



PROSPECTUS

Diploma in Financial Management & Accountability;
a joint initiative of TISS & FMSF

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DFMA is a one year, long-distance education programme on financial management of not-for profit organizations. It is a joint initiative of TISS & FMSF which is specially designed to suit to the needs of persons working in the voluntary sector or are willing to join the sector.

1. BACKGROUND

The emerging role of the voluntary sector in today's scenario in promoting wholistic development is recognized by one and all. Historically, the evolution of the sector was not very structured rather it grew in response to the growing need for just and equitable development. But over the last decade, the face of the sector is undergoing through a change. There has been a remarkable increase in the number of persons wanting to join the sector. The size and intensity of the sector has increased by leaps and bounds over the last decade and the amount of resources involved in the work of the development sector has also shot up remarkably. A large amount of funds, both from within as well as outside the country are being utilized for the purpose of development work. This creates a need for better financial management practices, a more professional approach in the sector as a whole.

The one year Diploma in Financial Management and Accountability aims at building the capacity of individuals wanting to join the sector as well as for persons already working in the sector in the areas of financial management and thereby promoting transparency and accountability in the sector.

2. THE NEED:

The financial management practices determine the effectiveness, accountability and transparency of the sector to a large extent. Even though some degree, diploma, or certificate programmes on rural management, management of non-profit organizations and related subjects are being offered by different institutions to cater to the needs of the voluntary sector, there still exists an unmet demand for specific capacity building in the area of financial management of voluntary organizations (VOs). This Diploma programme is designed to meet that unmet need in the voluntary sector.

3. OBJECTIVE:

The overall objective of the programme is to promote accountability in the sector by strengthening the financial management practices and by building individual capacities.

Core Objectives of the DFMA Program:

- ☐ To introduce and familiarize personnel in the non-profit/voluntary sector to institutional, legal, policy and regulatory framework governing the sector.
- ☐ To build capacities of the personnel in the non-profit/voluntary sector in financial management
- ☐ To develop and institutionalize systems to enhance and ensure transparency and accountability.

4. ABOUT TISS:

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work. Over the years, the Institute has, among other trusts, made a significant contribution to policy, planning, action strategies and human resource development in several areas, ranging from sustainable rural and urban development to education, health, communal harmony, human rights and industrial relations. In all cases, the focus has been on the disadvantaged and marginalized sections of society, such as organized and unorganized labour, women, children, Dalits, and tribals.

Today, the TISS has earned recognition as an institution of repute from different Ministries of the Government of India, various state governments, international agencies such as the United Nations, and national and international non-government organizations. Academic freedom leading to a positive work ethos and creativity in the Institute, strong linkages among education, research, field action and dissemination and the social commitment and responsiveness to varying social needs have made it possible to pioneer various innovative academic programmes.

It is recognized as a centre of excellence contributing relevant education and research, towards the national agenda of sustainable, participatory and equitable development by multilateral UN organizations by multilateral UN organizations, For further details, visit, www.tiss.edu

5. ABOUT FMSF:

FMSF is a Resource Organization specializing in financial management, legal and governance issues pertaining to Development Organizations. The core area of the work done by FMSF includes capacity building of partner organizations, networking, information dissemination, action research, knowledge building, and financial monitoring of projects. With a vision for a reality in development co-operation where there will be overall and wholistic accountability among all the constituencies, FMSF is guided by the core values of accountability, transparency, humaneness and sensitivity.

It has published six books on financial management and laws, social audit, governance etc related to the voluntary sector; it also publishes a quarterly journal that covers legal and financial issues pertaining to the sector.

It has been engaged in promoting accountability and transparency in the sector for over a decade in South Asia. It conducts various capacity building workshops on financial management, governance and related matters for the VOs. As a part of its capacity building initiatives, the FMSF is launching this one year Diploma programme specifically designed to suit to the needs of the persons wanting to join the sector or already working in the sector.(see website www.fmsfindia.org).

It has also registered a spin-off organization, '**Centre for Promoting Accountability**' which specifically focuses on Capacity Building & Development Research. DFMA is rolled out under the aegis of **Centre for Promoting Accountability**.

6. PROGRAMME DETAILS:

6.1 Introduction:

Diploma in Financial Management and Accountability is a one year Diploma Programme, specially designed to suit to the needs of persons working in the voluntary sector or are willing to join the sector. This programme will be taught ***online*** via INTERNET.

6.2 ELIGIBILITY CRITERIA

The following persons are eligible for enrolling into the course:

- ◇ Minimum qualification is 10+2 board.
- ◇ Graduation not mandatory
- ◇ Persons working in the Voluntary sector
- ◇ Any student pursuing graduation from a recognized university/institution
- ◇ Any individual seeking to gain knowledge about the voluntary sector

6.3 COURSE DESIGN

- ◇ The entire program is divided into 4 modules. Each module is further sub-divided into 8 papers.
- ◇ The course is offered in a flexi-mode.
- ◇ In case an individual completes 2 modules, s/he will be awarded a certificate in financial management & accountability.
- ◇ In case an individual completes all the 4 modules, the person will be awarded a diploma in financial management & accountability
- ◇ Exams for the course will be conducted online

6.4 Reservation

As per Government of India requirements, 15% and 7.5 % of the seats are reserved for Scheduled Caste (SC) and Scheduled Tribes (ST) candidates respectively. 3% of the seats are reserved for persons with disabilities (PWD)

6.5 Course Content

PAPER	NAME OF THE PAPERS	CREDITS	
Paper 1	Introduction to the Voluntary Sector	2	On completion of the 1st 4 papers, <u>Certificate</u> in FM
Paper 2	Legal Framework	6	
Paper 3	Book Keeping & Accounting	6	
Paper 4	Budgeting & Monitoring	6	
Paper 5	Project Fund Accounting	4	On completion of 8 papers, <u>Diploma</u> in FM
Paper 6	Control Systems	5	
Paper 7	Audit	4	
Paper 8	Governance	3	
Project work		4	
Total Credits		40	

6.6 Course Fees & Deposits

For Indian Applicants			
	<u>*Category</u>	<u>Certificate</u>	<u>Diploma</u>
1.	For institutional sponsored candidates	INR 14,500/-	INR 22,500/-
2.	For individual candidates	INR 7250	INR 14,500
3.	For students	INR 3,625	INR 7,250
For International applicants			
		<u>Certificate</u>	<u>Diploma</u>
4.	For applicants from developed countries	750 US\$	1500 US \$
5.	For applicants from SAARC & other developing countries	275 US\$	550 US\$

***Service Tax of 10.3% is to be charged as per Category**

The payment of the course fees can be done through demand drafts/Cheques. The demand draft should be drawn in favor of '**Centre for Promoting Accountability**' payable at New Delhi.

6.7 Online Registration

Step 1- Register for the course online

- ◇ Visit www.fmsflearningsystems.org
- ◇ Click on "Register Now"
- ◇ Fill up the form online & click on "send"

Step 2 – Document Submission

- ◇ All the necessary documents need to be submitted to FMSF, ACCOUNTABILITY HOUSE, A5, Sector- 26, NOIDA - 201301

Step 3 - Online Screening

- ◇ Take the short online screening test

Step 4 – Deposit course Fee

- ◇ Upon successful completion of the screening test, you will be required to sent the course fee to FMSF, ACCOUNTABILITY HOUSE, A5, Sector- 26, NOIDA - 201301

Step -5 – Admission confirmation

- ◇ An admission confirmation e-mail will be sent to you.

DOCUMENTS REQUIRED

For Indian Applicants		
Working Persons	10 th pass certificate	Mandatory
	12 th Mark sheet	Mandatory
	Graduation mark sheet	If completed graduation
	Experience certificate	Mandatory
	4 copies of passport size photograph	Mandatory
	Caste Certificate	for scheduled caste & scheduled tribe candidates only
Students	10 th pass certificate	Mandatory
	12 th Mark sheet	Mandatory
	Graduation certificate	for students who have completed graduation
	Letter from their institutes certifying them as the bonafide students	Mandatory
	4 copies of passport size photograph	Mandatory
	Caste Certificate	for scheduled caste & scheduled tribe candidates only
Non-Working persons	10 th pass certificate	Mandatory
	12 th Mark sheet	Mandatory
	4 copies of passport size photograph	Mandatory
	Passport or any other ID proof	Mandatory
For international Applicants		
	10 th grade sheet	Mandatory
	12 th Grade sheet	Mandatory
	Graduation grade sheet	For applicants who have completed their graduation
	Passport	Mandatory
	Experience certificate	For applicants with work experience

6.8 Academic year:

In one year, there would be 2 batches; one batch would begin in May & the other would begin in November.

6.9 Programme Design:

The programme consists of 4 modules and one module consists of two papers each; in all, four modules consist of eight papers. Each Module will be taught online for a period of 2½ months. Examination will be held at the end of the academic session.

The programme also makes it mandatory for the candidate to complete a project work which they need to submit at end of Module 4.

Paper	Name of the Papers	Credits	Faculty
1	Introduction to the Voluntary Sector	2	Prof. Vidya Rao
2	Legal Framework	6	Mr. Manoj Fogla
3	Book keeping & Accounting	6	Ms. Rozmin Ajani
4	Budgeting & Monitoring	6	Mr. Joselyn Martins
5	Project Fund Accounting	4	Mr. Sanjay Patra
6	Control Systems	5	Mr. Suresh Kejriwal
7	Audit	4	Mr. Suresh Kejriwal
8	Governance	3	Mr. Manoj Fogla

6.10 Project Work

Each student is required to undertake a project. This will be a supervised activity. It carries 4 credits and hence it will be a large project involving approximately 140 hours work. The student may take up the project in her/his own organizations; where the employing organization does not permit, the student will be assigned a voluntary organization in and around her/his place of residence/work that will be identified by faculty in-charge. The student will have to discuss and choose a project with the approval of the faculty in-charge, and can start work on it any time after the completion of the first module. The student can send the project report via e-mail or hard copy by post (snail mail) anytime before the examination of the fourth module

6.11 Course Material:

The lessons (learning material) for each paper are available on the website. All the candidates enrolled for the course will have access as well as downloading rights. Printed lessons (learning material) will also be provided to all the registered bona fide students.

6.12 On-line teaching

After a student completes admission formalities, s/he will be given a pass-word protected access to the online platform for e-learning, www.fmsflearningsystems.org. The website will contain lessons, self-assessment questions, reading material, and other learning material. The website will facilitate student-faculty interaction, student-student interaction, faculty-faculty interaction, assignment submission and completion status, credits completed, recording of grades, hours logged in by students and faculty, exam dates and other details for allowing students to appear for exam, exam completion status, and other details.

Discussion forum:

As DFMA is based on distance education mode there is no virtual classroom sessions, the Discussion Forum replaces the same. For each paper, there is a discussion topic which is posted by the faculty. The students are required to provide their inputs on the topic. FMSF co-ordinates with the respective faculty for posting the discussion topic. Generally, the discussion topic is put within 1 week of the beginning of the paper.

The discussion forum is regularly visited and checked by FMSF. Any post that has been made by the students is responded by the respective faculty. FMSF also co-ordinates with the respective faculty regarding the posts in the Discussion Forum.

Discussion forum inputs are then classified into two categories:

- Responses to the topic posted by the faculty;
- Other topics posted by the students ;

The inputs provided by the students in the Discussion Forum are consolidated. Students' participation in the Discussion Forum is evaluated and graded.

The methodology for grading the inputs is based on the following criteria:

DISCUSSION FORUM	
Topic posted by the Faculty [6marks]	Rest of the posts [4 marks]
- Quality of input [<i>new perspective, conviction in argument, facts etc</i>]	- Initiative [<i>how many topics/discussions have been initiated by the students?</i>]
- Frequency of Input [<i>how frequently does the student participate in the forum?</i>]	- Frequency of Input [<i>how frequently does the student participate in the forum?</i>]
	- Quality of input [<i>New Perspective, Conviction of argument, facts etc</i>]
Total Marks for Discussion Forum	10 MARKS

6.13 Examination:

- Online Examination will be held for each paper at the end of the academic session in a time span of 2 months. Each paper will be allocated a week's time span.
- The date & time of online examination will be intimated to the student at least one month prior to the date of the examination
- Requirements for passing: 35% i.e. D is the minimum grade for passing in individual courses including Field work.
- A student must complete the requirements for the award of the Diploma in one year; students who fail will get an additional one year within which the requirements must be completed.
- The supplementary exam fee for each paper is Rs. 300/-

6.14 Certification:

After the successful completion of the requirements, the student will be awarded the Diploma in Financial Management & Accountability. The Diplomas and grade-sheets will be provided by TISS and a Testimonial will be provided as well which will be jointly in the name of FMSF & TISS.

For further information, please contact or write to:

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