#### Principles and practices of banking

- A. Indian Financial System
- B. Functions of Banks
- C. Banking Technology
- D. Marketing of Banking Services/Products
- E. Ethics in Banking

#### Legal and regulatory aspects of banking

- A. Regulation and Compliance
- B. Legal Aspects of Banking Operations
- C. Banking Related Laws
- D. Commercial Laws with Reference to Banking Operations

# **3 MONTHS STUDY PLAN**

JAIB

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NOV 2019



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#### Accounting and finance for bankers

- A. Business Mathematics and Finance
- B. Principles of Bookkeeping and Accountancy
- C. Final Accounts
- D. Banking Operations

		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
ſ	WEEK - 1	01-Aug-19	А	1	Calculation of Interest And Annuities	Go
	01 <sup>st</sup> Aug – 7 <sup>th</sup> Aug	02-Aug-19	А	1	Calculation of Interest And Annuities	ゴ
		03-Aug-19	A	2	Calculation Of YTM	Through St Practice (
	Paper - 2	04-Aug-19	А	2	Calculation Of YTM	udy N Questi
	AFB	05-Aug-19	A	3	Capital Budgeting	Study Materials e Question Sets
	MODULE - A	06-Aug-19	А	3	Capital Budgeting	s And
		07-Aug-19	А	4	Depreciation & Its Accounting	

	DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
WEEK - 2	08-Aug-19	А	4	Depreciation & Its Accounting	Go T
8 <sup>th</sup> Aug – 14 <sup>th</sup> Aug	09-Aug-19	A	5	Foreign Exchange Arithmetic	Through Practic
	10-Aug-19	А	5	Foreign Exchange Arithmetic	
	11-Aug-19	В	6	Definition, Scope and Accounting Standards	tudy Mat Question
Paper - 2 <b>AFB</b>	12-Aug-19	В	6	Definition, Scope and Accounting Standards	Study Materials e Question Sets
	13-Aug-19	В	7	Basic Accountancy Procedures	erials Sets
MODULE – A & B	14-Aug-19	В	7	Basic Accountancy Procedures	And

	DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
WEEK - 3	15-Aug-19	В	8	Maintenance of Cash/Subsidiary Books & Ledger	Go T
15 <sup>th</sup> Aug – 21 <sup>st</sup> Aug	16-Aug-19	В	8	Maintenance of Cash/Subsidiary Books & Ledger	Through Practic
	17-Aug-19	В	9	Bank Reconciliation Statement	
	18-Aug-19	В	10	Trial Balance, Rectification of Err <mark>ors &amp; Adjusting</mark>	tudy Ques
Paper - 2 <b>AFB</b>	19-Aug-19	В	10	Trial Balance, Rectification of Errors & Adjusting	Study Materials e Question Sets
MODULE - B	20-Aug-19	В	11	Capital and Revenue Expenditures	rials
	21-Aug-19	В	12	Bills of Exchange	And

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	D	ATE	MODULE	СНАР
WEEK - 4	22-4	Aug-19	С	13
22 <sup>nd</sup> Aug – 28 <sup>th</sup> Aug	23-4	Aug-19	С	14
		ug-19	С	15
	25-4	ug-19	С	15
Paper - 2 AFB	26-4	Aug-19	С	16
MODULE - C	27-4	ug-19	С	16
	28-4	Aug-19	С	17

DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
<mark>22-Aug</mark> -19	С	13	Balance Sheet Equation	Go
<mark>23-Aug</mark> -19	С	14	Preparation of Final Accounts	
<mark>24-Au</mark> g-19	С	15	Ratio Analysis	Through S <sup>.</sup> Practice
<mark>25-Au</mark> g-19	С	15	Ratio Analysis	Study e Que
<mark>26-Au</mark> g-19	С	16	Final Accounts of Banking Companies	۱ Study Materials ، ce Question Sets
<mark>27-Aug</mark> -19	С	16	Final Accounts of Banking Companies	erials Sets
28-Aug-19	С	17	Companies Account - 1	And

(		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
		29-Aug-19	D	20 & 21	Banking Operations, Operational Aspects Of KYC	Ο
	<b>WEEK - 5</b> 29 <sup>th</sup> Aug - 04 <sup>th</sup> Sep	30-Aug-19	D	22 to 23	Operational Aspects Of Accounting Entries & Operational Aspects Of Cash Handling	Go Thro Pr
l		31-Aug-19	D	24 to 26	Operational Aspect Of Deposit and Loan A/c	Through S Practice
٢		01-Sep-19		Revis	ion of all the chapters of AFB	tudy Que
	Paper - 2	02-Sep-19		Ful	l Length Mock Test 01	Study Materials And e Question Sets
	AFB MODULE - D	03-Sep-19		Ful	l Length Mock Test 02	rials A Sets
		04-Sep-19		Ful	Length Mock Test 03	'nd

(		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
	WEEK - 6	05-Sep-19	А	1 &2	Legal Frameworks of Regulations of Banks, Control Over Organization of Banks	Go
	05 <sup>th</sup> Sep – 11 <sup>th</sup> Sep	06-Sep-19	А	3 & 4	Regulations of Banking Business & Returns Inspection, Winding Ups,	Through S Practice
, C		07-Sep-19	А	5	Public Sectors and Co-Operative Banks	
	Paper - 3	08-Sep-19	В	6 &7	Case Law on Responsibility of Paying Bank, Case Law on Responsibility of Collecting Bank,	Study Materials And e Question Sets
	LRB	09-Sep-19	В	8&9	Different Types of Borrowers, Types of Credit Facilities	laterials on Sets
	MODULE – A & B	10-Sep-19	В	10 & 11	Indemnities & Bank Guarantees	ls Ar s
		11-Sep-19	В	12	Letter of credit	h

(		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
	WEEK - 7	12-Sep-19	В	13 & 14	Deferred Payment Guarantee & Law Relating to Bill Finance	0
	12 <sup>th</sup> Sep – 18 <sup>th</sup> Sep	13-Sep-19	В	15 & 16	Various Types of Securities, Law Relating to Securities and Modes of Charge - 1	Through S Practice
		14-Sep-19	В	17 & 18	Law Relating to Securities & Modes of Charge 2, Registration and Satisfaction of Charges	ie St
	Paper - 3	15-Sep-19	С	19 to 23	SARFAESI ACT, 2002	
		16-Sep-19	С	24 & 25	SARFAESI ACT, 2002	Materials stion Sets
	LRB	17-Sep-19	С	26 & 27	The Banking Ombudsman Scheme	erials Sets
	MODULE – B & C	18-Sep-19	С	28 to 32	Recovery of Debts Due to Banks and Financial Institution Act, 1993 (DRT Act)	And

(		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
	WEEK - 8	19-Sep-19	С	33 to 36	The Bankers Book Evidence Act, The Legal Service Authority, The Consumer Protection Act	Go Tł
	19 <sup>th</sup> Sep – 25 <sup>th</sup> Sep	20-Sep-19	С	37 to 39	The Consumer Protection Act, The Law of Limitation, Tax Laws	Through S Practice
		21-Sep-19	D	40 to 42	Contract Act	
	Paper - 3	22-Sep-19	D	43 to 45	Contract Act	tudy Mat Question
	LRB	23-Sep-19	D	46 to 48	Sale of Goods Act	
	LND MODULE – C & D	24-Sep-19	D	49 to 54	Partnership Act	
		25-Sep-19	D	49 to 54	Partnership Act	And

(		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS			
		26-Sep-19	D	55 to 61	Companies Act	Go			
	WEEK - 9 26 <sup>th</sup> Sep – 02 <sup>nd</sup> Oct	27-Sep-19	D	62 & 63	Foreign Exchange Management Act / Transfer of Property Act	ユ			
		28-Sep-19	D	64 & 65	The Right to Information Act / Right to Information & Obligations of Public Authorities				
	Paper - 3	29-Sep-19	D	66 & 67	The Prevention of Money Laundering Act / Information Technology Act	Study Materials e Question Sets			
	LRB	30-Sep-19		Revisi	on of all the chapters of LRB	terials 1 Sets			
	MODULE – D	01-Oct-19		Revision of all the chapters of LRB					
		02-Oct-19		Full	Length Mock Test 01	And			

1		DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
		03-Oct-19	А	1	Indian Financial System	OD
	WEEK - 10 03 <sup>rd</sup> Oct - 09 <sup>th</sup> Oct	04-Oct-19	А	2	Banking Regulation	Through Practic
		05-Oct-19	А	3	Retail Banking, Wholesale Banking	
	Paper - 1	06-Oct-19	А	4	Role of Money Market, Fixed Income Market, FEMA	Study Materials e Question Sets
	Paper - 1 PPB	07-Oct-19	А	5 & 6	Role and Function of Capital Market, SEBI, Role and Function of Mutual Fund, IRDA	Vlater tion S
	MODULE – A	08-Oct-19	А	7&8	Factoring, Forfaiting Services/Risk Management & Basel II & III	
		09-Oct-19	А	9	Alliances, Mergers, Consolidation	And

	DATE	MODULE	CHAP	CHAPTER NAME	REMARKS
WEEK - 11	10-Oct-19	A & B	10 & 12	Credit Information Fair Code for Debt Collection and BCSBI, Bankers Customer Relationship	Go
10 <sup>th</sup> Oct – 16 <sup>th</sup> Oct	11-Oct-19	В	13 & 14	Bankers Special Relationship, Banking Ombudsmen Scheme	Through S Practice
	12-Oct-19	В	15, 16 , 17	Payment and Collection of Cheque / Opening A/cs Of Various Types Of Customers/ Ancillary Services	
Paper - 1	13-Oct-19	В	18, 19 ,20	Cash Management Services / Principles of Lending / Priority Sector Advances	Study Materials e Question Sets
PPB	14-Oct-19	В	21 & 22	Agriculture Financ <mark>e / MSME</mark>	erials Sets
MODULE – A & B	15-Oct-19	В	23 & 24	Govt. Sponsored / Self-Help Groups	s And
	16-Oct-19	В	25 & 26	Credit Cards, Home Loans/Documentation	<u>а</u>

	DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
	17-Oct-19	В	27 & 28	Securities, Types of Collaterals	Go
WEEK - 12 17 <sup>th</sup> Oct - 23 <sup>rd</sup> Oct	18-Oct-19	В	29 & 30	Non-Performing Assets / Financial Inclusion	ユ
	19-Oct-19	С	31 & 32	Essentials of Bank Computerization/Payment Systems and Electronic Banking	
Paper - 1	20-Oct-19	С	33 & 34	Data Communications Network/Role of Technology Up gradation	tudy Mat Question
<b>PPB</b>	21-Oct-19	С	35 & 36	Security Considerations/Marketing - An Introduction	Study Materials And e Question Sets
MODULE : B, C & D	22-Oct-19	D	37 & 38	Social Media Marketing/Consumer Behavior and Product	ls And s
	23-Oct-19	D	39 & 40	Pricing & Distribution	

	DATE	MODULE	СНАР	CHAPTER NAME	REMARKS
	24-Oct-19	D	41 & 42	Channel Management, Promotion	G
WEEK - 13 24 <sup>th</sup> Oct - 30 <sup>th</sup> Oct	25-Oct-19	D	43 & 44	Role of DSA, Marketing Information	Ţ
	26-Oct-19	E	45 to 47	Ethics, Business Ethics & Banking & Ethics at the Individual Level, Ethical Dimensions: Employees	
Paper -1	27-Oct-19	E	48 & 49	Work Ethics and the Workplace & Banking Ethics: Changing Dynamics	tudy Mat Question
<b>PPB</b>	28-Oct-19		Study Materials And e Question Sets		
MODULE – D & E	29-Oct-19				
	30-Oct-19		Q.		

WEEK - 14							
01 <sup>st</sup> Nov – 02 <sup>nd</sup> Nov	DATE	MODULE	СНАР	CHAPTER NAME	REMARKS		
	01-Nov-19						
Paper - 1	02-Nov-19	Full Length Mock Test 03					
<b>PPB</b>	03-Nov-19						