

Course Structure and Contents

The duration of the course is one year. PGDGA&IA 2022-23 is scheduled to commence from 25th October, 2022 and would conclude on 24th October, 2023. The Course is divided into three terms.

Pedagogy

The Diploma Course consists of three terms, covering eleven papers (30 credits) and project work (6 credits). Modern methods of teaching / learning are used for delivery. It is an optimal mix of regular class room sessions augmented with case studies, syndicate discussions, practical and assignments to improve the skills of the participants in decision making.

Course Coverage*

The following papers are covered in the Course:

Term - I

S. No.	Name of paper	No. of credits	No. of sessions
1	Modern Manager and Soft Skills	3	40
2	Financial and Cost Accounting	3	40
3	Public Financial Management	3	40
4	Government Accounting	3	40
5	Introduction to Information and Communication Technology	3	40

Term - II

S. No.	Name of papers	No. of Credits	No. of sessions
1	Financial Management	3	40
2	Auditing Principles and Government Auditing	3	40
3	Government Rules Regulations and Public Procurement	3	40
4	Information System for Managers	3	40
5	Internal Control and Internal Audit	3	40
6	Research Methodology and Report Writing	3	40

Term - III

S. No.	Paper	No. of Credits	Marks
1.	PROJECT WORK	6 credits	200 marks

*Subject to confirmation of CGA.

Evaluation

Evaluation is done on the basis of performance through continuous assessment as well as term end examination. As per the extant examination rules, 50% weightage is given to continuous evaluation and the balance 50% to the term end evaluation.

Continuous Evaluation

The continuous evaluation enables the Participants to assess his/her performance on a regular basis. This provides them an opportunity to know their academic progress. This also helps them to focus and improve upon their weaker areas.

Term End Examination

Although it is expected that the learning will not be limited to testing the participant's capacity in written examination, but end term examination is meant for the participant to synthesize his /her learning in that term. The weightage given to the end term examination as above is 50%.

Project work

The participants are required to do project work in the third term. The project work is internally as well as externally evaluated: Project Guide (50% weightage) followed by project presentation cum viva-voce (50% weightage). The final grading of an individual is based on his/her performance in each paper and the project work. The minimum requirement for award of Post Graduate Diploma is 40% marks in each paper and aggregate 50%.

Course Fee

Per participant course fee is ₹6,00,000/- (Rupees Six lakhs only) excluding the component of international attachment of one week. This course fee includes tuition fee, laptop charges of ₹50,000/-, transportation, lunch/tea, stationery, computer time, sports facilities, etc.

The course will commence from 25th October, 2022.

Note: International attachment fee of ₹1,00,000 per participant would be charged later subject to DoPT removing the restriction on the foreign trainings imposed vide its OM no. 16017/12/2020-iGOT dated 1-4-2021.

Extended Learning

Considering the experience of the participants, the course has been designed for learning and upgradation of knowledge and skills nationally as well as internationally. The course curriculum includes a one week foreign attachment with an international body or institute of repute.

Reading Material

In order to supplement the studies, there is a library consisting of a large collection of books, journals and other materials at AJNIFM. The library is fully automated and has a collection of over 32,000 books. AJNIFM also has access to a large number of electronic databases/journals. These can be accessed from any computer in AJNIFM. These journals contain high quality material from national as well international sources. Participants are encouraged to make maximum use of the library facilities. AJNIFM also has two computer labs with 100/mbps internet leased line connectivity on 24*7 basis. Out of two labs, one is plug and play for laptops.



Head of the Institute
Shri Prabhat Ranjan Acharya
Director
Tel. No. : + 91 129 2418870
Fax: No. : + 91 129 2418867
Email : director@nifm.ac.in

Programme Director

Dr. Namrata Agrawal, Professor
Programme Director
Tel. No : 91-129-2465231, 2465271
Fax: No. : + 91 129 2418891
Email : nagrawal@nifm.ac.in

Other Important Phone Numbers

Hostel
Tel No. : +91 129 2465320, 2465307



अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान
Arun Jaitley National Institute of
Financial Management

+91-129-2465444 (Phone)
+91-129-2418867 (Fax)

Sector-48, Pali Road, Near Badkhal Lake
National Capital Region
Faridabad, India-121001

www.ajnifm.ac.in