



## Certificate Examination in SME Finance for Bankers

### Rules & Syllabus 2016

#### OBJECTIVE

Considering the growing importance of SME finance in the Banking Industry, this course is intended to equip practicing banking and finance professionals to have in depth knowledge in the field of SME finance.

#### ELIGIBILITY

Any Graduate of a recognized university will be eligible for admission.

#### SUBJECT OF EXAMINATION

Small and Medium enterprises in India

#### PASSING CRITERIA:

Minimum marks for pass in the subject is 50 out of 100.

#### EXAMINATION FEES\* :

Particulars	For Members	For Non-Members
First attempt	₹1,000	₹1,500
Subsequent each attempt	₹1,000	₹1,500

\* Plus Service Tax as applicable (Reg. No. AAATT3309DSD002)

#### MEDIUM OF EXAMINATION :

Examination will be conducted in English only.

#### PATTERN OF EXAMINATION:

- Question Paper will contain 120 objective type multiple choice questions for 100 marks.
- The examination will be held in Online Mode only
- 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:

- 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.
- 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](http://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 Licence 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. 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 exams to be conducted by the Institute during May / June of a calendar year, instructions / guidelines issued by the regulator(s) and important developments in banking and finance up to 31st December of the previous year will only be considered for the purpose of inclusion in the question papers".

(ii) In respect of the exams to be conducted by the Institute during November / December of a calendar year, instructions / guidelines issued by the regulator(s) and important developments in banking and finance up to 30th June of that year will only be considered for the purpose of inclusion in the question papers.

The table given below further clarifies the situation.

Particulars	Cut-off Date of Guidelines /Important Developments for Examinations
For the exams to be conducted by the Institute during May / June 2016 and May / June 2017	31 <sup>st</sup> December 2015 and 31 <sup>st</sup> December 2016 respectively.
For the exams to be conducted by the Institute during November / December 2016 and November / December 2017	30 <sup>th</sup> June 2016 and 30 <sup>th</sup> June 2017 respectively.

The courseware for the subject/s will be available at outlets of publisher/s. Please visit IIBF web-site [www.iibf.org.in](http://www.iibf.org.in) Home> Education > Courseware for details of book/s and address of publisher/s outlets.

## SYLLABUS

The details of the prescribed syllabus which is indicative are furnished in this booklet. The Institute however, also reserves to itself the right to vary the syllabus / rules / fee structure from time to time. Any alterations made will be notified

### I. **Setting up SME**

Evolution, Definition of SMEs, Characteristics, Role in Economic Development., Needs of SMEs

Forms of Organisations; Proprietary, Partnership, HUFs, Company etc., Establishing SMEs : Environmental Scanning, Market Assessment, Technology, Selection of Site, etc., - Organisational Structures - Rules & Regulations - Gender & Entrepreneurial Development.

### II. **SMEs : Policy, Regulatory and Legal Framework**

Policy Framework for SMEs - Policy Shifts since 1991 - Regulatory Framework - Laws and Regulations for SMEs - SME Development Bill, 2005 - LLP Act, Changing Policy Framework & SME Strategies

### III. **Institutional Framework & SME Financing**

Institutions - Central Government - SSI Board, SIDO, SISI, PPDCs, RTCs, CFTI, NISIET, NIESBUD, NSIC - State Government : Directorate of Industries, DICs, SFCs, SIDC / SIIC, SSIDC - Financial Institutions & Banks; SIDBI, Commercial Banks, RRBs and Co-op. Banks etc., - Enterprise Perspective - Banker's Perspective.

### IV. **Financing Options & Modes**

Sources of finance and methods of financing SMEs, relevance of quasi capital and own money in business - Venture Capital, Hybrid Capital, special financial products for SMEs, Assessment of Term Finance / Working Capital for SMEs - Credit Risk Management of SMEs - Appraisal, assessment, collaterals, documentation, inspection, follow-up and monitoring and review, Credit Scoring models, Standing and liquidity assessment, Credit pricing of SMEs

### V. **SME Development**

Business Development Service Providers - Role & Responsibilities - Improving Competitiveness of SMEs through Enhancing Productivity - Market Promotion and Development - technological Development in SMEs - Environmental Impact Assessment, Modernisation issues (technological and quality upgradation), Role and Functions of Credit Guarantee Trust for small industries (CGTSI)

### VI. **Clusters and Cluster Development**

What are Clusters? - Why Clusters - Types of Clusters - Advantages and Disadvantages - Role of Clusters - Setting up of Clusters - Approaches to Develop Cluster Strategies - Measuring Cluster Development - Critical Success Factors (lending economics to clusters from the angle of bankers and borrowers) - Policy Environment - Successful Clusters; India and Global.

### VII. **SME : Rehabilitation**

Sickness-symptoms, warning signals, diagnosis and prescriptions, rehabilitation, restructuring, holding on operations, work out, NPA management, recovery options, legal aspects / options, securitization and exit options / alternatives

### VIII. **Future of SMEs -**

Micro Finance Approach to SMEs - Linkages with Agriculture and industry - IT and SMEs - Relationship banking and its impact in SME development - WTO issues, impact on SMEs - BASEL-II - globalization issues, impact, intermediation opportunities and Emerging issues affecting SMEs.

## CONTACT DETAILS:

Register your queries through website [www.iibf.org.in](http://www.iibf.org.in) > Members/Candidates Support Services(Help)

or

Email all your queries to [care@iibf.org.in](mailto: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  
Email : [training@iibf.org.in](mailto: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 24722990 / 24727961 Email: <a href="mailto:iibfsz@iibf.org.in">iibfsz@iibf.org.in</a>	Indian Institute of Banking & Finance 102-113, Vikrant Towers, 1st Floor, 4 Rajendra Place, New Delhi – 110 008. Tel: 011 25752191/92 Email: <a href="mailto:iibfnz@iibf.org.in">iibfnz@iibf.org.in</a>	Indian Institute of Banking & Finance Hindusthan Building (Annexe), 7th Floor, 4, C.R.Avenue, Kolkatta 700 072. Tel: 033-2254 0008 / 0009 / 0010, 033-2212-4992 Email: <a href="mailto:iibfez@iibf.org.in">iibfez@iibf.org.in</a>

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