

Regulations and Syllabus for BANKING PROFESSIONAL EXAMINATION JAIBB & AIBB



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July 2023

(Revised in 151 Council on 25-07-2023)

Regulations and Syllabus for JAIBB and AIBB Examinations

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Regulations and Syllabus for JAIBB and AIBB Examinations

Chapter-1

GENERAL INFORMATION

Establishment of The Institute of Bankers, Bangladesh (IBB)

The Institute of Bankers, Bangladesh was established as a professional development body for Banks and Financial Institutions following a meeting of eminent Bankers, held on 26 July 1972. The IBB was registered on 06 February 1973 bearing Registration No. 3894145/3 of 1972-1973 as an Association under the “Societies Registration Act, 1860 (Act No. XXI of 1860)”.

Vision

2. Be the premier institute in the banking and financial sector for developing competent and skilled professionals of international standard and repute.

Mission

3. The IBB would develop a professionally sound human resource base through continuous education, training and examination process for the financial sector to face the challenges of the modern era in the backdrop of the new global economic order.

Objectives of the IBB

4. The objectives of the IBB are:

- (i) to develop professionally qualified and competent financial market professionals primarily through a process of training, examinations and continuous professional development programmes;
- (ii) to design, organize and conduct examinations to test the proficiency of employees in various financial market-related subjects;
- (iii) to award certificate to the successful candidates of JAIBB (Junior Associate of the Institute of Bankers, Bangladesh) and AIBB (Associate of the Institute of Bankers, Bangladesh) Examinations, respectively;
- (iv) to provide necessary educational support-services such as organizing coaching classes, imparting training and supplying text books/reading materials etc;
- (v) to disseminate knowledge on banking and financial services through publication of journals, newsletters and by organizing dialogues, lectures, seminars, etc;
- (vi) to organize and manage efficient-library for the examinees ; and
- (vii) to undertake any other activity incidental to and facilitating the achievement of the basic objectives of the IBB as mentioned above.

Banking Professional Examination

5. The IBB conducts the “**Banking Professional Examination**” in the name of ‘**JAIBB**’ and ‘**AIBB**’ examinations twice a year. ‘**JAIBB**’ examination aims at giving basic and fundamental knowledge of banking and financial activities and ‘**AIBB**’ examination is focused on the advanced knowledge in the field of banking/financial activities and relevant matters to enhance decision-making capability of the bankers and financial market practitioners.

Subjects

6. The subjects for JAIBB and AIBB examinations are as follows:

Junior Associate of the Institute of Bankers, Bangladesh (JAIBB)

A. Basic/Core Subjects:

- 1) Monetary and Financial System (MAFS)
- 2) Governance in Financial Institutions (GFI)
- 3) Principles of Economics (POE)
- 4) Laws and Practice of General Banking(LPGB)
- 5) Business Communication in Financial Institutions (BCFI)
- 6) Organization and Management (OM)

Associate of the Institute of Bankers, Bangladesh (AIBB)

B. Advanced/Applied Subjects:

- 1) Risk Management in Financial Institutions (RMFI)
- 2) Credit Operations and Management (COM)
- 3) Trade Finance and Foreign Exchange (TFFE)
- 4) Information and Communication Technology in Financial Institutions (ICTFI)
- 5) Treasury Management in Financial Institutions (TMFI)

Optional Subjects:

In addition to the aforesaid advanced/applied subjects, any **01 (one)** of the following optional subjects shall be chosen by a candidate for passing **AIBB** :

1. Accounting for Financial Institutions (AFI)
2. Financial Crime and Compliance (FCC)
3. Agriculture & Microfinance (AM)
4. Management Accounting (MA)
5. Marketing and Branding in Financial Services (MBFS)
6. Sustainable Finance (SF)
7. Shariah-Based Banking (SBB)
8. Investment Banking (IB)

Regulations and Syllabus

7. The syllabus and the suggested books/reading materials are furnished in *Chapter-2-4* of this booklet. Please note that the syllabus is only indicative and *NOT* exhaustive. Considering the professional nature of the examination, all matters falling within the realm of the subject will have to be studied by a candidate as the exams may cover all the relevant matters including latest developments in the subject matter.

Question Setting Pattern

8. IBB's examination is basically a professional programme. Therefore, the question setting pattern of a professional degree cannot be a traditional, bookish and straight-forward one. The nature of question papers of all courses of IBB must be applied, conceptual, practice-oriented, problem-solving and case-study based. The questions should be thought provoking and analytical in nature. The ultimate objective of the professional examination is to enhance the conceptual, analytical and operational skill of the financial market practitioners. Intellectual ability, creativity and conceptual depthness of financial market practitioners would be possible to be developed through formulating question scripts having above mentioned features. This transformation in question paper setting should not be brought instantly. It should be done gradually and uninterruptedly. Initially, the proportionate share of narrative traditional questions might be fifty percent and the rest fifty percent might be case-based, problem solving and other practice oriented nature. Gradually, based on experiences, we can move towards fully practice oriented professional question paper.

Eligibility Criteria

9. The following criteria must be followed for respective exams:
- Candidate must be the employee of the Banks and NBFIs operating in Bangladesh.
 - No candidate will be allowed to sit for AIBB without passing all the subjects of JAIBB examination. No candidate will also be allowed to sit simultaneously for both JAIBB and AIBB examinations.

Examination & Other Fees

10. All the fees (e.g. enrolment/examination fee for new and old candidates, scrutiny fee and fees for issuing Provisional, Original and Duplicate certificate, fees for Marksheet, Transcript and fees for Old record, etc.) will be fixed by the Council of the IBB.

11. The examination fee once paid for any examination is neither refundable nor can be used for the subsequent examination even if the candidate withdraws his/her application for examination or remain absent from appearing at the examination and/or he/she is disallowed to sit for the examination for any reason, whatsoever

12. The examination fee and any other fees payable by a candidate to the IBB should be paid through online in favor of the IBB.

13. If the candidate does not get any information about any payment, he/she may contact with the IBB.

Availability of Forms, etc.

14. Examination entry form and other information will be available in the website and learning portal of the IBB.

Submission of Examination Entry Form, etc.

15. A candidate shall submit the prescribed examination entry form (duly filled up) along with the payment documents of the prescribed examination fee through the website of IBB to appear at any examination.

Date of Examination

16. The time, place and date of each examination will be announced by IBB through the website of the IBB. IBB has the complete authority to change or modify the time, place and date of any examination.

Issuance of Admit Card

17. On receipt of entry form duly filled in by the candidates along with the payment document of the examination fee through online, IBB will issue an admit card to each candidate, signed by the Secretary-General or any other person authorized by the Secretary-General. The admit card will contain the name of examination center and roll number of the candidate. The admit card of the candidates will be available in the website of the IBB and the candidates will collect it from the website of the IBB within a specific period.

Duration of Examination

18. The examination in all the subjects will be in writing and the time allowed for each subject of both JAIBB and AIBB of the examination is three hours except the following subject:

- *three and half hours' time will be allowed for the paper on "Management Accounting(MA)" of AIBB Examination*

Language of Answers

19. Answer to the questions on all subjects shall be written either in Bangla or in English at the option of the examinee but '**Business Communication in Financial Institutions (BCFI)**' must be answered in English.

Change of Center

20. Change of examination center will not be permitted except in the case of transfer/training of the candidate by the employer. An application for the change of examination center duly certified by the Banks/NBFIs concerned under the circumstances mentioned above shall be sent to the Secretary-General of the IBB at least 15 (**fifteen**) days before the commencement of the examination.

Improvement of Examination

21. No candidate will be allowed to sit for improvement in any subject after passing the same subject.

Exemption/Waiver

22. No exemption/waiver shall be granted to any candidate for any subject of JAIBB or AIBB in consideration of his/her higher academic degree in the relevant subject. However, candidates who passed various subjects in former JAIBB and DAIBB Examination will be entitled for a waiver of respective subject(s) as outlined below:

Corresponding subject(s) under old (JAIBB and DAIBB) and new (JAIBB and AIBB) syllabus and waivers thereof:

JAIBB

Sl. No.	Subjects under new syllabus 2022	Subjects under old syllabus 2010	Remarks
	JAIBB(Basic/Core Subjects)	JAIBB (Compulsory Subjects)	
01	Monetary and Financial System(MAFS)		<i>New Subject</i>
02	Governance in Financial Institutions (GFI)		<i>New Subject</i>
03	Principles of Economics (POE)	Principles of Economics & Bangladesh Economy (PBE)	Candidates who passed PBE under old syllabus will get waiver for POE under new syllabus
04	Laws and Practice of General Banking(LPGB)	Laws and Practice of Banking (LPB)	Candidates who passed LPB under old syllabus will get waiver for LPGB under new syllabus
05	Business Communication in Financial Institutions (BCFI)	Business Communications (BC)	Candidates who passed BC under old syllabus will get waiver for BCFI under new syllabus
06	Organization & Management (OM)	Organization & Management (OM)	Candidates who passed OM under old syllabus will get waiver for OM under new syllabus
07		Marketing of Financial Services (MFS)	Candidates who passed MFS under old syllabus will get waiver for MAFS under new syllabus
08		Accounting for Financial Services (AFS)	Candidates who passed AFS under old syllabus will get waiver for GFI under new syllabus

AIBB

Sl. No.	Subjects under new syllabus 2022	Subjects under old syllabus 2010	Remarks
	AIBB (Advanced/ Applied Subjects)	DAIBB (Compulsory Subjects)	
01	Risk Management in Financial Institutions(RMFI)	Management of Financial Institutions (MFI)	Candidates who passed MFI under old syllabus will get waiver for RMFI under new syllabus
02	Credit Operations and Management(COM)	Lending Operation & Risk Management (LRM)	Candidates who passed LRM under old syllabus will get waiver for COM under new syllabus
03	Trade Finance and Foreign Exchange(TFFE)	International Trade & Foreign Exchange (FE)	Candidates who passed FE under old syllabus will get waiver for TFFE under new syllabus
04	Information and Communication Technology in Financial Institutions (ICTFI)	Information Technology in Financial Services (IT)	Candidates who passed IT under old syllabus will get waiver for ICTFI under new syllabus
05	Treasury Management in Financial Institutions (TMFI)		<i>New Subject</i>
06		Management Accounting (MA)	Candidates who passed MA under old syllabus will get waiver for TMFI under new syllabus

AIBB (Optional Subjects)

Sl No	Subjects under new syllabus2022	Subjects under old syllabus 2010	Remarks
	AIBB (Optional Subjects)	DAIBB (Optional Subjects)	
1	Accounting for Financial Institutions (AFI)		<i>New Optional Subject</i>
2	Financial Crime and Compliance(FCC)		<i>New Optional Subject</i>
3	Agriculture & Microfinance (AM)	Agriculture & Microfinance (AM)	Candidates who passed AM under old syllabus will get waiver for AM under new syllabus
4	Management Accounting (MA)		<i>New Optional Subject</i>
5	Marketing and Branding in Financial Services(MBFS)		<i>New Optional Subject</i>

6	Sustainable Finance(SF)		New Optional Subject
7	Shariah-Based Banking(SBB)	Islamic Banking (Is.B)	Candidates who passed Is.B under old syllabus will get waiver for SBB under new syllabus
8	Investment Banking(IB)	Investment Banking & Lease Financing (IBLF)	Candidates who passed IBLF under old syllabus will get waiver for IB under new syllabus
9		SME & Consumer Banking(SME)	Candidates who passed SME under old syllabus will get waiver for SF under new syllabus
10		Treasury Management(TM)	Candidates who TM under old syllabus will get waiver for MA under new syllabus
11		Central Banking & Monetary Policy (CMP)	Candidates who passed CMP under old syllabus will get waiver for AFI under new syllabus

Exemption from JAIBB and AIBB

23. [OMITTED] ; {This regulation was omitted in 151 Council Meeting held on 25 July 2023 }

Examination Centers, etc.

24. The examinations will be held by means of confidentially printed question papers and conducted only at the principal cities/towns of Bangladesh as may be determined by the Council of the IBB from time to time.

25. The examination centers will be arranged by the IBB after the closing date for receipt of the examination entry form and no information regarding such centers can obviously be given to any candidate prior to or at the time of submission of the Examination Entry Form.

Delivery of Question Papers

26. Question papers will be delivered by the IBB to the Chairman/Member Secretary of the Local Examination Committee in sealed packets by a two members team, one from Bangladesh Bank (not below the rank of an ‘**Officer**’) and other from the IBB. The sealed packets of the question papers shall be opened by the concerned Chairman/Member Secretary of the Local Examination Committee in presence of the Supervising Officer and Invigilators and/or the Magistrate designated by the concerned Deputy Commissioner, as the case may be. In case of Dhaka city question papers will be delivered by the IBB to the Supervising Officer of Bangladesh Bank/IBB/Commercial Banks in presence of Secretary-General and/or high officials of the IBB before the commencement of the examination.

Pass Marks

27. The pass marks are **45** out of the full marks of **100** in each of the subjects of **JAIBB** and **AIBB** Examinations.

Examination of Answer Scripts, etc.

28. In examining and marking the answer scripts, the examiners will take into consideration the relevance to the questions (*to the point*) and intelligence applied for writing the answers. In addition quality-of-handwriting, spelling and general style will add value.

Use of Calculator

29. A candidate is prohibited from using scientific calculators/instruments for mathematical table, slide rules and similar aids during the examination. The use of a simple calculator is permissible.

No books, Mobile Phones, etc. in the Examination Hall

30. A candidate is forbidden to bring into the examination hall books, bags, notes, smart watch, mobile phones or any type of communication devices.

Instruction on Answer Scripts

31. A candidate is advised to read the instructions printed on the cover page of answer scripts carefully for meticulous compliance and avoid cancellation of answer scripts and other punishments.

Awards/Prizes

32. Prizes will be awarded by the IBB annually (or as per decision of the council) on the basis of the results of JAIBB and AIBB as detailed in *Chapter-5* to this booklet. The IBB, however, reserves the right of withholding any or all the prizes if no candidate of sufficient merit is found therefore. All the prizes will be awarded on the combined results of the two consecutive regular examinations.

Cancellation of Examination Results, etc.

33. The IBB shall have the right to disqualify any candidate who, it has reasons to believe, has adopted unfair means at the examination or committed any other offence during the examination. The IBB may:

- (a) cancel the results of the examination taken for such candidate in any or all the subjects of the examination at which he/she appeared and
- (b) debar him/her from appearing at any of the future examinations either permanently or for a specified period

The decision of the IBB in this regard shall be final. The aforesaid action to be taken by the IBB will be reported to the bank/financial institution employing the candidate by the IBB for taking suitable disciplinary action against him/her.

34. The IBB also reserves the right to cancel the results of an examination of a candidate who is found guilty for adopting unfair means in such an examination even if it is detected after the announcement of results of such examination.

Debarring from Appearing at Examination

35. A candidate found guilty of 'indiscipline' at the examination hall shall be debarred from appearing at the future examinations of the IBB for a period not exceeding 05 (five) years and the action will be taken by the IBB in this regard will be reported to the bank/financial institution employing the candidate by the IBB for taking further punitive action against him/her.

Other Punishments for Other Offences

36. Apart from the aforesaid punishments, the IBB may also impose any or all the penalties listed in *Chapter-5* to this booklet on the delinquent candidate who is found guilty of offence(s) during the examination as mentioned therein.

Publication of Results

37. The results of any examination will be published through the website of IBB. A candidate will have to ascertain the results of the examination from the IBB website.

Re-evaluation of answer scripts

38. The decision of the ‘**Syllabus and Examination Committee**’ of the IBB on matters of any examination shall be final, and no request for re-evaluation of the answer scripts shall be entertained.

Scrutiny of Marks

39. An examinee may be allowed to have his/her answer scripts scrutinized for re-checking the totaling of the marks on payment of a scrutiny fee as determined by the Council.

Wrong Tabulation, etc.

40. IBB reserves the right to correct, modify, alter or change the results of any examination in any manner if such results are found to be wrongly tabulated or compiled.

Correction of Errors

41. Typographical error, if any, in the results sheet will not entitle anybody to interpret the results in his/her favors and to claim any advantage there from. IBB reserves the right to correct such error as and when it comes to its notice and no action shall lie against IBB in this regard.

Issuance of JAIBB Certificate

42. A certificate signed by the Secretary-General of the IBB will be issued to a candidate who passed all the subjects of JAIBB examination.

Issuance of AIBB Certificate

43. An AIBB Provisional certificate will be signed by the Secretary-General of the IBB and the original certificate jointly signed by the Secretary-General & President of the IBB will be issued to a candidate who passed all the subjects of both JAIBB and AIBB examination.

Distinction

44. A candidate securing **80 percent or more marks** in any subject of **JAIBB** and **AIBB** examination will have his/her certificate marked with **distinction** against such subject(s)

Entitlement of ‘JAIBB’

45. Any candidate who passed the JAIBB examination will become a Junior Associate of the IBB and so long as his/her name remains on the Register of Junior Associates, he/she will be entitled to add to his/her name or signature the letters “**JAIBB**” signifying the “**Junior Associate of the Institute of Bankers, Bangladesh**”.

Entitlement of ‘AIBB’

46. Any candidate who passed the AIBB examination will become an Associate of the IBB and so long as his/her name remains on the Register of Professional Associates, he/she will be entitled to add to his/her name or signature the letters “AIBB” signifying the “**Associate of the Institute of Bankers, Bangladesh**”.

Fee for Duplicate Certificate

47. Duplicate certificate of JAIBB or AIBB may be issued by paying relevant fees as determined by the Council.

Change of Regulations, etc

48. IBB reserves the right to change the regulations and syllabus for JAIBB and AIBB from time to time. Any such change will be notified by the IBB, accordingly.

Chapter -2
DETAILED SYLLABUS AND SUGGESTED READING
MATERIALS FOR
‘JAIBB’

Paper-1: Monetary and Financial System (MAFS)

Full Marks: 100

Module-A: Money and Monetary System

- Concept and Functions of Money; Kinds of money; Demand for Money; Measures of money supply: narrow money and broad money; Constituents of Monetary System: Central Bank and Commercial Banks. Creation of Money by Commercial Banks.

Module-B: Payment System

- Concept, Different payment options, Pros and Cons of different payment types (Cash, Cheques, Debit Card, Credit Card, Mobile payments, On-line payments, Electronic fund transfers). Evolution and Growth of Bangladesh Payment System.

Module-C: Financial System

- Concern of Finance, Modes of Finance (Direct and Indirect); Concept of Financial System, Relationship among Financial, Monetary and Payment Systems; Constituents of Financial System: Financial Institutions, Financial Instruments and Financial Markets. Financial Infrastructure and Superstructure. Financial System of Bangladesh.

Module-D: Financial Institutions

- Types of Financial Institutions: Banking Financial Institutions (BFIs) and Non-bank Financial Institutions (NBFIs); Functions and Growth of BFIs and NBFIs in Bangladesh.

Module-E: Financial Markets

- Functions of Financial Markets; Classifications: Money Market and Capital Market; Banking, Security and Insurance Market; Primary Market and Secondary Market including OTC market; Micro-finance and micro-credit market; International Financial Market.

Module-F: Islamic Financial System

- Islamic Economics, Finance and Banking; Principles of Islamic Financial System (Prohibition of Interest, Risk Sharing, etc.); Relation between Religion and Finance in Islam; Source of Shariah Law; Islamic Financial Instruments.

Module-G: Regulatory Framework for Financial, Monetary and Payment System:

Role of BB, BSEC, IDRA and MRA.

References:

1. Beecham B. Julian The Monetary and Financial System, Pearson Higher Education
2. Chapra, Umer M. The future of Economics: An Islamic Perspective
3. Haron, Sudia and Bala, Sunmugam, Islamic Banking System: Concepts and Applications
4. Gupta, Suraj B. Monetary Economics: Institutions, Theory and Policy. S. Chand and Company. New Delhi.
5. Madura, Jeff. Financial Markets and Institutions. Thomson, South Western, Ohio. USA.
6. Mishkin, Frederic, S. The Economics of Money, Banking and Financial Markets. Harper Collins, New York.
7. Rose, Peter S. and Marquis, Milton H. Money and Capital Markets. McGraw Hill, New York.
8. Peter Bond, The Monetary and Financial System.
9. Ulrich Bindseil, Monetary Policy Operations and the Financial System
10. Gerald K. Helleiner, The International Monetary and Financial System

Paper-2: Governance in Financial Institutions (GFI)

Full Marks: 100

Module-A: Concept and pre-requisites

- Basic Concept and Historical Perspective of Governance - Need & Importance of Corporate Governance. Benefit of Good Governance in Banks. BASEL's Principles on Corporate Governance for Banks. Vision, Mission, Purpose, Brand Promise, Code of Conduct,

Module-B: Board and its Responsibilities

- Overall responsibility of Board, Board Members, Independent Members, Various Committees, Setting strategic objectives, governance framework and corporate culture, BB's Guidelines for Measuring Board Performance, Board Dissolve and Appointment of Observer

Module-C: CEO and Senior Management

- Tone from the top; Composition and qualification of CEO and other senior managers; Senior Management Committees; Business strategy; Management Culture; Organization Culture; Changing CEO and Senior Management

Module-D: Capital, Liquidity and Assets

- Capital Adequacy, Liquidity Profile, Asset Composition, RWA, Liability and Asset Drives, Managing Problem Assets

Module-E: Risk Management and Controls

- ERMF, Risk Scanning and emerging Risks, Risk Appetite, Risk Culture, Managing Material Risks, Appropriate implementation of 03 (three) lines of defense, Strength and Independent functioning of 2nd line functions and Internal Audit, Regulatory compliance,

Module-F: Subsidiary and other business governance

- Brokerage, Merchant Banking, Custodial Services, OBU, Islamic Window, MFS, Agent Banking.

Module-G: Stakeholder Governance

- Relationship with Regulators, Local Government Agencies; Regulations on Corporate Governance; Relationship with Shareholders; Relationship with Competitors and Market Conduct; Relationship with Customer, Complaint Management; Relationship with Media; Relationship with Civil Society; Relationship with Community and CSR. Disclosure and Transparency.

Module-H: Future Outlook of the Organization

- Market Positioning, New Business initiatives, Digital Agenda, Systems and infrastructure capabilities, People Plan, Succession Plan, Recruiting and upscaling employees of future.

References:

1. G. N. Bajpai "The Essential Book of Corporate Governance", SAGE Publications
2. Corporate Governance: Robert A. G. Monks, Nell Minow, Malden, Mass. : Blackwell Pub., 2004.
3. Robert Ian Tricker: Corporate Governance 4e: Principles, Policies, and Practices., Oxford University Press, 2019
4. Zabihollah Rezaee : Criminal and Civil Investigation Handbook, Wiley
5. Carol Padgett: Corporate Governance: Theory and Practice, Springer Publications
6. Cornelis A De Kluyer: A Primer on Corporate Governance, Business Expert Press, 2013
7. Chris A. Mallin: A Primer on Corporate Governance, Published by OUP Oxford (2012)
8. Hester PaanackerAdam MastersLeo Huberts, Quality of Governance
9. Mark Bevir, Governance: A Very Short Introduction
Zabihollah Rezaee, Corporate Governance and Ethics

Paper-3: Principles of Economics (POE)

Full Marks: 100

Module-A: Economics: Introduction

- Definition; Micro Vs. Macro; Positive Vs. Normative Economics, Scarcity, Resources, Opportunity Cost, Circular Flow, Production Possibility Curve, Economic Models. Economic Systems – Market Economy and Regulated economy.

Module-B: Basics of Microeconomics

- Market forces of Demand and Supply; Market Equilibrium; Shifts and Changes in the Demand and Supply; Consumer's equilibrium – Utility analysis and Indifference Curve Analysis; Consumer Surplus; Price Ceiling and Floor, Elasticity and its application.

Module-C: Production and Cost

- Concepts of Production; Production in the Short run; Short-run Costs of Production; Relations between Short-run Cost and Production; Production Isoquants and Isocost Curves, Optimal Combination of Inputs; Optimization and Cost; Expansion Path and Returns to Scale; Long Run Costs, Relationship between SR and LR Cost.

Module-D: Market Structure

- Various Forms of Markets; Characteristics of Perfect Competition – Profit Maximization in the Short run (SR) and Long run (LR); Nature of Monopoly and Monopolistic Competition- SR and LR Equilibrium under Monopoly and Monopolistic Competition; Strategic Decision Making in Oligopoly Markets.

Module-E: Market Failure and Market Intervention:

- Concepts of Market Failure and Externalities, Market Failure and Policy Intervention in the financial sector.

Module-F: Macroeconomics

- Overview of Macroeconomics; National Income & Accounts; Govt. Income and Expenditure Accounts; Monetary Account; Balance of Payment Account; Interactions among all these macro accounts; Macro-economic Policies (Monetary and Fiscal Policy) and macro-economic equilibrium.

Module-G: Macroeconomic Performance of Bangladesh

- Indicators of macroeconomic performance; National Income, Savings, Investment, Capital formation, Inflation, Unemployment etc.

References:

1. Dornbusch, Rudiger S. and Fischer, Stanley. Macroeconomics, Macmillan, New York.
2. Mankiw, N. Mankiw, Principles of Microeconomics. The Dryden Press. New York.
3. Mankiw, N, Gregory. Macroeconomics, Palgrave, New York.
4. Samuelson, Paul A. and Nordhaus, William D. Economics, McGraw Hill Irwin. New York.
5. Bangladesh Economic Review, Ministry of Finance, GoB.
6. Alex Tabarrok, Tyler Cowen, Modern Principles of Economics.
7. Carl Menger, Principles of Economics.
8. Karl E. Case, Ray Fair, Sharon M. Oster, Principles of Economics.
9. David Romer, Advanced Macroeconomics.

Paper-4: Laws and Practice of General Banking (LPGB)
Full Marks: 100

Part- I

Module A: Financial Institutions Related Laws

- Bangladesh Bank Order, 1972
- Bank Company Act, 1991
- Financial Institutions Act, 1993
- Artho Rin Adalat, 2003

Module B: Financial Instrument Related Laws

- Negotiable Instrument Act, 1881
- Note Refund Regulations, 2012

Module C: Financial Activities Related Laws

- Foreign Exchange Regulation Act, 1947
- Money Laundering Prevention Act, 2012
- Anti-terrorism Act, 2009

Module D: Business Related Laws

- Company Act, 1994
- Contract Act, 1872
- Transfer of Property Act, 1882
- Limitation Act, 1908
- Bankruptcy Act, 1997
- Customs Act, 1969
- Stamp Act, 1899
- Partnership Act, 1932
- Registration Act, 1908

Module E: Information and Data Related Laws

- Bankers Book Evidence Act, 1891
- Information and Communication Technology Act, 2006
- Digital Security Act, 2018
- Right to Information Act, 2009

Module F: General Laws

- Bangladesh Environment Conservation Act, 1995
- Power of Attorney Act, 2012
- Bank Deposit Insurance Act, 2000

Part-II

Module A: Overview

- Bank, Types of Bank, Functions of Banks, Areas of General Banking, Customers, Relationship with the customers, Rights & Obligations of banks & customers, Providing services in accordance with customer acceptance policy & schedule of charges

Module B: Deposit Accounts & Operation

- Customer and UCIC (Unique Customer Identification Code) KYC, e-KYC, CDD (customer due diligence), EDD, PEPs/IPs, Beneficial Owner, Types of Deposit Accounts, Procedures of opening of Accounts and relevant documents required for opening of accounts, introduction, Letter of thanks, Sanction screening, Opening of Account through digital Platform, Issuance of Cheque book.

Module C: Negotiable Instruments Act 1881

- Negotiable Instrument, Promissory note, Bill of exchange, Cheque, Drawer & Drawee, Payee, Holder, Holder in due Course, Payment in due Course, inland instruments, foreign instruments, Negotiation, Endorsement, Effect of endorsement, Cheque payable to order, effect of material, revocation of bankers' authority, crossing of cheques & its effects, Collecting Banks' responsibility.

Module D: General Banking

- Debit Cards, Internet banking, Transfer of accounts, Standing instruction, Stop & lost payment instruction & its revocation, Dormant accounts and its revival, unclaimed deposit accounts, Closing of accounts, Operation of minor students, no-frills, Incapacitated-sick-disabled accounts, Resident & Non-Residents Accounts, Accounting entries related to deposit/withdrawal/transfer of money. Fees and commission, charging interest in deposit/loan accounts, encashment of deposit accounts, Tax and Excise duty, Issuance and payment orders, Demand draft, Telegraphic Transfer, Cancellation and Duplicate Issuance, BACH operation management, BEFTN, NPSB and RTGS.

Module E: Cash Management

- Demand and time liabilities (DTL), Calculation and maintenance of CRR, Maintenance of clearing accounts with Bangladesh Bank and other banks, Vault limit and transit limit management, Insurance Coverage, Management of cash in vault, Counter, ATM and feeding branches, Handling of Mutilated/Torn/ soiled/ issue/re-issue and fake notes, Purchase, sell of prize Bond, Maintenance of security stationary, stamps, safe in-safe out Registrar, Management of Locker and safe custody services, Inward and outward bills for collection (IBC and OBC), e-chalan, A-chalan, E-gp. Payment foreign inward remittance (COC and A/C payee)

Module F: Other General Banking

- Reconciliation/ checking of daily activity report, DCFCL, Management and Preservation of records, Documents and Vouchers, Checking of daily statement of affairs/income and expenditure related statement, balancing of all heads of general ledger (GL).

References:

1. Ali, S. Ashraf & Howlader, R.A. Banking Law and Practice
2. Bashar, M.A. Bangladesh Laws on Banks and Banking
3. Debnath, R.M. Banks and Legal Environment
4. Islam, Aminul, Essential Banking Laws & Documentation, Muhit Publications, Dhaka
5. Maheshwari, S.N and Maheshwari, S.K. Banking law and Practice
6. Relevant Govt. Gazettes
7. Varshney, P.N. Banking Law and Practice
8. Kazi Md. Shafiqur Rahman, General Banking (Practice & Law of Banking).
9. Dr. A R Khan, Bank Management.
10. Shekhar K.C. & Shekhar Lekshmy, Banking Theory and Practice.

11. The Negotiable Instruments Act, 1881(ACT No. XXVI of 1881).
12. Constantin Zopounidis, New Trends in Banking Management.
13. Vadlamani Ravi, Advances in Banking Technology and Management.
14. J. E. Kelly, Practice of banking.
15. Richard Scott Carnell, Geoffrey P. Miller, Jonathan R. Macey, Peter Conti-Brown, The Law of Financial Institutions.
16. Michael P. Malloy, William Anthony Lovett ,Banking and Financial Institutions Law in a Nutshell.
17. Jeffrey N. Gordon, Jennifer Payne, Luca Enriques, Daniel Awrey, John Armour, Colin Mayer, Paul L. Davies, Principles of Financial Regulation.

Paper-5: Business Communication in Financial Institutions (BCFI)

Full Marks: 100

Module A: Theory and Process of Communication

- Meaning and Importance of Communication, Business and Banking Communication. Principles of Business Communication, Process of Effective Communication (Model), Factors affecting Communication, Ethics in Communication.

Module B: Classification and Methods of Communication

- Major types of communication: Verbal, Non-Verbal and Visual.
- Other types of Communication: Downward, Upward, Horizontal, External, Internal, Formal, Informal, Oral and Written, Spoken Communication and Listening.

Module C: Applications to Specific Letter Situations

- Directness for Good-News and Neutral Messages (Inquiry, Order, Claim and Adjustments), Indirectness for Bad-News Message (Refused request, Adjustment Refusals, Credit Refusals), Persuasive Written Messages, Persuasion in sales, Collections, Strategies in the Job Search Process.

Module D: Fundamentals of Business Letters and Report Writing

- Application Letter, Effective CV writing, Thank You Letter, Complaint Letter, Inquiry Letter, Persuasive Letter, Formal Letter Formats for Official Authorities
- Business Proposal, Short Report Structure and Long Formal Report

Module E: Fundamentals of Presentations and Electronic Media

- Structuring and Usage of Graphic Aids in Presentations and Conducting Presentation
- Email Writing for Internal and External Communications
- Dos and Don'ts of Using Social Media Professionally

Module F: Standard and Physical Aspects of Communication

- Effective Listening, Public Speaking Skills, Body Language, Spoken and Written English
- Group Discussion, Conducting Meetings, Conducting Interview and Networking Etiquette
- Communication in the non-bank Financial Institutions and Banks of Bangladesh

References:

1. Lesiker, Raymond V. Basic Business Communication
2. Narayan, N.C Complete Banking Correspondence
3. Singh, L.R. A Guide of Bank Correspondence
4. Slocun, Keith. Business English with Programmmed Reinforcement
5. Courtland L Bovee, John Thill, Business Communication Today
6. Mary Ellen Guffey, Dana Loewy, Essentials of Business Communication

7. Meenakshi Raman, Prakash Singh, Business Communication
8. Kathryn Rentz, Lesikar, Flatley, Business Communication
9. Hory Sankar Mukerjee, Business Communication

Paper-6: Organization & Management (OM)

Full Marks: 100

Module A: Fundamentals of Organizational Behavior and Environment

- Identify and describe the major components of the organization's internal and external environments, their effects, significance, and impact on an organization; Formal and Informal Organization, Developing a Sound Organizational Climate. Organizational Structure & Design, Technology & People, Quality of Work Life; Organizational Behavior in the context of banks and non-bank financial institutions.

Module B: Basic Management Concept, Environment and Process

- Management Function and Businesses; Define the management functions and business processes that create value for an organization; Define the management functions and business processes that create value for an organization; Identify management policies, practices, and procedures that influence group and individual dynamics in organizations; Patterns of Management Analysis. Internal Environment, External Environment and Management Process (Planning, Staffing, Organizing, Leading and Controlling); Time and stress management; The system and process of controlling – basic control process, critical control points, standards, and benchmarking; Control techniques – budget as a control technique, time-event network analysis, balanced scorecard.

Module C: Staffing and Human Resource Management in Banks & NBFIs

- The nature and purpose of staffing, recruitment and selection, appointment, posting/placement, on-job training, off-job training, performance appraisal and performance management system (PMS), job analysis and job evaluation, compensation and employee benefits, career and succession planning, grievance – importance, reasons, handling employee grievance, disciplinary actions; Soft Skills for Banks/NBFIs- Soft skills - meaning, difference between soft and hard skills, importance, types of soft skills; soft assets and hard assets, different types of hard and soft assets; ways and means to use soft skills in the day-to-day life and office environments, application of soft skills for business.

Module D: Employee Motivation and Leadership

- Human factors and motivation – human factors in managing, early behavioral model, Maslow's hierarchy of needs theory, ERG theory, hygiene theory, expectancy theory of motivation, equity and goal setting theory of motivation, McClelland's need theory, special motivation technique, job enrichment; leadership – definition, traits, leadership behavior and styles, different approaches to leadership and decision making - situational or contingency approaches to leadership, transactional- transformational leadership; team building – concept, skills and its importance in banks/nbfis; emotional intelligence, team building and group dynamics – formal and informal organization, quality circle; conflict management, interpersonal communication and counseling; negotiation-different skills and process.

Module E: Organizational Ethics, Ethics in Banking, Code of Conduct, Code of Conduct in banks and financial institutions.

References:

1. Davis, Keith. Human Behavior At Work (Organizational Behavior).
2. Hersey, Paul and K.H. Blanchard. Management of Organization Behavior.

3. Ivancevich & Matteson. Organizational Behavior & Management.
4. Juicis, M.J. Personnel Management.
5. Terry, G.R. Principles of Management.
6. Weihrich, Heniz and Harold, Koontz. Management.

Chapter-3

DETAILED SYLLABUS AND SUGGESTED READING MATERIALS FOR 'AIBB'

Paper-1: Risk Management in Financial Institutions (RMFI)

Full Marks: 100

Module A: Introduction

- Risk Management, Scope and concept of Risk Management and Enterprise Risk Management (ERM), Risk Culture, Risk Strategy, Risk Appetite and Tolerance, Risk Assessment and Treatment, Risk Governance and Organization, Inherent Risk, Control, Residual Risk.

Module B: Risk Identification and Assessment

- Culture of Risk Identification, Process of Risk identification, Categorization of Risk, Financial Risks, Non-Financial Risks, Risk Assessment Techniques, Likelihood, Potential Impact, Selection of significant risks for the enterprise, Key Risk Indicators (KRI), Risk Register, Risk Rating.

Module C: Risk Management Responsibilities and Checklist

- Elements of sound risk management system, Criteria for ensuring sound risk management. Role of Bank Supervisor and Regulator Board Oversight- Role of Board of Directors, Role of Board Risk Management Committee (BRMC). Senior Management Oversight- Role of Executive Risk Management Committee (ERMC) & its functions, Chief Risk Officer (CRO) - Appointment, Responsibilities & Functions, Risk Management Division (RMD) - Roles & Functions. Role of other stakeholders for managing risks: Internal Stakeholders (like different risk committees, different units/cells), External Stakeholders (like regulatory authorities, statutory auditors, credit rating agencies, different development partners & lenders).
- **Risk Management Checklist:** Risk Architecture, Risk Strategy, Risk Protocol.

Module D: Operational risk Management

- Operational Risk Management, its components & factors (People, Process, System etc), Three (3) Lines of Defense (3LoDs), approach for managing operational risks, elements and parties of 3LoD, identification procedures, measurement, contingency planning etc.

Module E: Steps of ERM Implementation

- Planning and Designing, Implementing and Benchmarking, Measuring and Monitoring, Learning and Reporting. Conducting stress testing - communicate its impact to Board & Senior management.

Module F: Policy initiatives for development of risk management in FIs

- Core risk management initiated by Bangladesh Bank: Credit Risk Management (CRM), Asset-Liability Risk management (ALM), Foreign Exchange Risk Management (FX), Anti-Money Laundering Risk Management (AML), Internal Control & Compliance Risk Management (ICC), Information Communication & Technology Risk Management (ICT); Environmental & Social Risk Management (E&S risk Management).

Module G: Implementation of Basel Capital Framework/Accord

- Basel Capital Framework issued by Bangladesh Bank: Components of capital (CET1, Tier 1, Tier 2), its importance for FIs, Limits-Maxima & Minima of capital ratios, Board and Senior Management oversight for managing sustainability of Capital, Capital Planning and dividend policy, relation between risk management and capital. Measurement of Risk Weighted Assets (RWA) under Pillar 1 for Credit risk, Market risk and Operational risk, Strategies for managing RWA of each segment. Measurement & Managing capital requirement for Pillar 2 – Supervisory Review Process, Preparation of ICAAP Documents for determination of capital requirement against different risks under Pillar 2. Pillar 3-Market Discipline: its importance for different stakeholders. Liquidity Ratios under Basel Capital Framework- Liquidity Coverage Ratio (LCR), Net Stable Funding Ratio (NSFR), Leverage Ratio-calculation procedures and importance for banks and NBFIs.

References:

1. Credit Risk Management for Indian Banks by K Vaidyanathan, published by SAGE Publications Pvt. Ltd
2. Risk Management in Banking by Joël Bessis, published by Wiley
3. Economic Foundations Of Risk Management, The Theory, Practice, And Applications by Robert A Jarrow, published by World Scientific
4. John C. Hull, Risk Management and Financial Institutions
5. Anthony Sounders , Marcia Millon Cornet, Financial Institutions Management
6. John C. Hull, Risk Management and Financial Institutions
7. Marcia Millon Cornet , Anthony Sounders, Financial Institutions Management

Paper-2: Credit Operations and Management (COM)

Full Marks: 100

Module A: Introduction of Loans and Advances

- Credit / Loans and Advances, Type of Borrowers and Loans & Advances, Customer-Banker Relationship, Loan/Credit facility Application Process. Credit Planning, Policy and Procedures, Credit Cycle (Investigation to Exit out), Features of a Good Credit Policy, Features of a centralized credit model and Branch Based Banking Model- Differences, Pros and cons of the models, Qualities of a Good borrower, Features of a Good credit proposal.
- Features of Consumer credit, CMSME financing and Agricultural credit, Corporate Finance, Refinancing Scheme, Funded and Non-funded Commitment, Trade financing, Offshore Financing, Syndicated Financing, Project Financing.

Module B: Principles of Sound Lending and Credit Process & Investigation

- Principles of Sound Lending, Client Induction and Selection, Five Cs/Five Rs/CAMPARI etc.
- Importance of Understanding of Borrower's Business and its operations, Loan Interviewing, Justification of financing requirements, Importance of Site visit of Borrower and collateral, Sources of Investigation, CIB Analysis, Credit Rating of Borrowers from ECAIs, Identifying the credit risk and its mitigations, valuation of security and its procedure.
- Analysis of Financial statements and Financial Ratios.
- Internal Credit Risk Rating System (ICRRS) - Concept and Techniques- Quantitative and Qualitative Criterion of Rating.
- Single Borrower Exposure, Loan Pricing and Risk Premium, Loan Structuring, Industry analysis, Analysis of Priority and Discourage sectors.

Module C: Term Loan and Working Capital Financing

- Appraisal of Term Lending Cases: Technical Aspect, Marketing Aspect, Organizational Aspect, Financial Aspect, Economic Aspect and Social & Environmental Aspect - Cost of the Project and Means of Financing - Capital Structure and WACC - Capital Budgeting Techniques: Payback Period, ARR, NPV, Internal Rate of Return (IRR), Sensitivity Analysis etc.
- Cost-Volume-Profit (CVP) Analysis - Margin of Safety and Break-Even Point Analysis - Graphical and Arithmetical Approach.
- Concept of Working Capital, Working Capital Assessment - Components of WC Requirements and Operating Cycle – Assessment Techniques as per Bangladesh Bank Circular and Allowable Bank Financing Limit.

Module D : Credit Risk Management

- Bangladesh Bank Guidelines and Regulations for CRM, Quantitative and Qualitative Analysis, Symmetric and Asymmetric Information analysis, Management Actions Triggers, Risk Matrix, Decision Making, Covenants and Conditions, Loan Sanctioning.

Module E : Credit Documentation and Administration

- Primary Security, Collateral Security, Basic Charge Documents, Personal Guarantee and Corporate Guarantee, Single and Joint Insurance coverage and Policy-Importance and Impacts of defective coverage.
- Methods Creation of Charges on Securities - Pledge, Hypothecation, Lien, Mortgage, Assignment and Set Off, Further Charge, Second Charge and Pari-Passu Charge - Negative Lien.

- Documents and Documentation - Charge and Mortgage Documents - Impact of Defective Documents, Legal Aspects of Security and Documentation.

Module F: Supervision and Follow-up of Loans and NPL Management

- Supervision, Follow-up and Monitoring Techniques of Loans, Monitoring borrower's account, security, stocks, Periodical Inspection, Uses of Loan Fund, Ensuring timely repayment of loans.
- Identifying Non-Performing Loans, Causes and Management, Early Alert Process, Exit strategy, Basis for loan classification, Interest suspense and base for provision.
- Classification and Provisioning of Loans as per Bangladesh Bank Circulars - Rescheduling and Restructuring of Classified Loans and write off.
- Call back procedures of Loans, Steps for recovery against different type of securities.
- Recovery Strategies of Loans: Legal and Non-legal Aspects - Legal Aspects Relating to Filing of Suits, Process and Procedures for filling of Law Suits and execution of decrees, Types of Law suits for recovery.
- Process and Procedures of Written off for defaulted loans and its recovery strategy.

Module G : Leasing and Hire Purchase

- Financing Against Lease Forms of Lease Financing – Economics of Leasing-Financing against Hire Purchase Agreements – Relative Merits of Leasing Finance and Hire Purchase Finance from Customer's and Lending Bank's Point of View

References:

1. Bedi, H.L. and V.K. Hardikar. Practical Banking Advances. Institute of Banking Studies, India.
2. Bangladesh Bank: Guidelines and Circulars.
3. Chowdhury, L.R. A Handbook on Advances, New Paradise Printers, Dhaka.
4. Morsman, Jr. Edgar M. Commercial Loan Portfolio Management, Robert Morris Associates, U.S.A.
5. Matin, M.A. Credit Operations and Risk Management in Commercial Banks, Intimate. Publications, Dhaka
6. Krishnaswamy K.M, Cases in Operations Management
7. Mahapatra P.B, Operations Management
8. R. Ray Gehani , Management of Technology and Operations
9. John O. McClain, L. Joseph Thomas Joseph B. Mazzola, Operations Management
10. Bimal Jaiswal, Banking Operations Management

Paper-3: Trade Finance and Foreign Exchange (TFFE)

Full Marks: 100

Module A: International Trade and Foreign Exchange-Overview

- Concepts of International Trade and Foreign Exchange, Domestic and International Trade, Recording of International Trade and Foreign Exchange Transactions-components, BOT and BOP, Currency Convertibility, Foreign Exchange Reserves, International Banking, Foreign Exchange and Trade Services.

Module B: International Trade Payment Methods

- Sales / Purchase Contract; Different Forms of Trade Payment Methods- Cash in Advance; Open Account; Documentary Collection- Operational Procedures, Documents Against Acceptance and Documents Against Payment; Documentary Credit-Procedures and Parties involved, Settlement Procedures, Different Types of Documentary Credits, Presentation and Examination of Documents and Negotiation, Lodgment and Retirement of Documents under Documentary Credit; Open Account Payment Secured by International Factoring, Bank Guarantee or Standby Letter of Credit.

Module C: Documents in Trade Services

- Different Types of Documents used in Trade services- Commercial Invoice; Transport Document; Insurance Document; bill of exchange; Commercial Documents and Financial Documents; and Other Documents.

Module D: Regulatory Framework

- Domestic Regulatory Framework for International Trade and Foreign Exchanges-Foreign Exchange Regulation Act 1947; Export and Import Policies of Bangladesh; Bangladesh Bank Guidelines on Foreign Exchange Transactions.
- International Regulations for Trade Services-Uniform Customs and Practice for Documentary Credits (UCPDC); Uniform Rules for Bank to Bank Reimbursement (URR) under Documentary Credit; International Standard Banking Practices (ISBP); Uniform Rules for Collection (URC); International Commercial Terms (Inco terms); International Standby Practices (ISP); Uniform Rules for Demand Guarantee (URDG); The General Rules for International Factoring (GRIF).

Module E: International Trade Finance

- Export Finance- Back to Back L/C, Packing Credit, Export Development Fund (EDF)-Purchasing Documents, Supply Chain Finance-International Factoring, Loan against Imported Merchandise (LIM), Loan against Trust Receipt (LTR), International Bank Guarantees, Trade Financing and Offshore Banking-UPAS.

Module F: Foreign Remittance, Foreign Currency Accounts, and Exchange Rate

- Foreign Remittance-Commercial Remittance, Private Remittance-Foreign Currency Accounts- Opening and Operational Procedures of Private Foreign Currency Accounts, Non-Resident Foreign Currency Deposit Accounts (NFCD), Resident Foreign Currency Deposit Accounts (RFCD); Exchange Rate relevant for trade services.

Module G: Malpractices in Trade Services

- Irregularities and fraudulent activities associated with trade payment, trade finance, Sanctions, Trade-Based Money Laundering, Illicit Financial Flows, and Illegal Remittance Flows.

References:

1. Ali, Syed Ashraf: Foreign Exchange and Financing and Risk Management, 2nd Edition, Mowla Brothers (Dhaka, Bangladesh).
2. Andly, K. K. : Foreign Exchange.
3. Awasthi, G. D. Trade Payments (Academy of Business Studies, Delhi, India).
4. Keskamat. V. V. : Foreign Exchange An Introduction.
5. Lall, G. S. Finance of Foreign Trade and Foreign Exchange (HPJ Kappor, New Delhi.).
6. Verghese, S. K. : Foreign Exchange and Financing of Foreign Trade.
7. Watson, A. J. W. : Finance of International Trade (Institute of Bankers, London).
8. Whiting, D. P. : Finance of International Trade (McDonald & Evans).
9. Wheble B. S. : Uniform Rules for Collection (Chartered Institute of Bankers, London).
10. D P Whiting, Finance of Foreign Trade and Foreign Exchange.
11. O.P. Agarwal, B.K. Chaudhuri, Foreign Trade and Foreign Exchange.
12. Hardback ,Wiley Finance,David F. Derosa, Foreign Exchange Operations.
13. Kwai Wing Luk, International Trade Finance.
14. Agarwal, Foreign Trade and Foreign Exchange.

Paper-4: Information and Communication Technology in Financial Institutions (ICTFI)

Full Marks: 100

Module-A: Introduction to ICT and Computer Systems

- Information and Communication Technology, Electronic Banking and Online Banking, Mobile Financial Services, Agent Banking, e-commerce and m-Commerce, Computer Hardware, Computer Software, Internet.

Module-B: Different Approaches to Automation of Financial Institutions (FIs)

- Data Center (DC), Near DC, Disaster Recovery Site (DRS), Data Center Standards and certifications, Computer Networking, IT Systems, Storage, Database and backup systems for ICT in FIs, Computerization approaches, Various Software Systems Like Core Banking, Switching, Credit Card, Payment Gateway, Mobile Financial System and Agent Banking Software.

Module-C: Alternative Delivery Channels & Fund Transfer Systems

- Automatic Transaction Machine (ATM), Cash Deposit Machine (CDM), Cash Recycling Machine (CRM), POS terminals, Debit Card, Credit Card, Card technology Internet Banking, SMS and Alert Banking, E-commerce & Internet Payment Gateway, M-Commerce, Mobile Financial Services (MFS), Agent Banking (Biometric Banking), Call Center, Systems for sending fund transfer instruction like Telex, Swift, CHIPS, FEDWIRE.

Module-D: ICT Security, Cyber Security, ICT Risk Management, Standards, Regulations and Legal Framework

- ICT Security, Cyber Security, ICT Risk Management, Security Standards and Regulations, Guideline on ICT Security for Scheduled Banks and Financial Institutions published by the Central Bank of Bangladesh, PCI-DSS, BS 7799 and ISO 27000, Legal framework in Bangladesh (Cyber Law, ICT Act etc).

Module-E: Document Handling Systems, Additional Banking Applications & Other Aspects

- Cheque Processing Systems such as Clearing and Settlement Systems, MICR, RTGS, BACH (BACPS & BEFTN) and additional Banking Applications like ERP Software, CRM Software, E-mail software, Anti-Virus and anti-malware software.

Module F: FinTech, Artificial Intelligence and future Technology Based Banking

- Fintech, RegTech and TechFin, Virtual Banking, Basic Crypto Currency, Block Chain Technology, Cloud computing, Internet of Things (IOT), Machine Learning, Data Mining, Data Warehouse, Neural Network, Data Warehouse, Current Trends, Artificial Intelligence.

References:

1. Abul Kashem Md Shirin and Nusrat Tamanna Prianka (2020): "Information Technology in Financial Services" 2nd ed., The Institute of Bankers, Bangladesh (IBB)
2. C.S. French, 1990: Computer Studies, 3rd ed., Arnold Publishers, New Delhi, India
3. Graham Taylor, 2001: GCSE Computer Studies, 4th ed., Macmillan Press Ltd., London
4. Grau, J. J. (ed.), 1992: Criminal and Civil Investigation Handbook, 2nd ed., McGraw-Hill Inc., New York.
5. James A. O'Brien, 1999: Management Information Systems, 4th ed., Tata McGraw-Hill Publishing Company Limited, New Delhi, India
6. Kenneth C. Laudon & Jane P. Laudon, 1999: Management Information Systems – Organization and Technology, 4th ed., Prentice Hall of India, New Delhi – 110 001.
7. Pete Loshin & Paul A. Murphy, 1999: Electronic Commerce, 2nd ed., Jaico Publishing House, Mumbai, India.
8. Yekini Nureni, INFORMATION COMMUNICATION TECHNOLOGY (ICT).
9. Harry Bouwman, Bart van den Hooff, Lidwien van de Wijngaert, Jan van Dijk, Information and Communication Technology in Organizations.
10. Carol V. Brown, Daniel W DeHayes, Jeffrey Slater, Wainright E. , Martin Managing Information Technology .
11. IIB, Electronic Banking and Information Technology .

Paper-5: Treasury Management in Financial Institutions (TMFI)

Full Marks: 100

Module A: Introduction to Treasury

- Meaning and function of Integrated Treasury, Nature of Integration, Money Market , Foreign Exchange Market , Relationship between Money Market and Foreign Exchange Market, Guidelines of Asset Liability Management.

Module B: Money Market

- Demand and Time Liabilities (DTL), Cash Reserve Ratio (CRR), Statutory Liquidity Ratio (SLR), why and how CRR and SLR maintained? Inter bank Money Market - Participants, Money Market Instruments - Call Money (Overnight), Repo, Reverse Repo, Inter bank Repo, SWAP, Treasury Bills and Treasury Bonds.

Module C: Foreign Exchange Management

- Foreign Exchange Markets, Foreign Exchange Rate Calculations and Uses, Foreign Exchange Quote Conventions, Assessment Risk to Exposures, Foreign Exchange Trading.

Module D: Asset Liability Management

- Liquidity Management, Tools of Liquidity Management- Liquidity Coverage Ratio (LCR), Net Stable Funding Ratio (NSFR), ADR / IDR, Wholesale Borrowing Limit (WB), Structural Liquidity Profile (SLP) , Maximum Cumulative Outflow (MCO), Liquidity Contingency Plan (LCP). ALCO-Formation, Responsibilities, ALM desk, ALCO Papers, Structure and functions of Front Office, Mid Office & Back office, Balance Sheet and Capital Planning , Transfer pricing of Assets & liabilities .

Module E: Derivatives

- Forward contract, Futures contract, Options, Investment Derivatives, Commodity Derivatives, Credit Derivatives.

Module F: Fixed Income

- Fixed Income Market, Fixed Income Investments, Bond Pricing-Yield to maturity, Duration and convexity, Primary and secondary market of Govt. Securities, DIBOR, Primary Dealer Activities.

Module G: Risk Management

- Risks Factors in Bank, Interest rate risk and exchange rate Risk management, Risk Management Limits and Reporting, Implication of BASEL-iii and Risk Management of Capital market Exposures.

References:

1. Frank J. Fabozzi, The Handbook of Fixed Income Securities, McGraw Hill 6th Edition.
2. Basic Treasury, Citibank Training & Development Center, Self Instruction Series
3. Introduction to Foreign Exchange, Citibank Training & Development Center. Self Instruction Series
4. Frank J. Fabozzi CFA and Martin L. Leibowitz, Fixed Income Analysis, CFA Institute Investment Series
5. Interest Rates, Citibank Training & Development Center, Self Instruction Series
6. John C Hull, Options, Futures & Other Derivatives, Prentice Hall, 7th Edition.
7. Introduction to Risk Management, Training & Development Center, Self Instruction Series
8. Timothy M. Weithers, Foreign Exchange: A Practical Guide to the FX Markets, Wiley Finance.
9. Edwin J. Elton, Martin J. Gruber, Stephen J. Brown, William N. Goetzmann; Modern Portfolio Theory and Investment Analysis

Chapter-4
DETAILED SYLLABUS AND SUGGESTED READING MATERIALS
FOR AIBB (OPTIONAL SUBJECTS)

Paper 1: Accounting for Financial Institutions (AFI)
Full Marks: 100

Module A: Introduction

- Book-Keeping and Accounting. Purpose, Nature, Uses and Users of Accounting. Accounting Principles, Standards and Regulations, Forms of Business Organizations, Accounting Systems, Assets, Liabilities and Owners Equity.

Module B: Processing and Recording of Accounting Information

- Transaction, Analysis of Transaction, Recording of Transaction, Purpose of Double Entry System, Golden Rules of Debit and Credit of Transactions, Journals, Ledgers (T accounts) Types of Ledgers, Trial Balance, Cash book, Types of Cash Book (Single Column, Double Column & Triple Column Cash Book) Suspense Accounts, Reflection of Accounting Errors, Adjusting Entries & Closing Entries, Accrued and Deferred Revenue Expenses, Accounting Cycle, Depreciation, Provision and Reserves.

Module C: Financial Statements

- Financial statements according to IFRS. Types of Financial Statements, Objectives and stakeholders of Financial Statements, Analysis of Financial statements, Horizontal and Vertical Analysis, Comparative Financial Statements.

Module D: Financial Statements for different entities

- Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in equity, Statement of cash flow.

Module E: Financial Statements for Banks

- Balance Sheet, Profit and Loss Account, Cash flow statement, Statement of Changes in equity, Note to Financial Statements, Basic IFRS Chart of Accounts for Banks.

Module F: Other Entities

- Sole proprietorship, Partnership, Hindu Undivided Family (HUF), Joint ventures, Corporation - Private Limited Corporation and Public Limited Corporation.

References:

1. Anthony, Reece – Accounting Principles (Richard D, Irwin, Inc. U.S.A.).
2. Anthony, Robert N. – Essentials of Accounting (IRWIN, U.S.A.).
3. Harmenson, Edwards, MAHER – Accounting Principles (IRWIN, U.S.A.).
4. Khan, Md. Mainuddin – Advanced Accounting (Ideal Library, Dhaka).
5. Weygandt, Kieso Kell – Accounting Principles (John Wiley and Sons Inc. U.S.A.).
6. Anthony Saunders, Marcia Millon Cornett, Financial Institutions Management: A Risk Management Approach.
7. Joe Ben Hoyle, Business Accounting.
8. Insitute of Cost Accountants of India, Fundamentals of Accounting
9. Saylor Academy, Financial Accounting.
10. Christine Jonick, Principles of Financial Accounting.

Paper 2: Financial Crime and Compliance (FCC)

Full Marks: 100

Module-A: Conceptual Issues and Terminology

- Financial Crime, Nature of Financial Crime, Key stakeholders of Financial Crime, Money Laundering, Terrorist Financing, Sanctions, Bribery and Corruption. Predicate Offence, Reporting Organizations, Investigative Agencies, Stages of ML, Bangladesh Financial Intelligence Unit (BFIU), FATF, APG, Egmont Group, National Coordination Committee and National Taskforce on AML-CFT, Penalties.

Module-B: Financial Crime in the Key Functional Areas of Banking

- Nature of crimes in General Banking, Fraud and forgeries in Credit Operations, Malpractices and crime in Trade Services and Foreign Exchange, Internal Control and Compliance (ICC) functions of banks and Financial Crime.

Module-C: Financial Crime Risk Assessment

- ML/TF Risk Assessment Guidelines for Banking Sector; Identifying and Assessing Trade Based Money Laundering (TBML), Guidelines for Trade Based Money Laundering in Bangladesh; Enterprise-wide, Business, Sector and Product level FC Risk; Geographic Risk, FATF Blacklists and Gray-lists.

Module-D: Prevention, Detection and Reporting

- Customer, Beneficial Owner, Customer Acceptance Policy, KYC, Customer Risk Assessment/Rating, Customer Due Diligence (CDD), Enhanced Due Diligence (EDD), Periodic and Adhoc CDD/EDD review, Name Screening; Transaction Profile (TP), Transaction Monitoring, TP Based Transaction Monitoring, Automated Transaction Monitoring, Manual Transaction Monitoring, Transaction Screening, Ongoing Name Screening, Media Monitoring. Self-Assessment, Cash Transaction Reporting (CTR), Suspicious Transaction Reporting (STR), Suspicious Activity Reporting (STR), Protection for good faith reporting, Reporting for Internal Governance, Negative Lists

Module-E: Sanctions, Anti-Bribery and Corruption

- Economic Sanctions, Various Types of Sanctions, US Sanctions, UN Sanctions, Bangladesh list, Bribery, Corruption, Important definitions and provisions of Anti-Corruption Commission Act, 2004, Penal Code provisions on Bribery, expatriation of corruption proceeds, Bribery & Corruption through employment, internship, gifts, procurement, sponsorship and donations.

Module-F: Financial Crime Control (FCC) for New Economy

- FCC Risk Associated with new services and Technology, Fintech products, MFS, e-wallet, transactional platforms, e-commerce sites, marketplace; Money Laundering in the New Payment System.

Module-G: Compliance

- Concepts of Compliance and Compliance Risk, Identifying and Managing Compliance Risk, Various Sub-Risks, Assessing Inherent and Residual Compliance Risk, Compliance Policies and Governance, Regulatory Compliance, Independence of Compliance Function and role of all employees and senior management for compliance.

References:

1. Sébastien Billot , Financial Crime Compliance
2. Kevin Sullivan Anti-Money Laundering in a Nutshell
3. John A. Cassara Money Laundering and Illicit Financial Flows
4. Jonathan E. Turner Money Laundering Prevention
5. Nkechikwu Valerie Azinge-Egbiri, Regulating and Combating Money Laundering and Terrorist Financing
6. Patrick Kabamba, Know Your Customer (KYC) Policy
7. Jonathan E. Turner, Policing Financial Crime: Intelligence Strategy Implementation
8. Money Laundering & Terrorist Financing Risk Management Guidelines, Bangladesh Bank
9. Guidance notes on AML and CFT

Paper 3: Agriculture & Microfinance (AM)

Full Marks: 100

Module A: Agriculture Finance

- Nature, Approaches and Need for Agricultural Finance, Institutional and Non-Institutional Sources, Types of Agri-finance-Crop and Non-Crop, Agro-Based Project Financing - Procedures and Collaterals in Agri-finance Problems of Agri-finance- Role of Commercial Bank and Bangladesh Bank in Agri-finance - Monitoring and Recovery of Agricultural Credit - Public Demand Recovery Act - Sector and Sub-Sector of Agricultural Finance - Methods of Agricultural Credits Disbursements - Use of IT in Agricultural Credits - Role of Banks in Agriculture Sector Financing - Regulatory Policies for Agricultural and Farm Sector Financing.

Module B: Micro Credit and Micro Finance: Evolution, Legal Framework and Products

- Historical Development of Micro Credit, Micro Credit and Micro Finance, Micro Credit and Poverty Alleviation. Government Policy and Legal Framework Regarding Micro Finance in Bangladesh, Micro Credit Regulatory Authority (MRA) in Bangladesh, Requirements of Collateral Security, Collateral Substitutes, Saving-Compulsory Deposit System, Insurance, Payment Services, Social Intermediation, Enterprise Development Services.

Module C: Micro Financial Institutions (MFIs)

- Micro Financial Institutions and their Objectives, Target Market and Impact Analysis, Formal, Semi-Formal and Informal Financial Institutions, Institutional Growth and Transformation, Linkages Among Different Types of MFIs and between Banks and MFIs. Social Services of the MFIs.

Module D: Working Capital, Special and Priority Sector Financing

- Working Capital Assessment for Fishery, Poultry, Dairy, etc. Finance in High Value Crops, Tissue Culture, Oil Palm Cultivation, Nursery, Salt Cultivation, Cereal Cultivation, Silk Cultivation, Roof-top Gardening, Mushroom Cultivation, Betel Leaf Cultivation, etc. Value Chain - Developing Commodity Markets.

Module E: Role of Specialized Banks (SBs) and MFIs in Rural Finance and Poverty Alleviation in Bangladesh

- Role of BKB, RAKUB, Grameen Bank, BRAC, ASA, PRASHIKA, BRDB and PKSF as the Micro/Rural Financial Institutions in poverty alleviation

Module F: Performance Assessment of SBs and MFIs

- Repayment Rates, Financial Viability, Profitability, Leverage and Capital Adequacy, Borrowers Viability and Poverty Alleviation.

References:

1. Bangladesh Bank, BKB, RAKUB & PKSF: Annual Reports.
2. Ledgerwood, Joanna. Micro Finance Handbook- An Institutional and Financial Perspective, The WorldBank Washington D.C
3. Wood, Geoffrey D and Sharif, Ifath A, (Ed.). Who Needs Credit-Poverty and Finance in Bangladesh, UPL, Dhaka.
4. Agricultural and Rural Credit Policy and Programme

Paper 4: Management Accounting (MA)

Full Marks: 100

Module A: Overview of Management Accounting

- Scope and Importance of Management Accounting, Difference Between Financial Accounting and Management Accounting, Role of Management Accounting in Financial Institutions for planning and decision making.

Module B: Costing and Pricing

- Cost and cost Terminology, classification of costs-Direct costs and Indirect costs, Cost allocation, variable Costs and Fixed costs, Total costs and unit costs Prime costs and conversion cost, Relationship of Types of Costs. Objectives of Pricing- Cost-Volume Profit Analysis, Breakever point, CVP analysis for decision making, Sensitivities Analysis and Margin of Safety, cost planning and CVP, effects of sales mix on Income, Contribution margin Vs gross margin.

Module C: Budgeting

- Importance of Budget, Budgets and Budgeting cycle, objectives of Budgeting, Preparation of budgets, developing operative budget, Sensitivity analysis, Importance of budgets in Financial Institutions, cost control through budget. Capital Budgeting Decisions – Nature and Features of Capital Budgeting Decisions Net Present Value, Internal Rate of Return, Profitability Index, Payback, Accounting Rate of Return, NPV vs. IRR.

Module D : Planning for Liquidity

- Cash Flow Forecast, Objectives of Cash Flow Preparing A Cash Flow Forecast, Cash Flow Vs liquidity of Financial Institutions statement of sources and Application of Funds in Financial Institutions.

Module E : Working Capital Management

- Components of working Capital, Management of Cash, Management of Receivables and Management of Inventions Factors that affecting working capital requirements, Assessment of working capital- Methods of Financing working capital, Factors to be considered while assessing working capital requirements of by Financial Institutions.

Module F: Analysis of Financial Statements

- Financial Statements Analysis of financial ratios, interested groups for financial ratio. Analysis, liquidity Ratio, Leverage (Capital Structure) Ratios, Activity Ratios (Turnover Ratios), Profitability Ratios, Investors Interested Ratios- Earning Per Share (EPs), Price Earnings Ratio (PE), Price to Sales Ratio, Dividend Yield, Dividend Payout Ratio.

References:

1. Bhattacharya, S. K. and John Deanden- Accounting for Management: Texts & Cases
2. Hingorani & Chawla. Management Accounting (Indian Institute of Bankers, Published by Himalaya Publishing House, Mumbai, India.
3. Egginton, D. A. – Accounting for the Banker, (Longman)
4. Fisher, J- Financial Analysis and Management Accounting for the Banker (The Institute of Bankers in Scotland).
5. Kuchhal, S. C. – Financial Management- An Analytical & Conceptual Approach.
6. Khan, Md. Mainuddin-Advanced Accounting (Ideal Library Dhaka).
7. Pitcher, M. A. – Management Accounting for the Lending Bankers.
8. I M Pandey – Financial Management

Paper 5: Marketing and Branding in Financial Services (MBFS)

Full Marks: 100

Module A: Basics of Marketing

- Marketing and the Marketing Process; Understanding Marketplace and Customer Needs; Designing a Customer-Driven Marketing Strategy; Preparing an Integrated Marketing Plan and Programme; Products, Services, and Brands; Building Customer Value; Service Marketing; Categories of Services; The Nature and Characteristics of Services, Expanded Marketing Mix for Services; Marketing Strategies for Service Firms; Managing Service Quality; Service Marketing and Financial Services.

Module B: Marketing Strategies and Planning for Financial Institutions

- Strategic Planning: Definition, Steps, Defining Marketing's Role-Portfolio Analysis, Analyzing Current Business Portfolio; Developing Strategies for Growth or Downsizing Planning Marketing: Partnering to Build Customer Relationships-Value Chain and Value Delivery Network; Service Meaning; Service vs. Customer Service, Categories of Services; The Nature and Characteristics of Services, Marketing Strategy and The Marketing Mix for Financial Institutions-Corporate and Retail; Managing Service Quality-Importance and Dimensions

Module C: Customer Relations, Expectations and Building Customer Value

- Consumer Behavior, Building Customer Relationships; Relationship Marketing – Goals, Benefits; Foundations for Relationship Strategies; Customer Relationship Management; Designing a Customer-Driven Marketing Strategy; Market Segmentation, Targeting; Differentiation and Positioning; Branch Location and Distribution-Means of Distributing Bank Services, Locating Bank Branches; Meaning and Types of Service Expectations, Factors Influencing Expectations of Service, Customer Perceptions – Satisfaction vs. Service Quality, Using Marketing Research to Understand Customer Expectations.

Module D: Pricing and Product Development in Banks and Financial Institutions

- Pricing Strategies for Financial Institutions - Deposit and Loan Products; Other Internal and External Considerations affecting Price Decisions; Product Development and Segmentation - Special Features of Product Development, Product Development Strategies, and Implications of New Technologies for Bank Product Development.

Module E: Branding: Building Customer Value in Banks and Financial Institutions

- Branding in Banks - Brand Equity, Brand Equity Models, Brand Value, Branding and Differentiation Strategies, Brand Positioning-Points-of-Difference (POD) and Points-of-Parity (POP), Brand Development, Branding Strategy-Building Strong Brands.

Module F: Marketing Channels: Delivering Customer Value

- The Nature and Importance of Marketing Channels; Channel Designing and Management Decisions, Selecting Bank Branch Location (Application of Geographic Information System) and Distribution of Banking Services, Alternative Delivery Channels: ATM/Fast Track, Internet Banking, Mobile Banking, Agent Banking, Call Center, E/M-Wallet and Apps Based Banking.

Module G: Marketing Communications Strategy

- The Promotion Mix; Integrated Marketing Communications; Digital Marketing-Concepts, Methods, Channels, Strategies, Steps in Developing Effective Marketing Communication; Marketing Communication Strategy for banks and financial institutions.

References:

1. Kotler, Philip and Gary Armstrong. Principles of Marketing. Pearson Education, England.
2. Kotler Philip, K. L. Keller, A. Koshy, M. Jha. Marketing Management. Pearson Education, New Delhi.
3. Stanton William J., M. J. Etzel and B. J. Walker. Fundamentals of Marketing. McGraw Hill International Edition, New York.
4. Lovelick C, Wirtz J, Chatterjee J, Service Marketing, Person Education Inc. USA Zeithmal, Valarie A. and Mary Jo Bitner. Services Marketing. Tata McGraw-Hill, India.

Paper 6: Sustainable Finance (SF)

Full Marks: 100

Module A: Sustainable Finance

- Conceptual aspects and stakeholders; Policy and Regulatory issues on sustainable finance in Bangladesh; Role of Bangladesh Bank in guiding/promoting sustainable finance in Bangladesh.

Module B: Inclusive Deposit Products and Financial Inclusion

- No-frill Account for Financial Inclusion; Policy approach for Deposit Inclusion in Bangladesh; Deposit inclusion by banks and financial inclusion-growth and performances.

Module C: CMSME Financing

- Policy and regulatory initiative on CMSME financing; Small, Cottage and Micro enterprise financing in Bangladesh including Women Entrepreneurship financing in Bangladesh; Role and Challenge associated with CMSME financing; Documentation and Collateral Concerns of CMSME financing; SME Cluster Financing; Role and performance of banks/NBFIs in CMSME financing.

Module D: Agricultural and Rural Banking

- Concept, Nature, Types, Importance and Role of Banks, Bangladesh Bank Policies on Agricultural and Rural Banking; Growth and Performance of Agricultural and rural financing in Bangladesh.

Module E: Green Banking/Financing

- Concept, Regulatory Environment, Role of Stakeholders and Initiatives at Local and Global level; In-house Environment Management in Banks, Green Financing, Bangladesh Bank Refinancing Schemes, Environmental and Social Risk Identification and Mitigation Techniques related to Different Projects; Role and performance of banks/NBFIs in green banking.

Module F: CSR and Sustainable Banking

- Concepts of CSR, CSR and sustainable banking, CSR activities by banks and financial institution in Bangladesh.

Module G: Digital Financial Services and Inclusive Banking

- Concept, Benefits, Strategies and Policy Initiatives; Different Approaches of Digital Financial Services, Mobile Financial Services, Agent Banking and NGO-MFI Linkage.

Module H: Financial Literacy

- Concept of Financial Literacy; Financial Literacy and Financial Inclusion; Financial Literacy using Technology.

References:

1. Othmar M. Lehner — Rutledge Handbook of Social and Sustainable Finance, Publisher Routledge, 2016
2. Marcel Jeucken, Sustainable Finance and Banking, Publisher Routledge
3. Agnieszka Bem—Finance and Sustainability, Publisher Springer International Publishing AG
4. Magdalena Ziolo, Bruno S. Sergi — Financing Sustainable Development, Publisher Palgrave Macmillan
5. Schoenmaker, Willem Schramade Principles of Sustainable Finance, OUP Oxford
6. Policy Guidelines for Green Banking, Bangladesh Bank

Paper 7: Shariah-Based Banking (SBB)

Full Marks: 100

Module A: Principles of Islamic Economics and Banking

- Islamic Economics—Meaning, Source and Scope, Nature of Economic Law, Islam and other Economic Systems, Consumption and Production in Islam, Distribution of Wealth in Islam, Trade and Commerce in Islam, Islamic Approach to Money, Banking and Monetary Policy.
- Interest in Islam, Meaning and Types of Riba, Conceptual Issues Related to Riba, Comparative Analysis between Interest and Profit, Classical and Keynesian Views of Interest.
- Objectives and Functions of Islamic Banking, Operational Mechanism of Islamic Banking System, Guarantee in Islamic Banking, Non-Banking Services of Islamic Banks, Islamic Bank and Central-Bank, Conventional vis-as-vis Islamic Banking.

Module B: Deposit Mobilization Process

- Al-Wadia and Al-Mudaraba Accounts—their Characteristics and Mode of Operations; Hajj Deposit Account, Cash Waqf Account.

Module C: Finance and Investment in Islamic Banks

- Musharaka, Mudaraba, Bai Murabaha, Bai Muazzal, Bai Salam, Bai Al-Istisna, Hire Purchases, Hire Purchase Under Shirkatul Milk, Quard-e-Hasana, Lease Finance, Auction Investment, Syndicated Investment, Izara bil Baia, Muzara'a, Mugarasa, Musaqat.
- Specialized Financing—Rural, Agro-, Micro and SME Finance—their modes and operational procedures.
- Corporate Social Responsibilities—Zakat, Sadaqa, Cash Waqf, Quard-e-Hasana.

Module D: Foreign Exchange Operation of Islamic Bank

- Import and Export Financing—MIB, MTR, MPI; Methods of Trade Payments; Exchange Rates; Applicable Rates for FEX Operations; Offshore Banking—discounting, UPAS, Deposit Collection, etc. under Islamic Modes; Export Development Fund, Refinancing Facilities from Bangladesh Bank.

Module E: Fund and Capital Management in Islamic Banking

- Asset-Liability Management (ALM), Liquidity Management, Liquidity versus Profitability, Liquidity Theories and Islamic Banking, Risk Management in Islamic Banks, Islamic Money Market, BGIBB Operation; Islamic bonds—Mudaraba Perpetual Bond Mudaraba Subordinate Bond, Sukuk Bond.

Module F: Accounting Standards and Supervisory Framework

- Central Banking in Islamic Framework, — Monetary Policy in Islam –Banking Supervision.
- Need for Shariah Supervisory Board – Relationship with Board of Directors and Central Bank, Role and Function of Shariah Supervising Board in Shariah Compliance.
- General Accounting Concepts; Accounting and Shariah Standards for Murabaha, Musharaka, Ijara, Bai Salam; AAOIFI Standards; Profit Distribution and Weight calculation
- Global and Bangladesh Practice of Islamic Banking.

References:

1. Ahmed, Shaikh Mahmud—Towards Interest Free Banking, International Islamic Publisher, Delhi
2. Choudhury, Masudul Alam, Money in Islam, Routledge, London
3. Hasan, Kabir M.—A Text Book on Islamic Banking
4. Hoque, Ataul—Readings in Islamic Banking, Islamic Foundation Bangladesh
5. Mannan, M. A. Islamic Economics: Theory and Practice, New Delhi, India
6. Rahman, M.M. and Rahman, B.M.H.—Islamic Finance System
7. Shaghil, M.—Islamic Economics, New Delhi, India
8. Miah, Dr. Mohammed Haider Ali-A Way to Islamic Banking: Custom and Practice (2 Volumes)

Paper 8: Investment Banking (IB)

Full Marks: 100

Module A: Investment Banking

- Investment Banking – Functions and Activities; Investment banking versus conventional banking; Investment Return and Risk, Asset Allocation; Structuring a deal; Business valuation techniques; Types of valuation multiples; Hurdle rate; Payback period; Cost of capital; Cost of debt; Enterprise value; Equity value; Cash flow modelling; Discounted cash flow analysis; Modelling best practices; drivers and assumptions; Modelling and projecting financial statements; Stress testing; Sensitivity analysis

Module B: Primary and Secondary Market Operations

- Management of Capital Issues; IPO: listing and fund raising; Underwriting; Issue of Prospectus; Private Placement; Mutual Fund (open ended and closed ended); Reference Curve; Bond pricing; Primary Dealer; Auction Calendar; Demate; Settlement of trades; Security Valuation – Overview of the Valuation Process; Theory of Valuation; Bond Fundamentals and Valuation of Bonds-Computing Bond Yields; Valuation of Equities; Primary Securities Market and Secondary Security Markets

Module C: Portfolio Management and Analysis

- Introduction to Portfolio Management, Some Background Assumptions, Asset Pricing Models, Efficient Capital Markets; Financial Statement Analysis; Financial Ratios, Economic Analysis; Relating Economic Analysis to Efficient Market; Forecasting Tools; The Nature of Effective Economic Forecast; Industry Analysis; Company Analysis

Module D: Corporate Finance

- Debt and Equity Instruments;; Understanding capital structure; Net present value; Internal rate of return; Project finance; Structured Export Finance; Asset-backed Securitization (ABS), Mortgage-backed securities (MBS);

Advisory; Mergers and Acquisitions; Leveraged Buyouts; Corporate actions and restructuring

Module E: Investment Banking Structure in Bangladesh

- Structure, Legal Framework, Performance, Role of SEC (Prevention of Insider Lending and Investor Protection), ICB (Institutional Investor), DSE and CEC Corporate Merger, Restructuring, Acquisition, Corporate Advisory, Legal, ethical and governance issues in investment banking, Growth of investment banking in Bangladesh, Tier II bonds, ZCB, Sukuk, Sustainable bonds

References:

1. Different Publications of SEC, DSE and CSE.
2. Francis, J.C.-Investment (McGraw Hill, Singapore).
3. Hirt, G. A. and Stanley B. Block-Fundamentals of Investment Management (IRWIN, U.S.A.)
4. Public Issue Rules, 1998.
5. Reily, Frank, K. and Edger A. Norton-Investments (The Dryden Press, U.S.A.)
6. Securities & Exchange Ordinance, 1969.
7. Sharpe, W.F.-Investments (Prentice-Hall Inc., U.S.A.)
8. আর্থিক প্রতিষ্ঠান আইন, ১৯৯৩
9. সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) (১৯৯৩ সালের ১৫ নং আইন)
10. সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন আইন, ১৯৯৩ (১৯৯৩ সালের ১৫ নং আইন)

Chapter-5

AWARDS AND PUNISHMENT

GOLD MEDALS

1. Bangladesh Bank Gold Medals, one for JAIBB and one for AIBB examination, plus cash Tk. 25,000.00 in each case, for standing 1st in any of the examinations by securing minimum 65% marks in aggregate, passing all the subjects and completed the examination in one chance.
2. Eastern Bank Ltd. Gold Medals, one for JAIBB and one for AIBB, plus cash Tk. 25,000.00 in each case, for not qualifying for Bangladesh Bank Gold Medal but stand 1st/2nd in any of the examinations by securing minimum 60% marks in aggregate, passing all the subjects and completed the examination in one chance.
3. Monsur-ul-Amin Gold Medal (awarded by the IBB) for standing first among the candidates who complete both JAIBB and AIBB examinations in two consecutive chances securing at least 60% marks in the aggregate and completed the Banking Professional Examination, JAIBB and AIBB in one chance.

SILVER MEDALS

4. Bangladesh Bank Silver Medals, one for JAIBB and one for AIBB, plus cash Tk. 25,000.00 in each case, for not qualifying for the gold medals but stand 1st/2nd/3rd in any of the examinations by securing minimum 55% marks in aggregate passing all the subjects and completed the examination in one chance.
5. Sonali Bank Ltd. Silver Medals, one for JAIBB and one for AIBB, plus cash Tk. 25,000.00 in each case, for not qualifying for gold medals or Bangladesh Bank Silver Medal but stand 1st/2nd/3rd/4th in any of the examinations by securing minimum 55% marks in aggregate passing all the subjects and completed the examination in one chance.

CASH PRIZES

6. The cash prizes will be awarded to the candidates for securing the highest marks in individual subjects and completing the JAIBB and AIBB examination, as the case may be as indicated below :-

Name of Banks		Amounts of prizes	Subjects and passing of JAIBB or AIBB Examination
(1)	Janata Bank Ltd	Three prizes – Tk. 15,000.00 Tk. 25,000.00 Tk. 25,000.00	for securing highest marks in (i) Laws and Practice of General Banking (JAIBB) (ii) Risk Management in Financial Institutions (AIBB) (iii) Credit Operations and Management (AIBB)
(2)	Agrani Bank Ltd	Two prizes – Tk. 15,000.00 Tk. 25,000.00	for securing highest marks in (i) Accounting for Financial Institutions (AIBB) (ii) Governance in Financial Institutions (JAIBB)

Name of Banks		Amounts of prizes	Subjects and passing of JAIBB or AIBB Examination
(3)	Rupali Bank Ltd.	Two prizes – Tk. 25,000.00 Tk. 25,000.00	for securing highest marks in (i) Trade Finance and Foreign Exchange (AIBB) (ii) Information and Communication Technology in Financial Institutions (AIBB)
(4)	Bangladesh Krishi Bank	One prize – Tk. 25,000.00	for securing highest marks in Agriculture and Microfinance (AIBB)
(5)	Bangladesh Development Bank Ltd.	One prize – Tk. 25,000.00	for securing highest marks in Sustainable Finance (AIBB)
(6)	Pubali Bank Ltd.	One prize – Tk. 25,000.00	for securing highest marks in Treasury Management in Financial Institutions (AIBB)
(7)	Uttara Bank Ltd.	One prize – Tk. 25,000.00	for securing highest marks in Management Accounting (AIBB)
(8)	AB Bank Ltd.	One prize – Tk. 15,000.00	for securing highest marks in Principles of Economics (JAIBB)
(9)	Jamuna Bank Ltd.	One prize – Tk. 15,000.00	for securing highest marks in Monetary and Financial System (JAIBB)
(10)	National Bank Ltd.	One prize – Tk. 15,000.00	for securing highest marks in Business Communication in Financial Institutions (JAIBB)
(11)	Standard Chartered Bank	One prize – Tk. 25,000.00	for securing highest marks in Information and Communication Technology in Financial Institutions (AIBB)
(12)	BASIC Bank Ltd.	One prize – Tk. 15,000.00	for securing highest marks in Organization and Management (JAIBB)
(13)	Investment Corporation of Bangladesh	One prize – Tk. 25,000.00	for securing highest marks in Investment Banking (AIBB)
(14)	Al-Arafah Islami Bank Ltd.	One prize – Tk. 25,000.00	for securing highest marks in Shariah-Based Banking (AIBB)
(15)	The Premier Bank Ltd.	One prize – Tk. 25,000.00	for securing highest marks in Financial Crime and Compliance (AIBB)
(16)	Padma Bank Ltd.	One prize – Tk. 25,000.00	for securing highest marks in Marketing and Branding in Financial Services (AIBB)

7. The minimum qualifying marks for award of cash prizes for standing first in individual subjects and passing the examination (JAIBB or AIBB, as the case may be) are **60 percent**.

PUNISHMENTS FOR UNFAIR MEANS

8. Punishments prescribed by the Council of the Institute of Bankers, Bangladesh (IBB) for offences committed by examinees in JAIBB and AIBB Examinations. [Revised in 151 Council Meeting on 25 July 2023]

Sl. No.	Offences	Punishments
01.	Bringing any kinds of mobile phones, books, notes, motor car/any vehicle in the examination centre	Examinees are not allowed to sit for the said examination
02.	Copying from books, notes, mobile phones or any other electronic devices etc. in the examination hall.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
03.	Copying from the answer script of another examinee or allowing others to copy from one's own answer script.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
04.	Smuggling in and out, of question paper/script, in the original or solved form/shape/condition.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
05.	Tearing of script in disgust/frustration/ anger or for any other reason.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination.
06.	Committing fraud/forgery/alteration in the script.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
07.	Misbehavior with the invigilating staff or any other act of indiscipline in or outside the examination hall.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
08.	Impersonation with and without substituting photograph on the admit card and writing for other candidates.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.

Sl. No.	Offences	Punishments
09.	Escaping away with answer script.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
10.	Disobedience/violation of orders of the Supervising Officer/hall Superintendent/ invigilators e.g. refusal to surrender books/incriminating papers, to take seats according to seat arrangement, etc.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent examinations for 03 (Three) consecutive years.
11.	Physical assault on the invigilators/ supervising officer/hall Superintendent /other staff on duty in the examination hall.	(i) Cancellation of the answer script of that subject. (ii) Cancellation of examination in all other subjects of the said examination. (iii) Expulsion from the entire examination and debarment from appearing at the subsequent 08 (eight) examinations
12.	Indulgence in disturbance/ Rowdyism/ provocation/Agitation /walk-out/causing damage to furniture and property in or around the examination hall.	Filing of criminal case against the examinee by the IBB .
13.	Possession of fire arms or anything capable of being used as a weapon of offence in or around the examination hall.	Filing of criminal case against the examinee by the IBB .
14.	Commission of any of the above mentioned offences for the 2nd (second) time.	Any punishment given by the Syllabus and Examination Committee of IBB according to the nature and gravity of the offence.
15.	Any other infringement of rules.	Any punishment given by the Syllabus and Examination Committee of IBB according to the nature and gravity of the offence.

In addition to the above mentioned punishments, **Syllabus & Examination Committee of IBB** may recommend appropriate disciplinary actions, depending upon the gravity of the offences, to the respective banks/financial institutions of the examinees concerned.

Note: The aforesaid actions to be taken by the IBB will be reported to the employer of the candidate concerned for information and further disciplinary action against him/her.



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08 December 2021

President
The Institute of Bankers, Bangladesh
&
Governor, Bangladesh Bank.

Subject: Submission of Report of IBB Syllabus & Examination Review Committee.

Dear Sir,

With reference to the IBB letter স্ম নং-আইবিবি/আর এড ডি/এসইআরসি/২০২১/৪৮০-৪৮৫, তারিখ ১৭-০৫-২০২১ and স্ম নং-আইবিবি/প্রশাঃ/২৫/সিঃ পঃ রিঃ কঃ/২০২১/১২৩৯, তারিখ ১৭-১০-২০২১ on formation of the above Committee, we are pleased to submit a report on the revised IBB Examination Systems & Syllabi.

We hope IBB will take necessary measures to implement our recommendations for better cause of increasing skills of the bank employees & developing competent professionals in banking/financial Institution.

With best regards

(Omar Faruque)
CFCC Head
Standard Chartered Bank
&
Member, IBB Syllabus & Examination Review Committee

(Alamgir Morshed)
Head of Financial Institutions
Standard Chartered Bank
&
Member, IBB Syllabus & Examination Review Committee

(Dr. Shah Md. Ahsan Habib)
Professor, BIBM
&
Member, IBB Syllabus & Examination Review Committee

(Abul Kashem Md. Shirin)
Managing Director & CEO
Dutch Bangla Bank Limited
&
Member, IBB Syllabus & Examination Review Committee

(Dr. Mohammed Haider Ali Miah)
Managing Director & CEO
Export Import Bank of Bangladesh Limited
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(Md. Ali Hossain Prodhania)
Ex-Managing Director
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(Laila Bilkis Ara)
Secretary General, IBB
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(Dr. Toufic Ahmad Choudhury)
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