

BACKGROUND MATERIAL

Volume- I

ICAI at a Glance & Board of Studies

Orientation Programme for
Members of Regional Councils &
Managing Committee Members of Branches

2019



The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)

Spearheading Professional Excellence

For Restricted Circulation only

**Background Material
Orientation Program for Members of
Regional Councils & Managing Committee
Members of Branches
2019**

(Volume - I)

**ICAI AT A GLANCE
AND
BOARD OF STUDIES**



The Institute of Chartered Accountants of India
[Set up by an Act of Parliament]
New Delhi

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The Background Material is a compilation of the relevant provisions of the Chartered Accountants Act 1949, and Chartered Accountants Regulations 1988 for the reference and to serve as a ready reckoner to the Members and Students and are illustrative in nature. It is advisable to refer to the relevant provisions as given in the Chartered Accountants Act 1949 and Regulations framed thereunder. The contents contained herein do not necessarily represent the views of the Council or any of its Committees.

Month & year of publication – March 2019

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Chapter-1

ICAI At A Glance

Foreword



The Institute of Chartered Accountants of India



President

Following a glorious tradition of professional excellence, the Institute of Chartered Accountants of India (ICAI) is celebrating Platinum Jubilee year of its sagacious journey. The twin words of independence and integrity combined with technical excellence are the hallmark of Indian accountancy profession. The triumph of this profession, in the transitional period of various regulatory and economic changes such as IFRS based Ind-AS implementation, biggest taxation reform in the form of GST, and new Insolvency regime is all the more noteworthy. All these changes while posing numerous challenges, at the same time also provides equal opportunities to explore and progress.

Domain of accountancy professionals has also broadened, spreading the identity of ICAI within and beyond our national premises. Today, our members have become the true ambassadors and real partners in the socio economic development of the country by espousing the concerns of various sections of society. Launching the Platinum Jubilee celebrations of the Institute, Hon'ble President of India, Shri Ram Nath Kovind Ji had said that being facilitators of taxpayers and of the taxation system as well as the watchdogs of public trust, Chartered Accountants have a key role to play. Let us continue to uphold the pride of this noble profession.

With a national network of 5 Regional Councils and 164 branches located in different parts of our Country, the ICAI ensures that effective services reach to each and every member and student. Recently, elections to the 23rd Regional Councils and branches of ICAI were held and I congratulate all the members of the Regional Councils and all Managing Committee members of Branches of the Regional Councils who are elected for the term 2019-2022.

This background material has been developed to apprise and update our Managing Committee members with all the relevant provisions pertaining to Members, Students and Regional Councils/Branch functioning. This contains provisions of Chartered Accountants Act, 1949; Chartered Accountants Regulation, 1988; Directions of Councils regarding functions of Branches of Regional Councils of ICAI and various decisions of the Institute which the Members, Students and Branches need to comply on regular basis.

I am sure that all elected members will find this compilation very useful in complying with various requirements as office bearers of Regional Councils/ Branches of the Institute and the compilation will be one point ready reference for all.

05th March, 2019
New Delhi

CA. Prafulla P. Chhajed

Foreword



The Institute of Chartered Accountants of India



Vice President

An integral part of India's success story, we not only continued on our journey towards excellence but also achieved many 'firsts' and milestones on the way. By embracing cutting-edge technology, ICAI carved out a niche for itself and emerged as 'pioneer of professionalism, progressive vision and values, and a partner in nation-building as an agent of change'. Having tirelessly upheld a triumphant tradition of converting challenges into opportunities, the story of ICAI has been a story of evolution in different dimensions, particularly in the digital realm.

As you all are aware that, during the launch of Platinum Jubilee celebrations on 1st July 2018, then IFAC President Ms. Rachel Grimes had announced that ICAI would host the next 21st World Congress of Accountants (WCOA) in 2022 at Mumbai. This will be a proud moment for our CA fraternity as well as for the fraternity of whole South Asia, since India will be the first in the South Asia to host this Congress.

We all should feel indebted towards our mother Institute for not only providing us a sound qualification but also our career and identification in this world. Therefore, we should put our hundred percent in all our endeavors. With this thought in mind, I am pleased to welcome all my colleagues who have been elected as the Members of Regional Council and Managing Committees of Branches. For orientation of newly elected members, the background material covering the relevant provisions pertaining to members, students and functions of Regional Councils and Branches and the decisions of the Council and other Board/Committees has been prepared. I am confident that by active and lively participation of all, this orientation programme will be a great learning experience.

I am also confident that as the torch bearers of this profession, we would definitely strive hard in the interest of upholding the professional image in the years to come. All I would like to say is that the life ahead will test the strength of our character and the mettle of our spirit as never before. So we should be a little old fashioned and build our life on the bedrock of ethical conduct. As said by Martin Luther King, Jr., "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy".

06th March, 2019
New Delhi

CA. Atul Kumar Gupta

ICAI AT A GLANCE

ICAI Education Function

- ✓ Application forms for registration to various courses and exams
- ✓ Student Registration
- ✓ Syllabus Definition
- ✓ Publications / Books
- ✓ Conduct classroom education
- ✓ Answer Queries from Students
- ✓ Conduct Examinations (online and paper-based)
- ✓ Assess Student's performance through the lifecycle
- ✓ Enable Article ship allocation to Students
- ✓ Subscription and Exam Fee Management
- ✓ Live Virtual Classes

ICAI Regulatory Function

- ✓ Conduct investigations on complaints and information received
- ✓ Formulate code of ethics to be followed by the members
- ✓ Establish Quality Review Board
 - Make recommendations with regard to the quality of services to be rendered by the institute.
 - Review the quality of services rendered by the members
 - Guide the members to improve the quality of services and various regulatory statutory requirements

ICAI Disciplinary Function

- ✓ Act as the authority, Manage Disciplinary committee, Board of discipline and Director (Discipline) having the same powers as vested in a civil court under the code of civil procedure, 1908 in respect of
 - Summoning and enforcing the attendance of any person and examining him on oath
 - Discovery and production of any document
 - Receiving evidence of affidavit
 - Constitute appellate tribunal for the members of the institute who are aggrieved by the order of the Board of Discipline or Disciplinary Committee

Role of ICAI

- **To regulate the profession of Accountancy**
- **Education & Examination of Chartered Accountancy**
- **Exercise Disciplinary Jurisdiction**
- **Input on Policy matters to Government**
- **Ensuring Standards of performance of Members**
- **Formulation of Accounting Standards**
- **Prescription of Engagement and Quality Control Standards**
- **Laying down Ethical Standards**
- **Continuing Professional Education**
- **Financial Report Review**
- **Monitoring Quality through Peer Review**
- **Conducting Post Qualification Courses**
- **Focus on Capacity Building in the emerging context**

ICAI Overseas



ICAI has 34 chapters abroad out of which 8 chapters are based in Middle East region. Third Chapter in European Continent



The Central Council

- **Consisting of 40 Members**
 - **32 Elected Members**
 - **8 Nominated by Central Government**
- **Term: Three years**
- **Headed by President**
 - **Elected by the Council for one year term**
- **Empowered to frame Regulations under the Act and to constitute necessary standing and non-standing Committees**

Standing Committees

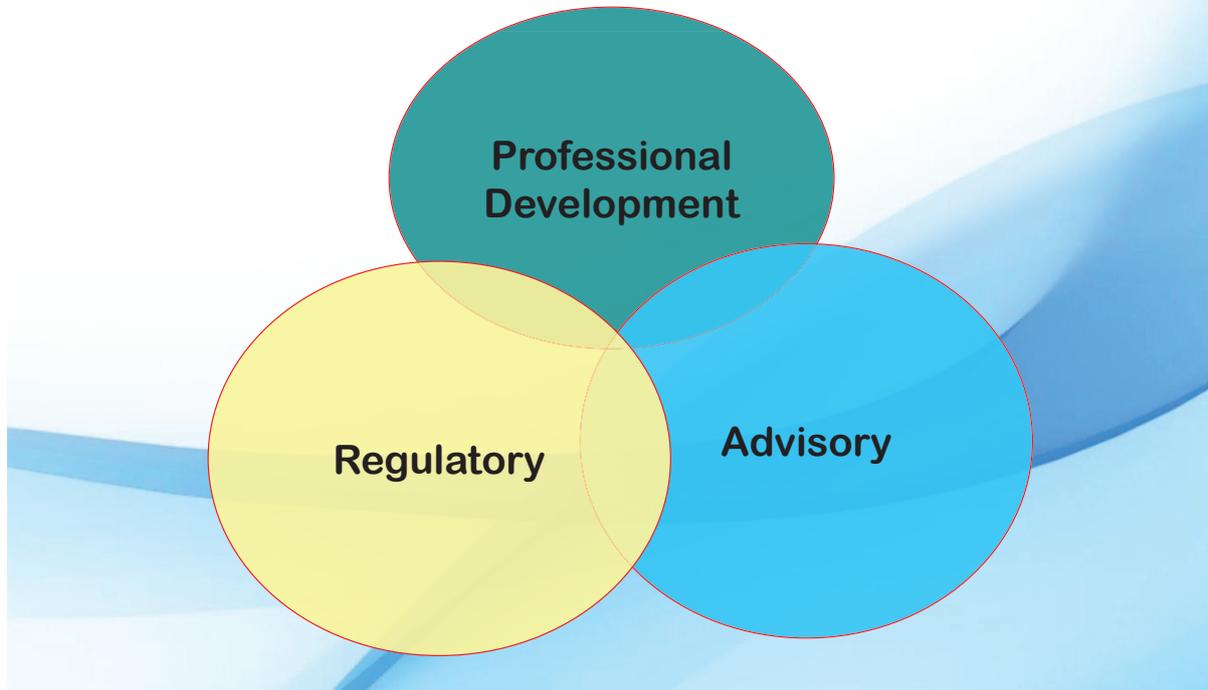
Executive
Committee

Finance
Committee

Examination
Committee

Disciplinary
Committee
(Section 21D)

Institute Functions



ICAI – A Key National Body

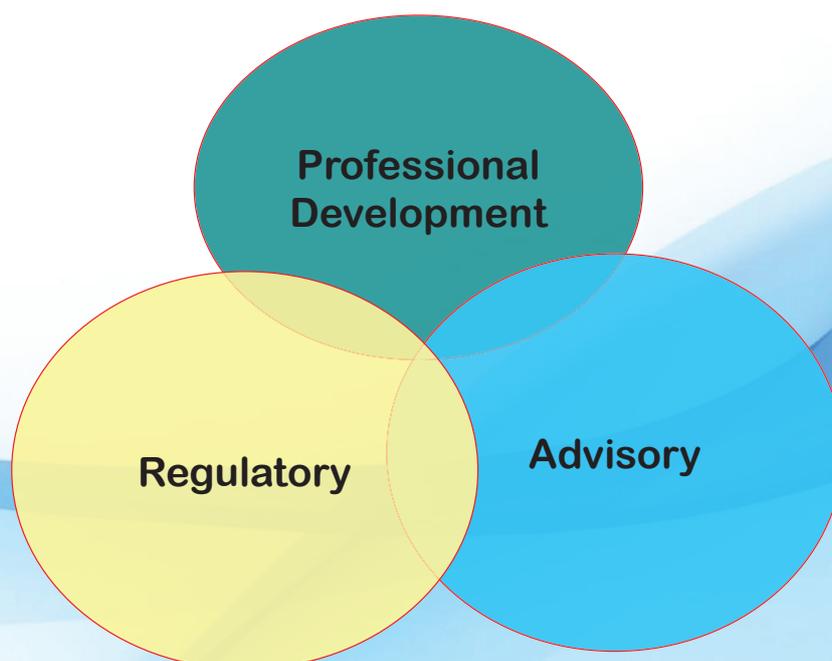
Offers inputs to

- Comptroller & Auditor General of India
- Ministry of Corporate Affairs, Govt. of India
- Reserve Bank of India
- Securities and Exchange Board of India
- Central Board of Direct Taxes
- Insurance Regulatory and Development Authority
- Departments of Central and State Governments
- Departments of Public Enterprises

Important Initiative Undertaken to Align with Changing Economic Order

- **Convergence with International Standards of Accounting and Auditing**
- **Review and Revision of Education and training curriculum**
- **Launch of Post Qualification Courses Capacity building of firms**
- **Mandatory CPE Requirement**
- **Peer Review Mechanism**
- **Financial Report Review**
- **Brand building – Nationally and Internationally**
- **Focused approach on issues relating to Corp. Governance.**
- **Facilitating changes in regulatory frames.**
- **Vigorous pursuance of Mutual Recognition Agreements.**
- **Arrangement with Universities for graduation qualification to CA students**
- **Facilitating accounting reforms in various areas**

Institute Functions



ICAI – A Key National Body

Offers inputs to

- **Comptroller & Auditor General of India**
- **Ministry of Corporate Affairs, Govt. of India**
- **Reserve Bank of India**
- **Securities and Exchange Board of India**
- **Central Board of Direct Taxes**
- **Insurance Regulatory and Development Authority**
- **Departments of Central and State Governments**
- **Departments of Public Enterprises**

Important Initiative Undertaken to Align with Changing Economic Order

- **Convergence with International Standards of Accounting and Auditing**
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- **Brand building – Nationally and Internationally**
- **Focused approach on issues relating to Corp. Governance.**
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- **Vigorous pursuance of Mutual Recognition Agreements.**
- **Arrangement with Universities for graduation qualification to CA students**
- **Facilitating accounting reforms in various areas**

International Initiatives

- ICAI has signed MoUs with the following accounting Institutes world wide:-

S. No	Entered With	Subject/Title	Country/Group	Status
1.	The Institute of Chartered Accountants of England & Wales (ICAEW)	MoU	UK	Active
2.	CPA Australia	MRA	Australia	Active
3.	Chartered Accountants Australia & New Zealand	MoU	Australia & New Zealand	Under Governmental approval
4.	CPA Ireland	MRA	Ireland	Under Governmental approval
5.	CPA Canada	MoU	Canada	Under Renewal
6.	The Institute of Chartered Accountants of Pakistan (ICAP)	MoU	Pakistan	Under Governmental approval
7.	The Institute of Chartered Accountants of Nepal (ICAN)	MoU	Nepal	Under Renewal
8.	The South African Institute of Chartered Accountants (SAICA) –	MoU	South Africa	Under Governmental approval

International Initiatives Contd.

S. No	Entered With	Subject/Title	Country/Group	Status
9.	National Board of Accountants and Auditors, Tanzania	MoU	Tanzania	Under Governmental approval
10.	CPA Kenya	MoU	Kenya	Under Governmental approval
11.	Saudi Organization for Certified Public Accountants (SOCPA)	MoU	Saudi Arabia	Under Governmental approval
12.	CPA Afghanistan, DG Treasury, Ministry of Finance, Afghanistan	MOU	Afghanistan	Under Governmental approval

International Initiatives (Technical)

S. No	Entered With	Subject/Title	Country/Group	Status
1.	College of Banking & Financial Studies, Oman	MoU	Oman	Active
2.	Higher Colleges of Technology, Dubai	MoU	UAE	Under Renewal
3.	Saudi Organization for Certified Public Accountants (SOCPA)	TC	Saudi Arabia	Active
4.	Accounting and Auditing Standards Board of Bhutan	TC	Bhutan	Active
5.	Information Systems Audit & Control Association	License Agreement	California, USA	Active

MOU / MRA ON ANVIL

- ▶ Talks are progressively on with the following Accounting Institutes for signing MoU with ICAI:
 - ✓ The Institute of Chartered Accountants in Zimbabwe

Chapter-2
Details of Council Members,
List of Branches, List of Overseas Chapter
and Managing Committee details of
Overseas Chapters

WESTERN REGION			
	CA. Bhandari Anil Satyanarayan, FCA 901, Kamla Executive Park 9th Floor, Andheri Kurla Road J B Nagar, Andheri (East) Mumbai – 400 059.	Ph. Mobile Fax E-Mail Resi. Ph.	022-4221 5300, 022-4221-5333(D) 098210 37605 anil.bhandari@anbglobal.com ; anilbhandari@anilashok.com ;
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	CA. Chhajed Prafulla Premeekh, FCA President, ICAI	E-Mail	president@icai.in
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	CA. Durgesh Kabra 803-804, Ashok Heights, Nicco Circle, Near Bhuta School, Old Nagardas 'X' Road, Gundavali, Andheri (East), Mumbai, 400069.	Ph. Mobile Fax E-Mail Resi. Ph.	+91 9869015418 durgeshkabra@gmail.com
	CA. Khandelwal Dheeraj Kumar, FCA 511/512, Atlanta Estate, Near Virvani Estate, Opp. West in Hotel, Western Express Highway, Goregaon – East, Mumbai – 400 063	Ph. Mobile Fax E-Mail Resi. Ph.	91-22-29277196/97/98 098676 42684 kdhiraj123@yahoo.co.in ; info@cadhiraj.com ;
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	CA. Prasanna Kumar D, FCA Flat No:3C 47-9-39/17 Sai Sadan Apartments Dwarakanagar Visakhapatnam-530016 (Andhra Pradesh)	Ph. Mobile Fax E-Mail Resi. Ph.	+91 9848192636 srmvsp@gmail.com

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	CA. Goyal Sushil Kumar, FCA Stephen House 4TH Floor, Room No 64 4 B, BBD Bagh East Kolkata – 700 071	Ph. Mobile Fax E-Mail Resi. Ph.	033-2262 4632 098300 88400, 99034 03821 skgoyal@icai.org ; servicetaxgoyal@gmail.com
	CA. (Dr.) Mitra Debashis, FCA Harabala Road Ulubari Guwahati – 781 007.	Ph. Mobile Fax E-Mail Resi. Ph.	0361-2603 098 098640 94551, 98318 90318 smitra101@gmail.com
CENTRAL REGION			
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	CA. Boob Pramod Kumar, FCA O-19 2nd Floor Amber Tower S C Road Jaipur – 302001 (Rajasthan)	Ph. Mobile Fax E-Mail Resi. Ph.	+91 9829015993 pkboob@yahoo.com
	CA. Goyal Anuj, FCA D-29, Shastri Nagar, Ghaziabad – 201 002 (U.P.)	Ph. Mobile Fax E-Mail Resi. Ph.	+91 9810041371, 9312258364 anujgoyal@icai.org
	CA. Gupta Satish Kumar, FCA H-1/35 Ram Vihar Building IInd Floor Opp G P O M I Road Jaipur - 302001 (Rajasthan)	Ph. Mobile Fax E-Mail Resi. Ph.	+91 9828012935 satishgupta1004@gmail.com
	CA. Sharma Prakash, FCA 323 & 324, Ganpati Plaza M I Road Jaipur – 302 001.	Ph. Mobile Fax E-Mail Resi. Ph.	0141-2389 180-3 099290 97300; 096495 11111 sharmaprakashca@yahoo.com sharmapsd@yahoo.com
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	CA. Gupta Atul Kumar, FCA Vice-President, ICAI	E-Mail	vicepresident@icai.in

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	Shri Sunil Kanoria, SREI Infrastructure Finance Ltd., D2-southern Park, Saket Place, Saket, New Delhi - 110 017	Ph. Mobile Fax E-Mail Resi. Ph.	033-6701 5207/08 sunil@srei.com ; skanoriasoffice@srei.com
	Shri Chandra Wadhwa, 1305 & 1306, Vijaya Building, 17, Barakhamba Road, New Delhi - 110001	Ph. Mobile Fax E-Mail Resi. Ph.	011-23738187, 011-40254232 wadhwafin@gmail.com
	Dr. P.C. Jain, House No. 82B, Pocket No. 4, Mayur Vihar, Phase 1, Delhi – 110 091	Ph. Mobile Fax E-Mail Resi. Ph.	011-22716570 pcjain1049@gmail.com
	Shri Vijay Kumar Jhalani, 190, SFS, Hauz Khas, New Delhi - 110 016	Ph. Mobile Fax E-Mail Resi. Ph.	011-2685 4090 (O), 011-2685 2090 (O) 98113 96956 vijayjhalani@yahoo.com , corporatelaw@jhalani.co.in 011-2685 8787 (R)

Sr.No	WIRC Branches	SIRC Branches	EIRC Branches	CIRC Branches	NIRC Branches
1	Ahmedabad	Alleppey	Asansol	Agra	Ambala
2	Ahmednagar	Anantapur	Bhubaneswar	Ajmer	Amritsar
3	Akola	Bangalore	Brahmapur	Aligarh	Bahadurgarh
4	Amravati	Belgaum	Cuttack	Allahabad	Bhatinda
5	Anand	Bellary	Dibrugarh	Alwar	Bhiwani
6	Aurangabad	Calicut	Durgapur	Bareilly	Chandigarh
7	Baroda	Coimbatore	Guwahati	Beawar	Faridabad
8	Bharuch	Ernakulam	Jharsuguda	Bharatpur	Gurgaon
9	Bhavnagar	Erode	Ranigunj	Bhilai	Hisar
10	Bhuj	Guntur	Rourkela	Bhilwara	Jalandhar
11	Dhule	Hubli	Sambalpur	Bhopal	Jammu & Kashmir
12	Gandhidham	Hyderabad	Siliguri	Bikaner	Kaithal
13	Goa	Kadapa	Tinsukia	Bilaspur	Karnal
14	Inchalkaranji	Kakinada		Bulandshahr	Kurushetra
15	Jalgaon	Kalburgi (Gulbarga)		Chittorgarh	Ludhiana
16	Jamnagar	Kanchipuram		Dehradun	Panipat
17	Kalyan Dombivli	Kannur		Dhanbad	Patiala
18	Kolhapur	Karimnagar		Ghaziabad	Rewari
19	Latur	Kottayam		Gorakhpur	Rohtak
20	Nagpur	Kumbakonam		Gwalior	Sangrur
21	Nanded	Kurnool		Haldwani	Shimla
22	Nashik	Madurai		Haridwar	Sirsa
23	Navi Mumbai	Mangalore		Indore	Sonepat
24	Navsari	Mysore		Jabalpur	Yamunanagar
25	Pimpri Chinchwad	Nellore		Jaipur	
26	Pune	Ongole		Jamshedpur	
27	Rajkot	Palghat		Jhansi	
28	Ratnagiri	Pondicherry		Jodhpur	
29	Sangli	Quilon		Kishangarh	
30	Satara	Rajamahendravaram		Kota	
31	Solapur	Salem		Lucknow	
32	Surat	Sivakasi		Mathura	
33	Thane	Tiruchirapalli		Meerut	
34	Vapi	Tirunelveli		Moradabad	
35	Vasai	Tirupati		Muzaffarnagar	
36		Tirupur		Noida	
37		Trichur		Pali	
38		Trivandrum		Patna	
39		Tuticorin		Raipur	
40		Udupi		Ranchi	
41		Vellore		Ratlam	
42		Vijayawada		Saharanpur	
43		Vishakhapatnam		Sikar	
44		Warangal		Sriganganagar	
45		West Godavari		Udaipur	
46				Ujjain	
47				Varanasi	

Number of overseas chapters of ICAI

S. No	Chapter
1.	UAE (Abu Dhabi) Chapter of ICAI
2.	Bahrain Chapter of ICAI
3.	Botswana Chapter of ICAI
4.	Qatar (Doha) Chapter of ICAI
5.	UAE (Dubai) Chapter of ICAI
6.	Eastern Province (Saudi Arabia) Chapter of ICAI
7.	Jeddah Chapter of ICAI
8.	Kenya (Nairobi) Chapter of ICAI
9.	Kuwait Chapter of ICAI
10.	Nigeria Chapter of ICAI
11.	Oman (Muscat) Chapter of ICAI
12.	Riyadh Chapter of ICAI
13.	Tanzania (Dar es Salaam) Chapter of ICAI
14.	Uganda (Kampala) Chapter of ICAI
15.	Zambia Chapter of ICAI
16.	Indonesian Chapter of ICAI
17.	Singapore Chapter of the ICAI
18.	Thailand (Bangkok) Chapter of ICAI
19.	Australia (Melbourne) Chapter of the ICAI
20.	Australia (Sydney) Chapter of the ICAI
21.	Australia (Brisbane) Chapter of ICAI
22.	Port Moresby (Papua New Guinea) Chapter of ICAI
23.	UK (London) Chapter of ICAI
24.	Canada (Toronto) Chapter of ICAI
25.	US (New York) Chapter of the ICAI
26.	British Columbia Chapter of ICAI, Vancouver
27.	New Zealand (Auckland) Chapter of ICAI
28.	UAE (Ras Al Khaimah) Chapter of ICAI
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30.	Hongkong Chapter of ICAI
31.	Malaysia (Kuala Lumpur) Chapter of ICAI
32.	Japan (Tokyo) Chapter of ICAI
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Chapter-3

- 1. Key Statistics of Members, Students and Firms**
- 2. Board of Studies**
 - I. Overview and PPT**
 - II. Prospectus**

KEY STATISTICS - MEMBERS, STUDENTS AND FIRMS AS ON 1ST MARCH 2019
(As on 1st March, 2019)

Region	Associate	Fellow	Total	Percentage	Associate		Associate	Fellow Full Time	Fellow	Fellow not
					Full Time	Part Time				
					Practice	Practice			Practice	Practice
CETRAL	31453	17516	48969	17.60	10633	730	20090	15415	350	1751
EASTERN	15130	9175	24305	8.74	3688	325	11117	7673	201	1301
NORTHERN	34651	20062	54713	19.67	9775	952	23924	16083	605	3374
SOUTHERN	32950	20623	53573	19.26	7483	1002	24465	16749	677	3197
WESTERN	68894	27759	96653	34.74	17198	1685	50011	23001	729	4029
TOTAL	183078	95135	278213	100	48777	4694	129607	78921	2562	13652

TOTAL MEMBERS = 2,78,213

S. NO.	CATEGORY	NO. OF STUDENTS	PERCENTAGE
1	CPT	109922	16.07
2	FOUNDATION	53145	7.77
2	INTERMEDIATE	256438	37.48
3	INTERMEDIATE - DIRECT ENTRY	65748	9.61
4	FINAL - OLD	142194	20.79
5	FINAL- NEW	56664	8.28
	TOTAL ACTIVE CA STUDENTS	684111	100

S. NO.	CATEGORY	NO. OF FIRMS	PERCENTAGE
1	PARTNERSHIP FIRMS	52893	69.93
2	PROPRIETORSHIP FIRMS	22741	30.07
	TOTAL CA FIRMS	75634	11.06

Brief about Board of Studies

The Board of Studies has a strong legacy of more than six decades of educating and training the students of Chartered Accountancy. Way back in September, 1954, the Council of the Institute of Chartered Accountants of India established a 'Coaching Board' to impart theoretical education to students registered for the Chartered Accountancy Course. The coaching board was established as it was considered that it would be more effective in catering to the needs of the students, rather than relying on the system of recognizing private institutes.

Initially, the registration for the theoretical training was voluntary. However, from 1956 onwards, the same was made compulsory. Since then, any student registering as an articled or audit assistant (earlier, articled or audit clerk) was required to register as a student of the Coaching Board. As the students for the course were scattered all over the country, uniformity was ensured through correspondence course conducted by the Coaching Board. Later in 1977, the name of Coaching Board was changed to "Board of Studies". Today, the Board of Studies is solely responsible for the administration of the Chartered Accountancy curriculum imparting theoretical education to students undergoing Chartered Accountancy course.

With the adoption of distant education mode by the ICAI since 1955, the ICAI has emerged as a pioneer in the field. While taking this responsibility, it has ensured the highest quality and consistency by providing education material and other academic inputs at a highly affordable cost to the students. Through the adoption of model of integrating theoretical education and practical training, it has been able to facilitate the development of not only professional knowledge and skills amongst large number of students but also inculcate professional values and ethics.

The Board of Studies provides a comprehensive package of educational inputs to enable the students to prepare well for the examinations. These include:

- Study material, practice manual, revision test papers, suggested answers, etc.
- Soft skills courses such as Orientation Course and Course on Management and Communication Skills (MCS) under Four Weeks each of Integrated Course on Information Technology and Soft Skills (ICITSS) & Advanced Integrated Course on Information Technology and Soft Skills (AICITSS).
- Information Technology trainings to acquaint students with the tools of Technology under ICITSS & AICITSS.
- Mock tests.
- Model Test Papers and Self Assessment Quiz.
- Webcasts.
- Online video lectures.
- Conventions, conference and other programmes.
- Refresher Course on GST and Ind AS
- Virtual Coaching Classes

Evolving with the times, ICAI is using best of technologies and moved on to have ICAI Cloud Campus (<http://cloudcampus.icai.org>). It galvanizes the power of cloud to reach out to students across the country and abroad and provide education and training at their doorsteps. Simultaneously it provides also one-stop-window for their administrative, examination, enrolment and other requirements.

The Board of Studies has also entered into a Memorandum of Understanding with Indira Gandhi National Open University to enable CA students to acquire B.Com and M.Com degrees.



Board of Studies – An Overview

- ICAI

The Institute of Chartered Accountants of India

Board of Studies – Terms of Reference - I

Mission

- To produce competent Chartered Accountants capable of making a positive contribution over their lifetime to the profession and the society in which they work;
- To provide a strong foundation of knowledge, skills and professional values that enables them to continue to learn by lifelong learning and adapt to change throughout their professional lives.

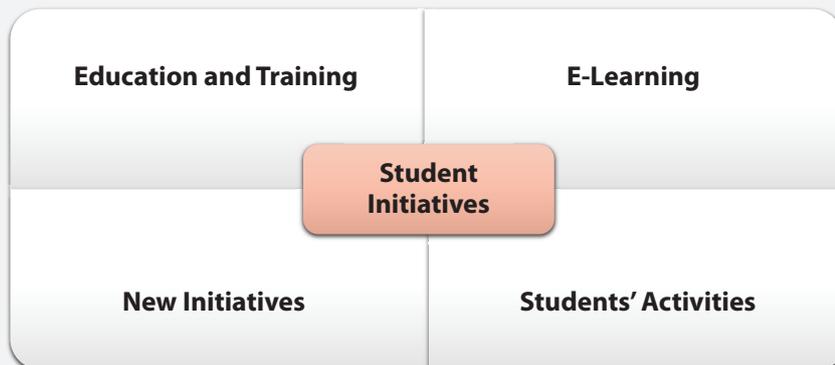
2

Board of Studies – Terms of Reference - II

Objective

- To decide/recommend to the Council the broad policies governing theoretical education, practical training and computer training of the students undergoing Chartered Accountancy Course.
- To provide high quality theoretical education to students of Chartered Accountancy Course by making available to them useful educational inputs.
- To enable the students to acquire sound technical skills in accountancy, auditing, financial management, corporate and other laws, direct and indirect taxation, Information Technology and related subjects and fields.
- To develop personality, leadership and Communication skills of our students.
- To bring out regularly students' Newsletter and other relevant publications, audio-visual aids and other useful educational inputs for the benefit of Chartered Accountancy students.
- To contribute to the Council's periodical exercise of Review of the scheme of Education and Training.

Board of Studies – Agenda



Educational Inputs

Study Material	Revision Test Papers (RTPs)	Suggested Answers	Supplementary Study Material in Direct & Indirect Taxes
Digest of Select Cases in Direct and Indirect Taxes	Live Virtual Classes	E-learning	Students' Journal

Executive Summary of Revised Scheme of Education and Training

Steps under Route I - Foundation Course Route

- Register with Board of Studies (BoS) after appearing in Class XII examination so as to complete four months study period (i.e. register till 30th June / 31st Dec. for November/May Examination).
- Qualify Class XII examination (if not done earlier)
- Appear for Foundation examination in November/May.
- Qualify Foundation Course.
- Register with the Board of Studies (BoS) for the Intermediate Course.

Executive Summary of Revised Scheme of Education and Training

Steps under Route I - Foundation Course Route

- Complete 8 months of study course.
- Appear and Pass in either or both Groups of Intermediate Course.
- Successfully complete Four Weeks Integrated Course on Information Technology and Soft Skills (ICITSS) anytime after registering for Intermediate Course but before commencement of the Practical Training.
- Register for three years Practical Training on passing either or both the Groups of Intermediate Course.
- Register for the Final Course after qualifying both the Groups of Intermediate Course.

Executive Summary of Revised Scheme of Education and Training

Steps under Route I - Foundation Course Route

- Successfully complete Four Weeks Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) during the last two years of Practical Training but before appearing for Final Examination.
- Appear in Final examination during last six months of practical training.
- Complete Practical Training.
- Qualify both groups of Final Course.
- Become Member.

Executive Summary of Revised Scheme of Education and Training

Steps under Route II – Direct Entry Route

The ICAI allows the following students to enter directly to its Intermediate Course:

- A** Commerce Graduates / Post-Graduates (with minimum 55% marks) or Other Graduates / Post-Graduates (with minimum 60% marks)

- B** Intermediate level passed students of Institute of Company Secretaries of India and Institute of Cost Accountants of India

Executive Summary of Revised Scheme of Education and Training

Steps under Route II – Direct Entry Route

- A** Commerce Graduates / Post-Graduates (with minimum 55% marks) or Other Graduates / Post-Graduates (with minimum 60% marks)
 - Register with the BOS for the Intermediate course (provisional registration allowed to the students doing Final year of graduation).
 - Successfully complete Four Weeks Integrated Course on Information Technology and Soft Skills (ICITSS) before commencement of the Practical Training.
 - Register for Three Years Practical Training.
 - Appear in Intermediate Examination after Nine months of Practical Training.
 - Qualify Intermediate Course.

Executive Summary of Revised Scheme of Education and Training

Steps under Route II – Direct Entry Route

- Register for the Final Course after qualifying both Groups of Intermediate Course.
- Successfully complete Four Weeks Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) during the last two years of Practical Training but before appearing for Final Examination.
- Student required to undergo the Advanced ICITSS-Advanced IT course and also pass the test there under, before appearing in the Final exam. It's examination will be MCQ's based and to be cleared before being eligible for Final.
- Appear in Final examination during last six months of practical training.
- Complete Practical Training.
- Qualify both groups of Final Course.
- Become Member

Executive Summary of Revised Scheme of Education and Training

Steps under Route II – Direct Entry Route

- B** Steps for eligible students who have passed Intermediate level examination of Institute of Company Secretaries of India or Institute of Cost Accountants of India:
- Register with the BOS for the Intermediate course.
 - Complete 8 months of study course
 - Appear and Pass in either or both Groups of Intermediate Course.
 - Successfully complete Four Weeks Integrated Course on Information Technology and Soft Skills (ICITSS) anytime after registering for Intermediate Course but before commencement of the Practical Training.
 - Register for Three years Practical Training on passing either or both the Groups of Intermediate Course.

Executive Summary of Revised Scheme of Education and Training

Steps under Route II – Direct Entry Route

- ☑ Register for the Final Course after qualifying both Groups of Intermediate Course.
- ☑ Successfully complete Four Weeks Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) during the last two years of Practical Training but before appearing for Final Examination.
- ☑ Student required to undergo the Advanced ICITSS-Advanced IT course and also pass the test there under, before appearing in the Final exam. It's examination will be MCQ's based and to be cleared before being eligible for Final.
- ☑ Appear in Final examination during last six months of practical training.
- ☑ Complete Practical Training.
- ☑ Qualify both groups of Final Course.
- ☑ Become Member

Executive Summary of Revised Scheme of Education and Training

Foundation Course

Number of Papers – 4

Paper 1:
Principles and
Practices of
Accounting (100
Marks)

Paper 2:
Business Law &
Business
Correspondence
and Reporting (100
Marks)

Paper 3*:
Business
Mathematics and
Logical Reasoning
& Statistics (100
Marks)

Paper 4*:
Business Economics
& Business and
Commercial
Knowledge (100
Marks)

Section A: Business
Law (60 Marks)

Section B: Business
Correspondence and
Reporting (40 Marks)

Part I: Business
Mathematics and
Logical Reasoning (60
Marks)

Part II: Statistics (40
Marks)

Part I: Business
Economics (60 Marks)

Part II: Business and
Commercial Knowledge
(40 Marks)

Notes:

- * Paper 3 and Paper 4 will be Objective type papers with negative marking.
- Passing percentage:** Aggregate- 50% and Subject-wise- 40% at one sitting.

Executive Summary of Revised Scheme of Education and Training

Group - I

Intermediate Course

Number of Papers – 8

**Paper 1:
Accounting (100
Marks)**

**Paper 2:
Corporate Laws &
Other Laws
(100 Marks)**

**Paper 3:
Cost and
Management
Accounting (100
Marks)**

**Paper 4:
Taxation (100
Marks)**

Part I: Company
Laws (60 Marks)

Part II: Other Laws
(40 Marks)

Section A: Income
Tax Law (60 Marks)

Section B: Indirect
Taxes (40 Marks)

Executive Summary of Revised Scheme of Education and Training

Group - II

Intermediate Course

Number of Papers – 8

**Paper 5: Advanced
Accounting
(100 Marks)**

**Paper 6:
Auditing &
Assurance
(100 Marks)**

**Paper 7: Enterprise
Information
Systems & Strategic
Management (100
Marks)**

**Paper 4:
Financial
Management &
Economics for
Finance (100 Marks)**

Section A: Enterprise
Information Systems
(50 Marks)

Section B: Strategic
Management (50
Marks)

Section A: Financial
Management (60
Marks)

Section B: Economics
for Finance (40 Marks)

Executive Summary of Revised Scheme of Education and Training

Group - I

Final Course

Number of Papers – 8

**Paper 1:
Financial Reporting
(100 Marks)**

**Paper 2:
Strategic Financial
Management
(100 Marks)**

**Paper 3:
Advanced Auditing
and Professional
Ethics
(100 Marks)**

**Paper 4:
Corporate and
Economic Laws
(100 Marks)**

Section A : Corporate
Laws (70 Marks)

Section B : Economic
Laws (30 Marks)

Executive Summary of Revised Scheme of Education and Training

Group - II

Final Course

Number of Papers – 8

**Paper 5: Strategic
Cost Management
and Performance
Evaluation
(100 Marks)**

**Paper 6:
Elective Paper
(100 Marks)
(One to be chosen
from the list of
Elective Papers)**

**Paper 7: Direct Tax
Laws (70 Marks) &
International
Taxation (30 Marks)**

**Paper 8:
Indirect Tax Laws
(100 Marks)**

Elective Papers

- Risk Management
- Financial Services & Capital Markets
- International Taxation
- Economic Laws
- Global Financial Reporting Standards
- Multidisciplinary Case Study

Part I: Direct Tax Laws
(70 Marks)

Part II: International
Taxation (30 Marks)

Part I: Goods & Service
Tax (75 Marks)

Part II: Customs and
FDP (25 Marks)

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Foundation Course - For Common Proficiency Course Students

All students registered in Common Proficiency Course and were pursuing Class 11th / Class 12th

- Such Students may appear for all available attempts, i.e. June 2019 under old scheme Or
- After appearing in Class 12th exam, students may convert to Foundation Course under revised scheme at any point of time w.e.f 1st July, 2017 or compulsorily have to convert after completion of the available attempts, i.e. June 2019 under old scheme, by paying conversion charges of Rs.500/- (US\$ 40) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Foundation Course - For Common Proficiency Course Students

All students registered in Common Proficiency Course and appeared in Class 12th Exam / qualified Class 12th Examination / appeared for CPT but not qualified

- Such Students may appear for all available attempts, i.e. June 2019 under old scheme Or
- They may convert to Foundation Course under revised scheme at any point of time w.e.f 1st July, 2017 or compulsorily have to convert after completion of the available attempts, i.e. June 2019 under old scheme, by paying conversion charges of Rs.500/- (US\$ 40) and the study material for revised scheme will be provided free of cost.

Such students would be eligible to appear in immediate Foundation Examination to be held after switching provided that the student has passed class 12th Examinations.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Intermediate Course - Through CPT Route

Already registered for Intermediate (IPC) course and are eligible to appear for Intermediate (IPC) Examination but have not appeared / appeared but could not pass any Group

- Such Students may appear for all available attempts, i.e. till May, 2020 under old scheme (earlier last attempt was May 2019)
Or
- May convert under revised scheme at any point of time w.e.f. 1st July 2017 or compulsorily have to convert after completion of the available attempts i.e. till May 2020 under old scheme by paying conversion charges of Rs.1000/- (US\$ 50) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Intermediate Course - Through CPT Route

Already registered for Intermediate (IPC) course and passed Group - I

- Will undergo ICITSS (ITT) / ICITSS (OC) / ICITSS (ITT & OC), to the extent not undergone ITT/OC/ITT & OC under old scheme. Thereafter, may commence Practical Training
- Such Students may appear for Group - II under old scheme for all available attempts, i.e. till May, 2020 under old scheme
Or
- May convert under revised scheme at any point of time w.e.f. 1st July 2017 or compulsorily have to convert after completion of the available attempts , i.e. till May 2020 under old scheme by paying conversion charges of Rs.1000/- (US\$ 50) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Intermediate Course - Through CPT Route

Already registered for Intermediate (IPC) course and passed Group - I and commenced Practical Training

- Continue with Practical Training
 - May appear for Group - II under old scheme for all available attempts, i.e. till May, 2020
- Or
- May convert under revised scheme at any point of time w.e.f. 1st July 2017 or compulsorily have to convert after completion of the available attempts i.e. till May 2020 under old scheme by paying conversion charges of Rs.1000/- (US\$ 50) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Intermediate Course - Through CPT Route

Already registered for Intermediate (IPC) course and passed Group - II

- Will undergo ICITSS (ITT) / ICITSS (OC) / ICITSS (ITT & OC), to the extent not undergone ITT/OC/ITT & OC under old scheme. Thereafter, may commence Practical Training.
 - Such students may appear for Group - I under old scheme for all available attempts, i.e. till May, 2020
- Or
- May convert under revised scheme at any point of time w.e.f. 1st July 2017 or compulsorily have to convert after completion of the available attempts i.e. till May 2020 under old scheme by paying conversion charges of Rs.1000/- (US\$ 50) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Intermediate Course - Through Direct Entry Route

Already registered for Intermediate (IPC) Course provisionally

- Such students are eligible to appear for Intermediate (IPC) Examination have not appeared / appeared but not passed any Group- Such students will be treated as the students under existing scheme even if they submit their mark sheets of Graduation / PG after 1st July 2017
- Or
- Such Students may appear for all available attempts , i.e, till May 2020 under old scheme
- May convert under revised scheme at any point of time wef 1st July 2017 or compulsorily have to convert after completion of the available attempts , i.e, till May 2020 under old scheme by paying conversion charges of Rs.1000/- /-(US\$ 50) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Intermediate Course - Through Direct Entry Route

Already registered for Intermediate (IPC) course and passed Group-I/Group II

- Such Students may appear for the remaining group for all available attempts , i.e, till May 2020 under old scheme
- Or
- May convert under revised scheme at any point of time wef 1st July 2017 or compulsorily have to convert after completion of the available attempts , i.e, till May 2020 under old scheme by paying conversion charges of Rs.1000/- /-(US\$ 50) and the study material for revised scheme will be provided free of cost.

Transition Scheme and Conversion Fees for Switching over to Revised Scheme

Final Course

Already registered for Final Course are eligible to appear for Final Examination

- Such students are have not appeared / appeared but not passed any Group/ appeared and passed either Group I or Group II
- Such Students may appear for all available attempts , i.e, till Nov., 2020 under old scheme
- Undergo AICITSS (Adv. ITT)/ AICITSS (GMCS) / AICITSS (Adv. ITT & GMCS), to the extent not undergone Adv. ITT / GMCS / Adv. ITT & GMCS under old scheme. Have to undergo before applying for Membership of ICAI.
- Or
- May convert under revised scheme at any point of time wef 1st July 2017 or compulsorily have to convert after completion of the available attempts , i.e, till Nov., 2020 under old scheme by paying conversion charges of Rs.1000/- /-(US\$ 50) and the study material for revised scheme will be provided free of cost. Such students will undergo ICITSS (ITT)/ICITSS (OC)/ICITSS (ITT & OC), to the extent not undergone ITT/OC/ITT & OC under old scheme before appearing for Final Examination under Revised Scheme..

All the students while converting to intermediate or Final Course must refer to the available Exemptions for the Group/Paper qualified under the old scheme.

Group-wise exemption from IIPC to Intermediate

GROUP PASSED IN INTERMEDIATE (INTEGRATED PROFESSIONAL COMPETENCE)/ INTEGRATED PROFESSIONAL COMPETENCE EXAMINATION	GROUP TO BE PASSED IN THE INTERMEDIATE EXAMINATION UNDER REGULATION 28G (4)
Students who have passed Group-I	To pass Group-II of Intermediate examination excluding Paper no. 8 of Group -II of Intermediate examination
Students who have passed Group-II	To pass Group-I of Intermediate examination.

Group-wise exemption from Final (old) to Final (New)

Group passed under the Final Course (Under Regulation 31(i) or (ii) or Para 3 or 3A of Schedule B to CA Regulations 1988 or Para 3 of Schedule BB of CA Regulations 1964.	Group required to be passed under Final (New) Course under Regulation 31(iv) of CA Regulations 1988.
Students who have passed Group-I	To pass Group-II of Final (New) course and complete Advanced ICITSS and pass the test thereunder.
Students who have passed Group-II	To pass Group-I of Final (New) course and complete Advanced ICITSS and pass the test thereunder.

Paper-wise exemption from IIPC to Intermediate

Exemption in paper/s granted in the Intermediate (IPC) Examination	Exemption in corresponding paper/s in the Intermediate Examination under regulation 28G(4), w.e.f May 2018.
Group I- Paper1 :Accounting	Group I- Paper1 : Accounting
Group I- Paper 2: Business Laws, Ethics and Communication	Group I- Paper 2: Corporate & Other Laws
Group I- Paper 3: Cost Accounting and Financial Management	Group I- Paper 3: Cost and Management Accounting AND Group II- Paper 8: Financial Management & Economics for Finance
Group I- Paper 4: Taxation	Group I- Paper 4: Taxation Section A: Income Tax Law Section B: Indirect Taxes
Group II- Paper 5: Advanced Accounting	Group II- Paper 5: Advanced Accounting

Paper-wise exemption from IIPC to Intermediate Cont..

Exemption in paper/s granted in the Intermediate (IPC) Examination	Exemption in corresponding paper/s in the Intermediate Examination under regulation 28G(4), w.e.f May 2018.
Group II- Paper 6: Auditing and Assurance	Group II- Paper 6: Auditing and Assurance
Group II- Paper 7: Information Technology & Strategic Management Section A: Information Technology Section B: Strategic Management	Group II- Paper 7: Enterprise Information Systems & Strategic Management Section A: Enterprise Information Systems Section B: Strategic Management

Paper-wise exemption from Final (old) to Final (New)

Final (Existing) Course under Regulation 31(ii) of the CA Regulations	Final (New) Course under Regulation 31(iv) of the CA Regulations 1988.
Group-I	Group-I
Paper1:Financial Reporting	Paper1:Financial Reporting
Paper2:Strategic Financial Management	Paper2:Strategic Financial Management
Paper3:Advanced Auditing and Professional Ethics	Paper3:Advanced Auditing and Professional Ethics
Paper4:Corporate and Allied Laws	Paper 4 : Corporate and Economic Laws
Group-II	Group-II
Paper5:Advanced Management Accounting	Paper 5: Strategic Cost Management and Performance Evaluation
Paper6:Information Systems Control And Audit	Nil. Since there is no corresponding paper in the New Course.
Paper7:Direct Tax Laws	Paper 7 : Direct Tax Laws & International Taxation
Paper8:Indirect Tax Laws	Paper 8 : Indirect Tax Laws

Articled Training - Importance



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Practical Training



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Beyond Theoretical Education

Information Technology Training (ICITSS)



OBJECTIVE OF THE COURSE

To assist students acquiring knowledge and skills in the subject and gain hands on experience. This is also expected to serve as a source of reference book in their future education and training.



FEATURE

- 100 Hrs of training courses each at Intermediate and Final level
- Hi -Tech Labs
- Renowned Expert Faculties
- Quality Contents as per CA perspective
- Practice Manuals with ocean of exercises and assignments

ICITSS :- Integrated Course on Information Technology and Soft Skills Course

Beyond Theoretical Education

Orientation Course (ICITSS)



OBJECTIVES OF THE COURSE

- To develop effective communication and presentation skills.
- To groom and motivate the entrants to be knowledgeable and skilled professionals.
- To expand the significance of practical training in the life of a professional.
- To foster values such as integrity, transparency and independence in the building professionals.

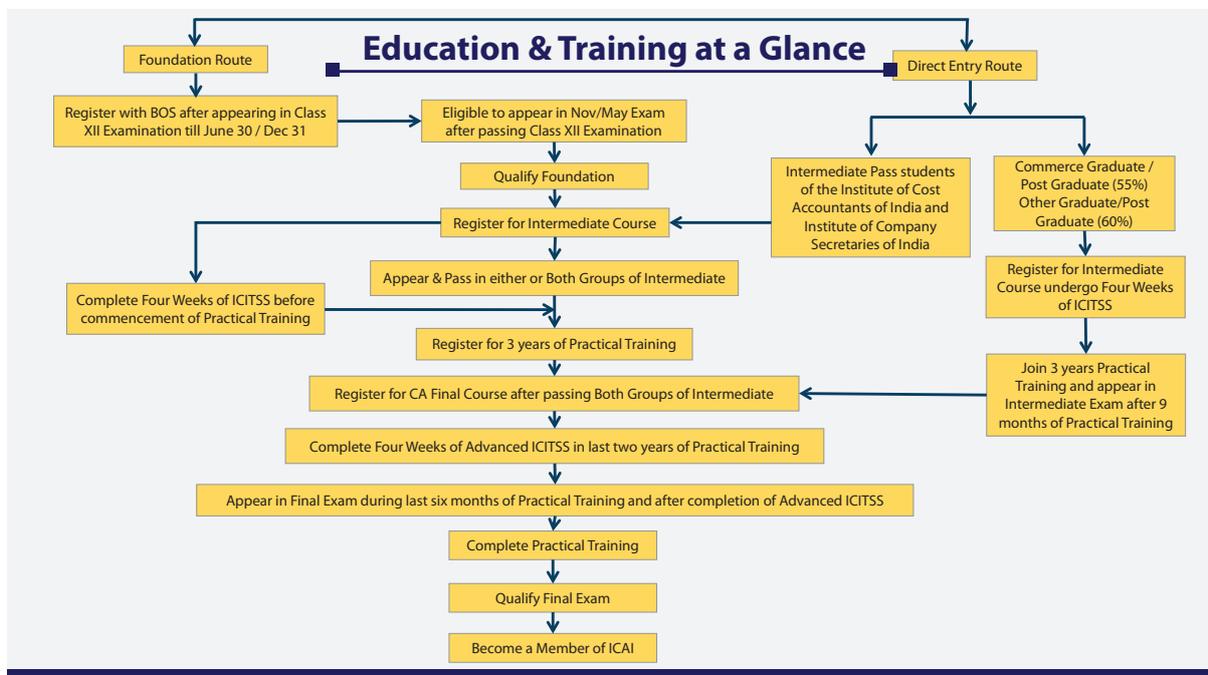
Beyond Theoretical Education

General Management & Communication Skills (AICITSS)



OBJECTIVES OF THE COURSE

- ❑ To sharpen communication and presentation skills.
- ❑ To develop inter-personal and leadership skills.
- ❑ To provide an understanding of contemporary business environment and opportunities.
- ❑ To prepare the student for a career either in employment or in practice, by grooming them to be adaptable and accountable.



New Initiatives

Trimming of Syllabus

- ❑ Review of syllabus and content of Study Material is an ongoing process.
- ❑ Considering the dynamic changes in economy and consequent legislative and regulatory changes, it is imperative that the syllabus and study material are in sync with the requirements.
- ❑ With this objective, BoS formed a group to review syllabus at Foundation, Intermediate and Final levels and Dr. P.C. Jain, Govt. Nominee was nominated as the Convenor of the Group.
- ❑ The Report of the Group was considered by the Council at its 379th Meeting held on 17th & 18th Dec. 2018 and approved the changes in the syllabus as recommended by the Board of Studies.

Trimming of Syllabus

Level	Paper
Foundation	Paper 1 Accounting
	Paper 4 Part II: Business and Commercial Knowledge
Intermediate	Paper 8A: Financial Management
Final	Paper 1: Financial Reporting
	Paper 2: Strategic Financial Management
	Paper 6A : Risk Management
	Paper 6B: Financial Services and Capital Markets

Trimming of Syllabus

Trimming in following subjects have been carried out through Study Guidelines

Level	Paper
Intermediate	Paper 2: Corporate Laws & Other Laws
	Paper 4: Taxation Part I: Income Tax Law
	Paper 6: Auditing and Assurance
Final	Paper 1: Financial Reporting
	Paper 3: Advanced Auditing and Professional Ethics
	Paper 4: Corporate and Economic Laws
	Paper 6C: International Taxation
	Paper 6D: Economic Laws
	Paper 8: Indirect Tax Laws

Live Virtual Classes

To overcome the barriers of distance learning education, the BOS has commenced Live Virtual Classes at Inter and Final levels.

For Examination	Nov. 2019 (Inter) May 2020 (Final)
Classes Start Date for Final Course	April 3, 2019
Classes Start Date for Intermediate Course	March 6, 2019
Faculty	Renowned
Coverage of Syllabus	Entire
Fees	Intermediate - Rs 4000/- Both Groups Final - Rs 4750/- Both Groups
Timings	Morning : 7 AM to 9.30 AM Evening : 6 PM to 8.30 PM

Practical Training Assessment

- Online MCQ based test to assess students understanding after completion of first and second year of practical training.
- Students completing 1st/ 2nd year of practical training in a particular quarter would be eligible to register for the said test in subsequent quarter.
- Grades would be assigned and appear in marksheet.
- Accounting and Auditing (including Corporate Laws) will be mandatory subjects for assessment
- Students may choose optional module(s) for practical training assessment.

S No	First Year (any one)	Second Year (any two)
1.	Direct Tax	Direct Tax including International Taxation
2.	Indirect Tax	Indirect Tax
3.	Internal Audit	Internal Audit

- Recently, the Board has decided that questions (8 to 10 marks) on current Economic and Business affairs topics be included in the question papers of Practical Training Test.

MCQ based Assessment

- In order to sharpen the analytical and comprehension skills of students and to have an objective assessment of their performance in the examination is introduced.,
- In this assessment system 30% of the questions asked in the examination in the following Selected Papers would be multiple choice based questions.

Intermediate (New Course)		IIPCC (Old Course)	
Paper	Subject	Paper	Subject
2	Corporate and Other Laws	2	Business Laws, Ethics & Communication
4	Taxation	4	Taxation
6	Auditing & Assurance	6	Auditing & Assurance
7	Enterprise Information System & Strategic Management	7	Information Technology & Strategic Management

MCQ based Assessment

Final (New Course)		Final (Old Course)	
Paper	Subject	Paper	Subject
3	Advanced Auditing and Professional Ethics	3	Advanced Auditing and Professional Ethics
4	Corporate and Economic Laws	4	Corporate and Allied Laws
		6	Information Systems Control and Audit
7	Direct Tax Laws and International Taxation	7	Direct Tax Laws
8	Indirect Tax Laws	8	Indirect Tax Laws

- Each question would carry 1 and 2 marks.
- This system would be put in place for May 2019 examination for both Intermediate and Final levels under both the old and new scheme of education and training.
- Sample questions have been webhosted at the BoS Knowledge Portal for each subject.

E-Books

- The Board of Studies has made available e-Books to the students of new scheme through Digital Learning Hub.
- This facility was launched in August, 2017 wherein PDF files in e-Book format were presented to the students.
- The Board of Studies is in the process of converting the study material and video lectures to digitally enriched e-books which will enable our students to make full use of e-books by accessing topic-wise video lectures including its other features.

Tablet



Option to Students to Opt Physical Material or Kindle with pre-loaded soft copies of Material

- The Council recently considered the matter of provision of tablets to CA students and accepted in principle, the recommendations of Board of Studies to give options to the students to avail educational inputs either in physical form or through electronic form.
- The Board is in the process of finalizing the modalities in this regard.

Students' Connect

- The Board of Studies has recently created a Facebook page for Board of Studies to connect with students in a contemporary way.
- This page is being used to promote the initiatives of Board of Studies and give information about the events taking place in BoS.
- Theme-based content is also provided to the students to create interest and provide relevant information.
- Students' queries are also being replied through this mode.
- At present around 12000 followers are connected with this page.

Virtual Management & Communications Skills Course

- The students who have qualified CA final during the last 5 years but have not applied for Membership of the Institute due to non completion of Management and Communication Skills Course can undergo the Management and Communication Skills through virtual mode.
- The aforesaid students can undergo the course anytime anywhere.
- After completing the Virtual MCS course of 90 hours they can apply for membership of the Institute.

Advanced IT Course training through ERP software

Audit in ERP Environment

- Show case of 28 common IT General Controls
- Practice based (Simulated) training
- Higher engagements and effectiveness
- Self study e-learning material
- Quick Reference guide - Audit planning checklists, FAQs for auditing in ERPs, ERPs audit terminologies
- Expert Trainer at 150+ location with training to more than 30000 students in a year
- Auditing in Core Banking System (CBS) environment
- Introduction to new technologies such as Block chain , Cloud , Artificial Intelligence (AI) , Robotic Process Automation (RPA), Big Data, Machine Learning (ML)

Installation of Biometric Devices

- To remove the human intervention in recording the attendance and also to strengthen the monitoring system of IT and soft skill courses, the Board has decided to Install Biometric Devices for recording the attendance of the students at Regional and Branch Offices of ICAI for IT and Soft Skill Courses.
- This system is expected to be functional at 18 POUs from 1st week of April 2019.

Reading Room Portal

Developed to let the prospective students login and enrol themselves with the Reading Room/Library/Additional Reading Room by paying the prescribed fees.

- The students can register themselves anytime anywhere.
- Daily registration also allowed.
- Fees as low as Rs. 20/- per day.
- Securing of seats by paying monthly fees in advance.
- Flexible registrations by students for a day/ a week / monthly.
- 154 Reading Rooms and libraries run by Regional Council and branches of ICAI.

Student Activity Portal

Developed to enable the students to register for various events for students.

- The Students have to register themselves for such events online by creating login id.
- Provision of on the spot online registration will also be there .
- All events can be filtered place wise.
- Mail and SMS about the event through portal.
- Online Feedback form to be filled by the student after the event.
- Student may check their CPE Hours through portal.

Articleship and Industrial Training Placement portal

- ❑ A common platform for members, organisations and students to interact with one another.
- ❑ Facilities members/organisations to search, shortlist and schedule interviews with the interested students.
- ❑ Students can also apply / search vacancies indicating their preferences of place and areas.
- ❑ The Portal is user friendly and will help in bridging the requirement gaps between members/industries and students seeking articleship / industrial training.
- ❑ Participating firms/organization can short list the candidates from the data and call the candidates for interviews/interaction at their offices.

Articleship and Industrial Training Placement Portal

- ❑ The statistics related to the portal is as below:
 - Number of Students registered on the portal: 11647
 - Number of Industries registered on the portal: 85
 - Number of Firms registered on the portal: 1812

Cloud Campus includes

- Video Lectures
- BoS Knowledge Portal/ Events/ Announcements
- Digital Learning hub
- Centralized Distribution System
- Webcasts
- Article Placement Portal
- (ICITSS/AICITSS Courses)
ITT/OC/MCS Online Portal for Registration
- Examination Portal & Result



(ICITSS/AICITSS) ITT/OC/MCS Courses Registration Portal

- Single Sign - on for all the Courses
- Online Registration for available Batch
- Online Payment
- Batch Transfer Facility
- Online Feedback Submission
- Online Certificate Generation
- Online Report Generation



Career Opportunities



Student Support Initiative (Toll Free Helpline at BOS)

- **Toll Free Helpline :** The Board of Studies initiated Toll-free Help line service as a Student Support Initiative from May 11, 2017 to redress queries/grievances of CA students from across the country.
Number: 18001211330
Timings: 10 AM to 5:30 PM Monday to Friday
- **Single point of contact :** The facility serves as a single point of contact for students located nationwide.
- **Free access:** The service is free of cost to enable students from far-flung rural areas across the country to reach out to BOS through the easily accessible service.



Thank You

Follow ICAI on Social Media <http://www.icai.org/followus>



CHARTERED ACCOUNTANCY COURSE

PROSPECTUS



www.icai.org

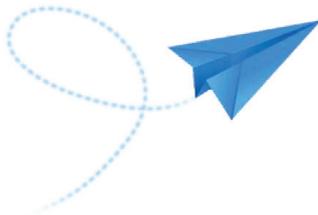


Board of Studies
**The Institute of
Chartered Accountants of India**
(Setup by an Act of Parliament)



The Institute of Chartered Accountants of India

VISION



ICAI aims at harnessing the opportunities and addressing the challenges presented by the rapidly changing environment so that, by 2030, ICAI becomes...

World's leading accounting body, a regulator and developer of trusted and independent professionals with world class competencies in accounting, assurance, taxation, finance and business advisory services.

MISSION 2030



ICAI will leverage technology and infrastructure and partner with its stakeholders to...

- + Impart world class education, training and professional development opportunities to create global professionals.
- + Develop an independent and transparent regulatory mechanism that keeps pace with the changing times.
- + Ensure adherence to highest ethical standards.
- + Conduct cutting edge research and development in the areas of accounting, assurance, taxation, finance and business advisory services.
- + Establish ICAI members and firms as Indian multi-national service providers.

03

The Institute

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PROSPECTUS

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Chartered Accountancy Course

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The Institute



The Institute of Chartered Accountants of India



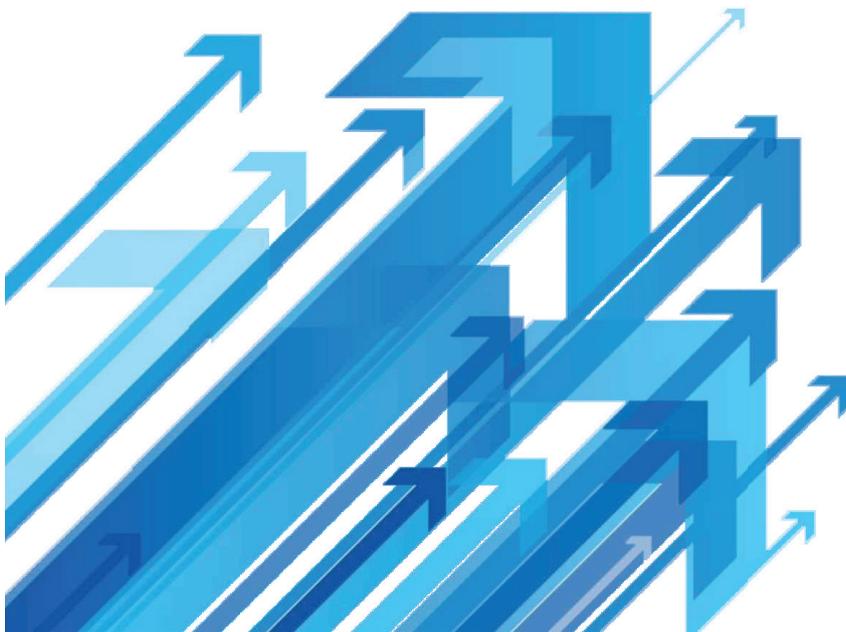
The Institute of Chartered Accountants of India (ICAI) is a statutory body set up by an Act of Parliament, viz. The Chartered Accountants Act, 1949 (Act No. XXXVIII of 1949) for the regulation of profession of Chartered Accountancy in the country. The Institute functions under the administrative control of the Ministry of Corporate Affairs, Government of India and is the second largest professional body of Chartered Accountants in the world.

The affairs of the ICAI are managed by a Council in accordance with the provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. The Council constitutes of 40 members of whom 32 are elected by the Chartered Accountants and remaining 8 are nominated by the Central Government generally representing the Comptroller and Auditor General of India, Securities and Exchange Board of India, Ministry of Corporate Affairs, Ministry of Finance and other stakeholders.

The Institute has its headquarters at New Delhi. In addition, it has five Regional Councils located in Mumbai, Chennai, Kolkata, Kanpur and New Delhi and 163 Branches spread all over the country. The Institute has also 30 chapters outside India located in Abu Dhabi, Australia (Melbourne), Australia (Sydney), Bahrain, Botswana, Brisbane, British Columbia (Vancouver), Canada (Toronto), Doha, Dubai, Eastern Province (Saudi Arabia), Indonesia, Jeddah, Kenya (Nairobi), Kuwait, Netherlands (Amsterdam), New Zealand (Auckland), Nigeria, Oman (Muscat), Port Moresby (Papua New Guinea), UAE Ras - Al Khaimah, Riyadh, Singapore, Tanzania (Dar Es Salaam), Thailand (Bangkok), Uganda (Kampala), UK (London), US (New York), USA (San Francisco) and Zambia.

Over a period of time, the ICAI has achieved recognition as a premier accountancy body not only in the country but also globally, for maintaining highest standards in technical, ethical areas and for sustaining stringent examination and education standards. Since 1949, the profession has grown leaps and bounds in terms of members and student base. The primary functions of the Institute are...

- + Regulate the profession of Accountancy
- + Education and Examination of Chartered Accountancy Course
- + Continuing Professional Education of Members
- + Conducting Post Qualification Courses
- + Formulation of Accounting Standards
- + Prescription of Standard Auditing Procedures
- + Laying down Ethical Standards
- + Monitoring Quality through Peer Review
- + Ensuring Standards of performance of Members
- + Exercise Disciplinary Jurisdiction
- + Financial Reporting Review
- + Input on Policy matters to Government.





Courses Offered by ICAI

I. Chartered Accountancy Course

II. Post Qualification Courses

- + Information Systems Audit (ISA)
- + Diploma in Insurance and Risk Management (DIRM)
- + Diploma in International Taxation (DIIT)

III. Certificate Courses for Members

- + Certificate Course on GST
- + Certificate Course on ADR (Arbitration, Mediation & Conciliation)
- + Certificate Course on Anti Money laundering Laws (Anti - Money Laundering Specialist)
- + Certificate Course on Cooperatives
- + Certificate Course on Not-for-Profit Organizations (NPOs)
- + Certificate Course on Wealth Management and Financial Planning
- + Certificate Course on Enterprise Risk Management
- + Certificate Course on Concurrent Audit of Banks
- + Certificate Course on Internal Audit
- + Certificate Course on Master in Business Finance
- + Certificate Course on Forensic Accounting and Fraud Detection
- + Certificate Course on Indian Accounting Standards (Ind AS)
- + Certificate Course on Forex and Treasury Management
- + Certificate Course on Derivatives
- + Certificate Course on Valuation



The Accountancy Profession

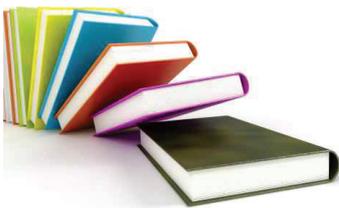
Over the years, the Chartered Accountancy profession has achieved rapid growth by virtue of quality professional services being rendered by its members, and has come to occupy a prominent role in our economy and society. As against a meagre membership of 1,700 in 1949, today the membership of the Institute is over 2,70,000. Increasing responsibilities are being entrusted by the Government and the society at large on the members of the profession and their specialized knowledge and skills are being utilized in various fields of activities. Statutory recognition is given to the role of the members of the profession and their audit / certification is insisted upon for various purposes in different statutes.

The Institute is playing a prominent role in the international accounting bodies by virtue of its membership and active involvement in the activities of International Federation of Accountants (IFAC), International Accounting Standards Board (IASB), Confederation of Asian and Pacific Accountants (CAPA) and South Asian Federation of Accountants (SAFA).

Educational Activities

The Institute undertakes educational activities through its Committees. It has three educational committees, viz., Board of Studies, Continuing Professional Education Committee and the Technical Directorate.

As a part of its responsibility to regulate the profession of Chartered Accountancy, the Institute enrolls students for the Chartered Accountancy Course, imparts theoretical education and monitors practical training to be undergone by them as per the requirements of the Chartered Accountants Regulations, 1988. It also holds qualifying examinations for its registered students and issues Certificate of Practice to Members, intending to practice the profession.





Board of Studies

The Board of Studies is responsible for formulating and implementing policies and programmes relating to education of students. The mission of the Board of Studies is to provide a strong foundation of knowledge, skills and professional values that enables them to grow as wholesome professionals and adapt to changes throughout their professional career. The main activities carried out by the Board of Studies on continuous basis are as follows..

- + Preparation and continuous revision of comprehensive study material of all subjects prescribed for students of the Chartered Accountancy courses viz., Foundation, Intermediate Course and Final Course. Other educational inputs like Suggested Answers, Revision Test Papers, Periodical Supplements etc. are also prepared for the students on regular basis.
- + Organizing Oral Coaching Classes, Crash Courses with the assistance of Regional Councils and Branches.
- + Providing e-lectures, Video lectures and Virtual Classes on subjects through ICAI cloud campus to improve problem solving skills.
- + Publication of booklets on Personality Development, Public Speaking, Communication Skills, How to Prepare for CA Examinations, Time and Stress Management etc.
- + Preparation of Web-based learning materials on selected topics of the CA Curriculum.
- + Publication of the Students' Monthly Journal – 'The Chartered Accountant Student' for updation of knowledge of CA students and regular updates in the curriculum and related areas.
- + Conducting Integrated Course on Information Technology and Soft Skills (Information Technology and Orientation Course) and Advanced Integrated Course on Information Technology and Soft Skills (Advanced Information Technology and Management & Communication Skills) through Regional Councils and their Branches.
- + Organizing Seminars, Conferences, Quiz Contests and National Talent Hunt (Elocution contest) for the students of CA Course through Regional Councils and their Branches.
- + Providing technical support to various Committees, liasoning with the Students' Associations and Branches and motivating them to organize various educational activities for the students.



Scheme of Education & Training



Scheme of Education and Training

The Institute of Chartered Accountants of India periodically reviews its scheme of education and training to remain in tandem with developments in the field of education and other changes at the national and global levels. Evolving business and changing environment also demands newer skills from the accounting professionals. ICAI, being a member body of International Federation of Accountants (IFAC), has to comply with the International Education Standards [IES 1 to IES 8]. There has been a shift from "input-based" to "outcome-based" approach. Accordingly, the scheme of education has been designed and implemented from July 1, 2017.

Objectives of the Scheme

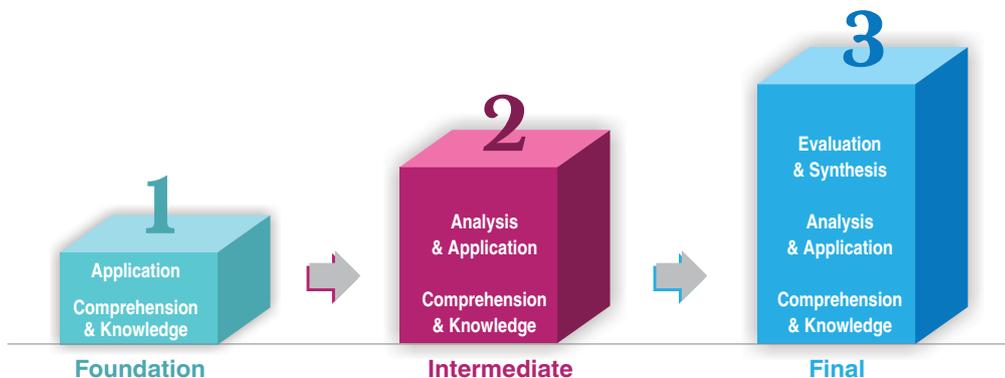
- + Encouraging young talented students having aptitude for accounting education to make an early entry to the profession through Foundation Route.
- + Encouraging graduates and other appropriately qualified students to pursue this course through Direct entry.
- + Complementing theoretical education with practical training.
- + Instilling technical skills through Information Technology Trainings under ICITSS and Advanced ICITSS.
- + Instilling interpersonal and soft skills through Orientation Course and Management and Communication Skills (MCS) Course under ICITSS and Advanced ICITSS.
- + Inculcating professional ethical values and attitudes among students.
- + Inculcating analytical ability among the students through case studies.
- + Globalizing Chartered Accountancy education through organization of education and training abroad.

Progression of Skills over Different Levels:

Basis for Assessment of Professional Competence

Assessment of professional competence of any professional course is essential to enhance the credibility of the profession by permitting only those who meet the profession's competence requirements to become chartered accountants. Therefore, Chartered Accountancy assessment pattern is such that it tests the sufficiency of technical competence, professional skills and professional values, ethics and attitudes acquired during practical training.

The assessment of professional skills would also progress from "knowledge and comprehension" to "application and analysis" and "evaluation and synthesis" over different levels from Foundation to Final; as given below:





Under the Scheme of Education and Training, a candidate can pursue Chartered Accountancy Course either through (i) Foundation Course Route or (ii) Direct Entry Route.

I. Foundation Course

This is an entry to the CA Course for the candidates who have appeared for class XII examinations.

Steps under Foundation Route...

- + Register with Board of Studies (BoS) after appearing in Class XII examination.
- + Complete four months study period (i.e. register till 30th June / 31st Dec.)
- + Qualify Class XII examination (if not done earlier)
- + Appear for Foundation examination in November/May after passing 10+2 Examination.
- + Qualify Foundation Course.
- + Register with the BoS for the Intermediate Course.
- + Complete 8 months of study course.
- + Appear and Pass in either or both Groups of Intermediate Course.
- + Successfully complete Four Weeks Integrated Course on Information Technology and Soft Skills (ICITSS) any time after registering for Intermediate Course but before commencement of the Practical Training.
- + Register for Three Years Practical Training on passing either or both the Groups of Intermediate Course.
- + Register for the Final Course after qualifying both the Groups of Intermediate Course.
- + Successfully complete Four Weeks Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) during the last two years of Practical Training but before appearing for Final Examination.



- + Appear in Final examination during last six months of practical training.
- + Complete Practical Training
- + Qualify both groups of Final Course.
- + Become Member.

II. Direct Entry Route

The ICAI allows the following candidates to enter directly to its Intermediate Course:

- A. Commerce Graduates/Post-Graduates (with minimum 55% marks) or Other Graduates/Post-Graduates (with minimum 60% marks) and
- B. Intermediate level passed candidates of Institute of Company Secretaries of India and Institute of Cost Accountants of India

In brief, candidates who are Graduates/ Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total marks or its equivalent grade in the examination conducted by any recognized University (including open University) by studying any three papers carrying a minimum of 50 marks in a semester/year and cumulatively 100 or more marks over the entire duration of the concerned course out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting or similar to the title of these papers with different nomenclatures or other than those falling under Commerce stream having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognized University (including Open University) or Candidates who have passed the Intermediate level examination conducted by The Institute of Cost Accountants of India or by The Institute of Company Secretaries of India are exempted from qualifying Foundation and can register directly to Intermediate Course.

Candidates who are pursuing the Final Year Graduation Course can also register for the Intermediate Course on provisional basis and such student's registration would be regularized and they can commence practical training only on submission of satisfactory proof of having passed the Graduation examination with the specified percentage of marks within six months from the date of appearance in the final year graduation examination and on successful completion of ICITSS (Orientation Course and Information Technology). During the provisional registration period, a candidate can undergo and complete ICITSS (Orientation Course and Information Technology). If such candidate fails to produce the proof within the aforesaid period, his provisional registration shall stand cancelled and the registration and other fees paid by him shall not be refunded/adjusted and no credit shall be given for the theoretical education undergone.

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Steps under Direct Entry Scheme for...

- a. Eligible Graduates and Post Graduates...
 - + Register with the BOS for the Intermediate course (provisional registration allowed to the students doing Final year of graduation).
 - + Successfully complete Four Weeks ICITSS before commencement of the Practical Training.
 - + Register for Three Years Practical Training.
 - + Appear in Intermediate Examination after Nine months of Practical Training.



- + Qualify Intermediate Course.
 - + Register for the Final Course after qualifying both Groups of Intermediate Course.
 - + Successfully complete Four Weeks AICITSS during the last two years of Practical Training but before appearing for Final Examination.
 - + Appear in Final examination during last six months of practical training.
 - + Complete Practical Training.
 - + Qualify both groups of Final Course.
 - + Become Member
- b. Students who have passed Intermediate level examination of the Institute of Company Secretaries of India or the Institute of Cost Accountants of India...
- + Register with the BoS for the Intermediate Course.
 - + Complete 8 months of study course.
 - + Appear and Pass in either or both Groups of Intermediate Course.
 - + Successfully complete Four Weeks ICITSS anytime after registering for Intermediate Course but before commencement of the Practical Training.
 - + Register for Three Years Practical Training on passing either or both the Groups of Intermediate Course.
 - + Register for the Final Course after qualifying both the Groups of Intermediate Course.
 - + Successfully complete Four Weeks AICITSS during the last two years of Practical Training but before appearing for Final Examination.
 - + Appear in Final Examination during last six months of Practical Training.
 - + Complete Practical Training
 - + Qualify both groups of Final Course.
 - + Become Member.

Papers of Foundation Course

- Paper 1: Principles and Practice of Accounting
- Paper 2: Business Laws & Business Correspondence and Reporting
 Section A: Business Laws
 Section B: Business Correspondence and Reporting
- Paper 3: Business Mathematics and Logical Reasoning & Statistics
 Part I: Business Mathematics and Logical Reasoning
 Part II: Statistics
- Paper 4: Business Economics & Business and Commercial Knowledge
 Part I: Business Economics
 Part II: Business and Commercial Knowledge

Papers of Intermediate Course

Group I

- Paper 1: Accounting
- Paper 2: Corporate & Other Laws
 Part I: Company Law
 Part II: Other Laws





Paper 3: Cost and Management Accounting

Paper 4: Taxation

Section A: Income-tax Law

Section B: Indirect Taxes

Group II

Paper 5: Advanced Accounting

Paper 6: Auditing and Assurance

Paper 7: Enterprise Information Systems & Strategic Management

Section A: Enterprise Information Systems

Section B: Strategic Management

Paper 8: Financial Management & Economics for Finance

Section A: Financial Management

Section B: Economics for Finance

Papers of Final Course

Group I

Paper 1: Financial Reporting

Paper 2: Strategic Financial Management

Paper 3: Advanced Auditing and Professional Ethics

Paper 4: Corporate and Economic Laws

Part I: Corporate Laws

Part II: Economic Laws

Group II

Paper 5: Strategic Cost Management and Performance Evaluation

Paper 6: Elective Paper (One to be chosen from the list of Elective Papers)

List of Elective Papers

6A Risk Management

6B Financial Services & Capital Markets

6C International Taxation

6D Economic Laws

6E Global Financial Reporting Standards

6F Multi-disciplinary Case Study

Paper 7: Direct Tax Laws & International Taxation

Part I: Direct Tax Laws

Part II: International Taxation

Paper 8: Indirect Tax Laws

Part I: Goods and Services Tax

Part II: Customs & FTP

NOTE: The Accounting Technician Course is under revision

ELECTIVES





Skill Assessment

under the Scheme of Education and Training - Ensuring Dynamism in Assessment

In context with the Skill Assessment for the Scheme of Education and Training for the subjects at all the levels, students are made aware of the level of skills which would be assessed in respect of each content area and can accordingly prepare for the examination. This would ensure dynamism in assessment, which is one of the principles of assessment laid down under IES 6.

FOUNDATION COURSE		Level I Comprehension & Knowledge	Level II Application
1	Principles and Practice of Accounting	5%-20%	80%-95%
2A	Business Laws	50%-65%	35%-50%
2B	Business Correspondence and Reporting	100%	
3	Business Mathematics and Logical Reasoning & Statistics		100%
4I	Business Economics	40%-50%	50%-60%
4II	Business and Commercial Knowledge	100%	

INTERMEDIATE COURSE		Level I Comprehension & Knowledge	Level II Analysis & Application
1	Accounting	5%-15%	85%-95%
2	Part I: Company Law	40%-55%	45%-60%
2	Part II: Other Laws	35%-55%	45%-65%
3	Cost and Management Accounting	20%-30%	70%-80%
4A	Income-tax law	5%-20%	80%-95%
4B	Indirect Taxes	20%-45%	55%-80%
5	Advanced Accounting	5%-15%	85%-95%
6	Auditing and Assurance	30%-55%	45%-70%
7A	Enterprise Information Systems	40%-65%	35%-60%
7B	Strategic Management	50%-70%	30%-50%
8A	Financial Management	20%-30%	70%-80%
8B	Economics for Finance	60%-80%	20%-40%



FINAL COURSE		Level I Comprehension & Knowledge	Level II Analysis & Application	Level III Evaluation & Synthesis
1	Financial Reporting	5%-15%	55%-85%	15%-25%
2	Strategic Financial Management	10%-20%	20%-40%	50%-60%
3	Advanced Auditing and Professional Ethics	15%-25%	40%-70%	20%-30%
4	Corporate & Economic Laws			
	Part I: Corporate Laws	15%-25%	40%-55%	30%-35%
	Part II: Economic Laws	30%-50%	50%-70%	
5	Strategic Cost Management and Performance Evaluation	10%-15%	45%-55%	35%-40%
7	Direct Tax Laws & International Taxation			
	Part I: Direct Tax Laws	5%-10%	55%-75%	20%-35%
	Part II: International Taxation	40%-50%	50%-60%	
8	Indirect Tax Laws			
	Part I: Goods and Services Tax	10%-30%	40%-70%	20%-30%
	Part II: Customs & FTP	20%-40%	40%-70%	10%-20%



NOTE

1. It may be presumed that the skills specified in Level I are inherent in Level II i.e., only when the candidate possesses Level I skills, he would be able to achieve Level II skills. Likewise, the skills specified in Levels I and II are inherent in Level III i.e., only when a candidate possesses Level I and II skills, he would be able to achieve Level III skills.
2. The weightage assigned to skills for assessment are also the guiding factor for development of study material also. In other words, discussions in the study material would be synchronized with the weightage assigned to the different skills. For example, in line with the weightage assigned to Level III skills, the study material for Final Course should provide for problems involving application of such higher level skills.
3. The skill-wise weightage has not been indicated in respect of Final Course Paper 6 which is an Elective Paper. In this paper, the assessment would be case study/case scenario based, for which higher level skills, namely, analysis, evaluation and synthesis are a pre-requisite.



Skill Assessment Specification Grid



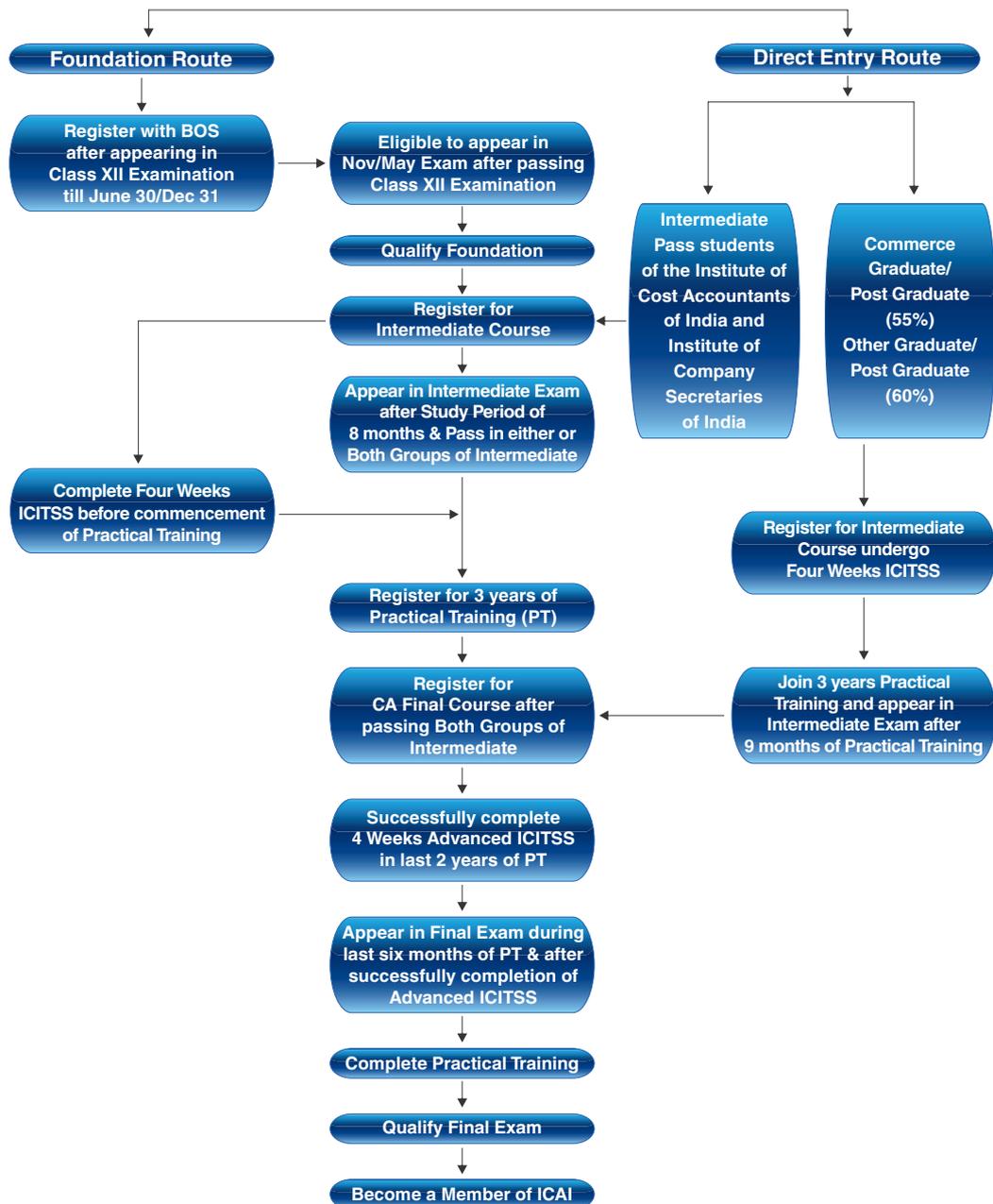
Skill Levels	Manner of Assessment of Skills	Illustrative Verbs used to construct learning outcomes
Comprehension & Knowledge	Defining, stating, enlisting, identifying and explaining concepts / provisions / theories / principles relating to the relevant subject area.	List, State, Define, Describe, Explain, Recognize Identify, Classify, Discuss Combination of verbs: Comprehend and Explain; Identify and explain
Analysis & Application	Application: Applying concepts / provisions / theories / principles in problem solving in non-complex scenarios. Analysis: Applying, comparing and analysing concepts / provisions / theories / principles in problem solving in moderately complex scenarios .	Apply, Examine, Identify Calculate, Reconcile, Solve Combination of verbs: Compare and contrast Analyse, Integrate, Compute, Decide, Solve, Prepare, Advise, Determine, Estimate Combination of verbs: Analyse and apply
Evaluation & Synthesis	Integrating and assessing provisions / principles / concepts / theories to resolve complex problems and issues.	Advise, Integrate, Decide, Evaluate, Recommend, Interpret, Compute Combination of verbs: Analyse, integrate and apply

NOTES

- For demonstrating a higher level skill, the illustrative verbs suggested for describing representative tasks are in addition to the verbs suggested for demonstrating the preceding level skills. For instance, for demonstrating evaluation and synthesis, the illustrative verbs suggested are in addition to the verbs suggested for demonstration of application and analysis.
- The verbs used for demonstrating application skills may sometimes be appropriate for demonstrating analysis also and vice versa. The level of complexity, however, is higher for demonstrating "analysis" as compared to "application". Likewise, the verbs used for Level II may sometimes be appropriate for Level III also. The level of complexity, however, is higher for demonstrating evaluation and synthesis vis-à-vis analysis.



Education and Training at a Glance





Foundation Course



Candidates who wish to pursue Chartered Accountancy Course can register for Foundation Course after appearing in Class 12th examination.

Registration Procedure

Candidate has to register for Foundation Course by filling Online Registration Form available on ICAI website (www.icaai.org) in “Course Registration Forms” under “Students tab”.

While filling the online form, candidates should take care of the following

- + After filling the Online Form pay the required fees online using the payment gateway.
- + On successful payment, system will automatically generate the Form, which is to be printed.

Following documents are to be submitted to concerned Regional Office within 7 days of the date of online registration alongwith the print out of the online registration form, duly signed by the candidate.

- + The duly signed printout of online successful registration form in hard copy.
- + Attested copy of Admit Card / Mark sheet of Class 12th examination issued by the respective Board.
- + One recent color photograph (affixed on the printout of the online successful registration form)
- + Attested copy of proof of Nationality, if student is a foreigner.
- + Attested copy of proof of special category certificate i.e SC/ST, OBC, Differently abled.
- + Attested copy of the 10th Marksheet / Admit Card of 10th class indicating the Name & Date of Birth.

On completion of the registration process, the study material will be sent to the candidates through Centralized Dispatch System (CDS).

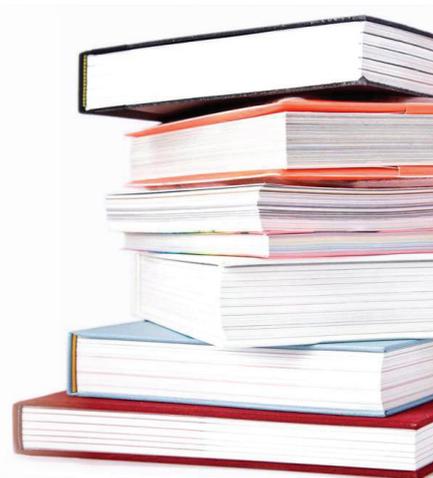
Registration Fees

Candidate has to register by payment of the fees as per the below chart...

S. No.	Details of Fee	Rupees (₹)	For Foreign Student US\$
1.	Cost of Foundation Prospectus	200	20
2.	Foundation Registration Fee	9,000	700
3.	Subscription for Students' Journal (For one Year) (Optional)	200	20
4.	Subscription for Members' Journal (For one Year) (Optional)	400	40
Total		9,800	780



Subjects & Syllabus



Paper 1

Principles and Practice of Accounting

100 Marks

Objective

To develop an understanding of the basic concepts and principles of Accounting and acquire the ability to apply the same in preparing financial statements, computing accounting ratios and simple problem solving.

Contents

1. Theoretical Framework

- i. Meaning and Scope of accounting
- ii. Accounting Concepts, Principles and Conventions
- iii. Accounting terminology - Glossary
- iv. Capital and revenue expenditure, Capital and revenue receipts, Contingent assets and contingent liabilities
- v. Accounting Policies
- vi. Accounting as a Measurement Discipline - Valuation Principles, Accounting Estimates
- vii. Accounting Standards - Concepts and Objectives
- viii. Indian Accounting Standards - Concepts and Objectives

2. Accounting Process

- i. Books of Accounts
- ii. Preparation of Trial Balance
- iii. Rectification of Errors

3. Bank Reconciliation Statement

Introduction, reasons, preparation of bank reconciliation statement.

4. Inventories

Cost of inventory, Net realizable value, Basis and technique of inventory valuation and record keeping.



5. Concept and Accounting of Depreciation

Concepts, Methods of computation and accounting treatment of depreciation, Change in depreciation methods.

6. Accounting for Special Transactions

i. Bills of exchange and promissory notes

Meaning of Bills of Exchange and Promissory Notes and their Accounting Treatment; Accommodation bills.

ii. Sale of goods on approval or return basis

Meaning of goods sent on approval or return basis and accounting treatment.

iii. Consignments

Meaning and Features of consignment business, Difference between sale and consignment, Accounting treatments for consignment transactions and events in the books of consignor and consignee.

iv. Joint Ventures for non-corporate entities

Meaning and Features of joint venture transactions, Distinction between joint venture and partnership, Methods of maintaining joint venture accounts.

v. Royalty accounts

Meaning of the term "Royalty" and Accounting Treatment thereof.

vi. Average due Date

Meaning, Calculation of average due date in various situations.

vii. Account Current

Meaning of Account Current, Methods of preparing Account Current.

7. Final Accounts of Sole Proprietors

Elements of financial statements, Closing Adjustment Entries, Trading Account, Profit and Loss Account and Balance Sheet of Manufacturing and Non-manufacturing entities.

8. Partnership Accounts

i. Final Accounts of Partnership Firms

ii. Admission, Retirement and Death of a Partner including Treatment of Goodwill

iii. Introduction to LLPs and Distinction of LLPs from Partnership.

9. Financial Statements of Not-for-Profit Organizations

Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet, Difference between Profit and Loss Account and Income and Expenditure Account. Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

10. Introduction to Company Accounts

i. Definition of shares and debentures

ii. Issue of shares and debentures, forfeiture of shares, re-issue of forfeited shares

iii. Statement of Profit and Loss and Balance Sheet as per Schedule III to the Companies Act, 2013.

11. Basic Accounting Ratios (profitability, solvency, liquidity and turnover)



Paper 2 : Business Laws & Business Correspondence and Reporting

Paper 2: Section A - Business Laws

60 Marks

Objective

To develop an understanding of significant provisions of select business laws and acquire the ability to address basic application-oriented issues.

Contents

1. **The Indian Contract Act, 1872:** An overview of Sections 1 to 75 covering the general nature of contract, consideration, other essential elements of a valid contract, performance of contract, breach of contract, Contingent and Quasi Contract.
2. **The Sale of Goods Act, 1930:** Formation of the contract of sale, Conditions and Warranties, Transfer of ownership and delivery of goods, Unpaid seller and his rights.
3. **The Indian Partnership Act, 1932:** General Nature of Partnership, Rights and duties of partners, Reconstitution of firms, Registration and dissolution of a firm.
4. **The Limited Liability Partnership Act, 2008:** Introduction- covering nature and scope, Essential features, Characteristics of LLP, Incorporation and Differences with other forms of organizations.
5. **The Companies Act, 2013 :** Essential features of company, corporate veil theory, Classes of companies, types of share capital, Incorporation of company, Memorandum of Association, Articles of Association, Doctrine of Indoor Management

NOTE *If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from dates notified by the Institute.*

Paper 2: Section B - Business Correspondence And Reporting

40 Marks

Objective

To acquire and develop good communication skills requisite for business correspondence and reporting.

Contents

Part I

1. **Communication**
 - i. Types
 - ii. Directions



- iii. Network
- iv. Process
- v. Problems
- vi. Barriers
- vii. Types of Communication
 - a. Interpersonal Skills
 - b. Listening Skills
 - c. Emotional Intelligence
- viii. Exercises with Answers

Part II: Sentence Types and Word Power

2. Sentence Types (Direct-Indirect, Active-Passive Speech)

- i. Sentence: Definition
- ii. Classification of sentence based on connotation
 - a. Assertive sentences
 - b. Interrogative sentences
 - c. Imperative sentences
 - d. Exclamatory sentences
 - e. Optative sentences
- iii. Sentence Structure
 - a. Subject and Predicate
 - b. Verb (Auxiliary, Finite)
 - c. Object (Direct, Indirect)
 - d. Complement
 - e. Adjunct or Adverbial
 - f. Clause Structure
 - g. Types of Clauses
 - 1. Independent clauses
 - 2. Dependent clauses
 - 3. Relative or noun clauses
- iv. Types of sentences
 - a. Simple sentence
 - b. Compound sentence
 - c. Complex sentence
 - d. Compound-complex sentence
- v. Direct-Indirect Speech
 - a. Introduction
 - b. Procedure for converting Direct speech into Indirect speech
 - Rules for converting Direct speech into Indirect speech
 - Change in pronouns
 - Change in tenses
 - Change in modals
 - Changes for Imperative sentences



- Changes for Exclamatory sentences
- Changes for Interrogative sentences
- Punctuation in Direct speech
- c. Rules for converting Indirect speech into Direct speech
- vi. Active Passive Voice: Introduction
 - a. Usage : Active Vs passive voice
 - b. Reasons for using Passive voice
 - c. Changing Passive voice to Active voice
 - d. Changing Active voice to Passive voice
 - e. Suggestions for using Active and Passive voice
- vii. Verbs Voice: Active or passive
- viii. Exercises with Answers

3. Vocabulary Root Words, Synonyms, Antonyms, Prefixes, Suffixes), Phrasal verbs, Collocations & Idioms

- I. Introduction
- i. Significance of improving vocabulary
- ii. How to improve vocabulary
- iii. Root words
- iv. Synonyms and Antonyms
- v. Words formed by using Prefixes
- vi. Words formed by using Suffixes
- vii. Phrasal verbs
- viii. Collocations
- ix. Idioms
- x. Exercises with Answers

Part III: Comprehension Passages and Note Making

4. Comprehension Passages

- i. Introduction to Comprehension Passages
- ii. Points to ponder
- iii. Sample Passages with answers
- iv. Exercises with Answers

5. Note Making

- i. Introduction to Note Making
- ii. Significance of Note Making
- iii. Detailed Format Heading(Title)
 - a. Sub-heading
 - b. Indentation
 - c. Points
 - d. Use of abbreviations
 - e. Summary
 - f. Content



- g. Expression
- iv. Steps to Comprehend and summarize text
- v. Helpful Hints
- vi. Sample Passages with Notes
- vii. Exercises with Answers

Part IV: Developing Writing Skills

6. Introduction to Basic Writing

- i. Introduction
- ii. Process of writing
- iii. Styles of Writing
- iv. Significance of writing skills for students
- v. Writing Conventions
- vi. Characteristics of good writing
- vii. Do's and Don'ts of good writing
- viii. Exercises with Answers Hints

7. Précis Writing

- i. What is Précis writing?
- ii. Features of good Précis writing
- iii. How to write a Précis
- iv. Do's and Don'ts of Précis writing
- v. Examples (Passages with Précis)
- vi. Exercises with Answers

8. Article Writing

- i. What is an Article?
- ii. Essential elements of Article Writing
- iii. Detailed Format
 - a. Title
 - b. By- Writer's Name
 - c. Body
 - Introduction
 - Main Idea-Support
 - Conclusion
 - d. Sample Articles
 - e. Exercises with Answers

9. Report Writing

- i. What is a Report?
- ii. Essential elements of Report Writing
- iii. Kinds of Reports
 - a. Reporting for a Meeting/Assembly



- b. Reporting for a Newspaper
- c. Reporting for a Magazine
- iv. Detailed Format for (iii) above
 - a. Title
 - b. By- Writer's Name
 - c. Place, Date
 - d. Body
 - What
 - When
 - Where
 - Who
 - How
 - e. Tips and Conventions of Report Writing
 - f. Sample Reports
 - g. Exercises with Answers Clues

10. Writing Formal Letters

- i. Types of Letters
 - a. Circulars
 - b. Complaints
 - c. Memos
 - d. Promotional Content
 - e. Sales
 - f. Recovery/Remittances
- ii. Detailed format for (I) above
 - a. Date
 - b. Salutation
 - c. Subject
 - d. Body of the letter
 - First paragraph
 - Second paragraph
 - e. Complimentary Closure
- iii. Points to Remember
- iv. Sample Letters
- v. Exercises with Answers Clues

11. Writing Formal Mails

- i. How to Write a Formal Mail?
- ii. Writing Effective Mails
- iii. Essential elements of Mails
 - a. Subject line
 - b. Formal Greetings
 - c. Target Audience(Reader)
 - d. Clarity and Conciseness



- e. Formal Closing
- f. Proof read
- g. Feedback
- iv. Tips and Conventions of Mails
- v. Sample Mails
- vi. Exercises with Answers Clues

12. Resume Writing

- i. Essential Elements of Resume
 - a. Name and contact details
 - b. Objective Summary
 - c. Academic Qualifications and Achievements
 - d. Co-curricular Achievements
 - e. Training Programs attended/completed
 - f. Strengths
 - g. Interests/Hobbies
 - h. Declaration
 - I. Signature
- ii. Resume Writing Tips and Conventions
- iii. Sample Resumes
- iv. Exercises with Answers Clues

13. Meetings

- I. Notice
- ii. Agenda
- iii. Drafting minutes
- iv. Action Taken Report
- v. Exercises with Answers Clues.

Paper 3

Business Mathematics, Logical Reasoning and Statistics

100 Marks

Objective

1. To develop an understanding of the basic Mathematical and Statistical tools and their application in Business, Finance and Economics.
2. To develop logical reasoning skills and apply the same in simple problem solving.



Contents

Part A: Business Mathematics 40 Marks

1. Ratio and Proportion, Indices and Logarithms

Ratio and Proportion (Business Applications related to Ratio and Proportion) Laws of Indices, Exponents and Logarithms and Anti Logarithms.

2. Equations and Matrices

- i. Equations: Simultaneous linear equations up to three variables, Quadratic and Cubic equations in one variable.
- ii. Matrices: Algebra of Matrices, Inverse of a Matrix and determinants, solving system of equations by Cramer's Rule (involving not more than three variables).

3. Linear Inequalities with Objective Functions and Optimization w.r.t. objective function.

4. Time value of Money

- i. Simple Interest
- ii. Compound interest
- iii. Depreciation
- iv. Effective Rate of Interest
- v. Present Value
- vi. Net Present Value
- vii. Future Value
- viii. Perpetuity
- ix. Annuities
- x. Sinking Funds
- xi. Valuation of Bonds
- xii. Calculations of Returns
 - a. Nominal Rate of Return
 - b. Effective Rate of Return
 - c. Compound Annual Growth Rate (CAGR).

5. Permutations and Combinations

Basic concepts of Permutations and Combinations: Introduction, Factorial, Permutations results, Circular Permutations, Permutations with restrictions, Combinations with standard results.

6. Sequence and Series

Introduction Sequences, Series, Arithmetic and Geometric progression, Relationship between AM and GM and Sum of n terms of special series

7. Sets, Relations and Functions

8. Basic applications of Differential and Integral calculus (Excluding the trigonometric applications), Applications of Marginal Cost and Marginal Revenue etc..



Part B: Logical Reasoning 20 Marks

1. **Number series, Coding and Decoding and odd man out.**
2. **Direction Tests**
3. **Seating Arrangements**
4. **Blood Relations**
5. **Syllogism.**

Part C: Statistics 40 Marks

1. **Statistical description of Data**
Statistical Representation of Data, Diagrammatic representation of data, Frequency distribution, Graphical representation of Frequency Distribution - Histogram, Frequency Polygon, Ogive, Pie-chart.
2. **Measures of Central tendency and Dispersion**
Measures of Central Tendency and Dispersion: Mean, Median, Mode, Mean Deviation, Quartiles and Quartile Deviation, Standard Deviation, Co-efficient of Variation, Coefficient of Quartile Deviation.
3. **Probability**
Probability: Independent and dependent events; mutually exclusive events. Total and Compound Probability and Mathematical Expectation.
4. **Theoretical Distributions**
Theoretical Distributions: Binomial Distribution, Poisson distribution – Basic application and Normal Distribution - Basic applications.
5. **Correlation and Regression**
Correlation and Regression: Scatter diagram, Karl Pearson's Coefficient of Correlation Rank Correlation, Probable Error and Probable limits. Regression lines, Regression equations, Regression coefficients.
6. **Index Numbers and Time Series**
 - a. **Index Numbers:** Uses of Index Numbers, Problems involved in construction of Index Numbers, Methods of construction of Index Numbers.
 - b. **Time Series Analysis -** Components of Time Series and Calculation of Trend by Moving Average Method.



Paper 4 - Business Economics & Business and Commercial Knowledge 100 Marks

Paper 4: Part I - Business Economics

60 Marks

Objective

To develop an understanding of concepts and theories in Business Economics and apply such concepts and theories in simple problem solving.

Contents

1. Introduction to Business Economics

- i. Meaning and scope of Business Economics
- ii. Basic problems of an Economy and role of Price Mechanism.

2. Theory of Demand and Supply

- i. Meaning and determinants of demand, Law of demand and Elasticity of demand – Price, Income and Cross elasticity
- ii. Theory of consumer's behaviour - Marshallian approach and Indifference curve approach
- iii. Demand Forecasting
- iv. Meaning and determinants of supply, Law of supply and Elasticity of supply.

3. Theory of Production and Cost

- i. Meaning and Factors of production
- ii. Laws of Production - The Law of Variable Proportions and Laws of Returns to Scale, Producer's equilibrium
- iii. Concepts of Costs - Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs.

4. Price Determination in Different Markets

- i. Various forms of markets - Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly
- ii. Price determination in these markets.

5. Business Cycles

- i. Meaning
- ii. Phases
- iii. Features
- iv. Causes behind these Cycles.

Paper 4: Part II - Business and Commercial Knowledge

40 Marks

Objective

To develop an understanding of common business and commercial concepts and to keep abreast with developments in the business and commercial world.



Contents

1. Business and Commercial Knowledge - An Introduction

Nature of Business, Profession and Employment. Objectives of Business. Economic and Non-Economic Activities, Forms of Business Organizations.

2. Business Environment

Micro and Macro Environment, Elements of Micro Environment – Consumers/Customers, Competitors, Organization, Market, suppliers, Intermediaries, Elements of Macro Environment – Demographic, Economic, Political-legal, Socio-cultural, Technological, Global Environment.

3. Business Organizations

Overview of selected Indian and Global Companies.

4. Government Policies for Business Growth

Policies creating conducive business environment such as Liberalization, Privatization, Foreign Direct Investment.

5. Organizations Facilitating Business

- i. Indian Regulatory Bodies - RBI, SEBI, CCI, IRDAI
- ii. Indian Development Banks - IFCI, SIDBI, EXIM Bank, NABARD

6. Common Business Terminologies

- i. Finance and Stock & Commodity Markets Terminology
- ii. Marketing Terminology
- iii. Banking Terminology
- iv. Other Business Terminology.

NOTE Students are expected to read at least one financial newspaper and one business magazine on a regular basis. They may also watch a business channel to remain updated about the developments related to commercial world.

Admission to Foundation Examination

1. Candidate shall be admitted to Foundation Examination, if
 - a. He is registered on or before 30th June/31st December, for the examination to be held in the month of November/May respectively, and
 - b. He has passed Senior Secondary (10+2) examination conducted by an examining body constituted by law in India or an examination is recognized by the Central Government or the State Government as equivalent thereto for the purpose of admission to graduation course (Annexure A)
2. Candidate shall pay Examination fees, as may be fixed by the Council for Foundation Examination.

NOTE Candidates are advised to visit the Institute's website www.icai.org regularly to keep updated with the latest developments, if any.

Requirements for Passing Foundation Examination

A candidate is declared to have passed the Foundation examination, if he obtain at one sitting a minimum of 40% marks in each paper and minimum of 50% marks in the aggregate of all the papers.

Paper Nos. 1 & 2 will be subjective type while Paper Nos. 3 & 4 will be of Objective Type with Negative Marking.



Annexure A

List of Examinations treated as equivalent to Senior Secondary Examination

- + Board of Intermediate Education, Andhra Pradesh
- + Assam Higher Secondary Education Council
- + Bihar School Examination Board
- + Central Board of Secondary Education (CBSE)
- + Chhatisgarh Board of Secondary Education
- + Council for Indian School Certificate Examinations (CISCE)
- + Goa Board of Secondary and Higher Secondary Education
- + Gujarat Secondary & Higher Secondary Education
- + Board of School Education, Haryana
- + H. P. Board of School Education
- + J & K State Board of School Education
- + Jharkhand Academic Council
- + Government of Karnataka Department of Pre-University Education
- + Kerala Board of Higher Secondary Education
- + Maharashtra State Board of Secondary & Higher Secondary Education
- + Board of Secondary Education, Madhya Pradesh
- + Council of Higher Secondary Education, Manipur
- + Meghalaya Board of School Education
- + Mizoram Board of School Education
- + Nagaland Board of School Education
- + Council of Higher Secondary Education, Orissa
- + Punjab School Education Board
- + Board of Secondary Education, Rajasthan
- + Tamil Nadu State Board of School Examinations
- + Tripura Board of Secondary Education
- + U. P. Board of High School and Intermediate Education
- + Board of School Education, Uttarakhand
- + West Bengal Council of Higher Secondary Education
- + Chhatisgarh State Open School
- + MP State Open School
- + National Institute of Open Schooling
- + Rajasthan State Open School
- + The West Bengal Council of Ravindra Open Schooling
- + Banasthali Vidyapith



- + 5 (Five) passes at GCE 'O' level/GCSE/IGCSE in A/B/C Grades and two passes at GCE 'Advanced' level examination of the approved British Examining Bodies, subject to submission of equivalence certificate issued by the Association of Indian Universities certifying that the examination passed/ appeared is equivalent to +2 stage qualification of an Indian Body.
- + Students who have completed two years of higher education including Diploma course after passing 10th class, conducted either by Central/ State Government(s) and on passing such a course have either been admitted to first year of graduation course or have passed the graduation course conducted by any University, including Open Universities, established by law in India shall be also eligible for admission to the Foundation Course.
- + 10+2 Examination of any other recognized Board/University not covered above but recognized by Association of Indian Universities (AIU) as equivalent to Senior Secondary (10+2) Examination as recognized by Central Government.



Intermediate Course



Candidates can register for Intermediate level of CA Course through two routes, namely

- i. After qualifying Foundation Course, or
- ii. Through Direct Entry, if candidates are Graduates/Post Graduates with prescribed percentage of marks or have qualified the Intermediate Level examination of the Institute of Cost Accountants of India / the Institute of Company Secretaries of India.

Direct Entry Route

The ICAI allows the following candidates to enter directly to its Intermediate Course

- A. Commerce Graduates/Post-Graduates (with minimum 55% marks) or Other Graduates/Post-Graduates (with minimum 60% marks) and
- B. Intermediate level passed candidates of Institute of Company Secretaries of India and Institute of Cost Accountants of India

Candidates who are Graduates/ Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total marks or its equivalent grade in the examination conducted by any recognized University (including open University) by studying any three papers carrying a minimum of 50 marks in a semester/year and cumulatively 100 or more marks over the entire duration of the concerned course out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting or similar to the title of these papers with different nomenclatures or other than those falling under Commerce stream having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognized University (including Open University) or Candidates who have passed the Intermediate level examination conducted by The Institute of Cost Accountants of India or by The Institute of Company Secretaries of India are exempted from qualifying Foundation and can register directly to Intermediate Course.

Provisional Registration

Candidates who are pursuing the Final Year of Graduation Course can also register for the Intermediate Course on provisional basis and their registration would be regularized only on submission of satisfactory proof of having passed the Graduation examination with the specified percentage of marks within six months from the date of appearance in the final year graduation examination then they can commence practical training and on completion of ICITSS (Information Technology (IT) and Orientation Course (OC)). During the provisional registration period, a student can undergo and complete ICITSS (IT and OC). If such candidate fails to produce the proof within the aforesaid period, his provisional registration shall stand cancelled and the registration and other fees paid by him shall not be refunded/adjusted and no credit shall be given for the theoretical education undergone.

Conversion to Direct Entry Route

Existing Students of Common Proficiency Course / Foundation Course on being eligible to join Intermediate Course through Direct Entry can any time register for Intermediate Course through Direct route by paying the Intermediate Registration fees only.

Students of Intermediate Course on being eligible to join Intermediate Course through Direct Entry can convert to Intermediate through Direct Entry route by paying Rs. 500/- as conversion charges (study material will not be provided



as has already been issued at the time of registration) and register for the balance group of Intermediate, if any.

Existing Students of Intermediate (IPC) Course on being eligible to join Intermediate Course through Direct Entry can convert to Intermediate through Direct route by paying ₹ 1000 as conversion charges and study material will be provided free of cost but have to register for the balance group of Intermediate, if any.

Registration Procedure

Candidates have to register for Intermediate Course under both routes by filling Online Registration Form available on ICAI website(www.icai.org) in “Course Registration Forms” under “Students tab”.

Candidates while filling the online form should take care of the following

- + After filling the Online Form pay, the required fees online using the payment gateway.
- + On successful payment, system will automatically generate the Form, which is to be printed.

Following documents are to be submitted to concerned Regional Office within 7 days of the date of online registration along with the print out of the online registration form, duly signed by the student...

- + Foundation Route students have to submit attested copy of marksheet of Class 12th or its equivalent Central Government recognised examination pass marks statement.
- + Direct Entry Route students have to submit attested copy of Graduation / Post Graduation mark statements/marksheet of Intermediate level examination of the Institute of Company Secretaries of India or the Institute of Cost Accountants of India.
- + One recent color photograph (affixed on the printout of the online successful registration form)
- + Attested copy of proof of Nationality, if student, is foreigner.
- + Attested copy of proof of special category certificate i.e SC/ST, OBC, Differently abled.

On completion of the registration process, the study material will be sent to the students through Centralized Dispatch System (CDS).

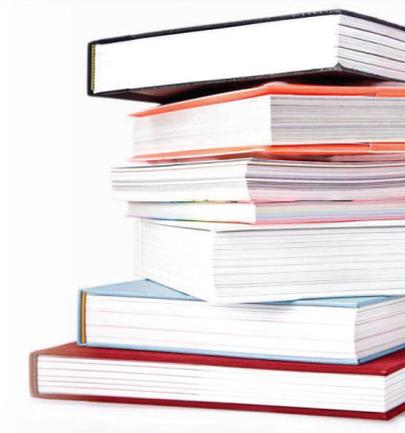
Registration Fees

Candidates through Foundation Route can opt for registration for Group I or Group II or Both Groups of Intermediate while Direct Entry Route candidates have to register for both the groups only. Payment of the fees is to be made as per the below chart.

Registration Options / Various charges	Both Groups (₹)	Both Groups (US\$)	Group I / II (₹)	Group I / II (US\$)
Registration Fee	15,000		11,000	
Students' Activities Fee	2,000		2,000	
Registration fee as articulated assistant	1,000			
Total Fees	18,000	1,000	13,000	600



Subjects & Syllabus



Paper 1

Accounting

One Paper - Three hours - 100 Marks

Objective

To acquire the ability to apply specific Accounting Standards and legislations to different transactions and events and in preparation and presentation of financial statements of various business entities.

Contents

1. Process of formulation of Accounting Standards including Ind ASs (IFRS converged standards) and IFRSs; convergence vs adoption; objective and concepts of carve outs.
2. Framework for Preparation and Presentation of Financial Statements (as per Accounting Standards).
3. Application of Accounting Standards:
 - AS 1 : Disclosure of Accounting Policies
 - AS 2 : Valuation of Inventories
 - AS 3 : Cash Flow Statements
 - AS 4 : Contingencies and Events occurring after the Balance Sheet Date
 - AS 5 : Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies
 - AS 10 : Property, Plant and Equipment
 - AS 11 : The Effects of Changes in Foreign Exchange Rates
 - AS 12 : Accounting for Government Grants
 - AS 13 : Accounting for Investments
 - AS 16 : Borrowing Costs
 - AS 17 : Segment Reporting
 - AS 22 : Accounting for Taxes on Income
4. Company Accounts
 - i. Preparation of financial statements - Statement of Profit and Loss, Balance Sheet and Cash Flow Statement;
 - ii. Managerial Remuneration;



- iii. Accounting for tax: Concept of deferred tax asset and deferred tax liability in line with AS 22 "Accounting for Taxes";
- iv. Profit (Loss) prior to incorporation;
- v. Accounting for bonus issue and right issue;
- vi. Redemption of preference shares;
- vii. Redemption of debentures.

5. Accounting for Special Transactions

- I. Investment;
- ii. Insurance claims for loss of stock and loss of profit;
- iii. Hire - purchase and Instalment sale transactions.

6. Special Type of Accounting

- i. Departmental accounting;
- ii. Accounting for branches including foreign branches;
- iii. Accounts from incomplete records.

7. Dissolution of partnership firms including piecemeal distribution of assets; Amalgamation of partnership firms; Conversion of partnership firm into a company and Sale to a company; Issues related to accounting in Limited Liability Partnership.

NOTE If either new Accounting Standards (AS), Announcements and Limited Revisions to AS are issued or the earlier ones are withdrawn or new AS, Announcements and Limited Revisions to AS are issued in place of existing AS, Announcements and Limited Revisions to AS, the syllabus will accordingly include / exclude such new developments in the place of the existing ones with effect from the date to be notified by the Institute.

Paper 2

Corporate and Other Laws

One Paper - Three Hours - 100 Marks

Part I: Company Law (60 Marks)

Objective

To develop an understanding of the provisions of Company Law and acquire the capability to address application-oriented issues

Contents

The Companies Act, 2013 - Sections 1 to 148

- 1. Preliminary
- 2. Incorporation of Company and Matters Incidental thereto
- 3. Prospectus and Allotment of Securities
- 4. Share Capital and Debentures
- 5. Acceptance of Deposits by companies
- 6. Registration of Charges
- 7. Management and Administration



8. Declaration and payment of Dividend
9. Accounts of Companies
10. Audit and Auditors.

NOTE The provisions of the Companies Act, 1956 which are still in force would form part of the syllabus till the time their corresponding or new provisions of the Companies Act, 2013 are enforced.

Part II: Other Laws (40 Marks)

Objective

1. To develop and understanding of the provisions of select legislations and acquire the ability to address application oriented issues
2. To develop an understanding of the rules for interpretation of statutes.

Contents

1. **The Indian Contract Act, 1872** (Specific contracts covered from section 123 onwards): Contract of Indemnity and Guarantee, Bailment, Pledge, Agency.
2. **The Negotiable Instruments Act, 1881**: Meaning of Negotiable Instruments, Characteristics, Classification of Instruments, Different provisions relating to Negotiation, Negotiability, Assignability, Right and Obligation of parties, presentment of Instruments, Rules of Compensation.
3. **The General Clauses Act, 1897**: Important Definitions, Extent and Applicability, General Rules of Construction, Powers and Functionaries, Provisions as to Orders, Rules, etc. made under Enactments, Miscellaneous.
4. **Interpretation of Statutes**: Rules of Interpretation of statutes, Aids to interpretation, Rules of Interpretation / construction of Deeds and Documents.

NOTE If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from a date notified by the Institute. Similarly if any existing legislation ceases to have effect, the syllabus will accordingly exclude such legislation with effect from the date to be notified by the Institute.

The specific inclusions/exclusions in the various topics covered in the syllabus will be effected every year by way of Study Guidelines, if required.

Paper 3

Cost and Management Accounting

One Paper - Three Hours - 100 Marks

Objective

1. To develop an understanding of the basic concepts and applications to establish the cost associated with the production of products and provision of services and apply the same to determine prices.
2. To develop an understanding of cost accounting statements.
3. To acquire the ability to able to apply cost information for cost ascertainment, planning, control and decision making.



Contents

1. Overview of Cost and Management Accounting

i. Introduction to Cost and Management Accounting

- a. Objectives and Scope of Cost and Management Accounting,
- b. The users of Cost and Management accounting information, Functions of management accounting.
- c. Role of cost accounting department in an organisation and its relation with other departments.
- d. Installation of Costing System
- e. Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management.
- f. Cost terms and Concepts
- g. Cost Reduction and Cost Control
- h. Elements of Costs
- i. Cost behavior pattern, Separating the components of fixed, variable, semi-variable and step costs.
- j. Methods of Costing, Techniques of Costing.
- k. Cost Accounting with use of Information Technology.

ii. Elements of Cost and preparation of Cost Sheets

- a. Functional classification and ascertainment of cost
- b. Preparation of Cost Sheets for Manufacturing sector and for Service sector

2. Ascertainment of Cost and Cost Accounting System

i. Material Cost

- a. Procurement procedures- Store procedures and documentation in respect of receipts and issue of stock, Stock verification,
- b. Valuation of material receipts,
- c. Inventory control
 - Techniques of fixing level of stocks- minimum, maximum, re-order point, safety stock, determination of optimum stock level,
 - Determination of Optimum Order quantity- Economic Order Quantity (EOQ),
 - Techniques of Inventory control- ABC Analysis, Fast, Slow moving and Non moving (FSN), High, Medium, Low (HML), Vital, Essential, Desirable (VED), Just-in-Time (JIT)- Stock taking and perpetual inventory system, use of control ratios,
- d. Inventory Accounting
- e. Consumption- Identification with products of cost centres, Basis for consumption entries in financial accounting, monitoring consumption.

ii. Employee Cost

- a. Attendance and Payroll procedures
 - Elements of wages- Basic pay, Dearness Allowance, Overtime, Bonus, Holiday and leave wages, Allowances and perquisites.
- b. Employee Cost Control
- c. Employee Turnover- Methods of calculating employee turnover, causes of employee turnover, effects of employee turnover.
- d. Utilisation of Human Resource, Direct and indirect employee Cost, charging of employee cost, Identifying



employee hours with work orders or batches or capital jobs.

- e. Remuneration systems and incentive schemes
 - Time Rate System, Piece Rate System, Differential piece rate system, Calculation of wages, Effective Wages.

iii. Direct Expenses

- a. Direct expenses
- b. Nature of Direct or Chargeable expenses.
- c. Sub-contracting- Control on material movements, Identification with the main product or service.

iv. Overheads

- a. Functional analysis- Factory, Administration, Selling, Distribution, Research and Development.
- b. Behavioral analysis- Fixed, Variable and Semi- Variable.
- c. Allocation and Apportionment of overheads using Absorption Costing Method.
- d. Factory Overheads- Primary and secondary distribution,
- e. Administration Overheads- Method of allocation to cost centres or products,
- f. Selling & Distribution Overheads- Analysis and absorption of the expenses in products/ customers, impact of marketing strategies, cost effectiveness of various methods of sales promotion.
- g. Treatment of Research and development cost in cost accounting.

v. Concepts of Activity Based Costing (ABC)

vi. Recording and Accounting of Costs

- a. Non-integrated Cost Accounting system- Ledger under non-integral system
- b. Integrated (Cost and Financial) Accounting system- Ledgers under integral system.
- c. Difference between the Non- integrated and Integrated Accounting system.
- d. Reconciliation of profit as per Cost and Financial Accounts (under Non-Integrated Accounting System).

3. Methods of Costing

i. Single Output/ Unit Costing

ii. Job Costing: Job cost cards and databases, collecting direct costs of each job, attributing overheads to jobs, Application of job costing.

iii. Batch Costing: Determination of optimum batch quantity, Ascertainment of cost for a batch, Preparation of batch cost sheet, Treatment of spoiled and defective work.

iv. Contract Costing

- a. Ascertainment of cost of a contract, Progress payment, Retention money, Escalation clause, Cost plus contract, Value of work certified, Cost of Work not certified.
- b. Determination Value of work certified, Cost of work not certified, Notional or Estimated profit from a contact.

v. Process / Operation Costing

- a. Process cost recording, Process loss, Abnormal gains and losses, Equivalent units of production, Inter-process profit, Valuation of work in process.
- b. Joint Products- Apportionment of joint costs, Methods of apportioning joint cost over joint products,



- c. By-products- Methods of apportioning joint costs over by-products, treatment of By-product cost.

vi. Costing of Service Sectors

- a. Determination of Costs and Prices of services of following sectors/ Industries:
 - Transport, Toll roads, Hospitals, Canteen/ Restaurants, Hotels/ Lodges, Educational Institutions, Financial Institutions/ Banks, Insurance, IT sector and other services.

D. Cost Control and Analysis

i. Standard Costing

- a. Setting up of Standards, Types of Standards, Standard Costing as method of performance measurement.
- b. Calculation and Reconciliation of Cost Variances-
 - Material Cost Variance, employee Cost Variance, Variable Overheads Variance and Fixed Overhead Variance.

ii. Marginal Costing

- a. Basic concepts of marginal costing, Contribution margin, Break-even analysis, Break –even and profit volume charts, Contribution to sales ratio, Margin of Safety, Angle of Incidence, Cost-Volume-Profit Analysis (CVP), Multi- product break- even analysis, Consideration of Limiting factor (key factor),
- b. Determination of Cost of a product/ service under marginal costing method, determination of cost of finished goods, work-in-progress,
- c. Comparison of Marginal costing with absorption costing method- Reconciliation of profit under the both methods,
- d. Short term decision making using the above concepts (basic / fundamental level).

iii. Budget and Budgetary Control

- a. Meaning of Budget, Essentials of Budget, Budget Manual, Budget setting process, Preparation of Budget and monitoring procedures.
- b. The use of budget in planning and control
- c. Flexible budget, Preparation of Functional budget for operating and non- operating functions, Cash budget, Master budget,
- d. Introduction to Principal/ Key budget factor, Zero Based Budgeting (ZBB), Performance budget, Control ratios and Budget variances.

Paper 4

Taxation

One Paper - Three Hours - 100 Marks

Objective

To develop an understanding of the provisions of income-tax law and goods and services tax law and to acquire the ability to apply such knowledge to make computations and address application oriented issues.

Section A: Income-tax Law (60 Marks)

Contents

1. Basic Concepts

- i. Income-tax law: An introduction



- ii. Important definitions in the Income-tax Act, 1961
 - iii. Concept of previous year and assessment year
 - iv. Basis of Charge and Rates of Tax
- 2. Residential status and scope of total income**
- i. Residential status
 - ii. Scope of total income
- 3. Incomes which do not form part of total income
(other than charitable trusts and institutions, political parties and electoral trusts)**
- i. Incomes not included in total income
 - ii. Tax holiday for newly established units in Special Economic Zones
- 4. Heads of income and the provisions governing computation of income under different heads**
- i. Salaries
 - ii. Income from house property
 - iii. Profits and gains of business or profession
 - iv. Capital gains
 - v. Income from other sources
- 5. Income of other persons included in assessee's total income**
- i. Clubbing of income: An introduction
 - ii. Transfer of income without transfer of assets
 - iii. Income arising from revocable transfer of assets
 - iv. Clubbing of income of income arising to spouse, minor child and son's wife in certain cases
 - v. Conversion of self-acquired property into property of HUF
- 6. Aggregation of income; Set-off, or carry forward and set-off of losses**
- i. Aggregation of income
 - ii. Concept of set-off and carry forward and set-off of losses
 - iii. Provisions governing set-off and carry forward and set-off of losses under different heads of income
 - iv. Order of set-off of losses
- 7. Deductions from gross total income**
- i. General provisions
 - ii. Deductions in respect of certain payments
 - iii. Specific deductions in respect of certain income
 - iv. Deductions in respect of other income
 - v. Other deductions
- 8. Computation of total income and tax liability of individuals**
- i. Income to be considered while computing total income of individuals
 - ii. Procedure for computation of total income and tax liability of individuals

**9. Advance tax, tax deduction at source and introduction to tax collection at source**

- i. Introduction
- ii. Direct Payment
- iii. Provisions concerning deduction of tax at source
- iv. Advance payment of tax
- v. Interest for defaults in payment of advance tax and deferment of advance tax
- vi. Tax collection at source - Basic concept
- vii. Tax deduction and collection account number

10 Provisions for filing return of income and self-assessment

- i. Return of Income
- ii. Compulsory filing of return of income
- iii. Fee and Interest for default in furnishing return of income
- iv. Return of loss
- v. Provisions relating to belated return, revised return etc.
- vi. Permanent account number
- vii. Persons authorized to verify return of income
- viii. Self-assessment.

Section B: Indirect Taxes (40 Marks)**Contents****1. Concept of indirect taxes**

- i. Concept and features of indirect taxes
- ii. Principal indirect taxes

2. Goods and Services Tax (GST) Laws

- i. GST Laws: An introduction including Constitutional aspects
- ii. Levy and collection of CGST and IGST
 - a. Application of CGST/IGST law
 - b. Concept of supply including composite and mixed supplies
 - c. Charge of tax
 - d. Exemption from tax
 - e. Composition levy
- iii. Basic concepts of time and value of supply
- iv. Input tax credit
- v. Computation of GST liability
- vi. Registration
- vii. Tax invoice; Credit and Debit Notes; Electronic way bill
- viii. Returns
- ix. Payment of tax including reverse charge

NOTE If any new legislation(s) is enacted in place of an existing legislation(s), the syllabus will accordingly include the corresponding provisions of such new legislation(s) in place of the existing legislation(s) with effect from the date to be notified by the Institute. Similarly, if any existing legislation ceases to have effect, the syllabus will accordingly exclude such



legislation with effect from the date to be notified by the Institute. Students shall not be examined with reference to any particular State GST Law.

Consequential/corresponding amendments made in the provisions of the Income-tax law and Goods and Services Tax laws covered in the syllabus of this paper which arise out of the amendments made in the provisions not covered in the syllabus will not form part of the syllabus. Further, the specific inclusions/exclusions in the various topics covered in the syllabus will be effected every year by way of Study Guidelines. The specific inclusions/exclusions may also arise due to additions/deletions every year by the Annual Finance Act.

Group II - Paper 5

Advanced Accounting

One Paper - Three Hours - 100 Marks

Objective

- 1. To acquire the ability to apply specific Accounting Standards, Guidance Notes and Legislations to different transactions and events and in preparation and presentation of financial statements of business entities.**
- 2. To understand and apply financial reporting and regulatory requirements of Banking, Financial Services and Insurance Sector.**

Contents

1. Application of Accounting Standards

- AS 7 : Construction Contracts
- AS 9 : Revenue Recognition
- AS 14 : Accounting for Amalgamations
- AS 18 : Related Party Disclosures
- AS 19 : Leases
- AS 20 : Earnings Per Share
- AS 24 : Discontinuing Operations
- AS 26 : Intangible Assets
- AS 29 : Provisions, Contingent Liabilities and Contingent Assets.

2. Application of Guidance Notes issued by the ICAI on specified accounting aspects.

3. Special Aspects of Company Accounts

- Accounting for employee stock option plan;
- Buy back of securities;
- Equity shares with differential rights;
- Underwriting of shares and debentures.

4. Reorganization of Companies

- Accounting for amalgamation (excluding inter-company holding) and reconstruction;
- Accounting involved in liquidation of companies.



5. Financial Reporting of Banking, Financial Services and Insurance (BFSI)

- i. Insurance Companies;
- ii. Banking companies;
- iii. Non-Banking Financial Companies;
- iv. Mutual funds
and regulatory requirements thereof.

6. Valuation of goodwill

7. Consolidated Financial Statements

Concept of consolidation and simple problems on Consolidated Financial Statements with single subsidiary (excluding problems involving acquisition of Interest in Subsidiary at Different Dates; Different Reporting Dates; Disposal of a Subsidiary and Foreign Subsidiaries)

- NOTE**
1. If either new Accounting Standards (ASs), Announcements and Limited Revisions to ASs are issued or the earlier ones are withdrawn or new ASs, Announcements and Limited Revisions to AS are issued in place of existing ASs, Announcements and Limited Revisions to AS, the syllabus will accordingly include / exclude such new developments in the place of the existing ones with effect from the date to be notified.
 2. The specific inclusions/exclusions, in any topic covered in the syllabus, will be effective every year by way of Study Guidelines. The list of applicable Guidance Notes in Accounting will also form part of the Study Guidelines.

Paper 6

Auditing and Assurance

One Paper - Three Hours - 100 Marks

Objective

To develop an understanding of the concept in auditing and of the generally accepted auditing procedures, techniques and skills and acquire the ability to apply the same in audit and attestation engagements.

Contents

1. Nature, Objective and Scope of Audit

Auditing Concepts: Nature, objective and scope of Audit; Relationship of auditing with other disciplines;

Standard Setting Process: Overview, Standard-setting process, Role of International Auditing and Assurance Standards Board (IAASB) & Auditing and Assurance Standards Board (AASB); Standards on Auditing, Guidance Note(s) issued by the ICAI;

Engagement Standards: Qualities of Auditor, Elements of System of Quality Control (SQC 1 Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements); Ethical requirements relating to an audit of financial statements; Inherent Limitations of an audit (SA 200 Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Standards on Auditing); Preconditions for an audit; Audit Engagement; Agreement on Audit Engagement Terms; Terms of Engagement in Recurring Audits (SA 210 Agreeing the Terms of Audit Engagements); Leadership Responsibilities for



Quality on Audits; Concept of Auditor's Independence; Threats to Independence; Acceptance and Continuance of Client Relationships and Audit Engagements (SA 220 Quality Control for an Audit of Financial Statements).

2. Audit Strategy, Audit Planning and Audit Programme

Audit Strategy; Audit planning (SA 300); Planning an Audit of Financial Statement; Audit programme; Development of Audit Plan and Programme, Control of quality of audit work - Delegation and supervision of audit work; Materiality and Audit Plan; Revision of Materiality; Documenting the Materiality; Performance Materiality (SA 320 Materiality in Planning and Performing an Audit).

3. Audit Documentation and Audit Evidence

Concept of Audit Documentation; Nature & Purpose of Audit Documentation; Form, Content & Extent of Audit Documentation; Completion Memorandum; Ownership and custody of Audit Documentation (SA 230 Audit Documentation); Audit procedures for obtaining audit evidence; Sources of evidence; Relevance and Reliability of audit evidence; Sufficient appropriate audit evidence, Evaluation of Audit Evidence (SA 500 Audit Evidence); Written Representations as Audit Evidence; Objective of Auditor regarding Written Representation; Management from whom Written Representations may be requested; Written Representations about Management's Responsibilities (SA 580 Written Representations); Obtaining evidence of existence of inventory; Audit procedure to identify litigation & claims (SA 501 Audit Evidence - Specific Considerations for Selected Items); External confirmation procedures; Management's refusal to allow the auditor to send a confirmation request; Negative Confirmations (SA 505 External Confirmations); Audit evidence about opening balances; Accounting policies relating to opening balances; Reporting with regard to opening balances (SA 510 Initial Audit Engagements-Opening Balances); Meaning of Related Party; Nature of Related Party Relationships & Transactions; Understanding the Entity's Related Party Relationships & Transactions (SA 550 Related Parties); Meaning of Subsequent Events; Auditor's obligations in different situations of subsequent events (SA 560 Subsequent Events); Responsibilities of the Auditor with regard to Going Concern Assumption; Objectives of the Auditor regarding Going Concern; Events or Conditions that may cast doubt about Going Concern Assumption; Audit Procedures when events or conditions are identified (SA 570 Going Concern).

4. Risk Assessment and Internal Control: Audit Risk, Identifying and Assessing the Risk of Material Misstatement; Risk Assessment procedures; Understanding the entity and its environment; Internal control; Documenting the Risks; Evaluation of internal control system; Testing of Internal control; Internal Control and IT Environment (SA 315 Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and Its Environment); Materiality and audit risk (SA 320 Materiality in Planning and Performing an Audit); Internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI; Basics of Internal Financial Control and reporting requirements; Distinction between Internal Financial Control and Internal Control over Financial Reporting.

5. Fraud and Responsibilities of the Auditor in this Regard: Responsibility for the Prevention and Detection of Fraud; Fraud Risk Factors; Risks of Material Misstatement Due to Fraud; Communication of Fraud (SA 240 The Auditor's responsibilities Relating to Fraud in an Audit of Financial Statements); Provisions of the Companies Act 2013 relating to fraud and rules thereunder including reporting requirements under CARO.

6. Audit in an Automated Environment: Key features, Impact of IT related Risks, Impact on Controls, Internal Financial Controls as per Regulatory requirements, Types of Controls, Audit approach, Understanding and documenting Automated environment, Testing methods, data analytics for audit, assessing and reporting audit findings.



- 7. Audit Sampling:** Meaning of Audit Sampling; Designing an audit sample; Types of sampling; Sample Size and selection of items for testing; Sample selection method (SA 530 Audit Sampling).
- 8. Analytical Procedures:** Meaning, nature, purpose and timing of analytical procedures; Substantive analytical procedures, Designing and performing analytical procedures prior to Audit; investigating the results of analytical procedures (SA 520 Analytical Procedures).
- 9. Audit of Items of Financial Statements:** Audit of sale of Products and Services; Audit of Interest Income, Rental Income, Dividend Income, Net gain/loss on sale of Investments etc.

Audit of Purchases, Employee benefits expenses, Depreciation, Interest expense, Expenditure on Power & Fuel, Rent, Repair to building, Repair to Machinery, Insurance, Taxes, Travelling Expenses, Miscellaneous Expenses etc.

Audit of Share Capital, Reserve & Surplus, Long Term Borrowings, Trade Payables, Provisions, Short Term Borrowings & Other Current Liabilities. Audit of Land, Buildings, Plant & Equipment, Furniture & Fixtures, Vehicles, Office Equipments, Goodwill, Brand/Trademarks, Computer Software etc. Audit of Loan & Advances, Trade Receivable, Inventories, Cash & Cash Equivalent, Other Current Assets. Audit of Contingent Liabilities.

(The list of items is illustrative only)

- 10. The Company Audit:** Eligibility, Qualifications and Disqualifications of Auditors; Appointment of auditors; Removal of auditors; Remuneration of Auditors; Powers and duties of auditors; Branch audit; Joint audit; Reporting requirements under the Companies Act, 2013 including CARO; Other Important Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made thereunder.
- 11. Audit Report:** Forming an opinion on the Financial Statements; Auditor's Report- basic elements (SA 700 Forming an Opinion and Reporting on Financial Statements); Types of Modified Opinion; Circumstances When a Modification to the Auditor's Opinion is Required Qualified, Adverse, Disclaimer of Opinion (SA 705 Modification to the Opinion in the Independent Auditor's Report); SA 706 Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report; Nature of Comparative Information; Corresponding Figure; Comparative Financial Statements (SA 710 Comparative Information - Corresponding Figures and Comparative Financial Statements).
- 12. Audit of Banks:** Understanding of accounting system in Banks, Audit Approach, Audit of Revenue items, Special Consideration in Bank Audit with emphasis on Advances and NPAs.
- 13. Audit of Different Types of Entities:** Appointment of Auditor, Audit Procedure and Audit Report in respect of different Category of Entities Government; Local bodies and Not-for-profit organizations; Partnership Firms, Audit of different type of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals Basics of Limited Liability Partnerships (LLPs) audit and Co-operative Societies Audit.

- NOTE**
1. The specific inclusions/exclusions in any topic covered in the syllabus, will be effected every year by way of Study Guidelines.
 2. The provisions of the Companies Act, 1956 which are still in force would form part of the syllabus till the time their corresponding or new provisions of the Companies Act, 2013 are enforced.



3. If new legislations/Standards on Auditing/Guidance Notes/Statements are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from a date notified by the Institute. The changes in this regard would also form part of Study Guidelines.

Paper 7

Enterprise Information Systems & Strategic Management

One Paper - Three Hours - 100 Marks

Section A: Enterprise Information Systems (50 Marks)

Objective

To develop an understanding of technology enabled Information Systems and their impact on enterprise-wide processes, risks and controls.

Contents

1. Automated Business Processes

- i. Introduction to Enterprise Business Processes, Benefits, Risks and Controls;
- ii. Diagrammatic representation of business processes using Flowcharts;
- iii. Risks and controls for specific business processes: Procure to pay (P2P), Order to cash, Inventory Cycle, Hire to Retire, Supply Chain Management, Fixed Assets etc.
- iv. Applicable regulatory and compliance requirements including computer related offences, privacy, cyber-crime, Sensitive Personal Data Information of Information Technology Act, 2000

2. Financial and Accounting Systems

- i. Integrated (ERP) and non-integrated systems with related risks and controls;
- ii. Business process modules and their integration with Financial and Accounting systems.
- iii. Reporting Systems and MIS, Data Analytics and Business Intelligence
- iv. Business Reporting and fundamentals of XBRL (eXtensible Business Reporting Language).
- v. Applicable regulatory and compliance requirements

3. Information Systems and its Components

- i. Components of Automated Information Systems: Application Systems, Database, Network and Operating System with related risks and controls.
- ii. Mapping of Organization structure with Segregation of Duties in Information Systems.

4. E-commerce, M-commerce and Emerging Technologies

- i. Components and Architecture of E-Commerce and M-Commerce with related risks and controls
- ii. Business process flow with its related risks and controls
- iii. Applicable regulatory and compliance requirements
- iv. Emerging technologies with its related risks and controls

5. Core Banking Systems

- i. Components and Architecture of CBS and related risks and controls



- ii. Core modules of banking and Business process flow and its related risks and controls
- iii. Reporting Systems and MIS, Data Analytics and Business Intelligence
- iv. Applicable regulatory and compliance requirements.

Section B: Strategic Management (50 Marks)

Objective

To develop an understanding of strategic management concepts and techniques and acquire the ability to apply the same to business situations.

Contents

1. Introduction to Strategic Management

- + Business Policy
- + Meaning and Nature of Strategic management
- + Business Strategy
- + Strategic Levels in Organizations
- + Strategic Management in Government and Not-for-profit organization

2. Dynamics of Competitive Strategy

- + Competitive Landscape
- + Strategic Analysis
- + Industry and Competitive Analysis
- + Core Competence
- + Competitive Advantage
- + Internal and External Analysis
- + SWOT Analysis
- + Globalization

3. Strategic Management Process

- + Strategic Planning
- + Strategic Intent - Vision, Mission and Objectives
- + Strategy Formulation

4. Corporate Level Strategies

- + Concepts and Nature of Corporate Strategy
- + Strategic Alternatives at Corporate Level
- + Stability
- + Growth/Expansion
- + Business Combinations - Merger and Acquisition
- + Strategic Alliances
- + Retrenchment/Turnaround
- + Combination



5. Business Level Strategies

- + Competitive Strategies at Business Level
- + Michael Porter's Generic Strategies
- + Best-Cost Provider Strategy

6. Functional Level Strategies

- + Marketing Strategy
- + Financial Strategy
- + Operations Strategy
- + Human Resource Strategy
- + Research and Development

7. Organisation and Strategic Leadership

- + Organisation Structure
- + Strategic Business Unit
- + Strategic Leadership
- + Strategy Supportive Culture
- + Entrepreneurship and Intrapreneurship

8. Strategy Implementation and Control

- + Strategy Implementation
- + Strategic Change
- + Strategic Control
- + Strategy Audit
- + Business Process Reengineering
- + Benchmarking

Paper 8

Financial Management & Economics for Finance

One Paper - Three Hours - 100 Marks

Section A - Financial Management (60 Marks)

Objective

To develop an understanding of various aspects of Financial Management and acquire the ability to apply such knowledge in decision-making.

Contents

1. Financial Management and Financial Analysis

- i. **Introduction to Financial Management Function**
 - a. Objective and scope of financial management
 - b. Role and purpose
 - c. Financial management environment



- d. Functions of finance executives in an organization
- e. Financial distress and insolvency.

ii. Financial Analysis through Ratios

- a. Users of the financial analysis
- b. Sources of financial data for analysis
- c. Calculation and Interpretation of ratios:
 - Analysing liquidity
 - Analysing leverage
 - Analysing solvency
 - Analysing efficiency/ activity
 - Analysing profitability
- d. Limitations of ratio analysis

2. Financing Decisions

i. Sources of Finance

- a. Different Sources of Finance, Characteristics of different types of long term debt and equity finance, Method of raising long term finance
- b. Different Sources of short term Finance
- c. Internal fund as a source of finance
- d. International sources of finance
- e. Other sources of finance- Sale and lease back, Convertible debt, Venture capital, Grants etc.

ii. Lease Financing

- a. Concept and Classification
- b. Significance and Limitations of Lease Financing
- c. Financial Evaluation of Leasing Decision

iii. Cost of Capital

- a. Significance of cost of capital
- b. Factors of cost of capital
- c. Measurement of costs of individual components of capital
- d. Weighted average cost of capital (WACC)
- e. Marginal cost of capital
- f. Effective Interest rate

iv. Capital Structure Decisions

- a. Significance of capital structure
- b. Determinants of capital structure
- c. Capital structure planning and designing
- d. Designing of optimum capital structure
- e. Theories of Capital Structure and value of the firm- relevancy and Irrelevancy of capital structure.
- f. EBIT- EPS Analysis, Breakeven- EBIT Analysis.
- g. Under/ Over Capitalisation.



v. Leverages

- a. Types of Leverages- Operating, Financial and Combined
- b. Analysis of Leverages

3. Capital Investment and Dividend Decisions

i. Capital Investment Decisions

- a. Objective of capital investment decisions
- b. Methods of Investment appraisal...
 - Payback period, Discounted payback period
 - Accounting Rate of Return (ARR),
 - Net Present Value (NPV) - The meaning of NPV, Strengths and limitations of NPV method, The impact of taxation on the NPV analysis, The impact of Inflation on the NPV analysis, The working capital adjustment in an NPV analysis, Capital rationing, Equivalent Annual Costs, Adjusted present value
 - Internal Rate of return (IRR) - Limitations of the IRR method, Multiple IRRs,
 - Modified internal Rate of Return (MIRR) - Definition and explanation of MIRR, The process for calculating MIRR, Strengths of the MIRR approach.
 - Profitability Index

ii. Adjustment of Risk and Uncertainty in Capital Budgeting Decision

- a. Probability Analysis
- b. Certainty Equivalent Method
- c. Risk Adjusted Discount Rate
- d. Monte Carlo Simulation
- e. Decision Tree Analysis
- f. Scenario Analysis
- g. Sensitivity Analysis

iii. Dividend Decisions

- a. Basics of Dividends
- b. Forms of dividend
- c. Determinants of dividend
- d. Relevancy and Irrelevancy of Dividend Policies- Traditional Approach, Walter's model, Gordon's model, Modigliani and Miller (MM) Hypothesis.

4. Management of Working Capital

i. Management of Working Capital

- a. The management of working capital- Liquidity and Profitability
- b. The Working capital financing decisions-Primary and Secondary Sources of Liquidity
- c. The working Capital Cycle (operating Cycle), Effectiveness of Working Capital based on its operating and cash conversion cycles
- d. Assessment of working capital requirement
- e. Management of Accounts Receivables (Debtors)
- f. Factoring and Forfeiting
- g. Management of Accounts Payables (Creditors)



- h. Management of Inventory
- i. Management of Cash, Treasury management
- j. Banking norms of working capital finance.

Section B: Economics for Finance (40 Marks)

Objective

To develop an understanding of the concepts and theories of Economics in the context of Finance and acquire the ability to address application oriented issues.

Contents

1. **Determination of National Income**
 - i. Macro Economic Aggregates and Measurement of National Income
 - ii. The Keynesian Theory of Determination of National Income
2. **Public Finance**
 - i. Fiscal functions: An Overview
 - ii. Market Failure
 - iii. Government Interventions to Correct Market Failure
 - iv. Fiscal Policy
3. **The Money Market**
 - i. The Concept of Money Demand: Important Theories of Demand for Money
 - ii. The Concept of Money Supply
 - iii. Monetary Policy
4. **International Trade**
 - i. Theories of International Trade
 - ii. Trade Policy - The Instruments of Trade Policy
 - iii. Trade Negotiations
 - iv. Exchange Rates and its economic effects
 - v. International Capital Movements: Foreign Direct Investment.

Admission to Intermediate Examination

1. Students shall be admitted to Intermediate Examination if:
 - i. He is enrolled for the relevant level(s) of the Intermediate Course;
 - ii. He produces a certificate to the effect that he has undergone a study course, for a period not less than eight months as on the first day of the month in which the examination is held, if through Foundation Route; and has completed nine months of Practical Training on or before the last day of the month preceding the month in which the examination is to be held, if through direct entry route;
2. Students shall pay Examination fees, as may be fixed by the Council for Intermediate Examination
3. The subjects of Intermediate Course are classified into two groups. The students can study and appear in the Examination group-wise or both the groups together.



Important

Candidates of Foundation Route and Intermediate level examination passed candidates of the Institute of Cost Accountants of India or the Institute of Company Secretaries of India who registers for Intermediate Course on or before 1st March/1st September of the year would be eligible to appear in the Intermediate Examination to be held in the following November/May.

Graduate/Post Graduate route students who registers under Direct Entry Scheme in the respective decentralised office for the Course and Commence Practical Training on or before 1st February/1st August shall be eligible for November/May examinations on completion of 9 months practical training.

NOTE Students are advised to visit the Institute's website www.icaai.org regularly to keep updated with the latest developments, if any.

Requirements for Passing Intermediate Examination

A student may appear in both the groups simultaneously or in one group in one examination and in the remaining group at any subsequent examination. He is declared to have passed the Intermediate examination, if he passes both the groups.

- i. A student shall ordinarily be declared to have passed in both the groups simultaneously, if he...
 - a. Secures at one sitting a minimum of 40% marks in each paper of each of the groups and minimum of 50% marks in the aggregate of all the papers of each of the groups; or
 - b. Secures at one sitting a minimum of 40% marks in each paper of both the groups and minimum of 50% marks in the aggregate of all the papers of both the groups taken together
- ii. A student shall be declared to have passed in a group if he secures at one sitting a minimum of 40% marks in each paper of group and minimum of 50% marks in the aggregate of all the papers of that group.

Exemption

A student who appeared in all the papers comprised in a Group/unit and fails in one or more papers comprised in that Group/Unit but secures a minimum of 60% of the marks in any paper(s) of that Group/Unit shall be eligible for exemption in that paper(s) in the next three following examinations.

He shall be declared to have passed in that Group/Unit if he secures at one sitting a minimum of 40% marks in each of the papers of that Group/Unit and a minimum of 50% of the total marks of all the papers of that Group/Unit including the paper(s) in which he had secured a minimum of 60% marks in the earlier examination. He shall not be eligible for any further exemptions in the remaining paper(s) of that Group/Unit until he has exhausted the exemptions already granted to him in that Group/Unit.



Final Course



After successfully passing Intermediate Examination, a student enters into the last leg of the Chartered Accountancy Course i.e. the Final Course. The Final Course consists of two Groups - Group I and Group II. Group I consists of Four Core papers and Group II consists of Three Core Papers alongwith One Elective Paper. Students at the time of registration for Final Course have to opt for one out of the six options available in the Elective Paper.

Registration Procedure

Students have to register for Final Course by filling Online Registration Form available on ICAI website (www.icai.org) in “Course Registration Forms” under “Students tab”.

Students while filling the online form should take care of the following...

- + After filling the Online Form pay the required fees online using the payment gateway.
- + On successful payment, system will automatically generate the Form, which is to be printed.

Following documents are to be submitted to concerned Regional Office within 7 days of the date of online registration alongwith the print out of the online registration form, duly signed by the student...

- + Attested copy of proof of Nationality, if student, is foreigner.
- + Attested copy of proof of special category certificate i.e SC/ST, OBC, Differently abled.

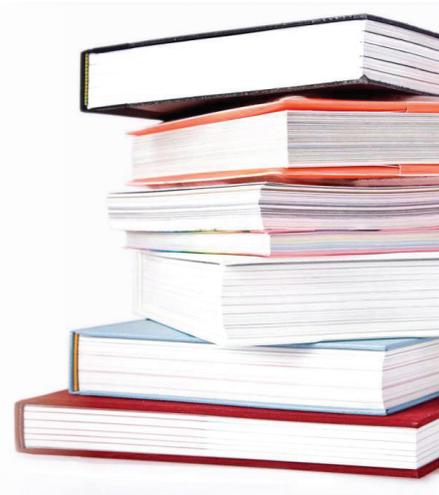
On completion of the registration process, the study material will be sent to the students through Centralized Dispatch System (CDS).

Registration Fees

An eligible student shall register for Final Course on payment of the below fees...

Details	Rupees (₹)	For Foreign Students (US\$)
Final Registration Fee	22,000	1,100

Subjects & Syllabus





Paper 1

Financial Reporting

One Paper - Three Hours - 100 Marks

Objective

1. To acquire the ability to integrate and solve problems in practical scenarios on Accounting Standards, Guidance Notes and Indian Accounting Standards for deciding the appropriate accounting treatment and formulating the suitable accounting policies.
2. To develop an understanding of the various forms of reporting (other than financial statements) and accounting for special transactions, and apply such knowledge in problem solving.

Contents

1. Application of Existing Accounting Standards 15, 21, 23, 25, 27 and 28. (The students will also be required to apply other Accounting Standards if applicable in any of the questions)
2. Application of Guidance Notes issued by ICAI on specified accounting aspects
3. Framework for Preparation and Presentation of Financial Statements in accordance with Indian Accounting Standards (Ind AS)
4. Application of Indian Accounting Standards (Ind AS) with reference to General Purpose Financial Statements
5. Consolidated and Separate Financial Statements (as per Ind AS)
6. Application of Industry specific and Transaction Specific Indian Accounting Standards (other than Business Combination, Financial Instruments and Share Based Payment)
7. Business Combinations and Accounting for Corporate Restructuring (including demerger) (as per Ind AS)
8. Accounting and Reporting of Financial Instruments (as per Ind AS)
9. Accounting for Share Based Payment (as per Ind AS)
10. Analysis of Financial Statements
Common defects in financial statements of corporate entities
11. Accounting for Carbon Credits
12. Accounting for E-commerce
13. Emerging trends in Reporting
 - i. Integrated Reporting



- ii. Corporate Social Responsibility Reporting
- iii. Human Resource Reporting
- iv. Value Added Statement

NOTES 1. If either new Indian Accounting Standards (Ind AS) or Accounting Standards (AS) or Announcements and Limited Revisions to Ind AS / AS are issued or the earlier ones are withdrawn or new Ind AS / AS, Announcements and Limited Revisions to Ind AS / AS are issued in place of existing Ind AS / AS, Announcements and Limited Revisions to Ind AS / AS, the syllabus will accordingly include / exclude such new developments in the place of the existing ones with effect from the date to be notified by the Institute.

- 2. The specific inclusions/exclusions in any topic covered in the syllabus will be effected every year by way of study guidelines. The list of Guidance Notes in Accounting and significant Expert Advisory Opinions, wherever applicable, will also form part of the Study Guidelines.

Paper 2

Strategic Financial Management

One Paper - Three Hours - 100 Marks

Objective

To acquire the ability to apply Financial Management theories and techniques in strategic decision making.

Contents

1. Financial Policy and Corporate Strategy

- i. Strategic decision making framework
- ii. Interface of Financial Policy and strategic management
- iii. Balancing financial goals vis-à-vis sustainable growth.

2. Indian Financial System

- i. Introduction to Financial Market
- ii. Role of Financial Market in Economic Development

3. Risk Management

- i. Identification of types of Risk faced by an organisation
- ii. Evaluation of Financial Risks
- iii. Value at Risk (VAR)
- iv. Evaluation of appropriate method for the identification and management of financial risk.

4. Security Analysis

- i. Fundamental Analysis
- ii. Technical Analysis
 - a. Meaning
 - b. Assumptions
 - c. Theories and Principles



- d. Charting Techniques
- e. Efficient Market Hypothesis (EMH) Analysis

5. Security Valuation

- i. Theory of Valuation
- ii. Return Concepts
- iii. Equity Risk Premium
- iv. Required Return on Equity
- v. Discount Rate Selection in Relation to Cash Flows
- vi. Approaches to Valuation of Equity Shares
- vii. Valuation of Preference Shares
- viii. Valuation of Debentures/ Bonds

6. Portfolio Management

- i. Portfolio Analysis
- ii. Portfolio Selection
- iii. Capital Market Theory
- iv. Portfolio Revision
- v. Portfolio Evaluation
- vi. Asset Allocation
- vii. Fixed Income Portfolio
- viii. Risk Analysis of Investment in Distressed Securities
- ix. Alternative Investment Strategies in context of Portfolio Management

7. Securitization

- i. Introduction
- ii. Concept and Definition
- iii. Benefits of Securitization
- iv. Participants in Securitization
- v. Mechanism of Securitization
- vi. Problems in Securitization
- vii. Securitization Instruments
- viii. Pricing of Securitization Instruments
- ix. Securitization in India

8. Mutual Funds

- i. Meaning
- ii. Evolution
- iii. Types
- iv. Advantages and Disadvantages of Mutual Funds

9. Derivatives Analysis and Valuation

- i. Forward/Future Contract
- ii. Options
- iii. Swaps



- iv. Commodity Derivatives

10. Foreign Exchange Exposure and Risk Management

- i. Exchange rate determination
- ii. Foreign currency market
- iii. Management of transaction, translation and economic exposures
- iv. Hedging currency risk
- v. Foreign exchange derivatives - Forward, futures, options and swaps

11. International Financial Management

- i. International Capital Budgeting
- ii. International Working Capital Management
 - a. Multinational Cash Management
 - Objectives of Effective Cash Management
 - Optimization of Cash Flows/ Needs
 - Investment of Surplus Cash
 - b. Multinational Receivable Management
 - c. Multinational Inventory Management

12. Interest Rate Risk Management

- i. Interest Rate Risk
- ii. Hedging Interest Rate Risk
 - a. Traditional Methods
 - b. Modern Methods including Interest Rate Derivatives

13. Corporate Valuation

- i. Conceptual Framework of Valuation
- ii. Approaches/Methods of Valuation
 - a. Assets Based Valuation Model
 - b. Earning Based Models
 - c. Cash Flow Based Models
 - d. Measuring Cost of Equity
 - Capital Asset Pricing Model (CAPM)
 - Arbitrage Pricing Theory
 - Estimating Beta of an unlisted company
 - e. Relative Valuation
 - Steps involved in Relative Valuation
 - Equity Valuation Multiples
 - Enterprise Valuation Multiple
 - f. Other Approaches to Value Measurement
 - Economic Value Added (EVA)
 - Market Value Added (MVA)
 - Shareholder Value Analysis (SVA)
 - g. Arriving at Fair Value

**14. Mergers, Acquisitions and Corporate Restructuring**

- i. Conceptual Framework
- ii. Rationale
- iii. Forms
- iv. Mergers and Acquisitions
 - a. Financial Framework
 - b. Takeover Defensive Tactics
 - c. Reverse Merger
- v. Divestitures
 - a. Partial Sell off
 - b. Demerger
 - c. Equity Carve outs
- vi. Ownership Restructuring
 - a. Going Private
 - b. Management/Leveraged Buyouts
- vii. Cross Border Mergers

15. International Financial Centre (IFC)

- i. Constituents of IFC
- ii. Islamic Finance
 - a. Major difference between Islamic Finance and other forms of Finance
 - b. Concept of Riba
 - c. Major Islamic Financial Instruments

16. Startup Finance

- i. Introduction including Pitch Presentation
- ii. Sources of Funding
- iii. Start up India Initiative

17. Small & Medium Enterprises

- i. Introduction: Market Size, Employment Generation and Contribution to GDP
- ii. Financing: Expansion of SMEs
- iii. Listing SMEs

Paper 3

Advanced Auditing & Professional Ethics

One Paper - Three Hours - 100 Marks

Objective

1. To acquire the ability to analyze current audit practices and procedures and apply them in auditing engagements.
2. To acquire the ability to solve cases relating to audit engagements.



Contents

- 1. Auditing Standards, Statements and Guidance Notes:** Engagement & Quality Control Standards, Statements and Guidance Notes on Auditing issued by the ICAI; Elements of system of quality control, leadership responsibilities for quality within the firm, Acceptance and Continuance of clients relationships and specific engagements, Engagement Performances, etc. (SQC 1 Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information and Other Assurance and Related Services Engagements).
- 2. Audit Planning, Strategy and Execution:** Planning the flow of Audit work; Audit strategy, Audit plan, Audit programme and importance of supervision; Principal's ultimate responsibility; Extent of delegation; Control over quality of audit work; Analytical Procedures prior to audit as well as towards finalization; Concept of Principal Auditor and Other Auditor, Acceptance as Principal Auditor, Procedures to be performed by Principal Auditor, Co-ordination between the Principal Auditor and Other Auditor (SA 600 Using the Work of Another Auditor); Concept of Internal Audit Functions and its evaluation, Using the work of the internal audit function, Using internal auditors to provide direct assistance (SA 610 Using the Work of Internal Auditors); Auditor's Expert – Meaning, Need for an Auditor's Expert, Understanding the Auditor's Expert, Agreement with the Auditor's Expert, Adequacy of the Auditor's Expert's Work (SA 620 Using the Work of an Auditor's Expert).
- 3. Risk Assessment and Internal Control:** Evaluation of internal control procedures; Components of internal controls; Internal control and risk assessment; Risk-based audit- audit risk analysis, general steps; Internal audit; Reporting on internal control weaknesses (SA 265 Communicating Deficiencies in Internal Control to Those Charged With Governance and Management); Framework on Reporting of Internal Controls.
- 4. Special aspects of Auditing in an Automated Environment:** Key features of automated environment, related risks and controls, Standards, Guidelines and procedures, using relevant frameworks and best practices, understanding and documenting automated environment, Enterprise Risk Management overview, assessing IT-related risks and controls, evaluating risks and controls at entity level and process level, Considerations of automated environment at each phase of audit cycle, using relevant analytical procedures and tests using data analytics, key concepts of auditing in real-time automated environments such as E-Commerce, ERP, Core Banking, etc.
- 5. Audit of Limited Companies:** Application of Relevant Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made thereunder; Powers/rights, duties of auditors; Branch Audit; Significance of true and fair view; Dividends and divisible profits- financial, legal, and policy considerations; depreciation; Special features of audit of Limited Liability Partnerships (LLPs)- Eligibility for audit, appointment of auditor, remuneration, etc. Audit report under the Companies Act, 2013; Reporting under CARO.
- 6. Audit Reports:** Basic elements of auditor's report; Types of opinion; Notes on accounts; Distinction between notes and qualifications; Distinction between audit reports and certificates; Communication to Management and those charged with Governance; Self Review threats; Drafting of different types of Audit Reports.
- 7. Audit Reports & Certificates for Special Purpose Engagement:** Reporting on Agreed Upon Procedure, Review Reports, Special Purpose Reports (SA 800 Special Considerations-Audits of Financial Statements Prepared in Accordance with Special Purpose Framework; SA 805 Special Considerations-Audits of Single Purpose Financial Statements and Specific Elements, Accounts or Items of a Financial Statement; SA 810



Engagements to Report on Summary Financial Statements); Guidance Note on Audit Reports and Certificates for Special Purposes including Scope of special purpose reports and certificates; Responsibility for preparation of special purpose statements, Scope of the reporting auditor's functions, Contents of such reports and certificates, Reports and certificates on specific items of financial statements, Communication of report or certificate.

8. Audit Committee and Corporate Governance: Audit committee; Role of auditor in Audit Committee and Certification of Compliance of Corporate Governance; Compliances with Laws and Regulations (SA 250 Consideration of Laws and Regulations in an Audit of Financial Statements); Disclosure requirements including those of SEBI; Regulatory requirements of Corporate Governance, Report on Corporate Governance.

9. Audit of Consolidated Financial Statements: Provisions under the Companies Act, 2013 in respect of Accounts of Companies and Rules made thereunder; Audit of Consolidated Financial Statements- responsibility of parent company, Auditor of the consolidated financial statements; Audit considerations- permanent consolidation, current period consolidation; Reporting.

10. Special features of audit of Banks, Insurance & Non Banking Financial Companies,

11. Audit under Fiscal Laws: Audit under Fiscal Laws, viz. Direct and Indirect Tax Laws including documentation for Form 3CD etc.

12. Special Audit Assignments: Special audit assignments like Audit of members of stock exchange, mutual funds, depositories, bank borrowers; Environmental audit; Energy audit; Audit of Stock and Debtors (Unit Inspections).

13. Audit of Public Sector Undertakings: Special features, Directions of Comptroller and Auditor General of India; Concept of propriety audit; Performance audit; Comprehensive audit.

14. Liabilities of Auditors: Professional negligence; Civil liabilities; Criminal liabilities; Liabilities under different statutes for example Income Tax Act, Companies Act.

15. Internal Audit, Management and Operational Audit: Provisions of internal audit as per Companies Act, 2013; Scope of internal auditing; Relationship between internal and external auditor; Basics of Internal Audit Standards issued by the ICAI; Drafting of Internal Audit Report; Management audit and Operational audit.

16. Due Diligence, Investigation and Forensic Audit: Due Diligence Review; Audit versus Investigation; Steps for investigation; Types of investigation; procedure, powers, etc. of investigator; Types of Fraud, indicators of fraud, follow-up thereof; Forensic audit-meaning, difference between statutory audit and forensic audit, forensic audit techniques, forensic audit report etc.

17. Peer Review and Quality Review

18. Professional Ethics: Code of Ethics with special reference to the relevant provisions of the Chartered Accountants Act, 1949 and the Regulations thereunder.

NOTE 1. The specific inclusions/exclusions in any topic covered in the syllabus will be effected every year by way of Study Guidelines.



2. The provisions of the Companies Act, 1956 which are still in force would form part of the syllabus till the time their corresponding or new provisions of the Companies Act, 2013 are enforced.
3. If new legislations/Standards Engagement of Quality Control/Guidance Notes/Statements are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from a date notified by the Institute. The changes in this regard would also form part of Study Guidelines.

Paper 4

Corporate and Economic Laws

One Paper - Three Hours - 100 Marks

Part I: Corporate Laws (70 Marks)

Section A: Company Law

Objective

To acquire the ability to analyze interpret and apply the provisions of the company law in practical situations.

Contents

1. **The Companies Act, 2013** and Rules framed thereunder in its entirety with specific reference to section 149 onwards...
 - i. Appointment and Qualifications of Directors
 - ii. Appointment and remuneration of Managerial Personnel
 - iii. Meetings of Board and its powers
 - iv. Inspection, Inquiry and Investigation
 - v. Compromises, Arrangements and Amalgamations
 - vi. Prevention of Oppression and Mismanagement
 - vii. Winding Up
 - viii. Producer Companies
 - ix. Companies incorporated outside India
 - x. Miscellaneous Provisions
 - xi. Compounding of offences, Adjudication, Special Courts
 - xii. National Company Law Tribunal and Appellate Tribunal
2. **Corporate Secretarial Practice** - Drafting of Notices, Resolutions, Minutes and Reports

NOTE The provisions of the Companies Act, 1956 which are still in force would form part of the syllabus till the time their corresponding or new provisions of the Companies Act, 2013 are enforced.



Section B: Securities Laws

Objective

To acquire the ability to analyze the significant provisions of select securities laws.

1. **The Securities Contract (Regulation) Act, 1956 and the Securities Contract (Regulation) Rules, 1957: Introduction and important provisions.**
2. **The Securities Exchange Board of India Act, 1992, SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009 and SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015.**

Part II: Economic Laws (30 Marks)

Objective

To acquire the ability to analyze the significant provisions of economic laws.

Contents

1. **The Foreign Exchange Management Act, 1999** - Introduction, broad structure of FEMA, Definition, Regulation and Management of Foreign Exchange, Contraventions and Penalties in brief, miscellaneous provisions.
2. **The Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002** - Important Definitions, Regulation of Securitisation and Reconstruction of Financial Assets of Banks and Financial Institutions, Enforcement of Security Interest, Offences and Penalties, Miscellaneous Matters.
3. **The Prevention of Money Laundering Act, 2002** - Definitions, Punishment for the Offence of Money laundering, Obligation of Banking Companies, Financial Institutions and Intermediaries or a person carrying on a designated business or profession, Appellate Tribunal, Special Court, Procedure for Attachment and Confiscation of Property and Recovery of fines and penalties.
4. **Foreign Contribution Regulation Act, 2010** - Definitions, Regulation of Foreign contribution and miscellaneous provisions
5. **The Arbitration and Conciliation Act, 1996** - General Provisions, Arbitration agreement, Tribunal, Conciliation
6. **The Insolvency and Bankruptcy Code, 2016** - Preliminary, Corporate insolvency resolution process, Liquidation process and other provisions

NOTE If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from a date notified by the Institute. Similarly if any existing legislation ceases to have effect, the syllabus will accordingly exclude such legislation with effect from the date to be notified by the Institute.

The Specific inclusions/exclusions in the various topics covered in the syllabus will be effected every year by way of Study Guidelines, if required.



Paper 5

Strategic Cost Management And Performance Evaluation

One Paper - Three Hours - 100 Marks

Objective

1. To apply various cost management techniques for planning and controlling performance in order to set, monitor and control strategic objectives.
2. To develop skills of analysis, synthesis and evaluation in cost management to address challenges and issues which might affect or influence the management of performance with in organisations.

Contents

Part A: Strategic Cost Management and Decision Making

Sub Part I: Strategic Cost Management

1. **Introduction to Strategic Cost Management**
 - i. Concept of Strategic Cost Management
 - ii. Limitations of Traditional Cost Management
 - iii. Traditional vs. Strategic Cost Management
2. **Modern Business Environment**
 - I. Introduction/Characteristics of the Modern Business Environment
 - ii. Cost of Quality, Total Quality Management, Business Excellence Model
 - iii. Throughput Accounting and Theory of Constraints
 - iv. Supply Chain Management (SCM)
 - v. Gain Sharing Arrangements
 - vi. Outsourcing
3. **Lean System and Innovation**
 - i. Introduction to Lean System
 - a. Just-in-Time (JIT)
 - b. Kaizen Costing
 - c. 5 Ss
 - d. Total Productive Maintenance (TPM)
 - e. Cellular Manufacturing/ One-Piece Flow Production Systems
 - f. Six Sigma (SS)
 - ii. Introduction to Process Innovation and Business Process Re-engineering (BPR)
4. **Cost Management Techniques**
 - i. Cost Control/Waste Control, Cost Reduction
 - ii. Target Costing
 - iii. Value Analysis/Value Engineering
 - iv. Pareto Analysis



- v. Life Cycle Costing
- vi. Environmental Management Accounting

5. Cost Management for Specific Sectors

- i. Agricultural Sector
- ii. Information Technology Sector
- iii. Power Sector

Sub Part II: Strategic Decision Making

1. Decision Making

- i. Decision Making using CVP Analysis
- ii. Decision Making using Relevant Cost Concepts
- iii. Decision Making using Activity Based Costing
- iv. Ethical and Non-Financial Considerations Relevant to Decision Making

2. Pricing Strategies/Decisions

- i. Theory & Principles of Product Pricing
- ii. Pricing - New Product, Finished Products & Pricing of Services
- iii. Sensitivity Analysis in Pricing Decisions
- iv. Pricing Decision under Special Circumstances
- v. Pricing Strategies

Part B: Performance Evaluation and Control

Sub Part I: Performance Evaluation and Reporting

1. Performance Measurement and Evaluation

- i. Responsibility Accounting
- ii. Linking Critical Success Factors (CSFs) to Key Performance Indicators (KPIs) and Corporate Strategy; Performance Measurement Models - The Balanced Scorecard, The Performance Pyramid, The Performance Prism and The Building Block Model; Divisional Performance Measures; Benchmarking Schemes
- iii. Performance Measurement in the Not-for-Profit Sector
- iv. Preparation of Performance Reports

2. Divisional Transfer Pricing

- i. Meaning, Purpose and Principles of Transfer Pricing
- ii. Methods of Transfer Pricing
- iii. The Behavioural Consequences arising from Divisional Structures
- iv. International Transfer Pricing

3. Strategic Analysis of Operating Income

- i. Operating Profit Analysis
- ii. Advanced Activity Based Costing, Activity Based Management (ABM), Activity Based Budgeting (ABB)



Sub Part II: Managerial Control

1. Budgetary Control

- i. The Concept of Feedback and Feed Forward Control
- ii. Behavioural Aspects of Budgeting - Imposed Style, Participative Budget
- iii. Behavioural Aspects of Budgetary Control
- iv. Beyond Budgeting

2. Standard Costing

- i. Analysis of Advanced Variances
- ii. Integration of Standard Costing with Marginal Cost Accounting
- iii. Reconciliation of Profit
- iv. Variance Investigation Techniques, Interpretation of Variances, Possible Interdependence Between Variances and Reporting
- v. Behavioural Aspects of Standard Costing, Limitation of Standard Costing (including its use in the contemporary business environment)

Part C: Case Study

Case Study (covering Course Concepts)

General Note

Applications of the following **Quantitative Techniques** are required to be studied to linkage to course concept:

- a. Linear Programming
- b. Learning Curve/ Experience Curve

Paper 6A

Risk Management

One Paper - Three Hours - 100 Marks

Objective

1. **To gain knowledge and an insight into the spectrum of risks faced by businesses and to learn techniques of managing risks.**
1. **To build capability for applying such learning to address risk related issues in real business scenarios.**

Contents

1. Introduction to Risk

- i. The Concept of Risk
- ii. Risk and Uncertainty : Distinction
- iii. Classification of Risks
- iv. Dynamic Nature of Risks
- v. Types of Risk (illustrative list)



- a. Strategic and Operational Risks
- b. Business Risk
- c. Financial Risk
- d. Information Risk
- e. Liquidity Risk

2. Source and Evaluation of Risks

- i. Identification and Sources of Risk
- ii. Quantification of Risk and various methodologies
- iii. Impact of Business Risk
- iv. Identify and assess the impact upon the stakeholder involved in Business Risk
- v. Role of Risk Manager and Risk Committee in identifying Risk

3. Risk Management

- i. Concept of Risk Management
- ii. Objective and Process of Risk Management
- iii. Importance of Risk Management
- iv. Risk Management techniques

4. Quantitative Analysis

- i. Population and Sample Analysis
- ii. Bayesian analysis
- iii. Statistical inference and hypothesis testing
- iv. EWMA and GARCH Model
- v. Volatility
- vi. Artificial Intelligence and Business Analytics

5. Risk Model

- i. VAR
- ii. Stress Testing
- iii. Scenario Analysis
- iv. Country and Sovereign Risk Models and Management

6. Credit Risk Measurement and Management

- i. Understanding the component of credit risk
- ii. Evaluating credit risk
- iii. Mitigating Credit risk
- iv. Qualitative and Quantitative techniques to manage risk
- v. Credit scoring models

7. Risk Associated With Corporate Governance

- i. Evaluation of Risk Associated with Governance
- ii. Description and evaluation of framework for Board level consideration of risk
- iii. OECD Guidelines for Corporate Governance



8. Enterprise Risk Management

- + Definition, Scope and Techniques

9. Operational Risk Management

- + Definition, Scope and Techniques

Following topics covered in the paper of Financial Management (Paper 7 Part I, Intermediate Level) and Strategic Financial Management (Paper 2, Final Level) also forms the part of the syllabus.

- + Risk Management in Investment Decisions
- + Foreign Exchange Risk
- + Interest Rate Risk.

Paper 6B

Financial Services and Capital Markets

One Paper - Three Hours - 100 Marks

Objective

1. To gain knowledge of financial services rendered by intermediaries and banks and their role and activities in the financial market in general and capital market in particular;
2. To acquire the ability to apply such knowledge to address issues in practical scenarios.

Contents

1. Global Financial Markets

- i. Introduction to Global Financial Market
- ii. Role of Financial Market in Economic Development of a country
- iii. Stakeholders in Financial Market (Domestic and Global)
- iv. Indian Financial Market scenario

2. Impact of various Policies of Financial Markets

- i. Credit Policy of RBI
- ii. Fed Policy
- iii. Inflation Index, CPI, WPI, etc.

3. Capital Market - Primary

- i. New Issue Market - Domestic and Global
- ii. Private Placement, QIP, Disinvestment
- iii. Right Issue

4. Capital Market - Secondary

- i. Secondary Market
- ii. Stock Market Operations
- iii. Indian Debt Market

**5. Money Market**

- i. Basics of Money Market
- ii. Money Market Participants
- iii. Money Market Instruments
- iv. Repo and Reverse Repo
- v. CRR, SLR
- vi. MIBOR, LIBOR
- vii. Government Securities Market

6. Institutions and Intermediaries

- I. Depository
- ii. Stock and Commodity Exchanges – Indian and Global
- iii. Intermediaries
- iv. Institutional Investors
- v. FPIs
- vi. Custodians
- vii. Clearing Houses

7. Commodity Market

- i. What are Commodity Markets
- ii. Role of Commodity Markets
- iii. Commodity Market in India
- iv. Application of Derivative in Commodities
- v. Global Commodities Exchanges

8A. Banking - Management

- i. Capital Adequacy including RBI & Basel Norms
- ii. Asset Reconstruction
- iii. Asset - Liability Management (ALM)

8B. Banking as source of Capital including NBFCs

- i. Concept of Project Financing
- ii. Working Capital Management
- iii. Reverse Mortgage

9. Mutual Funds

- I. Meaning
- ii. Evolution
- iii. Types
- iv. Performance Measures, NAV
- v. Mutual Fund Organisation
- vi. Advantages and Disadvantages of Mutual Fund
- vii. Exchange Traded Funds (ETFs)
- viii. Real Estate Investment Trusts (REITs)
- ix. Infrastructure Investment Trusts (Invits)



10. Private Equity

- i. Meaning and Classification
 - a. Venture Capital
 - b. Buyouts
 - c. Special Cases
 - d. Hurdle rate
 - e. Paid in Capital
 - f. Term Sheet
- ii. Cost of Investing in Private Equity
- iii. Exit Routes
- iv. Valuation of Private Equity Transactions
- v. Private Equity Funds (Distribution of returns in General Partner and Limited Partners)

11. Investment Banking

- I. Concept
- ii. Functions
- iii. Challenges
- iv. Developments in Investment Banking
- v. Merchant Banking and issue management

12. Credit Rating

- I. Introduction
- ii. Rating Services
- iii. Objectives and types
- iv. Uses
- v. Credit Rating Process
- vi. Credit Rating Methodology
- vii. Rating Revisions
- viii. Credit Rating Agencies in India and abroad
- ix. Limitations with case studies

13. Treasury Operations

- i. Raising and Deployment of Funds
- ii. Risk Management

14. Risk Management

- i. Preventive Controls
- ii. Early Signals
- iii. Credit Risk

15. Credit Derivatives

- i. Credit Default Swaps
- ii. Collateralized Debt Obligations (CDO)
- iii. Pricing of Credit Derivative Instruments



16. SEBI Guidelines

Following topics covered in the paper of Strategic Financial Management (Paper - 2) and Corporate and Economic Laws (Paper - 4) also forms the part of the syllabus

- + Securitization
- + Fixed Income Securities (Valuation of Bonds/ Debentures)
- + Derivatives
- + Interest Rate Risk
- + The Securities and Exchange Board of India Act, 1992
- + Legislative framework on listing agreements
- + The Securities Contract (Regulation) Act, 1956
- + Chapter III-D of the RBI Act, 1934

Paper 6C

International Taxation

One Paper - Three Hours - 100 Marks

Objective

To develop an understanding of the concepts, principles and provisions relevant to international taxation and acquire the ability to apply such knowledge to make computations and address issues in practical case scenarios.

Contents

Part I: Taxation of International Transactions & Non-resident Taxation in India (50 Marks)

1. Transfer Pricing provisions under the Income-tax Act, 1961

- i. Arm's Length Price
- ii. International Transactions
- iii. Most Appropriate Method
- iv. Functions, Assets and Risk Analysis
- v. Documentation & Compliances
- vi. Specific Reporting Regime in respect of Country by Country reporting and master file
- vii. Advance Pricing Agreements

2. Other Provisions relating to taxation of international transactions and non-resident taxation under the Income-tax Act, 1961

- i. Non-resident Taxation (including Source Rule of Taxation)
- ii. Double Taxation Relief
- iii. Advance Rulings

3. Law and Procedures under the Black Money (Undisclosed Foreign Income and Assets) and Imposition of Tax Act, 2015 - An Overview.



Part II: Other aspects of International Taxation (50 Marks)

1. Overview of Model Tax Conventions

- i. OECD Model Tax Convention
- ii. UN Model Tax Convention
- iii. US Model Tax Convention

2. Tax treaties, Application and Interpretation

- i. Features of Tax treaties
- ii. Overview of Tax Information Exchange Agreements
- iii. Commentaries and their importance
- iv. Role of Vienna Convention in application and interpretation of tax treaties

3. Anti Avoidance Measures

- i. Controlled Foreign Corporations
- ii. Base Erosion and Profit Shifting
- iii. Other Anti Avoidance Measures

4. Taxation of E-Commerce Transactions

- i. Introduction
- ii. Emerging issues
- iii. Equalisation levy

NOTE 1. Transfer Pricing in Part I to carry weightage of 30 marks.

2. If any new legislation(s) are enacted in place of an existing legislation(s), the syllabus will accordingly include the corresponding provisions of such new legislation(s) in the place of the existing legislation(s) with effect from the date to be notified by the Institute. Similarly, if any existing legislation(s) on direct tax laws ceases to be in force, the syllabus will accordingly exclude such legislation(s) with effect from the date to be notified by the Institute.
3. The specific inclusions/exclusions in any topic covered in the syllabus, wherever required, will be effected by way of Study Guidelines every year, if required. Specific inclusions/exclusions in a topic may also arise due to additions/deletions made every year by the Annual Finance Act.

Paper 6D

Economic Laws

One Paper - Three Hours - 100 Marks

Objective

To develop an understanding of the provisions of different economic laws and acquire the ability to apply such knowledge to address issues in practical case scenarios.



Contents

1. World Trade Organization (WTO) covering its Role, Principles, Functions and Dispute Settlement Mechanism
2. Competition Act, 2002 and Rules/ Regulations
3. Real Estate (Regulation and Development) Act, 2016 [Central Act and Rules/ Regulations]
4. Insolvency and Bankruptcy Code, 2016 and Rules/ Regulations
5. Prevention of Money Laundering Act, 2002 and Rules/ Regulations
6. Foreign Exchange Management Act, 1999 and Rules/ Regulations
7. Prohibition of Benami Property Transactions Act, 1988 and Rules/ Regulations

NOTE If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from a date notified by the Institute. Similarly if any existing legislation ceases to have effect, the syllabus will accordingly exclude such legislation with effect from the date to be notified by the Institute.

The specific inclusions/exclusions in the various topics covered in the syllabus will be effected every year by way of Study Guidelines, if required.

Paper 6E

Global Financial Reporting Standards

One Paper - Three Hours - 100 Marks

Objective

- a. To develop an understanding of the key concepts and principles of International Financial Reporting Standards and to acquire the ability to apply such knowledge to make computations and address issues in practical case scenarios.
- b. To develop an understanding of the significant differences between IFRS and US GAAPs and apply the same in practical case scenarios.

Contents

1. Conceptual Framework for Financial Reporting as per IFRS - 10 Marks
2. Application of International Financial Reporting Standards - 70 Marks
3. Significant differences between IFRS and US GAAPs - 20 Marks

Paper 6F

Multi-disciplinary Case Study

One Paper - Three Hours - 100 Marks

Objective

To analyze and integrate the concepts, principles and provisions of accounting, auditing, taxation, corporate laws, finance and business strategy and management to address issues in practical case scenarios.



Coverage

This paper will include Case Studies covering the following areas.

1. Financial Accounting and Reporting
2. Audit and Assurance
3. Taxation
4. Finance and Financial Management
5. Management Accounting
6. Corporate Laws
7. Business Strategy and Management

Paper 7

Direct Tax Laws & International Taxation

One Paper - Three Hours - 100 Marks

Part I: Direct Tax Laws (70 Marks)

Objective

To acquire the ability to analyze and interpret the provisions of direct tax laws and recommend solutions to practical problems.

Contents

Law and Procedures under the Income-tax Act, 1961

1. Basis of charge, residential status, income which do not form part of total income, heads of income, income of other persons included in assessee's total income, aggregation of income, set-off and carry forward of losses, deductions from gross total income, rebates and reliefs
2. Special provisions relating to companies and certain persons other than a company¹
3. Provisions relating to charitable and religious trusts and institutions, political parties and electoral trusts
4. Tax Planning, Tax Avoidance & Tax Evasion
5. Collection & Recovery of Tax, Refunds
6. Income-tax Authorities, Procedure for assessment, Appeals and Revision
7. Settlement of Tax Cases, Penalties, Offences & Prosecution
8. Liability in Special Cases²
9. Miscellaneous Provisions and Other Provisions³

Part II: International Taxation (30 Marks)

Objective

To develop an understanding of the concepts, principles and provisions of International Taxation and

1. Including firms, LLPs, Trusts, AOPs, BOIs, Securitisation Trusts, Business Trusts, Investment Fund etc.
2. Representative assesseees, Executors etc.
3. The entire income-tax law is included at the Final level. Any residuary provision under the Income-tax Act, 1961, not covered under any of the above specific provisions or under Part II: International Taxation would be covered under "Other Provisions". Further, if any new chapter is included in the Income-tax Act, 1961, the syllabus will accordingly include the provisions relating thereto.



acquire the ability to apply such knowledge to make computations and to address application oriented issues .

Contents

1. Taxation of international transactions and Non-resident taxation
 - i. The provisions under the Income-tax Act, 1961, including
 - a. Specific provisions relating to Non-residents
 - b. Double Taxation Relief
 - c. Transfer Pricing & Other Anti-Avoidance Measures
 - d. Advance Rulings
 - ii. Equalisation levy
2. Overview of Model Tax Conventions - OECD & UN
3. Application and interpretation of Tax Treaties
4. Fundamentals of Base Erosion and Profit Shifting

NOTE If any new legislation(s) are enacted in place of an existing legislation(s), the syllabus will accordingly include the corresponding provisions of such new legislation(s) in the place of the existing legislation(s) with effect from the date to be notified by the Institute. Similarly, if any existing legislation(s) on direct tax laws ceases to be in force, the syllabus will accordingly exclude such legislation(s) with effect from the date to be notified by the Institute.

Further, the specific inclusions/exclusions in any topic covered in the syllabus, wherever required, will be effected by way of Study Guidelines every year, if required. Specific inclusions/exclusions in a topic may also arise due to additions/deletions made every year by the Annual Finance Act.

Paper 8

Indirect Tax Laws

One Paper - Three Hours - 100 Marks

Part I: Goods & Services Tax (75 Marks)

Objective

To acquire the ability to analyze and interpret the provisions of goods and services tax law and recommend solutions to practical problems.

Contents

1. **Goods and Services Tax (GST) Law as contained in the Central Goods and Services Tax (CGST) Act, 2017 and Integrated Goods and Services Tax (IGST) Act, 2017**
 - i. Constitutional aspects
 - ii. Levy and collection of CGST and IGST - Application of CGST/IGST law; Concept of supply including composite and mixed supplies, inter-State supply, intra-State supply, supplies in territorial waters; Charge of



- tax; Exemption from tax; Composition levy
- iii. Place of supply
- iv. Time and Value of supply
- v. Input tax credit
- vi. Computation of GST liability
- vii. Procedures under GST - **All procedures** including registration, tax invoice, credit and debit notes, electronic way bill, accounts and records, returns, payment of tax including reverse charge, refund, job work
- viii. Provisions relating to electronic commerce
- ix. Liability to pay in certain cases
- x. Administration of GST; Assessment and Audit
- xi. Inspection, Search, Seizure and Arrest
- xii. Demand and Recovery
- xiii. Offences and Penalties
- xiv. Advance Ruling
- xv. Appeals and Revision
- xvi. Other provisions¹

Part II: Customs & FTP (25 Marks)

Objective

1. To develop an understanding of the customs laws and acquire the ability to analyze and interpret the provisions of such laws.
2. To develop an understanding of the basic concepts of foreign trade policy to the extent relevant to indirect tax laws and acquire the ability to analyze such concepts.

Contents

1. Customs Law as contained in the Customs Act, 1962 and the Customs Tariff Act, 1975
 - i. Introduction to customs law including Constitutional aspects
 - ii. Levy of and exemptions from customs duties - **All provisions** including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty
 - iii. Types of customs duties
 - iv. Classification and valuation of imported and export goods
 - v. Officers of Customs; Appointment of customs ports, airports etc.
 - vi. Import and Export Procedures - **All import and export procedures** including special procedures relating to baggage, goods imported or exported by post, stores
 - vii. Provisions relating to coastal goods and vessels carrying coastal goods
 - viii. Warehousing
 - ix. Drawback
 - x. Demand and Recovery; Refund
 - xi. Provisions relating to prohibited goods, notified goods, specified goods, illegal importation/exportation of goods

1. The entire CGST and IGST laws are included in the syllabus at the Final level. Any residuary provision under the CGST Act, 2017 and IGST Act, 2017, not covered under any of the above specific provisions, would be covered under "Other provisions". Further, if any new Chapter is included in the CGST Act, 2017, the syllabus will accordingly include the provisions relating thereto.



- xii. Searches, seizure and arrest; Offences; Penalties; Confiscation and Prosecution
- xiii. Appeals and Revision; Advance Rulings; Settlement Commission
- xiv. Other provisions²

2. Foreign Trade Policy to the extent relevant to the indirect tax laws

- i. Introduction to FTP - legislation governing FTP, salient features of an FTP, administration of FTP, contents of FTP and other related provisions
- ii. Basic concepts relating to import and export of goods
- iii. Basic concepts relating to export promotion schemes provided under FTP

NOTE If any new legislation(s) is enacted in place of an existing legislation(s), the syllabus will accordingly include the corresponding provisions of such new legislation(s) in place of the existing legislation(s) with effect from the date to be notified by the Institute. Similarly, if any existing legislation ceases to have effect, the syllabus will accordingly exclude such legislation with effect from the date to be notified by the Institute. Students shall not be examined with reference to any particular State GST Law.

Further, the specific inclusions/exclusions in any topic covered in the syllabus, will be effected every year by way of Study Guidelines, if required.

Admission to Final Examination

1. Students shall be admitted to Final Examination if
 - a. He is registered for the Final Course;
 - b. Has completed the Practical Training on or before the last day of the month preceding the month in which the examination is to be held or has been serving the last six months of practical training, including excess leave, if any, on the first the month in which the examination is to be held and
 - c. Has successfully completed Advanced Integrated Course on Information Technology and Soft Skills (Adv. IT & MCS)
2. Students shall pay Examination fees, as may be fixed by the Council for Final Examination
3. The subjects of Final Course are classified into two groups. The students can study and appear in the Examination group-wise or both the groups together.

NOTE Students are advised to visit the Institute's website www.icaai.org regularly to keep updated with the latest developments, if any.

Requirements For Passing Final Examination

A candidate may appear in both the groups simultaneously or in one group in one examination and in the remaining group at any subsequent examination. He is declared to have passed the Final examination, if he passes both the groups.

2. The entire customs law is included in the syllabus at the Final level. Any residuary provision under the Customs Act, 1962 or Customs Tariff Act, 1975, not covered under any of the above specific provisions, would be covered under "Other Provisions". Further, if any new Chapter is included in the Customs Act, 1962 or Customs Tariff Act, 1975, the syllabus will accordingly include the provisions relating thereto..



- i. A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he-
 - a. Secures at one sitting a minimum of 40% marks in each paper of each of the groups and minimum of 50% marks in the aggregate of all the papers of each of the groups; or
 - b. Secures at one sitting a minimum of 40% marks in each paper of both the groups and minimum of 50% marks in the aggregate of all the papers of both the groups taken together
- ii. A candidate shall be declared to have passed in a group if she/he secures at one sitting a minimum of 40% marks in each paper of group and minimum of 50% marks in the aggregate of all the papers of that group.

Exemption

A candidate who appeared in all the papers comprised in a Group/unit and fails in one or more papers comprised in that Group/Unit but secures a minimum of 60% of the marks in any paper(s) of that Group/Unit shall be eligible for exemption in that paper(s) in the next following three examinations.

He shall be declared to have passed in that Group/Unit if he secures at one sitting a minimum of 40% marks in each of the papers of that Group/Unit and a minimum of 50% of the total marks of all the papers of that Group/Unit including the paper(s) in which he had secured a minimum of 60% marks in the earlier examination. He shall not be eligible for any further exemptions in the remaining paper(s) of that Group/Unit until he has exhausted the exemptions already granted to him in that Group/Unit.



Information Technology Training & Soft Skills Course



The Institute of Chartered Accountants of India has developed two Courses namely, Integrated Course on Information Technology and Soft Skills (ICITSS) for four weeks duration in shaping Chartered Accountants as complete Business Managers with an all-round personality.

Integrated Course on Information Technology and Soft Skills (ICITSS)

A student is required to complete successfully Integrated Course on Information Technology and Soft Skills (ICITSS) consisting of Information Technology (IT) and Orientation Course (OC) each of 15 days before registering for Articleship Training. The objective of ICITSS is to familiarize the students with diversified field of Accountancy profession, to make them tech-savvy and to develop their communication and presentation skills and to foster values such as integrity, transparency so as to groom them as professionals in future.

i. Course on Information Technology

The Information Technology Course aims to equip the entrants to face the emerging challenges in globalized competitive business environment.

- + To develop an understanding for use of Information Technology in the field of accounting and auditing and uniform theoretical and practical knowledge to all the aspiring CA students.
- + To provide training focused on knowledge of Electronic Spread Sheet, Data Base Management System, Computer Assisted Audit Technique (CAAT) and Accounting Package etc.

Eligibility

A Student has to mandatorily complete the Course on Information Technology Training before commencement of Practical Training.

Duration

The classes are scheduled for minimum 6 hours per day, in 15 working days.

Fee

The fee shall be ₹ 6,500 (Six Thousand Five Hundred only) per student on non-residential basis, inclusive of course material and tea/refreshments.

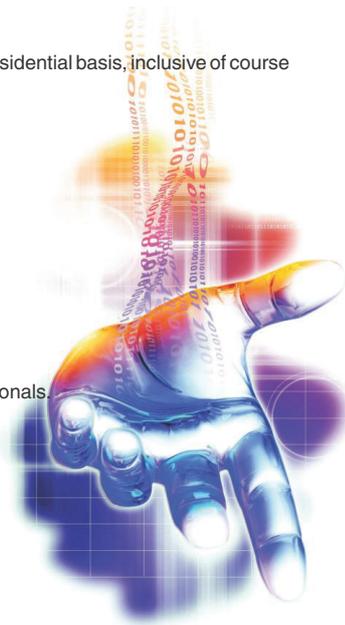
Syllabus

The broad areas of the course content is available in Section-A.

ii Orientation Course

The Orientation Course aims to equip the entrants of the profession...

- + To familiarize with various dimensions of the Indian Accountancy Profession.
- + To develop effective communication and presentation skills.
- + To groom and motivate the entrants to be knowledgeable and skilled professionals.
- + To expand the significance of practical training in the life of a professional.
- + To foster values such as integrity, transparency and Independence in the budding professionals.



**Eligibility**

A student has to mandatorily complete the Orientation Course before commencement of Practical Training.

Duration

The classes are scheduled for 6 hour per day in 15 working days.

Fee

The fee shall be ₹ 7,000 (Seven thousand only) per student on non-residential basis, inclusive of course material and tea/refreshments.

Syllabus

The broad areas of the course content is available in Section-B.

Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)

A student is required to complete successfully Advanced Integrated Course on Information Technology and Soft Skills(AICITSS) consisting Advanced Information Technology (Advanced IT) and Management and Communication Skills (MCS) Course each of 15 days during the last two years of Practical training but compulsory before appearing for the final examination. The Course is designed with an idea that at the end of the session, each and every student is well-equipped to cope up with the effective and efficient use of IT Tools and to develop inter-personal and leadership skills as per global competitive environment.

i. Course on Advanced Information Technology

- + To develop practical skills to understand the intricacies of auditing in ERP environments using IT.
- + To understand the importance of IT General Controls (ITGCs) and its impact on assessment of ERP controls, assessment of application controls and access rights.
- + To provide training focused on application software relevant for the work of a professional accountant including using Auditing in ERP Environment, Enterprise Resource Planning (ERP), MS Excel as Audit Tool and advanced features of Electronic Spreadsheet, DBMS etc.

Eligibility

A Students undergoing Practical training shall be required to do Course on Advanced Information Technology (Advanced IT) under AICITSS during the last two years of Practical training but to complete the same before being eligible to appear in the Final Examination.

NOTE Students would be tested on Advanced Information Technology (AICITSS) through online test paper/ OMR Test Paper which they would be required to qualify with the requisite grades to be eligible to appear for Final Examination. The said grades would be reflected in the mark sheet of Final Examination.

Duration

The classes are scheduled minimum 6 hours per day, in 15 working days.

**Fee**

The fee shall be ₹ 7,500 (Seven thousand five hundred only) per student on non-residential basis, inclusive of course material and tea/refreshments.

Syllabus

The broad areas of the course content is available in Section-C.

ii. Management & Communication Skills Course (MCS)

The Management & Communication Skills Course aims to equip the students to the profession with some essential skills, such as...

- + To sharpen communication and presentation skills
- + To develop inter-personal and leadership skills
- + To provide an understanding of contemporary business environment and opportunities
- + To prepare the student for a career either in employment or in practice, by educating them to be adaptable and accountable

Eligibility

A Student undergoing Practical training shall be required to do Management and Communication Course (MCS) under AICITSS during the last two years of Practical training but to complete the same before being eligible to appear in the Final Examination.

Duration

The classes are scheduled for 6 hour per day in 15 working days.

Fee

The fee shall be ₹ 7,000 (Seven thousand only) per student on non-residential basis, inclusive of course material and tea/refreshments.

Syllabus

The broad areas of the course content is available in Section-D.

iii. Four Weeks' Residential Programme on Professional Skills Development (Optional)

To imbibe the professional skills required for effective functioning in business organizations and the profession, the Board of Studies organises Four Weeks' Residential Programme at ICAI's Centre of Excellence, Hyderabad.

Eligibility

All students who have passed Chartered Accountancy Final or IPCC/PCC/Intermediate (IPC)/Intermediate examination and are pursuing third year of Practical Training or have completed Practical Training may join the course. The students are exempted from Management and Communications Skills (MCS) of AICITSS Course who undergo Four Weeks' Residential Programme on Professional Skills Development.

Duration

The duration of the programme is Four Weeks.



**Fee**

The fee shall be ₹ 60,000 (Sixty thousand only) per student on residential basis.

Syllabus

The broad areas of the course content is available in Section-E.

Registration for ICITSS and AICITSS Courses through Online Portal

The Board of Studies has developed Online Registration Portal to facilitate students to register in Soft Skill Courses (ICITSS and Advanced ICITSS) and make the payment of the course fee online using Credit/Debit card from all across the Country.

The Online portal for ICITSS and Advanced ICITSS provides the facilities which are as under...

- + Single sign on for all the courses
- + Online Registration for available Batch
- + Online Payment
- + Batch Transfer Facility
- + Online Feedback Submission
- + Online Certificate Generation



The students are required to login at Online Portal <http://cloudcampus.icai.org> or www.icaionlineregistration.org and register in a particular batch launched by the Programme Organising Unit. After registration, the student is required to take a print of the acknowledgement slip from the portal and submit the same along with other documents, as mentioned in the acknowledgement slip, to the concerned Programme Organising Unit at least two days before the commencement of the batch. After verifying the documents, the concerned POUs will confirm the registration.

SYLLABUS OF ICITSS

Section A - Course on Information Technology

	Topics	(Hours)
1.	E Learning-Computer Fundamentals, Operating Systems, CBS	10
2.	MS - Word	06
3.	MS - Excel	30
4.	MS - PowerPoint	12
5.	Data Bases using MS Access	06
6.	CAAT	18
7.	Accounting Package	18



Section B - Orientation Course

Topics	(Hours)
1. About the Institute, Academic & Technical Guidance, General Management	06
2. Developing Personal Traits	12
3. Business Communication	12
4. Presentation	24
5. Interpersonal & Negotiation Skills	12
6. Office Procedure	06
7. Business Environment	06
8. Strategic Decision Making	06
9. Practical (Project)	06

Section C - Course on Advanced Information Technology

Topics	(Hours)
1. Auditing in an ERP Environment	44
2. Advanced Excel	18
3. MS Excel as Audit Tool	18
4. Database Application using MS Access	12
5. Enterprise Resource Planning	18

Section D - Management & Communication Skills

Topics	(Hours)
1. Business Communication	12
2. Presentation	18
3. Interpersonal & Negotiation Skills	18
4. Leadership, Team Building and Career Development	12
5. Office etiquettes	06
6. Interview Preparation	12
7. Strategic Thinking	06
8. Professional Ethics	06

Section E - Four Weeks Residential Programme on Professional Skills Development

Topics	(Hours)
1. Developing Personal Traits	36
2. Business Communication & Presentation	36
3. Interpersonal & Negotiation Skills	19.5
4. Business - Social Etiquettes	18
5. Practice Development and Management	30
6. General Management	22.5
7. Arbitration and Allied Laws	09
8. Current Affairs/Sessions with Subject experts	06
9. Sessions with Government Officials	03



Practical Training, Industrial Training & Stipend



Practical Training/Articled Training

The unique requirement of practical training/articled training is instrumental in shaping a well-rounded professional and also ensure that students have an opportunity to acquire on-the-job work experience of a professional nature. Such a practical training...

- + Inculcates a disciplined attitude for hard work.
- + Develops necessary skills in applying theoretical knowledge to practical situations.
- + Provides exposure to overall socio-economic environment in which organizations operate.
- + Develops ethical values.

Duration: Three years.

When to Commence

- i. Foundation Route students can commence after completing Integrated Course on Information Technology and Soft Skills (ICITSS) and passing either or both groups of Intermediate Examination.
- ii. For direct entrants coming through Graduation and Post-Graduation route, the practical training commences immediately after registration in Intermediate Course and completion of four weeks ICITSS.
- iii. Students who have passed Intermediate level Examination of the Institute of Companies Secretaries of India or the Institute of Cost Accountants of India can commence only after completing ICITSS and passing either group or both groups of Intermediate Examination.

Students can commence articled training by submitting Form 103 and an agreement on training is to be entered with Principal in Form 102. The entire period of practical training can be served with a practicing member or it can be served partly with a practicing member and partly in an approved industrial establishment as an Industrial Trainee. The period of such industrial training may range between 9-12 months during the last year of prescribed period of practical training. Only students of Final course are eligible for industrial training.

In order to ensure that articled assistants get due training, students who are undergoing practical training can upload the details of work performed by them in web based e-diary system.

Objectives of Training Programme

Main objectives of the training programme include the following:

- i. **Acquisition of adequate theoretical knowledge:** The objectives of the theoretical education meant for the chartered accountancy course are-
 - + to impart necessary technical knowledge in relevant fields;
 - + to build up necessary comprehension and analytical skills; and
 - + to inculcate a professional and ethical approach.

The primary responsibility of imparting theoretical education rests with the Board of Studies through distance learning mode.

The Principal ensures on a day-to-day basis that trainees acquire and assimilate adequate theoretical knowledge with a view to providing strong foundation for building up of a professional chartered accountant. Such a theoretical knowledge can be supplemented by the firm directly by organizing group meetings, inter-firm/ intra-firm meetings, etc.



- ii. **Developing skills in applying theoretical knowledge to practical situations:** A professional accountant is not only required to acquire necessary theoretical knowledge but also to possess necessary skill to apply that knowledge to practical problems encountered by him. Practical training, encompassing sufficient range and depth of work experience, enables a trainee to acquire knowledge and skill by participation in activities performed by professional accountants. The ability to develop solutions to practical problems through application of theoretical knowledge is acquired by the trainees in the course of their practical training. Thus, a training programme must blend theoretical knowledge and practical training. For details, refer to training guide on our website.
- iii. **Inculcating a disciplined attitude:** Practical training scheme also has the effect of disciplining and conditioning the mind of the trainee so that he gets attuned to the work environment and learns the virtues of patience and methodical work. The sincerity, integrity, objectivity and hard work of individual members of the Institute contribute to the position and prestige of the whole profession.
- iv. **Imbibing due professional orientation:** Practical training imparted by a firm of chartered accountants must aim to endow due professional orientation amongst trainees. Apart from virtues of independence and integrity, trainees must imbibe professional orientation towards clients and social consciousness. Ability to communicate and articulate effectively with the client must also be developed as a part of the training programme.
- v. **Developing ethical values:** Practical training also helps the trainees to develop professional competence and related skills as also to acquire certain ethical values and norms expected of professional accountants. Since the trainee, on completion of practical training and on passing the examination, will become a member of the Institute, it is imperative that he must be acquainted with the role of a chartered accountant and the code of ethics.

Design of Training Programme

The Member In-charge of Training (MIT)/Principal may make a detailed assessment of the training environment so as to identify the areas in which the firm must provide training and the contribution which the firm can expect from trainees. Such an assessment will ensure that the training programme is relevant to the needs of the trainees and the firm. The following factors may be considered in this context.

- i. are view of the timing, type and total amount of work generated by the firm;
- ii. an assessment of the partners and staff with the experience, skills and qualifications needed to undertake the work and to provide supervision to trainees;
- iii. availability or otherwise of senior trainees for supervising the work done by junior trainees;
- iv. reviewing the arrangements for instructions, particularly experience needs to be supplemented by theoretical training;
- v. The period for which trainees will be available for work. (The effect of releasing trainees from assignments for courses or study leave must be taken into account); and
- vi. whether there are any deficiencies in the work experience available to trainees and how these may be overcome e.g. by secondment.

In designing the training programme, the following components are considered simultaneously so as to make it meaningful.

- i. Categories of work experience
- ii. In-house theoretical training



- iii. Development of professional attitude
- iv. Phasing of training programme.

The training programme is planned to ensure that the above components are included therein. The above components which are integrated into a logical sequence and which will provide trainees with the skills expected of them, are considered in detail in later paragraphs.

While considering integration of various components of a training programme the following elements are noteworthy:

- i. Assigning progressive work experience commensurate with the expanding abilities of the trainees around:- a number of 'core' assignments for each trainee and further assignments selected to broaden the trainee's experience which will not necessarily be repeated.
- ii. Designing a study plan to ensure that trainees are fully prepared to take examinations for which they are eligible.
- iii. Ensuring that work experience is preceded and backed by practical instruction including briefing before each assignment to ensure that the requirements of Accounting Standards and Auditing Standards relevant to the business of the auditee, etc. are fulfilled and that application of practical techniques to the circumstances of individual clients is properly understood.
- iv. Ensuring that any in-house theoretical training is integrated with practical work experience, which will update the Trainees/Students with latest knowledge and developments.
- v. Assigning higher levels of technical and supervisory responsibility and client contact designed to ensure that personal and managerial skills are developed.
- vi. Ensuring that professional attitude and an understanding of professional ethics are developed by all trainees.

Categories of Work Experience

The categories of work experience are generally grouped as under...

- + Accounting
- + Auditing (including internal audit)
- + Taxation (direct and indirect)
- + Information technology
- + Management services (including services in the field of financial management and corporate affairs)
- + Other areas, if any.

The aforesaid areas generally include the following...

i. Financial Reporting

- + Maintaining of books of accounts - manual or computerized
- + Preparation of financial statements
- + Application of statutory provisions, compliance with AS or Ind AS and other pronouncements of the Institute, etc.
- + Analysis and interpretation of financial statements
- + Preparation of various reports other than financial statements.

- ii. **Auditing** includes statutory audits, audit of various type of business and non- business organizations, tax audit, EDP audit, internal audit, operational audit, management audit and certification work.



- + Preparing audit programmes
- + Audit working papers and documentation
- + Understanding, recording and evaluating internal control system
- + Performing substantive audit procedures
- + Scrutinizing financial statements
- + Compliance with standards of auditing
- + Drafting audit report.

iii. Direct Tax Laws

- + Computation of total income and tax liability of different persons under the income-tax law
- + Determination of advance tax liability and computation of advance tax payable in each installment
- + Computation of interest for delay in payment of advance tax, deferment of advance tax etc.
- + Computation of interest/fee payable under the provisions of income-tax law
- + Assist in preparation of the statement of particulars in Form 3CD and other forms under the income-tax law
- + Assist in preparation and e-filing of income-tax returns
- + Assist in valuation of stocks, securities, etc. under the different provisions of income-tax law
- + Assist in tax planning
- + Assist in drafting of appeals, etc.
- + Assist in procedural compliance under the income-tax law e.g. compliance of provisions relating to tax deduction/collection at source
- + Computation of arm's length price in case of international transaction or specified domestic transaction
- + Computation of deduction under section 91, in respect of income earned by a resident in a country with which India does not have a DTAA
- + Computation of equalisation levy.

iv. Indirect Tax Laws

- + With GST being introduced from July 1, 2017, the work experience in indirect tax laws would entail assisting the Principal in.
 - Obtaining registration for the client
 - Filing of periodical statements, returns and other particulars
 - Determination of eligible credits and GST liability
 - Payment of taxes
 - Determination of interest/fee payable and payment thereof
 - Advising clients in restructuring/redesigning businesses to be in sync with GST laws
 - Reviewing existing contracts of supply of goods and services to analyse the impact of GST thereon and drafting new contracts taking into account the GST laws
 - Consultancy for smooth transition to new regime
 - Preparing case for opinions, drafting of appeals, memorandum of cross objections
 - Tax planning/optimisation.

iv. Information technology including computer applications

Use of skills acquired by the students during the 100 hours Information Technology Training in their actual work areas such as.

- + Use of customised or standard accounting packages, enterprise resource planning, etc.



- + Developing and maintaining data bases
- + Data extraction and analysis techniques
- + E-commerce - audit and legal considerations
- + System development life cycle
- + Business continuity planning
- + Information security
- + Information systems audit
- + Cyber laws and information technology
- + Learn how to e-file/upload information on sites as Income Tax, VAT, ROC, GST and NSDL etc.

v. Management consultancy and other services including services in the field of financial management and corporate affairs such as...

- + Preparation of fund flow and cash flow statements and forecasts
- + Projection of working capital requirements
- + Preparation of project reports
- + Preparation and processing of loan applications
- + Amalgamation and merger schemes
- + Planning capital structure
- + Drafting of Memorandum and Articles of Association
- + Formation of Companies
- + Preparation and analysis of Prospectus
- + Raising of capital, new issues and matters concerned therewith including SEBI Guidelines
- + Drafting of Minutes
- + Insolvency/Liquidation proceedings
- + Preparing and Reviewing Budgets.

vi. Other areas may include work study, organisational structure, design and conduct of training programmes, corporate planning.

The categorization of work experience as above should not be considered exhaustive or rigid as it is quite likely that working in a particular field may also overlap with other areas. For instance, work experience in the area of accounting and auditing may not be distinguishable in actual practice as both areas are quite inseparable from each other. Further, computers may be used in any of the aforesaid categories of work experience.

Providing Effective Work Experience

To make work experience effective, the following procedures may be observed.

1. The trainee's academic and other background should be ascertained and the work assigned should be such as would give him new experience. It is also preferable to assign all aspects of the work to a trainee in progressive stages rather than small portions of unrelated jobs. Necessary additional briefing should be given to such trainees who do not possess an educational background like a degree in Commerce. The assignment should be discussed with the trainee in advance and he should be informed about the nature of the client's business, the general economic conditions in which client operates and special features, if any, regarding the assignment. The following steps may be taken in this direction:
 - i. ensuring that before undertaking new work, trainees receive the knowledge, skill and understanding required to perform that work effectively;



- ii. providing any further explanation, instruction or correction as may be necessary, as a normal part of the supervisory process;
 - iii. clarifying relevant issues during the review of completed work.
2. In the case of an audit assignment, the trainee should be encouraged to study the audit reports of previous years to acquaint himself with all the relevant facts. Wherever possible, a visit to the client's works should also be arranged. The importance of working papers should also be explained to the trainee.
3. In the case of a tax assignment, the trainees who have acquired sufficient background of tax laws may be briefed about peculiar features of transactions of a client requiring special tax considerations etc. The trainee may be encouraged to study and analyse prior years' assessments, familiarize himself with various admissible and inadmissible deductions and prepare comprehensive draft tax returns, refer relevant case laws etc.
4. For achieving maximum benefit, a review of the working papers must be conducted in the presence of the trainee and additional work or enquiry should be assigned to the same trainee. The review gives a good opportunity to transmit to the trainee the benefit of a senior's skill, experience and knowledge and when conducted on a friendly basis, encourages the trainee to ask questions to appreciate the relationship of his work to the entire assignment and to understand other related aspects of work which might have been overlooked. In brief, it induces the trainee to understand the "why and how" of the matters under consideration. It needs little emphasis that work experience should not be confined to particular areas of work, but should cover all aspects of work in a chartered accountant's office.
5. Review of the work experience by MIT/Principal on a continuous basis would ensure that work performed by the trainee is of requisite standard. Deficiencies in the work experience, if any, noted by the MIT/Principal can be taken care of while allocating subsequent assignments. Such a review would also assist the MIT/Principal in subsequent completion of Training Records.

Industrial Training (Regulation 51)

The Institute, in furtherance of its objectives of providing to the industries, members with adequate knowledge and background of industrial functioning, conceived the concept of industrial training. The concept, inter alia, envisages the preparation of trainees, who intend to build their careers in industries, after becoming chartered accountants, in a manner mutually beneficial.

Training in an industrial/commercial/financial environment provides the trainees with the opportunity to develop a problem-solving attitude and to have an insight into the functioning of the accounts department. It also diversifies their practical experience and helps them in developing the attributes of team work and correlation with members of other professions and disciplines. It is intended to provide the trainees with a new dimension to their experience. This would necessarily involve exposure of trainees to the entire gamut of activities of industrial establishments in a phased and systematic manner. An exposure to the working environment of a large commercial organization will give them an integrated view of its operations. It is essential that the member imparting training in industrial including commercial and financial enterprises, recognizes that perception of the overall business environment is the prime objective of such training.



Eligibility and other conditions for undergoing Industrial Training

- i. An articled assistant who has passed the Intermediate (IPC) Examination / Professional Competence Examination/ Professional Education (Examination - II) or Intermediate examination can serve as an Industrial trainee in any of the financial, commercial, industrial undertakings as may specified by the Council or such other institution or organization as may be approved by the Council from time to time.
- ii. Articled assistant before proceeding for Industrial Training has to intimate his principal atleast three months before the date on which such training has to commence.
- iii. Period of Industrial Training may range between minimum of nine months to maximum of twelve months during the last year of prescribed period of practical training.
- iv. The Industrial Training shall be received under a member of the Institute. An Associate who has been a member for a continuous period of at least three years is entitled to train one industrial trainee and fellow is entitled train two industrial trainee at a time, whether such trainees are articled assistants or audit assistants.
- v. An agreement of training is to be entered in the approved form i.e. Form No. 104
- vi. On satisfactory completion of industrial training, the principal has to issue service certificate in the approved form i.e. Form No. 105.

Industrial training also offers an opportunity to the trainees to take part in specialized accounting exercises. Thus, for instance, the closing of accounts provides an opportunity for them to acquire the skills necessary as a concomitant to the theoretical knowledge which they have acquired earlier. Industrial training may also expose the trainees to management accounting, cost accounting, management information system, EDP etc. It also provides an opportunity to them to participate in the work relating to corporate laws, taxation and secretarial practice.

Part of Practical Training Outside India

Regulation 54A contains a provision whereby a Principal can depute an articled assistant not exceeding six months to any member outside India who is eligible to engage and train such trainees under the bye-laws of an institution or body, etc. set up in the respective country under the relevant Statutes. It may be noted that in such cases, no Deed of Articles need to be executed for such training nor any intimation be sent to the Institute in this regard. Further, the Principal shall include the particulars of such training in the Report to the Council in terms of Regulation 64. Hence, it is an excellent opportunity for articled assistants who are undergoing training in India to get exposure outside India as well. It is not necessary that articled assistant is deputed only to a member of the Institute located in that country. In fact, articled assistant can be deputed to any member of that country's accounting institution or body set-up under the relevant statute provided such member is entitled to train articled assistants (by whatever name called) in that country.

Revised Guidelines for Training of Articled Assistants outside India

- i. A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.
- ii. Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.



- iii. Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

Provided that every Chartered Accountant from ICAI who is registered as an auditor and obtained a license and registration number from the appropriate competent authority abroad to establish a professional firm and carry out the attest function and who meets the international/local experience and expertise criteria laid down by the law shall be eligible to train articled assistants as under.

Category	Period of Continuous Practice	Entitlement of Articled Assistant(s)
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	2
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	4
(iv)	An associate or fellow in continuous practice for any period from 10 years	5

It would also be essential for such member abroad to produce the copy of License and certificate of registration issued by the competent authority abroad to him as individual member and to the professional firm with whom he is affiliated to the Institute with current validity at the time of registration of articleship.

Further where an Indian Chartered Accountant is working as paid assistant in a firm where there is no Indian CA as a partner such paid assistant shall not be entitled to train any articled assistant.

- iv. The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means...

- an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or
 - if a member is employed, the place of employment or at his option the place of his residence
 - the place of residence, if the member neither carried on the profession nor is employed.
- It may please be noted that an address in India is essential in any of the situation).

- v. Since there is full time employment visa instead of Trainee Visa for students who wish to register their articleship with chartered accountants abroad according to the immigration laws of Gulf Cooperation Council (GCC) Countries, so such employees shall be treated at par with the articled assistants registered in India.

It would be essential for such articled assistants abroad to produce the copy of such visa and immigration details along with a copy of passport at the time of registration of articleship. The terms and conditions that may be made



applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

- vi. The period of practical training shall be 3 years or 3 ½ years, as applicable, under a practising chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.
- vii. The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking along with the application.
- viii. The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.
- ix. The Principal shall send training reports as prescribed along with the service certificate to be issued in Form 109 & 108 as the case may be.
- x. The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.
- xi. The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian Rupees.
- xii. Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder...
 - a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
 - b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
 - c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
 - d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
 - e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her



normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articulated assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations as follows...

Regulation 60: Working hours of an Articled Assistant

"Subject to such directions as may be issued by the Council, the working hours of an articulated assistant shall be 35 hours per week to be regulated by the Principal from time to time".

Regulation 65: Articled assistant not to engage in any other occupation

"Without the previous permission of the Council, obtained on application made in the *approved form, no articulated assistant shall, during the period of his service as an articulated assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation."

Regulation 66: Enquiries against Articled Assistant

1. Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articulated assistant from his principal or any other person, the President or the Vice President as the Executive Committee may decide from time to time, may cause an investigation to be made.
2. The Executive Committee may, on a consideration of the report of the investigation and after giving the articulated assistant an opportunity of being heard, make any of the following orders, namely...
 - i. direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articulated assistant is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or
 - ii. if the articulated assistant is found guilty, reprimand the articulated assistant or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.
3. The articulated assistant, the registration of whose articles has been cancelled under this regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articulated assistant or audit assistant by any member".

Regulation 67: Complaint against the Principal

1. Where an articulated assistant makes a complaint against his principal on a matter concerning his training as an articulated assistant, the President or the Vice- President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.
2. The Executive Committee shall submit the report of the investigation to the Council with its recommendations.



3. The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period.
4. The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.

Secondment/Exchange (Regulation 54)

In order to expose the trainees at large to multi-disciplinary work and variety of business situations, the arrangement of secondment has been provided in the Regulation 54. The procedure relating to secondment enables an articled trainee to gain practical experience, in areas where the Principal may not be in a position to provide the same, in the office of another member in practice on the basis of a mutually agreed arrangement. Secondment is allowed with the consent of the articled trainee from one member to another member who is entitled to train articled trainees in his own right or to a member in industry who is entitled to train industrial trainees. The member to whom the trainee is seconded is not entitled to train more than two such trainees on secondment at a time. The aggregate period of secondment cannot exceed one year. The Council may permit secondment with more than one such member provided the minimum period of secondment shall be four months. Where an articled trainee is seconded to a member in industry, the total period spent in industry including the period of industrial training should not exceed one year. During secondment the member with whom the articled assistant is seconded shall be required to pay the stipend and is responsible for imparting training and maintaining records and also required to forward the records to the principal on completion of period of secondment. The principal is required to include particulars of the secondment in the report to the Council under Regulation 64.

Apart from the secondment of a trainee from one firm to another firm or to an industry, firms may exchange trainees on mutual basis for a limited period to the advantage of firms and trainees. Such an arrangement is also quite flexible like the scheme of secondment and enables the firms to overcome deficiency, if any, in practical training imparted to trainees.

In-house theoretical training

It is another important component of practical training as practical work experience can be supplemented by arranging in-house theoretical training. Such training involves laying the foundation of knowledge and skills on which the work experience is built-up. It is not an alternative to work experience and it cannot compensate for any deficiencies in the quality or extent of work experience within the office. Theoretical training may be provided by the firm or through a group training scheme organized by two or more firms. Some of the advantages may be listed as follows.

- i. Sharing of work experience by one set of trainees with another batch leads to enhancement in overall level of knowledge
- ii. Group-discussion and presentation by trainees in the presence of MIT/Principal not only helps in sorting out ticklish points of a particular client but also in broadening the vision of trainees
- iii. A number of trainees can acquire practical knowledge and practice technical skills simultaneously. This may be more cost-effective than providing individual instruction



- iv. Communication becomes more effective
- v. Trainees can be exposed to latest developments in the field and asked to apply these developments in real-life situations
- vi. The total time devoted by supervisors is reduced as trainees tend to perform better.

A theoretical training programme would include an induction course for new trainees introducing the office, the Institute (in particular, its ethical standards), student training records, basic book-keeping, accounting, theory of auditing and taxation.

Periodic courses throughout the training period, for example...

- + Preparation of statutory accounts
- + Analytical review of accounts
- + Preparation of working papers
- + Basic supervisory skills
- + Hands-on computer training; and
- + Flow-charting internal control system.

In-house theoretical training may be carried out internally by firms or by groups of firms where the size of each such firm does not permit conducting the training programme individually. Such formation of groups would be both economical and effective.

Stipend to Articled Assistants

A person registered as an articled assistant is entitled to receive a minimum monthly stipend as per the rates specified under the Chartered Accountants Regulations, 1988. The current minimum rates of monthly stipend (w.e.f. 23.01.2015) payable, depending on the situation of the normal place of service of the articled assistants are as follows.

	Classification of the normal place of service of the articled assistants	Stipend payable per month (₹)		
		During the first year of training	During the second year of training	During the remaining period of training
1.	Cities/Towns having population of 20 lakh and above	2,000	2,500	3,000
2.	Cities/Towns having a population of 4 lakh and above but less than 20 lakh	1,500	2,000	2,500
3.	Cities/Towns having a population of less than 4 lakh	1,000	1,500	2,000

Permission to pursue other courses of study including guidelines on working hours

Under Regulation 65 and Regulation 78 of the Chartered Accountants Regulations, 1988 an articled/audit assistant cannot take up any other course of study or training, whether academic or professional, without prior permission of the Council. The permission may be granted to an articled/audit assistant, for pursuing one additional course of study at a time during the period of practical training on submission of request in the prescribed form.



Permission to pursue other courses

- i. During the working hours, the articled assistant is not permitted to attend college/other institutions for pursuing any course including graduation. Accordingly, college timings of such course should not be such (after taking into account the time required to commute) which clash with the normal working hours of the articled training.
- ii. To ensure that the working hours do not clash with the graduation or any other course, if any, pursued by the articled assistant, each articled assistant shall be required to obtain specific permission from the ICAI for pursuing graduation or other course as permitted under the Chartered Accountants Regulations by submitting Form No. 112, within one month from the date of joining the college or course to the ICAI.
- iii. The Certificate in Form No. 112 indicating college timings etc. shall be counter-signed by the concerned Principal of the college with the seal and stamp of the College and also indicating the telephone number/s and full address of the College.
- iv. In case a student does not comply with the above requirements or violates any of the above guidelines, his/her articleship period shall not be recognized.



Code of Conduct



Code of Conduct for the Students of Chartered Accountancy Course

The Council of the Institute has laid down 'Code of Conduct for CA Students' to be observed while pursuing Chartered Accountancy Course. This Code of Conduct is applicable to all students who are pursuing Chartered Accountancy Course and includes students who have completed practical training. The 'Code of Conduct for CA Students' is given below.

Preamble

The Council of the Institute of Chartered Accountants of India hereby lays down the Code of Conduct to maintain decorum and discipline amongst the students of the Chartered Accountancy Course. While dealing with the members of the Institute and other public in general, it is expedient to ensure the Code of Conduct for students undergoing practical training under the Chartered Accountancy Course including students registered for Foundation, Intermediate/ Final Course and even those students who have already completed practical training.

Regulation 66 of the Chartered Accountants Regulations, 1988 makes an explicit mention that the Code of Conduct is applicable to the Students undergoing practical training under the Chartered Accountancy Course and deals with relevant procedure to be followed in case of breach of the same.

Interpretations: In this Code of Conduct, unless otherwise stated,

- + "Act" means The Chartered Accountants Act, 1949 (XXXVIII of 1949) as amended from time to time.
- + "Regulations" means regulations made under the Chartered Accountants Act, 1949"
- + "Institute" means the Institute of Chartered Accountants of India (ICAI) constituted under the Chartered Accountants Act, 1949.
- + "Council" means the Council of the Institute.
- + "Board/Board of Studies (BoS)" is a non-standing Committee of the Council under Section 17(2) of the Chartered Accountants Act, 1949.
- + "Executive Committee" is the standing Committee of the Council formed under Section 17(1) of the Act.
- + "Examination Committee" is the standing Committee formed under Section 17(1) of the Act".
- + "Principal" or "Employer" means a member entitled to train Articled Assistants and Audit Assistants under the Chartered Accountants Regulations, 1988.
- + "Articled Assistant" means an articled assistant as referred to in clause (j) of sub-section (2) of Section 30 of the Act engaged under articles by a member entitled to train articled assistants under the Regulations;
- + "Audit assistant" means an assistant engaged in audit service by a member entitled to train audit assistants under the Regulations;
- + "Accredited Institution" means institution authorized by the Board of Studies for the purpose of organizing classes for Chartered Accountancy students as per guidelines issued from time to time.

1. General

- 1.1 Students who are registered as articled / audit assistants under the provisions of the Chartered Accountants Act, 1949 / Regulations framed thereunder (hereinafter referred to as "trainees" or "articled / audit trainees") should conduct themselves in accordance with the guidelines provided hereunder whilst undergoing practical training under the Chartered Accountants Regulations, 1988.

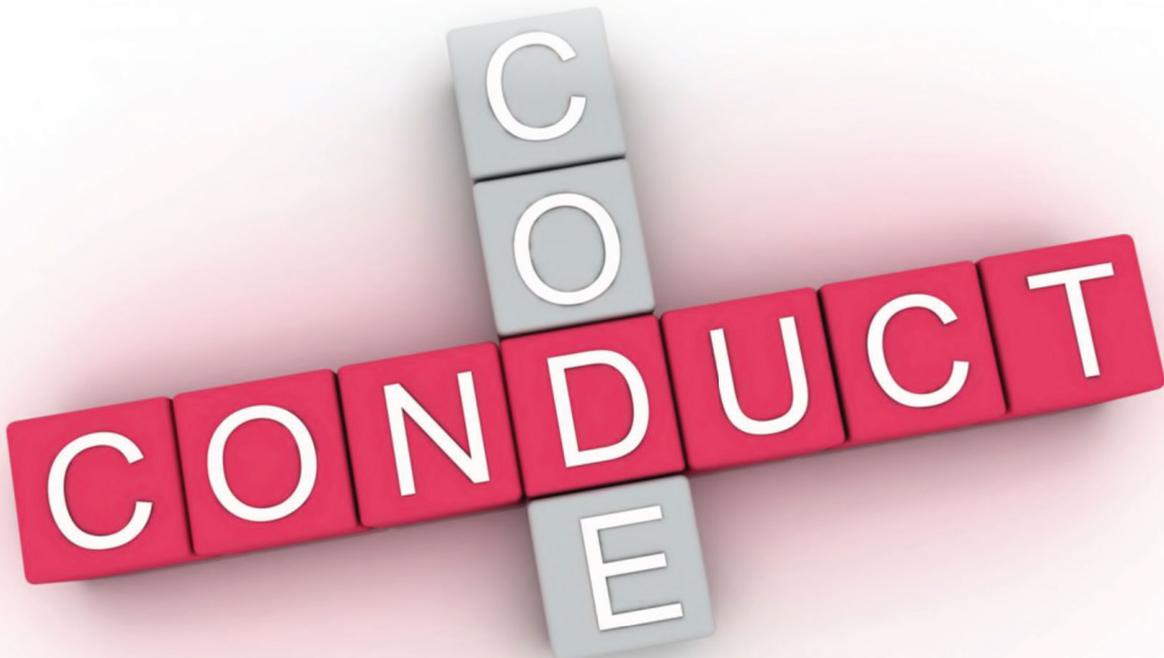


- 1.2 The Code of Conduct shall be applicable to all students including Foundation, Intermediate and also students pursuing the Final course who have / have not completed their articulated training and, thus, shall be held liable in case they mis-handle / damage any assets / property/ infrastructure of ICAI or at its authorized Centre(s) / Venue(s) also shall be bound by various provisions under the proposed Code of Conduct. Further such person(s) shall also be required to maintain decency and decorum while attending programmes like seminars, conferences, mock tests, ICITSS (IT & OC) & Adv ICITSS (Adv IT & MCS) or any other course/programme etc. organized by the Institute or its regional councils / branches.

2. Conduct of Articled / Audit Assistant

An Articled / Audit Assistant shall comply with the following principles of the code of conduct:

- 2.1 The articulated / audit assistant shall, at all times, diligently and faithfully serve the Principal in the practice of profession of Accountancy.
- 2.2 The articulated/audit assistant shall follow the covenants contained in the Deed of Articles and the provisions of the Act and Regulations as may be applicable, from time to time.
- 2.3 The articulated / audit assistant shall be responsible for the quality and correctness of the work done by him in the course of practical training, either in the office of the Principal or in the offices of any of the clients of the Principal.
- 2.4 The articulated / audit assistant shall not, at any time, during the continuation of his articleship - destroy, cancel, obliterate, spoil, embezzle, spend, take away with him/her copies of books, papers, plans, documents, monies,





stamps, hardware, software or chattels whether belonging to the Employer or his personal representative(s) / assignees / partner(s) / client(s) which came into his/her hands or, custody or possession, or allow any other person to use the same without the prior approval of his employer.

- 2.5 The articled / audit assistant should at all times observe discipline and follow guidelines, rules and regulations set out by his/her employer and not act in any manner that will bring disrepute to his/ her employer or the profession in General.
- 2.6 The articled / audit assistant shall obey and follow all lawful and reasonable instructions of his/ her Employer and shall not depart or absent himself/herself from the training of the Employer at any time during the said term without the prior consent of his/her employer or partners but shall at all times during the said term conduct himself/herself with honesty and propriety.
- 2.7 The articled / audit assistant shall behave in a responsible manner as a prospective member of the profession, with his colleagues, staff members in his Employer's office, Employer's clients and their representatives, Institute's officials & employees and judicial, quasi-judicial and other authorities, wherever he/she represents his/her employer.
- 2.8 The articled / audit assistant shall conduct himself/herself in a manner which shall show that he/ she is endowed with impeccable character and help him/her to uphold ethical principles and professional Code of Ethics.
- 2.9 The articled / audit assistant shall not obtain any monetary help or assistance or any form of gratification directly or indirectly from the clients of the Principal, their officials or representatives.
- 2.10 Students, while undergoing Articled Training shall adhere to the formal Dress Code as per the local culture and tradition. Students while undergoing Orientation Course, Management and Communication Skills (MCS) course, Information Technology, Advanced Course should maintain discipline and decorum apart from adhering to dress code (Advisory Dress Code: Male Students: Full Sleeves Shirts and Trousers; Female Students: Sarees / Salwar Kurta / Suit. While appearing before the appellate authority, they may also wear a suit and a tie).



Memorandum of Understanding (MOU) & Mutual Recognition Agreement



Mutual Recognition Agreement (MRA)/ Memorandum of Understanding (MOU) with Overseas Accountancy Bodies

ICAI has entered into MoUs/MRAs with the following Accounting Institute

- i. The Institute of Chartered Accountants of England and Wales (ICAEW)
- ii. Certified Practising Accountants, Australia (CPA Australia)

ICAI has entered into technical co-operation agreements with

- i. The Accounting and Auditing Standards Board of Bhutan
- ii. The College of Banking & Financial Studies (CBFS), Oman.

Details of the MOUs are available on the Institute's website www.icai.org

Latest status on page 15 and 16 of this paper book





Miscellaneous



Chartered Accountants are considered as Equivalent to Post Graduates for Admission in Ph.D Programme / Fellow Programmes

One hundred one Indian Universities, Six Indian Institutes of Management, IIT Madras and IIT Bombay recognise Chartered Accountancy Qualification as equivalent to Post Graduation for admitting CA students to the Doctoral Programme.

Memorandum of Understanding (MoU) with IGNOU

The Institute of Chartered Accountants of India (ICAI) has entered into Memorandum of Understanding (MOU) with IGNOU for pursuing Graduate/Post Graduate Courses with appropriate exemptions from appearing in the paper/s.

Eligibility of the Chartered Accountants to appear in Civil Services Examination

A student who has passed Final examination of the Institute of Chartered Accountants of India has been recognized for recruitment to Superior services / Posts under the Central Government. Accordingly, candidates possessing this qualification are eligible for admission to the Civil Services Examination, which is conducted by the Commission for recruitment to IAS, IPS and other Group 'A' / Group 'B' Central Services / Posts.





Opportunities for Members



Globalisation has had a positive impact and opened new avenues for the country to establish its distinctive position in the knowledge world. The accelerated economic growth within the country has also increased the demand for skilled and competent human resource. The global accountancy profession has been particularly conscious of this need and has been working towards integration of knowledge and skills to develop competent chartered accountants to keep pace with the growing demands of the knowledge economy.

Chartered Accountancy is a challenging career at the cutting edge of trade, industry and economic growth. The best way for a chartered accountant to leverage knowledge economy is to imbibe its traits - innovation, dynamism and change management being the most significant. It is also critical for them to keep a tab on the technological developments. Finally, they should be able to "MAP the GAP" by integrating their knowledge with the requisite professional skills and values to evolve as competent chartered accountants. No wonder that the Chartered Accountancy is a high status profession and a passport to challenging and rewarding career in industry and commerce. Chartered Accountants possess abilities necessary for deciding and acting upon the high-pressure situations.

Chartered Accountancy is a profession that imparts the best of technical skills in accounting, auditing, taxation, financial and management areas. Chartered Accountants today, have occupied top management positions in public as well as private sectors. They also render professional and consultancy/advisory services in the areas of financial reporting and auditing, taxation, finance, and management accounting.

The society has increasingly recognized the services of CAs in entire gamut of financial reporting and management consultancy including management accounting, management information and control systems, international finance, information technology and financial services sector. CAs today are part of the top management team and hold key positions in the corporate sector. Even in the government, they occupy prominent positions. Rapid changes taking place in the economy have further opened up new vistas of opportunities for the Chartered Accountants. On becoming a Chartered Accountant, you have many options for pursuing challenging and rewarding career.

In this Scheme, the chartered accountant will be equipped not only with the technical competence, professional skills and professional values, but also with ethics and attitudes in order to gear up to take on new roles. The emerging CAs would be able to help industry and small businesses in understanding the nuances and the compliances under the new regime thereby facilitating ease of doing business. CAs would now be able to play a significant role in helping businesses avert risks thereby facilitating the businesses to contribute towards make in India and nation building.

Independent Professional Practice

As practitioners of public accounting, CAs may start professional practice as a proprietor or join any existing firm as a partner or staff member. A CA has been entrusted with substantial responsibility under various legislations such as compulsory audit of the accounts of all companies, banks, cooperative societies, stock brokers, big income-tax assesseees, large bank borrowers, etc.

A Chartered Accountant also provides compilation and review services as and when required by enterprises. While practicing as an independent professional, a CA also acts as a business advisor by providing all kinds of services including the preparation of financial reports, helping the business to secure loans, preparing financial projections showing how the loans will be repaid, and determining the viability of business. As a tax advisor, CA helps business and individuals to comply with tax laws and represent his clients before government agencies.



Global Scenario

Today, the Indian Chartered Accountancy qualification is well recognised in many countries as Indian CAs are taking up attractive global careers. Indian CAs are highly sought because of their skill sets and high quality of education.

The opportunities are simply ever increasing. Today, huge opportunities are available for professionals with specialized knowledge and skills sought by global organizations. These include areas of globally accepted financial reporting, national and international taxation, finance and corporate law. The knowledge of local laws and regulations, of course, places Chartered Accountants in a stronger position to supply services to global organizations entering the Indian Market.

Below given are the opportunities which chartered accountants can avail as per their interest...



Professional Opportunities for Chartered Accountant as a Global Accountant

Knowledge of Ind AS / IFRSs will benefit the Chartered Accountants in a way that they will be able to cater their services as experts in the area of financial reporting in different parts of the world. They would be able to scan the financial statements of multi-nationals and avert probable frauds. Also, for chartered accountants in industry as well as in practice, their mobility to work in different parts of the world would increase.

Further, Ind AS / IFRS requires valuation of assets and liabilities at fair values. For the purpose of fair valuation, our industry will require valuers. Therefore, our CAs may also venture into this new area of valuation by becoming valuers. Certain industries like Banking and Insurance are most affected by the implementation of Ind AS. CAs will have plethora of opportunities to render their services on application of Ind AS to these industries.

Chartered Accountant as an Auditor

Appointment of Chartered Accountants as auditors is mandatory under the Companies Act, 2013, therefore, knowledge gained in auditing subject would be helpful to him while conducting statutory audit of Companies for example listed Companies, Private Ltd. Companies, Government Companies, Banks etc. Under Income Tax Act 1961, Tax Audit is also statutorily required to be conducted by Chartered Accountants, education of Auditing would be imperative to conduct such audits.

Also, certain entities like Political Parties, Co-operative Societies, Non-Profit Organizations are also required to get their accounts audited by Chartered Accountants which would definitely require deep knowledge in auditing. Moreover,



Internal Audit is also made obligatory for certain class of Companies.

Professional Opportunities for Chartered Accountants in the Direct Taxes domain

Audit of Accounts

The provisions relating to tax audit were introduced in the statute book in the year 1984, marking a milestone in the history of chartered accountancy profession in the realm of professional opportunity in direct taxes. Since tax audit was introduced to ensure the accuracy of books of accounts maintained, which forms the basis of computation of income, the responsibility entrusted to chartered accountants. The disclosure requirements under the notified income computation and disclosure standards (ICDSs) also have to be captured in the tax audit report.

Special audit, directed by the Assessing Officer owing to nature and complexity of accounts, volume of accounts, doubts about the correctness of the accounts, multiplicity of transactions in the accounts and interest of revenue, is another important responsibility entrusted to chartered accountants.

Audit of trusts and institutions whose total income without giving effect to the exemption provisions exceeds the maximum amount not chargeable to income-tax in any previous year has also been entrusted to chartered accountants. The exemption available to electoral trusts is also subject to the condition that their accounts are audited by a chartered accountant.

Further, the profit-linked tax deductions from gross total income [Section 80-IA to 80-ID] shall not be admissible unless the accounts of the undertaking eligible for such deductions have been audited by a chartered accountant and the audit report is furnished along with the return of income.

Certification

In addition to audit, there are certain provisions under the Income-tax Act, 1961 which require certification by a chartered accountant. For instance, every company to which the provisions of minimum alternate tax applies have to furnish a report by a chartered accountant certifying the correctness of computation of book profit. There is a similar requirement for every person to whom the provisions of alternate minimum tax are applicable.

Verification

Besides audit and certification, certain requirements under the Income-tax Act, 1961 necessitate statements/returns to be duly verified by a chartered accountant.

For instance, a non-resident having liaison office in India set up in accordance with RBI guidelines has to submit a statement duly verified by a chartered accountant in respect of its activities in a financial year to the jurisdictional Assessing Officer.

Advisory and Compliance Services

In addition, CAs also render advisory and compliance services in the field of direct taxes.

Professional Opportunities for Chartered Accountants in the domain on Goods and Services Tax (GST)

GST has opened up plethora of professional opportunities for the Chartered Accountants in practice as well as in industry. CAs can help in undertaking impact analysis of GST for various industries, manufacturers, traders, service



providers etc. Services of CAs would be most sought for ensuring smooth transition to new tax regime as transition phase would be the time wherein maximum doubts/issues are expected to arise. GST Laws provide for audit by professionals.

CAs, being the audit specialists, may explore the avenue of audit of financial statements under GST. They may also render other assurance services for GST like analysing internal controls, compliance audit, assistance in departmental audits, entrepreneurial consultancy etc. CAs can impart training on GST to businesses to make them understand GST functionality. They can also assist in the training programmes organised by the Government for their officials.

In addition to the opportunities in-house, implementation of GST might also bring in professional opportunities at a global level as GST is one of the most widely implemented tax world-wide. Knowledge of GST will help in decoding tax regimen of other countries thus enabling CAs to provide advisory services and undertaking work in the area of knowledge process outsourcing. Further, CAs may also provide capacity building services across the globe to other countries who intend to implement GST in their countries.

Opportunities for Chartered Accountants in the Field of Finance

Traditionally the role of chartered accountant was limited to ordinary financial management functions such as investment decisions, capital structure decisions and dividend decisions. But now a days Chartered Accountants can also render services in the following dynamic areas...

1. Strategic Financial Decisions
2. Capital and Money Market
3. Foreign Exchange Risk Management
4. Mergers and Acquisitions
5. Investment Banking
6. Treasury Management
7. Hedge Funds
8. Portfolio Management
9. Risk Management
10. Mutual Funds
11. Credit Rating
12. Venture Capital.

Opportunities in the Field of Management Consultancy Services

A Chartered Accountant plays a vital role in assisting businesses to improve the use of their resources, increase their efficiency and achieve their objectives. As a management consultant CA can also identify, evaluate and recommend ways to increase revenue and reduce operating costs, analyze operations and suggest changes in structure and individual responsibilities, conduct special studies, prepare recommendations, plans and programs, and provide advice and technical assistance in their implementation.

Chartered Accountants by application of their technical knowledge and business experience have been able to cater to the client's changing needs. The services rendered by them include...

- + Market research and demand studies
- + Budgeting, inventory management, working capital management



- + Personnel recruitment and selection, incentive plans
- + Business policy, corporate planning, organization development, growth and diversification
- + Organization structure and behavior, development of human resources
- + Systems analysis and design, and computer related services
- + Advisor or consultant to an issue
- + Registrar to an issue and for transfer of shares/other securities
- + Quality audit, energy audit and environmental audit
- + Design, Development and Implementation of the Strategy of the business
- + Development of KPIs that Support Strategic and Sustainable Goals
- + Provide Relevant Information for Better Decision Making.

Industry/Government Service

A Chartered Accountant may prefer to join an industry or government organization and hold responsible positions. Chartered Accountants are responsible for developing, analyzing and reporting on information needed for business decisions. They also evaluate the financial effects of management's actions. A Chartered Accountant may also take up the job of an educator at a university / college level. Many Chartered Accountants hold responsible positions in business or industrial firms as CEOs, Managing Directors, Director (Finance) and Chief Accountants.



Scholarships & Fee Concessions



The Board of Studies grants various Scholarships to students, namely, Merit, Merit-cum-Need based, Need-based and Weaker Sections Scholarships out of the funds of the Institute and Endowment Schemes created by individual donors/Trusts/Societies. Various scholarships are awarded twice in a year i.e. commencing from April and October the announcements for scholarships are released in the Students' Journal - 'The Chartered Accountant Student'. The students are required to apply in prescribed Scholarship Application Form. Merit Scholarships are granted automatically on the basis of Merit List released by the Examination Section.

- i. Merit Scholarship: The students whose names appear at Sr.No. 1 to 10 (in case the rank at Sr. No. 10 continues to Sr. No. 11 or to Sr. No. 12 or so on, all such rank holders) of the Merit List of Intermediate Course Examination held in May/November every year are eligible for award of Merit Scholarship @ Rs. 2000/- per month. These Rank holders, being the students of Final Course, will get scholarship for a maximum period of 30 months/remaining period of their articleship.
- ii. Merit-cum-Need based Scholarship: All students (other than covered under Merit Scholarship) whose names appear in the Merit list of Rank holders of the Intermediate Examination and whose parent's total income is not more than Rs. 1,50,000/- per annum are eligible to apply for award of Merit-cum-Need scholarship. The students who would be selected for award of scholarship will be granted @ Rs. 1500 p.m for a maximum period of 30 months or remaining period of articleship, whichever is less, on being registered for Final Course & Articleships Training.
- iii. Need-based and weaker sections Scholarship: Students of Intermediate and Final Course are eligible to apply for award of Need- based Scholarships provided their parents' annual income is not more than Rs 1,00,000 per annum. The students who would be selected for award of scholarship will be granted @ Rs 1,250 per month for 18 months to Intermediate students and for a maximum period of 30 months or remaining period of articleship, whichever is less, to Final students. Total 550 scholarships (250 for Intermediate and 300 for Final Course Students) are awarded every year under this category. Two scholarships are reserved every year for physically handicapped students. For SC/ST/OBC category students, an additional amount of Rs 100 per month will be paid on submission of a certificate / documentary proof duly attested by a member of the Institute.

Over and above the number of scholarships under this category, the children of the deceased members of ICAI undergoing Intermediate or Final Course and financial assistance is provided to spouses of the deceased members from the Chartered Accountants Benevolent Fund (CABF) shall also be eligible for scholarship.



- iv. Scholarships under Endowment Schemes: In addition to the above, scholarships are also awarded under different Endowment Schemes created by individual donors/ Joint Corpus formed by donors. The criteria applied are the same as in case of need-based scholarship.

The Income Certificate for parents' total income is to be submitted in prescribed form duly signed by a member of the Institute.

The payment of scholarship is liable to be discontinued in each category in case the recipient does not pass the Intermediate / Final Examination in the first two eligible chances.

Top 10 rank holders of Intermediate Examination and Final Examination are exempted from payment of fee for attending residential programme on Professional Skills Development.

Scholarship to Meritorious students of Senior Secondary Board

The Board of Studies also grants Scholarships to Meritorious students of Class 12th: The candidates who secure first two ranks in various senior secondary boards (from any stream) and join CA Course within 1 year of passing class 12th, the course fees for Foundation level would be refunded back to them in six equal instalments on submission of the prescribed declaration.

Fee concessions to differently abled students

Differently abled students who are suffering from permanent disability of 50% or above are eligible for following facilities and fee exemptions while pursuing CA course.

1. Exemption from payment of registration fees at the time of submission of application form for following courses:
 - i. Registration fee in respect of Intermediate and Final Courses.
 - ii. Article registration fee.
 - iii. ICITSS (IT & OC).
 - iv. Advanced ICITSS (Advanced IT & MCS)

Along with the application form, such students shall be required to enclose the copy (ies) of the certificate(s) issued by the Govt. Hospital duly attested by any of the following authorized persons:

- i. DCOs Heads/Regional Heads/Officer-in-charge of the Branch.
- ii. Principal under whom such student is registered for Articleship.
- iii. Central Council Member / Regional Council Member / Managing Committee Member of the Branch.

Further, while scrutinizing the application form(s), if it was found that he was not eligible for exemption of registration fee, such student shall be required to pay the requisite registration fee(s) within one month of the date of communication to be sent to him and that their date of registration in the course/programme shall be considered only from the date of receipt of the requisite fee(s) in the Institute.

1. Exemption from payment of fees for ICITSS (IT). Such students are required to undertake self- study from the Study Materials and qualify two test papers for IT.
2. Exemption from payment of fees for undergoing ICITSS (OC). Such students can either opt to (i) attend all the



classes or (ii) appear in two test papers of 3 hours each after a study period of 15 days from the date of registration and after thoroughly studying the Background Material.

3. Exemption from payment of fees for Advanced ICITSS (Advanced IT). Such students are required to undertake self-study from the Study Material and pass the requisite exam.
4. Exemption from payment of fees for undergoing Advanced ICITSS (MCS). Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a study period of 15 days from the date of registration and after thoroughly studying the Back ground Material.

For availing the above facilities and fee exemptions, differently abled student is defined as under:

1. Physical Disability

- A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including...
 - a. "leprosy cured person" means a person who has been cured of leprosy but is suffering from...
 - i. loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - ii. manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
 - b. "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
 - c. "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
 - d. "muscular dystrophy" means a group of hereditary genetic muscledisease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscleproteins, and the death of muscle cells and tissue;
 - e. "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- B. Visual impairment
 - a. "blindness" means a condition where a person has any of the following conditions, after best correction...
 - i. total absence of sight; or
 - ii. visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction;or



- iii. limitation of the field of vision subtending an angle of less than 10 degree.
 - b. "low-vision" means a condition where a person has any of the following conditions, namely...
 - i. visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
 - ii. limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
 - C. Hearing impairment
 - a. "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
 - b. "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;
 - D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.
- 2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including -**
- a. "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
 - b. "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
- 3. Mental behaviour**
- "mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.
- 4. Disability caused due to -**
- a. chronic neurological conditions, such as...
 - i. "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
 - ii. "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
 - b. Blood disorder
 - i. "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor



would may result in fatal bleeding;

- ii. "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
- iii. "sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.



ICAI Network



Board of Studies Decentralised Offices

Western India Regional Council of The Institute of Chartered Accountants of India
'ICAI Tower, C-40, G Block, Opp. MCA Ground, Beside Standard Chartered Bank, Bandra Kurla Complex, Bandra (East), Mumbai - 400051
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E-mail: surat@icai.org, suratdco@icai.org

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28, 2339 3182, 3063 8600, Fax : [+91] (40) 2339 3200
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Chandigarh Branch of the Northern India Regional Council**of The Institute of Chartered Accountants of India,**

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ICAI Branches

WIRC

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Ahmednagar
Akola
Amravati
Anand
Aurangabad
Baroda
Bharuch
Bhavnagar
Bhuj
Dhule
Gandhidham
Goa
Ichalkaranji
Jalgaon
Jamnagar
Kalyan-Dombivli
Kolhapur
Latur
Nagpur
Nanded
Nashik
Navi Mumbai
Navsari
Pimpri-Chinchwad
Pune
Rajkot
Ratnagiri
Sangli
Satara
Solapur
Surat
Thane
Vapi
Vasai

SIRC

Alleppey
Anantapur
Bangalore
Belgaum
Bellary
Calicut
Coimbatore
Ernakulam
Erode
Guntur
Hubli
Hyderabad
Kadapa
Kakinada
Kalaburgi
Kanchipuram
Kannur
Karimnagar
Kottayam
Kumbakonam
Kurnool
Madurai
Mangalore
Mysore
Nellore
Ongole
Palghat
Pondicherry
Quilon
Rajamahendravaram
Salem
Sivakasi
Tiruchirapalli
Tirunelveli
Tirupati
Tirupur
Trichur
Trivandrum
Tuticorin
Udupi
Vellore
Vijayawada
Visakhapatnam
Warangal
West Godawari
Distt. (Eluru)

EIRC

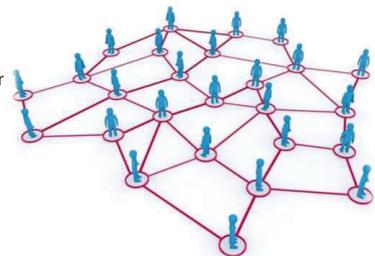
Asansol
Bhubaneswar
Brahmapur
Cuttack
Dibrugarh
Durgapur
Guwahati
Jharsuguda
Raniganj
Rourkela
Sambalpur
Siliguri
Tinsukia

CIRC

Agra
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Allahabad
Alwar
Aligarh
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Bharatpur
Bhilai
Bhilwara
Bhopal
Bikaner
Bilaspur
Chittorgarh
Dehradun
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Gorakhpur
Gwalior
Haldwani
Haridwar
Indore
Jabalpur
Jaipur
Jamshedpur
Jhansi
Jodhpur
Kishanganj
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Moradabad
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Noida
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Patna
Raipur
Ranchi
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Sikar
Sriganganagar
Udaipur
Ujjain
Varanasi

NIRC

Ambala
Amritsar
Bahadurgarh
Bathinda
Bhiwani
Chandigarh
Faridabad
Gurgaon
Himachal Pradesh
Hisar
Jalandhar
Jammu & Kashmir
Kaithal
Karnal
Kurukshetra
Ludhiana
Panipat
Patiala
Rewari
Rohtak
Sangrur
Sirsa
Sonapat
Yamunanagar





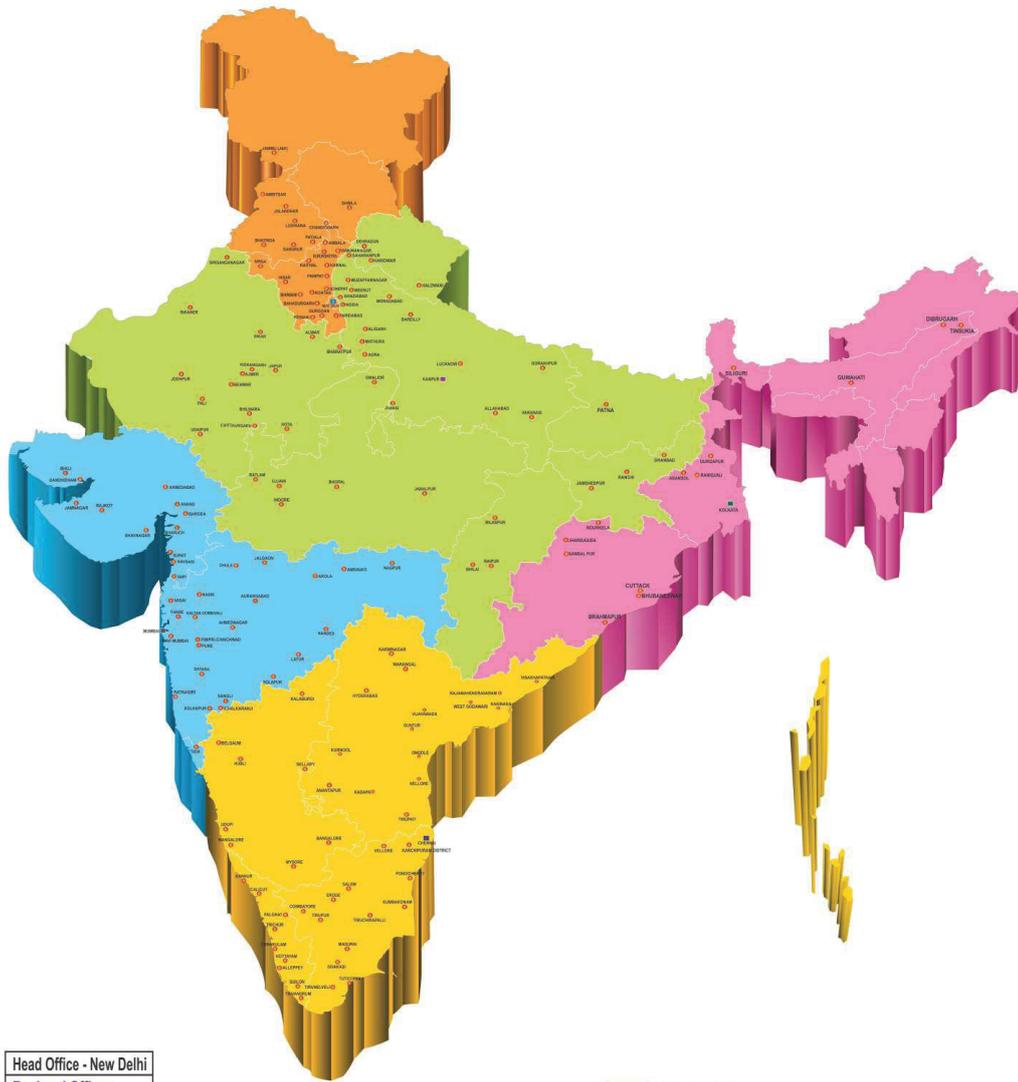
Chapters Abroad

Abu Dhabi
Australia (Melbourne)
Australia (Sydney)
Bahrain
Botswana
Brisbane
British Columbia, Vancouver
Canada (Toronto)
Doha
Dubai
Eastern Province (Saudi Arabia)
Indonesia
Jeddah
Kenya (Nairobi)
Kuwait
New Zealand (Auckland)
Netherlands (Amsterdam)
Nigeria
Oman (Muscat)
Port Moresby (Papua New Guinea)
Ras - Al Khaimah
Riyadh
Singapore
Tanzania (Dar Es Salaam)
Thailand (Bangkok)
Uganda (Kampala)
UK (London)
US (New York)
USA (San Francisco)
Zambia





ICAI Network



Head Office - New Delhi	
Regional Offices	
Chennai	■
Kanpur	■
Kolkata	■
Mumbai	■
New Delhi	■
Branches	●

■	Central Region
■	Eastern Region
■	Northern Region
■	Southern Region
■	Western Region



Board of Studies

**The Institute of
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Phone 0120-3045930

E-mail bosnoida@icai.in

Website www.icai.org

e-Initiatives for Students

- (i) **Video Lectures** – The Board has made available Video Lectures for almost all the topics in the CA Course curriculum. These video lectures hosted on ICAI Cloud Campus, teach step-by-step practical problem-solving process on the blackboard for practical topics and provide conceptual clarity for theoretical topics. These lectures are available at https://cloudcampus.icaai.org/page.html?page_id=24.
- (ii) **Online Mentoring Sessions** – The Board has also made available recorded online mentoring sessions for some of the topics of the CA Course, which are meant for clearing the doubts of the students related to the topic. These recorded sessions are available at https://cloudcampus.icaai.org/page.html?page_id=552.
- (iii) **Webcasts** – The Board had organized LIVE webcasts on the methodology to crack each subject in the Final and Intermediate (IPC) 2017 examinations. Students were able to ask queries on the session/ event topic, which were answered by the concerned faculties subject to availability of time and relevance. The Board had further organized webcasts on specialized topics such as GST, Concurrent Audit, Filing of Income Tax Returns, How to Face Interview, How to Prepare for CA Examination, Drafting of Appeals, Representing before Income-tax Authorities and Appellate Tribunal, Professional Ethics, Compliance for MCA, How to register a Company/ LLP/ Partnership Firm and New Scheme of Education and Training. The Board has made available recordings of these webcasts on the ICAI Cloud Campus at https://cloudcampus.icaai.org/page.html?page_id=19.
- (iv) **e-Books** - The Board of Studies in its continuous endeavor to leverage technology for the benefit of the students, has introduced e-Books for all the three levels of the new scheme of education and training, which are available on Digital Learning Hub at <https://learning.icaai.org>. E-Books facilitate the students in studying conveniently anytime and anywhere. The e-Books are reflowable and responsive for convenient learning on smart phones, tablets and laptops/ desktop computers. The students are able to annotate and make notes.

The Board of Studies is in the process of enhancing these e-Books by including video lectures in the study material at relevant places.
- (v) **BoS Knowledge Portal** – The Board of Studies has taken initiative to collate and present all the BoS publications and other content under one umbrella in a very clear and easily accessible manner by providing content scheme-wise, course-wise, paper-wise and chapter-wise on BoS Knowledge Portal at https://www.icaai.org/new_post.html?post_id=5720&c_id=314.

Chapter-4

Guidelines for Conducting

- **ICITSS-Information Technology**
- **AICITSS-Advanced Information Technology at DCOS, Branches and CPE Chapters of the Institute**

Guidelines

For Conducting

(ICITSS) -Information Technology

&

(AICITSS) -Advanced Information Technology

At

DCO's, Branches & CPE Chapters of the Institute



Board of Studies

The Institute of Chartered Accountants of India

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Information Technology ICITSS)

1. Introduction

The Institute of Chartered Accountants of India has been making earnest efforts to develop a contemporary body of knowledge and skill sets for its students by updating its curriculum from time to time. Considering the importance of Information Technology Training in CA Course, the Institute has setup its own Information Technology Training centres equipped with the latest computers, software and other infrastructural facilities at all most at all the branches and regional offices to impart quality education to our CA students. As on date, 156 IT centres are operational across India and 1 centre at abroad (Dubai).

2. Objective-Information Technology ICITSS)

The course develop an understanding for use of Information Technology in the field of accounting and auditing and uniform theoretical and practical knowledge to all the aspiring CA students. The training components of the course focus on use of Application Software relevant for Accounting, Auditing and allied areas related to the CA profession. The training would focus on knowledge of Electronic Spread Sheet, Data Base Management System, Computer Assisted Audit Technique (CAAT) and Accounting Package etc.

3. Eligibility

As a part of the New Scheme of Four Weeks Integrated Course on Information Technology and Soft Skills (ICITSS) consisting Information Technology Training, a student has to mandatorily complete the Course on Information Technology from any of the IT Centres established at Regional Offices/ Branches/ Chapters of ICAI before commencement of Practical Training. The ICAI allows Commerce Graduates/Post-Graduates (with minimum 55% marks) or Other Graduates/Post-Graduates (with minimum 60% marks) and Intermediate level passed students of Institute of Company Secretaries of India and Institute of Cost Accountants of India to enter directly to its Intermediate Course and they need Successfully complete Four Weeks Integrated Course on Information Technology and Soft Skills (ICITSS) before commencement of the practical training.

4. Duration

The classes are scheduled for minimum 6 hours per day, in 15 working days.

5. Fees

The fee shall be Rs. 6500 (Six Thousand Five Hundred only) per student on non-residential basis, inclusive of course material and tea/refreshment.

6. Suggested allocation of Time w.r.t Topics

The suggested allocation of hours among the broad areas of the course content is as follow:

Sr.	Topic	Duration (Hours)
1.	E Learning-Computer Fundamentals, Operating Systems, CBS	10
2.	MS - Word	6
3.	MS - Excel	30
4.	MS - PowerPoint	12
5.	Data Bases using MS Access	6
6.	CAAT	18
7.	Accounting Package	18

To see the chapter wise detail Please visit
<http://resource.cdn.icai.org/45769bos35747it-syllabus.pdf>

7. Batch Size and Attendance

- The IT Centres shall enrol students for batches of IT Course in the ration of one student per Computer i.e. 1:1.
- The batch size must be restricted to 45 students in any given condition.
- In case of break in training on medical grounds, the student should seek prior written permission from the Chairman / Centre- In-charge of the branch.
- Minimum 90 % attendance of each student in a batch must be ensured. In case, a student fails to attend 90% of the classes due to unavoidable reasons, he/she may be asked to complete balance hours of IT Training in the next available batch.

8. Dress Code

The branches should ensure that students come in proper formal dress and uphold the grace of the Profession. They should not be permitted to enter the classroom in Jeans and short T-shirts. The necessary instructions may be put up on the notice board and also communicated to the students at time of the registration for these courses. These Instructions are to be adhered strictly.

9. Course Material

Students are issued a Study Material kit consisting of two books - Module I and Module – II, and Lab Practice Manual (3rd Edition) is issued to students at the time of registration to the Intermediate Course with the Decentralised Office of the Institute.

The Students are advised to study the concerned chapter in detail before the Class, to have a better understanding of the topic. The Board of Studies keeps on updating the contents, adds practical case studies, and announces changes/ updates

from time to time through Student's Journal "The Chartered Accountant Student", hosts on Institute's website at www.icaai.org and also informs the IT Centres about the same.

10. Training details

The Regional offices/ branches of the ICAI will organise the Course on Information Technology (ICITSS) as per the detailed course contents provided by the Board of Studies. They will ensure that all Modules of Course Material are taught as per the time duration specified in the syllabus. The course should be supported by intensive practical exercises so that the concepts are clearly understood by the students.

10.1.Module Tests

A student of Course on Information Technology (ICITSS) is required to pass two module tests as a part of the Course by securing at least 50% marks in individual test. The module test shall comprise of objective type and descriptive questions. The duration of each Module Test is one hour. Evaluation of the module test is to be done by the IT Centre. In case a student fails in a Module Test, one re-appearance for each test is allowed free of cost. For any additional re-appearance, the student is required to pay a nominal fee of Rs.150/- per test. These two module tests carry 20% weightage in successfully completing the course.

10.2.Project

A student of Course on Information Technology (ICITSS) is required to prepare a multi-disciplinary project of 100 marks covering all aspects of the course syllabus. The weightage of the project is 20%. The Students are required to submit the project before appearing for the final Online Examination.

10.3.Attendance

A student is required to have minimum 90% attendance to successfully complete the Course on Information Technology (ICITSS).

Note: The attendance would be recorded through Biometric system.

10.4.Eligibility for final Online Examination

A student of Course on Information Technology (ICITSS) is becomes eligible to appear in the final Online Examination only if he/ she fulfills the following criteria:

- a. 90% Attendance.
- b. Successfully qualify Two Module Tests
- c. Submission of the Project Report and
- d. Payment of full fee for the course.

10.5.Final Online Examination

The final Online Examination is of objective type questions of 3 hours duration with 200 questions. This examination is held on Sunday and date is intimated to students by the IT Centre in which he/ she is pursuing the course.

A Student has to complete the examination within the time allocated in one sitting. The Online Examination software generates the Questions Paper from the question bank randomly with questions selected for topics in proportion to hours allocated to respective topics of the course.

10.6. Passing Requirements

A student of Course on Information Technology (ICITSS) is required to secure minimum 60% Marks in aggregate taking into account Module Tests, Project and final Online Examination. The allocation of marks is as follows:

Two Module Tests	20%
Project Report	20%
Final On-Line Examination	60%

In case a candidate fails to secure 60% marks in the aggregate, he/she may be allowed to reappear for On-line Examination for two more attempts free of cost. However, if a candidate fails to secure 60% marks even after three attempts, he shall have to pay a nominal fee of Rs.300/- to the Regional office/Branch of ICAI for every additional attempt.

10.7. Course on Information Technology Certificate

The accredited IT Centre issues Certificate to students who successfully complete the Course and full fills the passing requirement of the course.

10.8. Unfair Means

If any student is found using unfair means during module test or online examination or causes indiscipline in the class, disciplinary action as per ICAI guidelines will be taken against such student.

11. Faculty Selection Criteria

The Regional/ Branch Offices shall ensure following minimum qualifications and experience requirements which are to be met for the Faculty Members and Lab Assistants in the IT Centre(s) under their control:

Course on Information Technology (ICITSS)	
Faculty for RCs & DCOs	Faculty for Branches
CA with D.I.S.A. (ICAI) having minimum 3 years' experience in Information Technology related fields. M. Tech (CS/IT) or MCA or M.Sc.(CS/IT) or B.E./ B. Tech. (CS/IT) or MBA(IT) or 'B' Level Certification in Computer Application from DOEACC or M.Sc./ M.Com with at least 1 year PG Diploma in Computer Applications and minimum of 3 years teaching/ Information Technology related experience.	CA with D.I.S.A. (ICAI) having minimum 2 years' experience in Information Technology related fields. M. Tech (CS/IT) or MCA or M.Sc.(CS/IT) or B.E. / B. Tech. (CS/IT) or MBA(IT) or 'B' Level Certification in Computer Application from DOEACC or M.Sc./ M.Com with at least 1 year PG Diploma in Computer Applications and minimum of 2 years teaching/ Information Technology related experience.

For Lab Assistant: The minimum qualification for IT centres lab assistant is BCA / BSc /B.Com /B.A or Graduate with minimum 1 year Diploma in Computer

Applications / Hardware Maintenance. The person should have experience of managing computer lab of some reputed Institutes/ college

12. Faculty Honorarium

The Board of Studies has fixed the honorarium for Course on Information Technology (ICITSS) at Regional Offices and DCOs while allowing Branches to fix the honorarium rates depending on the local conditions:-

Level	Qualification	Honorarium per Hour
		IT Course
Faculty	CA with DISA	Rs.500/- to 700/-
Faculty	Non-CA (M.Tech, MCA, MSc. B. Tech. etc.)	Rs.500/- to 700/-
Lab Assistant	BCA / B. Sc./ B. Com / B. A. or Graduate with one year Diploma in IT/CS	Rs.200/- to 250/-

Note: Regional Offices and Decentralized Offices, i.e. Mumbai, Chennai, Kolkata, Kanpur, Delhi, Pune, Thane, Ahmedabad, Baroda, Nagpur, Surat, Ernakulum, Bangalore, Hyderabad, Coimbatore, Indore, Chandigarh and Jaipur.

13. Refreshment

The POUs shall arrange to provide tea/refreshment to students during the training period. The cost shall not exceed Rs. 100/- per student.

(AICITSS) -Advanced Information Technology.

1. Objective-(AICITSS) - Advanced Information Technology

The Course develop practical skills to understand the intricacies of auditing in ERP environments, to understand the concept of Controls-Based Audit, understand the importance of IT General Controls (ITGCs) and its impact on assessment of ERP controls, assessment of application controls and access rights. The Course provides training focused on application software relevant for the work of a professional accountant including using Auditing in ERP Environment, Enterprise Resource Planning (ERP), MS Excel as Audit Tool and advanced features of Electronic Spreadsheet, DBMS etc.

2. Eligibility

As a part of the New Scheme of Four Weeks Advance Integrated Course on Information Technology and Soft Skills (AICITSS), a Students undergoing Practical training shall be required to do AICITSS during the last 2 years of Practical training but to complete the same before being eligible to appear in the Final Examination. A student can complete the Course on Advanced Information Technology from any of the IT Centres established at Regional Offices/ Branches/ Chapters of ICAI.

3. Duration

The classes are scheduled for minimum 6 hours per day, in 15 working days.

4. Fees

The fee shall be Rs. 7500 (Seven Thousand Five Hundred only) per student on non-residential basis, inclusive of course material and tea/refreshment.

5. Suggested allocation of Time w.r.t Topics:

The suggested allocation of hours among the broad areas of the course content is as follows:

Sr.	Topic	Duration (Hours)
1.	Auditing in an ERP Environment	44
2.	Advanced Excel	18
3.	MS Excel as Audit Tool	18
4.	Database Application using MS Access	12
5.	Enterprise Resource Planning	18

To see the details syllabus please visit:

<http://resource.cdn.icai.org/45772bos35747ait-syllabus.pdf>

6. Course Material

Students are issued a Study Material kit consisting of two books - Module I and Module – II, and the Lab Practice Manual with e-Learning DVD now contains (1) e-Learning Modules on (a) Financial Analysis using MS-Excel, (b) Using CAATs, and (c) Using MS-Excel as an Audit Tool, (2) Practice Manual soft copy, (3) Video Lectures and (4) Exercise/ Case Study Files.

The Students are advised to study the concerned chapter in detail before the Class, to have a better understanding of the topic. The Board of Studies keeps on updating the contents, adds practical case studies, and announces changes/ updates from time to time through Student's Journal "The Chartered Accountant Student", hosts on Institute's website at www.icaai.org and also informs the IT Centres about the same

7. Batch Size and Attendance

- The IT Centres shall enrol students for batches of IT Course in the ration of one student per Computer i.e. 1:1.
- The batch size must be restricted to 45 students in any given condition.
- In case of break in training on medical grounds, the student should seek prior written permission from the Chairman / Centre- In-charge of the branch.
- Minimum 90 % attendance of each student in a batch must be ensured. In case, a student fails to attend 90% of the classes due to unavoidable reasons, he/she may be asked to complete balance hours of IT Training in the next available batch.

8. Dress Code

The branches should ensure that students come in proper formal dress and uphold the grace of the Profession. They should not be permitted to enter the classroom in Jeans and short T-shirts. The necessary instructions may be put up on the notice board and also communicated to the students at time of the registration for these courses. These Instructions are to be adhered strictly.

9. Training details

The Regional offices/ branches of the ICAI will organise Course on Advanced Information Technology (AICITSS) as per the detailed course contents provided by the Board of Studies. They will ensure that all Modules of Course Material are taught as per the time duration specified in the syllabus. The course should be supported by intensive practical exercises so that the concepts are clearly understood by the students.

10. Attendance

A student of Course on Advanced Information Technology (AICITSS) is required to have minimum 90% attendance to successfully complete the course.

11. Certificate

The accredited IT centre issues certificate to students who attended 90% classes and successfully completed the Course on Advanced Information Technology (AICITSS).

Note: The final students would be tested on Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) through online test paper/ OMR Test Paper and the said test would be conducted by the Examination Department which they would be required to qualify with the requisite grades to be eligible to appear for Final Examination. The said grades would be reflected in the mark sheet of Final Examination.

12. Faculty Selection Criteria

The Regional/ Branch Offices shall ensure following minimum qualifications and experience requirements are met for the Faculty Members and Lab Assistants in the IT Centre(s) under their control:

Course on Advanced Information Technology	
Faculty for RCs & DCOs	Faculty for Branches
CA with D.I.S.A. (ICAI) having minimum 3 years' experience in Information Technology related fields. M. Tech (CS/IT) or MCA or M.Sc.(CS/IT) or B.E./ B. Tech. (CS/IT) or MBA(IT) or 'B' Level Certification in Computer Application from DOEACC or M.Sc./ M.Com with at least 1 year PG Diploma in Computer Applications and minimum of 3 years teaching/ Information Technology related experience.	CA with D.I.S.A. (ICAI) having minimum 2 years' experience in Information Technology related fields. M. Tech (CS/IT) or MCA or M.Sc.(CS/IT) or B.E. / B. Tech. (CS/IT) or MBA(IT) or 'B' Level Certification in Computer Application from DOEACC or M.Sc./ M.Com with at least 1 year PG Diploma in Computer Applications and minimum of 2 years teaching/ Information Technology related experience.

For Lab Assistant: The minimum qualification for IT centres lab assistant is BCA / BSc /B.Com /B.A or Graduate with minimum 1 year Diploma in Computer Applications / Hardware Maintenance. The person should have experience of managing computer lab of some reputed Institutes/ college.

13. Faculty Honorarium

The Board of Studies has fixed the honorarium for Course on Advanced Information Technology(AICITSS) at Regional Offices and DCOs while allowing Branches to fix the honorarium rates depending on the local conditions:-

Level	Qualification	Honorarium per Hour
		Adv. IT Course
Faculty	CA with DISA	Rs.600/- to 750/-
Faculty	Non-CA (M.Tech, MCA, MSc., B. Tech. etc.)	Rs.600/- to 750/-
Lab Assistant	BCA / B. Sc./ B. Com / B. A. or Graduate with one year Diploma in IT/CS	Rs.200/- to 250/-

Note: Regional Offices and Decentralized Offices, i.e. Mumbai, Chennai, Kolkata, Kanpur, Delhi, Pune, Thane, Ahmedabad, Baroda, Nagpur, Surat, Ernakulum, Bangalore, Hyderabad, Coimbatore, Indore, Chandigarh and Jaipur.

14. Refreshment

The POUs shall arrange to provide tea/refreshment to students during the training period. The cost shall not exceed Rs. 100/- per student.

Fee Concessions to differently abled students

1. Concessions for Differently-abled Students

The differently abled students are exempted from undergoing the ICITSS (IT) and AICITSS (Adv. IT) Training at Regional offices/ branches of the ICAI, but have to follow the following scheme:

- Exemption from payment of fees for ICITSS (IT). Such students are required to undertake self- study from the Study Materials and qualify two test papers for IT.
- Exemption from payment of fees for Advanced ICITSS (Advanced IT). Such students are required to undertake self-study from the Study Material and pass the requisite exam.
- Differently abled students are required to inform the Board of Studies about their option for exemption from undergoing ICITSS (IT) & Advanced ICITSS (Advanced IT), along with the necessary documents, while registering for the Intermediate Course to the Decentralised Office.
- The Decentralized Office shall provide them a set of course material on registration.
- Since the minimum duration of the course is fifteen days, a differently abled student is required to self-study such course material for a minimum period of 15 days. Therefore, he can send a request to the decentralized office for specially designed two test papers and also inform about his schedule for submission of these test papers.
- The answer sheets test papers are to be submitted at the said decentralized Office. The student shall be issued certificate on qualifying the test papers.

The following shall be regarded as disability-

1. Physical disability.-

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal

or nervous system or both), including-

(a) "Leprosy cured person" means a person who has been cured of leprosy but is suffering from-

(i) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment-

(a) "Blindness" means a condition where a person has any of the following conditions, after best correction-

(i) total absence of sight; or

(ii) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) Limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

(i) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment-

(a) "Deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "Hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngeal or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may

manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,-

"Mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

4. Disability caused due to-

(a) Chronic neurological conditions, such as-

(i) "Multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder-

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "Thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "Sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

A disabled student has to submit a certificate of suffering from disability, certified by a physician / surgeon / oculist working in a Government hospital, as the case may be.

2. Fee Exemption in case of wards of Employees of ICAI

The wards of employees of ICAI are granted full fee concession for undergoing the Information Technology and Advanced Information Technology Course organized by the Regional Offices/Branches.

Registration for Soft skill Courses through Online Portal

1. Registration for ICITSS and AICITSS through Online Portal

The Board of Studies has developed Online Registration Portal to facilitate students to register in soft skill Courses (ICITSS and Advanced ICITSS) and make the payment of the course fee online using Credit/Debit card from all across the Country.

The Online portal for ICITSS and Advanced ICITSS provides the facilities which are as under

- Single sign on for all the courses
- Online Registration for available Batch
- Online Payment
- Batch Transfer Facility
- Online Feedback Submission
- Online Certificate Generation
- Online Report Generation

The students are required to login at Online Portal <http://cloudcampus.icai.org> or www.icaionlineregistration.org and register in a particular batch launched by the Program Organising Unit. After registration, the students is required to take a print of the acknowledgement slip from the portal and submit the same along with other documents, as mentioned in the acknowledgement slip, to the concerned Programme Organising Centre at least two days before the commencement of the batch. After verifying the documents, the concerned POUs will confirm the registration.

2. Online Portal Helpdesk

In order to have a smooth functioning of the online portal, providing support to the Branches/Students and timely disposal of queries, the following helpdesk is created for support/ concerns/suggestions/inputs related to the operations of the portal for respective courses through the following helplines:-

Course	Helpline Mail ID	Phone Number
ICITSS-IT	helpdeskitt@icai.in	0120 – 3045964
AICITSS-Adv.IT	helpdeskitt@icai.in	0120 – 3045964

Accounting Guidelines

1. ICITSS (IT) and AICITSS (Adv. IT) - HO share and Course Reserve

With an increase of IT and Adv. IT course fee, disbursement of the fee will be done in the following manner w.e.f. July 1st, 2017:

- a) The Head Office share will now be 10% instead of 15% i.e. Rs. 650 and Rs. 750 for IT and Adv. IT course respectively;
- b) The Head Office will maintain IT and Adv. IT course fee Reserve of 25% in separate bank account opened for this purpose for future replacement of computers and other IT centre infrastructure.

Hence, the POUs would be transfer 65% of course fee after adjustment of Head Office share as mentioned above.

The funds would be transferred to POUs after 7 days of commencement of the batch after the adjustment of course fee remittance and reserve as per the procedure (per cycle once a week on Wednesday). The funds now would be transferred to POUs after confirmation of all the students registered in the said batch within stipulated time. Hence, for complete transfer of funds, the POUs are advised to confirm the students within two days of the start of the batch. The fee once paid will not be refunded under any circumstances. It is also not adjustable against any other courses in online registration portal for MCS/OC/IT of ICAI or any other courses organised by ICAI.

Chapter-5
National Policy for organizing
ORAL COACHING CLASSES
by
Regional Councils and Branches
(New Course & Old Course)

**National
Policy
for
organizing**



Oral Coaching Classes

by

Regional Councils and Branches

(New Course & Old Course)



BOARD OF STUDIES

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

New Delhi

National Policy for organizing Oral Coaching for New Curriculum (For Students enrolled on or after July 1, 2017)

A. Mission:

To enhance the learning skills and transform problem focused mindset into actionable goals in achieving better results. It is also for bridging up of gaps in the learning mode for the students to communicate what they want and to influence them deeper in working positive in diverse and difficult situations.

B. Objective:

- To serve students by providing quality classroom coaching.
- Better mentoring and support to students.
- Access to better facilities.
- Detailed guidance at a reasonable cost.
- To provide the facility like class room interactions.

C. Requirements for starting Coaching Classes

- An official should be appointed to manage the entire activities (preferably with academic background/retired HoD of college with proper supporting staff)
- There should be in-house class room facilities or identified leased / hired class room facilities for conducting Oral coaching classes.
- Sufficient class room and coaching infrastructure including LCD projector and computer.
- There should be relevant text and reference books in the library and other infrastructural facilities required for conducting Oral coaching classes.
- Ensure that the coaching classes run on self-sufficient basis.
- Empanelment of faculty.

D. Procedure

- The Regional Council and branches have to intimate to the Board of Studies by filling requisite Application form for organizing coaching classes for Foundation, Intermediate and Final level students. (**Application Forms are enclosed as Annexure – I**).
- The BOS will issue an Approval Letter after receiving application form along with requisite material; will arrange to dispatch two sets of the study material of the course(s) for which approval is granted for reference purpose along with other supplies.
- Monitoring will be done by the third party.

E. Methodology to be followed to teach students

- Lecture by faculty on the Subject/Topic/Chapter allotted using White Marker Board / LCD Projector.
- Oral dictation of notes.
- Issue of Materials prepared by Faculty on the Subject / Topic / Chapter allotted.
- Interaction with the students in order to clear doubts and to solve previous year Examination Questions.
- Revision Classes.
- Regular tests and Mock Test under guidance of BoS.

F. Mock Test:

Please refer National Policy for organizing Mock Test is enclosed as **Annexure – II**

G. Specific Grant

In order to encourage all the branches and Regional Councils, to organize oral coaching classes, a special grant shall be given based on number of students attending the classes. The deficit per batch, if any, shall be reimbursed on the basis of grant based upon number of students and actual deficit incurred whichever is lower. The grant for organizing Oral Coaching Classes are as under:

Sl. No.	Course Level	Specific Grant
1	For Foundation Level	Rs. 750/- per student
2	For Intermediate Level	Rs. 1250/- per student
3	For Final level	Rs. 1500/- per student

The Branches and Regional Councils are required to maintain the Student Attendance Register, which are to be daily signed by the students attending the classes as the reimbursement would be done only on submission of the audited copy of the attendance record.

H. Non-Financial Assistance

The Board of Studies will provide with the following:

- Supply of study material subject wise (2 copies each) for each level for purpose of coaching classes for use of faculty and in the class along with Practice Manual, RTPs, Model Test Papers, Compilers.
- Summary of student data of the branch for each level (Only nos.)
- At least two mass mails and two SMS to the prospective students to popularize the classes. Please note that Board of Studies is not permitted to share the Individual student data to the branch. The content of email/SMS would be provided by the organizing centre.

- Assistance in identifying the faculties under the guidelines approved by BoS.
- Online mentoring for the students attending the Coaching classes directly from Board of Studies, Noida.
- Model test papers for conducting Mock examinations (periodical sets) for each topic.
- Arranging visiting faculty on a specific request.
- Arrange coaching classes through webcast.
- Orientation program for faculties to empower them with requisite skills.
- Dedicated helpline under the In-charge of a Senior Officer to assist the branch in the conduct of classes.

I. Accounting Guidelines

The Organizing Regional Council and Branches have to keep proper records of the transactions. The organizing center should maintain batch wise details of transactions. There should be a separate bank account.

J. Monitoring

For monitoring, Board of Studies can nominate either of the following:

- DCO Head or Board of Studies Official.
- FCA Member nominated by BoS
- Member of the Regional Council of the concerned region as authorized by the Chairman, Regional Monitoring Committee of the concerned region/ Chairman, Board of Studies, or
- Central Council Member as authorized by the Chairman, Board of Studies.

K. Mentoring & Webinar

Online mentoring and Webinar sessions will be arranged / continued by the BoS from time to time. The Regional Councils and the Branches would arrange to telecast mentoring session as well as Webinar sessions for the benefit of the students.

L. Coaching Module: Please refer Annexure – III

M. Faculty Qualification and Experience: Please refer Annexure – IV

N. Suggested Faculty Honorarium

For Foundation Class: Rs 500 - Rs. 1000 per hour

For Intermediate Class: Rs 700 - Rs. 1200 per hour

For Final Class: Rs. 900 - Rs. 1500 per hour

Honorarium to be computed monthly and released at the end of every month.

O. Prescribed Course Fee

Students may be given a choice to opt tuitions for Full course / Group-wise / Subject-wise.

- A. Final: Rs. 23,000/- per Group maximum.
- B. Intermediate: Rs. 13,000/- per Group maximum.
- C. Foundation: Rs. 18,000/- maximum.

P. Important Points

- The organizing Centre has to note that “No student who is undergoing articulated training will be admitted to Oral Coaching classes batches of our institution running in office hours.”
- The Regional Councils and Branches are required to identify the place/ location within their premises or outside their premises for running Coaching classes. The place identified should be convenient to the students and should be well illuminated, proper drinking water facility, furniture for comfortable learning etc. The premises where Private Coaching Classes are being organized, proposals for such premises for opening of coaching classes should not be considered.
- The organizing Centres should ensure compliance with the guidelines and give a report to that effect to The Director, Board of Studies, The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, Sector-62, Noida - 201309 after completion of each batch.
- The Organizing Coaching Centers which have been granted approval are required to send the batch-wise reports to BoS after completion of each batch.
- The fees of the student below the poverty line can be waived off at the discretion of Managing Committee Members before prior approval of Board of Studies and the same should be reflected in the income-expenditure statement.
- Faculty engaged by the Regional Councils and Branches may/would be screened at specific locations by the Group constitute by the BoS.
- The Organizing Centers would ensure compliance with the guidelines and give all relevant reports after completion of each batch to the Director, Board of Studies.

Annexure – I: Application Form

<p>APPLICATION FORM Foundation Course</p>	 <p>Board of Studies The Institute of Chartered Accountants of India</p>
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Name of the Regional Council/Branch

.....

Address where classes will be organized

.....

.....

Details of Programme Coordinator

.....

(Name, Mobile No, email id)

Premises Owned/ Rented/ Hired (Monthly Rent paid)

.....

.....

Details of other Infrastructural facilities available

.....

(Library, Computer, Projector etc.)

.....

Fee to be charged.....

.....

Seating Capacity of the class.....

.....

Date

Name:

Designation:

APPLICATION FORM Intermediate Course	 Board of Studies The Institute of Chartered Accountants of India
---	--

Name of the Regional Council/Branch

.....

Address where classes will be organized

.....

.....

Details of Programme Coordinator

.....

(Name, Mobile No, email id)

Premises Owned/ Rented/ Hired (Monthly Rent paid)

.....

.....

Details of other Infrastructural facilities available

.....

(Library, Computer, Projector etc.)

.....

Fee to be charged.....

Seating Capacity of the class.....

Date

Name:

Designation:

APPLICATION FORM Final Course	 Board of Studies The Institute of Chartered Accountants of India
--	---

Name of the Regional Council/Branch

.....

Address where classes will be organized

.....

.....

Details of Programme Coordinator

.....

(Name, Mobile No, email id)

Premises Owned/ Rented/ Hired (Monthly Rent paid)

.....

.....

Details of other Infrastructural facilities available

.....

(Library, Computer, Projector etc.)

.....

Fee to be charged.....

.....

Seating Capacity of the class.....

.....

Date

Name:

Designation:

Annexure – II: National Policy on Mock Test

Mission statement

To prepare the students for achieving successful and sustainable results in the Examination by providing a platform to appear real like examination as far as possible.

Objectives

A mock test is a practice examination for the students before their actual examination to analyze their potential in the examination hall. Mock test has several purposes, some specifically for the student which are as under:

- It gives the student a good idea of what to expect, and useful practice in time management.
- It can boost the morale of the students and enhance their confidence.
- It can be a wake-up call for the students who are not preparing well for their examination.
- It can highlight the areas that really need more preparation.
- It gives a picture to the faculty as to how individual students are preparing for the examination and who might need some extra effort and help.
- It also gives an indication to the faculty on the topics that majority of the students have failed to understand and requires repeat classes.

Procedure for organizing Mock Test by Regional Councils, Branches

- Regional Councils, Branches and Accredited Institutions would conduct Mock Tests for the benefit of the students by giving wide publicity so that large number of students can participate. This would help the students to assess their preparation for the examination.
- The organizing centers would be informed the date of the mock test by the BoS and accordingly, the centers would arrange to organize the test. BoS will send the papers of the mock test to the organizing centers.
- The centers would inform the students to appear for the mock test through announcement and by sending mass SMSs to the students. Further, BoS will publicize the mock test through Newsletter, mass mail and sms at National Level.
- After the date of mock test is decided, the organizing centres would engage invigilators and other supportive staff depending on the number of students taking the test. The prescribed norms for engaging invigilator to the students are on the proportion of 1:30.
- Mock test would be conducted twice in a year during March & April for May Examination and during September & October for November Examination for Intermediate and Final level.
- Date and time of the mock test will be announced by the BoS in advance.
- Students are advised to attempt at least two mock papers under examination conditions.

- The key answers to the mock test will be uploaded on the website as well as sent to the organizing centers by BoS after each test.
- Special Counseling session will be arranged for the students to remove their doubts, if any regarding the mock test papers.
- After the mock test is over, the answer books would be handed over to the evaluator selected by the organizing centre for evaluation. The remuneration of mock test answer books may be paid @ Rs.50/- per book. The result of the mock test is to be displayed in the notice board for the students. In all circumstances, the evaluation of the answer books needs to be completed 10 days before the date of main examination.
- Detail reports consisting list of the students appeared in the mock test, their final markings and results, expenditure statement audited by the Regional/Branch Auditor would be sent to the BoS for reimbursement and record.
- BoS will develop online utility to upload these information for better governance and quality check.
- Regional Council, Branches and the Accredited Institution may charge a sum of Rs.100/- per student per paper to inculcate seriousness among the participants and meet minimum expenditure.

Specific Grant:

In case, if any Regional Council / Branch is short of space, it may hire a suitable hall for holding the mock test. The deficit, if any, towards hiring a hall, payment to evaluators and other miscellaneous expenses for conducting mock test may be accounted under "One Day Seminar – Mock Test Grant" which is admissible upto Rs.30,000/- per mock test.

No specific grant would be provided to accredited institution for conducting mock test.

The Branches and Regional Councils are required to maintain the Student attendance register records, which are to be daily signed by the students attending the mock test. The reimbursement would be made on the basis of the attendance record submitted duly verified by the Auditor of the concerned Regional Office or Branch.

Monitoring:

- In order to ensure effective monitoring and smooth conduct of the mock test, the Board may depute the Regional Head/BoS Officials and / or authorize / engage a third party.
- The Organizing Centres would ensure compliance with the guidelines and give a report including students' feedback for after completion of each batch to the Director, Board of Studies in prescribed format which is enclosed herewith.

General Guidelines:

- The blank answer books for the mock test would be provided by the organizing centres on the day of the test.
- Mock test answer books after evaluation can be returned to the students. The organizing centres can arrange one-to-one meeting with the evaluators to interact with the students and discuss with them about their weaknesses/performance in the mock test and guide them in improving so as to appear for the main examinations confidently.
- The organizing centres can provide the suggested answers to the examinees.
- Students can clear their doubts with the evaluators, faculty, if any after the mock test is over.

Feedback on Mock Test

Sr. No.	Questions	Answers	
		Yes	No
1	Mock test gives you a feedback on the topics you have not mastered and encourage you to focus future learning on weak areas.		
2	Mock test directs your learning to other areas and spend minimal further time on the topics they already know.		
3	Mock test stimulates revision and studying to improve retention.		
4	Assessments from Mock test can help you in your preparation for main examination and learning.		
5	Mock test helps you to retain something when you have learnt spaced over time.		
6	Mock test reduces your test anxiety before your examination		
7	Mock test makes you more accustomed to sit for a period of time, answering test questions, and make you more comfortable for actual examination		
8	Taking a Mock test can be more beneficial to learning than spending the same amount of time studying.		
9	Taking a mock test does not just measure how much you know, it helps reinforce the learning which you can retrieve the same information in examination		
10	By taking mock test, you can plan the time required to answers in the main examination		
11	Mock test arranged by the ICAI is quite beneficial to the students in preparing for their main examination.		

Name of the student :

Registration No. :

Mock test appeared:

Foundation/Intermediate/Final :

Annexure – III: Coaching Module

Foundation

Eligibility to join Foundation

A student who has appeared/passed the Class XIIth examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto may register for Foundation Course.

Subjects Covered in Foundation

Paper 1: Principles of Accounting (100 Marks)

Paper 2: Business Laws & Business Correspondence and Reporting (100 Marks)

Section A: Business Laws

Section B: Business Correspondence and Reporting

Paper 3: Business Mathematics and Logical Reasoning & Statistics (100 Marks)

Section A: Business Mathematics and Logical Reasoning

Section B: Statistics

Paper 4: Business Economics & Business and Commercial Knowledge (100 Marks)

Part I: Business Economics

Part II: Business and Commercial Knowledge

Coaching Modules:

Students may opt for any of the below two Modules depending upon their academic level and time.

Paper	Subjects	Module I Regular Course (Max)	Module II Crash Course (Max)
1	Principles of Accounting	120 hours	60 hours
2	Business Laws & Business Correspondence and Reporting	120 hours	60 hours
3	Business Mathematics and Logical Reasoning & Statistics	120 hours	60 hours
4	Business Economics & Business and Commercial Knowledge	120 hours	60 hours
Total		480 hours	240 hours

Intermediate Course

Eligibility to join Intermediate Course

A. Through Foundation route:

Join Intermediate Course after passing Foundation examination.

B. Through Direct Entry:

- I. **Commerce Graduates/Post-Graduates (55%) or Other Graduates/Post-Graduates (60%)** can enroll with the Institute for Intermediate (IPC) Course for Both Groups.
- II. **Candidates who have passed Intermediate level examination of ICSI or ICWAI** can enroll with the Institute for Intermediate (IPC) Course either for Both Groups or Group I.

Subjects Covered in Intermediate Course

◆ Group I

Paper 1: Accounting (100 marks)

Paper 2: Corporate and Other Laws (100 Marks)

Part I: Company Law

Part II: Other Laws

Paper 3: Cost and Management Accounting (100 Marks)

Paper 4: Taxation (100 Marks)

Section A: Income Tax Laws

Section B: Indirect Taxes

◆ Group II

Paper 5: Advanced Accounting (100 Marks)

Paper 6: Auditing and Assurance (100 Marks)

Paper 7: Enterprise Information System & Strategic Management (100 Marks)

Section A: Enterprise Information System

Section B: Strategic Management

Paper 8: Financial Management & Economics for Finance (100 Marks)

Section A: Financial Management

Section B: Economics for Finance

Coaching Modules:

Students may opt for any of the below two Modules depending upon their academic level and time:

Paper	Subjects	Module I Regular Course (Max)	Module II Crash Course (Max)
Group I			
Paper 1	Accounting	170 hours	85 hours
Paper 2	Corporate and Other Laws	55 hours	27 ½ hours
Paper 3	Cost and Management Accounting	180 hours	90 hours
Paper 4	Taxation	180 hours	90 hours
Group II			
Paper 5	Advanced Accounting	170 hours	85 hours
Paper 6	Auditing and Assurance	55 hours	27 ½ hours
Paper 7	Enterprise Information System and Strategic Management	70 hours	35 hours
Paper 8	Financial Management & Economics for Finance	70 hours	35 hours
	Total	950 hours	475 hours

Final Course

Eligibility to join Final Course

A student who has passed Intermediate (IPC) Course may join Final Course.

Subjects Covered in Final Course

◆ Group I

Paper 1: Financial Reporting (100 Marks)

Paper 2: Strategic Financial Management (100 Marks)

Paper 3: Advanced Auditing and Professional Ethics (100 Marks)

Paper – 4: Corporate and Economic Laws (100 Marks)

Part I: Corporate Laws

Part II: Economic Laws

◆ Group II

Paper 5: Strategic Cost Management and Performance Evaluation (100 marks)

Paper 6: Elective Paper (100 Marks) -To be chosen from below:

Paper 6A: Risk Management

Paper 6B: Financial Services & Capital Markets

Paper 6C: International Taxation

Paper 6B: Economic Laws

Paper 6E: Global Financial Reporting Standard

Paper 6F: Multi-disciplinary Case Study

Paper 7: Direct Tax Laws & International Taxation (100 Marks)

Part I: Direct Tax Laws

Part II: International Taxation

Paper 8: Indirect Tax Laws (100 Marks)

Part I: Goods and Services Tax

Part II: Customs & FTP

Coaching Modules:

Students may opt for any of the below two Modules depending upon their academic level and time.

Paper	Subjects	Module I Regular Course (Max)	Module II Crash Course (Max)
Group I			
Paper 1	Financial Reporting	200 hours	100 hours
Paper 2	Strategic Financial Management	140 hours	70 hours
Paper 3	Advanced Auditing and Professional Ethics	60 hours	30 hours
Paper 4	Corporate and Economic Laws	60 hours	30 hours
Group II			
Paper 5	Strategic Cost Management and Performance Evaluation	180 hours	90 hours
Paper 6	Elective Paper	60 hours	30 hours
Paper 7	Direct Tax Laws & International Taxation	180 hours	90 hours
Paper 8	Indirect Tax Laws	110 hours	55 hours
Total		990 hours	495 hours

Annexure – IV: Faculty Qualification and Experience

Foundation

Principles and Practice of Accounting	Chartered Accountant or Post-graduate in Commerce (having Accountancy as a subject) possessing at least 3 years of experience
Business Laws & Business Correspondence and Reporting Laws	CA / CS / LLB / Post-graduate in Commerce (having Business Laws / Mercantile Laws as a subject) with 3 years of experience
Business Mathematics and Logical reasoning & Statistics	Post-graduate in Mathematics/ Statistics having at least 3years experience
Business Economics & Business and Commercial Knowledge	Post-graduate in Economics / Commerce having at least 3 years experience

Intermediate

Accounting / Advanced Accounting	Chartered Accountant or Post-graduate in Commerce having at least 5 years of experience
Corporate and Other Laws	Chartered Accountant, Post-graduate in Commerce / LLB / Company Secretary with 5 years of experience For other chapters qualification of the faculty as stated for Business Laws and Company Law, Business Ethics
Cost and Management Accounting	Chartered Accountant or Cost Accountant or Post-graduate in Commerce having at least 5 years of experience
Taxation	Chartered Accountant with 5 years of experience
Auditing and Assurance	Chartered Accountant having at least 5 years of experience
Enterprise Information System	Chartered Accountant (with DISA qualification) / MCA / M. Tech in Computer Science or Computer Applications or other appropriate equivalent qualification in the field of IT with 5 years of experience
Strategic Management	MBA with at least 5 years of experience

Final:

Financial Reporting	Chartered Accountant or Post-graduate in Commerce having at least 7 years of experience.
Strategic Financial Management	Chartered Accountant or Cost Accountant or Post-graduate in Commerce having at least 7 years of experience Chartered Accountant, Post-graduate in Commerce / MBA with at least 7 years of experience.
Advanced Auditing and Professional Ethics	Chartered Accountant having at least 7 years of experience.
Corporate and Economic Laws	Chartered Accountant, Post-graduate in Commerce / Economics / LLB / Company Secretary with 7 years of experience.
Strategic Cost Management and Performance Evaluation	Chartered Accountant, Post-graduate in Commerce with at least 7 years of experience.
Direct Tax Laws & International Taxation	Chartered Accountant with 7 years of experience
Indirect Tax Laws	Chartered Accountant with 7 years of experience
Elective Paper	Chartered Accountant with 7 years of experience in practice

* Formal educational qualification can be relaxed based on experience and acceptability of the faculty.

National Policy for organizing Oral Coaching on Old Curriculum (For Students enrolled on or before June 30, 2017)

A. Mission:

To enhance the learning skills and transform problem focused mindset into actionable goals in achieving better results. It is also for bridging up of gaps in the learning mode for the students to communicate what they want and to influence them deeper in working positive in diverse and difficult situations.

B. Objective:

- To serve students by providing quality classroom coaching.
- Better mentoring and support to students.
- Access to better facilities.
- Detailed guidance at a reasonable cost.
- To provide the facility like class room interactions.

C. Requirements for starting Coaching Classes

- An official to be appointed to manage the entire activities (preferably with academic background/retired HoD of college with proper supporting staff)
- There should be in-house class room facilities or identified leased / hired class room facilities for conducting Oral coaching classes.
- Sufficient class room and coaching infrastructure including LCD projector and computer.
- There should be relevant text and reference books in the library and other infrastructural facilities required for conducting Oral coaching classes.
- Ensure that the coaching classes run on self-sufficient basis.
- Empanelment of faculty.

D. Procedure

1. The Regional Council and branches have to intimate to the Board of Studies by filling requisite Application form for organizing coaching classes for CPT, IIPC and Final level students. **(Application Forms are enclosed as Annexure – V).**
2. The BOS will issue an Approval Letter after receiving application form along with requisite material; will arrange to dispatch two sets of the study material of the course(s) for which approval is granted for reference purpose along with other supplies.
3. Monitoring will be done by the third party.

E. Methodology to be followed to teach students

- Lecture by faculty on the Subject/Topic/Chapter allotted using White Marker Board / LCD Projector.
- Oral dictation of notes.
- Issue of Materials prepared by Faculty on the Subject / Topic / Chapter allotted.
- Interaction with the students in order to clear doubts and to solve previous year Examination Questions.
- Revision Classes.
- Regular tests and Mock Test under guidance of BoS.

F. Mock Test

- Regional Councils, Branches would conduct Mock Tests for the benefit of the students
- The organizing centers would be informed the date of the mock test by the BoS and accordingly, the centers would arrange to organize the test. BoS will send the papers of the mock test to the organizing centers.
- Mock test would be conducted twice in a year during March & April (by end of April) for May Examination and during September & October (say 15th October) for November Examination for IPC and Final level.
- For CPT, Mock test would be conducted twice in a year during May & June (say 5th June) for June Examination and during November & December (say 5th December) for December Examination. **(Please refer National Policy for organizing Mock Test is enclosed as Annexure – VI)**

G. Specific Grant

In order to encourage all the branches and Regional Councils, to organize oral coaching classes, a special grant shall be given based on number of students attending the classes. The deficit per batch, if any, shall be reimbursed on the basis of grant based upon number of students and actual deficit incurred whichever is lower. The grant for organizing Oral Coaching Classes are as under:

Sl. No.	Course Level	Specific Grant
1	For CPT Level	Rs. 750/- per student
2	For IPC Level	Rs. 1250/- per student
3	For Final level	Rs. 1500/- per student

The Branches and Regional Councils are required to maintain the Student Attendance Register, which are to be daily signed by the students attending the classes as the reimbursement would be done only on submission of the Audited copy of the attendance record.

H. Non-Financial Assistance

The Board of Studies will provide with the following:

- Supply of study material subject wise (2 copies each) for each level for purpose of coaching classes for use of faculty and in the class along with Practice Manual, RTPs, Model Test Papers, Compilers.
- Summary of student data of the branch for each level (Only nos.)
- At least two mass mails and two SMS to the prospective students to popularize the classes. Please note that Board of Studies is not permitted to share the Individual student data to the branch. The content of email/sms would be provided by the organizing centre.
- Assistance in identifying the faculties under the guidelines approved by BoS.
- Online mentoring for the students attending the Coaching classes directly from Board of Studies, Noida.
- Model test papers for conducting Mock examinations (periodical sets) for each topic.
- Arranging visiting faculty on a specific request.
- Arrange coaching classes through webcast.
- Orientation program for faculties to empower them with requisite skills.
- Dedicated helpline under the In-charge of a Senior Officer to assist the branch in the conduct of classes.

I. Accounting Guidelines

The Organizing Regional Council and Branches have to keep proper records of the transactions. The organizing center should maintain batch wise details of transactions. There should be a separate bank account.

J. Monitoring

For monitoring, Board of Studies can nominate either of the following:

- DCO Head or Board of Studies Official.
- FCA Member nominated by BoS
- Member of the Regional Council of the concerned region as authorized by the Chairman, Regional Monitoring Committee of the concerned region/ Chairman, Board of Studies, or
- Central Council Member as authorized by the Chairman, Board of Studies.

K. Mentoring & Webinar

Online mentoring and Webinar sessions will be arranged / continued by the BoS from time to time. The Regional Councils and the Branches would arrange to telecast mentoring session as well as Webinar sessions for the benefit of the students.

L. Coaching Module: Please refer Annexure – VII

M. Faculty Qualification and Experience: Please refer Annexure – VIII

N. Suggested Faculty Honorarium

For CPT Class: Rs 500 - Rs. 1000 per hour

For IIPC Class: Rs 700 - Rs. 1200 per hour

For Final Class: Rs 900 - Rs. 1500 per hour

Honorarium to be computed monthly and released at the end of every month.

O. Prescribed Course Fee

Students may be given a choice to opt tuitions for Full course / Group-wise / Subject-wise.

D. Final: Rs. 23,000/- per Group maximum.

E. Intermediate (IPC): Rs. 13,000/- per Group maximum.

F. CPT: Rs. 18,000/- maximum.

P. Important Points

- The organizing Oral coaching Centre has to note that “No student who is undergoing articulated training will be admitted to Oral Coaching classes batches of our institution running in office hours.”
- The Regional Councils and Branches are required to identify the place/ location within their premises or outside their premises for running Coaching classes. The place identified should be convenient to the students and should be well illuminated, proper drinking water facility, furniture for comfortable learning etc. The premises where Private Coaching Classes are being organized, proposals for such premises for opening of coaching classes should not be considered.
- The organizing Coaching Centers should ensure compliance with the guidelines and give a report to that effect to The Director, Board of Studies, The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, Sector-62, Noida - 201309.
- The Organizing Coaching Centers which have been granted approval are required to send the batch-wise reports to BoS as specified in the format at formation of the Batch.

- The fees of the student below the poverty line can be waived off at the discretion of Managing Committee members before prior approval of Board of Studies and the same should be reflected in the income-expenditure statement.
- Faculty engaged by the Regional Councils and Branches would be screened at specific locations by the Group constitute by the BoS.
- The Organizing Centers would ensure compliance with the guidelines and give all relevant reports after completion of each batch to the Director, Board of Studies.

Annexure – V: Application Form

<p>APPLICATION FORM Common Proficiency Test (CPT)</p>	 <p>Board of Studies The Institute of Chartered Accountants of India</p>
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Name of the Regional Council/Branch

.....

Address where classes will be organized

.....

.....

Details of Programme Coordinator

.....

(Name, Mobile No, email id)

Premises Owned/ Rented/ Hired (Monthly Rent paid)

.....

.....

Details of other Infrastructural facilities available

.....

(Library, Computer, Projector etc.)

.....

Fee to be charged.....

.....

Seating Capacity of the class.....

Date

Name:

Designation:

APPLICATION FORM Integrated (IPC) Course	 Board of Studies The Institute of Chartered Accountants of India
---	--

Name of the Regional Council/Branch

.....

Address where classes will be organized

.....

.....

Details of Programme Coordinator

.....

(Name, Mobile No, email id)

Premises Owned/ Rented/ Hired (Monthly Rent paid)

.....

.....

Details of other Infrastructural facilities available

.....

(Library, Computer, Projector etc.)

Fee to be charged.....

Seating Capacity of the class.....

Date

Name:

Designation:

APPLICATION FORM Final Course	 Board of Studies The Institute of Chartered Accountants of India
--	--

Name of the Regional Council/Branch

.....

Address where classes will be organized

.....

.....

Details of Programme Coordinator

.....

(Name, Mobile No, email id)

Premises Owned/ Rented/ Hired (Monthly Rent paid)

.....

.....

Details of other Infrastructural facilities available

.....

(Library, Computer, Projector etc.)

.....

Fee to be charged.....

.....

Seating Capacity of the class.....

.....

Date

Name:

Designation:

Annexure – VI: National Policy on Mock Test

Mission statement

To prepare the students for achieving successful and sustainable results in the Examination by providing a platform to appear real like examination as far as possible.

Objectives

A mock test is a practice examination for the students before their actual examination to analyze their potential in the examination hall. Mock test has several purposes, some specifically for the student which are as under:

- It gives the student a good idea of what to expect, and useful practice in time management.
- It can boost the morale of the students and enhance their confidence.
- It can be a wake-up call for the students who are not preparing well for their examination.
- It can highlight the areas that really need more preparation.
- It gives a picture to the faculty as to how individual students are preparing for the examination and who might need some extra effort and help.
- It also gives an indication to the faculty on the topics that majority of the students have failed to understand and requires repeat classes.

Procedure for organizing Mock Test by Regional Councils, Branches

- Regional Councils, Branches and Accredited Institutions would conduct Mock Tests for the benefit of the students by giving wide publicity so that large number of students can participate. This would help the students to assess their preparation for the examination.
- The organizing centers would be informed the date of the mock test by the BoS and accordingly, the centers would arrange to organize the test. BoS will send the papers of the mock test to the organizing centers.
- The centers would inform the students to appear for the mock test through announcement and by sending mass SMSs to the students. Further, BoS will publicize the mock test through Newsletter, mass mail and sms at National Level.
- After the date of mock test is decided, the organizing centres would engage invigilators and other supportive staff depending on the number of students taking the test. The prescribed norms for engaging invigilator to the students are on the proportion of 1:30.
- Mock test would be conducted twice in a year during March & April (by end of April) for May Examination and during September & October (say 15th October) for November Examination for IPC and Final level.

- For CPT, Mock test would be conducted twice in a year during May & June (say 5th June) for June Examination and during November & December (say 5th December) for December Examination.
- Date and time of the mock test will be announced by the BoS in advance.
- Students are advised to attempt at least two mock papers under examination conditions.
- The key answers to the mock test will be uploaded on the website as well as sent to the organizing centers by BoS after each test.
- Special Counseling session will be arranged for the students to remove their doubts, if any regarding the mock test papers.
- After the mock test is over, the answer books would be handed over to the evaluator selected by the organizing centre for evaluation. The remuneration of mock test answer books may be paid @ Rs.50/- per book. The result of the mock test is to be displayed in the notice board for the students. In all circumstances, the evaluation of the answer books needs to be completed 10 days before the date of main examination.
- Detail reports consisting list of the students appeared in the mock test, their final markings and results, expenditure statement audited by the Regional/Branch Auditor would be sent to the BoS for reimbursement and record.
- BoS will develop online utility to upload these information for better governance and quality check.
- Regional Council, Branches and the Accredited Institution may charge a sum of Rs.100/- per student per paper to inculcate seriousness among the participants and meet minimum expenditure.

Specific Grant

In case, if any Regional Council / Branch is short of space, it may hire a suitable hall for holding the mock test. The deficit, if any, towards hiring a hall, payment to evaluators and other miscellaneous expenses for conducting mock test may be accounted under "One Day Seminar – Mock Test Grant" which is admissible upto Rs.30,000/- per mock test.

No specific grant would be provided to accredited institution for conducting mock test.

The Branches and Regional Councils are required to maintain the Student attendance register records, which are to be daily signed by the students attending the mock test. The reimbursement would be made on the basis of the attendance record submitted duly verified by the Auditor of the concerned Regional Office or Branch.

Monitoring

- In order to ensure effective monitoring and smooth conduct of the mock test, the Board may depute the Regional Head/BoS Officials and / or authorize / engage a third party.

- The Organizing Centres would ensure compliance with the guidelines and give a report including students' feedback for after completion of each batch to the Director, Board of Studies in prescribed format which is enclosed herewith.

General Guidelines

- The blank answer books for the mock test would be provided by the organizing centres on the day of the test.
- Mock test answer books after evaluation can be returned to the students. The organizing centres can arrange one-to-one meeting with the evaluators to interact with the students and discuss with them about their weaknesses/performance in the mock test and guide them in improving so as to appear for the main examinations confidently.
- The organizing centres can provide the suggested answers to the examinees.
- Students can clear their doubts with the evaluators, faculty, if any after the mock test is over.

Feedback on Mock Test

Sr. No.	Questions	Answers	
		Yes	No
1	Mock test gives you a feedback on the topics you have not mastered and encourage you to focus future learning on weak areas.		
2	Mock test directs your learning to other areas and spend minimal further time on the topics they already know.		
3	Mock test stimulates revision and studying to improve retention.		
4	Assessments from Mock test can help you in your preparation for main examination and learning.		
5	Mock test helps you to retain something when you have learnt spaced over time.		
6	Mock test reduces your test anxiety before your examination		
7	Mock test makes you more accustomed to sit for a period of time, answering test questions, and make you more comfortable for actual examination		
8	Taking a Mock test can be more beneficial to learning than spending the same amount of time studying.		
9	Taking a mock test does not just measure how much you know, it helps reinforce the learning which you can retrieve the same information in examination		
10	By taking mock test, you can plan the time required to answers in the main examination		
11	Mock test arranged by the ICAI is quite beneficial to the students in preparing for their main examination.		

Name of the student :

Registration No. :

Mock test appeared: CPT/IPC/Final :

Annexure – VII: Coaching Module

Common Proficiency Test (CPT)

Eligibility to join Common Proficiency Test

A student who has passed the Class 10 examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto may register for Common Proficiency Test.

Subjects Covered in CPT

- ◆ SESSION – I (Two Sections – Two hours – 100 Marks)
 - Section A: Fundamentals of Accounting (60 Marks)
 - Section B: Mercantile Laws (40 Marks)

- ◆ SESSION – II (Two Sections – Two hours – 100 Marks)
 - Section C: General Economics (50 Marks)
 - Section D: Quantitative Aptitude (50 Marks)

Coaching Modules:

Students may opt for any of the below two Modules depending upon their academic level and time.

Paper	Subjects	Module I Regular Course (Max)	Module II Crash Course (Max)
Section A	Fundamentals of Accounting	120 hours	60 hours
Section B	Mercantile Laws	40 hours	20 hours
Section C	Economics	70 hours	35 hours
Section D	Quantitative Aptitude		
	(i) Mathematics (Chapters 1-9)	60 hours	30 hours
	(ii) Statistics (Chapters 10-16)	60 hours	30 hours
Total		350 hours	175 hours

Intermediate (IPC) Course

Eligibility to join Intermediate (IPC) Course

A. Through CPT route:

Join Intermediate (IPC) Course after passing CPT and 10+2 examination.

B. Through Direct Entry:

- I. **Commerce Graduates/Post-Graduates (55%) or Other Graduates/Post-Graduates (60%)** can enroll with the Institute for Intermediate (IPC) Course for Both Groups.
- II. **Candidates who have passed Intermediate level examination of ICSI or ICWAI** can enroll with the Institute for Intermediate (IPC) Course either for Both Groups or Group I.

Subjects Covered in Intermediate (IPC) Course

◆ Group I

Paper – 1: Accounting (One paper – Three hours – 100 marks)

Paper – 2: Business Laws, Ethics and Communication (One paper – Three hours – 100 marks)

Part – I: Business Laws (60 marks)

Business Laws (30 marks)

Company Law (30 marks)

Part – II: Ethics (20 marks)

Part - III: Communication (20 marks)

Paper – 3: Cost Accounting and Financial Management (One paper – Three hours – 100 marks)

Part – I: Cost Accounting (50 marks)

Part – II: Financial Management (50 marks)

Paper – 4: Taxation (One paper – Three hours – 100 marks)

Part – I: Income Tax (50 marks)

Part – II: Indirect Taxes (50 marks)

◆ Group II

Paper – 5: Advanced Accounting (One paper – Three hours – 100 marks)

Paper – 6: Auditing and Assurance (One paper – Three hours – 100 marks)

Paper – 7: Information Technology and Strategic Management (One paper – Three hours – 100 marks)

Section – A: Information Technology (50 marks)

Section – B: Strategic Management (50 marks)

Coaching Modules:

Students may opt for any of the below two Modules depending upon their academic level and time:

Paper	Subjects	Module I Regular Course (Max)	Module II Crash Course (Max)
Group I			
Paper 1	Accounting	170 hours	85 hours
Paper 2	Business Laws, Ethics and Communication	55 hours	27 ½ hours
Paper 3	Cost Accounting and Financial Management	180 hours	90 hours
Paper 4	Taxation	180 hours	90 hours
Group II			
Paper 5	Advanced Accounting	170 hours	85 hours
Paper 6	Auditing and Assurance	55 hours	27 ½ hours
Paper 7	Information Technology and Strategic Management	70 hours	35 hours
Total		880 hours	440 hours

Final Course

Eligibility to join Final Course

A student who has passed Intermediate (IPC) Course may join Final Course.

Subjects Covered in Final Course

◆ Group I

Paper – 1: Financial Reporting (One paper – Three hours – 100 marks)

Paper – 2: Strategic Financial Management (One paper – Three hours – 100 marks)

Paper – 3: Advanced Auditing and Professional Ethics (One paper–Three hours–100 marks)

Paper – 4: Corporate and Allied Laws (One paper – Three hours – 100 marks)

Section A: Company Law (70 Marks)

Section B: Allied Laws (30 Marks)

◆ Group II

Paper – 5: Advanced Management Accounting (One paper – Three hours – 100 marks)

Paper – 6: Information Systems Control and Audit (One paper – Three hours – 100 marks)

Paper – 7: Direct Tax Laws (One paper – Three hours – 100 marks)

Paper – 8: Indirect Tax Laws (One paper – Three hours – 100 marks)

Section A: Central Excise (25 Marks)

Section B: Service Tax (50 Marks)

Section C: Customs and Foreign Trade Policy (25 Marks)

Coaching Modules:

Students may opt for any of the below two Modules depending upon their academic level and time.

Paper	Subjects	Module I Regular Course (Max)	Module II Crash Course (Max)
Group I			
Paper 1	Financial Reporting	200 hours	100 hours
Paper 2	Strategic Financial Management	140 hours	70 hours
Paper 3	Advanced Auditing and Professional Ethics	60 hours	30 hours
Paper 4	Corporate and Allied Laws	60 hours	30 hours
Group II			
Paper 5	Advanced Management Accounting	180 hours	90 hours
Paper 6	Information Systems Control and Audit	60 hours	30 hours
Paper 7	Direct Tax Laws	180 hours	90 hours
Paper 8	Indirect Tax Laws	110 hours	55 hours
Total		990 hours	495 hours

Annexure – VIII: Faculty Qualification and Experience

Common Proficiency Test (CPT)

Fundamentals of Accounting	Chartered Accountant or Post-graduate in Commerce (having Accountancy as a subject) possessing at least 3 years of experience
Mercantile Laws	LLB / CA / CS / Post-graduate in Commerce (having Business Laws / Mercantile Laws as a subject) with 3 years of experience
Economics	Post-graduate in Economics / Commerce having at least 3 years experience
Quantitative Aptitude Mathematics, Statistics	Post-graduate in Mathematics/ Statistics having at least 3 years of experience

Intermediate (IPC) Course

Accounting / Advanced Accounting	Chartered Accountant or Post-graduate in Commerce having at least 5 years of experience
Business Laws and Company Law, Ethics	Chartered Accountant, Post-graduate in Commerce / LLB / Company Secretary with 5 years of experience
Communication	For introductory chapter Post-graduates in English / Communication having at least 3 years of experience. For other chapters qualification of the faculty as stated for Business Laws and Company Law, Business Ethics
Cost Accounting	Chartered Accountant or Cost Accountant or Post-graduate in Commerce having at least 5 years of experience
Financial Management	Chartered Accountant or Post-graduate in Commerce / MBA with at least 5 years of experience
Income Tax, Indirect Taxes	Chartered Accountant with 5 years of experience
Auditing and Assurance	Chartered Accountant having at least 5 years of experience
Information Technology	Chartered Accountant (with DISA qualification) / MCA / M. Tech in Computer Science or Computer Applications or other appropriate equivalent qualification in the field of IT with 5 years of experience
Strategic Management	MBA with at least 5 years of experience

Final:

Financial Reporting	Chartered Accountant or Post-graduate in Commerce having at least 7 years of experience.
Strategic Financial Management	Chartered Accountant or Cost Accountant or Post-graduate in Commerce having at least 7 years of experience Chartered Accountant, Post-graduate in Commerce / MBA with at least 7 years of experience.
Advanced Auditing and Professional Ethics	Chartered Accountant having at least 7 years of experience.
Corporate and Allied Laws	Chartered Accountant, Post-graduate in Commerce / LLB / Company Secretary with 7 years of experience.
Advanced Management Accounting	Chartered Accountant, Post-graduate in Commerce with at least 7 years of experience.
Information Systems Control and Audit	Chartered Accountant (with DISA qualification) / MCA / M. Tech in Computer Science or Computer Applications or other appropriate equivalent qualification in the field of IT with 7 years of experience.
Direct and Indirect Tax Laws	Chartered Accountant with 7 years of experience.

* Formal educational qualification can be relaxed based on experience and acceptability of the faculty.

Chapter-6
BOS Inputs for Regional Councils
and Branches

BOS Inputs for Regional Councils and Branches

1. The Regional Councils and Branches are requested to conduct more students' related activities as per guidelines issued by BoS.
2. RCs/Branches are requested to strictly comply with the protocol and guidelines issued by Board of Studies while conducting the Students Conference for Chartered Accountant Students.
3. Students may be advised to access BOS knowledge portal as well as Cloud Campus at regular intervals.
4. GRANTS-
 - Timely submission of the Accounts/ details/ utilization certificates for reimbursement of Grants for various Students activities, seminars, conferences organized by the Regional Councils and Branches. Please refer to policy issued by the Accounts Department regarding the timelines for submission of reimbursement claim/ bills.
 - The reimbursement for the 1st instalment of Students Activity Grant for miscellaneous activities is done suo-moto while the next instalments are reimbursed only on receiving the Utilization Certificates. The Branches may note that the calculation of Students Activity Grant is done on the basis of the number of students and members pertaining to the Branch as per Central EDP data.
 - Monthly MIS containing information of the programmes conducted should be sent to BoS invariably by 10th of the succeeding month. It should be further followed by submitting the claim in the prescribed formats along with the audited Income and Expenditure Statement of the event within 15 days.

5. Computer Based Test for Assessment of Practical Training

ICAI is conducting online MCQ-based tests for students after completion of first and second year of practical training at ITT labs across the country with the support of our Regional Councils and Branches.

Regional Councils and Branches are requested to invariably submit the following documents in hard copies for faster processing of the bills for reimbursement.

- Signed Claim Format
- Bill of Supply generated from Tally

- Original Bills of generator hiring and purchase of diesel, if any
- Attendance sheet of students for each shift

6. Kindly promote the following Initiatives of BOS amongst students :-

(a) Live Virtual Classes

The Board of Studies augmented its education delivery by initiating Live Virtual classes i.e. e-Pathshala from the month of August, 2018. The salient features of LVC are –

Salient features

- Expert faculty with rich experience
- Interactive – raise questions during live classes
- Exam focused approach
- Separate question answer sessions
- Review your performance through integrated tests
- Delivered on your computers and mobiles
- Attend live lectures or view recorded lectures
- Economical Fees.

Schedule of next batch

Intermediate	Commencing from March 06, 2019. Classes will run for about six months. Students intending to appear in November 2019 or subsequent examinations are encouraged to register.
Final	Commencing from April 03, 2019. Classes will run for about one year. Students intending to appear in May 2020 or subsequent examinations are encouraged to register.

Fees

	At the time of Registration for Intermediate / Final		After Registration	
	Single Group	Both Groups	Single Group	Both Groups
Intermediate	2,250	4,000	3,750	6,250
Final	2,500	4,750	4,500	7,500

Visit <https://icai.org/boslvc/> for further information and registration.

(b) Articleship and Industrial Training Portal

Articleship and Industrial Training placement portal is available at link <https://app.icai.org/> and is a common platform for members, organisations and students to interact with one another. It provides facilities to members/organisations such as search, shortlist and schedule interviews with the interested students. Students can also apply / search vacancies indicating their preferences of place and areas. The Portal is user friendly and will help in bridging the requirement gaps between members/industries and students seeking articleship / industrial training.

© Portal for Reading Rooms

The students can register online for their seats at the Reading Rooms being run by our Regional Council and branches, across the country, through the link <https://readingroom.icai.org/>.

(d) Students Activity Portal

The Board of Studies has developed a Student Activity Portal to help the students to register for various students' programmes being organised by Regional Councils and Branches. It help in the systematic management of student activity at the level of programme organising units and Board of Studies. **The link for the portal is: <http://bosactivities.icai.org>** The Portal has following three interfaces:

- 1) Regional Councils and its Branches being Programme Organizing Units (POUs).
- 2) Students Interface- End Users.
- 3) Board of Studies (BOS) being Admin side.

(e) Toll-Free helpline for Students as part of Student support initiative BOS

The Board of Studies initiated Toll-free Help line service as a Student Support Initiative from May 11, 2017 to redress queries/grievances of CA students from across the country.

Number: 18001211330

Timings: 10 AM to 5:30 PM Monday to Friday

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Chapter-7
Management & Communication
Skills Course

Management & Communication Skills Course

1. Objectives:

The Management & Communication Skills Course aims to equip the students to the profession with some essential skills, such as-

- To sharpen communication and presentation skills
- To develop inter-personal and leadership skills
- To provide an understanding of contemporary business environment and opportunities
- To prepare the student for a career either in employment or in practice, by educating them to be adaptable and accountable

2. Eligibility:

The students registered under the old scheme and appearing in the final examination in the old scheme shall undergo the course before applying for membership of the Institute.

The student registered under the new scheme or converted under the new scheme (i.e w.e.f. 1st July,2017 onwards) shall be undergoing the course during the last two years of Practical training but compulsory before appearing for the final examination.

Or

Students can undergo 4-weeks Residential Course /One Month Non-residential Programme on Professional Skills Development in lieu of MCS Course by paying the required fee.

3. Duration:

The duration of the course is 15 days full time. Classes are held for 6 hours each day for 6 days a week (15 days X 6 hours per day = 90 hours).

The suggested allocation of time among the broad areas of the course contents is as follows:

- | | |
|--|----------|
| • Business Communication | 12 Hours |
| • Presentation | 18 Hours |
| • Interpersonal & Negotiation Skills | 18 Hours |
| • Leadership, Team Building and Career Development | 12 Hours |
| • Office etiquettes | 06 Hours |
| • Interview Preparation | 12 Hours |
| • Strategic Thinking | 06 Hours |
| • Professional Ethics | 06 Hours |

4. Teaching Methodology:

Multiple methods including lectures, case studies, presentations, group discussions, management games, projects etc. should be used.

5. Enrolment of Students:

The Organizing Centre must arrange the batch well in advance and give wide publicity through website. A communication should be sent to the Central Office well in advance. All Organizing Centres must adopt a transparent procedure to enroll the students. The enrolment of students shall be done on “First Come First Serve” basis through online portal www.icaionlineregistration.org.

6. Batch Size:

To enable intensive training, batch size may be restricted to 50 students. The minimum size of a batch should not be less than 12 students. In case, the batch size is less than 12 or more than 50 students, approval from Director, Board of Studies is required, but in any case, no batch size should exceed 50 without seeking the approval from BOS.

7. Fee:

The fees shall not exceed Rs.7000/- per student on non-residential basis inclusive of course, study material, tea/refreshment. This fee structure is not applicable for those who undergo the Course at Dubai Overseas Office. The fee is to be paid through online payment gateway only. Payment through Demand Draft is not allowed. Except for Dubai Overseas Office where fee is paid through offline mode (i.e Demand Draft).

Batch Transfer Fee for student for non informing about their absence from MCS classes

Students who would not inform about their absence after confirmation of allotment of a batch, atleast 3 days before the commencement of MCS course, the Batch Transfer Fee of Rs 500/- may be imposed w.e.f. 01.04.2015 for the student of MCS Rs.500/. (No waiver in any case will be allowed)

The organizing center shall collect this Batch Transfer Fee from the student in the form of a Demand Draft of Rs.500/- in favour of Secretary, ICAI payable at New Delhi, and send it to Board of Studies

Branches which wish to organize residential MCS Course will follow the same “Session Plan” similar to regular MCS Course. The fee for such programme will be Rs.20,000/- per participant.

8. Motivation to the students undergoing MCS course through incentive/cash reward:

In order to make the students more involved in MCS classes the Board has decided to introduce an incentive/reward scheme for the students undergoing MCS course. The scheme is named as Best Presenter of the Batch. Under this, the students will be giving presentation during the last 3 days or two days depending upon the batch size. The faculty incharge of the session/topic shall be choosing the best presenter of the class. The best presenter shall be awarded with a cash reward of Rs.1100/- along with the letter of appreciation while the 2nd and the 3rd best presenter will be given the letter of appreciation. This activity to be carried out in each batch. The cash reward to be accounted from the surplus generating from the MCS batch. Accordingly, the presentation session to be carried out by the faculty during last three days or two days instead of 3rd, 4th & 5th day.

9. Faculty:

(i) Faculty Members may be drawn from experienced and well known members of the profession, management consultants/trainers and members of the academic community from Universities/Management Institutes etc. having the experience & qualification as per the faculty criteria (Faculty criteria enclosed at the end of the guidelines). Eminent person of regional/national repute may be invited for interactive sessions.

(ii) The procedure for selection of faculty members is as follows:

- The persons, who wish to be empanelled as faculty for MCS Course, shall have to register themselves on BOS Portal www.icaionlineregistration.org with the respective POUs by fulfilling the eligibility criteria.
- The persons after successful registration at the portal, shall contact the concerned POUs for verification of their testimonials. The POUs will verify the documents supporting his/her qualifications and experience filled in on the portal and with reference to the faculty criteria framed by BOS.
- The Chairman/Secretary of concerned POUs after verifying supporting documents will forward the list to the concerned Regional Head along with the recommendations/remarks, if any, against each applicant.

(iii) Faculties who are taking sessions in ITT will not be allowed to take sessions in OC and vice versa.

(iv) The person at the time of applying for empanelment of faculty shall be required to submit the following undertakings to the concerned POUs:-

- (a) I also understand that my services are subject to feedback of students and other criteria of ICAI and if not found satisfactory I may be debarred at any stage of engagement.
- (b) I hereby give undertaking that at present I am not engaged in any CA coaching classes organized by other than ICAI and its Regional Councils and Branches. I will not advertise myself and I shall not take the data of students during the entire batch(es) and if in future at any stage I will be found to engage in any CA

coaching classes organized by other than ICAI and its Regional Councils and Branches, my candidature may be cancelled.

The above undertakings shall also be counter signed by the Chairman/Secretary of the concerned POUs.

(v) There should be an optimum balance of CA faculty / HR Trainer to be kept in the panel. No member of the Central Council / Regional Council / Branch Managing Committee shall be engaged as a faculty.

(vi) The remuneration of the faculty members/trainers shall be paid on the basis of the location of the Organizing Centre, as under:

- Centre having more than 2000 members: Rs.1500/- to Rs.2000/- per session of 1½ hours
- Centre having 2000 or less than 2000 members: Rs.1000/- to Rs.1500/- per session of 1½ hours

(vii) The criteria for selection of faculty for different topics is available at the end of the guidelines.

(viii) The faculty should not be allowed to take sessions of more than 12 hours (maximum 2 days) in a batch of OC and maximum 60 hours in aggregate per month for taking sessions at various batches in different places for both MCS and OC. With a view to ensure adherence to this requirement, it has been decided to take undertaking from each Faculty. Also, the online portal will monitor the same. Further, the Branch/RC/DCO Head/Convener of Chapter has to sign a declaration to this effect that no faculty has been paid beyond this. Format of the declaration is given at the end of these guidelines.

(ix) The faculty getting the moderate/marginal feedback shall be removed from taking the sessions. For enrolling as a faculty again for taking the sessions in MCS / OC the organizing center shall be taking the approval from the concerned Regional Head.

(x) The faculty taking sessions should have attended the Faculty Development Programme organized by Board of Studies. No, faculty to be allotted the sessions without attending FDP.

10. Premises:

The Course will be organized by the Regional Councils at the Regional Headquarters and by branches at the Branch premises, wherever available. Where there is no premise of the branch, it could hire the venue for conducting the Course. In no case, outsourcing of batch shall be allowed.

11. Inauguration and Valedictory Sessions:

The Organizing Centres may hold Inaugural and Valedictory Programme of not exceeding 15 minutes duration. Generally, at the Regional Council, Inaugural and Valedictory will be attended by the Chairman, RMC; Member, RMC, if any; the Chairman, Regional Council; Member, BoS; the Chairman, Students' Association and GMCS Co-ordinator, if any.

At the Branch level, Inaugural and Valedictory will be attended by the Branch Chairman; Member, BoS, if any from the city; Chairman, Branch of the Students' Association; Member, RMC, if any from the city; GMCS Co-ordinator, if any.

However, an intimation may be sent to the Chairman, BoS; Vice Chairman, BoS; Chairman, RMC and other local Member of the BoS, so that if they happen to be in the place where the Programme was being held, they could attend the Inaugural/Valedictory sessions.

12 (a). Exemption of fee for Disabled Students:

Students, suffering from 50% or above disability of permanent nature are exempted from payment of fee and compulsorily attending MCS Course. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a period of 15 days from the date of registration after thoroughly studying the Background Material. In case, the student opts to take the tests, the organizing Branch/Regional Council may contact the Director, Board of Studies to obtain test papers.

The following shall be regarded as disability-

1. Physical disability.-

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

- (a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from-
 - (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

- (b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment-

(a) "blindness" means a condition where a person has any of the following conditions, after best correction-

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment-

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngeal or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,-

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

4. Disability caused due to-

(a) chronic neurological conditions, such as-

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder-

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

A disabled student has to submit a certificate of suffering from disability, certified by a physician / surgeon / oculist working in a Government hospital, as the case may be.

12. (b) Fee Exemption in case of wards of Employees of ICAI:

The wards of employees of ICAI are granted full fee concession for undergoing the MCS Course organized by the Regional Offices/Branches.

13. Accounting Guidelines:

The Organizing Center should keep proper records of the transactions. The organizing center should maintain batch wise details of transactions. There should be a separate bank account.

14. Online Portal

Online Portal for OC/ MCS is operational. The organizing centers shall launch the batches of MCS course through online portal www.icaionlineregistration.org only. No batches are to be conducted in the offline mode and no certificates are to be issued through offline mode.

The student registration, student attendance, faculty allocation, faculty feedback, certificate generation (which has the scanned signatures of Chairman, BOS) are to be done through online mode only. The user manual related to the portal is uploaded in the website <http://www.icaionlineregistration.org>.

15. Dress Code:

Students, while undergoing MCS Course, shall adhere to the formal Dress Code as per the local culture and tradition.

Advisory Dress Code:- Male Students: Full Sleeves Shirts and Trousers;

Female Students: Sarees/ Salvar Kurta/ Suit. While appearing before the appellate authority, they may also wear a suit and a tie.

16. Provision of Lunch: The organizing centers may provide good quality lunch to the students on each day of the batch.

17. No relative of the employee of ICAI (wife, husband, brother, sister etc.) shall be engaged as a faculty for the aforestated classes:

No relative of the employee (wife, husband, brother, sister etc.) shall be engaged as a faculty for the aforestated classes. Regional Head/DCO Head/Chairman, Branch Incharge to share the names of the faculty members who are the relatives of the employees of ICAI and are registered in the portal /taking classes.

18. Installation of CCTV Camera-The Branches which are conducting the course in their own Branch premises are required to Install CCTV camera in the classrooms. The recording of the sessions may be viewed by the Competent Authority of the Branch. The observations to be sent to the Board of Studies.

19. General:

- “No cameras/ photographs be allowed in the MCS / OC sessions and uploaded on social networking sites”.
- Students are required to complete the Course without discontinuity. However, in exceptional circumstances, cases of absence of students for maximum two days or four sessions may be allowed by the Chairman/Secretary of the Organizing Centre. Certificate shall not be issued to the student unless the student completes the course.
- In cases of absence of students for more than two days or four sessions, the organizing center to inform Board of Studies for cancellation of the student from the batch. The organizing center to inform the BOS about the absence of the student on the second day of the of the batch for cancellation.
- For misbehaviour, nuisance in the class, the faculty will have the power to make a note and on the basis of which issue of Course Completion Certificate may be withheld.

Undertaking from Faculty Format

I Mr./Ms./CA./Dr. " _____ " hereby give an undertaking that I shall not take sessions of more than 12 hours in a batch of MCS Course. Further I shall not take sessions beyond 60 hours in aggregate per month at various batches in different places both for OC and MCS . I have also noted that beyond 60 hours sessions in a month, no payment shall be paid to the undersigned.

Name of faculty :
Branch/DCO Name :
Signature of the faculty :
Dated :

(Submitted to: Branch Incharge /RC/DCO Head/ as the case may be)

Declaration from POU

We hereby declare that the following faculty engaged for MCS Course has not taken any sessions of more than 12 hours in a batch of MCS Course and in aggregate 60 hours per month at various batches of both OC and MCS Course in different places. Declarations received from the concerned faculty members are enclosed herewith.

S	Name of faculty	Batch wise duration	Total Duration	Amount Paid

Further none of the above faculty has been paid remuneration beyond 60 hours in a month.

Sign of Branch Incharge/RC/DCO Head/ :

Name of the Official:

Name of the Branch:

Dated :

(To be submitted to: The Board of Studies, HO along with the Batch Completion Report)

Criteria for selection of faculty for MCS Course

Day	Topics	No. of hours	Criteria of Faculty suggested by the Office	
			Faculty for Regional Councils and DCOs	Faculty for Branches
1&2.	<p>Business Communication</p> <ul style="list-style-type: none"> • Winning Communication Strategy, How to use Official communication judiciously on Social Media • Management of Meetings, Mock Meetings, Written communication – official letters, reports, minutes, legal documents (to sensitise students as to what falls within the scope as a CA to provide expertise/advise), press release (to emphasize on the guidelines, code of ethics to be followed while using and form of Press), Responsiveness, compliance (firm specific). 	2 Days (12 hrs)	<ul style="list-style-type: none"> • CA / CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> • CA / CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
3.	<p>Presentation</p> <ul style="list-style-type: none"> • Tips on Presenting, Practice presentation skills 	1 Day (6 hrs)	<ul style="list-style-type: none"> • CA/CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> • CA having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
4,5,6	<p>Interpersonal and Negotiation Skills</p> <ul style="list-style-type: none"> • Interpersonal Effectiveness, Assertiveness Skills & Perception 	3 Days (18 hrs)	<ul style="list-style-type: none"> • CA/CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either 	<ul style="list-style-type: none"> • CA/CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed

	<p>Management.</p> <ul style="list-style-type: none"> • Art of Negotiation, Conflict Management, Leadership Skills, Human & Organizational Behavioural Approach. • IQ vs. EQ vs. MQ, Building Versatility & Adaptability, Understanding one's Attitude, Gender Sensitivity. • Client Interfacing, Stress Management <p>(All the topics in this section would be discussed with the help of Case Studies, you tube videos and other free ware for learning/teaching can be used)</p>		<p>with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs).</p>	<p>institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).</p>
7 & 8	<p>Leadership, Team Building and Career Development</p> <ul style="list-style-type: none"> • Workshop on Team Building for a Strong synergy and harmony- How to build successful teams and how to build teamwork culture. • How to market self, Compliance, Ethics, Penalty for Non-compliance • Role and qualities of a Leader 	2 Days (12 hrs)	<ul style="list-style-type: none"> • CA/CS having relevant experience of at least 5 years in handling such topics • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> • CA/CS having relevant experience of at least 5 years in handling such topics • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).

9	<p>Presentation</p> <ul style="list-style-type: none"> Practice presentation skills 	1 Day (6 hrs)	<ul style="list-style-type: none"> CA/CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA having relevant experience of at least 5 years in handling such topics MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
10.	<p>Office etiquettes (Part -1)</p> <ul style="list-style-type: none"> Professional attire, Managing business meetings Business lunch / dinner / parties, Table etiquettes, How etiquettes are essential both at the personal and professional level, Rules for business etiquettes, Do's and Don'ts while interacting with government officials and other dignitares. <p>Office etiquettes (Part 2)</p> <ul style="list-style-type: none"> Basic etiquette at the office - Hand shake, Interview etiquette, Non Verbal communication- Why is it important, Understanding the movement and body language etc 	1 Day (6 hrs)	<ul style="list-style-type: none"> CA having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
11&12	<p>Interview Preparation</p> <ul style="list-style-type: none"> CV writing CV evaluation workshop, Group Discussion- Tips and Practice, interview- Tips and Practice. 	2 Days (12 hrs)	<ul style="list-style-type: none"> CA from big industry having 5 years experience in handling HR matters MBA (HR) with minimum 5 years experience in industry in HR department 	<ul style="list-style-type: none"> CA from big industry having 5 years experience in handling HR matters MBA (HR) with minimum 3 years experience in industry in HR

	<ul style="list-style-type: none"> Mock Interviews Focus on Deliverables/Value addition Focus on Client Orientation/Satisfaction 			department
13.	<ul style="list-style-type: none"> Presentation Practice presentation skills 	1 Day (6 hrs)	<ul style="list-style-type: none"> CA/CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA/CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
14.	<ul style="list-style-type: none"> Strategic Thinking Strategies in Business and Business Models 	1 Day (6 hrs)	<ul style="list-style-type: none"> CA/CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA/CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
15.	<ul style="list-style-type: none"> Professional Ethics Ethics- meaning & nature, Ethics in profession, 	1 Day (6 hrs)	<ul style="list-style-type: none"> CA having relevant experience of at least 5 years in handling such topics. 	<ul style="list-style-type: none"> CA having relevant experience of at least 5 years in handling such topics.

		<p>Belongingness towards Profession, How to work ethically</p> <ul style="list-style-type: none"> • Fundamental Principles of Professional Ethics for Accountants- integrity, objectivity, professional competence & due care, confidentiality & professional behavior. • Threats to Fundamental Principles- self-interest threats, self-review threats, advocacy threats, familiarity threats & intimidation threats. • Safeguards that reduce Threats to Fundamental Principles- safeguards created by the profession, legislation or regulation and safeguards in the work environment. • Ethical Conflict Resolution • Professional or other Misconduct- definition; professional or other misconduct by the members as provided in the Schedules. • Disciplinary Action- Members liable to disciplinary action under section 21 of the Chartered Accountants Act if found guilty of any professional or other misconduct; procedure in inquiries for disciplinary matters relating to misconduct of the members of the Institute. <p>Case Study- Case studies on clauses of</p>

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Schedules.

Note:

1. With a view to give diverse exposure to students, sometimes organizing centres may invite eminent persons from any field say, from the spiritual / sports world or having achieving their excellence in their respective field to share their experiences.
2. The same faculty should not be assigned classes for more than two days. The faculty members must adhere to the time allotted for a particular session.
3. The remuneration of the faculty members/trainers shall be paid on the basis of the location of the Organizing Centre, which is as under:
 - Centre having more than 2000 members: Minimum Rs.1500/- to Rs.2000/- per session of 1½ hours
 - Centre having 2000 or less than 2000 members: Minimum Rs.1000/- to Rs.1500/- per session of 1½ hours
 - Batch wise/Session wise faculty payment details be prepared and submitted on regular basis.
4. No member of the Central Council / Regional Council / Branch Managing Committee shall be engaged as a faculty even if honorarium is not paid to them. Partners/relatives falling within the definition of 'relative' in the Income Tax Act,1961 of the aforesaid members shall not be engaged as the faculty. Members are requested not to intervene in the middle of the sessions.
5. Members of the Institute are eligible to be the faculty of MCS/OC.
6. Faculty taking sessions should have attended the Faculty Development Programme. No, sessions to be allotted to the faculty who has not attended the FDP organized by Board of Studies.

Chapter-8
Guidelines for organizing
ICITSS-Orientation Course

Guidelines for organizing ICITSS-Orientation Course

1. Objectives:

The Orientation Course aims to equip the entrants of the profession -

- To familiarize with various dimensions of the Indian Accountancy Profession.
- To develop effective communication and presentation skills.
- To groom and motivate the entrants to be knowledgeable and skilled professionals.
- To expand the significance of practical training in the life of a professional.
- To foster values such as integrity, transparency and Independence in the budding professionals.

2. Eligibility:

The students are required to undergo Orientation Course before registering for practical training.

3. Duration:

The duration of the course shall be 90 hours (15 days X 6 hours per day). Classes are held for 6 hours each day for 6 days a week.

The suggested allocation of time among the broad areas of the course contents is as follows:

- | | |
|--|----------|
| • About the Institute, Academic & Technical Guidance, General Management | 12 Hours |
| • Developing Personal Traits | 12 Hours |
| • Business Communication | 12 Hours |
| • Presentation | 12 Hours |
| • Team Management/Relationship Management | 06 Hours |
| • Office Procedures | 06 Hours |
| • Business Environment | 06 Hours |
| • Search Engine | 12 Hours |
| • Practical (Project) | 12 Hours |

The Board of Studies has finalized a “Session Plan” to facilitate systematic course delivery. The programme is to be organized as per the Session Plan.

4. Teaching Methodology:

Multiple methods including lectures, case studies, presentations, group discussions, management games, projects etc. should be used.

5. Enrolment of Students:

The Organizing Centre must arrange the batch well in advance and give wide publicity through website. A communication should be sent to the Central Office well in advance. All Organizing Centres must adapt a transparent procedure to enroll the students. The enrolment of students shall be done on “First Come First Serve” basis through online portal www.icaionlineregistration.org.

6. Batch Size:

To enable intensive training, batch size may be restricted to 50 students. The minimum size of a batch should not be less than 12 students. In case, the batch size is less than 12 or more than 50 students, approval from Director, Board of Studies is required, but in any case, no batch size should exceed 50 without seeking the approval from BOS.

7. Fee:

The fees shall not exceed Rs.7000/- per student on non-residential basis inclusive of course, study material, tea/refreshment. This fee structure is not applicable for those who undergo the Course at Dubai Overseas Office. The fee is to be paid through online payment gateway only. Payment through Demand Draft is not allowed. Except for Dubai Overseas Office where fee is paid through offline mode (i.e Demand Draft). The fee for the Programme is non-refundable and may be transferred from one Programme Organizing Unit (POU) to another, if the student wishes to attend a batch in another POU in case of some exigency.

Batch Transfer Fee for student for non informing about their absence from OC classes

Students who would not inform about their absence after confirmation of allotment of a batch, atleast 3 days before the commencement of OC course, the Batch Transfer Fee of Rs 500/- may be imposed w.e.f. 01.04.2015 for the student of OC Rs.500/. (No waiver in any case will be allowed)

The organizing center shall collect this Batch Transfer Fee from the student in the form of a Demand Draft of Rs.500/- in favour of Secretary, ICAI payable at New Delhi, and send it to Board of Studies

Branches which wish to organize residential Orientation Course will follow the same “Session Plan” similar to regular Orientation Course. The fee for such programme shall be Rs.20,000/- per student.

8. Faculty:

(i) Faculty Members may be drawn from experienced and well known members of the profession, management consultants/trainers and members of the academic community from Universities/Management Institutes having corporate experience etc. having the experience & qualification as per the faculty criteria (Faculty criteria enclosed at the end of the guidelines). Eminent person of regional/national repute may be invited for interactive sessions.

(ii) The procedure for selection of faculty members is as follows:

- The persons, who wish to be empanelled as faculty for OC, shall have to register themselves on BOS Portal www.icaionlineregistration.org with the respective POUs by fulfilling the eligibility criteria.
- The persons after successful registration at the portal, shall contact the concerned POUs for verification of their testimonials. The POUs will verify the documents supporting his/her qualifications and experience filled in on the portal and with reference to the faculty criteria framed by BOS.
- The Chairman/Secretary of concerned POUs after verifying supporting documents will forward the list to the concerned Regional Head along with the recommendations/remarks, if any, against each applicant.

(iii) Faculties who are taking sessions in ITT will not be allowed to take sessions in OC and vice versa.

(iv) The person at the time of applying for empanelment of faculty shall be required to submit the following undertakings to the concerned POUs:-

- (a) I also understand that my services are subject to feedback of students and other criteria of ICAI and if not found satisfactory I may be debarred at any stage of engagement.
- (b) I hereby give undertaking that at present I am not engaged in any CA coaching classes organized by other than ICAI and its Regional Councils and Branches. I will not advertise myself and I shall not take the data of students during the entire batch(es) and if in future at any stage I will be found to engage in any CA coaching classes organized by other than ICAI and its Regional Councils and Branches, my candidature may be cancelled.

The above undertakings shall also be counter signed by the Chairman/Secretary of the concerned POUs.

(v) There should be an optimum balance of CA faculty / HR Trainer to be kept in the panel. No member of the Central Council / Regional Council / Branch Managing Committee shall be engaged as a faculty.

(vi) The remuneration of the faculty members/trainers shall be paid on the basis of the location of the Organizing Centre, as under:

- Centre having more than 2000 members: Rs.1500/- to Rs.2000/- per session of 1½ hours
- Centre having 2000 or less than 2000 members: Rs.1000/- to Rs.1500/- per session of 1½ hours

(vii) The criteria for selection of faculty for different topics is available at the end of the guidelines.

(viii) The faculty should not be allowed to take sessions of more than 12 hours (maximum 2 days) in a batch of OC and maximum 60 hours in aggregate per month for taking sessions at various batches in different places for both MCS and OC. With a view to ensure adherence to this requirement, it has been decided to take undertaking from each Faculty. Also, the online portal will monitor the same. Further, the Branch/RC/DCO Head/Convener of Chapter has to sign a declaration to this effect that no faculty has been paid beyond this. Format of the declaration is given at the end of these guidelines.

(ix) The faculty getting the moderate/marginal feedback shall be removed from taking the sessions. For enrolling as a faculty again for taking the sessions in MCS / OC the organizing center shall be taking the approval from the concerned Regional Head.

(x) The faculty taking sessions should have attended the Faculty Development Programme organized by Board of Studies. No, faculty to be allotted the sessions without attending FDP.

9. Premises:

The Course will be organized by the DCOs at the DCO level and by Branches at the Branch level and by CPE Chapters (having IT Centre) at CPE Chapter level at their own premises, wherever available. Where there is no premise, it could hire venue for conducting the Programme. In any case, outsourcing of conduct of the Orientation Course shall not be allowed.

10. Inauguration and Valedictory Sessions:

The Organizing Centres may hold Inaugural and Valedictory Programme of not exceeding 15 minutes duration. Generally, at the Regional Council, Inaugural and Valedictory will be attended by the Chairman, RMC; Member, RMC, if any; the Chairman, Regional Council; Member, BoS; the Chairman, Students' Association and GMCS Co-ordinator, if any.

At the Branch level, Inaugural and Valedictory will be attended by the Branch Chairman; Member, BoS, if any from the city; Chairman, Branch of the Students' Association; Member, RMC, if any from the city; GMCS Co-ordinator, if any.

However, an intimation may be sent to the Chairman, BoS; Vice Chairman, BoS; Chairman, RMC and other local Member of the BoS, so that if they happen to be in the place where the Programme was being held, they could attend the Inaugural/Valedictory sessions.

11. (a) Exemption from payment of fees to Disabled Students:

Disabled Students, suffering from 50% or above permanent disability are exempted from payment of fee and compulsorily attending Orientation Course. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a period of 15 days from the date of registration after thoroughly studying the OC Study Manual. In case the student opts to take the tests, the Programme Organizing Unit (POU) may contact the Director, Board of Studies to obtain the test papers.

The following shall be regarded as disability-

1. Physical disability.-

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

- (a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from-
 - (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment-

(a) "blindness" means a condition where a person has any of the following conditions, after best correction-

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment-

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngeal palsy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,-

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

4. Disability caused due to-

(a) chronic neurological conditions, such as-

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder-

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

A disabled student has to submit a certificate of suffering from disability, certified by a physician / surgeon / oculist working in a Government hospital, as the case may be.

11. (b) Fee Exemption in case of wards of Employees of ICAI:

The wards of employees of ICAI are granted full fee concession for undergoing the Orientation Course organized by the Regional Offices/Branches.

12. Accounting Guidelines:

The Organizing Center should keep proper records of the transactions. The organizing center should maintain batch wise details of transactions. There should be a separate bank account.

13. Online Portal:

Online Portal for OC/MCS is operational. The organizing centers shall launch the batches of Orientation Course through online portal www.icaionlineregistration.org only. No batches are to be conducted in the offline mode and no certificates are to be issued through offline mode.

The student registration, student attendance, faculty allocation, faculty feedback, certificate generation are to be done through online mode only. The user manual related to the portal is uploaded on the portal itself.

14. Dress Code:

Students, while undergoing Orientation Course, shall adhere to the formal Dress Code as per the local culture and tradition.

Advisory Dress Code:- Male Students: Full Sleeves Shirts and Trousers; Female Students: Sarees/ Salwar Kurta/ Suit. While appearing before the appellate authority, they may also wear a suit and a tie.

15. Provision of Lunch:

The organizing centers may provide good quality lunch to the students on each day of the batch.

16. Installation of CCTV Camera

The Branches which are conducting the course in their own Branch premises are required to Install CCTV camera in the classrooms. The recording of the sessions may be viewed by the Competent Authority of the Branch. The observations to be sent to the Board of Studies.

17. No relative of the employee of ICAI (wife, husband, brother, sister etc.) shall be engaged as a faculty for the aforestated classes:

No relative of the employee (wife, husband, brother, sister etc.) shall be engaged as a faculty for the aforestated classes. Regional Head/DCO Head/Chairman, Branch Incharge to share the names of the faculty members who are the relatives of the employees of ICAI and are registered in the portal /taking classes.

18. General:

- The Regional Offices organizing Orientation Course shall transfer the surplus generated from the conduction of Orientation Course to the Board of Studies along with the details of the surplus.
- Students are required to complete the Course without discontinuity. However, in exceptional circumstances, cases of absence of students for maximum two days or four sessions may be allowed by the

Chairman/Secretary of the Organizing Centre. Certificate shall not be issued to the student unless the student completes the course.

- Students are required to maintain discipline and decorum apart from adhering to the dress code specified above. For misbehavior/ nuisance in the class, the faculty will have the power to make a note and on the basis of which issue of Programme Completion Certificate may be withheld.
- No cameras/ photographs be allowed in the sessions and uploaded on social networking sites.
- Background Material prepared by the Board of Studies should be distributed to the participants at the time of their registration for the course. Requisition for adequate copies of Background Material along with details of the course should be sent to the Board of Studies (**email: noidastores@icai.in**) with a copy to mitali.khosla@icai.in at least one month prior to the commencement of the batch for timely dispatch.
- Requisition for adequate copies of Trainers' Manual (for distribution to Resource Person/Faculty Member) along with soft copies / CDs should also be sent to the Board of Studies as above.
- The course fee shall be paid through payment gateway. The funds will directly come to HO account. After deducting the remittance @ Rs.500/- per student the balance amount shall be transferred to the organizing center account.

Criteria for selection of faculty for ICITSS- Orientation Course

Day	Topics	No. of hours	Criteria of Faculty suggested by the Office	
			Faculty for Regional Councils and DCOs	Faculty for Branches
1	<p>About the Institute - Brief history of the ICAI; Role and responsibilities of the ICAI as an academic body and as regulatory body, International tie ups, Information about Board of Studies and its functions, Journal & Students Newsletter</p> <p>Extempore by the student about himself/ herself, family background or any other topic given by the trainer (as a Psychometric Test)</p> <p>Academic and Technical Guidance - The Chartered Accountancy Course - Relevance of articleship; Rules and regulations of CA article Training; Roles and responsibilities of an Article Assistant; Do's and don'ts for an Article Assistant- as a student, as in CA's Office, as in Client's Office; Different Areas of Services rendered by a CA; Emerging areas for articleship experience – GST, Internal audits, Ind AS, Project Finance etc.</p> <p>General Management - Introduction to General Management - Planning, Organizing, Staffing, Directing, Control; Role and responsibilities of Managers at different levels</p>	12 hours	<ul style="list-style-type: none"> • Practicing CA with minimum 5 years experience • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> • Practicing CA with minimum 5 years experience. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
2	<p>Developing Personal Traits – Attitude, Values & Ethics, Motivation – Self & Others, Time Management, Self Analysis, Planning & Prioritizing, Goal Setting & Accountability, Critical & Independent Thinking</p>	12 hours	<ul style="list-style-type: none"> • CA / CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in 	<ul style="list-style-type: none"> • CA / CS having relevant experience of at least 5 years in handling such topics. • MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in

				academics (7 yrs) with a blend of corporate experience (3 yrs).	academics (3 years) with a blend of corporate experience (2 years).
3	Business Communication – Introduction to Effective Communication and Listening Skills, Conversational Skills & Interpersonal Skills, Writing Skills, Letter Writing, Essay Writing, Writing Minutes, Articulation Skills, Reading and Comprehension Skills, Book review, Preparation of Project Report, Data Analysis & Research Methodology	12 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	
4	Presentation – Making Power Point Presentations on given topics, Requisites for Effective Presentations, Case based presentations related to Industries with Key Messages for Effective Decision Making	12 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	
5	Interpersonal Skills – Art of Questioning and Curious Questioning, Group Discussion & Debate, Working in Teams/ Relationship Management, Managing	6 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such 	

	Ambiguity		<ul style="list-style-type: none"> MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	topics.
6	Executive Presence and Office Procedures – Office Organization, Office Etiquettes, Executive Presence (Good personal habits and manners, Dress code, Attire and Accessories, Hygiene, Office Etiquettes, Telephone/ Mobile Etiquettes, Speaking Etiquettes etc.)	6 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
7	Business Environment - Business Environment - Indian and Global; Different Sectors (Banking, Financial, Service, Marketing) and their significance; Introduction to Financial Analysis; Corporate and Commercial Laws	6 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).

				least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs).	least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years).
8	Search Engine and Strategic Decision Making – Search Engine - Getting data/ information using technology/ alternate sources; Comparison between Inter firm & Intra firm; Extempore by the Student about his/her experience and knowledge gained in the training and how it can be used in his future profession	12 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	
9	Practical/ Testing of Writing Skills as well as Verbal Skills - Seminars on Recent Topics(to be evaluated); Submission of Project Report (to be evaluated); Evaluation of Writing Skills on the topic given by the trainer	12 hours	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 10 years either with corporate experience or in academics (7 yrs) with a blend of corporate experience (3 yrs). 	<ul style="list-style-type: none"> CA / CS having relevant experience of at least 5 years in handling such topics. MBA / Post Graduate in Management from a reputed institution having relevant experience of at least 5 years either with corporate experience or in academics (3 years) with a blend of corporate experience (2 years). 	

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Note:

1. With a view to give diverse exposure to students, sometimes organizing centres may invite eminent persons from any field say, from the spiritual / sports world or having achieving their excellence in their respective field to share their experiences.
2. The same faculty should not be assigned classes for more than two days. The faculty members must adhere to the time allotted for a particular session.
3. The remuneration of the faculty members/trainers shall be paid on the basis of the location of the Organizing Centre, which is as under:
 - Centre having more than 2000 members: Minimum Rs.1500/- to Rs.2000/- per session of 1½ hours
 - Centre having 2000 or less than 2000 members: Minimum Rs.1000/- to Rs.1500/- per session of 1½ hours
 - Batch wise/Session wise faculty payment details be prepared and submitted on regular basis.
4. No member of the Central Council / Regional Council / Branch Managing Committee shall be engaged as a faculty even if honorarium is not paid to them. Partners/relatives falling within the definition of 'relative' in the Income Tax Act,1961 of the aforesaid members shall not be engaged as the faculty. Members are requested not to intervene in the middle of the sessions.

Format of Declaration to be given by Faculty

I Mr./Ms./CA./Dr. " _____ " hereby give an undertaking that I shall not take sessions of more than 12 hours in a batch of Orientation Course. Further I shall not take sessions beyond 60 hours in aggregate per month at various batches in different places both for Orientation Course and MCS. I have also noted that beyond 60 hours sessions in a month, no payment shall be paid to the undersigned.

Name of faculty :
Branch/DCO Name :
Signature of the faculty :
Dated :

(Submitted to: Branch Incharge /RC/DCO Head/Convener of Chapter as the case may be)

Declaration from POU

We hereby declare that the following faculty engaged for Orientation Course has not taken any sessions of more than 12 hours in a batch of Orientation Course and in aggregate 60 hours per month at various batches of both Orientation Course and MCS in different places. Declarations received from the concerned faculty members are enclosed herewith.

S No	Name of faculty	Batch wise duration	Total Duration	Amount Paid

Further none of the above faculty has been paid remuneration beyond 60 hours in a month.

Sign of Branch Incharge/RC/DCO Head/Convener of Chapter :

Name of the Official:

Name of the Branch:

Dated :

(To be submitted to: The Board of Studies, HO along with the Batch Completion Report)

Chapter-9
**Integrated Course on Information
Technology and Soft Skills (ICITSS)**

Integrated Course on Information Technology and Soft Skills (ICITSS)

Objective :

The objective of ICITSS is to familiarize the students with diversified field of Accountancy profession, to make them tech- savvy and to develop their communication and presentation skills and to foster values such as integrity, transparency so as to groom them as professionals in future.

Course on Information Technology :

- To develop an understanding for use of Information Technology in the field of accounting and auditing and uniform theoretical and practical knowledge to all the aspiring CA students.
- To provide training focused on knowledge of Electronic Spread Sheet, Data Base Management System, Computer Assisted Audit Technique (CAAT) and Accounting Package etc.

Integrated Course on Information Technology and Soft Skills (ICITSS)

- **Eligibility:** A Student has to mandatorily complete the Course on Information Technology Training before commencement of Practical Training.
- **Duration :**The classes are scheduled for 6 hour per day in 15 working days.
- **Fee: The** fee shall be Rs. 6500 (Six Thousand Five Hundred only) per student on non-residential basis, inclusive of course material and tea/refreshment.

Integrated Course on Information Technology and Soft Skills (ICITSS)

Suggested allocation of Time w.r.t Topics

Sr.	Topic	Duration (Hours)
1.	E Learning-Computer Fundamentals, Operating Systems, CBS	10
2.	MS - Word	6
3.	MS - Excel	30
4.	MS - PowerPoint	12
5.	Data Bases using MS Access	6
6.	CAAT	18
7.	Accounting Package	18

Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)

Objective :

The Course is designed with an idea that at the end of the session, each and every student is well-equipped to cope up with the effective and efficient use of IT Tools and to develop inter-personal and leadership skills as per global competitive environment.

Course on Advanced Information Technology :

- To develop practical skills to understand the intricacies of auditing using Information Technology tools.
- To understand the importance of IT General Controls (ITGCs) and its impact on assessment of ERP controls, assessment of application controls and access rights.
- To provide training focused on application software relevant for the work of a professional accountant including using Auditing in ERP Environment, Enterprise Resource Planning (ERP), MS Excel as Audit Tool and advanced features of Electronic Spreadsheet, DBMS etc.

Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)

- **Eligibility:** A Student undergoing Practical training shall be required to do Advanced Information Course (Advanced IT) under AICITSS during the last 2 years of Practical training but to complete the same before being eligible to appear in the Final Examination.
- **Duration :**The classes are scheduled for 6 hour per day in 15 working days.
- **Fee: The** fee shall be Rs. 7500 (Seven Thousand Five Hundred only) per student on non-residential basis, inclusive of course material and tea/refreshment.

Note

Students would be tested on Advanced Information Technology (AICITSS) through online test paper/ OMR Test Paper which they would be required to qualify with the requisite grades to be eligible to appear for Final Examination. The said grades would be reflected in the mark sheet of Final Examination.

Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)

Suggested allocation of Time w.r.t Topics

Sr.	Topic	Duration (Hours)
1.	Auditing in an ERP Environment	24
2.	Advanced Excel	18
3.	MS Excel as Audit Tool	18
4.	Database Application using MS Access	12
5.	Enterprise Resource Planning	18

Note: 20 Hrs Video lectures on above topics for students self learning

Faculty Selection Criteria for IT and Advanced IT courses

The Regional/ Branch Offices shall ensure following minimum qualifications and experience requirements which are to be met for the Faculty Members and Lab Assistants in the IT Centre(s) under their control:

Course on Advanced Information Technology	
Faculty for RCs & DCOs	Faculty for Branches
CA with D.I.S.A. (ICAI) having minimum 3 years' experience in Information Technology related fields. M. Tech (CS/IT) or MCA or M.Sc.(CS/IT) or B.E./ B. Tech. (CS/IT) or MBA(IT) or 'B' Level Certification in Computer Application from DOEACC or M.Sc./ M.Com with at least 1 year PG Diploma in Computer Applications and minimum of 3 years teaching/ Information Technology related experience.	CA with D.I.S.A. (ICAI) having minimum 2 years' experience in Information Technology related fields. M. Tech (CS/IT) or MCA or M.Sc.(CS/IT) or B.E. / B. Tech. (CS/IT) or MBA(IT) or 'B' Level Certification in Computer Application from DOEACC or M.Sc./ M.Com with at least 1 year PG Diploma in Computer Applications and minimum of 2 years teaching/ Information Technology related experience.

Lab Assistant Selection Criteria

For Lab Assistant: The minimum qualification for IT centres lab assistant is BCA / BSc /B.Com /B.A or Graduate with minimum 1 year Diploma in Computer Applications / Hardware Maintenance. The person should have experience of managing computer lab of some reputed Institutes/ college

Registration for Soft skill Courses through Online Portal

The Board of Studies has developed Online Registration Portal to facilitate students to register in soft skill Courses (ICITSS and Advanced ICITSS) and make the payment of the course fee online using Credit/Debit card from all across the Country.

The Online portal for ICITSS and Advanced ICITSS provides the facilities which are as under

- Single sign on for all the courses
- Online Registration for available Batch
- Online Payment
- Batch Transfer Facility
- Online Feedback Submission
- Online Certificate Generation
- Online Report Generation

Chapter-10
Addresses of Regional Councils and
Branches

REGIONAL COUNCILS

1	WIRC	WESTERN INDIA REGIONAL COUNCIL, ICAI BHAWAN, C-40, G BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI- 400 051
2	SIRC	SOUTHERN INDIA REGIONAL COUNCIL ICAI BHAWAN, 122, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI – 600034
3	EIRC	EASTERN INDIA REGIONAL COUNCIL ICAI BHAWAN, 7, ANANDILAL PODDAR SARANI, KOLKATA - 700 071.
4	CIRC	CENTRAL INDIA REGIONAL COUNCIL ICAI BHAWAN, 16/77B, CIVIL LINES, KANPUR - 208 001
5	NIRC	NORTHERN INDIA REGIONAL COUNCIL ICAI BHAWAN, 5 TH FLOOR, ANNEXE BUILDING, INDRAPRASTHA MARG,, NEW DELHI – 110 002

**ADDRESSES OF BRANCHES
WIRC – BRANCHES**

- | | | | |
|----|---|-----|---|
| 1. | The Chairman,
Ahmedabad Branch of WIRC
of the Institute of Chartered
Accountants of India,
"ICAI Bhawan"
123, Sardar Patel Colony,
Nr. Usmanpura
Underbridge,
Naranpura,Ahmedabad – 380
014. | 7. | The Chairman,
Baroda Branch of WIRC of
the Institute of Chartered
Accountants
of India,
ICAI Bhawan
Kalali – Tandalja Road
Atladra,Baroda - 390 012 |
| 2. | The Chairman,
Ahmednagar Branch of WIRC
of the Institute of Chartered
Accountants of India, ICAI
Bhawan,
Opp. Nakshatra Lawns
Burudgaon Road
Ahmednagar – 414 001 | 8. | The Chairman,
Bharuch Branch of WIRC
Institute of Chartered
Accountants of India
ICAI Bhawan,Plot No.
151/11/B, Phase-II,
Behind ABC Bearing,
Near Gol Institute,GIDC,
Bharuch – 392015 (Gujarat) |
| 3. | The Chairman,
Akola Branch of WIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAVAN,
Toshniwal Layout,
Murtizapur Road,
Akola - 444 001 (M.S.) | 9. | The Chairman
Bhavnagar Branch of WIRC
of the Institute of Chartered
Accountant of of India,
J N M & Associates CA
208, Suncorporate
Madhavdarshan,
Waghawadi Road,
Bhavnagar-364 001,
(Gujarat) |
| 4. | The Chairman,
Anand Branch of WIRC of
the Institute of Chartered
Accountants of India,
3 rd floor, Paris Tower,
Near Sardargunj Bank,
Sardar Gunj,
Anand - 388 001 | 10. | The Chairman,
Dhule Branch of WIRC of the
Institute of Chartered
Accountants of India,
1755/56 , Lane No.2,
Opp. Jain Sthanak
Dhule-424 001(MS) |
| 5. | The Chairman,
Amravati Branch of WIRC of
the Institute of Chartered
Accountants of India, ICAI
Bhawan,
Plot No 51, Sai Regency,
Near Saturna Industrial
Estate, Amravati-444607 | 11. | The Chairman,
Gandhidham Branch of WIRC
of the Institute of Chartered
Accountants of India, "Banke
Bihari", Plot No. 575,
Ward 12 (C),office no.205,
Sai Kirpa Complex,
Pollice Station road,
Gandhidham-370201 |
| 6. | The Chairman,
Aurangabad Branch of
WIRCOf the Institute of
Chartered Accountants of
India, ICAI Bhawan
Gute No – 72,
Near IT College,
Satara Parisar,
Beed By-Pass Road,
Aurangabad – 431005 | 12. | The Chairman,
Goa Branch of WIRC of the
Institute of Chartered
Accountants of India,
201/202, 2 nd Floor, Kamat
Towers,Palto Plaza, Panjim,
Goa - 403 001 |

- | | |
|--|---|
| <p>13. The Chairman,
Ichalkaranji Branch of WIRC
of the Institute of Chartered
Accountants of India
BHARADIA&CO, 12/833
KRISHNA KUNJ,
TILAKNAGAR, DIST-
KOLHAPUR, ICHALKARANJI-
416115</p> | <p>20. The Chairman
Nashik Branch of WIRC of
the Institute of Chartered
Accountants of India, "ICAI
Bhawan", Ashoka Marg,
Pakhhal Road,
Near Ashoka School,
Wadala Shivar,
Nashik – 422 006
Maharashtra</p> |
| <p>14. The Chairman,
Jalgaon Branch of WIRC of
the Institute of Chartered
Accountants of India, "ICAI
Bhavan"
Plot No.10,Gajanan
Colony,Near LIC Colony,
Ring Road, Jalgaon</p> | <p>21. The Chairman,
Navi Mumbai Branch of
WIRC of the Institute of
Chartered Accountants of
India, ICAI Bhawan,
Rainbow Apartment
F-2/C-3, 2nd Floor,Sector –
10, Near Vjya Bnak,Vashi,
Navi Mumbai – 400 703</p> |
| <p>15. The Chairman,
Jamnagar Branch of WIRC of
the Institute of Chartered
Accountants of India,
305, 306, 313 & 314
Mayur Complex,
K Colony, Aerodrome Road,
Jamnagar 361 006</p> | <p>22. The Chairman,
Nanded Branch of WIRC of
the Institute of Chartered
Accountants of India,
2nd Floor, Malpani Building,
Opp. Collector Office,
Vazirabad
Nanded – 431601</p> |
| <p>16. The Chairman,
Kolhapur Branch of WIRC of
the Institute of Chartered
Accountants of India,
321/1, 3rd,4th,5th Floor,
The Square
Dabholkar Corner,
Baker Lane, New Shahupuri,
Kolhapur – 416001</p> | <p>23. The Chairman,
Navsari Branch of WIRC of
the Institute of Chartered
Accountants of India,
101, Harekrishna Complex,
Above IDBI Bank, Near
Prajapati Ashram, Library,
Navsari - 396 445.</p> |
| <p>17. The Chairman,
Kalyan Dombivli Branch of
WIRC of the Institute of
Chartered Accountants of
India, Unit no 3, 1st floor
sharad complex, near archies
gallery, Oak bag, station Rd,
kalyan west- 421301</p> | <p>24. The Chairman,
Pimpri - Chinchwad Branch
of WIRC of the Institute of
Chartered Accountants of
India,
"ICAI BHAWAN"
Plot No. – 17/8 A.
At Nigdi,Bhakti Shakti
Chowk,Transportnagar,
Pimpri Chinchwad
(Pune)– 411 044</p> |
| <p>18. The Chairman,
Latur Branch of WIRC of the
Institute of Chartered
Accountants of India,
Beside at Home,
Daya Ram Road
Near Regal Talkies
Latur-413512</p> | <p>25. The Chairman
Pune Branch of WIRC of the
Institute of Chartered
Accountants of India,</p> |
| <p>19. The Chairman,
Nagpur Branch of WIRC of
the Institute of Chartered
Accountants of India,</p> | |

- ICAI Bhawan,
Plot No.8, Parshwanath
Nagar, CTS No. 333,
Sr. No. 573, Munjeri,
Opp. Kale Hospitale,
Near Mahavir Farniture,
Bibawewadi
26. The Chairman,
Rajkot Branch of WIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
Near Raiya Circle,
Off 150 Feet Ring Road,
Giriraj Nagar Main Road
Rajkot - 360 005
27. The Chairman,
Ratnagiri Branch of WIRC of
the
Institute of Chartered
Accountants of India,
Matrusmruti" Near Damale
School,
Joglekar Colony,Nachane
Road,
Ratnagiri-415639(M.S.)
28. The Chairman,
Sangli Branch of WIRC of the
Institute of Chartered
Accountants of India,
C.S. No.214,
Anand Vilas Apartment,
Block No.9-10, 2nd Floor,
Opp. State Bank of India,
(South Shivaji Nagar Branch)
Sangli- 416 416
29. The Chairman,
Solapur Branch of WIRC of
the Institute of Chartered
Accountants of India,
Rajnigandha Apartment
Ist Floor, Behind Hotel
Yatiraj Modi,
Solapur- 413 001
30. The Chairman,
Surat Branch of WIRC of the
Institute of Chartered
Accountants of India
ICAI Bhawan,
2nd Floor,Saiffee Building,
Dayalji Baug Road (Dutch
Garden Road),Nanpura,
Surat - 395 001 (Gujarat)
31. The Chairman,
- Satara Branch of WIRC of the
Institute of Chartered
Accountants of India,
311/19, Ravivaibhav Building,
Near Vimal City,
Radhika Road,
Satara, 415002.
32. The Chairman,
Thane Branch of WIRC of
the Institute of Chartered
Accountants of India,
A-4, Laxmi Mahal, Second
Floor, LBS Marg,
Chandanwadi Naka,
Thane (W) – 400 602
33. The Chairman,
Vasai Branch of WIRC of the
Institute of Chartered
Accountants of India,
Amruta Building, Indralok
Phase-II, New Golden Nest
Road,Bhayander (East),
Dist- Thane
Bhayander- 401 105.
34. The Chairman,
Vapi Branch Of Wirc Of The
Institute Of Chartered
Accountant Of India,
3rd Floor, Yamuna Complex,
Near Gokul Vihar Township
Selvas Road, Vapi -39619
35. Bhuj Branch of WIRC of the
Institute of Chartered
Accountant of India,
311, 3rd floor, balram
complex,
Near ICICI bank, station
road, BHUJ, Kutch. 370001

SIRC – BRANCHES

1. The Chairman,
Alleppey Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
ICAI Lane
Athithara Temple Road
Pazhaveedu .P.O
Alleppey-688009
2. The Chairman
Anantapur Branch of SIRC of
the Institute of Chartered
Accountants of India,
S.No. 433/1, Plot No. 14
Sree Manjunatha Nilayamj,
Opp. JNTU Electrical
Substation, JNTU Road,
Anantapur-515002
3. The Chairman,
Bangalore Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
No. 16/0,
Millers Tank Bed Area,
Bangalore – 560 052
4. The Chairman,
Belgaum Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
Swaroop Plaza,
IInd Floor,
Sukrawar Peth, Tilakwadi,
Belgaum - 590 006
5. The Chairman,
Bellary Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI Bhawan Raghuvindra
Colony, 2nd Stage Ayyappa
Swami Temple Road, Opp.
Overhead watertank
Bellary – 583 101
6. The Chairman,
Calicut Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
Cherootty Nagar,
Eranhipalam P.O,
Kozhikode – 673 006
7. The Chairman,
Coimbatore Branch of
SIRC of the Institute of
Chartered Accountants of
India, ICAI Bhawan,
44,45 Opp. Union Bank of
Thudiyalur.
COIMBATORE – 641034
8. The Chairman,
Ernakulam Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
57/3146, Dewan's Road,
Ernakulam,
Kochi – 682 016
9. The Chairman,
Erode Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
No. 122/A, Pushpa Nagar,
Perundurai Road,
Thindal Post,
Erode – 638 009
10. The Chairman,
Guntur Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
D.No.25-17-123,
11th Lane, (60ft. Road),
Srinivasaraothota,
Guntur – 522 004
11. The Chairman,
Hubli Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
Madhura Chetna Colony
Keshwapur, Kusugal Road,
Hubli – 580 023
12. The Chairman,
Hyderabad Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
11-5-398/C, Red Hills,
Hyderabad – 500 004

13. The Chairman,
Kadapa Branch of SIRC
of the Institute of Chartered
Accountants of India
D.No. C-01-552, rajiv marg,
Gandhi nagar Kadapa-516004
14. The Chairman,
Kakinada Branch of SIRC SIRC
of the Institute of Chartered
Accountants of India, "ICAI
BHAWAN"
Door No.70-10-7/A,
Beside Satya Bhaskar Public
School, Near Naga Mallithotta
Junction, NFCL Road
Kakinada - 533 003
East Godavari District
15. The Chairman
Kannur Branch of SIRC of the
Institute of Chartered
Accountants of India,
Bridge Centre, Fort Road
KANNUR – 670001
16. The Chairman,
Karimnagar Branch of SIRC
of the Institute of Chartered
Accountants of India,
H.No.2-10-1068, First Floor,
Shiva Theatre Complex,
Jyothinagar,
Karimnagar-505001. (A.P.)
17. The Chairman,
Kottayam Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
Kolladu P.O.
Kottayam – 686004
18. The Chairman,
Kumbakonam Branch of SIRC
of the Institute of Chartered
Accountants of India,
ICAI BHAWAN
No. 11/5,
Pachayappa Street,
Kumbakonam– 612 001
19. The Chairman,
Kurnool Branch of SIRC of the
Institute of Chartered
Accountants of India,
43-213,Sankalbhag, N.R.Peta,
Kurnool-518004
(Andhra Pradesh)
20. The Chairman,
Madurai Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
Old Natham Road,
Opp. Balamandir School,
Visalakshipuram,
Madurai-625 014
21. The Chairman,
Mangalore Branch of SIRC of
the Institute of Chartered
Accountants of India, 2nd floor,
Mahendra Arcade,
Kodial Bail,
Mangalore – 575 003
22. The Chairman,
Mysore Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
CA-2, Bank Employees' Colony,
Bogadi, Mysore – 570 006
23. The Chairman,
Nellore Branch of SIRC of the
Institute of Chartered
Accountants of India,"ICAI
Bhawan",
NH 5,Near Swarna Toll
Plaza,Opposite "Quba
Engineering College,
"Veddepalem Village,
Venkatachalam Mandal
Nellore District-524 320,
(Andhra Pradesh)
24. The Chairman
Ongole Branch of SIRC of the
Institute of Chartered
Accountants of India,
6-212(3A), 2nd Floor,
Ushodaya Complex,
Upstairs of SBI Regional Office,
Kurnool Road,
Ongole - 523 002
25. The Chairman,
Palghat Branch of SIRC
of the Institute of Chartered
Accountants of India,
ICAI BHAWAN
8/121/ (2), Indrani Nagar,
Chunnambuthara,
Palakkad - 678 012.
26. The Chairman,
Pondicherry Branch of SIRC of

- the Institute of Chartered Accountants of India,
ICAI BHAWAN
No. 8, Second Main Road,
Ilango Nagar,
Opp. Balaji Theatre,
Puducherry - 605 011
27. The Chairman,
Quilon Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI Bhawan, Pallihottam,
Kollam - 691 006
28. The Chairman,
Rajamahendravaram Branch of
SIRC of the Institute of
Chartered Accountants of
India, Door No. 29-2-3 ,
Somina Building, Opp. SBI,
Pushkaraghat Branch
Near Gokavaram Bus Stand
Rajamahendravaram -
29. The Chairman,
Salem Branch of the SIRC of
the Institute of Chartered
Accountants of India,
65, Ramakrishna Road,
Salem – 636 007
30. The Chairman
Sivakasi Branch of SIRC of
the Institute of Chartered
Accountants of India,
128, Velayutham Road,
Near railway Station,
Sivakasi – 626123
31. The Chairman,
Tiruchirapalli Branch of SIRC
of the Institute of Chartered
Accountants of India,
24 SBI Officer Colony Lawsons
Road, cantonment
Tiruchirapalli – 620 001
32. The Chairman,
Tirunelveli Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI Bhawan,
A-72, Fifth Cross Street,
NGO A Colony.
Tirunelveli - 627 007.
Tamilnadu.
33. The Chairman,
Tirupur Branch of SIRC of the
- Institute of Chartered
Accountants of India,
No. 46, Pethichettipuram,
Ist Street, Rayapuram,
TIRUPUR-641 601
34. The Chairman,
Trichur Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
Alum Vettu Vazhi
Chiyaram
Thrissur – 680 026
35. The Chairman,
Trivandrum Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
P.B. No. 416,
TC 41/401 Pound Road,
Thycaud,
Thiruvananthapuram –695014
36. The Chairman,
Tirupati Branch of SIRC of the
Institute of Chartered
Accountants of India,
592, Bodhi Enclave,
Balaji Colony,
Tirupati-517502
37. The Chairman,
Tuticorin Branch of the SIRC of
the Institute of Chartered
Accountants of India,
ICAI Bhawan,
4/26G/2, Athiparasakthi
Nagar, Near SRRA Hospital,
Opp. Ettayapuram Road,
Tuticorin - 628 002
38. The Chairman,
Udupi Branch of SIRC of the
Institute of Chartered
Accountants of India,
ICAI BHAWAN
Sri Mahalasa Damodar Towers,
Kunjibettu, Udupi – 576102
39. The Chairman,
Vellore Branch of the SIRC of
the Institute of Chartered
Accountants of India,
"ICAI Bhawan",
16, Honnegar Street,
(Behind Venus Theatre),
Krishna Nagar,
VELLORE - 632 001

40. The Chairman,
Vijayawada Branch of SIRC of
the Institute of Chartered
Accountants of India,
ICAI Bhawan,
Door No. 27-12-64,
Alibaig Street, Governor Pet
Vijayawada - 520 002
Ph. 0866- 2576666
41. The Chairman,
Visakhapatnam Branch of SIRC
of the Institute of Chartered
Accountants of India
ICAI BHAWAN
D No. 9-36-22/2,
Pithapuram Colony,
Near Andhra Bank,
Visakhapatnam - 530 003
42. Warangal Branch of SIRC of
the Institute of Chartered
Accountants of India,
H. No. 14-1-124
Venu Rao Colony, M. G. Road,
Warangal - 506 002
43. Kalaburgi Branch of SIRC of
the Institute of Chartered
Accountants of India,
C/o R P Bijaspur & Co,
8, 1st Floor, Jawali Complex,
Super Market, Kalaburagi-
585101. (Karnataka State),
kalaburgi@icai.org
44. West Godavari Branch of SIRC
of the Institute of Chartered
Accountants of India,
*22B-6-14/1, Korrapati Street
Powerpet, ELURU - 534002.*
45. Kanchipuram
Branch of SIRC of the
Institute of Chartered
Accountants of India,
Flat no.402, Fourth Floor
Nadha Kamalam, No.1A
Sundaram Colony,
East Tambaram
Chennai-600059

EIRC – BRANCHES

- | | |
|---|---|
| <p>1. The Chairman,
Asansol Branch of EIRC of the
Institute of Chartered Accountants
of India,
ICAI BHAWAN
Kalyanpur Housing More, Sen-
Raleigh Road,
ASANSOL - 713 304</p> | <p>West Bengal
Raniganj – 713347</p> |
| <p>2. The Chairman,
Bhubaneswar Branch of the EIRC of
the Institute of Chartered
Accountants of India, ICAI Bhawan,
A-122/1, Nilkantha Nagar,
Nayapalli,
Bhubaneswar - 751 012</p> | <p>8. The Chairman,
Rourkela Branch of EIRC of the
Institute of Chartered Accountants
of India, Rourkela Branch of EIRC
of the Institute of Chartered
Accountants of India,
LL/2, 4th Floor,
Manika Tower, Civil Township</p> |
| <p>3. The Chairman,
Cuttack Branch of EIRC of the
Institute of Chartered Accountants
of India, ICAI Bhawan,
Plot No-8/4/1/521,
Sector-8 CDA, VIDNASI
Cuttack - 753 005</p> | <p>9. The Chairman,
Sambalpur Branch of EIRC of the
Institute of Chartered Accountants
of India,
Opp G Ram & Co.
Khetrajpur, Sambalpur, Odisha
Pin – 768003, 663-32-08294
sambalpur@icai.org</p> |
| <p>4. The Chairman,
Durgapur Branch of EIRC of the
Institute of Chartered Accountants
of India,
ICAI BHAWAN
Priyadarshini Indira Sarani,
Durgapur - 713 205</p> | <p>10. The Chairman,
Siliguri Branch of EIRC of the
Institute of Chartered
Accountants of India
ICAI BHAWAN
Near Overbridge,
(Tinbatti More),
SILIGURI - 734 005</p> |
| <p>5. The Chairman,
Dibrugarh Branch of EIRC of the
Institute of Chartered Accountants
of India
C/o Navin Jain &
Associates, 1st Floor,
Goenka Electricals,
R.K.B. Path, Dibrugarh</p> | <p>11. The Chairman,
Tinsukhia Branch of EIRC of the
Institute of Chartered Accountants
of India
C/o CA. Ajoy Paul,
D. M. Lohia Road,
Tinsukia - 786 125</p> |
| <p>6. The Chairman,
Guwahati Branch of EIRC of the
Institute of Chartered Accountants
of India, ICAI BHAWAN,
2nd Bye Lane, Manik Nagar, R G
Barua Road,
Guwahati-781005. (Assam)</p> | <p>12. The Chairman
Jharsuguda Branch of EIRC of the
Institute of Chartered Accountants
of India
Ist Floor, Dhaniram Business Park,
Above Corporation Bank
Sarbahal Road
Jharsuguda - 768201
Oddisa</p> |
| <p>7. The Chairman,
Raniganj Branch of EIRC of the
Institute of Chartered Accountants
of India,
B.N. Agrawal Hospital Building,
Netaji Subhash Bose Road, Dist.
Burdwan,</p> | <p>13. The Chairman,
Brahmapur Branch of EIRC of the
Institute of Chartered Accountants
of India
First Floor, Sanjukta Tower, Infront
of new Mango Market, Meenakshi
Nagar, Brahmapur-760002, Ganjam
District, Odisha</p> |

CIRC – BRANCHES

- | | |
|---|--|
| <p>1. The Chairman,
Agra Branch of CIRC of the
Institute of Chartered
Accountants of India
Block No. 77/8, 1st Floor,
M.K. Tower, Sanjay Place
AGRA - 282 002</p> | <p style="text-align: center;">Sendra Road Beawar-305901
(Raj.)</p> |
| <p>2. The Chairman,
Ajmer Branch of CIRC of the
Institute of Chartered Accountants
of India
ICAI BHAWAN,
2363, Behind Mittal Nursing
College Maharana Pratap Nagar,
Kotra, Ajmer</p> | <p>8. The Chairman,
Bhilai Branch of CIRC of the
Institute of Chartered Accountants
of India,
"ICAI BHAWAN",
Near Apex Bank,
Civic Centre,
Bhilai (Chhattisgarh)</p> |
| <p>3. The Chairman,
Allahabad Branch of CIRC of the
Institute of Chartered Accountants
of India,
ICAI Bhawan,
Tulsiani Plaza, 2nd floor,
M.G. Marg, Civil Lines,
Allahabad-211 001</p> | <p>9. The Chairman,
Bhilwara Branch of CIRC of the
Institute of Chartered Accountants
of India,
Kailash Tower, 2nd floor,
Opp. Solanki Talkies,
Shastri Nagar,
Bhilwara</p> |
| <p>4. The Chairman,
Alwar Branch of CIRC of the
Institute of Chartered Accountants
of India, Behind Stadium,
C.A. Lane,
ICAI Bhawan
Scheme No. 8 Extension,
ALWAR - 301 001</p> | <p>10. The Chairman,
Bhopal Branch of CIRC of the
Institute of Chartered Accountants
of India, 148, Zone -II,
Maharana Pratap Nagar, Bhopal -
462 011</p> |
| <p>5. The Chairman,
Aligarh Branch of CIRC of the
Institute of Chartered Accountants
of India,
'PRABHU, 3/197, MARRIS ROAD,
ALIGARH - 202 001 (U.P.)'.</p> | <p>11. The Chairman,
Bikaner Branch of CIRC of the
Institute of Chartered
Accountants of India,
ICAI Bhawan, C-6-7-
8, Shiv Valley, Ganga Shahr
Road,
Bikaner - 334 001</p> |
| <p>6. The Chairman,
Bareilly Branch of CIRC of the
Institute of Chartered Accountants
of India
B-57, 2nd floor,
Butler Plaza,
Civil Lines,
Bareilly – 243001</p> | <p>12. The Chairman,
Bilaspur Branch of CIRC of the
Institute of Chartered Accountants
of India,
ICAI Bhawan,
Beside CIT Office,
Vyapar Vihar,
Bilaspur (CG) – 495001</p> |
| <p>7. The Chairman
Beawar Branch of CIRC of the
Institute of Chartered Accountants
of India,
"ICAI BHAWAN", 16-18,
Mansarovar Vihar Colony, Near Raj
Mahal Hotel</p> | <p>13. The Chairman,
Bharatpur Branch of CIRC of the
Institute of Chartered Accountant
of India
Amar Deep Building, Ranjeet
Nagar Road, Bharatpur</p> |
| <p>14. The Chairman,
Chittorgarh Branch of CIRC of the
Institute of Chartered Accountant
of India ,</p> | |

- Add : 9, 1st Floor,
Ashutosh Nagar, Near
UCO Bank,
Chittorgarh - 312001
- 15 The Chairman,
Dehradun Branch of the CIRC of
the Institute of Chartered
Accountants of India, ICAI
BHAWAN
"Shikhar",
15, Subhash Road,
Opp. Income Tax Office,
Dehradun - 248 001
- 16 The Chairman
Dhanbad Branch of the CIRC of
the Institute of Chartered
Accountants of India,
ICAI BHAWAN
405, New Market,
Bank More
Dhanbad - 826 001
- 17 The Chairman,
Ghaziabad Branch of CIRC of the
Institute of Chartered Accountants
of India,
Yamunotri Complex,
IIInd floor, A-12,
Ambedkar Road,
Ghaziabad - 201 001
- 18 The Chairman,
Gorakhpur Branch of CIRC of the
Institute of Chartered Accountants
of India,
A-52, Budh Vihar Commercial
Opp Satya Nursing
Home, Taramandal
Gorakhpur 273017
- 19 The Chairman,
Gwalior Branch of CIRC of the
Institute of Chartered Accountants
of India,
F-104, Global Apartment,
Opp. Income Tax Office,
City Center,
GWALIOR-474 011
- 20 The Chairman,
Indore Branch of CIRC of the
Institute of Chartered Accountants
of India
'ICAI Bhawan',
Plot No. 19-B,
Scheme No. 78, Part II,
(Near M P Pollution Board) Indore
(M.P.)
- 21 The Chairman,
Jabalpur Branch of CIRC of the
Institute of Chartered Accountants
of India, 1201/A, 1st Floor,
Ashoka Hotel Road,
Wright Town, Jabalpur - 482002
- 22 The Chairman,
Jaipur Branch of CIRC of the
Institute of Chartered Accountants
of India
ICAI BHAWAN
D-1, Institutional Area,
Jhalana Doongri,
Jaipur - 302004
- 23 The Chairman,
Jamshedpur Branch of CIRC of the
Institute of Chartered Accountants
of India,
Room No. 20,
RMCE Jubilee Road
Jamshedpur - 831 001
- 24 The Chairman,
Jodhpur Branch of CIRC of the
Institute of Chartered Accountants
of India,
"Guru Roop Rajat"
E-32, Kalpatru Shopping Centre.
Jodhpur - 342 003
- 25 The Chairman,
Jhansi Branch of CIRC
of the Institute of
Chartered Accountant
of India
252/4, Sarv Nagar,
Near Saksham Placement,
C P Mission Compound,
Jhansi-284003
- 26 The Chairman,
Kota Branch of CIRC of the
Institute of Chartered Accountants
of India,
"ICAI Bhawan"
65, New Grain Mandi
Kota- 324007
- 27 The Chairman,
Kishangarh Branch of CIRC of the
ICAI
25-26A, GF, Satyam Villa, Vinayak
Nagar, Near Old Shivam Talkies,
Link Road, Madanganj –
Kishangarh - 305801 Ajmer
(Rajasthan)
- 28 The Chairman,
Lucknow Branch of CIRC of the

	Institute of Chartered Accountants of India, ICAI BHAWAN 'JAGRITI', Institutional Area, Vikas Khand, - I, Gomti Nagar, Lucknow - 226 010		Fraser Road, Patna – 800 001
29	The Chairman, Mathura Branch of CIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, B-12,13,14, Radhika Vihar Phase II, Behind Highway Plaza NH-2, Mathura PIN Code : 281004	35	The Chairman, Pali Branch of CIRC of the Institute of Chartered Accountants of India, C/o Kalani @ Co. CA Shree Kripa, 43, Gharwala Jaw, Mandia Road , Pali Marwar – 306401
30	The Chairman, Meerut Branch of CIRC of the Institute of Chartered Accountants of India, C/o Amit Jain & Associates Vasant Vihar Girls Hostel Western Kutchery Road Meerut (UP)	36	The Chairman, Raipur Branch of CIRC of the Institute of Chartered Accountants of India, A-21, 1 st Floor, Mahavir Gaushala Complex, K.K Road, Raipur – 492 001
31	The Chairman, Moradabad Branch of CIRC of the Institute of Chartered Accountants of India, Ground & Ist Floor, Dubey Complex, Opp. Sai Hospital Towards Mansarover Colony, Delhi Road, Moradabad – 244001	37	The Chairman Ranchi Branch of CIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, H B Road Dr. Mukti Saran Lane, Ranchi – 834 001
32	The Chairman, Muzaffarnagar Branch of CIRC of the Institute of Chartered Accountants of India, "ICAI BHAWAN" Vishnu Vihar, Jansath Road, Opp. Surendra Nagar, Muzaffarnagar (U.P.)	38	The Chairman Ratlam Branch of CIRC of the Institute of Chartered Accountant of India Block 'A' , 3rd Floor, 45, Ratlam Plaza , New Road Ratlam Mp 457001
33	The Chairman Noida Branch of CIRC of the Institute of Chartered Accountants of India, P-19(Basement), Sec-12, Noida-201301	39	The Chairman Sriganganagar Branch of CIRC of the Institute of Chartered Accountant of India, D/20-D/24, Sector-17 Market, Opp.Andhvidhyalya, Hanumangarh road, Sriganganagar -335001
34	The Chairman, Patna Branch of CIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN 309, Jagat Trade Centre,	40	The Chairman Sikar Branch of CIRC of the Institute of Chartered Accountant of India First Floor, Ashok Vihar, Ranisati Road, (Raj)-332001
		41	The Chairman, Saharanpur Branch of CIRC of the Institute of Chartered Accountants of India,

	"ICAI Bhawan" Industrial Area , Manoharpur, Delhi Road, Saharanpur-247001 Uttar Pradesh		B-27/92, K-4, First Floor, Jawahar Nagar Colony, Varanasi-221010
42	The Chairman, Udaipur Branch of CIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Chartered House, 'G' Block, Hiran Magri, Sector 14, Udaipur – 313 001	45	Haridwar Branch of CIRC of the Institute of Chartered Accountants of India, Atul Jindal & Associates 316, Vivek Vihar, Haridwar - 249407
43	The Chairman, Ujjain Branch of CIRC of the Institute of Chartered Accountants of India,21, 22, 23, 24, Awantika Plaza, 2 nd Floor, Vikram Marg, Near sandipani square, Freeganj, Ujjain, 456001	46	Haldwani Branch of CIRC of the Institute of Chartered Accountants of India, Haldwani Branch of ICAI Hall 1 D, 2nd Floor Durga City Centre Haldwani-(Uttarakhand)263141
44	The Chairman, Varanasi Branch of CIRC of the Institute of Chartered Accountants of India,	47	Bulandshahr Branch of CIRC of the Institute of Chartered Accountants of India, C/o M/s Jain P. Kumar & Company, 52, Gyanlok Colony, Near Income Tax Office, Bulandshahr-203001

NIRC – BRANCHES

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| 1 | The Chairman,
Ambala Branch of NIRC of the
Institute of Chartered
Accountants of India,
3 rd floor, 6352/11,
Hotel Shingar Palace,
Upstairs HDFC Bank,
Nicholson Road,
Ambala Cantt- 133 001 | 8 | The Chairman,
Gurugram Branch of NIRC of the
Institute of Chartered
Accountants of India, Plot No.
60A, Sector -18
3 rd Floor, Udyog Vihar,
(Near Police Chowk)
Gurugram -122 001. |
| 2. | The Chairman,
Amritsar Branch of NIRC of the
Institute of Chartered
Accountants of India,
ICAI Bhawan,
Bhai gurdas ji nagar(New
Amritsar) GT road
Amritsar - 143 001 | 9 | The Chairman,
Himachal Pradesh Branch of the
NIRC of the Institute of Chartered
Accountants of India, First Floor,
Sidhi Vinayak Apartments,
Near Petrol Pump,
Vikas Nagar, SHIMLA – 171009 |
| 3. | The Chairman,
Bathinda Branch of NIRC of the
Institute of Chartered
Accountants of India,
21301, Dr, Nohria Street
Opp. Zonal Office S.B.O.P., Guru
Kanshi Marg,
Bathinda -151001 | 10 | The Chairman,
Hisar Branch of NIRC of
the Institute of Chartered
Accountants of India
ICAI BHAWAN
1542, Sector – 13P,
Hisar- 125 005 |
| 4 | The Chairman ,
Bhiwani Branch of NIRC of the
ICAI ,
DSB-537, Ground floor, huda city
centre, bhiwani-127021 | 11 | The Chairman,
Jalandhar Branch of NIRC of the
Institute of Chartered
Accountants of India,
1 ST Floor, SCF 53,
Above PNB,
Urban Estate, Phase-1,
Jalandhar -144022. |
| 5 | Bahadurgarh
Max Arcade, Plot No.-9, Opp.
Shaping Centre, Behind Hanuman
Dharam Kanta, M.I.E.,
BAHADURGARH, Haryana-124507 | 12 | The Chairman,
Jammu & Kashmir Branch of
NIRC of the Institute of
Chartered Accountants of India,
ICAI Bhawan
Canal Road (Near Regional
Research Laboratory)
Jammu - 180 001 |
| 6 | The Chairman,
Chandigarh Branch of NIRC of the
Institute of Chartered
Accountants of India, Institutional
Area,
ICAI BHAWAN
Opp. Community Center,
Sector – 35-B,
Chandigarh- 160 022 | 13 | The Chairman,
Karnal Branch of NIRC of the
Institute of Chartered
Accountants of India,
SCO 24-25, First Floor
Opposite Krishan Mandir, Urban
Estate, Sector-14,
Karnal, (Haryana) |
| 7 | The Chairman
Faridabad Branch of NIRC of the
Institute of Chartered
Accountants of India,Plot No. 43,
Sector - 20A
Opp. Magpie Tourist Complex
Faridabad -121002 | 14 | The Chairman,
Kaithal branch of NIRC of the
Institute of Chartered
Accountants of India
37, New Sika Market, Chhatrawas
Road, Kaithal, Pin-136 027 |

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| 15 | The Chairman,
Kurukshetra branch of NIRC of
the Institute of Chartered
Accountants of India
SCO 22-23 1 st floor sector 17,
Kurukshetra-136118 | 21 | Opp. Urja Park,
Rewari-123 401.
The Chairman,
Sangrur Branch of NIRC of the
Institute of Chartered Accountants
of India, Captain Karam Singh
Nagar, Near Sekhon's Restaurant,
Sunam Road,
Sangrur -148001(Pb) |
| 16 | The Chairman,
Ludhiana Branch of NIRC of the
Institute of Chartered
Accountants of India,
ICAI B HAWAN
Near Silver Oak Palace & Garden,
Basant City Road, Pakhowal
Road,
Ludhiana - 141 001 | 22 | The Chairman,
Sonapat Branch of NIRC of the
Institute of Chartered
Accountants of India,
Plot No. 15, Hem Nagar,
Near Narang Eye & Child
Hospital, Delhi Road,
Sonapat -131001 |
| 17 | The Chairman
Patiala Branch of NIRC of the
Institute of Chartered
Accountants of India, Second
Floor,
Near Sukhdev Automobiles,
Opp British Co Ed School, Lower
Mall,
Patiala (PB.) 147 001 | 23 | The Chairman,
Sirsa Branch of NIRC of the
Institute of Chartered
Accountants of India,
Gali Ram Swaroop Petrol Pump
Wali, Hissar Road,
Sirsa |
| 18 | The Chairman
Panipat Branch of NIRC of the
Institute of Chartered
Accountants of India,
SCO -7 & 8, Sector-25,
Transport Nagar, HUDA,
Panipat-132103 | 24 | The Chairman,
Yamunanagar Branch of NIRC of
the Institute of Chartered
Accountants of India, SCO-1, First
Floor,
Madhu Colony,
Yamunanagar - 135 001 |
| 19 | The Chairman,
Rohtak Branch of NIRC of the
Institute of Chartered
Accountants
of India,
1043 A / 22,
Geeta Complex
Rohtak – 124 001 | | |
| 20 | The Chairman,
Rewari Branch of NIRC of the
Institute of Chartered
Accountants
of India, 339 – L , Model Town, | | |



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World Congress of Accountants 2022

Mumbai, India



|| LEADING ENLIGHTENMENT ♦ POSSIBILITIES INFINITE ||



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

ICAI Bhawan, P.B. No.7100, Indraprastha Marg, New Delhi - 110 002

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