



Certificate in Urban Cooperative Banking Rules & Syllabus 2025

OBJECTIVE

To build professional competence and enhance decision making skills in cooperative banks.

ELIGIBILITY:

1. Members and Non-Members of the Institute
2. Candidates must have passed the 12th standard examination in any discipline or its equivalent.

SUBJECT OF EXAMINATION:

Operations of Urban Co-operative Banks

PASSING CRITERIA: Minimum marks for pass in the subject is 50 out of 100

EXAMINATION FEES:

Particulars	For Members	For Non-Members
First attempt	Rs.1,100/- *	Rs.1,600/- *
Subsequent each attempt	Rs.1,100/- *	Rs.1,600/- *

* Plus Convenience charges and Taxes as applicable.

Please Note: Candidates are required to Register for every attempt separately.

As a measure to streamline the traffic for registration, Institute will charge regular examination fee to candidates who registers for the examination during the first week of registration. For second and third week of registration, the fees will be regular examination fee plus Rs. 100/- and fourth week of registration, the fees will be regular examination fee plus Rs. 200/-. **In case, the registration date is extended beyond 4 weeks the examination fees will be regular examination fee plus Rs. 200/- for the extended days.** The fee once paid will **NOT** be refunded or adjusted on any account.

MEDIUM OF EXAMINATION:

Examination will be conducted in English only.

PATTERN OF EXAMINATION:

- (i) Question Paper will contain 100 objective type multiple choice questions for 100 marks.
- (ii) The examination will be held in Online Mode only
- (iii) There will NOT be negative marking for wrong answers.

DURATION OF EXAMINATION:

The duration of the examination will be of 2 hours.

PERIODICITY AND EXAMINATION CENTERS:

- a) Examination will be conducted on pre-announced dates published on IIBF Web Site. Institute conducts examination on half yearly basis, however periodicity of the examination may be changed depending upon the requirement of banking industry.
- b) List of Examination centers will be available on the website. (Institute will conduct examination in those centers where there are 20 or more candidates.)

PROCEDURE FOR APPLYING FOR EXAMINATION

Application for examination should be registered online from the Institute's website www.iibf.org.in. The schedule of examination and dates for registration will be published on IIBF website.

PROOF OF IDENTITY:

Non-members applying for Institute's examinations/ courses are required to attach/ submit a

copy of any one of the following documents containing Name, Photo and Signature at the time of registration of Examination Application. Application without the same shall be liable to be rejected.

1) Photo ID Card issued by Employer or 2) PAN Card or 3) Driving License or 4) Election Voter's ID Card or 5) Passport 6) Aadhaar Card

STUDY MATERIAL/ COURSEWARE

The Institute has developed a courseware to cover the syllabus. Candidates are advised to make full use of the courseware. However, as banking and finance fields are dynamic, rules and regulations witness rapid changes. Therefore, the courseware should not be considered as the only source of information while preparing for the examinations. Candidates are advised to go through the updates put on the IIBF website from time to time and go through Master Circulars/ Master Directions issued by RBI and publications of IIBF like IIBF Vision, Bank Quest, etc. All these sources are important from the examination point of view. Candidates are also to visit the websites of organizations like RBI, SEBI, BIS, IRDAI, FEDAI etc. besides going through other books & publications covering the subject/ exam concerned etc. Questions based on current developments relating to the subject/ exam may also be asked.

CUT-OFF DATE OF GUIDELINES/ IMPORTANT DEVELOPMENTS FOR EXAMINATIONS

The Institute has a practice of asking questions in each exam about the recent developments/ guidelines issued by the regulator(s) in order to test if the candidates keep themselves abreast of the current developments. However, there could be changes in the developments/ guidelines from the date the question papers are prepared and the dates of the actual examinations.

In order to address these issues effectively, it has been decided that:

- (i) In respect of the examinations to be conducted by the Institute for the period March to August of a calendar year, instructions/ guidelines issued by the regulator(s) and important developments in banking and finance up to 31st December will only be considered for the purpose of inclusion in the question papers.
- (ii) In respect of the examinations to be conducted by the Institute for the period September to February of a calendar year, instructions/ guidelines issued by the regulator(s) and important developments in banking and finance up to 30th June will only be considered for the purpose of inclusion in the question papers.

The table given below further clarifies the situation.

Particulars Developments for Examination/s	Cut-off Date of Guidelines/ Important Developments for Examination/s
For the examinations to be conducted by the Institute for the period March 2025 to August 2025	31st December 2024
For the examinations to be conducted by the Institute for the period September 2025 to February 2026	30th June 2025

The details of the prescribed syllabus which is indicative are furnished in the booklet. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subject/s of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself the right to vary the syllabus/ rules/ fee structure from time to time. Any alterations made will be notified from time to time. Further, questions based on current

developments in banking and finance may be asked.

Candidates are advised to refer to financial newspapers/ periodicals more particularly "IIBF VISION" and "BANK QUEST" published by the Institute.

SYLLABUS

The details of the prescribed syllabus which is indicative are given below. The Institute however, also reserves to itself the right to vary the syllabus/ rules/ fee structure from time to time. Any alterations made will be notified.

MODULE A: Co-operation: Genesis, Principles, Values, Growth and Development

- Brief History of Co-operative Banking with focus on evolution of Urban Co-operative Banking
- Principles of Co-operation, brief overview of structure of co-operative credit institutions - Federal, central and primary credit societies
- Types of Co-operatives - Functional and Sectoral Basis
- Co-operative Autonomy, Distinctive Features of Democratic Management in Co-operatives vis-à-vis Companies Co-operative Policy and Support at Centre and States
- Present status of Cooperative Movement, problems, issues/challenges

Findings and Recommendations of Important Committees relating to Urban Cooperative Development

- The Expert Committee on Licensing of New Urban Co-operative Banks, 2011 (Chairman: Shri Y. H. Malegam)
- The High Powered Committee on Urban Cooperative Banks, 2015 (Chairman: Shri R. Gandhi)
- The Expert Committee on Primary (Urban) Co-operative Banks, 2021

Role of Regulatory and Development Institutions for Co-operative Movement

- Role, Functions of RBI & NABARD relating to Co-operative Rural Credit and Urban Co-operative Banks, Role, Functions of NDDDB & NCDC,
- National Federation of Urban Cooperative Banks Promotional Role of Registrar of Co-operative Societies in Co-operative Development
- Co-operative Training and Education
- Structure and Arrangement under NCUI, Facilities in Junior Training Centres in States, and by other Co-operative Organizations

MODULE B: LEGAL & REGULATORY FRAMEWORK OF UCBS

Co-operative Laws

- Genesis, Distinctive Features, Evolution of Co-operative Law in India (1904-2009)
- Model Bill 1957 and Model Co-operative Act, 1991, Self-Reliant Co-operative Societies Acts - A Comparative Study, Registration amendment of Bye-laws- Condition and Procedure for Registration of Co-operative Society and Amendment of Bye-laws
- Membership in Co-operatives - Rights, Duties and Liabilities, Management of Co-operative Societies, Legal Aspects of Management of Funds, Regulatory framework of Coops: Audit, Inquiry, Inspection and Supervision, Supersession and Surcharge
- Election Process and Procedures in Co-operatives, Amalgamation and Division of Co-operative Society
- Settlement of Co-operative Disputes, Appeal, Review and Revision, Dissolution (Winding up) of Co-operative Societies, Offence and Penalties.
- Multi State Co-operative Societies Act.2002 and amendments: Membership shares linkage, types of members-regular, nominal & associate membership, Salient provisions of Multi State Co-Op. Societies Act, relating to Registration, duties and privileges of the members, Members and their rights and obligations. Dispute Settlement.

Essential business Laws

- Indian Contract Act, 1872,
- The Transfer of Property Act, 1882
- The Sale of Goods Act, 1930

- Other Tax Laws: GST, Stamp Act (Central and State)
- The Consumer Protection Act, 2019
- The Limitation Act, 1963
- The Indian Evidence Act, 1872
- Information and Technology Act, 2002
- Right to Information Act, 2005
- Banking Regulation Act, 1949 (As Applicable to Co-operative Societies, Section 56) and recent amendments
- Negotiable Instruments Act, 1881 (Including Section 138)
- Recovery of Debts due to Banks and Financial Institutions Act, 1993 and SARFAESI Act, 2002
- Prevention of Money Laundering Act, 2002

Other Misc. Laws

- Company's Act
- LLP Act
- Partnership Act, 1932
- Payment and Settlement Act, 2007
- Bankers' Book of Evidence Act, 1891
- Grievances Redressal Forums in Banking Sectors
- IBC
- Labour Laws

MODULE C: PRODUCTS AND SERVICES OF CO-OPERATIVE BANKS

- Different Deposit Products
- Banker - Customer relations-services rendered by Banks - Mandate and Power of attorney - Know Your Customer (KYC), Various types of relationships with customers such as Creditor - Debtors, Bailor - Bailee, Principal - Agent, etc. Extracts of RBI's Master Circulars on Customer Service & Maintenance of Deposit accounts, Settlement of accounts of deceased customers, Loans and advances-concepts, terms and conditions
- Refinance, exposure limits, appraisal standards, Priority sector lending, Financing of small Business, Retail Trade, Professional and Self Employed, Transport Operators, SSI/ Tiny Sector Units, Housing loans, poverty and Financing of subsidy-linked programs
- Other loans: Personal Finance and Consumer Durables etc.
- Non-fund based services: Guarantees & Indemnities, LC and Deferred Payment, Bancassurance, Investment products
- Technology products & services: Electronic Payment Systems-Teller Machines at the Bank Counters- Cash dispensers-ATMs, credit and debit cards, smart cards including loan products provided through digital mode. Corebanking Solutions, UPI, BHIM other recent digital products.
- Internet Banking, SMS banking, mobile banking, IT Security aspects etc.

MODULE D: MANAGEMENT AND OPERATIONS OF CO-OPERATIVE BANKS

Credit Management

- Credit Management: Loan Policy and operation:(Fixing rate of interest, delegation, exposure, ALM for loans etc.)
- Laws relating to securities-valuation of securities-modes of charging securities-lien, pledge, mortgage, hypothecation etc.-registration of firms/companies-creation of charge and satisfaction of charge
- NPA - Management of NPA, Restructuring and re-phasing of credit, Exposure limits, Asset Liability Management and Recovery measures.

Risk Management & Compliance

- Risk Management: Capital Adequacy - Basel-II-Profit and Profitability-Approach of Banks to profitability
- Effects of NPA on profitability-A Profitability Model-Shareholder's value Maximisation and EVA-Profit Planning-Measures to improve profitability.
- Regulatory guidelines on Compliance

Management of branches

- Cash Management, Preservation of Records, Management Information System (MIS),
- Marketing strategies: Public Relations, Image Building, Market Segmentation, Relationship Banking
- Effective branch Management, Professionalism & ethics
- Branch Lay out and Business Mobilisation Campaigns
- Strategies for Increasing Profitability, Profit Maximization, auditing of income & expenditure, increasing Fee Based Income, Third Party Products, forex business, trade finance & remittance, Increasing Other Service Charges

IMPORTANT RULES/ INFORMATION FOR CANDIDATES

1. ADMIT LETTER OF EXAMINATIONS:

- While registering for the examination/ course candidates will only be allowed to select their exam centre. The venue and time slots will be allotted by the Institute.
- Candidates are required to take utmost care and precaution in selecting Centre, as there is no provision to change the Centre in the system after successful application. Hence no request for change of centre, will be entertained for any reason.
- No Admit letter will be issued at the time of registration. Admit Letters with details of Venue and time slots will be available for download 10-15 days prior to the date of examination.
- Admit letter will be hosted on Institute's website www.iibf.org.in under the menu 'Examination/Courses>Admit Letter'
- For downloading and printing of admit letter from the above mentioned website, candidates will have to enter the following:
 - Membership or registration number as login id
 - Edit profile password.
 - If candidates do not remember their Edit profile password, they have to click on the 'Forgot password/ Get Password' button after entering the Membership or Registration number. On clicking fresh edit profile password will be sent to their registered email id.
- Candidates are required to produce printed copy of admit letter along with Membership identity card or any other valid photo ID card in original (Aadhaar card/ e-Aadhaar/ Employer's card/ PAN Card/ Driving License/ Election voter's card/ Passport etc.) at the examination venue.
- In the absence of printed copy of Admit Letter and Original Photo Identity Card, candidates will be denied permission to write Examination.
- Admit letter is valid only for the examination, date/s and centre/venue mentioned in the admit letter.

2. MOBILE PHONES

- Mobile phones and other electronic/ smart gadgets (except calculator as permissible) are not allowed in the examination hall. It is clarified that mere possession of mobile phone and other electronic/ smart gadgets in the examination hall whether in switch off mode or silent mode shall also be deemed to be resorting to adoption of unfair means in the examination.

3. USE OF CALCULATOR

- Candidates will be allowed to use battery operated portable calculator in the examination. The calculator can be of any type up to 8 functions i.e. (Addition, Subtraction, Multiplication, Division, Percentage, Sq.-root, Tax+ and Tax -), 12 digits.
- Attempt to use any other type of calculator not complying with the specifications indicated above or having more features than mentioned above shall tantamount to use of unfair means. Scientific calculator is not allowed.

4. OTHER RULES/ INFORMATION

- a. Candidates should ensure that they sign the Attendance Sheet.
- b. Candidates are advised to reach the Examination Venue before the reporting time mentioned in the admit letter. No candidate/s will be permitted to enter the Examination Venue after the gate closing time mentioned in the admit letter.
- c. No candidate will be permitted to leave the examination venue in the first 60 minutes from the scheduled start time of the examination.
- d. Candidates should occupy the seat mentioned against each subject in the Admit letter
- e. Candidates would be able to login to the system only with the password mentioned in this Admit Letter. This password should not be disclosed to others. Keep it safe to avoid the possible misuse.
- f. If the examination could not commence on scheduled time or there is delay due to Failure of power, Technical snag of whatsoever nature or for any such reason having bearing upon the conduct of examination; candidates have to :-
 - I. Wait till resumption of power supply/ solving of technical snag.
 - II. Take-up the examination at other venue arranged by the examination conducting authority.
 - III. Follow instructions given by the examination conducting authority.
- g. Candidates are required to strictly follow all the instructions given by the examination conducting authority during the examination and adhere to Rules of the examination.
- h. Violation of any of the Rules/ Instructions, misuse of the Admit Letter will be considered to be an act of serious misconduct and the Institute will take action as per the Rules of the examination, which will also be reported to the employer of the candidate.

5. RULES, PENALTIES FOR MISCONDUCT/ UNFAIR PRACTICES:

- a. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- b. Copying answers from other candidates/ other printed/ Electronic material or permitting others to copy or consultation of any kind will attract the rules relating to unfair practices in the examination.
- c. No candidate shall impersonate others or allow others to impersonate himself/ herself at the examination.
- d. No candidate shall misbehave/ argue with the Examination Conducting Authorities at the centre.
- e. Candidates have to compulsorily return any papers given including that given for rough work to invigilator.
- f. Candidates should not possess and/ or use books, notes, periodicals, etc. in the examination hall at the time of examination/ or use mathematical tables, slide rules, stencils etc. during the examination.

If any candidate violates any of the above rules, it will be considered to be an act of misconduct and he/she will be liable for punishment.

PLEASE REFER INSTITUTE'S WEBSITE UNDER THE MENU "EXAM RELATED" FOR DETAILS OF DEBARMENT PERIOD FOR UNFAIR PRACTICES ADOPTED BY CANDIDATES DURING CONDUCT OF INSTITUTE'S EXAMINATIONS.

6. RESULT ADVICE/ CONSOLIDATED MARKSHEET/ FINAL CERTIFICATE

- a. Result Advice of candidates will be hosted on Institute's website on declaration of result, which can be downloaded by the candidates.
- b. Consolidated mark sheet for candidates completing examination having more than one subject, will be available on the Institute's website after the declaration of results. Candidates can download the same after entering login credentials using their membership number and edit profile password.

- c. Final certificate: Digitally Signed Certificate will be issued to the candidates who have enrolled and passed the examination. The Certificate will be emailed to the email-id of the candidate registered with the Institute, within 3 weeks from the date of declaration of result.

MULTIPLE CHOICE QUESTIONS (MCQs) AND ANSWERS

"The Institute conducts its examinations through Multiple Choice Questions (MCQs). These MCQs are part of the Question Bank of the Institute and its Intellectual Property. As a matter of policy, these MCQs and their answers will not be shared by the Institute with the candidates or others and no correspondence in this regard will be entertained."

CONTACT DETAILS:

Register your queries through website www.iibf.org.in > Members/ Candidates Support Services (Help) or email all your queries to care@iibf.org.in

MEMBER SUPPORT SERVICE OFFICE:

Indian Institute of Banking & Finance
193-F, Maker Towers, 19th Floor,
Cuffe Parade, Mumbai - 400 005
Tel.: 08069260700

FOR TRAINING/ CONTACT CLASSES RELATED QUERIES CONTACT:

Leadership Centre
Indian Institute of Banking & Finance
Kohinoor City, Commercial-II, Tower-I, 3rd Floor,
Kirol Road, Off L. B. S. Marg, Kurla West, Mumbai 400 070.
Tel.: 022-68507000 / 080692 60710
E-mail: training@iibf.org.in

PROFESSIONAL DEVELOPMENT CENTERS:

South Zone	North Zone	East Zone	West Zone
Indian Institute of Banking & Finance No.94, Jawaharlal Nehru Road, (100 Feet Road), Opp.Hotel Ambica Empire, Vadapalani, Chennai - 600 026. Tel:044 24722990/24727961 Email:iibfsz@iibf.org.in	Indian Institute of Banking & Finance, C-5/30, Safdarjung Development Area(SDA), Near SDA Local Shopping complex Outer Ring Road, Opp IIT Delhi, NEW DELHI-110 016 Tel:011-2653 2194 / 2191 (office) Email:iibfnz@iibf.org.in	Indian Institute of Banking & Finance Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Kolkata - 700020 Tel: 033-46032850 Email:iibfez@iibf.org.in	Indian Institute of Banking & Finance 192-F, Maker Towers, 19th Floor, Cuffe Parade MUMBAI - 400 005 Tel : 022-69437301/02 Email:iibfwz@iibf.org.in

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