



DISTANCE LEARNING PROGRAMMES

Distance Learning Program (DLP) are primarily designed for senior executives and executives with no formal background in Finance. The sessions for the DLP begin twice in a year (on 1st May and 1st November). The programmes follow a Bi-Semester system to meet the needs and requirements of senior executives.

Basic Business Finance (BBF) (1 yr)

Management of Business Finance (MBF) (2 yrs)

Session Beginning	Semester	Months
1st May	I & III	1st May - 30th October
	II & IV	1st November - 30th April
1st November	I & III	1st November - 30th April
	II & IV	1st May - 30th October

**SEMESTER
SCHEDULE**

OBJECTIVES

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

SELECTION CRITERIA

Admission to IIF programmes is very rigorous. The admission to distance learning program (DLP) is based on calculation of Grade Point Score (GPS). 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.

IIF follows a policy to admit some fresh graduates and also women candidates, even if their comparative 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.

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

ELIGIBILITY

Graduation / Post Graduation in any discipline with a minimum of 50% [45% for SC/ST/OBC] from a recognised University in India or Abroad with a minimum of three years work experience. 20 % seats are reserved for fresh graduates/Women.

BASIC BUSINESS FINANCE

[BBF is One Year Post Graduate DLP]

The course is designed to provide the basics of finance. BBF enables one to form the base for one to pursue career in Finance. The program also help students to act as a bridge course for those who are interested to apply abroad for MBA(Finance) with 3 years basic bachelors degree. A student has to pass the program within three years from the date of enrollment.

MANAGEMENT OF BUSINESS FINANCE

[MBF is Two Year Post Graduate DLP]

The first and second semesters provide the basics of the finance function along with other functional areas of management. Highly advanced inputs of Finance are provided in third & fourth semester. In the last semester the students get an opportunity to apply their knowledge in solving the real world problems faced by the industry. A student has to pass the program within five years from the date of enrollment.

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 & case studies. Candidate's progress is monitored & feedback is obtained from time to time during the semester.

EXAMINATION SCHEME

IIF follows a unique open book examination system. 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 Institute's unique system of examinations has been found to be more satisfactory, rigorous and beneficial than the traditional system of examinations. For examination pattern please see examinations scheme for Regular Programme (Page 23)

COURSE STRUCTURE

Year I

Semester I

- 101 Accounting for Financial Analysis
- 102 Organisational Behaviour
- 103 QT : Statistics & Econometrics
- 104 Eco. for Fin. Analysis I: Micro Eco.
- 105 Management Science
- 106 Business Environment & Ethics

Semester II

- 201 Organizational Development
- 202 Introduction to Computers
- 203 Eco. for Fin. Analysis II: Macro Eco.
- 204 Managerial Accounting & Control
- 205 Financial Management
- 206 Bus. & Corp. Taxation I: Direct Taxes

Year II

Semester III

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

Semester IV

- 401 International Finance
- 402 Corp. Tax Planning & Mgt.
- Elective I
- Elective II
- 700 Project (equivalent to two courses)

Electives

- 403 Mgt. of Financial Institutions
- 404 Project Appraisal, Planning & Control
- 405 Financial Planning
- 406 Fin. Mgt. of Public Sector Enterprises
- 407 Project Mgt. & Invst. Decisions
- 408 Budgeting & Budgetary Control
- 409 Personal Invst & Tax Planning