INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION
SEMESTER	2
COURSE TITLE	CREDIT PROCESSING OFFICER
COURSE CODE	04SC0004
COURSE CREDITS	0

Course Outcomes: After completion of this course, student will be able to:

1. Employ appropriate methods to verify and check eligibility of the loan application
2. Apply proper procedure to prepare the credit appraisal memorandum
3. Prepare a sample credit appraisal memorandum based on inputs/data from the application form and supporting documents
4. Apply proper procedure for providing services to customers
5. Prepare a sample periodic report on status of the sourced customers
6. Employ suitable practices to maintain data integrity and data privacy

Pre-requisite of course: NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
4	0	0	50	50	0	0	0

Contents : Unit	Topics	Contact Hours
	Total Hours	

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
	Total Hours	

Textbook :

1. BFSI Study Material, BFSI, BFSI, 2022

References:

1. BFSI , BFSI , BFSI, BFSI, 2022

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Digitally signed by (Name of HOD)   **Digitally signed by (Name of Dean/ Principal)**

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	**Understand**	**Apply**	**Analyze**	**Evaluate**	**Higher order Thinking**
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

  1   Lecture

Supplementary Resources:

  1 | National Skill Development Corporation (NSDC) (nsdcindia.org)