



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.

OBJECTIVES

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.

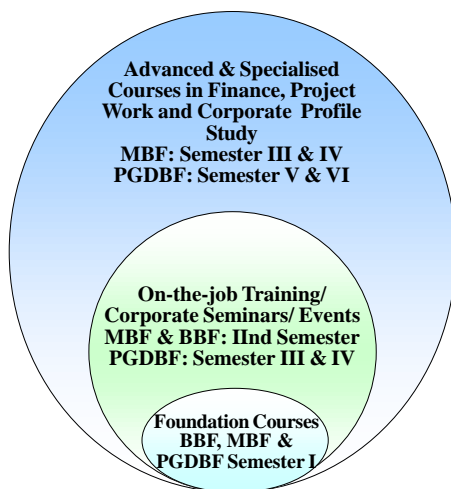
TEACHING METHODOLOGY & STUDY PACKAGE

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 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 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



FEES DLP:

BBF & MBF	
Indians:	Rs. 12,000 per semester
Corporate Sponsored/ NRI's/NRI Sponsored/	US\$ 1200 per semester
Foreign Nationals:	per semester
	BBF (1yr - 2 Semesters)
	MBF(2yrs - 4 Semesters)

PGDBF	
Indians:	Rs. 8,000/- per semester.
Corporate Sponsored/ NRI's/NRI Sponsored/	US\$ 800 per semester
Foreign Nationals:	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.
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.**

Note

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

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.

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

SPECIALIZATION

Basic Level inputs in Finance.

Note:

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.

Some Alumni of DLP

Ms. Somi Tondon, MBF 1990
Jt. Secretary, Ministry of Defence, GOI.

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.

Mr. Arun Padmanabhan, MBF 1997
Sr. Corporate Business Manager, Ashok Leyland Finance.

Mr. Alok Kr. Sinha, MBF 1998
Sr. Vigilance 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.
- 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 I

Semester I

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

Semester II

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

YEAR II

Semester III

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

Semester IV

- 401 International Finance
- 402 Corporate Tax Planning & Management
- Elective I
- Elective II
- 700 Project (equivalent to two courses)

ELECTIVES

- 403 Management of Financial Institutions
- 404 Project Appraisal, Planning & Control
- 405 Financial Planning
- 406 Financial Management of Public Sector Enterprises
- 407 Project Management & Investment Decisions
- 408 Budgeting & Budgetary Control
- 409 Personal Investment & Tax 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	YEAR II	YEAR III
Semester I	Semester III	Semester V
101 Accounting for Financial Analysis	203 Economics for Financial Analysis II: Macro Economics	305 Business Policy & Corporate Strategy
102 Organisational Behaviour	204 Managerial Accounting & Control	306 MIS & Finance: Computer Applications
103 Quantitative Techniques: Statistics & Econometrics	205 Financial Management	401 International Finance
104 Economics for Financial Analysis I: Micro Economics	206 Business & Corporate Taxation I: Direct Taxes	402 Corporate Tax Planning & Management
Semester II	Semester IV	Semester VI
105 Management Science	301 Business & Corporate Taxation II: Indirect Taxes	Elective I
106 Business Environment & Ethics	302 Security Analysis & Portfolio Management	Elective II
201 Organizational Development	303 Working Capital Management	700 Project (equivalent to two courses)
202 An Introduction to Computers	304 Indian Financial System	



National Seminar 97
"Changing Structure of Indian Finance"