



DIRECTOR MESSAGE

Dear Aspirants,

I welcome you on behalf of the Trigya School of Finance & Management (TSFM).

TSFM is committed to providing quality learning for a wholesome personal and professional development. We are conscious about the emerging challenges and to meet them, we continuously update our course content & delivery mechanism. Our programs are anchored around the philosophy of inculcating an analytical orientation to help students assess complex business situations.

TSFM provides a transformational experience to its students who are expected to maintain the highest standard of personal integrity, professional commitment and business ethics.

With a state-of-the-art learning and development facility in place, we are prepared for any challenge, irrespective of the required vertical or skill-set. We are aware of the trend in changing needs. To cater to these needs, we have a flexible curriculum which can accommodate any level of adjustment. The courses we offer are extensive and interactive at the same time. So, what begins as a formal course on the banking and finance domains, ends up churning novices into leaders for tomorrow. With proven abilities in training, we assure undivided, unreserved, and unequivocal attention so we can see you through being the leaders of tomorrow. Our facilitators come with a vast experience and varied thought process. They have been industry specialists and thus, they understand the rigorous demands that the banking and financial sector exacts of an individual. TSFM comes across to you as a one-stop center for the cultivation of excellence.

Ajay Kumar

ABOUT US

Trigya School of Finance & Management has been a pioneer in recognizing the areas which need trained manpower. TSFM has been able to successfully launch sector-specific initiatives to cater to the emerging needs of the student fraternity. The Trigya School of Finance & management (TSFM) is one such initiative.

While the Banking and Financial Sector's demands are multi-dimensional, banks need to master the art of balancing growth and inclusive development even as they relentlessly innovate to bring a wider range of financial services to the doorstep of the next generation customer. It is imperative then that Banks allocate their best resources toward getting trained management professionals on board.

Apart from this, the Banking & Financial Services Industry has been on the fast lane, and it is a challenging effort to keep innovating towards a better service delivery at the same pace. There is a need to have job-ready candidates on their payrolls. These candidates are precious resources, and the banking sector will always be in the hunt for such resources. TSFM recognizes this need and has promptly allocated its resources to prepare job-ready students for the Banking and Financial Services industry. We are confident that our students are adequately equipped and trained with necessary skill-sets.



Rajat Kumar, an IIT alumnus, worked with a few big conglomerates including Tata group before shifting to the educational industry. Chasing his entrepreneurial ambitions, Rajat successfully co founded Tathagat Tutorials Pvt Ltd in 2007 and within the short span of time Tathagat is now one of Delhi's leading MBA test-prep companies and a brand on its own. As a progressive and determined entrepreneur he's gained a reputation of a successful leader in the Industry.



Sanjeev Singh is an IIT Delhi alumnus and cofounder of totalgadha.com, TathaGat and makeupandbeauty.com. Prior to his entrepreneurial ventures, he worked as an engineer for Italian Space Agency. He has also worked as a consultant to leading automobile companies in India.



ADMISSION PROCESS

Diploma in banking and finance is a six months banking career program. This course helps you to develop your existing skills by advance study in the areas of banking and finance and the syllabus is designed by banks experts, to develop your competence in applying advance quantitative techniques to the practice of banking and finance. The 10 modules at Trigya School of Finance and Management gives 100% placement assurance for banks and financial organizations at the time of enrolment.

Duration: 6 Months (2 levels).

Eligibility: Graduation / Final year Appearing

Selection Process:

1. Apply for the course (For online / Offline)
2. Appear for the Aptitude Test
3. Personal Interview
4. Deceleration of the Result

Aptitude Test will be Objective Type
(Total questions-60 i.e. 15 questions / section):
Duration - 1 hr

- Quantitative Aptitude
- General Awareness
- English Language
- Reasoning

Prospectus Fee: Rs.300.00.

Mode of Payment:
Cash / Bank
Deposit /Net
Banking /
Cheque / DD

OUR RECRUITERS





LEVEL 1

MODULE 1: MONEY & BANKING SYSTEM IN INDIA


- Money & payment Systems
- Nature of Banking
- Introduction of Indian Banking
- Deposit Business
- Nomination facilities in Banks
- Advance / Credit in Bank
- Alternate Delivery Channels
- Collections & Remittances in Banks
- Payment System
- Safe deposit vault & Safe custody

MODULE 2: INTRODUCTION TO BANKING

- Operational system in Branches
- Organizational Structure in Banks
- KYC norms and AML Act
- Technology in Banks
- Type of customers
- NRIs Business
- Major Banking Products & Services
- Budgeting in Banks
- Management & Control of Branch
- Basic concepts of Credit Management in Banks

MODULE 3: CUSTOMER SERVICE, MARKETING & COMPLAINT MANAGEMENT

- Customer Orientation
- Concept of Marketing & Service Marketing
- Relationship Marketing
- Customer Empowerment & Customer Delight
- Customer Service & complaint Management

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- BCSBI/ Ombudsman
 - Relevance of Marketing in Banking
 - Relevance of Service Marketing in Banking
 - Relevance of Relationship Marketing in Banking

MODULE 4: MUTUAL FUND

- Concept and Role of Mutual Funds
- Types of mutual funds and NAV
- Fund Structure and Constituents
- Legal & Regulatory Environment
- Accounting, Valuation and Taxation
- Investor Services

MODULE 5: PROJECT WORK

LEVEL 2

MODULE 6: ADVANCES, MSME, PRIORITY SECTOR

- Principles of lending and CIBIL
- Common Credit facilities
- Pre sanction activities in advances
- Retail Loan Products in Banks
- Non fund based facilities
- NPA Management and recovery
- Type of Securities
- MSME concept & CGTSME
- Priority Sector Advances
- Fraud prevention & Vigilance in banks

MODULE 7 : BANKING LAW AND GUIDELINES

- Banking Regulation Laws
- Negotiable Instrument Act
- Indian Contract Act
- Indian Companies Act
- Bankers Book Evidence Act

- Consumer Protection Act
- Major RBI Guidelines
- Important Financial & Banking Terms
- Partnership Act
- SARFAESI Act 2002s

MODULE 8: INVESTMENT ADVISOR

- Introduction to Indian Financial Market
- Securities Market Segment
- Investment Products
- Measuring Investment Risk
- Managing Investment Returns
- Concept of Financial Planning
- Asset Allocation
- Various financial terms

MODULE 9: BANKING SOFTWARE & ADVANCE EXCEL

- Banking software various modules
- Working with Functions & Formula
- Graphically representing data; Charts & Graphs
- Analyzing Data : data Menu, Subtotal, Filtering Data
- Use of Function Wizard, Common Functions
- Relative Absolute, Mixed Cell references : >, <, = operators
- Logical functions using IF, AND, OR, NOT
- The LOOKUP function, Data & Time functions, Annotating formulas

MODULE 10 : PERSONALITY DEVELOPMENT & SOFT SKILL

- Personal Values
- Business Etiquette
- Team Orientation
- Leadership
- Motivation
- Presentation Skill
- Resume Writing
- Interview Skills



FACULTY

MR. ANIL KUMAR KULSHRESTHA (MA. STAT, M.A (ECO), CAIIB, AMFI)

Mr. Anil Kulshrestha is having around 40 years of experience in Banking operation and Training system of Bank. As a trainer and faculty he is having rich experience of handling wide range of topics related to General Banking and behavioral aspects such as – Leadership, Team Building, Interpersonal Relations, etc. Mr. Kulshrestha had been selected as best trainer in SBI in the year 2010-11, and Awarded for best Book Review on all India level by SBI in the year 2012-13.

MR. V. K. KALRA (B.COM, DIP. IM MANAGEMENT, CAIIB)

Mr. Kalra retired as Chief Manager from State Bank of India after putting 41 years of service. He has a vast experience in banking and finance in various fields including Forex, Credit Management, Branch Administration and Management, etc. Mr. Kalra has also been associated with training Centre with SBI as faculty. As a faculty he has gained a lot of experience of undertaking wide range of topics related to Customer Service and Complaint Management, Marketing of Banking Products, etc.

MR. S. S. BHATIA (PGDBM, LLB, CAIIB)

Mr. S. S. Bhatia, ex- Vice Principal, Bank of India Staff Training College, has over 40 years of experience in banking sector across functional areas including Credit, Forex, Administration, Deposits, etc. He is actively involved in conducting exhaustive training sessions for bank personnel and also an independent practicing Advocate. Beside TIBF, Mr. Bhatia is also associated with Staff Training College of Bank of India, Oriental Bank of Commerce, Central Bank of India, United Bank of India, NIBSCOM (National Institute of Banking Studies and Corporate Management)

KESHAV KUMAR VARSHNEY M.SC. (PHYSICS), CAIIB. CIF, AMFI , CERT. KYC

Mr. Varshney retired as a Chief Manager from State Bank Of India after serving 40 years. Working as a Branch Manager, Chief Manager of many Branches and has a vast experience of 7 years as a faculty in the training system of the Bank. As a faculty he has been judged as a best faculty of Delhi Circle. As a faculty he is having a rich experience of handling wide range of topics related to General Banking, Loans & Advances and Specialized in Behavioral aspects such as Personal Values, Inter and Intra personal relationship, Communication and Listening, Team building, Creativity, Perception, Leadership, Motivation, DE freezing , Customer Orientation, Business etiquette, etc.

MR. S.K.SENGUPTA is a qualified professional behavioral science, life-skills and applied management psychology trainer with international training background in Ontology (life-skills), Scientology and Psycho-orientation. He is a member of Noida, Delhi and All India Management Associations. He has delivered more than 12,000 talks and trained over 60,000 people, and besides has carried out Management Development Programmes & Organizational Development Interventions in several office. Being a practicing psychotherapist, a psychological counsellor and a personal coach to students and adults, he carries out psychometric tests & assessment, and has a deep understanding of human thought processes. His sessions are experiential and interactive and he combines Eastern methods with Western techniques to train participants to transform their lives.

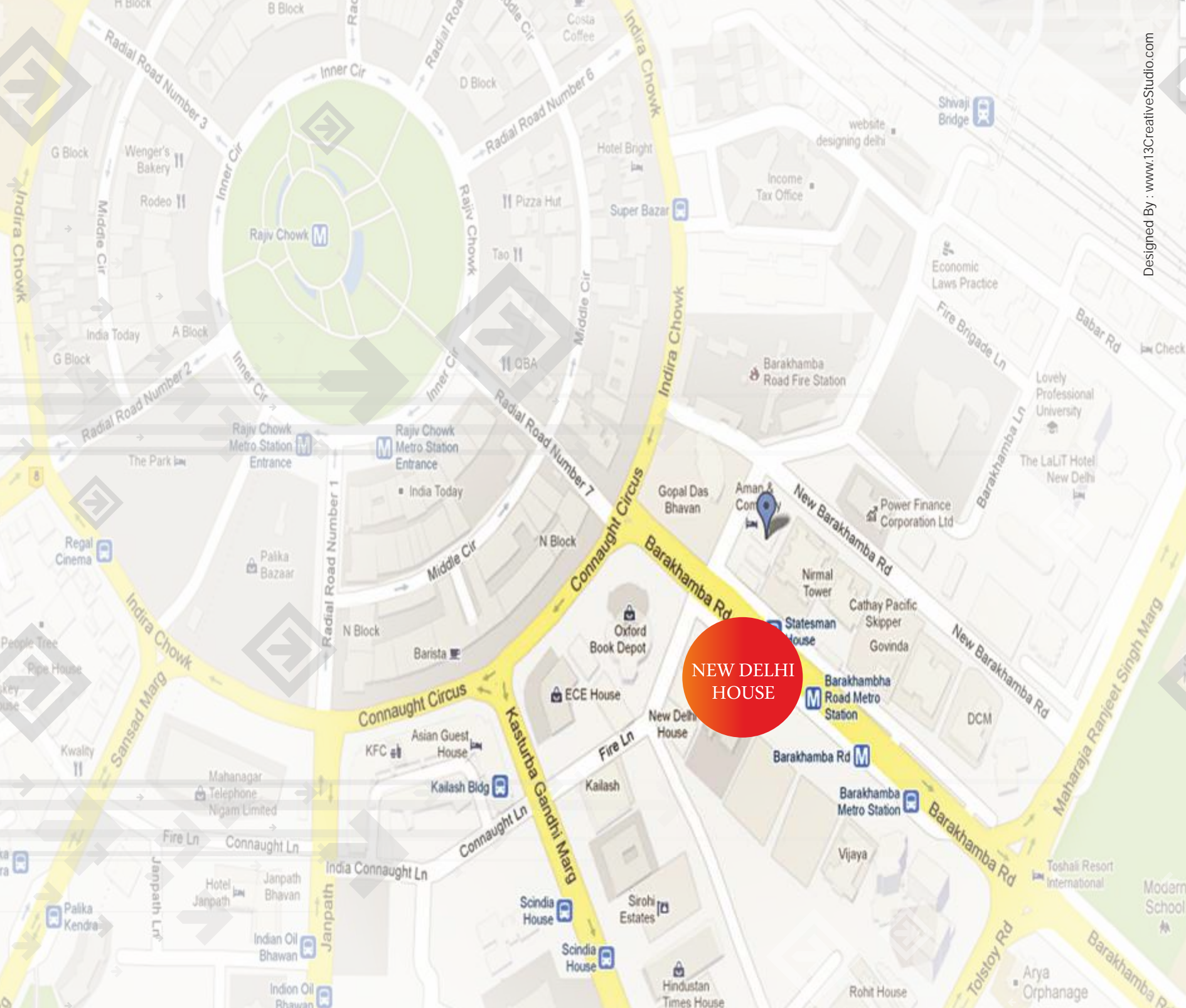
NIHARIKA THUKRAL MBA, FRM, UGC-NET

Niharika Thukral is a renowned faculty with core expertise in financial modelling, valuations, risk management, mergers & acquisitions, equity research, commodities, derivatives and quantitative techniques. She is on the panel of BSE, ICoFP and IABF. Prior to working as an academician, she has worked as an Equity Research Analyst with Evalueserve and as a Mergers and Acquisitions Analyst with The Royal Bank of Scotland.

PROF. PANKAJ DUTTA has more than 13 years of experience in teaching graduate and post graduate students. An alumni of IIM-Indore, his area of expertise includes managerial economics, business statistics, operations research, business environment and research methodology. Prof. Dutta also holds a master degree in econometrics and is UGC NET qualified.

MR. PANKAJ GOEL (M.COM, CFPC, CFA, CWM)

Pankaj Goel is a Certified Financial Planner and a licentiate of the Indian Institute of Insurance. He has cleared CFA level II from CFA Institute of the United States of America. He is also a Certified Trainer for "Chartered Wealth Manager" from American Academy of Financial Management (AAFM). Pankaj holds Masters Degree in Accounting and Finance and has qualified UGC NET both for JRF & Lectureship. He holds several certifications in diverse aspects in NCFM and NISM at all relevant modules. He has been associated as a faculty with various reputed colleges and Institutes for more than 7 years.



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