



CAIIB

Rules & Syllabus 2021

OBJECTIVE:

CAIIB aims at providing advanced knowledge necessary for better decision making covering Treasury Management, Risk Management, Balance Sheet Management, Credit Management, International Banking, Economic Analysis etc.

ELIGIBILITY:

Members you have completed JAIIB or PART-1 of the Associate Examination, and their membership subscription should not be in arrears.

SUBJECTS OF EXAMINATION:

I. Compulsory Paper

1. Advanced Bank Management
2. Bank Financial Management

II. Elective Papers (Candidates to choose any one of their Choice)

1. Rural Banking
2. Retail Banking*
3. Human Resources Management
4. Information Technology
5. Risk Management
6. Central Banking

*The courseware on Digital Banking shall also form additional reading material for the said elective exam.

There is no exemption in any of the above subject/s for prior qualification/s.

The Institute has introduced electives to give opportunities for candidates to specialize in the vertical of their choice. Candidates may choose the elective in the area they are currently working or in the area they would like to work in future. It is suggested that the candidates may choose the elective in the area they are currently working and later move to other elective as this will enable appropriate skills/ build up for handling different banking verticals.

PASSING CRITERIA:

1. Minimum marks for pass in the subject is 50 out of 100.
2. Candidates securing at least 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 having completed the Examination.
3. Candidates will be allowed to retain credits for the subject they have passed in an attempt till the expiry of the time limit for passing the examination as mentioned below:

TIME LIMIT FOR PASSING THE EXAMINATION:

1. Candidates will be required to pass the examination within a time limit of 2 years (i.e. 4 consecutive attempts).
2. Candidates not able to pass examination within stipulated time period of two years are required to re-enroll themselves afresh. Such candidates will not be granted credit/s for subject/s passed, if any, earlier.
3. Time limit of 2 years will start from the date of application for First attempt. Attempts will be counted irrespective of whether a candidate appears at any examination or otherwise.

EXAMINATION FEES:

Description	Fees*
First attempt fee	Rs.3,000/-
2nd attempt fee	Rs.1,300/-
3rd attempt fee	Rs.1,300/-
4th attempt fee	Rs.1,300/-

* Plus Convenience charges and Taxes as applicable.

Please Note: Candidates are required to Register for every attempt separately

As a measure to streamline the traffic for registration, Institute will charge regular examination fee to candidates who registers for the examination during the first week of registration. For second and third week of registration, the fees will be regular examination fee plus Rs. 100/- and fourth week of registration, the fees will be regular examination fee plus Rs. 200/-. **In case, the registration date is extended beyond 4 weeks the examination fees will be regular examination fee plus Rs. 200/- for the extended days.** The fee once paid will **NOT** be refunded or adjusted on any account.

MEDIUM OF EXAMINATION:

Candidates are allowed to attempt the examination either in Hindi or English, and should clearly fill in their choice of medium at the time of registration of application. In any case change of medium will not be allowed at a later stage.

PATTERN OF EXAMINATION:

- Question Paper will contain 100 objective type multiple choice questions for 100 marks including questions based on case studies/ case lets. The Institute may however vary the number of questions to be asked for a subject.
 - The examination will be held in Online Mode only
 - There will NOT be negative marking for wrong answers.
- (iv) Questions for the examination will be asked for:**
- Knowledge testing
 - Conceptual grasp
 - Analytical/ logical exposition
 - Problem solving
 - Case analysis

DURATION OF EXAMINATION:

The duration of the examination will be of 2 hours.

PERIODICITY AND EXAMINATION CENTRES:

- Examination will be conducted on pre-announced dates published on IIBF website. Institute conducts examination on half yearly basis, however periodicity of the examination may be changed depending upon the requirement of banking industry.
- List of Examination centers will be available on the website. (Institute will conduct examination in those centers where there are 20 or more candidates.)

"CLASS OF PASS" CRITERIA:

- The Institute will consider the **FIRST PHYSICAL ATTEMPT** of the candidate at the examination as first attempt for awarding class. In other words, the candidate should not have attempted any of the subject/s pertaining to the concerned examination any time in the past and has to pass all the subject as per the passing criteria and secure prescribed marks for awarding class. Candidates re-enrolling for the examination after exhausting all permissible attempts as per the time limit rule will not be considered for awarding class.
- First Class: 60% or more marks in aggregate and pass in all the subjects in the **FIRST PHYSICAL ATTEMPT**
- First Class with Distinction: 70% or more marks in aggregate and 60 or more marks in each subject in the **FIRST PHYSICAL ATTEMPT**.

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PROCEDURE FOR APPLYING FOR EXAMINATION:

Application for examination should be registered online from the Institute's website www.iibf.org.in. The schedule of examination and dates for registration will be published on IIBF website.

STUDY MATERIAL/ COURSEWARE:

The Institute has developed a courseware to cover the syllabus. The courseware(book) for the subject/s will be available at outlets of publisher/s. Please visit IIBF website www.iibf.org.in under the menu “Exam Related” for details of book/s and address of publisher/s outlets. Candidates are advised to make full use of the courseware. However, as banking and finance fields are dynamic, rules and regulations witness rapid changes. Therefore, the courseware should not be considered as the only source of information while preparing for the examinations. Candidates are advised to go through the updates put on the IIBF website from time to time and go through Master Circulars/ Master Directions issued by RBI and publications of IIBF like IIBF Vision, Bank Quest, etc. All these sources are important from the examination point of view. Candidates are also to visit the websites of organizations like RBI, SEBI, BIS, IRDAI, FEDAI etc. besides going through other books & publications covering the subject/ exam concerned etc. Questions based on current developments relating to the subject/ exam may also be asked.

CUT-OFF DATE OF GUIDELINES/ IMPORTANT DEVELOPMENTS FOR EXAMINATIONS:

The Institute has a practice of asking questions in each exam about the recent developments/ guidelines issued by the regulator(s) in order to test if the candidates keep themselves abreast of the current developments. However, there could be changes in the developments/ guidelines from the date the question papers are prepared and the dates of the actual examinations.

In order to address these issues effectively, it has been decided that:

- (i) In respect of the examinations to be conducted by the Institute for the period February to July of a calendar year, instructions/ guidelines issued by the regulator(s) and important developments in banking and finance up to 31st December will only be considered for the purpose of inclusion in the question papers”.
- (ii) In respect of the examinations to be conducted by the Institute for the period August to January of a calendar year, instructions/ guidelines issued by the regulator(s) and important developments in banking and finance up to 30th June will only be considered for the purpose of inclusion in the question papers.

The table given below further clarifies the situation.

Particulars Developments for Examination/s	Cut-off Date of Guidelines/ Important Developments for Examination/s
For the examinations to be conducted by the Institute for the period February 2021 to July 2021	31st December 2020
For the examinations to be conducted by the Institute for the period August 2021 to January 2022	30th June 2021

TUTORIAL/ CONTACT PROGRAMMES:

Tutorial/ Contact programmes may be organized by the Institute at various centres. For details in this regard candidates may visit Institute's website www.iibf.org.in.

E-LEARNING:

Institute facilitates e-learning to the JAIIB, DB&F and CAIIB papers (ABM, BFM and Retail Banking) to enhance the understanding of the concepts. Candidates can access the e-learning at their convenience and from their place of choice. The user id and password will be sent to the candidates who have registered for the said examinations and have opted for the e-learning at their email id registered with the Institute.

VIDEO LECTURES:

Institute facilitates video classes (pre-recorded video classes) for all the JAIIB, DB&F and CAIIB (compulsory subjects).. These lectures have been uploaded on the You Tube page of the Institute.

DISCLAIMER:

The above said facilities of e-learning and video lectures offered to the candidates is solely at the discretion of the Institute and subject to such terms/ conditions as may be deemed fit by the institute from time to time. Hence no candidate has any right/ claim whatsoever against the institute by reason of any technical glitches or any shortcomings as the case may be and the decision of the institute in the event of any dispute there-under will be final and conclusive.

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 subject/s 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. Further, questions based on current developments in banking and finance may be asked.

Candidates are advised to refer to financial newspapers/ periodicals more particularly "IIBF VISION" and "BANK QUEST" published by the Institute

COMPULSORY PAPER - I: ADVANCED BANK MANAGEMENT

MODULE - A: Economic Analysis

The fundamentals of Economics: Scarcity and Efficiency - Microeconomics & Macroeconomics in brief - Types of economies - Market, Command and Mixed Economies - Macroeconomics: Business cycles - Money and banking - Unemployment & inflation - Interest rate determination and various types of interest rates.

Indian Economy (a) Overview of the Indian economy including recent reforms (b) Interaction between fiscal, monetary & exchange rate policies in India - Financial Markets (i) Money Market (ii) Capital Market (iii) Foreign Exchange Market - globalization and its impact - Challenges ahead - Banking & Finance - current issues

MODULE - B: Business Mathematics

Concept of time Value of Money - Net Present Value - Discounted Cash Flow - Sampling methods - presentation of data - analysis and interpretation of sample data - hypothesis testing - Time series analysis - mean/ standard deviation - co-relation - Regression - covariance and volatility - Probability distribution - Confidence interval analysis - estimating parameters of distribution - Bond valuation - duration - modified duration.

Linear programming - decision making-simulation - Statistical analysis using spreadsheets. Features of Spread sheet - Macros, pivot table, statistical and mathematical formulae.

MODULE - C: HRM in banks

Fundamentals of HRM, development of HRM in India, Relationship between HRM and HRD, Structure and functions of HRD, Role of HR professional, Human implications of organizations; training and development, attitude and soft skills development, role and impact of training, career path planning and counseling, employee behavior, theories of motivation and their practical implications, role concepts and analysis, self-development., Performance Management and appraisal systems; Reward/ punishment and compensation systems., HRM and Information Technology, information and data management, knowledge management.

MODULE - D: Credit Management

Principles of Credit Management Credit Appraisal Analyzing Financial Performance - Relationship between items in Balance Sheet and Profit and Loss Account. Trend Analysis, Comparative Statement - Common Size Statement, Preparation of projected Financial Statements. - Ratio analysis - Interpretation and analysis of different Ratios, Limitation of the use of ratios. Statement of Sources and Applications of Funds.

Structuring a Credit Proposal - Working Capital Concept and Management Appraisal techniques for different constituents - trade cycle - credit rating - Technical and economic feasibility studies - Credit Rating - Rating Methodology - Objectives and benefits of rating - Term Lending - Debt Service Coverage Ratio - Cash Flow Analysis - Cash Budget - Bill Finance - Deferred Payment Guarantee - Credit Scoring - Credit Delivery System - Documentation - Post sanction supervision, Control and monitoring of credit - Consortium finance, Multiple banking, Syndication of loans. Infrastructure financing.

Dealing with credit defaults, Stressed assets, Corporate Debt restructuring, SARFAESI, NPAs, recovery options, write-off. Disclosure of the list of defaulters: objectives and procedure. Appraisal methodology for different type of clients/ products.

COMPULSORY PAPER - II: BANK FINANCIAL MANAGEMENT

MODULE - A: International Banking

Forex Business; factors determining exchange rates, Direct and indirect quotations, spot/ forward rates, premium and discount, cross rates.

Basics of forex derivatives; forward exchange rate contracts, Options, Swaps. Correspondent banking, NRI accounts

Documentary letters of Credit - UCPDC 600, various facilities to exporters and importers. Risks in foreign trade, role of ECGC, types of insurance and guarantee covers or ECGC. Role of Exim Bank - Role of RBI and exchange control - Regulations in India, Role and rules of FEDAI - Role of FEMA and its rules

MODULE - B: Risk Management

Risk-Concept - Risk in Banks - Risk Management Framework - Organizational Structure - Risk Identification - Risk Measurement/ - Sensitivity - Basis Point Value (BPV) - Duration - Downside Potential - Value at Risk, Back Testing - Stress Testing - Risk Monitoring and Control - Risk Reporting - Market Risk identification, Measurement and management/ credit risk - rating methodology, risk weights, eligible collateral for mitigation, guarantees; credit ratings, transition matrices, default probabilities, Credit risk spreads, risk migration and credit metrics, Counterparty risk. Credit exposures, recovery rates, risk mitigation techniques, -/ Operational and integrated Risk Management - Risk management and capital Management – ‘Basel Norms - Current guidelines on risk management

MODULE - C: Treasury Management

Concepts and function; instruments in the treasury market, development of new financial products, control and supervision of treasury management, linkage of domestic operations with foreign operations.

Interest rate risk, interest rate futures, Mix/ Pricing of Assets, Liabilities - On-Balance Sheet Investment and Funding Strategies - Stock options, debt instruments, bond portfolio strategy, risk control and hedging instruments. Investments - Treasury bills, money market instruments such as CDs, CPs, IBPs Securitisation and Forfeiting; refinance and rediscounting facilities.

Derivatives - Credit Default Swaps/ Options

MODULE - D: Balance Sheet Management

Prudential norms - Capital Adequacy. Implementation of 'Basel Norms guidelines: RBI guidelines. Banks Balance Sheet - Components of assets/ Liabilities/ ALM Implementation - RBI Guidelines - Gap Analysis - Mechanics, Assumptions, and Limitations - Illustrations of Actual Gap Reports - The Relationship Between Gap and Income Statement - Funding Liquidity - Trading/ Managing Liquidity - Contingency Funding - Business Strategies : Profit and profitability analysis, Asset Classification - provisioning - effect of NPA on profitability, Shareholder value maximization & EVA- profit planning-measures to improve profitability. Disclosure guidelines

Elective Paper - I: CENTRAL BANKING

Module - A: Rationale and Functions of Central Bank

1. Evolution and Functions of Central Banking: Evolutions of Theory and Practice of Central Banking, Development of Central Banks in Developed and Developing countries.
2. Functions of a Central Bank: Banker to Government, Banker to Banks, Monetary policy Functions, Currency Issue and Management, Payment system function, Maintaining Internal and External values of currency, Regulation, Facilitation and supervision of Financial System, Promotional Functions to support growth and other National objectives, Development of Financial Markets, Institutions and communication policies.
3. Contemporary Issues: Desirability, Autonomy and independence, Credibility, accountability and transparency of a Central Bank, conflict with fiscal policies.

Module - B: Central banking in India

1. Reserve Bank of India: Organizational evolution, Constitution and Governance, Major organizational and Functional Developments over time, Recent Developments, RBI Act.
2. India Specific Issues: Banking Regulation Act, FEMA, Banking Ombudsman Scheme, Financial Sector reforms, other financial regulators and division of functions. Institutions set up by RBI; NABARD, IDBI, DFHI, IRBI, UTI.
3. Glossary of Central Banking Terms.

Module - C: Monetary Policy and Credit Policy

1. Monetary Policy: Objectives, Reconciling dual objectives, The Taylor Rule, Indicators of Policy, instruments of policy (Bank Rate, OMO, CRR, SLR etc.), policy Transmission mechanism and channels, transparency of policies, Lags in policy.
2. Credit Policy: Objectives, Theory and Practice, Instruments.
3. An over view of Fiscal Policy: Importance of Budgets, Union Budget, State Budget, Finances of Union and State Governments, Finance Commission.
4. Striking balance between inflation and growth through monetary and fiscal policies.

Module - D: Supervision and Financial Stability

1. Indian Financial System: Constituents of Indian Financial Markets and their Regulation. Evolution of Bank Regulation and supervision.
2. Financial Stability: Financial Development Vs Financial stability, Risks to Financial stability, Early warning signals and remedial action, Liquidity Management, Regulation and supervision of Banks, Risk Management in Banks, The Basel Norms, Prudential Norms, Effect of liberalization and Globalization on Financial Stability, Linkage to International Financial Stability, International standards and codes. Role of Supervisor under Basel Norms.

Elective Paper - II: RURAL BANKING

Module - A: Rural India

Demographic features: Population, occupation, literacy, socio-economic development indicators, health, nutrition and education, - urban migration.

Characteristics of Rural Society: Caste and power structure - rural social stratification, Economic Features: Economic life of rural people, share in National income -Trends in per capita income, rural money markets, rural indebtedness, rural poverty - main causes and methods of measuring rural poverty.

Rural infrastructure: Transport, Power, Markets and other services.

Agriculture Economy: Structure and characteristics of Indian agriculture, Role of agriculture in economic development, agriculture-industry linkages, Resources and technical changes in agriculture, constraints to agriculture development, Emerging issues in Indian Agriculture.

Rural Development Policy: Govt. policies and programmes for rural farm and non-farm sectors. Economic reforms and its impact on rural economy.

Rural Issues: Development issues, Management Issues, Marketing issues, Pricing issues.

Module - B: Financing Rural Development

Regulation of Rural Financial Services; Function and policies of RBI in Rural Banking, NABARD Main functions, role, refinance support. Lead bank approach, State level and District Level Credit committees.

Rural Credit Institutions; Co-operative Credit Societies and Banks, Land Development Banks, Regional Rural Banks, Commercial Banks. Role of Information and communication technologies in rural Banking-Models, Financial inclusion & inclusive growth for rural development banking, rural insurance micro insurance scheme, concept of Business Facilitators and Business Correspondents in rural financing.

Financing agriculture/ allied activities; Crop Loans Assessment, Sanction, Disbursement, rephasing. Term loans for irrigation, Farm mechanization, Godowns/ cold-storage facilities etc. Financing allied agriculture activities like Horticulture, Fisheries, Social forestry, etc. Finance against Warehouse/ cold storage receipts.

Financing Rural Non-Farm Sector (RNFS); Importance of RNFS, Segments in RNFS, Role of Development and Promotional Institutions in RNFS

SME Finance; Definition of SME. Importance to Indian economy. Financing of SME and small enterprise Refinance from SIDBI. Project funding techniques and requirement assessment. Cluster based approach and joint finance with SIDBI. MSMED Act 2006, CGTMSE, Working capital assessment of SMEs. Risk rating of SME proposals, role of rating agencies and rating methodology. Revival of sick units; revival package and implementation, Stressed assets under rehabilitation. Debt restructuring mechanism for SMEs.

Module - C: Priority Sector Financing and Government initiatives

Components of priority sector. RBI guidelines.

Government initiatives; Poverty alleviation programmes/ Employment programmes/ Production oriented programmes-rationale and philosophy, progress and impact, problems and deficiencies.

Rural housing and Urban housing schemes under priority sector, their refinance, Educational loans

Module - D: Problems and prospects in Rural Banking

Role of rural banking.

Problems of Rural branches of Commercial banks - transaction costs and risk costs. Technology based Financial Inclusion.

Emerging trends in rural banking-financing poor as bankable opportunity, Micro Credit, Self Help Groups/ NGOs, linkages with banking, latest guidelines of GOI and RBI.

Elective Paper - III: RETAIL BANKING

MODULE - A: Introduction

History and definition, role within the bank operations, Applicability of retailing concepts distinction between Retail and Corporate/ Wholesale Banking

MODULE - B: Retail Products

Retail Products Overview - Customer requirements, Products development process, Liabilities and Assets Products/ Description of Liability products, Description of Asset Products, Approval process for retail loans, Credit scoring.

Important Asset Products -

Home Loans - Eligibility, Purpose, Amounts, Margin, Security, Disbursement, Moratorium, Prepayment issues, Repayments/ Collection.

Auto/ Vehicle Loans - Eligibility, Purpose, Amounts, Margin, Security, Disbursement, Moratorium, Prepayment issues, Repayments/ Collection.

Personal Loans Eligibility, Purpose, Amounts, Security, Disbursement, Moratorium, Prepayment issues, Repayments/ Collection.

Educational Loans Eligibility, Purpose, Amounts, Security, Disbursement, Moratorium, Prepayment issues, Repayments.

Credit/ Debit Cards - Credit Vs Debit Cards, Eligibility, Purpose, Amounts, Margin, Security, Process of using the cards, Billing Cycle, Credit Points.

Other Products/ Remittances/ Funds Transfer

MODULE - C: Marketing/ Selling of retail products, MIS and Accounting

Retail Strategies; Tie-up with Institutions for Personal loans/ Credit cards/ Educational loans, with OEMs/ Authorized Dealers for Auto/ Vehicle loans, and with Builders/ Developers for Home loans

Delivery Channels - Branch, Extension counters, ATMs, POS, Internet Banking, M-Banking.

Selling Process in retail products - Direct Selling Agents.

Customer Relationship Management - Role and impact of customer relationship management, Stages in customer relationship management process.

Regulations and compliance

Technology for Retail Banking - Static information, Account opening, basic loan origination data etc. Updated information like income details at different frequencies. Transaction information from disbursement till final settlement of the loan amount. Analytics/ Alerts.

Accounting entries - Loan process and the relevant accounting including EMI Computation.

MODULE - D: Other issues related to Retail Banking

Securitization, mortgage based securities.

Trends in retailing - New products like Insurance, Demat services, online/ Phone Banking, Property services, Investment advisory/ Wealth management, Reverse Mortgage - Growth of e-banking, Cross selling opportunities.

Recovery of Retail Loans - Defaults, Rescheduling, recovery process. SARAFAESI Act, DRT Act, use of Lok Adalat forum. Recovery Agents - RBI guidelines.

Digital Banking

The broad topics will cover the following:

- DIGITAL BANKING PRODUCTS
- CARDS
- EMV technology
- ATMs
- CASH DEPOSIT MACHINES
- CASH RE-CYCLERS
- MOBILE BANKING
- INTERNET BANKING
- POS TERMINALS
- BRANCHLESS BANKING
- MARKETING OF DIGITAL BANKING PRODUCTS
- PAYMENT SYSTEMS
- NEW DEVELOPMENTS IN DIGITAL BANKING

Elective Paper - IV: HUMAN RESOURCES MANAGEMENT

Module - A: Human Resources Management

- 1) Concepts, Policies and Practices: Fundamentals of HRM; Importance of Human Capital, Management of transformation, New insights into HR Management and contemporary issues, Relationship between HRM and HRD; Structure and Functions, Policies and Practices, Role of HRD professional, Development of HRM in India.
- 2) Behavioral Dynamics in organizations; Person - Job Fit, Group Dynamics, Group Problem Solving and effectiveness, Leadership and Team building, Change Management, Human Response - Implications of benchmarking; TQM, BPR, ISO 9000 Series and other techniques for Organizational improvement and Management of Service Industry; Quality Circles. Six Sigma and its implication in organizational development.

- 3) Organizational Change and Development; Responsibility Charting, Conditions for Optimal Success, Role of Change Agent and Managing Change.
- 4) HRM in Banks: Traditional Role of Human Resources Department in Banks, Expectations from HR Department, Conflict of new initiatives with work culture and capacity, Major HRM challenges facing Banks, Core Banking and HR challenges,
- 5) Knowledge management in Banks; Need for Knowledge Management Officer, Role in the Banks, HRM and Information Technology, Information and Database Management, Preparation and updation of Manuals and job cards, Linkage with Educational Institutions.

Module - B: Building an HR strategy

- 1) Strategy Formulation and implementation; Need for a distinctive HR strategy, Formulating the strategy; connecting strategy to organization, aligning HR Systems with decision framework, Relationship between Sustainable strategic success and performance of the organization, Execution of strategy: Role of CEO, Executive team, and line Managers, Succession Planning, HRD Audit, Effectiveness of HRD, Best HR practices in banks.
- 2) Organizational Communication; Barriers to Communications, Steps for effective communication in the organization
- 3) Manpower Planning; Recruitment, Selection, Placement and Promotion. Recruitment Vs Outsourcing: Concept and Feasibility of Outsourcing, advantages, disadvantages and constraints, Compensation; incentive system linked to productivity, dealing with attrition.
- 4) Performance Management and Appraisal Systems: Performance Appraisal System, Role of PAS, Emerging Trends, 360-degree performance Appraisal, Appraisal Vs Feedback, Competency Mapping, Key Performance Areas (KPA)

Module - C: Motivation, Training and Skill Development

- 1) Human implications of Organizations; Learning and instructions, Learning Processes, Employee Behavior, Theories of Motivation and their practical implications, Motivational strategies, Reward and Incentive schemes, job enrichment, job rotation. Employee Development strategies and Techniques.
- 2) Training and Development; Attitude development, Role and impact of training, Career Path Planning and Counseling, Changing face of Banking, Future of Bank Education, Identification of Training Needs.
- 3) Training Methodology; subject matters of Training, Training infrastructure in Banks, outsourcing of Training, On - the job training, Management of conflict between Training and operations due to manpower constraints, Development of soft skills and communications. Developing competencies through e-learning, virtual learning and self-directed learning. Training measurement and impact.

Module - D: Personnel Management and Industrial Relations

- 1) The personnel functions: Legal aspects of personnel functions, trade unionism and Industrial Relations; Industrial Relations and Negotiations in the Indian Banking Industry, Collective Bargaining Concepts; Bipartite Settlements in Banking, Employee Welfare; Policies and Schemes.
- 2) Grievance Redressal and Discipline; Mechanism and Processes, Discipline Management including Domestic Enquiry, Role of Management and Functions, Conflict Management and Resolution, Frauds in Banks, Risks attached to Delegation of Financial Powers; Precautions and Controls, need for a vigilance Dept. in Banks, Diversity and Gender Issues, Dealing with the cases of Sexual harassment.
- 3) Workers' Participation in Management, Experience of Employee Participation in Indian banking industry.

Elective Paper - V: INFORMATION TECHNOLOGY

Module - A: Introduction to Information Technology

Impact of IT on Banking: Changing Financial Environment and IT as a Strategic Response
 Hardware (H/ W) - Software: (S/ W)

System Software:

Operating Systems (Desktop OS/ Server OS) Windows (Desktop/ Server)/ UNIX (H. P. Unix, Sun Solaris, Linux, IBMAIX)

Computer Languages - 1st Generation Languages (Assembly), 2nd Generation (FORTRAN, ALGOL, COBOL), 3rd Generation (C, C++, C# and JAVA etc.) and 4th Generation Languages (Clipper, Power Builder, SQL etc.) and 5th Generation Languages (Logic Programming Languages)

Database Management System and Relational Database Management Systems (Oracle10g, MS SQL-2005, MySQL)

Application Servers (Oracle 10AS, BeWeblogic, WebShare) Web Servers (IIS, Apache etc.)

Web Browsers (IE 7.0, Firefox etc.)

Application Software: Packaged Software, Custom built Software etc. Computer Networks, Equipment & Data Communication:

Computer Networks: Network Layers, Topologies, Protocols, IP Address Mechanisms, LAN, WAN, VLAN, Intranet, Extranet, Internet, Network Equipment: Cables (BNC, Twisted Pair, Fibre Optics), Connectors, I/Os, Patch Panel, Jack Panels, Network Racks.

Data Communication: CLL, Leased Lines, MPLS, VPNS, ISDN, Satellite Links, Wi Fi, Wi Max., Network/ Security Equipment: Modems, Hubs, Switches, Bridges, Routers, Firewalls, NIDS, HIDS, IPS

Module - B: Systems and Design

Systems Design & Analysis Data modeling, Entity Relationships, Generic Data Modeling, Semantic Data Modeling Normalization (from 1st to 3rd and BCNF, 4th & 5th level of normalization)

Software Development Life Cycle (SDLC) - Various phases of SDLC, In-house/ Out-sourcing, Software Project Management, Computer Aided Software Engineering (CASE) Tools. System Architecture: Clients (Hardware/ Software), Servers (Hardware/ Software). Client Server Architecture, 3 Tier Architecture, N-Tier Architecture etc.

Data Warehousing - Data Mining tools

MIS and Organization Support Systems - DSS, EIS, GDSS, Groupware and Multimedia Business Intelligence - Expert Systems, Artificial Neural Networks (ANN) Grid Computing, Virtualization and Consolidation.

Module - C: Applications in Banking

Centralized Banking System/ Core Banking System/ System Administration, Database Administration, Application Server and Application Administration, Network Administration, Domains, ISPS, Hosting, Data Downloads/ Uploads, Band widths, Data Centre, Data Storage Devices, Data Backups/ Restoration, Disaster Recovery Centre

Delivery Channels - ATM, EFTPOS, Phone Banking, Internet Banking, SMS Banking, Mobile Banking, Credit/ Debit Cards, Smart Cards

E-Mails, SMS alerts

E-Commerce - Secure Electronic Transfer (SET), Payment Gateways (Credit card/ Debit cards), Authentication of payments etc.

PKI - CCA, CA, RA, Digital Certificate, Digital Signature - Non-repudiation of Origin, Non-repudiation of Receipt.

Service - Level Agreement

Module - D: Security, Controls and Guidelines

Threats to Information System: i) Physical (Insiders/ outsiders) ii) Viruses, Worms, Trojan horse, Malwares, Software bombs, Phishing, Spoofing, Spamming, denial of service attacks etc.

Information System Security Measures, Policy, controls, ISO, 17799, BS7799, IS4477, IS Audit, BCP/ DRP, IT Act 2000, Basel guidelines for E-banking, Various RBI Committee Reports on Information Systems.

IT Service Delivery & Support: Service level management practices, Operations management - work load scheduling, network services management, Preventive maintenance, Systems performance monitoring process tools, techniques, Functionality of hardware, software, data base. Drafting of RFP, system specifications, SLAs, Capacity planning & monitoring, Change management processes/ scheduled, emergency in configuration of production systems, application of patches, releases etc., Incident & problem management practices, System resiliency tools and techniques - fault tolerance, elimination of single point of failure, clustering.

Elective Paper - VI: Risk Management

Module - A: An overview

- 1) Risk definition/ policies
 - i) Risk Process-Risk Organization
 - ii) Key risks - Credit risk, market risk, operational risk, liquidity risk, legal risk, interest rate risk and currency risk
- 2) Asset Liability Management
 - i) ALM Concept
 - ii) ALM organization
 - iii) ALCO techniques/ tools
 - iv) Simulation, Gap, Duration analysis, Linear and other statistical methods of control
- 3) Risk measurement & Control
 - i) Calculation
 - ii) Risk exposure analysis
 - iii) Risk management/ mitigation policy
 - iv) Risk immunization policy/ strategy for fixing exposure limits
 - v) Risk management policy and procedure
 - vi) Risk adjusted return on capital
 - vii) Capital adequacy norms
- 4) Risk management
 - i) Capital adequacy norms
 - ii) Prudential norms
 - iii) Exposure norms
 - iv) Concept of Mid office
 - v) Forwards
 - vi) Futures
 - vii) Options
 - viii) Strategies and Arbitrage opportunities
 - ix) Regulatory prescriptions of risk management

Module - B: Credit Risk Management

- 1) Introduction
- 2) Basel Norms
- 3) Three pillars of Basel and Capital for Operational risk
- 4) Frame work for risk management
- 5) RBI guidelines on risk management
- 6) Risk rating and risk pricing
- 7) Methods for estimating capital requirements
- 8) Credit risk - standardized approach
- 9) Credit risk - advanced approach
- 10) Credit rating/ credit scoring and rating system design
- 11) Credit Bureaus
- 12) Stress test and sensitivity analysis
- 13) Internal Capital Adequacy Assessment Process (ICAAP)
- 14) Introduction to structured products

Module - C: Operational Risk

- 1) Introduction, Basel Norms
- 2) RBI guidelines
- 3) Likely forms of operational risk and causes for significant increase in operational risk
- 4) Sound Principles of Operational Risk Management (SPOR)
- 5) SPOR - organizational set up and key responsibilities of ORM
- 6) SPOR - policy requirements and strategic approach for ORM
- 7) SPOR identification, measurement, control/ mitigation of operational risks
- 8) Capital allocation for operational risk, methodology, qualifying criteria for banks for the adoption of the methods

9) Computation of capital charge for operational risk

Module - D: Market risk

- 1) Introduction and definition
- 2) Prescriptions of Basel Norms
- 3) Liquidity risk
- 4) Interest rate risk
- 5) foreign exchange risk
- 6) Price risk (Equity)
- 7) Commodity risk
- 8) Treatment of market risk under Basel
 - i) Standardized duration method
 - ii) Internal measurement approach - VaR

Module - E: Risk Organization and Policy

- 1) Risk Management Policy
- 2) Inter - linkages to - Treasury
- 3) Credit
- 4) ALCO

IMPORTANT RULES/ INFORMATION FOR CANDIDATES

1. ADMIT LETTER OF EXAMINATIONS:

- a. After successful registration of examination, real time admit letter will be generated for the candidate/s. Candidate/s will be able to save, download and print admit letter. Admit letters will also be emailed to the candidates in their email id registered with the Institute.
- b. Admit letter of all eligible candidates will be hosted on Institute's website www.iibf.org.in under the menu 'Exam Related', 1 week before the examination date.
- c. For downloading and printing of admit letter from the above mentioned website, candidates will have to enter the following:
 - i) Membership or registration number as **login id**
 - ii) **Edit profile password.**
 - iii) If candidates do not remember their Edit profile password, they have to click on the 'Forgot password/ Get Password' button after entering the Membership or Registration number. On clicking fresh edit profile password will be sent to their registered email id.
- d. Candidates are required to **produce printed copy of admit letter** along with Membership identity card or any other valid photo ID card in original (Aadhaar card/ Employer's card/ e-Aadhaar/ PAN Card/ Driving License/ Election voter's card/ Passport etc.) at the examination venue.
- e. **In the absence of printed copy of Admit Letter and Photo Identity Card, candidates will be denied permission to write Examination.**

2. MOBILE PHONES

- a. Mobile phones and other electronic/ smart gadgets (except calculator as permissible) are not allowed in the examination hall. It is clarified that mere possession of mobile phone and other electronic/ smart gadgets in the examination hall whether in switch off mode or silent mode shall also be deemed to be resorting to adoption of unfair means in the examination.

3. USE OF CALCULATOR

- a. Candidates will be allowed to use battery operated portable calculator in the examination. The calculator can be of any type up to 8 functions i.e. (Addition, Subtraction, Multiplication, Division, Percentage, Sq.-root, Tax+ and Tax -), 12 digits.
- b. Attempt to use any other type of calculator not complying with the specifications indicated above or having more features than mentioned above shall tantamount to use of unfair means. Scientific calculator is not allowed.

4. OTHER RULES/ INFORMATION

- a. Candidates should ensure that they sign the Attendance Sheet.
- b. Candidates are advised to reach the Examination Venue before the reporting time mentioned in the admit letter. **No candidate/s will be permitted to enter the Examination Venue after the gate closing time mentioned in the admit letter.**
- c. **No candidate will be permitted to leave the examination venue in the first 60 minutes from the scheduled start time of the examination.**
- d. **Candidates should occupy the seat mentioned against each subject in the Admit letter.**

- e. Candidates would be able to login to the system only with the password mentioned in this Admit Letter. This password should not be disclosed to others. Keep it safe to avoid the possible misuse.
 - f. If the examination could not commence on scheduled time or there is delay due to Failure of power, Technical snag of whatsoever nature or for any such reason having bearing upon the conduct of examination; candidates have to:
 - i. Wait till resumption of power supply/ solving of technical snag.
 - ii. Take-up the examination at other venue arranged by the examination conducting authority.
 - iii. Follow instructions given by the examination conducting authority.
 - g. Candidates are required to strictly follow all the instructions given by the examination conducting authority during the examination and adhere to Rules of the examination.
 - h. Violation of any of the Rules/ Instructions, misuse of the Admit Letter will be considered to be an act of serious misconduct and the Institute will take action as per the Rules of the examination, which will also be reported to the employer of the candidate.
- 5. RULES, PENALTIES FOR MISCONDUCT/ UNFAIR PRACTICES:**
- a. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
 - b. Copying answers from other candidates/ other printed/ Electronic material or permitting others to copy or consultation of any kind will attract the rules relating to unfair practices in the examination.
 - c. No candidate shall impersonate others or allow others to impersonate himself/ herself at the examination.
 - d. No candidate shall misbehave/ argue with the Examination Conducting Authorities at the centre.
 - e. Candidates have to compulsory return any papers given including that given for rough work to invigilator.
 - f. Candidates should not possess and/ or use books, notes, periodicals, etc. in the examination hall at the time of examination/ or use mathematical tables, slide rules, stencils etc. during the examination.
 - g. Candidates should not post questions asked in the exams on social media.

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.

PLEASE REFER INSTITUTE'S WEBSITE UNDER THE MENU "EXAM RELATED" FOR DETAILS OF DEBARMENT PERIOD FOR UNFAIR PRACTICES ADOPTED BY CANDIDATES DURING CONDUCT OF INSTITUTE'S EXAMINATIONS.

6. RESULT ADVICE/ CONSOLIDATED MARKSHEET/ FINAL CERTIFICATE

- a. Result Advice of candidates will be hosted on Institute's website on declaration of result, which can be downloaded by the candidates.
- b. Consolidated mark sheet for candidates completing examination having more than one subject, will be available on the Institute's website after the declaration of results. Candidates can download the same after entering login credentials using their membership number and edit profile password.
- c. **Final certificate:** Digitally Signed Certificate will be issued to the candidates who have enrolled and passed the examination. The Certificate will be emailed to the email-id of the candidate registered with the Institute, within 3 weeks from the date of declaration of result.

MULTIPLE CHOICE QUESTIONS (MCQS) AND ANSWERS

"The Institute conducts its examinations through Multiple Choice Questions (MCQs). These MCQs are part of the Question Bank of the Institute and its Intellectual Property. As a matter of policy, these MCQs and their answers will not be shared by the Institute with the candidates or others and no correspondence in this regard will be entertained."

CONTACT DETAILS:

Register your queries through website www.iibf.org.in > Members/ Candidates Support Services (Help) or email all your queries to care@iibf.org.in

MEMBER SUPPORT SERVICE OFFICE:

Indian Institute of Banking & Finance
191-F, Maker Towers, 19th Floor,
Cuffe Parade, Mumbai - 400 005
Tel.: 022-2218 3302/ 2218 5134

FOR TRAINING/ CONTACT CLASSES RELATED QUERIES CONTACT:

Leadership Centre
Indian Institute of Banking & Finance
Kohinoor City, Commercial-II, Tower-I, 3rd Floor,
Kiroli Road, Off L. B. S. Marg, Kurla West, Mumbai 400 070.
Tel.: 022-6850 7000

E-mail: training@iibf.org.in

PROFESSIONAL DEVELOPMENT CENTRES:

South Zone	North Zone	East Zone
Indian Institute of Banking & Finance No. 94, Jawaharlal Nehru Road, (100 Feet Road), Opp. Hotel Ambica Empire, Vadapalani, Chennai – 600 026. Tel. : 044-2472 2990/ 2472 8587 E-mail : iibfsz@iibf.org.in	Indian Institute of Banking & Finance C-5/30, Safdarjung Development Area(SDA), Near SDA Local Shopping complex Outer Ring Road, Opp IIT Delhi, NEW DELHI - 110 016 Tel. : 011-2653 2194 / 2197 E-mail : iibfnz@iibf.org.in	Indian Institute of Banking & Finance Avani Heights, 2 nd Floor, 59A, Jawaharlal Nehru Road Kolkata – 700 020. Tel. : 033-4603 2850 E-mail : iibfez@iibf.org.in

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