



## Diploma in Microfinance



Prospectus

### AFC INSTITUTE OF MANAGEMENT AND TECHNOLOGY

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## About AIMTEC

AFC Institute of Management and Technology has been established by Agricultural Finance Corporation Ltd (AFCL) with the objective of providing short term autonomous courses of "Add on" nature to basic qualifications of students which would enhance their knowledge and skill base and improve their preparedness in the work environment.

## About AFC - Agricultural Finance Corporation Ltd

An organization with foresight and forethought! AFC has dedicated itself to human resource development aspiring today to become one of the premier institutes in the country.

In the age of globalization, AFC is playing a vital role by training youth to avail benefits of growing international trade for the flourishing Indian Economy.

Agricultural Finance Corporation Limited is one of the leading Consultancy Organisations established in 1968 with experience in 31 countries and all the States of India.

AFC is wholly owned by Commercial Banks, NABARD and EXIM BANK. Its Corporate Office is located in Mumbai and it has offices in New Delhi, Kolkata, Bangalore, Hyderabad, Guwahati and Lucknow. AFC is working with prestigious National and International institutions.

We pride ourselves on our flexibility and our ability to be accommodating and responsive without compromising the quality and depth of the services we provide.

We believe that a development programme without the back up of research remains outdated and research without any linkages with development programme remains mere rhetoric. Accordingly, we are offering courses of practical nature which would provide value addition to a student's basic qualification through distance education mode.

### **Diploma in Microfinance :-**

Micro-credit is emerging as an important vehicle of social and economic empowerment of resource poor households in rural and urban areas. Though certain parts of India have made great progress in using micro-credit as a development vehicle, the regions which constitute the core of the poverty problem are still largely untouched.

Muhammad Yunus, Grameen Bank won the Nobel Prize in 2006 for his contributions in using Microfinance as an instrument of social and economic empowerment of the poor especially women in his native country of Bangladesh. His movement helped spawn similar efforts in various other countries of the world including India using different models. This speaks volumes of the remarkable sustainability, relevance and the increasing demand of this sector across the world. Yunus is the first Nobel Prize winner from Bangladesh, a poverty-stricken nation of about 141 million people located between India and Myanmar.

While the micro finance sector seems poised to grow by leaps and bounds, one area of constant concern is the dearth of capacities in micro finance institutions as well as in the micro finance-focused programmes. Translating the vast potential that micro finance sector into an employment opportunity requires dedicated effort towards capacity building through education & training.

**DIPLOMA IN MICROFINANCE - Course Curriculum:-**

**UNIT – 1**

<p><b>Unit 1</b></p> <p><b>Chapter -1 History of Microfinance</b></p> <p>1.1 Objectives 1.2 Introduction 1.3 Credit Associations 1.4 History of Microfinance 1.5 Worldwide developments 1.6 Microfinance in Asia and the Pacific 1.7 Exercise</p>
<p><b>Chapter - 2 Status of Microfinance in India</b></p> <p>2.1 Objectives 2.2 Introduction 2.3 History of Microfinance in India 2.4 Formal Launch of Microfinance in India 2.5 Gist of recommendations of committees of committees/groups 2.6 Microfinance Development and Equity Fund (MFDEF) 2.7 Status of Microfinance in India 2.8 Outreach of Microfinance in India 2.9 Status of progress of Self Help Groups in the Country 2.10 Potential for Microfinance in India 2.11 Banking facilities for Microfinance in India 2.12 Pioneering role of Andhra Pradesh in Microfinance in India 2.13 Exercise</p>
<p><b>Chapter - 3 Government Sponsored Programmes involving SHGs</b></p> <p>3.1 Objectives 3.2 Introduction 3.3 SHGs under different schemes 3.3.1 SHGs promoted under Poverty Alleviation Programmes 3.3.2 SHGs formed under Special Programmes 3.3.2 Self Help Groups organized only for Women 3.4 Exercise</p>
<p><b>Chapter - 4 Importance of SHGs</b></p> <p>4.1 Objectives 4.2 Introduction 4.3 Benefit of SHGs to members 4.4 Benefit to women from Self Help Group 4.5 Benefit to bank from Self Help Groups 4.6 Benefit to the Government from Self Help Groups 4.7 Benefits to the Voluntary Agencies from SHGs 4.8 Benefit of SHGs to the Society 4.9 Exercise Assignment for unit-1</p>

**UNIT – 2**

**Chapter - 1 Group Formation and its Operations**

- 1.1 Objectives
- 1.2 Introduction
- 1.3 Role of a Facilitator
- 1.4 Stages of group development
- 1.5 Eligibility for becoming a member of a Self Help Group
- 1.6 Rules and Regulations for functioning of a Self Help Group
- 1.7 Election of office bearers and their responsibilities
- 1.8 Exercise

**Chapter - 2 Opening of a Savings Bank Account**

- 2.1 Objectives
- 2.2 Introduction
- 2.3 Savings in the Group
- 2.4 Opening of Savings Bank account in a Bank
- 2.5 Operations of the SB Account
- 2.6 Internal lending
- 2.7 Exercise

**Chapter - 3 Book Keeping and Maintenance of Records**

- 3.1 Objectives
- 3.2 Introduction
- 3.3 Books of accounts of an SHG
- 3.4 Proceedings register
- 3.5 Accounts Register
- 3.6 Pass Book for the loan account of the group
- 3.7 Pass Book of the members
- 3.8 Exercise

**Chapter - 4 Credit Linkage of SHGs**

- 4.1 Objectives
  - 4.2 Introduction
  - 4.3 Grading of SHGs
  - 4.4 Formats for undertaking grading
  - 4.5 Credit linkage of Self Help Groups
  - 4.6 Purpose of the loan
  - 4.7 Security/Collateral for the loans
  - 4.8 Documents required for bank loan
  - 4.9 Disbursement of credit
  - 4.10 Interest on the loan
  - 4.11 Repayment of loan
  - 4.12 Enclosures
  - 4.13 Exercise
- Assignment for unit-2**

**Chapter - 1 Models in Microfinance**

- 1.1 Objectives
- 1.2 Introduction
- 1.3 Models of credit disbursement under microfinance
- 1.4 Models of SHGs in India
- 1.5 Models in international microfinance
- 1.6 Exercise

**Chapter - 2 Other Microfinance Services**

- 2.1 Objectives
- 2.2 Introduction
- 2.3 Crop Insurance Schemes
- 2.4 Insurance Schemes for Animal Husbandry Assets
- 2.5 Insurance Schemes for Agricultural Implements
- 2.6 Insurance Schemes for Rural Artisans and Entrepreneurs
- 2.7 Life Insurance Schemes for Rural areas
- 2.8 Health insurance Schemes for Rural areas
- 2.9 Micro-pension
- 2.10 Demographic Trends and Ageing of India's Population
- 2.11 The Nature and Design of Micro-pension
- 2.12 Micro-pension schemes in India
- 2.13 Exercise

**Chapter - 3 Role of Microfinance in Livelihood Promotion**

- 3.1 Objectives
- 3.2 Introduction
- 3.3 Poverty in India: An overview
- 3.4 Why Promote Livelihood?
- 3.5 What is a Livelihood Intervention?
- 3.6 Evaluation of livelihood promotion Efforts in India
- 3.7 Integrated Sectoral Strategies
- 3.8 Strategies for the Vulnerable Segments of the population
- 3.9 Minimalist Credit
- 3.10 Definition of Livelihood
- 3.11 Delivery of Livelihood
- 3.12 Models of Livelihood Problem
- 3.13 Income Generating Activities for SHGs
- 3.14 Exercise

**Chapter - 4 Participatory Rural Appraisal**

- 4.1 Objectives
- 4.2 Introduction
- 4.3 Participatory Assessment: Concept. Principles and Pre-requisites
- 4.4 Conducting participatory assessment
- 4.5 Tools and Techniques
- 4.6 Exercise

**Assignment for unit-3**

## UNIT – 4

### Chapter - 1 Establishment of MFIs

- 1.1 Objectives
- 1.2 Introduction
- 1.3 Societies Registration Act, 1860
- 1.4 Indian Trusts Act, 1882
- 1.5 Not-for-profit Companies registered under the Section 25 of Companies Act
- 1.6 Non-Banking Finance Companies (NBFCs)
- 1.7 Nidhi Companies
- 1.8 AP Mutually Aided Cooperative Societies' Act (APMACS Act) 1995
- 1.9 Producer Companies
- 1.10 Exercise

### Chapter - 2 Management of Group Dynamics

- 2.1 Objectives
- 2.2 Introduction
- 2.3 Fund management in the group.
- 2.4 Group Meeting
- 2.5 Maintenance of books of SHG.
- 2.6 Audit management of SHG.
- 2.7 Management of Self-grading
- 2.8 Calculation of Rate of Interest.
- 2.9 Exercise

### Chapter - 3 Federation of SHGs

- 3.1 Objectives
- 3.2 Introduction
- 3.3 What is a Federation and why is it needed?
- 3.4 Objectives of Federations
- 3.5 Benefits of Federations
- 3.6 Establishment of Federations
- 3.7 Structure & Functions of Federations
- 3.8 Different types(models) of Federations
- 3.9 Registration of Federations (Legal aspects)
- 3.10 Training needs of Federation
- 3.11 Social development & sustainability
- 3.12 Monitoring & Supervision
- 3.13 Exercise

### Chapter – 4 Innovations in Indian Microfinance

- 4.1 Objectives
  - 4.2 Introduction
  - 4.3 Innovations in Indian Microfinance
  - 4.4 Recent innovations by NABARD
  - 4.5 Initiatives in Indian microfinance
  - 4.6 Exercise
- Assignment for unit-4

# Rules and Regulations -:

## ELIGIBILITY:

- Age- At the time of admission the age of applicant should not be less than 18 years.
- Qualification- The minimum qualification for this course is Degree in any stream - Arts/Science/Commerce/Engineering etc.
- DURATION: – 6 Months

## EXAMINATION AND ASSESMENT

- After every 30 days, the student will receive an assessment sheet based on the curriculum for that period and the student will have to submit this sheet within 10 days of receipt of the sheet.
- After the receipt of four filled assignment sheets within maximum of 200 days of admission, AIMTEC will issue an examination slip to the candidate.
- A candidate is eligible to appear for final examination only after completion of minimum 180 days of admission. Examination will be conducted every month. The exam will be conducted at the end semester (six months).

## CERTIFICATES

Diploma Certificates will be awarded to the successful candidates. (Minimum percentage of passing is 50%)

## COURSE FEE:

- Rs.7500/- (Rupees Seven Thousand Five Hundred only) for people residing in India.  
\$200/- (US dollar Two Hundred Only) for people residing outside India.
- Fee is inclusive of cost of study material & examination fee for first two attempts. Fee for third special attempt is Rs 500/- or \$ 15/-. No additional attempt would be permitted unless the student registers once again.
- Fee is inclusive of dispatch fee of all types of correspondence from AIMTEC to the student. Fee once paid is non refundable under any circumstances. Fee paid does not make the student eligible for admissions/ course until the admission form accompanied with it is accepted by AIMTEC.
- Fee is payable by DD/Multicity cheque in favour of “**AFC FOUNDATION**” and payable **at MUMBAI** and sent to the following address:  
AFC Foundation, Dhanraj Mahal, First Floor, C S M Marg, MUMBAI 400001. Phone: 022-22028924; fax: 022-22028966; email: [aimtec.afcf@gmail.com](mailto:aimtec.afcf@gmail.com)

**COMMENCEMENT OF THE COURSE:**

A fresh batch will start in the 1<sup>st</sup> of each month and admission for each batch will be done between 1<sup>st</sup> and 25<sup>th</sup> of the month.

Admissions done between 25<sup>th</sup> and 31<sup>st</sup> of each month will be considered in subsequent batch.





## Application form for admission to Diploma Course

Chief Executive Officer,  
AFC Foundation,  
Dhanraj Mahal, 1st Floor,  
Chhatrapati Shivaji Maharaj Marg  
Mumbai-400 001

*Affix a passport size  
photograph*

*With sign across it*

Dear Sir,

I wish to seek admission in your Diploma Course and furnish the following particulars for consideration:  
(Note: use CAPITAL letters only)

1. Name in Full: \_\_\_\_\_

2. Father's /Husband's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ 4. Gender: \_\_\_\_\_

5. Address for correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Email: \_\_\_\_\_

6. Educational Qualifications : \_\_\_\_\_<sup>#</sup>

7. Course in which admission is sought: DBF  / DMF  / DCDM  / DFTM  (mark appropriate)

8. Medium of Instruction: English

9. Details of fee remitted\*\*

DD No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_ drawn on (bank) \_\_\_\_\_

Place:

Signature of the candidate

Date:

\_\_\_\_\_

Notes:

\*Please attach the photocopies of the Educational Qualification

\*\*DD to be drawn in favour of 'AFC Foundation' and payable at Mumbai. Fee for Diploma Course Rs.7500/-.

AFC Institute of Management & Technology: Dhanraj Mahal, 1st Floor, Chhatrapati Shivaji Maharaj Marg, Mumbai-01