

# Diploma in Financial Management & Accountability

-A JOINT INITIATIVE OF FMSF & TISS



## *Frequently Asked Questions*

## ELIGIBILITY CRITERIA

**1. What is the minimum eligibility criterion for joining 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

**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 DFMA, visit: <http://www.fmsflearningsystems.org>
- ⇒ Click on 'Register for a Course'
  - ⇒ Fill up the form online
  - ⇒ Click, 'Submit'

**2. What is the next step after registering online?**

A- After submitting the form online, a screening test has to be completed.  
It is conducted online.

One need to login for the screening test using the username and password as entered in

the registration form.

**3. What is the next step after screening test?**

A- You will receive an email asking you to submit the requisite documents and fees.

**4. Where Should I send the Documents?**

A- The demand draft along with the documents and covering letter should be sent to Financial Management Service Foundation, 'ACCOUNTABILITY HOUSE', A-5, Sector- 26, NOIDA – 201301.

**5. What are the documents that need to be submitted for getting enrolled in the course?**

A- The following documents need to be duly attested and submitted to FMSF:

<b>For Indian Applicants</b>		
<b>Working Persons</b>	10 <sup>th</sup> pass certificate	Mandatory
	12 <sup>th</sup> 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
<b>Students</b>	10 <sup>th</sup> pass certificate	Mandatory
	12 <sup>th</sup> Mark sheet	Mandatory
	Graduation certificate	for students who have completed graduation
	Letter from their institutes certifying them as the bona fide students	Mandatory
	4 copies of passport size photograph	Mandatory
	Caste Certificate	for scheduled caste & scheduled tribe candidates only
<b>Non-Working persons</b>	10 <sup>th</sup> pass certificate	Mandatory
	12 <sup>th</sup> Mark sheet	Mandatory
	4 copies of passport size photograph	Mandatory

	Passport or any other ID proof	Mandatory
<b>For International Applicants</b>		
	10 <sup>th</sup> grade sheet	Mandatory
	12 <sup>th</sup> Grade sheet	Mandatory
	Graduation grade sheet	For applicants who have completed their graduation
	Passport	Mandatory
	4 copies of passport size photograph	Mandatory
	Experience certificate	For applicants with work experience

*Please note that all the documents must be duly attested by a gazette officer.*

## SELECTION PROCEDURE

### 1. What is the selection procedure for DFMA?

A- After the submission of documents, the documents are screened and verified. The short listed candidates will be intimated for screening test. The selected candidates will be intimated about the further admission process via e-mail.

### 2. What kind of questions come in the Screening Test?

A- The Screening Test comprises of 10 objective type questions on various aspects like basic financial management, legal regulation & governance matters pertaining to the voluntary sector in India.

## COURSE FEE

Inclusive of 14% service tax

<b>For Indian Applicants</b>		
	<b>Certificate</b>	<b>Diploma</b>
For institutional sponsored candidates	INR 19,176	INR 29,756
For individual candidates	INR 9,588	INR 19,176

For students	INR 4,794	INR 9,588
<b>For International applicants</b>		
	<b>Certificate</b>	<b>Diploma</b>
For applicants from developed countries	992 US\$	1,984 US\$
For applicants from SAARC & other developing countries	364 US\$	727 US\$

**3. Can I pay my fees online?**

A- You can transfer / remittance to – CPA Services (P) 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 (P) Ltd.”, payable at NOIDA.

## ADMISSION

**1. Do I have to go to TISS, Mumbai or FMSF NOIDA for the admission process?**

A- No, you don't have to go anywhere for the admission process. After being selected, you can send the documents and course fees to FMSF.

**2. Where do I send my Course fees to?**

A- The course fee has to be sent to FMSF, ACCOUNTABILITY HOUSE, A-5, Sector- 26, NOIDA – 201301.

## ONLINE EXAMINATION

**1. How many online examinations will be held?**

A- Examination will be held after the completion of all modules comprising of 8 Papers. There will be one exam for each Paper.

**2. What is the minimum passing requirement?**

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

**3. What is the total time allotted for each paper during the examination**

A- The total time allotted for each paper is 3 hours.

**EVALUATION**

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

A- Each paper carries 100 marks. There are three areas in which each paper will be evaluated upon:

Participation in Discussion Forum (10 Marks)

Online Examination (90 Marks)

Each paper will be evaluated from a total of 90 marks in the online examination; Another 10 marks are allotted to the participation in discussion over the Discussion Forum.

Project work is a compulsory criterion for acquiring the Diploma.

**SUPPLEMENTARY EXAM**

**1. What if I do not clear any of the papers?**

A- In case a student fails to secure the minimum passing mark, he/she is eligible for supplementary exam. There will be a maximum of two chances to appear for the Supplementary exam within the span of two years after which the student has to re-enroll.

The dates for the supplementary exam shall be communicated in advance.

**2. Is there any extra fee for taking the supplementary exams?**

A- The supplementary exam fee for each paper is Rs. 300/- + 15% service tax

## OTHERS

### **1. How can I contact the faculty and other students?**

A- The faculty and other students can be contacted over the discussion forum and query section in the fmsflearningsystems website. The Discussion forum provides an interactive platform for everyone to discuss & clarify their doubts regarding the course contents. You can also communicate with the faculty over e-mail.

### **2. Will Printed Material be provided to all the Students?**

A- Yes Printed material will be provided to all the students.

### **3. Who will be rewarding the diploma?**

A- The diploma certificate will be provided jointly by the Tata Institute of Social Sciences, Mumbai and FMSF. 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.

### **5. Is the Course approved by the Distance Education Council of India?**

A- The TISS has received approval from the Distance Education Council of India to offer any program via distance mode, without any geographical restriction.