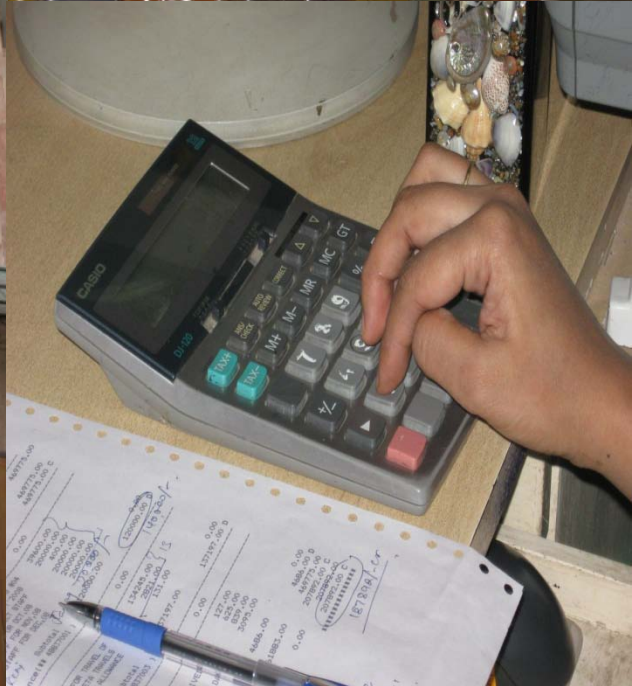
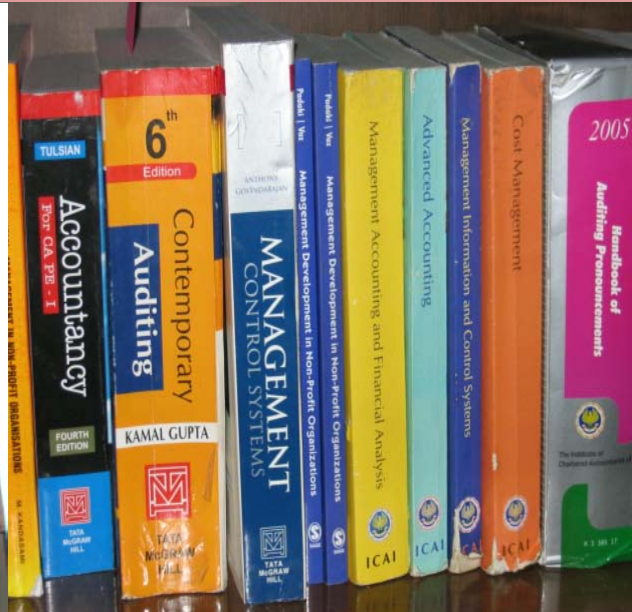


Diploma in Financial Management & Accountability

- a joint initiative of TISS & FMSF



Information Brochure



CONTENTS

Sr. No	Contents
1	About the Program
2	Eligibility Criteria
3	Course Content & Faculty
4	Course Design
5	How to Enroll for the Course?
6	Documents Required
	6.1 .For Indian Applicants with Work Experience
	6.2. For Indian Applicants who are Students
	6.3. For Indian Applicants who are non-working
	6.4. For International Applicants
7	Course Fee
	7.1. For Indian Applicants
	7.2. For International Applicants



1. ABOUT THE PROGRAM

DFMA is a one year diploma program in the financial management of the non-profit organizations. The program is a joint initiative of the Tata Institute of Social Sciences (TISS) & Financial Management Service Foundation (FMSF). The course is open to all applicants from all over the world.

2. ELIGIBILITY CRITERIA

- The following persons are eligible for enrolling into the course:
 - Any person working in the Voluntary sector
 - Any student pursuing graduation from a recognized university/institution
 - Any individual seeking to gain knowledge about the voluntary sector



3. COURSE CONTENTS & FACULTY

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



4. COURSE DESIGN

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

5. HOW DO I ENROLL FOR THE COURSE?

- **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
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5. HOW DO I ENROLL FOR THE COURSE? (Contd.)

- **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 send 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.

6. DOCUMENTS REQUIRED

6.1. For Indian Applicants with Work Experience

For Indian Applicants with Work Experience

Working Person	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



DOCUMENTS REQUIRED

6.2. For Indian Applicants who are students

For Indian Applicants who are Students		
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

6.3. For Indian Applicants who are presently not working

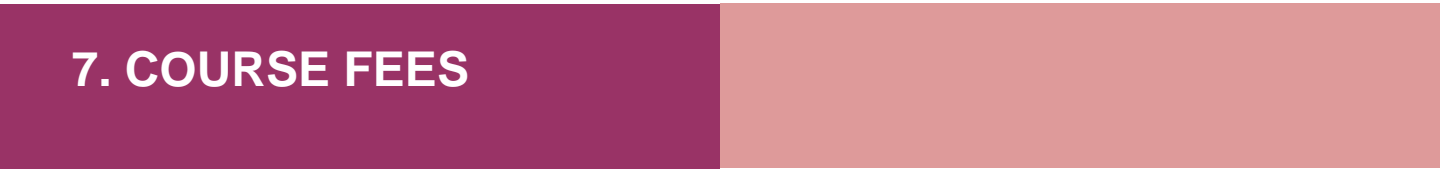
For Indian Applicants who are not working		
Non- Working persons	10 th pass certificate	Mandatory
	12 th Mark sheet	Mandatory
	4 copies of passport size photograph	Mandatory
	Passport or any other ID proof	Mandatory



DOCUMENTS REQUIRED

6.4. For International Applicants

For International Applicants		
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



7. COURSE FEES

7.1. For Indian Applicants

Sr. No	Category	Certificate	Diploma
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



COURSE FEES

7.2. For International Applicants

Sr. No	Category	Certificate	Diploma
1	For applicants from developed countries	750 US\$	1500 US \$
2	For applicants from SAARC & other developing countries	275 US\$	550 US\$

For further information, please visit, www.fmsflearningsystems.org or write to us at coordinator@fmsflearningsystems.org