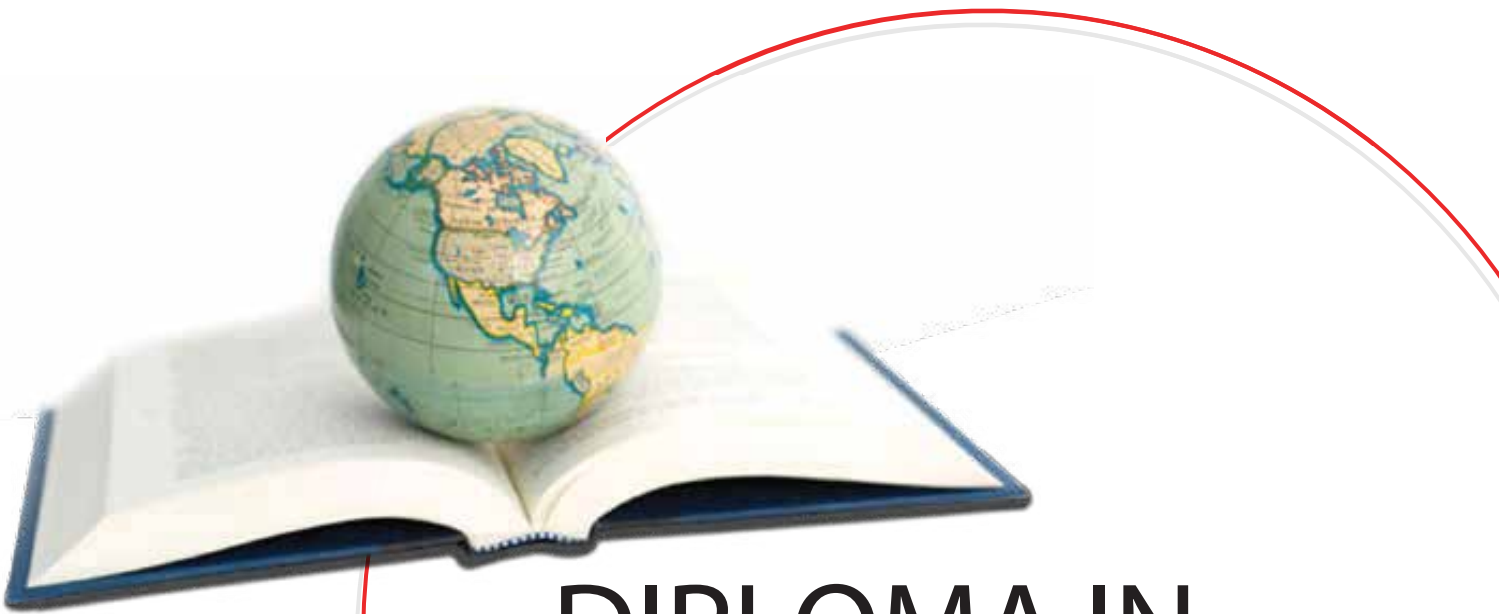




Institute for Inclusive Finance and Development (InM)



**DIPLOMA IN
MICROFINANCE
PROGRAMME**

Introduction to InM

The Institute for Inclusive Finance and Development (InM) is functioning since 1 January 2016 (renamed Institute of Microfinance) as a non-profit organisation established primarily to meet the research and training needs of national as well as global financial sector including microfinance institutions (MFIs). Its predecessor, Institute of Microfinance, was established at the initiative of the Palli Karma-Sahayak Foundation (PKSF) on 1 November 2006. The InM is registered as an independent non-profit institution under the Societies Registration Act 1860. The Institute works for developing the overall capacity of the financial sector and strengthening the links between the financial and real sectors through undertaking research, training, education, knowledge management and other programmes in priority areas including microfinance, inclusive finance, poverty and development.

Structure of the Programme



Six Certificate Courses

C1: Poverty, Development and Microfinance

Course Overview

The course covers dynamics of poverty, development and microfinance. Through this course, the participants will be able to explain different aspects of poverty and development issues. They will also be able to identify evolution and practices of microfinance in Bangladesh as well as in different countries vis-à-vis the impacts on socio-economic emancipation. The participants would also visualise the scopes and challenges of microfinance and understand the basic research agenda in microfinance.

C2: Microfinance Operations and Management

Course Overview

The course provides a holistic overview on management of microfinance operations. Through this course, the participants will develop capacity to explain historical context, issues and challenges and future directions of sustainable and inclusive microfinance programme in Bangladesh. The participants will be able to design and organise microfinance programme and services successfully for different market segments. They would be able to monitor and supervise the microfinance programme with effective tools and understand the comprehensive risk management strategies appropriate for their organisations.

C3: Financial Planning and Analysis for MFIs

Course Overview

The course acquaints the participants with the concepts, principles, techniques and process of financial and managerial accounting applicable to the activities and operation of MFIs. It provides the techniques of analysing and managing financial performance through ratios commonly used in microfinance. The participants will have a thorough understanding and capacity to interpret financial statements prepared by MFIs. They would also be able to analyse the performance of MFIs from the financial and social perspectives. The course also enables the participants to understand financial accounting process, evaluate financial statements of MFIs and use managerial accounting techniques in decision making.

C4: MIS of Microfinance Programme

Course Overview

The course provides an overall understanding of MIS of Microfinance Programme. The participants will understand the basics of MIS and computing. They would be able to prepare, analyse and use MIS reports in management decision making. The participants will be able to select appropriate MIS software for their MFIs and will have the knowhow and techniques of report generation with these software programmes. They will also have an understanding of future ICT based financial operations.

C5: Governance and Regulations of MFI

Course Overview

The course covers regulatory and governance perspectives of MFIs. The course will increase the level of understanding of the participants relating to the role of regulatory authorities and supervisory measures in streamlining the activities and performance of MFIs. The course focuses on the role of MRA in guiding microfinance programme, key variables for microfinance regulation, government policy and legal framework regarding microfinance in Bangladesh. The participants will be able to explain appropriate governance structure and role of different governing bodies. They will gain ability to identify internal control enabling elements in an MFI and explain monitoring and supervisory compliances. Participants will be acquainted with the evolution of regulations in Bangladesh and regulatory practices in different countries. They will also be able to understand and explain the MRA rules and regulation for MFIs in Bangladesh.

C6: Human Resources Development of MFIs

Course Overview

The course provides an overall understanding and skills of managing human resources of MFIs. The participants will be able to identify functions of HRM and personnel management system. They will gain the capacity to manage overall human resources of the organisation and organise effective capacity development programmes for the employees.

Plus :

Field Placement

Participants will prepare a term paper of 3 credits on a topic mutually decided by the participant and the instructor as a part of the diploma programme . The topic of the term paper would be selected focusing on the thematic areas of the certificate courses.



Course Credit

Each Certificate Course contains **3 credits** to be completed in **12 classes**.
(2 credits in class performance and 1 credit for field work)

To Qualify for the Diploma in Microfinance, a participant will be required to complete 6 courses 18 credits of course work and 3 credits of internship.

Admission Requirements

- ▶ Graduate in any discipline can apply for the programme
- ▶ Preference is given to applicants with minimum of three years of working experience in any MFI, development Organisation, Bank, Financial Institution or Non-Bank Financial Institution

Candidates seeking admission has to apply in prescribed form (enrollment form which is available in the Diploma page of InM website). InM follows its own procedure to select applicants for admission.

Diploma Requirements

The minimum requirements for Diploma are as follows:

- ▶ The participant must complete 21 credits including 3 credits of term paper.
- ▶ The participant must earn a minimum CGPA of 2.50 for obtaining the Diploma certificate

Duration of the Programme

One participant can generally complete the Diploma Programme in 6 (six) months but must complete within 2 (two) years from the starting date of the academic programme. After the period, the validity of his/her enrollment in the programme will expire and s/he will have to apply for readmission.



English calendar year is the academic year for the programme. The academic year is divided into four quarters as under:

Academic Year and Quarters

Quarter	Duration	No. of Weeks
Winter	January –March	12
Spring	April –June	12
Summer	July –September	12
Fall	October -December	12

Course and Teaching Faculty

Distinguished and experienced professionals, researchers, policy makers and academicians involved in microfinance and development sector of Bangladesh offer the courses.

Teaching Methods

InM follows modern teaching methods for participants of the course. Class lectures are followed by case analysis, term paper, field visit and reporting. Modern equipment like multimedia, sound system are used in the classrooms. The medium of instruction is Bangla but English is also used.

Course Evaluation

The course evaluation is done with a view to address emerging issues and further enrich the courses. This helps the management of Diploma programme to revise the module/course and the method of teaching. Using structured evaluation form, the management conducts the course/module evaluation. Generally course evaluation is conducted in the last class of the quarter.



Examination and Grading System

The performance of the participants is evaluated on the basis of :

- ▶ Continuous assessment
(class attendance and active participation, class performance, quizz/class test and assignments etc.)
- ▶ Mid-term examination
- ▶ Final examination
- ▶ Field assignment and term paper

Distribution of marks is as follows:

Sl.	Description	Marks
1	Class attendance & active participation	05
2	Class test/assignment	20
3	Mid-term exam	25
4	Final exam	30
5	Field assignment and field report submission and presentation	20
Total		100

The evaluations of the mid-term test, assignment and final examinations are done by the course instructor, who submits the results to the Programme Director.

The grading system is as follows:

Letter Grade	Grade Point	Numerical Grade
A+	4.00	80% or above
A	3.75	75% to less than 80%
A-	3.50	70% to less than 75%
B+	3.25	65% to less than 70%
B	3.00	60% to less than 65%
B-	2.75	55% to less than 60%
C+	2.50	50% to less than 55%
C	2.25	45% to less than 50%
D	2.00	40% to less than 45%
F	0.00	Less than 40%
I	Incomplete	
W	Withdrawal	
E	Exemption	

Retake and Improvement

A participant obtaining 'D' grade or GPA below 2.25 in a certificate course shall have to retake the course to complete it by paying required fees. Any participant earning a grade A- or below in any certificate course may retake the course for improving the grade. Such participant will have to pay requisite course fee. No participant can retake any course after completion of Diploma.

Withdrawal and Refund Policy

A participant seeking to withdraw from the programme for a definite period of time, will have to apply before the commencement of classes in the quarter. The full amount of course fee will be returned if withdrawal is made before the commencement of the quarter. Fifty percent of the course fee will be refunded for withdrawal within two weeks and no refund will be made after two weeks of the commencement of the quarter.

Computation of CGPA

The Cumulative Grade Point Average (CGPA) is determined as:

$$\text{CGPA} = \frac{\text{Total Grade Points Earned}}{\text{Total Number of Credit in all Courses Taken}}$$

Example:

Course No.	No. of Credits (Col. 1)	Grade Awarded (Col. 2)	Grade Points Earned (Col. 3)	Weighted Grade Points Earned (Col. 4 = Col. 1 × Col. 3)
C1	3	A	3.75	11.25
C2	3	A-	3.50	10.50
C3	3	B+	3.25	9.75
C4	3	B-	2.75	8.25
C5	3	C+	2.50	7.50
C6	3	B	3.00	9.00
Term Paper	3	C	2.25	6.75
Total	21			63.00

$$\text{CGPA} = \frac{63.00}{21} = 3.00$$

Scholarship

InM offers a limited number of scholarships for financially deprived, bright and meritorious students with good professional track record. To maintain the scholarship status throughout the period of academic programme, the student must have CGPA 3.00 and 90% attendance in the first three courses. Failure may lead to the cancellation of the scholarship.

Internship

To be considered eligible to apply for Internship, the student must complete all six Certificate Courses. S/he must have at least GPA 2.25 on each course and an overall CGPA 2.50. The student must complete the report within 1 (one) month from the publication of the exam result and face the interview board of defense.

Course and Diploma Fees

Diploma BDT 48,000

(The course and Diploma fees may be changed from time-to-time subject to approval of the Governing Body of InM.

Upon completion of each course, any participant may get a certificate for the individual course, or s/he may obtain the diploma certificate after completing the programme. In each case, s/he will have to apply to the Programme Director and will get the certificate upon payment at the following rate:

Certificate for Diploma BDT 1,000

Working Weeks/Classes

Three certificate courses for each batch of participants are offered in a quarter. The classes are held in Saturdays. Duration of each class is two hours. The class schedule is as follows:

09:00 am - 11:00 am

11:15 am - 01:15 pm

02:30 pm - 04:30 pm



Chairman's Gold Medal

In order to encourage the students, InM awards "Chairman's Gold Medal" in the Diploma programme. The Medal is bequeathed to recognise excellence. A regular student carrying the highest grade point from each batch will be entitled for Chairman's Award if his/her CGPA is 3.95 or above. The benchmark may be changed from time-to-time subject to the approval of InM Governing Body.



Disciplinary Matters

ID Card

Each participant will get an ID card from InM office by paying required fee. S/he must wear it around neck during the time of classes. If the card is lost, s/he will have to notify the office and collect a new one by paying an amount specified by the Management.

Adoption of Unfair Means

Adopting unfair means/copying during the exams is highly discouraged. Any participant found practicing unlawful activities will be expelled from the programme.

Canteen

Snacks, tea & lunch will be available at the canteen. Participants may purchase at a pre-set price. No food will be consumed at any place inside the building other than in the canteen, located on the 3rd floor.

Smoking

InM Training Centre is a non-smoking zone. Smoking inside the building is strictly prohibited.



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