



Rules and Regulations for Online Certification Courses

The following are the set of rules and regulations governing the conduct of the online certification courses. These rules relate to general matters of enrolment and evaluation as well as specific matters related to the various components of the course such as modules, class room sessions, final exams, etc. NIBM reserves the right to change the rules prospectively with due notice to the candidates.

General Rules

1. The courses are open for persons working in a bank or financial institution preferably in the area of the course that he/she seeks admission. Candidate's ID card with photo, provided by the employer is necessary for admission.
2. **Candidate can enroll and study in only one course at a given time.**
3. Candidate should enroll for the course by paying full fee as mentioned in our website.
4. The courses will be delivered in English. The courses are structured in 3 or 4 modules. Each module comprises of reading material, practice quizzes, Case study and end module test.
5. Access to study material (Chapters, PPT, Excel Sheets, Quizzes, etc.) and periodical subject updates will be made available online.
6. The total period for the course is six months from the date of enrolment. However, candidates who complete the stipulated module study and complete the module tests, Case Study Based Test and final exam in time can complete the course in lesser period.
7. Qualification Norms:
 - a. For being awarded the certificate a candidate will have to
 - i. Complete the mandated study of three/four modules and Case study based test
 - ii. Take the final on-line exam.
 - b. And score an aggregate of 50% (100 out of 200) marks in the course but
 - i. Not less than 45% marks in the end module tests. Candidate has to complete and pass in three/four modules each of will have end of module test of 60 questions which will be reckoned for 60 marks. The marks scored by the candidate will be averaged for 60 marks and candidate should score not less than 27 marks.



- ii. Not less than 45% marks in the Case study based test. Candidate should score not less than 18 marks.
 - iii. Not less than 45% i.e. 45 marks in the final test which will be for 100 marks.
8. If a candidate is not able to clear any module tests or case study based test or the final test in three attempts, he/she must re-enroll for the course.

Module Study and Test

- 1. Candidates will start the course from Module I and will take up the subsequent modules upon passing the previous. For each module, candidates shall complete a stipulated study period of one fortnight before taking the End of Module Test, when they are due.**
- 2. Candidates can appear for only one module test on a given date.**
3. Module Tests will have 60 MCQs to be completed in 1 hour (60 minutes) only.
4. Each multiple choice question will have 4 answers or options. Candidate will have to identify and tick the correct answer. Once all the questions have been answered candidate will have to click the submit button indicating completion of the test. Before such submitting, candidate will have the option to review and change the options or answers given. However, the time for the exam will remain the same namely 60 minutes.
5. Questions for module tests will be asked with reference to the subjects in the module.
6. Module Tests will be held on every 2nd and 4th Saturday (for Credit Management on the following Sunday) of the month in the Moodle platform. The test window will be open between 9:00 am to 5:00 pm only. However, only one attempt to pass the Module Test can be made during the above mentioned time.
7. In case a candidate does not score the minimum necessary marks in the first attempt, he/she can take two more attempts. However, these attempts can only be made in the Module Test that is next scheduled. Until then the student will continue to study in the module.
8. No extra fees will be charged for the two re-attempts in Module Test.
9. Scoring of pass marks at any Module Test will make a candidate eligible to study the next module. Once passed, there will be no further chance to improve the marks.



Pre-recorded VC sessions

1. Pre-recorded video classroom (VC) sessions will mostly cover reading material, which will be provided for pre-reading earlier.
2. Recorded VC sessions will be made available as course material

Case Study Based Test (CSBT)

1. On completion of all Module Tests, a candidate can become eligible for the Case Study Based Test, provided he/she is within his enrolment/re-enrolment date.
2. **Case studies will be provided which will be related to the contents in all the modules.**
3. **The evaluation would be through tests based on MCQs on the case studies.** Case Study based test will be conducted on 1st and 3rd Saturday of the month. The test window will be open between 9.00 a.m to 9.00 p.m only.
4. **On passing the CSBT, candidate's name will be included for the Final exam next scheduled. Non-appearance in Final exam is counted as a lost attempt.**

Final Exams

1. Students who have completed and passed all Module Tests and CSBT will be eligible for appearing in the final exam.
2. Final Exam will be conducted once a month. Date and time for final exams will be informed after the completion of module tests and CSBT. It will be conducted on-line and in specific centers announced by NIBM.
3. In case a candidate passes all evaluation components including CSBT but has finished the stipulated period of 6 months before having an opportunity to appear in the Final Exam, he/she will be given **one** chance (attempt) to appear in the Final Exam which is next due.
4. Final exam will be of 120 MCQ type questions for 100 minutes. The questions will be mostly (80%) based on the content of the second and third module.
5. Candidates shall be present in the examination place and occupy the seats allotted to them at least 20 minutes before the examination.
6. They shall produce the hall ticket and other ID proof as specified by NIBM before or during the conduct of the exam as demanded by the examination supervisor or persons who are conducting the exam.
7. No candidate will be allowed to enter the testing venue 15 minutes after the exam has started
8. In respect of candidates coming late, the exam time will not be extended.



9. Copying, talking to fellow candidates during exam time, leaving the exam hall before submitting the answer paper are not allowed.
10. In case of issues such as connectivity failure, electricity failure or other disruptions in the exam the institute will announce a re-examination for which no fee is payable.
11. If exam does not commence within 30 minutes of the announced time and if it is not possible to conduct the exam in the venue due to subsequent batch timing or non-availability of exam venue Institute will announce a re-examination on suitable date and time. Technology issues in conducting on line exams are well known and candidates could report such issues to NIBM which will ensure that candidate is not deprived of a chance to pass an exam due to technical reasons.
12. There will be no grace marks or other concessions in the exam on the ground that the exam got postponed due to technical or other reasons.
13. Before exiting the venue the candidate should submit all the answers by clicking on the submit button failing which the answers will not be saved.

Number of Attempts

1. A maximum of 3 attempts will be provided for appearing for any of the evaluation component : Module Tests, CSBT and Final Exam for a course. **However, the attempts can be availed only if within the period of enrolment/re-enrollment.**
2. **Candidates need to appear in the Final Exam when notified. Failure to appear in the Final Exam will be counted as an attempt.**

Re-enrollment

1. Candidates who have not cleared the course even after taking their three chances in final exams, Module tests or CSBT as well as those who have exceeded the given six months period for completing the course will be given **only one** opportunity for re-enrolment with transfer of credit, upon payment of re-enrolment fees of Rs 3500 plus GST. Accordingly, the candidate can restart the course just after the stage of last evaluation passed by him/her and finish the course within a period of six months. The mark sheet shall duly reflect the re-enrolment made. The re-enrollment needs to be done within a period of 3 months from the end date.
2. All other Rules and Regulations will continue to apply after re-enrolment. **Candidates who are at the stage of Final Exam after re-enrollment must appear in the exam when notified. Failure to appear, in the Final Exam will be considered as a lost attempt.**



De-enrollment

- 1. As the candidates are required to re-enrol within a period of 3 months from the end date or last attempt failed, whichever is earlier, failure to re-enroll within the above time frame, shall lead to de-enrollment from the course and the candidate would be required to enroll afresh.**
- 2. Re-enrolled candidates who fail to pass at any stage of evaluation in the given three chances, will be de-enrolled. Such candidates can only seek fresh enrolment to a course**