



INDIAN INSTITUTE OF BANKING & FINANCE
Professional Development Centre – Eastern Zone, Kolkata

VIRTUAL TRAINING PROGRAMME

Effective Branch Management (12th to 14th August 2024)

Last Date to Apply: 07th August, 2024



BACKGROUND

IIBF has emerged as a premier institute on banking and finance education. It is the largest institute of its kind in the world and is working with a Mission to “develop professionally qualified & competent bankers and finance professionals primarily through a process of education, training, examination, consultancy/ counselling and continuing professional development programmes”. Indian Institute of Banking & Finance has been awarded the ISO 21001:2018 Standard. This standard is for Educational Institutes who have achieved the required level of excellence in their academic offerings. IIBF is among the few institutes to have been conferred upon this standard.

PURPOSE

In past few years, the landscape of banking industry has undergone significant change. Changing profile of customers, fast moving technology, innovation in products, rising expectations from the service sector requires Branch Managers to possess certain set of skills. The skills need to be identified, acquired at the right time, and used effectively. Given this background, IIBF has designed this special programme for Branch Managers.

OBJECTIVES

To impart skills related to -

- ✓ Assessment of Branch Business Potential
- ✓ Optimization of Branch Profitability
- ✓ Efficient use of Technology for marketing, customer profiling

- ✓ PML-KYC Compliance
- ✓ Building up a Credit Portfolio for sustainable profitability
- ✓ Executing loan documents
- ✓ Preparation of Regulatory Returns
- ✓ Team Building
- ✓ Time Management

CONTENT OVERVIEW

- Preparation of Branch Business Plan
- Strategies for handling campaigns for Deposit/ Retail/SME Credit
- Leveraging Information Technology to increase business
- Strategies to build up quality Credit Portfolio (Retail & SME)
- Loan Documentation, Different types of charges on security
- Maintaining Customer oriented work culture in the Branch
- Compliances- PML/KYC, Regulatory Returns
- Team Building and Time Management

TARGET GROUP: This programme is intended for Bank Officers – Scale I to IV, first time Branch Managers, Officials given charge of Large Branches. Programme is suitable for existing as well as newly appointed branch heads of Rural/SU/Urban and Metro branches (General and Specialized Branches).

- ✓ **Open to both Members & Non Members of IIBF**
- ✓ **Individuals may also register for this programme at their own cost.**
- ✓ **Banks may send their nominations in bulk**

DURATION	MODE	FEE
3 Days, from 12th to 14th August 2024 from 10.00 AM to 5.30 PM.	Sessions are conducted on virtual platform (ZOOM). Live sessions are delivered by faculty. The sessions are made interactive by sharing experience, putting poll questions during the session.	Rs.6,000/- per participant plus GST@18% aggregating to Rs.7,080/- (In case of TDS deduction, please send us TDS certificate)

CONTACT DETAILS

Mr. Tusharendra Barpanda Zonal Head, PDC-EZ, IIBF Email: head-pdcez@iibf.org.in	Ms. Samriddhi Guha Jr. Executive, PDC-EZ, IIBF Email : je.pdcez2@iibf.org.in	Ms Sneha Datta Jr. Executive, PDC-EZ, IIBF Email : je.pdcez3@iibf.org.in
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CORRESPONDENCE ADDRESS: Indian Institute of Banking & Finance, PDC-EZ, Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Nr. Rabindra Sadan Metro Station, Kolkata – 700020.



INDIAN INSTITUTE OF BANKING & FINANCE
Professional Development Centre – Eastern Zone, Kolkata

NOMINATION FORM

Programme Title: Effective Branch Management

Mode of Programme: Virtual Mode Date: 12th to 14th August 2024

Details of Nomination (to be filled by the Banks/FIs/Other Organizations):

Sl. No.	Name of Participant	Designation	Branch/ Office	Contact No.	E-mail Id.
1					
2					
3					
4					

Fees Paid Rs. _____ UTR/Transaction No. _____ Date of Payment: _____

Name of Sponsoring Bank / FI: _____ **GSTN of Bank/FI:** _____

Address of the Bank/FI: _____

Phone/Mob. No. _____ E-mail id.: _____

FEE : Rs. 6,000/- per participant plus GST @ 18% i.e. Rs.1080/-aggregating to Rs. 7,080/- (In case of TDS deduction, please send us the TDS certificate). Kindly provide your GST Number in the nomination letter to facilitate the raising of Invoice

Program fees may be remitted to the credit of Institute's Bank Account as below:

- ✓ **Name of Account Holder:** Indian Institute of Banking & Finance
- ✓ **Name of the Bank Branch:** State Bank of India, Vidya Vihar (West), Mumbai.
- ✓ **Savings Account No.** 37067835940 **IFSC:** SBIN0011710
- ✓ **PAN No.** AAATT3309D; **GST No.** 19AAATT3309D2ZO, State - West Bengal

Nomination details may be submitted at the below mentioned address or by e-mails:

Mr. Tusharendra Barpanda Zonal Head, PDC-EZ, IIBF Email: head-pdcez@iibf.org.in Mob. No. 9717005551	Ms. Samridhi Guha Jr. Executive, PDC-EZ, IIBF Email : je.pdcez2@iibf.org.in Mob. No. 8420475917	Ms Sneha Datta Jr. Executive, PDC-EZ, IIBF Email : je.pdcez3@iibf.org.in Mob. No. 9831637175
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Correspondence Address: Indian Institute of Banking & Finance, PDC-EZ, Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Nr. Rabindra Sadan Metro Station, Kolkata – 700020.



INDIAN INSTITUTE OF BANKING & FINANCE
Professional Development Centre – Eastern Zone, Kolkata

NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

Programme Title : Effective Branch Management

Mode of Programme: Virtual Mode Date 12th to 14th August 2024

Name of Bank/ FI employed with: _____

Address of Bank/ FI employed with: _____

Sl. No	Name (Mr/Mrs/Ms)	Designation	Contact No. (Mobile)	E-mail (PERSONAL)	Address (PERSONAL)	UTR NUMBER
1						

FEE : Rs. 6,000/- per participant plus GST @ 18% i.e. Rs.1080/-aggregating to Rs. 7,080/- (In case of TDS deduction, please send us the TDS certificate). Self- sponsored participants are requested to kindly contact the numbers given below before making the payment

Programme fees may be remitted to the credit of Institute's Bank Account as below:

- ✓ **Name of Account Holder:** Indian Institute of Banking & Finance
- ✓ **Name of the Bank Branch:** State Bank of India, Vidya Vihar (West), Mumbai.
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