



Indian Institute of Finance

A-10, Sector 83, Noida - 201305

TWO YEAR FULL TIME REGULAR PROGRAMME

Post Graduate Diploma in Business Finance (PGDBF)

(Approved by All India Council for Technical Education (AICTE), Government of India)

PGDBF is approved by AICTE as Diploma in Management with specialisation in Finance. The program has 18 out of 24 papers with core finance focus. It is the only program in finance in the country with curricula at par with MBA of international standard, based on international experiences and the need of Indian industry. PGDBF is a 72 credit course.

OBJECTIVES

To develop competent and effective professional managers, to foster intellectual excellence and to teach the latest techniques of finance by fostering independent and creative thinking.

The program prepares qualified students for leadership positions in the 21st century global market place. Future leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. The broad objective of this job-oriented programme is to make the graduates: conceptualize a complex issue into a coherent, persuasive written or oral statement; use critical thinking skills to evaluate information, solve problems, and make sound decisions; use information technology in decision-making; apply general concepts of ethical behavior in dealing with stakeholders and understand the importance of group dynamics in achieving organizational goals and use the skills needed for effective teamwork.

ELIGIBILITY

Graduation in any discipline with minimum of 50% marks (45% for SC/ST/OBC candidates) in a three year degree programme from any Indian university approved by UGC / AICTE (under 10+2+3 scheme). Candidates appearing in the final year Bachelor's examination are eligible to apply. Such Candidates, if selected will be given provisional admission subject to their clearing graduation. The certification of the same has to be submitted before 15th September.

SEMESTER SCHEDULE

| | | |
|-----------------|----------------|-----------------|
| Semester I,III | : 1st July | - 20th November |
| Semester II,IV | : 1st December | - 20th April |
| Summer Training | : 1st May | - 30th June |

SESSION BEGINNING 1ST JULY

SELECTION CRITERIA

Admission to IIF programs is very rigorous. The admission to regular program is through written test [C-MAT / CAT / XAT / AIMA-MAT / GMAT] and Group Discussion (GD) and Interview. Candidates which qualify in written test are called for GD and Interview.

The Grades are given on the basis of candidates past academic records, other achievements, work experience, professional growth positioning and personal interview for all category of candidates.

The admission policy of the Institute takes into consideration a candidate's total background.

Admission is strictly on merit. Convassing in any form would disqualify a candidate for admission.

EXAMINATION SCHEME

The examinations are conducted at the end of each semester. Each paper is of 100 marks. Each question paper is divided into five sections. All the sections are required to be attempted by the candidate. Section I is of 15 marks and contains concept test with 15 true/false questions. Section II is of 20 marks and has 10 multiple choice questions. Section III is of 20 marks and has four short answer questions. Section IV is of 20 marks and contains two long answer questions. Section V is of 25 marks and includes a detailed case study.

Note :

1. Maximum time limit to pass the PGDBF is Five Years from the date of enrollment.
2. Maximum three chances can be availed to clear a paper within above specified time period per program.

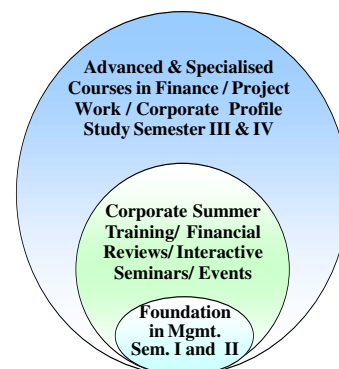


PROGRAM MODULE

The first two semesters are designed to provide the basics of the Management function along with the functional areas of management. Advanced inputs of Finance are provided in third and fourth semester, specializing the future manager in different fields/areas of finance.

At the end of the first year the students undergo Summer/ Experiential training in industrial, business organizations and international agencies. The objective is basically to provide the students with real life exposure which they cannot gain from simple classroom study. They get opportunity to learn beyond the class room by solving business problems and decision making during the training period.

In the fourth semester the students get an opportunity to apply their classroom knowledge in solving the real world problems faced by the industry. A student is expected to be associated with a corporate house to conduct the study for the live project. A student has to pass the program withing five years from the date of enrollment.



FEE STRUCTURE

| | | |
|--|---------------|----------------------------|
| General Category (Only Indian with Indian Residency) | Admission Fee | Rs. 20,000 (one time fee) |
| | Semester Fee | Rs.1,20,000 (per semester) |
| Other Categories (Company Sponsored / NRI / NRI Sponsored / Foreign Candidates) | Admission Fee | US\$ 1,000 (one time fee) |
| | Semester Fee | US\$ 5,000 (per semester) |

- Note:** 1. Refundable Security Deposit of Rs. 20,000 (interest free) for general category and US\$ 1000 (interest free) for other category candidates
 2. The fee includes tuition, cost of study material - select text books, test questions and case studies, conduct of semester, examinations and subscription to Finance India.
 3. **FEE ONCE PAID IS NOT REFUNDABLE.** No application for refund will be entertained under any circumstances.

COURSE STRUCTURE

Year I

Semester I

- P101 Accounting for Financial Analysis
- P102 Organisational Behaviour
- P103 Quantitative Tech. : Statistics & Econometrics
- P104 Economic for Financial Analysis I :
Micro Economics
- P105 Management Science
- P106 Business Environment & Ethics

Semester II

- P201 Organisational Development
- P202 An Introduction to Computers
- P203 Economic for Financial Analysis II :
Macro Economics
- P204 Managerial Accounting and Control
- P205 Financial Management
- P206 Business & Corporate Taxation I :
Direct Taxes

*All courses are of 3 credits each.
Course P700 is of 6 credits.*

Daily & Weekly Financial Review
Bi-weekly Seminars

Year II

Semester III

- P301 Business & Corporate Taxation II: Indirect Taxes
- P302 Security Analysis & Portfolio Management
- P303 Working Capital Management
- P304 Indian Financial System
- P305 Business Policy & Corporate Strategy
- P306 MIS & Finance: Computer Applications

Semester IV

- P401 International Finance
- P402 Corporate Tax Planning & Management
Elective I
Elective II
- P700 Project (equivalent to two courses)

Electives

- P403 Management of Financial Institutions
- P404 Project Appraisal, Planning & Control
- P405 Financial Planning
- P406 Financial Mgmt. of Public Sector Enterprises
- P407 Project Management & Investment Decisions
- P408 Budgeting & Budgetary Control
- P409 Personal Investment & Tax Planning



Indian Institute of Finance

A-10, Sector 83, Noida - 201305

Enrollment No.

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

Regular Programme :

Post Graduate Diploma in Business Finance* 2 Yr.

(*Approved by AICTE)

Please read the guidelines before filling up the form

| | | | | | | | | | | | |
|--|--|-------|-----------|--------------------|-------------------|----------------------|-----|--|--|--|---------------------------------------|
| 1. Name : Mr./Mrs./Miss (Use Capitals) | | | | | | | | | | | |
| 2. Father's/Husband's Name/Designation : Full Address : | | | | | | | | | | | |
| 3. Mother's Name : Profession : | | | | | | | | | | | |
| 4. Nationality : | | | | | | | | | | | 5. Marital Status : Married/Unmarried |
| 6. Date of Birth | Day | Month | | Year | | | Age | | | | |
| 7. Mailing Address : (Use Capitals) E-mail: | | | | | | | | | | | Office : Home : |
| 8. Permanent Address : | | | | | | | | | | | |
| 9. Examinations Passed | University/Institutions | | | Year of Passing | Division/ Rank | Percentage | | | | | |
| 10. Occupation | If employed, state the name of employer (s) | | | Designation | | Period of Service | | | | | |
| 11. Remittance | DD/PO/MO | Date | Bank/P.O. | | Branch | Amount | | | | | |
| 12. I would like to be considered under NRI / Corporate Category ? | <input type="checkbox"/> | | | | | | | | | | |
| 13. Signature of the Candidate | | | | | | | | | | | Date : |

Affix latest
passport size
photograph here

FOR OFFICE USE ONLY

I GPS details

- Qualifications
Graduate
Post-Graduate
Professional
- Professional Level :
Top
Senior
Middle
Executive
- Experience
20 & above
15-20 Yr.
10-15 Yr.
5-10 Yr.
0-5 Yr.
- First Come First Serve :
1st Week
2nd Week
3rd Week
4th Week, etc.
- Regional Background :
Countryside
Border Areas
NRIs
Urban
Metropolitan
- Concessionals :
Defence Forces
Handicapped/War Widows
Teachers/Wards
Women
SC/ST
Sports/ECA
- Any other :

GPS Total

II MAT/Writtentest

III Group Discussion

IV Interview

TOTAL

14. Major Extracurricular Activities :

(Please fill on a separate sheet, if space is insufficient)

15. Distinctions and Awards :

(Please fill on a separate sheet, if space is insufficient)

16. Why do you wish to join this programme ? (100 words)

17. Any additional information you wish to furnish.

18. References : *(Please enclose two reference letters)*

1. . _____

2. _____
