

THE INSTITUTE OF FINANCE MANAGEMENT
FACULTY OF ACCOUNTING, BANKING AND FINANCE
DEPARTMENT OF BANKING AND FINANCIAL SERVICES
BBF I, II AND III [2017/2018]

PROJECT WORK ASSIGNMENT QUESTIONS

BASED ON THE BANK ALLOCATED TO YOU

BBF III:

- 1) Describe the procedures used by the bank to appraise loan applications of its customers
- 2) Discuss the challenges faced by the bank in the whole process of loan application appraisals
- 3) Explain the strategies applied by the bank to mitigate the challenges facing the bank as you discussed above.
- 4) Explain the concept of credit risk and how do lending policy can assist to mitigate such a risks
- 5) Discuss the lending procedures/methodologies and show how does it differ to that of commercial banks
- 6) Explain the meaning and objectives of financial statements based on the basic three types of financial statements and their role in lending practices for your bank.
- 7) Explain the BOT Regulations on Credit Allocation and Concentration risk and its impact on lending portfolio of your bank.

BBF II:

BASED ON THE BANK ALLOCATED TO YOU

- 1). Explain the meaning of Mobile Network Operators (MNOs) and How MNOs evolved in Tanzania.
- 2). Discuss the Products/Services provided by MNOs, targeted clients, portfolio sizes.

- 3). With evidence discuss the relationships of MNOs with your bank located and its impact on deposit mobilisations and funds disbursements to clients (show evidence from your respective bank).
- 4). Explain the impact of such relationship to bank-customer relationship with your bank.
- 5). Discuss the problems/challenges of such banking in Tanzania taking your allocated bank as a case study.
- 8) Explain the strategies applied by your bank to cope with the challenges above.
- 9) Explain how do central bank (BOT) mitigate risk associated with these recent development (electronic banking) to ensure financial stability in the country

BBF I:

BASED ON THE MFI YOU WERE ALLOCATED

- 1). Explain the meaning of Microfinance Financial Institutions (MFIs) and How MFIs evolved in Tanzania
- 2) Discuss the Products/Services provided, targeted clients, loan sizes & interest charged by MFI of your choice.

GUIDELINES FOR WRITING PROJECT REPORT

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF ACCOUNTING, BANKING AND FINANCE

DEPARTMENT OF BANKING AND FINANCIAL SERVICES

BACHELOR DEGREE IN BANKING AND FINANCIAL SERVICES

YEAR I, II & III

2016/2017

A PROJECT REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR: XXXXXXXX

SUBMISSION DATE: XXXXXX

THE INSTITUTE OF FINANCE MANAGEMENT
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GUIDELINES FOR WRITING PROJECT REPORT

TITLE (COVER) PAGE – (See format above)

The report should have a title page (see sample in the end of the guideline)

PRELIMINARY PAGES

- Begin each part on a separate page
- Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.
- Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts:
 - *Dedication*
 - *Acknowledgement*
 - *List of acronyms*
 - *List of Table, figures, if any.*
 - *Executive Summary*(provide a summary answering the following questions: what were the objectives/requirements of undertaking the project, which methods/approaches have you used to achieve the objective, explain the key findings/results and what is your comments
½ to ¾ of a page)
 - *Table of contents*

CHAPTER ONE (2-3 pages)

1.0 INTRODUCTION

- Set the context by introducing the topic of your project
- Provide a clear expression of the purpose of which your report is expected to assert, explain, support or defend clearly state problem/issue of interest objectives and study questions for this project. Broadly speaking, summarize the main idea of a project and make the idea explicit to the readers.

- Finally, provide a short outline of how you are going to handle/address the aspects of your project in the rest of your paper (explain how the rest part of your project has been organized)

CHAPTER TWO (4-5 pages)

2.0 OVERVIEW OF THE INDUSTRY/SECTOR

- Provide a clear description of the basic components of the sector
- Provide a clear explanation on how the sector is being financed
- Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered

CHAPTER TWO (THIRD YEAR ONLY) (4-5 pages)

3.0 LITERATURE REVIEW

- Provide a clear description of the basic components of the sector
- Provide a clear explanation on how the sector is being financed
- Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered

CHAPTER THREE (3-4 pages)

4.0 PRESENTATION OF ANALYSIS AND FINDINGS

- Present the results you obtained in line with the study objectives
- Make sure that you present your results logically and follow the order of the objectives as listed in your project question
- Measures taken to improve the performance of the Institute(s) should be included under this chapter

CHAPTER FOUR (3 pages)

5.0 DISCUSSION OF FINDINGS

- Try to interpret the information you have found in the results in the light of your conception of the topic/ problem of the project and discuss them accordingly.
- Provide your personal view on whether the fund is performing
- In your discussion, make sure that you address the objectives/questions of your project

CHAPTER FIVE (2-3 page)

6.0 CONCLUSION AND RECOMMENDATION

6.1 Conclusion

- Provide the objectives (requirements) of the project in summary form
- Provide an effective conclusion which gives the answer to the main questions/objectives of the project
- Your conclusion should provide a summary of what argued in before in the texts, answer the main questions and incorporate your personal view.
- Identify if there is any challenges in your analysis

6.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your project and the challenges, if any.

7.0 REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section.
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- No numbering for your list

8. APPENDICES (if any).

- Attach all supporting files/materials you used in your project, if any.

FORMATTING

- Font; Times New Roman, size 12.0
- Line spacing 1.5
- Alignment; Justified
- **Number of words on the report should not exceed more than 6,000 words including references.**

- Binding: One hand bounded of the project report is to be collected on **27th of January, 2018.**

NOTE:

- Please follow the structure of the project as indicated above.
- You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission
- Finally, **PLAGIARISM** is not accepted.