12th Banking 1 Syllabus

Sr. No	Chapter name	Content
1	Negotiable instruments (According to negotiable instrument act 1881)	● **Definition and features** ● **Types**: ● **Promissory notes** (Definition,Features,types) **Bills of Exchange** (Definition,Features,types) ● **Cheque** (Definition,Features,types) ● **Endorsement** (Definition,Features,types) ● **Acceptance** ● **Noting and Protest**
2	Profit and loss account of bank	● Definition, meaning C(Definition,Features,types) ● Banking regulation act 1949,Section 29 ● Income side of profit and loss account ● Expenditure side of profit and loss account of bank. ● Specimen\Format of P&L a\c
3	Bank and Foreign Trade	● Types of foreign trade ● Role of bank in foreign trade ● Terminologies in foreign trade ● Letter of credit and Parties ● Types of letter of credit ● Specimen.

4	Practical questions and specimen	●

12th Bifocal banking 2

Sr. No	Chapter name	
1	General banking Business	● Definition and features of bank ● Importance of bank ● Types of bank ● Functions of bank (Primary and Secondary) ● Banker Customer relationship (General and Special) ● Account opening procedure ● Closing of account ● Special types of customer ● Various types of deposit accounts ● Miscellaneous services of bank
2	Plastic money and remittance of fund	● Meaning and types of plastic money. ● Remittance of fund ● Meaning and features ● Types of remittance. ● Travellers cheque
3	Loans and advances	● Meaning ● Types of loan ● General Principal of lending ● Advances against various securities ● Real estate ● Goods ● Title of goods ● Stock exchange

		• Life insurance policy • Different modes of charge and security
4	Practical questions and specimens.	•

11th Banking 1

Chapter

1. Introduction of bank
2. Reserve Bank Of India
3. Balance sheet of bank

11th Banking 2

Chapter

1. Loans and advances
2. Services rendered by bank
3. Plastic money