



ARSD College, University of Delhi

Model Course Handout/Lesson Plan

Course Name : VALUE ADDED COURSE – FIRST SEMESTER						
Semester	Course Code	Course Title	Lecture (L)	Tutorial (T)	Practical (P)	Credit (C)
I	VAC 1	FINANCIAL LITERACY	1		1	2
Teacher/Instructor(s)		Dr. RUCHIKA KAURA				
Session		2022-23				

Course Objective:

The Learning Objectives of this course are as follows:

- Familiarity with different aspects of financial literacy such as savings, investment, taxation, and insurance
- Understand the relevance and process of financial planning
- Promote financial well-being

Course Learning Outcomes:

The Learning Outcomes of this course are as follows:

- Develop proficiency for personal and family financial planning
- Apply the concept of investment planning
- Ability to analyse banking and insurance products
- Personal tax planning

Lesson Plan:

Unit No.	Learning Objective	Lecture No.	Topics to be covered
1	Financial Planning and Financial Products	1	Financial Literacy – Introduction, Benefits, Key concepts in Personal Finance
		2	Income, Expenses, Budgeting – Need & Wants
		3	Saving – Need, Benefits; Management of Spending; Financial Discipline
		4-5	Time value of money – Practical Questions
		6	Financial Goals; Financial Planning – Process, Practical Considerations
2	Banking and Digital Payment	7-8	Banking products and services; RBI -Role & Importance; Modes of Digital Payments
		9-10	Digitisation of financial transactions: Debit Cards (ATM Cards) and Credit Cards, Net banking and UPI, digital wallets
		11-12	Security and precautions against Ponzi schemes and

			online frauds
3	Investment Planning and Management	13-14	Investment opportunity and financial products – Objectives of Sound Investment; Risk & Return in Investment; Portfolio – Management, Process, Diversification
		15-16	Mutual Funds – NAV, Types, SIP, SWP, Tax Implications
		17-18	Insurance Planning: Life and non-life including medical insurance schemes
4	Personal Tax	19-20	Introduction to basic Tax Structure in India for personal taxation- Various Heads of Income, Slab for calculation of tax
		21	Aspects of Personal tax planning – Advantages, Types, Tax avoidance, evasion & management
		22-23	Exemptions and deductions for individuals
		24-27	E-filing of Income Tax return; Steps, Documents required, E-Verification of return; PAN
	Practical Component	28-36	Project Presentation by students of the class on different assigned topics (Group-wise)

Evaluation Scheme:

No.	Component	Duration	Marks
1.	Internal Assessment		10
	• Project		
	• Class Test		
	• Attendance		
	• Assignment		
2.	End Semester Examination	1 hr.	30
3.	Practical Marks		
	Continuous Assessment		10
	End Term Practical Exam		20
	Viva-Voce		10
	Total		80

Details of the Course		
Unit	Contents	Contact Hours
1	UNIT- I Financial Planning and Financial Products • Introduction to Saving • Time value of money • Management of spending and financial discipline	6
2	UNIT- II Banking and Digital Payment • Banking products and services • Digitisation of financial transactions: Debit Cards {ATM Cards} and Credit Cards, Net banking and UPI, digital wallets • Security and precautions against Ponzi schemes and online frauds	6
3	UNIT- III Investment Planning and Management • Investment opportunity and financial products • Insurance Planning: Life and non-life including medical insurance schemes	6
4	UNIT- IV Personal Tax • Introduction to basic Tax Structure in India for personal taxation • Aspects of Personal tax planning • Exemptions and deductions for individuals • E-filing	9
5	Practical component (if any) -	9

	<ul style="list-style-type: none"> • Regular class activities to enhance students' understanding of topics and the application of concepts. The case study method may be followed as a teaching pedagogy. • Numerical questions pertaining to each unit wherever applicable should be practiced. • For the second unit, students may be assigned a project wherein they can log on to the website of various banks and conduct an in-depth analysis and comparison of various financial products offered. • For Unit III, a Project related to building a dummy portfolio of stocks and tracking their returns may be given. • An investment budget may be given to the students to select investment options that maximize the return and minimize the tax implications. • For the last unit, students may also file a dummy IT return to get hands-on experience with e-filing. • Students may conduct a financial literacy survey among at least 25 respondents to measure the level of financial literacy and share the findings in the awareness in the form of a report. • Any other Practical/Practice as decided from time to time 	
	Total	36
Suggested Books:		
SI. No.	Name of Authors/Books/Publishers	Year of Publication/Reprint
1	Introduction to Financial Planning (4th Edition)- Indian Institute of Banking & Finance.	2017
2	Sinha, Madhu. Financial Planning: A Ready Reckoner July 2017, McGraw Hill.	2017
3	Halan, Monika, Lets Talk Money: You've Worked Hard for It, Now Make It Work for You, July 2018 Harper Business.	2018
4	Financial Literacy By Dr. Rajni & Dr. Abhishek Kumar Singh (JSR Publication) (First Edition)	2022-23
5		
Mode of Evaluation:		Internal Assessment, Practical Exam & End Semester Exam