The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

AIMCMM 2025

(All India Managing Committee Members Meet)

Volume-V

ICAI at a Glance

Grants of RBA, BOS and other Committees if ICAI

For Restricted Circulation only

Background Material Orientation Program for Members of Regional Councils and Branches, Study Circles & Study Chapters 2025

(Volume - V)

Committees & Directorate

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 2025

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Part A

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Existing (as revised in 2008)	Proposed (revision in 2023)
Scale existing of Revenue Grant of Regional Councils given are as under: Salary — As per the staff sanctioned by the executive Committee Branch Administration Grant per Branch — Rs. 1.50 Lacs+ Rs. 3500 Membership Fee in respect of Member -Covered by Branches — Rs. 30/- per Member -Not covered by the Branches per Member — Rs. 100/- Audit Fee — As per the scale approved by Head Office The Revenue Grant is released on a quarterly basis to Regional Councils of ICAI. The requisite document for releasing the Revenue Grant is a GST invoice.	**Scales components and norms of Revenue Grant to Regional Councils:** Salary — As per the staff sanctioned by the Executive Committee Branch Administration Grant — Rs. 7000 per Branch or (Rs. 1.50 lacs+ Rs. 3500 per Branch) whichever is higher. Membership Fee in respect of Member Covered by Branches — Rs.30/- per Member Not covered by the Branches — Rs. 250/- per Member Audit Fee — As per the scale approved by Head Office The Revenue Grant will be released on a half-yearly basis in advance in the month of April and October every year to Regional Councils. The requisite documents for releasing the Revenue Grant will be GST invoice. The Branch Administration Grant and the Membership Fee Grant in respect of Members which are covered by Branches is required to be utilised for the purpose of supporting the Branches in their Activities. The Membership Fee Grant in respect of Members residing in the places other than city of Regional Council Headquarter has to be utilised for the benefits of those Members.
Scales and components of Revenue Grant to Branches of ICAI as under: Staff and Administration Grant expenses etc. Membership Strength — Amount (Rs.) Upto 300 — 1,50,000 From 301 to 500 — 1,80,000 Over 500 — 2,00,000 Membership Fee — Rs. 100 per Member Audit Fee — As per the scale approved by the Head office The Revenue Grant is released on a quarterly basis to	**Scales components and norms of Revenue Grant to Branches** Administration Grant etc. Membership Strength — Amount (Rs.) Upto 500 — 2,00,000 501 to 1000 — 4,50,000 1001 to 2500 — 5,50,000 2501 to 5000 — 6,50,000 5001 and above — 7,50,000 Membership Fee — -Rs. 250 per Member Audit Fee — As per the scale approved by the Head office The Revenue Grant will be released on a half-yearly basis in

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Branches of ICAI. The requisite document for releasing the Revenue Grant is a GST invoice.	advance in the month of April and October every year to Branches. The requisite document for releasing the Revenue Grant will be GST invoice. It is decided to continue the Maintenance Grant @ Rs 15,000/- per month to only those Branches of Regional Councils whose membership strength is up to 500 Nos. irrespective of the status whether the Branch is functioning from rented premises or own premises. It was also decided such Grant would continue to be disbursed to those branches until the end of the financial year in which the branch attains a member's strength of more than 500 members.
The Rent Grant to Branches of ICAI Branches upto 200 Members : Rs. 37,500/- P.M. Branches with 201 to 500 Members Rs.52,500/- P.M. Branches with 501 to 1000 Members : Rs. 75,000/- P.M. Branches with 1001 Members and above: Rs. 1,05,000/- P.M. The requisite documents for releasing the Rent Grant are GST Invoice, Rent agreement and Auditor's Utilization Certificate.	**Scales and norms of Rent Grant to Branches:** Membership Strength Amount (Rs.) Upto 200 Members : Rs. 37,500/- per month 201 to 500 Members : Rs.52,500/- per month 501 to 1000 Members : Rs. 75,000/- per month 1001 Members to 2500 Members : Rs. 1,05,000/- per month 2501 and above : Rs. 1,50,000/- per month The requisite document for releasing the Rent Grant will be GST invoice and Rent Agreement.
Maintenance Grant: The Finance Committee at its 65th Meeting approved the Maintenance Grant @ Rs 15,000/- per month commencing from 1st January 2020 to only those Branches of Regional Councils (Regions) whose membership strength is less than 500 Nos. The Grant is admissible to all the Branches having upto 500 Members Strength irrespective of the status whether the Branch is functioning from rented premises or own building.	**Maintenance Grant:** It is decided to continue the Maintenance Grant @ Rs 15,000/- per month to only those Branches of Regional Councils whose membership strength is up to 500 Nos. irrespective of the status whether the Branch is functioning from rented premises or own premises. It was also decided such Grant would continue to be disbursed to those branches until the end of the financial year in which the branch attains a member's strength of more than 500 members.
Scales and norms of the Special Grant and Public Relation Grant to Branches and Regional Councils The Group noted the existing scale of Public Relation Grant/Special Grant: A Branch of Regional Council is entitled for special Grant a maximum of Rs. 50,000/- per annum (i.e. cost of two faculty members would be reimbursed) for organizing Special Programmes by inviting a Chief Minister/Finance Minister or Union Cabinet Minister and/or Heads of Regulatory Authorities like C&AG, RBI, SEBI, IRDA, DCA, CBDT. A Regional Council is entitled for Public Relation Grant to the extent of upto Rs. 50,000/- Per Annum. The Grant is released to Regional Council on receipt of a specific request from the Regional Council with details of expenditure. The President decides on case-to-case basis,	**Scales and norms of the Public Relation Grant to Branches and Regional Councils:** Membership Strength Amount (Rs.) Upto 500 50,000 501 to 1000 1,00,000 1001 to 2500 1,50,000 2501 to 5000 2,00,000 5001 and above 2,50,000 Regional Councils 2,50,000 Henceforth the Special Grant to Branches shall be called as Public Relations Grant. The Grant may be claimed on half yearly basis based on submission of details of expenses incurred with GST invoice for following purposes:

the activities which constitute public relations. Generally, the programmes invite the President/Vice-President of India, Union Cabinet Minister, State Chief Minister, State Cabinet Minister, Union Minister for Company Affairs, Heads of RBI, SEBI, C&AG, CBDT, CBEC shall constitute Public Relations activity. In addition, Cricket Match or any other sports activity organized with Income-tax Department, Sales Tax Department, RBI, SEBI etc. shall also constitute Public Relations activity.	○ Invitation to dignitary such as President/Vice-President of India, Union Cabinet Minister, State Chief Minister, State Cabinet Minister, Union Minister for Company Affairs in the program of Regional Council/Branch and expenses incurred in this regard. ○ Expenses for organization of sports activity with officials of Income-tax Department, Sales Tax Department, RBI, SEBI, etc. ○ Other activities which shall be declared by the Head Office as Public Relation Activity. Maximum Grant of Public Relation Grant for One Single Event/Activity shall be Rs. 50,000/- only.
Scale, components and norms of Revenue Grant to Students' Associations and their Branches Revenue Grant to Students' Association (Regional Level) Normal Grant Rs. 10,000/- p.a Service Grant Rs. 500/- Per Branch Students' Association Fee Rs. 50/- per Student residing within the Jurisdiction of Students' Association (excluding those covered by Branches) Revenue Grant to Students' Association (Branch Level) Normal Grant Rs. 10,000/- p.a Students' Association Fee Rs. 50/- per Student residing within the Jurisdiction of Branch	**Scale, components and norms of Revenue Grant to Students' Associations and their Branches** Revenue Grant to Students' Associations Fixed Grant Rs. 50,000/- p.a Variable Grant to Students' Associations In case of Students' Associations @ Rs. 50/- per Student residing within the Jurisdiction of Regional Council excluding those covered by Branches. No specific Service Grant to be paid to Students' Associations. Revenue Grant to Branches of Students' Associations Fixed Grant Rs. 20,000/- p.a Variable Grant to Branches of Students' Associations In case of Branches of Students' Association: @ Rs. 50/- per Student residing within the jurisdiction of Branch of Regional Council. For the purpose of grant to Students' Association and their Branches, Students registered with ICAI for Foundation Course, Intermediate Course and Final Course shall be treated as Students.
Conditions for Release of Grants to Students' Associations. Ist Instalment: The First instalment, i.e. 50% of the total yearly grants payable to a Students' Association or its branch would be released in the month of April, on fulfillment of the following conditions:- Result of election of the Managing Committee and the office-bearers of the Students' Association/Branch has been received by the Institute. The Students' Association/Branch has opened an Account in a scheduled bank wherein the Nominated member of the	Conditions for release of Grants to Students' Associations and their Branches: 50% of the total yearly grants payable to a Students' Association or its branch would be released in the month of April and October on fulfillment of following conditions: Submission of details of Office- Bearers of the Students' Association/ Branch to Institute in the month of April. Maintain a separate Bank Account of Students' Association/Branch of Students' Association in Scheduled Bank as per the norms.

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Students' Association and Chairman of the Students' Association are the joint signatories. Activity report for the preceding half year duly signed by the Chairman of the Regional Council and Chairman of the Students' Association/Branch of the Students' Association has been received by the Institute. Meetings of the Managing Committee were held as provided for in the Students' Association Rules and Directions of the Central Council regarding Functions of Branches of Students' Associations. Request for release of the grant has been recommended by the Chairman of the Regional Council in respect of Regional Students' Association and by the concerned branch Chairman in respect of branch of Students' Association. IInd Instalment: The IInd instalment i.e. the balance grant would be released in the month of October on fulfilment of the following conditions:- a) Copy of audited Accounts for the preceding financial year has been received by the Institute. b) Provisional Receipt and Payment Account for the first six months has been received by the Institute. c) i) Regional Students Association – Activity report for the half year ended 30th September, duly signed by the Chairman of the Regional Council and Chairman of the Students' Association. ii) Branch of Students' Association – Activity report for the half year ended 30th September, duly signed by Chairman of the branch and Chairman of branch of Students' Association. Organising Programmes for PE-I and PE-II Course students: To extend the existing facilities provided by the Students' Associations and their Branches to their members, to the students registered for PE (Course I) and PE (Course II) as well without enrolling them members of the Association/Branch of the Association. Organize Meetings/Seminars/Conferences beneficial to PE (Course I) and PE (Course II) students as well, in addition to the programmes organized by them for their members. No separate fee shall be charged from PE (Course I) and PE (Course II) students for organising Meetings/Seminars/Conference for their benefit. In other words, fee if any charged should be common/uniform to all. The list of PE (Course I) and PE (Course II) students registered will be provided to the Students' Association/Branch, by the respective Decentralized Office, on a quarterly basis.	Submission of activities Report for the preceding half year duly signed by the Chairman of Regional Council/Branch and the Chairman of the Students' Association/Branch of Students' Association to the Institute. Submission of Minutes of the Meeting(s) of Managing Committee of Students' Association / Branches of Students' Association held during the period of previous last six months. Request for release of the grant to be recommended by the Chairman of Regional Council in respect of Regional Students' Association and by the concerned Branch Chairman in respect of Branch of Students' Association.

LIBRARY GRANT

Library grants are payable to Regional Councils as well as branches for purchase of professional books, magazines, journals, etc. for their libraries.

(1) Library Grant to the Regional Councils:

(i) Library Grants to the Regional Councils shall be based on the provision made in the approved Capital Budget for the relevant year.

(ii) Request of the Regional Councils for release of approved Library Grant shall be sent to the Institute in the Format at Annexure 'B'.

(2) Library Grants to the Branches:

The Branches are given initial grant at the time of setting up of the branch library, and recurring grant per year, at the following scale:-

(i) Initial Grant for books Rs. 50,000/-

(ii) Recurring Grant per year:

Branches having	**Amount (Rs.)**
Upto 100 members	15,000
101 to 300 members	15,000
301 to 500 members	20,000
501 to 1000 members	30,000
1001 to 1500 members	40,000
1501 to 2000 members	40,000
More than 2001 members	50,000

(3) Release of Recurring Library Grant per year:

(i) 50% of the eligible amount of recurring grant shall be released to the branches on 1st April of each year as first instalment, subject to receipt of Utilisation Certificate for the previous/last instalment received in the format at Annexure 'C'.

(ii) The balance 50% of the eligible recurring grant shall be released as 2nd instalment, on or after 1st October provided:-

(a) The branch furnishes to the RBA Section, a utilisation certificate as per Annexure 'C' from the auditors of the branch to the effect that the first instalment or the previous instalment has been utilised for the purpose for which it was sanctioned (i.e. procurement of professional books, periodicals and Journals) and that the books purchased through this amount have been duly entered in the Library records.

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(b) In case the utilisation certificate of any instalment paid is not received, the amount of subsequent instalments shall not be released.

(iii) In order to be eligible for library grant, the branches should have their own buildings or rented premises. Branches functioning from the offices of the Managing Committee members are not eligible for the grant.

(iv) Library grant to the branches shall be given only from one source and no separate grant for the students' library would be given from the Board of Studies.

(iv) The Chairman of the Regional Council and Regional Office Head would take full responsibility for monitoring utilisation of these grants.

Additional Grant:

Additional grant for branches with a membership strength of more than 750, to be considered on a case to case basis

GRANT FOR REFERENCE LIBRARIES

1. Reference Libraries may be established on fulfilment of the following conditions:

   (i) There should be no branch of the Regional Council at a place where Reference Library is proposed to be set up.

   (ii) There should be at least 20 members of the Institute at that place.

   (iii) There should be a local professional voluntary Association/Body for administration of the library.

   (iv) At least 20 members of the Institute from that place should make a written request in the format at Annexure 'E', mentioning their names and membership numbers for establishment of a Reference Library. The request should also mention the name and address of the Head of the Association/Body such as President/Chairman and sent through the Chairman of the Regional Council concerned.

   (v) The Chairman of the Regional Council should consider the same and, if considered appropriate, make a recommendation to the Institute.

   (vi) The Executive Committee of the Institute would consider the proposal received from the Regional Council and, if considered appropriate, may approve the same.

2. Initial Grant:

   (i) An initial grant of Rs. 10,000/- for setting up of the Reference Library is paid for purchase of books and one almirah.

   (ii) The sanctioned amount of grant would be released to the voluntary Association/Body. The Association should submit a Utilisation Certificate signed by the President/Chairman of the voluntary Association/Body and send the same to the Regional Council with a copy to the Institute's Headquarters at New Delhi within one month of the receipt of the initial grant. The Utilisation Certificate should be accompanied by the relevant invoice for the purchase of the almirah and books, and also mention that these have been duly entered in Library records and, that these have not been financed from any other source(s).

   (iii) The Chairman of the Regional Council would take responsibility for monitoring utilisation of the grant.

3. Release of Recurring Grant:

Reference Libraries are also entitled to recurring grant of Rs. 6,000/- per year on a request from the President/Chairman of the Association. The request

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should be accompanied by –

(i) an inventory of books as on the last day of the immediately preceding financial year;

(ii) a certificate from the auditors of the Voluntary Association/Body to the effect that the previous instalment has been utilised for the purpose for which it was sanctioned (i.e. for procurement of professional books, periodicals and Journals) and that the books purchased through this amount have been duly entered in the Library records;

(iii) a copy of the order placed for purchase of books, etc.; and

(iv) declaration that the books etc., purchased have not been financed from any other source(s).

ANNEXURES

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Annexure 'a'

FORMAT FOR RELEASE OF LIBRARY GRANT

1. Name of the Regional Council _____

2. Amount approved in the Budget for Library Grant for current year: Rs._____

3. Amount released so far: Rs._____

4. Proposal for release of further grant: Rs._____
   - Books already purchased (enclose a copy of the Invoice)

5. Whether the books procured under the previous instalments have been duly entered in the Library Books Register? Yes/No

Chairman, Library Committee of the Regional Council	Secretary, Regional Council	Chairman, Regional Council

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Annexure 'b'

UTILISATION CERTIFICATE

This is to certify that_____Branch of (Name of the Regional Council)_____

has utilized Rs._____received by it as 1st/2nd instalment of Recurring Library Grant for the year_____for purchase of books/periodicals/journals either in book form or CD form for its library.

Date:

Seal and signature of the Auditor

Annexure 'c'

FORMAT FOR RELEASE OF PUBLIC RELATIONS GRANT

1. Name of the Regional Council _____

2. Public Relations Grant already availed of during the year_____ Rs_____

3. Request for release of grant:

   - Details of the programme:
   - Date and Place:
   - Number of persons present:
   - Name(s) of the dignitaries:
   - Total expenditure incurred (with item-wise break up): Rs._____
   - Whether any part of the expenditure has been financed by any other source/s? If so, the nature and extent thereof:

4. Whether the approval of the Regional Council/Regional Public Relations Committee has been obtained?

Secretary, Regional Council Chairman, Regional Council

Annexure 'd'

FLAG CODE FOR INSTITUTE'S FLAG

1. Size Colour, material of Flag:

- The size, colour(s) and material to be used in the Institute's Flag shall be as under:-

Size

Dimensions in mm.	Appx. Dimension in ft. and inches
2700 x 1800	9' x 6'
or	or
1800 x 1200	6' x 4'

Colour

Deep Navy blue with Institute's logo in the center, primarily in white colour.

Material

Silk cloth in deep Navy blue colour.

2. Courtesy to Flag:

- Whenever and wherever the Flag is flown, the same shall occupy the position of honour and the same is to be distinctly placed.
- The Flag can be flown on buildings of the Headquarter(s), Regional Councils, Regional Offices, De-centralised Offices and Branches on all days including Sundays and holidays from sunrise to sunset, irrespective of weather conditions.
- The Flag may be flown on the aforementioned buildings at night also but only on very special occasions such as Chartered Accountants Day, Golden Jubilee Day, Diamond Jubilee Day etc.
- The Flag should be hoisted briskly and lowered slowly. If accompanied by appropriate bugle calls regularly or on special occasions, the hoisting and the lowering of the Flag should be simultaneous with the bugle calls.
- Whenever a Flag is flown on a Speaker's platform, the Flag should be on a staff on the Speaker's right as he faces the audience. If otherwise displayed, it should be flat against the wall above and behind the Speaker.
- When the Flag is used on occasions like unveiling of statue, it should be displayed distinctly and separately and in no circumstances, the Flag should be used as covering for the statue or monument.

3. Adherence

- The ceremonial attending the hoisting, lowering, saluting or half-masting of the Flag must of strictly adhered to by all individuals present on the occasion and the Institutions on which the Flag is flown.

4. Display on days of national importance:

- On special occasions like the Republic Day and the National week following it, Independence day or any other particular day of National re-joicing,

the Institute's Flag can also be flown and without any restriction of the time limit followed on normal days.

5. Half-masting:

- In the event of death of select dignitaries of the Institute (**to be specified appropriately**), the Institute's Flag can be half-masted at place(s) to be indicated on the day of death of the dignitary concerned. However, in the case of death of President, Vice-President and Prime Minister of the country, the Institute's Flag must be half-masted at all places in the country.
- In the event of intimation of death of any designated dignitary being received in the afternoon, the Institute's Flag can be half-masted on the "following day" also at place(s), provided the funeral has not taken place before sunrise on that day i.e., the "the following day" as mentioned.
- On the day of the funeral of the designated dignitary, the Institute's Flag should be half-masted in the building(s) located at the place i.e., city/town where the funeral takes place.
- In the event of any mourning being observed on the death of any national level dignitary like the President, Vice-President and Prime Minister of the country, the Institute's Flag should be half-masted throughout the period of the mourning.
- In the event of a half-mast day coinciding with the day on which the National Flag is to be flown such as Republic Day and Independence Day, the Institute's Flag should be flown at half-mast at the specified building where body is lying and the Flag should be raised to the full-mast position after the body has been taken for funeral.

6. Display with Flags of other Professional bodies if any:

- When displayed in a straight line in India with Flags of other professional bodies – National as well as International – the Institute Flag should be on the extreme right.
- On the occasion of the visit to the Institute or any of its its organs, by dignitaries from other professional bodies, the Institute's Flag may be flown alongwith the Flag of the professional body concerned.

7. Official Display:

- The Institute's Flag can be flown on all days on the buildings in which the Headquarters of the Institute, the Regional Councils of the Institute, the Regional Offices of the Institute, De-centralised Offices of the Institute, and the Branches of Regional Councils (own building) are situated.

8. Incorrect Display:

- A damaged or disheleved Flag shall not be displayed, nor shall it be displayed or fastened, used or stored in any manner as may damage it.
- The Flag shall not be used as a festoon, rosette or bunting or in any other manner for decoration; nor shall other coloured pieces of cloth be so arranged as to give the appearance of the Institute's Flag.
- The Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform.

- The Flag shall not be allowed to touch the ground or the floor or trail in water.
- The Flag shall not be used in any form of advertisement nor shall an advertising sign be fastened to +the pole from which the Flag is flown.
- When the Flag is in a damaged or soiled condition, it may not be cast aside or disrespectfully disposed of but shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.

For office use only

MANUAL OF GRANTS PAYABLE

TO

REGIONAL COUNCILS AND BRANCHES

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI

Part B

MANUAL OF STUDENTS' ACTIVITIES

(Covering Guidelines, Eligible Grants and Annexures to claim the same)

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Under no circumstances, sponsorship from Private Coaching Institutes shall be accepted nor the name(s) of any such Institution shall be displayed at the venue of the event or anywhere else for organizing any of the activities.

These guidelines are subject to revisions from time to time at the discretion of Board of Studies, ICAI.

STUDENT ACTIVITY PORTAL
BOARD OF STUDIES

The Board has developed Student Activity Portal to help the students to get register for various students' programme from anywhere anytime like, Student Seminars, Student Conferences, Mock Tests, Workshop, Special Counselling Programme for CA Students, CA Students Talent Search, CA Students festival, Sports Competition etc. being organised by Regional Councils and Branches.

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-Operations (SSEB) being Admin side.

The Regional Councils and Branches have to login to the portal and get them registered by entering their User name and Password at below link: http://admin.bosactivities.icai.org/login

After registering the POUs i.e. Regional Councils and Branches are required to upload their upcoming events/programs in the dashboard. Thereafter, Board will approve the event. After event approval by Board, the event will be displayed on the portal for helping students to get themselves registered for the event with their login id by paying the required registration fees online (through Debit Card/Credit Card/ Net Banking) on student's activity portal itself.

It is pertinent to state that the registration fees collected from students online and deposited in the centralized Head Office Account will thereafter be reimbursed to the concerned RCs and Branches.

For Students

A dashboard has been developed for the students wherein the students can individually login from time to time to register for an event. The student can login using their credentials and pay the required registration fees online (through Debit Card/Credit Card/ Net Banking) on student's activity portal itself. After successful registration, the student will be eligible to attend the event.

The students are required to visit **https://bosactivities.icai.org** and login with the below mentioned details in order to activate their account and register for the upcoming events from time to time.

User Name - Students Registration no. (i.e. WRO0123456)
Password - Date of birth in DDMMYYYY format.

GUIDELINES FOR BRANCHES AND REGIONAL COUNCILS

Announcement of Event: Event will be announced well in advance before date of the event. Branches and Regional Councils should take appropriate steps to organize the contest with maximum possible participation by bringing the details of this competition to the attention of the students and encourage them to participate in the same by means of mass mails. Duly drafted mass mails can be sent to students through BoS (Operations), SSEB/Head office or particular Branch/ Regional office only.

Timelines and Activities: The Students Talent Search would be organized in three stages i.e. Branch, Regional and last at National level.

Eligibility : Students registered for Final Course and are undergoing articleship and students registered for Intermediate (IPCC)/Intermediate level are eligible to participate in this contest.

Elocution contest

Medium: English

Topics: A list of topics for the Contest will be provided by the Board of Studies (Operations), Students Skills Enrichment Board for Branch and Regional Level Contest. Each contestant has to submit the topic on which he /she will be speaking, out of the list of topics, well in advance. The Board of Studies (Operations), SSEB reserves the right to accept or reject the topic.

The contest will be conducted at three levels –

Level-I : Will be organized by Branches and Regional Councils [For level-I contest, the Regional Councils will also be treated as Branches and winners from each Regional Council will be selected for level-II at Regional level]

Level-II: Winners of Level-I will participate at Level-II to be organized at Regional Level by respective Regional Council.

Level-III: Winners of Level-II will participate at National Level to be organized by Head Office at Delhi.

Number of winners at Branch Level: [Level-I]

From Branches, the number of contestants selected for Regional Level Contest would depend upon the membership strength (as on 1st April every year) of the Branch and is as below:

Branches having less than 750 members	- 1 winner
Branches having more than 750 members	- 2 winners

For level-I contest, the Regional Councils will also be treated as Branches and winners from each Regional Council will be selected for level-II at Regional level

Number of winners at Regional Level: Four (04) students from each region will be selected to participate at National Level.

Rules of the Elocution Contest at all Levels:
Contest Rounds will be organised as –

- **Preliminary Round –** Presentation by the contestants. Each Contestant shall be given 10 minutes time for their presentation. Students are not allowed to use PPTs. One question may be posed to each contestant related to their topic. Based on their presentation, best 10 contestants will move to Round 2 out of total 20 students.
- **2nd Round-** 2-3 questions to be posed to each contestant and best 5 will be selected for final round of Grand Finale at National level.
- **3rd Round –** At Final round, one common question will be posed to each contestant and based on their answers, best 3 winners of Elocution Contests will be selected.

Criteria for evaluation of performance: Evaluation will be based on the coverage of the subject matter, language command, capacity to engage the audience etc.

The following criteria may be taken into account while evaluating the performance of the participants:

1. Lucidity of language	10 marks
2. Style of delivery	10 marks
3. Capacity to engage the attention of the audience	10 marks
4. Precision of expression	10 marks
5. Depth of coverage of the subject matter including reference to latest developments in the concerned area	50 marks
6. Adherence to time limit	10 marks

Total **100 marks**

A three-member panel of judges will evaluate the performance of the contestants. Decision of the judges will be final. Judge (at levels of the competition) should not be a person whose articled assistant/relative or the articled assistant/relative of his/her partner is a participant in the Contest.

Common Guidelines for Branches and Regional Councils

Prizes and certificates at Branch and Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level, Regional Level. The certificates will be signed by the authorized signatories* of the Managing Committee of the respective branches / Regional Council.

**Max 3 signatories are allowed.*

Admissible Grant for Branches and Regional Councils:

The Branches and Regional Councils will be reimbursed Rs. 15,000/- per event or Actual deficit, whichever is less for organizing such event i.e. Elocution Contest.

Reimbursement of Grant:

The grant for organizing these Contests shall be released on the basis of claim duly signed by Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with audited Statement of Income and Expenditure as per past practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search at the Regional Level will be reimbursed To and Fro 2Tier AC railway fare by the shortest route (including taxes paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange reasonable accommodation for the participants at economical rates, if possible.

Participant

Participants and Teams may send the afore-mentioned details/information /video/ photographs at bos.operations@icai.in.

Prize Distribution:

The prizes will be distributed to all winners during the event-

Contest	**National Level**
Elocution	The 1st three winners of National level-Elocution would be awarded the cash prizes of Rs. 31,000/-, Rs.21,000/- and Rs. 11,000/- respectively;

Participation certificate will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

National Level

All participants of National Level Elocution Contest will be reimbursed to and fro first class or 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains. In case the journey time is exceeding more than 24 hours, you may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier CA Train fare or actual fare air fare whichever is less.

They would also be paid an allowance @ Rs.1500/- per day which would include expenses on boarding, lodging and local conveyance. The daily allowance would be payable on actual expenses incurred upto a maximum of five days to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey including travel time.

Stay Arrangements

Stay arrangements will be made by ICAI for all participants. All participants are requested to share their travel plan latest by 19th May, 2022. The details of Hotel/Stay arrangement will be shared with participants separately.

Participant

Participants and Teams may send the afore-mentioned details/information/ video/photographs at bos.operations@icai.in with a copy to smita.taneja@icai.in.

A. ELOCUTION CONTEST

Medium: English

Topics:

At National Level, the contestants of Elocution Contest can choose topic of their choice from amongst the topics provided by Students Skills Enrichment (Board of Studies-Operations) immediately. However, the final allotment of topics will be decided by the Students Skills Enrichment (Board of Studies-Operations).

Rules of the contest at National Level:

- Preliminary Round – Presentation by the contestants. Each Contestant shall be given maximum 7 minutes time for their presentation. Students may prepare their PPTs (if required). Based on their presentation, best 10 contestants will move to Round 2 out of total 20 students.

- 2nd Round - One/Two questions may be posed to each contestant related to their topic and best 5 will be selected for Final Round.
- Final Round – In the Final round, one common question will be posed to each contestant on General Awareness/social issue and based on their answers, best 3 winners of Elocution Contests will be selected.

PRIZES DISTRIBUTION:

The prizes will be distributed to all winners during Elocution Contest event

The 1st three winners of National level-Elocution would be awarded the cash prizes of Rs. 31,000/-, Rs.21,000/- and Rs. 11,000/- respectively;

GUIDELINES

FOR

CA STUDENTS' NATIONAL TALENT (II)
Quiz Contest & Best Presenter (PPT)



Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy course through distance education mode across the country in a consistent manner which equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to put in to improve their communication and presentation skills and extra-curricular activities for overall development of their personality.

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize the following activities under the banner of CA Students' National Talent (II) .

1. Quiz Contest

2. Best Presenter (PPT)

Students' Eligibility:

Students registered for Final Course and are undergoing articleship, also students registered for Intermediate (Integrated Professional Competence) / Intermediate Course are eligible to participate in the said contests. Students who have completed their Articleship are **not eligible** to participate.

The CA Students National Talent (II) would be organized in three stages i.e. Branch Level, Regional Level and Finally at National Level organized by Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

- The Branch level contests will be held as per the dates decided by BOS Operations (SSEB)
- The Regional level contest will be held as per the dates decided by BOS Operations (SSEB
- The National Level contest will be held as per the dates decided by BOS Operations (SSEB).

At first level, these activities will be organized at the Branch Level and the winners of Branch Level would contest at Regional Level and finally the winners of Regional level for each activity will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

The contestants for Grand Finale of CA Students' **National Level of Best Presenter (PPT) Competition would be invited one-two day prior to the event for grooming as per the discretion of Board, (depending upon the Covid-19 situation) with respect to various aspects so that the students can perform and showcase their talent well during the final Contest.**

GUIDELINES FOR BRANCHES AND REGIONAL COUNCILS

Announcement of Event: Event will be announced well before time to the date of the event. Branches and Regional Councils should take appropriate steps to organize the contest with maximum possible participation by bringing the details of this competition to the attention of the students and encourage them to participate in the same by means of mass mails. Duly drafted mass mails can be sent to students through Students Skills Enrichment Board (Board of Studies-Operations) /Head office of particular Branch/ Regional office.

Timelines and Activities: To be followed as per the dates decided by Students Skills Enrichment Board (Board of Studies-Operations).

1. Quiz Contest

The Quiz Contest will be based on General Awareness.

Number of winners at Branch Level: One team, comprising of 2 students, will be selected at Branch Level and will contest at Regional Level.

Number of winners at Regional Level: Two teams, comprising of 4 students, will be selected at Regional level and will contest at National level based on the discretion of the Board.

Rules of Contest:

(i) Medium of questions in Quiz Contest would be English. However, if any participant wants to speak in Hindi, the option will be given.

(ii) There can be a maximum of 10 teams, each team consisting of two students. If there are more participants the 5 teams have to be selected by a process of elimination.

(iii) There will be six rounds of Quiz Contest covering area of General Awareness. Additionally, there will be a Rapid-Fire Round.

(iv) Three questions will be asked in each round to each team. The students will be given 60 seconds for answering each of the questions.

(v) In each round, the questions will be addressed turn-by-turn to each team. For example, Q. No. 1 will be addressed to Team A. If Team A answers the question correctly, then Q. No. 2 will be addressed to Team B. If Team A does not answer Question No.1 correctly, the question will pass on to Team B. A question will pass once and there will be no subsequent passing. As usual, the Question No. 2 will be addressed to Team B, the Question No. 3 will be addressed to Team C and so on.

(vi) At the end, there shall be a **Rapid Fire Round** in which five questions will be addressed to each team. Each team will be given one minute to answer all the five questions instantaneously. Students may choose not to answer a question. There will be no passing in Rapid Fire Round.

(vii) Each question shall carry 5 marks. 2 marks shall be awarded for questions which have been passed.

(viii) Appropriate Computer software may be used to manage Quiz, record time and performance of each team. Manual systems may also be used wherein the Quiz Master may use stop clock for the purpose of recording time.

(ix) The Quiz Contest may be conducted by a professional Quiz Master. However, the Quiz Master should not be a person whose articled assistant/relative of the articled assistant/relative of his/her partner is a participant in the Contest.

2. Best Presenter (PPT)

Presentation skills help create innovative ideas, when students come up with creative and interesting slides to illustrate their talk. The use of presentation aids makes for a much more interesting talk, and the creation of such aids can help develop students' confidence. Accordingly, Best Presenter (PPT) has been included one amongst two activities for CA Students Talent (II).

A: GUIDELINES FOR BEST PRESENTER (PPT) FOR BRANCHES AND REGIONAL COUNCILS

A1: Announcement of Event: Event is to be announced well in time. Branches and Regional Councils should take appropriate steps to organize the contest with maximum possible participation by bringing the details of the competition to the attention of the students and encouraging them to participate in the same by means of mass mails, web hosting etc.

A2: Timelines and Activities: To be followed as per the dates decided by Students Skills Enrichment Board (Board of Studies- Operations).

A3: Medium: English

A4: Students' Eligibility

Students registered for Intermediate Course & Final Course (undergoing articleship) are eligible to participate in the said contests. Students who have completed their Articleship are not eligible to participate.

A5: Number of winners

At Branch Level: Top two winners at Branch Level will be contesting at Regional Level. For this purpose, the Regional Offices in Mumbai, Chennai, Kolkata, Kanpur and Delhi will also be treated as Branches .

At Regional Level: Top Three winners from each Region will be contesting at National Level

A6: Rules at Branch Level / Regional Level:

1. The students have to choose a topic amongst the topics given by Students Skills Enrichment Board (Board of Studies- Operations).

2. Topics of Branch Level and Regional Level shall be different.

3. In case of larger participants, **the Preliminary Round may be conducted** - The participant will present the PPT for maximum 5 minutes which comprises of brief introduction about them and brief about the chosen topic.

4. Top 10 participants will go to the Final Round.

5. In final round, there will be a presentation of maximum 10 minutes by Top 10 participants.

6. A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/ articled assistant and or relative of Judge or his/her partner.

7. The Panel of Judges will be different for Preliminary Round and Final Round.

8. Participants will bring his / her own PPT in a pen drive and any other backup device for the presentation and ICAI will only provide the platform for performance.

9. Participants should ensure to reach venue 30 minutes before commencement of competition for submission of their presentation to branch officials.

10. In case of any conflict etc., the decision of the Judges will be final.

A7: Criteria for evaluation of performance:

Evaluation will be based on the coverage of the subject matter, language command, capacity to engage the audience etc. The following criteria to be considered while evaluating the performance of the participants:

1.	Lucidity of language	10 marks
2.	Style of delivery	10 marks
3.	Capacity to engage the attention of the audience	10 marks
4.	Precision of expression	10 marks
5.	Depth of coverage of the subject matter including reference to latest developments in the concerned area	25 marks
6.	Creativity & Layout of the PPT Presentation	25 marks
7.	Adherence to time limit	10 marks
	Total	**100 marks**

Common Guidelines for Branches and Regional Councils

Number of winners:

Winners at Branch level as elaborated above will participate at Regional Level contests. Winners of Regional Level contest from each region will participate in National Level of CA Students' National Talent (II).

Prizes and certificates at Branch and Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level, Regional Level. The certificates will be signed by the Chairman and Secretary for Branch Level Contests and by the Chairman, Regional Council and the Chairman, Students' Association of Regional Council for the Regional Level Contests.

Admissible Grant for Branches and Regional Councils:

This will be one-day event for organizing two contests i.e. Quiz Contest and Best Presenter (PPT) and the Branches and Regional Councils will be reimbursed Rs. **30,000** / Actual deficit, whichever is less for organizing all the two contests.

Reimbursement of Grant:

The grant for organizing these Contests shall be released on the basis of claim duly signed by Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search at the Regional Level will be reimbursed to and fro 2Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange reasonable accommodation for the participants at economical rates.

Further, we wish to inform you to take all necessary precautions and **strictly follow the guidelines issued by the MHA, State/District Administration/ Health Department for conducting the events in Covid time,** the responsibility to organize the same is of the Branch /Regional Council only. Looking forward for your full co-operation in conducting the students' events successfully by adhering to the guidelines.

NATIONAL LEVEL

Grand Finale of National Level CA Students' National Talent (II).

Three winners of Best Presenter (PPT) contest and two winning teams (4 participants) of Quiz contest from each region (based on discretion of Students Skills Enrichment Board (Board of Studies-Operations) will participate in the Grand Finale of National Level CA Students' Talent (II),.

Time Schedule of National Level of CA Students' National Talent (II).

The National Level CA Students' Talents (II) 2022 would be organized on the date approved by the Chairman, Students Skills Enrichment Board (Board of Studies-Operations).

1. QUIZ CONTEST

Rules of Contest:

(i) Medium of questions in Quiz Contest would be English and questions will be on General Awareness.

(ii) The students will be given 60 seconds for answering each of the questions.

(iii) There will be preliminary round in which 10 teams comprises of 2 students per team. The team will contest independently. There will be 5 questions per team & marks will be allotted accordingly. In each round, the questions will be addressed turn-by-turn to each team. For example, Q. No. 1 will be addressed to Team A. If Team A answers the question correctly, then Q. No. 2 will be addressed to Team B. If Team A does not answer Question No.1 correctly, the question will pass on to Team B. A question will pass once and there will be no subsequent passing. As usual, the Question No. 2 will be addressed to Team B, the Question No. 3 will be addressed to Team C and so on.

(iv) Each question shall carry 5 points. 2 points shall be awarded for questions which have been passed.

(v) After round 1 Out of 10, only 5 best teams will go to round 2. The 5 teams who scores least in the round one will be eliminated. All teams at this level are at par.

(vi) In second round, the questions will be addressed turn-by-turn to each 5 teams. There will be 5 questions per team & marks will be allotted accordingly i.e. Each question shall carry 5 points. 2 points shall be awarded for questions which have been passed.

For example, Q. No. 1 will be addressed to Team A. If Team A answers the question correctly, then Q. No. 2 will be addressed to Team B. If Team A does not answer Question No.1 correctly, the question will pass on to Team B. A question will pass once and there will be no subsequent passing. As usual, the Question No. 2 will be addressed to Team B, the Question No. 3 will be addressed to Team C and so on.

(vi) Third Round will be a **Buzzer Round** and a total of 20 questions will be asked in this round. The team which presses the buzzer first will be asked the question. There will be no passing in case of a wrong answer. Each right answer will be awarded 5 points. There will be negative marking of 2 points in case the team which presses the buzzer is unable to answer correctly.

(vi) At the end, there shall be a **Rapid Fire Round** in which five questions will be addressed to each team. Each team will be given one minute to answer all the five questions instantaneously. Students may choose not to answer a question. There will be no passing in Rapid Fire Round. Each question shall carry 5 points.

2. GUIDELINES FOR BEST PRESENTER (PPT) FOR NATIONAL LEVEL-

National Level CA Students' Talent Search

Three winners of Best Presenter (PPT) at Regional Level from each region will participate in National Level CA Students' (II) .A Grooming Session would also be organized for the contestants participating at the Grand Finale i.e. at National Level as per the discretion of the Board, (depending upon the Covid-19 situation) with respect to various aspects so that the students can perform and showcase their talent well at the Grand Finale.

In Best Presenter (PPT) out of 15 participants, Top two participants will be the winners at the National Level.

Medium: English

Rules for Best Presenter (PPT)

1. The students have to choose a topic amongst the topics given by Students Skills Enrichment Board (Board of Studies- Operations).

2. Topics of Regional Level and National Level shall be different.

3. The presentation will be of maximum 10 minutes by each participant. The Judges will pose a question based on their PPT at the end of presentation to each participant. The evaluation will be based on PPT and the answer given by the participant.

4. A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/ articled assistant and or relative of Judge or his/her partner.

5. Participants will bring his / her own PPT in a pen drive and any other backup device for the presentation and ICAI will only provide the platform for performance.

6. Participants should ensure to reach venue 30 minutes before commencement of competition.

7. In case of any conflict etc., the decision of the Judges will be final.

Criteria for evaluation of performance:

Evaluation will be based on the coverage of the subject matter, language command, capacity to engage the audience etc. The following criteria to be considered while evaluating the performance of the participants:

1.	Lucidity of language	10 marks
2.	Style of delivery	10 marks
3.	Capacity to engage the attention of the audience	10 marks
4.	Precision of expression	10 marks
5.	Depth of coverage of the subject matter including reference to latest developments in the concerned area	25 marks
6.	Creativity & Layout of the PPT Presentation	25 marks
7.	Adherence to time limit	10 marks
	Total	

National Level

Reimbursement of Expenses incurred by the contestants for participating in National Level:

All participants of National Level will be reimbursed to and fro first class or 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains. They would also be paid an allowance @ Rs. 1500/- per day which would include expenses on boarding, lodging and local conveyance. The daily allowance would be payable on actual expenses incurred upto a maximum of five days to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey including travel time.

Further, due to COVID pandemic in case the journey time is exceeding more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double fare amount of 2 Tier AC Train fare or actuals whichever is less.

Stay Arrangements

Stay arrangements will be made by the participants as per their entitlement near to the venue. All participants are requested to share their travel plan on priority.

Participant

Participants and Teams may send the afore-mentioned details/information/video/photographs at bos.operations@icai.in.

Prize Distribution:

The prizes will be distributed to all winners during the event-

1st two winner teams of National level - Quiz would be awarded the cash prize of Rs. 21,000/- and 11,000/- respectively. Prize money will be divided equally amongst participants.

Top two winners of National level- Best Presenter (PPT) would be awarded prizes of Rs. 21,000/- and Rs.11,000/- .

In addition, 1st two winners of Quiz will participate in SAFA Quiz Contest.

GUIDELINES

FOR

4 CA STUDENTS' NATIONAL TALENT SEARCH "Essay Competition "

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to develop writing skills and conceptual clarity, it has decided to introduce Essay Competition as an activity under CA Students National Talent.

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize **Essay Competition** under the banner of CA Students' National Talent.

Students' Eligibility:

1. Students registered for Final Course and are undergoing articleship.
   OR
2. Students registered for Intermediate Course are eligible to participate in the said contests.

Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent – "Essay Competition" would be organized in three stages i.e. Branch Level, Regional Level, and Finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, these activities will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level, finally, the winners of the Regional Level for each activity will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

The top Three Winners will be selected at the Branch Level and will contest at Regional Level.

Number of winners at Regional Level:

The top Three Winners will be selected at Regional Level and will contest at Grand Finale to be organized by head office.

National Level:

Out of a total of 15 participants, the best 3 participants will be selected as winners at National Level.

BRANCHES AND REGIONAL COUNCILS CONTESTS

Announcement of Event: The event will be announced well before time to the date of the event. Branches and Regional Councils should take appropriate steps to organize the contest with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in same by means of mass emails. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) /Head Office based on such requests received from the concerned Branch/ Regional office.

Jury

An eminent Jury comprising of three senior Academicians/ Regional Council Members/Central Council Members shall be constituted to evaluate the top three essays submitted by the students. The decision of the Jury shall be final & binding on all the participants.

Rules of the Essay Competition

The essay writing Competition will be organized by inviting essays on relevant topics by the host branch/ Regional Council from the list of topics as shared by SSEB.

- Maximum word limit 1500-2000 words
- The language should be English only
- The typed essay should not be permitted, only handwritten essays at the venue will be accepted.
- The competition will be held at the venue of the branch/ Regional office
- The top three students have to present their essays before the audience and the Jury members.
- Each contestant will be given one hour – a timer will ring at the end of the 55th minute, signaling the contestant to conclude the writing in another five minutes

Note: Students should submit their mobile phones, smartwatch, earphones, or any other gadget which can be misused during the competitions

Evaluation Criteria for Essay Competition

The evaluation will be made based on content, coverage, facts, writing spirit inclined towards the topic, and logical presentation with due rationale.

(Total Maximum Marks 100)

S.No	Criteria	Maximum Marks could be awarded in each category
1.	Logical Introduction and Conclusion	10 Marks (5 Marks Each)
2.	Correct usage of Grammar	15 Marks
3.	Structural Coherence with no overlapping	10 Marks

4.	Original idea & creativity of the content	15 Marks
5.	Command over language	15 Marks
6.	Rationality and Recency of the content	15 Marks
7.	In case any idea is copied whether the reference source is quoted	5 Marks
8.	Real-life scenarios connected with the individual life of a student	5 Marks
9.	Lexical Resources (Vocabulary)	10 Marks

Prizes and certificates at the Branch and Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary for Branch Level Contest and by the Chairman of Regional Council, and the Chairman of Students' Association of Regional Council for the Regional Level Contest.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing contest "'**Essay Competition**'" and the Branches and Regional Councils will be reimbursed a maximum of Rs. **15,000** / Actual deficit, whichever is less for organizing the contests.

If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of the grant shall, however, remain the same i.e. Rs 15000/-

Reimbursement of Grant:

The grant for organizing these Contests shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange a reasonable accommodation for the participants at economical rates.

NATIONAL LEVEL CONTEST

Grand Finale of National Level CA Students' National Talent - Essay Competition

Top three winners of the Essay Competition from each region (based on the discretion of the Students Skills Enrichment Board (Board of Studies-Operations) will participate in the Grand Finale of the National Level. The general guidelines related to the Rules, Eligibility for participation, Jury and Evaluation are as mentioned above.

Schedule of National Level of CA Students' National Talent.

The National Level CA Students' Talents,– Essay Competition would be organized on the appointed date approved by the Chairman, the Students Skills Enrichment Board (Board of Studies-Operations).

Reimbursement of Expenses incurred by the contestants for participating at the National Level:

All participants of National Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains. They would also be paid an allowance @ Rs. 1500/- per day which would include expenses on boarding, lodging, and local conveyance. The daily allowance would be payable on actual expenses incurred upto a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Stay Arrangements

Stay arrangements will be made by the participants as per their entitlement near the venue. All participants are requested to share their travel plans on priority. The Organising Unit may arrange reasonable accommodation for the participants at economical rates.

Prize Distribution:

The prizes will be distributed to all winners during the event-

1st three winners of the National level - Essay Competition would be awarded a cash prize of Rs. 21,000/-, Rs.11,000/- and Rs.5,500/- respectively alongwith the Certificates of Participation and a Certificate for Winners.

GUIDELINES

FOR

5 CA STUDENTS' NATIONAL TALENT SEARCH

"Drama by Student's Team "

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to develop and unveiling their hidden talent and adding color to their act of speaking, character creation, emotional awareness, etc. it has decided to introduce '**Drama by Students Team' erstwhile "Nukkad Natak"** as an activity under CA Students National Talent

Structure of the Contest:
The Students Skills Enrichment Board (Board of Studies-Operations) will organize *Drama by Student's Team* under the banner of CA Students' National Talent.

Eligibility:

1. Students registered for Final Course and are undergoing articleship.
   OR
2. Students registered for Intermediate Course are eligible to participate in the said contests.

Kindly note that Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent Search – "Drama by Students Team" would be organized in three stages i.e. Branch Level, Regional Level, and Finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, this will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level, finally, the winners of the Regional Level for the said activity will contest in the Grand Finale at National Level to be organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

One team, comprising of maximum 6 students, will be selected at the Branch Level and will contest at Regional Level.

Number of winners at Regional Level:

One team, comprising of maximum 6 students, will be selected at Regional Level and will contest at Grand Finale.

National Level:

Out of total 5 teams, the best 3 teams will be selected as winners at the National level.

BRANCHES AND REGIONAL COUNCILS CONTEST

Announcement of Event: The event will be announced well before time to the date of the event. Branches and Regional Councils should take appropriate steps to organize the contest with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in same by means of mass emails. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) /Head Office based on such requests received from the concerned Branch/ Regional office.

Jury

An eminent Jury comprising of three senior Academicians/ Regional Council Members/Central Council Members shall be constituted to evaluate the top three essays submitted by the students. The decision of the Jury shall be final & binding on all the participants.

Performance & Duration:

1. It will be a team performance on any topic related to Chartered Accountancy Profession/curriculum.
2. Each team will be given 10 minutes of time for their performance.
3. Medium of language for the Drama competition will be English, Hindi, or both.
4. Negative marking will be done for the performances which is not completed within the stipulated time frame.
5. Participants will bring their own dress, accessories, etc.
6. ICAI will only provide the platform for performance and the students have to bear the cost of dress, accessories, etc.
7. Decision of the judges will be final.

Evaluation Criteria

(Total Maximum Marks 100)

S.No	Criteria	Maximum marks could be allotted
1.	**Whether the drama narrates the theme?** • Understanding of Piece and the clarity in the thought process • Compelling idea and originality of the work • Did the play strongly challenge the ability (potential) of the actors?	20 Marks

2.	**Acting of the Participants-** • Characterization • Energy level • Teamwork • Movement and use of stage space	20 Marks
3.	**Voice** – • Voice, Pitch, Texture, Diction, Command over language • Could the actors be heard? • Were pronunciation and articulation correct for each character?	10 Marks
4.	**Tempo –** • Pace and Rhythm, was it too fast to follow intelligently? was it too slow?	10 Marks
5.	**Stage Presentation –** • Costumes, Props, Appeal to the Audience, Attention to Details	10 Marks
6.	**Dramatic Achievement –** Performance craft, Level of dramatic difficulty achieved, the overall impression of the narrative	20 Marks
7.	**Adherence to the allotted timings**	10 Marks

Prizes and certificates at the Branch and Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary for Branch Level Contests and by the Chairman of Regional Council and the Chairman, Students' Association of Regional Council for the Regional Level Contests.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing contest '**Drama by Student's Team'** and the Branches and Regional Councils will be reimbursed a maximum of Rs. **15,000** / Actual deficit, whichever is less for organizing the contests.

Reimbursement of Grant:

The grant for organizing said Contest shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange reasonable accommodation for the participants at economical rates.

NATIONAL LEVEL CONTEST

Grand Finale of 5th National Level CA Students' National Talent, – Drama by Student's Team

The Winning team comprising of maximum 6 participants of the **Drama by Students Team** from each region (based on the discretion of the Students Skills Enrichment Board (Board of Studies-Operations) will participate in the Grand Finale at the National Level.

Time Schedule of National Level of CA Students' National Talent.

The National Level CA Students' Talents, – Drama by Students Team would be organized on the appointed date approved by the Chairman, the Students Skills Enrichment Board (Board of Studies-Operations).

Reimbursement of Expenses incurred by the contestants for participating in the National Level:

All participants of National Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains. They would also be paid an allowance @ Rs. 1500/- per day which would include expenses on boarding, lodging, and local conveyance. The daily allowance would be payable on actual expenses incurred upto a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Stay Arrangements

Stay arrangements will be made by the participants as per their entitlement near the venue. All participants are requested to share their travel plans on priority.

Prize Distribution:

The prizes will be distributed to all winners during the event-

1st three winners of the National level - Essay Competition would be awarded a cash prize of Rs. 21,000/-, Rs.11,000/- and Rs.5,500/- respectively alongwith the Certificates of Participation and a Certificate for Winners.

GUIDELINES

FOR

6 CA STUDENTS' NATIONAL TALENT SEARCH "Debate Competition"

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to develop oratory skills and conceptual clarity, it has decided to introduce Debate Competition as an activity under CA Students National Talent.

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize **Debate Competition** under the banner of CA Students' National Talent.

Students' Eligibility:

1. Students registered for Final Course and are undergoing articleship training.
   OR
2. Students registered for Intermediate Course and undergoing articleship training are eligible to participate in the Debate Competition.

Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent – "Debate Competition" would be organized in three stages i.e. Branch Level, Regional Level, and Finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, the Debate Competition will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level. Finally the winners of the Regional Level will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

The Top Two Winners (**One 'For' and One 'Against' the motion**) at Branch Level will be contesting at Regional Level.

Number of winners at Regional Level:

The Top Four Winners (**Two ' For' and Two 'Against' the motion**) at Regional Level will be contesting at Grand Finale to be organized by Head Office.

National Level:

Out of 20 participants, best 4 participants (**Two ' For' and Two 'Against' the motion**) will be the winners at the National Level

BRANCHES AND REGIONAL COUNCILS CONTESTS

Announcement of Event: The Branches and Regional Councils should take appropriate steps to organize the contest with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in the same by means of mass emails. Announcements be placed at notice boards on prominent places, etc. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) on receipt of the same from respective POU.

Jury

An eminent Jury comprising of three senior Academicians/ Regional Council Members/Central Council Members shall be constituted to evaluate the participating students. The decision of the Jury shall be final & binding on all the participants.

Rules of the Debate Competition

The Debate Competition will be organized by inviting debates on relevant topics by the host Branch/ Regional Council from the list of topics as shared by SSEB (Board of Studies-Operations).

At Branch Level

- Debate will be '**For'/'Against'** motion related to topic chosen from amongst the topics given by SSEB (Board of Studies- Operations).
- For every topic there should be equal no. of participants who are speaking '**For'** and '**Against'** the motion. It is expected that the Branch shall be closely monitoring enrolment of students for varying topics in a balanced manner.
- Two participants (one **'For'** & One **'Against'** the motion on a given topic). The 'For' & 'Against' debate by the participant on a given topic should be followed.

*In case of larger participants, **the Preliminary Round may be conducted**. The participants will speak **'For'/ 'Against'** the motion for 3 minutes each i.e., 6 minutes for a pair. However, preliminary round may be conducted without pairing to promote larger participation of students. The Branches may ensure that equal pairing should be there in the final round.*

- After the Preliminary Round, Top 6 students '**For**' and top 6 students '**Against**' (i.e., 12 students) will go to Final round for **each topic**.
- In the Final Round, total time allowed to each pair shall be 10 minutes -

  3 minutes + 3 minutes (Presentation **'For'** & **'Against'** on each topic one by one followed by 2 minutes + 2 minutes (Rebuttal Round/Counter-argument).

- During Rebuttal Round, the judges' decision to allow/disallow the speaker to speak will be final in the event of any chaos.

- A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/articled assistant and or relative of Judge or his/her partner.
- The Panel of Judges will be different for Preliminary Round and Final Round.
- One participant from "For" and one participant from "Against" will be chosen as winners from Final Round.
- In case of any conflict etc., the decision of the Judges will be final.

At Regional Level

- Debate will be '**For'/'Against'** motion related to topic chosen from amongst the topics given by SSEB (Board of Studies-Operations).
- Topics of Regional Level shall be different to Branch Level which shall be provided by SSEB (Board of Studies-Operations). It should be ensured that the topics must be published and/or mailed to every participant simultaneously.
- The choice of '**For'** and '**Against'** of any topic must be divided equally amongst the participants to maintain parity i.e., for every topic there should be equal no. of participants who are speaking '**For'** and '**Against'** the motion. The final allotment of topic shall be done by Regional Officials on the basis of FIFO.
- In case of larger participants, **the Preliminary Round may be conducted**. The participants will speak **'For'/'Against'** the motion for 3 minutes each i.e. 6 minutes for a pair.
- In the event of Preliminary Round, Top 5 students **'For'** and top 5 students **'Against'** (i.e. 10 students) will go to Final round for **each topic**.
- In Final Round, Total time allotment to each pair shall be 12 minutes –

  3 minutes + 3 minutes (Presentation **'For' & 'Against'** on each topic)
  2 minutes + 2 minutes (Rebuttal Round/counter-argument) by pair of each topic among participants.
  1 minutes + 1 minutes (Judges' question round) to each participant.

  In Final Round, the Judges will pose 1 Question to each Participant and One minute shall be allotted to each participant to answer.
- A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/articled assistant and or relative of Judge or his/her partner.
- The Panel of Judges will be different for Preliminary Round and Final Round.
- Two participants from **'For'** side and two participants from **'Against'** side will be chosen as winners from Final Round.
- In case of any conflict etc., the decision of the Judges will be final.

At National Level

Four winners of the Debate Competition at the Regional Level from each region will participate in National Level CA Students' Talent Search. A Grooming Session would also be organized for the contestants participating at the Grand Finale i.e. at the National Level as per the discretion of the Board,

Rules for Debate Competition

1. Debate will be **'For' / 'Against'** a motion related to a topic chosen from amongst the topics given by SSEB (Board of Studies-Operations).

2. Topics of the National Level (Grand Finale) will be different from the Regional Level which shall be provided by SSEB (Board of Studies-Operations).

3. The choice of **'For' and 'Against'** any topic must be divided equally amongst the participants to maintain parity i.e., for every topic there should be an equal no. of participants who are speaking **'For' and 'Against'** the motion. Approval of the topic (**'For' and 'Against')** will be given by SSEB (Board of Studies-Operations).

4. In this Round, the Total time allotment to each pair shall be 12 minutes –

3 minutes + 3 minutes (Presentation **'For' and 'Against'** on each topic)

2 minutes + 2 minutes (Rebuttal Round/counter-argument) by pair of each topic among participants.

1 minute + 1 minute (Judges' question round) to each participant.

In this Round, the Judges will pose 1 Question to each Participant and One minute shall be allotted to each participant to answer.

5. A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/ articled assistant and or relative of Judge or his/her partner.

6. One participant from 'For' side and One participant from 'Against' side will be chosen as winners.

7. In case of any conflict etc., the decision of the Judges will be final.

Note: Students should submit their mobile phones, smartwatch, earphones, or any other gadget which can be misused during the competitions

Evaluation Criteria for Debate Competition

The evaluation will be based on the coverage of the subject matter, language command, capacity to engage the audience, etc. The following criteria to be considered while evaluating the performance of the participants:

(Total Maximum Marks 100)

S.No	Criteria	Maximum Marks could be awarded in each category
1.	Lucidity of language	10 Marks
2.	Style of delivery	10 Marks
3.	Capacity to engage the attention of the audience	10 Marks
4.	Precision of expression	10 Marks
5.	Depth of coverage of the subject matter including reference to latest developments in the concerned area	30 Marks
6.	Application of Presence of Mind during Rebuttal/Judges Question round	20 Marks
7.	Adherence to time limit	10 Marks
	Total	**100 Marks**

Prizes and certificates at the Branch / Regional Level and National Level :

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary of the Branch for Branch Level Contest and by the Chairman of Regional Council, and the Chairman of the Students' Association of Regional Council for the Regional Level Contest.

Participation certificate will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Top four winners of the National Level (Grand Finale) - Debate Competition conducted by SSEB (Board of Studies-Operations) would be awarded prizes of Rs. 21,000/- and Rs.11,000/- **(Two 'For' and Two 'Against')**. Based on the marks allotted by the Judges first and the second winner will be declared.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing "'**Debate Competition**"' and the Branches and Regional Councils will be reimbursed a maximum of Rs. **15,000** / Actual deficit, whichever is less for organizing the same.

If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of the grant shall, however, remain the same i.e. Rs 15000/-

Reimbursement of Grant:

The grant for organizing Debate Competition shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search "Debate Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange a reasonable accommodation for the participants at economical rates.

NATIONAL LEVEL CONTEST

Grand Finale of National Level CA Students' National Talent, - Debate Competition

Four winners of the Debate Competition from each region will participate in the Grand Finale of the National Level.

Schedule of National Level of CA Students' National Talent

The National Level CA Students' Talents, – Debate Competition would be organized on the appointed date approved by the Chairman, the Students Skills Enrichment Board (Board of Studies-Operations).

Reimbursement of Expenses incurred by the contestants for participating at the National Level:

All participants of National Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains. They would also be paid an allowance @ Rs. 1500/- per day which would include expenses on boarding, lodging, and local conveyance. The daily allowance would be payable on actual expenses incurred upto a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Stay Arrangements

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the office may arrange a reasonable accommodation for the participants at economical rates.

Prize Distribution:

The prizes will be distributed to all winners during the event-

Top four winners of the National Level (Grand Finale) – Debate Competition conducted by SSEB (Board of Studies-Operations) would be awarded prizes of Rs.21,000 and Rs.11,000 (Two 'For' and Two 'Against'). Based on the marks allotted by the judges first and the second winner will be declared.

GUIDELINES

FOR

7 CA STUDENTS' NATIONAL TALENT SEARCH "Chess Competition "

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to develop analytical, problem-solving, creative and strategic thinking skill sets and conceptual clarity, it has decided to introduce Chess Competition as an activity under CA Students National Talent

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize a **Chess Competition** under the banner of CA Students' National Talent.

Students' Eligibility:

1. Students registered for Final Course and are undergoing articleship.
   OR
2. Students registered for Intermediate Course and are undergoing article ship are eligible to participate in the said contests.

Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent – "Chess Competition" would be organized in three stages i.e. Branch Level, Regional Level, and Finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, the chess competition will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level, finally, the winners of the Regional Level will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

The Top Two Winners at Branch Level will be contesting at Regional Level.

Number of winners at Regional Level:

The Top two Winners at Regional Level will be contesting at Grand Finale to be organized by the head office.

National Level:

Out of 10 participants, best 2 participants will be the winners at the National Level

BRANCHES AND REGIONAL COUNCILS CONTESTS

Announcement of Event:. Branches and Regional Councils should take appropriate steps to organize the competition with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in same by means of mass emails, announcements on notice boards at prominent places, etc. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) /Head Office based on in receipt of same from respective POU.

Jury

A chess Arbiter well versed with the FIDE Rules be appointed as a Jury. Chess Arbiter along with Regional Council Member(s)/Central Council Member(s) shall be constituted to evaluate the contestants. The decision of the Jury shall be final & binding on all the participants.

Rules of the Chess Competition

At all three levels i.e Branch Level, Regional Level, and National Level the competition will be conducted as per the FIDE Rules. The competition format will be decided by the Arbiter based on the number of participants .

Note: Students should submit their mobile phones, smartwatch, earphones, or any other gadget which can be misused during the competitions

Prizes and certificates at the Branch and Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary of the branch for Branch Level Contest and by the Chairman of the Regional Council, and the Chairman of the Students' Association of the Regional Council for the Regional Level Contest.

Participation certificates will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing **'"Chess Competition"'** and the Branches and Regional Councils will be reimbursed a maximum of Rs. **15,000** / Actual deficit, whichever is less for organizing the same.

If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of the grant shall, however, remain the same i.e. Rs 15000/-

Reimbursement of Grant:

The grant for organizing Chess Competition shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange reasonable accommodation for the participants at economical rates.

NATIONAL LEVEL CONTEST

Grand Finale of National Level CA Students' National Talent, - Chess Competition

Top two winners of the Chess Competition from each region will participate in the Grand Finale of the National Level. The general guidelines related to the Rules, Eligibility for participation, Jury and Evaluation are as mentioned above.

Schedule of National Level of CA Students' National Talent.

The National Level CA Students' Talents,– Chess Competition would be organized on the appointed date approved by the Chairman, the Students Skills Enrichment Board (Board of Studies-Operations).

Reimbursement of Expenses incurred by the contestants for participating at the National Level:

All participants of National Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains. They would also be paid an allowance @ Rs. 1500/- per day which would include expenses on boarding, lodging, and local conveyance. The daily allowance would be payable on actual expenses incurred upto a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Stay Arrangements

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the office may arrange a reasonable accommodation for the participants at economical rates.

Prize Distribution:

The prizes will be distributed to all winners during the event-

1st two winners of the National level - Chess Competition would be awarded a cash prize of Rs. 21,000/-, Rs.11,000/- respectively along with the Certificates of Participation and a Certificate for Winners.

GUIDELINES

FOR

8 CA STUDENTS' NATIONAL TALENT SEARCH

"Extempore Competition"

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to enhance oral Communication skills & Presentation skills, it has been decided to introduce Extempore Competition as an activity under CA Students National Talent

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize **Extempore Competition** under the banner of CA Students' National Talent .

Students' Eligibility:

1. Students registered for Final Course and are undergoing articleship training.
   OR
2. Students registered for Intermediate Course and undergoing articleship training are eligible to participate in the Extempore Competition.

Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent – "Extempore Competition" would be organized in three stages i.e. Branch Level, Regional Level, and Finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, the Extempore Competition will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level. Finally the winners of the Regional Level will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

The Top Two Winners at Branch Level will be contesting at Regional Level.

Number of winners at Regional Level:

The Top three Winners at Regional Level will be contesting at Grand Finale to be organized by Head Office.

National Level:

Out of 15 participants, best 2 participants will be the winners at the National Level

BRANCHES AND REGIONAL LEVEL CONTESTS

Announcement of Event: The Branches and Regional Councils should take appropriate steps to organize the contest with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in the same by means of mass emails. Announcements be placed at notice boards on prominent places, etc. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) on receipt of the same from respective POU.

Jury

An eminent Jury comprising of three senior Academicians/ Regional Council Members/Central Council Members shall be constituted to evaluate the participating students. The decision of the Jury shall be final & binding on all the participants. Jury will be looking for clarity of thought, logical organization, sincerity and the effective use of plain English.

Rules of the Extempore Competition

The Extempore Competition will be organized by inviting participants on the spot topics by the host Branch/ Regional Council from the list of topics as shared by SSEB (Board of Studies-Operations).

At Branch & Regional Level

- Each participant will be given 5 minutes to speak extempore on a topic picked up by him or her.
- Bunch of the topics will be given to select any one randomly.
- He/she will be given 2 minutes prior to the speech to think over the topic.
- Participant has to speak only in English.
- The participant will be allowed to select the topic once only.
- Participants will not be allowed to take any paper or material with him or her during the speech.
- Paper will be provided to make notes about the topic but they will not be allowed to carry them for the speech.
- In case of any conflict etc., the decision of the Judges will be final

In the case of a tie, the winner will be decided by the panel of judges by way of common Question/s.

Note: Students should submit their mobile phones, smartwatch, earphones, or any other gadget which can be misused during the competitions

Evaluation Criteria for Extempore Competition

The evaluation will be based on clarity of thought, logical organization, sincerity and the effective communication skills etc. The following criteria to be considered while evaluating the performance of the participants:

(Total Maximum Marks 100)

S.No	Criteria	Maximum Marks could be awarded in each category
1.	Clear presentation of ideas	20 Marks
2.	Content Flow	15 Marks
3.	Relevance of content in present context	15 Marks
4.	Body Language	20 Marks
5.	Voice projection/Inflection	10 Marks
6.	Diction/Enunciation	10 Marks
7.	Poise/ Self Confidence	10 Marks
	Total	**100 Marks**

Prizes and certificates at the Branch / Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary of the Branch for Branch Level Contest and by the Chairman of Regional Council, and the Chairman of the Students' Association of Regional Council for the Regional Level Contest.

Participation certificate will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing the `**Extempore Competition'** and the Branches and Regional Councils will be reimbursed a maximum of **Rs. 15,000** / actual deficit, whichever is less for organizing the same.

If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of the grant shall, however, remain the same i.e. Rs 15000/-

Reimbursement of Grant:

The grant for organizing Extempore Competition shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search "Extempore Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange a reasonable accommodation for the participants at economical rates.

At National Level

Three winners of the Extempore Competition at the Regional Level from each region will participate in National Level CA Students' Talent Search. A Grooming Session would also be organized for the contestants participating at the Grand Finale i.e at the National Level as per the discretion of the Board.

Rules for Extempore Competition

- Topics of the National Level (Grand Finale) will be different from the Regional Level which shall be provided by SSEB (Board of Studies-Operations).
- Each participant will be given 5 minutes to speak extempore on a topic picked up by him or her.
- Bunch of the topics will be given to select any one randomly.
- He/she will be given 2 minutes prior to the speech to think over the topic.
- Participant has to speak only in English.
- The participant will be allowed to select the topic once only.
- Participants will not be allowed to take any paper or material with him or her during the speech.
- Paper will be provided to make notes about the topic but they will not be allowed to carry them for the speech.
- For Grand Finale one question will be posed by the Jury to each participants.
- In case of any conflict etc., the decision of the Jury will be final.

The *evaluation criteria and selection of Jury* will be followed as mentioned above in the guidelines.

Prizes and certificates at National Level

Participation certificates will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Top two winners of the National Level (Grand Finale) - Extempore Competition conducted by SSEB (Board of Studies-Operations) would be awarded prizes of Rs. 11,000/- and Rs.5,100. Based on the marks allotted by the Judges first and the second winner will be declared.

Reimbursement of Expenses incurred by the contestants for participating at National Level:

All participants of CA Students Talent Search "Extempore Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the office may arrange a reasonable accommodation for the participants at economical rates.

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GUIDELINES

FOR

9 CA STUDENTS' NATIONAL TALENT SEARCH "Poetry Competition"

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to enhance vocabulary, sentence formation, syntax, fluency and the creative skills of the students, it has been decided to introduce Poetry Competition as an activity under CA Students National Talent. Poetry Competition also improves LSRW Skills i.e (Listening, Speaking, Reading , Writing)

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize **Poetry Competition** under the banner of CA Students' National Talent.

Students' Eligibility:

1. Students registered for Final Course and are undergoing articleship training.
   OR
2. Students registered for Intermediate Course and undergoing articleship training are eligible to participate in the Poetry Competition.

Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent – "Poetry Competition" would be organized in three stages i.e. Branch Level, Regional Level, and finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, the Poetry Competition will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level. Finally the winners of the Regional Level will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

The Top Two Winners at Branch Level will be contesting at Regional Level.

Number of winners at Regional Level:

The Top three Winners at Regional Level will be contesting at Grand Finale to be organized by Head Office.

National Level:

Out of 15 participants, best 2 participants will be the winners at the National Level

BRANCHES AND REGIONAL LEVEL CONTESTS

Announcement of Event: The Branches and Regional Councils should take appropriate steps to organize the contest with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in the same by means of mass emails. Announcements be placed at notice boards on prominent places, etc. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) on receipt of the same from respective POU.

Jury

An eminent Jury comprising of three senior POETS / Regional Council Members/Central Council Members shall be constituted to evaluate the participating students. The decision of the Jury shall be final & binding on all the participants.

Rules of the Poetry Competition

The Poetry Competition will be organized by inviting participants to select the theme on which the poem will be presented on the day of competition

At Branch Level & Regional Level

- Each participant will be given max 5 minutes to present his/her Poem.
- Poetry can be written in any poetic style, which need to be submitted to the respective branch/RO well in advance.
- A poem in its entirety must be an original work by the person entering the contest.
- Only one poem per participant is allowed.
- Any entry containing cliché, overused phrases will not be accepted. Examples:
    - *Roses are red*
    - *I love you*
    - *All work and no play*
    - *Time after time*
- Contest entries must be at least 3 lines but cannot exceed 26 lines (including stanza breaks) and cannot exceed 55 characters per line (including spaces between words). Any submission that exceeds these limits will be automatically disqualified.
- The poem title **does not** count as a line.
- Poem must adhere to basic rules of capitalization:
    - Do not type poem in all capital letters.
    - Do not capitalize the first letter of every word.
    - Only capitalize words that are proper (i.e. Names and places).
    - The first word of each line **may** be capitalized if it is done consistently throughout.
- Do not use “texting” lingo. Properly spell out all words and numbers.
- Poems containing language that is vulgar, offensive, or wholly inappropriate will not be accepted.
- Participant has to speak only in English/Hindi.
- The participant will be allowed to select the topic once only.

- Participants will not be allowed to take any paper or material with him or her during the recitation of the poem

In the case of a tie, the winner will be decided by the panel of judges by mutual discussion.

Note: Students should submit their mobile phones, smartwatch, earphones, or any other gadget which can be misused during the competitions

Evaluation Criteria for Poetry Competition

The evaluation are judged based on poetic technique, effectiveness, style, and creativity. The following criteria to be considered while evaluating the performance of the participants:

(Total Maximum Marks 100)

S.No	Criteria	Maximum Marks could be awarded in each category
1.	Poem is wonderfully and concisely populated with vivid, interesting & relevant details	20 Marks
2.	Unconventional language and unordinary syntax	20 Marks
3.	Poem is nicely populated with strong, authentic, distinctive language; colorful creativity; and beautiful imagination	20 Marks
4.	Punctuation is used expertly to emphasize the desired tone, to intensify certain words or phrases, to give signals, and to indicate pauses.	20 Marks
5.	Worthwhile Message	10 Marks
6	Way of Presentation	10 Marks
	Total	**100 Marks**

Prizes and certificates at the Branch / Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary of the Branch for Branch Level Contest and by the Chairman of Regional Council, and the Chairman of the Students' Association of Regional Council for the Regional Level Contest.

Participation certificate will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing the '**Poetry Competition'** and the Branches and Regional Councils will be reimbursed a maximum of **Rs. 15,000** / Actual deficit, whichever is less for organizing the same.

If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of the grant shall, however, remain the same i.e. Rs 15000/- .

Reimbursement of Grant:

The grant for organizing Poetry Competition shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search "Poetry Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange a reasonable accommodation for the participants at economical rates.

At National Level

Three winners of the Poetry Competition at the Regional Level from each region will participate in National Level CA Students' Talent Search.

Rules for Poetry Competition

- Each participant will be given 5 minutes to present his/her Poem.
- Poetry can be written in any poetic style, which need to be submitted to the respective branch/RO well in advance.
- A poem in its entirety must be an original work by the person entering the contest.
- Only one poem per participant is allowed.
- Any entry containing cliché, overused phrases will not be accepted. Examples:
  - *Roses are red*
  - *I love you*
  - *All work and no play*
  - *Time after time*
- Contest entries must be at least 3 but cannot exceed 26 lines (including stanza breaks) and cannot exceed 55 characters per line (including spaces between words). Any submission that exceeds these limits will be automatically disqualified.
- The poem title **does not** count as a line.
- Poem must adhere to basic rules of capitalization:
  - Do not type poem in all capital letters.
  - Do not capitalize the first letter of every word.
  - Only capitalize words that are proper (i.e. Names and places).
  - The first word of each line **may** be capitalized if it is done consistently throughout.
- Do not use "texting" lingo. Properly spell out all words and numbers.
- Poems containing language that is vulgar, offensive, or wholly inappropriate will not be accepted.
- Participant has to speak only in English/Hindi.
- The participant will be allowed to select the topic once only.
- Participants will not be allowed to take any paper or material with him or her during the recitation of the poem
- In case of any conflict etc., the decision of the Jury will be final.

The *evaluation criteria and selection of Jury* will be followed as mentioned above in the guidelines.

Prizes and certificates at National Level

Participation certificates will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Top two winners of the National Level (Grand Finale) - Poetry Competition conducted by SSEB (Board of Studies-Operations) would be awarded prizes of Rs. 11,000/- and Rs.5,100. Based on the marks allotted by the Judges first and the second winner will be declared.

Reimbursement of Expenses incurred by the contestants for participating at National Level:

All participants of CA Students Talent Search "Poetry Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or

airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the office may arrange a reasonable accommodation for the participants at economical rates.

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GUIDELINES

FOR

10 CA STUDENTS' NATIONAL TALENT SEARCH

"Sketching Competition "

Students Skills Enrichment Board
(Board of Studies-Operations)

The Institute of Chartered Accountants of India

Objective

The Institute since its inception has been imparting education to students pursuing Chartered Accountancy courses through distance education mode across the country in a consistent manner that equips them with sound technical knowledge. For grooming them as all-round professionals, it has been felt that special efforts and vision need to be put in to improve their communication and presentation skills and extra-curricular activities for the overall development of their personality. In view of the above, the Students Skills Enrichment Board (Board of Studies-Operations) organizes CA Students' National Talent contests for encouraging students' participation in the areas of their choice. With a view to improve creative skills . Sketching competition is planned to encourage open ended thinking of the students .

Structure of the Contest:

The Students Skills Enrichment Board (Board of Studies-Operations) will organize **Sketching Competition** under the banner of CA Students' National Talent

Students' Eligibility:

1. Students registered for Final Course and are undergoing articleship training.
   OR
2. Students registered for Intermediate Course and undergoing articleship training are eligible to participate in the Sketching Competition.

Students who have completed their Articleship are not eligible to participate.

The CA Students National Talent– "Sketching Competition" would be organized in three stages i.e. Branch Level, Regional Level, and finally at the National Level organized by the Students Skills Enrichment Board (Board of Studies-Operations) of ICAI.

At the first level, the Sketching Competition will be organized at the Branch Level and the winners of the Branch Level would contest at Regional Level. Finally the winners of the Regional Level will contest in the Grand Finale at National Level organized by Head Office. For Branch Level Contests, Branches and Regional Councils are requested to propagate the events amongst the students for remarkable participation.

Number of winners at Branch Level:

The Top Two Winners at Branch Level will be contesting at Regional Level.

Number of winners at Regional Level:

The Top three Winners at Regional Level will be contesting at Grand Finale to be organized by Head Office.

National Level:

Out of 15 participants, best 2 participants will be the winners at the National Level

BRANCHES AND REGIONAL LEVEL CONTESTS

Announcement of Event: The Branches and Regional Councils should take appropriate steps to organize the contest with the maximum possible participation by bringing the details of this competition to the attention of the students and encouraging them to participate in the same by means of mass emails. Announcements be placed at notice boards on prominent places, etc. Duly drafted mass emails can be sent to students through the Students Skills Enrichment Board (Board of Studies-Operations) on receipt of the same from respective POU.

Jury

An eminent Jury comprising of three person : Subject expert / Regional Council Members/Central Council Members shall be constituted to evaluate the participating students. The decision of the Jury shall be final & binding on all the participants.

Rules of the Sketching Competition at Branch Level & Regional Level

- Registration of eligible students to participate .
- The theme will be given by the SSEB BOS(O) on which the students will prepare their Sketch .
- Each participant will be given 2 hours to draw his/her sketch.
- No group participation is allowed.
- Competition is open to all 2 and 3-dimensional artists.
- White Handmade paper or chart of minimum A4 size can be used.
- The art must be original, created in pencil (graphite, charcoal pencils).
- Photographs, paintings or digital art are not accepted for this contest.
- Finished art should not contain any material that is offensive or disgraceful towards any person, profession or community
- Once submitted, pencil art cannot be withdrawn or replaced by another.
- The decision of the judges will be final and cannot be challenged.
- The submitted art which does not follow these rules will be subjected to disqualification.

Evaluation Criteria for Sketching Competition

The evaluation is judged based on final Sketch presented by the participants. The following criteria to be considered while evaluating the performance of the participants:

(Total Maximum Marks 100)

S.No	Criteria	Maximum Marks could be awarded in each category
1.	Interpretation and the clarity of the theme to the viewer	25 Marks
2.	Creativity and originality of the depicted theme.	25 Marks

3.	Quality of artistic composition and overall design based on the theme	25 Marks
4.	Overall impression of the art.	25 Marks
	Total	**100 Marks**

Prizes and certificates at the Branch / Regional Level:

Prizes and Certificates would be awarded to the winners of the Branch Level & Regional Level. The certificates will be signed by the Chairman and Secretary of the Branch for Branch Level Contest and by the Chairman of Regional Council, and the Chairman of the Students' Association of Regional Council for the Regional Level Contest.

Participation certificate will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Admissible Grant for Branches and Regional Councils:

This will be a one-day event for organizing the '**Sketching Competition'** and the Branches and Regional Councils will be reimbursed a maximum of **Rs. 15,000** / Actual deficit, whichever is less for organizing the same.

If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of the grant shall, however, remain the same i.e. Rs 15000/-

Reimbursement of Grant:

The grant for organizing Sketching Competition shall be released on the basis of a claim duly signed by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format together with an audited Statement of Income and Expenditure as per earlier practice.

Reimbursement of Expenses incurred by the contestants for participating in Regional Level:

All participants of CA Students Talent Search "Sketching Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the Regional Office may arrange a reasonable accommodation for the participants at economical rates.

At National Level

Three winners of the Sketching Competition at the Regional Level from each region will participate in National Level CA Students' Talent Search.

Rules , *evaluation criteria and selection of Jury* will be followed as mentioned above in the guidelines.

Prizes and certificates at National Level

Participation certificates will be given to all Participants. The prizes along with the Certificate will be distributed to all winners during the event.

Top two winners of the National Level (Grand Finale) - Sketching Competition conducted by SSEB (Board of Studies-Operations) would be awarded prizes of Rs. 11,000/- and Rs.5,100. Based on the marks allotted by the Judges first and the second winner will be declared.

Reimbursement of Expenses incurred by the contestants for participating at National Level:

All participants of CA Students Talent Search "Sketching Competition" at the Regional Level will be reimbursed to and fro 2 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for actual travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs. 1,500/- per day for boarding, lodging, and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to an actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Further, in case the journey time is exceedingly more than 24 hours, the participants may travel by air for which maximum reimbursement shall be made which will be double the fare amount of 2 Tier AC Train fare or actuals whichever is less.

Accommodation:

Students have to make their own arrangements for their stay at the place of the Contest. Wherever possible, the office may arrange a reasonable accommodation for the participants at economical rates.

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ONE-DAY SEMINARS/TWO-DAYS MEGA SEMINARS

1. Participation Fee:

A nominal fee of Rs. 100/- per student for One-day Seminar and Rs.300/- per student for a Mega Event of Two-days duration is to be charged.

2. Amount of Admissible Grant

For One Day Seminars - Maximum Rs. 30,000/- and in case the speaker(s) have been invited from other State(s)- Rs. 40,000/-, vis-a-vis Rs. 300/- per student registered for the Seminar or actual expenditure/deficit whichever is less.

For Two Days Mega Seminar - Maximum of Rs. 600/- per student registered for the seminar or the actual expenditure/deficit whichever is less.

3. Guidelines

The Regional Councils/Branches can organize one such Seminar per month out of which one Seminar in a year could be a Mega Seminar of two-days duration for which reimbursement shall be @ Rs. 600/- per student. No prior intimation is required to be given to the Board. However, for organising any Mega seminar/programme by the Regional Council/Branch wherein the registration of more than 500 students is expected, prior approval from BOS regarding structure of the programme shall be obtained by the Regional Offices/Branches.

For two–days Mega Seminar, minimum 4 or maximum 6 Technical Sessions are to be kept and there shall be alteast 2 students speakers in each Technical Session. Accordingly there can also be a maximum of 6 Chairmen/Chairpersons of Technical Sessions who may deliver Special Addresses as well. In addition to this, there can be maximum 2 Key-Note Speakers. Thus, there can be maximum 8 persons who may chair the sessions/deliver Special Address/Key Note Address, etc. by whatsoever name called.

As the nomenclature indicates, the duration of the One-day Seminar shall be of full day from 10 AM to 5 PM on the topics of current importance or subject related, having relevance to the Chartered Accountancy students. Accordingly the provision of tea/snacks/lunch is to be made for the participants. The motivational topics may also be covered on a regular basis. **Apart from eminent personalities, students should also be encouraged to make presentations in all these programmes.**

The Branches can also organize Mock Tests under the One-day Seminar where the faculty could guide the students, after the evaluation of answer scripts on how to do the presentation. Such Mock Tests may be held separately for CPT/ Foundation/Intermediate (old/new)/ Intermediate (IPC) and Final students. Normally speaking there should be a gap of 30 days between the two programmes except for Mock Tests, but in case the programme(s) is being organized for different levels/subjects, more than one programme can be organized in a month. However, the total number of programmes to be organized in a year shall not exceed 12, out of which one programme may be of two-days duration including Mock Test. The excess claim if any, arising out of conducting of Mock Test may be claimed as a deficit from Student Activity Grant.

The amount of grant shall cover various costs / expenses as follows:

1. Hiring the hall
2. Honorarium to faculty
3. Bouquets for dignitaries
4. Cost of lunch, snacks etc.
5. Publicity material
6. Background material, if any, prepared by the Branch
7. Mementoes
8. Conveyance to dignitaries.
9. Stationery for Mock Test(s), including Evaluation/Invigilation Charges etc.

The grant shall be released on the basis of claim duly signed by Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format ***(Annexure 'I')***, together with audited Statement of Income and Expenditure. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent in original along with the claim for release of Grant only photocopies will do.

Half Day Seminars

1. Participation Fee:

A nominal fee of Rs. 100 per student for Half-day Seminar is to be charged.

2. Amount of Admissible Grant

Maximum Rs. 30,000/- vis-à-vis Rs. 150/- per student registered for the Seminar or actual expenditure/deficit whichever is less.

3. Guidelines

The Regional Councils/Branches can organize two such Seminars per month. No prior approval is required to be taken from the Board, the organizing RC/ Branch required to inform about the conduct of Seminar mentioning the date, topic, speaker name and expected no. of participants in advance.

As the nomenclature indicates, the duration of the Half-day Seminar shall be of Half day from 10 AM to 1 PM or 2:00 PM to 5:00 PM on the topics of current importance or subject related, having relevance to the Chartered Accountancy students. Accordingly, the provision of tea/snacksmay be made for the participants. In addition, motivational topics may also be covered on a regular basis. **Apart from eminent personalities, students should also be encouraged to make presentations in all these programmes.**A slot of ½ - 1 Hour towards the end of seminar may be allotted for students to make it more interactive.

A gap of 15 days between the two programmes may be maintained, but in case the programme (s) is being organized for different levels/subjects, the gap may be reduced. However, the total number of programmes to be organized in a year shall not exceed 24, in case the RCs/ Branches are not conducting any One-Day Seminar in a year. The said seminar is to be organised on self-supporting basis, however, the excess claim if any, arising out of conducting of Half Day Seminar may be claimed as a deficit from Student Activity Grant.

The grant shall be released on the basis of claim duly signed by Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format ***(Annexure 'I')***together with audited Statement of Income and Expenditure. However, the original supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant only photocopies will do, unless asked by the Board.

SHORT TERM COURSE/ WORKSHOP ON ENGLISH SPEAKING, WRITING SKILLS AND BUSINESS COMMUNICATION

1. Amount of Admissible Grant

The deficit, if any, can be claimed upto Rs. 30,000/- under the category of One Day Seminar or out of Students' Activity Grant. (subject to actual expenditure/deficit whichever is less)

2. Guidelines

The Regional Councils/ Branches can organize the above programme of 3-5 days duration on regular intervals (maximum 4 in a year) for CA Students and employees of CA Firms on a self supporting basis for which a nominal fee may be charged from the participants to cover the expenses. No prior intimation is required to be given to the Board.

The Background material brought out by the Board shall be sent to the Regional Councils and Branches free of cost based on their requirements well in advance.

The grant shall be released on the basis of claim duly signed by Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format (**Annexure 'I'**) together with audited Statement of Income and Expenditure. However, the original supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant only photocopies will do.

SPECIAL COUNSELLING PROGRAMME - HOW TO FACE CA EXAM.

1. Amount of Admissible Grant

Maximum Rs. 30,000/-per Programme subject to actual expenditure/deficit whichever is less.

2. Guidelines

As a part of One-day Seminar Activity, the Regional Councils and Branches shall organize Special Counselling Programmes separately for CPT/ Foundation Students as well as Intermediate (old/new)/ Intermediate (IPC) and Final Students to be known "Special Counselling Programme – How to Face CA Examinations?"

For this purpose Booklets titled "How to Face Common Proficiency Test?" and "How to Face CA Examinations? – Intermediate (IPC)/ Final" shall be supplied to the Regional Councils/Branches for free distribution at the programmes. Sufficient number of copies of above Booklets may be kept at the Programme for distribution.

Such Programmes shall be organized twice a year after declaration of results but well before the next examinations of each term by the Regional Councils/Branches.

Reimbursement would be made on receipt of information of the conduct of the Special Counselling Programme from the Branch, duly certified by the Chairman of the Regional Council or Branch, as the case may be, in the prescribed format ***(Annexure 'I')***together with the audited Statement of Income and Expenditure.

GUIDELINES FOR INTERNATIONAL CONFERENCE

International Conference: Only one such conference shall be organized by SSEB, Board of Studies-Operations, ICAI in a financial year at such place/ Region/Branch as may be decided by the Chairman, SSEB, Board of Studies- Operations.

A. Duration of the Programme: Two-Days.

B. Students Eligible to attend/participate in Student Conferences:

1) Students who have registered as Intermediate Students – either after passing Foundation or through Direct Entry route.
2) Students who are pursuing their Articleship Training.
3) Students who have completed their Practical Training but could not qualify their final examinations may attend the conference till next one year from the date of completion of Practical Training.

In other words, Students who have merely registered as Foundation Students and those Students who have completed one year beyond their Articleship training period will not be eligible to attend/register for these Conferences. All the interested students are required to register in the Student Activity Portal.

C. Program Structure of the Conferences:

1. The Program Structure of the Conference to be as per attached structure (***Annexure 'A (1)').*** The said Program is to be designed in consultation with the Conference Director.

Total Number of Learning Hours for Students (Excluding Inauguration)	12 Hours
Session of the Board and Interaction with Chairman and Vice Chairman, SSEB, Board of Studies-Operations.	40 minutes to 1 Hour
Technical Sessions on Audit, Accounting, Economics, Information Technology, Law, Taxation etc. Presentation of papers to be made by students on current topics related with subjects/ economy/ real life burning issues based on recent case studies analysis. The marks to be allotted to each paper presented during such sessions. Each such Session should contain - - Presentation by at least 3 Students for preferably 15 Minutes each. - About 15-20 Minutes to be given to Session Chairman (being subject expert(s)/Council Member(s)) for summing up.	5 to 6 Hours

Special or Motivational session by eminent personality on Nation building/ Importance of Articleship/ How to crack CA Exam /Student motivation/ How to do paper presentation/ Ethical Values in the Profession, etc. Short Sessions by CAs in Industry / or in Practice, with some achievements or on high posts or Rank Holders. (These sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes)	3 to 4 Hours

2. The Theme of the said Conference should be approved by the Conference Director.
3. The Draft Budget along with the Programme Structure duly approved by the Conference Director/Chairman mentioning the details of Chief Guests/Guests of Honor invited and Chairmen of Technical Sessions, details/options of the Keynote speakers, other speakers for the Conference should be sent to the SSEB, Board of Studies-Operations well in advance. The Program will be hosted on ICAI website also.

D. Chief Guests, Session Chairman and Other Speakers:

1. Inauguration of the Conference should be meticulously planned in consultation with the Conference Director/Chairman. Maximum time should be given to the Outside Dignitary. For Student Conferences, efforts should be taken to invite renowned person as Chief Guest.

Dais Plan for the Inaugural Session must be as below:

Other than outside Dignitaries, only following persons from ICAI can be there on Dais and allowed to speak in the inaugural session –

ICAI President, ICAI Vice President, Board Chairman, Board Vice Chairman, Conference Director (CCM), Regional Council Chairman, Chairman of Branch, Vice Chairman of the Branch, Secretary of the Branch, Chairman of Student's Association.

2. In the session of student's paper presenters, one senior Chartered Accountant can be requested to be the Chairman of the session. Such session chairman can be Central Council Members and if CCMs are not available then Regional Council Members, Past Chairman of Branch, Renowned Faculty in the subject or other reputed CA.

3. It is to be noted that persons of high repute from the Industry, Universities, Social Forums or renowned Corporate Trainers/Counsellors / Motivational Speakers can be invited to give lectures on Role of Chartered Accountant in Nation building, Importance of Articleship, How to crack CA Exam, Student motivation, How to do paper presentation, Ethical Values in the Profession or similar topics.

4. LCD or other screens can be installed at the Conference place. The Conference should be planned in a proper Manner. The design and the color of the Background Screen and the Gate to be installed at the entrance of the Conference will be sent to the Board in advance.
5. No other programmes e.g. Students Festivals, Sports Competitions etc. shall be clubbed with the Student Conference under any circumstances.
6. Kindly note the following that in case there is no outside dignitary and-

   A. If the President, ICAI is attending the programme than he will be among the chief guest.
   B. If both President and Vice President, ICAI are attending the Programme than Vice President will be the guest of honor.
   C. And, if only Vice President, ICAI is attending the Programme than he will be among the chief guest.

The main objective for organizing the Conference is as under:

1. Knowledge dissemination to students.
2. Understanding the initiatives of the Board and taking benefits of the same.
3. Motivation to students.
4. Development of Communication/ Presentation skills (as Students sitting as audience can also think of developing themselves)
5. Increasing belongingness to ICAI.
6. Encouraging Organizational Skills.

E. Students Paper Presenters:

1. Encouragement should be given to local students to be the Paper Presenters in the said Conference. The students paper Presenters outside the city (nearby Towns & Cities) may not exceed 50% of total Paper presenters subject to availability of quality Paper Presenters. For every financial year the paper presenters can present maximum 2 papers in the student's conference that too on fresh paper/topic. The selected Students (paper presenter) should be called a day before the conference and the mentorship programme (wherein a meeting/session of Paper Presenter with locally available renowned speaker should be arranged wherein paper presenter can have 2-3 mock presentation and take suitable guidance for final presentation in conference) should be organized by the member of the organizing committee of the Student Conference. Suitable guidance on content and quality of PPT need to be given.
2. Maximum 2 papers can be presented by the interested student and that too a fresh paper having new content. Please note while selecting paper presenters a signed declaration is required from the student that for the financial year starting from 1st March, said year- 31st April, next year, he/she has not presented paper in more than 2 conferences and in case he has then he will not be eligible for selection. In case the declaration is found improper a strict action will be taken against the student.

3. Each Student Speaker should be given atleast 15 to 20 minutes preferably for Presentation. For the selection of papers, audio/video presentation from the concerned student may be called which will be helpful in selection process.
4. The list of selected paper presenters along with scan copy of declaration (i.e. not participated in more than 2 conferences for the said financial year) should be sent to SSEB, Board of Studies-Operations prior to organization of the conference.
5. The students who are not selected should be informed beforehand along with the feedback stating reasons therein for not getting shortlisted, to help them to improve for future.
6. Screening panel of at least two CAs should be appointed for judging the performance of paper presenters. The chairman of the session also can be asked to act as one of the panelists for judging the students.
7. Formal Dress code should be followed by the paper presenters both for the boys and girls respectively. The boys need to be dressed in formal Suits. The girls need to be dressed in Sarees/Suits/ formal Suits.
8. Best paper presenters (overall category) of National Conference can be permitted to present technical papers in International Conference, where the limit of two programmes per year will not be applicable.
9. Any person, who or whose close/near relative (i.e. father, mother, brother, sister, spouse, son, daughter etc.) is running or owning coaching classes should not be the session chairman/speakers at any of the sessions of the conference. However, teacher/s of a reputed Institute, who does/do not fall in the above category, may be invited.
10. The Registration fees of the student Paper Presenters selected can be waived at the discretion of Managing Committee members of the hosting unit.

F. Organization of the Program, attendance, and Invitation:

1. An “International Conference for CA Students” would also be organised inviting students’ participation from across the globe with the approval of SSEB, Board of Studies-Operations. No delegate fee shall be charged from overseas participants. All expenses on local hospitality like lodging, boarding, and sightseeing shall be borne separately by the Board. Reimbursement of the grant for International Conference shall also be made as applicable above in the case of National Conference.
2. One must try that the International Conference to be planned and registered on the Portal atleast 6 months in advance to give wide publicity for large number of participations.
3. The Programme Structure should be duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and name of the session Chairmen and Keynote speakers, other speakers for the conference. The complete Prog Structure should be sent to the Board, well in advance for hosting on ICAI website.

4. Invitations for the conference must be extended by the Host Branch / office to all Members of the Central Council and the concerned Regional Council of the Institute and the Co-opted Members and Special Invitees of the SSEB, Board of Studies-Operations of the Institute.
5. The Interested Students are required to register in the Student Activity Portal to attend the conference and accordingly based on the Portal Registration numbers, the grant can be claimed from SSEB, Board of Studies-Operations.
6. The SSEB, Board of Studies-Operations may provide a student Booklet along with the CA Student Lapel pin, along with other material if available.
7. The SSEB, Board of Studies-Operations name should be prominently mentioned in each communication/circular/letter, background material (preferred to have e book), back-drop, hand-outs, brochures, pamphlets, etc. relating to the Conference. In brochures/pamphlets/other publicity material, images of only Indian students/professionals should be used.

G. Background Material and Publicity – It is preferred to have e background material.

1. Messages of the President, Vice-President, Chairman, and the Vice-Chairman, SSEB, Board of Studies-Operations along with their photographs should necessarily form part of the background material. In addition, the Background material can carry message of the Chief Guest, if he/she is Minister. No other messages/photographs be printed without permission of the SSEB.
2. Composition of the SSEB, Board of Studies-Operations should also be included in the background material. The Group Photograph of the Council be printed on the inside cover. No individual Photographs (of Elected members) to be printed in Background Material.
3. It is suggested that in the Material to be published, articles from other students apart from Paper Presenters should also be included along with their names and photographs as some students possess good writing skills but not good orator ship skills. The same will help students to feel connected with the Institute.
4. The background material should be of very good quality.
5. Wide publicity should be made of the Conference so that large number of students can participate in the program for which the Board shall also provide all assistance, like sending mass-mails/ SMSs to the students/ hosting the announcement on ICAI's website/ printing in the Students' Journal etc.
6. A Press Meet may also be organized on the occasion at the appropriate time keeping in view President's, Vice-President's and the Chairman and Vice Chairman, SSEB, Board of Studies-Operations availability and convenience.
7. Under no circumstances, sponsorship from Private Coaching Institutes shall be accepted nor the name(s) of any such Institution(s) shall be displayed at the venue of the Event or anywhere else for organizing any of the activities relating to the programme. Also, under no circumstances photography/videography

session of faculties associated with Private Institutes with the President/Vice-President/Chairman, SSEB, Board of Studies-Operations /Vice-Chairman, SSEB, Board of Studies-Operations and with any other dignitaries shall be organized during the programme.

8. A student Kit for Rs. 100/- approx. can be provided which includes pen and writing pad with ICAI Logo on each if possible, and flyers along with conference Brochures to maintain quality standard along with price uniformity.

9. The Food Expenses allowed for 2 days per student who attends the conference is allowed for Rs.900/- approx.

H. Grant from SSEB, Board of Studies-Operations and Participation Fees – After Approval of the Conference from Board, the Regional Council/Branches are required to register the conference on Student Activity Portal compulsorily. The Number of Registrations for the Conference will be taken from the Portal only for calculating the grant.

(i) **Grant for International Conferences will be** Rs. 1800/- per student who had registered on the portal and attended the program as evidenced by the attendance register duly signed by coordinators of the program.

(ii) **Reimbursement of Expenses incurred by the Paper Presenters (Speakers) at the Conference:**

Maximum 8 Students Paper Presenters (speakers) from outside the city will be reimbursed to and fro travel expenses, AC two tier / first class railway fare (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction to travel by Rajdhani and Shatabadi trains.

They would also be paid a Daily Allowance (which is inclusive of boarding and lodging expenses) @ Rs. 1,500/- per day for the period spent by them to attend the Programme subject to a maximum of five days (including the journey time) and deducting there from the boarding and lodging charges paid by the host Regional Council/Branch, if any.

(iii) **Reimbursement of travel and stay expenses of outstation experts (limited to 4 persons only):**

Experts from outside the city of event shall be reimbursed travelling expenses by Air (Economy Class)/Railway (1st AC/AC 2 Tier) where there is no connectivity by Air, as well as stay expenses upto maximum of 4 persons which shall include Chairmen of the Sessions and Speakers of any Session including Sub-Sessions.

It may be specifically noted that the amount of admissible grant is the aggregate amount of above (i) to (iii) grant amount subject to deficit, whichever is less.

(iv) In addition to the above, minimum participation fees of Rs. 500/- per student has to be charged from students or as approved by the Conference Director.

(v) SSEB, Board of Studies-Operations may appoint an Official as "Observer" and their Report, especially about compliance of Guidelines will be considered before processing the Claim for Grant.

I. Budget of the Conferences

1. The Budget approved by the Conference Director for the proposed Conference in itemized manner in the format of Receipt and Expenditure A/c given as **Annexure 'A (2)'** should be sent to SSEB, Board of Studies-Operations well in advance for prior approval of the Competent Authority. Only after approval of the proposed budget, the programme can be organized. The Regional Office/Branches should not spend more than the amount of grant plus fees received. The Programmes should be organized on a self-supporting basis and in a cost-effective manner, exorbitant expenditure should be curtailed.
2. It is to be noted if the variation between the Actual Expenditure incurred and Budgeted Expenditure is more than 10%, in future, no Conference may be allocated to the hosting unit and will not be nominated for Best Branch Award.
3. Advance, only for booking of the Hall/Auditorium can be paid, on receipt of the request from the host Branch/Regional Council / Office along with the scan copy of the hall rent paid receipt.
4. Cost of the mementoes should not be more than the following: -

   1. For Chief Guest/Guest of Honour/Chief Guest at the Valedictory Session - Rs. 2,500.
   2. For Chairmen of Technical Sessions, Keynote Speakers etc. – Rs. 1,200.
   3. Students Speakers – Rs. 750.

   The mementoes must mention the information: -Name of the Programme, organized by the SSEB, Board of Studies-Operations and Hosted By (Names of Regional Council/Branch and Students Association).

5. The Regional Council/ Office/Branch may claim reimbursement for organizing International Conference by submitting a report on the event, along with duly Audited Accounts, in the prescribed Format **(Annexure 'A (1)')**. The Hosting unit should try to send the said claims to the Board within 15 days of conclusion of the programme. A statement of variances of Budgeted expenditure and actual expenditure with reasons thereof, also will have to be submitted with the Claim. An audited statement mentioning the travelling and stay expenses incurred on four Technical Session Chairmen and a statement mentioning the TA & DA paid to student paper presenters should also be submitted along with audited accounts. A suggested format of Receipt and Expenditure A/c is given as **Annexure 'A (2)'.**

J. After Organisation of the Conference:

The following should be sent to the SSEB, Board of Studies-Operations after completion of the conference: -

1. Hard copy of the attendance registers of the programme duly signed by the coordinators of the programme.
2. Complete sample of the student kit distributed at the conference.
3. Two copies of background material, if printed should be forwarded to Board. It is advisable to go for E- Background material.
4. Printed copy of the Programme structure along with the details of the experts invited (as Chairmen of Technical Sessions / Special address / keynote address etc.) viz name, ICAI Membership Number, Contact Details (Postal Address, Phone/Email Ids) and the theme / topic which they have Chaired or addressed in the programme.
5. Details of Paper Presenters viz name, ICAI students' registration number, contact details (phone/email Ids).
6. Pen drive containing all the photographs taken during the programme, video recording of the proceedings if done, e copy of paper book, Power Point Presentation of best papers in each Technical Session along with videos.

K. Cultural Programs Guidelines:

1. The Branch and Regional Council can organize one Cultural Program at the end of the Conference in the evening hours from 5:30 pm to 7:30 pm. Technical Sessions must start early to organize Cultural Program during evening hours without compromising the time for Technical Sessions.
2. The Structure of Cultural Program should be decent and well within the generally accepted norms as per the image and reputation of ICAI.
3. Only CA students who have registered in the conference can participate during the Cultural Program.
4. The performances can include the following activities:

Singing

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
3	No. of Participants in a group- 4 to 6 participants.
4	Time for each performance- 3 to 4 mins per person/group
5	Band is allowed

Dance

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
3	Classical/Folk/Hip Hop/Cinema

4	No. of Participants in a group- 6 to 8 participants.
5	Time for each performance-5 to 6 mins per person/group

Instrumental Performance

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any instrument can be used for performance
3	Students Should carry their own instruments
4	No. of Participants in a group- 4 to 6 participants.
5	Time for each performance-5 to 6 mins per person/group

Skit/Short Play/Tableau

Sl.no	Particulars
1	Group Performance is allowed.
2	A topic conveying a strong message to the society may be chosen.
3	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
4	No. of Participants in a group- 5 to 7 participants.
5	Time for each performance-8 to 10 mins per person/group

The performance should be preferably made on classical and cultural songs including patriotic songs.

5. Any event being performed should not showcase any form of vulgarity in either words, attire, or actions. It should be ensured that no event shall bring disrepute to the Profession.
6. Group performance by the students should be given preference over solo performance to provide an opportunity to larger number of students. Performance which are conveying strong message to the society should be encouraged.
7. Proper arrangements for first aid and medical be made in place to ensure the safety of the performers.
8. No separate audio -video vendor to be involved for the Cultural Program and the one providing services for the conference be briefed about the requirements.
9. The dress and props to be used during the Cultural Program can be provided by the branch through rental arrangements wherever feasible.
10. The total expenses for organizing the Cultural Program should not exceed 10% of the total expenses of the Conference. The same to be met out from the Conference receipts on self-sufficient basis i.e., no extra grant shall be released for conducting Cultural Program.
11. No fees to be charged from participants in the name of Cultural Program.
12. Fashion shows, DJ nights or any other similar activity which is not allowed should not be conducted in any form.
13. The performance of the students should be reviewed by the Chairman of the Branch/ Chairman of the Student Association of the Branch in advance before allowing it during the program.
14. Only CA students are allowed to perform during the program. It is to be noted that no artists/ celebrities /not even CA Members are allowed to perform.

15. There should be separate green rooms for girls and boys who are performing during the event.
16. Necessary approvals from the concerned authorities (fire, security etc.) be taken for conduct of Cultural Program.
17. Cultural Night/ Cultural Program should not exceed beyond specified time i.e., 7:30pm.

Violation of any of the above guidelines will lead to withdrawal of the approval for the Conference and/or with holding of the grant payable for the conference, unless and until it is approved by the conference director. It will be appreciated if above rules are strictly adherence.

Annexure 'A (1)'

SPECIMEN FORMAT OF PROGRAMME STRUCTURE

INTERNATIONAL CONFERENCE - ----------Name of the R.C./branch-----

Dates:

Venue:

Organized by: SSEB, Board of Studies-Operations, ICAI

Hosted by: ..... of WIRC/CIRC/SIRC/NIRC/EIRC of ICAI

Theme: "......"

Programme Schedule

Time*	Particulars
Day 1	
Around 1 Hour	**Inaugural Session**
Around 1hr -1.15 min	**Technical Session: I** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Special Session: I** **Interaction with SSEB, Board of Studies- Operations, ICAI.**
Around 30 min -1 Hour	**Special Session: II** eg: "What makes ICAI different compared to similar profession across India"/ "Role of Chartered Accountant in transforming India".
Around 1 Hour - 1.15 Hour	**Technical Session: II** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Motivational Session: I** eg.: Importance of Ethics/ ethical values in the Profession etc.
Day 2	
Around 1 Hour - 1.15 Hour	**Technical Session: III** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Motivational Session: II** Special Address by HR Executives/CFOs/Faculties of IIMs and IITs /IRS/IAS/ Short Sessions by CAs in Industry / Practice with some

	achievements or on high posts or Rank Holders. (Two sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes each)
Around 1 Hour - 1.15 Hour	**Technical Session: IV** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law/ Information Technology-SAP, Block Chain, strategic Management, Economics- Global trade and business, Intellectual property, barriers based on recent case studies only.
Around 1 Hour - 1.15 Hour	**Technical Session: V** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law/ Information Technology-SAP, Block Chain, strategic Management, Economics- Global trade and business, Intellectual property, barriers based on recent case studies only.
Around 30 min	**Valedictory Session**

*Timings can be modified depending upon the Session requirements.

Students Eligible to attend the Students Conference: Students who have registered as Intermediate Students/ Students who are pursuing their Article ship Training/ Students who have completed their Practical Training but could not qualify their final examinations may attend the conference till next one year from the date of completion of Practical Training.(Foundation Students and Students who have completed one year beyond their Article ship training period will not be eligible to register for these Conferences)

Registration fees	Rs. ---------- per student	Accommodation (if required) @ Rs. ---------- per student per day.
Payment Mode	Link on the Students Activity Portal for Online Registration	

For Registration Queries contact:-

---------- Branch of..... of ICAI

Address…….

Email ----------Website----------

Phone ---------- & Mobile ----------

Students (pursuing Practical Training/Industrial Training) are invited to contribute papers for presentation (1500 to 2000 words) for topics in Technical-Sessions and submit for approval a soft copy of the Paper at ---------- by ---------- and a hard copy of the same along with Student's Photograph (with his/her name on the back of the photograph), ICAI Students' Registration Number, Course pursuing, complete postal address, Mobile, Landline numbers and e-mail ID be also sent to the address of Regional Council/ Branch of ICAI.

Outstation student participators shall be reimbursed actual travelling expenses equivalent to 2 tier AC and DA @ Rs. 1500/- per day for lodging and incidental expenses etc. *(It is suggested that the students participators may tentatively book train tickets pending selection of their papers. This may enable them to have confirmed train tickets.)*

CA. …… Conference Chairman & Chairman, SSEB, BOS-Operations, ICAI	CA. …… Conference Co-Chairman & Vice-Chairman, SSEB, BOS-Operations, ICAI	CA. …… Conference Director & Central Council Member, ICAI
CA. …… Conference Coordinator & Chairman, _____ Branch of …… of ICAI	CA. …… Conference Coordinator & Chairman, _____ Branch of …… of Students Association	

Annexure 'A (2)'

SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING INTERNATIONAL CONFERENCE

Venue: **Date of the Programme:**

Particulars	**Amount**
Receipts: - Receipts (Participation Fees X No. of students enrolled) - Sponsorship Receipts - Income from advertisements - Any other receipt (please specify) - Advance received from SSEB, Board of Studies-Operations - Grant received from SSEB, Board of Studies-Operations	
Total	
Payments: - Payments to hotels /convention halls / others etc. - Food Expenses (Rs.900/- approx. per student allowed for both days) - Backdrop, signs, Stands etc. - Advertisement - Mementoes o To Chief Guest(s) / Dignitaries (No. of mementos @ upto Rs. 2500/- per person) o To Technical Session Chairmen and Experts requested for Special Session (No. of mementos @ upto Rs. 1200/- per person) o To Student Technical Paper presenters (No. of mementos @ upto Rs. 750/- per person) - Printing Expenses for Souvenir and Stationery - Flower and Decoration - Student Kit (Rs 100/- approx. allowed) - Travelling cost of Technical Session Chairmen and Special Session Speakers. (Give cost bifurcation along with names in additional sheet) - Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only. (Give cost bifurcation along with names in additional sheet) - Travel Expenses and DA paid to Student paper presenters. - Photography & Videography - Cultural Expenses - Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget) - Expenses on International Delegates	
Total	

This is to declare that _____Regional Council/_____ Branch of Regional Council of ICAI has hosted the ……. Conference on _____ in accordance with the guidelines of the SSEB, Board of Studies-Operations.

All Expenses and Receipts contained in this Receipts and Payment Statement have been incurred as per those guidelines and being submitted to SSEB, Board of Studies-Operations.

Sign:	Sign:	Sign:
Auditors Name…….. ICAI Membership No…… Seal ……..	Chairman, _____ Regional Council / ----------Branch of Regional Council of ICAI	Chairman, ---------- Branch of Chartered Accountants Students Association

GUIDELINES FOR MEGA CONFERNCE OF CA STUDENTS

Mega Conference: It will be endeavor of the Board to organize these conferences in such numbers and at such places to cover about 25% of the students. Accordingly, the Regional Councils/Branches from entire Country, depending upon their requests, past track record and future potentials, will be allotted these Conferences. Allotment of these Conferences shall be sole prerogative of the Chairman of the Board. The Board will try to have regional balance while allotment of these Conferences in a said financial year.

A. Duration of the Program: Two-Days.

B. Minimum and Maximum Attendance: The organizing unit will try to maintain Attendance Criteria as below:

Students Strength available as per (centralized data)	Minimum Attendance
More than 5000	600 students
More than 2000 to 5000	400 students
Up to 2000	300 students

If any Regional Council/ Branch is unable to ensure the minimum prescribed participation in the Students Conference, the Chairman of the Board may or may not allot Students Conference to that Regional Council / Branch in the subsequent year(s).

C. Students Eligible to attend/participate in student Conferences:

1) Students who have registered as Intermediate Students – either after passing Foundation or through Direct Entry route.
2) Students who are pursuing their Articleship Training.
3) Students who have completed their Practical Training but could not qualify their final examinations may attend the conference till next one year from the date of completion of Practical Training.

In other words, Students who have merely registered as Foundation Students and those Students who have completed one year beyond their Articleship training period will not be eligible to attend/register for these Conferences. All the interested students are required to register in the Student Activity Portal.

D. Programme Structure of the Conferences:

1. The Programme Structure of the Conference be as per attached structure (***Annexure 'A (1)').*** The said Programme is to be designed in consultation with the Conference Director.

Total Number of Learning Hours for Students (Excluding	12 Hours

Inauguration)	
Session of the Board and Interaction with Chairman and Vice Chairman, SSEB, Board of Studies-Operations.	40 minutes to 1 Hour
Technical Sessions on Audit, Accounting, Economics, Information Technology, Law, Taxation etc. Presentation of papers to be made by students on current topics related with subjects/ economy/ real life burning issues based on recent case studies analysis. The marks to be allotted to each paper presented during such sessions. Each such Session should contain - - Presentation by at least 3 Students for 15 Minutes each. - About 15-20 Minutes to be given to Session Chairman (being subject expert/Council Member) for summing up.	5 to 6 Hours
Special or Motivational session by eminent personality on Nation building/ Importance of Articleship/ How to crack CA Exam /Student motivation/ How to do paper presentation/ Ethical Values in the Profession, etc. Short Sessions by CAs in Industry / or in Practice, with some achievements or on high posts or Rank Holders. (These sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes)	3 to 4 Hours

2. The Theme of the said Conference will be approved by the Conference Director.

3. The Draft Budget along with the Programme Structure duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and Chairmen of Technical Sessions, details/options of the Keynote speakers, other speakers for the Conference should be sent to the SSEB, Board of Studies-Operations well in advance. The Program will be hosted on ICAI website also.

E. Chief Guests, Session Chairman and Other Speakers:

1. Inauguration of the Conference should be meticulously planned in consultation with the Conference Director. Maximum time should be given to the outside dignitary. For student conferences, efforts should be taken to invite renowned person as Chief Guest.

2. **Dais Plan for the Inaugural Session must be as below:** Other than outside dignitaries, only following persons from ICAI can be there on dais and allowed to speak in the inaugural session –

   ICAI President, ICAI Vice President, Board Chairman, Board Vice Chairman, Conference Director (CCM), Regional Council Chairman, Branch Chairman, Branch Vice Chairman, Branch Secretary, Student's Association Chairman, Ex-officio of the Branch.

3. In the session of student's paper presenters, one senior Chartered Accountant can be requested to be the Chairman of the session. Such session chairman can be Central Council Members and if CCMs are not available then Regional Council Members, Past Chairman of Branch, Renowned Faculty in the subject or other reputed CA.
4. It is to be noted that persons of high repute from the Industry, Universities, Social Forums or renowned Corporate Trainers/Counsellors / Motivational Speakers be invited to give lectures on Role of Chartered Accountant in Nation building, Importance of Articleship, How to crack CA Exam, Student motivation, How to do paper presentation, Ethical Values in the Profession or similar topics.
5. LCD or other screens can be installed at the Conference place. The Conference should be planned in a proper Manner. Elegant Manner. The design and the color of the Background Screen and the Gate to be installed at the entrance of the Conference will be sent to the Board in advance.
6. No other programmes, e.g. Students Festivals, Sports Competitions etc. shall be clubbed with the Student Conference under any circumstances.
7. Kindly note the following:

   A. If the President, ICAI is attending the programme than he will be among the chief guest.
   B. If both President and Vice President, ICAI are attending the Programme than Vice President will be the guest of honor.
   C. And, if only Vice President, ICAI is attending the Programme than he will be among the chief guest.

The main objective for organizing the Conference is as under:

1. Knowledge dissemination to students.
2. Understanding the initiatives of the Board and taking benefits of the same.
3. Motivation to students.
4. Development of Communication/ Presentation skills (as Students sitting as audience can also think of developing themselves)
5. Increasing belongingness to ICAI.
6. Encouraging Organizational Skills.

F. Students Paper Presenters:

1. Encouragement should be given to local students to be the Paper Presenters in the said Conference. The students paper Presenters outside the city (nearby Towns & Cities) cannot exceed 50% of total Paper presenters. For every financial year the paper presenters can present a maximum of 2 papers in the students

conference that too on fresh paper/topic. The selected Students (paper presenter) should be called a day before the conference and the mentorship programme (wherein a meeting/session of Paper Presenter with locally available renowned speaker should be arranged wherein paper presenter can have 2-3 mock presentation and take suitable guidance for final presentation in conference) should be organized by the member of the organizing committee of the Student Conference. Suitable guidance on content and quality of PPT need to be given.

2. Maximum 2 papers can be presented by the interested student and that too a fresh paper having new content. Please note while selecting paper presenters a signed declaration is required from the student that for the financial year starting from 1st March, said year- 31st April, next year, he/She has not presented paper in more than 2 conferences and in case he has then he will not be eligible for selection. In case the declaration is found improper a strict action will be taken against the student.

3. Each Student Speaker should be given atleast 15 to 20 minutes for Presentation. For the selection of papers, audio/video presentation from the concerned student may be called which will be helpful in selection process.
4. The list of selected paper presenters along with scan copy of declaration (i.e. not participated in more than 2 conferences for the said financial year) should be sent to SSEB, Board of Studies-Operations prior to organization of the conference.
5. The students who are not selected should be informed beforehand along with the feedback stating reasons therein for not getting shortlisted, to help them to improve for future.
6. Screening panel of at least two CAs should be appointed for judging the performance of paper presenters. The chairman of the session also can be asked to act as one of the panelists for judging the students.
7. Formal Dress code should be followed by the paper presenters both for the boys and girls respectively. The boys need to be dressed in formal Suits. The girls need to be dressed in Sarees/Suits/ formal Suits.
8. Any person, who or whose close/near relative (i.e. father, mother, brother, sister, spouse, son, daughter etc.) is running or owning coaching classes should not be the session chairman/speakers at any of the sessions of the conference. However, teacher/s of a reputed Institute, who does/do not fall in the above category, may be invited.
9. The Registration fees of the student Paper Presenters selected can be waived at the discretion of Managing Committee members of the hosting unit

G. Organization of the Program, attendance, and Invitation:

1. One must try that Mega Conference to be planned and registered on the Portal atleast 2 months in advance to give wide publicity for large number of participations.

2. The Programme Structure should be duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and name of the session Chairmen and Keynote speakers, other speakers for the Conference. The complete Prog Structure should be sent to the Board, well in advance for hosting on ICAI Website.
3. Invitations for the Conferences must be extended by the Host Branch / Office to all Members of the Central Council and the concerned Regional Council of the Institute and the Co-opted Members and Special Invitees of the SSEB, Board of Studies-Operations of the Institute.
4. The Interested Students are required to register in the Student Activity Portal to attend the conference and accordingly based on the Portal Registration numbers only the grant can be claimed from SSEB, Board of Studies-Operations
5. The SSEB, Board of Studies-Operations may provide a student Booklet along with the CA Student Lapel pin, along with other material if available.

6. The SSEB, Board of Studies-Operations name should be prominently mentioned in each communication/circular/letter, background material (preferred to have e book), back-drop, hand-outs, brochures, pamphlets, etc. relating to the Conference. In brochures/pamphlets/other publicity material, images of only Indian students/professionals should be used.

H. Background Material and Publicity – It is preferred to have e background material.

1. Messages of the President, Vice-President, Chairman, and the Vice-Chairman, SSEB, Board of Studies-Operations along with their photographs should necessarily form part of the background material. In addition, the Background material can carry message of the Chief Guest, if he/she is Minister. No other messages/photographs be printed without permission of the SSEB.

2. Composition of the SSEB, Board of Studies-Operations should also be included in the background material. The Group Photograph of the Council be printed on the inside cover. No individual Photographs (of Elected members) to be printed in Background Material.

3. It is suggested that in the Material to be published, articles from other students apart from Paper Presenters should also be included along with their names and photographs as some students possess good writing skills but not good orator ship skills. The same will help students to feel connected with the Institute.

4. The background material should be of very good quality.

5. Wide publicity should be made of the Conference so that large number of students can participate in the program for which the Board shall also provide all

assistance, like sending mass-mails/ SMSs to the students/ hosting the announcement on ICAI's website/ printing in the Students' Journal etc.

6. A Press Meet may also be organized on the occasion at the appropriate time keeping in view President's, Vice-President's and the Chairman and Vice Chairman, SSEB, Board of Studies-Operations availability and convenience.
7. Under no circumstances, sponsorship from Private Coaching Institutes shall be accepted nor the name(s) of any such Institution(s) shall be displayed at the venue of the Event or anywhere else for organizing any of the activities relating to the programme. Also, under no circumstances photography/videography session of faculties associated with Private Institutes with the President/Vice-President/Chairman, SSEB, Board of Studies-Operations /Vice-Chairman, SSEB, Board of Studies-Operations, ICAI and with any other dignitaries shall be organized during the programme.
8. A student Kit for Rs. 100/- approx. can be provided which includes pen and writing pad with ICAI Logo on each if possible, and flyers along with conference Brochures to maintain quality standard along with price uniformity.
9. The Food Expenses allowed for 2 days per student who attends the conference is allowed for Rs.900/- approx.

I. Grant from SSEB, Board of Studies-Operations and Participation Fees – After Approval of the Conference from Board, the Regional Council/Branches are required to register the conference on Student Activity Portal compulsorily. The Number of Registrations for the Conference will be taken from the Portal only for calculating the grant.

(i) **Grant for Mega Conferences will be** Rs. 1500/- per student who had registered on the portal and attended the programme as evidenced by the attendance register duly signed by coordinators of the programme.

(ii) **Reimbursement of Expenses incurred by the Paper Presenters (Speakers) at the Conference:**

Maximum 8 Students Paper Presenters (speakers) from outside the city will be reimbursed to and fro travel expenses, AC two tier / first class railway fare (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction to travel by Rajdhani and Shatabadi trains.

They would also be paid a Daily Allowance (which is inclusive of boarding and lodging expenses) @ Rs. 1,500/- per day for the period spent by them to attend the Programme subject to a maximum of five days (including the journey time) and deducting there from the boarding and lodging charges paid by the host Regional Council/Branch, if any.

(iii) **Reimbursement of travel and stay expenses of outstation experts (limited to 4 persons only):**

Experts from outside the city of event shall be reimbursed travelling expenses by Air (Economy Class)/Railway (1st AC/AC 2 Tier) where there is no connectivity by Air, as well as stay expenses upto maximum of 4 persons which shall include Chairmen of the Sessions and Speakers of any Session including Sub-Sessions.

It may be specifically noted that the amount of admissible grant is the aggregate amount of above (i) to (iii) subject to deficit, whichever is less.

(iv) In addition to the above, minimum participation fees of Rs. 500/- per student has to be charged from students or as approved by the Conference Director.

(v) SSEB, Board of Studies-Operations may appoint an Official as "Observer" and their Report, especially about compliance of Guidelines will be considered before processing the Claim for Grant.

J. Budget of the Conferences

1. The Budget approved by the Conference Director for the proposed Conference in itemized manner in the format of Receipt and Expenditure A/c given as **Annexure 'A (2)'** should be sent to SSEB, Board of Studies-Operations well in advance for prior approval of the Competent Authority. Only after approval of the proposed budget, the programme can be organized. The Regional Office/Branches should not spend more than the Amount of Grant plus fees received. The Programmes should be organized on a self-supporting basis and in a cost-effective manner, exorbitant expenditure should be curtailed.
2. It is to be noted if the variation between the Actual Expenditure incurred and Budgeted Expenditure is more than 10%, in future, no Conference may be allocated to the hosting unit and will not be nominated for Best Branch Award.
3. Advance, only for booking of the Hall/Auditorium can be paid, on receipt of the request from the host Branch/Regional Council / Office along with the scan copy of the hall rent paid receipt.
4. Cost of the mementoes should not be more than the following: -

   1. For Chief Guest/Guest of Honour/Chief Guest at the Valedictory Session - Rs. 2,500.
   2. For Chairmen of Technical Sessions, Keynote Speakers etc. – Rs. 1,200.
   3. Students Speakers – Rs. 750.

   The mementoes must mention the information: -Name of the Programme, Organized by the SSEB, Board of Studies-Operations and Hosted By (Names of Regional Council/Branch and Students Association).
5. The Regional Council/ Office/Branch may claim reimbursement for organizing Mega Conference by submitting a report on the event, along with duly

Audited Accounts, in the prescribed Format **(Annexure 'A (1)')**. The Hosting unit should try to send the said claims to the Board within 15 days of conclusion of the programme. A statement of variances of Budgeted expenditure and actual expenditure with reasons thereof, also will have to be submitted with the Claim. An audited statement mentioning the travelling and stay expenses incurred on four Technical Session Chairmen and a statement mentioning the TA & DA paid to student paper presenters should also be submitted along with audited accounts. A suggested format of Receipt and Expenditure A/c is given as **Annexure 'A (2)'.**

K. After Organisation of the Conference:

The following should be sent to the SSEB, Board of Studies-Operations after completion of the conference: -

1. Hard copy of the attendance registers of the programme duly signed by the coordinators of the programme.
2. Complete sample of the student kit distributed at the conference.
3. Two copies of background material, if printed should be forwarded to Board. It is advisable to go for E- Background material.
4. Printed copy of the Programme structure along with the details of the experts invited (as Chairmen of Technical Sessions / Special address / keynote address etc.) viz name, ICAI Membership Number, Contact Details (Postal Address, Phone/Email Ids) and the theme / topic which they have Chaired or addressed in the programme.
5. Details of Paper Presenters viz name, ICAI students' registration number, contact details (phone/email Ids).
6. Pen drive containing all the photographs taken during the programme, video recording of the proceedings if done, ecopy of paper book, Power Point Presentation of best papers in each Technical Session along with videos.

L. Cultural Programs Guidelines:

1. The Branch and Regional Council can organize one Cultural Program at the end of the Conference in the evening hours from 5:30 pm to 7:30 pm. Technical Sessions must start early to organize Cultural Program during evening hours without compromising the time for Technical Sessions.
2. The Structure of Cultural Program should be decent and well within the generally accepted norms as per the image and reputation of ICAI.
3. Only CA students who have registered in the conference can participate during the Cultural Program.
4. The performances can include the following activities:

Singing

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.

2	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
3	No. of Participants in a group- 4 to 6 participants.
4	Time for each performance- 3 to 4 mins per person/group
5	Band is allowed

Dance

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
3	Classical/Folk/Hip Hop/Cinema
4	No. of Participants in a group- 6 to 8 participants.
5	Time for each performance-5 to 6 mins per person/group

Instrumental Performance

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any instrument can be used for performance
3	Students Should carry their own instruments
4	No. of Participants in a group- 4 to 6 participants.
5	Time for each performance-5 to 6 mins per person/group

Skit/Short Play/Tableau

Sl.no	Particulars
1	Group Performance is allowed.
2	A topic conveying a strong message to the society may be chosen.
3	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
4	No. of Participants in a group- 5 to 7 participants.
5	Time for each performance-8 to 10 mins per person/group

The performance should be preferably made on classical and cultural songs including patriotic songs.

5. Any event being performed should not showcase any form of vulgarity in either words, attire, or actions. It should be ensured that no event shall bring disrepute to the Profession.
6. Group performance by the students should be given preference over solo performance to provide an opportunity to larger number of students. Performance which are conveying strong message to the society should be encouraged.
7. Proper arrangements for first aid and medical be made in place to ensure the safety of the performers.
8. No separate audio -video vendor to be involved for the Cultural Program and the one providing services for the conference be briefed about the requirements.
9. The dress and props to be used during the Cultural Program can be provided by the branch through rental arrangements wherever feasible.

10. The total expenses for organizing the Cultural Program should not exceed 10% of the total expenses of the Conference. The same to be met out from the Conference receipts on self-sufficient basis i.e., no extra grant shall be released for conducting Cultural Program.
11. No fees to be charged from participants in the name of Cultural Program.
12. Fashion shows, DJ nights or any other similar activity which is not allowed should not be conducted in any form.
13. The performance of the students should be reviewed by the Chairman of the Branch/ Chairman of the Student Association of the Branch in advance before allowing it during the program.
14. Only CA students are allowed to perform during the program. It is to be noted that no artists/ celebrities /not even CA Members are allowed to perform.
15. There should be separate green rooms for girls and boys who are performing during the event.
16. Necessary approvals from the concerned authorities (fire, security etc.) be taken for conduct of Cultural Program.
17. Cultural Night/ Cultural Program should not exceed beyond specified time i.e., 7:30pm.

Violation of any of the above guidelines will lead to withdrawal of the approval for the Conference and/or with holding of the grant payable for the conference, unless and until it is approved by the conference director. It will be appreciated if above rules are strictly adherence.

Annexure 'A (1)'

SPECIMEN FORMAT OF PROGRAMME STRUCTURE

MEGA CONFERENCE - ----------Name of the R.C./branch-----

Dates:

Venue:

Organized by: SSEB, Board of Studies-Operations, ICAI

Hosted by: ..... of WIRC/CIRC/SIRC/NIRC/EIRC of ICAI

Theme: "......"

Programme Schedule

Time*	Particulars
Day 1	
Around 1 Hour	**Inaugural Session**
Around 1hr -1.15 min	**Technical Session: I** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Special Session: I** **Interaction with SSEB, Board of Studies- Operations, ICAI.**
Around 30 min -1 Hour	**Special Session: II** eg: "What makes ICAI different compared to similar profession across India"/ "Role of Chartered Accountant in transforming India".
Around 1 Hour - 1.15 Hour	**Technical Session: II** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Motivational Session: I** eg.: Importance of Ethics/ ethical values in the Profession etc.
Day 2	
Around 1 Hour - 1.15 Hour	**Technical Session: III** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Motivational Session: II** Special Address by HR Executives/CFOs/Faculties of IIMs and IITs /IRS/IAS/ Short Sessions by CAs in Industry / Practice with some achievements or on high posts or Rank Holders. (Two sessions can be in

	the form of “Success Stories” or “Opportunities” for about 20 to 30 Minutes each)
Around 1 Hour - 1.15 Hour	**Technical Session: IV** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law/ Information Technology-SAP, Block Chain, strategic Management, Economics- Global trade and business, Intellectual property, barriers based on recent case studies only.
Around 1 Hour - 1.15 Hour	**Technical Session: V** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law/ Information Technology-SAP, Block Chain, strategic Management, Economics- Global trade and business, Intellectual property, barriers based on recent case studies only.
Around 30 min	**Valedictory Session**

*Timings can be modified depending upon the Session requirements.

Students Eligible to attend the Students Conference: Students who have registered as Intermediate Students/ Students who are pursuing their Article ship Training/ Students who have completed their Practical Training but could not qualify their final examinations may attend the conference till next one year from the date of completion of Practical Training.(Foundation Students and Students who have completed one year beyond their Article ship training period will not be eligible to register for these Conferences)

Registration fees	Rs. ---------- per student	Accommodation (if required) @ Rs. ---------- per student per day.
Payment Mode	Link on the Students Activity Portal for Online Registration	

For Registration Queries contact: -

---------- Branch of..... of ICAI

Address…….

Email ----------Website----------

Phone ---------- & Mobile ----------

Students (pursuing Practical Training/Industrial Training) are invited to contribute papers for presentation (1500 to 2000 words) for topics in Technical-Sessions and submit for approval a soft copy of the Paper at ---------- by ---------- and a hard copy of the same along with Student's Photograph (with his/her name on the back of the photograph), ICAI Students’ Registration Number, Course pursuing, complete postal address, Mobile, Landline numbers and e-mail ID be also sent to the address of Regional Council/ Branch of ICAI.

Outstation student participators shall be reimbursed actual travelling expenses equivalent to 2 tier AC and DA @ Rs. 1500/- per day for lodging and incidental expenses etc. *(It is suggested that the students' participators may tentatively book train tickets pending selection of their papers. This may enable them to have confirmed train tickets.)*

CA. …… Conference Chairman & Chairman, SSEB, BOS-Operations, ICAI	CA. …… Conference Co-Chairman & Vice-Chairman, SSEB, BOS-Operations, ICAI	CA. …… Conference Director & Central Council Member, ICAI
CA. …… Conference Coordinator & Chairman, _____ Branch of …… of ICAI	CA. …… Conference Coordinator & Chairman, _____ Branch of …… of Students Association	

Annexure 'A (2)'

SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING MEGA CONFERENCE

Venue: **Date of the Programme:**

Particulars	**Amount**
Receipts: - Receipts (Participation Fees X No. of students enrolled) - Sponsorship Receipts - Income from advertisements - Any other receipt (please specify) - Advance received from SSEB, Board of Studies-Operations - Grant received from SSEB, Board of Studies-Operations	
Total	
Payments: - Payments to hotels /convention halls / others etc. - Food Expenses (Rs.900/-approx. per student allowed for both days) - Backdrop, signs, Stands etc. - Advertisement - Mementoes o To Chief Guest(s) / Dignitaries (No. of mementos @ upto Rs. 2500/- per person) o To Technical Session Chairmen and Experts requested for Special Session (No. of mementos @ upto Rs. 1200/- per person) o To Student Technical Paper presenters (No. of mementos @ upto Rs. 750/- per person) - Printing Expenses for Souvenir and Stationery - Flower and Decoration - Student Kit (Rs 100/- approx. allowed) - Travelling cost of Technical Session Chairmen and Special Session Speakers. (Give cost bifurcation along with names in additional sheet) - Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only. (Give cost bifurcation along with names in additional sheet) - Travel Expenses and DA paid to Student paper presenters. - Photography & Videography - Cultural Expenses - Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget)	
Total	

This is to declare that _____Regional Council/_____ Branch of Regional Council of ICAI has hosted the ……. Conference on _____ in accordance with the guidelines of the SSEB, Board of Studies-Operations.

All Expenses and Receipts contained in this Receipts and Payment Statement have been incurred as per those guidelines and being submitted to SSEB, Board of Studies-Operations.

Sign:	Sign:	Sign:
Auditors Name…….. ICAI Membership No…… Seal ……..	Chairman, _____ Regional Council / ----------Branch of Regional Council of ICAI	Chairman, ---------- Branch of Chartered Accountants Students Association

GUIDELINES FOR NATIONAL CONFERNCE FOR CA STUDENTS

National Conference: Each Region of ICAI can host as per permitted number of National Conference. The Chairman of the Board shall give preference to the Regional Headquarters to host such National Conference, or it can allot the Conference to any Region/branch as may deem fit at time of allotment in a financial year.

A. Duration of the Program: Two-Days.

B. Minimum and Maximum Attendance: The organizing unit will try to maintain Attendance Criteria as below:

Minimum Attendance - 750 students.

Maximum Attendance - 2000 students.

If any Regional Council/ Branch is unable to ensure the minimum prescribed participation in the Students Conference, the Chairman of the Board may or may not allot Students Conference to that Regional Council / Branch in the subsequent year(s).

C. Students Eligible to attend/participate in student Conferences:

1) Students who have registered as Intermediate Students – either after passing Foundation or through Direct Entry route.
2) Students who are pursuing their Articleship Training.
3) Students who have completed their Practical Training but could not qualify their final examinations may attend the conference till next one year from the date of completion of Practical Training.

In other words, Students who have merely registered as Foundation Students and those students who have completed one year beyond their articleship training period will not be eligible to attend/register for these conferences. All the interested students are required to register in the Student Activity Portal.

D. Programme Structure of the Conferences:

1. The Programme Structure of the conference will be as per attached structure (***Annexure 'A (1)').*** The said Programme is to be designed in consultation with the Conference Director.

Total Number of Learning Hours for Students (Excluding Inauguration)	12 Hours
Session of the Board and Interaction with Chairman and Vice Chairman, SSEB, Board of Studies-Operations.	40 minutes to 1 Hour

Technical Sessions on Audit, Accounting, Economics, Information Technology, Law, Taxation etc. Presentation of papers to be made by students on current topics related with subjects/ economy/ real life burning issues based on recent case studies analysis. The marks to be allotted to each paper presented during such sessions. Each such Session should contain - - Presentation by at least 3 Students for 15 Minutes each. - About 15-20 Minutes to be given to Session Chairman (being subject expert/Council Member) for summing up.	5 to 6 Hours
Special or Motivational session by eminent personality on Nation building/ Importance of Articleship/ How to crack CA Exam /Student motivation/ How to do paper presentation/ Ethical Values in the Profession, etc. Short Sessions by CAs in Industry / or in Practice, with some achievements or on high posts or Rank Holders. (These sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes)	3 to 4 Hours

2. The Theme of the said Conference will be approved by the Conference Director.
3. The Draft Budget along with the Programme Structure duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and Chairmen of Technical Sessions, details/options of the Keynote speakers, other speakers for the Conference should be sent to the SSEB, Board of Studies-Operations well in advance. The Program will be hosted on ICAI Website also.

E. Chief Guests, Session Chairman and Other Speakers:

1. Inauguration of the Conference should be meticulously planned in consultation with the Conference Director. Maximum time should be given to the Outside Dignitary. For Student Conferences, efforts should be taken to invite renowned person as Chief Guest.

   Dais Plan for the Inaugural Session must be as below: Other than outside Dignitaries, only following persons from ICAI can be there on Dais and allowed to speak in the inaugural session –

   ICAI President, ICAI Vice President, SSEB Chairman, SSEB Vice Chairman, Conference Director (CCM), Regional Council Chairman, Chairman of Branch,

Vice Chairman of the Branch, Secretary of the Branch, Chairman of Student's Association.

2. In the session of student's paper presenters, one senior Chartered Accountant can be requested to be the Chairman of the session. Such session chairman can be Central Council Members and if CCMs are not available then Regional Council Members, Past Chairman of Branch, Renowned Faculty in the subject or other reputed CA.
3. It is to be noted that persons of high repute from the Industry, Universities, Social Forums or renowned Corporate Trainers/Counsellors / Motivational Speakers can be invited to give lectures on Role of Chartered Accountant in Nation building, Importance of Articleship, How to crack CA Exam, Student motivation, How to do paper presentation, Ethical Values in the Profession or similar topics.
4. LCD or other screens can be installed at the Conference place. The Conference should be planned in a proper Manner. The design and the color of the Background Screen and the Gate to be installed at the entrance of the Conference will be sent to the Board in advance.
5. No other programmes e.g. Students Festivals, Sports Competitions etc. shall be clubbed with the Student Conference under any circumstances.
6. Kindly note the following:

   A. If the President, ICAI is attending the programme than he will be among the chief guest.
   B. If both President and Vice President, ICAI are attending the Programme than Vice President will be the guest of honor.
   C. And, if only Vice President, ICAI is attending the Programme than he will be among the chief guest.

The main objective for organizing the Conference is as under:

1. Knowledge dissemination to students.
2. Understanding the initiatives of the Board and taking benefits of the same.
3. Motivation to students.
4. Development of Communication/ Presentation skills (as Students sitting as audience can also think of developing themselves)
5. Increasing belongingness to ICAI.
6. Encouraging Organizational Skills.

F. Students Paper Presenters:

1. Encouragement should be given to local students to be the Paper Presenters in the said Conference. The students paper Presenters outside the city (nearby Towns & Cities) cannot exceed 50% of total Paper presenters. For every financial year the paper presenters can present maximum 2 papers in the student's conference that too on fresh paper/topic. The selected Students (paper presenter) should be called a day before the conference and the mentorship programme (wherein a meeting/session of Paper Presenter with locally available renowned speaker should be arranged wherein paper presenter can have 2-3

mock presentation and take suitable guidance for final presentation in conference) should be organized by the member of the organizing committee of the Student Conference. Suitable guidance on content and quality of PPT need to be given.

2. Maximum 2 papers can be presented by the interested student and that too a fresh paper having new content. Please note while selecting paper presenters a signed declaration is required from the student that for the financial year starting from 1st March, said year- 31st April, next year, he/she has not presented paper in more than 2 conferences and in case he has then he will not be eligible for selection. In case the declaration is found improper a strict action will be taken against the student.

3. Each Student Speaker should be given atleast 15 to 20 minutes for Presentation. For the selection of papers, audio/video presentation from the concerned student may be called which will be helpful in selection process.
4. The list of selected paper presenters along with scan copy of declaration (i.e. not participated in more than 2 conferences for the said financial year) should be sent to SSEB, Board of Studies-Operations prior to organization of the conference.
5. The students who are not selected should be informed beforehand along with the feedback stating reasons therein for not getting shortlisted, to help them to improve for future.
6. Screening panel of at least two CAs should be appointed for judging the performance of paper presenters. The chairman of the session also can be asked to act as one of the panelists for judging the students.
7. Formal Dress code should be followed by the paper presenters both for the boys and girls respectively. The boys need to be dressed in formal Suits. The girls need to be dressed in Sarees/Suits/ formal Suits.
8. Best paper presenters (overall category) of National Conference can be permitted to present technical papers in International Conference, where the limit of two programmes per year will not be applicable.
9. Any person, who or whose close/near relative (i.e. father, mother, brother, sister, spouse, son, daughter etc.) is running or owning coaching classes should not be the session chairman/speakers at any of the sessions of the conference. However, teacher/s of a reputed Institute, who does/do not fall in the above category, may be invited.
10. The Registration fees of the student Paper Presenters selected can be waived at the discretion of Managing Committee members of the hosting unit

G. Organization of the Program, attendance, and Invitation:

1. One must try that the National Conference to be planned and registered on the Portal atleast 3-6 months in advance to give wide publicity for large number of participations.

2. The Programme Structure should be duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and name of the session Chairmen and Keynote speakers, other speakers for the Conference. The complete Prog Structure should be sent to the Board, well in advance for hosting on ICAI Website.
3. Invitations for the Conferences must be extended by the Host Branch / Office to all Members of the Central Council and the concerned Regional Council of the Institute and the Co-opted Members and Special Invitees of the SSEB, Board of Studies-Operations of the Institute.
4. The Interested Students are required to register in the Student Activity Portal to attend the conference and accordingly based on the Portal Registration numbers, the grant can be claimed from SSEB, Board of Studies-Operations.
5. The SSEB, Board of Studies-Operations may provide a student booklet along with the CA Student Lapel pin, along with other material if available.

6. The SSEB, Board of Studies-Operations name should be prominently mentioned in each communication/circular/letter, background material (preferred to have e book), back-drop, hand-outs, brochures, pamphlets, etc. relating to the Conference. In brochures/pamphlets/other publicity material, images of only Indian students/professionals should be used.

H. Background Material and Publicity – It is preferred to have ebackground material.

1. Messages of the President, Vice-President, Chairman, and the Vice-Chairman, SSEB, Board of Studies-Operations along with their photographs should necessarily form part of the background material. In addition, the Background material can carry message of the Chief Guest, if he/she is Minister. No other messages/photographs be printed without permission of the SSEB.

2. Composition of the SSEB, Board of Studies-Operations should also be included in the background material. The Group Photograph of the Council be printed on the inside cover. No individual Photographs (of Elected members) to be printed in Background Material.

3. It is suggested that in the Material to be published, articles from other students apart from Paper Presenters should also be included along with their names and photographs as some students possess good writing skills but not good orator ship skills. The same will help students to feel connected with the Institute.

4. The background material should be of very good quality.

5. Wide publicity should be made of the Conference so that large number of students can participate in the program for which the Board shall also provide all

assistance, like sending mass-mails/ SMSs to the students/ hosting the announcement on ICAI's website/ printing in the Students' Journal etc.

6. A Press Meet may also be organized on the occasion at the appropriate time keeping in view President's, Vice-President's and the Chairman and Vice Chairman, SSEB, Board of Studies-Operations availability and convenience.

7. Under no circumstances, sponsorship from Private Coaching Institutes shall be accepted nor the name(s) of any such Institution(s) shall be displayed at the venue of the Event or anywhere else for organizing any of the activities relating to the programme. Also, under no circumstances photography/videography session of faculties associated with Private Institutes with the President/Vice-President/Chairman, SSEB, Board of Studies-Operations, /Vice-Chairman, SSEB, Board of Studies-Operations, ICAI and with any other dignitaries shall be organized during the programme.

8. A student Kit for Rs. 100/- approx. can be provided which includes pen and writing pad with ICAI Logo on each if possible, and flyers along with conference Brochures to maintain quality standard along with price uniformity.

9. The Food Expenses allowed for 2 days per student who attends the conference is allowed for Rs.900/- approx.

I. Grant from SSEB, Board of Studies-Operations and Participation Fees – After Approval of the Conference from Board, the Regional Council/Branches are required to register the conference on Student Activity Portal compulsorily. The Number of Registrations for the Conference will be taken from the Portal only for calculating the grant.

(i) **Grant for National Conferences will be** Rs. 1800/- per student who had registered on the portal and attended the programme as evidenced by the attendance register duly signed by coordinators of the programme.

(ii) **Reimbursement of Expenses incurred by the Paper Presenters (Speakers) at the Conference:**

Maximum 8 Students Paper Presenters (speakers) from outside the city will be reimbursed to and fro travel expenses, AC two tier / first class railway fare (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction to travel by Rajdhani and Shatabadi trains.

They would also be paid a Daily Allowance (which is inclusive of boarding and lodging expenses) @ Rs. 1,500/- per day for the period spent by them to attend the Programme subject to a maximum of five days (including the journey time) and deducting there from the boarding and lodging charges paid by the host Regional Council/Branch, if any.

(iii) **Reimbursement of travel and stay expenses of outstation experts (limited to 4 persons only):**

Experts from outside the city of event shall be reimbursed travelling expenses by Air (Economy Class)/Railway (1st AC/AC 2 Tier) where there is no connectivity by Air, as well as stay expenses upto maximum of 4 persons which shall include Chairmen of the Sessions and Speakers of any Session including Sub-Sessions.

It may be specifically noted that the amount of admissible grant is the aggregate amount of above (i) to (iii) grant amount subject to deficit, whichever is less.

(iv) In addition to the above, minimum participation fees of Rs. 500/- per student has to be charged from students or as approved by the Conference Director.

(v) SSEB, Board of Studies-Operations may appoint an Official as "Observer" and their Report, especially about compliance of Guidelines will be considered before processing the Claim for Grant.

J. Budget of the Conference

1. The Budget approved by the Conference Director for the proposed Conference in itemized manner in the format of Receipt and Expenditure A/c given as **Annexure 'A (2)'** should be sent to SSEB, Board of Studies-Operations well in advance for prior approval of the Competent Authority. Only after approval of the proposed budget, the programme can be organized. The Regional Office/Branches should not spend more than the Amount of Grant plus fees received. The Programmes should be organized on a self-supporting basis and in a cost-effective manner, exorbitant expenditure should be curtailed.
2. It is to be noted if the variation between the Actual Expenditure incurred and Budgeted Expenditure is more than 10%, in future, no Conference may be allocated to the hosting unit and will not be nominated for Best Branch Award.
3. Advance, only for booking of the Hall/Auditorium can be paid, on receipt of the request from the host Branch/Regional Council / Office along with the scan copy of the hall rent paid receipt.
4. Cost of the mementoes should not be more than the following: -

   1. For Chief Guest/Guest of Honour/Chief Guest at the Valedictory Session - Rs. 2,500.
   2. For Chairmen of Technical Sessions, Keynote Speakers etc. – Rs. 1,200.
   3. Students Speakers – Rs. 750.

   The mementoes must mention the information:-Name of the Programme, Organized by SSEB, Board of Studies-Operations and Hosted By (Names of Regional Council/Branch and Students Association).

5. The Regional Council/ Office/Branch may claim reimbursement for organizing National Conference by submitting a report on the event, along with duly Audited Accounts, in the prescribed Format **(Annexure 'A (1)')**. The Hosting unit should try to send the said claims to the Board within 15 days of conclusion of the programme. A statement of variances of Budgeted expenditure and actual expenditure with reasons thereof, also will have to be submitted with the Claim. An audited statement mentioning the travelling and stay expenses incurred on four Technical Session Chairmen and a statement mentioning the TA & DA paid to student paper presenters should also be submitted along with audited accounts. A suggested format of Receipt and Expenditure A/c is given as **Annexure 'A (2)'.**

K. After Organisation of the Conference: The following should be sent to the SSEB, Board of Studies-Operations after completion of the conference: -

1. Hard copy of the attendance registers of the programme duly signed by the coordinators of the programme.
2. Complete sample of the student kit distributed at the conference.
3. Two copies of background material, if printed should be forwarded to Board. It is advisable to go for E- Background material.
4. Printed copy of the Programme structure along with the details of the experts invited (as Chairmen of Technical Sessions / Special address / keynote address etc.) viz name, ICAI Membership Number, Contact Details (Postal Address, Phone/Email Ids) and the theme / topic which they have Chaired or addressed in the programme.
5. Details of Paper Presenters viz name, ICAI students' registration number, contact details (phone/email Ids).
6. Pen drive containing all the photographs taken during the programme, video recording of the proceedings if done, e copy of paper book, Power Point Presentation of best papers in each Technical Session along with videos.

L. Cultural Programs Guidelines:

1. The Branch and Regional Council can organize one Cultural Program at the end of the Conference in the evening hours from 5:30 pm to 7:30 pm. Technical Sessions must start early to organize Cultural Program during evening hours without compromising the time for Technical Sessions.
2. The Structure of Cultural Program should be decent and well within the generally accepted norms as per the image and reputation of ICAI.
3. Only CA students who have registered in the conference can participate during the Cultural Program.
4. The performances can include the following activities:

Singing

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.

2	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
3	No. of Participants in a group- 4 to 6 participants.
4	Time for each performance- 3 to 4 mins per person/group
5	Band is allowed

Dance

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
3	Classical/Folk/Hip Hop/Cinema
4	No. of Participants in a group- 6 to 8 participants.
5	Time for each performance-5 to 6 mins per person/group

Instrumental Performance

Sl.no	Particulars
1	Solo as well as Group Performance is allowed.
2	Any instrument can be used for performance
3	Students Should carry their own instruments
4	No. of Participants in a group- 4 to 6 participants.
5	Time for each performance-5 to 6 mins per person/group

Skit/Short Play/Tableau

Sl.no	Particulars
1	Group Performance is allowed.
2	A topic conveying a strong message to the society may be chosen.
3	Any language can be chosen for performance, Preference should be given to the language which is widely accepted by the audience.
4	No. of Participants in a group- 5 to 7 participants.
5	Time for each performance-8 to 10 mins per person/group

The performance should be preferably made on classical and cultural songs including patriotic songs.

5. Any event being performed should not showcase any form of vulgarity in either words, attire, or actions. It should be ensured that no event shall bring disrepute to the Profession.
6. Group performance by the students should be given preference over solo performance to provide an opportunity to larger number of students. Performance which are conveying strong message to the society should be encouraged.
7. Proper arrangements for first aid and medical be made in place to ensure the safety of the performers.
8. No separate audio -video vendor to be involved for the Cultural Program and the one providing services for the conference be briefed about the requirements.
9. The dress and props to be used during the Cultural Program can be provided by the branch through rental arrangements wherever feasible.

10. The total expenses for organizing the Cultural Program should not exceed 10% of the total expenses of the Conference. The same to be met out from the Conference receipts on self-sufficient basis i.e., no extra grant shall be released for conducting Cultural Program.
11. No fees to be charged from participants in the name of Cultural Program.
12. Fashion shows, DJ nights or any other similar activity which is not allowed should not be conducted in any form.
13. The performance of the students should be reviewed by the Chairman of the Branch/ Chairman of the Student Association of the Branch in advance before allowing it during the program.
14. Only CA students are allowed to perform during the program. It is to be noted that no artists/ celebrities /not even CA Members are allowed to perform.
15. There should be separate green rooms for girls and boys who are performing during the event.
16. Necessary approvals from the concerned authorities (fire, security etc.) be taken for conduct of Cultural Program.
17. Cultural Night/ Cultural Program should not exceed beyond specified time i.e., 7:30pm.

Violation of any of the above guidelines will lead to withdrawal of the approval for the Conference and/or with holding of the grant payable for the conference, unless and until it is approved by the conference director. It will be appreciated if above rules are strictly adherence.

Annexure 'A (1)'

SPECIMEN FORMAT OF PROGRAMME STRUCTURE

NATIONAL CONFERENCE - ----------Name of the R.C./branch-----

Dates:

Venue:

Organized by: SSEB, Board of Studies-Operations, ICAI

Hosted by: ..... of WIRC/CIRC/SIRC/NIRC/EIRC of ICAI

Theme: "......"

Programme Schedule

Time*	Particulars
Day 1	
Around 1 Hour	**Inaugural Session**
Around 1hr -1.15 min	**Technical Session: I** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Special Session: I** **Interaction with SSEB, Board of Studies- Operations, ICAI.**
Around 30 min -1 Hour	**Special Session: II** eg: "What makes ICAI different compared to similar profession across India"/ "Role of Chartered Accountant in transforming India".
Around 1 Hour - 1.15 Hour	**Technical Session: II** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Motivational Session: I** eg.: Importance of Ethics/ ethical values in the Profession etc.
Day 2	
Around 1 Hour - 1.15 Hour	**Technical Session: III** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law to be presented with a latest case study based on relevant analysis by the Paper Presenter and accordingly number of marks to be given.
Around 30 min -1 Hour	**Motivational Session: II** Special Address by HR Executives/CFOs/Faculties of IIMs and IITs /IRS/IAS/ Short Sessions by CAs in Industry / Practice with some

	achievements or on high posts or Rank Holders. (Two sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes each)
Around 1 Hour - 1.15 Hour	**Technical Session: IV** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law/ Information Technology-SAP, Block Chain, strategic Management, Economics- Global trade and business, Intellectual property, barriers based on recent case studies only.
Around 1 Hour - 1.15 Hour	**Technical Session: V** Any one Topic: Accounting Standards/ Auditing Standards/Direct Tax/Indirect Tax/Company Law/ Information Technology-SAP, Block Chain, strategic Management, Economics- Global trade and business, Intellectual property, barriers based on recent case studies only.
Around 30 min	**Valedictory Session**

*Timings can be modified depending upon the Session requirements.

Students Eligible to attend the Students Conference: Students who have registered as Intermediate Students/ Students who are pursuing their Article ship Training/ Students who have completed their Practical Training but could not qualify their final examinations may attend the conference till next one year from the date of completion of Practical Training.(Foundation Students and Students who have completed one year beyond their Article ship training period will not be eligible to register for these Conferences)

Registration fees	Rs. ---------- per student	Accommodation (if required) @ Rs. ---------- per student per day.
Payment Mode	Link on the Students Activity Portal for Online Registration	

For Registration Queries contact:-

---------- Branch of..... of ICAI

Address…….

Email ----------Website----------

Phone ---------- & Mobile ----------

Students (pursuing Practical Training/Industrial Training) are invited to contribute papers for presentation (1500 to 2000 words) for topics in Technical-Sessions and submit for approval a soft copy of the Paper at ---------- by ---------- and a hard copy of the same along with Student's Photograph (with his/her name on the back of the photograph), ICAI Students' Registration Number, Course pursuing, complete postal address, Mobile, Landline numbers and e-mail ID be also sent to the address of Regional Council/ Branch of ICAI.

Outstation student participators shall be reimbursed actual travelling expenses equivalent to 2 tier AC and DA @ Rs. 1500/- per day for lodging and incidental expenses etc. *(It is suggested that the students' participators may tentatively book train tickets pending selection of their papers. This may enable them to have confirmed train tickets.)*

CA. …… Conference Chairman & Chairman, SSEB, BOS-Operations, ICAI	CA. …… Conference Co-Chairman & Vice-Chairman, SSEB, BOS-Operations, ICAI	CA. …… Conference Director & Central Council Member, ICAI
CA. …… Conference Coordinator & Chairman, _____ Branch of …… of ICAI	CA. …… Conference Coordinator & Chairman, _____ Branch of …… of Students Association	

Annexure 'A (2)'

SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING NATIONAL CONFERENCE

Venue: **Date of the Programme:**

Particulars	**Amount**
Receipts: - Receipts (Participation Fees X No. of students enrolled) - Sponsorship Receipts - Income from advertisements - Any other receipt (please specify) - Advance received from SSEB, Board of Studies-Operations - Grant received from SSEB, Board of Studies-Operations	
Total	
Payments: - Payments to hotels /convention halls / others etc. - Food Expenses (Rs.900/-approx. per student allowed for both days) - Backdrop, signs, Stands etc. - Advertisement - Mementoes o To Chief Guest(s) / Dignitaries (No. of mementos @ upto Rs. 2500/- per person) o To Technical Session Chairmen and Experts requested for Special Session (No. of mementos @ upto Rs. 1200/- per person) o To Student Technical Paper presenters (No. of mementos @ upto Rs. 750/- per person) - Printing Expenses for Souvenir and Stationery - Flower and Decoration - Student Kit (Rs 100/- approx. allowed) - Travelling cost of Technical Session Chairmen and Special Session Speakers. (Give cost bifurcation along with names in additional sheet) - Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only. (Give cost bifurcation along with names in additional sheet) - Travel Expenses and DA paid to Student paper presenters. - Photography & Videography - Cultural Expenses - Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget)	
Total	

This is to declare that _____Regional Council/_____ Branch of Regional Council of ICAI has hosted the ……. Conference on _____ in accordance with the guidelines of the SSEB, Board of Studies-Operations.

All Expenses and Receipts contained in this Receipts and Payment Statement have been incurred as per those guidelines and being submitted to SSEB, Board of Studies-Operations.

Sign:	Sign:	Sign:
Auditors Name…….. ICAI Membership No…… Seal ……..	Chairman, _____ Regional Council / ----------Branch of Regional Council of ICAI	Chairman, ---------- Branch of Chartered Accountants Students Association

CA STUDENTS' FESTIVAL

(The Students' Festival should not be organized in conjunction with any other programmes including Student Conferences)

1. Amount of Admissible Grant- Reimbursement to cover administrative expenses in organizing the competitions at the Regional level / Branch

The amount of reimbursement to the Branches would be at the following scale, subject to the upper limit of actual expenditure/deficit.

Branches having membership upto 500 members	Rs. 1 lakh
Branches having membership between 501-1,000 members	Rs. 1.5 lakhs
Branches having membership of more than 1,000 members	Rs. 2 lakhs

2. GUIDELINES

Eligibility

The Festival is open to the students who are undergoing articles and students in respect of whom two years have not lapsed after the completion of articles. Foundation students are also eligible to participate in this festival.

The purpose of this Festival is to improve the finer instincts and personality of the CA students.

Students' Festival shall be conducted under the guidance and supervision of a Member of the Board, wherever available. Otherwise, the Council Member(s) located in the concerned jurisdiction will guide the organization of the Festival.

While organizing the Students' Festival at the Branches, the Chairman of the Regional Council / Regional Students' Association shall also be kept informed of the developments.

Events

The following activities are proposed to be covered:

Debates, Mimicry/Mono-acting, Extempore speaking, Skits, Plays, Mehndi Competition, Indian Dances, Singing (Solo/Duet) and Instrumental Music etc., including any other cultural activity.

Branch level Students' festival

The Students' Festival shall be held in different cities across India through the branches of ICAI. The Festival shall be held in the city on the date and at the venue indicated in the communication to be sent by the Branch in advance. Students may be requested to confirm participation by sending their names. Based on the performance of the students as judged by a panel of judges, a prize shall be given to the winner and a Certificate of appreciation to two runners-up in each activity.

Regional level

Amount of Admissible Grant

Rs. 2 lakhs for each Region.

Normally the Students' Festival at Regional level shall be organized by the Board.

Chief Guest

A Chief Guest may also be invited to the Festival. The Chief Guest should be a person of repute in public life such as a Minister, Member of Parliament, Member of Legislative Assembly, a senior bureaucrat, or an eminent personality from the industry/bureaucracy.

Audience

Audience shall comprise of CA students, Chartered Accountants, parents of the students, members of the public, as may be appropriate.

Publicity

The Regions shall give wide publicity to the Students' Festival. The services of a professional consultant for the respective event may be engaged.

Modifications

The scheme can be modified, altered or abandoned at any time. All decisions about the scheme shall be at the sole discretion of Board and binding on all. Nobody shall have any right or claim whatsoever against the Board or the Institute.

Reimbursement would be made on receipt of information of the conduct of the Students' Festival from the Branch, duly certified by the Chairman of the Branch/ Chairman of the Branch of the Students' Association, in the prescribed format ***(Annexure 'III'),***alongwith audited accounts of the Event and few photographs of the event.

SPORTS COMPETITION

1. Amount of Admissible Grant- Reimbursement to cover administrative expenses in organizing the competitions at the Regional level / Branch

The maximum amount of reimbursement would be as follows (subject to actual expenditure/deficit whichever is less):

Branches having membership upto 500 members	Rs. 30,000
Branches having membership between 501 -1,000 members	Rs. 40,000
Branches having membership of more than 1,000 members	Rs. 50,000

2. GUIDELINES

Eligibility

The competition is open to the students who are undergoing articles and students in respect of whom two years have not lapsed after the completion of articles. CPT students are also eligible to participate in the Competition(s).

The purpose of the sports competition is to create awareness about the need for physical and mental awareness among the CA students. This would also help the students in personality development and improve their inter-personal skills.

Sports Events The following Sports activities shall be organized:

A. Indoor Games

1. Carom
2. Chess
3. Badminton – singles and doubles – separately for boys and girls
4. Table tennis – singles and doubles – separately for boys and girls
5. Squash (wherever feasible to organize).
6. Swimming (wherever feasible to organise).

B. Outdoor Games

Athletics

(a) 100 mtrs. race – boys and girls separately

(b) 400 mtrs. race – boys and girls separately (wherever feasible to organize)

Rules

The rules laid down by the appropriate national / international authority for the respective game shall apply.

Chief Guest

A Chief Guest may also be invited to the Event. The Chief Guest could be a person of repute in public life such as a Minister, Member of Parliament, Member of Legislative Assembly, a senior bureaucrat or an eminent personality from the industry / bureaucracy.

Spectators

Spectators shall include CA students, chartered accountants, parents of the students, members of the public, as may be appropriate.

Accommodation

Students have to make own arrangements for their stay at the place where the competition will be held. Wherever possible, the office may assist in arranging reasonable accommodation for the participants at economical rates.

Publicity

The Branch shall give widest publicity to the competition in their cities.

Guidance and supervision

The services of a professional consultant for the respective game may be utilized.

The Competition shall be conducted under the guidance and supervision of the Member of the Board, wherever available. Otherwise the Council Member(s) located in the concerned jurisdiction shall guide the proceedings.

In the case of Competition at the Branch level, the Chairman of the Regional Council / Regional Students' Association shall also be kept informed of the developments.

Modifications

The scheme can be modified, altered or abandoned at any time. All decisions about the scheme shall be at the sole discretion of Board and binding on all. Nobody shall have any right or claim whatsoever against the Board or the Institute.

Reimbursement of admissible grant would be made on receipt of information of the conduct of such Sports Competition from the Branch, alongwith relevant audited accounts and details, duly certified by the Chairman of the Branch/ Chairman of the Branch of the Students' Association in the prescribed format **(Annexure 'IV')** and few photographs of the event.

STUDENTS' ACTIVITIES GRANT

1. Amount of Admissible Grant

Rs. 250/- per student under the jurisdiction of a Branch/Regional Council, subject to the upper limit as under:

Upto 300 members	Rs. 1.00 lakhs
From 301 to 500 members	Rs. 1.50 lakhs
From 501-1000 members	Rs. 2.50lakhs
From 1001 - 2000 members	Rs. 3.50lakhs
From 2001 – 5000 members	Rs. 4.50 lakhs
Above 5000 members	Rs. 5.50 lakhs

2. The grant shall be disbursed in instalments. Initially 25% of the entitled grant shall be sent in the month of April/May every year after receiving the utilization certificate from the Branches and the Regional Councils of the Previous Installments. The same process will be followed for processing of next Installments of Students Activity Grant.

The Grant can be utilized for carrying out the following activities: -

(1) Workshops for students.

(2) Blood donation camps.

(3) Expenses incurred when President, ICAI visits the Branches to address the students.

(4) Expenses incurred when Vice-President, ICAI visits the Branches to address the students.

(5) Expenses incurred when Council Members, ICAI visit the Branches to address the students.

(6) Expenses incurred when Dignitaries visit the Branches to address the students.

(7) Expenses incurred when eminent persons visit the Branches to address the students.

(8) Provision of library facilities.

(9) Provision of reading room facilities.

(10) Expenses on social services rendered by CA students.

(11) Lecture meetings for students.

(12) Study circle meetings for students.

(13) Industrial visit.

(14) Educational Tour.

(15) Any other activity for students.

(16) Deficit, if any, incurred in organizing other activities for which specific grant is paid, could also be claimed as reimbursement out of Students' Activities Grant restricted to 30% of the eligible grant of that specific activity or Rs. 50,000 whichever is less.

(17) The Revenue Expenses for running Additional Reading Room(s).

Reimbursement would be made on receipt of information of the conduct of Students' Activities from the Regional Council / Branch, alongwith the audited Utilisation Certificate duly certified by the Chairman of the Regional Council / Branch/ Chairman of the Regional Council/ Branch of the Students' Association, in the prescribed format *(**Annexure "V**").*

NATIONAL POLICY FOR READING ROOMS

READING ROOM PORTAL

In continuation of the initiative taken by the Board for its students to setup more and more Reading Rooms/ Additional Reading Rooms/ Libraries in order to provide conducive reading atmosphere, an App named Reading Room Portal has been developed.
The Need to develop Reading Room Portal App is that due to:

- Inadequate Information about the availability of Seats to the students.
- Updated information about the availability of seats will be made available on the Portal to help students to register.
- Students will be able to register themselves online anytime from anywhere.
- Will improve overall Student Services.

The Reading Room portal app is: https://readingroom.icai.org/login

The features of the portal are:

- The interested students can Login and Register anytime anywhere.
- Securing seat by paying monthly fees in advance.
- Flexible registrations by students for a day/ a week / a month.
- Fees as low as Rs. 20 per day.
- 24 *7 online services available.
- Confirmation of the seat within 24 hrs. of Payment.

READING ROOMS/ LIBRARIES/ADDITIONAL READING ROOMS

A Library is a place having a conducive reading atmosphere, helping the students to concentrate on their studies and refer the books .A library is considered as a store house of knowledge. In dictionaries the word “library” has been defined as “a building or room containing the collection of books”.

Vision

For monitoring, quality control and effective running of the Reading Rooms/Libraries/Additional Reading Rooms and its monitoring and quality control so that they are most beneficial to the students.

Objective

The objective is to provide conducive reading environment to the students who are pursuing Chartered Accountancy course by providing a place where those students who are finding it difficult to concentrate on their studies owing to shortage of reading space at their residences can come and concentrate.

Considering the remarkable growth in number of students who are pursuing Chartered Accountancy Course, the Board has decided to establish a National policy for the Reading Rooms. The Libraries and Reading Rooms which are already in existence through Regional Councils and Branches and are run in their own premises will also form part of the National policy of Reading Rooms in addition to the Additional Reading Rooms.

Location of Reading Rooms

The Regional Councils and Branches can establish Reading Room in their own and outside their own premises. The Reading Room outside the premises are known as Additional Reading Room. This policy will cover the Reading Room/ Library/Additional Reading Room.

In order to setup the Additional Reading Rooms, the Regional Councils and Branches can approach Municipal Libraries, schools/colleges, Government approved libraries, NGOs, trusts, local bodies, Rotary Club, Lions Club etc. including any other location identified by the Chairman of Regional Council/ Branch considering the convenience of the students. However, the premises where Private Coaching Classes are being organized or a place belonging to a Managing Committee member or to a relative of Managing Committee member or any other person, who may have a vested interest, is not considered.

Reading Timings

The Additional Reading Room is open to the students for Reading during working hours from 9.00 a.m. to 9.00 p.m. on all working days and from 9.00 a.m. to 6 p.m. on Saturdays, Sundays and other holidays except as notified. The days on which Reading Rooms/Libraries will remain entirely closed will be pre intimated and placed on notice board.

Working of Reading Rooms/Libraries/ Additional Reading Rooms

The Reading Room/Library/Additional Reading Room is a place that is open to all the students who are pursuing Chartered Accountancy course. A Reading Room/Library/ Additional Reading Room should have two sections: Lending section and the Reference section.

Reference section can be used both by the Member and Non-member students for reading and referring books. Non-CA Students i.e. Graduates and XII Class students to be allowed for registration in Additional Reading Room facility during lean period i.e. May-July and November-January every year but first preference to our CA Students only.Reading Room facility will be opened for CA Members also who are doing Chartered Accountancy post qualification courses.The first preference to use the same will be given to CA. Students only.They will also be allowed to takedown the notes from the reference books.

Model for setting up of Additional Reading Rooms

The Regional Councils/Branches in order to setup Additional Reading Room has to follow the below model in order to find out the feasibility to open the Additional Reading Room facility:

Type of Model	**Students Registered (IPC & Final)**	**Rent per month**	**Electricity bill per month**	**One Staff Salary per month**	**Other Monthly Mis. Charges**	**Student Activity Grant (SAG)**	**Fees to be collected**
A- Small Cities- For 50 Seats	Upto 1000 students	Rs.20,000 – Rs.25,000	Rs.10,000/ month	Rs.10,000	Rs. 10,000	20%*	For 60 students @ Rs. 500/month= Rs. 30,000
B- Big Cities- For 100 Seats	More than 1000 students	Rs.30,000 – Rs.40,000	Rs.20,000/ month	Rs.10,000- Rs.15,000	Rs.15,000	10%**	For 120 students @ Rs. 500/month= Rs. 60,000

*for around 900 students –Yearly Student Activity Grant is Rs. 100,000. 20% of the same to be proportioned for Reading Room i.e. 20,000 per annum. In case there is deficit of Rs. 20,000/- per annum or more, the branch will be given maximum grant of Rs. 20,000/- per annum out of Student Activity Grant of Rs. 1,00,000/-.

Responsibility

The overall responsibility and supervision for running Reading Rooms/Libraries/ Additional Reading Room and their day-to-day maintenance shall be of the concerned Regional Council and Branch. The Reading Rooms are required to provide basic amenities like:

- Good Infrastructure is to be maintained along with Uniform Ambience for all Reading Rooms.
- Updated Relevant ICAI Study material
- One Supervisor/Attendant
- Proper Sitting Arrangements with Air Conditioned Room
- Proper Hygiene and sanitation to be maintained, separate washrooms for girls.
- Timings (extendable during examination season) and holidays (to be displayed well in advance)
- Cameras to be installed in each Reading Room for proper monitoring.

Size of Reading Rooms and Additional Reading Rooms

The standard specification of setting up of Additional Reading Rooms is either with the capacity of 100 seats or with 50 seats depending upon the type of city. In order to setup new Reading Room/ Additional Reading Room/Library, prior approval from the Board should be required and thereafter the legal Agreement can be entered with the party, if to be set up outside the Regional Council/ Branch premises.

Reimbursement of the Capital Grant

The Capital Grant will be provided to the Regional Councils and branches as a one-time grant. The Capital Grant is permissible for opening of Additional Reading Rooms, which can be opened outside the branch premises. The Grant will be provided for buying Chairs and Tables, Racks, Air conditioners, fans, Invertor, Water Coolers and miscellaneous expenditure like doing installation of electrical items.

The Library Grant for Reading Room/Library at Regional Council/Branch premises is provided by the RBA Department. However, in case the branch is already running a library or a Reading Room at its own premises for which RBA Department has already reimbursed the library grant then the same shall be disclosed. The Regional/Branch is requested to inform the Board in case of further new setup.

No of Members registered in the Branches	Maximum No of Additional Reading Rooms	Areas Specification and capital Grant permissible
Below 2500 members	1 unit of 50 seats.	• For one unit, the estimated area of Reading Room will be about 1000 sq.ft • Capital Expenditure will be Rs.4 lakhs (Rs 400 per sq. ft.)
2500-3000 members	2 unit of 50 seats.	
3001-5000 members	3 - 5 units of 50 seats.	
More than 5000 members	Max 10 units of 50 seats.	

For DCO's and Regional Offices	To begin with 10 units of 100 seats (Number can be increased to maximum 40 units on the basis of need arises based on prior approval of Chairman, BOS.)	For one unit, the estimated area of Reading Room will be about 2000 sq. Ft. Capital Expenditure will be Rs.8 lakhs (Rs. 400 per sq. Ft.)

As the proposal is found to be feasible then the Regional Council and branch will be informed to setup the Additional Reading Room and accordingly 50% of the approved Capital Grant will be released.

The balance 50% of the capital budget will be reimbursed only on receipt of the Audited claim along with the photocopies of bills duly certified by the auditor. It is to be noted that the Capital items are required to be purchased on the basis of approved Capital budget. However further changes than in approved budget, if required, in the Capital items can be made only on receipt of prior approval from the Board in writing.

Reimbursement of Revenue Expenditure

The Reading Rooms/Libraries/Additional Reading Rooms to be setup only on Self Sufficient basis. The interested Regional councils/Branches are required to check the feasibility, based on above Models before setting the Additional Reading Room.

Procedure for Setting up of Additional Reading Room

1. The proposal along with the budget for setting up of Additional Reading Room is to be forwarded to the Board as per the format duly signed by the Concerned Chairman of the Regional Council or the Branch and Chairman of Student Association.

2. The office will review and place the proposal before the Chairman, BOS and finally approved by the President, ICAI.

3. In case the option for outside Branch premises is shortlisted for Additional Reading Room, minimum lease period will be of 5 years with an option to renew.

4. Along with the Proposal, the following undertaking is required to be submitted by the concerned Regional Council / Branch:

1. Duly filled Format for Proposal(s) for setting up of Additional Reading Room along with Proposed Cost Structure of Additional Reading Room. (as per Page 2 and 3 of Annexure2)

2. Managing Committee decision/ undertaking for bearing the revenue expenses of the proposed Additional Reading Room and restricting the Capital Expenses as per the scheme. Capital expenses incurred in excess of the limit would also be borne by the concerned Regional council/ Branch.

3. If the proposed premises is outside the Regional Council/ Branch premises and owned by a CA, details regarding - Name, Membership and address etc. along with a declaration that the rent quoted is competitive with respect to the prevailing market rates.

4. Owner of the proposed premises is/are not related to any of the Managing Committee Members and their near relatives (current as well as previous Managing Committee of the Regional Council/ Branch).

5. A hard copy as well as soft copy of the Draft Legal Agreement for being vetted by our legal Department.

6. Declaration regarding:

(a) No private coaching classes are being conducted/ organized in the proposed premises.
(b) The proposed space will only be used for the very purpose of Reading Room and would not be allowed to be used for any other purpose, under any circumstances.

Fees to be charged

The interested students will be charged fees for using the said services. The maximum fees to be charged as: Rs. 20 per day or monthly is fixed upto Rs. 600/-. Non CA Students who wish to avail of the facility of Additional Reading Room during the lean period i.e. May-July and November-January every year are required to register on weekly basis and pay Rs. 200 per week.

Students can login through Mobile App and enrol with the Reading Room/Library/Additional Reading Room by paying the necessary fees. The fees of the student below the poverty line can be waived off at the discretion of Managing Committee members of the said Regional Council and Branch.

Closure Option

In case Regional Council/Branch is not interested to run the present setup Reading Room/Library/Additional Reading Room, then prior intimation is to be given to the Board along with the reasons and Auditors Certificate of the present value of Capital Items, if in use else stating list of the items which are not further usable.

Terms and Conditions for Operating Reading Room/Libraries/Additional Reading Rooms:

1. Reading Rooms/Libraries/Additional Reading Rooms to be setup only on self-sufficient basis. Interested Regional Councils/Branches who wish to setup Additional Reading Room are required to inform the status of available Reading facilities along with the batch details and fees charged, thereby informing the Revenue/Deficit incurred.
2. **Registration:** Registration of the student shall be on first-cum-first serve basis and valid for the enrolled period. 20-25% buffer registration can only be allowed.
3. **Reading Material:** The students can bring their own study material for the purpose of studying at the Reading Room. Reading Rooms/Libraries/Additional Reading Rooms will be provided with 5 sets of Board study

material for all the levels along with the supplementary and RTPs of each course free of charge for reference purpose. Noida stores will be instructed to supply the necessary material along with the student material published for the reference as and when revision takes place.

4. **Records:** A proper record of the students' attendance availing reading room facility shall be maintained by the Regional Council and Branches in a register along with the Student Registration number and contact details. A report to that effect shall be submitted to the Board on monthly basis.
5. **Assets Register:** The Regional Councils/Branches are required to maintain Reading Room/Libraries/ Additional Reading Room assets in their Assets register.
6. **Insurance:** All the Reading Rooms/ Libraries/ Additional Reading Room should be covered under the Insurance policy of ICAI.
7. **Capital Assets Replacement policy:** The Regional Councils/Branches are required to maintain Reading Room/Libraries/ Additional Reading Room assets in their Assets register and after serving the useful life the assets can be replaced by informing the Board. The balance grant (Cost of Capital assets- selling price of old Assets) will be released after necessary approval and after getting Auditor Certificate for the present value of the assets to be replaced.
8. The Regional Councils/Branches are required to install atleast one system in order to make them available for BOS video lectures, i.e., e lectures.

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MONTHLY ACTIVITY REPORT

In order to apprise the Council on regular basis, about the Students' Activities carried out by the Regional Councils and Branches, monthly report in the Format **(Annexure 'VII')** is required to be submitted to the Board every month. In case no activity is carried out during any month, a **NIL** report shall also be sent.

For this purpose Regional Councils/Branches may identify a suitable person who shall be responsible for reporting the activities carried out and sent the same to the Board on a monthly basis in a prescribed format. The report could be sent in soft copy to ccbos@icai.in followed by duly signed hard copy.

While sending the monthly activity report, Regional Councils/Branches may send the claim for activity(ies) organized during the month in the prescribed Annexure(s) as per the procedure, for prompt release of the admissible grant(s).

Annexure 'I'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING CA STUDENTS TALENT SEARCH/ ONE DAY SEMINAR/TWO-DAYS MEGA SEMINAR/ HALF DAY SEMINAR/ SHORT TERM COURSE/WORKSHOP ON ENGLISH SPEAKING, WRITING SKILLS AND BUSINESS COMMUNICATION/ SPECIAL COUNSELLING PROGRAMME

Name of the Programme : _____

Programme Date (s) : _____

Timings : _____

Venue : _____

_____

Contests details :

Name of the Contest	No. of participants
Quiz	
Elocution	
Instrumental music	
Nukkad Drama	
Half Day Seminar	
One day Seminar	
Two Days Mega Seminar	
Short Term Course/English workshop	
Special Counseling Prog	

Topic(s) : _____

Names of Judges/Speakers/ Quiz Master : _____

The above activity has been carried out strictly in accordance with the guidelines laid down by the Board of Studies.Please release grant for the above Contest, as per enclosed audited Statement of Expenses.

Signature_____

Name:_____

Chairman_____**Branch/Chairman**_____**Branch** **of** _____**India**
CA students' Association **Dated :** _____

Annexure 'II'

(Page 1 of 2)

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING INTERNATIONAL CONFERENCE/ NATIONAL CONFERENCE / CA STUDENTS CONFERENCE

Name of Programme :_____

Date :_____

Place :_____

Total No. of participants attended including outside :_____

(Enclose list of attendees duly authenticated by the Chairman of the Regional council/Branch)

No. of outstation participants :_____

Topics and Speakers Session-wise (Attach final Prog Structure):

Date and Time	**Details of Session**	**Topics**	**Speakers details**

The above activity has been carried out strictly in accordance with the guidelines laid down by the Board of Studies-Operations, SSEB. Please release the eligible grant of Rs._____ for the above Conference, as per enclosed audited Statement of Income & Expenses.

Signature_____

Name: _____

Chairman_____Branch of _____India /Chairman_____Branch of_____ India CA Students'Association

Dated :

Annexure 'III'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING CA STUDENTS' FESTIVAL

Date : _____

Place : _____

Membership strength of Branch as on 1st April of every year : _____

No. of participants : _____

Events / Activities organized : _____

Chief Guest, if any : _____

The above activity has been carried out strictly in accordance with the guidelines laid down by the Board of Studies.

Scale of Reimbursement*

Branches having membership upto 500 members : Rs.1 lakh

Branches having membership between 501-1,000 members : Rs. 1.5 lakhs

Branches having membership of more than 1,000 members : Rs. 2 lakhs

The Regional Councils shall be paid a sum of Rs. 2 lakhs each for organizing the CA Students' Festival festivals.

Please release the eligible grant of Rs. _____ for CA Students' Festival, as per enclosed audited accounts.

Signature_____

Name: _____

Chairman _____Branch/

Chairman_____Branch of _____ India CA students' Association

Dated : _____

*Subject to the limit of actual expenditure/deficit.

Annexure 'IV'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING SPORTS COMPETITIONS

Date : _____

Place : _____

Membership strength of Branch as on 1st April of every year : _____

No. of participants : _____

Details of Sports activities held : _____

Chief Guest, if any : _____

The above activity has been carried out strictly in accordance with the guidelines laid down by the Board of Studies.

Scale of Reimbursement*

Branches having membership upto 500 members	Rs. 30,000
Branches having membership between 501 - 1,000 members	Rs. 40,000
Branches having membership of more than 1,000 members	Rs. 50,000

Please release the eligible grant of Rs. _____ for Sports Competition, as per enclosed audited accounts.

Signature_____
Name: _____

Chairman _____Branch/

Chairman_____Branch of _____India CA students' Association

Dated : _____

*Subject to the limit of actual expenditure/deficit.

Annexure – 'V'

UTILIZATION CERTIFICATE FOR RELEASE OF STUDENTS' ACTIVITIES GRANT

Date : _____

Place : _____

Grant Payable

Rs. 1 lakh to Branches with upto 300 members.
Rs. 1.5 lakhs to Branches with more than 301 – 500 members.
Rs. 2.5 lakhs to Branches with more than 501 – 1,000 members.
Rs. 3.5 lakhs to Branches with more than 1001 – 2,000 members.
Rs. 4.5 lakhs to Branches with more than 2001 – 5,000 members.
Rs. 5.5 lakhs to Branches with above 5,000 members.

Utilisation Certificate for the students' activities grant for the year 20...- 20...

Instalment of students' grant received from the Board of Studies			**Rs.**
First			
Second			
Third & Final			
Utilisation of grant for students' activities			
Sl. No.	**Activity Date**	**Particulars of activity**	**Amount Spent (Rs.)**

The above activity has been carried out strictly in accordance with the guidelines laid down by the Board of Studies.

Please release grant of Rs _____(Rs. 250/- per student) for the Students' Activity Grant.

Signature_____

Name: _____

Chairman _____Branch/

Chairman_____Branch of _____ India CA students' Association

Dated : _____

Annexure 'V'

(Page 2 of 2)

STATEMENT OF UTILIZATION OF STUDENTS ACTIVITY GRANT FOR PREVIOUS YEAR – (20…..- 20…..)

The details of Students' Activity Grant received, activity organized, amount utilized and the balance available for the Previous/last year i.e. 20..-20… in order to process Student Activity Grant for 20…-20… in the following format:

Financial Year Opening Balance (As on 1st April, 20….)	Entitlement for Total grant for the year 20….-20….	Amount of Grant Received for the year 20….-20….. (Installment wise)	Activities Organized in the year 20….-20….				Amount of Grant Utilized in the year 20…-20….	Balance at the end of the financial year (as on 31st March, 20…..)
			Sl No.	Date on which Activity is organized	Name of Activity	Amount of Expenditure		

Signature_____

Name: _____

Chairman _____Branch/

Chairman_____Branch of _____ India CA students' Association

Dated : _____

Annexure 'VI'

(Page 1 of 3)

DECLARATION

FOR SETTING UP A READING ROOM BY THE REGIONAL COUNCIL AND BRANCH

The following are required to be submitted along with the proposal for setting up of Reading Room:

1. Duly filled Format for Proposal(s) for setting up of Additional Reading Room along with Proposed Cost Structure of Additional Reading Room. (as per Page 2 and 3 of Annexure V)

2. Managing Committee decision/ undertaking for bearing the revenue expenses of the proposed Additional Reading Room and restricting the Capital Expenses as per the scheme. Capital expenses incurred in excess of the limit would also be borne by the concerned Regional council/ Branch.

3. If the proposed premises is outside the Regional Council/ Branch premises and owned by a CA, details regarding - Name, Membership and address etc. along with a declaration that the rent quoted is competitive with respect to the prevailing market rates.

4. Owner of the proposed premises is/are not related to any of the Managing Committee Members and their near relatives (current as well as previous Managing Committee of the Regional Council/ Branch).

5. A hard copy as well as soft copy of the Draft Legal Agreement for being vetted by our legal Department.

6. Declaration regarding:

(a) No private coaching classes are being conducted/ organized in the proposed premises.
(b) The proposed space will only be used for the very purpose of Reading Room and would not be allowed to be used for any other purpose, under any circumstances.

Annexure 'VI'

Format for Proposal(s) for Setting up of Reading Rooms

Proposal(s) for setting up of Reading Rooms from the Regional Council/Branches should contain following details:-		
1	Proposal for Reading Room/ Library/Additional Reading Room	
2	Status (New Proposal/Already Setup)	
3	Address of the Regional Council/Branch	
4	Address of the proposed premises	
5	Total Area Available	
6	Proximity to nearest local public transport	
7	Name of the Owner (if outside premises)	
8	Whether the Owner is an individual/Trust/Company/other entity (specify)?	
9	Expected Revenue expenses per month in detail:	1. Rent 2. Electricity expenses 3. Staff 4. Repair and maintenance 5. other(specify name)
10	Capital Expenses for setting the Reading Room/Library/Additional	1. Tables

	Reading Room	**2. Chairs** **3. Racks** **4. Air Conditioners** **5. Fans** **6. Water Cooler** **7.other(specify name)**
11	**Amenities available (A.C., Fans, Lights, Water Cooler etc.)**	
12	**Period of lease agreement*.**	
13	**Whether the lease shall be renewable, if so, further period of renewal.**	
14	**Number of Students enrolled in the Regional council/Branch**	**1.CPT** **2.IPCC** **3.Final**
15	**Number of Students likely to avail the Reading Room Facility**	**1.CPT** **2.IPCC** **3.Final**
16	**Fee to be charged from the Students.**	**1.Weekly** **2. Semi-Monthly** **3. Monthly**
17	**Any Other important Details**	

***No premises shall be taken on hire unless the proposal has been approved by ICAI and Lease Agreement entered into by the Person authorized by ICAI in this behalf with the Owner.**

Annexure 'VI'

PROPOSED COST STRUCTURE FOR SETTING 1 UNIT OF ADDITIONAL READING ROOM OF 50 SEATS

S.NO.	PARTICULARS	No.	COST STRUCTURE (in Rs) (Max. for 1 Unit of 50 seats)
A.	**CAPITAL EXPENDITURE**		
1.	**Furniture and Fixtures**		
	Tables costing not more than Rs. 3000/table, it should be properly laminated including one table for Staff.	50 +1	160,000
	Good Quality Chair costing not more than Rs. 1500/chair including one chair for Staff.	50 + 1	80,000
	Racks/Almirahs (maximum Rs. 10,000)	4	20,000
	Fans Costing maximum Rs. 2500 per fan	8	20,000
2.	**Air Conditioner** costing max. Rs. 30,000	2	60,000
3.	**Any Other items/miscellaneous expenses maximum to Rs 60,000**		60,000
		Total	**400,000**
Note:	**The Capital items rates should be based on Market Competitive rates.**		
	All the items to be purchased should be entered and accounted in Regional Council/ Branch Assets Register and kept at the premises of Regional Council/Branch.		
	Proper account of collection of fees at Reading Room to be maintained.		

Sign…… **Sign……**

Chairman of the Branch **Chairman of the Students' Association**

Annexure 'VII'

MONTHLY REPORT FORMAT FOR BRANCH FOR REPORTING STUDENTS' ACTIVITIES ORGANIZED IN THE MONTH OF _____. BRANCH_____

- **An employee of the Branch be nominated for submission of report every month alongwith contact details.**
- **Students' activities organized in the previous month to be reported in this format.**
- **If no activities organized during the previous month the same may be stated as NIL.**
- **Reports so received will be consolidated and placed in each Council Meeting.**

Sl. No.	Name of the Student Activity Organized	Date(s) of the Programme	Number of student participants	Name(s) of Faculty/ Speaker
1.	One-day Seminars			
2.	Half-day Seminars			
3.	Workshops			
4.	How to Face CA Exams			
5.	Lecture Meetings			
6.	Industrial Visits			
7.	Educational Tour			
8.	Visit to Historical places			
9.	**Students' Conferences:**			
	a. International Conference			
	b. National Conference			
	c. CA Students' Conference			
10.	CA Students Talent Search			
11.	Information Technology Training			
12.	MCS Classes			
13.	Orientation Programme			
14.	Joint Seminars with Universities			
15.	Coaching Classes and Crash Courses			
16.	Students' Festival			

17.	Sports activities like Cricket Matches, Indoor and Outdoor games			
18.	Blood donation camps			
19.	Tree Plantation			
20.	Any other activity, please specify			

While sending the monthly activity report, Regional Councils/Branches may send the claim for activity(ies) organized during the month in the prescribed Annexure(s) for prompt release of the admissible grant(s).

Signature of Reporting Staff/ Officer

Name:_____

Designation:_____

Mobile No.:_____

Phone No. (With STD code):_____

Part C

	Part C	Pages
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20	AUDITING & ASSURANCE STANDARDS BOARD	171-187
21	CAQ	188
22	DIGITAL RE-ENGINEERING & TRANSFORMATION DIRECTORATE	189-197
23	AUDIT COMMITTEE	198-202
24	GST & INDIRECT TAXES COMMITTEE	203-204
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31	DISCIPLINARY COMMITTEE	273-275
32	COMMITTEE ON PUBLIC AND GOVERNMENT FINANCIAL MANAGEMENT	276-286
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40	COMMITTEE FOR MEMBERS IN PRACTICE	371-379
41	International Affairs Committee	380-396

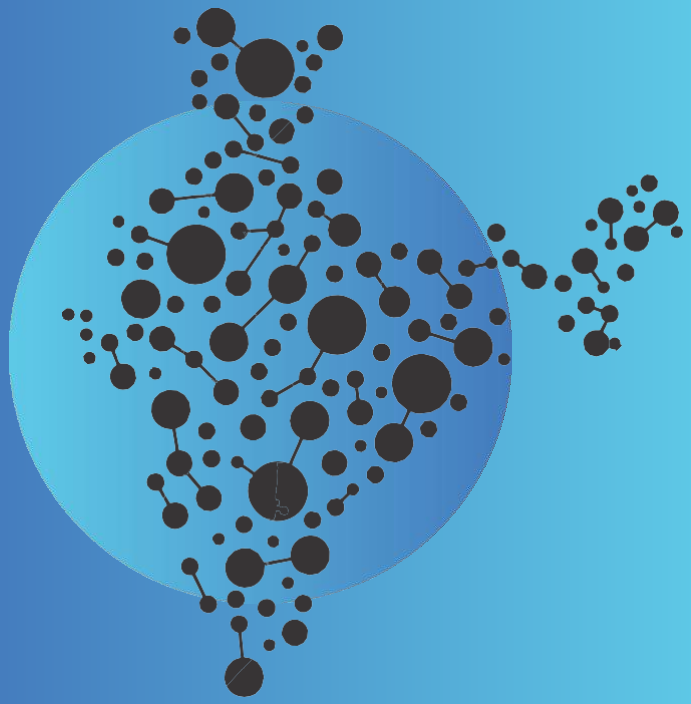
The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



COMMITTEE ON FINANCIAL MARKETS & INVESTORS' PROTECTION

COMMITTEE ON FINANCIAL MARKETS & INVESTORS' PROTECTION



The Committee on Financial Markets and Investors' Protection (CFMIP) provides suggestions on various Bills, Notifications, circulars, and other documents related to Financial Markets to the Government and Regulators. Besides this, the Committee regularly interacts with MCA, RBI, SEBI, NSE, BSE Insurance Regulatory and Development Authority, Non- Finance companies – NBFCs (Department of Non-Banking Finance companies of RBI) and Stock Exchanges on the issues relating to Financial Markets, role of CAs and Investors' Protection.

Major Activities of the Committee

The Committee on Financial Markets and Investor Protection of ICAI has been entrusted with various responsibilities such as:

- Comments/Suggestions on various Consultation papers/Bills/ Regulations/ Notifications/ Circulars and other documents relating to Financial Markets for submission to the Government/ Regulators.



Major Activities of the Committee

- Conducting following events:

  'Investor Awareness Programmes' under the aegis of Investor Education and Protection Fund Authority (IEPFA) of the Ministry of Corporate Affairs, Government of India

  National Conference, Seminars, Virtual & Physical CPE Meetings, Webinars, Residential Refresher Course.

  Train the trainer Programme to develop Resource Persons for Investor Awareness Program

  Four Certificate Courses for professional development of the members.



Major Activities of the Committee

- **Certificate Course on :**
  - ❖ Forex and Treasury Management
  - ❖ Derivatives
  - ❖ Financial Markets and Securities Law
  - ❖ Fundamental and Technical Analysis of Stocks including Equity Research

Take Away for the Branches

‘Investor Awareness Programmes’

IAP Initiative with Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs

The Committee conducts ‘Investor Awareness Programs’ to impart education to the investors and create awareness as to their protection, rights and responsibilities & enhance the ability of investors to understand developments in the country. In this regard the Committee endeavors to work with various stakeholders to take initiatives at grass root level to educate common men and build a financially inclusive society.



‘Investor Awareness Programmes’

Committee on Financial Markets and Investors Protection a MOU signed between IEPFA and ICAI to organize IAPs all across the country.

The expenditure Rs. 25000/-* incurred (per programme) or actual expenditure, whichever is lower would be reimbursed to the branch of ICAI on production of actual bills. [* Metro and Capital Cities Rs. 35000/- and North-eastern States Rs. 30000/-]

Some Guidelines

- ✓ Branch has to submit the original bills along with the statement of expenditure signed by concerned authority in branch of ICAI.
- ✓ Branch has to submit the Utilization Certificate.
- ✓ Original Attendance Sheet of participants signed by Concerned authority in branch of ICAI.
- ✓ Few Photographs of the programme
- ✓ The above documents are to be submitted **7 days** of the conclusion of the programme. (Guidelines Annexture-1)



Take Away for the Branches

‘Investor Awareness Programmes’

Please Note:

Branch entitled to avail 2 mark for each programme (IAP) maximum 20 marks for IAPs for the Best Branch Award of ICAI



Thank You!

Secretariat
Committee on Financial Markets and Investors' Protection
Contact no : 120-3045905- cfmip@icai.in

Address of the Committee:
The Institute of Chartered Accountants of India
Hostel Block, 2nd Floor, ICAI Bhawan, A-29, Sector - 62, Noida - 201309, India.

Guidelines for conducting

Investor Awareness Programmes (IAP) by POUs

1. POUs may conduct the programme at any location in India which may be a School/ Gram Panchayat /Local Bodies /Branches of ICAI, to be identified by POUs.

2. POUs must obtain the prior approval for conducting IAPs i.e. at least 5 working days before the IAPs are scheduled. **NO PAYMENTS WILL BE RELEASED FOR IAPs FOR WHICH WRITTEN APPROVAL IS NOT OBTAINED**.

3. The details of proposed IAPs should be sent for approval to the CFMIP Secretariat in the following format in excel file:

S.No	Date of the programme (dd/mm/yy)	Start Time (eg-00:00 AM/ PM)	End Time (eg-00:00 AM/ PM)	Venue	Block/Tehsil	Panchayat/ Municipal	Village/Ward Name	Pincode	District	State	Target Audience (Who will be the participants)	Topic	Language (In which IAP will be conducted)

4. A POU can conduct only one IAP in a day.

5. Duration of each programme would be at least two Hour.

6. There must be 15 days interval between 2 IAPs at the same Venue/ Town (Village).

7. The desired number of participants in each program should be 100 or more. In case number of participants fall below 100, payment would be made on **pro-rata basis**.

8. No participation fee would be charged from the participants.

9. Advised to use interactive modes such as flip charts, video presentations power point presentations etc. to make the programme from engaging and informative.

10. Booklet/Pamphlet/Reading Material containing important points should be distributed during the programme.

11. It is desired that the IAPs should be conducted for the benefit of the general public/investors/etc., thus the target audience should include pensioners, labourers, rural population, housewives, retired persons, working executives, people with low and middle incomes, auto rickshaw drivers, rickshaw pullers, street vendors, small shopkeepers, homemakers, factory workers, transporters, investors etc.

12. Invitation to local **MPs/MLAs/Panchayat Representatives/local public representatives** can be sent 5 days in advance with a copy to cfmip_rp@icai.in.

13. ICAI will pay the amount according to the below given table (including GST and other applicable Taxes) per Program.

Payment details for per Programme		
Categories		Class of cities
A	Metro and Capital Cities	I (Rs.35000/-per program) II (Rs.25000/-per program)
B	Other than Metro, Capital Cities and NE	II (Rs.25000/-per program)
C	NE states	III (Rs.30000/-per program)

14. The programme should be conducted by the POU own capacity. Local trainer has to be identified by the POU to serve as faculty or speakers for the programme.

15. POUs should not in any manner use IAPs as a platform for publicity of personal achievements or any organization/firm/company or any investment product.

16. Before distributing a Flyer/ Brochure to the general Public, it should first be approved by the Committee. (Prescribed format attached)

17. POU is requested to upload the Programme Schedule for the CPE approval on time. In case participants are Members of the ICAI, they shall be eligible for 2 structure CPE, subject to submission of uploading the attendance details by POU within 3 days after the completion of the programme.

18. POUs must submit the hardcopies of the following original documents to CFMIP Secretariat within 7 days of the completion of IAPs for claiming reimbursement of expenses against each IAP:

    - A Performance cum achievement report specifying the detail achievement of the programme vis a vis amount spent.

    - A duly signed undertaking by the POU that has conducted the programme at given place, date and outcome. In case, programme has been conducted at some organization/ management/degree College/School/gram panchayat etc. then such undertaking must be countersigned by its principal or organization head or representative also.

    - 5 to 6 photographs of on-going programme, covering all participants with banner (Banner would be arranged by the POU, and the format for the same would be specified by CFMIP).

    - Attendance sheet which must include details such as Name, Contact No., Email I.D., and Signature of the participants. (**Mandatory: In both hard and excel format.)**

    - Feedback forms of all participants in their own handwriting. (Participants' name, contact number, email address and signature must be included in feedback. Format may be prescribed by CFMIP from time to time)

- Statement of Expenditure signed by the POU along with original Bills for the expenditure incurred.

19. Programme can be disapproved at any time, if any, guidelines are not abided by the POUs.

20. Programme Documents once received will not be returned to POUs.

21. ICAI has the full right to check the ongoing programme either physically or virtually. In case the condition is not fulfilled, then Committee may at their discretion can take immediate action against POU.

22. If a POU is found to be guilty of misconduct, POU name would be withdrawn from the ICAI POU list, and appropriate action will be taken against POU. ICAI will not be held liable for any misconduct.

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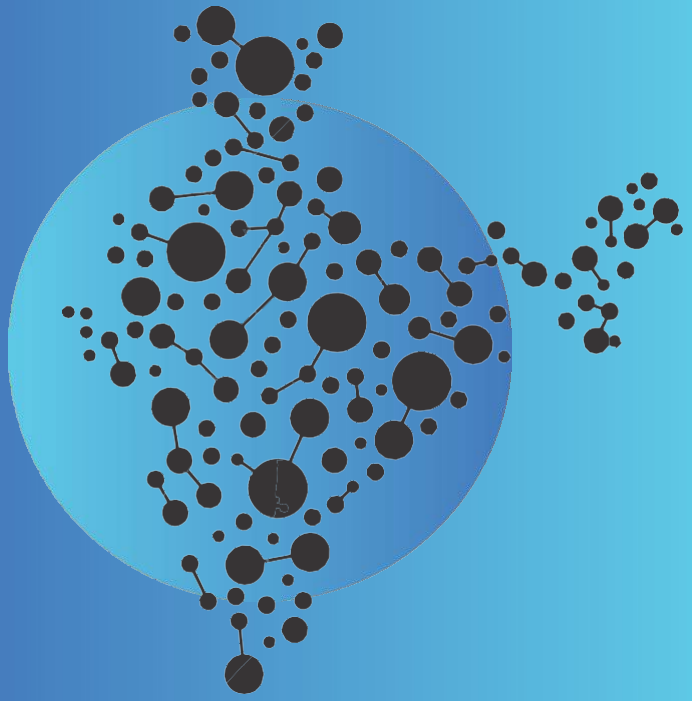
The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

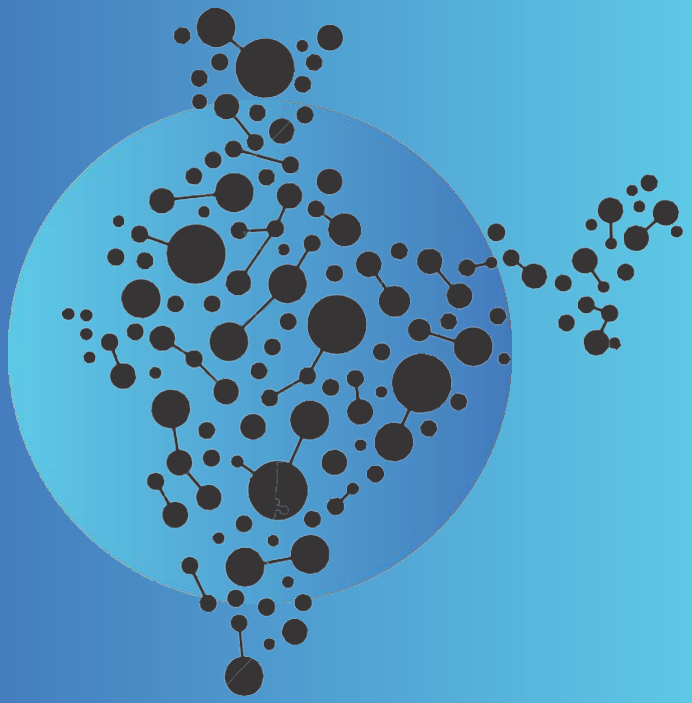
Auditing and Assurance Standards Board



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

About the Committee

The Auditing and Assurance Standards Board (AASB) was constituted by ICAI in 1982 as a non-standing Committee of the Institute. The membership of the Board comprises members of the sitting Council of ICAI, senior members of the profession as co-opted members, special invitees from regulators, from prominent industry associations, as well as academic organizations.



Major Activities of the Committee

- The primary function of the Board is formulating Engagement and Quality Control Standards which comprise Standards on Quality Control (SQCs), Standards on Auditing (SAs), Standards on Review Engagements (SREs), Standards on Assurance Engagements (SAEs) and Standards on Related Services (SRSs). These standards are in harmonization with internationally recognized and accepted international standards issued by the International Auditing and Assurance Standards Board (IAASB) of IFAC.
- The Board formulates and issues Guidance Notes on Auditing (generic Guidance Notes as well as industry specific Guidance Notes)
- The Board formulates and issues non-authoritative literature such as Implementation Guides to Standards, industry specific/ generic Technical Guides.

Contd…

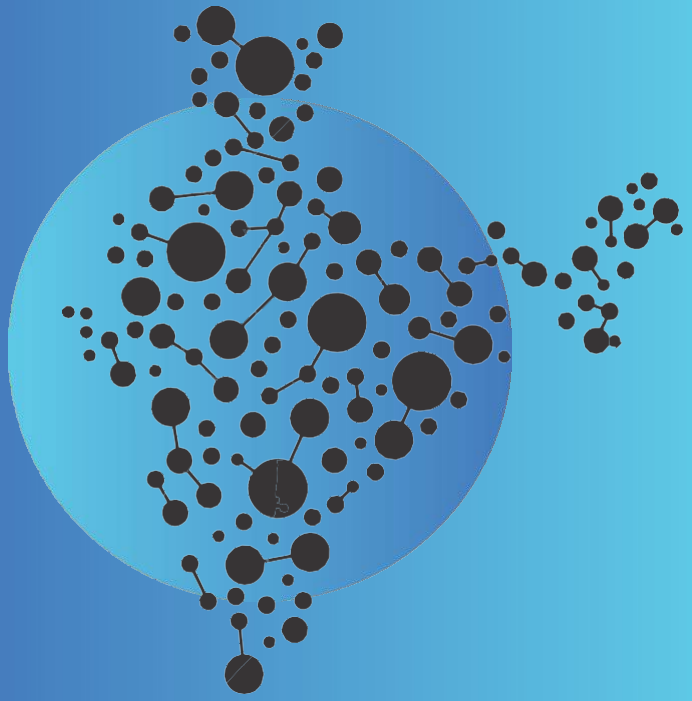
- The Board organizes regular workshops, seminars, conferences, (Both physical and virtual mode) on Engagement and Quality Control Standards, bank audits, industry-specific auditing issues and other auditing aspects. These programmes help in creating awareness among the members and updating their knowledge.

- The Board has regular interaction with regulators (RBI, SEBI, IBA, MCA, NFRA) on matters of mutual interest. The Board also provides them technical support/inputs/suggestions.

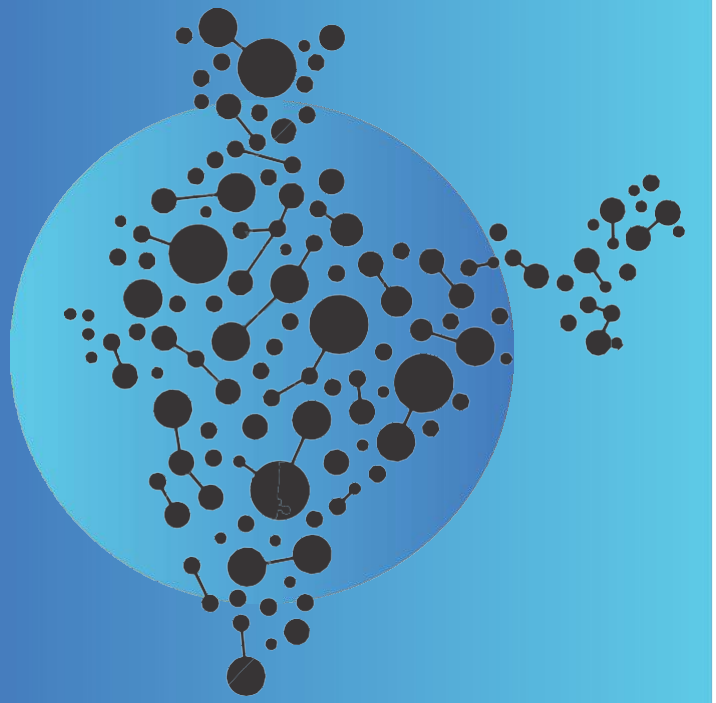
- The Board represents ICAI at the IAASB meetings.



Significant Achievements of AASB during last year



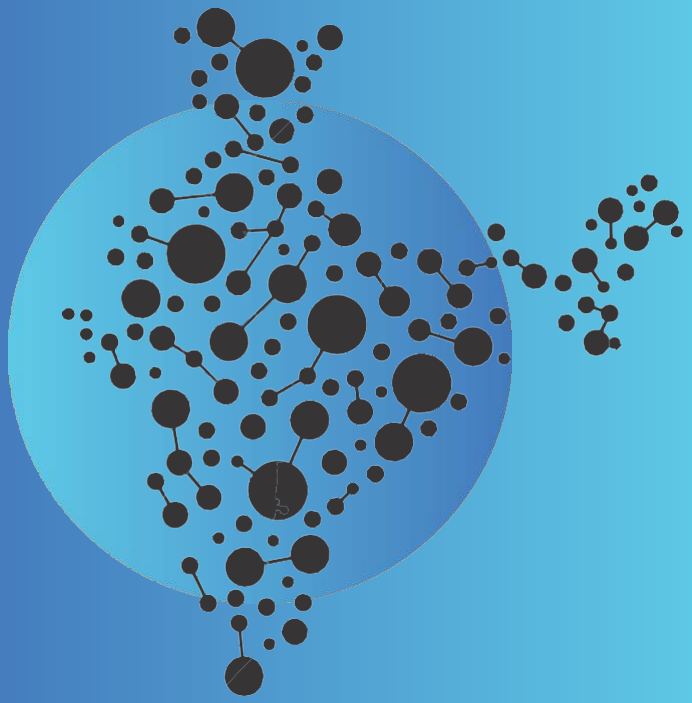
- AASB organised 161 programmes which were attended by around 1,30,000 participants.
- AASB constituted "bank audit expert panel" to address queries for FY 2022-23.
- AASB constituted "statutory audit expert panel" to address queries for FY 2022-23.
- AASB represented ICAI at the IAASB Level.
- AASB made regular interaction with regulators (RBI, SEBI, IBA, MCA, NFRA) on matters of mutual interest.



Significant Achievements of AASB during last year

AASB brought out following publications to provide guidance to members:

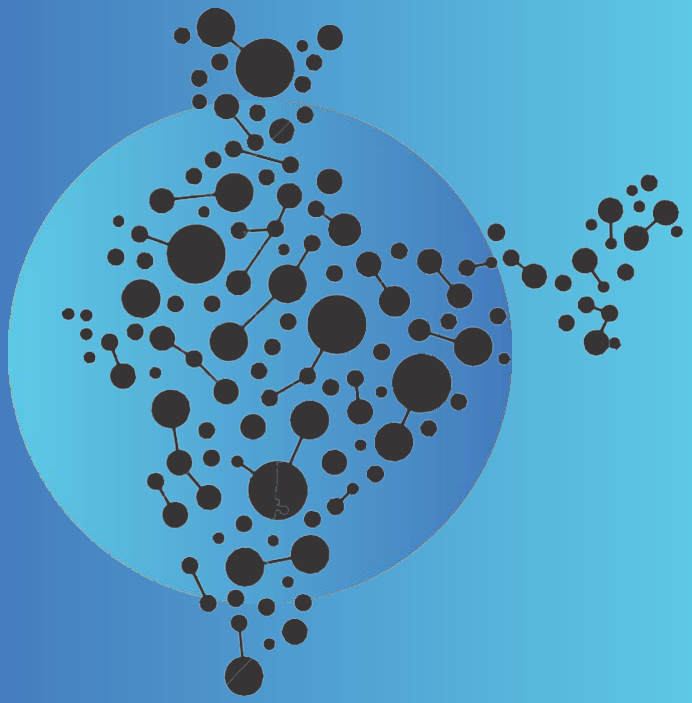
- Guidance Note on Audit of Banks 2024 Edition
- Implementation Guide on Reporting on Audit Trail under Rule 11(g) of Companies (Audit and Auditors) Rules, 2014 (Revised 2024 Edition)
- Technical Guide on Audit of Non-Banking Financial Companies (Revised 2023 Edition)
- Checklist on Standards on Auditing
- Audit Working Paper Templates
- Implementation Guide on Reporting under Rule 11(g) of the Companies (Audit and Auditors) Rules, 2014
- Technical Guide on Disclosure and Reporting of Key Performance Indicators (KPIs) in Offer Documents
- Guidance Note on Audit of Banks 2023 Edition



Significant Achievements of AASB during last year

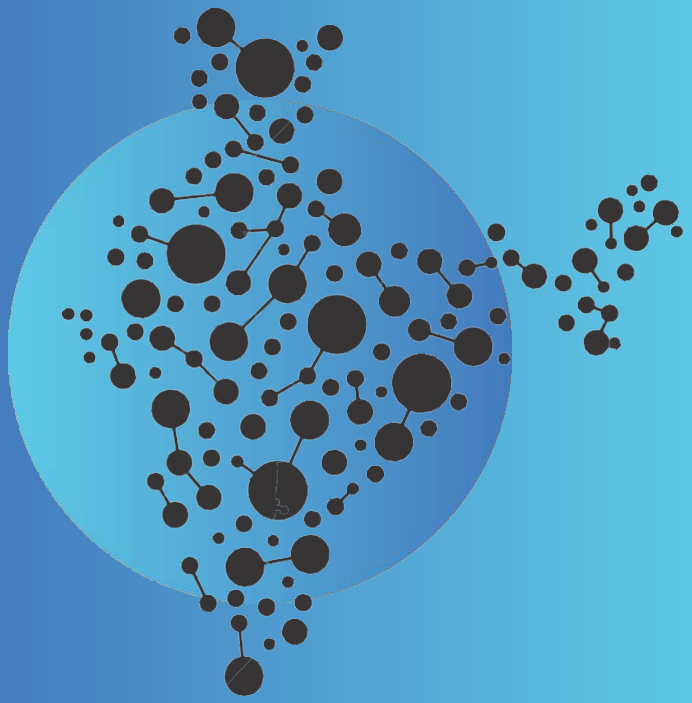
AASB finalized Seven Engagement and Quality Control Standards. These Standards have been approved by the Council at its 427th meeting held in January 2024.

- SQM 1, Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements
- SQM 2, Engagement Quality Reviews
- SA 220(Revised), Quality Management for an Audit of Financial Statements
- SA 250(Revised), Consideration of Laws and Regulations in an Audit of Financial Statements
- SA 315(Revised), Identifying and Assessing the Risks of Material Misstatement
- SA 540(Revised), Auditing Accounting Estimates and Related Disclosures
- SRS 4400(Revised), Agreed-Upon Procedures Engagements



Significant Achievements of AASB during last year

- On request of SEBI, AASB has developed the Format of Statement of Management Disclosures on Digital Assurance and Auditors Report. The Format has been submitted to SEBI.
- AASB submitted its suggestions to NFRA on the "Invitation for Comment Document – Publication of Annual Transparency Reports (ATR) by Auditors/Audit Firms" issued by NFRA
- AASB has collaborated with IBA to develop a common platform for balance confirmation for the banking sector. ICAI has entered into a tri-party MOU with IBA and PSB Alliance Private Limited on the matter. Development of the platform is in progress.



About Audit Quality

- Objective of an audit is for the auditor to form an opinion on financial statements based on having obtained sufficient appropriate audit evidence about whether financial statements are free from material misstatement and to report in accordance with his findings
- For audit to fulfill this objective, users of audited financial statements must have confidence that auditor has worked to a suitable standard and that "a quality audit" has been performed
- The responsibility for performing quality audits rests with auditors. However, audit quality is best achieved in an environment where there is support from and appropriate interactions among participants in financial reporting process

Standards dealing with Audit Quality

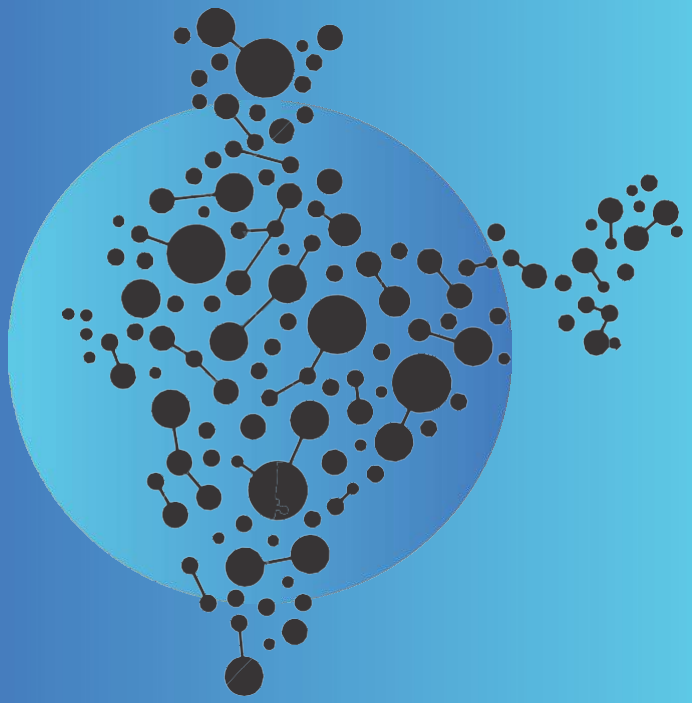
ICAI has issued below cited Standards to prescribe detailed framework for audit quality:

- SQC 1, Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements
- SA 220, Quality Control for an Audit of Financial Statements

SQM 1, SQM 2 and SA 220(Revised)

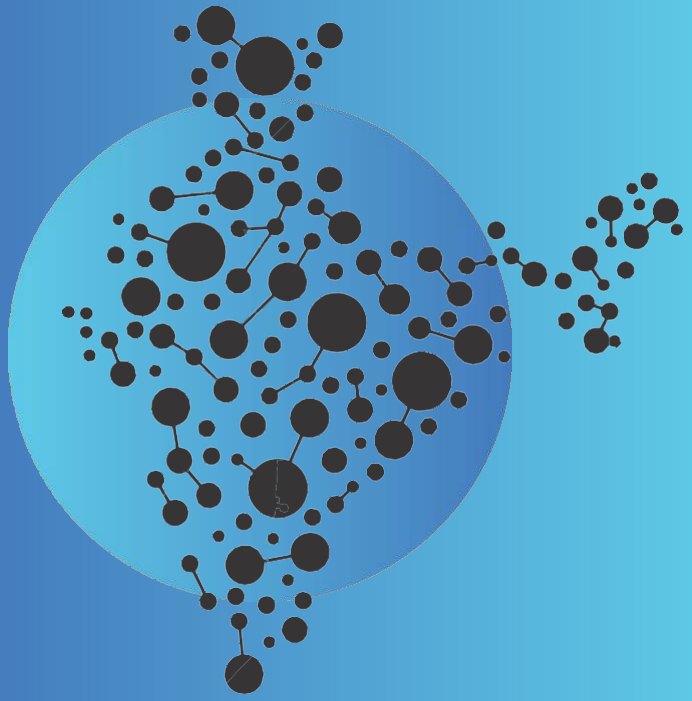
- The Council at its 427th meeting held in January 2024 has approved three quality management standards i.e.: SQM 1, SQM 2 and SA 220(Revised)
- These standards will strengthen the framework for audit quality.
- These standards are proposed to be implemented for engagements for the periods beginning on or after April 1, 2025 (Recommendatory) and for the periods beginning on or after April 1, 2026 (Mandatory).

Initiatives for Enhancing Audit Quality



- Revision of existing auditing standards to align them with Standards issued by IAASB
- Expert panel on bank branch audit related queries.
- Expert panel on statutory audit related queries.

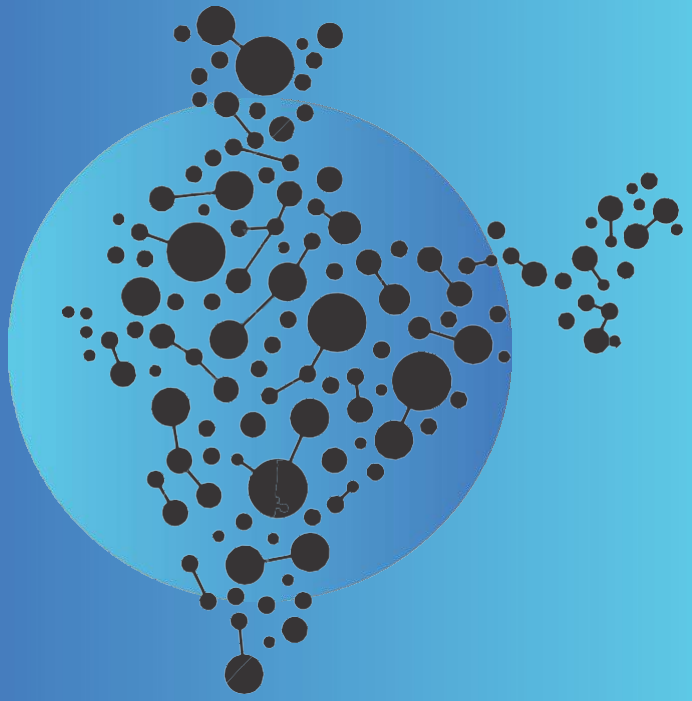
Initiatives for capacity building



Organising programmes in physical/virtual mode on following aspects:

- Engagement and Quality Control Standards
- Bank audits
- Industry specific auditing issues
- Reporting requirements of Companies Act 2013 (CARO 2020, Schedule III, Companies (Audit and Auditors) Rules 2014)
- Recent developments in auditing

Initiatives for capacity building



Board has Structured Course on Engagement and Quality Control Standards covering all Standards.

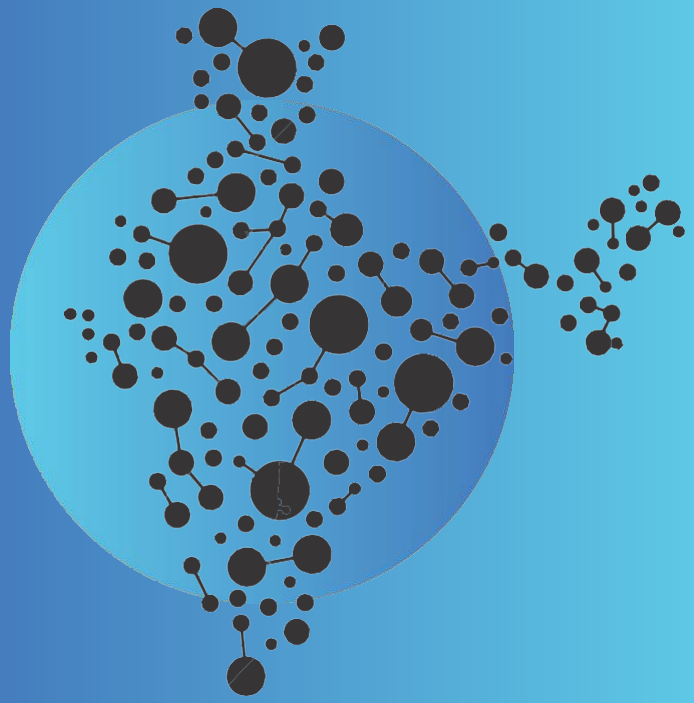
Board has developed Audio E-books containing

Video Lectures on:

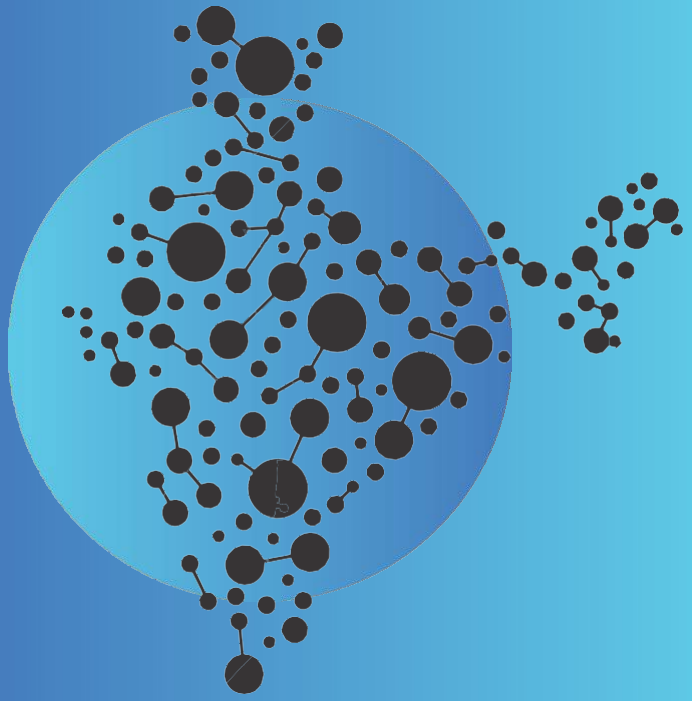
- Technical Guide on Audit of IFC in Case of Public Sector Banks
- Technical Guide on Revised Formats of LFAR

Take away for Branches- Audit Quality

Branches can also support the Board in its endeavor of enhancing Audit Quality by taking below cited initiatives:



• **Form Quality Circles**
• **Mock Discussion on Audit Related Issues**
• **Organise small group meetings discussing various issues encountered during audit**



Take away for Branches – Capacity Building

The Board organizes regular awareness programmes. These programmes are hosted by programme organizing units (POUs) under aegis of the Board. The Board provides financial assistance to POUs for these programmes.

POUs can conduct CPE programmes under the aegis of the Board.

Thank You!

CA. (Dr.) Sanjeev Kumar Singhal
Chairman
Auditing and Assurance Standards Board
The Institute of Chartered Accountants of India

CA. Vishal Doshi
Vice-Chairman
Auditing and Assurance Standards Board
The Institute of Chartered Accountants of India

CA. Megha Saxena
Secretary, Auditing and Assurance Standards Board
Contact Number: 9350799938
Email ID: aasb@icai.in
Address:
ICAI Bhawan, Post Box No. 7100, Indraprastha Marg,
New Delhi-110002

CAQD inputs for updating the background material for AIMM-2024

About the Committee

The ICAI established the Centre for Audit Quality Directorate ("CAQD") in 2020, primarily focusing on the qualitative aspects of the audit function and audit quality. It serves as a Special Purpose Directorate, ensuring consistent improvement in audit quality and bolstering Indian firms' global standing. Additionally, it aims to foster a conducive environment for research and undertake more research-oriented projects to establish criteria for enhancing and maintaining Audit Quality.

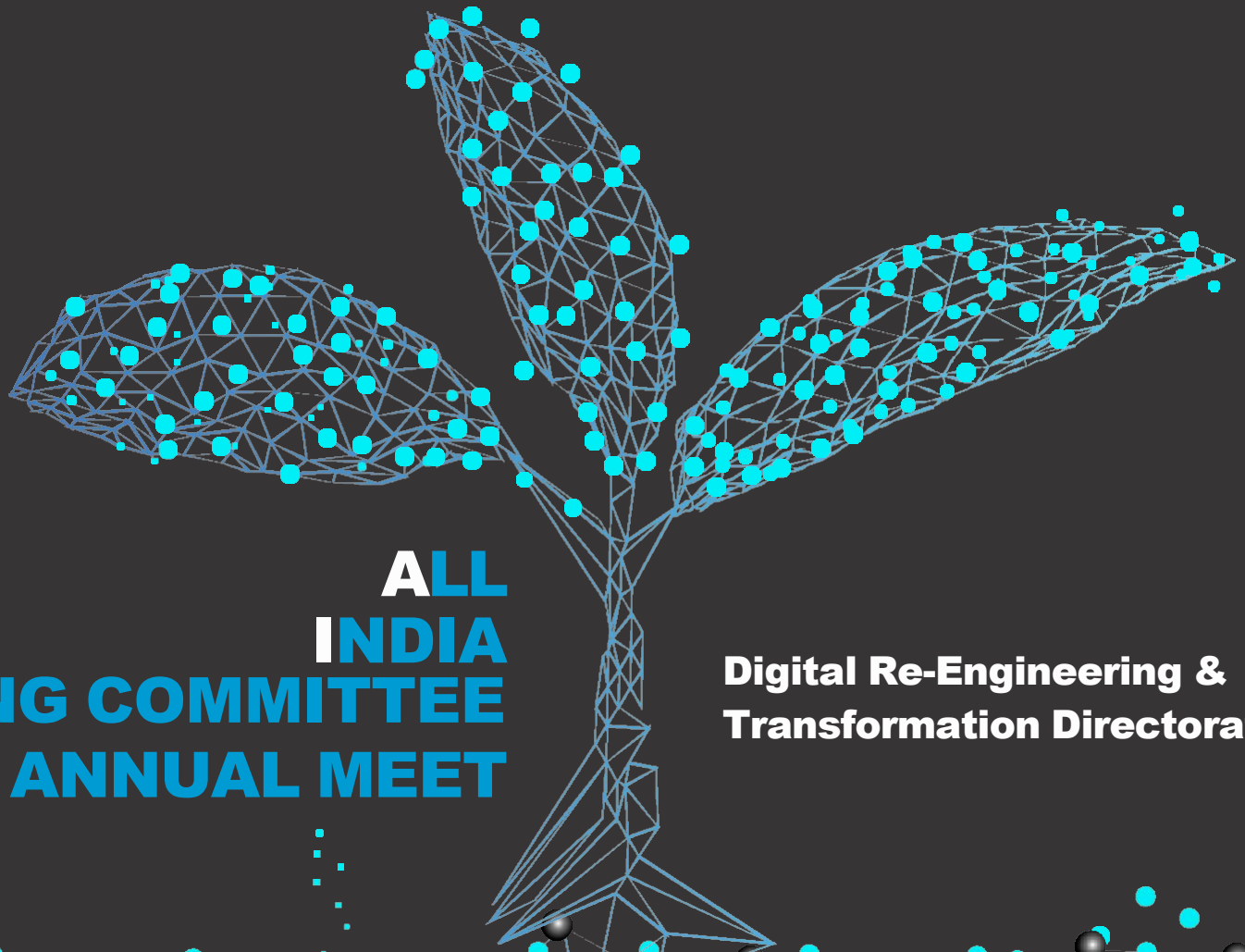
It supports research programs on Audit Quality by enhancing interactions among various stakeholders and regulators involved in law enforcement. The Centre for Audit Quality Directorate is aiming at continuous investment in the contemporary education and training for professional accountants and auditors through special short term duration courses for participants to induct the requisite skill set on the contemporary areas. It strives to develop guidance and training programmes to assist audit teams in undertaking effective root cause analysis for audit quality improvement. It facilitates access to cost-effective Digital and online Resources to ensure high Audit Quality.

Take Away for the Branches

- Identifying auditing experts at branch level for Training for Trainers' program on AQMM
- Organizing sessions on AQMM for the benefit of members and firms
- Popularizing & organizing physical batches of Certificate course – Executive Master Program-New Age Auditors amongst the members
- Branding of CAQ – Adding followers to the 'X' (Twitter) account of CAQ, ICAI
- Spreading awareness on audit quality through 'Quality Café Sessions' – A virtual series on audit quality

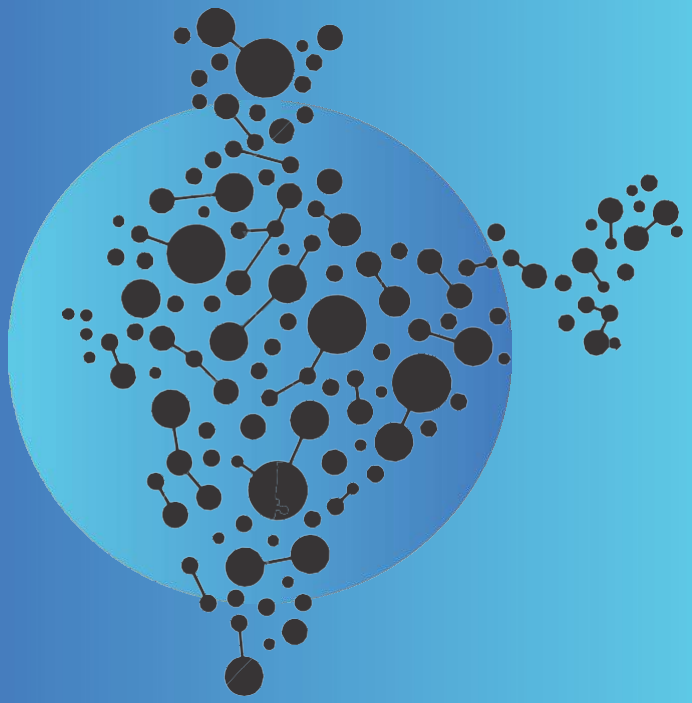
The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Digital Re-Engineering & Transformation Directorate



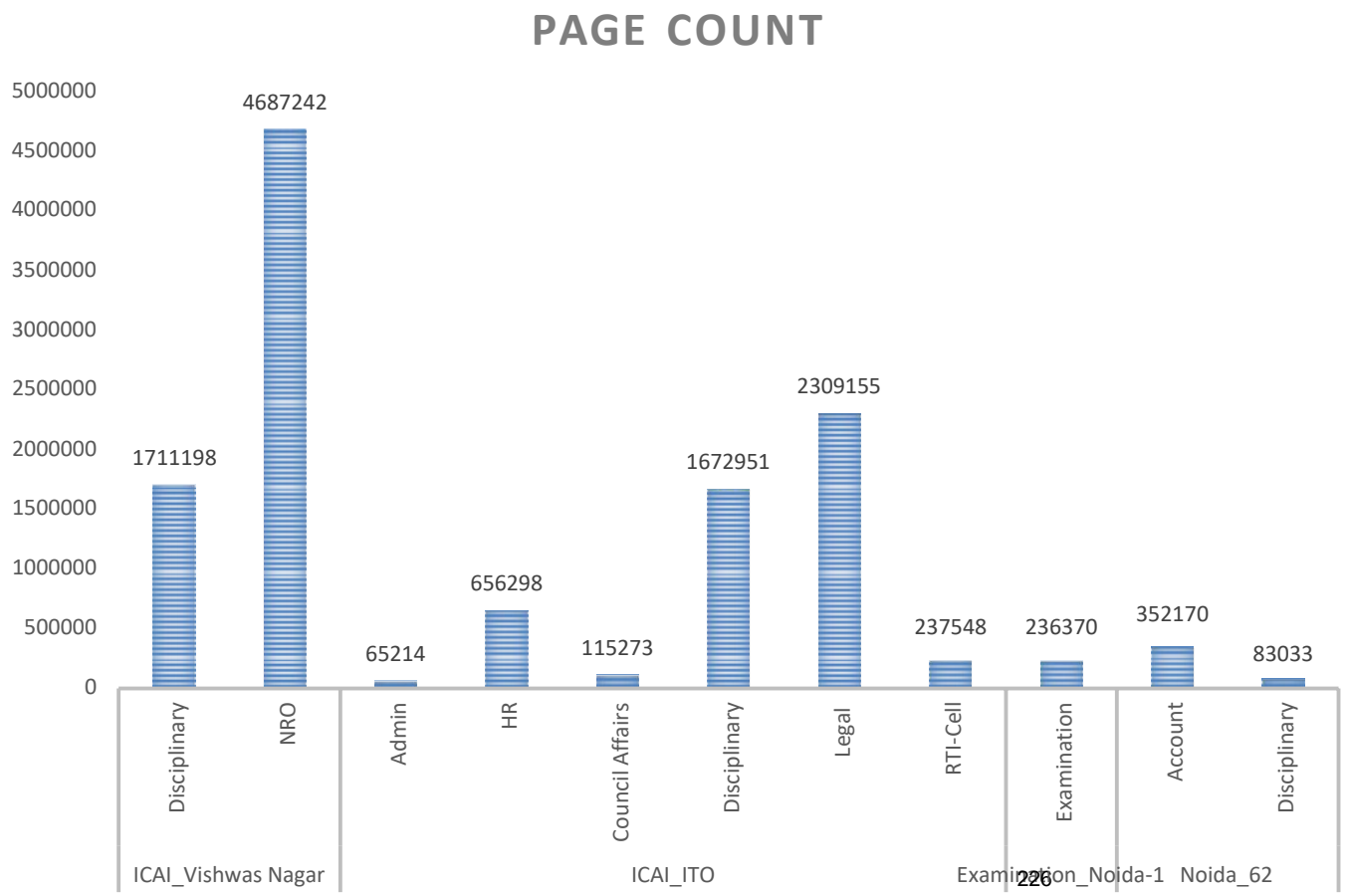
About the Committee

The objective of the Committee is to conceptualize the technology desired needs related to the strategy of the organization and various committees; considering the full stack (hardware and software/technology) with focus on integration with tools to govern IT transformation initiatives and enable better services for stakeholders considering requirements and expectations of each segment of the profession.

Major Activities of the Committee

Graphical Representation of Digitization of ICAI Head Office Records

Status (As on 12th February 2024)

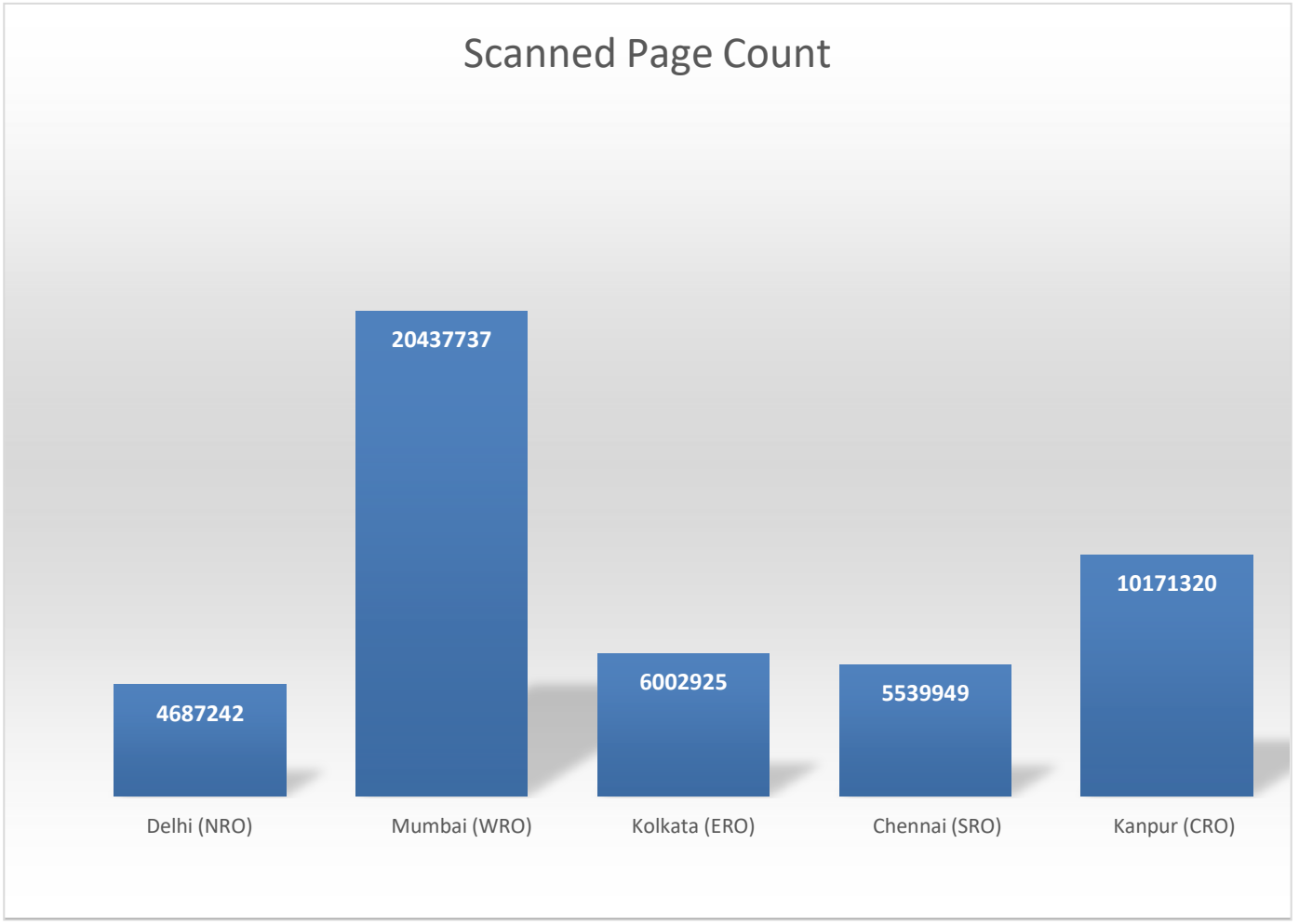




Major Activities of the Committee

Graphical Representation of Digitization of ICAI Records at Regional Office

Status (As on 12th February 2024)



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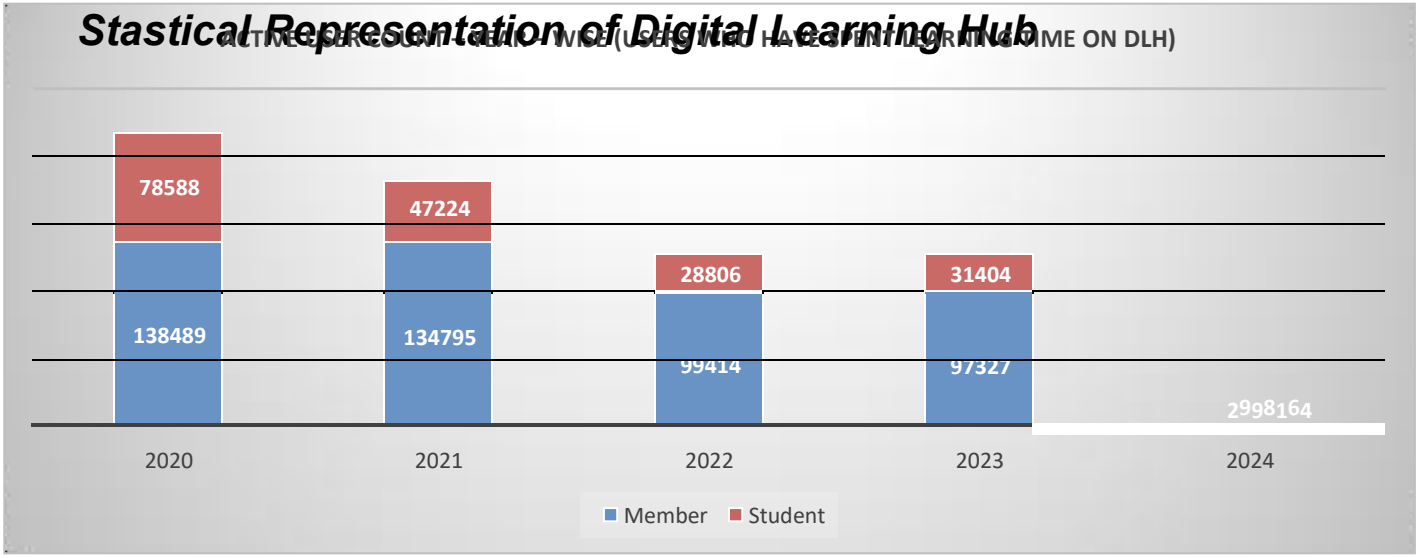
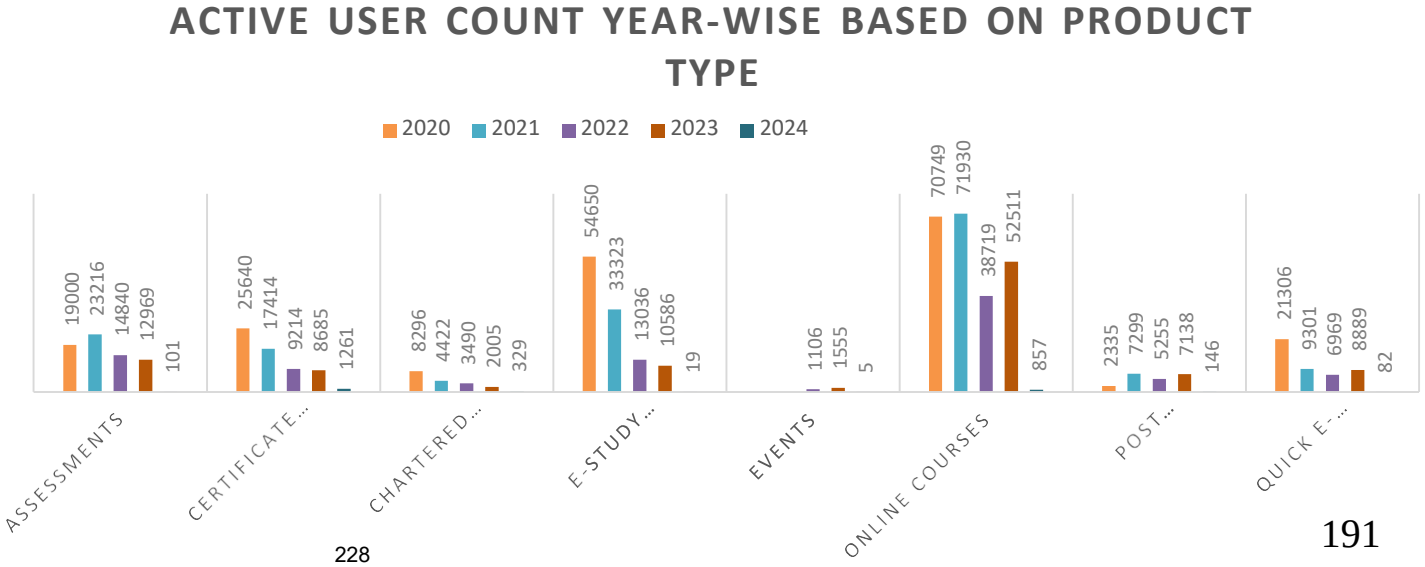
Major Activities of the Committee

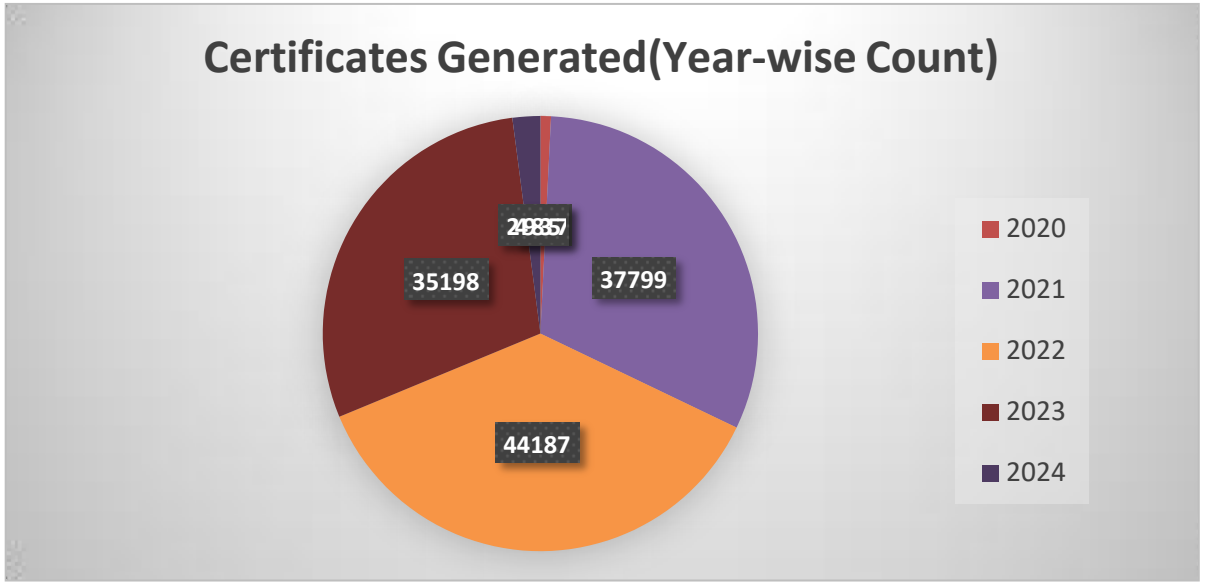
Statistical Representation of Digital Learning Hub

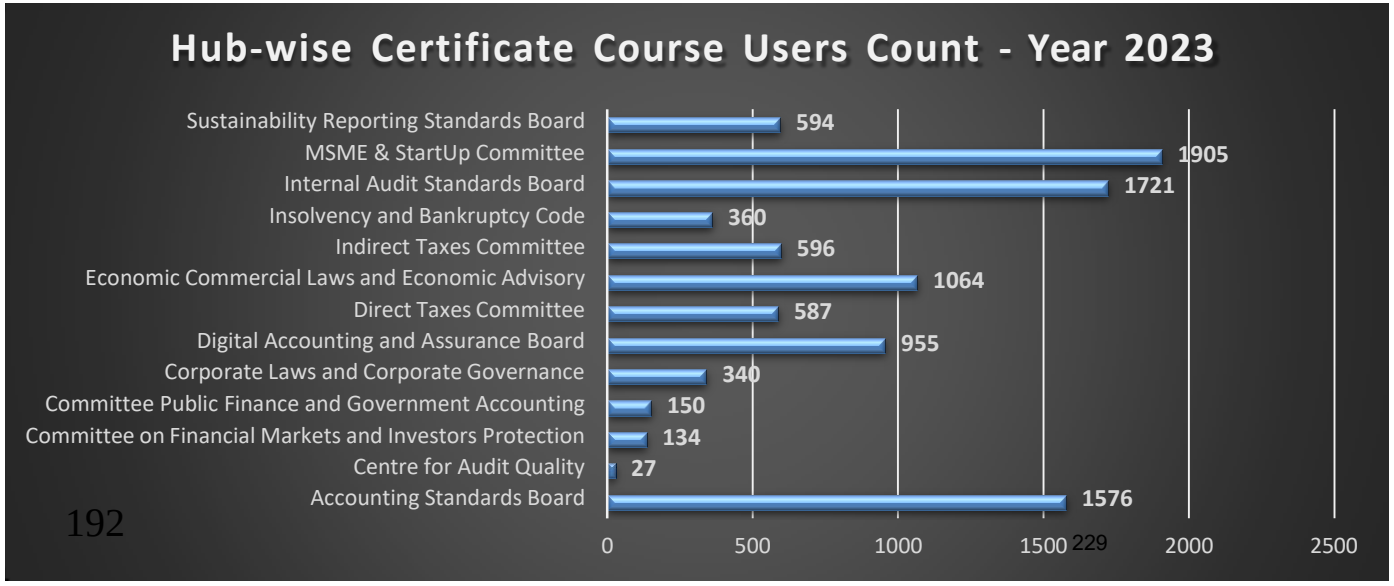




Major Activities of the Committee

Statistical Representation of Digital Learning Hub







ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Major Activities of the Committee

Managing dak and file movement of ICAI through eOffice Software of Government of India

Moving towards sustainability and adopting technology in every aspect of ICAI's functioning, it is felt necessary that the office may shift from the traditional method of inter-Department and inter-hierarchy dak and file movement, which not only consumes paper and space, but also is also slow. In traditional method of file maintenance, there are allied challenges of storage, search, tracking movement, confidentiality, loss of file, multiple copies of same document etc.

The Government of India has moved on to implement eOffice in their offices where the files and notings are made online without physical movement of any file.

Office has started the formalities for the Implementation of E-office Application in ICAI.

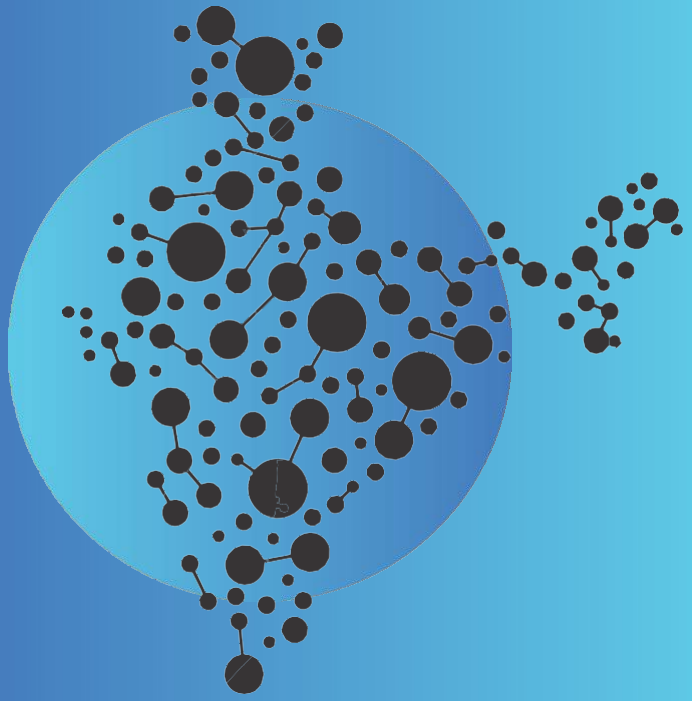


Major Activities of the Committee

Floating Tenders through Government e- Procurement (GeM) Portal

Office has successfully created the administrative setup of Gem Buyer account for ICAI on Government e- Procurement (GeM) Portal. Office has floated various tenders through this process.





ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Major Activities of the Committee

ICAI Now Mobile App Version 3.0

ICAI Now Mobile App Version 3.0 Phase 1 Launched. Phase-2 of Mobile Application has been deployed on Android and iOS Play Store. https://icai.org/mobile/

ALL
INDIA
MANAGING COMMITTEE
MEMBERS ANNUAL MEET



Thank You!

CA. Umesh Sharma
Central Council Member
Convener
Digital Re-engineering and
Transformation Directorate
The Institute of Chartered
Accountants of India

CA. Sridhar Muppala
Central Council Member
Deputy Convener
Digital Re-engineering and
Transformation Directorate
The Institute of Chartered
Accountants of India

Secretary of the Committee : Vivek Gupta, Joint Secretary, IT
Contact Number: +91 99711119115
Email ID: Vivek@icai.in
Address of the Committee: ICAI Bhawan, Hostel Block. A – 29,
Sector 62, Noida – 201 309 (Uttar Pradesh)

Procedure for appointment of auditors of various units of ICAI

A) Coverage of statutory / internal audit of various units of ICAI

All units of the Institute i.e. Head Office, Regional Councils (5), Decentralised Offices (5), Branches (177), Overseas Offices (2) and Centre of Excellence (2) of the Institute are covered under statutory audit. However, coverage of internal audit is limited to Head Office, Regional Councils, Decentralised Offices, Centre of Excellence and branches having membership strength more than 1000 (59 units).

Particulars	No. of Units	Internal Audit	Statutory Audit
Head Office	1	✓	✓
Regional Councils	5	✓	✓
Decentralised Offices	5	✓	✓
Branches having membership strength more than 1000	46	✓	✓
Branches having membership strength upto 1000	131	☒	✓
Centre of Excellence	2	✓	✓
Overseas Office	2	☒	✓
TOTAL	192	59	192

B) Relevant statutory requirements of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988 w.r.t. appointment of statutory auditors

- ***Sub-section (5) of Section 18 of the amended Chartered Accountants Act states that***

> " The annual accounts of the Council shall be prepared in such manner as may be prescribed and subject to audit by a firm of chartered accountants to be appointed annually by the Council from the panel of auditors maintained by the Comptroller and Auditor-General of India:
>
> Provided that a firm shall not be eligible for appointment as an auditor under this sub-section, if any of its partner is or has been a member of the Council during the last four years:
>
> Provided further that in the event it is brought to the notice of the Council that the accounts of the Council do not represent a true and fair view of its finances, then, the Council may itself cause a special audit to be conducted:
>
> Provided also that, if such information, that the accounts of the Council do not represent a true and fair view of its finances, is sent to the Council by the Central Government, then, the Council may, wherever appropriate cause a special audit or take such other action as it considers necessary and shall furnish an action taken report thereon to the Central Government.".

- ***MCA vide gazette notification dated 7th July, 2023 has published draft regulations. The said draft Regulation 195 states that:***

"195. Appointment of Auditors

(1) The Council shall appoint a firm of chartered accountants as auditor every year in accordance with the provisions of sub-section (5) of Section 18 of the Act.

(2) The auditors once appointed by Council shall be eligible for re-appointment for two more consecutive years provided if the Council wants to change such appointment, they shall seek the consent of C&AG and appoint another auditor from the panel of auditors maintained by C&AG.

(3) The Council shall determine remuneration to be paid to the auditors."

C) <u>Process of appointment of internal auditors of various units of ICAI</u>

a. **Panel Selection**: Panel of firms of Chartered Accountants is prepared by calling Expression of interest based on basic criteria of appointment. However, in case of inadequate responses from CA firms for the said assignment, the panel of CA firms maintained by Professional Development Committee, ICAI may be considered.

b. **Sorting of panel based on eligibility criteria of appointment:**

- Basic eligibility criteria of appointment**:**

Basic Criteria
<u>For Head Office</u>
➢ Firm with a minimum 7 partners of which at least 3 should be FCAs.
➢ Firm's standing should be at least 15 years.
➢ The firm should have minimum Statutory Audit experience of 10 years in public sector undertaking / banks.
➢ At least one partner should have an association of 10 years or more with the firm and at least 3 partners of the firm should have an association of 5 years or more with the firm.
➢ Firm should have Head Office at any place where Regional Office of ICAI is located.
➢ Firm should have an office at Delhi-NCR region.
<u>Regional Councils, Decentralized Offices</u>
➢ Firm with a minimum of 5 partners of which at least 2 partners should be FCAs.
➢ Firm's standing should be of at least 10 years.
➢ The firm should have minimum Statutory Audit experience of 5 years in public sector undertakings / banks branches.

Basic Criteria
➢ At least two partners should have a continued association of 5 years or more with the firm. ➢ Head Office of firm should be located at the concerned district/city.
<u>For Branches having membership strength more than 1000</u> ➢ Firm with a minimum of 3 partners of which at least 1 partner should be FCA. ➢ Firm's standing should be of at least 7 years. ➢ The firm should have minimum Statutory Audit experience of 5 years in public sector undertakings / banks branches. ➢ Head Office of firm should be located at the concerned district/city.

c. **Selection of auditor based on point-based selection criteria –** weightage is given on the basis of following criteria:

S. No.	Criteria	Points	
1.	**Status of Peer Review**	5 points, if firm is holding valid Peer Review Certificate.	
2.	**Points for full time CA partners (Only upto 20 full time CA partners in terms of their seniority as per their association with the firm/LLP)**		
2(a)	Full time FCA Partners	5 points each	The first 5 full time CA partners will get the points mentioned in the adjacent column and remaining 15 full time CA partners will get half of these points
2(b)	Full time ACA Partners	3 points each	
2(c)	Points for association of full time CA partners with the same firm/LLP (considered with reference to the Formation Date or actual joining date of CA partner whichever is later)	3 points for each full time CA partner above 15 years.	
		2 points for each full time CA partner above 10 years and upto 15 years.	
		1 point for each full time CA partner above 5 Years and upto 10 Years	
3.	**Points for full time CA Employees (Only 20 full time CA employees will be awarded points)**	One point each for 5 full time CA employees and half point each for remaining 15 full time CA Employees	
4.	**Year of establishment**	1 point for every calendar year - Maximum 15.	

D) Criteria in addition to basic criteria of appointment of auditors

The appointment of internal / statutory auditors is subject to the declaration from the panel of shortlisted Chartered Accountants firms that

- None of the partners of the firm is or has been a member of Central Council/ Regional Council/ Branch Managing Committee of ICAI during the current year and immediate past four years.
- None of the partners of the firm is member /co-opted member / special invitee of any committees of ICAI constituted at Central / Regional / Branch level.
- The firm or any of its partners does not have any pecuniary or other interest in the ICAI such as faculty, examiner, observer, technical reviewer etc.
- The firm or any of its partners has not been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 during the current year and immediate past five years.
- The firm does not have any association with foreign audit firms.

Auditors shall generally continue for a period of three years unless a change is called for in the intervening period. The specific reasons for disqualification of auditors shall be minuted.

The decision of the competent authority shall be final w.r.t. appointment, reappointment, removal and fixation of audit fees of auditors.

E) Audit Fee Structure

Audit Fee Structure for various units of ICAI

S. No.	*Particulars*	Statutory Audit Fees	Internal Audit Fees
	Branches of Regional Councils		
1	Branches having membership strength above 10000	Rs.90,000/-	Rs.1,32,000/-
2	Branches having membership strength 5001 to 10000	Rs.80,000/-	Rs.1,10,000/-
3	Branches having membership strength 2501 to to 5000	Rs.72,000/-	Rs.83,000/-
4	Branches having membership strength 1001 to 2500	Rs.60,000/-	Rs.66,000/-
5	Branches having membership strength 501 to 1000	Rs.45,000/-	No internal auditors at branches having membership strength less than 1000 members
6	Branches having membership strength upto 500	Rs.30,000/-	
7	Branches where DCOs were located in the past (the minimum audit fees is protected even fall in lower category based on the members' strength)	Rs.72,000/-	Rs.99,000/-

S. No.	*Particulars*	Statutory Audit Fee	Internal Audit Fee
Regional Councils and Decentralised Offices			
1	CIRC	Rs.1,10,000/-	Rs.83,000/-
2	CRO	Rs.77,000/-	Rs.57,000/-
3	EIRC	Rs.1,10,000/-	Rs.83,000/-
4	ERO	Rs.77,000/-	Rs.57,000/-
5	NIRC & NRO (no separate auditor for NRO)	Rs.1,10,000/-	Rs.1,25,000/-
6	SIRC	Rs.1,10,000/-	Rs.1,04,000/-
7	SRO	Rs.77,000/-	Rs.71,500/-
8	WIRC	Rs.1,10,000/-	Rs.1,25,000/-
9	WRO	Rs.77,000/-	Rs.86,000/-

F) Clarification regarding the quantum of fees to be paid by various units of ICAI to auditors for getting utilization certificate w.r.t. expenses incurred for various activities during the financial year

The 102nd meeting of Audit Committee held on 10th August, 2023, after deliberation on the matter, had approved the fees of Rs.2,500/- per utilization certificate subject to fifty percent of the statutory audit fees of the concern unit for the financial year. It was decided that the utilization certificate may be taken by respective unit from any firm of chartered accountants located locally if the appointment of statutory auditor is pending / statutory auditor is not willing to accept the assignment of issuing the utilization certificate w.r.t. various grants.

G) Quantum of fee for issuance of utilization certificate w.r.t. Capital Grant of upto Rs.200 Lakh released by Estate Development Directorate, Head Office to various units of ICAI

Estate Development Directorate requires utilization certification before release of final instalment / settlement of capital grant released against utilization. The 99th meeting of Audit Committee considered and approved the fees of Rs.2,500/- per utilization certificate subject to Rs.10,000/- per year w.r.t. issuance of utilization certificate for Capital Grant of upto Rs.200 Lakh released by Estate Development Directorate.

GST & Indirect Taxes Committee

The Guidelines for granting grant / reimbursement of deficit to the Region(s)/Branches for hosting CPE Programme are being decided by the GST & Indirect Taxes Committee within the overall grant decided by the Council. Once the Committee would be formed for the Council Year 2025-26, it may decide the amount and condition of grant for the CPE programme. The guidelines for granting grant / reimbursement of deficit by the GST & Indirect Taxes Committee during the Council Year 2024-25 are given below in the table for the reference:

<table>
<tr><th>S. No.</th><th>Event</th><th>Financial support</th></tr>
<tr><td>1.</td><td>Workshop/Other Programmes (Up to 100 participants)</td><td>Grant/reimbursement of deficit given hereunder, subject to maximum limits specified in the table below:
<table>
<tr><th>Programme hours</th><th>Grant per participant</th><th>Maximum limit</th></tr>
<tr><td>Half day (3 hours)</td><td>Rs. 750 per participant</td><td>Rs. 15,000</td></tr>
<tr><td>Full day (6 hours)</td><td>Rs. 1,000 per participant</td><td>Rs. 30,000</td></tr>
<tr><td>One and a half day (9 hours)</td><td>Rs. 1,500 per participant</td><td>Rs. 45,000</td></tr>
<tr><td>Two days (12 hours)</td><td>Rs. 2,000 per participant</td><td>Rs. 60,000</td></tr>
<tr><td>Two and a half days (15 hours)</td><td>Rs. 3,000 per participant</td><td>Rs. 75,000</td></tr>
<tr><td>Three days (18 hours)</td><td>Rs. 3,000 per participant</td><td>Rs. 90,000</td></tr>
<tr><td>More than three days</td><td>Rs. 3,000 per participant</td><td>Maximum of Rs. 1,00,000</td></tr>
</table>
Grant/reimbursement of deficit will be subject to submission of audited Profit and Loss Account by the Region(s)/Branch(es).</td></tr>
<tr><td>2.</td><td>Seminar/ Programme/ Conference (101-199 participants)</td><td>Grant/reimbursement of deficit up to Rs. 40,000 per day (proportionate for part of day), subject to maximum of Rs. 1,20,000
Minimum and maximum no. of participants for such seminars/conferences/programmes should be 101 and 199 respectively.
Grant/reimbursement of deficit will be subject to submission of audited Profit and Loss Account by the Region(s)/Branch(es).</td></tr>
<tr><td>3.</td><td>Mega Seminar/ Programme/ Conference (200-399 participants)</td><td>Grant/reimbursement of deficit up to Rs. 50,000 per day (proportionate for part of day), subject to maximum of Rs. 1,50,000
Minimum and maximum no. of participants for Mega Seminar/ Programme/ Conference should be 200 and 399 respectively.
Grant/reimbursement of deficit will be subject to submission of audited Profit and Loss Account by the Region(s)/Branch(es).</td></tr>
<tr><td>4.</td><td>National Conference (400 participants and above)</td><td>1.Grant/reimbursement of deficit in the programme subject to a maximum limit of Rs. 2 lakh.
2. Travel and cost of 2 faculty (up to Rs. 25,000/- per faculty)
Minimum no. of participants for National Conference should be 400 and it</td></tr>
</table>

		should be of minimum 9 CPE hours. Grant/reimbursement of deficit will be subject to submission of audited Profit and Loss Account by the Region(s)/Branch(es).
5.	**Residential Refresher Course**	Rs. 3,000 per participant or reimbursement of deficit in the programme, whichever is lower subject to a maximum of Rs. 1,50,000 **OR** grant/reimbursement as may be approved by the Chairman, GST & Indirect Taxes Committee Minimum number of participants should be 25 and the course should be of at least 2 days. Grant/reimbursement of deficit will be subject to submission of audited Profit and Loss Account by the Region(s)/Branch(es).

Note:

(i) The above financial support will be exclusive of GST.

(ii) Financial support will be given by the Committee only when the CPE event is organised physically and in accordance with the applicable CPE Guidelines/ Advisories. No financial support will be given for events organised in virtual mode.

(iii) In case of events organised jointly with other Committees, proportionate grant/reimbursement of deficit, computed in the ratio of the hours dedicated to indirect taxes and/or GST in the event, will be given by the Committee.

(iv) No grant/reimbursement of deficit will be given by the Committee if the financial exceeds maximum grant/reimbursement fixed by the Committee for various programmes.

(v) No grant/ reimbursement of deficit will be given by the Committee if there is no deficit in the programme

(vi) No *ad hoc* grant will be given by the Committees i.e., grant will only be to the extent of the deficit in the programme, subject to applicable maximum limits as set out in the table above.

(vii) Travel and stay cost of up to 2 faculty (up to Rs. 25,000 per faculty) for sl. No. 1, 2,3 and 5 above, may be given on case to case basis as approved by the Chairman.

The Institute of Chartered Accountants of India

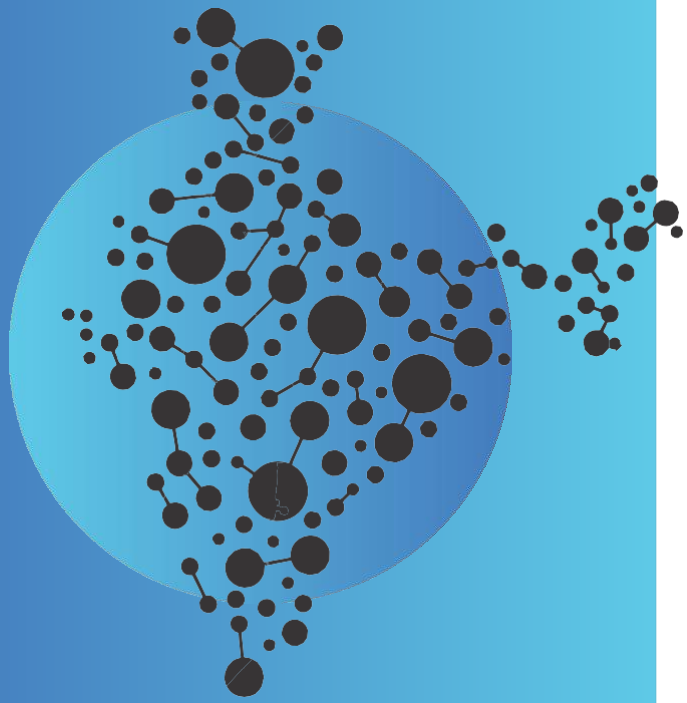
(Set up by an Act of Parliament)



ALL INDIA MANAGEMENT COMMITTEE MEMBERS MEET

Infrastructure Development Committee

Infrastructure Development Committee



Formed in 2014 for
Development of Infrastructure Facilities
for
Branches, Regional Council(s) / Office(s), COE(s)
and Head office

Chairman

President in Office

Vice Chairman

Vice President in Office

Infrastructure Development Committee

Infrastructure Guidelines	As laid down in the Infrastructure Policy.
Local Governance	Governed by Managing Committee and Infrastructure Committee of Branches
Approval of Project from HO	Managing Committee and Infrastructure Committee of Branches. Later approved by Infrastructure Development Committee & Council (if required)

Infrastructure Project - Important Points

Branches functioning from Own Premises - 102 Locations

COE's functional from Own Premises - 3 Locations (Jaipur, Hyderabad & Kolkata)

Under HO Building Category - 4 Locations

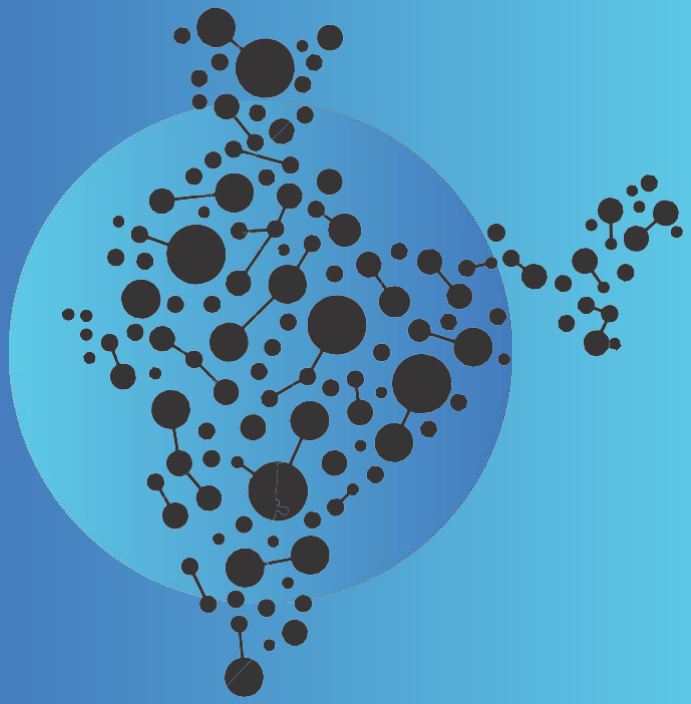
Under Regional Office Category - 4 Locations

Upcoming COEs – Guwahati, Chennai, Bengaluru, Mumbai/Pune, Jammu, Sonipat, Lucknow /Kanpur

Many more Branches, COE & RO Premises are under construction

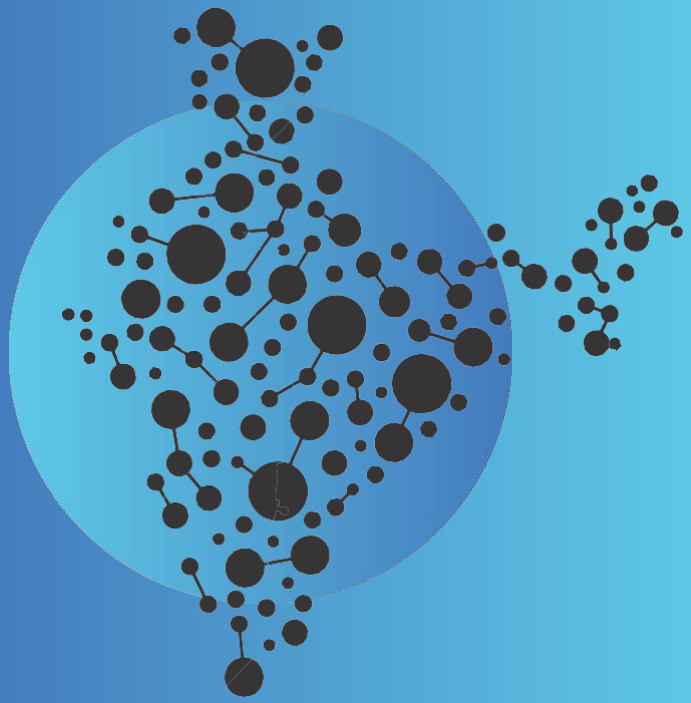


Major Activities / Terms of Reference of Infrastructure Development Committee



- To review the ongoing Projects and Infrastructure requirements.
- To assess and align the Infrastructure requirement of entire ICAI. To approve the infrastructure proposals including acquisition of Land and Building as per the Infrastructure Policy approved by the Council.
- Recommend to Council the modifications and updating in the Infrastructure Policy.

Necessary Eligibility Criteria for Branches to have their own Infrastructure



Minimum 300 Members (as on 1st Jan)

2000 CPE Hours in last 12 Months

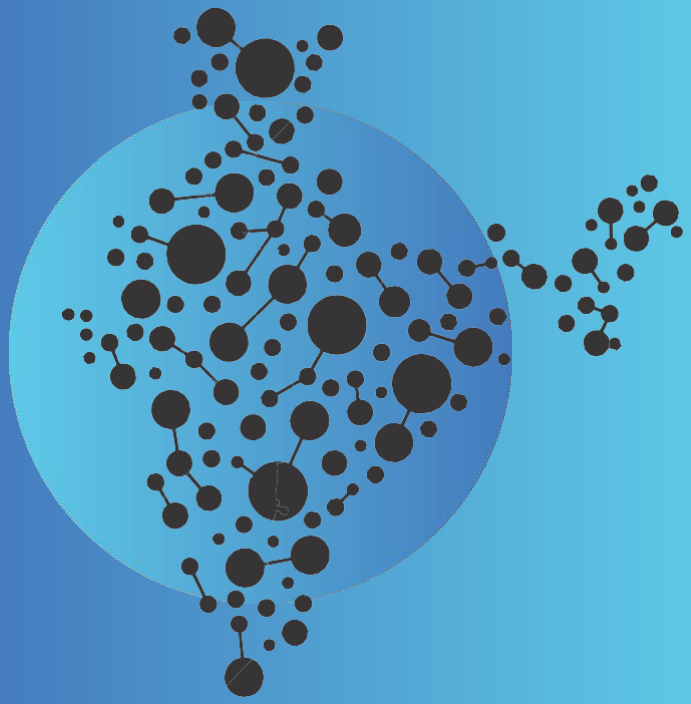
Categorization of Branches, Indicative Area and Permissible Grants as per Infrastructure Policy

Category	Membership Strength of Branches	Indicative Area of Building construction (sq. ft.)	Maximum Limit of Grant for Land	Maximum Limit of Grant for construction of Building	Permissible grant for purchase of Independent Building along with Land	Permissible grant for purchase of Building with undivided share of Land	Permissible Grant for Expansion of Building
I	300 – 500	13,000	4.00 Cr.	8.00 Cr.	11.00 Cr.	8.00 Cr.	Permissible Grant for expansion of Branch Building will be the difference between the existing built – up area and eligible built – up as per this policy.
II	501 – 1,000	16,000	5.00 Cr.	10.00 Cr.	13.00 Cr.	10.00 Cr.	
III	1,001 – 2,500	36,000	17.00 Cr.	22.00 Cr.	35.00 Cr.	24.00 Cr.	
IV	2,501 – 5,000	48,000	25.00 Cr.	29.00 Cr.	48.00 Cr.	33.00 Cr.	
V	5,001 – 7,500	53,000	31.00 Cr.	32.00 Cr.	57.00 Cr.	38.00 Cr.	
VI	7,501 – 10,000	69,000	45.00 Cr.	42.00 Cr.	79.00 Cr.	52.00 Cr.	
VII	10,001 & above	83,000	66.00 Cr.	50.00 Cr.	106.00 Cr.	66.00 Cr.	

- The above Grant is for cost of construction of Building including Basement, Stilt Parking, Civil, Electrical, Plumbing, Sanitary, Drainage, Facade, Firefighting, Air Conditioning, Lift, Landscaping, Solar Panel System, Computers & Printers, UPS Systems, DG Sets, Networking, CCTV Camera, Storage, Wi-Fi, display panels, V.C Systems, Firewalls, Wi-Fi, Audio Visual, Systems, Acoustics, LED Screens, smart boards, Cameras, Access Controls, False Ceiling, Furnishing, Paneling, Fixed Furniture, Mobile Furniture, Boundary wall, Covered Parking, Certified Green Building, Architect & PMC Fees, External Development etc., so as to make the building ready to use. (All expenses on Turnkey basis).
- Category from III onwards are allowed for construction of Auditorium having capacity of 300 people & from Category I onwards are eligible for Multi – Purpose Hall as per Infrastructure Policy).



Acquisition / Sale of Land/Premises



Sale of existing Land or Building :

Through Tendering Process and after approval of IDC/ Council.

Sale proceeds to be sent to HO

Acquisition of Land or Building :

By approaching the Government/ Private procurement through EOI

Entitlement of new Land and building will be as per Infrastructure Policy

Policy and Procedure for acquisition of Land/Building

Building with Land or Without Land / Part of Building with undivided share of Land should preferably be purchased from Central Government, State Government, Public Sector Undertakings, Government controlled Institutions etc. having permissible use Institutional / Non-Agricultural / Educational /Commercial. The Request letter(s) for allotment / Purchase to the concerned authority shall be made with prior permission of Chairman, Infrastructure Committee.

Land/Building suitable for Institute is not available or no response is received even after 3 reminders / follow-ups, then the Building with Land or without Land / Part of Building with undivided share of Land can be purchased / acquired from private parties

Proposal duly approved by Infrastructure Committee of Branch to be sent to HO for final approval.

Policy and Procedure for construction of Building

Proposals from Architect to be sent to HO by respective Branch/ Regional Council/ Office

Final contract to be given through Tender Process and approval of IDC at HO

The guidelines with respect to selection of Architect, Contractor and procedure/steps has to be followed.

Thank You!

CA. Charanjot Singh Nanda
Chairman, Infrastructure
Development Committee
The Institute of Chartered
Accountants of India

CA. Prasanna Kumar D
Vice-Chairman, Infrastructure
Development Committee
The Institute of Chartered
Accountants of India

Secretary of the Committee	:	Mr. Rajanikant Verma
Contact Number	:	7011599820 / 9313899028
Email ID	:	idc@icai.in
Address of the Committee	:	ICAI Bhawan, IP Marg, New Delhi – 110002.

ACCOUNTING STANDARDS BOARD



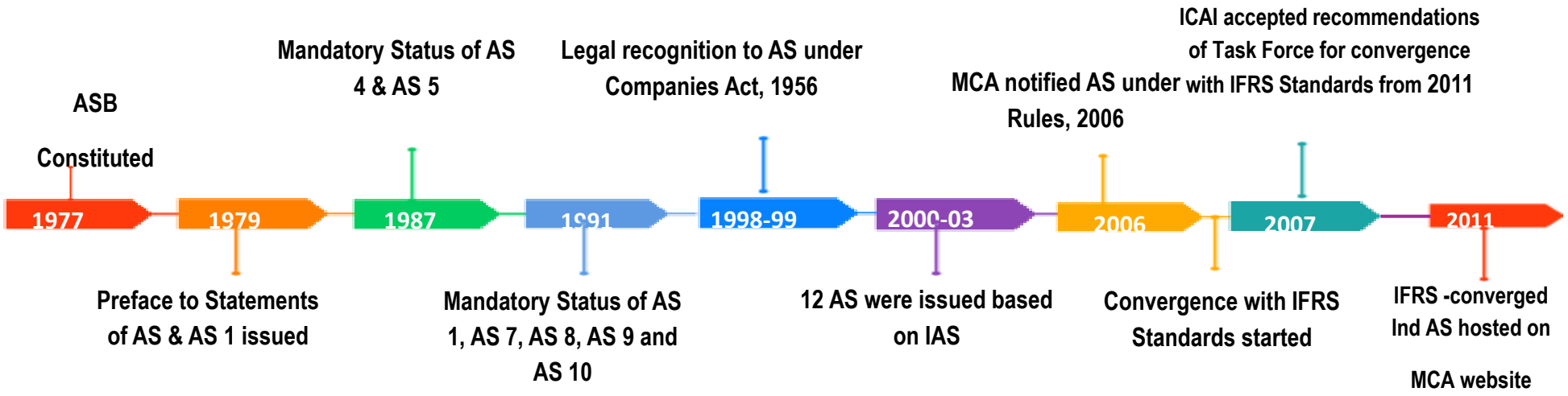
ICAI-ASB ROLE IN STANDARD-SETTING



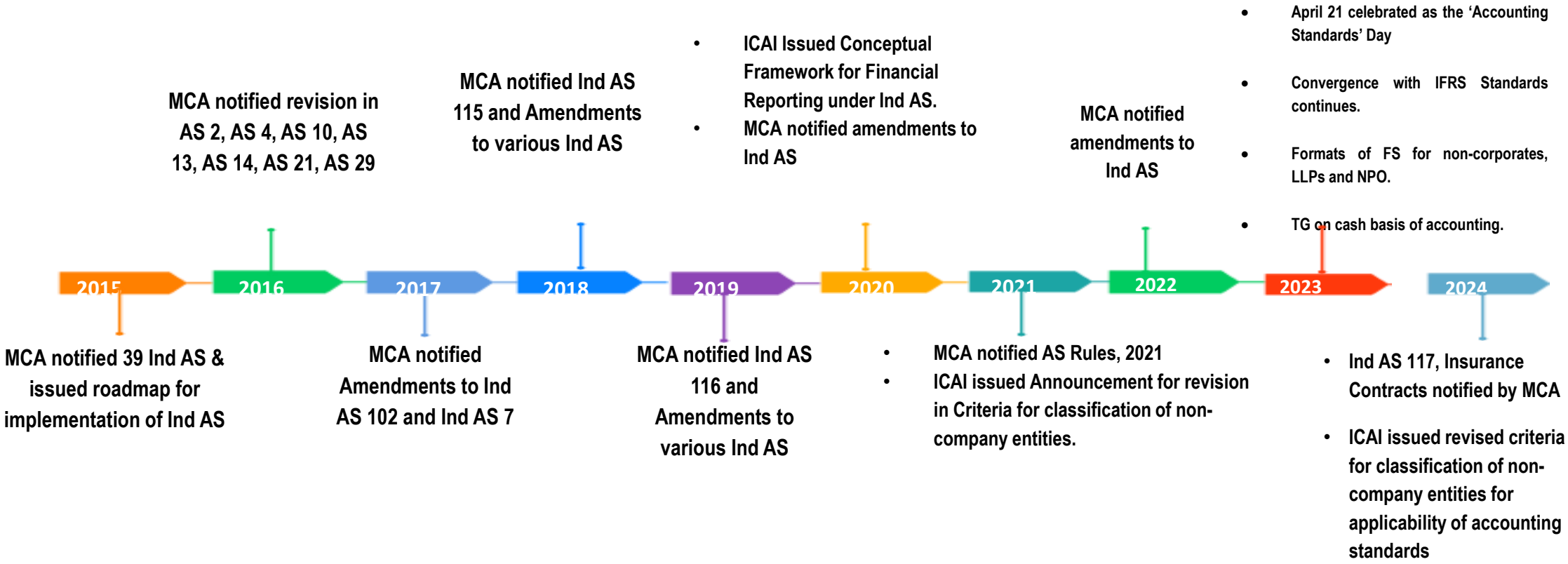
OVERVIEW: ACCOUNTING STANDARDS BOARD

- The Accounting Standards Board (ASB) was constituted on 21st April, 1977.
- **Objective:** To formulate the Accounting Standards and relevant guidance to be used in the preparation and presentation of financial statements that provide true and fair view
- To review the same from time to time from the point of changed conditions
- Working with regulators like MCA, RBI, IRDAI, SEBI, etc., on accounting and other related matters
- Participating in International Standard Setting

TRACING THE TIMELINE



TRACING THE TIMELINE



APPLICABLE ACCOUNTING STANDARDS

'3' Main Sets of Accounting Standards

Companies governed by Indian Companies Act		Other Entities
Indian Accounting Standards (Ind AS) converged with IFRS Standards	**Accounting Standards (AS)**	**Accounting Standards (AS)**
Notified by **MCA** under Companies (Indian Accounting Standards) Rules, 2015 and applicable for specified class of companies in a phased manner	Notified by **MCA** under Companies (Accounting Standards) Rules, 2021 and applicable to companies not covered by Ind AS	AS issued by the **ICAI** are similar to AS notified by the MCA with minor differences regarding presentation, certain exemptions etc.

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Through NFRA

ENGAGEMENT WITH REGULATORS

ICAI being premier accounting body, discharges its advisory role in accounting area through ASB by interacting with various Regulators from time to time:

Regulator for the functioning of the Indian corporate sector	Regulatory Body for regulating the Indian Banking system	Regulatory body for securities and comm odity market in India.	Statutory body for overall supervision and development of the Insurance sector in India.
Ministry of Corporate Affairs	**Reserve Bank of India**	**Securities and Exchange Board of India**	**Insurance Regulatory and Development Authority of India**

ASB of ICAI works with Regulators on Accounting matters

ASB also engages with the Regulators to support their capacity building initiatives

STAKEHOLDERS' ENGAGEMENT



KNOWLEDGE DISSEMINATION ACTIVITIES

Ind AS Implementation related initiatives



Educational Materials on Ind AS



Video lectures



Webcasts



Training and Awareness Programmes



Online Certificate Course on Ind AS



Brand builing excercise

Knowledge Dissemination Activities in Numbers for last 3 years

Certificate Course through Virtual and Physical Mode :

32 Batches

Refresher/Deep Dive Course:

14 Courses

Seminar/Workshop/ Conference/Mega Event;

51 Events

Webcasts/ webinars:

29 Webinar

Training program for other statutory bodies/ corporates:

2 Programs

Brand Building Events:

3 Events

So far, 24 educational materials on Ind AS have also been issued.

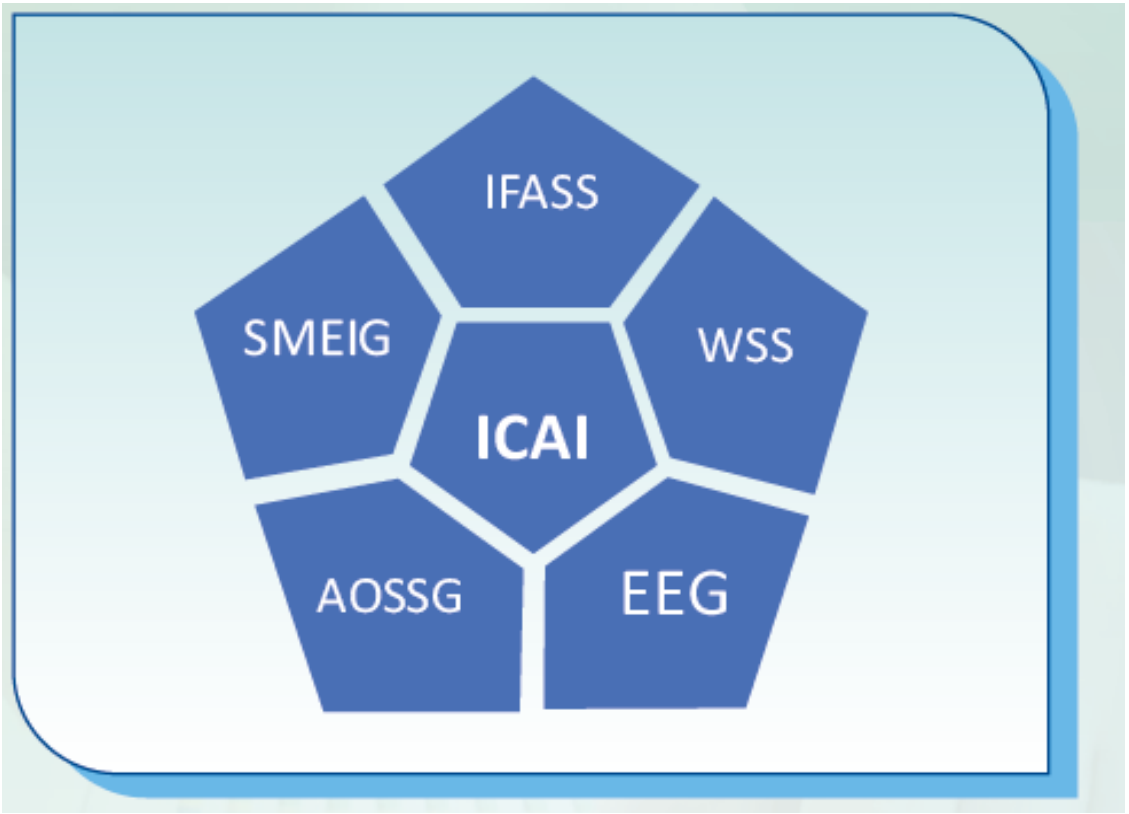
Dedicated website of ASB - www.asb.icai.org , Information on icai.org is available on https://www.icai.org/post/accounting-standards-board

Presence on Social media : https://twitter.com/asbicai

PARTICIPATION AT INTERNATIONAL MEETINGS

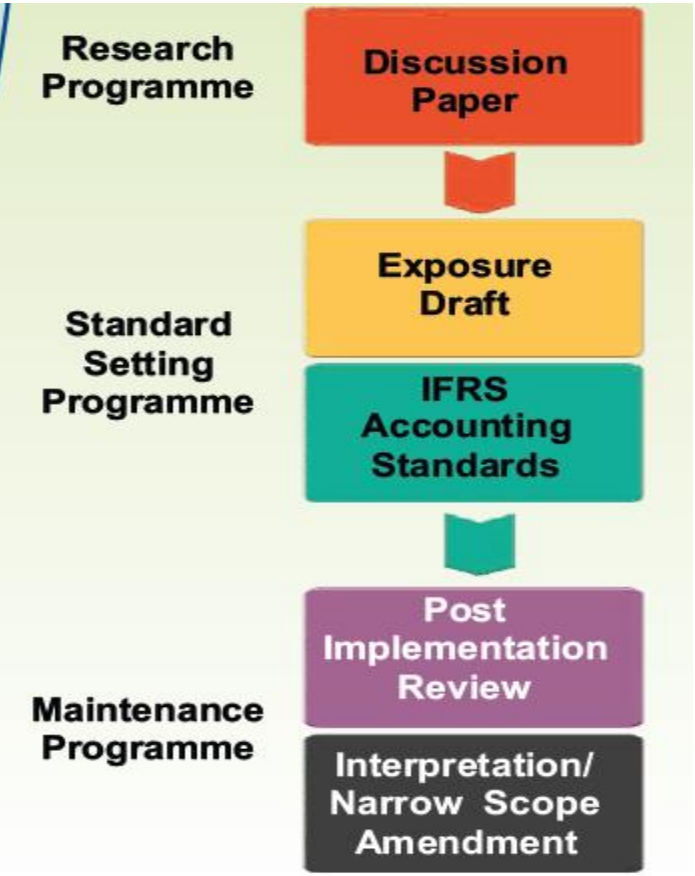
- ASB contributes to and collaborates with the IASB and other global accounting bodies and forums for developing high quality global accounting standards.

- It participates in the annual World Standards-Setters (WSS) meetings organized by IASB and is member of various international groups such as Asian-Oceanian Standard-Setters Group (AOSSG), Emerging Economies Group (EEG) and International Forum of Accounting Standards Setters (IFASS).



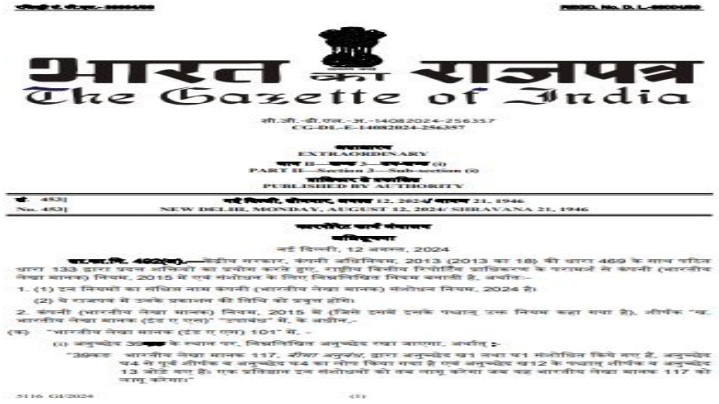
PARTICIPATION IN INTERNATIONAL STANDARD-SETTING AND RELATED ACTIVITIES

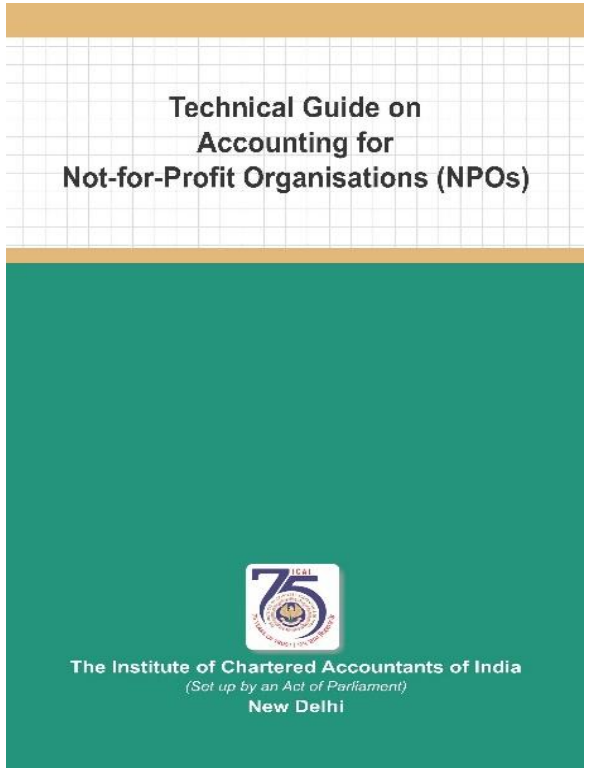
- Actively involved in international standard setting
- Conducts International meetings and Global Outreach meetings on important subjects jointly with the IASB.
- Submits comments on consultative documents issued by the IASB and IFRS Interpretations Committee of IFRS Foundation

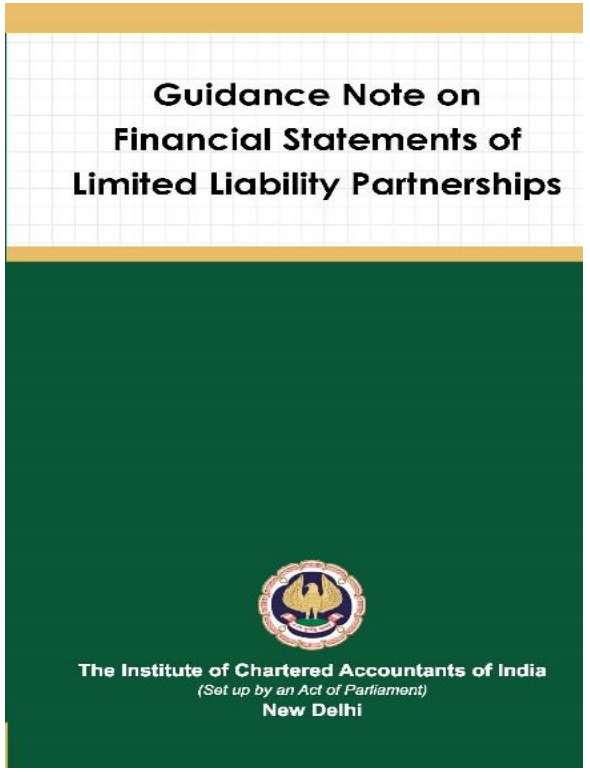


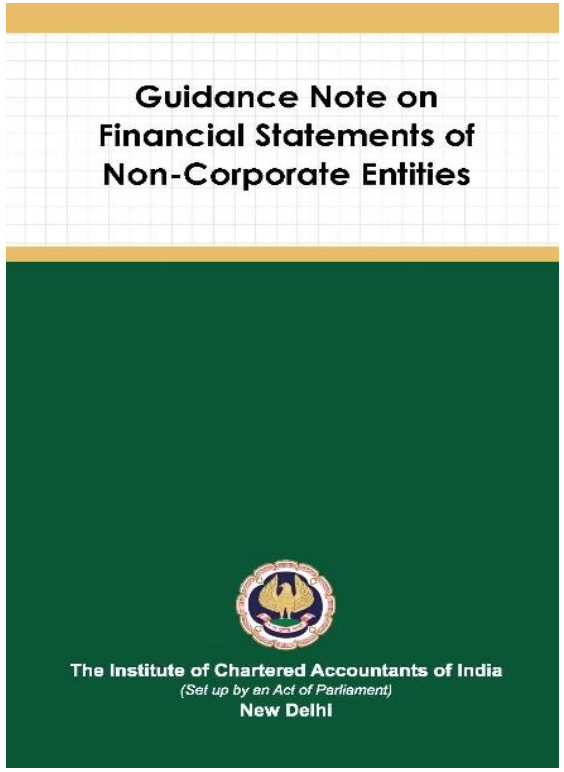
RECENT DEVELOPMENTS IN INDIAN CONTEXT

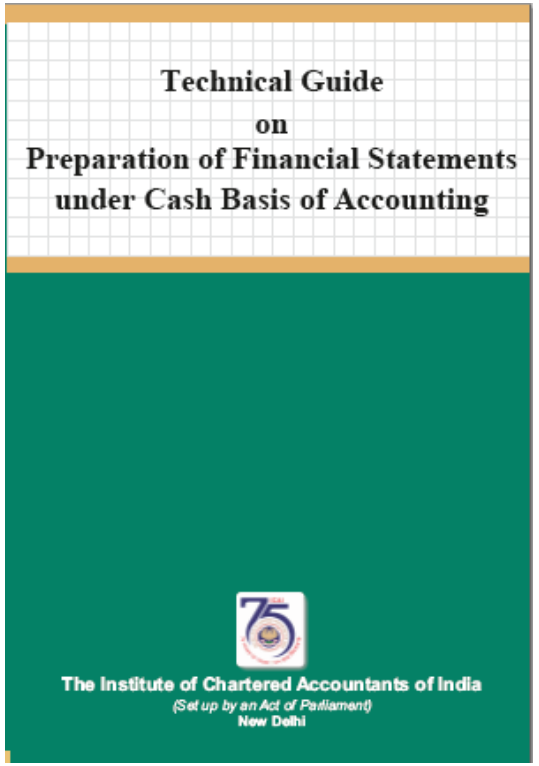
Ind AS 117, *Insurance Contracts* notified vide Companies (Indian Accounting Standards) Amendment Rules, 2024 notified by MCA


भारत का राजपत्र
The Gazette of India





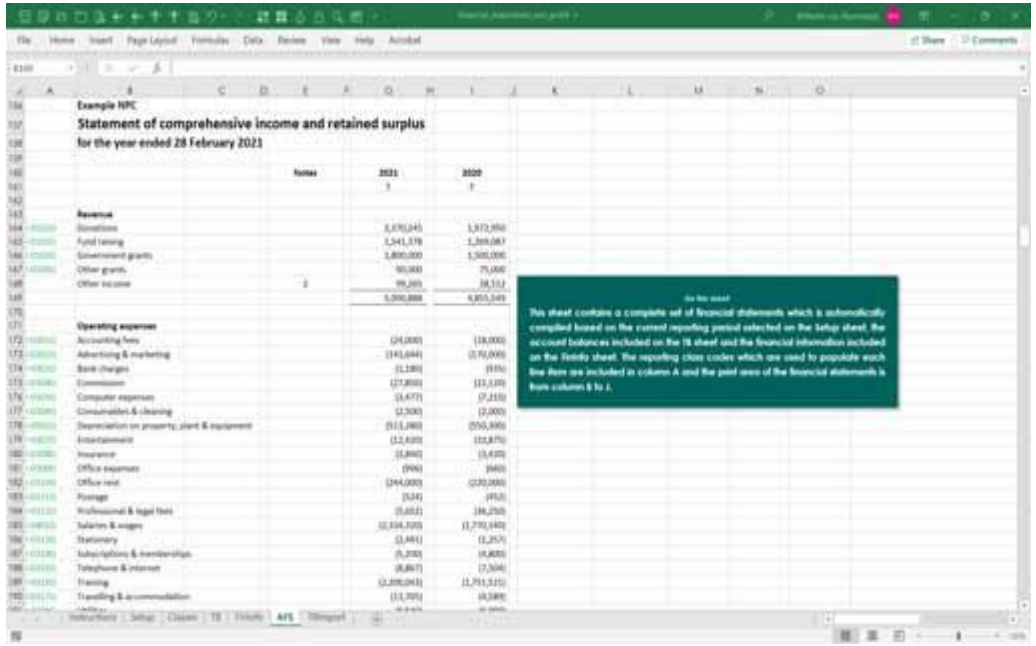




FORMATS OF FINANCIAL STATEMENTS

Guidance Notes on Financial Statements of Non-Corporate Entities and LLPs issued by the ASB containing formats of financial statements.

Technical Guide on Accounting for NPOs also revised by the ASB containing formats of financial statements of NPOs.



Excel formats of financial statements are also available and can be accessed at the following link:

https://asb.icai.org/index.php/web/home/checklist_and_format/formats

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ACCOUNTING STANDARDS DAY

- From 2023 onwards, April 21 is celebrated as the ‘Accounting Standards’ Day

- So far, two Accounting Standards Days have been celebrated

Take Away for Regions & Branches

ASB Initiatives	We need your Partnership
• Invites comments on its Consultative Documents, e.g., Exposure Drafts of amendments to Ind AS/new Ind AS; Revised AS • Also invites comments on Consultative Documents of the IASB	• Active participation is useful to address the possible issues at Standard–setting stage itself. • Study Groups may be constituted to formulate comments. • Active participation helps in raising Indian concerns at an early stage at international level
• Formulates industry specific Publications on Accounting issues – to provide guidance to members.	• For development of local industry specific guidance (where considered appropriate) through constitution of local Study Groups
• Preparing Research Papers on few specific accounting, such as, Liquidation Accounting, Accounting for Digital Transactions.	• Support in identifying relevant reporting practices in other countries on the topics taken up for research.

Take Away for Regions & Branches

Knowledge Dissemination Initiatives	Request for Active Participation
• Conducts regular virtual & physical batches of: ✓ Certificate Course on Ind AS ✓ Refresher Courses on AS / IND AS ✓ Webinars, Seminars & Trainings for members and other regulators and other bodies to support capacity building initiatives. Remittance of Grant is made to Branches/ Regional Councils as per approved guidelines of ICAI.	• From experienced members (preferably 15 years of post qualification experience) to be faculty, resource persons to develop various training materials, course outlines and having relevant experience in teaching both in virtual and physical mode. • Create awareness/ publicity about the capacity building initiatives of ASB • Reach out to ASB to organize programs in your region / branches for creating awareness on the topics of AS & Ind AS. • Contribute in identifying more areas for training on accounting issues in different sectors.

Let’s make Indian Entities Accounting Standards Compliant

Namaskar & Thank You!!

CA. PRAMOD JAIN
CENTRAL COUNCIL MEMBER

CHAIRMAN, ACCOUNTING STANDARDS BOARD

CA. ABHAY CHHAJED
CENTRAL COUNCIL MEMBER

VICE-CHAIRMAN, ACCOUNTING STANDARDS BOARD

The Institute of Chartered Accountants of India

Secretary of the Committee: CA. Parminder Kaur
Contact Number: 011-30110458
Email ID: asb@icai.in
Address of the Committee: **ICAI Bhawan, Indraprastha Marg, New Delhi 110002**

The Institute of Chartered Accountants of India

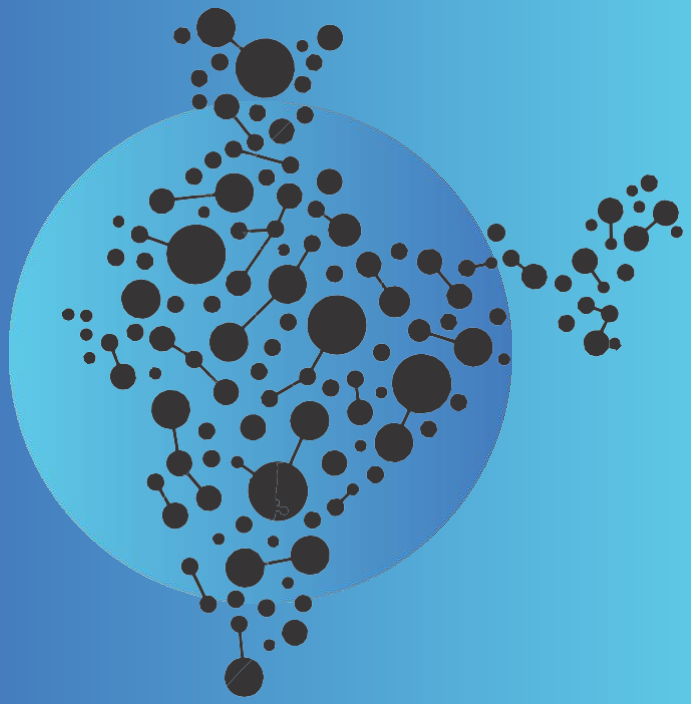
(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Expert Advisory Committee

21st to 23rd March, 2025



Expert Advisory Committee (EAC) Estd. 1975

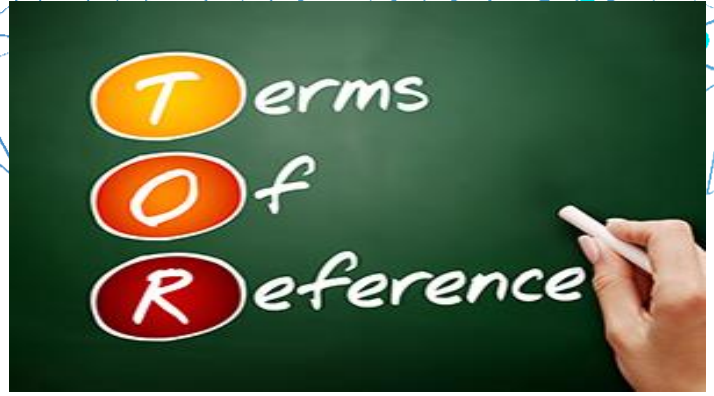
Expert Advisory Committee

To provide specific answers and specialised guidance on entity-specific issues, the Council of the **ICAI formulated Expert Advisory Committee in the year 1975.**

Since then, the Committee has been answering with due diligence, various queries relating to application and implementation of accounting and auditing principles.

The Committee gives its independent opinion on diverse issues across all the businesses, services and industries in accordance with the Advisory Service Rules framed by the Council.



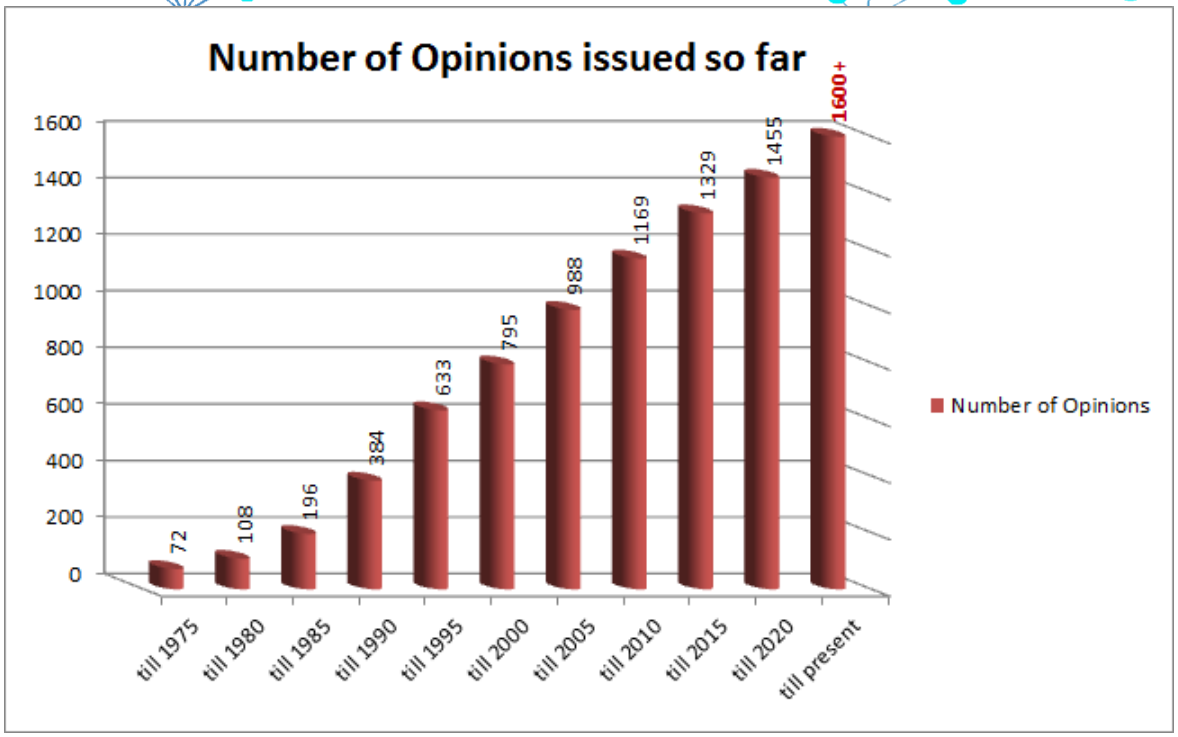


1. **To reply to the queries on accounting, auditing and allied matters, received from the members of the Institute** as per the rules framed for this purpose by the Council.

2. **To publicise and create awareness about the Opinions issued by the Committee** by various means including publishing Compendium of Opinions containing the opinions given by the Committee.



Terms of Reference, please visit httphttps://www.icai.org/post/expert-advisory-committee



There has been a **steady increase in the number of Opinions** issued since inception.

From 72 Opinions issued till 1975, EAC has **issued around 1700 Opinions** on diverse subjects **till now**.



Sector-wise analysis of recent EAC Opinions issued



- Banking & Finance - 7%
- Infrastructure/ Construction - 25%
- Manufacturing - 18%
- Mining and Oil & Gas - 21%
- Power/ Electricity - 15%
- Others - 14%



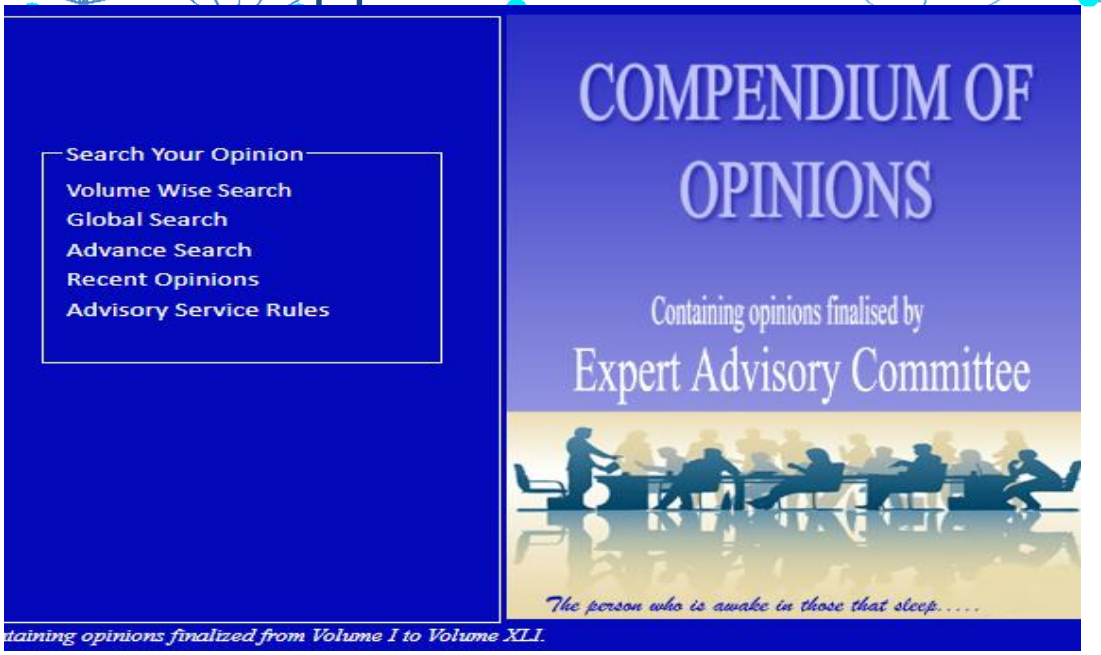
Knowledge Treasure Trove -Compendium of Opinions



- From time to time, **EAC issues 'Compendium of Opinions'** containing opinions finalised during a council year
- So far **43 Volumes** of the 'Compendium of Opinions' **have been issued**
- Opinions should be read and applied after taking into account any amendments and/or developments subsequent to the date of Opinion



EAC Search Application



- Expert Advisory Committee has created an **IT based advanced Search Application**, which is available on the ICAI's website at http://115.248.235.50/eacicai/.
- It is an **extensive repository of around 1700 opinions**, which empowers to explore the Opinions issued by EAC so far.
- It allows search based on a **keyword(s)/date of opinion/Volume** of Compendium of Opinions etc.
- The Committee regularly updates this application with Recent Opinions.



Publishing of Opinions in Journal

Some of the opinions finalised by the Committee are published in every issue of the Institute's Journal 'The Chartered Accountant'.





SEMINARS/WEBINARS

In order to disseminate knowledge and to create awareness amongst the members and other stakeholders about EAC opinions, the **Expert Advisory Committee organises Seminars/Webinars** on 'Recent EAC Opinions under Ind AS Framework'.



Take Away for the Branches

Encouraging members to approach Expert Advisory Committee (EAC) for Queries pertaining to accounting and/or auditing principles in accordance with the Advisory Service Rules.



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Thank You!

CA. Pramod Jain
Chairman,
Expert Advisory Committee

CA. Piyush S. Chhajed
Vice-Chairman
Expert Advisory Committee

Secretary of the Committee
Contact Number: 011-30110465
Email ID: eac@icai.org
Address of the Committee: ICAI Bhawan Indraprastha Marg, New Delhi

Expert Advisory Committee of the ICAI

Expert Advisory Committee (EAC) was formulated by the Council of the Institute of Chartered Accountants of India to reply to entity-specific queries on accounting, auditing and allied matters, received from the members of the Institute as per the Advisory Service Rules framed for this purpose by the Council. These Rules are available on the website of the ICAI at https://www.icai.org/post/495

The Committee also publicises and creates awareness about the Opinions issued by the Committee by various means including publishing Compendium of Opinions containing the opinions given by the Committee.

Various Government and Regulatory bodies, such as, Comptroller & Auditor General of India, Security Exchange Board of India etc. also regularly approach EAC for seeking opinions on wide array of entity-specific accounting/auditing issues. EAC has issued around 1700 Opinions on diverse subjects till now and so far 43 Volumes of the 'Compendium of Opinions' have been issued.

Expert Advisory Committee has also developed an IT based advanced Search Application, which is available on the ICAI's website at http://115.248.235.50/eacicai/. It is an extensive repository of around 1700 opinions, which empowers to explore the Opinions issued by EAC so far. It allows search based on a keyword(s)/date of opinion/Volume of Compendium of Opinions etc.

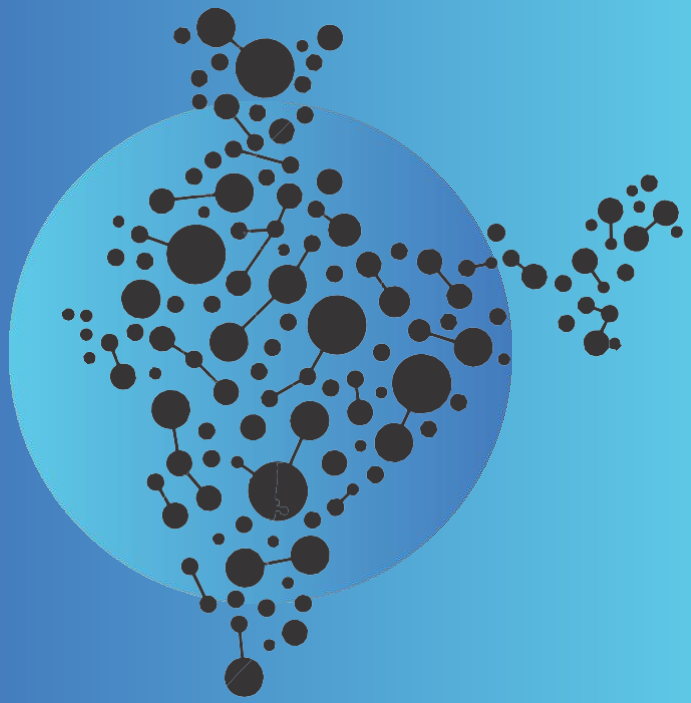
The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Digital Accounting and Assurance Board



ICAI has constituted “Digital Accounting and Assurance Board” (DAAB) for fostering a cohesive global strategy on aspects related to digital accounting and assurance, through sharing of knowledge and practices amongst the members. DAAB is endeavoring to identify, deliberate and highlight on issues in accounting (including valuation) and assurance (including internal audit) issues in the digital world. DAAB is focusing on issues in accounting and assurance arising from the high pace of digitization, including use of artificial intelligence in audit, big data analytics in audit, relevance of sampling, valuation of data as an asset, impairment testing of digital assets, insurance of data - valuation and premium fixation, etc.

Major Activities of the Committee

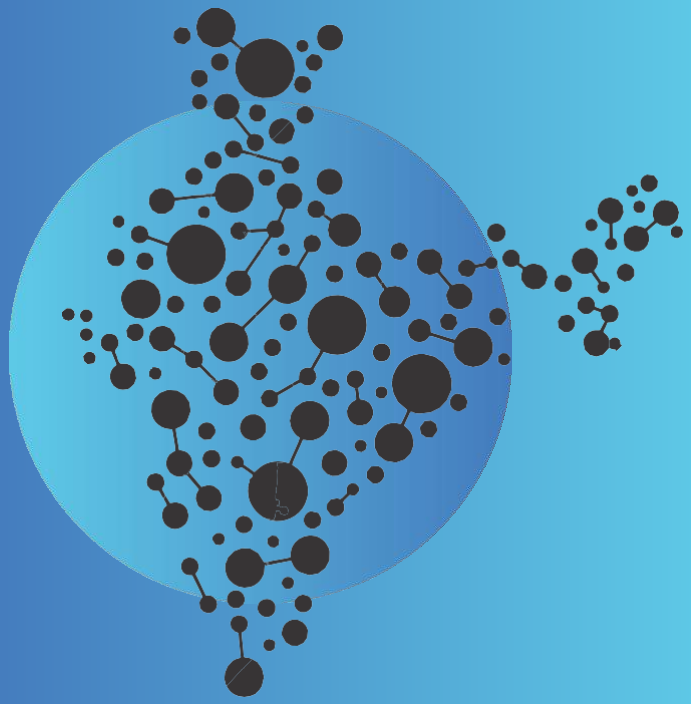
1. **Post Qualification Course on Information Systems Audit (DISA)**

From 2001 till date, **34256 members** have qualified this course. DISA was also conducted virtually for the members of The Institute of Chartered Accountants of Sri Lanka and The Institute of Chartered Accountants of Nepal. The objective of this course is to provide relevant practical knowledge and develop skills for planning and performing various types of assurance or consulting assignments in the areas of Governance, Risk Management, Cyber Security, Controls and Compliance of Information Systems. Further, with a view to benchmark DISA qualification to international standards, the Board is in the process of taking **American National Standards Institute (ANSI)** Certification.

2. **Certificate Course on Forensic Accounting & Fraud Detection (FAFD)**

The Board conducts Certificate Course on Forensic Accounting and Fraud Detection and till date, **13743 members** have qualified this course. The objective of this specialized course is to help the chartered accountants attain skill of utilizing accounting, auditing, CAATs/ Data Mining Tools, and investigative skills to detect fraud/ mistakes.





3. Blockchain Technology for Professional Accountants

The Board organizes five days training programme on Blockchain Technology for Professional Accountants which provides introduction to Blockchain technology and helps develop use cases for different industries. The course also covers future of Blockchain technology in terms of innovation in enabling transparent accounting ecosystem, and its potential to transform current auditing practices.

https://resource.cdn.icai.org/54912daab44117.pdf

4. **Three days Hands on Training Programmes at Data Analytics (Forensic) Labs**

The Board conducts following training programmes in the Data Analytics (Forensic) Labs of ICAI situated at Noida, Kanpur, Hyderabad, Chennai, Kolkata and Chandigarh

- Training Programme on Advanced Excel and Data Dashboard
- Training Programme on Forensic Analytics using CAAT Tools
- Training Programme on Practical Guide to ISA
- Workshop on Data Analytics and Business Intelligence using KNIME
- Training Programme on Data Analysis & Visualisation with Microsoft Excel Power Tools & Power BI
- Refresher Course on Cyber Security
- Training Programme on Digital Forensics

Take Away for the Branches

Publications Issued

Compendium of Forensic Accounting and Investigation Standards (As on 1st July, 2023)

These Forensic Accounting and Investigation Standards (FAIS) provide a comprehensive understanding of forensic accounting and investigations, guiding on how to plan and undertake assignments, conclude work and report findings in an organized manner. With the help of these standards, the Professionals will also be able to contribute effectively in judicial Proceedings as an Expert. Moreover, these standards will enhance the role of the Professionals in the International Forensic Accounting and Investigation Services and create an opportunity for export of these services. These Standards were made mandatory for ICAI Members from 1st July, 2023.

https://resource.cdn.icai.org/75009daab030723.pdf

Implementation Guide on Forensic Accounting and Investigation Standards (As on 1st July, 2023)

This Implementation Guide provides technical clarifications and practical guidance on how to prepare for and conduct work procedures in Forensic Accounting and Investigation engagements and should be read in conjunction with the Standards.

https://resource.cdn.icai.org/75113daab120723.pdf



Digital Competency Maturity Model (DCMM) for Professional Accounting Firms – Version 2.0 and Implementation Guide

This resource provides discipline specific categorization of accounting firms and related technology adoption for achieving efficiency and productivity. It also includes a section on emerging technologies and provides guidance on their implementation.

https://resource.cdn.icai.org/57964daaab47265.pdf

E-learning Courses available on Digital Learning Hub

E-learning on Fundamentals of Digital Forensics

This eLearning covers Fundamentals of Digital Forensics, Need for Digital Forensics, Current Trends in cybercrime with practical simulation, Malware and ransomware with practical simulation, Civil Fraud cases with possible detection methods with practical simulations, Industrial espionage with possible detection methods.

E-learning courses on Fundamentals of Blockchain and Advances in Blockchain Technology

The eLearning covers basics of Blockchain, Applications of Blockchain, Types of Blockchain, Blockchain in Finance, Cryptocurrency, How Bitcoin Blockchain works, Types of Wallets and Jobs in Blockchain. The advanced course offers an exploration of Blockchain's impact across various sectors with a particular focus on its relevance to Chartered Accountants. It covers topics such as Ethereum Blockchain, Hyperledger Blockchain & Central Bank Digital Currency (CBDC).



E-learning on Robotic Process Automation (RPA)

It covers Implementation lifecycle, RPA Delivery Capabilities, Process Evaluation, and Use Cases in Finance and Accounting.

E-learning on Cyber Security

It provides knowledge about cyber security and some tools which can be used to secure oneself from the cyber attacks.

E-learning on Artificial Intelligence and Machine Learning for Finance Professional

This course covers basics of Artificial Intelligence and Machine Learning and their applicability in the Finance Sector. It also covers the challenges in Machine Learning and ways to overcome them.

E-learning on Digital Forensics

It covers Fundamentals of Digital Forensics, Need for Digital Forensics, Current Trends in Cybercrime with practical simulation, Malware and Ransomware with practical simulation, Civil Fraud cases with possible detection methods with practical simulations, Industrial espionage with possible detection methods, Branches of Digital Forensics and Indian Laws addressing various aspects of cybercrime.

E-learning courses on Excel

E-learning courses are available on Data Consolidation and Analysis in Excel, Logical to Lookups in Excel, Excel Beyond Numbers, Tabular Data to Tables in Excel, Pivot Tables in Excel and Applying Analytics for Finance Professional.



Thank You!

CA. Aniket Sunil Talati
Chairman,
Digital Accounting and Assurance Board & Past President, ICAI
The Institute of Chartered Accountants of India

CA. Dayaniwas Sharma
Vice Chairman,
Digital Accounting and Assurance Board
The Institute of Chartered Accountants of India

Nidhi Aggarwal, Secretary, DAAB
Contact Number: 9810874630
Email ID: daab@icai.in
Address of the Committee: ICAI Bhawan, Hostel Block, A-29, Sector -62, Noida (U.P.)

Sustainability Reporting Standards Board

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

All India Management Committee Meet 2025



About the Board:

•Established by the Institute of Chartered Accountants of India (ICAI) in February 2020.

•ICAI has a strong tradition of serving the country's sustainable and economic development.

•Strives to integrate sustainability reporting and thinking into mainstream business practices in both public and private sectors.

•Through the Sustainability Reporting Standards Board (SRSB), ICAI proactively identifies and develops opportunities for Chartered Accountants in Sustainability Reporting.

•Conducts workshops, roundtables, webinars, seminars, and certificate courses to enhance members' knowledge and skills in sustainability reporting.

•Publishes technical literature on various important topics within the sustainability domain.

•Aims to promote compliance with existing accounting and sustainability-related disclosure requirements.

•Works on strengthening the assurance framework to establish a solid bridge between sustainability-related risks and corporate financial reporting.

•Seeks to promote a greener, low-carbon economy through the development of a sustainability reporting ecosystem in the country.

Key Initiatives

Online Certificate Course on Sustainability and BRSR

- The Board successfully completed the 24th Batch of Certificate Course on Sustainability and Business Responsibility and Sustainability Reporting (BRSR). Till now more than **2210** Participants were enrolled for this course.

- The Board has launched the 25th batch, commencing on November 9, 2024.

Physical Certificate Course on sustainability and Business Responsibility and Sustainability Reporting

- The Board is planning to organize two physical batches of the Certificate Course on Sustainability & BRSR.

- The first batch will be held in Ernakulam (December 08, 14, 15, 21, and 22, 2024), while the second batch will take place in Bengaluru (December 13, 14, 20, 21, and 27, 2024).



ICAI Sustainability Reporting Awards 2023-24

- The Institute of Chartered Accountants of India (ICAI) is organizing the **ICAI Sustainability Reporting Awards 2023-24**, celebrating excellence in Business Responsibility and Sustainability Reporting (BRSR).

- The awards include specific categories based on **market capitalization** : **Large-Cap** , **Mid-Cap** , and **Small-Cap** .

- Additionally, companies are categorized based on their primary revenue source (over 50%) as either **Manufacturing** or **Service Sector** organizations.

- The awards also feature a category for voluntary BRSR disclosures by organizations that voluntarily disclose BRSR, even if not mandated under SEBI guidelines.

- ICAI's comprehensive three-tier evaluation process, involving a **Technical Review, a Shield Panel, and a Jury**, will assess the quality, completeness, and transparency of each report, as well as the impact of sustainability initiatives on business and society.

- Nominations are open until **15th November 2024** and can be submitted online via the **https://forms.gle/FgJAUwCGzV35whpMA**



Sustainability Awareness Drive and Capacity Building Initiatives



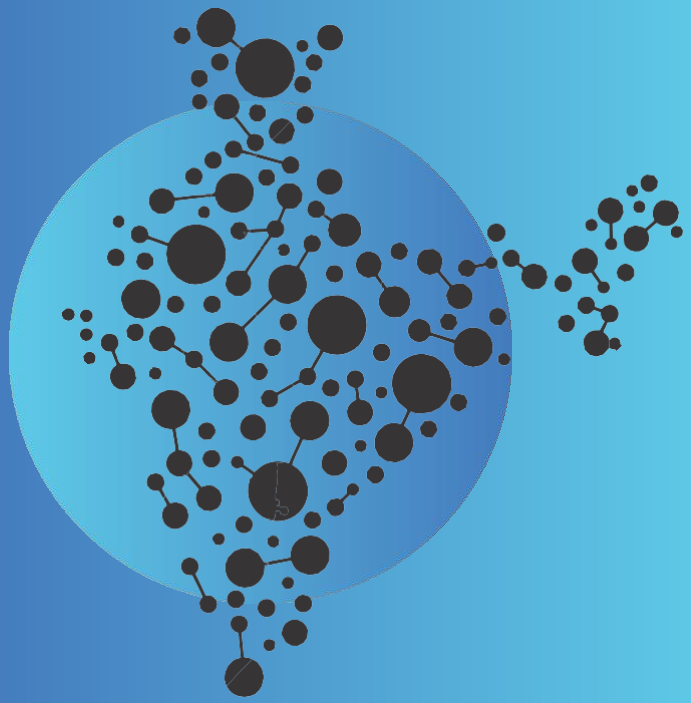
ICAI#75 Green Mahotsav launched on 75th Anniversary of ICAI

- As ICAI mark its 75th anniversary, a monumental initiative was launched by SRSB and PRC that demonstrates our commitment to the nation in a crucial area of environmental sustainability, where we are gearing up to green the earth by planting 100,000 plants and trees to be a part of the India Van Mahotsav initiative.

- This initiative also resonates with our Prime Minister's visionary **'Ek Ped Ma Ke Naam'** campaign, which encourages every citizen to plant a tree in the name of their mother.

- Till now **22** Branches have planted around **8104** plants and **595** members have planted around **2690** plants all over India.

- **595** certificates of appreciation have been downloaded and generated for the members who have taken part in this initiative.



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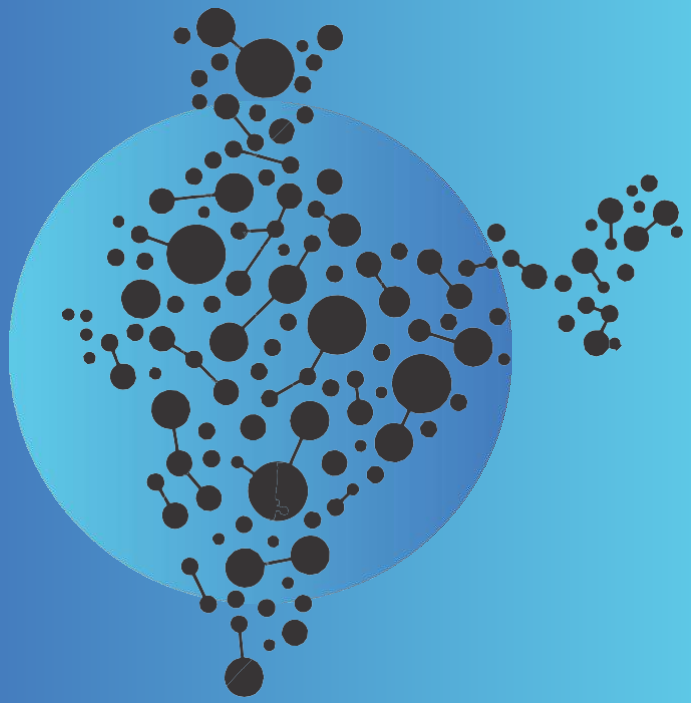
ICAI Sustainability Literacy Drive

Webinars/Seminars/ Conferences etc.

Our organization has successfully conducted a series of webinars (23), seminars (4) and national conference (1) which focused on sustainability and Business Responsibility and Sustainability Reporting (BRSR) and other wide range of topics, providing valuable insights and knowledge to participants from various domains, including GHG assessment, climate change, sustainable finance, supply chain management, risk management, etc.

- National Conference of CAs on Sustainability and Ethics in Accounting: Building a Better Tomorrow
- Sustainability Reporting and Social Stock Exchange
- Comprehensive Program Focused on Understanding ESG Principles and BRSR
- Social Audit - Building Trust and Driving Impact: The Role of Social Audits in Sustainable Development
- ESG – The Most Happening Theme Around the World A Comprehensive ESG & BRSR Program



ALL INDIA MANAGEMENT COMMITTEE MEET

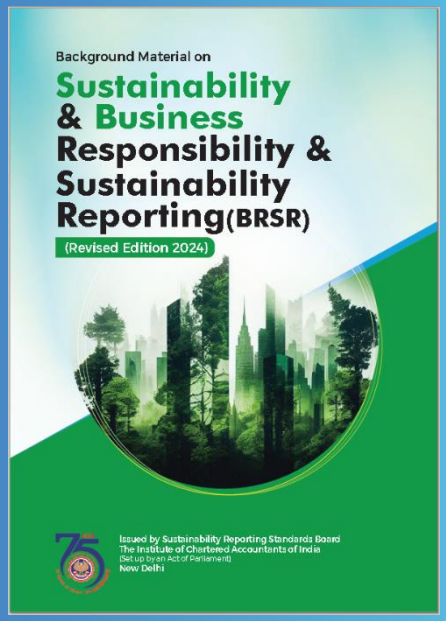
Initiatives towards Partner in Nation Building

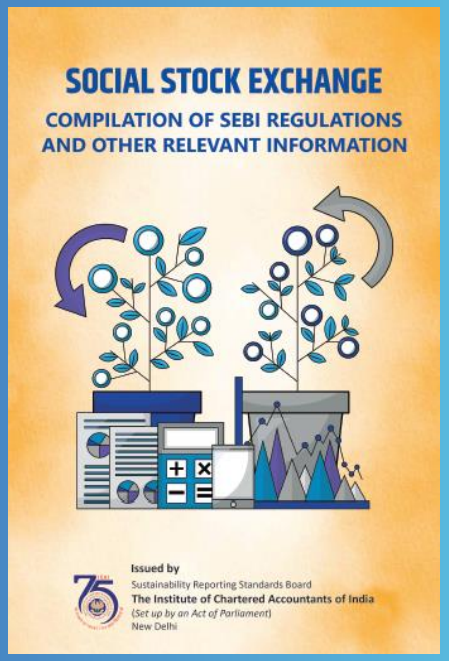
I. Submitted Comments:

- Provided inputs on SEBI Consultation Paper on "Environmental, Social and Governance (ESG) Rating Providers for Securities Market" and "ESG disclosure, ratings and investing".
- Provided Inputs and Recommendations on the Proposed Amendments to IES 2, 3, and 4 for Agenda of International Panel on Accountancy Education.
- Provided inputs for each Questions of IAASB Agenda March 2024 related to Exposure Draft - 5000 (Proposed International Standard on Sustainability Assurance 5000, General Requirements for Sustainability Assurance Engagements).
- Provided inputs on SRSB Consultation paper on facilitating Ease of Doing Business with respect to BRSR.
- Submission of Inputs in Response to letter regarding the work of the International Sustainability Standards Board (ISSB) on climate related Financial Disclosures.
- Provided Inputs on SEBI Consultation Paper on expanding the scope of Sustainable Finance Framework in the Indian Securities market.

II. Surveys:

- Submitted survey on Gender equality in the Accountancy profession - surveys India for UNCTAD.
- Shared survey on sustainability and ESG aspects for ICAI and SAFA members as part of ICAI – SRSB Sustainability Journey. With over 1,061 responses, the survey revealed valuable insights into the awareness and expectations of Chartered Accountants regarding their roles in sustainability reporting.





Published Technical/Guidance Material

The Sustainability Reporting Standards Board has been issuing various technical literature for ease of understanding on various aspects of sustainability reporting.

a. Standard on Sustainability Assurance Engagements (SSAE) 3000 - Assurance Engagements on Sustainability Information
b. Standard on Assurance Engagements (SAE) 3410 “Assurance Engagements on Greenhouse Gas Statements”
c. Social Audit Framework - 16 Social Audit Standards (SAS 100 to 1600)
d. Background Material on “Business Responsibility and Sustainability Reporting (BRSR)” – Revised Edition 2024
e. Publication on “Sustainable Development Goals - Accountants Creating Sustainable World – Series - Part 1, Part 2 and Part 3”
f. Benchmarking Model - Sustainability Reporting Maturity Model (SRMM) Version 2.0
g. FAQs on Sustainability Reporting – Heart of Good Governance
h. An Introduction to Social Stock Exchange in India
i. Social Stock Exchange- A compilation of SEBI Regulations and Other Relevant Information

Thank You!

Sustainability Reporting Standards Board
The Institute of Chartered Accountants of India

Contact Number: (+91) 11 30110 474
Email ID: sustainability@icai.in

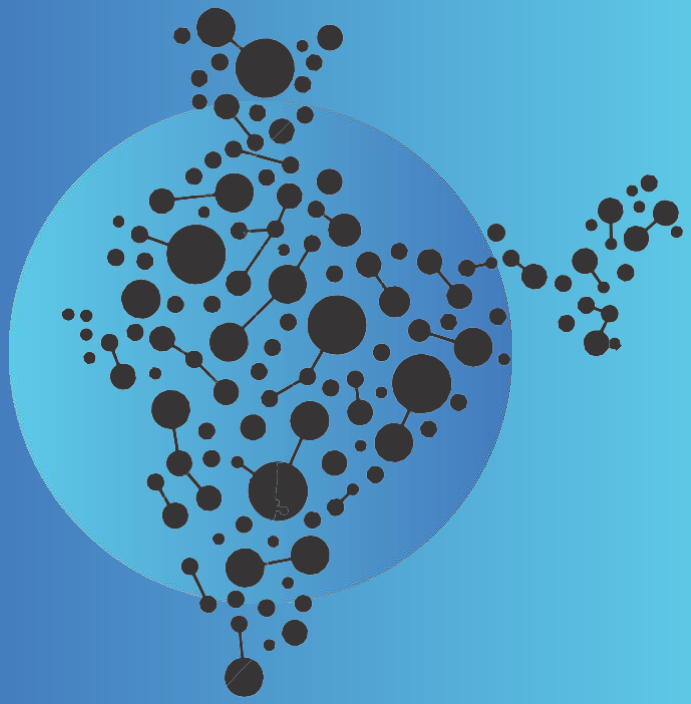
The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

Board of Internal Audit and Management Accounting



Vision

To be Voice of the Internal Audit and Management Accounting

Mission

To provide support to ICAI and its members through proactive standard setting and guidance in the area of internal audit, including guidance related to risk management and governance.

To conduct cutting edge research and education to help members offer innovative and effective solutions and comprehensively serve needs of all stakeholders in areas of internal audit and management accounting.

One of the Best Awarding Profession

Strategic Action Plan- A New Horizon to Internal Audit and Management Accounting





Activities undertaken by the Board

Standards on Internal Audit- Repositories of Performance Benchmarks – The Board issued total 22 Standards on Internal Audit

Publications on Internal Audit – The Board has issued 14 Technical Guides and Generic Guides on Internal Audit and has taken project to review and revise old Publications of Internal Audit and develop Guides for other industries

Diploma on Business and Management Finance- 5th batch of Diploma has been announced by the Board. Total 40 members have successfully completed the Diploma.

Certificate Course on Concurrent Audit of Banks – 421 Physical and 97 Virtual Batches of Certificate Courses conducted by the Board. Total30650 members have successfully completed the Course.

Activities undertaken by the Board

Certificate Course on Internal Audit - 3 Physical and 4 Virtual Batches of Certificate Courses conducted by the Board. Total 458 members have successfully completed the Course.

Issues E-newsletter "Internal Audit and Beyond" of the Board

Training Program on Internal Audit and Management for PSUs- Three Days Training Program conducted for BHEL and HPCL (PSU)

Webinars on Internal Audit – 147 webinars have been conducted by the Board.

E-learning on Internal Audit – At present, approx. 5969 members have joined the E-learning.

Training Program on Internal Audit for Ministry of Rural Development

Training Program for State Level Co-operative

Internal Auditor's Interactive Meet

Take Away for Branches

- May give comments of Exposure Draft of Standards on Internal Audit
- Conduct batches of Certificate Course on Concurrent Audit of Banks
- Conduct batches of Certificate Course on Internal Audit
- Batch of Diploma in Management and Business Finance
- Be part of Research work of Board
- Conduct CPE Programs under the aegis of the Board.



Thank You!

Post Qualification Course-

Diploma on Management and Business Finance (DMBF)

Course Objectives

- To enable the members to gain acumen, expertise and in-depth knowledge in the areas of Management and Business Finance.
- To allow the members to gain deep strategy and leadership insights and enhance their decision-making abilities as well as strengthen their managerial competencies and skills so that they can contribute to the clients/ organizations/ firms they work for, more effectively and diligently.
- To introduce the members to recent developments in theory and practice through multiple case studies of management relating to core business functions and disciplines.
- To provide a framework for business finance while giving practical advice when using the framework in its application to operational situations on finance side.
- To provide an opportunity to the participants to understand their self, explore their personal leadership philosophy and style, with a view to reinventing their leadership skills.

Course Duration

The Diploma on Management and Business Finance (DMBF) course is approximately a **one-year course**.

DMBF Course Structure

It includes-

1. 72 hours of Classroom training sessions.
2. 20 hours of E-learning through Digital Learning Hub.
3. Five days' Residential Program in association with Jamnalal Bajaj Institute of Management Studies (JBIMS), Mumbai.
4. DMBF Examinations by Examination Department of ICAI

DMBF Course Covering

The PQC-Diploma on Management and Business Finance (DMBF) course comprises of the **3 Groups** further divided into **6 subjects** covering **34 modules**.

	72 hours of Classroom Training	20 hours of E-learning Training on Digital Learning Hub
	22 Modules	**12 Modules**
Group-1	**Subject 1: STRATEGIC MANAGEMENT**	
	Module 4: Applied Financial Analysis & Forecasting Module 5: Long Term Investment Analysis	Module 1: Perspectives of Management Module 2: Organizational Behaviour: HR Perspective Module 3: Marketing and Business Strategy Module 6: Code of Ethics
	Subject 2: CAPITAL STRUCTURING AND INVESTMENT	
	Module 9: Fund Raising Module 10: Portfolio Management Module 11: Alternative Investments	Module 7: Financial Planning Module 8: Capital Structuring
Group-2	**Subject 3: CAPITAL AND FINANCIAL MARKETS**	
	Module 15: Debt Markets Module 16: Fixed Income Securities Module 17: Money Market	Module 12: Capital Markets Module 13: Regulatory Framework of Capital Market Module 14: International Capital Markets
	Subject 4: FOREX AND TREASURY	
	Module 18: Foreign Exchange Markets Module 19: Forex Arithmetic Module 20: Exchange Rates Theories Module 21: Forex Risk Management Module 22: Forex Derivatives (products, valuation and uses in hedging) Module 23: Treasury Management	
Group-3	**Subject 5: VALUATIONS, M & A AND RESTRUCTURING**	
	Module 24: Business Valuation Module 25: Valuation of Intangibles Module 26: Valuation of Options Module 27: Issues & Challenges in Valuation Module 29: Corporate Restructuring	Module 28: Valuation - Regulatory Perspective
	Subject 6: BANKING AND RISK MANAGEMENT	
	Module 32: NPA Management Module 33: AML, IBC & Compliances Module 34: Risk Analysis	Module 30: Banking and Trade Finance Module 31: Banking Functions and Products

Five days' Residential Program in association with Jamnalal Bajaj Institute of Management Studies (JBIMS), Mumbai

ICAI has collaborated with Jamnalal Bajaj Institute of Management Studies (JBIMS), Mumbai to conduct Five days' Residential Program which is mandatory to attend for the members who have enrolled for PQC-DMBF course with the BIA&MA of ICAI.

Features of Five days' Residential Program -

- The Eminent faculties from JBIMS will take sessions.
- Dedicated training with state of art facilities and continuous access to eminent faculty, intense brainstorming and projects under expert guidance.
- 100% attendance of Five days' Residential Program is mandatory.

DMBF course - Advantages

- **Pedagogy**
  Management games, case studies, modelling, simulations and participant-centered learning pedagogies will be used during the Sessions.

- **Placement Assistance**
  ICAI would provide placement assistance to the candidates who would qualify the PQC-Diploma on Management and Business Finance (DMBF) Course.

- **Use the letters DMBF (ICAI) after the name**
  A Candidate who has qualified PQC-DMBF course shall be awarded a Certificate issued by Examination Department of ICAI and be entitled to use the letters DMBF (ICAI) after his / her name.

Course Fee

- Rs. 50,000/- for Physical batch(Excluding examination fee)
  Rs. 40000/- for online batch (Excluding examination fee)
- The examination fee will be as decided bythe Examination department of ICAI.

Note:
Please note that payment of fee is subject to cancellation charges i.e. 10% of gross fee paid, in case the cancellation request is placed by the participant before starting of batch. However, the course fee once paid is non-refundable / non-adjustable once the batch commences.

Attendance

A candidate must mandatorily fulfil the Minimum Attendance criteria of:

1. 90% of 92 Hours of Classroom and E-learning training sessions.
2. 100% of five days' Residential Program with JBIMS.

CPE hours

The maximum CPE Hours granted for the course would be 30 CPE hours as under –

- 25 CPE Hours on completion of training with necessary attendance
- 5 CPE Hours after appearing in the examination.

DMBF Examinations

Eligibility Criteria

For appearing in the examinations, a candidate must mandatorily fulfil theMinimum Attendance criteria of:

1. 90% of 92 Hours of Classroom and E-learning training sessions.
2. 100% of five days' Residential Program with JBIMS.

Examination Pattern

The examination department will take the(written/ online) examinations of **two hours for each Group (paper) for 100 marks multiple-choice questions with no negative marking.**

Group (paper) 1:	Subject 1: Strategic Management Subject 2: Capital Structuring and Investment
Group (paper) 2:	Subject 3: Capital and Financial Markets Subject 4: Forex and Treasury
Group (paper) 3:	Subject 5: Valuations, M&A and Restructuring Subject 6: Banking and Risk Management

Passing Criteria

1. A candidate will be declared pass in a group if he/she secures a minimum of 40% marks in each group and 50% marks in aggregate of all groups.
2. A candidate will be declared pass in PQC- DMBF if he/she passes all three groups of PQC-DMBF.

Frequently asked Questions (FAQs)

1. **Who may enroll for the DMBF course?**
   The DMBF course is meant for CAs who have chosen to work with corporate sector (Indian / MNCs, large / midsize / small firms), own or work for large CA firms, or consultancy firms, etc.

2. **Who is eligible for Registration?**
   Only a Chartered Accountant with an active membership status shall be admitted to DMBF.

3. **Whether the Study material in hard copy will be provided to the participants of DMBF course?**
   Yes, the study material in hard copy will be provided to the participants of DMBF course at their registered address.

4. **What does the Total Course fee includes?**
   The total fee of the course including Class–room training, E-learning training and Five days' Residential Program (the Residential Program fee is included in the total course fee. The Residential Program fee includes stay costs, food expenses. However, the travel cost will be borne by the participant only) is-
   - Rs. 50,000/- for Physical batch(Excluding examination fee)
     Rs. 40000/- for online batch (Excluding examination fee)
   - The examination fee will be as decided bythe Examination department of ICAI.

5. **What will be the procedure for PQC-DMBF Exams?**
   The Examinations will be conducted by the Examination department of ICAI in such manner and at such time and places, as the Examination Committee may decide from time to time.

Certificate Course on Concurrent Audit of Banks

The Board of Internal Audit and Management Accounting of the ICAI is pleased to offer Certificate Course on "Concurrent Audit of Banks" to enable members to understand the intricacies of concurrent audit of banks.

Course Objectives

The overall objectives of the course are:

- To supplement the effort of the banks in carrying out internal check of the transactions and other verifications and compliance with the procedures laid down;
- To improve the effectiveness of concurrent audit system in banks;
- To improve quality and coverage of concurrent audit reports.

Eligibility

Members of ICAI

Course Fee: The fee for the course to be paid online is as follows:
For Online batches (through digital learning hub): Rs. 5900/- (Including 18% GST)
For Physical Batches: Rs. 11,800 (Rs. 10,000 per participant +18% GST)

Batch size: Batch size is

For Online batch maximum 200 participants

For physical batch 35 (minimum) participants to 65 (maximum) participants.

Evaluation

- **Eligibility**: A candidate will have to attend at least 80% of classes failing which, he/ she will not be entitled to appear in the evaluation.
- The minimum marks required for passing is 50% i.e. 50 marks out of 100.
- Number of attempts: There is no limit on the permissible number of attempts for the evaluation tests.

Course Duration

The total duration of the course is 6 days divided into 24 technical sessions which may be held either on weekends or on three consecutive days as per the requirement of the concerned batch.

CPE Hours

The maximum CPE Hours granted for the course would be 30 CPE hours as under –

- 25 CPE Hours on completion of training with necessary attendance
- 5 CPE Hours after appearing in the examination.

Course Registration is on First-Come-First Serve basis on receipt of online registration form and payment of online registration fees.

Course Structure is available on link: https://resource.cdn.icai.org/29877course-structure19476.pdf

Certificate: Participants who successfully complete the course in line with the evaluation criteria outlined here and qualify the evaluation test will be awarded a Certificate of Completion.

It is clarified for information of the members that Certificate Course on Concurrent Audit of Banks is a Certificate Course. On successful completion of this Course, a member is awarded a Certificate to this effect. However, a Certificate Course does not grant any qualification, and therefore, it should not be mentioned by the members as qualification along with their name.

Certificate Course on Internal Audit

Internal Audit is a vibrant, rapidly growing, globally recognised profession that is helping organisations manage their risk, governance and compliance processes. The Institute is committed to develop its members as internal audit professionals by providing them with the knowledge, skills and expertise essential to succeed in the profession. The Institute has much to offer in the area of best-practice tools, techniques and practices, which can be deployed to help organisations achieve their objectives.

Certificate Course on Internal Audit has been completely revamped by Board of Internal Audit and Management Accounting, ICAI with new topics and heavy dose of information technology, being launched in a contemporary format to serve the needs of all stakeholders.

Course Objectives: The Certificate Course on Internal Audit has been designed to help the members-

- Enhance the expertise of the Chartered Accountant in Internal Audit.
- Build Governance, Risk and Compliance as one of their core competencies.
- Help certified members to distinguish themselves from others conducting internal audits.

Course Duration: The duration of the course is spread over five days.

Eligibility for Course: Members of ICAI

Course Fee: The fee for the course to be paid online is as follows:
For Online batches (through digital learning hub): Rs. 5900/- (Including 18% GST)
For Physical Batches: Rs. 11,800 (Rs. 10,000 per participant +18% GST)

Batch size: Batch size is

For Online batch maximum 200 participants

For physical batch 35 (minimum) participants to 65 (maximum) participants.

CPE Hours: The maximum CPE Hours granted for the course would be 30 CPE hours as under –

- 25 CPE Hours on completion of training with necessary attendance

- 5 CPE Hours after appearing in the examination.

Final Assessment Passing Criteria:

- A candidate will have to attend 80% of classes, failing which he/she will not be entitled for appearing in the examination.
- The minimum marks required for passing is 50% i.e. 50 marks out of 100.
- There is no. of limit of Permissible number of attempts of evaluation tests.

Course Structure is available on link: https://resource.cdn.icai.org/74391biama60308.pdf

Registration: Course Registration is on First-Come-First Served basis on receipt of online course fee.

Certificate: Participants who successfully complete the course in line with the evaluation criteria outlined here and qualify the evaluation test will be awarded a Certificate of Completion.

It is clarified for information of the members that Certificate Course on Internal Audit is a Certificate Course. On successful completion of this Course, a member is awarded a Certificate to this effect. However, a Certificate Course does not grant any qualification, and therefore, it should not be mentioned by the members as qualification along with their name.

Disciplinary Directorate

Section 21 of the Chartered Accountants Act 1949 provides for the establishment of a separate Disciplinary Directorate headed by the Director(Discipline) to make investigation in respect of any information or complaint received by it. Further, the Board of Discipline constituted u/s 21A and the Disciplinary Committee constituted u/s 21B of the Chartered Accountants Act 1949 are the two quasi-judicial authorities through which it is ensured that the Disciplinary mechanism of the ICAI functions effectively.

Steps To Augment The Strength Of The Disciplinary Mechanism This Year

- Five Benches of **Disciplinary Committee for expeditious disposal**
- **Government Nominees**
  IAS (Retd.) (04)
  IRS (Retd.) (02)
  IAAS (Retd.) (01)
  IRAS (Retd.) (01)
  Academician (01)
- Filing of **Complaints through online mode**
- **E-hearings :** an active and effective mechanism for expeditious disposal. Parties appear before BoD/DC through video Conference
- **Facility of In-Person hearing (s) :** For Speedier delivery of justice & enhanced participation of the Complainant especially the Government Department
- **Separate Web Portal for the Disciplinary Directorate** – Providing information about the Disciplinary mechanism to various stakeholders

CPE Committee

It is essential for the Chartered Accountants to expand themselves in emerging and more rewarding areas of professional interest as the world is a global village now and there is no limit to professional work and responsibilities. In this direction, ICAI has always endeavoured to encourage members to continuously update their knowledge and skills in order to maintain high standards of professional service.To support this, CPE Committee of the ICAI is engaged into and implementing all such measures to provide sufficient opportunity to all members of the Institute to keep them abreast of all professional and technological updations and advancements. This objective is achieved by the CPE Committee through its strong network of Programme Organising Units (POUs) by organising various CPE events in physical and virtual mode and by providing technical literature to members in form of background material etc.

Calendar Year	Total CPE EVENTS (Physical & virtual)	Total CPE Hours Generated	Total Number of Members Participated
2022	7104	37,33,965	10,50,122



Standing Committees

- Examination
- Executive
- Finance
- Disciplinary (u/s 21 D)

Others

- Board of Discipline (u/s 21A)
- Disciplinary Committee (u/s 21 B)

Directorates

- Centre for Audit Quality Directorate
- Digital Re-Engineering & Transformation Directorate
- Estate Development Directorate
- Legal Directorate
- Members & Students Services (Grievances Handling and e-Sahaayataa) Directorate
- Publication & CDS Directorate
- RBA Directorate
- Tender Monitoring Directorate
- UDIN Directorate
- Disciplinary Directorate

Hosting details of **cases decided by the Board of Discipline/Disciplinary Committee**

Recruitment of additional technical resources

Regular training of the employees

STATISTICS

The BOD/DC were able to dispose of the following during the Council Year 2024-25 (till 25th November 2024) in 88th meeting(s) due to the relentless support and contribution of the members:-

Hearing concluded (including withdrawal infructuous cases etc. under enquiry)	**133**
Punishment awarded	**134**
PFO considered (including withdrawal, Rule 12, etc.)	**336**
Tax Audit cases at different stages closed due to Hon'ble Supreme Court's decision	**193**
Miscellaneous items considered by BOD	**515**



COMMITTEE ON PUBLIC & GOVERNMENT FINANCIAL MANAGEMENT (CPGFM)

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(SET UP BY AN ACT OF PARLIAMENT)

ABOUT COMMITTEE ON PUBLIC AND GOVERNMENT FINANCIAL MANAGEMENT (CPGFM)

CPGFM, ICAI

CPGFM is one of the Non-Standing Committee of the Institute working in the direction of **improving accounting and financial reporting** in all tiers of Government in India for **efficient and effective public financial management system.** Major activities of CPGFM are as follows:

Capacity building of finance officials of various tiers of Government in India by various means such as:

- Trainings/ Seminars/ Webinars
- E-learning modules
- Short videos

Creating awareness amongst Members about challenges and opportunities in Public Finance and Government Accounting arena

Formulation of Accounting Standards for Local Bodies (ASLBs)

- Recommendatory in nature
- Prerogative of State to mandate these Standards.

MAJOR ACTIVITIES OF CPGFM…….(CONTD..)

CPGFM, ICAI

Submission of technical inputs on documents of Government Accounting Standards Advisory Board (GASAB) in India and internationally on the documents of International Public Sector Accounting Standards Board (IPSASB)

Organisation of research studies to support and catalyse accounting reforms in Public Financial Management System

To know more about CPGFM, please visit https://cpgfm.icai.org/

CERTIFICATE COURSE ON PUBLIC FINANCE AND GOVERNMENT ACCOUNTING

CPGFM, ICAI

Objective of Course: The course intends to equip participants with understanding of economic policies of Govt., Budgets, Fiscal tools, Govt. Grants, Public Funds, Rules, Regulations & Accounting Systems pertaining to Govt. departments/Institutions of Centre, State & local bodies.

Highlights:

- Virtual Classes (16 days, 3 hrs on Sat & Sun)
- Eligible Participants: Members of ICAI & Officials of Govt. & Autonomous Bodies
- 30 Structured CPE Hours
- Expert Experienced Faculties (Senior Govt. Officials & Professionals)
- Case Studies & Illustrative Examples

Course Fees: Rs. 5,900 (including 18% GST)

Course Coverage: *Total 14 Modules*

Module 1: Public Finance
Module 2: Public Revenue & Taxation
Module 3: Public Debt
Module 4: Public Expenditure
Module 5: Government Accounting
Module 6:Accounting Rules, Process, in general & at specific Ministries
Module 7: State Accounts
Module 8: Union Accounts
Module 9: PFM Structure – Introduction
Module 10:Accounting/ Auditing of Constitutional, Statutory, Autonomous and Regulatory Bodies
Module 11: Urban Local Bodies
Module 12: Internal Control and Risk Management
Module 13: Panchayati Raj Institutions (PRIs)
Module 14: Professional Opportunities for Chartered Accountants in Govt.Accounting

For more details about this certificate course: https://cpgfm.icai.org/certificate-course-2/

Online self-paced course on Public Finance & Govt. Accounting - recorded lectures of this certificate course & without any cost (https://learning.icai.org/committee/goverment-accounting/public-finance-and-government-accounting-self/)

CERTIFICATE COURSE FOR ACCOUNTANTS OF PANCHAYATS & MUNICIPAL BODIES

CPGFM, ICAI

- ICAI jointly with O/o CAG of India recently launched **online Certificate Courses for Accountants of Panchayats and Municipal Bodies** on Audit Diwas (i.e., 16th November 2023) to make available skilled & trained accountants at grassroots level to improve accounting of Local-self Government in India.
- Registrations have been initiated from 1st December 2023.
- These courses are being organised through Board for Local Bodies Accountants Certification (BLoAC) established under the aegis of ICAI Accounting Research Foundation (ICAI ARF).
- Eligibility Criteria: 18+ years of age + 12th pass in any stream.
- Two Exam: (1) Screening Exam *(basics of accounting)*

  (2) Main Exam (panchayat & municipal bodies specific accounting)
- E-Study Material in 11 languages (English, Hindi, Marathi, Telugu, Tamil, Odiya, Gujarati, Kannada, Bengali, Punjabi & Assamese) along with pre-recorded revisionary lectures- *Live virtual revisionary classes for main exam in addition*

For more details about these courses: https://lba.icaiarf.org.in/

SUPPORT REQUIRED FROM REGIONAL COUNCILS/ BRANCHES OF ICAI

CPGFM, ICAI

- Capacity Building Programmes for Government officials
  - Explore possibility of entering into MoU with State for continuous support

- Create awareness amongst members about opportunities in Public Finance and Government Accounting arena through various means such as training/ workshops/ seminars under the aegis of CPGFM).

- Liaisoning with various Government Departments

- Pursue State Urban Development Departments to get ASLBs mandated for Urban Local Bodies (to start with pilot study may be conducted to study the benefit of implementation of ASLBs)

- Pursue State Government to utilise professionals' expertise in municipal bodies, panchayats and State Government Departments (Gujarat and Tamil Nadu have got GOs in place for the purpose).

SUPPORT REQUIRED FROM REGIONAL COUNCILS/ BRANCHES OF ICAI….(CONTD..)

CPGFM, ICAI

- Propagate newly launched Certificate Course for Accountants of Panchayats and Municipal Bodies
- Creation of resource base, i.e., identification of members in PFM and Government

GRANTS PROVIDED
(AS DECIDED DURING LAST COUNCIL YEAR 2023-24)

CPGFM, ICAI

- For a day's workshop for members or members & Govt. Officials (hosted by ICAI):
  - Two faculties will be provided by the Committee, i.e., honorarium, travelling, boarding & lodging, and local conveyance expenses of two faculties' support shall be borne by CPGFM of ICAI.
  - In addition, the expenditure incurred in respect of travelling, boarding & lodging, and local conveyance expenses for Chairperson & Vice-Chairperson, CPGFM, who may come to inaugurate or take session in the aforesaid training/ conference, shall also be borne by the Committee.

- For training programmes for Govt. Officials on behalf of Committee, expenditure to be borne by Committee and Govt. Department (as per decided norms).

Thank You

Contact for more details : cpf.aslb@icai.in

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



Terms of Reference
of
Committee on Public and Government Financial Management

(i) To conceive of and suggest areas in which Accounting Standards for Local Bodies need to be developed and formulate them.

(ii) To examine how far International Public Sector Accounting Standards (IPSASs) prepared by the International Public Sector Accounting Standards Board (IPSASB) of the International Federation of Accountants (IFAC) can be integrated into national Accounting Standards for Local Bodies envisaged in paragraph (i) above and to integrate the same to the extent possible with a view to facilitate global harmonisation.

(iii) To review, at regular intervals, the Accounting Standards for Local Bodies from the point of view of acceptance or changed conditions, and, if necessary, revise the same.

(iv) To provide, from time to time, interpretations and guidance on Accounting Standards for Local Bodies.

(v) To enable creation of a supportive environment for implementation of Accounting Standards for Local Bodies and respond to issues arising therefrom.

(vi) To formulate comments on the drafts of accounting standards for governmental bodies issued by various authorities including International Public Sector Accounting Standards Board (IPSASB) of the International Federation of Accountants (IFAC).

(vii) To provide support to Government(s) and regulators, e.g., the proposed Governmental Level Technical Committee to be constituted under the aegis of Ministry of Urban Development and C&AG, in their endeavours towards various other aspects of financial reporting including preparation of asset registers, performance measurement, budgeting, costing, internal control and audit.

(viii) To review, analyze, assist, recommend and suggest measures to the Central, State & Local Government in the areas of Policy assessment, planning and execution in public finance.

(ix) To collaborate and coordinate with relevant authorities and various Ministries/Government Departments/Local Bodies for developing a mechanism of improving the Government Accounting System and enhancing the role of members of the Institute of Chartered Accountants of India thereat.

(x) To provide awareness of Public Finance, Government Accounting & Accounting Standards for Local Bodies to the society at large and specifically to the stakeholders including inter–alia to employees of the government,

C&AG, members of the profession, media, NGOs and to citizens generally including appropriately addressing the training issues.

(xi) Enhancing the accountability and transparency in public service delivery mechanism.

(xii) To bring out newsletters, publications, and other useful inputs in areas of contemporary issues related to public finance and accounting standards for Local Bodies.

(xiii) To suggest checks and balances for monitoring periodical review/ audit of end use of funds.

(xiv) To increase the role of ICAI and its members in the various “Financial Inclusion” initiatives of the Government which would mainly emphasis on:

- Assisting government in bringing appropriate regulatory and educational policy framework in place.
- Collaborating intensively with different chambers and associations of industry.

(xv) To carry out such other work relating to Public Finance, Accounting Standards for Local Bodies and other related aspects as may be entrusted to it by the Council.

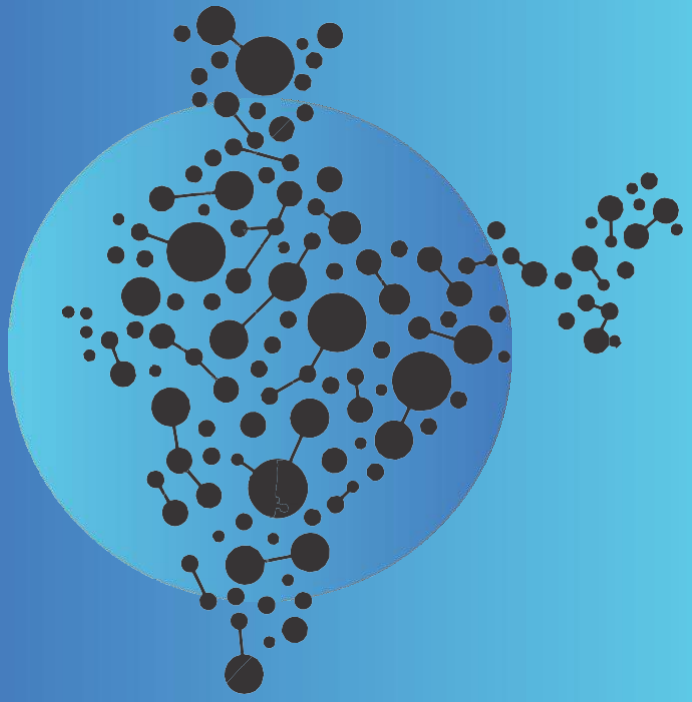


ALL INDIA

MANAGING COMMITTEE MEMBERS ANNUAL MEET

Peer Review Board

Digitalization and Sustainability



The Peer Review Board was established in 2002, recognizing the need to ensure the quality of services provided by practicing Chartered Accountants. The Peer Review is aimed to ensure that in carrying out the assurance service assignment, the members of the Institute (a) comply with Technical, Professional and Ethical Standards as applicable including other regulatory requirements thereto and (b) have in place proper systems including documentation thereof, to amply demonstrate the quality of the assurance services. The Peer Review is conducted of a Practice Unit by an independent evaluator known as a Peer Reviewer.

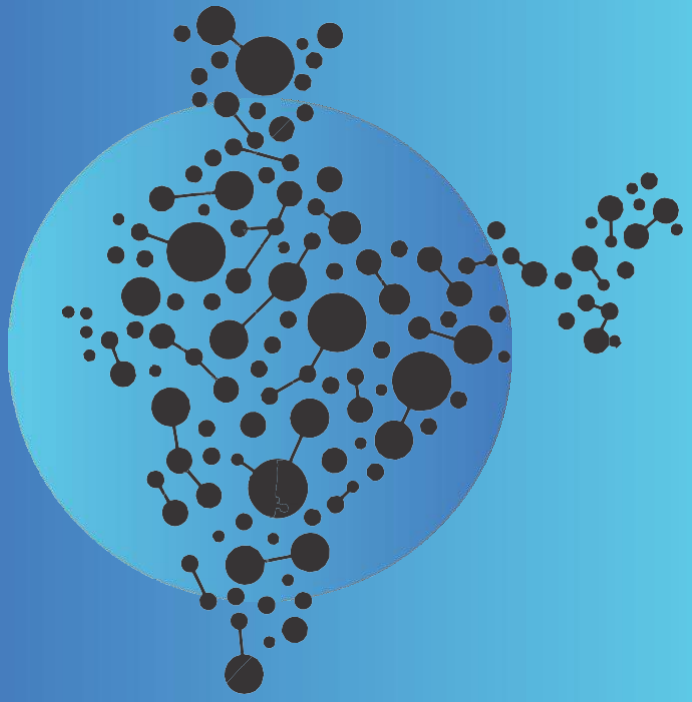
Recognition by Regulators

The requirements of two regulators - SEBI and C&AG, in recognition of the Board's endeavor are stated below:-

- SEBI with effect from April 1, 2010, has made it mandatory for the listed entities that limited review/statutory audit reports submitted to the concerned stock exchanges shall be given only by those auditors who have subjected themselves to peer review process and who hold a valid certificate issued by the 'Peer Review Board' of the Institute.

- C&AG **has also recognized Board's work:** The C & AG has recently revised the Policy of Empanelment of CA Firms/LLPs and appointment of auditors of Companies under Section 139 (5) and 139(7) of the Companies Act 2013 and of Statutory Corporations/Autonomous Bodies as per the provisions of their respective Acts. A maximum of 25 points have been allotted to firms which hold a Peer Review Certificate on the date of making an application for empanelment.

MAJOR ACTIVITIES OF PEER REVIEW BOARD



Peer Review of Practice Units

- The Board conducts Peer Review of firms referred to as ‘Practice Units’ (PUs) through members empanelled by the Board referred to as ‘Reviewer’.

- As on date 5331 Practice Units have a valid Peer Review Certificate. The list of the same is hosted on the PeerReview Board page of ICAI website.

Review Criteria:

- ❑ The Board intimates the PU, 6 months before theexpiry of its Peer Review certificate that its next Peer Review Cycle is due.
- ❑ The Board also receives voluntary request from PUs to get their Peer Review conducted.
- ❑ PUs falling under the ICAI or SEBI Mandate also apply for Peer Review.

- The PU has to submit duly filled Form 1- Application cum Questionnaire to the Board at peerreviewboard@icai.in

Cont…..



Peer Review of Practice Units

- On receipt of Form 1 from PUs, the Board sends a panel of three reviewers out of which the PU has to select one and intimate to the Board.
- The Reviewer so selected by the PU is assigned the Peer Review .
- The Reviewer submits Declaration of confidentiality to the Practice Unit and thereafter the PU has to provide Form 1 to the Reviewer for initiating Peer Review.
- The Reviewer conducts the Review by visiting the PUs office by adopting a combination of compliance and substantive approach in the review process.
- On completion of the Peer Review, Reviewer submits clean or qualified report to the Board.
- The Report so issued is considered by the Board or sub-committee of the Board at its meeting for issuance of Peer Review Certificates to the Practice Unit.



Empanelment of Peer Reviewers-
Conducting training Programmes

- To ensure that there is consistency and uniformity in carrying out reviews, the Board imparts training to the members for empanelling them as Peer Reviewers before assigning them the review of practice units.

- The Board conducts these training programs through virtual as well as physical mode.

❑ Training programme conducted through physical mode is of One day for 6 hours.

❑ Virtual programmes are organised through the Digital Learning Hub. 2 days' programme of 3 hours each are organised through virtual mode.

- Members are given 6 Structured CPE Hours for attending the programme .
- Members who attend the training are required to submit Form 3- Application form for Empanelment as a Peer Reviewer. Duly filled ,signed and scanned copy of the form may be mailed at prb.peerreviewers@icai.in

Empanelment of Peer Reviewers- Conducting Online test

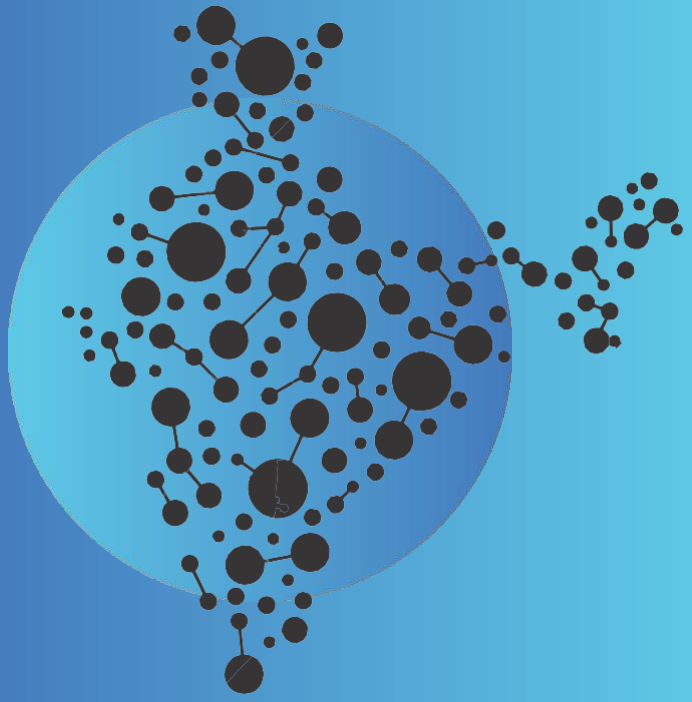
- The Board also conducts online tests for members who attend the training programme before being empanelled as a Peer Reviewer.

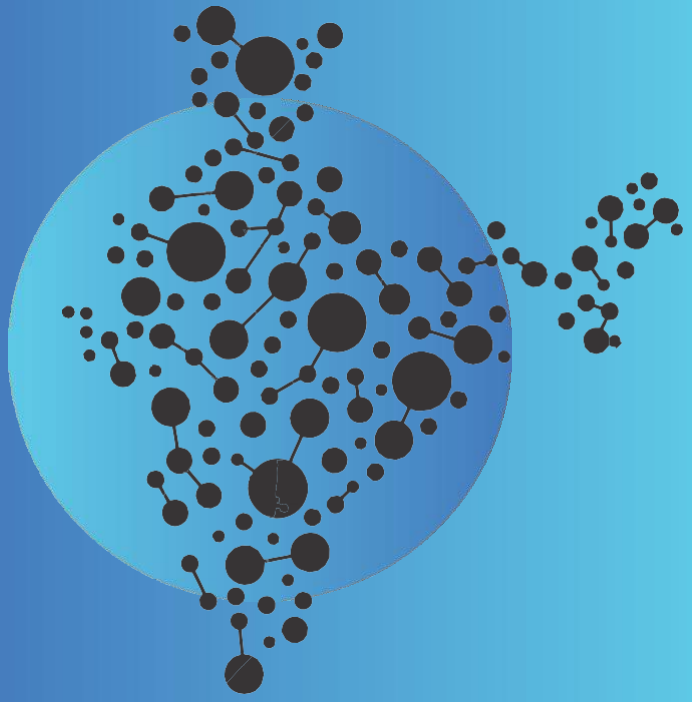
- Test is conducted every Friday alternating with a mock test and a final test.

- Mock test is a practice test and it is not mandatory to appear in the same.

- Tests are conducted in two slots i.e. from 10:00 am till 11:30am in the morning and from 3:00PM till 4:30 PM in the evening
- There is no negative marking. Pass marks are 60% and there are 50 MCQ's.

- After passing the test, certificates are awarded for empanelment as a Peer Reviewer.





Peer Review Mandate-Roll Out Implementation

The ICAI has mandated Peer Review mechanism for certain categories of firms rendering assurance services to specific class of entities, which will go a long way in enhancing the audit quality. A detailed roadmap has been laid down which classifies Practice Units into four categories and prescribes the implementation of peer review process. The implementation has begun in a phased manner, from April 1, 2022 (Phase I) which covers practice units (Firms) that have undertaken Statutory Audit of enterprises whose equity or debt securities are listed in India or abroad.

Phase II of Peer Review Mandate-Roll Out which was to be implemented from April 1, 2023 will be now implemented from July 1, 2024 on account of deferment covering Practice Units which propose to undertake Statutory Audit of unlisted public companies having paid-up capital of not less than rupees five hundred crores or having annual turnover of not less than rupees one thousand crores or having, in aggregate, outstanding loans, debentures and deposits of not less than rupees five hundred crores as on the 31st March of immediately preceding financial year or Practice Units rendering attestation services and having 5 or more partners.

Phase III of Peer Review Mandate-Roll out will also be implemented from January 1, 2025 covering Practice Units which propose to undertake the Statutory Audit of entities which have raised funds from public or banks or financial institutions of over Fifty Crores rupees during the period under review or of anybody corporate including trusts which are covered under public interest entities or Practice Units rendering attestation services and having 4 or more partners.

The Last Leg of Peer Review Mandate (Phase IV) will be implemented w.e.f April 1, 2025 covering Practice Units which propose to undertake audits of branches of Public Sector banks or Practice Units rendering attestation services and having 3 or more partners.

***Note**: For these Practice Units, there is a pre-requisite of having Peer Review Certificate before accepting any Statutory audit.*

Publications of the Board

In order to understand the Peer Review process and for enhancement of knowledge of the practice units and reviewers, the Board has revised/ brought out the following 4 publications:

Peer Review Guidelines, 2022	The Council in exercise of powers conferred by Section 15(2)(fa) of the CA Act, 2022 issued the Peer Review Guidelines 2022 w.e.f. 1st October 2022
Peer Review Manual Volume I	• Contains updates based on Peer Review Guidelines 2022 • Provides all forms and reporting formats for the Reviewer as well as the Practice Unit for seamless completion of PR process
Peer Review Manual Volume II	• To guide the Peer Reviewers conducting Peer Review of Practice Units doing audit of Listed Entities • A guidance on AQMM Review
Handbook on Peer Review Forms	Provides guidance to the Reviewers as well as the Practice Units on the ten Forms notified in the Peer Review Guidelines 2022

Take Away for the Branches

Hosting Training programme for Peer Reviewers to be organised by the Board

- To ensure that there is consistency and uniformity in carrying out reviews, the Board imparts training to the members to empanel them as Peer Reviewers.

- The Board conducts Physical training programs which are hosted by Branches.



Thank You!

CA. Prasanna Kumar D
Central Council Member
Chairman
Peer Review Board
The Institute of Chartered Accountants of India

CA. (Dr.) Raj Chawla
Central Council Member
Vice-Chairman
Peer Review Board
The Institute of Chartered Accountants of India

Peer Review Board Secretariat
Email ID:peerreviewboard@icai.in
Ph: +91 120 3045941/ 970

3rd Floor, Administrative Block, A-29, Sector 62. Noida,
Gautam Budh Nagar-201309 UP

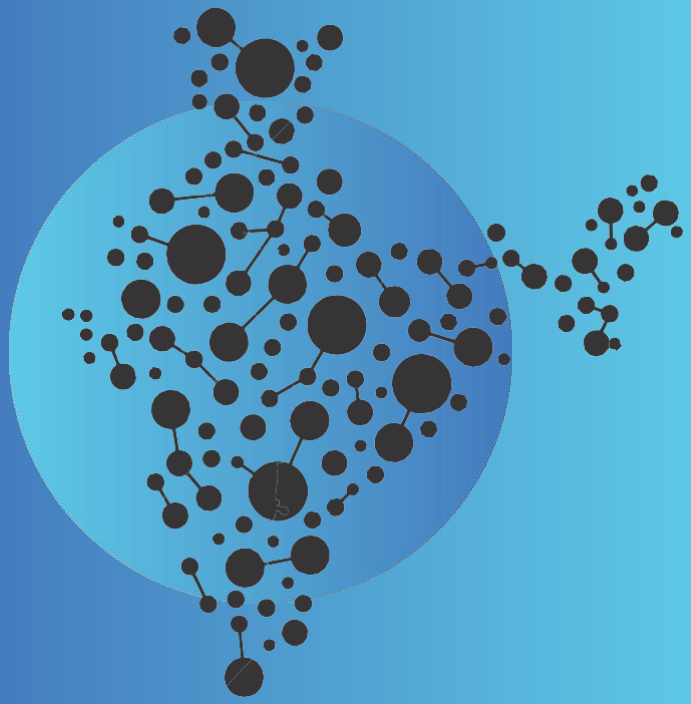
The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

UDIN Directorate



About the Directorate

The ICAI, as a part of its role in aiding proactive process towards partner in nation building and for better governance and regulation for the first time ever came out with an innovative concept of Unique Document Identification Number (UDIN).

UDIN Directorate facilitates the implementation of the mandatory UDIN requirements and acts as an extended arm of the ICAI bolstering effective compliances.

The ICAI, in its Gazette notification dated 2nd August, 2019, had made generation of UDIN mandatory for all kind of Certifications, GST and Tax Audit Reports and other Audit, Assurance and Attestation functions as required by various regulators.

The UDIN Portal facilitates various regulators, banks, authorities and other stakeholders for validating the authenticity of the documents certified by full time practicing Chartered Accountants.

UDIN Directorate regularly interacts with CBDT, and other regulatory bodies for making a rapport and environment of trust concerning UDIN.

During 2024-25, UDINs crossed a mark of **7.8 crores**.

More than **2.5 crores** UDINs were verified by regulators, banks, authorities and stakeholders.

Features of UDIN Portal

- No disclosure of Client Name or details.
- No document to be uploaded.
- OTP based generation of UDIN.
- Communication on registered mobile & e-mail.
- No limit on generation of UDINs.
- UDIN generation by Signing Partner only.
- Generation of UDIN within 60 Days of signing the documents.
- E-verification of UDINs by the Regulators/Stakeholders/Banks and others.
- Restriction revocation of the UDINs to 48 hours.
- Archival of UDINs.
- Selection of Firm Registration Number (FRN) has been mandated while generating UDIN w.e.f. 1st February 2022. The purpose of mandating the FRN is to enable the firms to consolidate the total UDINs generated by its partners on its behalf for its clients, prospectively. Further, the head in charge of the firm, as per the SSP database, can view the list of UDINs generated by the partners on behalf of the firm.

Contd..



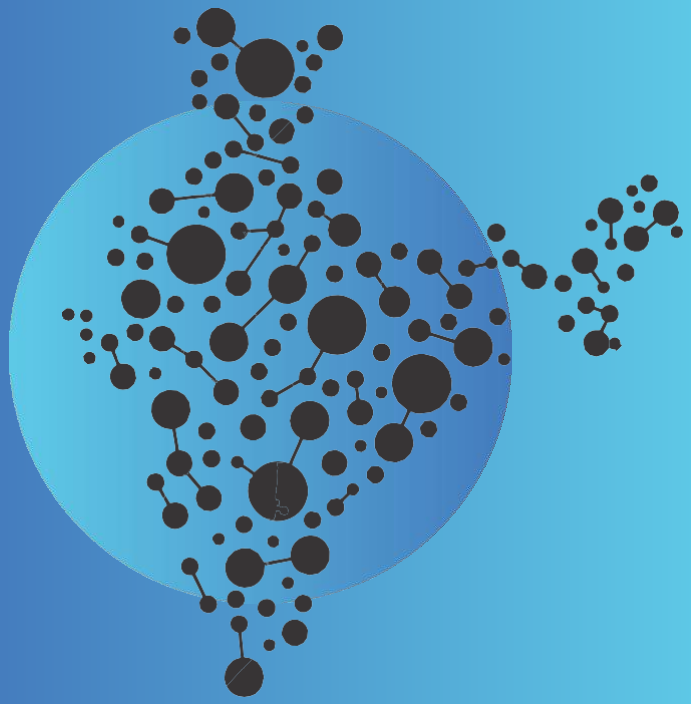
Features of UDIN Portal

- GUI (Graphical User Interface) based user dashboard for the members.
- Downloadable filled-in UDINs in PDF.
- Save draft and Copy option.
- Enabled QR code in UDIN PDF having all the key details punched at the time of UDIN generation.
- UDIN Generated at Firm's level of a particular month/quarter, is mailed to Firm's head at the end of every month/quarter.
- Monthly/Quarterly mails to members.
- Enhanced search functionality on almost all the fields with full text search on the basis of data punched on textfield.



Impact of UDIN

- Important venue for verifying the authenticity of documents;
- Transparency and accountability in the profession;
- Ensuring public trust in financial reporting;
- Improved governance and regulation;
- Acting as a tool of authentication not only in words but also in true spirit;
- Gaining increasing significance among various Government Departments and other stakeholders;
- Favourable ecosystem facilitating the profession for Independence, Integrity and Excellence;
- State Governments and their agencies' reliance on UDIN related information as a basis of financial soundness for the finalization of Tenders;
- Regulators' and Stakeholders' dependence on UDIN portal for corroborating the stated facts;



Major Activities of the Directorate – National Recognition

- **Ministry of Electronics and Information Technology (MeitY)** approached ICAI to use UDIN for secure document validation and to enhance trust and efficiency in regulatory compliance, supporting its 'Entity-Locker' initiative for simplified, secure document management.
- **Real Estate Regulatory Authority (RERA)** authorities of many states have already included a column for mentioning UDIN in the certificates/forms issued by CAs. **CG-RERA** and **O-RERA** approached the UDIN Directorate to provide an API to verify the UDINs on a real-time basis for their usages.
- For the first time, the **Comptroller and Auditor General of India (C&AG)** used the UDINs as one of the elements for the purpose of empanelment of CA firms/LLPs by them for the year 2023-24.
- **Department of Telecommunications,** Office of the Principal Controller of Communication Accounts, Kolkata has conveyed that while reviewing and assessing the Documents submitted by ISPs (Internet Service providers) the department has benefited immensely using UDIN – an initiative of ICAI.
- **Central Bureau of Communication (CBC),** Government of India approached the UDIN Directorate, for placing systematic reliance on UDIN to assess the veracity of the information certified by Chartered Accountants in the prescribed format for the empanelment of the news agencies based on circulation and rates. The certified information by a Chartered Accountant becomes a basis for empanelment of the news agencies.

Contd..



Major Activities of the Directorate – National Recognition

- **Ministry of Corporate Affairs** had appreciated the initiative of ICAI for bringing this concept of UDIN which will eradicate the practice of bogus certificates and save various regulators, banks etc. from being misled.

- **Central Board of Direct Taxes (CBDT)** has highly appreciated the concept of UDIN which will enable the regulators to easily verify the authenticity of the documents certified by CAs and have mandated the validation of the UDINs in all the IT forms and Tax Audit Reports filed by CAs at the e-filing portal.

  CBDT in response to our representation dated 12th May 2021, has provided the facility of bulk updation of UDIN at the e-filing portal for all the IT forms including 15 CB forms.

- **Indian Banks' Association (IBA)** has communicated to all the Banks to Impress for UDIN in all certificates certified by CAs submitted to them.

- **Securities and Exchange Board of India (SEBI)** has included column for mentioning UDIN in their forms issued by CAs.

- Various **Government Departments and stakeholders** have been actively utilizing the services of UDIN Portal to verify the authenticity of the documents.

- Various **State Governments** have mandated mentioning UDIN in Form II (for judging financial capability) submitted by the bidders participating in their tender process. They have also been verifying the authenticity of the documents received by them from UDIN Portal.



Major Activities of the Directorate – International Recognition

- **Expression of Interest for Adoption of UDIN by Institute of Chartered Accountants of Nigeria:** A meeting with the delegation from the Institute of Chartered Accountants of Nigeria (ICA Nigeria) was held on 18th October 2023, to discuss the process and protocols for implementation of UDIN in Nigeria.

- **Expression of Interest for Adoption of UDIN by National Board of Accountants and Auditors (NBAA), Tanzania:** A delegation from National Board of Accountants and Auditors (NBAA), Tanzania held a couple of meetings with UDIN Directorate in the months of February and April, 2023 to discuss the process and protocols for implementation of UDIN in Tanzania.

- The **21st World Congress Of Accountants (WCOA)** held in Mumbai during 18-21 November, 2022, exclusively discussed the significance, impact and consequences of the UDIN for safeguarding the interest of the profession among others under the theme namely, Robust Regulatory Framework. The panelists impressed upon the uniqueness of the UDIN as also one of the pivotal instruments of institutional governance.

- **3rd meeting of the Task Force** to implement UDIN in SAFA Member Bodies was held on 22nd June 2021.

- Presentation of UDIN at **11th Annual General Meeting of Asian Oceanic Standards Setters Group (AOSSG)** in November 2019 at Goa.

- Presentation of UDIN to **IFAC Council during International Networking Meet** organized by British Columbia, Vancouver, Chapter of ICAI in November, 2019.

- ICAI heads the **SAFA Task Force** to implement the UDIN in SAFA Member Bodies and had 1st Meeting on 29th July, 2019 in Colombo, Sri Lanka.



Thank You!

Central Council Member - CA. Kemisha Soni
Convenor, UDIN Directorate
The Institute of Chartered Accountants of India

Central Council Member - CA. Abhay Chhajed
Deputy Convenor, UDIN Directorate
The Institute of Chartered Accountants of India

Secretary of the Directorate : Ms. Chanda Shukla
Contact Number: 91(11)30110480/526
Email ID: udin@icai.in
Address of the Committee: The Institute of Chartered Accountants of India
'ICAI BHAWAN', Indraprastha Marg, NEW DELHI - 110002

About the Committee

The Committee on Career Counselling of ICAI is constituted to promote the Commerce Education with special focus on CA course amongst the students of class VIII, Secondary, Senior/ Higher Secondary, Graduate/ Post Graduate students as well as other stakeholders PAN India & Abroad.

The prime objective of the committee is to be provide Career guidance to the students studying from class VIII to Graduation/ Post-graduation.

Guidelines of the Committee

- Organizing Career Counselling Programmes
- Mega Career Counselling Programmes
- **ICAI Commerce Champ –** Debate Competition, Quiz Competition, Essay Writing & Elocution

Guidelines
Career Counselling Programmes
Organized by Regional Councils/Branches/CPE Study Circles/ CPE Study Chapters/CPE Study Groups of ICAI

Objective: Popularise CA Course.

Programme Organizing Units (POUs): Regional Councils /Branches/ CPE Study Circles/CPE Study Chapters/CPE Study Groups of ICAI.

A. Grant

S. No.	Particulars	Lumpsum Grant (₹)	GST @18% (₹)	Total Grant (₹)
1.	Career Counselling Programme organised by POUs	7,500/-	1,350/-	8,850/-

Notes:

- Total expenditure shall not exceed the eligible Grant per programme. Expenditure includes all items like cost of Banner, Memento to School/College Head, Photographs, Conveyance, etc.
- Lumpsum Grant of Rs. 7,500 + GST per programme will be given to the POUs irrespective of the actual expenditure incurred by the POUs.
- The POUs shall pay honorarium to the Counsellors directly. However, the honorarium shall not exceed Rs. 5000/- per programme.
- The POUs shall ensure that the Counsellors engaged will be experienced and quality of the Programme should be ensured at all levels. In case, the Committee receives any complaint or grievance from any quarter regarding the programme, the payment / non-payment of the grant for the programme shall be at the discretion of the Committee.
- More than one Counselling Session conducted in one School/ College in a single day shall be treated as one session only and the grant also shall be restricted to Rs. 7500/- to the respective POUs.
- Career Counsellors who are directly / indirectly engaged in private coaching centers shall not undertake the aforesaid career counselling programmes. The Counsellor shall not publicize the credentials or any sort of canvasing for the private coaching centers or Centers in the aforesaid career Counselling programmes. It may be stated that a member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct if he contravenes any provision of the Chartered Accountants Act, 1949 or the Regulations framed thereunder or any guidelines issued by the Council/ Committee, ICAI.



B. Other Details

1.	Resources from the CCC.	Flyers will be provided by the Committee. In case, bulk Flyers are required, kindly inform CCC well in advance.	
2.	Documents for claim of the Grant	➢ Tax Invoice of the concerned POU. ➢ Annexure-I details of programme should be provided by the POU. ➢ Photographs of the programme. ➢ Attendance sheet of the students.	Photographs to be taken as per the following instructions: **Front view:** The picture should be captured from the front and the maximum audience to covered. **Back view:** Picture to be captured from audience where the career counselling banner, stage & the counsellor taking the session is visible. **Diagonal view:** picture should be captured via diagonal view.
3.	Target Audience		Students of class VIII, IX, X, XI, XII & Graduation & PG.
4.	Total Audience		Preferably 200 Students per programme but not less than 100 students.
5.	Permission/ Approval of the programme		The proposal for the counselling session to be conducted by POUs shall be uploaded in the Online Portal at least 5-7 days in advance.

Guidelines - Major Mega/Mega Career Counselling Programmes

Objective: Popularise CA Course

Programme Organising Units (POUs): Regional Councils /Branches of ICAI

Major Mega Career Counselling Programme

POUs	Minimum No. of Students	Maximum Eligible Grant (Rs.)
Regional Councils/Branches **OR** in association with State Education Boards/Councils/other Organisations	3000	1,00,000
	4000	1,50,000
	5000	2,00,000

Mega Career Counselling Programme

Category of the Branch	Members Structure in Branch	Minimum No. of Students	Maximum Eligible Grant (Rs.)
Micro	Upto 200 Members	500	20,000
Small	201-500 Members	1000	30,000
Medium	501-1000 Members	1500	40,000
Large	1001-2500 Members	1750	50,000
Mega	2501 and above Members	2000	60,000

Notes:

- Maximum eligible Grant or Actual Expenditure incurred whichever is less will be considered. Actual expenditure shall not in any case exceed the Maximum eligible Grant.
- Reimbursement will be done on receipt of the Statement of Expenses audited by Statutory Auditor of the POU.
- Press Meet/Press Release is mandatory for all the Major Mega/Mega Career Counselling Programmes.
- GST is payable extra at actuals.

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

Guidelines
Career Counselling Programmes
Organized by Counsellors

Objective: Popularise CA Course.

1.	Permission/Approval of the programme	Counsellors may identify Schools and Colleges for conducting the Career Counselling Programmes in association with the jurisdictional Regional Council/ Branch. The Counsellor shall upload the programmes in the online portal. The programme shall be conducted after approval of Regional Council/ Branch.	Regional Council/ Branch shall give the approval for the uploaded programme by the Counsellor.
2.	Honorarium	Rs. 5000/-	
3.	Reimbursable Expenses	The reimbursable expenses shall be restricted to Rs. 2500/- or actuals whichever is lower as the case may be. (Expenditure includes all items like cost of Banner, Memento (if any) to Schools/ College Heads, Photographs & Conveyance). GST will be paid extra at actuals.	
4.	Resources from the CCC	Flyers will be provided by the Committee. In case, bulk Flyers are required, the Counsellor shall inform the POU well in advance.	
5.	Documents for claim of Honorarium & reimbursement of expenditure	➢ Declaration from the Counsellor. ➢ Invoice from the Counsellor. ➢ Photographs of the programme. ➢ Attendance sheet of the students. ➢ Annexure-II details of the programme to be submitted to the concerned POU.	Photographs to be taken as per the following instructions: **Front view:** The picture should be captured from the front and the maximum audience to covered. **Back view:** Picture to be captured from the back of the audience where the career counselling banner, stage & the counsellor taking the session is visible. **Diagonal view:** picture should be captured via diagonal view.
6.	Target Audience	Students of VIII, IX, X, XI, XII & Graduation & PG.	
7.	Total Audience	Preferably 200 Students per programme but not less than 100 students.	
8.	Statement of Claim	Claim of honorarium and reimbursable expenditure to be submitted by the Counsellor to the POU.	The POU will make the payment to the Counsellor directly.
9.	Two Minutes Video Post Counselling	Uploading of two minutes video post counselling session.	The video to cover the counsellor taking the session along with audience. The video is to be uploaded in the https://ccg.icai.org/ portal after the completion of the counselling programmme within a day. Maximum video size should not be more than 10MB.

Notes:-

1. The Counsellor can take maximum 20 Career Counselling Programmes in a year.
2. More than one Counselling Session conducted in one School/ College in a single day shall be treated as one session only and the grant also shall be restricted to Rs. 7500/- to the respective Counsellor.
3. Random checking during the counselling sessions will be done. If the quality of session is not upto the mark, found dissatisfactory then the counsellor shall be debarred from taking further counselling sessions. The payment shall also not be made for the dissatisfactory counselling session.
4. Career Counsellors who are directly / indirectly engaged in private coaching centres shall not undertake the aforesaid career counselling programmes. The Members shall not publicize the credentials or any sort of canvasing for the Coaching classes or centres in the aforesaid career Counselling programmes. It may be stated that a member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct if he contravenes any provision of the Chartered Accountants Act, 1949 or the Regulations framed there under or any guidelines issued by the Council/ Committee, ICAI.
5. Only the empanelled counsellors through ccg.icai.org shall be eligible to take the counselling session.



COMMERCE CHAMP

1. QUIZ COMPETITION

Amount of Admissible Grant: Rs. 20,000/-

Eligibility: The aforesaid contest would be arranged separately as follows:

- **For class IX/X/XI and XII**
- **B.Com/BBA/BMS & other allied subjects**

Reimbursement of Expense incurred by the contestants at Branch/ Regional and All India level Competition.
All participants of Quiz Contest at the Branch/ Regional and All India Level will be reimbursed to and fro 3 Tier AC railway fare by the shortest route (including service tax paid) or airfare any airline whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs.1,000/- per day for Career Counselling Grouping, lodging and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to actual number of days spent from the Commencement of the journey till the end of the journey, including travel time.

Guidelines
All winners of Branch level Quiz Contest shall be eligible to participate in the Regional Quiz Contest. All winners of regional level Quiz Contest shall be eligible to participate in the All-India Quiz Contest. One team comprising of two participants from each of the five Regions (winner of the Regional Level Quiz Contest), will participate in the All-India Quiz Contest.

- The date of the Contest may be announced at least 30 days in advance of the Contest.
- Medium of Contest would be English.
- There will be eight rounds in the Contest covering the syllabus of Secondary & Senior Secondary students along with General Awareness

Additionally, there will be a rapid-fire round.

1. Three questions will be asked in each round to each group. Thus, there will be fifteen questions in each area / round. The students will be given 60 seconds for answering each of the questions.
2. In each round, the questions will be addressed turn-by-turn to each group. For example,

Q. No. 1 will be addressed to Group A. If Group A answers the question correctly, then
Q. No. 2 will be addressed to Group B. If Group A does not answer Q. No.1 Correctly, the question will pass on to Group B and so on and the Group which gives the correct answer will be awarded credit. As usual, the Question No.2 will be addressed to Group B, the Question No.3 will be addressed to Group C and so on.

3. At the end, there shall be a Rapid-Fire Round in which five questions will be asked from each group. Each team will be given one minute, and five questions are posed to them which are to be no passing in Rapid Fire Round.
4. Each question shall carry 5 points credit. 2 points extra credits shall be awarded for questions which have been passed.
5. As far as possible, computer software may be used to manage quiz, record time and performance of each team. Manual system may also be used. A stop clock may also be used by the Quiz Master for the purpose of recording time.
6. The Contest will be conducted by a professional Quiz Master.
7. Prizes and certificates will be awarded to the winning team and the runner-up team on the conclusion of the Contest.
8. If the Elocution and Quiz Contest are hold on the same date, the reimbursement would be restricted to Rs. 15,000/-

The grant for organizing Quiz Contest shall be released based on claim duly signed by Chairman of the Branch / Chairman of the Branch of the Students' Association in the given prescribed format as **"Annexure-I"**. together with audited Statement of Expenses. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant.

2. ELOCUTION COMPETITION

Amount of Admissible Grant: Rs. 20,000/-

Eligibility: The aforesaid contest would be arranged separately as follows:

- **For class IX/X/XI and XII**
- **B.Com/BBA/BMS & other allied subjects**

Reimbursement of Expenses incurred by contestants

All participants of Elocution Contests at the Regional and All India Level will be reimbursed to and fro 3 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs.1,000/- per day for Career Counselling Grouping, lodging and conveyance, up to a maximum of five to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Guidelines

1. Minimum 30 days' notice should be given for organizing the Contest.
2. Medium of Elocution contest would be English. However, if any participant wants to speak in Hindi, the option will be given.
3. Each contestant has to submit the topic on which he/she will be speaking, out of the list of topics selected by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**, half an hour before the commencement of the contest.
4. Evaluation will be based on the coverage of the subject matter, language command, capacity to engage the audience etc.
5. Each contestant will be given twelve minutes time – a warning bell will ring at the end of the tenth minute, signaling the contestant to conclude the discussion in another two minutes.
6. If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of grant shall, however, remain the same.
7. A three-Member panel of judges will evaluate the performance of the contestants. Decision of the judges will be final.
8. Prizes and certificates will be awarded to the first, second and third position holders in the concluding ceremony.
9. If the Elocution and Quiz Contest are held on the same date, the reimbursement would be restricted to Rs. 35,000/- only.

The grant for organizing Elocution Contests shall be released based on claim duly signed by chairman of the Branch/Chairman of the Branch of the Students' Association in the given prescribed format as **"Annexure-I"**. Together with audited Statement of Expenses. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant.

3. ESSAY WRITING COMPETITIONS

Amount of Admissible Grant: Rs. 20,000/-

Eligibility: The aforesaid contest would be arranged separately as follows:

- **For class IX/X/XI and XII**
- **B.Com/BBA/BMS & other allied subjects**

Reimbursement of Expenses incurred by contestants

All participants of Essay writing Competition at the Regional and All India Level will be reimbursed to and fro 3 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs.1,000/- per day for Career Counselling Grouping, lodging and conveyance, up to a maximum of five to meet the daily and incidental expenses

subject to actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

Guidelines of Essay Writing Competition

1. Minimum 30 days' notice should be given for organizing the Contest.
2. Medium of Essay Writing Competition would be English. However, if any participant wants to write in Hindi, the option will be given.
3. Each contestant must submit the topic on which he/she will be writing, out of the list of topics selected by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**, half an hour before the commencement of the contest.
4. Evaluation will be based on the coverage of the subject matter, language command, lucidity etc.
5. Each contestant will be given one hour – a warning bell will ring at the end of the 55th minute, signaling the contestant to conclude the writing in another five minutes.
6. If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of grant shall, however, remain the same.
7. A panel of judges will evaluate the performance of the contestants. Decision of the judges will be final.
8. Prizes and certificates will be awarded to the first, second and third position holders in the concluding ceremony.
9. If the Elocution, Quiz & Essay writing Competition are held on the same date, the reimbursement would be restricted to Rs. 50,000/- only.

a. The grant for organizing Essay writing Competition shall be released based on claim duly signed by chairman of the Branch/Chairman of the Branch of the Students' Association in the given prescribed format as **"Annexure-I"**. Together with audited Statement of Expenses. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant.

4. Debate Competitions

Eligibility: The aforesaid contest would be arranged separately as follows:

- **For class IX/X/XI and XII**
- **B. Com/BBA/BMS & other allied subjects**

Amount of Admissible Grant

Reimbursement to cover administrative expenses in organizing the competitions at the Branch / Regional level

In addition to the reimbursement of travelling expenses to the participants as mentioned below, the Branch / Regional Council may claim reimbursement for organizing the Contest, submitting details of expenses incurred certified by the Chairman of the Branch / Regional Council. The rate of reimbursement would be as follows:

Branches with less than 500 members – Small sized branches	**Existing** Rs. 12,000	**Proposed** Rs. 15,000
Branches with more than 500 members but less than or equal to 999 members – Medium sized branches	Rs. 15,000	Rs. 18,000
Branches with more than or equal to 1000 members – Big sized branches and each zone of the Region	Rs. 18,000	Rs. 20,000

Reimbursement to participants at the Regional Competitions

Branch level winners travelling for participating in the regional level contest will be reimbursed to and fro 3 Tier AC railway fare by the shortest route in trains and also be paid an allowance @ Rs.1,000/- per day which would include expenses on Career Counselling Grouping, lodging and conveyance. The daily allowance would be payable up to a maximum of four days to meet the incidental expenses subject to actual number of days from start of the journey till the end of the journey.

In respect of the regional level debate competition one parent of the student would be permitted to accompany the student with respective entitlement of traveling, DA, TA etc., as entitled to the student.

Guidelines

1. Branch Level Contest

The Branches shall initiate the process by inviting one student each from 15 to 20 different schools, falling within their respective jurisdiction, to the Debate Competition. However, if the number of schools likely to participate in the competition is less say 8 to 10, then the branches may consider inviting two participants from each school.

The invitations should be sent on Regional Council/ Branch letter head. The brochures will be sent to each branch by the office for sending alongwith the invitations to the schools.

Students of class IX/X/XI and XII would be eligible to participate. Schools may be requested to get the participants enrolled in advance. The branch will decide one topic for debate competition in their jurisdiction and the same will be intimated to all the schools while sending the invitation.

For this purpose, the Regional Offices in Mumbai, Chennai, Kolkata, Delhi and Kanpur shall also be treated as Branches and therefore, the Chairman of the concerned region, in coordination with the Chairman of the Students' Association, may also organise a similar contest at the Regional Office. Mumbai, Chennai, Kolkata and Delhi with wider geographical coverage would be divided into four zones and each zone would be treated separately equivalent to a branch for the purpose of conducting branch level round. Thus, one student shall be invited from 15 to 20 different schools falling within each separate zone to the Debate Competition. However, if the number of schools likely to participate in the competition is less say 8 to 10 then it may consider inviting two participants from each school in each zone.

The Regional Offices of Mumbai, Chennai, Kolkata and Delhi will also be sent brochures for sending invitations to the schools. Kanpur with lesser membership base, at par with many branches will not be treated separately. Thus, one student each shall be invited from 15 to 20 different schools falling within Kanpur jurisdiction. However, if the number of schools likely to participate in the competition is less say 8 to 10, then two participants from each school may be invited.

In case the date of Branch level contest is informed well in time, the **COMMITTEE ON CAREER COUNSELLING OF ICAI** shall release announcements on the website of the Institute.

(i) Medium of Debate would be English or Hindi. Students will be allowed to speak for up to 6 minutes on the chosen topic(s). There shall be a warning bell after 5 minutes and student should complete within next one minute.

(ii) The debate shall be evaluated by a panel of three judges. Amongst the judges, one shall be a senior Chartered Accountant, the second shall be an academician and the third shall be an eminent personality from industry / bureaucracy.

(iii) The following criteria shall be taken into account while evaluating the performance of the participants:

Content: knowledge and depth	50 marks
Presentation:	
(i) style and delivery	10 marks
(ii) capacity to engage the attention of the audience	10 marks
Language:	
(i) Lucidity	10 marks
(ii) Precision	10 marks
Adhering to the time schedule:	10 marks
Total	100 marks

Shield and Certificates will be awarded to the winner and the two runners-up at the concluding ceremony, to be organized on the same day.

Each Branch or Kanpur region as a branch, shall select one winner to participate in the Regional Level Contest. The Regional Offices of Mumbai, Chennai, Kolkata and Delhi shall select four winners – one from each zone to participate at the regional level contest. Two Runners-up of each city/zone shall not participate in the regional level contest. It is suggested that the competition should be conducted in August-September.

Regional Level Contest

It shall be conducted based on the list of winners forwarded by the Branches and the Regional Office. One winner from each city and four zonal winners from Chennai, Delhi, Kolkata and Mumbai will be contesting at the regional level contest.

The Regional level competition shall be held in Mumbai, Chennai, Kanpur, Kolkata& Delhi. The venue can be changed in case it is considered desirable to hold the contest at any other city. The competition shall be conducted by the respective Regional Councils of the Institute. The date and venue shall be intimated to each eligible participant and cost of travel etc. will be reimbursed by the Regional Council. It is suggested that the competition should be conducted in November-December.

The guidelines for conducting the contest will be the same as stated in Points (i) – (iii) of Branch Level Contest, namely,

(i) Medium of Debate would be English or Hindi. Students will be allowed to speak for up to 6 minutes on the chosen topics. There shall be a warning bell after 5 minutes and student should complete within next one minute.

(ii) The debate shall be evaluated by a panel of three judges. Amongst the judges, one shall be a senior Chartered Accountant, second shall be an academician and third shall be eminent personality from industry/bureaucracy.

(iii) The following criteria shall be considered while evaluating the performance of the participants:

Content: knowledge and depth.	50 marks
Presentation:	
(i) style and delivery	10 marks
(ii) capacity to engage the attention of the audience	10 marks
Language:	
(i) Lucidity	10 marks
(ii) Precision	10 marks
Adhering to the time schedule:	10 marks
Total	100 marks

One winner, first runner-up and the second runner-up shall be selected for each regional competition. Shield and Certificates shall be awarded to them at the concluding ceremony to be organized on the same day.

Suggested Topics:
Suggested topics will be communicated to the Branches/Regions by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**.

Chief Guest
A Chief Guest may also be invited to the contests. The Chief Guest should be a person of repute in public life such as a Minister, Member of Parliament, Member of Legislative Assembly, a senior bureaucrat or an eminent personality from the industry/bureaucracy.

Audience
Audience shall comprise of teachers and students from the school, CA students, chartered accountants, parents of the students, members of the public, as may be appropriate, and any celebrity.

Participants to the Contest

Students of class IX/X/XI and XII of respective schools shall be eligible to participate in the contest.

Prizes and Certificates
Shields and Certificates shall be awarded to the winners and runners-up for all the three levels. To maintain the uniformity, shields and Certificates shall be provided by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**. The branches and regions conducting the programme should requisition the shields and certificates well in advance.

Accommodation
Students shall have to make own arrangements for their stay at places where the contests will be held. Wherever possible, the office may assist in arranging reasonable accommodation for the participants at economical rates.

Publicity
The branches/regions should give widest publicity to the competition among the schools in their cities. Publicity material will be provided by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**. Further, to give additional publicity for the Regional and Branch level contests, it is requested to provide full details to the **COMMITTEE ON CAREER COUNSELLING OF ICAI** well in advance so that the same could be hosted on the website.

The organization of Branch and Regional Level Competitions should be the responsibility of the concerned Branch/Regional Council. While organizing the Competition, local Council Member(s), local Member(s) of the Regional Councils as well as Branches be also informed of the event.

Reimbursement of admissible grant would be made on receipt of information of the conduct of such School level Debate Competition from the Branch/Region, along with relevant audited accounts and details, duly certified by the Chairman of the Branch/ Chairman of the Branch of the Students' Association in the prescribed format **(Annexure 'II')**.

Disclaimer: The aforesaid Scheme ICAI Commerce Champ/Competitions may be modified, altered or abandoned at any time. All decisions about the aforesaid scheme/competitions shall be at the sole discretion of the **COMMITTEE ON CAREER COUNSELLING OF ICAI** and binding on all. Nobody shall have any right or claim whatsoever against the **COMMITTEE ON CAREER COUNSELLING OF ICAI** or the Institute.

N.B. - The aforesaid scheme may be carried out in National / Regional level if time permits for the same.

Annexure 'I'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING QUIZ COMPETITION / ELOCUTION COMPETITION & ESSAY WRITING COMPETITION (BRANCH / REGIONAL LEVEL)

No. of Members of the Branch/
Regional Council :
Date :
Place :
No. of participants :
Topic(s) for Debate :
Chief Guest, if any :

The above activity has been carried out strictly in accordance with the guidelines laid down by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**.

Amount of Admissible Grant: Rs. 20,000

Please release admissible grant of Rs. _____for Quiz / Elocution & Essay Writing Competition.

Signature_____

Name: _____

Chairman_____Branch/

Chairman……Branch of……India

CA students' Association

Dated:

Annexure 'II'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING SCHOOL LEVEL DEBATE COMPETITIONS (BRANCH / REGIONAL LEVEL)

No. of Members of the Branch/

Regional Council :

Date :

Place :

No. of participants :

Topic(s) for Debate :

Chief Guest, if any :

The above activity has been carried out strictly in accordance with the guidelines laid down by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**.

Rate of Reimbursement

Rs. 15,000/- to Branches with less than 500 members.

Rs. 18,000/- to Branches with more than 500 members but less than or equal to 999 members.

Rs. 20,000/- to Branches with more than 1,000 members.

Please release admissible grant of Rs. _____for National School level Debate Competition.

Signature_____

Name: _____

Chairman_____Branch/

Chairman…….Branch of ……India

CA students' Association

Dated:

Namaskar & Thank You!!

CHAIRMAN,
COMMITTEE ON
CAREER COUNSELLING

VICE-CHAIRMAN,
COMMITTEE ON
CAREER COUNSELLING

The Institute of Chartered Accountants of India

Secretary of the Committee**: Dr. Anita Mittal**
Contact Number**: 9818624480**
Email ID: **anita.mittal@icai.in**
Address of the Committee**: ICAI Bhawan, Indraprastha Marg,**
New Delhi 110002

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

Women Members Excellence Committee

About the Committee

- The Women Members Excellence Committee is a non-standing Committee of the ICAI formed under regulatory provisions of Chartered Accountants Act, 1949. The Committee was formed in the Year 2014 and thereafter has been working under the nomenclature of Women Members Empowerment Group, Women Members Empowerment Directorate, Women Members Empowerment Committee, Women & Young Members Excellence Committee.
- The main objective of Women Members Excellence Committee is to mobilize the Women CAs to join main stream of the profession and to formulate & implement plans, policies and programs for excellence of women members.
- In the year 2000, women comprised only 8% of ICAI membership. However, over the years, this figure has seen a remarkable increase. By 2012, it rose to 20%, further growing to 22% in 2014. Now, there are apx. 1,27,400 women Chartered Accountants, constituting over 30% of the total member base (apx. 4,22,700). Additionally, there are about 44% female students out of apx. 972650 students.

Themes

International Women's Day – Excellence@360*

यशस्विनी - An IDOL- Inclusivity | Diversity | Outstanding | Leadership

Falcon- Brave Boundless Beyond

Women Portal Relaunch- Explore Expand Excel

Independent Directors' Conclave- Shaping the Future of Effective Corporate Governance

Vision – To have Women Leadership across Sectors

Major Activities of the Committee

- Publications e.g The Future is Female and it's now, Beneficial State Policies for Women Welfare, Digital Branding for Professional Growth, Booklet on POSH Act & SDG 5- Tools for Women Empowerment, Handbook on Role of Women Directors, Contemporary Professional Opportunities for New-age Members.
- CA Women Excellence Awards
- CA Women Leadership Conclave “Falcon”
- Capacity building of Women CAs by organizing Independent Directors’ Conclaves to equip them for independent directorship on the boards
- Platform for Women CAs to enhance their technical, interpersonal and leadership skills
- 100 series of “Sky High Symposium”
- यशस्विनी – An IDOL- Inclusivity | Diversity | Outstanding | Leadership Webinar Series
- Series of “Unleash your potential…Learn-Upskill-Excel”
- Conferences, Workshops, Networking Meets and Residential Refresher Courses for capacity building, upskilling, networking and excellence of Women CAs
- Promoting Digital Competency amongst Women CAs

Major Activities of the Committee

- Training Program on HR Strategies & Relationship Management
- Women's Day programs across the branches of ICAI to commemorate International Women's Day
- Dedicated women portal of ICAI https://wmec.icai.org/ for Flexi & Part-time Work options.
- Placement Programme for Flexi-time/ Part-time/ Work from Home Job Opportunities for Women Chartered Accountants
- National Women Conference

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

ALL INDIA MANAGING COMMITTEE MEMBERS MEET 2025

TAXATION AUDITS QUALITY REVIEW BOARD

About the Committee

- **Background**:- Constituted in the year 2018, to improve the reporting of compliances under various taxation laws (both Direct as well as Indirect).

Objective of Constitution

To review the compliance:-

1. With the reporting requirements

a)prescribed under various sections of the Income-tax Act, 1961 and Rules

b)prescribed under various provisions of the Indirect Tax Laws including Goods and Services Tax Law

2. With the respective pronouncements, guidance notes of ICAI.

Help the members to exercise greater diligence :-

while certifying the various reports prescribed under direct and indirect taxation laws

In the long-run :-

would improve the overall reporting and certification done by them

Major Activities of the Committee

A- To review any report:-

prescribed under the Income-tax Act, 1961 and Rules framed thereunder;

OR

prescribed under the Indirect Tax Laws including Goods and Services Tax Law

AND

which are certified by a Chartered Accountant (tax auditor) in respect of certain enterprises

B- Conduct of 3 Tier Review:-

- **Review by Technical reviewers**
- **Review by Taxation Audits Quality Review Groups**
- **Review by Taxation Audits Quality Review Board**

C- Functioning of Technical Reviewers (TRs) and Review of reports by them:-

- **Submission of preliminary report to Board within specified time.**
- **Report of Technical Reviewer will then be sent to the TAQRG for its consideration.**

D- Functioning of Taxation Audits Quality Review Groups (TAQRGs) and Review of reports by the TAQRGs

Although, the Review Group takes the Technical Reviewer's Report as the basis for finalising its recommendation, the review group may also identify additional issues of non-compliances observed in the reports for appropriate action.

The actions that the Review Group can recommend include:-

- **If considered appropriate, referring the case to the Director(Discipline) of the ICAI.**
- **Informing the details of the non-compliance to the regulatory bod(y)ies relevant to the enterprise; or**
- **In cases, where no material non-compliances are observed by the Review Group, and only immaterial non-compliances are observed, it may suggest to appropriately bringing out the non-compliance to the attention of the tax auditor; or**
- **Consider the matter complete and filing the case.**

E- Consideration of the Reports of the Review Groups by the Board:- The Board considered review reports of TR's and TAQRG's and finalized the report by recording the reasons for doing so.

The actions that the Board can recommend include:-

- **Referring the case to the Director(Discipline) of the ICAI.**
- **Informing the details of the non-compliance to the regulatory bod(y)ies relevant to the enterprise; or**
- **In cases, where no material non-compliances are observed by the Review Group, and only immaterial non-compliances are observed, it may decide to appropriately bringing out the non-compliance to the attention of the tax auditor; or**
- **Consider the matter complete and filing the case.**

Other Activities of the Committee

1. Release of Publications-

The Board has released following publications:

- ***Quick Referencer for Tax Audit under Section 44AB of The Income Tax Act, 1961,***
- ***Study on Compliances in Reporting in Tax Audit Report***
- ***Approach to Tax Audit under section 44AB of the Income tax Act, 1961 (Checklist)***

2. Training Programmes:-

Organised an Orientation programme for Technical Reviewers at India Habitat Centre, Lodhi Road, New Delhi on 18th July, 2024 in a Hybrid Mode (Both Physically and Virtually).

3. Web Portal of the Board:-

To enable the paperless working environment, the Taxation Audits Quality Review Board of ICAI has launched its Web portal on 15th December 2022.

4. Official Twitter handle of the Board:-

The official Twitter handle of the Board was launched on 1st July 2022 on the occasion of the Chartered Accountant's Day 2022 as @Taqrbicai. The Board also launched the 'Did you Know' & 'Tax Audit Tips' series to apprise the members of the compliances to be taken care of.

Other Activities of the Committee

5. Seminars / Workshop :-

Organized 18 seminars and 7 Workshops during the Council Year 2024-25 with the various Branches of ICAI for spreading awareness and on the importance of conducting qualitative tax audits.

6. Webinars :-

Organized 3 Webinars on Tax Audit during Council Year 2024-25.

Namaskar & Thank You!!

CA. SANJAY KUMAR AGARWAL
CENTRAL COUNCIL MEMBER

CHAIRMAN,
TAXATION AUDITS QUALITY REVIEW BOARD

CA. (Dr.) ANUJ GOYAL
CENTRAL COUNCIL MEMBER

VICE-CHAIRMAN,
TAXATION AUDITS QUALITY REVIEW BOARD

The Institute of Chartered Accountants of India

Secretary of the Committee**: CA. Shrutika Oberoi**
Contact Number**: +91 70427 93002**
Email ID: **shrutika.oberoi@icai.in**
Address of the Committee**: ICAI Bhawan,**
A-29, Sector -62, NOIDA (U.P.) - 201309

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

Guidelines for Regional Councils & Branches for organizing CPE Programs under the aegis of AI in ICAI



1. Program Organizational Units (POUs) may organize Continuing Professional Education (CPE) Programs under the umbrella of the AI in ICAI section of the Institute of Chartered Accountants of India (ICAI) with Financial Assistance from the AI in ICAI.

2. POUs must submit the following details for any event at least 15 days prior to the scheduled date: program structure, event specifics, and a comprehensive budget plan. This submission should cover the subject matter, location, duration, fees, expected attendees, and financial details for review and approval by the AI section of ICAI.

3. The committee of AI in ICAI will review the submitted plans and grant approvals to POUs based on the total budget and eligibility criteria.

4. Maximum Financial Assistance from AI in ICAI mentioned below: (For CPE Event)

All Types of Programs (Seminar/Workshop/National Conference etc.)		
Half Day Programme (2-3 Hrs)	Full-Day Programme (4-6 Hrs)	Two-days Programme (10-12 Hrs)
Rs.250/- Per Participant Or Rs 50000 (Whichever is Lower)	Rs 500/- Per Participant Or Rs 100000 (Whichever is Lower)	Rs. 1,000/- Per Participant Or Rs 2,00,000 (Whichever is Lower)
Residential Refresher Course		
Minium 25 Participants	Minium for 2 Day	Rs. 2,000 per participant Or Rs.100,000/ (Whichever is lower)

Note: This is Maximum Financial assistance available to Regional Councils and their Branches by way of reimbursement of expenditure only for organizing CPE Programs by AI in ICAI.

A. The travel & stay cost of only the Chairman, Vice-Chairman of the AI in ICAI Committee, Programme Director/Convenor of the program, who is Council Member, shall be borne by the AI in ICAI Committee. In case, both the Chairman and the Vice-Chairman of the concerned Committee are not available for any program organized by the Committee, Chairman of the AI in ICAI Committee may nominate one Council Member for that Programme and his travel & stay cost shall be borne by the AI in ICAI Committee. The travel cost of all other Council members, who may be invited by the POUs, shall be borne by the POUs, shall be borne by the POUs. If the AI in ICAI arranges for an AI expert or faculty member, the associated travel and accommodation expenses will be covered by AI in ICAI.

B. Grant/deficit of reimbursement will be limited as mentioned above and based on per participant whose attendance is uploaded on CPE Portal subject to a maximum limit.

C. These are the upper limit of reimbursement towards expenditure. Within this framework Chairman of AI in ICAI may decide structure of grant for CPE Events on case-to-case basis.

D. The above Financial Assistance/Admissible Grant will be payable in case of eligible deficit only and the amount will be reimbursed upto the actual amount of eligible deficit or the admissible grant, whichever is lower on receipt of audited income and expenditure of the program. In case sponsorship becomes part of income side of the budget of program. The Auditor shall clearly mention the amount of sponsorship has been received or not by the unit from Sponsor(s) to ensure the Self Sufficiency of Program.

E. The registration fee for the above CPE event is essentially to be charged by participants following the fee guidelines issued by the CPE committee.

F. Chairman, Vice Chairman shall be mandatorily invited, Committee will share banner, Videos to be played in event.

G. Above mentioned reimbursement/Grant shall be only for the programs in Physical mode and for Member participants attended the program.

H. It should be endeavor of hosting unit to share document for grant/reimbursement within 1 month from the date of conclusion of the concerned CPE event for processing.

I. In following cases, grant/reimbursement should not be given by AI in ICAI:

- If Financial deficit exceeds maximum grant as specified in para 4 of the framework as mentioned above after the event/program so that program does not remain self-sufficient.
- The minimum Registration fee for the above CPE program was not charged from participants as per Council decision annexed below.
- No financial deficit.



Standardization of CPE Programs fees on AI in ICAI

Details of the minimum fee Structure as prescribed for the CPE Programs is as follows: -

Program Hours	Minimum prescribed fee plus applicable taxes
2 CPE Hours	Rs. 100/-
3/4/5 CPE Hours	Rs. 200/-
6 CPE Hours	Rs. 500/-
7/8/9/10/11 CPE Hours	Rs. 500 + Rs.200 i.e. Rs. 700/-
12 CPE Hours	Rs. 1000/-

Same analogy shall be followed for more than 2 days CPE program in case the said event is a single event.



Contact us at: Committee on "**AI in ICAI**"
The Institute of Chartered Accountants of India
Phone (+91) 120-3045977| E-mail: ai@icai.in; vishnu.garg@icai.in

AICA-Level-1 Reference Document for Participants -(AICA 6.0)

Participants	Chartered Accountants
Location	Physical at ICAI Branch Location/ICAI Center of Excellence Only.
Accommodation	**For ICAI Branches:** Outstation participants are requested to arrange their own accommodations at their own expense. Tea & Lunch (Veg Only) will be provided at the ICAI Branch venue. **For ICAI Center of Excellence Hyderabad**: Accommodation with food is available at an additional cost for double occupancy, subject to availability. After registration, email coehyd@icai.in with your check-in/check-out and batch details. Payment of INR 1000 per day is to be made at COE at the time of checkout.
Pre-Requisites	A. Basic Computer and Microsoft Office Knowledge: Concept of basic Finance, Audit and Statistics, Problem Solving Skills. B. Participants are required to bring their own laptops. (Minimum Configuration of Laptop Windows 11, 8 GB RAM, i3 Processor), If using a corporate laptop, please ensure that the firewall allows connections to other Wi-Fi networks and permits downloading AI tools. Otherwise, you may bring a personal laptop. C. Windows 10 or MacBook devices allowed if no alternative. D. ICAI will arrange the Internet Connection at ICAI Venue, Participants may have backup arrangements i.e. Wi-Fi Dongle, Mobile Hotspot. If any Internet Issue, Participants may Use Case Practical Exercise in Groups. E. Login Account on Digital learning Hub: https://learning.icai.org/iDH/icai/ Participants shall ensure that members are able to login in Digital learning Hub and able to access AICA Course Module as Daily Assessment test and Certificate would be available on platform. Email on ai@icai.in for any issue. F. This Document AICA 6.0 will be uploaded in DLH & Shared in WhatsApp Grp. G. AI in ICAI will create the WhatsApp Group of all participants for Sharing knowledge updates, Certificate Course Material, Use Cases etc. Email at ai@icai.in for Any query or WhatsApp only at 9910568125.
Course Objective	To develop a foundational understanding of AI concepts, enhance proficiency in using AI tools relevant to both practitioners and industry professionals, and build AI skills to effectively leverage AI technologies in professional practices.
Duration:	3 Days (10 AM-6 PM). Further, Detail will be shared on AICA WhatsApp Group.
Course Fee	5000+GST/-

CPE Hours	18 (Structured)
Teaching Methods: (Physical-Class Room)	The Teaching methodology in the physical classroom will encompass lectures and presentations, interactive discussions, practical exercises, and hands-on sessions. Participants will engage in a capstone project for an immersive learning experience, incorporating real-life AI applications in finance and audit practices. Additionally, group projects and case study analyses will be used to enhance participant engagement and understanding.
Assessment Methods:	**Final Test Structure: Module A & Module B** • **Module A**: Objective Paper – (10 Marks per Day) • Passing Marks: (5 Marks per Day) • Test Schedule: Three online assessment tests on Day 1, Day 2, and Day 3 from 5 PM to 10 PM. • Participants must ensure they can access the AICA course module in one day advance via https://learning.icai.org/iDH/icai/ • Clear a minimum of 5 out of 10 questions per test, with two attempts allowed. • If a participant is unable to attempt or pass any of the tests, ICAI will assign them to a new batch (Online only) and inform them accordingly. The participant will be required to retake all three days of tests within specified time. **Module B**: 5-Minute Group Presentation of Use Case Demonstration – 20 Marks (4 Participants per Group) - Passing Marks: 10 Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation starting at 4:00 PM on Day 3. Groups will be formed and informed in advance to allow preparation time. **The group will choose their own presentation topic.** Presentations will use the provided template (4 slides): 1. Problem Statement, 2. Technology Solution 3. Implementation Plan & 4. Conclusion All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.
Certificate	AI for Chartered Accountants (AICA)-Level1
Future Roadmap	ICAI plan to Introduce 2 More level of AI Certification Course AICA-Level2 & AICA-Level-3

Course Modules -Day-1 (Module 1, 2 & 3)

Particular	Details
8:30 AM-9:30 AM	**Breakfast or Tea (The respective branch will confirm the timings and schedule in AICA WhatsApp Group)**
9:30AM-10AM	**Introduction & Networking**
Module 1 (Day-1) -2 Hrs **(10 AM-12 Noon)**	**Overview of AI & Basic Concepts** Why this course for CA, Block Chain, Cloud Computing, Dx for Accounting, Ethics, Robotic Process Automation (RPA), Internet of things (IoT), World Wide Web.
	Tea Break-1
Module 2 (Day-1)-2 Hrs **(12 PM-2 PM)**	**Introduction to AI** Overview of Digital Transformation and AI. Discussion on use case creation Overview of emerging technologies. How digital changes will impact chartered accountants. Introduction to AI technologies impacting Finance & Audit. Evolution of AI in professional fields (e.g., machine learning, natural language processing).
	Group Photograph & Lunch Break
Module 3 (Day-1) (3 PM-5 PM)	**Natural Language Processing (NLP) in Finance & Audit** Generative AI in Finance & Audit. Understanding NLP and its applications in Finance & Audit. Automated document analysis and report generation. Case study: AI-driven tax and regulatory updates. Practical use cases and demonstrations. Automation of Transactional processed using AI.
	Tea Break-2
Objective Test-1 (Day-1) 15 Minutes	**Module A:** Objective Test Paper -1 (15 Minutes)- Module 1, 2 & 3 **Total Marks-**10 **Passing Marks-**5 **Mode:** Online **on Digital learning Hub** https://learning.icai.org/iDH/icai/ **(Time: 5 PM onwards till 10 PM from Branch Location)**
Feedback Submission (5 Minutes)	The Day-1 Faculty Feedback Form will be shared in the WhatsApp group. Submission of the daily Faculty Feedback Form is mandatory at the end of each session. Participants, please ensure that detailed and accurate feedback is submitted to further improve AICA Course Structure.

Course Modules –Day-2 (Module 4, 5 & 6)

9 AM-10:00 AM	**Breakfast/Tea**
Module 4 **(Day-2)**-2 Hrs **10AM-12 PM**	**Machine Learning Basic** Understanding data types and Structure. Introduction to Machine Learning Concepts. Basic algorithms relevant to Finance & Audit.
	Tea Break-1
Module 5 **(Day-2)** -2 Hrs **12 PM-2 PM**	**Dx for Accounting** Tools and techniques for data analysis in Finance & Audit. Case studies on data driven decision-making. Hands-on exercise with a popular Dx for Accounting tool. AI Use Cases for Members in Practice & Industry.
	Lunch Break
Module 6 **(Day-2)** 2 Hrs **(3 PM-5PM)**	**AI and ML application in Finance** Practical applications of AI & ML Concepts in the Finance Sector. Reporting and Dashboard. Fraud detection through pattern recognition. Predictive analytics in Financial Forecasting.
Objective Test-2 **(Day-2)** 15 Minutes	**Module A:** Objective Test Paper -2 (15 Minutes)- Module 4, 5 & 6 **Total Marks**-10 **Passing Marks**-5 **Mode:** Online **on Digital learning Hub** https://learning.icai.org/iDH/icai/ **Time: 5 PM onwards till 10 PM.** Participants are requested to complete the assessment at the branch location to receive any required technical assistance.
Feedback Submission	The Day-2 Faculty Feedback Form will be shared in the WhatsApp group. Submission of the daily Faculty Feedback Form is mandatory at the end of each session.

Course Content –Day-3 (Module 7, 8 & 9)

9 AM-10 AM	**Breakfast/Tea** **(Group Presentations - Optional) Based on requirements and availability.**
Module 7 (Day-3)-2 Hrs **10 AM-12PM**	**Implementing AI Projects in Finance &Audit** Steps for starting AI projects in finance. Managing AI project lifecycle: from planning to evaluation. Group Project: Designing a small AI solution for Finance & Audit problem.
	Tea Break
Module 8 (Day-3)-1 Hrs **12 PM-1 PM**	**AI in Auditing & Tax** AI tools for risk assessment and compliance. Continuous auditing and real-time reporting systems.
	Lunch Break
Module 9 (Day-3)-2 Hrs **2 PM-3 PM**	**Ethical Considerations and Future Trends** Ethical issues and governance in AI applications. Responsible AI in alignment with government guidelines. Future trends in AI and Finance & Audit. Recap and examination. Include ISO 42001 for AI in business society. Consider ISO 23894:2023 for AI risk.
Use case Presentation 5 Minutes per team of 4 people (Day-3) 2 Hrs	All participants in the batch will be divided into groups of four, based on the alphabetical order of their first names. Each group will be invited to give a 5-minute presentation starting from 4:00 PM Onwards. ` **The group will choose their own presentation topic.** All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.
Objective Test-3 (Day-3) 15 Minutes	**Module A:** Objective Test Paper -2 (15 Minutes)- Module 7, 8 & 9 **Total Marks**-10 **Passing Marks**-5 **Mode:** Online **on Digital learning Hub** https://learning.icai.org/iDH/icai/ **Time: 5 PM onwards till 10 PM.** Participants are requested to complete the assessment at the branch location to receive any required technical assistance.
Feedback Submission	The Day-3 Faculty Feedback Form & AICA-Level Course Feedback Form will be shared in the WhatsApp group. Submission of the Feedback Form is mandatory by all Participants.
Note	Module timings and breaks are tentative and may be adjusted as per the ICAI requirements.

Digital Certificate	Participants will receive the digital certificate approximately within one month. It can be downloaded from the Digital Learning Hub, and participants will be notified once it is available.
AI in ICAI Updates	Website: https://ai.icai.org/ **Helpline: ai@icai.in WhatsApp only: 9910568125** **Please save this WhatsApp number to your contacts for group creation** **Registration link: https://ai.icai.org/aica.php** **Twitter (Scan QR Code)** WhatsApp **(Scan QR Code)**
Guidelines for Participants of AI CA Certificate Course Batch 1	
Refund Policy	Participants who are unable to attend all three days are eligible for a full refund, which will be processed automatically after the course concludes & Attendance from Branch. Please note that this refund cannot be transferred or adjusted against any other batch; participants wishing to attend a future batch must complete a new registration and send email for refund at ai@icai.in
Batch Transfer Policy	Batch transfers are not permitted. If you are unable to attend, Participants will receive refund after the concludes & Attendance from Branch. Participants may complete a new registration for the upcoming batch at https://ai.icai.org/aica.php
Missed Days Attendance:	If participants miss any sessions or group presentations, they are required to attend the missed parts in another batch at no extra cost. Email ai@icai.in
Group Presentation:	Participants will be assigned to groups of four based on alphabetical order. Branches may reassign groups based on Day-1 Attendance & in case of last-minute changes to ensure each group has three to five participants.
WhatsApp Contact	An AI batch-specific WhatsApp group is being created for all participants. Please ensure you are added to the group named in the format: "AICA-Batch No-Location-Date. "The group link will be shared in the acknowledgment email sent from no-reply@icai.org at the time of registration. Joining the WhatsApp group is mandatory for all participants. If you have not joined the group within 10 days, please contact us by email at ai@icai.in or WhatsApp us at 9910568125.
Other Queries:	For any questions, email ai@icai.in from your registered email ID with your membership number and name. Expect a response within 24 hours.
ID Proof	The branch-authorized personnel will verify participant IDs at the time of attendance. Participants are required to present their original ID for verification

Reading Material	No Study material is provided in hard Copy Form. Soft Copy of PDF File (Course Module, Timing, Guidelines, Instructions, AI Tools Downloading, Online Assessment, Digital Certificate, Group Presentation. Everything is updated in this Document. AICA Document shall be uploaded in DLH and shared in WhatsApp Group. You May also Download from https://ai.icai.org/aica.php
Daily Assessment Test	It is mandatory to complete Daily Assessment test on Digital learning Hub on every day between 5 PM to 10 PM. The Participants shall open the assessment only after 5 PM & Completion of Class and confirmation from Faculty.
Internet Connection	ICAI will provide an internet connection at the ICAI venue. However, participants are advised to have backup arrangements such as a Wi-Fi dongle or mobile hotspot. In case of any internet issues, participants may collaborate and conduct practical exercises in groups. Additionally, participants are requested to avoid connecting multiple devices to the Wi-Fi network, as the router has a limited capacity for simultaneous connections. Therefore, participants should use a **laptop or desktop** exclusively for the certificate course and connect only one device to the internet. The provided internet connection should strictly be used for AICA course-related activities.
Annexure A	Recommended List of AI Tools
Annexure B	Steps to Access Daily Assessment Test in Digital learning Hub
Annexure C	Technical Issues & Solutions for the Daily Online Assessment Test
Annexure D	Steps for Downloading Digital Certificate
Annexure E	PPT Template for Group Presentation (Module B)

Annexure A: Recommended List of AI Tools

Recommended sign-up is required for the AI tools listed below

Participants must ensure they have signed up or installed the recommended tools before the course begins to ensure a smooth experience during the practical sessions in class.

Disclaimer for AI Certificate Course Participants

The AI Certificate Course includes third-party AI tools, videos, and websites solely for knowledge sharing and learning. These tools may change periodically. ICAI neither endorses nor promotes any specific tools and is not responsible for their use. Members should use their discretion and professional judgment to ensure these tools suit their needs

A. Recommended Downloading of Tools (Free Version)

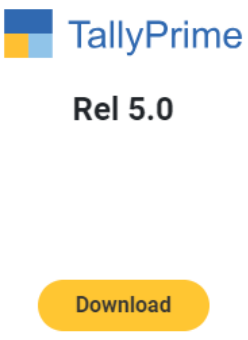
1. MS Office:

- **MS-Excel - https://www.microsoft.com/en-in/microsoft-365/excel**
- **MS-PowerPoint - https://www.microsoft.com/en-in/microsoft-365/powerpoint**
- **MS-Word - https://www.microsoft.com/en-in/microsoft-365/word**

MS-Excel **MS- Power Point** **MS-Word**

2. Tally Prime (4.0 or above)

https://tallymirror.tallysolutions.com/download_centre/Rel.5.0/TPEL/Full/setup.exe



Note: Please download before course begins.

B. **Required Sign-in with following generative ai links** (Free Version)

1. ICAI CA GPT &

https://ai.icai.org/cagpt/

ChatGPT

https://chatgpt.com/

2. Claude.AI

https://claude.ai/

3. Gamma

https://gamma.app/

4. AirTrain AI

https://www.airtrain.ai/

3. Dante-ai

https://www.dante-ai.com/

5. Perplexity

https://www.perplexity.ai/

6.Whatsapp Desktop

www.whatsapp.com/download

Note:

Participants must have additional Gmail IDs for AI learning. Additionally, faculty members will share use case details in the AICA WhatsApp group one day prior to each session.

Helpline GPT for AICA Related Queries
https://chatgpt.com/g/g-F9aGz4TaY-aica-course-assistant

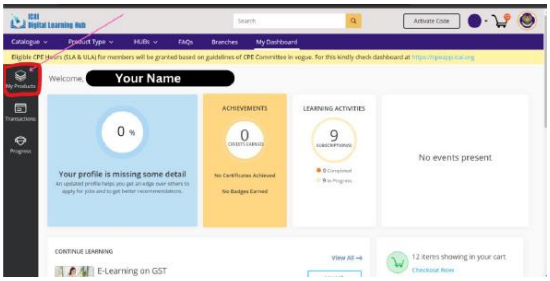
Annexure B: Steps to Access Daily Assessment Test in Digital learning Hub

1. Click on "Digital Learning Hub" https://learning.icai.org/iDH/icai/
(Note: Kindly do this on laptop or PC and use google chrome only)

2. Login with your SSP user credentials. In case any issue in Login, use Forget Password (https://eservices.icai.org/) any issue email at **ssp.helpdesk@icai.in**

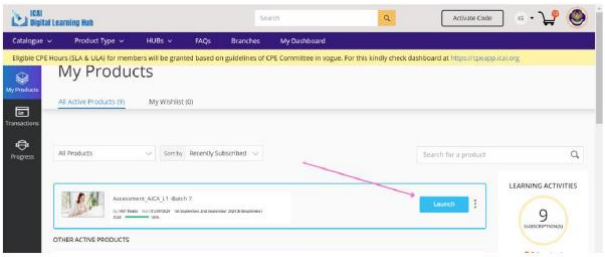
3. After successful login, you will be directed to "My Dashboard."

4. Click on "My Products" link located at the left side of the page as shown in image.

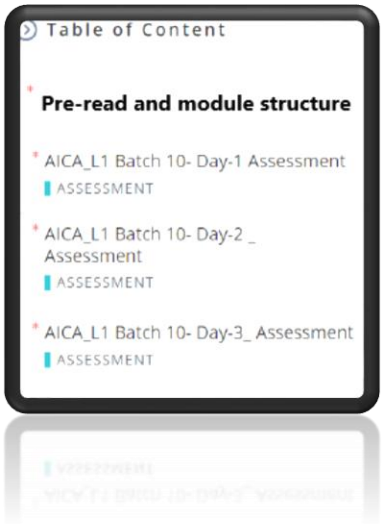


5. Make sure you can see your batch name for the Course. If you do not see your assigned batch, please contact us ai@icai.in

6. Click on the Batch name of the course you are allotted to.
7. Click on the Launch button to access the content.
8. You will see the below panel after clicking on "Launch" button.



9. You will see the below panel after clicking on "Launch" button.
10. Kindly check "" Pre read & Module Structure "to access AICA Document (Check this before 4-5 Days of Batch)
11. The Daily Assessment Test will be accessible after 5 PM on each designated test day (Day 1, Day 2, and Day 3).



12. Before the Scheduled time, you will see following Screen.



If you have any issue regarding any of the steps or have not able to follow any steps, please mail us at ai@icai.in or WhatsApp at +91 99105 68125.

Annexure C: Technical Issues & Solutions for the Daily Online Assessment Test

1. **AICA Course Tab Not Visible:** If a participant registers at the last minute and isn't added to the course on the Digital Learning Hub by Day 1 after 5 PM, they won't be included in the current batch. They'll need to complete all three assessments in the next scheduled batch (online only).

2. **Technical Error during the Assessment Test**: If participants encounter technical issues during the test, such as the course tab or assessment not appearing, or blank windows, test is locked by admin, they should clear their browser history and cache as per below:

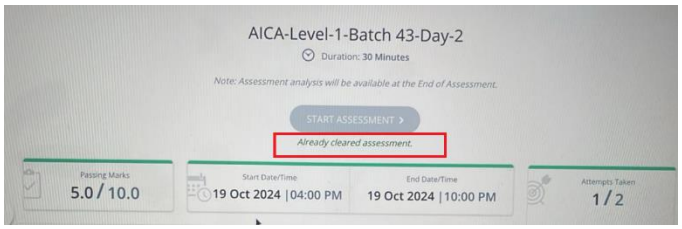
Clear History & Cache:

- Open Chrome.
- Press Ctrl + Shift + Delete (Windows) or Command + Shift + Delete (Mac).
- In the popup, select Time Range (choose "All time" for a full clear).
- Check Browsing history and Cached images and files.
- Click Clear data.

Open Incognito Window:

- Press Ctrl + Shift + N (Windows) or Command + Shift + N (Mac).
- Or go to Chrome menu (three dots) > New Incognito Window.

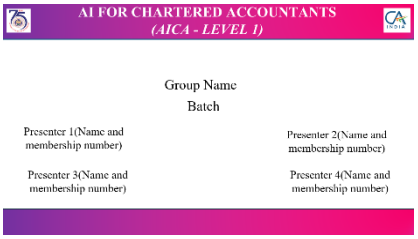
3. **Assessment Test Score is not Visible**: If a participant has completed the daily assessment test and the score is not visible, the system will display a message indicating that the test is cleared. This confirms that the test is successfully completed, and participants can close the system. Scores will be available after 10 PM, once the assessment period has closed.



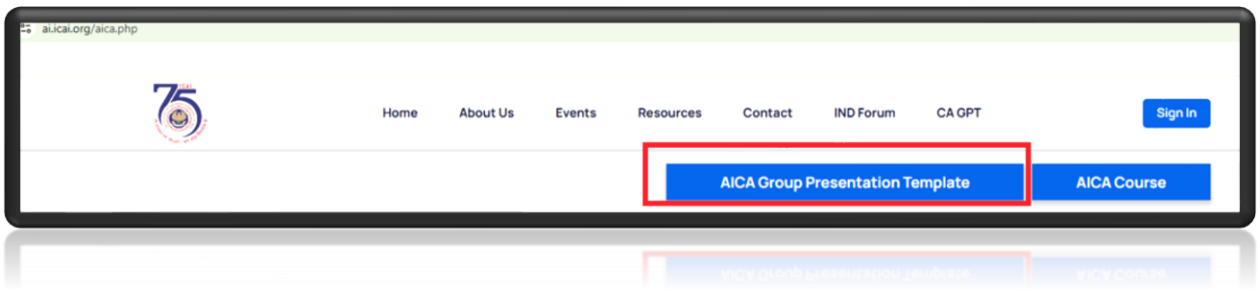
4. **Assessment Not Attempted/Not Cleared:** If a participant has missed or not cleared any of the assessment tests, they must retake all three tests in the next scheduled batch (online only). Participants will be automatically assigned to this batch and will receive an email notification with further details. Send email to ai@icai.in for any query.

Annexure D: PPT Template for Group Presentation (Module B)

Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation on Day-3. Participants are required to make presentation in the below format only.



Participants can download the Group Presentation Template from AI in ICAI Website as highlighted below.



Module B: 5-Minute Group Presentation of Use Case Demonstration – 20 Marks
(4 Participants per Group) - Passing Marks: 10

Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation starting at 4:00 PM on Day 3. Groups will be formed and informed in advance to allow preparation time.

The group will choose their own presentation topic.

Presentations will use the provided template (4 slides):

1. Problem Statement
2. Technology Solution
3. Implementation Plan
4. Conclusion

All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.

Annexure E: Steps for Downloading Digital Certificate

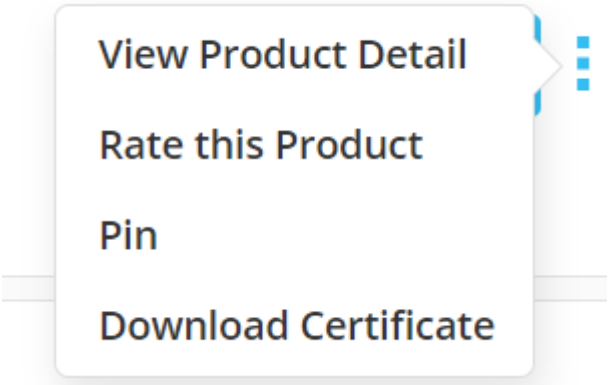
Participants will receive an email notification once the Digital Certificate is uploaded to the Digital Learning Hub. Additionally, an update will be posted in the AICA WhatsApp Group. Certificates are expected to be available approximately one month after course completion.

Login in Digital learning Hub https://learning.icai.org/iDH/icai/ and select the Batch for Which you want to access the Certificate.

A. Click on the three dots just by the side of Launch button.



B. After that a dropdown menu will appear like this:



C. From this menu you can select to download certificate.

D. You will be able to download the certificate.

Note: In case any of the Participant absent any of the day, Missed Group presentation, not completed any of the assessment test. In such cases, participants certificate would not be generated. Participants is required to complete pending activity at any of the Batch informing at ai@icai.in . participant certificate would be generated only after completing all activities.

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET

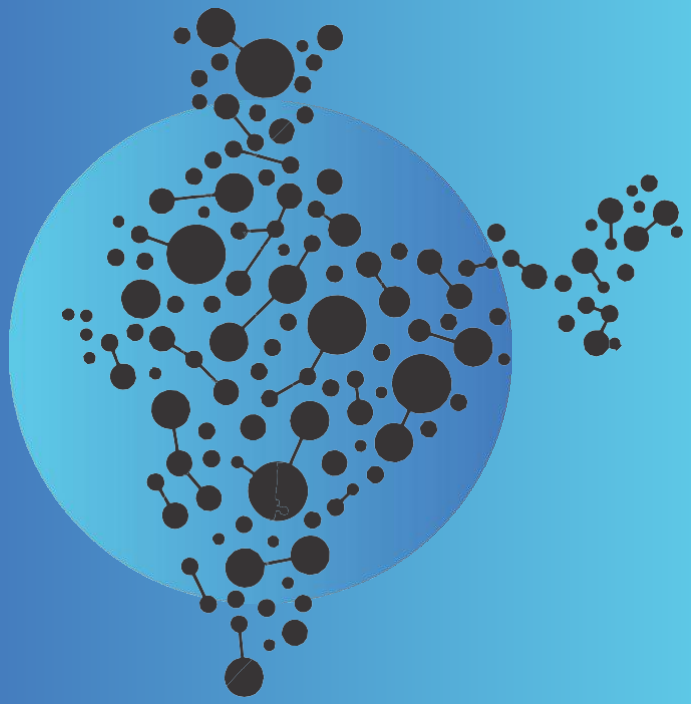
Financial Reporting Review Board

About the Committee

FRRB was constituted in July 2002, by the ICAI as its non-standing committee as a proactive measure to improve the financial reporting practices in the Country.

The FRRB (Board) comprises of members of the Central Council of the ICAI including Government of India nominee. The Board also has the privilege of the representations from the office of the Comptroller and Auditor General of India (C&AG), Central Board of Direct taxes (CBDT), National Bank for Agriculture and Rural Development (NABARD) and Niti Aayog from time to time.

FRRB is playing a paramount role in improving the financial reporting practices prevailing in India.



Major Activities of the Committee

Review of General-Purpose Financial Statements of enterprises selected suo- motto or as a special case

The ICAI through Financial Reporting Review Board (FRRB) conducts holistic review of the general-purpose financial statements of various enterprises, with a view to determine, to the extent possible:

- Compliance with the generally accepted accounting principles in preparation and presentation of financial statements
- Compliance with the disclosure requirements prescribed by regulatory bodies, statutes/rules and regulations relevant to the enterprise
- Compliance with the reporting obligations of the enterprise as well as the auditor.

Considering FRRB as an effective mechanism, various regulators (viz. MCA, SEBI, C&AG, ECI) referred the cases to FRRB for conducting the reviews.

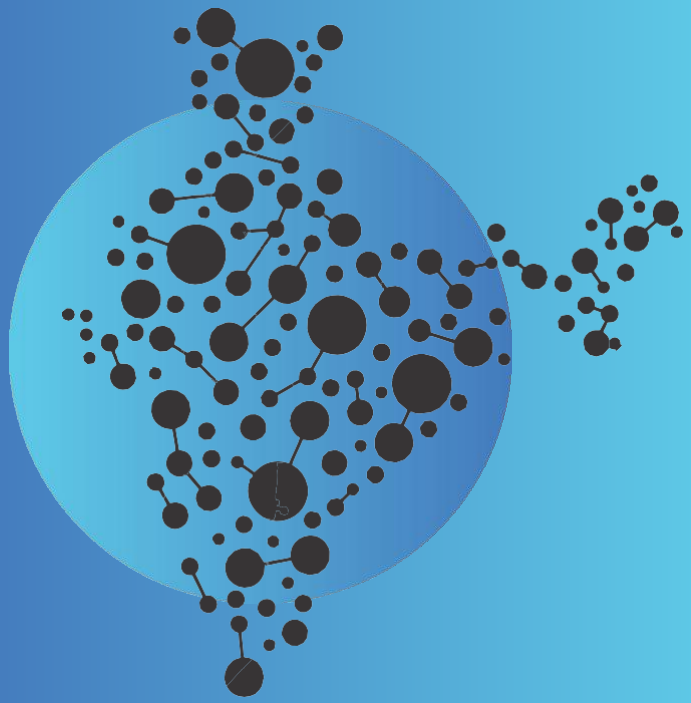


Total cases reviewed since inception

1269	201	179
• Financial statements of various enterprises were reviewed.	• Cases (16%) referred to the Director (Discipline) of the Institute.	• Cases (14%) referred to Regulators.



ALL INDIA MANAGING COMMITTEE MEMBERS ANNUAL MEET



Major Activities of the Committee

Creating awareness among the preparers and auditors of financial statements through:

Articles in Journal:

With a view to apprise the members of the Institute and others concerned about the non-compliances observed during the review, note on non- compliances are published in the Institute's Journal, 'The Chartered Accountant'. *To refer:* https://frrb.icai.org/elementor-1218/

Publication:

So far, following publications have been released which contains pertinent observations of the Board on compliance aspects of various Financial Reporting Requirements:

- *A Study on Compliance of Financial Reporting Requirements (Ind AS Framework) (Volume III) – 2025*
- *A Study on Compliance of Financial Reporting Requirements (Ind AS Framework) (Volume II) – 2022*
- *A Study on Compliance of Financial Reporting Requirements (Ind AS Framework) – 2021*
- *A Study on Compliance of Financial Reporting Requirements - 2018*
- *Study on Compliance of Financial Reporting Requirements (Volume II) - 2014*
- *Study on Compliance of Financial Reporting Requirements (Volume III) - 2010*

To refer: https://frrb.icai.org/publications/

Major Activities of the Committee

Creating awareness among the preparers and auditors of financial statements through:

Twitter Handle-FRRB

In order to spread awareness among the members regarding the non-compliances observed by FRRB and to give regular updates on the same, a twitter account for FRRB has been created in August 2020 wherein 'Did you know?' series is going on. Till date, 536 tweets have been posted on the various common errors observed by the Board. Great response has been received on FRRB's twitter account with more than 4300 followers.

https://twitter.com/frrbicai



Major Activities of the Committee

Organizing Awareness Programmes / Webcasts / Seminars/ Training Programmes/Webinars

In its endeavour to improve financial reporting practices in the country, from the year 2007, FRRB initiated to organize Awareness Programmes on Financial Reporting Practices.

The objectives of such programmes is to update the knowledge of preparers and auditors of financial statements with the amendments taking places in financial reporting framework and to apprise them about the common non-compliances observed by the Board during the review of financial statements.

Take Away for the Branches

- To spread awareness among the members about the latest developments in the financial reporting practices including issues like Schedule III to the Companies Act, 2013, Standards on Auditing and Ind AS/ Accounting Standards, the B**oard organizes various Programmes.**

- These Awareness Programmes / Workshops / Training Programmes / Seminars/Webinars on 'Financial Reporting Practices' **are conducted/ hosted through various branches and Regional offices of ICAI**.

- The RCs and branches make various logistics arrangements and ensure better participation in the FRRB programmes.



Take Away for the Branches

Financial Support to Regional Offices and Branches for organising Awareness Programmes/ Workshops/ Training Programmes/ Seminars

- To meet the cost of various logistic arrangements, the financial support/ assistance is being granted to the Regional Offices and Branches for conducting such Programmes/Workshops/Seminars as approved by the Management Committee from time to time.

- Presently, the following **scales of financial grant/ assistance** is provided to the Regional offices and branches in terms of decision of Council at its 420th Meeting for **conducting said Programmes subject to a maximum of Rs. 2 lakhs for each program***:

Programme hours	Grant per participant
Half day (3 hours)	Rs. 750
Full day (6 hours)	Rs. 1,000

No grant/reimbursement of deficit will be given by the Board:

a. Where the Financial deficit exceeds Rs. 2 Lakh.

b. Where the financial deficit exceeds eligible grant (prescribed by Council) even though the deficit may be less than Rs. 2 lakhs.

c. Where there is no deficit in the programme.

d. If minimum registration fee for the CPE programmes was not charged from participants as per Council decision.

* For the detailed guidelines prescribed for grant of financial assistance for conduct of the programmes, the decision of 420th Council Meeting held on 23rd and 24th March 2023 can be referred.

Take Away for the Branches

Reimbursement of actual travelling cost of faculties

The Travel and Stay Cost of maximum two faculties may be reimbursed to the respective Regional Council/Branch. Travel and stay Cost of Faculties restricted to maximum amount of Rs. 25,000/- for each faculty and will not be included in grant / reimbursement i.e. this may be reimbursed over and above overall limit of Rs. 2 lakhs per program.

The following details of the programme hosted by RCs and branches are required, to release the financial grant:

1. **Attendance Sheet**: A hard copy of the Attendance Sheet duly signed by all the participants as well as a soft copy of the same, so that attendance can be uploaded on CPE Portal.

2. **Audited Income & Expenditure Account:** Audited income and expenditure account certified via UDIN of the said programme for our records along with original bills and duly signed GST invoice / IUT Invoice of admissible financial assistance.

3. **Photographs**: Arrange to send photographs of the function.

4. **Power point presentation/ Technical material**: In case, if any speaker distributes any technical material in the session or uses any PPT presentation then a copy of the same should be sent for our office records.



Thank You!

CA. Vishal Doshi
Chairman
Financial Reporting Review Board
The Institute of Chartered
Accountants of India

CA. Hans Raj Chugh
Vice-Chairman
Financial Reporting Review Board
The Institute of Chartered
Accountants of India

Secretary of the Committee: CA. Ankita Mangla
Contact Number: 0120 3045 982/ 962
Email ID: frrb@icai.in
Address of the Committee: ICAI Bhawan, A-29, Sector 62,
Noida, U.P.

Terms of Reference of Financial Reporting Review Board

Formation of the Financial Reporting Review Board

1. The Council of the Institute of Chartered Accountants of India, at its 226th meeting, held in July 2002, constituted the Financial Reporting Review Board (FRRB) as its non-standing committee.

Scope and Functions of the Financial Reporting Review Board

2. The FRRB would review the general purpose financial statements of certain enterprises and auditor's report thereon with a view to determine, to the extent possible:
    a) Compliance with the generally accepted accounting principles in the preparation and presentation of financial statements;

    b) Compliance with the disclosure requirements prescribed by regulatory bodies, statutes and rules and regulations relevant to the enterprise; and

    c) Compliance with the reporting obligations of the auditor.

3. The FRRB may review the general purpose financial statements of the enterprise and the auditor's report thereon either suo motto or on a reference made to it by any regulatory body like, Reserve Bank of India, Securities and Exchange Board of India, Insurance Regulatory and Development Authority, Ministry of Corporate Affairs, Election Commission of India etc. The FRRB may also review general purpose financial statements of the enterprises and the auditor's report thereon relating to which serious accounting irregularities in the general purpose financial statements have been highlighted by the media reports.

4. In case the FRRB finds any material / serious non-compliance in respect of the factors stated at paragraph 2 above, it would refer the case to the Director (Discipline) of the Institute of Chartered Accountants of India for initiating action against the auditor under the Chartered Accountants Act, 1949. Insofar as the management of the enterprise is concerned, the FRRB would inform irregularity to the regulatory body relevant to the enterprise.

5. In cases where FRRB observes non-compliance viz.-a-viz. paragraph 2 above, which are not material non-compliances and which do not affect the true and fair view of financial statements, the FRRB may not refer the case to the Director (Discipline) of the Institute of Chartered Accountants of India for initiating action against the auditor under the Chartered Accountants Act, 1949. In such cases, the FRRB would appropriately bring the non-compliance to the attention of the auditor. Keeping in line with the Council's Decision at its 361st meeting (adjourned) held on 10th and 11th January 2017 the FRRB would inform to PRB the name of company, financial year and name of concerned auditor to whom advisory has been issued so that it may accordingly be considered during the Peer Review. Such kind of efforts will make the regulatory mechanism of the Institute more effective.

6. The FRRB may undertake review of audit qualification(s) in the auditor's report for the enterprise referred by Qualified Audit Report Review Committee of SEBI to provide opinion to SEBI as to whether referred qualification(s) is justified.
   In case the FRRB assess that modified opinion is not justified and auditor has exercised gross negligence in discharging his duties, the FRRB would refer the case to the Director (Discipline) of the Institute. In cases, where modified opinion, is assessed to be justified and only immaterial non-compliances are observed in respect of the manner or information presented, the FRRB would appropriately bring the non-compliance to the attention of the auditor concerned.

7. With a view to apprise the members of the Institute and others concerned about the major non-compliances observed during the review, the FRRB shall compile such non-compliances from time to time and publish the same in Journal of the Institute and also host them on the Website of the Institute, without mentioning the names of the enterprises concerned and/or their auditors. The Board may also release the publication on non-compliances observed during the course of review

8. The enterprises within the purview of the FRRB include:

   a. Entities whose equity or debt securities are listed or are in the process of listing on any stock exchange, whether in India or outside India.

   b. Banks (including co-operative banks), financial institutions or entities carrying on insurance business.

c. All commercial, industrial and business reporting entities, whose 'net worth' exceeds rupees two hundred & fifty crore in the immediately preceding accounting year. (*the term 'net worth' would carry same meaning as defined u/s 2(57) of the Companies Act, 2013*)

d. Holding and subsidiary entities of any one of the above.

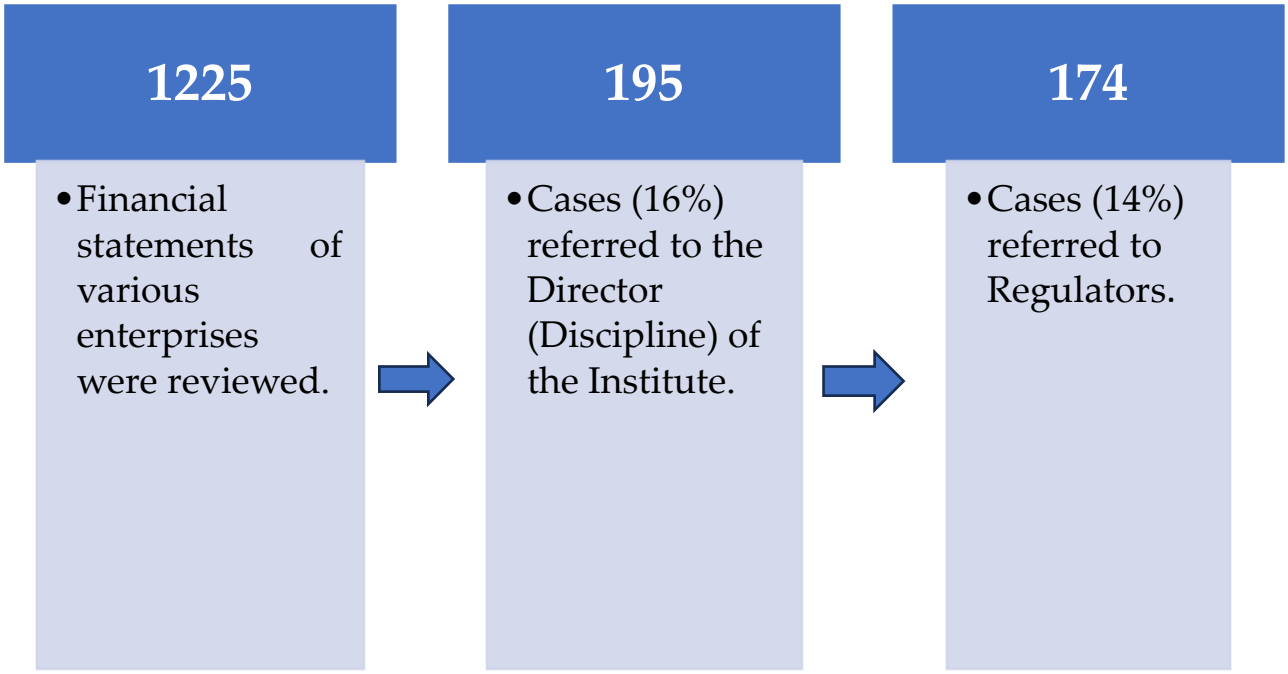
e. Such other enterprise or category of enterprises, for which any information relating to non-compliance of generally accepted accounting principles in the preparation and presentation of financial statements, non-compliance of the disclosure requirements prescribed by regulatory bodies, statutes and rules and regulations relevant to the enterprise and non-compliance of the reporting obligations of the enterprise and the auditor brought to its notice, which in the opinion of the Board may be undertaken for public interest, including the enterprises mentioned in paragraph 3 above.

9. There could be accounting and auditing issues that may require a clarification. The FRRB does not have any power to issue such clarifications. However, if the FRRB is of the opinion that the issue may require a clarification, it may refer the issue to the appropriate committee of the Council for consideration.

Updation in Vol 1. ICAI at a glance.

Financial Reporting Review Board (FRRB)

ICAI established FRRB in 2002 to review Financial Statements. FRRB reviews compliance with the reporting requirements of various applicable statutes, Accounting Standards and Standards on Auditing issued by the ICAI.

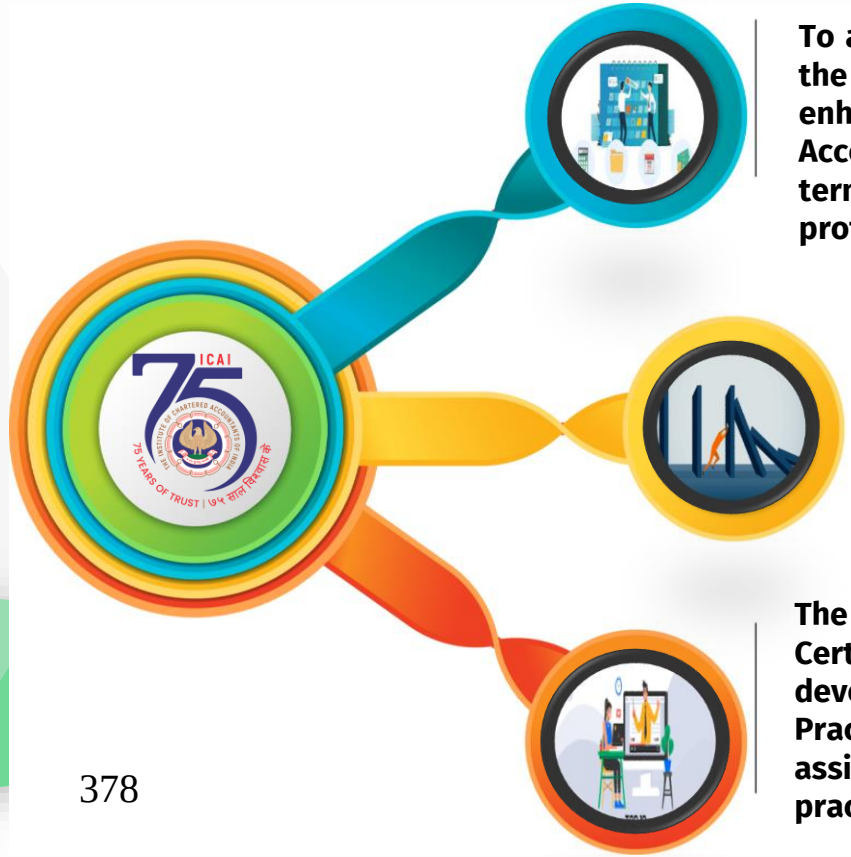


The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

COMMITTEE FOR MEMBERS IN PRACTICE

About the Committee for Members in Practice



To address the issues of profession and challenges faced by the CA Firms & Members in Practice. It aims to encourage and enhance close links between the Institute and the Chartered Accountants, so as to provide them, a base of reference in terms of knowledge, expertise, skills and assistance in their professional growth

Addressing the challenges faced by the CA Firms & Members in Practice, for strengthening and developing the capacity of CA Firms Practitioners by enhancing their competence and improving their visibility amongst the business community

The Committee conducts Workshops/Conferences/Seminars/ Certificate Courses /Brainstorming Sessions/Interactive Sessions to develop ways & means to enhance the knowledge base of Members in Practice to enable them to manage practice in efficient manner and to assist them in identifying emerging and specialized service areas of practice

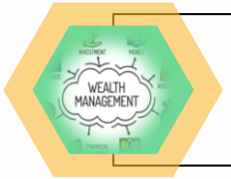
Major Activities of the Committee

- ✓ **Tie ups with various entities for Various Benefits for Personal/ Professional Security and for various products/ services for professional growth and development of Members.**

Insurance Benefits | **Medical Health Care Services** | **Publications on Discounted rates** | **Commercial and Travel Benefits** | **Financial Services** | **Software's**

For all the details of the Tie ups please visit our website https://cmpbenefits.icai.org/

- ✓ **Certificate Courses of the Committee for Members in Practice**



Certificate Course on Wealth Management and Financial Planning



Certificate Course on Working Paper Management



Certificate Course on Preparation of Appeals, Drafting of Deed & Documents and Representation before Appellate Authorities and Statutory Bodies

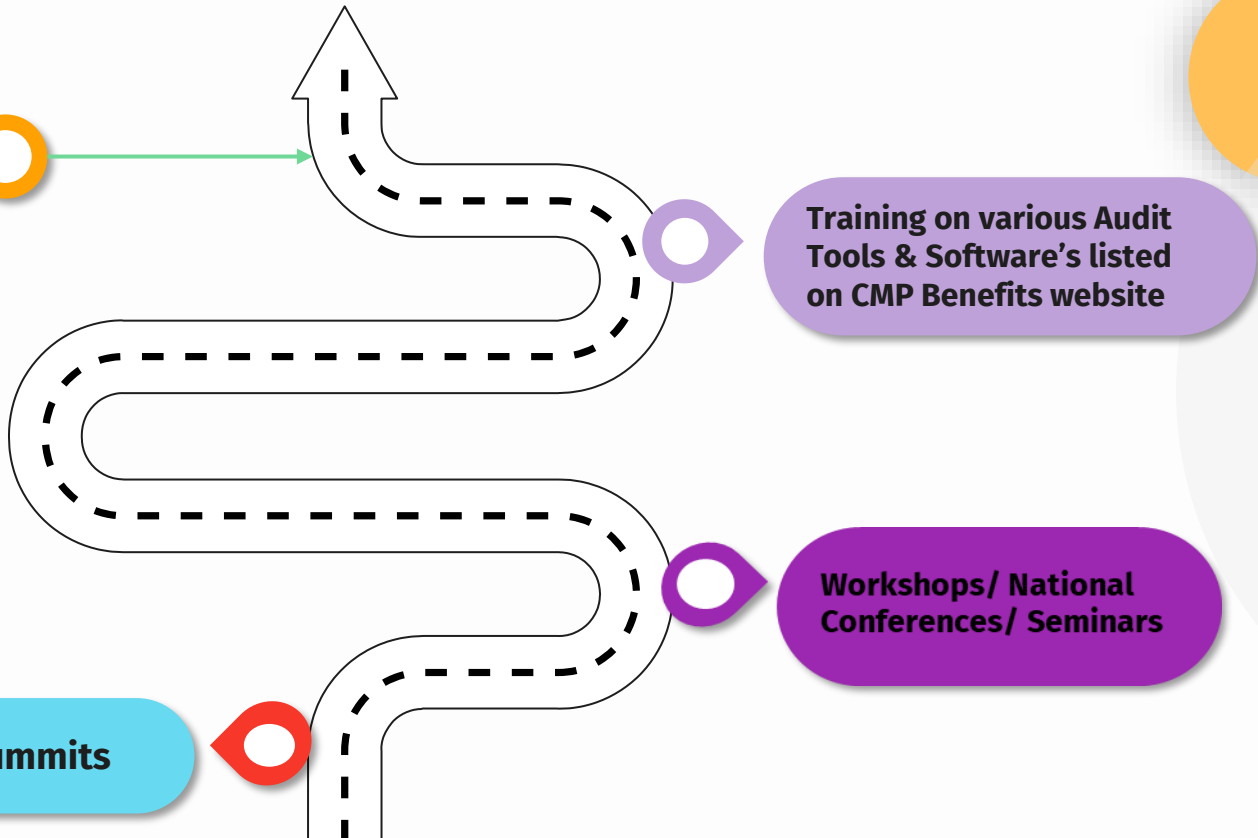
New Initiatives for 2024-25

The Committee for Members in Practice organizes various programmes as a Capacity Building Measures of Members

Residential Programmes

I. 7days Residential Training Programme for COP applicants – Proposed to be launched in January 2025.

II. "Practice ki पाठशाला" – 3 Days Residential Programme @ Centre of Excellence of the ICAI



Training on various Audit Tools & Software's listed on CMP Benefits website

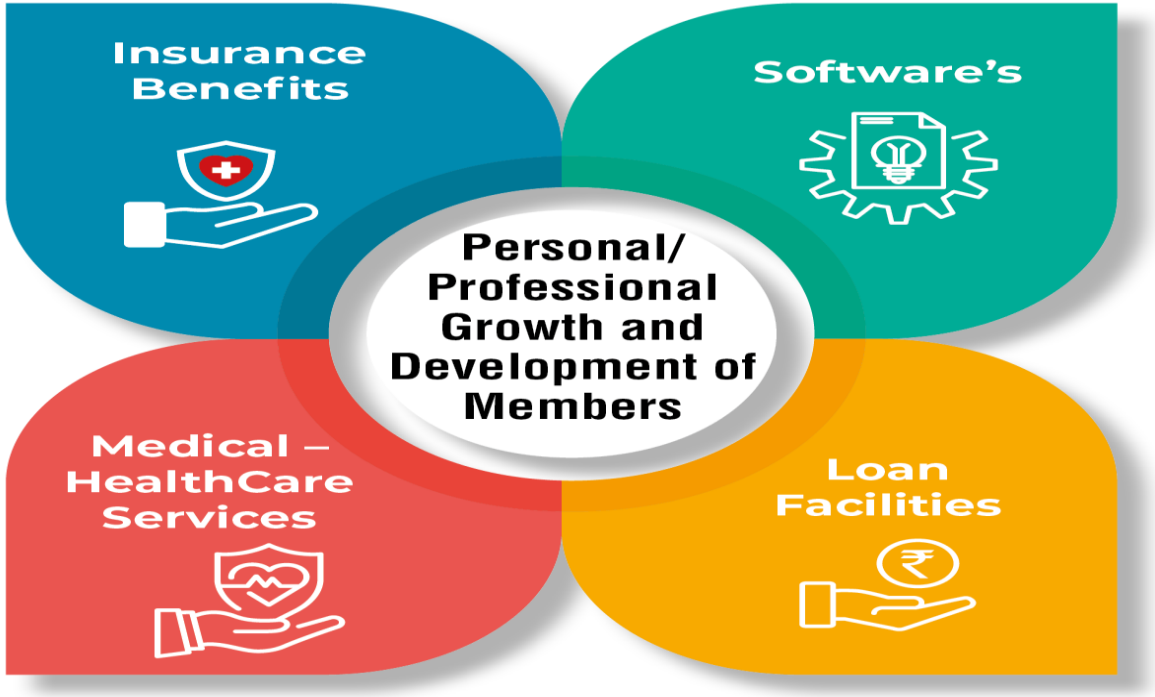
Workshops/ National Conferences/ Seminars

Networking Summits

Capacity Building Programmes of CMP

Various Programmes under the aegis of CMP	**Orientation Programmes for Newly Qualified Members who apply for Certificate of Practice along with the Membership.**
	Networking Summits, Practice ki पाठशाला" – 3 Days Residential Programme for COP Holders at Centre of Excellence of the ICAI, National Conferences, Seminars, Workshops for the Capacity Building of the Members
Training Programmes	**Training Programmes on Practice Management Software for CA Practitioners & CA Firms and Popularizing amongst the CA. Firms**
	Weekly Training Programmes on Various Benefits of CMP, Insurance Products Software's Committee for Members in Practice had done Tie Ups

Tie ups with various entities for Personal/Professional Growth and Development of Members



New India Assurance Company

- Health Insurance
- Personal Accident Policy
- House Holder Insurance Policy
- Motor Vehicle Insurance
- Professional Indemnity Insurance
- Office Protection Shield Policy

LIC

- Group Term Insurance scheme

HDFC

- Term Insurance scheme (Group Poorna Suraksha)

Healthy Benefit Plan by Truworth Wellness

Discounted Health Care Services by

- Max Health Care
- Apollo Pro Health
- Medanta
- Fortis

Diagnostic and Related Healthcare Tests by Dr. Lal Pathlabs

Loan Facilities

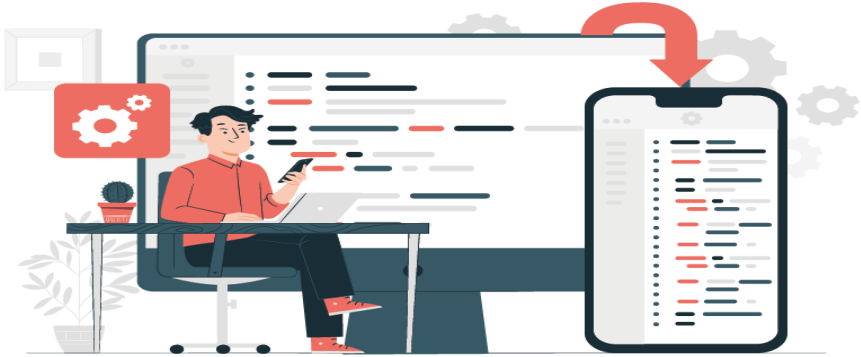
- BOB Credit Cards
- Online PSB Loans
- SME Financial Loans

Electironic Products

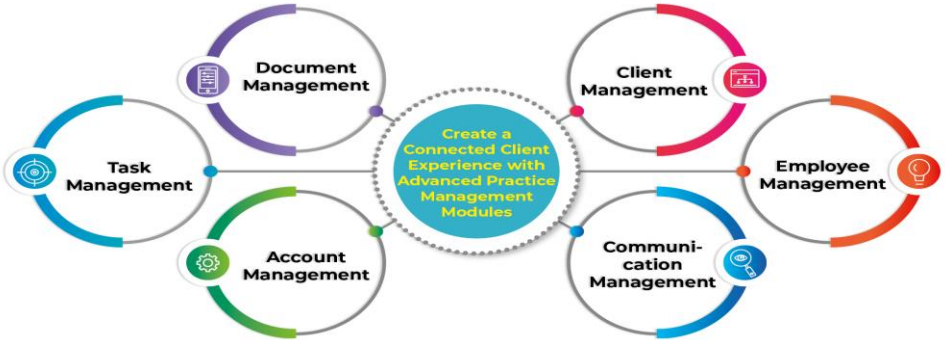
- Samsung Electronics

Capacity Building of Members in Practice and CA Firms

SOFTWARES



Weblink: https://cacloud.ca.in/ Free of Cost for Members of ICAI



For further details, visit http://cmpbenefits.icai.org/

OTHER SOFTWARES

- ✓ AnyAudit
- ✓ Tally Software
- ✓ Zoho Software's
- ✓ QuickHeal Antivirus
- ✓ Billing and Accounting App- Fynone
- ✓ Billing Software- My Bill Book
- ✓ Click2Confirm- App for Balance Communication
- ✓ Easyoffice Income Tax, TDS, Audit e-filing, CMA & GST Return Filing Software
- ✓ SAG Infotech- GST Software
- ✓ GST Audit Software -Bill Mantra
- ✓ GST Software by SPEQTA
- ✓ GST, TDS Software by KDK
- ✓ Microsoft Services
- ✓ Access to NeSL IU for Audit
- ✓ Razorpay X Payroll and Banking Plus Platform
- ✓ SAG Infotech- GST Software
- ✓ Simplify Practice Management Software
- ✓ Accounting & Audit Automation Tool – Suvit
- ✓ TDS Software –TDSMAN
- ✓ White-Label Appointment Management and Online Consultancy Platform - MyMeet.io
- ✓ WrapTax- Digital Confirmation/Reconciliation Software
- ✓ XBRL & GST by Microvista
- ✓ Access to Probe42 Platform
- ✓ Cloud Based Ecosystem

Namaskar & Thank You!!

CA. (Dr.) Rohit Ruwatia Agarwal
CENTRAL COUNCIL MEMBER
CHAIRMAN,
COMMITTEE FOR MEMBERS IN PRACTICE

CA. Umesh Ramnarayan Sharma
CENTRAL COUNCIL MEMBER
VICE-CHAIRMAN,
COMMITTEE FOR MEMBERS IN PRACTICE

The Institute of Chartered Accountants of India

Secretary of the Committee**: Mr. Alok Jha**
Contact Number**: 9310998451**
Email ID: cmp@icai.in
Address of the Committee**: ICAI Bhawan, Indraprastha Marg,**
New Delhi 110002

Global Initiatives of ICAI

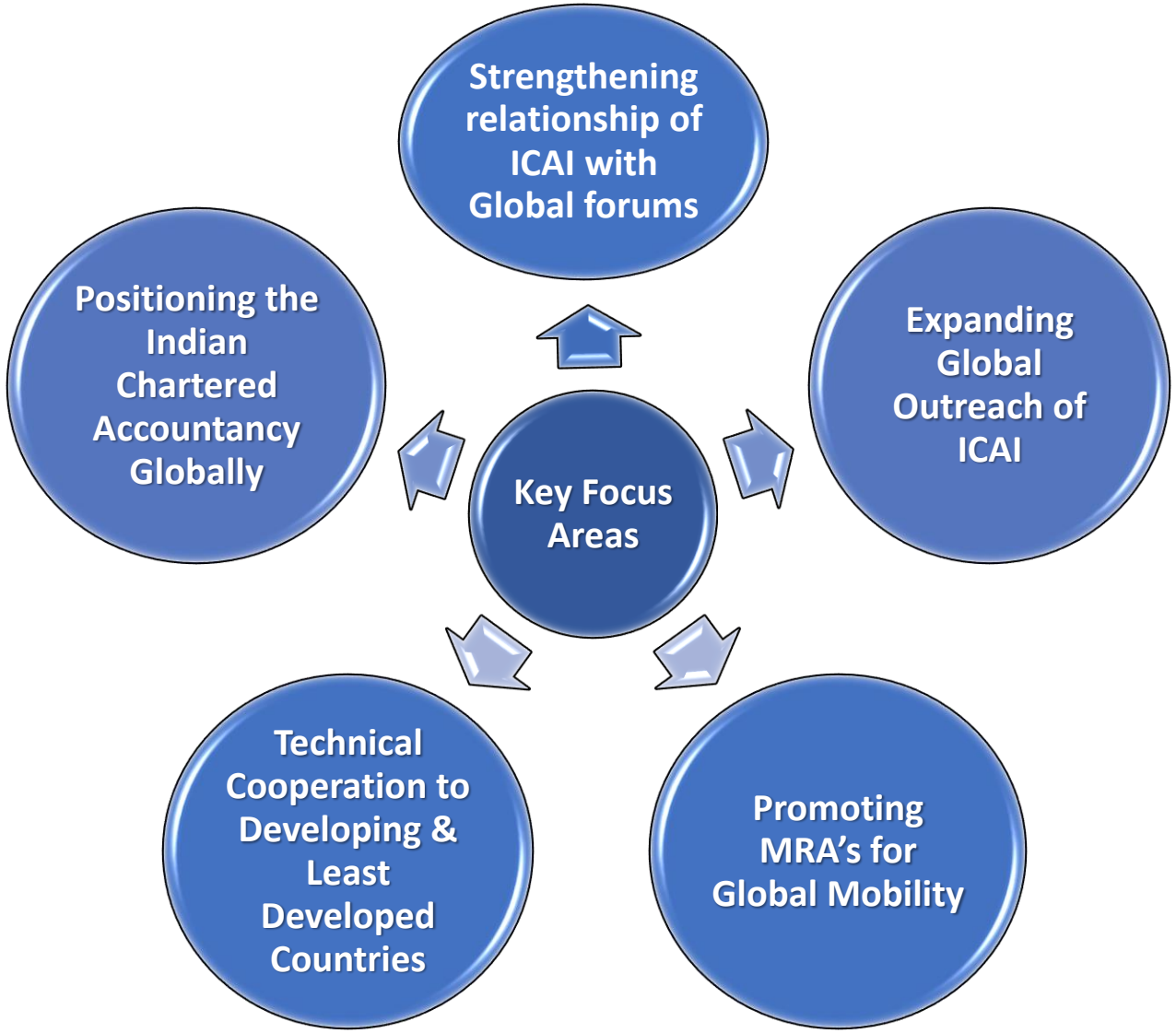


The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

International Affairs Committee

key focus areas



Strengthening relationship of ICAI with Global Forums

ICAI – Membership/ Affiliation with 15 International Bodies

Founder Member

- International Federation of Accountants (IFAC)
- Confederation of Asian and Pacific Accountants (CAPA)
- South Asian Federation of Accountants (SAFA)
- Asian-Oceanian Standard-Setters Group (AOSSG)
- Edinburgh Group (EG)
- Emerging Economies Group (EEG)

Membership of other International Bodies/Forums

- Chartered Accountants Worldwide (CAW)
- International Valuation Standards Council (IVSC)
- Pan African Federation of Accountants (PAFA)
- ASEAN Federation of Accountants (AFA)
- International Forum of Accounting Standard Setters (IFASS)
- International Fiscal Association
- International VAT Association

Other Affiliations:-

- IFRS Foundation
- XBRL International

Strengthening relationship of ICAI with Global Forums

- Presenting Institutes' viewpoint through its nominees on governing boards/committees of International Accounting bodies.
- Sharing important initiatives of ICAI through these platforms and providing necessary assistance to various interested PAOs to replicate such initiatives in their jurisdictions.
- Maintaining continuous dialogue with leading foreign accounting bodies for getting leadership role in these forums.
- ICAI hosts the permanent secretariat of South Asian Federation of Accountants (SAFA).

Strengthening relationship of ICAI with Global Forums

ICAI Representation on Board/Committee of

- **International Federation of Accountants (IFAC)** – Board Member; Advisory Group Members; Independent Standard Setting Board Member and Technical Advisors
- **Confederation of Asian and Pacific Accountants (CAPA)** –Board Member & President
- **South Asian Federation of Accountants (SAFA)** – Advisor, Board & Assembly Member, Technical Advisors, Committee Chair & Committee Members
- **Chartered Accountants Worldwide (CAW)** – Board Member , Technical Advisor, Steering Group Member and Task Force Member.
- **Edinburgh Group** –Chairman, Technical Advisor
- **IFRS Foundation**–Member of Committees/ Advisory Forums, Implementation Group
- **Asean Federation of Accountants (AFA)** – Associate Member & Working Committee Members
- **Pan African Federation of Accountants (PAFA)** – Affiliate Member

Expanding Global Outreach of ICAI

- ICAI has a network of **52 overseas Chapters** & **33 Representative Offices** in 85 cities and 47 countries globally and 2 overseas offices in Dubai & Singapore.
- Efforts towards opening more new Chapters and Representative Offices abroad.
- Recognition by Ministry of External Affairs for ICAI Chapters Abroad at par with Apex Chambers such as CII, FICCI and ASSOCHAM for purposes of economic engagement, consular facilitations such as issue of passports and attestation of commercial documents.
- Objectives for opening of Chapters / Representative Offices:
  - Act as extended arm and brand ambassador of ICAI in foreign soil.
  - Nodal point between ICAI and local Government/ Regulator/ Indian Embassy/ PAO.
  - Gateway to promote global career opportunities.

Expanding Global Outreach of ICAI

- Objectives for opening of Chapters / Representative Offices:
  - Helping Indian members professionally under the aegis of Chapter.
  - Restoring ICAI Membership.
  - Providing platform for CPE and other social activities which creates a sense of belonging to the Institute.
  - Enhancing Industrial Training/Articleship opportunities.
  - Bridging the skill gaps of Accountancy professionals in that country.

Promoting MRA's for Global Mobility

- Qualification reciprocity arrangements with major accountancy bodies in Canada, Australia, New Zealand, UK, Ireland, South Africa, Malaysia and Nepal.
- To work together to develop a mutually beneficial relationship between the Professional Accountancy Organizations (PAOs) from countries of relevance in the best interest of members.
- To enhance employment opportunities in foreign market by increasing mobility of professionals.

ICAI - Qualification Reciprocity Agreements

Australia
CPA Australia

Australia & New Zealand
Chartered Accountants Australia & New Zealand (CAANZ)

South Africa
South Africa Institute of Chartered Accountants (SAICA)

Canada
CPA Canada

Malaysia
The Malaysian Institute of Certified Public Accountants (MICPA)

Ireland
CPA Ireland

England & Wales
The Institute of Chartered Accountants in England and Wales (ICAEW)

Nepal
The Institute of Chartered Accountants of Nepal (ICAN)

Unilateral Agreements/Pilot International Pathway Programme

- ICAI Members in Singapore are eligible to become ISCA Associate Member
- International Pathway Programme of Chartered Accountants Australia & New Zealand
- International Pathway Programme of the Institute of Chartered Accountants of England & Wales (ICAEW)
- Malaysian Institute of Accountants
- Institute of Chartered Accountants of the Maldives
- Botswana Institute of Chartered Accountants
- Fiji Institute of Accountants

Technical Cooperation to Developing & Least Developed Countries

- Providing Technical and Administrative assistance to support and develop accountancy profession in underdeveloped and developing economies.
- Technical Cooperation Agreements with 16 accounting bodies.
- Talks for bilateral Co-operation are in progress with other accountancy bodies for professional support such as Cyprus and Romania.
- Continue to provide technical support to Accounting bodies in SAARC region.

ICAI - Technical Co-operation Agreements

- The Institute of Chartered Accountants of Nepal (ICAN)
- College of Banking & Financial Studies (CBFS), Oman
- Higher Colleges of Technology (HCT), UAE
- Vereniging Van Registercontrollers (VRC), The Netherlands
- The Institute of Chartered Accountants of the Maldives
- Kuwait Accountants and Auditors Association (KAAA), Kuwait
- Certified Professional Accountants, Afghanistan
- Certified Practising Accountants Papua New Guinea (CPA PNG)
- Institute of Certified Public Accountants of Kenya *
- The National Board of Accountants and Auditors (NBAA), Tanzania*
- Bahrain Institute of Banking and Finance*
- The Qatar Financial Centre Authority (QFCA)*
- The Institute of Professional Accountants of Russia (IPAR)
- The Polish Chamber of Statutory Auditors (PIBR)
- The Institute of Chartered Accountants of Nigeria
- The Chamber of Auditors of the Azerbaijan Republic

* Under renewal

Positioning the Indian Chartered Accountancy Globally

- Enabling members outside India to facilitate development of Indian as well as local economies.
- Leveraging the advantages of prominent Indian members abroad as brand ambassadors of the Indian accountancy profession.
- Organisation and participation global events.
- Organizing International Conference annually involving participation of speakers from countries of relevance.
- Strategic use of ICAI overseas Chapters/RO/Overseas offices for professional opportunities of Indian members abroad.
- Facilitating global movement of accountants through MRAs.

Recent initiatives of the Committee

ICAI Diaspora Mobile App: Connecting Global Chartered Accountants

- **Addressing a Gap:** The ICAI aims to connect with its estimated 40,000 overseas members, but the current database only lists approximately 14,000.
- **Introducing "Diaspora":** A dedicated mobile app for ICAI overseas members, launched on October 25, 2024, in Toronto.
- **Self-Registration Power:** The app's self-registration feature helps identify and onboard overseas members not currently in the ICAI database, expanding the network.
- **Single Platform Connectivity:** Diaspora provides a unified space for ICAI overseas members to connect and network with each other.
- **Bridging the Distance:** The app strengthens the connection between ICAI and its international members, enhancing services and benefits.
- **Exclusive Features:** The app offers exclusive features tailored for ICAI's overseas members, focusing on connectivity and networking.

Recent initiatives of the Committee

ICAI International Affairs Committee Website Launch

- **Enhanced Communication**: A new dedicated website for the International Affairs Committee has been launched.
- **Central Hub**: The website serves as a central resource for information and facilitates collaboration.
- **Bridging Gaps**: Recognizing the importance of digital platforms, the website connects members and stakeholders across geographical boundaries.
- **Knowledge Sharing**: The platform promotes knowledge sharing and collaboration within the international ICAI community.
- **Transparency & Accessibility**: The website increases transparency and provides easy access to committee activities and initiatives.

Recent initiatives of the Committee

Expanding ICAI's Global Presence

- **Netherlands (Rotterdam) Representative Office:** Launched May 13, 2024, further strengthening ICAI's presence in the Netherlands (joining the Amsterdam Chapter and Eindhoven Representative Office).
- **Florida Chapter Inauguration:** ICAI's 51st overseas chapter and 12th in the USA (joining 11 other US Chapters). Inaugurated October 24, 2024, during the ICAI President's visit to San Francisco.
- **Zurich Chapter Inauguration:** ICAI's 52nd overseas chapter and the first in Switzerland. Launched November 7, 2024, becoming the 5th in Europe.

Recent initiatives of the Committee

Strengthening Overseas Chapters: New ICAI Guidelines

- **Focus:** Enhanced support for ICAI members abroad.
- **New Initiative:** ICAI has developed comprehensive guidelines: "Directions of the Council for Accreditation and Functioning of Chapters Outside India."
- **Goal:** Strengthen overseas chapters for more effective and efficient service delivery to international members.

Recent initiatives of the Committee

MRA Renewal: ICAI & CPA Ireland

- **Agreement Renewal**: The Mutual Recognition Agreement (MRA) between ICAI and CPA Ireland has been renewed on August 28, 2024.
- **Amalgamation**: This renewal comes as CPA Ireland merges with Chartered Accountants Ireland on September 1, 2024.
- **Continued Reciprocity**: Despite the merger, the new institute will honor existing reciprocity agreements, ensuring continued benefits for members of both ICAI and the newly formed Chartered Accountants Ireland.

THANK YOU



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

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