

AC –
Item No. –

As Per NEP 2020

**Tolani College of Commerce
(Autonomous)**



**Title of the Course: Personal Financial Planning - I
(Semester – I)**

Programmes:

BBA/BAF/BFM/BBI

Syllabus for 2 Credit Course from the Academic Year 2024-2025

Name of the Course: Personal Financial Planning - I

Sr. No.	Heading	Particulars
1	Description the course:	This course is designed to introduce learners to the basic terminology, concepts and important dynamics of personal finance like saving, investment, inflation and time value of money. The course also provides a basic understanding of banking and insurance sector and credit and debt management.
2	Vertical:	Vocational Skill Course (VSC)
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks and Semester End Examination 30 Marks
7	Course Objectives: The objective of this course is to: 1. introduce the learners to the concept and dynamics of Personal Finance and understand the importance of Financial Planning. 2. create awareness among the learners on the basics of banking, insurance, credit and debt management.	
8	Course Outcomes: After completion of the course the learners will be able to: 1. do basic financial planning and evaluate their financial goals by themselves. 2. be well-versed with the basic modalities of banking, insurance, credit cards and credit and debt management.	

9

Module 1: Introduction to Personal Financial Planning (15 hours)

1. **Introduction:**

- Understanding Personal Finance
- Benefits of Financial Planning
- Financial Goals
- Personal Financial Planning Process
- Myths about Financial Planning
- Financial Security, Financial Independence & Financial Freedom

2. **Important Dynamics of Personal Finance:**

- Income, Expenditure, Savings
- Properties/Assets and Loans/Debts
- Cash Flows
- Savings Vs. Investment
- Inflation
- Time Value of Money

Module 2: Basics of Banking, Insurance, Credit and Debt Management (15 hours)

1. **Banking & Insurance**

- Types of Banks, Types of Accounts, Interest Rates
- Passbook, Cheque Book, Debit and Credit Card
- KYC norms and Digital Banking
- Significance of Insurance, Types of Insurance
- Comparing Features & Cost of Insurance Policies
- Selecting an Insurance Company & Insurance Agent

2. **Credit and Debt Management**

- Introduction -Credit & Debt Management
- Basics of Credit Cards
- Types of Loans
- Interest & Installments
- Credit Reports & Credit Score
- Rules of Credit

10	Reference Books: <ol style="list-style-type: none"> 1. Agarwal, Rajesh. Mastering Personal Finance: Strategies for Wealth Creation. Wiley, 2018. 2. Gupta, Rakesh. Financial Freedom: A Step-by-Step Guide to Personal Financial Planning. Pearson, 2016. 3. Jain, Sunil. Wealth Creation: Strategies for Personal Financial Planning. CCH, 2016. 4. Kapoor, Neha. The Complete Guide to Personal Financial Planning. Eastern Book Company, 2017. 5. Mishra, Amitabh. Personal Financial Planning: Principles and Practices. Bharat Law House, 2018. 6. Patel, Kamal Kishore. Personal Finance Essentials: A Comprehensive Guide. Sage Publications India Pvt. Ltd, 2019 7. Sharma, Ramesh C. Smart Money: The Essential Guide to Personal Finance. McGraw-Hill Education, 2019. 8. Singh, Preeti. Personal Finance: A Comprehensive Guide. Taxmann Publications, 2019. 9. Verma, Rajesh. Money Matters: A Practical Approach to Personal Finance. Excel Books, 2017. 												
11	Internal Continuous Assessment: 40%		Semester End Examination: 60%										
12	Continuous Evaluation through: <table border="1" data-bbox="240 1167 1141 1755"> <thead> <tr> <th data-bbox="240 1167 719 1308">Sub-components</th> <th data-bbox="719 1167 889 1308">Maximum Marks</th> <th data-bbox="889 1167 1141 1308">Conditions for passing</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1308 719 1507">1. Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar</td> <td data-bbox="719 1308 889 1507">10</td> <td data-bbox="889 1308 1141 1755" rowspan="3">A learner must be present for each of the sub-components.</td> </tr> <tr> <td data-bbox="240 1507 719 1654">2. MCQ Based Test</td> <td data-bbox="719 1507 889 1654">10</td> </tr> <tr> <td data-bbox="240 1654 719 1755">Total</td> <td data-bbox="719 1654 889 1755">20</td> </tr> </tbody> </table>			Sub-components	Maximum Marks	Conditions for passing	1. Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.	2. MCQ Based Test	10	Total	20
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2. MCQ Based Test	10												
Total	20												

13 Format of Question Paper:**Format of Question Paper for Semester End Examination (SEE)****Maximum Marks: 30****Duration: 1 hour**

Note: All questions are compulsory.

Q1. A) Practical Question (Module 1) (15 marks)**OR****Q1. B) Practical/ Theory Question (Module 1) (7 marks)****C) Practical/ Theory Question (Module 1) (8 marks)****Q2. A) Practical Question (Module 2) (15 marks)****OR****Q2. B) Practical/ Theory Question (Module 2) (7 marks)****C) Practical/ Theory Question (Module 2) (8 marks)****Note: Questions of 7/8 marks (Practical/theory) may also be divided as 2 questions of 10/5 marks (Practical/theory) or 1 full length question (Practical/theory) of 15 marks.****Signatures of Team Members**

Sr.No.	Name	Signature
1.	Ms. Jayalakshmi Singh	
2.	Mr. Abhilash Ashokan	