



3. COURSE SUMMARY TABLE FORMAT

Sl. No	Course Name*	Recommended for	Sector	Associated Job Role**	Mode of training ***	Duration (hrs)	LMS Availability (Yes/ No)	LMS license validity for students – (duration)	Cost of the programme	No. of students trainable in a batch	No. of trainers available
1	E- Commerce Laws, Regulations & E payment Systems	BBA / BA Economics	BFSI	Accounts Payable / Receivables Executive / Finance and compliance departments	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
2	Fundamentals of Internal Audit	B Com	BFSI	Asst Internal Audit	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
3	Internal Audit (Risk & Advisory)	Bcom	BFSI	Internal Audit practitioner	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
4	GST Paper 1- Principles & Practice .	B Com / BBA	BFSI	GST professionals	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
5	GST Paper 2- Practice	B Com / BBA	BFSI	GST professionals	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
6	Cyber for Banking & Financial Services .	B Sc Computer Science, Maths ,Statistics , BCA	BFSI	Compliance Executives	FDP & On site	45 Hrs	YES	3 Months	Rs 1200	120	20
7	Financial Modeling	Bsc Satatsics ,Economics, BBA , B Com	BFSI	Investment Banking Financial Planning and Analysis , Credit Analyst ,Corporate finance ,Financial Analyst ,Project Finance .	FDP & On site	45 Hrs	YES	3 Months	Rs 1500	120	20
8	Investment Analysis & Portfolio Management	B Com / BBA	BFSI	Private Equity Consulting , In-house advisor	FDP & On site	45 Hrs	YES	3 Months	Rs 1500	120	30
9	Banking and Lending Paper 1 Banking and NBFC Products & services	Bcom	BFSI	Private Equity Consulting , In-house advisor	FDP & On site	45 Hrs	YES	3 Months	Rs 1500	120	30
10	Banking and Lending Paper 2 Practical Aspects of Lending	B Com	BFSI	Loan Officer ,Administrative Assistant, Bank Collection Agent, Market Analyst, Process Analyst, Financial Analyst, Credit Risk Manager	FDP & On site	45 Hrs	YES	3 Months	Rs 1500	120	30
11	Tally paper 1 : Tally Essentials	B Com	BFSI	Accounts Executive	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
12	Tally paper 2 : Tally Advanced	B Com	BFSI	Accounts Executive	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
13	Banking and Financial services - Paper 1	All departments not covered in the above list	BFSI	Customer Relationship officer,Field sales officer, Business Development Officer,Branch Assistant	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30
14	Banking and Financial services - Paper 2	All departments not covered in the above list	BFSI	Customer Relationship officer,Field sales officer, Business Development Officer,Branch Assistant	FDP & On site	45 Hrs	YES	3 Months	Rs 1000	120	30



COURSE NAME: E-COMMERCE LAWS, REGULATIONS, AND E-PAYMENT SYSTEMS

COURSE OBJECTIVE:

- This is a certificate program offered to college students to impart knowledge on different law and regulations impacting e-commerce in India.
- Understanding of different E-payment and settlement systems.

COURSE CONTENT:

UNIT 1: E-COMMERCE LAWS AND REGULATIONS

- Types Of Business Models Under E-Commerce
- Laws Governing E-Commerce
- Existing law impact on current e-commerce business models

UNIT 2: ELECTRONIC CONTRACTS

- E-Contracts under Information and Technology Act, 2000
- E-Contracts under the Evidence Act, 1872
- Smart contracts in block chain technology

UNIT 3: INTERMEDIARY LIBRARIES

- Regulations for intermediary liabilities
- Insurances and other risk mitigation factors

UNIT 4: PAYMENT PLATFORMS

- 16 different Payment systems used in E-commerce
- Wallet management and escrow accounting
- Proposed Digital currency by RBI

UNIT 5: PAYMENT AND SETTLEMENT SYSTEMS

- Payment and settlement act 2007
- Settlement systems in India
- Reconciliation and account of Online Payment gateway transactions



COURSE OUTCOMES:

- Understanding of E-commerce laws and regulations
- Payment and settlement systems for different mode of transactions like wallet payment, cash/ bank settlements

FOR FURTHER READING:

<https://m.rbi.org.in/scripts/PublicationsView.aspx?id=20315>

REFERENCES:

- E-Commerce Laws: Law and Practice by Ammu Charles
- E-Commerce Laws by Paul Todd
- The Law of Electronic Commerce by Alan Davidson

ONLINE REFERENCES

- <https://rbidocs.rbi.org.in/rdocs/Publications/PDFs/86706.pdf>
- <https://pib.gov.in/FeaturesDeatils.aspx?NotelId=151163&ModuleId%20=%202>

INDUSTRY SCOPE:

Accounts Payable / Receivables Executive / Finance and compliance departments

INDUSTRY USE CASES

- Website creation
- WhatsApp business account
- Settlement Reconciliation
- Compliance calendar



COURSE NAME: FUNDAMENTALS OF INTERNAL AUDIT-I

COURSE OBJECTIVE:

- This is a certificate program offered to college students to impart knowledge on the fundamentals of Internal audit
- And creating awareness of various audit techniques and audit methodologies.

COURSE CONTENT:

UNIT 1: AUDIT FUNDAMENTALS

- Need for audit
- Internal audit vs External audit
- Independence and Objectivity
- Risk based audit
- Type of audit

UNIT 2: AUDIT METHODOLOGY

- Audit Cycle overview
- Audit periodicity
- Execution process
- Proficiency and Due Professional Care
- Reporting and Documentation

UNIT 3: BUSINESS KNOWLEDGE FOR AUDIT

- Planning the audit
- Business acumen and Business processes
- Process, Risks and controls in Manufacturing
- Process, Risks and controls in Retail and E-commerce

UNIT 4: DATA ANALYTICS AND INFORMATION TECHNOLOGY

- Integrated Enterprise resource planning
- Overview of Information Technology infrastructure
- Data types and data governance
- Data analytics and tools for data analytics
- Using Excel as an audit tool
- Using Data analytics tool

UNIT 5: WHAT MAKES YOU A GOOD AUDITOR

- Verbal communication skills for audit
- Written communication skills for audit
- Report writing workshop



COURSE OUTCOMES:

- Understanding of audit techniques and methodologies
- Identification of Risks for audit in different business models and business processes

FOR FURTHER READING:

Internal audit practitioner and Certified internal auditor

REFERENCES:

- The internal auditing handbook by K H Spencer Pickett
- International Professional Practices Framework - IPPF - 2017 Edition

ONLINE REFERENCES

- <https://www.theiia.org/en/resources/research-and-reports/>
- https://www.icai.org/new_post.html?post_id=597

INDUSTRY SCOPE:

Audit assistant, Audit analyst, Risk advisory, Data analyst

- Online chat support
- Phone support (Inbound and outbound calls, WhatsApp broadcast)
- Email Support
- Physical visit to colleges if required

INDUSTRY USE CASES

- Timelines project plan tracker
- Flowchart tracker
- Risk register
- Audit documentation and testing
- Audit escalation



COURSE NAME: INTERNAL AUDIT - II

COURSE OBJECTIVE:

- This is a certificate program offered to college students to impart knowledge on the Fraud Risk Management.
- And creating awareness of various forensic audit techniques and audit methodologies
- Impart understanding of risk and control environment in an organization
- Teach fraud identification techniques

COURSE CONTENT:

UNIT 1: AUDIT FUNDAMENTALS

- Need for audit
- Internal audit vs External audit
- Audit periodicity
- Risk based audit
- Types of audit

UNIT 2: AUDITOR ATTRIBUTES

- Assurance and consulting services
- Independence and Objectivity
- Professional skepticism
- Continuing professional development

UNIT 3: AUDIT AREAS

- Laws binding and other legal requirements for Forensics
- Audit evidence documentation
- Investigation process

UNIT 4: FORENSIC AUDIT TOOLS

- Financial transactions and fraud techniques
- Digital forensics
- Data analytics and tools for forensic data review

UNIT 5: WHAT MAKES YOU A GOOD AUDITOR

- Verbal communication skills for audit
- Written communication skills for audit
- Report writing workshop



COURSE OUTCOMES:

- Know how and when to apply audit techniques and methodologies
- Basic use of different forensic tools.

FOR FURTHER READING:

- The Internal Auditing Pocket Guide: Preparing, Performing, Reporting and Follow up – JP Russel
- Advanced Auditing and Professional Ethics – Vikas Oswal

REFERENCES:

- The internal auditing handbook by K H Spencer Pickett
- International Professional Practices Framework - IPPF - 2017 Edition

ONLINE REFERENCES

- <https://www.theiia.org/en/resources/research-and-reports/>
- https://www.icai.org/new_post.html?post_id=597

INDUSTRY SCOPE:

Internal Audit Practitioner

INDUSTRY USE CASES

- Timelines project plan tracker
- Flowchart tracker
- Risk register
- Audit documentation and testing
- Audit escalation



COURSE NAME: GST PRINCIPLES AND PRACTICE - I

COURSE OBJECTIVE:

To give a practical exposure to GST act and regulations.

COURSE CONTENT:

UNIT 1: GST FUNDAMENTALS

- Why GST
- Basic definitions
- Capital goods
- Applicability

UNIT 2: PLACE OF SUPPLY

- Place of supply when no goods involved
- Place of supply when goods involved
- Place of supply for import and export

UNIT 3: RATE OF TAX AND INPUT TAX CREDIT

- IGST, CGST, SGST
- Category wise rate of taxes
- Input tax credit and input tax credit reversals

UNIT 4: ACCOUNTING FOR GST

- GST Accounting entries
- GST ledgers with government
- ITC ledger reconciliation

UNIT 5: OTHER IMPORTANT REGULATIONS

- IRN (invoice reference number)
- Filing due dates
- Import export related regulations
- Refunds



COURSE OUTCOMES:

- Know how to create and make GST accounting entries
- Know basics of filing GST Returns

FOR FURTHER READING:

GST filing, GST litigation, assessment and appeal procedures, learning about GSP (GST Suvidha provider) and GST Practitioner.

REFERENCES:

Principles of GST & Customs Law by V. S. Datey, K. Sachdeva

ONLINE REFERENCES

- <https://gstcouncil.gov.in/sites/default/files/GSTConcept%20and%20Status01062019.pdf>
- <https://gstcouncil.gov.in/brief-history-gst>
- https://onlinecourses.swayam2.ac.in/ugc19_hs34/preview

INDUSTRY SCOPE:

GST Professionals

INDUSTRY USE CASES



COURSE NAME: GST PRACTICE – II

COURSE OBJECTIVE:

To give a practical exposure to GST filing and appeal procedures

COURSE CONTENT:

UNIT 1: GST REGISTRATION

- Registration applicability
- Types of registrations under GST
- Documents required.

UNIT 2: FILLINGS

- Filing Due dates
- Filing of GST 3B, GSTR-1, GSTR-4
- ITC reconciliation
- Input credit reversals
- Payment of GST
- Debit notes and credit notes
- Refund application
- Filing of LUT
- Filing of GSTR 9 and GSTR 9C- Annual returns

UNIT 3: ASSESSMENT AND APPEALS

- Definitions
 - Cases for appeals
 - Non- Appealable orders
 - Landmark judgements.
- Recent notification.

COURSE OUTCOMES:

- Know how to file GST Returns
- Know basics of accounting of GST, filing appeals and reconciliation
- Know to apply for refunds



FOR FURTHER READING:

GST filing, GST litigation, assessment and appeal procedures, learning about GSP (GST Suvidha provider) and GST Practitioner, Landmark judgement in GST law, participate in Moot court.

REFERENCES:

Principles of GST & Customs Law by V. S. Datey, K. Sachdeva

ONLINE REFERENCES

- <https://gstcouncil.gov.in/sites/default/files/GSTConcept%20and%20Status01062019.pdf>
- <https://gstcouncil.gov.in/brief-history-gst>
- https://onlinecourses.swayam2.ac.in/ugc19_hs34/preview

INDUSTRY SCOPE:

GST practice bring new and appealing career opportunity to perform the primary activities such as filling fresh registration applications, filling applications for amending or cancelling the registration, and furnishing information on behalf of the taxpayer, to the department, filing of appeals for show cause notices issues by the department, apply for refund for unutilised Input tax credit.

INDUSTRY USE CASES

- Scenarios of GST registration cancellation by the department
- GSTR 3B and 2A reconciliation
- GSTR 1 filing
- RFD-01 is an application for the online processing of refunds under GST
- Modification to the existing information in the GST portal
- Opening and closing of invoice serial number
- Downloading of GSTN certificate.



COURSE NAME: CYBER SECURITY FOR BANKING AND FINANCIAL SERVICES

COURSE OBJECTIVE:

- This includes understanding the various types of cyber threats, common attack vectors, and the importance of protecting data and systems.
- They gain an understanding of how to identify potential vulnerabilities in systems, networks, and applications, and learn about best practices for implementing security controls and measures to mitigate risks.

COURSE CONTENT:

- Technology in Modern Banking and Financial Services
- Operating System Essentials
- Security CIA Traid
- Network Foundation
- How hackers operate
- Introduction to Burpsuite
- Navigating the High-stakes World of BFSI cybersecurity
- Phishing
- Basics of SQL Injection
- Introduction to Metasploit
- Cyber crime and Cyber law

COURSE OUTCOMES:

- Students learn how to effectively respond to and manage cybersecurity incidents, including steps for containment, eradication, and recovery.
- Students learn how to evaluate and prioritize potential risks, assess the potential impact of cyber threats on an organization, and develop risk mitigation strategies.
- Students gain knowledge about the human factor in cybersecurity and the importance of promoting a security-conscious culture.
- They learn about the significance of educating employees, raising awareness about common threats, and fostering responsible digital behavior to prevent security incidents.

FOR FURTHER READING:

- <https://www.esds.co.in/blog/cybersecurity-in-bfsi-top-threats-importance/>
- <https://www2.deloitte.com/content/dam/Deloitte/in/Documents/risk/in-ra-cybersecurity-in-the-indian-banking-industry-noexp.pdf>



REFERENCES:

- CYBER LAW IN INDIA by Talat Fatima
- CYBER LAW AND CYBER SECURITY IN DEVELOPING AND EMERGING ECONOMIES by Z.K. Shalhoub and S.L. Al Qasimi
- THE HANDBOOK OF BANKING TECHNOLOGY by T. Walker and L. Morris
- SQL INJECTION ATTACKS AND DEFENSE by J. Clarke
- METASPLOIT: THE PENETRATION TESTER'S GUIDE by D. Kennedy, J. O'Gorman and D. Kearns

ONLINE REFERENCES

- <https://www.geeksforgeeks.org/linux-unix-books-for-beginners/>
- <https://www.youtube.com/watch?v=XUQ7etMCT8>
- <https://www.youtube.com/watch?v=fGMf90aR8hM>
- <https://docs.metasploit.com/>

INDUSTRY SCOPE:

Compliance executives

INDUSTRY USE CASES

- Perform real life pentesting on various websites to find vulnerabilities.
- Identify potential weakness in mobile devices & systems.
- Help to secure various company/college asset
- Practical
- Hands on experience on linux based labs, getting to know about how terminal works
- Students will be able to create and use virtual machines
- Hands on experience on web security tools eg- burpsuite



COURSE NAME: FINANCIAL MODELLING

COURSE OBJECTIVE:

Excel spreadsheet is a must for modelling in Finance

COURSE CONTENT:

- Essentials of Excel modelling
- Application of Excel in Forecasting
- Strategic Financial Analysis
- Cash Flow and Valuation Analysis
- Complex Capital Budgeting Decisions and Risk Analysis in capital budgeting

COURSE OUTCOMES:

- Demonstrate Professional Expertise in Excel Spreadsheet modelling for financial analysis in both investment analysis and corporate finance context.
- Perform financial Forecasting by building projections
- Perform Historical Financial Statement Analysis
- Perform financial Analysis and Stock Analysis
- Conduct Capital Budgeting Analysis

FOR FURTHER READING:

Using Excel for Business and Financial Modelling Danielle Stein Fairhurst Wiley Finance Series

REFERENCES:

Financial Modelling in Excel For Dummies Book by Danielle Stein Fairhurst

ONLINE REFERENCES

<https://www.wallstreetprep.com/knowledge/financial-modeling-techniques/>

INDUSTRY SCOPE:

- Investment banking financial planning and analyst
- Credit analyst
- Corporate finance
- Financial analyst
- Project finance



INDUSTRY USE CASES

Financial Modeling

- #1 – Three Statement Modeling
- #2 – Discounted Cash Flow (DCF) Modeling
- #3 – Merger Finance Modeling
- #4 – Initial Public Offering (IPO) Model
- #5 – Leveraged Buyout (LBO) Modeling
- #6 – Sum-of-the Parts Modeling
- #7 – Consolidation Modeling
- #8 – Budgeting and Forecasting Modeling
- #9 – Option Pricing Model
- #10 - assess the creditworthiness of individuals and businesses seeking loans
- #12 - evaluate the profitability of investment opportunities
- #13 - determine the optimal pricing for financial products such as mortgages, credit cards, and insurance policies
- #14 - Actuarial modeling
- #15 - Cash flow modeling
- #16 - Scenario analysis:
- #17 - Sensitivity analysis



COURSE NAME: INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT(IAPM)

COURSE OBJECTIVE:

- To provide exposure to various investments and investing avenues
- To understand asset allocation and portfolio management process

COURSE CONTENT:

- Investment Scenario
- Risk and Return
- Security Valuation
- Technical Analysis
- Portfolio Management

COURSE OUTCOMES:

- Understand the different types of investments and their risk-return characteristics
- Comprehend the implications of efficient market and capital market theories on investment decisions
- Evaluate securities using fundamental analysis
- Analyze securities using technical analysis.
- Evaluate asset allocation and the portfolio management process.

FOR FURTHER READING:

- Financial Analysis with Microsoft Excel -Timothy and Maze
- Fisher E and Jordon J, “Security Analysis and Portfolio Management” Pearson Education.
- Kelly and Brown “Investment Management”

REFERENCES:

Prasanna Chandra, “Investment Analysis and Portfolio Management”, TMH

ONLINE REFERENCES

https://www.bcci.bg/projects/latvia/pdf/8_IAPM_final.pdf

INDUSTRY SCOPE:

- Private equity consulting
- In-house advisor



INDUSTRY USE CASES

Investment Analysis

Equity Research: Investment analysis and portfolio management can be used to analyze and evaluate individual stocks in the Indian market. By conducting fundamental and technical analysis, investors can make informed decisions about buying, selling, or holding stocks [3].

Sector Analysis: Investors can analyze different sectors of the Indian economy to identify potential investment opportunities. By studying industry trends, market dynamics, and regulatory factors, they can assess the performance and prospects of various sectors and make sector-specific investment decisions.

Mutual Fund Selection: Investment analysis techniques can be applied to evaluate and select mutual funds in India. Investors can assess factors such as fund performance, risk profile, expense ratio, and fund manager track record to make informed decisions about investing in mutual funds.

IPO Analysis: Investment analysis plays a crucial role in assessing the potential of Initial Public Offerings (IPOs) in the Indian market. Investors can analyze the company's financials, growth prospects, competitive landscape, and valuation to determine whether to participate in an IPO.

Fixed Income Analysis: Investment analysis and portfolio management are also applicable to fixed income securities in India, such as government bonds, corporate bonds, and debentures. Investors can evaluate factors such as credit risk, interest rate risk, and yield to maturity to make informed decisions in the fixed income market.

Derivatives Analysis: Investment analysis techniques can be used to evaluate derivatives instruments like options and futures in the Indian market. Investors can analyze factors such as underlying asset dynamics, market volatility, and option pricing models to assess the potential risks and returns associated with derivatives trading.

Portfolio Optimization: Portfolio management techniques help investors optimize their investment portfolios in the Indian context. By considering factors such as risk tolerance, return objectives, asset allocation, and diversification, investors can construct portfolios that align with their investment goals and risk preferences.



Fundamental Analysis: Investment analysis involves conducting fundamental analysis on Indian companies to assess their financial health, competitive position, management quality, and growth prospects. By analyzing financial statements, industry trends, and company-specific factors, investors can make informed decisions about investing in Indian stocks.

Technical Analysis: Technical analysis techniques can be used to analyze historical price and volume data of Indian stocks. By studying chart patterns, trend indicators, and other technical indicators, investors can identify potential buying or selling opportunities based on price patterns and market trends.

Risk Management: Investment analysis and portfolio management also encompass risk management strategies for Indian investors. This involves assessing and mitigating various types of risks, such as market risk, credit risk, liquidity risk, and geopolitical risk, to protect and preserve the value of the investment portfolio.



COURSE NAME: BANKING AND LENDING PAPER I: BANKING AND NBFC PRODUCTS AND SERVICES

COURSE OBJECTIVE:

- Present students with an understanding of sound banking practices in the area of lending by banks.
- They can also identify borrower's needs as well as structure a loan for the client of a financial institution and manage the loan.

COURSE CONTENT:

- Structure of Indian Financial System
- Equilibrium in financial markets
- Regulatory and Promotional Institutions
- History and growth of banking in India
- Different type of loan products offered by banks
- Lease finance
- Ancillary services Remittances

COURSE OUTCOMES:

- Different type of loan products offered by banks – personal loan, commercial loan, term loan, car loan, education loan, Letter of Credit, Bank Guarantee, Priority Sector Lending, Export-Import Credit, Offshore Banking Products,.
- History, growth, importance, and types of NBFCs in India, Fixed Deposit, Corporate Deposits,.
- Lease Finance- Conceptual and Regulatory Framework, Classification and Financial leasing, Hire Purchase and Consumer Credit, Working Capital Finance - Factoring and Forfeiting, Housing finance, Venture capital financing, buy now pay later, micro loans.
- Ancillary Services Remittances; Safe Deposit Lockers; Custodial Services, Govt. Business; EBT, Cash Operations, Cash Management Services, Agency & Representative Services, Financial Intermediary Services, Foreign Exchange Services, Asset Reconstruction & NPA Recovery.



FOR FURTHER READING:

<https://www.legalserviceindia.com/legal/article-5832-an-overview-of-non-banking-financial-service-institutions.html>

REFERENCES:

- <https://www.adb.org/sites/default/files/publication/746261/sawp-083-nonbanking-financial-companies-india.pdf>
- https://www.researchgate.net/publication/343163472_NON_BANKING_FINANCIAL_COMPANY_NBFC_SECTOR_IN_INDIA_-_TRENDS_REGULATORY_ISSUES_AND_WAY_FORWARD

INDUSTRY SCOPE:

- Private equity consulting
- In-house advisor

INDUSTRY USE CASES

- Introduction of Aadhaar-enabled payment system (AEPS) by the National Payments Corporation of India (NPCI)
- How have NBFCs in India adapted to the changing regulatory environment?
- What are some innovative products and services offered by Indian banks to cater to the rural population?
- What role do mobile banking apps play in the Indian financial sector?
- How have Indian banks and NBFCs addressed the issue of financial inclusion in the country?
- Distributed Ledger Technology (DLT) in NBFCs: NBFCs in India are experimenting with DLT for various use cases such as e-KYC, data exchange, loan disbursement and collection, and cyber security
- Advanced Analytics in Banking: Banks in India are leveraging advanced analytics to drive business growth. Use cases include using analytics to generate meaningful increases in profits, identifying small improvements in processes, and building robust analytics organizations
- Expected Credit Loss Analysis for NBFCs: Financial Accounting Advisory Services (FAAS) in India provides expected credit loss analysis services to NBFCs. This helps NBFCs assess and manage credit risks and comply with accounting standards



COURSE NAME: BANKING AND LENDING PAPER II: PRACTICAL ASPECTS OF LENDING

COURSE OBJECTIVE:

- Present students with an understanding of sound banking practices in the area of lending by banks.
- They can also identify borrower's needs as well as structure a loan for the client of a financial institution and manage the loan.

COURSE CONTENT:

- Borrowing requirements for Individuals and Business, Source of Funds
- Analysis of Ability and Capacity to pay back the loan, Regulatory policies for lending
- Lending process: security, guarantee, Recovery and overdue: regulations and process
- Default, NPA and security liquidation
- Credit limits and sales expansion
- Health Insurance linked to loan
- Technical & Legal aspects of underlying Collateral, Property types and valuation models, Legal aspects of Property

FOR FURTHER READING:

Practical approach to Bank Lending – Roseline Oluwatoyin Oluitan

REFERENCES:

[https://uk.practicallaw.thomsonreuters.com/9-504-4730?transitionType=Default&contextData=\(sc.Default\)&firstPage=true](https://uk.practicallaw.thomsonreuters.com/9-504-4730?transitionType=Default&contextData=(sc.Default)&firstPage=true)

INDUSTRY SCOPE:

Loan officer, administrative assistant, bank collection agent, process analyst, financial analyst, credit risk manager, market analyst

INDUSTRY USE CASES

- How does the lending process work in India?
- What are the challenges faced by lenders in India?
- What are the 4 factors influencing bank lending?
- What are the five risk associated with lending?
- What are the factors applied by the banks when making lending decisions?
- What is the biggest risk in bank lending?
- Issues related to Non-Performing Loans in Emerging Economies



COURSE NAME: FOUNDATION OF INVESTMENT BANKING

COURSE OBJECTIVE:

- Basics of Capital Markets
- Concept and Evolution of Investment Banking
- Registration of Investment Bankers
- Understand various terms related to offering
- General obligations of Investment bankers with regard to issue management
- Mergers, acquisitions and takeovers
- Disinvestment

COURSE CONTENT:

- Introduction to Capital Markets
- Introduction to Investment Banking
- Registration, code of conduct & General Obligations of Investment bankers in India
- Issue management
- Issue management – General obligations of Investment Bankers & Due Diligence
- Other investment banking activities – Mergers, Acquisitions & Takeovers
- Other investment banking activities – Disinvestment, Buyback of Equity shares

COURSE OUTCOMES:

- Role of investment banker in private equity
- Regulatory framework for investment bankers in India
- Redressal of Investor Grievances and scores
- Post issue functions, Reporting and Compliance
- Qualified Institutional Placement
- SEBI regulations

FOR FURTHER READING:

<https://www.wallstreetmojo.com/what-is-investment-banking/>

REFERENCES:

IIBF INVESTMENT PLANNING TAX PLANNING AND ESTATE PLANNING

ONLINE REFERENCES

- <https://www.investopedia.com/terms/i/investment-banking.asp>
- <https://corporatefinanceinstitute.com/resources/career/investment-banking-overview/>
- <https://www.youtube.com/watch?v=KYmvCucWkqQ>



INDUSTRY SCOPE:

- Wealth management
- Venture capital

INDUSTRY USE CASES

- Mergers and Acquisitions (M&A): Investment bankers in the front office play a crucial role in advising companies on mergers, acquisitions, and divestitures. They assist in the valuation of target companies, structuring the transaction, negotiating terms, and facilitating the deal process [3].
- Initial Public Offerings (IPOs): Front office investment bankers help companies raise capital through IPOs. They provide advisory services, conduct due diligence, prepare offering documents, engage with potential investors, and assist in pricing and allocating shares [3].
- Debt Issuance: Investment bankers in the front office facilitate debt issuances for corporate clients. They advise on debt structuring, determine optimal interest rates, assist in credit ratings, and coordinate the issuance process, helping companies raise funds through bonds and other debt instruments.
- Equity Offerings: Front office investment bankers work on equity offerings, such as secondary offerings and follow-on offerings. They assist companies in raising additional capital by issuing new shares, determining offering prices, and coordinating the offering process [3].
- Leveraged Buyouts (LBOs): Investment bankers in the front office are involved in leveraged buyout transactions. They help private equity firms in acquiring companies using a significant amount of debt financing, structuring the deal, securing financing, and analyzing the financial feasibility of the transaction.
- Restructuring and Recapitalization: Front office investment bankers provide advisory services to companies going through financial distress or restructuring. They assist in debt restructuring, negotiating with creditors, raising new capital, and devising strategic plans to improve the company's financial position.
- Corporate Valuation: Investment bankers in the front office perform detailed financial analysis and valuation of companies. They use various valuation methods, such as discounted cash flow (DCF), comparable company analysis, and precedent transactions analysis, to determine the value of companies for M&A transactions and other purposes.
- Capital Markets Advisory: Front office investment bankers offer capital markets advisory services to companies seeking strategic financing solutions. They assess capital structure, evaluate funding alternatives, analyze market conditions, and provide recommendations on capital raising strategies.



- **Industry Research and Analysis:** Front office investment bankers conduct in-depth research and analysis on specific industries. They study market trends, competitive dynamics, regulatory changes, and macroeconomic factors to provide insights and strategic recommendations to clients.
- **Client Relationship Management:** Investment bankers in the front office are responsible for building and managing relationships with corporate clients. They engage in business development, understand clients' financial needs and objectives, and provide tailored financial solutions and advisory services.



COURSE NAME: INVESTMENT BANKING OPERATIONS

COURSE OBJECTIVE:

- Investment banking India landscape
- Asset set-up and pricing
- Clean cash payments
- Private equity, hedge funds, MF, venture capital
- Reconciliations

COURSE CONTENT:

- INDUSTRY OVERVIEW
- TRANSACTIONS
- SYSTEM SKILLS
- Mnc Orientation
- Cash and Fx
- Special Assets
- Control & Reporting

COURSE OUTCOMES:

- Scope and opportunities
- System skills – MS Excel, Power Bi, Share point
- Business communications, corporate conduct
- Fx settlement
- Portfolio accounting

FOR FURTHER READING:

<https://www.icbi-uk.com/banking-operations/investment-banking-operations/>

REFERENCES:

- Investment banking for dummies – Matt Krantz
- The Intelligent Investor – Benjamin Graham

ONLINE REFERENCES

- <https://www.prospects.ac.uk/job-profiles/operational-investment-banker>
- <https://www.bsebti.com/blog/investment-banking-operations-what-it-is-what-investment-bankers-do/>



INDUSTRY SCOPE:

Asset managers, Financial Analyst, Investment bankers, M&A Specialist

INDUSTRY USE CASES

- **Trade Settlement:** The back office is responsible for ensuring timely and accurate settlement of trades. This involves confirming trade details, reconciling trade data, coordinating with custodians and clearinghouses, and ensuring the successful completion of financial transactions
- **Clearance and Custody:** Back office operations handle the clearance and custody of securities. This includes maintaining records of ownership, managing corporate actions such as dividends and stock splits, handling proxy voting, and ensuring compliance with regulatory requirements
- **Trade Confirmations:** The back office is responsible for generating and distributing trade confirmations to clients. This involves validating trade details, preparing confirmations, and ensuring timely delivery to counterparties
- **Reconciliation:** Back office operations perform reconciliation activities to ensure accuracy and consistency of data across various systems. This includes reconciling trade records, cash balances, positions, and other relevant data to identify and resolve discrepancies
- **Regulatory Reporting:** The back office is responsible for compiling and submitting regulatory reports to comply with financial regulations. This includes reporting on transactions, positions, risk exposures, and other relevant data as required by regulatory authorities
- **Client Onboarding:** Back office operations handle the onboarding process for new clients. This involves collecting and verifying client information, conducting due diligence checks, and setting up client accounts in the systems
- **Corporate Actions Processing:** The back office manages the processing of corporate actions such as stock dividends, mergers, acquisitions, and rights issues. This involves communicating with clients, updating records, calculating entitlements, and facilitating the execution of corporate action events [2].
- **Cash Management:** Back office operations handle cash management activities, including cash reconciliations, cash transfers, and cash flow forecasting. They ensure that sufficient funds are available for settlement and other financial obligations [2].



- **Portfolio Accounting:** The back office performs portfolio accounting functions, including the calculation of net asset values (NAVs) for investment funds, reconciliation of portfolio holdings, and preparation of financial reports for clients and regulators [2].
- **Data Management and Reporting:** Back office operations manage and maintain the integrity of data used in investment banking activities. This includes data validation, data cleansing, and generating reports for internal stakeholders, auditors, and regulators [[1]



The following two courses in Tally will be delivered subject to the condition that each student will have access to one computer (Desktop or laptop).

As these are fully hands-on case study/project based courses with embedded concepts, these courses (45 hours each) can be delivered only via a computer based training, with emphasis on practical learning

COURSE NAME: TALLY ESSENTIALS LEVEL 1

COURSE CONTENT:

- Fundamentals of Accounting
- Introduction to Tally Prime
- Maintaining Chart of Accounts
- Recording and Maintaining Accounting Transactions
- Banking
- Generating Financial Statements and MIS Reports
- Data Security
- Company Data Management
- Goods and Services Tax

COURSE NAME: TALLY ESSENTIALS INTERMEDIATE LEVEL 2

COURSE CONTENT:

- Storage and Classification of Inventory
- Account Receivable and Payable Management
- Purchase and sales order Management
- Tracking Additional Cost of Purchase
- Cost/Profit centres Management
- Budget and Scenarios
- Generating and Printing reports.



THE FOLLOWING TWO COURSES ARE BASED OUT OF THE BFSI Certification programme that was delivered by us last year.

These courses will cater to students of any discipline including arts / humanities and language based courses too. They will get a deep understanding of the BFSi industry and the job roles therein. The objectives and outcomes of the courses are already with the TNSDC team.

COURSE NAME: BANKING AND FINANCIAL SERVICES PAPER I

COURSE CONTENT:

- PERSONAL FINANCE
- BANKING 101
- BANKING PRODUCTS
- NBFC
- NBFC PRODUCTS AND SERVICES

COURSE NAME: BANKING AND FINANCIAL SERVICES PAPER II

COURSE CONTENT:

- INSURANCE INTRODUCTION
- INSURANCE PRODUCTS
- SALES AND OPERATIONS
- BASIC TOOLS FOR FINANCE