



**FIVE DAYS'  
MANAGEMENT DEVELOPMENT PROGRAMME  
ON**

# **'FINANCE FOR NON-FINANCE EXECUTIVES'**

**Programme Date: 06 - 10 December, 2021**

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

### **About the course**

With the advent of economic liberalization, deregulation and consequent globalization, financial related inputs have become more critical to management decisions. A modern day executive operating 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. The basic aim of this course is to promote this ability.

### **About AJNIFM**

The Arun Jaitley National Institute of Financial Management (AJNIFM) is a Centre of Excellence, specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance related issues for promoting highest standards of professional competence and practice. AJNIFM is a premier resource center for the capacity building of senior, middle and entry level of managers in Government of India. AJNIFM also caters to the training needs of State Governments, Defence establishments, Banks, Autonomous Bodies, Local Governments, Public Sector Undertakings and other Financial Institutions. Training Programmes are customized and executed for officials from other countries as well.

AJNIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and exchange of ideas and experiences among officers from different organized services of Central and State governments including personnel of civil and defence establishments.

Apart from capacity building, AJNIFM is also engaged in serious research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books.

AJNIFM has a sprawling lush green campus of 42 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.

### **Programme Objectives**

The objectives of the programme are:

- to develop the understanding of financial statements for better appraisal of an organisation's performance;
- to appraise participants about the basic concepts of financial management such as time value of money, risk return trade off etc;
- to impart knowledge on major financial decisions such as investment decision, financing decision, etc; and
- to introduce contemporary issues in finance and also the use of information technology in modern finance and accounting.

### **Pedagogy and Faculty**

The pedagogy of the course is a mix of lectures, case studies and hands-on-exercises. An opportunity will be provided to the participants to share their experiences. The faculty comprises of AJNIFM faculty members and leading experts from the relevant fields.

## For Whom

The programme is designed to meet the needs of middle and senior level officers from Central and State Governments, PSUs of Central and State Governments, Autonomous Institutions and Private Sector Organisations managing a functional area other than finance. Finance officers will also find the course equally useful.

## Course Coverage

<b>Understanding Financial Statements</b>	<ul style="list-style-type: none"><li>• Introduction to Financial Accounting</li><li>• Financial Statements and Analysis of Financial Statements<ul style="list-style-type: none"><li>– Balance Sheet</li><li>– Profit &amp; Loss Statement</li><li>– Cash Flow Statements</li><li>– Notes to Financial Statements</li></ul></li><li>• Accounting Standards: Indian and International</li></ul>
<b>Financial Management: An Introduction</b>	<ul style="list-style-type: none"><li>• Principles of Financial Decision Making</li><li>• Time Value of Money</li><li>• Risk and Return</li><li>• Investment Decision (Capital Budgeting)</li><li>• Management of Working Capital</li></ul>
<b>Financing Decision</b>	<ul style="list-style-type: none"><li>• Cost of Capital</li><li>• Capital Structure and Leverage Analysis</li><li>• Mobilization of Resources: New Instruments</li></ul>
<b>Cost Minimisation</b>	<ul style="list-style-type: none"><li>• Cost Concepts</li><li>• Break-even Analysis</li></ul>
<b>Government Accounting and Finance</b>	<ul style="list-style-type: none"><li>• Social Cost-benefit Analysis</li><li>• Budgeting and Accounting System in Government</li><li>• Recent Developments in Government Accounting and Budgeting</li></ul>
<b>The External Environment</b>	<ul style="list-style-type: none"><li>• Understanding Economic Indicators</li><li>• Financial Services and Capital Markets</li><li>• Overview of International Finance</li></ul>
<b>Other topics of Interest</b>	<ul style="list-style-type: none"><li>• Understanding GST, Corporate Tax &amp; Personal Taxation</li><li>• Information Technology and Financial Management</li><li>• Recent Developments in Financial Management, Financial Engineering, Derivatives etc.</li></ul>

## Course Duration

This is a five day Management Development Programme to be organized from 06 - 10 December, 2021.

## Course Fee

The fee for the programme is Rs. 46,000 (plus GST at applicable rates presently 18 per cent). The fee includes Tuition Fee, Course Material, Boarding and Lodging and access to indoor & outdoor sports facilities and AJNIFM Library. It does not include to and to fro journey to AJNIFM and per diem. Accommodation to the participants will be provided in the Hostel of the Institute. Duly completed nomination form(s) along with Demand Draft drawn in favor of 'National Institute of Financial Management' payable at 'Faridabad' may be sent to K.P. Kaushik, Professor (Finance & Accounts) and Course Director, AJNIFM, Sector-48, Pali Road, Faridabad-121001, Haryana.

## Venue and Reporting

The venue of the programme is Arun Jaitley National Institute of Financial Management (AJNIFM), Sector - 48, Pali Road, Faridabad - 121001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing. AJNIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. Participants are expected to reach AJNIFM one day before commencement of the programme and proceed for their return journey within a day after conclusion of the programme.

Head of the Institute	Course Director	Other Important Phone Numbers
<b>Shri Prabhat R Acharya</b> Director Tel. No. : + 91 129 2418870 Fax: No. : + 91 129 2418867 Email : director@nifm.ac.in	K. P. Kaushik Course Director Tel. No : 91-129-2418865, 2465221 Email : kpkaushik@nifm.ac.in Mobile : 9312360874	<b>MDP Cell</b> Tel No. : +91 129 2465259 <b>Hostel</b> Tel No. : +91 129 2465320, 2465307



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मनुष्यवर्तो भूमिर्दथः

**NOMINATION FORM**  
**Management Development Programme**  
**on**  
**'Finance for Non-Finance Executives'**

Programme Date (i) 06<sup>th</sup> – 10<sup>th</sup> December, 2021

Name \_\_\_\_\_

Male  Female

Designation \_\_\_\_\_

Organisation \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Phone (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature of the Candidate**

**TO BE FILLED IN BY THE SPONSOR**

Name of the sponsor \_\_\_\_\_ Designation \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Phone \_\_\_\_\_ Telex \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Detail of Fee Sent \_\_\_\_\_

**Signature of the Sponsor  
with stamp of the organisation**

Date:

Please return the completed form to:

K. P. Kaushik, *Professor Finance and Accounts*

अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान

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Sector-48, Pali Road, Faridabad – 121 001. Haryana.

Telephone: 0129-2418865, 9312360874 Fax: 0129-2418867, 2418879

Email: kpkashik@nifm.ac.in

The following are the details of bank accounts of NIFM for making payment through e-transfer.

**For amount transfer to Bank of Maharashtra :**

Name of the Account Holder	Arun Jaitley National Institute of Financial Management
Name of the Bank	Bank of Maharashtra
Address of Bank	1-2 Chowk, NIT, Faridabad.
Current Account Number	20020500760
IFSC	MAHB0000365
MICR No.	110014017
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ

**For amount transfer to HDFC Bank :**

Name of the Account Holder	Arun Jaitley National Institute of Financial Management
Name of the Bank	HDFC Bank
Address of Bank	Shop No.3, Crown complex, 1-2 chowk, NIT 2, Faridabad -121001.
Account Number	50100083121045
IFSC	HDFC0002445
MICR No.	110240246
SWIFT Code	HDFCINBBDEL
For foreign remittance	
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ