



## DIPLOMA IN BANKING & FINANCE

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# PROSPECTUS

## AFC INSTITUTE OF MANAGEMENT AND TECHNOLOGY

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## **AFC INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMTEC)**

AFC Institute of Management and Technology has been established by Agricultural Finance Corporation Ltd (AFCL) with the objective of providing short-term autonomous courses of “Add-on” nature to basic qualifications of students which would enhance their knowledge and skill base and improve their preparedness in the work environment.

### **AFCL**

Agricultural Finance Corporation Ltd (AFCL) is a leading Consultancy Organization in India with more than four decades of experience in the fields of agriculture & allied, rural development and social sectors since 1968. It is an Organization promoted by the Indian Banking Industry comprising Commercial Banks, National Bank for Agriculture and Rural Development (NABARD), and EXIM Banks for the purpose of stimulating flow of Credit in the rural sector by promoting a broad spectrum of Consulting services.

India has the largest youth population in the world. Its human resources are its greatest asset in the 21<sup>st</sup> Century. However, acquisition of the right skills by the youth alone can make India one of the developed nations of the world by 2020 as envisaged by former President Dr. A.P.J. Abdul Kalam. AFCL has dedicated itself into Human Resource Development to train the youth of the country by Distance Education Mode by offering a variety of market driven value added courses to supplement their basic qualifications. These carefully crafted practical courses would be responsive to the needs of Agriculture, industry, Service sector. For this purpose it has established the AFC Institute of Management and Technology (AIMTEC).

### **DIPLOMA IN BANKING AND FINANCE**

The Indian Banking Sector is poised for high growth in the next few years which would entail recruitment of personnel having specialized knowledge about the working of the industry. Moreover, lack of recruitments in the past few years by PSBs would lead to shortage of qualified staff due to retirement of larger numbers. This presents a good opportunity for the youth of the country who wish to enter the banking industry. It is estimated that as many as 3 lakh fresh recruitments are likely to take place in the next 2-3 years.

Taking cognizance of this development, AIMTEC has developed a very comprehensive course covering a large canvass right from evolution of banking industry in other countries and India to insurance sector, capital markets, Financial Management, Mathematics and Statistics in banking sector, banking laws, project appraisal, risk management etc. that would provide the student with a comprehensive understanding of the sector including the latest developments giving successful candidates a distinctive competitive edge not only for appearing in entrance examinations and interviews but also be able to start their work immediately with efficiency.

## Course Modules:

The following modules will be done in this course –

1. Banking, Finance – Concepts theories, principles and practices
2. Accounting, Mathematics and law relevant to banking
3. Banking and finance – Instruments, Products, process-methods
4. Principles of Management as applied to banking and finance
5. Banking technology

### UNIT -1: Banking, Finance – concepts theories, principles and practices

CHAPTER 1	Banking Capital Basic Concepts.
CHAPTER 2	Evolution of Banking and Insurance – in UK, Europe, (Germany, France, Russia),USA, Japan, and developing economies other than India.
CHAPTER 3	Evolution of Banking in India.
CHAPTER 4	Evolution of Insurance Industry In India
CHAPTER 5	Evolution of Capital Market and Non Banking Institutions
CHAPTER 6	Role and functions of Banks and Financial institutions, Insurance and Capital Market. Critical appraisal from historical evidences and country studies.

### UNIT -2: Accounting, Mathematics and Laws relevant to Banking

CHAPTER1	Accounting
CHAPTER2	Basic Principles of Financial Management
CHAPTER3	Basic mathematics for Banking and Finance
CHAPTER4	Business Statistics
CHAPTER5	Basics of Laws applied to Banking Operations
CHAPTER6	Banking Related Laws

### UNIT – 3: Banking and Finance – Instruments, Products, -Processes – Methods

CHAPTER 1	Banking Operations
CHAPTER 2	Mobilisation of Resources – Characteristics of resources – costing of resources
CHAPTER 3	Credit Operations – Project Appraisal
CHAPTER 4	International Banking–Foreign Exchange/Other Services and Products
CHAPTER 5	Credit Monitoring Recovery
CHAPTER 6	Risk Management – Assets Liabilities Management

## **UNIT – 4: Principles of Management as applied to Banking and Finance**

CHAPTER 1	Basic Principles of Management for Banking and Finance
CHAPTER 2	Management of Change
CHAPTER 3	Tools and Techniques for Operational Management
CHAPTER 4	Planning, Performance Budgeting and Strategic management for Banks and Insurance Organizations
CHAPTER 5	Marketing for Banking / Insurance / Financial Institutions
CHAPTER 6	Human Resource Management and Development

## **Unit -5: Banking Technology**

CHAPTER 1	Information Technology and Its Implications
CHAPTER 2	IT Impact on Banking
CHAPTER 3	Datacom and Networking and Analytical Methods
CHAPTER 4	Database System & Computer Based Information System
CHAPTER 5	Computer Based Information System
CHAPTER 6	Internet / Banking and Security & Control

### **DURATION**

- Diploma Course will be of six months. Registration for the courses will done on monthly basis. For Students registering after the fifteenth of a month, the duration of six months would commence from the next month.

**MEDIUM OF INSTRUCTION:** The program is conducted through English.

### **ELIGIBILITY QUALIFICATION**

- Qualification – The minimum qualification for this course is Graduate Degree in any stream – Arts / Science / Commerce / Engineering etc.

### **FEE**

- Rs.7500 [Rs. seven thousand five hundred only] per candidate for diploma course which shall be paid by Demand Draft drawn in favour of “AFC Foundation” payable at Mumbai sent to the following address: AFC Foundation, Dhanraj Mahal, 1st Floor, Chhatrapati Shivaji Maharaj Marg, Mumbai-400 001

- Fee is inclusive of cost of study material & examination fee for first two attempts. Fee for third special attempt is Rs. 500/-or \$15/-. No additional attempt would be permitted unless the student registers once again.
- Fee is inclusive of dispatch fee of all types of correspondence from AIMTEC to the student. Fee once paid is non refundable under any circumstances. Fee paid does not make the student eligible for admissions / course until the admission form accompanied with it is accepted by AIMTEC.

**MODE OF EDUCATION:** Through distance learning

**EXAMINATION AND ASSESSMENT**

- After every 30 days, the student will receive an assessment sheet based on the curriculum for that period and the student will have to submit this sheet within 10 days of receipt of the sheet.
- After the receipt of five filled assignment sheets within maximum of 180 days of admission, AIMTEC will issue an examination slip to the candidate.
- A candidate is eligible to appear for final examination only after completion of minimum 180 days of admission. Examination will be conducted every month. The exam will be conducted at the end of the semester (six months).
- CERTIFICATES – Diploma Certificates will be awarded to the successful candidates. (Minimum percentage of passing is 50%).

The interested candidates may contact

Chief Executive Officer AFC Foundation, Dhanraj Mahal, 1st Floor, Chhatrapati Shivaji Maharaj Marg  
Mumbai-400 001.

E-mail:aimtec.afcf@gmail.com, afcl@vsnl.com

OR

Mr. T. T. Krishnan Asst General Manager-Corporate Planning,, AFC Mumbai Ph: 9122-  
22028924;22022981;22026771;22028987;22026058; 2023485; 22028019Email: krishnan.afc@gmail.com



## Application form for admission to Diploma Course

Chief Executive Officer,  
AFC Foundation,  
Dhanraj Mahal, 1st Floor,  
Chhatrapati Shivaji Maharaj Marg  
Mumbai-400 001

*Affix a passport size  
photograph*

*With sign across it*

Dear Sir,

I wish to seek admission in your Diploma Course and furnish the following particulars for consideration:  
(Note: use CAPITAL letters only)

1. Name in Full: \_\_\_\_\_

2. Father's /Husband's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ 4. Gender: \_\_\_\_\_

5. Address for correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Email: \_\_\_\_\_

6. Educational Qualifications<sup>#</sup> : \_\_\_\_\_

7. Course in which admission is sought: DBF  / DMF  / DCDM  / DFTM  (mark appropriate)

8. Medium of Instruction: English

9. Details of fee remitted<sup>\*\*</sup>

DD No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_ drawn on (bank) \_\_\_\_\_

Place:

Signature of the candidate

Date:

\_\_\_\_\_

Notes:

\*Please attach the photocopies of the Educational Qualification

\*\*DD to be drawn in favour of 'AFC Foundation' and payable at Mumbai. Fee for Diploma Course Rs.7500/-.

AFC Institute of Management & Technology: Dhanraj Mahal, 1st Floor, Chhatrapati Shivaji Maharaj Marg, Mumbai-01