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the best.*



*Work with
the best.*

FEDERAL MANIPAL SCHOOL OF BANKING

Participant's Handbook

Admission Process - December 2014 Batch

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

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Chapter 1

Introduction

About Federal Bank

Federal Bank is one among the leading private sector commercial banks in the country. The Bank's shares are widely held and are listed in the Bombay Stock Exchange and National Stock Exchange. Federal bank is also the first among the old generation private sector Banks in India to issue Global Depository receipts and listed in London Stock Exchange. Today the Bank enjoys the trust and confidence of more than 5 million customers across the world. The Bank has more than 1200 branches and 1400 ATMs spread across the country, supported by 9 Zonal Offices and 39 Regions. All the branches of the Bank are operating under Core Banking Solution and are fully networked.

The Bank is a pioneer among traditional banks in India in the area of using technology to leverage its operations and was among the first banks in India to computerize all its branches. The Bank offer its customers, a variety of services such as Internet banking, Mobile banking, on-line bill payment, on-line fee collection, depository services, Cash Management Services, merchant banking services, insurance, mutual fund products and many more as part of its strategy to position itself as a financial super market and to enhance customer convenience.

Manipal Global Education Services:

Manipal Global Education Services is the leading India-headquartered International provider of high-quality higher education services. Its ambit includes a wide range of higher education services to institutions in India, corporate training programs in partnership with leading enterprises, vocational training across a number of sectors, as well as technology-driven services in areas such as testing and education delivery. It also owns and operates university campuses in Malaysia, Antigua in the Caribbean, Dubai and Nepal. It services and supports over 3,00,000 students currently, many of them through its award-winning technology platform, EduNxt™.

Manipal Global Education Services believes that industry relevance is the key concept in career-focused education in India. This has led to the development of innovative partnerships, with City & Guilds UK to launch IndiaSkills, and, with leading Indian banks like ICICI Bank, Bank of Baroda, Punjab National Bank, Axis Bank, Federal Bank, Andhra Bank, Kotak Mahindra Bank, Indian Overseas Bank, Central Bank, Bank of Maharashtra, Corporation Bank, Allahabad Bank, ING Vysya Bank, Canara Bank, Dena Bank and others to establish academies of banking & finance. Its other strategic investments include MeritTrac, India's leading testing & assessment company, and iRize, a leading creator of the employment ecosystem in India.

Federal Manipal School of Banking:

The Federal Bank Limited and the Manipal Global Education Services joined hands to set up the Federal Manipal School of Banking (FMSB) to cater to the needs of training young, bright graduates in order to make them job ready for a career in Federal Bank. On completion of the program, the successful candidates would be awarded a Postgraduate Diploma in Banking & Finance (PGDBF) by Manipal University and will be absorbed as Probationary Officers of Federal Bank.

Chapter 2

About the programme

Programme details:

Candidates will be selected through a selection process which will be conducted as per the requirement of the Bank. The candidates who are shortlisted based on Bank's criteria will be called for Group discussions and/or personal interview. The final selection list will be prepared based on the performance of the candidate in various assessments.

The selected candidates will be enrolled for the one year PGDBF program conducted by Federal Manipal School of Banking. The program will be spread into a 9 month residential campus program followed by three months internship training at any one of the branches of Federal Bank. The program has been customized to include latest courseware and content aimed at developing the candidate into a holistic Banker. The program will also have interesting modules which will help develop the soft skills and personality of the candidate.

Technology and multimedia enabled platforms will be extensively used during the program to make learning an interesting experience. Candidates will also be trained in the Core Banking Solution of the Bank "Finacle" which will help them gain the requisite operation skills. A stipend of Rs. 2500/- per month will be paid to the students during the first nine months of the programme , and Rs. 10,000/- per month during the internship period of three months. On successful completion of the course, the candidates will be awarded Post Graduate Diploma in Banking and Finance from Manipal University and will be absorbed as Probationary Officers (Scale 1) in Federal Bank.

The PGDBF will be a one-year program comprising of four trimesters of 13 weeks each. First three trimesters would be conducted on Campus at Federal Manipal School of Banking (FMSB). The fourth trimester would be devoted to internship to be pursued by the participant at a designated Federal Bank Branch.

Programme delivery:

1. Programme conduct details

Regular class room sessions will be held on weekdays (Monday – Friday) and Saturday would be devoted for e-learning sessions. Apart from the classroom sessions, the programme participants would be required to take part in additional curricular and extra-curricular activities. Formal class

room sessions will be of 75 minutes duration and there will be 6 sessions for each day. Programme delivery will be in the form of class room lectures, tutorial discussions, seminars, laboratory work, assignments, case studies, library research projects, and other exercises. Emphasis will be laid on learning through experiences.

2. Attendance requirements

100 % attendance is mandatory for all the candidates. Leave of absence would be considered only in extreme urgent cases with the specific permission of the Director, Federal Manipal School of Banking.

3. Student support services

Apart from the formal classes, the students would be provided support for the learning process through the following means: -

- a. Lectures by experts from the Industry
- b. Library services to include access to e-library
- c. Study material prepared by the Federal Manipal School of Banking
- d. Access to e-learning modules of Federal Bank.

4. Project work

Participants would be expected to work on a library research project during the first two trimesters. The topic for the project would be assigned to them by the School. A list of topics would be put up on the website and the participants would be required to submit three choices by selecting topics from the list. Efforts would be made to assign a topic to the participant based on his/her choice. The participants would be expected to make a presentation on the said topic during the third trimester.

5. Award of Postgraduate Diploma

A Postgraduate diploma in Banking and Finance will be conferred on the participant on his / her successful completion of the programme. However, for award of the postgraduate diploma, a participant has to fulfill the following requirements:

1. He / She should have passed in each course of study as prescribed in the curriculum to earn the minimum number of credits specified for that particular course.

2. He / She will become eligible for the award of a diploma on acquiring 70 credits at the end of the programme.

3. He / She should have satisfactorily fulfilled other academic requirements (as specified in the course of study/ curriculum) like practical training, work visits, seminar, project etc.

Evaluation:

Evaluation process

A system of continuous evaluation based on the Cumulative Grade Point Average (CGPA) system will be adopted. Participants will be assessed based on their performance in the classes like tutorial discussions, seminars, presentations, assignments, quiz tests and mid-session examinations, etc. This will be termed as internal assessment and will carry a weightage of 50%. The end-trimester examinations would carry a weightage of 50%. Internal assessment of 50% will generally be further sub-divided as follows: -

- a. Tutorial discussions: 10%
- b. Presentations/Seminars: 10%
- c. Assignments: 10%
- d. Quiz Tests: 20%

The end trimester test will comprise 50% multiple choice / short answer questions and the remainder will be descriptive type including case analysis.

Grading system for PGDBF as per Manipal University

Appropriate letter grades are awarded in each theory and practical subjects to only such candidates who have passed in the university examinations. Internal Assessment marks and University examination marks put together will be taken into account for the letter grading system in each subject separately.

A candidate registered for the university examination but who fails to appear or fails to score the minimum required 50% marks in the University examination will get a Grade 'F', indicating failure or grade of incompleteness. After the results are declared, grade cards will be issued to each student, which will contain the list of subjects for that trimester and the grades obtained by the student. A subject successfully completed cannot be repeated for improving the grade. Final evaluation of each

subject (theory and practical separately) will be carried out on a 10 – point grading system corresponding to the marks obtained in that subject. Each subject letter grade is converted into a specific grade value associated with the letter grade as given below.

TABLE

10 - POINT GRADING SYSTEM - MARKS RANGE GRADING GRADE

VALUE

85% and above - A + - 10

75% - 84% - A - 09

65% - 74% - B - 08

60% - 64% - C - 07

55% - 59% - D - 06

50% - 54% - E - 05

Less than 50% - F - 0

GRADE POINT AVERAGE (GPA)

The grade points are weighted in accordance with the number of credits assigned to a theory or practical subject and it is a product of credit and grade value. The Grade Point Average (GPA) is the weighted average of grade points awarded to a candidate.

$GPA = \frac{\text{Total grade points of a particular trimester}}{\text{Total number of credits of the trimester}}$

GPA for each trimester will be calculated for those candidates who have passed all the subjects of that particular trimester of the course.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The weighted average of GPAs of all trimesters that the student has completed at any point of time is the Cumulative Grade Point Average (CGPA) at that point of time.

CGPA up to any trimester will be calculated only for those students who have passed all the subjects up to that trimester. Generally, CGPA is calculated after the successful completion of the entire PGDBF course.

(GPA of each trimester = $\frac{\text{Total grade points of a particular trimester}}{\text{Corresponding number of credits for that trimester}}$)

CGPA = Weighted sum of the entire course credits or weighted average of GPAs of all trimesters.

Fees and Stipends:

The course fee is Rs. 3.30 lakhs (Rupees Three lakh thirty thousand only) (all inclusive of boarding, Lodging and course fees, other fees, etc.) plus service taxes, as applicable to be paid by the student. Other routine expenses like note books and other connected stationery, consumables etc have to be borne by the candidate himself/herself. Candidates desirous of availing loan to fund the course fee can avail Education Loan at a concessional rate of interest, from Federal Bank. ***The Bank will reimburse Rs 1 Lakh plus interest on loan on completion of 5 years of meritorious service to the satisfaction of the Bank in respect of candidates who availed Education Loan for the course from the Bank subject to terms and conditions.***

A stipend of Rs. 2500/- per month will be paid to the students during the first nine months of the programme , and Rs. 10,000/- per month during the internship period of three months.

Service Agreement:

All selected students, at the time of joining the course, will have to execute an Agreement to serve a minimum of 3 years with the Bank, w.e.f the date of their joining the Bank's service. In case of discontinuance, the following terms will be applicable.

Discontinuance during the course period

- Shall repay the full amount of stipend received by him/her during the program plus Rs 1 lakh towards cost of on-the job training.
- Settle educational loan outstanding if any at the point of discontinuance, at the prevailing card rate from the date of availment.

Discontinuance after completion of the course , but within 3 years

- Settle education loan outstanding if any at the point of discontinuance, at the prevailing card rate from the date of availment.
- Monetary compensation of Rs 1.00 Lakhs + 2 months pay/2months notice (for probationers) and 1 month Pay/ 1 month notice (for confirmed officers)

Discontinuance after 3 years

- Settle the entire education loan outstanding if any at the point of discontinuance, at the prevailing card rate from the date of availment.

Chapter 3

Admission

Eligibility:

A. Minimum Educational Qualification

Graduation (qualifying examination) in any discipline with minimum 60% marks from any recognized university or other institutions established by an Act of parliament or declared to be deemed as a University under Section 3 of U G C Act, 1956.

Note:

- Graduation course or equivalent examination must entail a minimum of 3 years of education after completing higher secondary schooling (10+2) or equivalent. Graduation in Agriculture/ Engineering means those who have passed a 10+2+4 year course. Graduation in Law means those who have passed 10+2+5 year course in law or degree in any subject + 3 year course in Law.
- The percentage of marks obtained by the candidate would be based on the practice followed by the University / Institution from where the candidate has obtained the degree. In case of the candidates being awarded grades / CGPA instead of marks, equivalence would be based on the equivalence certified by the University / Institution from where they have obtained the degree. In case the University / Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by the Bank by dividing obtained CGPA with the maximum possible CGPA and multiplying the resultant with 100.
- Year wise / semester wise mark sheet for each year / semester in respect of the qualifying examination from the concerned University should be available.

Age (As on 01.11.2014)

- Shall not exceed 26 years as on 01.11.2014. (Candidates should be born on or after 01.11.1988)

Nationality/Citizenship

- Candidate must be a Citizen of India

D. Other

- The place of domicile of the candidates should be in any one of the states / regions as shown below:
 - Chandigarh, Gujarat, Haryana, Karnataka, Kerala, Maharashtra, Pondicherry, Punjab, Tamil Nadu and National Capital Region (NCR).

Mode of Selection:



Shortlisting

The candidates who apply for the program will be shortlisted as per the criteria decided by the Bank.

Aptitude Test

The candidates will be called for the 1st phase of selection process consisting of an online aptitude test.

Group Discussion and Personal Interview

The candidates who come out successful in the online aptitude test will be called for a Group Discussion (GD) and Personal Interview (PI).

General instructions for candidates:

- a. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the notification. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose at the time of conduct of group discussion, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the bank on matters related to selection process.
- b. In case, it is detected at any stage of the selection that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature is liable to be cancelled. If any of these shortcoming/s is/are detected even after admission / appointment, his/ her admission / service is liable to be terminated.
- c. Self attested photocopy of the Graduation degree/ Mark sheet indicating 'Pass' and other educational testimonials should be kept ready for submission at the time of Interview. All candidates will have to produce original as well as self attested photocopies of certificates regarding qualification, experience, date of birth etc. in support of their eligibility at the time of group discussion, interview, failing which their candidature will be cancelled.
- d. The candidates shall appear for the selection process at the allotted centres at their own expense.
- e. Admission of any candidate to the Federal Manipal school of Banking, if declared successful in the selection process is subject to his/ her being declared medically fit by a Medical Officer approved by the Bank.
- f. Shortlisting of candidates for the group discussion and interview will be purely provisional without verification of age/ qualification/ category etc. of the candidates with reference to documents.
- g. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

Chapter 4

Campus

Campus location:

Federal Manipal School of Banking is located in the northern part of Bangalore on the main road leading to the airport at Devenahalli. The exact address of the Institute is as follows:

Federal Manipal School of Banking,
Hegde Nagar Main Road.
Manipal University, Bangalore Campus
Survey no. 36, Chokkanahalli
Jakkur post (behind Diana College/Dhanvantari Hospital)
Bangalore-560064

Nearest Landmarks: Dhanvantari Hospital / Diana College on the Hegde Nagar Main Road

Getting there:

Bangalore is well connected by road, rail and air. The Federal Manipal School of Banking campus is out of the city limits.

Facilities:

The campus is full fledged with adequate facilities for knowledge acquisition. Federal Manipal School of Banking has an air conditioned library with a large collection of books & reference material, magazines & journals and large number of economic and general newspapers. It is open on all days till late in the evening. Text books are supplied to all new students on returnable basis. Reference books can be browsed in the library and can also be borrowed. There are interesting teaser schemes to induce & promote reading habits such as free newspapers, additional books for borrowings etc in select hours. Internal circulars, communications, manuals and other documents of Federal Bank will also be available.

Federal Manipal School of Banking has well equipped computer labs open upto midnight everyday of the week. The number of desktops available to students is very large enabling a student: machine ratio of around 3:1. The campus has a high broadband connectivity enabling uninterrupted access to global knowledge.

Practical hands-on experience of Federal Bank branch and banking operations is provided through a model dummy Bank Branch at Campus.

Rules & Regulations:

All members of the Federal Manipal School of Banking shall maintain the image of the School as a premier professional organization and adhere to the Code of Conduct that is expected from the Participants. It is incumbent upon all to maintain consistent standards of personal conduct. The participants would be expected to maintain proper decorum both in the Academic Block and in the Hostel. They would also be required to behave in a responsible manner when they are outside the school. Suitable instructions on various issues would be passed on to the participants from time to time by posting these on the FMSB website or on the FMSB notice boards. All participants are advised to read these notices regularly. It would be assumed that all participants have read these notices once these notices have been put up on the website/notice board and have been there for 6 hours. Some of the important points for compliance on issues of general nature are enumerated in the succeeding paragraphs and Manipal University rules shall apply for the examinations.

List of Prohibited Articles/Acts:

- Consumption of Alcoholic beverages, cigarettes, tobacco in any form and chewing gum is strictly prohibited in the Campus and also in the Hostel. Participants are also not permitted to come to the hostel after consuming alcohol from outside.
- Fireworks are not permitted in the campus or the hostel.
- Holi colours are not permitted inside any building. Holi will be celebrated only in open spaces nominated by the authorities.
- Possession, consumption and offering of narcotic drugs in any form is totally prohibited. Any violation will invite severe disciplinary action.
- Stealing or unauthorized possession of items belonging to any other person would be viewed seriously.
- Possession, accessing it over the internet or displaying of any pornographic material in any form will invite severe disciplinary action.
- Mobile telephones are not permitted inside the academic blocks.
- No private conveyance like motorcycle/scooter/car, etc is permitted in the School.

Interaction amongst Programme Participants:

The programme will be attended by both ladies and gentlemen. All are expected to show due courtesy and respect towards each other during interactions. Any violation of decorum would be viewed seriously.

Punctuality:

Programme participants are expected to be punctual for classes and all other organized activities by the School.

Digital Class Room

Classroom delivery would be in digital mode so students should be equipped with Laptop.

Dress Code:

Participants are required to adhere to a uniform dress code for all classes, gatherings and activities of Federal Manipal School of Banking. However, they may abide by the following dress code until receipt of the uniform.

Ladies:

- Silk or cotton (starched) sari
- Formal western wears (formal trousers/skirts with a top or a jacket) or salwar kameez.
- Formal footwear.
- Well groomed.

Gentlemen:

- Formal office trousers and shirts with a tie.
- Suits for formal occasions.
- Formal footwear
- Well groomed.

HOSTEL RULES

There will be separate wardens for the gents and the ladies' hostels. The wardens would be responsible for the discipline in the hostel and for allotment of the rooms. The concerned Warden, heads the Hostel Management Committee. The wardens will be assisted by hostel supervisors and other staff who will be responsible for maintenance of the buildings and other assets. In addition, floors in charge would be nominated to join the management Committee who will assist the wardens in the day to day functioning of the hostels.

Similarly, a Mess Committee would be formed to assist the warden in smooth running of the hostel mess. Aim of setting up the management committee is to ensure a clean and secure living environment that is conducive for the academic advancement.

Allotment and vacating the hostels:

- Rooms shall be allotted by the warden and would be valid for the complete duration of the Programme.
- Residents shall not change over to any other room except with the written permission of the warden.
- Residents are advised to check all fixtures and fitments in their respective rooms as per the inventory at the time of occupation.
- Residents would be required to vacate the hostel at the time of proceeding for the internship during the fourth trimester.
- Any damage to the hostel property in their respective rooms would have to be made good by the Residents.
- Residents must tidy up their rooms every day before leaving for classes or going out of the hostel.
- Any request for repair or maintenance should be entered in the registers specifically kept for this purpose with the hostel warden.
- Residents must bring to the notice of the supervisory staff any failure or breakdown in electric supply.
- They should not attempt to repair the defects in the mains or in the distribution system.
- While leaving their rooms, the residents must switch off all lights, fans and water taps. Bed linen would be changed at stipulated intervals by the supervisory staff. Residents are advised not to deface the walls of the hostels by pasting posters etc.
- Similarly, no alterations of any nature are permitted.
- The rooms and surroundings must be kept neat and clean. Services of cleaners would be provided by the hostel.
- Cooking in the hostel room is not permitted.

Mess:

All residents would be necessarily required to dine in the Resident's Mess. They would be expected to adhere to the laid down timings.

General Conduct

- Playing of loud music and disturbing other residents is not permitted. All residents are expected to maintain the decorum by not disturbing their roommates or their neighbours.
- Playing of any outdoor games in the corridors of the hostels is not permitted.

- The Wardens or their representatives may enter any room for verification at any time of the day or night.
- All residents must return to the hostel latest by 7.30 pm (girls and boys).
- Any absence from the hostel at night must be with the specific permission of the warden.
- Residents are not permitted to allow their rooms to be used by any other person.
- Visitors must be entertained in the areas specifically earmarked for them.
- All residents must inform the warden about any disciplinary or other problems concerning them or their roommates / neighbours.
- No television is permitted to be kept in any hostel room.
- Residents are advised not to keep any valuables or jewellery, etc in their rooms. All expensive items must be kept under lock and key when the residents are not in their rooms. The management will not be held responsible for loss of any valuables. All rooms must be locked and key should be handed over to the security staff when not in use by the occupants. Residents are not permitted to bring any type of private conveyance to the hostel.

Complaints and Representations

- All complaints shall be made in writing and addressed to the warden.
- Residents are not permitted to convene meeting of any sort in the hostel premises without the prior permission of the warden.
- These instructions are by no means comprehensive. All Students admitted to the course are provided with a Participant Handbook and a copy of the discipline rules & regulations, which they have to abide by at all times during the programme. Any issue, not expressly provided herein, would rest at the absolute discretion of the FMSB authorities who also reserve the right to modify these instructions. It would be the earnest endeavor of the management to make the living conditions in the hostel as comfortable as possible. Cooperation of the residents would help the management in achieving this aim.

Chapter 5

Career

All participants who successfully complete the course will be awarded with the “POST-GRADUATE DIPLOMA IN BANKING AND FINANCE” from Manipal University and will be absorbed as Probationary Officers (Scale I) and they should be willing to serve the Bank anywhere in India. They will be on probation for a minimum continuous period of one year and on successful completion of the probation will be absorbed in the role of Assistant Manager (Scale I)

Emoluments on final placement:

Annual CTC of a PO posted at Mumbai – Rs 7.44 Lakhs

Take home pay – Rs 35000/- per month approx

Salary and Other Benefits applicable to Scale I Officer posted at Mumbai

Particulars	Amount (₹)	
	Per annum	Per Month
Basic Pay	174000.00	14500.00
Dearness Allowance (Variable Quarterly, Now 99.90% of Basic Pay)	178263.00	14855.00
House Rent Allowance (6.5 % to 8.5% of Basic Pay)*/ <u>Leased Accommodation*</u>	13056.00 / <u>211200</u>	1088.00 / <u>17600.00</u>
CCA*	6480.00	540.00
Entertainment Expenses	16200.00	1350.00
Cleansing Charges	5400.00	600.00
Fixed Conveyance / <u>Petrol reimbursement*</u>	22800.00 / <u>50400.00</u>	1900.00 / <u>4200.00</u>
Newspaper reimbursement (After One year of probation)	4500.00	375.00
Mobile Phone Expenses Reimbursement (After One year of Probation)	6000.00	500.00
Sub Total	428496.00 / <u>654240.00</u>	35708.00 / <u>54520.00</u>
Retirals : Bank's Pension Fund Contribution	35232.00	2936.00
Grand Total	463728.00 / <u>689472.00</u>	38644.00 / <u>57456.00</u>
Also eligible for Ex-gratia/Incentive as per Bank’s Policy. Bank paid Rs 55000/- as Ex gratia to Probationary Officers during the last Financial Year.		
Probationary Officers are also eligible for annual Increment in Basic pay, Leave Fare Concession, Vehicle maintenance expenses, Closing Allowance, Scholarship to children, transfer compensation, Medical re-imburement for self and dependents etc. subject to applicable rules.		

***Conditions apply**

Reimbursements:

The Bank will reimburse Rs 1 Lakh plus interest on loan on completion of 5 years of meritorious service to the satisfaction of the Bank in respect of candidates who availed Education Loan for the course from the Bank.

Postings:

Upon induction in the Bank as Probationary officers on successful completion of their 1 year Post Graduate Diploma course in Banking and Finance, candidates shall be deployed in Branches / offices anywhere in India or abroad considering their skills, past experience and caliber.

The choice of branches / offices of the Bank will be as per the business requirements of the Bank. Specialization in a functional area is decided by the Bank based on the prevailing needs and business requirements.

Career Path:

Federal Bank offers one of the fastest career progression opportunities for deserving employees and a deserving candidate can expect to reach a top management position at a young age in his/her career.

Promotions are mainly decided on the twin factors of performance and potential. Promotion exercises are regularly carried out by the Bank every year in all grades / scales and hence, sufficient progression opportunities are available for deserving officers.