

NPO GOVERNANCE PROGRAMME

- CPA SERVICES PVT. LTD



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 NPO GOVERNANCE, visit: <http://www.fmsflearningsystems.org>
- ⇒ Click on 'Register for a Course', select NGMP
 - ⇒ 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.

A- What are the documents that needs to be submitted for being enrolled in the course?

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 NPO Governance?

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

COURSE FEE

Inclusive of 18% GST

For Indian Applicants	INR 8,245	
For Applicants from SAARC Countries	202 US\$	
For Applicants from other than SAARC Countries	255 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 don't have to go anywhere for the admission process. After being selected, you can send the documents and course fees to **CPA SERVICES PVT. LTD**

2. Where do I send my Course fees to?

A- The course fee has to be sent to **CPA SERVICES PVT. LTD**, 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 4 Papers. There will be one internal assessment for first three modules /papers and one final exam for last module/ 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- There are three areas in which each paper will be evaluated upon:

Participation in Discussion Forum (10 Marks)

Online Internal Assessment (10 Marks)

Online Examination (80 Marks)

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

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 one year after which the student has to re-enroll. The dates for the supplementary exam will 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. 500/- + 18% GST.

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- No, Printed material will not be provided to all the students.

B- Its online course material studying methodology.

3. Who will be rewarding the diploma?

A- The diploma certificate will be provided by CPA Services Pvt ltd. Noida 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.