

# Diploma in Financial Management and Accountability



*A joint initiative of  
Tata Institute of Social Sciences  
and  
Financial Management Service Foundation*



[www.tiss.edu](http://www.tiss.edu)



**fmsf**

[www.fmsfindia.org](http://www.fmsfindia.org)

## **INTRODUCTION**

*DFMA is a one year, distance education programme on financial management for Non Profit Organizations. It is a joint initiative of TISS & FMSF. 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. The program is taught on a web based interactive learning platform.*




## **NEED**

*The financial management practices determine the effectiveness, accountability and transparency of the sector to a large extent. Even though some degrees, diplomas, 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. This Diploma programme is designed to meet that unmet need in the voluntary sector.*

## **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 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*

## **PROGRAMME DETAILS**

### **Best Suited for!**

-  *Professionals working in the Voluntary sector*
-  *Any student pursuing graduation from a recognized university/institution*
-  *Any individual seeking to gain knowledge about the voluntary sector*
-  *Any person who is keen to learn about the financial aspect of a NPO.*

**Minimum Eligibility Criteria – 12th pass**

## Course Structure

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

## Course Fees

### DFMA course fee structure

For Indian Applicants			
	<u>Category</u>	<u>Certificate</u>	<u>Diploma</u>
1.	For institutional sponsored candidates	INR 16,530	INR 25,650
2.	For individual candidates	INR 8,265	INR 16,530
3.	For students	INR 4,133	INR 8,265
For International Applicants			
		<u>Certificate</u>	<u>Diploma</u>
1.	For applicants from developed countries	855 US \$	1,710 US \$
2.	For applicants from SAARC & other developing countries	314 US \$	627 US \$

The course fee is inclusive of Service Tax of 14%

For further details please refer to <http://www.fmsflearningsystems.org/>



## Financial Management Service Foundation

*FMSF is a Resource Organization specializing in financial management, legal and governance issues pertaining to Development Sector. The core areas 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 overall holistic accountability among all the constituencies in the development sector, FMSF is guided by the core values of accountability, transparency, humaneness and sensitivity.*



## Tata Institute of Social Sciences

*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. Their focus has always been on the disadvantaged and marginalized sections of society, such as organized and unorganized labour, women, children, Dalits, and tribal.*



## Centre for Promoting Accountability

*Centre for Promoting Accountability (CPA) assists civil society organisations to achieve development effectiveness by promoting transparency and accountability. CPA achieves this through an integrated process of accompaniment, systems development in financial management and governance, training and capacity building, research and publication, reviews and evaluations.*

## Faculty Details



***Prof. Vidya Rao is currently the Head of the Department of Social Work in Jain Vishva Bharti Institute. In the past, she has served as a professor in the Centre for Social Justice and governance in the School of Social Work at the Tata Institute of Social Sciences. She has also co-authored Futuristic strategy chapter titled "Human Resources Development of the Weaker Sections".***



***Dr. Manoj Fogla is a development consultant who has been involved in the Development Sector for many years. A Chartered Accountant by qualification, he has authored several books on Governance, Financial Management, Legal & Taxation aspects of NGOs. Some of his books have also been published by Taxmann Publications. He has also authored the 'Social Accountability Standards for Voluntary Organizations' published by FMSF.***



***Ms. Rozmin Ajani is a Consultant, Chartered Accountant and Management Accountant working solely in the Development Sector for over 20 years. Presently, she is a consultant to NGOs, including Lepira India, a leading international NGO working in the Health Development Sector. She has also authored the ICAI research publication, "Management Control Systems in Non-Profit Organizations", with special reference to Hospitals.***



***Mr. Joselyn Martins is a Chartered Accountant with professional expertise in Institutional Development & Governance, Financial Management, Capacity Building and Training for Not for Profit Organizations and the Social Sector. He has conducted various financial evaluations in the Development Sector for many donor agencies including DFID, Christian Aid, UK.***



***Mr. Suresh Kumar Kejriwal is a practicing Chartered Accountant from Kolkata. He has been working in the Development Sector for more than 22 years. He is working both for NGOs and also on behalf of resource sharing agencies in India as well as in Bangladesh and Nepal. He is also one of the team members for the formulation of common accounting guide for NPOs for eight Asian countries including Bangladesh, China, India, Indonesia, Pakistan, Phillipines, Thailand & HongKong.***



***Mr. Sanjay Patra has experience of 25 years in the Voluntary & Development Sector. He is currently the Executive director of the Financial Management Services Foundation (FMSF). He has been part of planning commission of India for drafting national policy on voluntary sector. He has also authored several books on financial management, legal issues and governance of NPOs. He is a resource person in many academic courses e.g. Master in Participatory Development PRIA, IGNOU, BIMTECH as well as workshop & trainings.***

## Alumni Speaks

***"It has been an insightful experience for me as a student of DFMA course in the year 2008. The course seemed very interesting to me, very elaborative and thorough. The course is specific and well structured for the NGO and NPO sector. I am very satisfied and happy to have completed this course. The easy to use references materials are designed by renowned faculty have helped me out in day-to-day working conditions especially with regard to book keeping, legal compliance, taxes or any governance issues". - Mr. Bidyut Ranjan Sagar***

***"DFMA appears to me as a much-awaited unique education programme with respect to the financial management and accountability of NGOs. DFMA equips a person to have a clear understanding about voluntary sector, various laws applicable to it, system of accounting, reporting and over all, good governance. I got valuable insight from this course, especially through active and effective interactions with faculty members and other students. I personally recommend all those who work for NGO" - Mr. Jayan K.***

***Just finished my course on Diploma in Financial Management, excellent course and have used stuff in real world already! Great to broaden my horizon in NPO financial management. Thanks to FMSF and Dr. Manoj Fogla who taught with the wisdom only a true expert can have- highly recommended." - Ms. Astalakshmi Venkatesh***

***The course has been very useful since it covered the entire gamut, right from introduction of voluntary sector to accounting aspects to budgetary control and the governance issue. This gives a very holistic view of the sector as also the functioning of the organization." - Mr. B. V. Soma Sastry***

**Get in touch with us now !**

The Section Officer In-charge (STP Section)

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