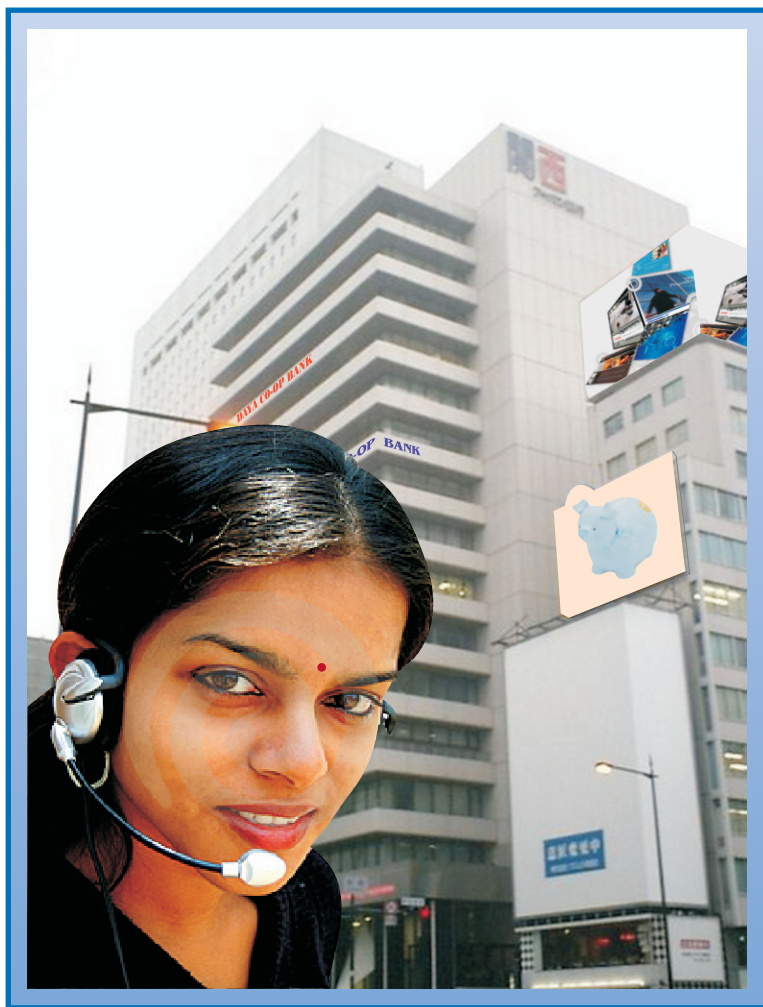


Advanced Diploma in Urban Co-Operative Banking

**Rules and Syllabus
2008**



INDIAN INSTITUTE OF BANKING & FINANCE

An ISO 9001 - 2000 CERTIFIED COMPANY

**World Trade Centre, Cuffe Parade,
Mumbai - 400 005**

Web-site : www.iibf.org.in

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14. Shri A.C.Mahajan, Chairman & Managing Director, Allahabad Bank
15. Shri Y.H.Malegam, S.B.Billimoria & Co.
16. Shri M.D.Mallya, Chairman & Managing Director, Bank of Maharashtra
17. Shri M.B.N.Rao, Chairman & Managing Director, Canara Bank
18. Dr.Asish Saha, Director, National Institute of Bank Management
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21. Shri M.Venugopalan, Chairman & CEO, The Federal Bank Ltd
22. Shri R.Bhaskaran, CEO, Indian Institute of Banking & Finance
23. Shri Yogesh Agarwal, Chairman & Managing Director, IDBI Ltd.
24. Dr. K.Ramakrishnan, Chairman & Managing Director, Andhra Bank

ABOUT THE INSTITUTE

GENESIS

Indian Institute of Banking & Finance, a body of banks and financial institutions and professionals in banking and finance industry in India, was established on 30th April, 1928, at the initiative of few eminent bankers, businessmen and industrialists of India.

MISSION

The mission of the Institute is to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy / counseling and continuing professional development programmes.

OBJECTIVES

The objectives for which the Institute was established are :

- ★ To facilitate study of theory and practice of banking and finance
- ★ To test and certify attainment of competence in the profession of banking and finance
- ★ To collect, analyze and provide information needed by professionals in banking and finance
- ★ To promote continuous professional development
- ★ To promote and undertake research relating to operations, products, instruments, processes etc. in banking and finance and to encourage innovation and creativity among finance professionals so that they could face competition and succeed.

VISION

“To be premier Institute for developing and nurturing competent professionals in banking and financial field”.

ACTIVITIES

- ★ Design, develop and conduct examinations to test the proficiency of bank / financial sector employees in various areas of operations of banks / financial institutions and finance related subjects.
- ★ Award certificates / diplomas to successful candidates.
- ★ Provide necessary educational support services such as tutorial classes, contact programmes and study material.
- ★ Dissemination of knowledge on banking and financial services through publication of quarterly journal “Bank Quest”, a monthly newsletter “IIB VISION” and e-newsletter called ‘fin@quest’ and by organizing lectures / seminars, workshops as a part of continuing professional development programmes.
- ★ Conduct of seminars on topical matters across the country for the benefit of members.

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The details of the examination Advanced Diploma in Urban Co-operative Banking are as under :

1.1 OBJECTIVES

To build professional competence and enhance decision making skills in urban co-operative banks.

1.2 SYLLABUS

The details of the prescribed syllabus which is indicative are furnished in the booklet. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned, will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subjects of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself the right to vary the syllabus / rules / fee structure from time to time. Any alterations made will be notified from time to time.

1.3 SUBJECTS

- (i) Principles & Law of Co-operative Banking
- (ii) Co-operative Banking Operations, and
- (iii) Technology, Risk Management & Regulation of Co-operative Banks

1.4 PATTERN OF EXAMINATION

Question Paper will contain approximately 120 objective type multiple choice questions. The examination will be conducted **on-line**. There will NOT be a system of **negative marking** for wrong answers.

1.5 DURATION OF EXAMINATION

Examination will be of two hours duration.

1.6 PERIODICITY AND EXAMINATION CENTRES

- (i) The examination will be conducted normally twice a year in May/June and November / December on Sundays.
- (ii) A list of examination centers will be provided along with the Examination Application Form.
- (iii) Candidates will have to appear at the centre which they choose while applying for the examination first time and for the subsequent examinations also. The venue for the examination will be advised while issuing the examination admit card.

- (iv) Request for change in centre due to transfer or any other valid reason should reach the Institute 45 days before the commencement of the examination. Any request received thereafter will not be entertained.
- (v) No change of centre request will be accepted for personal reasons. All the requests in case of change of centre due to transfer, training and deputation etc. should be accompanied by employer's authentication.

The Institute reserves a right to close any of the existing centre/s on account of less number of candidates appearing from that centre or any other reason which it may think fit. In such case, candidates will be advised to appear at the examination from the nearest available centre.

1.7 ELIGIBILITY

The applicant should be graduate of a recognized university.

1.8 TIME LIMIT FOR PASSING THE EXAMINATION

- (i) Candidates will be required to pass the examination within a time limit of 2 years (i.e. 4 consecutive attempts). Initially a candidate will have to pay examination fee for a block of one year i.e. for two attempts. In case a candidate is not able to pass the examination within a time limit of one year, he can appear for a further period of one year i.e. two attempts on payment of requisite fee.
- (ii) Candidates not able to pass examination within stipulated time period of two years are required to re-enroll themselves afresh by submitting a fresh Examination Application Form. Such candidates will not be granted credit/s for subject/s passed, if any, earlier.
- (iii) Attempts will be counted from the date of application irrespective of whether a candidate appears at any examination or otherwise.

1.9 EXAMINATION FEES / REGISTRATION FEES

	For Members whose employer is IIBF member	For Members without Institutional support i.e. whose employer is not IIBF member	For Non members @
First 2 attempts	Rs.4000	Rs.5000	Rs.6000
Subsequent each attempt	Rs.2000	Rs.2000	Rs.2000

@ Rs 500/- towards registration fee is payable by non members

1.10 MEDIUM OF EXAMINATION

Examination will be conducted in **English** only.

1.11 PROCEDURE FOR APPLYING FOR EXAMINATION

Examination Application Forms will be available at the Institute's website www.iibf.org.in which could be downloaded and filled in. The application forms will be available at the Institute's zonal offices, Corporate Office and also at such other centres / offices as may be notified from time to time. Examination Application Forms duly filled in (for the detailed instructions refer the Examination Application Form) along with requisite examination fee should be submitted to the respective zonal office at Mumbai, Chennai, New Delhi, Kolkata. The Institute accepts no responsibility for delay or inconvenience arising from the candidate's failure to reach the Examination Application Form in time or if the form is incomplete or failure to furnish all the essential information about himself / herself and the details of his / her examination.

1.12 ADMIT CARD

- (i) The Institute will issue Examination Identity Card (to non-members) / Membership Identity Card (to members).
- (ii) In addition to the above, the Institute will issue Examination Admit Card before every examination indicating dates, time as well as User ID and password to be used while appearing at the examination to all candidates. A new admit card will be sent to every candidate for each examination.
- (iii) Both Examination Admit Card and the Identity Card should be produced to the Examination Authority each time at the examination venue for identification.
- (iv) In absence of the Admit Card / Identity Card, the candidate will be denied permission in the examination venue.

1.13 CONDUCT AND DISCIPLINE IN THE EXAMINATION HALL

- (i) Candidates should be present at the examination venue at least 15 minutes before the commencement of the examination. No candidate shall be permitted to enter the examination hall after the expiry of 15 minutes from the commencement of the examination.
- (ii) Candidates should ensure that they sign the Attendance Sheet.
- (iii) Candidates should not possess and / or use books, notes, periodicals etc. in the examination hall at the time of the examination /or use mathematical tables, slide rules, stencils etc. during the examination. They should hand them over to the Hall Superintendent before the commencement of the examination. **Mobile phones are strictly prohibited in the examination hall.** A candidate found in possession of such unauthorised material during the examination is liable to be proceeded against for adoption of unfair means in the examination in addition to reporting the matter to his/her employers for disciplinary proceedings for the misconduct.

- (iv) Candidates will be permitted to use calculators while appearing for the Associate Examination subject to the following:

Calculators should :

- a) be of pocket size and fully portable
- b) be silent while in operation
- c) be battery operated
- d) not be capable of being programmed by the insertion of tapes or otherwise
- e) not have print out facilities
- f) be of the type upto 6 functions and 12 digits
- g) not be capable of retaining / storing data in memory when the same is switched off

Calculators which do not comply with the above conditions and found in possession of candidate during the examination will be confiscated by Examination Supervisors and returned to the candidate at the end of the examination. In case a candidate is found using the calculator not complying with the above conditions in the course of the examination, it will amount to adoption of unfair practice at the examination by the candidate concerned and the Institute shall take such action against the candidate as may be deemed appropriate.

- (v) Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- (vi) No candidate shall impersonate others or allow others to impersonate himself / herself at the examination.
- (vii) No candidate shall misbehave/argue with the examination conducting authorities at the centre.

If any candidate violates any of the above rules, it will be considered to be an act of misconduct and he / she will be liable for punishment mentioned below.

1.14 PENALTIES FOR MISCONDUCT / UNFAIR PRACTICES

The Institute shall have the right to impose penalties on any candidate for committing an act of misconduct / unfair practice in respect of any matter affecting the Institute or in respect of any examination conducted by the Institute or disqualifying any candidate who, they have reason to believe has received or given unfair assistance at the examination and

- (i) to cancel the result of such candidate in all or any of the subjects of the examination at which he / she may have appeared;
- (ii) to exclude him / her from future examinations either permanently or for a specified number of examinations;
- (iii) to report his / her name to his / her employer and
- (iv) to take such other action against him / her as the Institute shall in their sole discretion deem fit and the decision of the Institute shall be final and binding on the candidate concerned.

The Institute shall also have right to cancel results of any subsequent examination at which the candidate may have appeared if such examination falls within the exclusion period in the penalty, as by reason of imposition of such a penalty of exclusion from the future examination, the candidate would not have been eligible to appear at such subsequent examinations.

In the event of any dispute between the Institute and the candidate, only competent courts in Chennai, Kolkatta, New Delhi and Mumbai alone have the jurisdiction to entertain the dispute.

1.15 PASSING CRITERIA

- (i) Pass : Minimum marks for pass in every subject – 50 out of 100 marks.
- (ii) **Candidate securing atleast 45 marks in each subject with an aggregate of 50% marks in all subjects of examination in a single attempt will also be declared as Pass.**
- (iii) First Class : 60% or more marks in aggregate and pass in all the subjects in the first attempt.
- (iv) First Class with Distinction : 75% or more marks in any individual subject and 60% or more marks in the aggregate and pass in all subjects in the first attempt.
- (v) Candidates will be allowed to retain credits for the subject they have passed in one attempt till the expiry of the time limit for passing the examination as mentioned in 1.8 above.

1.16 DECLARATION OF RESULTS

Provisional score card will be given to candidates after online examination. The final results of the examination along with the marks secured for each subject will be intimated to candidates within two months from the date of the examination.

1.17 FACILITY FOR VERIFICATION OF MARKS

Facility for verification of marks will not be available since it is on-line examination and evaluation is computerized.

1.18 ISSUE OF CERTIFICATES

Candidates who pass the examination will receive a Certificate within six months after the Examination.

2. EDUCATIONAL SUPPORT

2.1 BANK QUEST

The Institute publishes a quarterly journal **Bank Quest**, covering various aspects of banking and allied subjects. This is a priced publication and the annual subscription for the same is Rs.140/- (for four issues) for the present.

2.2 IIB VISION

The Institute also publishes a monthly newsletter titled as “IIB VISION” covering news on latest developments in banking and finance. This is sent to all regular members free of cost.

Subscription rate for Non-Members

1 Year (12 issues) – Rs.40/-

2 Years (24 issues) – Rs.80/-

2.3 e-newsletter : FIN@QUEST

The Institute publishes a daily e-newsletter through its portal, covering various aspects of banking and finance and its subscription rate is Rs. 500/- per annum. This newsletter will be supplied to the email address of the subscriber on daily basis.

2.4 STUDY MATERIAL / COURSEWARE

The Institute has published study books to facilitate study and they will be available at outlets / showrooms / distributors of M/s. Macmillan Ltd :

The price of each book and detail list of outlets is mentioned in 3.1/3.2 below.

Candidate may purchase directly from outlets / showrooms / distributors of the above.

Candidates who purchase books directly from outlets of publishers will be offered a discount of 20% on the cost price of the book. Candidates desirous of purchasing books by post will not be offered any discount. However the postage will be borne by publishers. Candidates would be required to send their indent to publishers' outlet along with a Demand Draft for the cost of books. The Demand Draft should be drawn in favor of M/s Macmillan India Ltd. (**No cheques will be accepted**). **Candidates are requested not to send any request for the purchase of books to the Institute's Zonal Offices / Corporate Office.**

3. OTHER INFORMATION

3.1 PRICE LIST OF THE STUDY MATERIAL FOR THE EXAMINATION-ENGLISH MEDIUM

Name of the Book	Price
Laws of Co-operative Banking, 2007	Rs.285
Co-operative Banking Operations, 2007	Rs.325
Technology, Risk Management & Regulation of Co-operative Banks	Rs.345

3.2 ADDRESSES OF MACMILLAN INDIA LTD. BRANCHES & SHOWROOMS

New Delhi : 2/19 Ansari Road, Daryaganj, New Delhi - 110 002. Ph : (011) 23244668, e-mail : mildel@macmillan.co.in	Chandigarh : First Floor, SCO Number 449-450, Sector 35 C, Chandigarh - 160 022 Ph : (0172) 611561, e-mail : milch@macmillan.co.in
Jaipur : B-48 Sankar Marg, Opp. Imliwala Phatak, Lal Kothi Scheme, Jaipur - 302 015 Ph : (0141) 2741308, e-mail : miljai@macmillan.co.in	Kolkata : Unit No. 302, L & T Chambers (3rd Floor), 16 Camac Street, Kolkata - 700 017 Ph : (033) 2283 4481-5/3093 9761 e-mail : milcal@macmilan.co.in
Guwahati : S.C.Goswami Road, Pan Bazar, Guwahati -781 001 Ph : (0361) 251-6564 / 263-3529, e-mail : milguw@macmillan.co.in	Cuttack : Maitree Vihar, Link Road, Cuttack - 753 012 Ph : (0671) 2311979 / 2331979, e-mail : milcut@macmillan.co.in
Patna : Sinha Kothi, Sinha Library Road, Patna - 800 001 Ph : (0612) 2232550 / 2224348, e-mail : milpat@macmillan.co.in	Lucknow : 17/1 Mudra Building, Madan Mohan Malviya Marg, Lucknow - 226 001 Ph : (0522) 2209780 / 2208810, e-mail : milluc@macmillan.co.in
Mumbai : Mercantile House, Magazine Street, Reay Rd. (East), Mumbai - 400 010 Ph : (022) 23724401 / 23726017, 23741420 / 23741423 e-mail : macray@bom3.vsnl.net.in	Nagpur : House No.158, 1st Floor, Near Kasturba Library, Sadar Extension Area, Nagpur-440 001, Ph : (0712) 2531241 e-mail : macmillanngp@eth.net
Pune : 8 Shreenand Apartments, 2030 Sadashiv Peth, Tilak Road, Pune - 411 030 Ph : (020) 24329872 / 24329873 / 24329875 e-mail : macpune@pn2.vsnl.net.in	Bhopal : 76 Malviya Nagar, T T Nagar, Bhopal - 462 003 Ph : (0755) 2553895, e-mail : milbho@macmillan.co.in

4. SYLLABUS FOR EXAMINATION

Paper I

Principles and Laws of Cooperative Banking

Module A

Law and rules relating to Urban Cooperative Banks

- Principles of Co-operation
- Brief overview of structure of co-operative credit institutions-Federal, central and primary credit societies. Types of credit institutions-salary/wage earner/employee/consumer credit societies, agriculture credit societies, Land development banks, urban co-operative Bank's etc. Co-operative Marketing Societies
- Membership shares linkage, types of members-regular, nominal & associate membership
- Salient provisions of Multi State Co-op. societies Act, 1984 relating to:
 - Registration, duties and privileges of the members
 - Members and their rights and obligations
 - Management of Societies
 - Audit and related matters including systems audit
 - Disputes between members and societies & Co-op. Courts
 - Liquidation and winding up
 - Election of committee members and other officers of the societies
 - Officers, penalties, appeals and revision etc
 - Supervisory and Regulatory Role of state/Central Govt.

Module B

Legal aspects of banking operations

- Case laws on responsibility of paying /collecting banker
- Indemnities/guarantees-scope and application-obligations of a banker-precautions and rights—laws relating to bill finance, LC and Deferred Payment Guarantees
- Laws relating to securities-valuation of securities-modes of charging securities-lien, pledge, mortgage, hypothecation etc-registration of firms/companies-creation of charge and satisfaction of charge

Module C

Banking related laws

- Provisions of Bankers Book Evidence Act
- Special features of Recovery of Debts Due to Banks and Financial Institutions Act, 1993
- The Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002
- The Consumer Protection Act, 1986 Definition, Consumer Protection Councils Chapter II (Sections 4-8) Consumer Disputes Redressal Agencies (Sections 9-15) District Forums, State Commission and National Commission, their powers etc.
- Banking Ombudsman

Paper 2

Cooperative Banking Operations

Module A

Deposits and New Products

- Different Deposit Products
- Banker-Customer relations - services rendered by Banks – Mandate and Power of attorney- Know your Customer[KYC]
- Responsibility of Paying / Collecting Bankers.
- Various types of relationships with customers such as Creditor-Debtors, Bailor-Bailee, Principal-Agent, etc.,
- Garnishee orders and Attachment orders, Bankers' right of lien, set-off and appropriation Indemnities and Bank Guarantees; scope and application
- Customer and Deposit Policy [Fixing ROI ,Products, etc]

Module B

Credit Management

- Loans and advances-concepts, terms and conditions, refinance, exposure limits, appraisal standards
- Priority sector lending
- Financing of small Business, Retail Trade, Professional and Self Employed
- Transport Operators, SSI/ Tiny Sector Units

- Personal Finance and Consumer Durables
- Housing loans
- Urban poverty and Financing of subsidy-linked programs
- Loan Policy (Fixing rate of interest, delegation, exposure, ALM for loans etc)

Module C

Essentials of Book Keeping and Accountancy

- Accounting concepts and conventions and systems of recording transactions
- Meaning of Financial Statements
- Journal and Ledger
- Writing cash books
- Types of Trial balance
- Types of Accounting Errors
- Balance Sheet Equation
- Interest and annuities

Paper 3

Technology, Risk Management and Regulation of Cooperative Banks

Module A

Investment Management

- CRR/ SLR Management
- Investment Management.
- Financial Markets & Instruments
- Approved Investment avenues for the banks-guidelines of RBI/NABARD in regard to investment.
- Money Market –Call money-Commercial bills-Commercial papers-Certificate of deposits-Term money-money market mutual Funds [MMMFs]- RBI Repurchase Agreements [repos]-RBIs Reverse Repos-Inter bank repos- Foreign Exchange Market- Government Securities Market- Treasury Bills.
- Operations in primary and secondary Market in Government Securities-trading norms and policies

- Debt market
- Overview of Financial Services- Role and functions of Capital market - Regulation thereof.
- Role and Functions of Mutual Funds, Insurance Companies -SEBI, AMFI, IRDA
- Bancassurance-Meaning and Scope
- Compliances
- Investment Policy

Module B**Risk Management**

- IRAC Guidelines
- NPA-Management of NPA
- Restructuring and re-phasing of credit
- Exposure limits
- Asset Liability Management
- Risk Management Policies
- Capital Adequacy-Basel II- Profit and Profitability-Approach of Banks to profitability-Effects of NPA on profitability-A profitability Model-Share holders value Maximisation and EVA-Profit Planning-Measures to improve profitability.

Module C:**Supervision and Regulation**

- Banking Regulation Act (As applicable to Co-op. Societies)
- Role of R.B.I.
- Supervision and control
- Branch licensing
- Inspection/ audit
- Statutory/Reserve requirements
- Salient features of R.B.I. guidelines/directives on Deposits, advance, priority sector lending, weaker section lending, Control Returns, maximum limit on lending, unsecured loans etc
- Recommendations of Marathe Committee and Madhav Rao Committee
- Problems and prospects of Urban Co-operative Banks
- Co-operative Banking & Commodity market relation

- Role of Directors and Corporate Governance –Principles and Best Practices-Code of ethics/conduct for bankers. Management Information System

Module D

Technology Banking

- Electronic Payment systems - Teller Machines at the Bank Counters - Cash dispensers - ATMs - Anywhere Anytime Banking - Home banking (Corporate and personal) - Personal identification numbers and their use in conjunction with magnetic cards of both credit and debit cards, smart cards, signature storage and display by electronic means, cheque truncation, note and coin counting devices.
- Electronic funds transfer systems - plain messages (Telex or data communication) - structured messages- RTGS.

NOTES

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COURSES OF IIBF

A. Flagship Courses (Only for members*)

Associate Examination

- JAIB
- CAIB

B. Specialised Post Graduate Diploma Courses (for Members and Non-Member**)

- Diploma in Treasury, Investment and Risk Management (DTIRM)
- Diploma in Banking Technology (DBT)
- Diploma in International Banking and Finance (DIBF)
- Advanced Diploma in Urban Co-operative Bank (ADUCB)
- Diploma in Commodity Derivates for Bankers (DCDB)
- Post Graduate Diploma in Financial Advising (PGDFA)

C. Specialised Certificate Courses (for Members and Non-Members**)

- Certificate in Trade Finance (CTF)
- Certified Information System Banker (CeISB)

- Certificate in Anti-Money Laundering / Know Your Customer (AML/KYC)

- Certificate in Quantitative Methods for Bankers (CQM)

- Certificate in Credit Cards for Bankers (CCCB)

- Certificate Examination in Banking Oriented Paper in Hindi (BOPH)

- Certificate Examination for DSA / DMA

- Certificate Examination in Basics of Banking for employees of IT Companies

D. Specialised Diploma Courses

- Diploma in Banking & Finance (DBF)

- Advanced Diploma in Banking Technology (with PNB-IT) – An entry point qualification

E. Management Courses

- Advanced Management Program in collaboration with SIES- Mumbai, Welinkar-Mumbai, IMI-Delhi.

- Project Management Course with IFMR, Chennai

- CAIB linked MBA by IGNOU.

Educational support :

- Publishing specific courseware for each paper/examination and Workbooks etc.
- Tutorials through Accredited Institutions, Virtual Classes, e-learning through portal, Contact classes or campus training
- Model Questions and subject updates on the net

Other activities :

- Research, Seminars, Conferences, Lectures, etc.
- Publications of books, Daily e-newsletter, monthly newsletter and quarterly journal
- Training and Consultancy and Financial Education

* Members are employees of Banks and Financial Institutions who have enrolled as members of IIBF.

** Non-Members are eligible candidates for each course / examination without IIBF Membership.

The Syllabi, Rules / Regulations, Examination forms and other information pertaining to the examinations are available with Institute's offices at Mumbai, Chennai, New Delhi, Kolkata and also at such other centers / offices as may be notified from time to time. The same is also available at our website www.iibf.org.in

Corporate Office :

Indian Institute of Banking & Finance
The “Arcade”, World Trade Centre,
2nd Flr, East Wing, Cuffe Parade
Mumbai - 400 005

Tel : 2218 7003 / 4 / 5

Fax : 022-2218 5147 / 2215 5093

E-mail : iibgen@bom5.vsnl.net.in

Northern Zonal Office :

Indian Institute of Banking & Finance
11th Floor, Atmaram House,
1, Tolstoy Marg,
New Delhi - 110 001

Tel : 011-2335 4316 / 2335 4921

Fax : 011 - 23351165

E-mail : iibnz@iibf.org.in

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76, Arya Gowda Road,
West Mambalam,
Chennai - 600 033

Tel : 044-2474 6961 / 2471 5990,

Fax : 044-2474 6966

E-mail : iibsz@iibf.org.in

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Indian Institute of Banking & Finance
Maker Tower, ‘F’ Wing, 19th Floor,
Cuffe Parade, Colaba
Mumbai - 400 005

Tel : 022-2218 3302 / 2218 5134

Fax : 022-2218 0845

E-mail : iibwz@iibf.org.in

Eastern Zonal Office :

Indian Institute of Banking & Finance
‘Anandlok’, 3rd Floor,
227, Acharya J. C. Bose Road,
Kolkata - 700 020

Tel : 033-2280 9681 / 82 / 83,

Fax : 033-2280 9680

E-mail : iibez@iibf.org.in

