



**APPLICATION FORM FOR ADMISSION INTO
POST-GRADUATE DIPLOMA IN BANKING & INSURANCE MANAGEMENT
(REGULAR SELF-FINANCING COURSE)
BERHAMPUR UNIVERSITY
ACADEMIC SESSION 2010 - 11**

Paste recent
passport size
photograph
duly attested.

FOR OFFICE USE ONLY

Index No. **B.D. No.** **Date**

Date of Receipt **Date of Issue**

1. Name of the Applicant (Surname First)
(in Block Letters) :

Surname	First	Middle

2. Father's / Guardian's Name :

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3. Mother's Name :

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4. Date of Birth :

Day	Month	Year

5. Sex :

M	
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F	
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 6. Nationality

7. Category

S.C.	S.T.	Gen.
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8. a) ADDRESS FOR COMMUNICATION

Phone No. with Code :
Mobile No. :
E-mail ID :

b) PERMANENT ADDRESS :

PIN

9. Berhampur University Regd. No. :
(For students of Berhampur University)

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10. Educational Qualifications :

Level of the Examination	Examination Passed / Appeared	Board / University	Year of Passing	Subjects offered	Max. Marks	Marks Secured	% of marks & Division
HSC or equivalent							
Intermediate / +2							
Graduation Level							
Any Other							

Enclose self attested photocopies of Certificates & Marksheets of all examination passed.

11. Undertaking :

I have gone through the various provisions and rules of eligibility and admission into the P. G. Diploma in Banking & Insurance Management of Berhampur University as mentioned in the Prospectus supplied to me along with the application form and I undertake to abide by any decision taken by the University authorities in regard to my eligibility and admission into PGDBIM Course.

Date : _____

Full Signature of the Applicant

List of Enclosures :

The Application should be accompanied by the following documents.

1. Two recent duly attested passport size photographs.
2. Attested copies of marksheets and certificates of all the examination passed.
3. Two self-addressed envelopes (22 cm x 10 cm)
4. Attested copy of the Registration Receipt (for Berhampur University candidates)

Notes : Application incomplete in any respect is liable to be summarily rejected

**ADMIT CARD
FOR ENTRANCE TEST**

Letter No. _____,

Date . _____

Index No.

POST-GRADUATE DIPLOMA IN BANKING & INSURANCE MANAGEMENT

Name of the Candidate : _____

Entrance Test Roll No. : _____

You have been provisionally allowed to appear at the Entrance Test, 2010 for POST-GRADUATE DIPLOMA IN BANKING & INSURANCE MANAGEMENT Course to be held at Berhampur University, Bhanja Bihar on 18.07.2010 (Sunday) at 11.00 A.M.

Full Signature of the Applicant

Course Coordinator

Full Signature of the Applicant

(to be signed in the presence of the Invigilator)

Paste your recent
passport size
photograph duly
attested.

INDEX CARD

(Address to be filled in by the Candidate)

Affix Rs.6/-
Postage
Stamp here

Name :

Place :

P. O. :

District :

Pin Code :

INSTRUCTIONS TO THE CANDIDATES APPEARING AT THE ENTRANCE TEST

1. Produce the Admit Card during the Test on demand.
2. The Hall shall open 15 minutes before the commencement of examination. Examinees must bring their own ball pen/ pencil/ eraser. No paper or material other than the **Admit Card** shall be allowed to be in possession of the candidates during the examination.
3. Candidates are not allowed to leave the Hall during the period of Test. Temporary absence from the Hall is not ordinarily permissible. However, only after completion of one hour from the commencement of the Test, a candidate may be allowed under extraordinary circumstances to leave the hall temporarily for not more than three minutes with the permission of the Centre Superintendent.
4. Candidates should write only on the answer sheet supplied and should not make note on any other paper. While answering, they must use blue/black ballpoint pens only. Change of ink/pen is not allowed.
5. Candidates are not allowed to leave any identifying mark(s) anywhere on the answer sheet other than those required at specified places. Violation of this rule shall amount to adopting unfair means. Resorting to any such unfair means or soliciting help from co-examinees or any other person or misbehaviour of any kind will automatically disqualify the candidate. For this purpose the report of the Invigilator/Examiner is sufficient.
6. For any other rules not provided for in these instructions the decision of the Course Coordinator / Head of the Department/ Chairman, P.G. Council shall be final and binding.
7. If you have submitted Mark Sheet in grade scale produce immediately the equivalent marks from the institution, which has issued that mark sheet.
8. Your eligibility is subject to the condition that your qualifying degree is equivalent to the corresponding Degree of Berhampur University.
9. Ineligible candidates as per the provisions in the prospectus are advised not to appear at the Test.
10. **Mobile Phone, Pager, Calculator etc. SHALL NOT be allowed in the Examination Hall.**

BERHAMPUR UNIVERSITY

**FOR ADMISSION INTO
POST-GRADUATE DIPLOMA IN BANKING & INSURANCE MANAGEMENT
2010 - 11**

Index No

Date

The undersigned acknowledges the receipt of your application for admission. You are required to quote the above Index Number in all correspondence regarding your admission.

Course Coordinator

PROSPECTUS

**P.G. DIPLOMA IN BANKING & INSURANCE MANAGEMENT
AN INDUSTRY ACADEMIC COLLABORATIVE
SELF-FINANCING PROGRAM. (Regular Mode)
BERHAMPUR UNIVERSITY, BHANJA VIHAR, BERHAMPUR - 760 007**

SCHEDULE

Last Date for Receipt of Forms	30.06.2010
Entrance Test	18.07.2010 (Sunday) Time : 11.00 a.m. to 1.00 p.m.
Date of the Declaration of Entrance Test Result	23.07.2010
Date of Personal Interview	04.08.2010
Publication of Merit List	07.08.2010
Final Admission	25.08.2010

The students must report for Entrance Test before 11.00 a.m. on 18.07.2010.

P.G. Diploma in Banking and Insurance Management

- Objectives:**
- To create a manpower pool for employment in Banking and Insurance Sector
 - To enhance the placement opportunity and to provide teaching-learning support for pursuance of courses in Banking and Insurance Sector.
 - To bridge the gap between the requirement of the industry and corporate sector and the curriculum offered in the University.
 - To facilitate industry academic collaboration for better education of the students.
- Eligibility:** ➤ Bachelor Degree holder in any discipline or equivalent.
- No. of Seats:** ➤ 40 (Reservation policy of Berhampur University applicable).
- Duration:** ➤ One Academic Year
- Course Fees:** ➤ Rs. 22,500/-, Seminar-cum-Soft Skill Development Fees Rs. 3,500/-.
- Selection:** ➤ The candidates shall be selected on the basis of Written Test and Personal Interview. The written test shall cover questions on Reasoning, English language competence, quantitative aptitude, aptitude for Banking and Insurance and General Awareness. An applicant will be required to attend two hundred single answer multiple choice questions in two hours. There shall be no negative marking. Only a limited number of students will be called for Personal Interview based on their performance in the Written Test.
- Teaching-Learning:** ➤ Classes shall be held on 8.00 a.m. to 1.00 p.m. in the University Campus. The students may utilise the ICICI Bank E-Learning Centre as per suitability.
- Mode:** ➤ The course is offered under face-to-face regular self-financing programme (not under distance mode). The student would be required to attend classes on all days. In order to be eligible for appearing the University Examination, 75% attendance is the minimum requirement.
- Tentative Examination Schedule:** ➤ First Semester: **December**
Second Semester: **May**
- Curriculum Structure:** ➤ The curriculum structure is being revised in consultation with the representatives of Banking and Insurance Sector. Existing Structure has two parts – the syllabus of Berhampur University and the E-learning modules of ICICI Bank.

BERHAMPUR UNIVERSITY CURRICULUM STRUCTURE FOR P.G. DIPLOMA IN BANKING AND INSURANCE MANAGEMENT

FIRST SEMESTER		SECOND SEMESTER	
Paper - I	Accounting For Decision Making	Paper - I	Risk Management
Paper - II	Financial Management	Paper - II	Insurance Laws & Regulation Insurance Laws & Regulation
Paper - III	Management of Banking Companies	Paper - III	Banking Laws & Regulation
Paper - IV	Management of Insurance Companies	Paper - IV	Claims Management
Paper - V	Information Technology in Business	Paper - V	Project Report & Viva-Voice

THE E-LEARNING MODULES OF ICICI BANK

Module : 1	Evolution of Money and Banking	Module : 13	Service Channels
Module : 2	Overview of Banking	Module : 14	Centralized Operations / Processing Centres
Module : 3	Business Mathematics	Module : 15	Retail Credit
Module : 4	Financial Accounting	Module : 16	Corporate / Business Credit
Module : 5	Types of Customers	Module : 17	Rural Finance
Module : 6	Deposits	Module : 18	Micro Finance
Module : 7	Payments and Remittance Services	Module : 19	Forex and International Banking
Module : 8	Collection Services	Module : 20	Indian Financial System
Module : 9	Cash Management Services	Module : 21	Reserve Bank of India
Module : 10	Documentary Bills for Collection	Module : 22	Technology in Banking
Module : 11	Inter-Bank Settlements	Module : 23	Trends in Banking
Module : 12	Allied Services	Module : 24	Finance and Finance
		Module : 25	Marketing

INDUSTRY - ACADEMIC COLLABORATION : ICICI BANK WITH BERHAMPUR UNIVERSITY

The Industry - Academic collaboration between ICICI Bank and Berhampur University is a giant step forward in creating a pool of banking literate pre-employment force in the country. This initiative will provide students in under - graduate colleges with industry specific information on Banking and Financial Services. The Banking and Financial Services Industry (BFSI) is growing rapidly and this venture will enable the education sector to align its curriculum with banking industry needs. This will effectively bridge the gap between the industry need and the curriculum offered in college. This will also enable the banking industry to have a ready source of trained entry-level employees.

ICICI bank has collaborated with Berhampur University to make available course content, e-learning courses and faculty familiarization programs. ICICI Bank has set up a Learning Centre at Berhampur University, ICICI Bank has designed the curriculum and will assist in providing internship facility for the students taking up the Diploma course, apart from conducting campus selection.

The curriculum covers the basics of banking, retail credit, corporate and business credit, rural finance, customer service and business etiquette amongst others. This offering is a blend of Instructor Led Training (ILT), assignment and self paced e-learning and skill enhancement/simulator lab sessions. The ILT aspect is being supported by ICICI Bank through its faculty familiarization workshops via the Train the Trainer methodology. The e-learning modules are a self-paced self-learning exercise.

To make the e-learning modules accessible to the students, ICICI Bank has facilitated an on-line Campus Learning Management System (Campus LMS) which will host the banking e-learning modules. This internet link will be the windows into the world of banking for students. This initiative offers interactive and engaging e-learning modules on Foundations of Banking spanning 40 e-learning days. Courses covering banking basics, quality, processes, compliance, behavior / skill related and insurance are focus areas. The courses are followed by an assessment session - on clearing the same, the student will be awarded a jointly signed learning confirmation certificate.

Skill enhancement is a very important element of this initiative. The simulator learning offers exposure to the practical feel of transactions in the banking industry. Simulation based learning would allow students to practice transaction processing, application of knowledge and practice of soft skills.

The blend of theoretical information, self paced e-learning course and practice / skill development education will provide adequate knowledge and practice for students who wish to commence their career in banking. This collaboration will help academi prepare young people to handle banking transactions and services. Banks would be only too glad to hire skilled employees who are equipped to perform the tasks.

This collaboration is likely to change the face of young banking recruits - from tentative starters to confident professionals.

Berhampur University is offering the courses, Berhampur University is responsible for teaching learning and conduct of examination. ICICI has extended it's collaboration to assist the Berhampur University by gifting a state of Arts Banking Lab and providing E-learning course ware.

PROSPECTUS

1. **RESERVATIONS:**

Reservations are available under the following categories:

Scheduled Castes & Scheduled Tribes: 22.5 % of the seats in different courses are reserved for candidates belonging to Scheduled Tribes (13%) and Scheduled Castes (9.5%).

Necessary certificate to this effect issued only by a **Revenue Officer of the locality not below the rank of a Tahasildar must be submitted.**

2. **REQUEST FOR APPLICATION FORM**

Application forms for admission can be obtained in person from the P.G. Central Office Berhampur University, Berhampur – 760 007 on working days from 10 a.m. to 2.00 p.m., on payment of **Rs.400/-** (Rupees four hundred) only through Bank Draft/Banker's Cheque and for obtaining forms by post send Bank Draft for **Rs. 450/-** (Rupees four hundred fifty) only drawn in favour of the **COORDINATOR, PGDBIM payable at the STATE BANK OF INDIA, BHANJA BIHAR (BRANCH CODE: 2107)** along with a forwarding letter and a self-addressed envelope (size 30 x 12 cm) to the Coordinator, PGDBIM, Academic Building, Berhampur University, Berhampur - 760 007. The applicant should write his/her name and address on the back side of the Bank Draft.

MONEY ORDERS AND POSTAL ORDERS SHALL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

3. **SUBMISSION OF APPLICATIONS FOR ADMISSION**

Candidates seeking admission to PGDBIM shall have to send their applications in the prescribed form duly filled in by them in their handwriting along with the required documents and fees (complete in all respects) to the **Course Coordinator** by **Registered/Speed Post**. The application forms will not be accepted in person. **The completed application must reach the Course Coordinator on or before the prescribed date, failing which it will be summarily rejected.**

University Authorities shall not be responsible for postal delay.

4. **POSTAL ADMISSION PROCEDURE:**

For admission to all courses, the University has adopted postal admission system. The procedure of postal admission is as follows:

Merit List Candidates: After receiving the intimation for admission from the

respective Course Coordinator, the candidate should send by **Registered/Speed Post** all the required documents in original including a self addressed envelope and the prescribed fees in the form of a Bank Draft.

Waiting List Candidates: After receiving intimations, such candidates shall follow the same procedure for admission as laid down above for merit list candidates. Submission of documents by the waiting list candidates is voluntary and at their own risk. The University does not guarantee admission to candidates in the waiting list. Only after finalisation of admission of merit list candidates and if seats remain vacant, the candidates in the waiting list shall be considered for admission in order of their merit position in the waiting list. As the admission of merit list and waiting list candidates is to be finalised simultaneously, the merit list and waiting list candidates are to send by **Registered Post/Speed Post** the required documents along with the prescribed fee within the date mentioned in the intimation letter.

NOTE:

- (a) Submission of Transfer Certificate/College Leaving Certificate in **original** is compulsory for both merit list and waiting list candidates. *However, students pursuing any other Non-regular Post-graduation or Diploma course in Berhampur University are exempted from submission of the TC/CLC.*
- (b) Applications incomplete in any respect are liable to be summarily rejected. No correspondence in the matter shall be entertained.
- (c) Failure to send the original documents and the required Bank Drafts (as per intimation letter) by the date and time specified in the intimation letter shall result in forfeiture of the claim for a seat. University Authorities shall not be responsible for postal delay.
- (d) The original documents and the Bank Draft of *candidates who are not admitted* will be returned to them by **Registered Post/Speed Post** after the admissions are over. However, the concerned candidates can take back the original documents by submitting an application to the Course Coordinator before the completion of the admission procedure. For candidates who have been admitted, the original documents not required by the University, may be collected from the Course Coordinator.
- (e) **The decision of the Course Coordinator in all matters relating to admission shall be final.**

5. FIELD STUDY, OBSERVATION, INTERNSHIP, etc.

Students admitted to PGDBIM shall have to undergo all such field study, observation, internship and preparation of the Project Report at their own cost and risk in accordance with the procedure decided upon by the Coordinator.

6. FEE AND CHARGES

(A) The following Annual Fee to be paid at the time of Admission:

- (i) **Course Fees: Rs. 22,500/-** (Rupees twenty-two thousand five hundred only).
- (ii) **Seminar-cum-Soft Skill Development Fees: Rs. 3,500/-** (Rupees three thousand five hundred only)

(B) In addition to the above fee the following fee are to be paid at the time of admission.

1.	University Registration Fee	Rs 60. 00
2.	University Recognition Fee	Rs 50. 00
3.	Identity Card	Rs 40. 00
4.	Abstract of Attendance	Rs 5. 00
5.	Medical Aid	Rs 50. 00
6.	Library Fee	Rs 100. 00

Fee once collected at the time of admission shall not be refunded under any circumstance.

NB: The University shall not provide any transport facilities and the students are to make their own arrangements for their conveyance.

7. HOSTEL FACILITIES:

Hostel facilities will be provided to the students subject to availability of seats in the P.G. Hostels for Boys and Girls. In the event of allotment of hostel seats the students shall have to abide by the rules and regulations of the hostel and pay the requisite fees at par with the regular students.

8. Steps will be taken to assist the students for placement.

9. DISPUTES

All disputes concerning admission and studentship are subject to the exclusive jurisdiction of the Civil Courts and legal fora at Berhampur (Ganjam).

All admissions are provisional and can be cancelled at any time for any valid reason such as misconduct, forgery, etc.

10. RAGGING

Ragging in any form is strictly prohibited. Any violation to this will be severely dealt with.

Coordinator
PGDBIM & ICICI Bank e-Learning Centre

GUIDELINES FOR THE STUDENTS OF "PGDBIM" COURSE

COURSE CURRICULUM

The entire course of this program **Post Graduate Diploma in Banking and Insurance Management** is divided into two parts :

- **ICICI Bank specific modules**
- **Berhampur University specified syllabus**

The system of continuous evaluation would be followed for the ICICI Bank specific modules. Saturdays of the week is fixed for the same.

And for the Berhampur University specified syllabus the examination will be conducted on Semester pattern.

For this, the students have to login to the Learning Matrix : ICICI Bank by typing their e-mail ID and Password.

The students have to proceed systematically and has to complete the prescribed module of ICICI Bank to obtain their "Learning Confirmation Certificate".

To obtain this confirmation certificates the student has to secure at least 80% of marks in the test(s).

The entire process of learning, evaluation and certification is web-based.

The student can also learn and get their certificates at their own convenience. They can also get certificates by assessing the internet facilities at the department or at their homes or at any internet cafe.

RECRUITMENT POLICY

- PGDBIM is a self-employable course.
- ICICI Bank normally recruits at entry level positions. Thirty two years is the upper age limit for recruitment by ICICI Bank at the entry level. Those above this limit can be considered for recruitment at a higher level subject to their suitability.
- The students after completing their e-learning modules can appear the campus interview conducted by Banking & Insurance Organisations. In the case, the students need not have to wait for the course to be completed.

- **IT SAVVY**

- This program is very much industry oriented, therefore, the students are expected to be very much technology savvy.
- The students are expected to have some basic knowledge about computers and have access to the internet.
- The students under this program have to open their unique e-mail account.
- They have to obtain their passwords from the University for this course.
- The students are required to have their own laptops or computers and also should have the access to the internet facilities at their own expense.

- **DRESS CODE**

- The students are expected to wear formal dresses from Mondays to Fridays of every week. The basic purpose is to inculcate professionalism in the students.
- For boys the formal dress code includes - neat and well ironed formal trousers, full sleeves shirts, the tie (optional) and well polished shoes.
- For girls the formal dress code includes - neat and well ironed salwar kameez or sarees or formal trousers, full sleeves shirts, blazers and sandals.
- No student(s) would be entertained inside the campus wearing slippers.
- Students are free to wear casuals only on Saturdays.

- **INSIDE THE CLASSROOM**

- The normal class timings are from morning 8.00 AM to 01.00 PM.
- This is a full time course and one is expected to devote at least 10 to 12 hours per day.
- Chewing of gutkhas or beetles would not be allowed inside the classroom.
- The students should keep their mobile phones either switched off or in the silent mode.
- Students are advised to read the newspaper regularly.
- Student can avail the library facility that would be provided to them by the University.
- Besides this, the students can also make use of the computer lab facility to avail the maximum benefits.

- **SATURDAY'S BUZZ**

- Every Saturdays of the weeks are assigned for the group discussions, personal interviews activities and practice tests.
- The topics for the group discussions would be announced 2-3 days before so as to ensure greater participations and greater learning. In some cases, the topic would be given to all the groups half an hour before the discussions.
- On these days the SWOT Analysis of each student would be done and individual feedback would be provided for their betterment.
- Each student would also be asked to evaluate himself identifying his/her strengths and weaknesses in terms of

Personality

Communication skill

Body Language

Attitude

- Weekly evaluation would be in the first hour of every Saturdays.

- **SEMINARS**

COURSES WOULD COMMENCE W. E. F. 30.08.2010

REPORT AT 8.00 AM FOR THE INDUCTION SESSION.