



ARSD College, University of Delhi

Model Course Handout/Lesson Plan

Course Name : SKILL ENHANCEMENT COURSE (SEC) -1ST YEAR						
Semester	Course Code	Course Title	Lecture (L)	Tutorial (T)	Practical (P)	Credit (C)
I	SEC 1	Personal Financial and Planning	1	0	1	2
Teacher/Instructor(s)		Dr. Gagandeep Kaur				
Session		2022-23				

Course Objective:

- Familiarity with different aspects of financial literacy such as savings, investment, taxation, and insurance
- To Develop necessary knowledge and skill for effective financial planning

Course Learning Outcomes:

- To understand the meaning and appreciate the relevance of financial planning.
- To understand the concept of investment planning and its methods.
- To examine the scope and ways of personal tax planning.
- To analyze insurance planning and its relevance.
- To develop insight into retirement planning and its relevance.

Lesson Plan:

Unit No.	Learning Objective	Lecture No.	Topics to be covered
1.	Introduction to Financial Planning	1	Financial goals and financial planning
		2	Budgeting incomes and payments
		3-4	Time value of money. Introduction to savings, benefits of savings.
		4	Management Of Spendings and Financial Discipline. Setting alerts and maintaining sufficient funds for fixed commitment
		5	Internal Assessment 1
2.	Investment Planning	6	Process and objective of investment, Concept and Measurement of Return and Risk for Various Asset Classes,
		7-8	Measurement of portfolio risk and return and portfolio formation.
		9	Gold bond real estate, Investment in Greenfield and Brownfield projects;
		10-11	Investment in fixed income instrument, financial derivatives and commodity market in India.
		12-13	Mutual fund schemes, International Investment

			Avenues. Currency Derivatives and Digital Currency.
		14	Tax structure in India, scope of personal tax planning.
		15-16	Exemptions and deductions.
		17-18	Comparison of benefits- Special provision u/s 115 BAC Vis-a vis General provision of Income Tax Act 1961, tax avoidance versus tax evasion
3.	Personal Tax Planning	19	Tax structure, scope of personal tax planning, Exemptions and Deductions
		20	Comparison of benefits- Special provision u/s 115 BAC Vis-a vis General provision of Income Tax Act 1961, tax avoidance versus tax evasion
4.	Insurance Planning	21-22	Need For Insurance, Life Insurance, Health Insurance
		23-24	Property Insurance, Credit Life Insurance and Professional Liability Insurance
5.	Retirement Benefits Planning	25	Retirement Planning Goals, Process of Retirement Planning, Pension Plans Available in India, Reverse Mortgage, Estate Planning
		26	Pension Plans Available in India, Reverse Mortgage, Estate Planning.
		27	Internal Assessment 2

Evaluation Scheme:

No.	Component	Duration	Marks
1.	Internal Assessment		25
	• Class Test		
	• Attendance		
	• Assignment		
2.	Project		25
3.	End Semester Examination	2hr	50

Details of the Course

Unit	Contents	Contact Hours
I	Financial goals, steps and financial planning, budgeting incomes and payments, time value of money. Introduction to savings, benefits of savings, management of spendings and financial discipline, setting alerts and maintaining sufficient funds for fixed commitment	7
II	Process and objective of investment, concept and measurement of return and risk for various asset classes, measurement of portfolio risk and return, diversification and portfolio formation. Gold bond real estate, Investment in Greenfield and Brownfield projects; Investment in fixed income instrument, financial derivatives and commodity market in India. Mutual fund schemes International Investment Avenues. Currency Derivatives and Digital Currency.	6
III	Tax structure in India for personal taxation, scope of personal tax planning, exemptions and deductions are available to individuals under different heads of income and gross total income. Comparison of benefits- Special provision u/s 115 BAC Vis-a vis General provision of Income Tax Act 1961, tax avoidance versus tax evasion.	7
IV	Need For Insurance, Life Insurance, Health Insurance, Property Insurance, Credit Life Insurance And Professional Liability Insurance.	3

V	Retirement Planning Goals, Process of Retirement Planning, Pension Plans Available In India, Reverse Mortgage, Estate Planning	3
	Total	26
Suggested Books:		
Sl. No.	Name of Authors/Books/Publishers	Year of Publication/Reprint
1.	Introduction to Financial Planning (I. I. B. F)	2017
2.	Financial Planning: A Ready Reckoner, Madhu Sinha, McGraw Hill	2017
3.	“Let’s Talk Money: You've Worked Hard for It, Now Make It Work for You;” Monica Halan	2018
4.	The Only Financial Planning Book that You Will Ever Need; Amar Pandit, Network 18 Publications	2018
Mode of Evaluation:		Internal Assessment / End Semester Exam

Progress Report:

Unit	Learning Objective	Date	Topics to be covered
1.	Introduction to Financial Planning Investment Planning		Financial goals and financial planning
			Budgeting incomes and payments
			Time value of money. Introduction to savings, benefits of savings,
			Management Of Spendings and Financial Discipline.
			Setting alerts and maintaining sufficient funds for fixed commitment
2.	Banking and Digital Payment		Process and objective of investment, Concept and Measurement of Return and Risk for Various Asset Classes,
			Measurement of portfolio risk and return and portfolio formation.
			Gold bond real estate, Investment in Greenfield and Brownfield projects;
			Investment in fixed income instrument, financial derivatives and commodity market in India.
			Mutual fund schemes, International Investment Avenues. Currency Derivatives and Digital Currency.
3.	Personal Tax Planning		Tax structure, scope of personal tax planning, Exemptions and Deductions
			Comparison of benefits- Special provision u/s 115 BAC Vis-a vis General provision of Income Tax Act 1961, tax avoidance versus tax evasion
4.	Insurance Planning		Need For Insurance, Life Insurance, Health Insurance
			Property Insurance, Credit Life Insurance and Professional Liability Insurance
5.	Retirement Benefits		Retirement Planning Goals, Process of Retirement

	Planning		Planning, Pension Plans Available in India, Reverse Mortgage, Estate Planning
			Pension Plans Available in India, Reverse Mortgage, Estate Planning.