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 after 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 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 books 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.

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)

### PGDBF
- Indians: Rs. 8,000/- per semester.
- Corporate Sponsored/ NRI’s/NRI Sponsored/ US$ 800
- 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.

Some Alumni of DLP

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

Dr. A.S. Sarma, MIFS 1990
VP (Technical), Chemdeums Ltd., Chennai

Ms. Punita Bhatt, MBF 1995
Sr. Forex Officer, SONY India Ltd.

Mr. Alok Kr. Sinha, MBF 1990
Sr. Manager, UTI.

Mr. Alok Kr. Sinha, MBF 1990
Sr. Manager, UTI.

Mr. Vinod K. Malhotra, IAS MBF 1997
Sr. Secretary, Min. of Home Affairs, GOI.

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

Mr. Jitendra Kr. Ambastha, PDBF 1998
Sr. Manager, UFI.

Mr. richtig Roy, MIFS 1990
Sr. Manager, Ashok Leyland Finance.

Mr. Murlidhar Vanjani, MIFS 1998
Manager, Chellsons SA, Spain

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.

PROSPECTUS}

COURSE STRUCTURE

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

P R O S P E C T U S
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**

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<tr>
<th>YEAR I</th>
<th>YEAR II</th>
<th>YEAR III</th>
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<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td><strong>Semester III</strong></td>
<td><strong>Semester V</strong></td>
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<tr>
<td>102 Organisational Behaviour</td>
<td>204 Managerial Accounting &amp; Control</td>
<td>306 MIS &amp; Finance: Computer Applications</td>
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National Seminar 97
"Changing Structure of Indian Finance"