

24 Week Certificate Course in Business Management

(Finance/ HRM/ Operation & Project Management/
Sales & Marketing)



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

**Arun Jaitley National Institute of Financial
Management**

An autonomous Institution of Ministry of Finance, Government of
India,

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ABOUT AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) is a Central Training institute specializing in capacity building of professionals in the fields of Public Policy, Public finance, Financial Management and other governance issues for promoting highest standards of professional competence and practice. AJNIFM was set up in 1993 as a registered society under Ministry of Finance, Government of India. To begin with it was mandated to train the officers recruited by the Union Public Service Commission (UPSC) through the Civil Services Examination and allocated to the various services responsible for managing senior and top management posts dealing with accounts and finance in the Government of India. In due course of time AJNIFM has become a premier resource center to meet the training needs of Central Government for senior and middle level of management. AJNIFM also caters to the State Governments, Defence establishment, Autonomous bodies and other Financial Institutions.

AJNIFM conducts more than hundred Management Development Programme every year. They consist of both open and sponsored programme.

AJNIFM also conducts a few long term degree awarding programme. MBA(FM) and MBA(F) are recognized by JNU or award of degree. Besides, AJNIFM also runs a PG Diploma in Government Account and Audit for appraisal of organised accounts & finance services.

Apart from capacity building, AJNIFM is also engaged in action research studies in the areas of public policy, public finance, financial management, public procurement etc. AJNIFM published a binominal research journal, 'NIFM journal of Financial Management'. It publish a separate issue of NIFM journal on Public Finance Management o to Public Procurement. AJNIFM also undertakes various consistency studies in area of public policy, public finance management, monitor and evaluation of government scheme, impact assessment, government accounts etc.

AJNIFM has a sprawling lush green campus of acres situated in National Capital Region. The buildings have a unique architectural design with the state-of-art training halls. computer labs, hostels indoor and outdoor sports complex and library. For more details, please visit: www.nifm.ac.in

The Institute is having an MoU with the Army Training Command Shimla for conducting of MDPs on Financial Management and Public Procurement.(Defence)

PROGRAMME OVERVIEW

A vast majority of armed forces officers leave their service with at least two decades of productive careers still ahead of them. The officers leaving service range from short- service officers, with about eight to ten years of experience, to those who have completed their pensionable service of around 20 years and are in their 40s. The vast and unmatched experience of armed forces make them fit for five basic role profiles. The first is general management & administration. During a typical career, an officer performs the role of managing resources and equipment worth several hundred crores. He is responsible for the well-being and training of his men, planning logistics, controlling deployment and coordinating exercises with other units and services. The second role flows from these experiences into HR and man management. During service, an officer is held accountable for the well-being of his men and their families. Operations is another role where officers take like duck to water. Security is a natural extension, ranging from physical and electronic security to high-end specialized roles such as counter-intelligence, fraud investigation, and close protection of high value assets, disaster and crisis management. The last role where many officers have proved their mettle is the holy grail of wealth creation. They have successfully founded and led companies in sectors ranging from consulting to retail. The Armed Forces officers have headed business units, other assessment. They have been leading correspondents, authors, entrepreneurs, social activists, administrators and thought leaders.

Another important area which remains not much developed is the finance. In the services, officers learn to optimize the resources for output-but seldom have the need to understand and apply basic rules of finance and worry about rates of return on investment, a skill that is essential to handling finance responsibilities. With almost every Government policy aiming to develop a culture of self-reliance it becomes important for officers to understand the nuances of how the businesses operate, not just for future roles but for the present too. A modern day officer is expected to operate in a highly competitive environment and aspiring to assume a more effective role in decision making process would therefore, do well to possess sufficient insight into the intricacies of financial issues. A proactive role in decision-making requires each functional manager to equip herself/himself with a working knowledge of finance and various related concepts so that s/he can objectively, and in a professional manner, evaluate alternative courses of action.

With this as the background AJNIFM has designed a 24 week program to tap the potential of the highly experienced and talented officers of the Armed Forces with the objective to facilitate their smooth transition into senior and midlevel management positions after their retirement in the world outside the Armed Forces.



PROGRAMME OBJECTIVES

In this twenty-four week, full-time programme, the idea is to familiarize the officers with the requisite analytical tools and techniques; and develop a holistic perspective and global mindset to understand issues of an enterprise. The objectives of the programme are:

- To develop attitude to enable participants to transit into a second career and be effectively absorbed outside the defence forces.
- To enhance the professional competence of participants in different areas of Management.
- To develop a general management perspective from the standpoint of a total enterprise;
- To develop a global mindset to foster a comprehensive understanding of corporate sector working, besides other.

WHO IS THIS PROGRAMME FOR?

The program is designed for the officers who have been approved for voluntary retirement or have retired & short service commissioned officers, shortly quitting the service at the end of their engagement with the Service.



PROGRAMME

DESIGN

The programme is designed in four Modules of six weeks each.

In the first five weeks of each term teaching shall be imparted and in the sixth week exam shall be held. The following is the course structure.

Module – I

Subject	Credit
• Financial Accounting	3 cr - (30 hrs)
• Managerial Economics	3 cr - (30 hrs)
• Marketing Management	3 cr – (30 hrs)
• Management of IT	3 cr - (30 hrs)
• Organisation Behaviour	1.5 cr - (15 hrs)
• Business Communication	1.5 cr – (15 hrs)

EXAM – I : In the last week i.e week 6, an exam will be conducted covering the Subject of Module - I.

Module – II

Subject	Credit
• Financial Management – I	3 cr – 30 hrs
• Management Accounting	3 cr – 30 hrs
• Data Analysis & Design Tools	3 cr – 30 hrs
• Management of Information System	3 cr – 30 hrs
• Human Resource Management	3 cr – 30 hrs

EXAM – II : In the last week i.e week 12, an exam will be conducted covering the Subjects of Module - II .

Module – III

Subject	Credit
• Financial Management – II	3 cr – 30 hrs
• Supply Chain Management	3 cr – 30 hrs
• Legal Environment of Business	3 cr – 30 hrs
• Project Planning, Evaluation, Financing & Management	3 cr – 30 hrs
• Strategic Management & Risk Management	3 cr – 30 hrs

EXAM – III : In the last week i.e week 18, an exam will be conducted covering the Subject of the Module - III

Module – IV

The participants may choose any two elective in the last module

Subject	Credit
• Product and Operations Management	3 cr – 30 hrs
• International Business	3 cr – 30 hrs
• Regulatory Environment of Business	3 cr – 30 hrs
Elective Paper – I (Choose one)	3 cr – 30 hrs
• Entrepreneurship / E-Business	
• Innovation Management	
• International Management	
Elective Paper – II (Choose one)	3 cr – 30 hrs
• Security Analysis & Portfolio Management	
• Derivatives	
• Fixed Income	

EXAM – IV: In the last week i.e week 24, an exam will be conducted covering the Subjects of the Module – IV

Pedagogy

Methodology

A combination of various contemporary teaching methods such as cases, projects, computer aided instructions, group discussions, lectures, seminars, simulations, presentations by participants, and lectures by guest speakers from industry and government shall be used. The lecture and case method is the predominant pedagogical tool as this sharpens the analytical skills of participants. Instructors shall mainly guide the officer participants in and group, encourage them to develop and defend arguments, and take decisions. Visit to different industries will also be conducted in order to understand the organization working in real environment.

The course instructor will provide a course outline detailing the course objectives, contents, evaluation pattern and the appropriate references. Reading material or a book will also be provided to participants.

Performance of participants will be monitored on a continuous basis through quizzes, assignments, tests and examinations. To qualify an examination, the participants are required to fulfill all academic requirements.

On successful completion of the programme participants will be awarded with a "24 Week Certificate Course in Business Management.

Admission Procedure

Armed Forces Officers of ranks from Captain to Brigadier (equivalent) are eligible for this course. The officers will have to apply to respective Service Directorates for their nomination for resettlement course at AJNIFM, Faridabad. Final selection will be made by the Director General of Resettlement (DGR), Delhi based on the applications received by them and intimated to AJNIFM for admission process. Only those officers whose names have been approved by DGR will be eligible to participate in the course.

Placement Assistance

The institute does not assure placement, however, will assist in placement through designated consultancies.

Fee of the Programme

The fee of the programme is Rs. 2,20,000. The fee does not include boarding & lodging. However if accommodation is available, it will be provided along with meals "at actuals".

HEAD OF THE INSTITUTE

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ADMISSION DETAILS

DURATION : 24 Weeks

PROGRAMME FEE : INR 2,20,000

PROGRAMME DATE : 20th November, 2023 – 06 May, 2024