Programme on Banking Operations for Junior Level Officers
(June 03 - 07, 2019)

Programme Director:
Mr. Subhajyoti Majumder
MoF, IIBM
Cell #: 8336946529
On account of technology, regulation, introduction of new products and the increasing competition, banking operations have become complex. Therefore, to discharge the responsibilities of the Junior Level Officers effectively, they need to be trained from time to time with an emphasis on their skill in various operational areas of the bank. Our programme is designed to reorient the junior level officers about the nitty-gritties of operational banking.

**What for?**

To strengthen the knowledge and skills of junior level officers in banking operations covering liabilities and assets.

**Programme take-aways:**

- Economic Scenario / Banking Environment
- Banker Customer Relationship
- KYC/ Money Laundering, NI Act
- Micro Finance
- Business Development and Marketing Strategy
- Assessment of Working Capital with case study
- Ratio Analysis with case study
- Preventive Vigilance
➢ MSME and Retail Finance
➢ Leadership Development
➢ Team Building
➢ Risk Management
➢ Credit Monitoring
➢ Effects of NPA in Profitability of the bank

Pedagogy:

Interactive lecture sessions, group work/discussions, case exercises and experience sharing and educational field visit.

For whom?

Junior Level Officers of Commercial Banks, RRBs and State Co-operative Banks.

When?

The programme will commence at 09.45 a.m. on June 03, 2019 and will conclude by 04.30 p.m. on June 07, 2019. We provide hostel accommodation on a twin sharing basis.
IIBM Campus (Near Kendriya Vidyalaya, Khanapara), Jawahar Nagar, Guwahati-781022. For details regarding location of IIBM please visit our website. The contact numbers of some of the Radio taxi services are, My Taxi 0361-2228888. App based taxi services viz. Uber and Ola are also available in Guwahati.

Participants should be nominated by his/her organization on or before May 28, 2019 through E-mail : programme@iibm.ac.in or Fax-(+91)-361-2363102. Nominations are accepted on first come first served basis.

The all-inclusive fee for the programme is as below:

<table>
<thead>
<tr>
<th></th>
<th>Fee</th>
<th>GST 18%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Banks and Financial Institutions</td>
<td>`19,000/-</td>
<td>`3,420/-</td>
<td>`22,420/-</td>
</tr>
<tr>
<td>Sponsor Banks of IIBM viz. RBI, NABARD, SBI, United Bank of India, UCO Bank, Central Bank of India, Allahabad Bank &amp; Punjab National Bank.</td>
<td>`17,500/-</td>
<td>`3,150/-</td>
<td>`20,650/-</td>
</tr>
<tr>
<td>Cooperative Banks &amp; RRBs</td>
<td>`13,750/-</td>
<td>`2,475/-</td>
<td>`16,225/-</td>
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</tbody>
</table>
Generally payment of participation fees is to be made in advance through National Electronic Fund Transfer (NEFT) on or before the due date for submission of nomination. In exceptional cases a Demand Draft/Pay Order drawn in favour of Indian Institute of Bank Management payable at Guwahati may be forwarded along with hard copy of nominations. It may kindly be ensured that the officers being deputed for training carries details of remittance of programme fees.

a. Details of our Bank Account are as follows:

<table>
<thead>
<tr>
<th>Beneficiary Name</th>
<th>INDIAN INSTITUTE OF BANK MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank A/c No.</td>
<td>10821418158</td>
</tr>
<tr>
<td>A/c Type</td>
<td>S B A/c</td>
</tr>
<tr>
<td>MICR Code</td>
<td>781002037</td>
</tr>
<tr>
<td>IFS Code</td>
<td>SBIN0010669</td>
</tr>
<tr>
<td>Name of the Branch</td>
<td>IIBM Branch</td>
</tr>
<tr>
<td>Name of the Bank</td>
<td>STATE BANK OF INDIA</td>
</tr>
</tbody>
</table>

b. While remitting programme participation fee kindly advise us the following particulars.

<table>
<thead>
<tr>
<th>Title of Programme including Commence-ment Date</th>
<th>Name of the Participant/s</th>
<th>Name of Bank/ Organisation</th>
<th>Amt. of Fee</th>
<th>EFT/ NEFT No.</th>
<th>EFT/ NEFT Date</th>
</tr>
</thead>
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