PLANNING, MONITORING & EVALUATION

- CPA SERVICES PVT. LTD

Frequently Asked Questions

ELIGIBILITY CRITERIA

1. What is the minimum eligibility criterion for joining the course?

A. Monitoring and Evaluation Officers, Program Officers, Project managers and any other professionals who are involved in the monitoring and evaluation process.
B. Students aspiring to work in development sector.
C. Any individual who is keen to learn about the project monitoring aspects of the NGO sector.

2. Is basic Computer Knowledge a Pre-requisite to enroll in the Course?

A- Yes, basic computer knowledge is a pre-requisite for enrolling in the course

3. I have a work experience in the NGO sector, but I am not a graduate. Am I eligible to apply for the course?

A- For persons with work experience, the qualification of graduation is not mandatory.

4. I have completed my Master's degree, but I have not secured 50% in my graduation. Am I eligible for the applying in the course?

A- Yes, you are eligible to apply for the course.

REGISTRATION

1. How do I register for the course?
A- In order to register for PME, visit: http://www.fmsflearningsystems.org
⇒ Click on 'Register for a Course', select PME
⇒ Fill up the form online
⇒ Click, 'Submit'

2. What is the next step after registering online?

A- After submitting the form online, you will receive an email asking you to submit the requisite documents and fees.

3. Where Should I send the Documents?

A- The demand draft in favour of **"CPA Services Pvt. Ltd."**

B- Along with the documents and covering letter should be sent to **CPA Services Pvt. Ltd.,** A-5, Sector- 26, NOIDA – 201301.

4. What are the documents that needs to be submitted for being enrolled in the course?

A- The following documents need to self- attested and submitted to **CPA Services Pvt. Ltd.** in soft version via email

1. Curriculum Vitae
2. Covering letter stating why you would like to participate in this course
3. Experience Certificate
4. Identity Proof

SELECTION PROCEDURE

1. What is the selection procedure for Planning, Monitoring & Evaluation?

A- Screening and verification of the documents is done after the submission of documents. The selected candidates will be informed about the further admission process via e-mail.

COURSE FEE	
For Indian Applicants	INR 35,000 +18% GST
For Applicants from SAARC Countries	800 US$
For Applicants from other than SAARC Countries	1,000 US$

3. Can I pay my fees online?

A- You can transfer / remittance to - **CPA Services Pvt. Ltd.,** Current A/c No. **50200007086721** with **HDFC Bank Ltd**. Plot No. 118, Block D, Sector 26 NOIDA – 201301, Uttar Pradesh, RTGS/NEFT IFSC: **HDFC0000651**, SWIFT CODE: **HDFCINBBDEL**

4. What are the other modes of payment?

A- Cheque/ Demand Draft, in favor of "**CPA SERVICES PVT. LTD**", payable at NOIDA.

ADMISSION

1. Do I have to go to CPA Services Pvt. Ltd. for the admission process?

A- No, you do not have to go anywhere for the admission process. After being selected, you can send the documents and course fees to correspondence address of **CPA SERVICES PVT. LTD**

2. Where do I send my Course fees?

A- The course fee has to be sent to **CPA Services Pvt. Ltd.,** A-5, Sector- 26, NOIDA – 201301.

ASSESSMENTS

1. How many online examinations will be held?

    A- No formal Examination will be held.

    B- Evaluation of Assignments provided in Video/Audio conference or email by the faculty. Submission by students in due time.

    C- Project Work Report, submitted by students is considered for evaluation.

    D- Discussion Forum participation will be taken into account for final result.

2. What is the minimum passing requirement?

    A- 40% i.e. C+ is the minimum letter grade

EVALUATION

1. What is the overall structure of evaluation in the course?

    A- There are four areas in which each paper will be evaluated upon:
       Participation in Discussion Forum
       Participation in Video / Audio Conferences
       Assignments
       Project Work Report

1. How is this PME course beneficial to students (here students means anyone pursuing PME Course)?

A- The faculty guides students & clarify their doubts regarding the meaning, concept and process of planning, monitoring and evaluation for their work.

B- Students will eventually acquire skills to conduct planning, monitoring and evaluation independently.

C- Due to various Video/ audio sessions, the practical issues raised in NGO sector could be addressed critically.

D- Students will in position to increase the impact of their projects by practicing the PME methods and tools.

E- Students will have added expertise on resources required and pre-requisites to integrate PME systems into organizations and projects.

2. What is the SCOPE for Students?

A- The course will be open for candidates across the globe.

3. What is the duration of this course?

A- PME is a 6-months online course promoted by CPA Services Pvt Ltd.

B- The course is divided into 6 modules.

Video /Audio Conferencing

1. What is Video / Audio conference?

A- Video conferencing is a technology that allows users in different locations to hold face-to-face meetings without having to move to a single location together.

B- This technology helps users in different cities or countries to connect at one time and it saves the time, expense and travel.

C- Uses for video conferencing include holding routine meetings, negotiating business deals and interviewing job candidates.

D- When Video is not possible then Audio Conference helps students to connect together at same time.

2. Who can access Video/ Audio conference of PME course?

A- A person who has registered in the software FMSFLEARNINGSYSTEMS.ORG.

B- A faculty or a student enrolled for PME course.

3. How is Video/ Audio Conferencing beneficial to Students?

A- This provides an interactive platform for students to discuss & clarify their doubts regarding the course contents in real time

4. How is Video/ Conferencing done in this PME course?

A- Students attend the session with the Faculty through video chat/ audio chat on the same platform of the fmsflearningsystems software.

5. Who conducts the Video Conference?

A- Faculty arrange a Video / Audio conference.

B- Invites is sent to students of the batch of PME selected by faculty.

C- Once the students receives email of the Invite, then they could login into fmsflearningsystems.org with their login id and password.

6. How students join the Video/ Audio Conference?

A- Students login into their Student Panel of fmsflearningsystems.org.

B- They click to Video Conference icon of the student panel and go to START CONFERENCE.

C- Students join conference at the time and Room Number mentioned in the **invite** email.

7. At what time students join the Video/ Audio Conference.

A- Every student has to join the session of Video/ Audio Conference at one uniform time given by the faculty.

B- The time to join will be communicated in advance to day of the session of Video/ Audio Conference.

OTHERS

1. How can I contact the faculty and other students?
- B- The faculty and other students contact over the Discussion forum. This provides an interactive platform for everyone to discuss & clarify their doubts regarding the course contents
- C- Post Query in Student panel of fmsflearningsystems website
- D- During sessions of Video/ Audio conference.
- E- Communicate over e-mail.

2. Is Printed Material provided to the Students?
- A- No, Printed material will not be provided to all the students.
- B- Course material parked on the website for online access of students.

3. Who will be rewarding the certificate?
- A- CPA Services Pvt ltd. Noida will provide the certificate.
- B- A testimonial and a mark sheet will also be provided.

4. Do you offer any placement services?
- A- Since it is a long distance education program, no placement services are provided on completion of the course.