



# Tolani College of Commerce (Autonomous)

## तोलानी वाणिज्य महाविद्यालय (स्वायत्त)

**Knowledge is Supreme**

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)  
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3<sup>rd</sup> Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

150-151, SHER-E-PUNJAB SOCIETY,  
GURU GOBIND SINGH ROAD,  
ANDHERI (EAST), MUMBAI-400 093.

Tel. : (022) 6153 5455  
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E-mail : tcc@tolani.edu  
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<b>Name of the Department /Programme</b>	<b>Department of Accountancy &amp; Finance</b> 1) Bachelor of Management Studies / 2) B.Com. in Banking and Insurance / 3) B.Com. in Financial Markets / 4) B.Sc. in Information Technology / 5) Bachelor of Business Administration (Logistics)					
<b>Name of the course</b>	<b>Open Elective: Personal Financial Planning</b>					
<b>Semester</b>	<b>I</b>					
<b>Number of Credits</b>	<b>02</b>					
<b>Number of Lectures</b>	<b>30</b>					
<b>Lecture Duration</b>	<b>60 Minutes</b>					
<b>Total Marks:</b>	<b>CE</b>	<b>20</b>	<b>SEE</b>	<b>30</b>	<b>TOTAL</b>	<b>50</b>

### Learning Objectives of the Course

<b>Sr. No.</b>	<b>Objectives</b>
LOC1	To introduce the learners to the concept of 'Personal Finance' and importance of 'Financial Planning'.
LOC2	To create awareness among the learners about the basics of banking, insurance, credit and debt management.
LOC3	To make the learners aware of the different options of 'Investing' and the significance of 'Tax Planning'.

### Learning Outcomes of the Course

<b>Sr. No.</b>	<b>Outcomes</b>
CO1	The learners will be able to do basic financial planning for themselves.
CO2	The learners will be well-versed with the basic modalities of banking, insurance, credit, and debt management.
CO3	The learners will understand the terms and concepts, options related to 'Investing' and 'Tax Planning.'



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### Syllabus in Detail

Sr. No.	Details	Number of Lectures
<b>I</b>	<b>Introduction to Personal Financial Planning</b>	<b>10</b>
	A. Introduction: 1. Understanding Personal Finance 2. Benefits of Financial Planning 3. Financial Goals 4. Personal Financial Planning Process 5. Myths about Financial Planning 6. Financial Security, Financial Independence & Financial Freedom  B. Important Dynamics of Personal Finance: 1. Income, Expenditure, Savings 2. Properties/Assets and Loans/Debts 3. Cash Flows 4. Savings Vs. Investment 5. Inflation 6. Time Value of Money	
<b>II</b>	<b>Basics of Banking, Insurance, Credit and Debt Management</b>	<b>10</b>
	A. Banking & Insurance 1. Types of Banks 2. Types of Accounts 3. Interest Rates 4. Passbook, Cheque Book, Debit and Credit Card 5. KYC norms 6. Digital Banking 7. Significance of Insurance 8. Types of Insurance 9. Comparing Features & Cost of Insurance Policies 10. Selecting an Insurance Company & Insurance Agent  B. Credit and Debt Management 1. Introduction -Credit & Debt Management	



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	<ol style="list-style-type: none"><li>2. Basics of Credit Cards</li><li>3. Types of Loans</li><li>4. Interest &amp; Instalments</li><li>5. Credit Reports &amp; Credit Score</li><li>6. Rules of Credit</li></ol>	
<b>III.</b>	<b>Investing &amp; Tax Planning</b>	<b>10</b>
	<p>A. Investing:</p> <ol style="list-style-type: none"><li>1. Investment Objectives</li><li>2. Risk- Return Trade- off</li><li>3. Power of Compounding</li><li>4. Investment Options</li><li>5. Asset Allocation &amp; Portfolio Management</li><li>6. New Age Investment Options</li><li>7. Investor Grievances</li></ol> <p>B. Tax Planning:</p> <ol style="list-style-type: none"><li>1. Indian Tax System</li><li>2. Basics of Heads of Income</li><li>3. Available Deductions</li><li>4. Filing Income Tax Returns</li></ol>	

### References:

1. Personal Financial Planning (Wealth Management) by S. Murali and K.R. Subbakrishna, Himalaya Publishing House, Mumbai.
2. Personal Financial Planning by Gitman, Joehnk and Bilingsley, Cengage Learning, Delhi.
3. Introduction to Financial Planning by Indian Institute of Banking and Finance, Taxmann, Mumbai.
4. Financial Planning: Theory and Practice by Sid Mittra, Shailendra Kumar Rai, Anandi P. Sahu and Harry Starn Jr., Sage Publications, New Delhi.
5. Financial Planning: A Ready Reckoner by Madhu Sinha, Tata McGraw-Hill, New Delhi.



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### Scheme of Evaluation Pattern

**Table 1A: Scheme of Continuous Evaluation (CE)**

Sub- Components	Maximum Marks	Conditions for passing
1) Assignment / Case Studies or Presentation / Book Review / Assignment / Viva Voce or Report Writing / Quiz after participation in a Webinar / Workshop / Seminar	10	a) A learner must be present for each of the sub-components. b) The subtotal of the 2 sub-components must be minimum 08 marks.
2) MCQ Based Test	10	
Total	20	

**Table 1B: Scheme of Semester End Examination (SEE) Evaluation**  
**Question Paper Pattern for Semester End Examination (SEE)**

**Maximum Marks: 30**

**Minimum Marks to Pass:12**

**Duration: 1 Hr.**

Question No	Nature of Questions	Maximum Marks
1)	Attempt any two from the following: (Module 1) (5 marks each) a. Theory Question b. Theory Question c. Practical Question	10
2)	Attempt any two from the following: (Module 1I) (5 marks each) a. Theory Question b. Theory Question c. Practical Question	10
3)	Attempt any two from the following: (Module 1II) (5 marks each) a. Theory Question b. Theory Question c. Practical Question	10