

Form No. \_\_\_\_\_

Enrollment No. \_\_\_\_\_  
(To be allotted by the Institute)

Please read the instructions given at the end carefully before filling the form. Use block letters (' v ' the appropriate Boxes)

# Admission Form

Post Graduate Diploma in Financial Planning & Wealth Management™

Signature of the Candidate

### Instructions

1. Read the application form carefully before filling it.
2. Please ensure that all requisite fields are filled in CAPITAL LETTERS. Incomplete and illegible forms will not be accepted.
3. All information provided by you is intended for official use only and will remain confidential.
4. Please write N/A wherever necessary.
5. In your own interest, you must keep a copy of the filled-in application form.

### Personal Details

1. Admission Session: \_\_\_\_\_
2. Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)
3. Father's/ Guardian's Name: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
5. Gender: \_\_\_\_\_
6. Nationality: \_\_\_\_\_
7. Marital Status: \_\_\_\_\_
8. Email ID: \_\_\_\_\_
9. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Country: \_\_\_\_\_ Pin Code: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_ Phone No.(STD Code): \_\_\_\_\_
- 10.. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Country: \_\_\_\_\_ Pin Code: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_ Phone No.(STD Code): \_\_\_\_\_

## ACADEMIC RECORD

### 11. Educational Qualification:

Exam/ Degree	College/ University/ Institute/ Board	Marks obtained	Year of Passing
Sr. Secondary			
Bachelors			
Masters			
Professional			

## PROFESSIONAL EXPERIENCE

### 12. Current Employment Details (Ignore, if not employed):

Category: \_\_\_\_\_ Service:  Self Employed:

Name of the Organisation: \_\_\_\_\_

Designation: \_\_\_\_\_

Industry: \_\_\_\_\_ Finance:  Non-Finance:

Employed/ Engaged Since: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Pin Code: \_\_\_\_\_

Phone No.(STD Code): \_\_\_\_\_ Fax No. (STD Code): \_\_\_\_\_

### 13. Past Employment Details:

From	To	Name of the Organisation	Department	Designation

14. Total years of experience \_\_\_\_\_ In finance industry \_\_\_\_\_ In non-finance industry \_\_\_\_\_

### 15. Mode for collecting Delivery Instructions: (Tick any one)

Self  Permanent Address  Correspondence Address  Office Address

### 16. Objective of Joining the Program:

Additional Qualification  Knowledge Update  Career Oriented

17. From which source did you learn about BIFM & its courses:

Newspaper  Friends  Website  Seminar   
Company  Any other (please specify)

## OTHER DETAILS

18. If any of the following statements is marked 'yes' please set forth the principal facts relating to each incident in the space provided against each question. You may be required to provide copies of appropriate documentation such as claims, complaints, answers, decisions, settlements, proof of fines etc.

a) Have you ever been charged or convicted in a court of law, or are there any pending charges ?

Yes  No  If yes, Details \_\_\_\_\_

b) Have you been refused membership of a statutory professional or other body in respect of your professional capacity ?

Yes  No  If yes, Details \_\_\_\_\_

c) Have you been subject to disciplinary proceeding or expelled by a statutory professional or other body in respect to your professional capacity ?

Yes  No  If yes, Details \_\_\_\_\_

### Additional for Long Term Courses (CFP<sup>CM</sup> Certification & PGD-FPWM<sup>TM</sup>):

d) Have you had a business related licence, registration or membership revoked, denied or suspended ?

Yes  No  If yes, Details \_\_\_\_\_

e) Are you an un-discharged bankrupt or ever been declared bankrupt ?

Yes  No  If yes, Details \_\_\_\_\_

f) Have you ever been dismissed or had a proper authority or life insurance agency withdrawn on ethical or legal grounds ?

Yes  No  If yes, Details \_\_\_\_\_

g) Have the past or pending claims been made against your professional indemnity insurance in relation to financial advice ?

Yes  No  If yes, Details \_\_\_\_\_

19. Will the programme be financed? If yes, tick the mode of financing.

Self Sponsored  Company Sponsored  Bank Loan  Others

## PAYMENT DETAILS

Payment Mode

A. Lumpsum:

Cash  Cheque/ DD  Credit Card  Full Payment Amount

Remittance through Cheque/ Demand Draft (DD should be in favour of BLB Institute of Financial Markets Ltd, payable at New Delhi)

Cheque/ DD Detail	Date	Bank	Branch	Amount

Remittance through Credit Card

(Particulars to be filled by the person holding the credit card & authorising the Institute to recover the course fee therefrom)

Cheque/ DD Detail	Date	Bank	Branch	Amount

Remittance through Credit Card

(Particulars to be filled by the person holding the credit card & authorising the Institute to recover the course fee therefrom)

I authorize BIFM to charge my credit card towards the Fee of Rs. \_\_\_\_\_ Card Type (Master/ VISA)

Card Number

Card Holder's Name \_\_\_\_\_ Card Expiry Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount to be charged \_\_\_\_\_ Signature \_\_\_\_\_

## B. Installment

Mode of Initial Payment

Cash  Cheque/ DD  Credit Card  Full Payment Amount

Remittance through Cheque/ Demand Draft (DD should be in favour of BLB Institute of Financial Markets Ltd, payable at New Delhi)

Cheque/ DD Detail	Date	Bank	Branch	Amount

Remittance through Credit Card

(Particulars to be filled by the person holding the credit card & authorising the Institute to recover the course fee therefrom)

I authorize BIFM to charge my credit card towards the Fee of Rs. \_\_\_\_\_ Card Type (Master/ VISA)

Card Number

Card Holder's Name \_\_\_\_\_ Card Expiry Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount to be charged \_\_\_\_\_ Signature \_\_\_\_\_

Remittance through Post Dated Cheques

Post Dated Cheque Amount

\_\_\_\_\_

S.No.	Cheque No.	Name of the Bank

Please mention Name, Course, and Batch at the reverse of the PDC.

## Declaration by the Applicant

- 1 I, hereby declare that I have carefully read the instructions and state that the particulars filled up by me in this form are correct to the best of my knowledge and nothing material has been concealed therefrom. I understand that my admission is liable to be cancelled if any of the statements made by me is found to be incorrect.
- 2 I undertake to observe proper standards of academic conduct.
- 3 I shall abide by the prescribed courses of reading and the modes of examinations, which may prevail from time to time, even though these may be at variance with those of the previous years.
- 4 I shall maintain good conduct with fellow students and do not indulge in any activity causing defame to others or involving moral turpitude. In case of default the Institute may have the right to rusticate me from the rolls of the Institute.
- 5 I shall pay full respect and faithfully carry out the instructions issued by the Faculty members and other Staff Members of the Institute.
- 6 I hold myself responsible for due and timely payment of fees and all other dues. In case of default the Institute may have the right to abstain me from attending the class and my name may be struck off from the rolls of the Institute. I have further understood, that fee once paid shall not be refunded under any circumstances.
- 7 I understand that the fee paid to the Institute cannot be transferred or adjusted in the account of any other individual. I further understand that I cannot switchover to another course from the one enrolled for. Also, it is understood that I shall not be entitled to switchover from one batch to another batch of the same course except under unavoidable circumstances and that too with the express permission of the Institute. The permission in this regard may be granted subject to the availability of vacancy in the other batch.
- 8 I shall not destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, documents, monies, stamps or chattels of the Institute, or employees of the Institute.
- 9 I shall help the institute in the maintenance of its property and assets
- 10 I shall return the books taken from the library at the completion of the course or if leaving the course in between.
- 11 I undertake to carry my identity card at the time of my visit to the institute and produce the same for my identification as and when the same is asked for. Otherwise the institute shall have the right to abstain me from attending the classes.

Date: .....

.....  
(Full Signature of the Candidate)

## Declaration by Parent / Guardian (In case of minor applicant)

I certify that my son/daughter/ward is making this application with my permission. I hold myself responsible for his/her good conduct and behavior as a student of the Institute and for payment all his/her fees and dues to the Institute.

.....  
(Full Signature of the Parent/ Guardian)

Name: .....

Address: .....

Dated: .....

## Indemnity Bond

I ..... S/o ..... r/o .....  
..... am the responsible parent/ guardian of .....  
..... enrolled with BLB Institute of Financial Markets Limited, hereinafter called as BIFM, as a student of .....  
..... course for ..... batch. I hereby declare that I shall not hold BIFM or any of its Directors,

Managers, responsible for any possible loss whether financial or physical, caused in any accident or mis-happening either at the Institute's premises or while proceeding to or from BIFM.

Date: .....

Place: .....

Signature: .....

Name of Parent/ Guardian:: .....

Address: .....

.....

## Instructions for Candidates

- 1 Form should be filled in Capital Letters.
- 2 Form must be filled in by the candidate in his or her own hand writing in a clear and legible manner.
- 3 Ensure that the application form is completely filled up before submission. If any information sought is not applicable to the candidate, the word "N.A." should be written there against. In case of any clarification in the form, please consult the Institute's staff.
- 4 Ensure that the application form is properly signed.
- 5 The candidate will be eligible to appear for examination in the semester subsequent to the respective admission session.  
**In Case of CFP<sup>CM</sup> Certification & PG Course:** The student would be able to appear for CFP<sup>CM</sup> Certification Examination as per the Examination Calendar given by FPSB India. The Institute would not be responsible for any change regarding dates, rules in this regards by FPSB India.
- 6 All documents like copies of Certificates, Photographs, Birth certificate must be attached with this application. In case the required documents are not attached, the application is liable to be rejected.
- 7 All copies of Certificates, Photographs, Birth Certificates and character certificate, etc., must be self attested and the originals thereof may be shown to the Institute's staff for verification.
- 8 The check-list of documents printed on this form should be carefully read and the total number of required documents should be enclosed with the application.
- 9 The declaration, to be made by the candidate and in case of minor also by his/her parent/guardian, should be signed and dated before the application is submitted.

## Enrollment Checklist for Student

- 1 Please ensure the following documents are enclosed with this application form.
- 2 Four recent passport size color photographs.  
Account payee cheque or demand draft (payable at New Delhi) in favour of "BLB Institute of Financial Markets Ltd". (Refer to Annexure 'A' for Fee particulars). The admission form complete in all respects may be sent to any of the centers of the Institute mentioned here under:

For Delhi:

a) BLB INSTITUTE OF FINANCIAL MARKETS LTD

4th Floor, Gulab Bhawan, 6, Bahadur Shah Zafar Marg, New Delhi- 110 002

Ph.: 011-43702201/ 02

b) BLB INSTITUTE OF FINANCIAL MARKETS LTD

Vanita Mandali Building, 2 Azad Bhawan Road, Opp. Police Head Quarter, ITO, New Delhi- 110 002

Ph.: 011-23379718/ 19/ 20

Post dated Cheques in case of payment of fee in installments (For details refer to Annexure 'A').

- 3 Photocopy of the Graduation Certificate / Certificate of 12th Standard to fulfill the eligibility criteria.
- 4 Date of Birth Proof (For e.g. Birth Certificate/ Xth/ XIIth Certificate).
- 5 Address Proof (For e.g. Licence/ Passport/ Voter ID/ Telephone Bill/ Ration Card etc).
- 6 Character Certificate.
- 7 No Objection Certificate from the Employer.
- 8 Affidavit of or about not having been involved in any offence (required in case of a gap in academic career).

## GENERAL GUIDELINES

### HOW TO APPLY FOR ADMISSION

A copy of prospectus along with the application form for admission can be obtained from the Institute's office on any working day.

The candidates seeking the admission in the Institute are required to fill the application form in all respects and send it to the Institute on or before the last date of the submission of the form along with the prescribed fees and the following documents:-

- a. Attested Xerox copies of the certificates and mark sheets of qualifying examinations i.e., Class Xth, XIIth, Graduation
- b. Declaration Form duly signed by the candidate and also by the parents in case of minor students.
- c. 4 recent passport size coloured photographs.
- d. Character Certificate, Date of Birth Proof, Address Proof, No Objection Certificate from the Employer, Affidavit of or about not having been involved in any offence (required in case of a gap in academic career) & Eligibility Certificate, as and where applicable.

### 1. ELIGIBILITY CRITERIA

Graduates or Post Graduates in any discipline. CA/ CS/ ICWA/ CFA® / Corporate Professionals/ Businessmen/ Brokers/ Investors and traders may also apply for the program.

### 2. SELECTION PROCEDURE

Candidates will be required to appear for the online exam, which will be of objective type based on mathematical and general awareness questions.

Admission will be granted after submission of the application form complete in all respects and after the selection board of the Institute is satisfied that the candidate is eligible and suitable for the course.

### 3. WHERE TO SEND THE FILLED APPLICATION FORMS

All filled applications must be sent to the Institute or may be personally submitted by the student at the office of the Institute during working hours at any of the following centres:

For Delhi:

a) BLB INSTITUTE OF FINANCIAL MARKETS LTD

4th Floor, Gulab Bhawan, 6, Bahadur Shah Zafar Marg, New Delhi- 110 002

Ph.: 011-43702201/ 02

b) BLB INSTITUTE OF FINANCIAL MARKETS LTD

Vanita Mandali Building, 2 Azad Bhawan Road, Opp. Police Head Quarter, ITO, New Delhi- 110 002

Ph.: 011-23379718/ 19/ 20

### 4. REJECTION OF THE FORM

The application form may be rejected due to any of the following reasons:

- a. The candidate does not fulfill the eligibility conditions.
- b. The fee is not deposited in the given time period.
- c. The application form is not signed by the candidate and his/ her parents/ guardian, wherever required.

Admission forms, which have been duly completed and not accompanied by the aforesaid documents, would not be entertained.

### 5. ENROLLMENT

Once the candidate is selected for admission to any course conducted by the Institute, he will be enrolled and allotted a unique Enrollment Number. The Enrollment Number is for entire duration of the course.

- a. Enrollment Number will be assigned to the students by the Institute after verification & submission of all the necessary documents & fee.

In all communication addressed to the Institute, reference of this number should be given. Letters received without Enrollment number will not be entertained.

### 6. ISSUE OF IDENTITY CARD/ LIBRARY CARD

Every student will be issued an Identity Card by the Institute. Students are advised to keep the Identity card safely till the completion of the course. The Identity card will be issued for the period of the course for which the student is enrolled. Students will have to produce the identity card at the time of the classes & examination as and when asked to produce by the Institute authorities. In case the original card is lost, a duplicate card can be obtained from the Institute on payment of requisite fee.

### 7. ISSUE OF STUDY MATERIAL & HANDOUTS

Students will be issued the course Study Materials & Handouts from time to time by the Institute, after a student fulfills the basic formalities, documentations & fees. Our course material is exclusively for the use of our bonafide students only. All copyrights are reserved and Institute privilege over this material. It shall not be redistributed, sold, loaned or copied. If a student is found to have allowed our study material to be misused, his/ her enrollment with Institute will be terminated without refund of fee and an immediate action will be taken against such student.

## GENERAL GUIDELINES

The information contained here in is correct at the time of printing. The Institute reserves the right to modify any of the specified information here in or with regard to the programme in general at any time without notice.

For students enrolled for Distance Learning Program: The Institute tries to dispatch all material within seven working days of the due date but in case of any delay on account of courier problems, material out of print etc the Institute will not be held liable for the same.

### 8. OTHER POINTS TO BE NOTED SUBJECT TO ADMISSION

- a. The candidates against whom disciplinary action has been taken in the past or those with moral turpitude will not be granted admission to any class/ course conducted by the Institute. Similarly, the students who were expelled from this or any other Institute/ college/ school will not be granted admission under any circumstances to any class/ course conducted by this Institute.
- b. If it is found that the candidate has succeeded in getting the admission to the Institute on the basis of false/ incorrect information or withholding relevant facts or if at any time after that admission it is found that the admission granted to the student shall be liable for cancellation with out any notice, at any time during the course of his/ her studies.
- c. In case of candidates selected for admission, who do not join within the prescribed date or seek admission elsewhere or leave the Institute on their own decision, the admission, registration, tuition and other fees and charges shall not be refundable or transferable in any circumstances and the his/ her name will be removed from the rolls of the admission.
- d. The number of seats and the structure of the training programmes and courses are designed according to the training and coaching facilities available at the Institute and these are subject to change without any prior notice by the Institute.
- e. The Institute provides facilities to students, which will serve as a feedback in the field of computers & information technology.
- f. Admission to the Institute implies acceptance without any modification by the student and his/ her parents/guardian of all provisions given in this bulletin and as and when modified. The clauses and sub clauses indicated in this bulletin are for general information and may be modified/ changed, if required by the Institute.
- g. The decision of the management and executive board of the Institute shall be final and binding in case of any dispute arising in any matter.
- h. The Institute reserves the right to accept or reject any application.
- i. All disputes, differences of all kind and of all nature, which may arise between the Institute and the student shall be referred to the sole arbitrator duly appointed by the Chairman of the Institute. The said sole arbitrator can be a practicing advocate in Delhi High Court or a Company Secretary or an Academician.

### 9. GENERAL AWARENESS

- a. To use Water & Electricity economically in the Institute.
- b. To switch off the lights, fans, computers, equipments while going out of the Classroom/ Lab.
- c. Not to write on benches, walls or doors in the Institute premises.
- d. To throw the garbage only in dustbins.
- e. To switch off the mobile phones during the lectures in the classroom.
- f. Smoking, drinking, eating, chewing (gum/ paan) are strictly prohibited inside the Institute premises.
- g. The student should be properly dressed up
- h. To maintain silence while moving through the corridors.

### 10. ATTENDANCE POLICY

Attendance in classes is compulsory and the students should be punctual in attending the classes.

No student will be allowed to enter the class once the class has started.

Disciplinary action will be taken by the Institute, if any student is found guilty on account of proxy attendance or any other unfair practices in the class in this regard.

Students are required to be regular in classes and attend at least 95% of the aggregate lectures (practical & theory). However, shortage of attendance on account of medical grounds may be condoned by the Institute to the extent of further 10% provided the student applies for leave in advance & submits proper documents in support of it within the stipulated time. Students are not entitled for any extra classes for the absenteeism.

The names of the students who are short of their attendance will be displayed on the Notice Board of the Institute from time to time.

Students with more than 95% attendance will be given grace marks at the time of final semester. And students with less than 90% attendance will be restricted from sitting in the exams or for placement sessions.

Students are advised to attend the classes of Guest Lecturers.

If a student is found to be continuously absent from the class without any intimation for a period of 15 days or more, then his/ her name shall be struck off the rolls of admission of the Institute.

### 11. LIBRARY GUIDELINES

Library is open to all bonafide students of the BIFM.

One can avail the Library membership, access card and other facilities with the Institute by depositing an amount of Rs. 500.00 as a security deposit, which is refundable after the completion of the course. Once the Library Card and Access Card are issued to the student, one can get the books issued from the Library on producing the Access Card. For PG & CFP™ Certification Students the Library membership & Access Card can be availed on payment of Rs. 1000.00 and Rs. 500.00 respectively at the option of the student.

Books will be issued for a maximum period of three days, thereafter a penalty of Rs. 100.00 will be imposed on the student for every day of default or the cost of book, whichever is higher.

To avoid penalty, students should get the books renewed regularly depending upon the demand of the particular books.

Books borrowed by the students will be checked for missing pages/ damages or marking of pens when the same is returned and a fine may be levied for the loss or damage caused to the book.

## GENERAL GUIDELINES

Library resources like reference books, periodicals, bound volumes etc are to be referred within the library premises.

**Default in the above rules will lead to termination of library membership.**

Strict silence should be maintained in the Library premises.

Mobile Phones should be switched off in the Library premises.

Timings:-

Reading Room: **Monday to Saturday** **9.00 am to 5.15 pm Issue/**

Return : **Monday to Saturday** **9.00 am to 5.15 pm**

NOTE: Suggestions for improvement in the library services are always welcome

### 12. EXAMINATION & EVALUATION

Evaluation is a continuous process, which starts from the beginning of the course and ends with the declaration of results of the course. The details of the policy of Examination & Evaluation in the respective courses will be announced by the concerned Faculty and Operations Department in the beginning of the course. It is mandatory for all the students to go through the evaluation process, which is done, on monthly basis. **In case of any default, the student will be debarred for next three practical & theory sessions. Also, in case a student pursuing CFP<sup>CM</sup> Certification course is unable to clear the mid term or end term, the Institute would not be responsible for his result in the FPSB Examinations.**

#### a. PRACTICAL TRAINING:

Every student is required to undergo a practical training in the Practical Lab/ Trading Room. During the training, a student is required to maintain a written report on daily basis to the department for evaluation and approval. Every student is supposed to follow the instructions given by the Practical Trainer/ Faculty during the practical training/trading session.

#### b. NCFM CERTIFICATION:

It is compulsory for all the students to appear for the following five modules:

NCFM- Capital Market Dealer's Module

NCFM- Derivative Market Dealer's Module,

NCFM- Debt Market Module,

NCFM- Commodity Market Module,

NCFM- AMFI Market Module,

for which common dates will be finalized by the Institute itself. Institute will also assist the students for preparation of modules and for registration too.

#### c. EXAMINATION FEE:

Students are required to pay the examination fees as and when due for the particular programs enrolled. This should reach us at least 5 days before the last date as communicated to you by the Institute. The Institute would not be liable for the non submission of the fees and the examination forms in due time.

NOTE:

1. Apart from the Programme fee the student shall be bound to pay separately the following fees:

- Examination fee for CFP<sup>CM</sup> Certification module and NCFM module, as enforced by the respective concerned authorities from time to time.
- The cost of the financial calculator as fixed by the Institute from time to time.

2. Examination fees for the CFP<sup>CM</sup> Certification course will be directly sent to Financial Planning Standards Board, India (FPSB).

3. Examination fees for NCFM will be directly sent to National Stock Exchange (NSE)

#### d. Refund fee:

The refund of fee shall be subject to the fee policy of the Institute as in force from time to time.

#### e. GRADING SYSTEM:

Grading reflects a student's own proficiency in the course. The credit system enables continuous evaluation of a student's performance. The grades and their description, along with equivalent numerical points where applicable are listed below:

GRADES	% AGE SECURED	REMARKS
A +	90 and above	Excellent
A	80 – 89	Very Good
B +	70 – 79	Good
B	60 – 69	Average
C +	55 – 59	Below Average
C	50 – 54	Marginal
F	< 50	Fail

If a student gets 'C' or lower grades in 1st Proficiency test, he/she will be put on academic probation. During the period of probation, the performance of the student will be monitored, if any improvement is noticed, only then, he/ she would become eligible for placements.

## GENERAL GUIDELINES

### 13. EVALUATION OF PERFORMANCE:

The performance of a student will be evaluated in terms of the Grades secured. Relative percentage of 50% marks has been given to Attendance, Class Quiz(s), Mid Term Examination and extra curricular activities on the basis of which the weightage is given in the Final Grades. Any student, who does not appear for any of the above exams, will be classified as "Fail".

All the students are expected to complete their assigned work before or on the scheduled dates. Late submission of reports, project work, assignment etc., will have a weightage on their final grades.

### 14. DECLARATION OF RESULTS

The results once finalized are declared within 15 days of the completion of the examination. The students can check their result on BIFM's website. The result will be displayed on the notice board too.

### 15. CRASH COURSE

The Institute reserves the right to conduct Crash Courses for its students from time to time. The students are advised not to miss any class of the Crash Course.

### 16. RE-EXAMINATION

If a student fails in any examination(s), he/she can appear for the same in the month following the final examinations.

To re-appear in the re-examination of the CFP<sup>CM</sup> Certification Examination, the students have to apply in the prescribed form and have to pay Rs. 2000.00 for each exam that they intend to take.

To appear in the PGDFPWM Re-Examination, the students have to apply in the prescribed form and have to pay Rs.500/- for each exam that they intend to take.

If a student fails twice in any examination(s), he/ she can appear for the same, only at the end of 3rd Trimester.

### 17. FEEDBACK

It is mandatory for every student to give his/ her feedback in the prescribed 'Module and Feedback' Forms before the completion of the course.

### 18. CERTIFICATION

Students will be awarded Certificates along with the specific grades on completion of the course. The student will be given only Participation Certificate in case the student fails or did not appear for the final exams subject to a minimum 90% attendance.

### 19. PLACEMENT ASSISTANCE

The Institute strives for the placement of students to various organization of repute in the campus placement. The Institute gives assistance to the students for their placement on successful completion of the course. However, the aspiring candidate needs to fulfill following conditions and criteria to be eligible for BIFM Placement:

#### a. CFP<sup>CM</sup> Certification Modules & NCFM Modules:

The students of CFP<sup>CM</sup> Certification & PGDFPWM are required to clear all CFP<sup>CM</sup> Certification modules as prescribed by the Institute earlier to qualify for the Campus recruitment.

#### b. Attendance:

The candidate should have adhered to the attendance policy applicable for qualifying the course. Students are required to be regular in classes and attend at least 95% of the aggregate lectures (practical & theory).

#### c. No Dues:

The student is allowed to sit for the campus placements only after having cleared all dues.

#### d. Minimum Marks:

The student should have secured at least 60% marks in the final evaluation in both theory and practical in aggregate.

#### e. Personality Development Sessions:

The Institute is committed for the overall grooming and development of the students. In this regard regular personality development sessions are taken. Like for PGD-FPWM course we have tied up with the renowned Competition Success Review (CSR) Group. As such, the students should not miss any session in this regard.

#### f. Guest Lectures:

A strong Industry interface is assured to our students through regular guest lectures in which industry spokes persons are invited to address the students on relevant subjects. Hence, attendance is compulsory in these sessions.

#### g. Missing of Interviews sessions:

If a student fails to attend/ appear for a scheduled interview or retract any job offer he shall not be considered fit for further placement/ recruitment procedures and the Institute can also take disciplinary action against the student.

#### h. No Discrimination:

The Institute does not discriminate against any person on the basis of caste, sex, religion, age, marital status for the purposes of campus recruitment processes.

#### i. Joining:

Since the campus placement procedure is in tandem with the academic session, the candidate can accept the offer made by the company, but can join after the completion of the final semester.

#### j. No responsibility:

The Institute will not take any placement responsibility once the training period is over.

## GENERAL GUIDELINES

### 20. WEBSITE

All official updates and notices will be posted at our website [www.bifm.edu.in](http://www.bifm.edu.in). All correspondence and notices can be sent to the students, via e-mail at their e-mail addresses as stated in their enrollment forms. Admission letter will also be sent to the candidates within 10 working days at their correspondence address & e-mail address.

### 21. FORCE MAJEURE

Notwithstanding any other provision of this admission form, neither party shall be deemed to be in breach of this agreement, or otherwise be liable to other, for any delay in performance or the non-performance of any of its obligations under this agreement, to the extent that the delay or non-performance is due to any force majeure of which it has notified the other party and the time for performance of that obligation shall be extended accordingly. All disputes, differences of all kind and of all nature which may arise between the Institute and the student shall be referred to the sole arbitrator duly appointed by the Chairman of the Institute. The said sole arbitrator can be a practicing advocate in Delhi High Court or a Company Secretary or an Academician.

### 22. VIEWS

The views expressed by on-line faculties are their personal views. BIFM and/or concerned faculties would not be responsible for any genuine and un-intentional/ accidental omissions/ commissions.

### 23. VENUE & FACULTY

The Institute reserves the right to change the venue & the faculty of the classes at any time. The Institute also reserves the right to change or cancel the course due dates due to unforeseen circumstances. The company's liability will be limited to a transfer to the next appropriate date or a refund of the course fee.

Further the student opines that the Institute reserves the absolute right to decide the all administrative decisions like selection of the faculty, timing of the batch, what infrastructure facility is to be given to the students, place of class etc; The student in addition acknowledges that the decision of the Institute with regard to the subjects stated above shall be final and binding on him and he shall always follow all the disciplinary rules and regulations as well as decisions of the Institute framed from time to time in this regard.

### 24. POWER TO MODIFY

Notwithstanding any of the above, the Institute has the right to modify any of the rules and regulations from time to time wherever considered necessary and appropriate.

## FOR OFFICE USE ONLY

Course Applied:	_____
Batch Identification:	_____
Screening Test/ Entrance Test held on	_____
Status of Screening Test/ Entrance Test	_____
Date of Interview	_____
Remarks of the Interviewer/ Counselor	_____
	_____
Admitted/ Rejected	_____
Signature of the Authority:	_____

## FEE DETAILS

Mode of Payment (As opted by the student)	Lumpsum/ Installment 1/ Installment 2
Total Course Fee:	
a) In Lumpsum:Rs.	_____
b) In Installments:Rs.	_____
Due Dates	
1) _____	Rs. _____
2) _____	Rs. _____
3) _____	Rs. _____
4) _____	Rs. _____
5) _____	Rs. _____
6) _____	Rs. _____

\_\_\_\_\_  
(Authorised Signatory-Marketing)

## OFFICE CHECK LIST

I)Registration Fee Received:

a) Amount: Rs. \_\_\_\_\_

b) Mode: Cash/ Cheque/DD/ C Card Rs. \_\_\_\_\_

c) Instrument No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

d) Receipt No. \_\_\_\_\_ Issued with date \_\_\_\_\_

ii)Enrollment No granted \_\_\_\_\_

iii)Identity Card Issued Yes / No \_\_\_\_\_

a.Date of Issue \_\_\_\_\_

iv)Library Card Issued Yes / No \_\_\_\_\_

a.Date of Issue \_\_\_\_\_

v)Course Material dispatched/ issued \_\_\_\_\_

a.Mode of DispatchPost/ Courier/ Hand \_\_\_\_\_

b.Date of Dispatch \_\_\_\_\_

c.Particulars of Material Sent

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

vii) Date of Posting of Registration Letter/ E-mail \_\_\_\_\_

\_\_\_\_\_  
(Authorised Signatory-Operations)

viii) At the completion of the course:

a) Date of Examination/ Test \_\_\_\_\_

b) Status/ Result \_\_\_\_\_

c) Whether No Dues Certificate has been \_\_\_\_\_

received on the prescribed formats \_\_\_\_\_

d) Library Card Returned \_\_\_\_\_

e) Identity Card Returned \_\_\_\_\_

f) Particulars of Certificate issued \_\_\_\_\_

viii) Periodic Feedback Received \_\_\_\_\_

On \_\_\_\_\_ Yes / No

On \_\_\_\_\_ Yes / No

## NO DUES CERTIFICATE

Enrollment No. \_\_\_\_\_

Name \_\_\_\_\_

Batch \_\_\_\_\_

### a)Accounts Department

i.Amount of Fee Receivable: \_\_\_\_\_

ii.Amount of Fee Received: \_\_\_\_\_

iii.Whether Library Security has been \_\_\_\_\_

a. Refunded Yes/ No \_\_\_\_\_

If Yes, Details of Payment \_\_\_\_\_ vide cheque no \_\_\_\_\_

iv.Balance Due if any \_\_\_\_\_

NO DUES FROM THE STUDENT

\_\_\_\_\_  
(Authorised Signatory- Accounts)

Dated: \_\_\_\_\_

### b)Library

i.Books borrowed have been returned Yes/ No

ii.Amount due against the books lost \_\_\_\_\_

iii.Amount recovered \_\_\_\_\_

iv.Balance Recoverable, if any \_\_\_\_\_

v.Date of Return of Library Card \_\_\_\_\_

NO DUES FROM THE STUDENT

\_\_\_\_\_  
(Authorised Signatory- Library)

Dated: \_\_\_\_\_

### c)Operations/ Administration

i.Amount due against loss/ damage caused to  
Institute's property or belongings of its employees. \_\_\_\_\_

ii. Penalties/ Fines, if any levied

iii. Amount received \_\_\_\_\_

iv. Balance recoverable, if any \_\_\_\_\_

NO DUES FROM THE STUDENT

\_\_\_\_\_  
(Authorised Signatory)

Dated: \_\_\_\_\_