

What to Study in Banking

- **Customized Syllabus**

A: Core Banking Concept

- Concept of Bank, Historical Development, Major Functions of Banks, Role of BFIs in Nepalese Economy, Current Status, Opportunities and Challenges, Function of Commercial Bank, Banking Terminology

B: Banking Products/Services

- Deposit and its concept, Types of Deposit, Differences between different types of deposits, Fund Collection and Its mobilization
- Concept of Loan, Types of Loan, Loan Cycle, Classification of Loan, Qualitative Loan Management and its aspects
- **Deposit and Loan**, Bank Guarantee, Letter of Credit, Agri-Saving Bond, Farmer's Credit Card, Branch Less Banking, Remit, Any Branch Banking System (ABBS), Mobile Banking, Internet Banking, SWIFT, Draft, ATM, Debit and Credit Card, ASBA, Demat, Financial Literacy, Agency Services.
- **Deposit Accounts and its features**, Factors to be considered while opening account and operating it.

- **Customized Syllabus**

C: Banking Operation:

- Cash Transaction, Importance, Major Focus Areas/Factors to be considered in cash transaction, related risks, Cheque, Voucher, types, Need and Basic Element with Importance
- Remittance and its concept, Types, Importance, Role of Remittance in Nepalese Economy,
- Funded and Non Funded Business, Need for Funded and Non Funded Business, Classification and differences.
- Different Types of Risks in Banking Operation, Management
- Interbranch Account Reconciliation and its need and importance, Factors to be considered for Interbranch Account Reconciliation.

D: ADBL Related

- ADBL and Its Establishment, Developmental Stages of ADBL, Nature of Transactions, Vision, Mission and Objectives, Organizational Structure, Current Status, SWOT Analysis, ADBL Employee Bylaws 2062
- Role of ADBL in Nepal

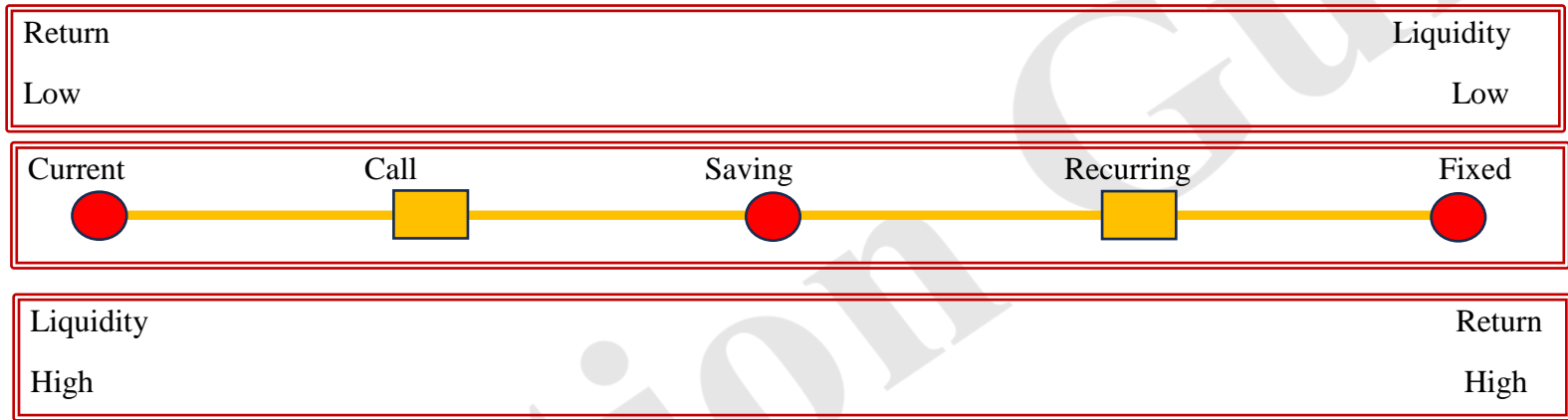
- **Customized Syllabus**

E: Policy and Acts

- Unified Directives
- Establishment, role and objective of NRB, Its function, Prudential Regulation and its Compliance.
- Loan Loss Provision and Corporate Governance related provision in Unified directives.
- NRB Act, BAFIA, Banking Offence and Punishment Act, AML CFT Act.

Call Deposit

- A call deposit accounts are those deposit accounts in banks which combine the features of Current Account and Saving Account.
- It gives maximum withdrawal i.e. liquidity along with some interest or return on deposit
- कल निक्षेपलाई चल्ती र बचत निक्षेपको मिश्रीत रुपको रुपमा लिन सकिन्छ जसमा निक्षेपकर्ताले सहज रुपमा रकम भित्रिन पाउंदछन भने निक्षेपका केहि ब्याज समेत आर्जन गर्दछन ।



Deposit Mobilization

- Collecting scattered small amount of capital through different Medias, investing the deposited fund in productive sector with a view to increase the income of the depositor is meant deposit mobilization.
- बिभिन्न माध्यमबाट छरिएर रहेका साना साना बचत वा निक्षेप रकमको संकलन र उक्त संकलित रकम वा निक्षेपलाई बिभिन्न क्षेत्रमा लगानी गरि आय आर्जन गर्नु नै निक्षेप परिचाल हो ।

- निक्षेप परिचालन दूई पक्ष दूई पक्षको ब्यवस्थापन संग सम्बन्धीत छ ।
 - कोष वा निक्षेपको संकलनको ब्यवस्थापन
 - संकलिन निक्षेपको ब्यवस्थापन
- Deposit mobilization is concerned with Two Aspect of Management of Fund
 - Management of Collection (Deposit Management)
 - Management of Collected Fund (Loan/Credit Management)

Deposit Mobilization - Process

DEPOSIT MOBILIZATION

Process of Deposit Mobilization



Strategies for Deposit Mobilization

Wide Array
of Product

Innovative
Features and
Benefit

Competitive
Interest Rate

Enhanced
Customer
Service

Targeted
Marketing
and
Promotion

Convenience
Access
Channel

Financial
Awareness
and
Education

Ease in
Process

निक्षेप परिचालनका रणनीतिहरु

विभिन्न
प्रकारका सेवा

आकर्षक र
उपयोगि
विषेशता

प्रतिष्पर्धि
ब्याजदर

उच्चतम
स्तरको ग्राहक
सेवा

ग्राहक केन्द्रीत
बजारीकरण र
पोजिसनिङ

सरल पहुँच

वित्तिय सचेतना
तथा शिक्षा

सरल र सहज
प्रकृया

Deposit Mobilization - Factors

DEPOSIT MOBILIZATION

Key Factors that can Affect Deposit Mobilization



Deposit Mobilization

- निक्षेप परिचालन भन्नाले त्यस्तो प्रक्यालाई बभाउदछ जसमा वचतकर्ता वाट संकलित रकमलाई बैंक तथा बित्तीय संस्थाले विभिन्न क्षेत्रमा परिचालन गर्ने कार्यलाई जनाउदछ ।
- Deposit mobilization is the process of mobilizing funds by financial institutions from the surplus units to the deficit units to create better opportunities for productive investment.
- बैंक तथा बित्तीय संस्थाले निक्षेपकर्तावाट संकलन गरिएका रकम तथा निक्षेपलाई उपयुक्त क्षेत्रमा परिचालन गरि आय आर्जन गर्दछन ।
- Banks utilize its funds in suitable area and right sector.
- बैंक तथा बित्तीय संस्थाले निक्षेप पनि प्रभावकारी ढंगवाट संकलन गर्न पर्दछ भने संकलित निक्षेपलाई परिचालन नगरी बस्ने हो भने बैंक तथा बित्तीय संस्थाले आफु हरुले गर्ने पर्ने कार्य गर्न सक्दैनन् ।
- Banks cannot achieve its goals until and unless it collects deposits in efficient way and mobilizes its deposits in right sectors and by performing different activities.

- निक्षेप परिचालनकालागि बैंक तथा बित्तिय संस्थाका लागि धेरै विकल्पहरु रहेका हुन्छन् ।
- Much kind of activities and other things can origin for the purpose of receiving investment from the bank.
- यति धेरै विकल्पहरुका वावजूत पनि बैंकहरुले आफु लाई उपयुक्त हुने निक्षेप परिचालनका बिधि तथा उपाय अपनाएका हुन्छन् ।
- But bank should separate the useful and profitable sector for mobilization its deposits.
- बैंकहरुले निक्षेप परिचालन गर्दा धेरै प्रकारका निति नियम, निर्देशन तथा पद्धतिहरु अपनाउनु पर्ने हुन्छ । यसका लागि आवश्यक तरलता कायम गर्ने, बिबिधता अपनाउने, लगानीको सुरक्षालाई ध्यान दिने, मुनाफा हुने क्षेत्रमा लगानी गर्नु का साथै नेपाल राष्ट्रबैंकको निति नियम, निर्देशन आदिलाई समेत ध्यान दिन आवश्यक रहन्छ ।
- For making investment decisions or mobilization strategy by the bank, it must comply with the various provisions of the NRB and must give due care to ensure that the small diversified depositors funds are invested in such a way that will ensure, security of the fund, profit, liquidity and the provision of the NRB as well.

- अझ भन्नु पर्दा बैंकले लगानी गर्न पूर्व तरलता, मुनाफा, लगानीका गणस्तर आदिको बारेमा अध्ययन गरेर मात्र लगानी गर्दछन् ताकी परिचालित निक्षेपको माध्यमबाट बैंकको विकास र बिस्तारका साथै नाफामा समेत सकारात्मकता आओस ।
- Moreover, the due audit is made on the liquidity, profitability, lending qualities before granting expansion permission to the bank and hence banks will have to show an ascending order of profits in order to ensure growth with stability.
- तसर्थ बैंकले निक्षेपको परिचालन गर्ने प्रयोजनकालागि नेपाल राष्ट्र बैंकका निर्देशन, तथा नितिहरु, बैंक स्वयम् को उद्देश्य, उपलब्ध विकल्पहरु, बजारको अवस्थाका साथै तरलता र मुनाफा लगायतका तत्वहरुलाई ध्यान पुराउन पर्दछ ।
- For this purpose the bank will have to allocate fund/resources to different segments in such a manner these banks can ensure adequate profitability while at the same time responding to policies laid down in accordance with national objectives.

Deposit Mobilization - Importance

- Monetization of economy:
- अर्थतन्त्रको मौद्रिकीकरण गर्न
- Encouragement to entrepreneurial for innovation:
- उधमशिलता र सृजनशिलताको प्रोत्साहन
- Capital formation
- पुँजि निर्माण
- Replacement of informal lending and borrowing:
- अनौपचारिक कर्जा तथा लगानीको प्रतिस्थापन
- Circulation of idle money
- निष्क्रिय रकमको परिचालन
- Facilitates of monetary and fiscal policy:
- मौद्रिक र वित्तीय नितिलाई सहयोग
- To promote trade and commerce:
- व्यापार व्यवसायको प्रवर्धन
- To earn Profit
- मूनाफा आर्जन गर्न

Deposit Mobilization

Deposits and Sources of Fund

Decision Criteria/Determinants

- Safety
- Liquidity
- Profitability
- Legality
- Tangibility
- Productive Purpose of Loan
- Diversification

Various Fund Mobilization Opportunities

Liquid Fund

Investments

Fixed Asset

Administrative Expenses

Liquid Funds

A bank has kept a volume of amount in liquid funds. The funds have so many responsibilities in banking activities. Liquid funds includes:

Cash in hand or cash in vault, Cash at Central Bank, CRR and SLR

Investment

Bank invests its fund in different banking activities and different fields. Many types of fields are shown in market for investment. But banks invest its funds in profitable and safety activities. Bank invests its fund in the following titles:

- Share and debenture
- Government securities
- Joint-venture

Loan and Advances

Banks mobilize its funds or deposits by providing different types of loan and advances to customers, by charging fixed interest. Different types of loan and advances are

- Loan to Consumers
- Loan to Business Organization
- Short Term Loan
- Long Term Loan

तरलताको ब्यवस्था

निक्षेपकर्ताको रकम मागेको बखतमा फिता गर्न बैंक तथा बित्तिय संस्थाले तरलता स्वरुप केहि रकम राख्नू पर्दछ । बैंकले निम्न बमोजिम तरलता कायम गरेको हुन्छ ।

नगद वा भल्टमा राखीएको नगद, राष्ट्र बैंकमा राखीएको नगद, CRR and SLR

लगानी

बैंक तथा बित्तिय संस्थाले संकलित निक्षेपलाई विभिन्न क्षेत्रमा लगानी गरेको हुन्छ जसलाई लगानी भनिन्छ । बैंक तथा बित्तिय संस्थाले निम्न बित्तिय उपकरणहरुमा लगानी गर्न सक्दछ ।

- शेयर तथा डिबेन्चर
- सरकारी रिणपत्रहरु
- संयुक्त लगानीमा कम्पनी स्थापना गरेर

कर्जा तथा सापटि

संकलित निक्षेपलाई विभिन्न कर्जा तथा सापटि प्रयोजनका लागि समेत परिचालन गरिएको हुन्छ । कर्जाको आवश्यकता भएका उपभोक्ताहरु तथा ब्यापारी बर्ग हरुलाई कर्जा प्रवाह गरि बैंक तथा बित्तिय संस्थाले संकलन गरेका निक्षेपलाई परिचालन गर्दछन । यो क्षेत्र भनेको निक्षेप परिचालनको प्रमुख क्षेत्रको रुपमा लिईन्छ ।

- उपभोक्त कर्जाहरु
- ब्यापारीक कर्जाहरु
- चालू पुंजि कर्जाहरु
- दिर्घकालिन कर्जाहरु

Fixed Assets

- Land and buildings are essential for the establishment of bank.
- Bank's funds are used in buying of furniture, vehicle, computer, and other concerned instrument, which are related to banking activities.
- Bank cannot take direct gain from these assets, but bank should buy it. A bank has a need of fund to purchase fixed assets for the new branches of the bank.

Administrative and Miscellaneous Expenses

- Bank should manage funds for administrative and other miscellaneous expenses. The administrative expenses are:
 - Salary and Benefits to Employees
 - Office Operating Expenses like rent, water, electricity, stationery
 - Advertisement and Promotion etc

स्थीर सम्पतीमा

- बैंक तथा बित्तिय संस्थाले संकलित निक्षेप, लगानीमा प्रतिफल आदि लाई प्रत्यक्ष अप्रत्यक्ष रुपमा आफ्नो बैंक संचालनको प्रयोजनका लागि घर तथा जग्गा खरिदका लागि समेत प्रयोग वा परिचालन गर्न सक्दछन ।
- त्यस्तै गरि अन्य स्थीर सम्पतीहरु जस्तै फर्निचर, सवारी साधन, कम्प्युटर जस्ता उपकरणहरुको खरिदमा समेत परिचालन गर्न सक्दछन ।
- यस्ता स्थीर सम्पतीमा परिचालन गरिएको रकमले प्रत्यक्ष रुपमा आय आर्जन नगरे ता पनि आय आर्जनको गतिविधिहरुलाई टेवा पुराउदछ ।

प्रशासनिक खर्चहरु

- बैंक तथा बित्तिय संस्थाले प्रशासनिक खर्चका लागि समेत प्रत्यक्ष अप्रत्यक्ष रुपमा निक्षेपको प्रयोग गर्न सक्दछन । प्रशासनिक खर्च अन्तर्गत:
 - तलव सूबिधाको भूक्तानी
 - कार्यालय संचालन सम्बन्धी साधारण खर्चहरु
 - बजारीकरण तथा प्रवर्धन सम्बन्धी क्रीयाकलापहरु

The miscellaneous expenses are

- To distribute the dividend to shareholders
- To bear the loss on sale and purchase of banking assets
- Maintenance expenses
- To pay the interest on borrowed amount
- Reserve fund

बिबिध खर्चहरु

- कम्पनीका मालिकहरुलाई लाभांश
- सम्पतीको नोक्सानीको भरणाका लागि
- साधारण मर्मत तथा संभार
- रिण लिएको रकमको ब्याज भूक्तानी गर्नका लागि
- जगेडा तथा संचितिका लागि