

# FACULTY: DISTINGUISHED RESOURCE

The Human Mind is our Fundamental Resource

— John F. Kennedy

IIF is bestowed with most distinguished internationally recognised faculty. It comprises of senior academicians, practising professionals and young brains bursting with new ideas led by IIF Director – a financial expert with mission and vision. The faculty believes that in a learning process the free ranging exchange of ideas are essential between students and teachers. The faculty members are always available to discuss informally, the progress of students work, to explore an idea or for any academic query.

IIF faculty is known for their teaching, research, publications and travel widely around the globe to contribute in academic activities.

# THE CHAIRMAN & DIRECTOR

A Man with

Mission & Vision

Prof. J.D. Agarwal, Ph.D. Finance (Delhi School of Economics), I.T.P. (L.B.S. London), is currently Chairman & Director, Indian Institute of Finance. He is also chief editor of Finance India and Director, State Bank of Patiala. His name features in the "MARQUIS WHO'S WHO in the World" and MARQUIS WHO'S WHO in Finance & Industry since 1996, as one of the leading financial expert and eminent economist. Marquis Who's Who in the world is America's one of the leading biographical source published since 1899. This reference volume mentions Dr. Agarwal's Academic achievements, contributions in Finance as a researcher, trainer and educationist.

In his 29 years of professional career Prof. Agarwal has taught in several institutions of repute both in India and abroad like Cleveland State University, USA as a visiting professor and Cleveland Foundation Scholar, ICFAI, Hyderabad as its first Dean, Systems Research Institute, Pune, School of Business, Ahmadu Bello University, Zaria, Nigeria, Indian Institute of Technology, Delhi, Delhi School of Economics, and Shri Ram College of Commerce etc. He is recipient of several honours and academic awards.

Dr. Agarwal is member of several academic and professional bodies. He has also served as a member of AICTE's All India Board of Management Education, Member AICTE's Committee on Additional Resources for Technical Education, Hindi Advisory Council of Ministry of Finance, GOI, Department of Revenue, GOI. He is Fellow member of AIMA. He has lectured in more than 100 institutes of repute both in India and abroad. His international linkages with leading academia & industry are a matter of honour to IIF.

Dr. Agarwal is an active researcher. He has contributed over 100 research papers in leading journals and newspapers and has authored over twelve books. He is also the Chief Editor of Finance India. - The Quarterly Journal of Finance.

His views, opinions and analysis on Economic & Financial Policies often appear on TV, All India Radio and Leading Newspapers.



# Academic Fraternity

# **FACULTY**

IIF students are exposed to the lectures by some of the best experts/pracising managers or administrators available in the country.

Prof. J.D. Agarwal, Ph.D. (Delhi) I.T.P. (LBS London)

He has served several institutions of repute during the last 29 years. He is an excellent teacher, trainer and researcher. He has published 12 books besides a large number of articles in reputed journals. He



is the Chief ditor of Finance Editor India" since 1987. He has also been the Associate Editor of of "Indian Journal of Accounting".

Teaching interests: Accounting, Financial Management and Security Analysis & Portfolio Management.

Prof. P.K. Ghosh, Ph.D. (Delhi), former VC North Bengal Univ. & Former Professor Univ. of Delhi

He has been a gifted teacher for more than 40 years. Formerly he was teaching at the Delhi School of Economics, University of Delhi. He was also the Vice Chancellor of North Bengal University. He has authored several books and articles in reputed journals. He has been



the Chief Editor of "Indian Journal Accounting' He has visited the Graduate School of Business, Stanford University. California as an

exchange fellow.

Teaching interests: Organisation Behaviour, Business Policy & Corporate

**Prof. Kanti Swaroop,**PhD., Former Professor, IIMA, IIMC, IIPA

Prof. Swaroop is an eminent scholar and academician with more than 35 years of teaching experience. He has served many premier institutions in the past, such as IIPA (Delhi), IIMA, IIMC and Univ. of Delhi. He has been the President of "Operations Research Society of India" in 1986. Presently, he is the Editor-in-Chief of "Opsearch". He has written several books and more than 170 articles besides guiding more than 20 doctoral

*Teaching interests:* Management Science, Project Management.

**Prof. A.L. Nagar,** Ph.D., Former Pro-VC, Univ of Delhi & Former Professor Delhi School of Economics

Prof. Nagar has more than 38 years of teaching experience. Formerly he served as Professor at Delhi School of Economics, University of Delhi. He has

been the Pro-Chancellor of University of Delhi. He has published several research papers in international journals and



authored many books.

Teaching interests: Quantitative Techniques, and Econometrics.

В. Mathur,

M.Sc. (Statistics & Mathematics) Prof. Mathur was formerly Professor & Head of Statistics Department at the Punjabi University, Patiala. He obtained his Masters degree in Mathematics and Statistics. His doctoral research was in Statistical Inference on the Theory of Outlier Testing. He has been a Senior Research Fellow of ICAR. He has published research papers on Outlier testing. In recent years he has become interested in Analysis of Ordered Categorical Data. He has attended a number of conferences and has been the Local Secretary of the Statistics Section of the Indian Science Congress Section held at Patiala in January 1996. He is also the Course Co-ordinator of the Distance Learning Programmes.

Teaching interests: Quantitative Techniques, Management Science & Econometrics

Pushpender Singh, M.Com

(Accounting & Taxation).
He has 6 years of teaching experience.
He is also the Co-ordinator for Examinations.

Teaching interests: Financial Accounting, Direct Taxes, Indirect Taxes and Budgeting.

Mr. Deepak Bansal, M.Com., ADSM,

PGDCA (Computers), CIPM He is a NIIT Gold medalist. He has 5 years of teaching experience. He is actively involved in software development.

Teaching interests: Information Technology & Management Information Ms. Namita Sahav. PGDBA

She is actively involved in Corporate Communication &organizing Eminent Lecture Series Seminars. She is also the Career Development & Placement Officer.

Teaching interests: Quantitative Techniques

### Ms. Charu Varmani. PGDBA

She has over an years' experience in Corporate and academics in the field of

Teaching interests: Corporate Finance, Risk Management & Corporate Restructuring

Mr. Pankaj Varshney, MFC (Univ. of Delhi)

He has over 8 years' of work experience in the area of Corporate Finance and Investment Banking besides having 2 years' of teaching experience. He is also pursuing doctoral studies in the area of "Valuation of companies". He is the Course Co-ordinator of the MBF

Teaching interests: Corporate Finance, Financial Markets & Institutions and Mergers & Acquisitions

Ms. Hina Chisti, M.A. (Eco.),

She has experience of teaching in the area of Banking and Financial Institutions. She is gold medallist in her Post graduation. She is also registered as a research Scholar in JNU, New Delhi.

Teaching interests: Micro Economics & Indian Financial System

Mr. Dheeraj Kumar, MFC

He has specialised in the area of finance and has interest in research.

Teaching interests: Security Analysis & Portfolio Mgt. & Adv. Financial Mgt.

Mr. Bibhu Priyadarshi, MBA

He has specialised in the field of marketing and has interest in research. He also has experience of over 1 year in Business Journalism.

Teaching interests: Organizational Behaviour & Marketing

A number of experts, prominent Professors and practising managers from other organizations are invited on regular basis to teach courses as per their expertise and requirement of the Institute and students with a total focus on Quality of Education.



# IIF: ACADEMIC RESOURCES

# तमसो माँ ज्योतिर्गमय

# **LIBRARY**

IIF has well equipped library with over 35000 thoughtfully selected books on finance, accounting, management, economics, taxation etc. The library has over 97 doctoral dissertations, subscribing over 400





Academic Professional journals & magzines, has over 2500 latest financial statements of more than 500 private & public sector enterprises and financial

institutions. Besides, the library has government reports, reports of international agencies such as World Bank, IMF, Asian Development Bank, Stock Exchange Directory, Statistical



Abstracts of different States, Newsletters and large number of other publications. IIF library also maintains a good record of finance related articles published in various national & international newspapers and journals.

It is the Mind that makes the Body Rich
Shakespeare

# COMPUTER CENTRE

The computer centre provides a centralized computing facility to complement the teaching and research function of the Institute. Various software packages and graphic tools are maintained to facilitate the general computing requirements. IIF has developed a well equipped computer center(60 Computers) supported by Pentium II 300 Mhz based server with multiple Pentium 233

Mhz nodes & stand alone PCs with Multi Media Facilities. Various software packages, financial packages & graphical tools are maintained to facilitate the general computing requirement.

Peripherls used at present are HP Laser Printers, HP 3p Scanjet, HP Deskjet Printers, Dot - Matrix Printers, mouse & high speed fax Modems.

IIF Computer centre also offers E-Mail and Internet facilities to have an easy global access.





# IIF PROGRAMMES

IIF Programmes are comprehensive and designed innovatively with curricula at par with MBA and Ph.D of international standards based on international experiences and the need of Indian Industry.

The programmes are thoroughly unique in terms of its coverage, solution of financial instruments to the background of its faculty and guest speakers. The development of individual skills and decision making capacity is emphasized throughout.

Management of Business Finance (MBF)

(Two yr Full Time)

Executive Management of Business Finance (EMBF)

(Three yr Part Time)

Fellow Programme in Business Administration (FBA[Finance]) (Three yr Full Time Research Programme along the lines of Ph.D)

Post Graduate Diploma of Business Finance (PGDBF) (Three yr)
Management of Business Finance (MBF) (Two yr)
Basic Business Finance (BBF) (One yr)

- ☐ Well structured post graduate programmes at par with MBA of international standards.
- ☐ Focus on Total Personality Development.
- ☐ 13 years of commitment & devotion to business finance education.
- ☐ Internationally recognized faculty.
- Full, part-time and distance programme options.
- ☐ Strong, relevant curriculum.
- ☐ Highly selective admission standards.
- ☐ Limited Enrollment.
- Strong international and industrial linkages.
- □ Outstanding educational facilities.
- □ Strong integration of information technology.
- → Modest fee combined with a significant number of merit cum need based financial assistance for full-time students.
- ☐ Medium of Instruction English.

# IIF: ACADEMIC STANDARDS

### **CAREER OPPORTUNITIES**

In the fast changing economic scenario the openings for candidates holding finance qualifications are ample and that too highly rewarding. The demand far exceeds the existing availability of such professionals as there are very few institutes offering such specialised programmes in financial management.

IIF trains its students to meet the needs of the industry through latest techniques and practical training in reputed organisations and assists them to seek a meaningful career in Financial Institutions, Banks, Government Departments, Finance Companies, International Organisations such as World Bank, IFC, IMF, ADB. Industry:Private & Public Sector, Entrepreneurship, Stock Exchanges, and Consultancy. There are opportunities available to pursue MBA or Ph.D. abroad. Some of our students are pursuing M.B.A. or Ph.D. programmes in U.S.A. & Europe. They have been granted fellowships, tuition waiver and course waiver.

### PLACEMENTS AND SUMMER TRAINING

IIF has well established placement division and has developed linkages with various leading banks, financial institutions, industry: private and public sector enterprises to facilitate and assist its candidates in proper placement. It acts as a liaison between prospective employers and students seeking placement.

Placement positions are also advertised in Finance India to help the students to seek jobs which suit them best. The salary range of positions advertised in past vary somewhere between Rs. 10,000 to Rs. 1,00,000 per month with sufficient scope for profit sharing.

# INTERACTIVE PEDEAGOGY

The treatment of the fundamentals and theory is provided systematically by the faculty through Lectures, Panel Discusions, Group Exercises, Practical Problems Solving Sessions, Case Studies, Role Plays and Syndicate Sessions, Brain Storming Sessions, Financial Review, Seminars and use of Audio Visual Aids. Ample opportunity is provided to the students to raise specific issues and sharing of their experiences.

The Institute has developed an inventory of over 300 case studies in Financial Management. Students are exposed to a large number of cases.

# TELECONFERENCING FACILITIES

IIF provides its students teleconferencing facilities.

### **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 candidates. 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.



A candidate to pass a semester must secure minimum pass marks of 50 percent in aggregate and 40 percent in each individual paper. However, if a candidate fails to get 40 percent marks in individual papers but obtains 50 percent in aggregate, he may be allowed to proceed to the next semester and would be eligible for reappearing in that paper or all the papers of the previous semesters simultaneously with the papers of the next semester. Similarly, when a candidate gets 40 percent marks in each paper but fails to get 50 percent in aggregate he may be declared to be eligible for reappearing in any one or all the papers to obtain the minimum aggregate marks of 50 percent.

Successful candidates are classified in the following categories: 75 percent and above Distinction; 60 percent - 75 percent: First Division; 50 percent - 60 percent: Second Division.

### **EVALUATION SYSTEM**

The evaluation system in the Institute is continuous and rigorous. The system is expected to motivate the students towards excellence through continuously monitoring their performance and providing them timely feedback. A full time student is evaluated on the basis of class participation, quizzes, home/class assignments, presentation, Managerial experience (inhouse training), mid-term and final examinations. The students are likely to keep themselves engaged throughout their academic work.

# FEES REGULAR PROGRAMS

The fee includes tuition, cost of study material-text

### MBF & EMBF

**Indians:** Rs. 30,000 per semester

Corporate Sponsored/ NRI's/NRI Sponsored/

Foreign Nationals: US\$ 1500 per semester

> MBF (2yrs - 6 Semesters) EMBF(3yrs - 9 Semesters)

# FBA(FINANCE)

**Indians:** Rs. 30,000/- per semester for first yr.

Rs 10,000/- per yr. for next two years

Corporate Sponsored/NRI's/NRI Sponsored/Foreign Nationals: US\$ 1,500/- per semester for first yr.

US\$ 500/- per yr. for next two years

3 years(1st yr. - 3 Semesters + 2 years)

books, test questions and case studies, conduct of semester, examinations and subscription to Finance India.

- How to pay you Fee:1. Semester fee is payable in one installment in the beginning of each semester.
  - 2. The fee is to be paid through Demand Draft/ Cash.

- 3. The bank draft should be in favour of Indian Institute of Finance payable at Delhi
- 4. The fee paid by Corporate Sponsored/NRI's/NRI Sponsored/Foreign Nationals in US\$ should either be paid in US\$ or equivalent in Indian Rupees as on that date.
- 5. Fee once paid is not refundable. No application for refund will be entertained under any circumstances.

### FINANCIAL ASSISTANCE

Generous freeships, fellowships and Teaching Assitantships are awarded to deserving candidates on the basis of academic achievement, potential and financial need. Special consideration is given to : Scheduled castes/ Schedule tribes candidates; Handicapped candidates; Personnel from defence forces including war widows; College and University teachers and their wards; Exceptionally brilliant fresh graduates.

IIF has granted full or half fee concession to about 10 per cent candidates on an average in the past.

# SCHOLARSHIPS, MEDALS AND PRIZES REGULAR PROGRAMS:

Jyoti Swarup Agarwal Memorial Scholarship

Rs. 5000/- per annum Ramkali Agarwal Memorial Scholarship Rs. 5000/- per annum

IIF Gold Medal

Awared to Topper(1st Position Holder) of MBF

IIF Silver Medal

Awared to Second Position Holder of MBF

Charanji Lal Agarwal Memorial Prize

Rs. 1000/- Awarded to the Third Position Holder of MBF

### Bindramal Agarwal Memorial Prize

Rs. 1000/- Awarded to the topper of the Ist Year of MBF

A few exceptionally bright students who are rank holders in any discipline may be considered without written test for admission and simultanious award of a scholarship of Rs. 10,000/- per semester. Such Candidates will have to get a letter of recommendation from the College's Principal/Head of Department with necessary proof of securing 60% or more marks, indicating his/ her rank in University/Institute/College.

### DISTANCE LEARNING PROGRAMS:

# IIF Gold Medal

Awared to Topper(1st Position Holder) IIF Silver Medal

Awared to Second Position Holder

Scholarships, Medals & Prizes are awarded to candidates fulfilling the necessary criteria for the above and securing distinction marks i.e. above 75 percent in aggregate.

Unlimitedresources are never available. Creative solutions are needed to utilise the limited resources optimally.

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# REGULAR PROGRAMME: Management of Business Finance (MBF)

[A Two year extensive full time Regular Post Graduate Programme]

This is a well structured programme, curricula at par with MBA of international standard, based on international experiences and the need of Indian industry.

### ORIFCTIVES

To develop competent and effective professional managers

To foster intellectual excellence

To teach the latest techniques of finance by fostering independent and creative thinking.

### ELIGIBILITY

Graduation in any discipline from Indian or Foreign recognized university preferably with minimum of 50% marks. Candidate appearing in the final year Bachelor's examination where results are expected to be declared shortly, are eligible to apply. Such Candidates, if selected will be given provisional admission subject to their clearing graduation.

### SELECTION CRITERIA

The admission to MBF is through written test IIFMAT, group discussion and interview. IIF accepts written test scores of AIMAT and GMAT(USA).

NRI/Foreign/Corporate sponsored candidates are exempted from written test. However all such candidates are required to appear for group discussion and interview.

Top 3 position holders of Universities in graduation are expempt from Entrance Test.

The candidates qualifying in written test will be called for Group Discussion and Interview.

The Final selection is based on the candidates past academic records, other achievements, work experience, performance in written test, GD's and personal interview.

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

### FOUNDATION

The first, second and third semesters are designed to provide the basics of the finance function along with all the functional areas of management.

### **INTEGRATION**

In this segment the students undergo Summer/ Experiential training in industrial or business organizations. The objective is basically to provide the students with real life exposure which they cannot gain from simple classroom study. They get

# MBF PROGRAMME MODULE

Advanced & Specialised Courses in Finance, Project Work and Corporate Profile Study Semester IV, V & VI

> Corporate Summer Training/ Experiential Training/ Financial Reviews/ Interactive Seminars/ Events

> > Foundation Courses in Finance Semester I, II & III

opportunity to learn beyond the class room by solving business problems and decision making during the training period.

# **SPECIALIZATION**

Highly advanced inputs of Finance are provided in this segment.

# PROJECT WORK

It constitutes an integral part of the programme. In this module the students get an opportunity to apply their classroom knowledge in solving the real world problems faced by the industry.



"A dream which I had in my mind finally came true, on entering Indian Institute of Finance."

Ashutosh Kumar MBF98



# MBF & FBA

# **EMBF**

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### Semester I

103	Organisational Behaviour - I Micro Economics Financial Accounting Quantitative Techniques Legal Enviroment of Business Computers & Business	'inancial Review Seminars
	Semester II	nan emj
203 204	Organisational Behaviour - II Management Accounting Management Science Macro Economics and Public Finance Marketing Management Business Communication Skills	& Weekly Financial Review Bi-weekly Seminars
	Semester III	>
302 303	Human Resource Management Financial Management Applied Econometrics Indian Financial System Corporate Taxation Research Methodology	Daily

### YEAR II

### Semester IV

402 403 404 405	Financial Services Mergers & Acquisitions Project Management Corporate Tax Planning Capital Markets and Financing Investment Management	Financial Review / Seminars
	Semester V	ina Se
502 503 504 505	International Finance Corporate Strategy & Business Policy Advanced Financial Analysis Portfolio Management Financial Engineering Management Control System	Daily & Weekly F Bi-weekly 3
	Semester VI	illy
602 603	Derivatives, Futures & Options Business Environmenmt & Ethics Insurance Management Project (equivalent to three courses)	De

- 30th September Semester I & IV : 1st July Semester II & V : 1st October - 31st December Semester III & VI : 8th January - 7th April

# YEAR

### Semester I

- 101 Organisational Behaviour I
  102 Micro Economics
  103 Financial Accounting
- 104 Quantitative Techniques

### Semester II

- 105 Legal Environment of Business
- 106 Computers & Business 201 Organisational Behaviour II 202 Management Accounting

### **Semester III**

- 203
- Management Science Macro Economics and Public Finance Marketing Management Business Communication Skills 204 205

### YEAR II

### Semester IV

- 301 Human Resource Management

- 302 Financial Management303 Applied Econometrics304 Indian Financial System

### Semester V

- 305 Corporate Taxation
  306 Research Methodology
  401 Financial Services
  402 Mergers & Acquisitions

### Semester VI

- 403 Project Management
- 404 Corporate Tax Planning
- 405 Capital Markets and Financing 406 Investment Management

# YEAR III

### Semester VII

- 501 International Finance
- 502 Corporate Strategy & Business Policy 503 Advanced Financial Analysis
- 504 Portfolio Management

### Semester VII

- 505 Financial Engineering
  506 Management Control System
  601 Derivatives, Futures & Options
  602 Business Environmenmt & Ethics

# Semester IX

- 603 Insurance 700 Project (equivalent to three courses)



# **REGULAR PROGRAMME:** Executive Management of Business Finance (EMBF)

[A Three year extensive part time Regular Post Graduate Programme]

EMBF PROGRAMME MODULE

Advanced & Specialised Courses in Finance, Corporate Interactions, Conferences, Project Work and Corporate Profile Study Semester VII, VIII & IX

Experiential Training /
Corporate, Academia Interactive
Seminars & Sessions / Events
Semester IV, V & VI

Foundation

**Courses in Finance** 

Semester I. II & III

Well structured programme, curricula at par with Executive MBA programs of international standard, based on international experiences and the need of Indian industry.

### **OBJECTIVES**

To enhance the competence and effectiveness of professional managers

To foster intellectual excellence

To teach the latest techniques of finance by fostering independent and creative thinking.

### **ELIGIBILITY**

Working Executive with atleast three years of work experience at Executive level having Graduation in any discipline from Indian or Foreign university.

### **SELECTION CRITERIA**

The admission to EMBF is through group discussions, interview and calculation of Grade Point Score(GPS).

NRI/Foreign/Corporate sponsored candidates are exempted from group discussions & GPS. However all such candidates are required to appear for interview.

The candidates qualifying the GPS will be called for Group Discussion and Interview.

The Final selection is based on the GPS (Grades are given on the basis of candidates past academic records, other achievements, work experienc), performance in GD's and personal interview.

# REGULAR PROGRAMME: Fellow Program in Finance (FBA[Finance])

[A Three year extensive full time Regular Research Programme along the lines of Ph.D]

This is a well structured programme, curricula at par with Ph.D of international standard, based on international experiences and the need of Indian Academia.

### ORIFCTIVES

To promote research, Fellow Programme in Finance (FPF) is designed to provide knowledge and analytical abilities necessary to conduct high quality research and teaching in the field of finance.

### **ELIGIBILITY**

Post Graduation in any discipline from Indian or Foreign university with first division. MBF from Indian Institute of Finance with first division.

Candidates after one year may be considered for scholarship or teaching assistantship.

### FBA Programme Module

Dissertation/Present Papers at Conferences/Attend Conferences/Coordinate Study Groups & Group Discussions/Other Events
Semester V & VI

Financial Reviews/Attend Seminars & Workshops/ Book Reviews/Develop Research Projects/Events Semester IV

> Foundation Courses in Finance Semester I, II & III

The Fellow programme is designed along the PhD programme. A continuous intergerated approach to research is followed. The Fellow programme is based on course work, comprehensive theory examinations, participation in significant research through economic series in the research workshop, research papers & book reviews. Dissertation and Research/Teaching requirement.

A candidate is required to attend the course work of 18 papers in the first three semesters(1st Year). In the fourth semester he/she is to attend seminars, attempt book reviews and develop research proposal for dissertation under the guidance of the faculty coordinator. He/she is required to present the research proposal to the workshop. The student is to work on the dissertation in the next three semesters and submit his /her thesis after three years of his/her enrollment.

The dissertation should be an original research work making positive and significant contribution to knowledge. It must not have been submitted in part or in full for any other diploma or degree of any university or Institution.

P R O S P E C T U S



### **COURSE LISTINGS**

- 101 Organisational Behaviour I: Nature of Organisational Behaviour; Theories of Organisation Behaviour; Organisational setting; Group dynamics and organisational behaviour; Conflict and intergroup behaviour; Motivation and organisational behaviour; Communication and group decision making; Leadership; Organisational controls.
- 102 Micro Economics: Demand and Supply Analysis; Production; Cost of Production; Profit Maximisation and Competitive Supply; Competitive Markets; Market Power Monopoly, Monopsony, Monopolistic Competition and Oligopoly; Market for Factor Inputs; General Equilibrium and Economic Efficiency; Externalities and Public Goods.
- 103 Financial Accounting: Understanding Financial Statements; Analysis of Financial Statements- Ratio Analysis, Funds Flow Statement, Cash Flow Statement; Accounting Concepts and Conventions; Accounting for Depreciation, Price level changes; Appropriation of Profits; Recent Trends in Corporate Reporting.
- 104 Quantitative Techniques: Managerial decision making and Statistics; Frequency distribution and their analysis; Index Numbers; Probability concepts, rules and probability distributions; Sampling and sampling distribution; Estimation; Tests of Significance; Constructions of Confidence intervals for means and proportions; Simple Linear regression analysis; Simple Correlation analysis; Multiple regression and correlation analysis; Time series analysis.
- 105 Legal Aspects of Business: Main provisions of: Indian Contracts Act, 1872; Negotiable Instruments Act, 1881; Companies Act, 1956; Monopolies & Restrictive Trade Practices Act, 1969; Consumer Protection Act, 1986; Securities & Exchange Board of India Act, 1992; Patents Act; Securities & Contracts Act, 1956; Sick Industrial Companies Act, 1985; Foreign Exchange Regulation Act.
- 106 Computers and Business: Introduction to Computer Systems; Components of a Computer System; Computer Software and Hardware; Introduction to Networking Concepts Local Area Network, Wide Area Network, E-mail, Internet; Storage & Retrieval of Data; Application Packages -Spread Sheets, Word Processing, Data Base Management Systems Packages, Graphics, Statistical Packages, Financial Packages.; Managing Data Processing in Organisation; E-commerce.
- 201 Organisational Behaviour II : Relevance of Organisational Behaviour; Organisational Change, Change Process, Resistance to Change, Management of Change; Organisational Development, Approaches to Organisational

- Development, Organisational Development Process; Team Building; Organisational Dynamics, Power & Politics; Organisational Climate, Components of Organisational Climate; Morale; Organisational Culture & Sub-cultures; Socialisation.
- **202 Management Accounting:** Managerial Accounting Environment; Cost Flows and Concepts; Structure and Analysis of Cost; Techniques of Costing; Cost-Volume-Profit Analysis; Standard Costing and Variance Analysis; Budgeting & Budgetary Control; Inventory Planning & Control; Pricing Decisions.
- 203 Management Science: Scientific decision making; Mathematical models and decision theory; Linear Programming (Resource Allocation) Graphical and simplex method, Transportation and Assignment, Duality and Post Optimality, Sequencing, Game Theory, Queuing Theory, PERT/CPM, Markov analysis; Non-Linear Programming Integer programming and its applications, Goal programming, Formulation and applications, Application of Dynamic Programming, Simulation Techniques and Applications, Cases of Operations Research
- 204 Macro Economics & Public Finance: National Income Concepts and Methods of Estimating; Theory of National Income Determination; Analysis of Money Market; Credit Market- Working and Control Mechanism; General Equilibrium IS-LM Model; International Aspects of Macroeconomics; Theory of Public Finance; India's Public Finance; Macroeconomics Policies.
- 205 Marketing Management: Assessing Marketing's Critical Role in Organisational Performance; Building Customer Satisfaction; Analysing Marketing Opportunities; Marketing Information & Measuring Market Demand; Analysing Customer Markets and Buying Behaviour; Developing Marketing Strategies; Differentiating and Positioning the Market Offering; Developing New Products; Managing Life-Cycle Strategies; Designing Marketing Strategies for Market Leaders, Challengers, Followers and Nichers; Managing Product Lines, Brands, and Packaging; Managing Service Businesses; Designing Pricing Strategies and Programs; Selecting and Managing Marketing Channels; Market Logistics; Advertising, Sales Promotion, and Public Relations; Managing the Sales Force; Direct and Online Marketing; Organising, Implementing, Evaluating, and Controlling Marketing Activities
- 206 Business Communication Skills: Concept of Communication, Communication Process Model, Barriers to Communication; Written Communication, Formal Reports, Technical Reports, Business Correspondence, Notices, Agenda and Minutes, Handbooks and Manuals,

- Research Papers and Articles; Oral Communication - Dyadic Communication, Meetings, Seminars and Conferences, Group Discussions, Audio-Visual Aids; Non-verbal Communication- Personal Appearance, Posture, Gesture, Facial Expression, Eye Contact, Space Distancing.
- **301 Human Resources Management:** Basic Concepts of HRM ;Employment Function; Manpower Planning at the Enterprise Level; Performance Evaluation; Post Appraisal Actions; Wage and Salary Administration; Fringe Benefits; Motivation; Morale in Work Group; Industrial Relations.
- 302 Financial Management: Basic Concepts of Valuation; Investment Decisions -Techniques of Capital Budgeting; Cost of Capital; Risk Analysis in Capital Budgeting; Financing Decisions Theories of Capital Structure, Planning the Capital Structure, Assessment of Debt Capacity; Dividend Decisions, Models of Dividend Policy, Legal Aspects of Dividends; Working Capital Management, Financial Statement Analysis.
- **303 Applied Econometrics**: Introduction to Nature and Scope of Econometrics; Linear Models; Extension of the Linear Model; Generalised Least Squares (GLS) estimation; Simultaneous Equations models; Monte Carlo Studies, Simulation process, Evaluating simultaneous models; Simultaneous confidence intervals.
- **304 Indian Financial System**: Structure & Functions of Financial System, Equilibrium in Financial Markets; Overview of the Indian Financial System; Reserve Bank of India; Commercial Banking in India; All India Development Finance Institutions; Financial Sector Reforms; Specialised Financial Institutions; Money Markets; Capital Markets; Mutual Funds; Credit Rating; Non-Banking Financial Companies; Venture Capital; Foreign Institutional Investors; Insurance Companies.
- **305 Corporate Taxation**: Nature and Scope of Corporate Taxation; Taxation for Property Business, Individual, Partnership Firms, Corporate Tax and Procedure; Assessment Procedure, Gift Tax; Wealth Tax; Sales Tax; Excise Duty; Custom Duties
- **306 Research Methodology**: Meaning of Research Methodology, Defining the Research Problem, Research Design, Sampling Design, Measurement & Scaling Techniques, Methods of Data Collection, Processing & Analysis of Data, Testing of Hypothesis, Interpretation & Report Writing.
- 401 Financial Services: Overview of Financial Services; Fund-based Financial Services Lease Financing, Hire-Purchase Finance and Consumer Credit, Factoring and Forfaiting, Bill Discounting, Housing Finance, Insurance Services, Venture Capital Financing, Fees-based Financial



Services -Merchant Banking, Capital Issues Management, Stock Broking, Credit Rating, Corporate Advisory Services.

402 Mergers & Acquisitions: Types and Motives of Restructuring; Reasons for Corporate Restructuring; Formulation of a Corporate Restructuring Strategic Plan; Valuation - Free Cash Flows Basis, Dividend Growth Basis, P/E basis; Sell-Offs; Divestitures; Spin-Offs; Equity Carveouts; Leveraged Buyouts; Master Limited Partnership; Accounting Aspects of Mergers; Regulatory Environment in India; SEBI Takeover Code, 1997; Relevant Provisions of the Companies Act, 1956 and other laws; Defense Mechanism; Negotiation Process.

403 Project Management: Investment Decision Making - Basic Consideration: Risk and Return; Identification of Investment Opportunities; Market Appraisal; Technical Appraisal; Estimates and Projection; Financial Appraisal; Social Cost Benefit Analysis; PERT and CPM-Time and Resource Planning; Project Review and Control Stop by Stop Procedure

404 Corporate Tax Planning: Nature and Scope of Corporate Taxation; Methods of Tax Planning; Selection of Appropriate Form of Organisation; Corporate Tax Management Through Managerial Decision; Accounting Precautions To Maximise a Tax Relief; Tax considerations in certain cases.

405 Capital Markets & Financing: Overview of Capital Markets; Capital Market Instruments; Securities & Exchange Board of India; Secondary Markets; Management of Public Issues; Listing of Securities; Raising Funds in Overseas Market; Foreign Investment

406 Investment Management: Objectives of Financial Investment; Markets for Securities; Security Returns and Valuation; Risk Factors; Economic Analysis; Industry Analysis; Company Analysis; Technical Analysis; Bond Analysis; Stock Market in India; Indian P/E Ratios & their Role; Securities Market Systems & Dynamics.

501 International Finance: Scope of International Finance, Balance of Payment & Exchange Rate Determination; Foreign Exchange Market; Forward Exchange Rates; Currency Futures; Currency Options; Evolution of International Monetary and Financial System; International Investment; Exchange Rate Management; International Banking; Nature of Global Financial Market; Growth and Special Problems of Multinational Corporations; Financial Dimensions of International Trade; Multinational Working Capital Management; Foreign Trade Financing.

**502 Corporate Strategy & Business Policy :** Concept of Corporate Strategy ; Mission, Objectives & Goals ; Social Aspects of Business Policy ; Environmental Analysis

of Business Policy; Analysis of Internal Resources; Strategic Planning; Choice of Strategy; Strategy Implementation; Review and Evaluation of Strategy.

503 Advanced Financial Analysis: Capital Budgeting Decisions under Risk & Uncertainty - Mathematical Programming Techniques, Linear Programming Method, Integer Programming Method, Goal Programming Model, Simulation, Fuzzy Goal Programming Model, Stochastic Goal Programming Model; New Financial Instruments/Concepts; New Sources of Finance; Shareholder Value Creation; Predicting Industrial Sickness- Using Ratio Analysis, Altman's Z score; Securitisation.

504 Portfolio Management: Basic Approaches to Portfolio Management; Portfolio Theory; Bond Management Strategies; Portfolio Selection; Portfolio Analysis; Portfolio Management and Performance Measurements; Portfolio Revision Techniques; Management of Mutual Funds; Modifying Portfolio with Derivatives; International Diversification.

505 Financial Engineering: Financial Engineering vs. Financial Analysis; Knowledge Base of the Financial Engineer-Mathematical & statistical shills, Modelling skills, Product knowledge, Knowledge of relevant technology, Accounting, Tax and Legal; Using Financial Engineering Interest rate dimension, Foreign Exchange dimension, Commodity price dimension, Tax dimension, Pension Portfolio dimension, Analysing the Balance Sheet, Modelling a firm's exposures; Product Development; Future Directions In Financial Engineering; Legal protections for innovative financial products and services.

506 Management Control System: Meaning, Nature and Objectives of Management Control System; Systems Theory & Management Control; Financial Control; Management Control in Functional Areas - Production & Inventory Control, Marketing & Distribution Control, Personnel Function, Management Control in Service Organisation.

601 Derivatives, Futures & Options:
Forward Contracts, Futures Contracts,
Options and Other Derivative products,
Types; Hedging with Options; Arbitrage
with Options; Arbitrage and Pricing Black-Scholes Options Pricing Model,
Binomial Model of Cox, Ross and
Rubinstein, Economic Assumptions of
Continuos Time Model;
Stochastic Differential
equilibrium: Brownian Motion

Continuos Time Model; Stochastic Differential equilibrium; Brownian Motion and ITO's Lema; Historical & Implied Volatility; Options, Greek Hedging Schemes; Application to Corporate Securities; Passage Time Method Real options; Structural Models of Defaultable Bonds; Term structure of Interest rates; Multifactor Models; Pricing of

Term Structure Derivatives; Heath, Jarrow Morton Model of Forward rates; Optimal portfolio & Consumption choice; Equilibrium model including CCAPM.

602 Business Environment and Ethics: Economic Environment, Factors affecting Demand, Market Environment, Value Systems, Trends & Structure of Indian Economy; Socio-Cultural Environment, Class Structure, Demographic Profile, Life Styles; Financial Environment, Fiscal System; Environment & Ecology, Ecosystem, Deterioration in Environment & Ecological Imbalances, Threats to Ecosystems, Government Policy towards Environment; Political Environment, Shift in Political Weather, Effects of Attitudes/Preferences; Business Environment, Industrial Policy, Privatisation, Policy on Foreign Investment & Technology; Business Ethics.

603: Insurance Management: Basic concepts, Role & Importance of Insurance, Evolution of Insurance Business, Current Status of Insurance in India, Role of Information Technology and Intermediaries; International Experience, Broker's Agency& Regulation, Measuring Insurance Risk, Loss Minimisation & Financial Planning, Life Insurance- Nature and Types of Life Insurance Policies, Annuities, Measurement of Risk, Mortality Table, Calculation of Premium, Investment of Funds, Surrender Value; Marine Insurance- Nature, Marine Insurance Policies, Policy Conditions, Premium Calculations, Payment of Claims; Fire Insurance- Nature and use of Fire Insurance, Kinds of Policies, Rate Fixation, Re-Insurance; Miscellaneous Insurance-Motor Insurance, Personal Accident Insurance, Health Insurance, Rural Insurance in India; Regulatory Framework in India- Insurance Act 1938, Life Insurance Act 1956, Marine Insurance Act 1963, Role of Insurance Regulatory Authority.

**700 Project Work (Equivalent to 3 courses):** With the objective of providing greater flair of corporate experience, each participant is required in Semester VI, to be associated with a Corporate House and choose a practical problem relevant to the Company. The participant is expected to understand/comprehend the problem, evaluate the various options and then suggest feasible solutions for the same.



This tailor-made course has provided me competence and has helped generate a hoslistic financial acumen that I think will evolve me as a perfect finance professional in the years to come.

Piyush Chaudhry

MBF '01

PROSPECTUS





IIF's GLOBAL ARENA







International Students





**Under Exchange Programme** 

# AN ACADEMIC YEAR IN THE LIFE OF IIF STUDENT

SEPT.

### REGULAR PROGRAMME

Management of Busi. Finance

- 1. Lectures, Inhouse Seminars, Cultural Events & Other Activities
- 2. Summer Training
- 3. On Job Training

Exe. Mgt. of Busi. Finance Fellow Prog. in Finance

DISTANCE LEARNING PROGRAMME (PGDBF, MBF, BBF)

Semester I & IV Semester II & V Semes

Oct.

er I & IV Semester II & V Semester III & VI

FALL SEMESTER (I TO VI)

JULY

Aug.

SUMMER SEMESTER (I TO VI)

Nov. Dec. Jan. Feb Mar. Apr.

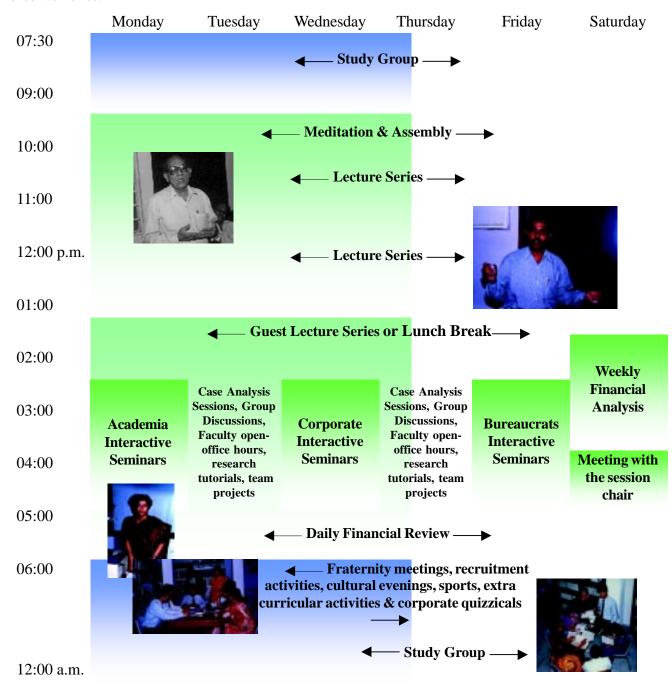
FALL SEMESTER

May June



Each day at IIF, we begin with assembly, meditation sessions, a fusion of eastern & western management concepts and techniques imparted by a team of high caliber academicians & practising managers, along with seminars from eminent speakers, and financial review sessions. Students are required to be formally dressed & observe office timings from 9.30 a.m. to 6.00 p.m. and act like managers. Most students are involved in the wide range of extracurricular activities offered on campus in the evenings.

Students spend between three and four hours preparing for each of the next day's lectures. Study groups, which enhance and supplement individual lecture preparations, typically meet daily and as per their need and convenience.



PROSPECTUS

2 1



# DISTANCE LEARNING PROGRAMMES:

These are well structured programmes, curricula at par with MBA of international standard, based on international experiences and the needs of Indian industry.

To educate & develop necessary competence & skills in the effective management of business finance, with some of the latest techniques, methods, procedures and the latest financial innovations.

To reach those who either live or are posted in far flung areas of India and have no regular educational facilities.

To provide an opportunity of learning for those who cannot leave their present assignments to join course(s) of their interest on a regular basis due to their preoccupations in office, vocation or business but are seriously interested to learn the techniques of effective management of finance.

### ELIGIBILITY

Graduation in any discipline from a recognised University/Institute in India or Abroad.

### SELECTION CRITERIA

The candidates are selected on the basis of Grade Points Scores (GPS) having various parameters given in the application form. IIF selects candidates in such a way that appropriate representation is given to candidates belonging to different types of educational background, educational/professional qualifications, profession, regions, etc.

IIF follows a policy to admit some fresh graduates and also women candidates, even if their comparative grade point score (GPS) is relatively low but above the minimum cut off point. The admission policy of the Institute takes into consideration a candidate's total background.

### TEACHING METHODOLOGY & STUDY PACKAGE

IIF adopts a unique teaching methodology. IIF supplies study package containing high quality relevant text books/ IIF publications and study notes on each subject in the beginning of each semester. IIF mails a study plan mentioning the dates on which the additional communications and test set modules will be sent. IIF on which the additional communications and test set modules will be sent. IIF sends test questions containing - true/false questions, multiple choice questions, short answer questions, long answer questions and case studies, every fortnight, which may be attempted by a candidate and sent back to the IIF for evaluation. IIF returns the evaluated test questions back to candidates. IIF sends the case studies for being attempted by candidates. The cases are representative of actual managerial problems which occur at various business environments. The case analysis method demands students to make decisions, develop, implementation of plans and explain, and defend their actions via discussions or written presentation. These studies develop the talents and confidence to face the real world problems. All the case studies after evaluation are returned back to the candidates. Candidate's progress is monitored and feedback is obtained from time to time during the progress is monitored and feedback is obtained from time to time during the semester.

### **EXAMINATION SCHEME**

IIF follows a unique open book examination system. In case of distance learning programmes the question papers are sent to the candidates by registered post. They are expected to attempt in one sitting and return the answer books within one week by registered post. However, if one is unable to send the answer papers within one week, the student may submit the answer papers in subsequent weeks. There is a graded penalty for late submission. The question papers are very comprehensive and only those who have seriously studied during the semester are able to attempt the question papers The Institute's unique system of examinations has been found to be more satisfactory, rigorous and beneficial than the traditional system of examinations.

# DLP Programme Module

Advanced & Specialised Courses in Finance, Project Work and Corporate Profile Study MBF: Semester III & IV PGDBF: Semester V & VI On-the-job Training/ Corporate Seminars/ Events MBF & BBF: IInd Semester PGDBF: Semester III & IV Foundation Courses BBF, MBF & PGDBF Semester L

### FEES DLP:

### **BBF & MBF**

Indians:

Rs. 12.000 per semester

Corporate Sponsored/

NRI's/NRI Sponsored/ US\$ 1200 Foreign Nationals: per semester

> BBF (1yr - 2 Semesters) MBF(2yrs - 4 Semesters)

### **PGDRF**

Indians:

Rs. 8.000/per semester.

Corporate Sponsored/ NRI's/NRI Sponsored/

Foreign Nationals:

US\$ 800 per semester

(3yrs - 6 Semesters)

The fee includes tuition, cost of study material-text books, test questions and case studies, conduct of semester, examinations and subscription to Finance India.

- How to pay you Fee:
  1. Semester fee is payable in one installment in the beginning of each semester.
- The fee is to be paid through Demand Draft/ Cash.
   The bank draft should be in favour
- of Indian Institute of Finance payable at Delhi
- The fee paid by Corporate Sponsored/NRI's/NRI Sponsored/ 4. The fee Corporate Foreign Nationals in US\$ should either be paid in US\$ or equivalent in Indian Rupees as on that date.
- 5. Fee once paid is not refundable. No application for refund will be entertained under any circumstances.

- Maximum time limit to pass Distance Learning Programs: BBF Three Years; MBF & PGDBF Five Years from the date of enrollment.
- Maximum three chances can be availed to clear a paper within the above spacified time period per program.



# Management of Business Finance (MBF)

[A Two Year Post Graduate Distance Learning Program]

### **FOUNDATION**

The first and second semesters are designed to provide the basics of the finance function along with all the functional areas of management.

The candidates are expected to undergo "On-the-job" training so as to gain real life exposure to supplement the study material provided by IIF.

### **SPECIALIZATION**

Highly advanced inputs of Finance are provided in this segment.

### PROJECT WORK

It constitutes an integral part of the programme. In this module the students get an opportunity to apply their knowledge in solving the real world problems faced by the industry.

# **Basic Business Finance (BBF)**

[A One Year Post Graduate Distance Learning Program]

### FOUNDATION

The course is designed to provide the basics of finance. This enables one to form the base for one to pursue career in Finance. This program also help students as a bridge course for those who are interested to apply abroad for MBA(Finance) with 3 years basic bachelors degree.

### **INTEGRATION**

The candidates are expected to undergo "Onthe-job" training so as to gain real life exposure to supplement the study material provided by

# **SPECIALIZATION**

Basic Level inputs in Finance.

### Some Alumni of DLP

- Ms. Somi Tondon, MBF 1990 Jt. Secretary, Ministry of Defence, GOĬ.
- Dr. A.S. Sarma, MBF 1990 VP (Technical), Chemoleums Ltd., Chennai
- Dr. Nasim Zaidi, IAS MBF 1993 Transport Commissioner, U.P. Govt.
- Mr. Sameer Khare, IAS, BBF 1994 Addl. Commissioner, Guwahati.
- Mr. Om Prakash Pandey, *BBF 1995* Finance Manager, Hindustan Sanitary wares Industries Ltd.
- Mr. Ritwik Roy, *MBF 1996* Sr. Revenue Officer, Board of Revenue, GOI.
- Ms. Punita Bhatt, MBF 1996 Sr. Forex Officer, SONY India Ltd.
- Mr. Arun Kr. Prahraj, MBF 1996 Financial Controller, Hotel Hindustan International.
- Mr. Vinod K. Malhotra, IAS MBF 1997 Jt. Secretary, Min. of Home Affairs, GOI.

First Year(Semester I & II) of MBF forms the part of BBF program. Students willing to pursue MBF after completion of BBF can extend their program by intimating IIF's office within three months of completion of BBF.

- Mr. Arun Padmanabhan, MBF 1997 Sr. Corporate Business Manager, Ashok Leyland Finance.
- Mr. Alok Kr. Sinha, MBF 1998 Sr. Vigilence Officer, SECL
- Mr. Jitendra Kr. Ambastha, PGDBF 1998 Sr. Manager, UTI
- Mr. Murlidhar Vanjani, MBF 1998 Manager, Chellsons SA, Spain

### **OPINION**

- The programmes conducted by IIF are application oriented programmes, enriched with the knowledge of finance. They open a new frontier in the field of finance.
   The course design is excellent. It gives good exposure to the candidate in financial management. The conduct of the programme is very systematic and methodical.
- The course contents, study notes and the books supplied are excellent and relevant to one's work. The study material supplied is always up-to-date giving a wider perspective of the subject. The standard of the case studies is very high and are highly relevant to Indian conditions.
- $\Box$  The level of test questions is good and the frequency is too fast to cope with.
- The examination system is unique. It is open book examination, where one can consult any number of books and in the process gets an indepth knowledge of the subject.
- ☐ The programme helps a student to have adequate self-confidence and develop an expertise in finance.

# Course Structure MBF & BBF

### YEAR

### Semester I

- 101 Accounting for Financial Analysis
- Organisational Behaviour 102
- 103 Quantitative Techniques: Statistics & Econometrics
- Economics for Financia Analysis I: Micro Economics 104 Financial
- Management Science
- **Business Environment & Ethics** 106

### Semester II

- 201 Organizational Development
- 202 An Introduction to Computers
- Economics for Financial Analysis II: Macro Economics 203 Financial
- 204 Managerial Accounting Control
- Financial Management Business & Corporate Taxation
  I: Direct Taxes 206

### YEAR

### Semester III

- Business & Corporate Taxation II: Indirect Taxes Security Analysis & Portfolio Management 302
- 303
- 304
- Working Capital Management Indian Financial System Business Policy & Corporate 305
- Strategy MIS & Finance: Computer MIS & Fir Applications 306

### Semester IV

- International Finance Corporate Tax Planning & Management

Elective 1 Elective II

Project (equivalent to two courses)

### **ELECTIVES**

- 403 Management of Financial Institutions
- Project Appraisal, Planning & Control 404
- Financial Planning
- 406 Financial Management of Public
- Sector Enterprises Project Management Investment Decisions
- Budgeting & Budgetary Control Personal Investment & Tax 408 Planning



# Post Graduate Diploma in Business Finance (PGDBF)

[A Three year extensive Post Graduate Distance Learning Program] (Approved by AICTE)

### **FOUNDATION**

The first and second semesters are designed to provide the basics of the finance function along with all the functional areas of management.

# INTEGRATION

The candidates are expected to undergo "On-the-job" training so as to gain real life exposure to supplement the study material provided by IIF.

### **SPECIALIZATION**

Highly advanced inputs of Finance are provided in this segment.

### PROJECT WORK

It constitutes an integral part of the programme. In this module the students get an opportunity to apply their knowledge in solving the real world problems faced by the industry.

# COURSE STRUCTURE

### YEAR I

### Semester I

- 101 Accounting for Financial Analysis
- 102 Organisational Behaviour
- 103 Quantitative Techniques: Statistics & Econometrics
- Economics for Financia Analysis I: Micro Economics 104 Financial

# Semester II

- Management Science 105
- 106 Business Environmemt & Ethics
- 201 Organizational Development An Introduction to Computers

### YEAR II

### Semester III

- **Economics for Financial Analysis** 203 II: Macro Economics
- 204 Managerial Accounting Control
- Financial Management
- Business & Corporate Taxation
  I: Direct Taxes 206

# Semester IV

- Business & Corporate Taxation II: Indirect Taxes 301
- Security Analysis & Portfolio Management 302
- Working Capital Management Indian Financial System 303 304

# YEAR III

### Semester V

- 305 **Business Policy & Corporate**
- Strategy MIS & Finance: Computer 306 Applications
  International Finance
- 402 Corporate Tax Planning & Management

### Semester VI

Elective I

Elective II Project (equivalent to two courses)





101 Accounting for Financial Analysis: Understanding Financial Statements; Analysis of Financial Statements- Ratio Analysis, Funds Flow Statement; Accounting Concepts and Conventions; Accounting for Depreciation, Inventory Valuation, Managing Public Issues, Financial Statements of Banking, Insurance and Non-Profit entities, Price level changes; Appropriation of Profits; Recent Trends in Corporate Reporting.

102 Organisational Behaviour: Nature of Organisational Behaviour: Nature of Organisational Behaviour; Theories of Organisation Behaviour; Organisational setting; Group dynamics and organisational behaviour; Conflict and intergroup behaviour; Motivation and organisational behaviour; Communication and group decision making; Leadership; Organisational controls: Organisational controls;

103 Quantitative Techniques:Statistics & Econometrics: Managerial decision making and Statistics; Frequency distribution and their analysis; Index Numbers; Probability Theory, Sampling and sampling distributions; Estimation; Tests of Significance; Constructions of Confidence intervals for means and proportions; Simple Linear regression analysis; Simple Correlation analysis; Multiple regression and correlation analysis; Time series analysis.Introduction to Nature and Scope of Econometrics; Linear Models; Extension of the Linear Model; Generalised Least Squares (GLS) estimation; Simultaneous Equations models; Monte Carlo Studies, Simulation process, Evaluating simultaneous models; Simultaneous confidence intervals. 103\_Quantitative Techniques:Statistics

104 Economics for Financial Analysis I:Micro Economics: Demand and Supply Analysis; Production; Cost of Production; Profit Maximisation and Competitive Supply; Competitive Markets; Market Power - Monopoly, Monopsony, Monopolistic Competition and Oligopoly; Market for Factor Inputs; General Equilibrium and Economic Efficiency; Externalities and Public Goods.

105 Management Science : Scientific decision making; Mathematical models and decision theory; Matrices, Convex set & Convex function, Linear Programming (Resource Allocation) - Graphical and simplex method, Transportation and Assignment, Duality and Post Optimality, Sequencing, Game Theory, Queuing Theory, PERT/CPM, Markov analysis; Non-Linear Programming - Integer programming and Programming - Integer programming and its applications, Goal programming, Formulation and applications, Applications of Dynamic Programming, Simulation Techniques and Applications, Cases of Operations Research

106 Business Environment & Ethics Economic Environment, Factors affecting Demand, Market Environment, Value Systems, Trends & Structure of Indian Economy; Socio-Cultural Environment, Class Structure, Demographic Profile, Life COURSE LISTINGS

Styles; Financial Environment, Fiscal System; Banking, Insurance, Financial Institutions, Export Finance, Public Issue, Company Deposits, Debentures Environment & Ecology - Ecosystem, Deterioration in Environment & Ecological Imbalances, Threats to Ecosystems, Government Policy towards Environment; Political Environment - Shift in Political Weather, Effects of Attitudes/Preferences; Business Environment, Industrial Policy, Privatisation, Policy on Foreign Investment & Technology; Business Ethics. Main provisions of: Indian Contracts Act, 1872; Negotiable Instruments Act, 1881; Companies Act, 1956; Monopolies & Restrictive Trade Practices Act, 1969; Consumer Protection Act, 1986; Securities & Exchange Board of India Act, 1992; Patents Act; Securities & Contracts Act, 1956; Sick Industrial Companies Act, 1985; Foreign Exchange Regulation Act.

201 Organisational Development: 201 Organisational Development:
Organisational Environment;
Organisational Change, Change Process,
Resistance to Change, Management of
Change; Approaches to Organisational
Development, Organisational Development
Process; Team Building; Organisational
Dynamics, Power & Politics; Organisational
Climate, Components of Organisational
Climate; Morale; Organisational Culture &
Sub-cultures; Socialisation; Organisational
Culture, Organisational Effectiveness.

; Foreign Exchange Regulation Act.

202 An Introduction to Computers: Introduction to Computers: Introduction to Computer Systems; Components of a Computer System; Computer Software and Hardware; Introduction to Networking Concepts Local Area Network, Wide Area Network, E-mail, Internet; Storage & Retrieval of Deta: A poliotical Poolses System Shoots Data; Application Packages -Spread Sheets, Word Processing, Data Base Management Systems Packages, Graphics, Statistical Packages, Financial Packages.; Managing Data Processing in Organisation; E-Commerce.

203 Economics for Financial Analysis-203 Economics for Financial AnalysisII:Macro Economics: National Income
Concepts and Methods of Estimating;
Theory of National Income Determination;
Analysis of Money Market; Credit MarketWorking and Control Mechanism; General
Equilibrium - IS-LM Model; International
Aspects of Macroeconomics; Theory of
Public Finance; India's Public Finance;
Macroeconomics Policies. Consumption
function, Saving and Investment, Theory
of Employment and Income, Inflationcauses and consequences

204 Managerial Accounting & Control:Managerial Accounting Environment; Cost Flows and Concepts; Structure and Analysis of Cost; Techniques of Costing; Cost-Volume-Profit Analysis; Standard Costing and Variance Analysis; Budgeting & Budgetary Control; Inventory Planning & Control; Pricing Decisions, Recent Developments.

**205 Financial Management** : Basic Concepts of Valuation ; Investment

Decisions -Techniques of Capital Budgeting; Cost of Capital; Risk Analysis in Capital Budgeting; Financing Decisions - Theories of Capital Structure, Planning the Capital Structure, Assessment of Debt Capacity; Dividend Decisions, Models of Dividend Policy Legal Aspects of Dividends; Working Capital Management, Financial Statement Analysis. Financial Markets, Internal Financing, Lease Financing, Merchant Banking, Corporate Restructuring. Restructuring

206 Business & Corporate Taxation-I: Direct Taxes: Nature and Scope of Corporate Taxation; Taxation for Property Business, Individual, Partnership Firms, Corporate Tax and Procedure; Assessment Procedure; Wealth Tax Procedure; Wealth Tax.

301 Business & Corporate Taxation--II: Indirect Taxes: Sales Tax- Rationale, Structure and Adminstration of SAles Tax Structure and Administration of SAIes Tax in India; Excise Duty- Rationale of Excise Duty, Classification of Goods, MODVAT, Valuation, Refund; Custom Duties-Rationale, Classification of Goods, Import & Export tariff, Duty Drawback, Search & seizure, Appeals and Revisions.

302 Security Analysis & Portfolio Management: Objectives of Financial Investment; Markets for Securities; Security Investment; Markets for Securities; Security Returns and Valuation; Risk Factors; Economic Analysis; Industry Analysis; Company Analysis; Technical Analysis; Bond Analysis; Stock Market in India; Indian P/E Ratios & their Role; Securities Market Systems & Dynamics. Basic Approaches to Portfolio Management; Portfolio Theory; Bond Management Strategies; Portfolio Selection; Portfolio Analysis; Portfolio Management and Performance Measurements: Portfolio Reflection of Management and Performance Measurements; Portfolio Revision Techniques; Management of Mutual Funds; Modifying Portfolio with Derivatives; International Diversification.

303 Working Capital Management: Overview; Working Capital Policies; Planning of Working Capital; Analysis of Working Capital; Financing & Control of Working CApital, Management of Cash Marketable Securities, Receivables, Inventory, Current Liabilities.

304 Indian Financial System: Structure & Functions of Financial System, Equilibrium in Financial Markets; Overview Equilibrium in Financial Markets; Overview of the Indian Financial System; Reserve Bank of India; Commercial Banking in India; All India Development Finance Institutions; Financial Sector Reforms; Specialised Financial Institutions; Money Markets; Capital Markets; Mutual Funds; Credit Rating; Non-Banking Financial Companies; Venture Capital; Foreign Institutional Investors; Insurance Companies.

305 Business Policy & Corporate Strategy: Concept of Corporate Strategy; Mission, Objectives & Goals; Social Aspects of Business Policy; Environmental Analysis of Business Policy; Analysis of Internal Resources; Strategy Choice of Strategy



Implementation ; Review and Evaluation of Strategy.

306 MIS & Finance: Computer Applications: Meaning, Nature and Objectives of Management Control System; Systems Theory & Management Control; Financial Control; Management Control in Functional Areas - Production & Inventory Control, Marketing & Distribution Control, Personnel Function, Management Control in Service Organisation.

401 International Finance: Scope of International Finance, Balance of Payment & Exchange Rate Determination; Foreign Exchange Market; Forward Exchange Rates; Currency Futures; Currency Options; Evolution of International Monetary and Financial System; International Investment; Exchange Rate Management; International Banking; Nature of Global Financial Market; Growth and Special Problems of Multinational Corporations; Financial Dimensions of International Trade; Multinational Working Capital Management; Foreign Trade Financing.

402 Corporate Tax Planning & Management: Nature and Scope of Corporate Taxation; Methods of Tax Planning; Selection of Appropriate Form of Organisation; Corporate Tax Management Through Managerial Decisions; Accounting Precautions To Maximise a Tax Relief; Tax considerations in certain cases. Minimum Alternate Tax, Corporate Tax Management through Financial Policies, Wealth Tax on closely held companies.

# **COURSE LISTINGS**

403 Management of Financial Institutions: Financial Institutions: Financial Institutions & Economic Growth; Types of Financial Institutions; Role of Reserve Bank of India in maintaining Regulations in India, Management of Commercial Banks, Development Banks, Investment Institutions; Financial Sector Reforms.

404 Project Appraisal: Planning & Control: Project Appraisal - An Overview; Market Appraisal; Technical Appraisal; Estimates and Projections; Financial Appraisal; Risk Analysis of Projects; Social Cost Benefit Analysis; Identification of Investment Opportunities; PERT and CPM; Project Review Procedures.

405 Financial Planning: Strategic Financial Planning; Scanning Financial Environment; Cash Flow Budgets; Financial Planning with Pro-forma Balance Sheet; Advanced Financial Analysis & Planning; Short-term & Long-term Financial; Financial Planning Model.

406 Financial Management of Public Sector Enterprises: Objectives & Strategy of Public Enterprises; Management of Public Enterprises; Financial Management in Public Sector; Production Management; Accountability and Control; Investment Financing & Project Appraisal.

**407 Project Management & Investment Decisions:** Investment Decision Making -

Basic Consideration: Risk and Return; Identification of Investment Opportunities; Market Appraisal; Technical Appraisal; Estimates and Projection; Financial Appraisal; Social Cost Benefit Analysis; PERT and CPM - Time and Resource Planning; Project Review and Control Stop by Stop Procedure.

408 Budgeting & Budgetary Control: Management Process; Fundamentals of Budgeting; Classification & Types of Budgets; Budgeting Process; Application of Budgeting; Performance Evaluation and Follow Procedures; Analysis of Budget Variances & Budgetary Control.

409 Personal Investment & Tax Planning: Nature & Prospects of Personal Investment; Savings & Investment; Investment setting; Investment Analysis & Management; Risk & Returns; Modern Portfolio Theories; Portfolio Management & Performance; Tax Planning & Investment, Capital Gains; Income from other sources; Deduction & Rebates.

700 Project Work (Equivalent to two courses): With the objective of providing greater flair of corporate experience, each participant is required in Semester IV/VI, to be associated with a Corporate House and choose a practical problem relevant to the Company. The participant is expected to understand/comprehend the problem, evaluate the various options and then suggest feasible solutions for the same.



(L to R) Prof. J.D. Agarwal, Mr. Aman Agarwal, Serretary & Trustee Jyoti Foundation Lighting the Lamp, Dr. Ratnakar Pandey, Former M.P., Mr. P.P. Vora, CMD NHB, Dr. S. Chakravarty, Member MRTP Commission



(L. to R) Mr. Aman Agarwal, Seminar Coordinator, Dr. J.D. Agarwal, Mr. V. Suresh, CMD, HUDCO, Mr. BM, Khanna Padamshri, Former Chairman DVC, STC, MMTC, Mr. Prem Shankar Iha, Economist & Sr. Journalist, Mr. P.S. Rana, ED



(Lto R) Dr. J.D. Agarwal, Mr. Ram Niwas Mirdha, Chairman PC, Security Scam, Mr. V.K. Garg, Director(Finance), Power Grid Corporation, Mr. Saran Juneja, Former VP, CIMCO, Mr.Amitabh Arya, Student IIF



(L to R) Prof. Yogender Alagh, MP & Former Minister for Sta & Planning, Mr. Aman Agarwal, Mr. Biswajit Baruah, Studer IIF, Prof. J.D. Agarwal, Prof., Abid Hussain, Forme











Right Photograph (L to R) Mr. Ram Niwas Mirdha, Chairman IPC, Security Scam lighting the lamp, & Prof. J.D. Agarwal, Chairman & Director, IIF



# EMINENT SPEAKERS AT IIF DURING 1997-99

The students run `Eminent Speaker Lecture Series' by inviting leaders of business, industry & government to express their views on the major challenges facing business and industry today. Recent guest speakers include:

Mr. Yashwant Sinha, Presently Finance Minister Govt. of India

Mr. N. Vittal Central Vigilence Commissioner, Govt. of India

Prof. S.K. Khanna Former Chairman, AICTE.

Dr. S. Chakraborty, IAS Former Member, MRTP Commission.

Dr. B.P. Mathur. Former Chairman. Audit Board, CAG Prof. P.B. Sharma,

Principal, Delhi College Engineering

Mr. M.L. Sharma, IPS Joint Director, CBI

Ms. Somi Tandon F.A., Ministry of Defence, Govt. of India

Shri S.N. Bhargava Director (Recovery) Income Tax, Govt. of India

Mr. V.N. Kaila
Chief Controller of Accounts and Financial Advisor, Ministry of Urban Development, Govt. of India

Mr. R.K. Pandey Former Executive Director, Delhi Stock Exchange

Prof. O.P. Gupta Hindu Director. Institute Management

Mr. K.S. Ramachandran Economic Editor, Financial Express Mr. J.C. Jhuraney

Vice President (Personnel & HRD), JCT Electronics

Ms. Janak Juneja, IAS
Director, Technical Education, Govt. of Delhi

Mr. P.M. Nair. IAS Joint Secretary, Ministry of Defence, GOI, & Former Chairman Anglo French Textile Mill

Mr. B.M. Khanna Former Chairman, MTNL Dr. S.K. Bhatia

Former Director, OIL India Ltd.

Prof. B.M. Bhatia **Economist** 

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