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 CAIIB papers (ABM, BFM, ABFM and BRBL) 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.

DISCLAIMER:

The above said facilitiy of e-learning 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. 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.

REVISION IN THE RULES & SYLLABI

The Institute reserves itself the right to vary the rules / syllabus / fee structure from time to time. Any alterations made will be notified from time to time.

Compulsory Paper I: Advance Bank Management

MODULE A: STATISTICS

Definition of Statistics, Importance & Limitations & Data Collection, Classification & Tabulation

Importance of Statistics; Functions of Statistics; Limitation or Demerits of Statistics; Definitions; Collection of Data; Classification and Tabulation; Frequency Distribution

Sampling Techniques

Random Sampling; Sampling Distributions; Sampling from Normal Populations; Sampling from Non-Normal Populations; Central Limit Theorem; Finite Population Multiplier

Measures of Central Tendency & Dispersion, Skewness, Kurtosis

Arithmetic Mean; Combined Arithmetic Mean; Geometric Mean; Harmonic Mean; Median and Quartiles; Mode; Introduction to Measures of Dispersion; Range and Coefficient of Range; Quartile Deviation and Coefficient of Quartile Deviation; Standard Deviation and Coefficient of Variation; Skewness and Kurtosis

Correlation and Regression

Scatter Diagrams; Correlation; Regression; Standard Error of Estimate

Time Series

Variations in Time Series; Trend Analysis; Cyclical Variation; Seasonal Variation; Irregular Variation; Forecasting Techniques

Theory of Probability

Mathematical Definition of Probability; Conditional Probability; Random Variable; Probability Distribution of Random Variable; Expectation and Standard Deviation; Binomial Distribution; Poisson Distribution; Normal Distribution; Credit Risk; Value at Risk; Option Valuation

Estimation

Estimates; Estimator and Estimates; Point Estimates; Interval Estimates; Interval Estimates and Confidence Intervals; Interval Estimates of the Mean from Large Samples; Interval Estimates of the Proportion from Large Samples

Linear Programming

Graphic Approach; Simplex Method

Simulation

Simulation Exercise; Simulation Methodology

MODULE B: HUMAN RESOURCE MANAGEMENT

Fundamentals of Human Resource Management

The Perspective; Relationship between HRM & HRD and their Structure and Functions; Role of HR Professionals; Strategic HRM; Development of HR Functions in India

Development of Human Resources

HRD and its Subsystems; Learning and Development – Role and Impact of Learning; Attitude Development; Career Path Planning; Self-Development; Talent Management; Succession Planning

Human Implications of Organisations

Human Behaviour and Individual Differences; Employees Behaviour at Work; Diversity at Workplace and Gender Issues; Theories of Motivation and their Practical Implications; 'Role' : Its Concept & Analysis

Employees' Feedback and Reward System

Employees' Feedback; Reward and Compensation System

Performance Management

Appraisal Systems; Performance Review and Feedback; Counselling; Competency Mapping and Assessment of Competencies; Assessment Centres; Behavioural Event Interview (BEI)

Conflict Management and Negotiation

Conflict: Concept & Definition; Characteristics of Conflict; Types of Conflicts; Reasons for Conflict; Different Phases of Conflict; Conflict Resolution; Conflict Management; Negotiation Skills for Resolution of Conflicts

HRM and Information Technology

Role of Information Technology in HRM; HR Information and Database Management; Human Resource Information System (HRIS); Human Resource Management System (HRMS); e–HRM; HR Research; Knowledge Management; Technology in Training; HR Analytics

MODULE C: CREDIT MANAGEMENT

Overview of Credit Management

Importance of Credit; Historical Background of Credit in India; Principles of Credit; Types of Borrowers; Types of Credit; Components of Credit Management; Role of RBI Guidelines in Bank's Credit Management

Analysis of Financial Statements

Which are the Financial Statements; Users of Financial Statements; Basic Concepts Used in Preparation of Financial Statements; Accounting Standards (AS); Legal Position Regarding Financial Statements; Balance Sheet; Profit and Loss Account; Cash Flow Statement; Funds Flow Statement; ProjectedFinancial Statements; Purpose of Analysis of Financial Statements by Bankers; Rearranging the Financial Statements for Analysis; Techniques used in Analysis of Financial Statements; Creative Accounting; Related Party Transactions

Working Capital Finance

Concept of Working Capital; Working Capital Cycle; Importance of Liquidity Ratios; Methods of Assessment of Bank Finance; Working Capital Finance to Information Technology and Software Industry; Bills/Receivables Finance by the Banks; Guidelines of RBI for Discounting/Rediscounting of Bills by Banks; Trade Receivables Discounting System (TReDS); Non-Fund Based Working Capital Limits; Other Issues Related to Working Capital Finance

Term Loans

Important Points about Term Loans; Deferred Payment Guarantees (DPGs); Difference between Term Loan Appraisal and Project Appraisal; Project Appraisal; Appraisal and Financing of Infrastructure Projects

Credit Delivery and Straight Through Processing

Documentation; Third-Party Guarantees; Charge over Securities; Possession of Security; Disbursal of Loans; Lending under Consortium/Multiple Banking Arrangements; Syndication of Loans; Straight-Through Loan Processing or Credit Underwriting Engines

Credit Control and Monitoring

Importance and Purpose; Available Tools for Credit Monitoring/Loan Review Mechanism (LRM)

Risk Management and Credit Rating

Meaning of Credit Risk; Factors Affecting Credit Risk; Steps taken to Mitigate Credit Risks; Credit Ratings; Internal and External Ratings; Methodology of Credit Rating; Use of Credit Derivatives for Risk Management; RBI guidelines on Credit Risk Management; Credit Information System

Restructuring/Rehabilitation and Recovery

Credit Default/Stressed Assets/NPAs; Wilful Defaulters; Non-cooperative borrowers; Options Available to Banks for Stressed Assets; RBI Guidelines on Restructuring of Advances by Banks; Available Frameworks for Restructuring of Assets; Sale of Financial Assets