



National Institute of Securities Markets  
ICT Department

FUNCTIONAL REQUIREMENTS  
FOR  
STUDENT LIFE CYCLE MANAGEMENT SYSTEM  
(Version: 1.4)

## DOCUMENT REVIEW RECORD

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1.3	24/06/2016	Mr. Yeshwanth Krishna, Mr. Ranga Kiran	Review by Director, Registrar, SVP (ICT), VP (F&A), VP (GSD), Mr. Rajsekhar, Mr. Raviraj
1.4	24/08/2016	Mr. Ranga Kiran, Ms. Jina Devi	Incorporated Registrar's comments

## ABBREVIATIONS

Abbreviations	Full Form
SSE	School for Securities Education
F&A	Finance & Accounts Department
GSD	General Services Department
ICT	Information and Communication Technology
SRL	Service Request Logging System
NOC	No Objection Certificate

TABLE OF CONTENTS

1. Introduction .....	4
2. Student Life Cycle Management System .....	4
2.1. Programmes at NISM .....	4
2.2. Roles in Student Life Cycle Management System .....	5
2.3. Registration Process .....	5
2.4. Selection of Students .....	13
2.5. Final List of Selected Students .....	22
2.6. Time Table Scheduling .....	24
2.7. Venue Management .....	26
2.8. Attendance Management .....	26
2.9. Student Fee Payment & Dues .....	29
2.10. Exams & Assignments .....	29
2.11. Certificates .....	32
2.12. Alumni Management .....	35
2.13. System Administration (Master Management) .....	35
2.14. Fee Management .....	38
2.15. Hostel Management .....	39
2.16. Special Cases .....	40
2.17. Miscellaneous .....	40

## 1. Introduction

National Institute of Securities Markets is building a campus on 70 Acres land at Patalganga, a location on Mumbai-Pune Highway. The proposal for development of Student Life Cycle Management the campus is in User Expectation Document.

## 2. Student Life Cycle Management System

### 2.1. Programmes at NISM

NISM offers Two Full Time and Four Part Time Programmes. However, NISM conducts many Management Development Programmes of variable duration (i.e, One Day, One Week etc.). In a nutshell, the duration of programmes may vary from half-a-day to three years.

For short term programmes, interested participants shall register themselves online and make payment via payment gateway. There shall be entry and exit questionnaires taken by the participant during the course of a short term programme. Upon successful completion of the short term programme, the participant shall be awarded and emailed a 'Participation Certificate'. The participants and faculty might provide feedback about the short term programme.

For long term programmes, the process flow shall be as per the section 'Certificates'.

Early bird discount/Corporate Discount/Group Discount/General Discount shall be applicable to all the NISM Programmes.

Following table indicates the details of the programmes currently being offered by NISM:

#	Programme Name	Programme Duration
1	Post Graduate Programme in Securities Markets (PGPSM)	1 year
2	Post Graduate Diploma in Quantitative Finance (PGDQF)	1 year
3	Certificate in Securities Laws (CSL)	2.5 months
4	Certificate in Treasury Management	2 months
5	Programme in Financial Engineering and Risk Management (PGPFERM)	1 year
6	Post Graduate Certificate in Data Science (PGCDS)	6 months
7	Post Graduate Certificate in Securities Markets (PGCSM)	1 year
8	Post Graduate Certificate in Capital Markets (PGCCM)	6 months
Any other miscellaneous programmes as may be announced in future		

## 2.2. Roles in Student Life Cycle Management System

The following roles shall be available in the system:

- Participant/Student
- System Administrator
- Director
- Registrar
- Dean
- Programme Manager
- Academic Associate
- Faculty. There shall be two types of faculty:
  - Visiting Faculty. It can be further divided into two types:
    - Regular
    - Occasional
  - Member of Faculty. They are the faculty member who are on NISM's payroll.
- F&A Officer
- GSD Officer
- IT Officer
- Librarian

The role mapping shall be discussed during Gap Analysis.

## 2.3. Registration Process

NISM publishes an advertisement on the website ([nism.ac.in](http://nism.ac.in)) inviting applications for the courses offered. The said advertisement shall have a link to the application form. The candidate can be able to download the duly filled application form and online

payment receipt. A model application form is shown below in figures 1(a) to 1(h).

The screenshot displays the NISM website interface. At the top, there is a navigation bar with links for 'Home', 'Certifications', 'Academics', 'Corporate Solutions', 'Financial Education', 'Regulatory Studies', 'Corporate Governance', and 'Research'. A secondary navigation bar includes 'About NISM', 'About SEBI', 'About NCFE', 'Tenders', 'Recruitment', and 'News'. The main content area features a prominent advertisement for the Post-Graduate Programme in Securities Markets (PGPSM) for the 2016-17 admissions. The ad includes the NISM logo, a call to action 'Click to Apply', and contact information: 'Email: pgpsm@nism.ac.in', 'Website: nism.ac.in/pgpsm', 'Admission Helpline: +91-8268002412', 'Missed Call: +91-82860 86340', and 'WhatsApp: +91-84336 03660'. Below the advertisement, there is a 'PGPSM - Enquiry' form with fields for Name, Email, Mobile, and a text area for the query, along with a 'Send' button. The website also features a sidebar with a 'PGPSM' menu containing links like 'About PGPSM', 'Programme Architecture', 'Learning Environment', 'Placements', 'Academic Team', 'Visiting Faculty', 'Admission Procedure', 'Apply Now', 'Fee and Deposit', 'Awards and Sponsorships', and 'Download Prospectus'. A 'Quick Links' section includes 'Apply Now for Admission to PGPSM 2016-17', 'Faculty Development Programme', 'Visit NISM', 'NISM Certification Portal', 'Forthcoming CPE Programs', 'NISM Skills Registry', 'NISM Gallery', and 'Partner with NISM'. Social media icons for Twitter, Facebook, and LinkedIn are also present. The footer contains the copyright notice: 'Copyright © 2016 National Institute of Securities Markets. All Rights Reserved.'

Figure 1(a): Advertisement for course in website

**PGPSM**  
Post Graduate Programme  
in Securities Markets

Become a specialist in  
**Securities Markets** in just **one year**

**NISM**

**Application Form**  
Admissions 2016-17

## PGPSM Application Form

Admissions 2016-17

- 1 Instructions
- 2 Personal Details
- 3 Academic Qualification
- 4 Professional Experience
- 5 Payment and Declaration

### Instructions

1. The application form contains five sections (including 'Instructions')
2. The mandatory fields are marked with an asterisk (\*)
3. Instructions are provided across various fields throughout the application form
4. Only completely filled application forms will be considered for admission
5. A copy of your application form would be sent to your email on submission
6. In case of multiple submissions, only your last submission will be considered
7. The application form do not have a provision to save and resume later. Keep all information handy before starting to fill the form
8. The application fee is Rs. 1000/- and is non-refundable
9. The payment details are provided in the last section of the application form
10. The application is complete only upon successful payment

### Preferred Interview Location

NISM schedules interviews at any location only if there are significant applicants from that location. Else, you would be scheduled interview at the nearest location

<input checked="" type="radio"/> Ahmedabad	<input type="radio"/> Bengaluru
<input type="radio"/> Bhubaneswar	<input type="radio"/> Chandigarh
<input type="radio"/> Chennai	<input type="radio"/> Delhi
<input type="radio"/> Hyderabad	<input type="radio"/> Indore
<input type="radio"/> Jaipur	<input type="radio"/> Kolkata
<input type="radio"/> Mumbai	<input type="radio"/> Pune
<input type="radio"/> Other	

1 / 5

Figure 1(b): Course Application Form

Figure 1(c): Course Application Form

**PGPSM** Post Graduate Programme in Securities Markets

Become a specialist in **Securities Markets** in just **one year**

**NISM**

### Application Form

Admissions 2016-17

## PGPSM Application Form

Admissions 2016-17

1 Instructions   2 Personal Details   3 Academic Qualification   4 Professional Experience   5 Payment and Declaration

### Identification

First Name \*  Middle Name  Last Name

Date of Birth \*  /  /

DD MM YYYY

Sex \*  Male  Female

Marital Status  Single  Married

### Contact Details

Address for Communication \*

Street Address

Address Line 2

City  State / Province / Region

Postal / Zip Code  Country

Contact Number (Mobile) \*

Maximum Allowed: 10 characters. Currently Used: 0 characters.

Email id \*

Upload Photograph  No file selected.

[Previous Section](#)

2 / 5

**PGPSM** Post Graduate Programme in Securities Markets  
Become a specialist in Securities Markets in just one year  
**NISM**

**Application Form**  
Admissions 2016-17

**PGPSM Application Form**  
Admissions 2016-17

1 Instructions 2 Personal Details 3 **Academic Qualification** 4 Professional Experience 5 Payment and Declaration

**SSC or Equivalent**  
Name of the School \*  Name of the Board \*   
Year of Passing \*  Percentage \*

**HSC or Equivalent**  
Group / Major \*   
Name of the School \*  Name of the Board \*   
Year of Passing \*  Percentage \*

**Graduation / Equivalent Diploma**  
Degree / Diploma \*   
Specialization   
Name of the College \*  Name of the University   
Status of Completion \*

**Post Graduation / Equivalent Diploma**  
Degree / Diploma   
Specialization   
Name of the College  Name of the University   
Status of Completion

**Professional Qualification**  
 CA  CFA  CS  
 CWA  Law  Others

**Competitive Exams**  
Choose the Competitive Exam(s) you have appeared for  
 GMAT  
 CAT  
 XAT  
 CMAT  
 MAT  
 Others

**Academic / Co-curricular Achievements**  
1. Enter your academic / co-curricular achievements, if any, in brief (not more than 50 words)  
2. Enter your achievements in points  
3. Enter only information that holds significant value  
  
Maximum Allowed: 50 words. Currently Used: 0 words.

[Next Section](#) [Previous Section](#) 3 / 5

Figure 1(d): Course Application Form

**PGPSM** Post Graduate Programme in Securities Markets

Become a specialist in  
**Securities Markets** in just **one year**

**NiSM**

**Application Form**  
Admissions 2016-17

**PGPSM Application Form**  
Admissions 2016-17

1 Instructions 2 Personal Details 3 Academic Qualification 4 Professional Experience 5 Payment and Declaration

**Total Professional Experience**

Years  Months

**Professional Details**

1. Start with your most recent Organization  
2. Enter the highest designation held in the Organization  
3. Enter your role(s) in brief. For example, Software Development, Maintenance of Accounts, etc.  
4. Enter the month and year of joining in 'From'  
5. Enter the month and year of leaving in 'To'  
6. Leave 'To' blank if you are currently working in the Organization

Organization	Designation	Roles	From	To
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

**Professional Achievements**

1. Enter your professional achievements, if any, in brief (not more than 50 words)  
2. Enter your professional achievements in points  
3. Enter only information that holds significant value

Maximum Allowed: 50 words. Currently Used: 0 words.

[Next Section](#) [Previous Section](#) 4 / 5

Figure 1(e): Course Application Form

**PGPSM**  
Post Graduate Programme  
in Securities Markets

Become a specialist in  
**Securities Markets** in just **one year**

**NISM**

**Application Form**  
Admissions 2016-17

## PGPSM Application Form

Admissions 2016-17

- 1 Instructions
- 2 Personal Details
- 3 Academic Qualification
- 4 Professional Experience
- 5 **Payment and Declaration**

### Instructions for Payment

Read the following information carefully before submitting the form

1. The application fee is Rs. 1000/- and is non-refundable
2. On submission, you would be directed to State Bank Collect payment page where you would be able to make payment using credit card / debit card / net banking / cash deposit
3. In the payment page, select 'PGPSM 2016 17' under Payment Category and enter your basic information
4. Your application will be complete only upon successful payment
5. A copy of your application form and the link to State Bank Collect payment page will be sent to your email on submission
6. You may use the link in the email to make payment, if you are not automatically redirected to the payment page on submission

To resolve any queries, please contact,

Admission Helpdesk: +91-82680 02412  
Missed Call: +91-82860 86340  
Whatsapp: +91-84336 03660

### Declaration

I agree to abide by NISM's rules, code of conduct and students' guidelines framed/to be framed from time to time. I hereby certify that the above information given is true and correct to the best of my knowledge. I understand that any false declaration shall result in disqualification of my admission to PGPSM.

I agree

Type the characters from the image below. \*



Type the text

[Privacy & Terms](#)

[Previous Section](#)

5 / 5

Figure 1(f): Course Application Form

भारतीय स्टेट बैंक  
**State Bank of India**  
The Banker to Every Indian

State Bank Collect

Products & Services Know More

**STATE BANK COLLECT**  
A MULTI-MODAL PAYMENT PORTAL

**DISCLAIMER CLAUSE**

डिस्क्लेमर क्लॉज हिंदी में देखने हेतु [यहां क्लिक करें](#).  
[Click here](#) to view the disclaimer clause in Hindi.

Terms Used:

- ▶ Corporate Customer: Firm/Company/Institution (F/CI) collecting payment from their beneficiaries.
- ▶ User: The beneficiary making a payment to F/CI for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

Proceed

© Copyright 2013 OnlineSBI Privacy Statement | Disclosure | Terms of Use

Figure 1(g): Course Application Form

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

The screenshot displays the 'State Bank Collect' online payment interface. At the top, the 'State Bank Group' logo is visible. The main header identifies the institution as the 'NATIONAL INSTITUTE OF SECURITIES MARKETS' with its address: 'NISM BHAVAN PLOT NO.82, SECTOR-17, VASHI, , NAVI MUMBAI-400705'. The page is titled 'State Bank Collect' and shows the date '26-Feb-2016 [03:38 PM IST]'. The form is divided into sections: 'Provide details of payment' and a security verification section. The 'Provide details of payment' section includes a dropdown for 'Select Payment Category \*' (set to 'PGPSM 2016 17'), input fields for 'NAME OF CANDIDATE \*', 'EMAIL ID \*', 'MOBILE NUMBER \*', and 'APPLICATION FEES \*' (set to '1000' with a note 'Fixed:Rs.1000'). A 'Remarks' field is also present. Below this, a note states 'Application fees is non-refundable.' and a instruction: 'Please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.' The security section contains input fields for 'Name \*', 'Date of Birth \*', and 'Mobile Number \*', followed by a CAPTCHA image with the text 'ABF8F'. At the bottom of the form are 'Submit', 'Reset', and 'Back' buttons. A footer contains copyright information for 'OnlineSBI' and links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

Figure 1(h): Course Application Form

## 2.4.Selection of Students

- All the Application forms of the registered students shall be sent to an authority to scrutinize and the required number of applications are shortlisted for interview.
- The list of selected applications shall be marked on the system by the authority and the system should send an email & SMS to the student inviting them for an interview. Figure 2(a) and 2(b) shows the model email to be sent to the student.
- System shall have a provision to mark the attendance of the candidates who attended the interviews, assigning interview panels to the candidates, assigning marks to the candidates.

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

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Dear Prospective Student,

Congratulations from NISM for being shortlisted for Personal Interview and Written Essay stage of our selection process in respect of PGPSM Admissions – 2015-16.

Please refer the attachment for Interview date, Venue and Timings

A line in confirmation will be appreciated.

For any information please call Mr. Rajshekhar Torgal (9930880194).  
Best wishes for your further selection process.

Regards,

Rajshekhar S. Torgal

NISM

—  
With regards,  
PGPSM Admission Office.

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Figure 2(a): Call letter for Interview

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

**National Institute of Securities Markets**

**PGPSM Programme 2015-16 Selection Interviews  
Interview slots of Delhi Location**

**Interview Location:** National Stock Exchange of India Ltd.  
4th Floor, Jeevan Vihar Building, Parliament Street, New Delhi-110001,  
Contact No: Rajshekhar Torgal - 9930880194 (10AM to 5PM)

Username	First Name	Last Name	Preferred Interview Centre	Interview Date	Timings
NISM119349	MANISH	SHARMA	New Delhi	6-June-15	10:00 AM
NISM119374	KUMAR	GAURAV	New Delhi	6-June-15	10:00 AM
NISM119379	CHARVI	MADAN	New Delhi	6-June-15	10:00 AM
NISM119453	PRASHANT	KUMAR	New Delhi	6-June-15	10:00 AM
NISM119479	AKSHAY	MANGRULKAR	New Delhi	6-June-15	10:00 AM
NISM119490	GOTLURU	REVANTH	New Delhi	6-June-15	10:00 AM
NISM119497	KARTIK	NIGAM	New Delhi	6-June-15	10:00 AM
NISM119512	ATUL	PANDEY	New Delhi	6-June-15	10:00 AM
NISM119579	MANISH	TYAGI	New Delhi	6-June-15	10:00 AM
NISM119596	PARITOSH	SINGH	New Delhi	6-June-15	10:00 AM
NISM119620	SNEHIL	BHATT	New Delhi	6-June-15	11:00 AM
NISM119651	ALOK	RANJAN	New Delhi	6-June-15	11:00 AM
NISM119661	KRIKA	VAID	New Delhi	6-June-15	11:00 AM
NISM119663	PULKIT	GUPTA	New Delhi	6-June-15	11:00 AM
NISM119684	GAURAV	AGRAWAL	New Delhi	6-June-15	11:00 AM
NISM119705	SRIRAM	KUMARSONY	New Delhi	6-June-15	11:00 AM
NISM119770	TANYA	UBEROI	New Delhi	6-June-15	11:00 AM
NISM119772	SACHIN	ARORA	New Delhi	6-June-15	11:00 AM
NISM119773	SWASTIK	PANDEY	New Delhi	6-June-15	11:00 AM
NISM119795	AKHIL	GAUR	New Delhi	6-June-15	11:00 AM
NISM119819	VISHWANATH	RANA	New Delhi	6-June-15	2:00 PM
NISM119850	ABHISHEK	ANAND	New Delhi	6-June-15	2:00 PM
NISM119872	SAURABH	MISHRA	New Delhi	6-June-15	2:00 PM
NISM119890	VISHAL	SHARMA	New Delhi	6-June-15	2:00 Pm
NISM119891	AASHISH	KUMAR	New Delhi	6-June-15	2:00 PM
NISM119897	GAGANDEEP	SINGH	New Delhi	6-June-15	2:00 PM
NISM119914	SAHIL	SOOD	New Delhi	6-June-15	2:00 PM
NISM119915	GAUTAM	SATYAPAL	New Delhi	6-June-15	2:00 PM
NISM119938	KUSHAGRA	SHARMA	New Delhi	6-June-15	2:00 PM
NISM119972	DIVYA	AGARWAL	New Delhi	6-June-15	2:00 PM
NISM119992	AKSHAY	JAIN	New Delhi	6-June-15	2:00 PM
NISM119993	SAJAL	SONEKAR	New Delhi	6-June-15	3:00 PM
NISM120003	SAURABH	MISHRA	New Delhi	6-June-15	3:00 PM
NISM120012	SHIPRA	SHRIMALI	New Delhi	6-June-15	3:00 PM

Figure 2(b): Call letter for Interview

- Interviews shall be conducted by NISM at various locations and list of students selected for admission are marked on the system by an authorized officer of NISM and the system should send an email & SMS to the students with Offer Letter on NISM's letter head, Payment Details and Total Fees (Tuition fee, Hostel fee etc.). Figure 2(c), 2(d), 2(e) and 2(f) shows the model email to be sent to the student. A model form for hostel admission is shown in Figure 2(g) and 2(h).

Dear Candidate,

Hearty congratulations to you from NISM, on your selection for admission to the PGPSM 2014-15 programme.

In response to your application and further to your performance in the written test and interview, the selection committee is pleased to intimate that you have been admitted to the PGPSM Batch 2014 (June 2014 to May 2015). NISM, has set high standards and we look forward to your continued interest and commitment to this programme. Kindly acknowledge your acceptance by return e-mail.

In order to confirm your seat, you are required to pay the First Installment of fees, along with refundable deposits and other fees on or before 20th June 2014 as per the payment schedule tabled below. Please note that failure to do so would result in the cancellation of your admission.

For your ready reference, further details are enclosed.

We thank you for the interest shown in the PGPSM programme and welcome you to the NISM student fraternity. We wish you all the very best for a bright future in the field of securities markets.

Yours truly,

Prof. Sunder Ram Korivi

Dean – School for Securities Education

Office of PGPSM Admissions

National Institute of Securities Markets (NISM)

Plot No. 82, Sector 17, Vashi, Navi Mumbai – 400 705

Figure 2(c): Offer letter for Admission

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

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<Date>

**Subject: Fees Brake up for admission to PGPSM Batch 2014-15**

Dear <Name of the Candidate>,

For your ready reference, the fees breakup is as follows:

PGPSM: Fee Break up				
Sr.No.	Particulars	Non Residential	Residential <sup>1</sup>	Due Dates
<b>I</b>	<b>First Installment:</b>			
	Tuition + Library + Examination Fees = First Installment <sup>2</sup>	175,000	175,000	
	Service Tax	21,630	21,630	
	Alumni Association Fund	2,000	2,000	
	Library Deposit (Refundable)	10,000	10,000	
	Hostel Room Deposit (Refundable)	-	10,000	
	Hostel Room Charges: Double Occupancy @ Rs 3,000 p.m. for 6 months	-	18,000	
	<b>Total of First Installment</b>	<b>208,630</b>	<b>236,630</b>	<b>20th June 2014</b>
<b>II</b>	<b>Second Installment:</b>			
	Tuition + Library + Examination Fees = Second Installment <sup>2</sup>	175,000	175,000	1st October 2014
	Service Tax	21,630	21,630	
	Hostel Room Charges : Double Occupancy @Rs 3,000 p.m. for 6 months		18,000	1st December 2014
	<b>Total of Second Installment</b>	<b>196,630</b>	<b>214,630</b>	

Date: December 30, 2014  
Place: Navi Mumbai - 400703

Dy. Manager  
School for Securities Education - SSE

1

Figure 2(d): Offer letter for Admission

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

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*Note 2: All candidates are required to carry their own laptop computer throughout the duration of the programme.*

**A. Mode of Payment:**

Remittances to NISM may be made in any of the following modes:

- a. **Online payment:** Candidates can make online payment to any one of the following banks and details of NISM's account are provided as under:

i) **State Bank of India**

Beneficiary's Name	NATIONAL INSTITUTE OF SECURITIES MARKETS
Beneficiary's Address	NISM BHAVAN, PLOT NO.82, SECTOR 17, VASHI, NAVI MUMBAI - 400705
Beneficiary's Bank	STATE BANK OF INDIA
Beneficiary's Bank address	
Beneficiary's Nature of Bank Account	SAVINGS ACCOUNT
Beneficiary's Bank Account No.	
Beneficiary's Bank Br. IFSC (Code)	

ii) **HDFC Bank Ltd.**

Beneficiary's Name	NATIONAL INSTITUTE OF SECURITIES MARKETS
Beneficiary's Address	NISM BHAVAN, PLOT NO.82, SECTOR 17, VASHI, NAVI MUMBAI - 400705
Beneficiary's Bank	HDFC Bank Ltd
Beneficiary's Bank address	
Beneficiary's Nature of Bank Account	SAVINGS ACCOUNT
Beneficiary's Bank Account No.	
Beneficiary's Bank Br. IFSC (Code)	

Please attach a printout of the acknowledgement receipt, stating your Name and User ID on the reverse, and send it to NISM through courier or in person or by an e-mail.

- b. **At-par cheque/Cash** favoring 'National Institute of Securities Markets', payable at Mumbai may be deposited into any branch in India of HDFC Bank **OR** State Bank of India specifying the account number of NISM. Please state your Name and User ID on the original counterfoil of the pay-in slip, and send the same to NISM through courier or in person. Alternately, the cheque may be sent to NISM through courier or in person, stating the Name and User ID on the reverse of the cheque. In case NISM incurs any bank collection charges, the same will be passed on to you.
- c. **Demand Draft**, favoring 'National Institute of Securities Markets', payable at Mumbai. Please state your Name and User ID on the reverse of the Demand Draft and send the same to NISM through courier or in person.

**B. Documentation**

Apart from payment intimation, please do not send any originals or copies of certificate by courier or post. You are required to carry the under-mentioned documents to NISM.

Figure 2(e): Offer letter for Admission

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

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On arrival at NISM on 24th June 2014, you are required to submit the following:

1. Three photographs of passport size
2. *Original documents* of proof of age, graduation and post-graduate qualifications and work experience in support of your application with you for the formal verification process on 24th June 2014.
3. Kindly note that in respect of candidates appeared for final year graduation/P.G and those who have not completed documentation as indicated under point no.2 above shall be granted provisional admission. Such candidates shall be required to provide proof of passing their degree examination on or before 30th September 2014. NISM reserves the right to cancel admissions on applications not supported by the required documentation.

All postal/couriered communications to NISM must have the words **PGPSM Admissions 2014-15** super-scribed on the envelope.

NISM is pleased to announce that Credila and HDFC Bank will consider applications for Education Loans. In case further details are required, kindly contact Mr. Rajshekhar Torgal of NISM [rajshekhar.torgal@nism.ac.in](mailto:rajshekhar.torgal@nism.ac.in) or 022 66735125.

We thank you for the interest shown in the PGPSM programme and welcome you to the NISM student fraternity. We wish you all the very best for a bright future in the field of securities markets.

Yours truly,

Rajshekhar S. Torgal  
Office of PGPSM Admissions  
National Institute of Securities Markets  
(Established by SEBI)  
Plot No.82, Sector-17, Vashi  
Navi Mumbai - 400 705, India

National Institute of Securities Markets  
(Established by SEBI)  
Plot No.82, Sector-17, Vashi, Navi Mumbai - 400 705, India

Recent  
Photograph

**Hostel Admission Form**

**Name of the Programme and Year: PGCSM 2014-15**

(Please type or write using BLOCK LETTERS)

1. Name in full \_\_\_\_\_  
(Strictly as per the Graduation Certificate)
2. Father's / Husband's Name : \_\_\_\_\_
3. Gender Male  Female
4. Marital Status Married  Single
5. Category      
SC ST OBC GM
6. Address for correspondence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code: \_\_\_\_\_
7. Mobile No: \_\_\_\_\_ Land Line No: with STD Code \_\_\_\_\_
8. Contact No. in case of Emergency: \_\_\_\_\_
9. Blood Group: \_\_\_\_\_
10. E-Mail id:  
(Please mention clearly) \_\_\_\_\_
11. Date of Birth: \_\_\_\_\_  
(Please attach proof)
12. Names and addresses of two Professional References:  
Name of the Referring person: \_\_\_\_\_ Name of the Referring person: \_\_\_\_\_  
Designation: \_\_\_\_\_ Designation: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_ E-mail ID: \_\_\_\_\_  
Contact No: \_\_\_\_\_ Contact No. \_\_\_\_\_

Figure 2(g): Hostel Admission Letter

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13. Fees payment details:

Name of the Student: \_\_\_\_\_

Payment made by: \_\_\_\_\_

Nature of Payment (Cheque / DD / Online / Cash Deposit): \_\_\_\_\_

Transaction / DD / Cheque No. \_\_\_\_\_

Date of Payment: \_\_\_\_\_

***Declaration by the Student:***

I have read and understood the instructions to this Application. I agree to abide by the disciplinary rules and norms of conduct. I shall use the hostel facilities with care and pay the charges and dues on time. I also agree to hand over the room back to NISM on completion of the study programme for which I have been admitted (i.e. from June 23, 2014 to May 31, 2015). However, in case of exigency for repairs & overhaul, NISM has right to ask a student to vacate the hostel after completing academic sessions in mid April/May 2015.

Date :

Place:

Signature of Applicant

(Name: \_\_\_\_\_)

**Enclosures:**

Candidates opting Hostel facility are required to submit copy of Photo ID Proof issued by Central or State Governments.

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For office use

Figure 2(h): Hostel Admission Letter

- After the student confirms his admission by payment of his fees they should receive a confirmation email & SMS on their registered email id & mobile number with enrollment number. ID card will be issued at a later stage with their roll numbers different from enrollment numbers (as students may get dropped even after payment of fees). Student account shall be created once he/she takes admission by paying the fee. NISM back office users shall also have a facility to create Student accounts accordingly.

## 2.5. Final List of Selected Students

- Final list of Students is prepared after 10 days from the commencement of classes and Roll Numbers are assigned as per the format given in figure 2(i) and 2(j).
- An ID card (same will be used as a Library card) is generated by the system in the format given in figure 2(k).

**National Institute of Securities Markets  
School for Securities Education**

**Roll Number structure for SSE students**

### 1. Introduction

The School for Securities Education (SSE) admits candidates in various programs every year. This document stipulates the format that will be followed by SSE to assign a Roll Number to every candidate admitted in any of the Programs.

### 2. Roll Number Format

The format of Roll Numbers assigned to students is as follows:

**<Program Name>/<Financial Year>/<Batch Number>/<Sequence Number of the student>**

Where:

- **<Program Name>** is the acronym of a Program. See Section-3 for Program acronyms.
- **<Financial Year>** is the financial year in which the concerned Program has started. The financial year will be expressed as 9999-99. E.g. 2012-13, 1997-98.
- **<Batch Number>** is the batch number of the student. This will be a single digit number.
- **<Sequence Number>** is the running serial number assigned to a student in a batch. The running serial number will start from 1 and will be a 3 digit number.

#### Examples:

- Typical Roll Numbers of a few students of PGPSM Program (2nd Batch) of financial year 2010-11 will be PGPSM/2010-11/2/012, PGPSM/2010-11/2/001, PGPSM/2010-11/2/047, PGPSM/2010-11/2/009, PGPSM/2010-11/2/101
- Typical Roll Numbers of a few students of CFERM Program (4<sup>th</sup> Batch) of financial year 2012-13 will be CFERM/2012-13/4/001, CFERM/2012-13/4/011, CFERM/2012-13/4/067, CFERM/2012-13/4/121

Figure 2(i): Roll Number Allotment Format

### 3. Program Acronyms

#	Program Name	Acronym
1.	Post Graduate Program in Securities Markets	PGPSM
2.	Post Graduate Certificate in Securities Markets	PGCSM
3.	Certificate in Financial Engineering and Risk Management	CFERM
4.	Certificate in Securities Law	CSL

Figure 2(j): Roll Number Allotment Format

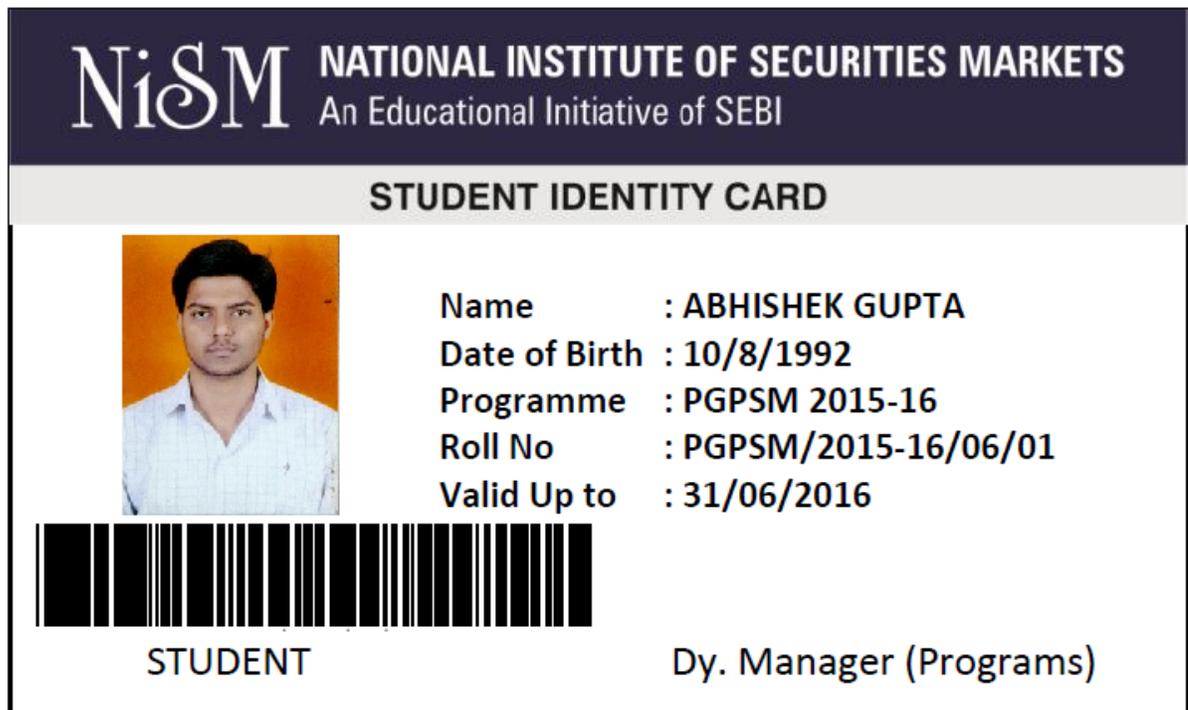


Figure 2(k): ID Card Format

## 2.6. Time Table Scheduling

- System should contain list of all courses (including short term and long term courses) with duration. Academic Associate shall prepare a time table for a particular course and the same shall be submitted for Program Manager for approval. Once the time table is approved, the same shall be notified to all the students by email & SMS and they can check the time table in their respective logins.
- Model time table is given in Figure 2(l).
- System shall have a re-schedule and cancellation facility of any class.
- System shall have a facility to allocate faculty to the time table.
- System shall permit time table scheduling for any period of time.
- System shall allow to assign a venue for a particular class for any given day.
- Student shall be able to check the timetable on his/her dashboard.

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ICT Department  
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<b>PGPSM 2015-16 Schedule</b>				
Day and Date	10-11:30	11:45-1:15	2-3:30	3:45-5:15
Sun 1st Nov	Risk Management and Derivatives by Sundararajan	Risk Management and Derivatives by Sundararajan	PHOTO SESSION	PHOTO SESSION
MON 2ND Nov	Risk Management and Derivatives by Sundararajan	Risk Management and Derivatives by Sundararajan	Fixed Income Securities by Hrudra Ranjan Sahoo	Fixed Income Securities by Hrudra Ranjan Sahoo
Tue 3rd Nov	Workshop by Ms. Anupama Iyer on interview skill an cv writing skill	Workshop by Ms. Anupama Iyer on interview skill an cv writing skill (lectures will be till 2.00pm)	Equity Analysis and Valuation by Rajani Agadi (presentation)	Equity Analysis and Valuation by Rajani Agadi (presentation)
Wed 4 th Nov	Workshop by Ms. Anupama Iyer on interview skill an cv writing skill	Workshop by Ms. Anupama Iyer on interview skill an cv writing skill(lectures will be till 2.00pm)	Equity Analysis and Valuation by Rajani Agadi (presentation)	Equity Analysis and Valuation by Rajani Agadi (presentation)
Thus 5 th Nov	Risk Management and Derivatives by Sundararajan	Risk Management and Derivatives by Sundararajan	Equity Analysis and Valuation by Rajani Agadi	Equity Analysis and Valuation by Rajani Agadi
Fri 6 th Nov	Portfolio Management by Ms Rachana Baid	Portfolio Management by Ms Rachana Baid	Risk Management and Derivatives by Sundararajan LECTURE WILL START AT 1.45	Risk Management and Derivatives by Sundararajan

Figure 2(k): Time Table Format

## 2.7. Venue Management

- Slot once booked cannot be used again unless the booked slot is cancelled.
- System should check booking status before allocating a venue for a course.
- System should also show resources available in that room. E.g.: Projector, Speakers etc.,
- Program management office can add, modify, and delete the resources for any venue.
- Venue will be allotted only when available (i.e. necessary validations required).
- Classroom resource allocation, system should also allow listing and delisting of resources. Eg: enabling or disabling of venues.

## 2.8. Attendance Management

- System should contain an easy way to mark the attendance of the class (eg: like marking only the absent students etc).
- Program office shall capture the attendance of the students in the system.
- System shall also have a facility to capture students' attendance through biometric devices.
- The Visiting faculty attendance shall be in terms of date and in time (i.e. Date and From Hours, From Minutes – To Hours, To Minutes).
- System shall have a provision like maker- checker for faculty attendance. Here Academic Associate shall mark the attendance of a faculty on the system and the same shall be approved by Program Manager.
- Attendance of visiting faculty should also be taken care of by the system.
- Figure 2(l) and 2(m) shows the model of the attendance sheet of Students and faculty respectively.
- System should also have a provision to record the number of instances when faculty could not meet the schedule (it could be cancellation or rescheduling).
- Print Attendance Sheet option shall be available.
- Academic Associate shall capture the faculty attendance in the prescribed form and shall upload the same in the system.
- Upload option for scanned attendance sheets shall be provided. The uploaded sheets shall be stored in the system.
- Student shall be able to track his/her attendance records on the dashboard.
- System shall have a provision to capture Faculty's attendance through biometric devices.

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<b>National Institute of Securities Markets</b>								
PGPSM 2015-16 - Students Attendance Sheet, Term -III, Subject: Behavioural Finance								
Sr. No	Roll No	Name of Student	Date					
			01-02-2016	02-02-2016	03-02-2016	04-02-2016	05-02-2016	06-02-2016
1	PGPSM/2015-16/06/01	Abhishek gupta						
2	PGPSM/2015-16/06/02	Akash ghorpade						
3	PGPSM/2015-16/06/03	Akshay rastogi						
4	PGPSM/2015-16/06/04	Aman kumar						
5	PGPSM/2015-16/06/05	Aniruddha kalley						
6	PGPSM/2015-16/06/06	Anurag joshi						
7	PGPSM/2015-16/06/07	Ashutosh yadav						
8	PGPSM/2015-16/06/08	Bharath sgd						
9	PGPSM/2015-16/06/09	Chandra shekhar						
10	PGPSM/2015-16/06/10	Danish manuja						
11	PGPSM/2015-16/06/11	Deepak jain						
12	PGPSM/2015-16/06/12	Divya agarwal						
13	PGPSM/2015-16/06/13	Gagandeep singh						
14	PGPSM/2015-16/06/14	Ganesh chalamalasetti						
15	PGPSM/2015-16/06/15	Geetha karturi						
16	PGPSM/2015-16/06/16	Gotluru revanth						
17	PGPSM/2015-16/06/17	Heenakausar shaikh						
18	PGPSM/2015-16/06/18	Joe samuel						
<b>No of students present</b>								

Figure 2(l): Student Attendance

<b>National Institute of Securities Markets</b>						
<b>Faculty Signature Sheet</b>						
<b>Programme: PGPSM- 2015-16</b>						
<b>Name of Faculty:</b>			<b>Mr Biharilal Deora</b>			
<b>Course:</b>			<b>Session for Credit Research Analysis</b>			
<b>Address &amp; Contact Info</b>						
Session No	Date	Session Timing		Total Hrs	Signature	Topic Covered (In Brief) or Subject
		From	To			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Figure 2(m): Faculty Attendance

## 2.9. Student Fee Payment & Dues

- Student can pay fee through online (payment gateway) as well as offline (Demand Draft, Cheque, NEFT, RTGS) modes. An appropriate fee receipt shall be available to view/dashboard on student's dashboard.
- System shall show the amount of fees paid and shall also show the dues remaining with the last dates of payment. This facility should be available to Program Management Office, Finance and Student Dashboards.
- Regular reminders by emails and SMSes to go to students and parents on dues.
- Faculty to take punitive action against defaulters and list of defaulters to be displayed with a facility to choose type of action to be taken like (stopping the students from taking exam, attending class, vacating hostel, awarding of degree /certificate).
- An email to be triggered to all concerned parties and also a message to be flashed on their respective dashboards (Dashboard of GSD, F&A, Concerned faculty and program management office as appropriate)).

## 2.10. Exams & Assignments

- System should automatically allocate the seating arrangement for exams.
- System should have a facility to share assignments with class or a group. There should also be a facility to schedule the assignments. (i.e. Issuance and Submission of assignments). Students shall be able to submit the assignments on the system.
- There should be a facility to upload marks of a respective student in Faculty Login.
- Grading shall be as per the details provided under System Administration Module.
- Figure 2(n) and 2(o) shows the grade sheet format.
- Student shall able to track his/her performance across the courses.

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ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

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<Name of course>

Grade Sheet – 2014-15

Name: <Candidate Name>  
Roll No: <PGPSM/2014-15/05/22>

Course Code	Name of the Course	Number of Credits	Grade Secured
<b>First Term</b>			
101	Economics for Securities Markets	1	C-
102	Financial Reporting & Analysis	1	D+
103	Mathematics for Securities Markets	1	B-
104	Applied Statistics for Securities Markets	1	A-
105	Financial Institutions & Markets	1	A-
106	Corporate Finance	1	C+
<b>Second Term</b>			
201	Securities Analysis	1	D
202	Fixed Income Securities	1	C+
203	Econometrics & Time Series Analysis	1	B-
204	Portfolio Management	1	C
205	Risk Management & Derivatives	1	C-
206	Functional Aspects of Mutual Funds	1	B-
207	Taxation in Securities Markets	1	B-
<b>Third Term</b>			
301	Global Securities Markets	1	C-
302	Mergers & Acquisitions	1	C+
303	Regulation – Theory & Practice	1	C+
304	Special Topics (Behavioural Finance)	1	A+
305	Financial Modelling	1	C-
<b>Fourth Term</b>			
401	Project Dissertation	2	C
Total Credits		20	--
Cumulative Grade Point Average (CGPA)(Out of maximum of 12.00 points)		--	6.00

<Candidate Name> has successfully completed the requirement of Post Graduate Programme in Securities Markets during the Academic Year 2014-15 and has secured C+ Grade.

Date: 26 February 2016  
Vashi, Navi Mumbai

Prof. Sunder Ram Korivi  
Dean - School for Securities Education

Figure 2(n): Grade Sheet

National Institute of Securities Markets  
ICT Department  
FUNCTIONAL REQUIREMENTS FOR STUDENT LIFE CYCLE MANAGEMENT SYSTEM

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**CREDIT SCHEME: ASSESSMENT AND GRADING**

- The medium of instruction is English only.
- PGPSM consists of 18 courses (Term I to III) and a Project Dissertation (Term IV). All courses carry one credit each, except Project Dissertation which carries 2 credits. PGPSM will have a total of 20 credits.
- One credit is approximately 30 hours of in-class contact or equivalent.
- Evaluation of performance of a student in each course is based on class tests, surprise quizzes, practical exercises, assignments, mid and end-term examinations.
- Students who successfully complete a course are awarded letter grades ranging from D- to A+. Please see Grade Point Scale tabulated below.
- A student who fails in a course is awarded a letter grade F.
- If a student misses/fails in the final examination for any of the courses, he/she is permitted to appear for one re-examination. No second re-examination will take place in any case. Point grade secured by a student in the re-examination for any of the course would be reduced by two grade points.
- A Student will not be allowed to carry forward any F grade
- To complete the Programme successfully, a student must secure on an average C+ or CGPA of 6 points or better letter grade or CGPA.
- The Cumulative Grade Point Average (CGPA) is computed as the weighted average of grade points secured in all courses where the weight is the number of credits for the course is divided by the total number of credits for the Programme.
- Grade Point Scale is as under:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Points	12	11	10	9	8	7	6	5	4	3	2	1	0

National Institute of Securities Markets  
Plot No.82, Sector-17, Vashi, Navi Mumbai - 400 705, India  
Ph 022 6673 5125 (Direct), 66735100-105 (Board) Website: [www.nism.ac.in](http://www.nism.ac.in)

Figure 2(o): Grade Sheet

## 2.11. Certificates

- For Short Term Programmes, only Participation certificates shall be generated.
- For Long Term Programmes, certificates like Bonafide Certificate, Provisional Certificates, Convocation Certificates and Grade Sheets are to be generated by the system.
- Student should be able to track these generated certificates for a minimum of 5 years.
- After obtaining No Objection Certificate (NOC) from GSD, Library Office, F&A, ITD etc., the certificates of a respective student shall be generated and issued duly.

### BONAFIDE CERTIFICATE

This is to certify that **Mr. <Candidate Name>** is a student of Post Graduate Programme in Securities Markets (PGPSM) during the Academic Year June 2015 to May 2016. He bears a good moral character and has good conduct.

He is staying in NISM Hostel at address NISM Nivas, Plot No 23, Sector 14, Vashi, Navi Mumbai-400703

This certificate is issued as per his request e-mail date **February 10, 2016**.

Date: February 11, 2016  
Place: Navi Mumbai - 400703

Dy. Manager  
School for Securities Education - SSE

Figure 2(p): Bonafide Certificate

**Post Graduate Programme in Securities Markets  
(Academic Year 2014-15)**

**PROVISIONAL CERTIFICATE**

**Name:** Mr. <Candidate Name>  
**Roll No:** PGPSM/2014-15/05/50

**Certified that**

**Mr. <Candidate Name>** has passed the **Post Graduate Programme in Securities Markets (PGPSM)** examinations conducted by the Institute and successfully met all the requirements of the programme during the academic year 2014-15. He bears a good moral character. The consolidated Grade Sheet shall be issued in due course at the time of the annual convocation.

Date: January 14, 2016  
Vashi, Navi Mumbai

Prof. Sunder Ram Korivi  
Dean- SSE

Figure 2(q): Provisional Certificate



Figure 2(r): Convocation Certificate

## 2.12. Alumni Management

- Successful students key profile to be kept under alumni database.
- A facility to update alumni info to be given to the students.
- Alumni record to be created after the student has been issued his certificate.
- Contact details (mobile, email id) to be verified before creation of alumni record.
- Student can change any number of contact details and all of them are to be preserved and should be retrievable under System Administration.
- An alumni can once again become a student under any course.

## 2.13. System Administration (Master Management)

### 2.13.1. Programme Master

- Programme Code
- Programme Name
- Type of Programme (Under Graduation / Post Graduation/Others)
- Short Term Programme/Long Term Programme
- Duration (This will be a Number followed by selection of a unit from drop-down list).
- Total number of Credits

### 2.13.2. Batch Master

- Batch Code
- Batch Name
- Batch Start Date
- Batch End Date
- Semester Declaration:
  - First Semester: Start Date – End Date
    - Courses (Mapped from Course Master)
  - Second Semester: Start Date – End Date
    - Courses (Mapped from Course Master)
  - Third Semester: Start Date – End Date
    - Courses (Mapped from Course Master) and so on.
  - Number of Semesters will be decided by NISM and the end date of Last semester should match with Batch end date.
- Programme Name (Mapped from Programme Master)
- Fee Code (Mapped from Fee Master)

### 2.13.3. Course Master

- Course Code
- Course Name
- Number of credits for course
- Total Marks of Course
- Number of hours taught

- Grading Scheme
  - Range of marks for grade
  - Grade Letter
  - Grade Points
  - Eg: Consider a subject “Financial Risk Management”. Programme Manager shall defines the following prior to the start of a batch. If a student gets 63 marks he will be awarded “C” grade.

Grade	Points	Highest Mark	Lowest Mark
A+	12	100	96
A	11	95	90
A-	10	89	85
B+	9	84	80
B	8	79	75
B-	7	74	70
C+	6	69	65
C	5	64	60
C-	4	59	55
D+	3	54	50
D	2	49	45
D-	1	44	40
F	0	39	0

- Evaluation Scheme
  - Programme Management office defines the evaluation scheme at the beginning of a batch.  
Eg: Consider a subject “Financial Risk Management” for which Programme Manager shall define the following prior to the start of a batch. Like it consists of two examinations and an assignment. Faculty shall enter the marks obtained in all the tests manually and the grade is calculated automatically as per the grading scheme defined earlier. The total marks of all the evaluation items should not exceed the total marks of a course.

Evaluation Item	Maximum Marks
Class Test	20
Assignment	20
Final Examination	60

#### 2.13.4. Fee Master

- Fee Code
- Fee Name
- Fee type (Eg: Structured/ Unstructured)
- Batch Name (Mapped to Batch Master)
- Number of Instalments
- Breakup of fee
- Due date for each instalment
- General Discount
- Group Discount
- Refund of X% of the first installment before the start date of the batch

PGPSM: Fee Break up				
Sr.No.	Particulars	Non Residential	Residential <sup>1</sup>	Due Dates
<b>I</b>	<b>First Installment:</b>			
	Tuition + Library + Examination Fees = First Installment <sup>2</sup>	175,000	175,000	
	Service Tax	21,630	21,630	
	Alumni Association Fund	2,000	2,000	
	Library Deposit (Refundable)	10,000	10,000	
	Hostel Room Deposit (Refundable)	-	10,000	
	Hostel Room Charges: Double Occupancy @ Rs 3,000 p.m. for 6 months	-	18,000	
	<b>Total of First Installment</b>	<b>208,630</b>	<b>236,630</b>	<b>20th June 2014</b>
<b>II</b>	<b>Second Installment:</b>			
	Tuition + Library + Examination Fees = Second Installment <sup>2</sup>	175,000	175,000	1st October 2014
	Service Tax	21,630	21,630	
	Hostel Room Charges : Double Occupancy @Rs 3,000 p.m. for 6 months		18,000	1st December 2014
	<b>Total of Second Installment</b>	<b>196,630</b>	<b>214,630</b>	

#### 2.13.5. Venue Master

- Venue Number
- Venue Name
- Venue Location
- List of resources
- Seating capacity

#### 2.13.6. Faculty Master

- Faculty Number/Code
- Faculty Name
- Faculty Contact Details (Email, Mobile, Address for Communication)

- Courses taught
- Type of Faculty (Visiting/Member of Faculty)
- Type of Visiting Faculty (Regular/Occasional) if applicable
- Honorium Fee (if applicable)

#### 2.13.7. Role Management

- Add Role
- Modify Role
- Delete Role

#### 2.13.8. User Management

- Add User
- Modify User
- Deactivate User

#### 2.13.9. Reports

- Alumni Report
- Candidate/Participant Registration Report
- Student – Programme Report
- Student Attendance Report
- Student Fee Due Report
- Hostel Allotment Report
- Student Performance Report
- Faculty Management Report
- Venue Management Report

### 2.14. Fee Management

#### 2.14.1. Student Admissions:

- Application fee shall be collected from the applicants through online (payment gateway) as well as offline (Demand Draft, Cheque, NEFT, RTGS) modes.
- Post shortlisting of the candidates, the students who are willing to join the course shall pay an amount (First fee) to reserve their seat. In case, any student wants to withdraw from the course, before the start date of the course, he/she is entitled for X percent of first fee refund.

#### 2.14.2. Academics:

- Both structured and unstructured required.
- For short term courses, NISM raises an invoice with the concerned party, once the payment comes through, the details shall be captured on the system (Unstructured).

- For long term courses, student shall pay on the system through a payment gateway provided. Offline mode of payment shall also be considered (Structured).
- NISM pays honorium fee to guest faculties. Honorium fee (per hour basis) varies from faculty to faculty.
- Visiting faculty may request for payment and the request shall be forwarded to SSE program office. Once the program office ascertains the faculty's attendance etc., the same shall recommend to F&A Department for the release of payment. The program office can recommend part payment also.
- Visiting faculty may also request for payment by raising an invoice (service tax is applicable).
- In order to release payment to a visiting faculty, the faculty has to meet all the course requirements such as evaluating tests, grading the students etc.
- Visiting faculty may also request for reimbursement of all applicable conveyances (Hotel, Air travel, Local etc.).
- Refund of amount to students shall be made through the system.
- Deposits such as library fee etc. shall be captured in the system.
- Fee exemptions to the students shall also be captured in the system.
- Amenities (Swimming pool, tennis, cricket, Gym etc.) usage by students shall also be captured in the system.
- Hostel related charges like guest fee, furniture breakage fee, canteen fee for the guests etc., shall be captured in the system.

#### 2.14.3. F&A Reports

- Application fee report (both online and offline).
- Regular fee report (both online and offline).
- Deposits report (like library fee etc.).
- Exemptions report.
- Amenities usage report.
- Faculty payment report.
- Hostel fee management report.

#### 2.15. Hostel Management

- This feature shall have a facility to book rooms and allocate to Participant/Student for a certain period. As part of room description, the amenities available should also be displayed.
- Participants of Short Term Programmes, may or may not pay fees for Hostel bookings but still GSD shall be allowed to book rooms for the same accordingly.
- Once the student pays fee for the hostel, the General Services Department (GSD) shall be intimated accordingly and the online receipt shall also be accessibly to them.

- GSD shall have an interface wherein they can see the rooms available and can be allocated to the candidate accordingly.
- Student shall have to submit an online undertaking form to GSD.
- Facility to be provided to GSD to recover any dues (in case of breakages, damage in infrastructure etc.) from the students.
- If dues are less than that of deposits made by the student then there shall not be any issue in the issuance of NOC.
- When a student wants to take a leave of absence or wants to go on an outdoor visit, he/she shall raise a request for an outdoor pass with the program office. Subsequently, the program office may recommend to GSD to provide him/her an outdoor pass for a specific duration.
- Any complaints can be raised by the students on SRL and the same shall be assigned to concerned departments.

#### 2.16. Special Cases

- If a student is asked to vacate the campus and he/she wants to come back next year, the fee shall be applicable as that of current year.
- If a student fails a semester and if he/she re-appears in the next year, the credits of that of the previous semester shall be applicable.
- If a student dropouts of a course and comes back the next year, the current year's program scheme shall be applicable.

#### 2.17. Miscellaneous

- System shall have a provision to add, modify and delete the Email and SMS templates.
- System shall have a provision wherein students can assess the faculty through questionnaire.