

COURSE TITLE	CREDIT PROCESSING
COURSE CODE	04BC0231
COURSE CREDITS	2

Objective:

- 1 NA

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

- 1 • Understand the Banking Industry and its sub-sectors and the role and responsibilities of Credit Processing Officer
- 2 Apply appropriate techniques to verify the information filled in the loan application form and verify the documents
- 3 To enter loan applicant's details with supporting documents and data points from the financial statement into the loan management system and explain standard procedure to scrutinize the loan application and related documents
- 4 Apply appropriate practices to maintain data privacy and security
- 5 Perform steps to obtain the required documents from the borrower along with the application form and employ appropriate practices to check and verify the background information of the business and their future business plans for processing corporate loans
- 6 Perform steps to collect information regarding customers/lessees' specific needs and their financial statements or income documents

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	50	0	0	0

Contents : Unit	Topics	Contact Hours
1	Introduction to the Banking Sector and the Job Role of Credit Processing Officer The scope of Banking Industry and its sub-sectors , the role and responsibilities of Credit Processing Officer , The basic terminologies used in the banking	2

Contents : Unit	Topics	Contact Hours
2	<p>Check and Verify Eligibility of the Loan Application: the standard policies and procedures on providing loan • Standard procedure to check and verify loan applicant's account history and the loan application form • Eligibility criteria for various types of loan applicants and loan products • Various supporting documents required for loan along with application form as per the standard checklist , the standard procedure of conducting all due-diligence for loan application and to check validity of the documents • The process to extract the latest CIBIL score or credit rating as applicable for the loan applicant • The standard procedure to maintain the record of loan applications., Prepare the Credit Appraisal Memorandum: The standard policies and procedures on providing loan • Various documents required for loan • Procedure to scrutinize the loan application and related documents • The significance of quantitative and qualitative data provided by the loan applicant , Types of loans and borrowers and the respective terms and conditions and credit policy for different loan products • The methods of computing projected cash flows and incorporating findings of the reports of the third party vendors • The methods of reviewing and noting comments on the banking habit of the applicant , The standard procedure to review the CIBIL score/credit rating against the applicant’s present loan outstanding • Standard procedure to prepare the credit appraisal memorandum</p>	11
3	<p>Process Corporate Loan Applications: The procedure to carry out loan processing activities • Various documents required for loan processing application • Methods of evaluating the financial history and income of the borrower as well as examining the existing debt of the entity and purpose of the loan • Standard methods of analyzing the credit history, available collateral and income of the borrower along with the loan sanction limit based on the analyzed documents , Eligibility criteria for sanctioning a loan and factors that guide decision making for loan processing • Techniques to analyze related documents for loan application • Importance of ensuring the agreement of the parties involved in loan processing on the terms and condition as well as making sure the documents are appropriately signed by the borrower and the loan is disbursed as per the standards • Significance of achieving the targets of loan application of the day, Process Lease Finance Application Types of leases and lease plans offered by different lease-finance companies • Terms of typical lease finance contracts and typically leased assets and their market prospects • Methods of evaluating the financial history or income of the lessee, risk-return of the lease deal and various related operating and administrative costs as per standard procedure , Methods to estimate value and resale value of asset • Eligibility, sanction criteria and information required for lease finance • Methods to analyses the application and supporting documents and forward them for lease approval • Significance of achieving the targets of loan application. • Standard documentation process for processing lease.</p>	12

Contents : Unit	Topics	Contact Hours
4	Maintain Data Integrity Usage of digital technology to capture data • Ways to check data for accuracy and validity • Procedure to generate reports for data analysis • Significance of a complete and accurate database , Standard processes and protocols to be maintained for data integrity • Methods to secure digital and paper documents • Standard procedures for disposing of the digital and paper records • Standard procedure for dissemination of data.	5
Total Hours		30

Textbook :

- 1 BFSI- Study Material, BFSI, BFSI, 2020

References:

- 1 BFSI, BFSI, BFSI, BFSI, 2020

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 / Creative
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 NA

Supplementary Resources:

- 1 NA