



Certified Accounting & Audit Professional Rules & Syllabus 2018

OBJECTIVE:

- To develop a cadre of personnel in banks to perform various functions covering Accounting & Audit

COVERAGE :

The course broadly covers :

ACCOUNTING

- Fundamentals of Accounting
- Financial Statement of Banks
- Preparation of Financial Statements
- Accounting Standards (IND-AS)

AUDIT

- Introduction and Types of Audit
- Internal Audit
- Audit in Computerised Environment
- Audit Aspects of Banks Fin. Statement

METHODOLOGY :

Course has two components viz.,

- Online examination for 100 marks based on a specially designed courseware on Accounting & Audit
- Classroom/Virtual Classroom Training of 3 days

For details of Classroom Training, Course Structure & Delivery, refer page 4.

ELIGIBILITY :

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

SUBJECT OF ONLINE EXAMINATION :

Accounting & Audit

PASSING CRITERIA :

- Minimum marks for pass in the subject is 50 out of 100 for online examination.
- Minimum 25 marks for pass out of 50 marks in the Classroom/Virtual classroom training.

EXAMINATION / TRAINING FEES: (For Members / For Non-members)

Sr. No.	Particulars	Examination Fee	Training Fee**	Total Examination + Training Fee
1.	Virtual training mode	Rs.6,000/- plus GST	Nil	Rs.6,000/- plus GST
2.	Physical classroom training mode at Mumbai, Delhi, Chennai and Kolkata centres	Rs.6,000/- plus GST	Rs.5,000/- plus GST	Rs.11,000/- plus GST
3.	Physical classroom training mode at other centres	Rs.6,000/- plus GST	Rs.9,000/- plus GST	Rs.15,000/- plus GST

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

The fee once paid will **NOT** be refunded or adjusted on any account.

- ** Training fees are to be paid after the candidate clears the online examination conducted by the Institute.
- Candidates, who do not pass the online examination in their first attempt, need to enrol for the second attempt by paying a nominal fee of Rs.200.
 - Candidates who do not pass the online examination in their second attempt, need to enrol again by paying a fee of Rs.6,000/-.
 - If a candidate fails in the virtual classroom training, he/she can enrol for the second attempt by paying a fee of Rs.1,000/- plus GST.

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 CENTRES :

- 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 I / Card issued by Employer or 2) PAN Card or 3) Driving Licencse or 4) Election Voter's I / Card or 5) Passport 6) Aadhaar Card

STUDY MATERIAL / COURSEWARE

The Institute has developed a courseware to cover the syllabus. The courseware (book) for the subject/s will be available at outlets of publisher/s.

Please visit IIBF website www.iibf.org.in under the menu "Exam Related" for details of book/s and address of publisher/s outlets. 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 February to July 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 August to January 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 February 2018 to July 2018	31st December 2017
For the examinations to be conducted by the Institute for the period August 2018 to January 2019	30th June 2018

TUTORIAL / CONTACT PROGRAMMES

Tutorial / Contact programmes may be organized by the Institute at various centres.

For details in this regard candidates may visit Institute's website www.iibf.org.in.

COURSE STRUCTURE & DELIVERY

Certified Accounting & Audit Professional has two parts viz. written examination and classroom/virtual classroom training. To be declared successful, a candidate has to secure a minimum of 50% marks in the online examination and 50% in class room training. The steps in completing the course are as under :

1. Study Material :

The Institute has published a courseware on this subject.

2. Examination :

Candidates will have to appear for the online examination conducted by IIBF (Multiple Choice Questions mode) and pass the examination.

3. Training :

Candidates who have successfully passed the online examination have to undergo training. For this purpose, the candidate, on passing the examination should log on to IIBF website - www.iibf.org.in and select his/her convenient slot for classroom/virtual classroom training (3 days) from the pre-determined dates and venue (in case of classroom training) at select centres announced by the Institute. During the classroom/virtual classroom training, candidates will be assessed (Internal assessment) for training performance for a total of 50 marks. Marks for training will be awarded to candidates by faculty for their training participation, analytical skills, case discussions, dealing ability, presentation skills etc. Candidates who obtain 25 or more marks will be declared as successful.

4. Time Limit for Training :

- Classroom/Virtual Classroom Training is required to be completed within 15 months from the date of declaration of the online examination results in which the candidate passes.
- In case a candidate fails to complete the training either on account of not able to successfully complete the training or by not attending training within the stipulated period of 15 months, the candidate would be required to RE-ENROLL himself for the Online examination foregoing credit for the subject/s passed in the Online examination earlier in case he wants to complete the course.

Award of Certificate :

Certificate will be issued to candidates within 2 months on successful completion of both online examination and classroom/virtual classroom training. No certificate will be issued for passing only the online examination.

Code of Conduct :

All the successful candidates will be encouraged to adhere to a code of conduct which will be issued along with the Certificate.

SYLLABUS FOR ONLINE EXAMINATION

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.

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

ACCOUNTING

Module A - Fundamentals of Accounting

- About Accounting: An Introduction (Financial Accounting / Cost Accounting / Management Accounting)
- Accounting Process (Manual / Computerised)
- Use of Journal, Types & Importance of Voucher in Computerised Accounting of Banking Transactions
- Bank Reconciliation Statement
- Depreciation Accounting
- Classification of Income and Expenditure (Capital / Revenue Receipt & Expenditure)
- Banking Operations & Accounting Functions

Module B – Financial Statements of Banks

- Introduction
- Advances
- Asset Classification, Income Recognition and Provisioning
- Cash, Balances with RBI and Other Banks, and Money at Call and Short Notice
- Fixed Assets and Other Assets
- Borrowings and Deposits
- Capital, Reserves and Surplus
- Other Liabilities and Provisions
- Contingent Liabilities and Bills for Collection
- Investments
- Profit and Loss Account
- Disclosure Requirements in Financial Statements
- Consolidation of Branch Accounts
- Consolidation of Financial Statements
- Inter-Office Transactions

Module C - Preparation of Financial Statements of Banks & Taxation

- Preparation of Final Accounts of Banks
- Preparation of Cash flow and Fund flow statements
- MIS & Financial Reporting
- Computerized accounting system – types, advantages and disadvantages
- Introduction to Direct Tax & Indirect Tax
- Preparation & filing of returns under direct tax & indirect tax
- Tax provisions relating to Income Tax, Wealth Tax, Service Tax, GST
- Tax planning, Deferred Tax

Module D - Accounting Standards (IND-AS)

- Scope, Statutory Provisions & Compliances
- Applicability to Banks / FIs / Corporates

- Definitions
- Presentation of consolidated Financial Statements
- Consolidation Procedures
- Standalone Financial Statements
- Accounting for Investment in Subsidiaries
- Jointly Controlled Entities and Associates in Separate Financial Statements
- Disclosures, Technical Issues & Challenges

AUDITING

Module A - Introduction and Types of Audit

- Introduction, Meaning and Definition of Auditing
- Features, Objectives, Principles
- Benefits, Limitation
- Various types of Audits in Banks:
 - Internal Audit
 - External Audit
 - Forensic Audit
 - Systems Audit
 - Stock Audit
 - Concurrent Audit
 - Tax Audit including Service Tax Audit
 - Management Audit

Module B - Internal Audit

- Objectives
- Preparing Audit Programmes, Audit working papers and documentations
- Understanding, recording and evaluating internal control system
- Internal audit procedures
- Analytical Procedures - evaluations of financial information through analysis of plausible relationships among both financial and non-financial data'
- Risk Based Internal Audit
- Relation between Internal Audit and Risk Management
- Role of Internal Audit in Risk Management
- Reporting on Risk Management
- Compliance with auditing and assurance standards
- Drafting audit reports

Module C - Audit in computerized environment

- Introduction
- System Audit
- Scope of Audit in CIS Environment
- Impact of changes in Business Processes
- Audit approach in a CIS Environment
- Types of Computer system
- Effect of computers on Internal Control & Auditing
- Internal control in a CIS Environment
- Approach to Auditing in a CIS Environment

Module D – Audit Aspects of Bank’s Financial Statements

- Advances - Agriculture
- Advances – Other than Agriculture
- Asset Classification, Income Recognition and Provisioning
- Cash, Balances with RBI and Other Banks, and Money at Call and Short Notice
- Fixed Assets and Other Assets
- Borrowings and Deposits
- Capital, Reserves and Surplus
- Other Liabilities and Provisions

- Contingent Liabilities and Bills for Collection
- Treasury Operations–
- Profit and Loss Account
- Disclosure Requirements in Financial Statements
- Consolidation of Branch Accounts
- Consolidation of Financial Statements
- Inter-Office Transactions
- Long Form Audit Report in case of Bank Branches
- Long Form Audit Report in case of Head Office
- Basel III regulations and disclosures

IMPORTANT RULES / INFORMATION FOR CANDIDATES

1. ADMIT LETTER OF EXAMINATIONS :

- a. While registering for the examination / course candidates will have provision to choose venue and examination time slot of his/her choice for each subject as per their preference on first-cum-first-serve basis.
- b. **Candidates are required to take utmost care and precaution in selecting Centre, Venue and Time slot, as there is no provision to change the Centre, Venue and Time slot in the system. Hence no request for change of centre, venue and time slot will be entertained for any reason.**
- c. After successful registration of examination, real time admit letter will be generated for the candidate/s. **Candidate/s will be able to save, download and print admit letter.** Admit letters will also be emailed to the candidates in their email id registered with the Institute.
- d. Admit letter will be hosted on Institute's website www.iibf.org.in
- e. For downloading and printing of admit letter from the above mentioned website, candidates will have to enter the following :
 - i. Membership or registration number as **login id**
 - ii. **Edit profile password.**
 - iii. 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.
- f. Candidates are required to **produce printed copy of admit letter** along with Membership identity card or any other valid photo ID card (Aadhaar card / Employer's card / PAN Card / Driving License / Election voter's card / Passport etc.) at the examination venue.
- g. **In the absence of printed copy of Admit Letter and Photo Identity Card, candidates will be denied permission to write Examination.**

2. Mobile Phones

- a. 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

- a. Candidates will be allowed to use battery operated portable calculator in the examination. The calculator can be of any type up to 6 functions, 12 digits.

th 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 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.
- e. 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.
- f. 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.
- g. 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 compulsory 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 candidates 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.

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

191-F, Maker Towers, 19th Floor,

Cuffe Parade, Mumbai - 400 005

Tel. : 022-2218 3302 / 2218 5134

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 25039746 / 9604 / 9907

E-mail : training@iibf.org.in

PROFESSIONAL DEVELOPMENT CENTRES :

South Zone	North Zone	East Zone
Indian Institute of Banking & Finance No. 94, Jawaharlal Nehru Road, (100 Feet Road), Opp. Hotel Ambica Empire, Vadapalani, Chennai – 600 026. Tel. : 044-2472 2990 / 2472 8587 E-mail : iibfsz@iibf.org.in	Indian Institute of Banking & Finance 102-113, Vikrant Towers, 1st Floor, 4 Rajendra Place, New Delhi – 110 008. Tel. : 011-2575 2191 / 92 E-mail : iibfnz@iibf.org.in	Indian Institute of Banking & Finance Hindusthan Building (Annexe), 7th Floor, 4, C. R. Avenue, Kolkatta – 700 072. Tel. : 033-2212 4992 E-mail : iibfez@iibf.org.in

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