

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. Participant's ID card with photo, provided by the employer is necessary for admission.
2. Candidate should enroll for the course by paying full fee including virtual classes as mentioned in our website.
3. The courses will be delivered in English. The courses are structured in 3 or 4 modules. Each module comprises of reading material, practice quizzes, assignments, and end module test.
4. Access to study material (Chapters, PPT, Excel Sheets, Quizzes, etc.) and periodical subject updates will be made available online.
5. 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, assignments and final exam in time can complete the course in lesser period.
6. Qualification Norms:
 - a. For being awarded the certificate a candidate will have to
 - i. Complete the mandated study of three/four modules, practice quizzes, assignments and end module tests.
 - ii. Attend the virtual class room learning
 - iii. 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 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 assignments based on class room (including virtual class room) learning. There will be one or more assignments in each module and the scores will be averaged and be reckoned for 40 marks. 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.
7. If a candidate is not able to clear any module tests or assignment/s or the final test in three attempts, he/she must re-enroll for the course.

Module Study and Test

1. Candidates will start from Module I and will take up subsequent modules on completion of stipulated study period and completing the end of module test
2. Module tests will be conducted at the end of each module. Candidates can appear in the Module I Test after 15 days from enrolment. In case of later Modules, a candidate will be able to take the test only after passing the previous module.
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.
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Virtual Class room

1. Virtual classroom (VC) sessions will mostly cover lecture, assignments, case exercises and practice problems, all of which will be provided for pre-reading earlier.
2. Recorded VC sessions will be made available as course material

Assignments

1. Assignments will be given in Module II onwards. There can be one or more assignment for each module. However, the number of assignments in a course will not exceed 3. Assignments will be descriptive in nature such as case studies and will also be related to the contents in the module.
2. Assignments could be individual or group based as decided by the faculty coordinator of each course.
3. Alternatively, assignments could be evaluated through tests based on MCQs on the case studies. Assignment 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.

Final Exams

1. Students who have completed and passed all Module Tests and Assignments 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 assignments. It will be conducted on-line and in specific centers announced by NIBM.
3. In case a candidate passes all evaluation components including Assignments 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, Assignment and Final Exam for a course. However, the attempts can be availed only if within the stipulated six month period from date of enrolment.
- 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 or module tests 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.**