



2025-26



Course Structure and Contents

The duration of the course is one year. The Course is divided into three terms.

Pedagogy

The Post Graduate Diploma Course consists of three terms, covering eleven papers (33 credits), three State/District Treasuries attachments (3 credits), specialized academic attachment (4 credits) and project work (9 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. Various attachments in Term III would enhance the rigor of the course and provide the desired academic as well as functional exposure to the participants.

Course Coverage

The following papers are covered in the Course:

Term - I

S. No.	Name of paper	No. of credits	No. of sessions
1	Human Resource Management	3	40
2	Financial Accounting and Management	3	40
3	Public Financial Management	3	40
4	Introduction to Information and Communication Technology	3	40
5	Government Audit-Emerging Issues	3	40

Term - II

S. No.	Name of papers	No. of Credits	No. of sessions
1	Internal Audit - Its Role in Governance, Risk and Compliance	3	40
2	Government Accounting- Contemporary issues	3	40
3	Modernising Government Accounting	3	40
4	Information System for Managers	3	40
5	Data Analysis and Report Writing	3	40
6	Public Procurement	3	40

Term - III

S. No.	Paper	No. of Credits	Marks
1.	Attachments 1.1 State/District Treasuries 1.2 State Nodal Agencies/Central Nodal Agencies 1.3 Central Autonomous Bodies	3 credits	200 marks
2.	Specialized academic attachment (1 week each -2 credits each): 2.1 NISM, Navi Mumbai: Basics of Securities Markets. 2.2 ISTM Delhi: Noting and drafting, addressing RTI applications/parliamentary questions.	4 credits	
3.	Dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques etc.	9 credits	

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 dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques etc. 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.

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.

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 Praveen Kumar
Director
Tel. No. : + 91 129 2418870
Fax: No. : + 91 129 2418867
Email : director@nifm.ac.in

Programme Director

Dr. Sanjeev Mishra, POP
Programme Director
Tel. No : 91-129-2465213, 2465265
Email : smishra@nifm.ac.in

Other Important Phone Numbers

Hostel
Tel No. : +91 129 2465309, 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