 hr)</p> <p>38. How to search on search engines. (01 hr)</p> <p>39. How to create a document with data copied from the internet. (01 hr)</p>	
<p>Professional Skill 60Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Display competence in oral, written and visual communication.</p>	<p>40. Speaking with preparation – on self, family, career aspirations, on any given topics. (20 hrs)</p> <p>41. Radio jockeying, introducing seniors, initiating business conversations, sales pitching, ending business meetings, body language to impress others, reading other’s body language. (20 hrs)</p> <p>42. Speaking on the spot extempore, just a minute, flip-back; role plays, dialogues, group discussions, interjection, raising a query, answering a query. (20 hrs)</p>	<p>Speaking – how to express yourself verbally, importance of good spoken communication in any field of advancement Business Communication – verbal. (12 hrs)</p>
<p>Professional Skill 90 Hrs;</p> <p>Professional Knowledge 18 Hrs</p>	<p>Apply safe working practices with OSH legislations in India.</p>	<p>43. General guidelines of how to prevent an accident from happening – depending on job types. (05 hrs)</p> <p>44. Humanity and helping colleagues, how to prevent oneself in emergency. (05 hrs)</p> <p>45. Learning how and when to evacuate in case of an emergency – earthquake, fire, terror attack, etc; how should office spaces be designed – workplace</p>	<p>Accident prevention techniques, Occupational Safety and Health legislations in India. (18hrs)</p>

		<p>ergonomics; need for first aid, fire extinguisher and emergency numbers. (10 hrs)</p> <p>46. Practical aspects of Factories Act. (05 hrs)</p> <p>47. Workmen's Compensation Act & ESI Act to be explained with examples & case studies. (05 hrs)</p>	
<p>Professional Skill 60Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Select appropriate search engines for creation of document and data record with proper internet skill.</p>	<p>48. How to open a mail account or use Outlook Express MS Outlook. (05 hrs)</p> <p>49. Sending mails, answering mails. (10 hrs)</p> <p>50. Security issues and passwords. (05 hrs)</p> <p>51. Online marketing basics; ecommerce and m-commerce. (10 hrs)</p> <p>52. Introduction to financial tools. Online marketing reports. (05 hrs)</p> <p>53. Software's to convert data in different forms freeware; concepts of spyware, malware and internet security. (10 hrs)</p> <p>54. Resume building, introductory notes, e-mail communication, request for meetings and written acknowledgements. (10 hrs)</p> <p>55. What is the concept of quarantine? (05 hrs)</p>	<p>Advanced internet application. Business Applications and IT. Business Communication – Written. (12 hrs)</p>
<p>Professional Skill 30Hrs;</p> <p>Professional</p>	<p>Apply proper corporate guidelines for women at work</p>	<p>56. What are the government and corporate guidelines for women at work? (05 hrs)</p> <p>57. What is meant by social or</p>	<p>Women and Occupational Safety; Managing work and family. Online Social Media.</p>

<p>Knowledge 06 Hrs</p>	<p>place.</p>	<p>physical abuse of a woman? (05 hrs)</p> <p>58. What is the legal defence sought by a woman in her working environment? (05 hrs)</p> <p>59. How to manage work life balance – the need for it. (10 hrs)</p> <p>60. What is the concept of social media; uses of social media – networking, making friends, business prospects. (05 hrs)</p>	<p>(06 hrs)</p>
<p>Professional Skill 30 Hrs; Professional Knowledge 06 Hrs</p>	<p>Display competence in oral, written and visual communication.</p>	<p>61. How to greet, wish, bid goodbye; how to exchange business cards. (02 hrs)</p> <p>62. How to speak with seniors and juniors, how to maintain corporate decorum. (02 hrs)</p> <p>63. How to eat/drink in social/corporate get-togethers. (02 hrs)</p> <p>64. How to thank people. (01 hr)</p> <p>65. History of Indian civilization. (02 hrs)</p> <p>66. How the Indian economic state in its current form came into being; barter system and the silk route, spice trade. (02 hrs)</p> <p>67. Colonization – different wars during the Islamic period and later the British East India Company; Indian independence and the economic changes. (05 hrs)</p>	<p>Social / Formal etiquettes.</p> <p>Introduction to quality consciousness.</p> <p>(06 hrs)</p>

		<p>68. How our present stage is related to our past and how our future is related to the present economic situation. (02 hrs)</p> <p>69. Why the Indian growth was called Hindu Growth rate? (02 hrs)</p> <p>70. How did the growth rate change to near double digit; basic understanding of liberalization and opening of Indian economy. (03 hrs)</p> <p>71. Linking with the concept of more choice and expanding market. (02 hrs)</p> <p>72. Why do we need a quality process? (01 hr)</p> <p>73. How does quality help an organization? (02 hrs)</p> <p>74. How is an organization's vision linked to its quality consciousness? (02 hrs)</p>	
<p>Professional Skill 120 Hrs;</p> <p>Professional Knowledge 24 Hrs</p>	<p>Identify, select the conceptual skills and quantitative skills in an economic context as per Indian scenario.</p>	<p>75. Why do we need economics? (02 hrs)</p> <p>76. Economics and its impact on our life. (02 hrs)</p> <p>77. Economics and choice – with case studies and examples of everyday life. (02 hrs)</p> <p>78. Economic concepts used in business – understanding demand, supply, production. (04 hrs)</p> <p>79. Economic decisions to enter a market based on type of market – monopoly, oligopoly, duopoly, perfect</p>	<p>Basics of Economics – an overview of micro and macroeconomics, theory of demand and supply, production, markets, GDP, inflation, wage market, basic concept of employment.</p> <p>Introduction to Indian economy.</p> <p>Concepts of National Economic Planning.</p> <p>Quality concepts and Quality Tools.</p>

		<p>competition. (06 hrs)</p> <p>80. Basic concept of why prices rise – inflation. (02 hrs)</p> <p>81. How price rise affects our life – money supply and theory of wage. (02 hrs)</p> <p>82. How does one contribute to the country's growth – concepts of GDP and GNP? (04 hrs)</p> <p>83. Why do people remain unemployed and the role of government in reducing unemployment? (06 hrs)</p> <p>84. What is meant by a planned economy? (02 hrs)</p> <p>85. Where did the concept of planning evolve from? (02 hrs)</p> <p>86. What is the difference in the economic development of the western world Capitalist and the Soviet Bloc Communist-Socialist? (04 hrs)</p> <p>87. How the growths of Chinese and Indian economy differ? (06 hrs)</p> <p>88. How the knowledge of economic growth help you as an entrepreneur? (02 hrs)</p> <p>89. Quality in customer-supplier relations, designing organizations for quality 8 Tools and techniques used to achieve quality. (06 hrs)</p> <p>90. Role plays and skits to explain how quality</p>	(12 hrs)
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		<p>adherence builds long term credibility and organizational growth. (02 hrs)</p> <p>91. Individual’s contributions to enhancing organizational quality. (06 hrs)</p>	
		<p>92. What are the contributions of an entrepreneur that will make the society better, people around happier and economic system stronger? (02 hrs)</p> <p>93. How can capitalism the concept of rich getting richer and poor getting poorer make a society happier? (02 hrs)</p> <p>94. In an era of cut throat competition, where it is the law of the jungle and the fittest only survive. (02 hrs)</p> <p>95. How can modern economic thought involving National Economic Planning ensure the survival of the weakest? (04 hrs)</p> <p>Group Discussion</p> <p>96. Initiate a discussion, participate in a discussion, drawing conclusion. (08 hrs)</p> <p>Interviewing techniques</p> <p>97. what and how to answer, what not to answer, Salary negotiations; Listening skills – span of attention, skimming information; Barriers to listening – noise (useless information). (06</p>	<p>Concepts of Happy Capitalism, Trickle up Theory, Increasing Marginal Utility, Survival of the Weakest.</p> <p>Advanced Executive Communication.</p> <p>Concepts in TQM and ISO.</p> <p>Detailed quality specifications of an entrepreneur – business leader, analytical mind Market Feedbacks and business decisions; market intelligence, Business environment and entrepreneurship. (12 hrs)</p>

		<p>hrs)</p> <p>98. Quality Management System in organizations, in processes, in delivery. (04 hrs)</p> <p>99. Matching organizational goals with quality management; Quality and environment, quality and employees, ISO certifications and different quality standards for different industries – CE, ISI, Hallmark, BIS, Wool mark, etc. (02 hrs)</p> <p>100. Can all entrepreneurs become good leaders? (02 hrs)</p> <p>101. Can all leaders become good entrepreneurs? (02 hrs)</p> <p>102. Analytical qualities of an entrepreneur. (02 hrs)</p> <p>103. Basic understanding of finance, HR and marketing; People management and entrepreneurship. (02 hrs)</p> <p>104. How to test your business ideas? (02 hrs)</p> <p>105. How to know whether the business idea is justified? (02 hrs)</p> <p>106. How to identify the right time, opportunity, market? (02 hrs)</p> <p>107. SWOT of self as an individual and of your business proposition. (06 hrs)</p>	
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		<p>108. Government's role in promoting entrepreneurship, economic system and an entrepreneur's role in it, financial and legal support, seeking loan or funding VC, PE, banks. (06 hrs)</p> <p>109. Tax implications for your business – octroi, different schemes and support organizations of government – DIC, SIDA, SISI, NSIC, SIDO, National Scheduled Tribes Finance and Dev Corporation NCTFDC, etc. (04 hrs)</p>	
<p>Professional Skill 60 Hrs; Professional Knowledge 12 Hrs</p>	<p>Use a range of recognized time management techniques.</p>	<p>110. Value of time for a business, how to respect other's time, how is time management, punctuality and regularity leads to positive attitude towards work. (03 hrs)</p> <p>111. How to schedule your day and prioritize your work, how to plan your goals, brief about project planning processes. (03 hrs)</p> <p>112. What is entrepreneurship – basic concepts. (03 hrs)</p> <p>113. Difference between entrepreneurship and self-employment. (03 hrs)</p> <p>114. How an entrepreneur contributes to economic growth and prosperity of a country. (03 hrs)</p> <p>115. Entrepreneurial qualities, what makes an</p>	<p>Time Management. Introduction to Entrepreneurship, who can become an entrepreneur, how can entrepreneur start his venture? National Economic Planning and how India may grow faster? Critical detailing of the economic development vis a vis the most optimal development strategy. Introduction to Quality parameters. (12 hrs)</p>

		<p>entrepreneur different from a business manager, entrepreneurs, Ethics, attitudes, values and motives. (03 hrs)</p> <p>116.Competencies required to be a successful entrepreneur, Case studies on successful entrepreneurs Creativity and entrepreneurship; how to think creatively and innovatively. (08 hrs)</p> <p>117.How does a successful entrepreneur see same thing differently with a business acumen, Entrepreneurship and calculated risk. (03 hrs)</p> <p>118.Current economic situation, Concepts of the economic crisis in 2008-10. (09 hrs)</p> <p>119.What are the factors that stabilize a country from economic crisis. (03 hrs)</p> <p>120.What can be your role in bringing about a change in consciousness towards current economic development process. (03 hrs)</p> <p>121.What is the concept of 'wealth at the bottom of the pyramid'? (03 hrs)</p> <p>122.How can there be a growth in employment, betterment of healthcare and education facilities. (03 hrs)</p> <p>123.A brief understanding of</p>	
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		<p>political economics. (03 hrs)</p> <p>124. How your business or operation may increase multi fold if National Economic Planning is implemented in the real sense. (03 hrs)</p> <p>125. How and when to implement the 5S Concept, Kaizen, TPM, SGA, Quality Circle, Just in Time, 6 Sigma; lectures by industry experts. (04 hrs)</p>	
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Identify, select and apply the key terms, theories /concepts and practices within the field of financial management.</p>	<p>126. An introductory concept of case study-based teaching. (03 hrs)</p> <p>127. How to read a case study. (03 hrs)</p> <p>128. How to analyze a case study. (03 hrs)</p> <p>129. What kind of answers to look for Do cases have any right or wrong answers? (03 hrs)</p> <p>(This course requires an enhanced focus on IT based financial packages and Excel based operations)</p> <p>130. Reorientation to MS Excel and introduction to basic financial packages. (8 hrs)</p> <p>131. Participatory practice Sessions</p> <ul style="list-style-type: none"> • Generally Accepted Accounting Principles • Financial Statement analysis • Creative accounting and window dressing in 	<p>Introduction Syllabus review Course expectations.</p> <p>Content introduction and class resources Pedagogy of the curriculum.</p> <p>Introduction to various forms of teaching mechanisms which will include role-plays, case-studies specific to marketing.</p> <p>How to read a case and draft out solutions.</p> <p>Understanding Financial statements.</p> <p>Financial statements.</p> <p>Principal Financial statements like Balance Sheet, profit and Loss and cash flows.</p> <p>Method of presentation and limitations thereof</p> <p>Understanding Balance sheet and principal ratios dealing with liquidity, turnover, leverage and efficiency.</p> <p>How users of accounting information interpret the Balance Sheet.</p>

		<p>practice. (05 hrs)</p> <p>132. Feel from a practitioner. (02 hrs)</p> <p>133. Guest Lecture from any Manager in the financial Industry. (03 hrs)</p>	<p>Importance of cash flows and how information regarding operating, investing and financing is obtained. (06 hrs)</p>
<p>Professional Skill 60 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Develop and apply the skill in financial market; identify funding sources, instruments, and markets.</p>	<p>134. Introducing all possible products in the markets:</p> <ul style="list-style-type: none"> • Debt • Equity • Hybrid • Mutual Fund • Fixed Deposits • Insurance (20 hrs) <p>135. The Equity Advantage. (05 hrs)</p> <p>136. Typing Tutor, Entree Tutor. (05 hrs)</p>	<p>Understanding the World of Finance.</p> <p>Introducing the Indian Securities Markets and its overview:</p> <p>Meaning, Nature, Products, Participants, Functions, Growth & Statistics, Legal Framework. (06 hrs)</p>
		<p>137. Market Index:</p> <ul style="list-style-type: none"> • Economic significance of index movement • Index Construction • Types of index • Desirable attributes of an Index • Impact Cost – A measure of liquidity • Corporate actions and its effect on index securities. (20 hrs) <p>138. Hedging Effectiveness. (05 hrs)</p> <p>139. Typing Tutor, Entree Tutor. (05 hrs)</p>	<p>Understanding the stock markets The World of Stocks: Electronic order-driven market. Why the stock market is a good investment. Why the stock market gets out of whack with reality. Recommended ways to invest in the stock market. (06 hrs)</p>
<p>Professional Skill 90 Hrs;</p> <p>Professional</p>	<p>Develop and apply the skill in back office operations, identify trading</p>	<p>140. Typing Tutor, Entree Tutor. (10 hrs)</p> <p>141. Participatory practice Sessions (Oral revision).</p>	<p>How to use the trading system Depositories – The Technology Advantage:</p> <p>How does the demat system</p>

<p>Knowledge 18 Hrs</p>	<p>mechanism, company's capital structure, trading approaches and risk associated.</p>	<p>(20 hrs)</p>	<p>work? Organization Structure of Depository Services offered by depository. Trading Mechanism: Different market orders types – their order books & Order types Different market phases – logging on & off during these phases Inquiry Screen Trading Functions: Market Watch, Security Descriptor, Market by Price, Previous Trades, Outstanding orders, Activity Log, Order Status, Market Movement, Market, Inquiry, Security List, Multiple index Broadcast & graph, Online Backup, Basket trading. (06 hrs)</p>
		<p>142. Typing Tutor, Entree Tutor, Bes Trade, Integers. (10 hrs) 143. Participatory practice Sessions (Oral revision). (20 hrs)</p>	<p>Clearing and settlement Clearing & Settlement System: Transaction cycle Settlement process, agencies & cycle. Securities & Funds settlement. Shortages handling. Dematerialization & electronic transfer of securities. Investor protection fund Clearing software. Risk Management. Risk Containment Measures: Capital adequacy requirements; Margins; Settlement guarantee Margin Trading: Requirements; Cost of margin trading; Evolution of Risk Management:</p>

			<p>Different types of Problems – Funds/ Working Capital bottleneck Trading losses on A/C.</p> <p>Automated trading environment</p> <p>Need for continuous monitoring</p> <p>Structured system of daily margins.</p> <p>Focus on mark to market; Gross & net exposure; Concentration margins; Collateral Concerns & Capital adequacy by Way of exposure limits</p> <p>Real Time online monitoring & automatic disablement;</p> <p>Portfolio approach to exposure & Problem of common client positions across exchanges</p> <p>Class test</p> <p>Number One Back office operations Need to focus on Back Office:</p> <p>Admission of client Legal documentation</p> <p>Credit limits</p> <p>Portfolio reconciliation with exchange demand</p> <p>Discrepancy resolution</p> <p>Membership: Members, Brokers, Sub-brokers</p> <p>(06 hrs)</p>
		<p>144. Typing Tutor, Entree Tutor, Bes Trade, Integer. (05 hrs)</p> <p>145. Guest lecture Reflection of a expert trader from Industry. (05 hrs)</p> <p>146. Participatory practice</p>	<p>Company & capital formation</p> <p>Company & Capital Formation: Equity, Debt, IPO, Public issue, Rights & Bonus</p> <p>Capital Structure and Cost of Capital</p> <p>Concept of Dividends</p>

		<p>Sessions (Oral revision)'. (05 hrs)</p> <p>147. PRACTICAL - Typing Tutor, Entree Tutor. (05 hrs)</p> <p>148. Bes Trade, Integers, NSE/BSE/F&O Mock Trading (NEAT/BOLT). (05 hrs)</p> <p>149. Guest lecture Reflection of an expert on risk management. (05 hrs)</p> <p>150. Typing Tutor, Entree Tutor, Bes Trade, Integers, NSE/BSE/F&O Mock Trading (NEAT/BOLT). (05 hrs)</p> <p>151. Participatory practice Sessions (Oral revision). (05 hrs)</p>	<p>Capital Budgeting</p> <p>Time Value of Money:</p> <p>Future Value of Single Cash Flow</p> <p>Future Value of an Annuity</p> <p>Present Value of a Single Cash Flow</p> <p>Present Value of an Annuity</p> <p>Trading approaches</p> <p>All About Liquidity:</p> <p>Key risk areas – Credit Risk & Operational Risk</p> <p>NSCCL – Provides efficient C&S services & Operates a tight risk containment system</p> <p>Counter Party risk guarantee</p> <p>Getting a Grip on Trading:</p> <p>Order arrival</p> <p>Overview of trading terminal</p> <p>Getting started with trading terminal</p> <p>Using trading simulation on an academic floor.</p> <p>Critical Trading Approaches:</p> <p>Developing market outlook</p> <p>Pricing your order</p> <p>Handling a large order</p> <p>Giving clients greater choice in trade execution;</p> <p>Developing the bigger picture (06 hrs)</p>
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Identify Stock and Picking and Analysis of Financial Statements.</p>	<p>152. NCFM Preparatory Capital Market (Dealers) Module; Mock Test How to Pick your Stocks.</p> <ul style="list-style-type: none"> • Industry Analysis • Company Analysis • Financial Statement Analysis 	<p>Stock Picking & Timing the Buy & Sell When to Buy & When to Sell</p> <p>Dow Theory – price indications to buy & sell</p> <p>On Balance Theory – Volume indications to buy & Sell</p> <p>Moving Average – Resistance &</p>

		<ul style="list-style-type: none"> Valuation Ratios Understanding the Financial pages. (20 hrs) <p>153. Building a portfolio. (10 hrs)</p>	<p>Support</p> <p>RSI – Overbought & Oversold markets</p> <p>Working on momentum & Stop Loss Class Test</p> <p>Number Two (06 hrs)</p>
Professional Skill 60 Hrs; Professional Knowledge 12 Hrs	Analyze the Debt markets and its Components.	<p>154. Session on Bond valuation around one hour along with brief understanding of the yield curve.(05 hrs)</p> <p>155. To learn the concepts of bond valuation, Yield curve, bootstrapping and duration. (05 hrs)</p> <p>156. Concept of fixed income derivatives. (05 hrs)</p> <p>157. Mechanism of forward rate agreements. (05 hrs)</p> <p>158. Interest rate swaps in brief. (05 hrs)</p> <p>159. Class Room Reading</p> <ul style="list-style-type: none"> Repo Market in India (05 hrs) 	<p>Understanding Debt markets Components</p> <p>The basic concepts of different types of debt instruments (G-secs, T-bills, CPs, Bonds and CDs). Insights into the Indian debt market, its various components, the trading mechanism of debt instruments in stock exchanges, bond valuation and so on.</p> <p>To understand the fundamental features and trading of debt instruments on NSE-WDM.</p> <p>Environment</p> <p>Regulatory and procedural aspects related to debt market. (06 hrs)</p>
		<p>160. Mock sessions as in a trading floor in the bourse (Role play and simulated activities). (10 hrs)</p> <p>161. NCFM Preparatory Currency Derivatives Module, Mock Test. (10 hrs)</p> <p>162. Guest Lecture. From NSE on various aspects of the business Application of Futures:</p> <ul style="list-style-type: none"> Futures payoffs; Trading Strategies – 	<p>Understanding Currency Derivatives Market Introducing the Derivatives Market:</p> <p>Why has derivatives</p> <p>Defining derivatives</p> <p>Types of derivatives</p> <p>Derivatives – product, participants and functions</p> <p>Skill Development: Understanding the fundamentals of the currency market.</p> <p>Understand the currency futures as a risk management</p>

		<p>Hedging, Speculating and Arbitrage. (10 hrs)</p>	<p>tool. Learning about the trading platform of the currency derivatives segment of a stock exchange. Interplay: Opportunities for arbitraging with the Spot Market. Learning about beta and standard deviation How Portfolio diversification reduces risk Understanding The World of Commodity Derivatives Commodity Derivatives: Difference between commodity and financial derivatives Evolution of the commodity market in India & the global commodities derivative exchanges The NCDEX & MCX platform Opportunity in Commodity Markets: Migration from Equity to Futures & Futures to Commodity Futures Growth & Future of commodity market. Basics of different commodity traded. (06 hrs)</p>
<p>Professional Skill 60 Hrs; Professional Knowledge 12 Hrs</p>	<p>Analyze the Equity Futures Market and related models.</p>	<p>163. NCFM Preparatory Derivatives Market (Dealers) Module, Mock Test. (30 hrs)</p>	<p>Understanding the Equity Futures Market Futures and Stock Index: Understanding Index futures Margins & Settlements How to read the futures data sheet; Selecting the right Index Pricing of Futures: Futures prices models –</p>

			<p>Overview</p> <p>Cost of carry model for perfect & imperfect markets</p> <p>Class Test Number Three(06 hrs)</p>
		<p>164. NCFM Preparatory Derivatives Market (Dealers) Module. (05 hrs)</p> <p>165. Mock Test (Role Play and simulated activities). (15 hrs)</p> <p>166. Application of Options:</p> <ul style="list-style-type: none"> Options payoffs; Trading Strategies – Bull market strategies, Bear market strategies, Volatile market strategies, Stable market strategies. (10 hrs) 	<p>Understanding the Equity Options Market</p> <p>What are Options:</p> <p>Call option</p> <p>Put option</p> <p>Option styles; Option concepts & terminologies</p> <p>Advantages of option</p> <p>Trading Pricing of Options:</p> <p>Options prices models – Overview;</p> <p>Review of options pricing factors</p> <p>Black & Scholes Model (06 hrs)</p>
<p>Professional Skill 60Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Identify, select and analyze the Mutual Funds Market.</p>	<p>167. Exercise on evaluation of Mutual funds with reference to Asset mix, NAV, Market Price, repurchase and reissue price, Discount, rate of return, portfolio turnover ratio. (15 hrs)</p> <p>168. Further exercise on the Rating of Mutual funds-one example Activity</p> <ul style="list-style-type: none"> Group assignment on the Rating of Mutual funds in India. (15 hrs) 	<p>Mutual funds- Pros and cons</p> <p>Risk Diversification. Basic understanding the concept of mutual funds.</p> <p>The different players and their respective roles viz., custodians, asset management companies, sponsor etc. in the mutual fund industry.</p> <p>Learning about the tax and regulatory issues relating to mutual funds.</p> <p>Understand the fundamentals of net asset value (NAV) computation and various investment plans.</p> <p>Mechanism</p> <p>Broad types of Financial assets in which investment is made in</p>

			<p>Mutual funds. Types of funds - equity, index, diversified large cap funds, midcap fund, sector fund and other equity schemes; Open ended versus close ended schemes.</p> <p>Exchange Traded funds. (06 hrs)</p>
		<p>169. Speaking session by learners on risk diversification. (05 hrs)</p> <p>170. Visit to a Mutual fund Office or Guest Lecture by a Broker. (25 hrs)</p>	<p>Mutual funds –Products and features Business Development Role and objectives of AMFI; Different types of plans; Systematic Investment Plan (SIP); Systematic Transfer Plan (STP) and Systematic Withdrawal Plan (SWP); Dividend pay-out.</p> <p>Types of funds - equity, index, diversified large cap funds, midcap fund, sector fund and other equity schemes; Concept of entry and exit load; Expense ratio; Portfolio turnover; AUM; Analysis of cash level in portfolio.</p> <p>Connected Taxation of capital gains; Indexation benefit and FMP. Introduction to exchange traded funds; Market making by authorized participants; creation units; Portfolio deposit and cash component. (06 hrs)</p>
<p>Professional Skill 60Hrs;</p> <p>Professional Knowledge 12Hrs</p>	<p>Evaluate the various depository systems through NSDL mechanism.</p>	<p>171. Filling up a Depository form, as also how financing functions are done. (30 hrs)</p>	<p>Depository operations- The basic bricks The Basic Bricks Understanding the rationale and role for a depository. The services provided by a depository. The process</p>

			<p>involved in a depository's functioning.</p> <p>Importance of proper customer identification the application software of NSDL. Mechanisms Pledging/ Hypothecation; Securities Lending & Borrowing; Corporate actions; Public issues; Debt instruments and G-Securities; NSC/KVP in Demat form; MAPIN and TIN</p> <p>Measuring Progress Class Test Number Four.</p> <p>(06 hrs)</p>
		172. Filing up account opening forms. (30 hrs)	<p>The Processes and follow up- Depository Continued Settlement.</p> <p>Account opening of beneficiaries; Clearing members and intermediaries; Transmission & nomination; Dematerialization and re-materialization; Trading & settlement; Off-market transfers; Pay-in and pay-out procedures; Settlement of trades and precautions; Internet initiatives by NSDL.</p> <p>The laws profile</p> <p>Overview of relevant laws and regulations; the primary and the secondary market and the capital market intermediaries</p> <p>Guest Lecture From person conversant in handling of NSDL applications(06 hrs)</p>
Professional Skill 30 Hrs;	Analyze the role of banking system in Indian economy.	173. Brief study of a bank's Balance sheet. (10 hrs) Field visit	<p>Fundamentals of Banking Inter phase Development:</p> <p>Familiarizing with the</p>

<p>Professional Knowledge 06 Hrs</p>		<p>174. Visit to a commercial Bank preferably handling Stock Broking business. (20 hrs)</p>	<p>fundamentals of banking with insight into the policies and practices followed in the Indian banking system To improve one's awareness of the policies and practices in the Indian banking sector. Basics of Bank Deposits, Strategies of mobilizing deposits, Common guidelines of opening and operating accounts, deposit related services, Deposit services offered to Non-Resident Indians, Deposit Insurance Business Development: Banking Structure in India, Role of RBI vis-à-vis other commercial banks Lending, Investments and Para banking Risk Aspect(06 hrs)</p>
<p>Professional Skill 60 Hrs; Professional Knowledge 12 Hrs</p>	<p>Identify, analyze business Development, Entrepreneurship and E-Trading; show Relationship skills, Selling Skills and business Development.</p>	<p>175. Group Assignment on Corporate Governance. (10 hrs) 176. Case study discussion with respect to fraud and corporate governance. (10 hrs) 177. Telephonic Selling Skills. <ul style="list-style-type: none"> • Opening a Call, • Opening Challenges • Listening • Probing, • Supporting, • Resolving Client Concerns </p>	<p>Corporate Governance Control and Governance To adopt the best corporate governance policies and practices. Important concepts related to corporate governance and the regulatory framework governing it. The clause 49 of the listing agreement. And the disclosure and reporting requirements for companies. Internal control and compliance Mechanism Avoidance of Fraud Disclosures Compliance of conditions of the</p>

		<ul style="list-style-type: none"> • Closing a Call • Self – management(10 hrs) <p>Sales Behaviour & Success</p> <p>178. The four stages of sales call Preliminaries, Opening the call, obtaining commitment, closing the Sale. (10 hrs)</p> <p>179. Client needs in the making of sale, giving benefits in making sale, preventing objections. (10 hrs)</p> <p>180. NCFM Preparatory NSDL – Depository Operation Module, Mock Test. (10hrs)</p>	<p>listing agreement with respect to corporate governance. Disclosure requirements; Reporting requirements; Related party transactions. Corporate Governance Failures. Class room discussion. Prevention</p> <p>The Path to Trading Success – Relationship Skills</p> <p>The Invisible Hands – SPIN® Selling Skills</p> <p>The SPIN® Strategy</p> <p>Situation Questions</p> <p>Problem Questions</p> <p>Implication Questions</p> <p>Need Pay-off Question</p> <p>Difference between questions & success</p> <p>The SPIN® model</p> <p>How to use the SPIN® questions</p> <p>Selling new investment ideas</p> <p>Turning Theory into Practice: The golden rules for learning skills</p> <p>A summary of the call stages</p> <p>A strategy for learning the SPIN® behaviours</p> <p>A final word</p> <p>Class Test</p> <p>Number Five</p> <p>Doing Business in the Community</p> <p>Business Development: Introduction, Scope and Career pursuit of Business development</p> <p>Choosing, acquiring & managing</p>
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			<p>your business partners Managing the functions & Interrelationships Other aspects of business development Entrepreneurship How to become a member of an exchange Setting up the IT system Hiring quality manpower Back office set up Getting familiar with the laws governing exchange E-Trading – Where the street meets the Web Easing in – A quick tour of e-trading portals Finding investment ideas – List of picks, searches & Screens Doing your homework – Checking facts The bottom line – Managing your portfolio online(12hrs)</p>
Project Work/Industrial Visit (Optional)			Broad areas: a) Opening of 10 new trading A/C for a Company

SYLLABUS FOR CORE SKILLS

1. Employability Skills (Common for all CTS trades) (160 hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in

List of Tools & Equipment			
FINANCE EXECUTIVE (For batch of 24 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. FURNITURE FOR LANGUAGE LAB/CLASS ROOM			
1.	Human Skull with cross-sectional view of speech organs graphical representation of the same is also accepted as an alternative		1 No.
2.	Slide Projectors		1 No.
3.	White Screen		1 No.
4.	Classroom chairs with writing support		24+1 Nos.
5.	Instructor's Table		1 No.
6.	Instructor's Chair		1 No.
7.	Storage Cabinet		1 No.
8.	Book Shelf		1 No.
B. EQUIPMENT / FURNITURE FOR IT LAB/WORKSHOP			
9.	Desktop / Laptop / Notebook PC with latest configuration	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	12 Nos.
10.	Printer any basic model and printer table		1 No. each
11.	Office Packages MS Word, MS PowerPoint, MS Excel, MS Outlook		12 Nos.
12.	Computer table		12 Nos.
13.	LCD projector along with screen		1 No.
14.	Flip Chart, Markers		1 No.
15.	Chairs		24+1 Nos.
16.	Instructor's table and chair		1 No. each
17.	Broadband connectivity	Minimum of 512 KBPS	1 No.

18.	Air Conditioner		As required
Note: - <ol style="list-style-type: none"><i>1. All the tools and equipment are to be procured as per BIS specification.</i><i>2. Internet facility is desired to be provided in the class room.</i>			

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts, trainers of ITIs, NSTIs, faculties from universities and all others who contributed in revising the curriculum. Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

List of Expert Members contributed/ participated for finalizing the course curriculum of Finance Executive on 6th to 10th May 2013 at CSTARI, Kolkata.			
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ABBREVIATIONS

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

