



BODHAYAN **ACADEMY OF BFSI**

Be a Smart Banker

Get trained & secure employment with
BANKING & FINANCE SECTOR





BODHAYAN

ACADEMY OF BFSI



FOUNDER MESSAGE

Dear Students, Aspirants, and Future Bankers,

I am thrilled to introduce Bodhayan Academy of BFSI, a beacon of education and transformation, where we are setting the stage for your remarkable journey into the world of banking. Our latest offering, the "Post Graduate Diploma in Banking," stands as a testament to our unwavering commitment to nurturing your dreams and propelling you towards a prosperous career.

We firmly believe that genuine success transcends professional accomplishments alone. It encompasses qualities such as resilience, empathy, and personal growth. Here at Bodhayan Academy, we don't just shape careers; we mold well-rounded individuals capable of making a positive impact on society.

With the launch of our new program, we pledge to accompany you through the entire trajectory of success. In the foreseeable future, we are excited to provide you with comprehensive training tailored to the exacting demands of private banks and, in doing so, open doors to a plethora of enthralling career prospects within this sector.

Bodhayan Academy of BFSI is more than just an educational institution; it is your steadfast partner on your voyage of personal and professional transformation. We are dedicated to walking this exhilarating path with you, supporting your endeavors from the hallowed halls of learning to the demanding echelons of the corporate world.

Your choice of Bodhayan Academy is a choice for excellence, a choice for mentorship, and a choice for a brighter future. We eagerly anticipate embarking on this enlightening and transformative journey with each one of you.

In addition, I'd like to emphasize that our three-month course will feature daily 6-hour classes online, ensuring comprehensive preparation. Following the course, we are committed to facilitating your placement in BFSI sector. Furthermore, our support continues with weekend online classes on Saturdays and Sundays.

With immense enthusiasm and gratitude,

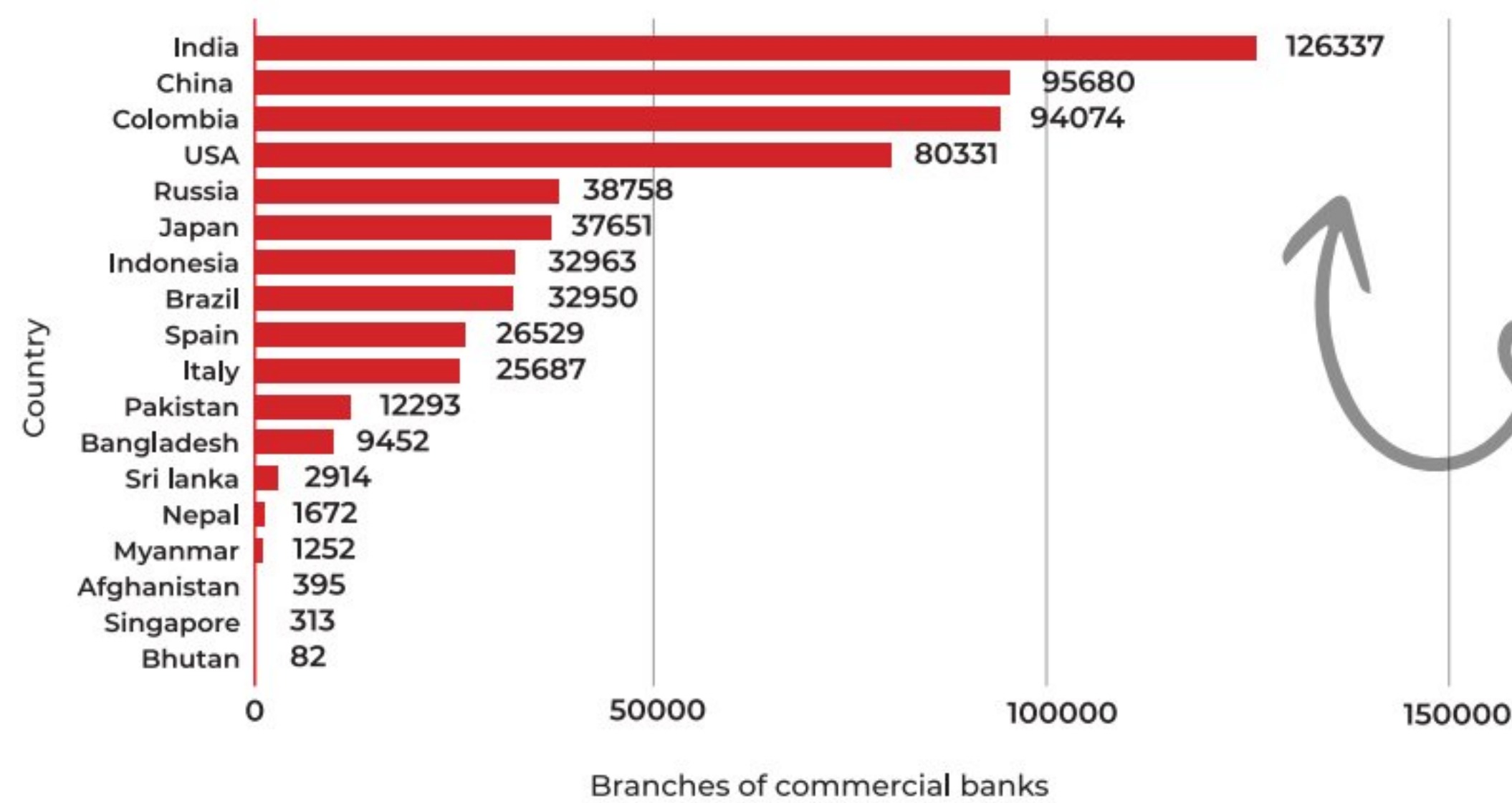
NAVEEN CHOUDHARY
Founder, Bodhayan Academy of BFSI

SCOPE AND CAREER IN PRIVATE SECTOR BANKS

ABOUT BANKING INDUSTRY

Banking Sector is considered as the backbone of Indian economy and India has one of the most disciplined and sound banking system in the world. This sector has witnessed a paradigm shift in the use of technology which has brought revolution in the banking industry. Indian Banking industry has crossed the national boundaries.

Bank branches: A global picture



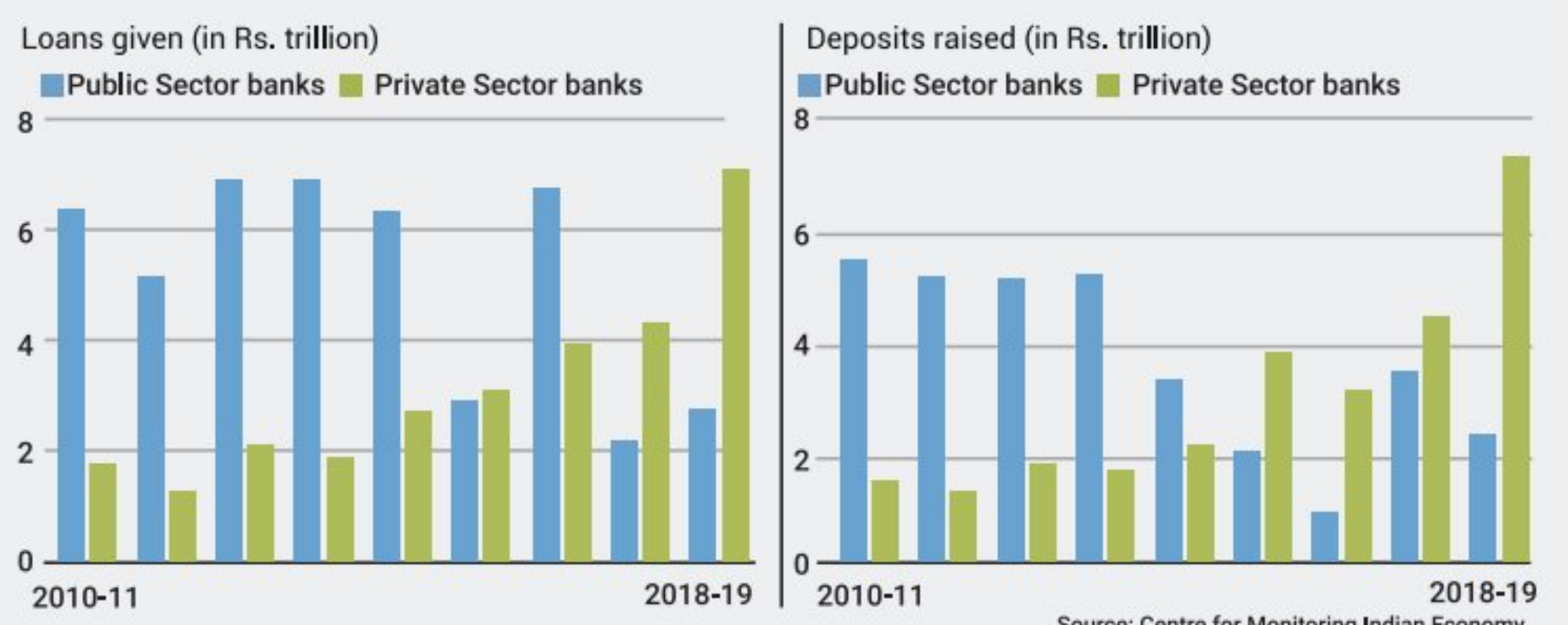
**INDIA HAS THE
HIGHEST NUMBER
OF BANK BRANCHES
IN THE WORLD**

PRIVATE SECTOR BANKS

Private Sectors Banks hold the major market share in India. In the year 2015, RBI issued license to 2 Universal Banks and 10 Small Finance Banks and they are opening branches all over the country and major private sector banks like Axis, HDFC and ICICI are on expansion mode. As per the statement given by Fitch Global Rating Agency in February 2023, Private Sector Banks are significantly better placed than Public Sector Banks in India.

Private Banks preferred

In the last fiscal, total loans given by private sector banks amounted to Rs. 7.3 trillion; for public sector banks this figure was Rs. 2.3 trillion. While private sector banks raised deposits worth Rs. 7.1 trillion, their public sector counterparts raised only Rs. 2.7 trillion.



WHY CAREER IN PRIVATE SECTOR BANKS



Safe & Respectable Career



Vast Career Options



Dynamic Environment & Advancement



Attractive Remuneration & Career Growth





"Post Graduate Diploma in Banking" (PGDB) Program

The "Post Graduate Diploma in Banking" (PGDB) program is our flagship course designed for recent graduates and postgraduates, aimed at transforming them into "Smart Bankers." This intensive training program spans 12 months, which includes 3 months of online regular classes and 9 months of weekend classes, facilitated by senior ex-bankers with extensive domain specialization and decades of experience.

The PGDB program is an immersive experience that offers students real-world exposure to customer interactions, banking products, processes, and systems. The curriculum incorporates role plays, case studies, persona-based problem-solving assessments, and assignments to enhance practical knowledge. Our team of expert and experienced faculty members serve as mentors throughout your learning journey. Upon successful completion of the three-month training program, our dedicated placement cell will ensure your placement in esteemed banking institutions.

We are dedicated to shaping the "Smart Bankers" of the future through our comprehensive PGDB program.



For the successful completion of the program, the candidate should have 90% attendance in the classes & 70% marks in the examination conducted by Bodhayan Academy Of BFSI. On the basis of attendance, assessment & content knowledge, BABFSI certify the candidate for Certified Banking Program that enables them to work with a Bank as an officer.

MASTERING BANKING CONCEPTS THROUGH REAL LIFE SCENARIOS

- Cash Deposit and Withdrawal Process - End to End process from vault opening till closing.
- Handling of Keys.
- Account Opening & Form Filling Process.
- Understanding of Mobile Banking & Internet Banking.
- Clearing Process under CTS Scenario.
- Handling Non-Financial Transactions like Address change, Passbook / Statement Printing, Updation of 15G/H, Nomination and Dormant Account Activation.
- Sales Pitch for different Banking Products.
- Understanding of Customer Profiling with various Role Play Activities.
- How to Generate Leads & their Conversion.

EVALUATION AND ASSESSMENT PROCESS

- Quiz after every chapter
- Viva at regular intervals
- Project on practical banking topic
- End term examination

● *Admission Procedure:*

- ☑ Complete the application form
- ☑ Submit the required documents
- ☑ Your application will be carefully reviewed
- ☑ Upon approval, proceed to pay the training fee of ₹60,000/-

● *Eligibility Requirements:*

- ☑ Age: Must be under 26 years
- ☑ Academic Qualification: Atleast 50% marks in Class 10th, 12th and Graduation
- ☑ Financial Eligibility: CIBIL Score > 700 or -1



CURRICULUM

Module 1: Banking System in India

- Introduction to Banking Sector
- Indian Financial System
- RBI & Banking Regulations

Module 2: Functions of Banks

- Types of Deposits & Interest Calculations
- Know Your Customer (KYC) Policy
- Types of Customers (Individual & Non Individual)
- Documents Required to Open Various Types of Accounts
- Account Opening Process & Due Diligence
- NRI Accounts (Types & Documents required)
- Law Related to Negotiable Instruments (NI Act)
- Cash Operations (Receipt & Payment)
- Counterfeit Notes & Clean Note Policy
- Clearing Operations (CTS) : Process & Benefits
- Payment Instruments & Electronic Fund Transfer - RTGS, NEFT, IMPS & UPI
- Account Operations - Non Financial Transactions (Printing of Statement, Passbook, Nomination, Form 15G / 15H, Change of Address, Dormant Account Activation)
- Third Party Products (TPP) - Sale & Service of Mutual Fund & Insurance
- Foreign Exchange
- Retail Loans (Documentation & CIBIL requirement)

Module 3: Banking Sales & Relationship Management

- Prospecting, Customer Profiling, Cross Selling, Lead Generation & Conversion
- Customer Service Skills & Complaint Handling

Module 4: Digital Banking

- Digital Banking
- Core Banking Solutions
- Digital or Alternate Channels (ATM, Net Banking, Mobile Banking, Debit / Credit / Prepaid Cards)

Module 5: Risk Management

- Audit & Risk
- Compliance Tools
- Frauds & Prevention Techniques

Module 6: Core Banking Solution (CBS) - Finacle

- Finacle Overview
- Frequently Used Commands
- Practical Illustration

Module 7: NISM Series VA: Mutual Fund Distribution

- Concept & Role of Mutual Fund
- Offer Document
- Return, Risk & Performance of Funds
- Selection of Financial Products
- Financial Planning

Module 8: Professional Excellence

a) Soft Skills

- Importance of Soft Skills
- Effective Communication Skills
- Customer Service & Handling Skills
- Listening Skills
- Confident Body Language
- Dressing and Grooming Etiquettes
- Professional Work Ethics
- Stress Management
- Email Etiquettes & Resume Writing
- Effective Interview Skills

b) Microsoft Excel

- Introduction to Excel
- Formulas & it's Functions
- Data Formatting & Alignment
- Sorting & Filtering
- Creating Tables, Charts & Graphs
- Pivot Table

Why do Banks hire from Bodhayan?

- Productive Resource from Day 1.
- Understanding of Sales & Relationship Management and Customer Handling Skills.
- Practical Knowledge of Banking Concepts including KYC, Teller Responsibilities, Financial & Non-Financial Transactions.



BANKING

A GREAT OPPORTUNITY TO BEGIN YOUR CAREER

- One of the Fastest Growing Sector
- From a Bank Officer to a Branch Manager in 6-8 years
- Feel the pride of helping customers achieve their Financial Goals

Teller/ Customer Service Officer (₹15000 - ₹25000)

Handling day-to-day financial / non financial transactions for customers which include fund transfer, deposit & withdrawal, remittance & cross-selling the bank products.

Authoriser (₹25000 - ₹35000)

Supervising and monitoring branch transactions and retail banking operations, resolving customer queries, Lobby Management, doing & monitoring product sales.

Branch Operations Manager (₹35000 - ₹50000)

Responsible for monitoring business, compliance and operations, taking decisions that are cost effective and generate revenue, ensuring good audit ratings of the branch.

Branch Manager (₹50000 - ₹75000)

Managing resources and staff, developing and attaining sales goals, delivering customer service, Overall incharge of branch for operations & sales.

PROSPECTIVE RECRUITERS





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