

BACKGROUND MATERIAL

Volume- II

Grants of RBA, BOS & Career Counselling Group

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

2019



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

Spearheading Professional Excellence

For Restricted Circulation only

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

(Volume - II)

**Grants from Regions Branch Affairs,
Board of Studies and
Career Counselling Group**



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.

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Part A

Chapter 1

Revenue Grant

For office use only

**EXTRACT FROM MANUAL OF
GRANTS PAYABLE**

TO

**REGIONAL COUNCILS AND
BRANCHES**



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI**

REVENUE GRANT

The Revenue Grant is payable to the Regional Councils and branches for meeting the expenses on staff, administration, and other professional development activities, etc.

I. Scale of Revenue Grants:

(i) Regional Councils:

- | | | |
|-----|--------------------------------------|---|
| (a) | Salary | As per staff sanctioned by the Executive Committee. |
| (b) | Branch administration Grant | Rs. 1.50 lakhs + 3,500/- per branch |
| (c) | Membership fee in respect of members | |
| | - Covered by branches | Rs. 30/- per member |
| | -Not covered by branches | Rs. 100/- per member |

(ii) Branches of Regional Councils:

- (a) Staff and Administration expenses etc.

Membership Strength	Amount (Rs.)
Upto 300	1,50,000
from 301 to 500	1,80,000
Over 500	2,00,000

- (b) Membership fee – Rs.100/- per member.

The branches should have either own premises or rented premises so that the service to the members and students including library facility can be continued. In case any branch does not have own building or rented premises, the branch administration grant shall be reduced to the extent of Rs. 10,000/- P.M.

Regularization of staff at branch level, subject to certain criteria is under consideration by the Institute. On regularization of the staff at a branch, the branch administration grant shall be reduced to the extent as may be decided.

Special Grant:

Up to 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

Grant for Branches functioning from Rented Premises

W.e.f 01.01.2019, the Head office will reimburse on quarterly basis the rent paid by the Branches operating from rented premises as per following scale:

Branch upto 200 Members	Rent upto Rs. 25000 P.M.
Branch between 201-500 Members	Rent upto Rs. 35000 P.M.
Branch between 501-1000 Members	Rent upto Rs. 50000 P.M.
More than 1000 Members	Rent upto Rs. 75000 P.M.

II. Conditions for release of Revenue Grant.

- (i) Grants would be released both to Regional Councils and Branches on quarterly basis by 10th of the first month of the quarter concerned.
- (ii) Release of the grant would be based on the provision made in the Revenue Budget for the relevant financial year.
- (iii) The Regional Councils and Branches are required to send a copy of half yearly accounts in terms of the Accounting Manual, to the Institute by 20th October of the relevant financial year and audited final accounts by 15th May of the following year. In case of non-submission of the above, the Institute may with-hold further release of the Revenue Grant.
- (iv) No extra payment will be made to the branches for expenses incurred on account of taxes, etc., such as Municipal/Property tax, Insurance, and maintenance of the buildings.
- (v) Where the grant is admissible on per-member basis, the amount of grant would be worked out on the basis of membership strength at the beginning of the financial year. The amount of grant(s) would be calculated and paid on the basis on which the same has been worked out in the Revenue Budget for

the relevant year. On publication of the List of Members, necessary adjustments would be made at the time of release of the fourth instalment.

- (vi) The release of the grant may be with-held or, after giving sufficient opportunity, may be cancelled or reduced for such period as may be decided, in cases where functioning of the branch(es) is considered unsatisfactory.

III. Procedure for collection of Donations u/s 80G of the Income tax Act, 1961.

1. As per the present practice, the donation for the purchase of land and building and construction of building of any Regional Council and branch, could be raised u/s 80G by the concerned Regional Council and the branch. Prior approval of the Executive Committee of ICAI, New Delhi is to be obtained for collecting such donations.

2. In order to streamline the procedure and provide for comprehensively, the detailed procedure is prescribed as under:-

- a. The donations u/s 80G could be collected, only for the purchase of land and building and for construction of building, by the Regional Councils and branches. The Chairmen of branches and Regional Councils may propose to raise the donations for any other purpose with prior approval of the Executive Committee of ICAI, New Delhi.
- b. Alongwith the proposal for the purchase of land and/or for construction of building for the branches and Regional Councils, the proposal for collecting donation u/s 80G should be sent to the Head Office for prior approval of the Executive Committee of ICAI, New Delhi.
- c. The proposals of branches must be forwarded and recommended through the Chairman of Regional Council.
- d. Once the approval is granted by the Executive Committee of ICAI, New Delhi, the Branches and Regional Councils will collect the donations only for the purpose approved by Executive Committee of ICAI, New Delhi.
- e. Building Committee would be constituted by the Chairman of Regional Council and the Managing Committee of the branch, as the case may be.
- f. The constitution of such Building Committee is to comply with following:-
 - i) For Regional Councils – The Building Committee should also include the Chairman, Secretary and Treasurer of the Regional Council and also at least one of the Central Council Members from that region.

- ii) For Branches – The Building Committee should also include the Chairman, Secretary and Treasurer of the Managing Committee of the branch and the member(s) of the Central and/or Regional Council(s) hailing from that city, if any.

(A copy of the resolution for the constitution of such Building Committees should be sent to the Institute H.O. and to Regional Council, in case of branches for their information and records.)

- g. The donations should be collected only by way of cheques and Drafts in the name of Regional Council/branch Building Account.
- h. The donations collected should be deposited in separate bank (scheduled) account for such buildings, which will be operated by the joint signatories authorised by the Building Committee of the Regional Council/Branch, and used for the purpose of purchase of land and building and construction of building of the Regional Council/Branch.
- i. A receipt of collection of donations would be issued to the donors by the concerned Regional Council/Branch. A separate receipt book should be printed locally and used for the purpose and due records of the same should also be maintained.
- j. The statement of receipt of such donation and its utilisation should be placed before the Building Committee, on quarterly basis.
- k. The receipt and payment account (together with a statement of donations received, indicating name of donor, date and amount received) of the Building Fund should be got audited by the auditors of the Regional Council/Branch, as the case may be, and the same, alongwith the auditors' report and receipt/payment account, be sent to the Head office every year alongwith audited accounts of the Regional Council/Branch concerned.
- l. Permission for collecting donation u/s 80G for the purpose of purchase of land/building and for any other purpose approved by Executive Committee will be valid for a period as approved by Executive Committee and not exceeding 6 months after the completion of project. Beyond this period, special approval must be obtained for any further extension, if considered necessary.

VII. Procedure for collection of Donation under Section 35 (i)(iii) of the Income Tax Act, 1961

1. As per the present practice the donation for research and scientific activities can be raised u/s 35(i)(iii) by the concerned regional council and the branch. Prior approval of the Executive Committee is to be obtained for collecting such donations.
 - 1.1 In order to streamline the procedure and provide for consistency, the detailed procedure is prescribed below:
 - a. The donations u/s 35(i)(iii) can be collected, only for research and scientific activities by the Regional Councils and Branches. The Chairmen of Branches and Regional Council may propose to raise the donations for any other purpose with prior approval of the Executive Committee.
 - b. Alongwith the proposal to carry out research and scientific activities, the proposal for collecting donation u/s 35(i)(iii) should be sent to the Head Office for obtaining the prior approval of the Executive Committee.
 - c. The proposals of the Branch must be forwarded through and recommended by the concerned Regional Council.
 - d. Once the approval is granted by Executive Committee, the Branches and Regional Councils will collect the donations only for the purpose approved by Executive Committee.
 - e. A Committee would be constituted by the Regional Council and the Managing Committee of the Branch as the case may be.
 - f. The constitution of such Committee will be as under : -
 - i) **For Regional Councils**
The Committee should include the Chairman, Secretary and Treasurer of the Regional Council and at least one Central Council Member from that Region.
 - ii) **For Branches**
The Committee should include the Chairman, Secretary and Treasurer of the Managing Committee of such branch and the Member(s) of the Central and/or Regional Council(s) hailing from that city, if any.

A copy of the Resolution for the constitution of such Committee should be sent to the Institute H.O. and to Regional Councils in case of branches for their information and records.

- g. The donation must be collected for carrying out research and scientific activities only and not for any other purpose. The concerned Regional Council or Branch must inform the donors of this fact before collection of any donation.
- h. The donation should be collected only by way of cheques and demand drafts in the name of the Institute.
- i. The Regional Council or Branch shall ensure that the particulars of the donor viz., Name, Address, Occupation and PAN No. etc., are definitely obtained.
- j. The donations collected should be deposited in separate bank account, which will be operated by the Joint Signatories of Regional Council and Branches authorised by the Managing Committee of the concerned Regional Council or Branch and used only for the purpose of research and scientific activities of such Regional Council/Branch.
- k. The amount so collected will not be utilized by the Regional Council or Branch and will be remitted to the H.O. with complete details of the donors.
- l. On receipt of such amount at HO, the draft(s)/cheque(s) shall be sent for collection and the papers shall be submitted to the competent authority for approval.
- m. On receipt of approval of the competent authority, the recommendation for release of the grant to the concerned Regional council or Branch for the said amount will be issued.
- n. A receipt for such collection of donation would be issued to the Donors by the H.O.
- o. The receipts will only be issued after receipt of necessary notification from the income tax department. The Regional Council or Branch must verify from the HO, the status of issue of requisite notification or its pendency with the Income Tax Department and also inform the donors about the same before collecting the donations.
- p. The statement of receipt of such donation and its utilisation should be placed before the Managing Committee of the Regional Council or Branch so constituted on regular basis.
- q. The Receipt and Payment Account (together with a statement of donations received indicating name of donor, date, amount received, occupation, PAN No. etc.) must be audited by the Auditors of the Regional Council/Branch, as the case may be and the same alongwith the auditors' report be sent to the Head Office alongwith audited accounts of the Regional Council/Branch concerned.

- r. The Regional Council/ Branch should avoid display of the List of Donors and if anywhere any display is made, it should be categorically mentioned as “List of Donors for Research Fund”.
- s. All correspondence relating to collection of donation u/s 35 (i)(iii), its administrative approval from the Executive Committee etc., be sent to the RBA Section (Regional & Branch Affairs) presently headed by a Joint Secretary. The Accounts Section shall be depositing the collections so received and release the grant after receiving the approval from RBA Section in addition to obtaining approval for exemption from income Tax authorities and conveying it to the Regional Councils and Branches.

VIII. Criteria laid down by the Council for naming the hall/premises of the Institute after the donor’s name.

If the entire cost of construction of the hall is borne by the donor, the hall may be named as per the wish of the donor but if the donation covers only a part of the cost of construction not being less than 50% thereof, a suitable plaque shall be displayed in or outside the hall. The plaque might also display names of donors whose donation exceeds Rs. 10,000/-.

IX. Guidelines for display of Board/Plaque containing names of donors.

- (a) In respect of upcoming branch buildings, the branches be directed not to display any List of Donors (who have contributed through the Regional Council/Branch efforts u/s 35(i)(iii).
- (b) In respect of Regional Council/Branches where such List of Donors has already been displayed in one form or the other, the Regional Council/Branches be directed to amend the same to indicate the expression “List of Donors for Research Fund” only. For this purpose, if required they may even go in for a new board/plate using the aforementioned expression/title.

X. Guidelines for acceptance of contributions for building projects of Branches of Regional Councils from members/non-members and naming the hall/premises after the names such donors.

1. Contributions could be received from individual members of the Institute as well as from non-members and any other entity.
2. Contributions could also be received from a group of donors coming forward to donate collectively and in that case, collective request for naming of the hall/part of the premises could be considered provided all other conditions are fulfilled. The credentials/standing of the donor – member or non-member should be verified at the time of receiving contribution. Normally the name of such donor should continue and there is no need to revisit the same to ensure credentials/standing of the donor except in the exceptional circumstances. The Council shall have the power to withdraw the name if in its opinion, continuation of such name of the donor is bringing disrepute to the Institute/profession.
3. The minimum amount acceptable from a donor (non-member) should be Rs. 50,000/- in respect of branches having membership strength upto 500 and Rs. 1,00,000/- in respect of other branches.
4. Contribution collected shall be deposited in a separate bank account to be maintained by the branch.
5. The receipts for the contributions received shall be issued on the receipt books supplied by the Institute.
6. A statement of the contributions received, indicating the name of the donor, his membership number (where applicable), amount received, date of receipt and the number of receipt, duly audited by the branch auditor shall be sent to the headquarters of the Institute along with a copy of audited accounts of the Regional Council/Branch concerned.
7. For the purpose of naming the hall/part of the premises of the Institute, the donors shall be required to contribute 100% of the cost of the hall/part of the premises concerned, including final proportionate cost of land and interiors, including air-conditioning, if any.
8. The hall/part of the premises of the Institute shall be named only after the name of a member of the Institute provided a specific resolution to this effect was passed by the Regional Council or the Branch concerned and, on that basis, later approved by the Executive Committee.
9. The Regional Council/Branch shall be required to ensure that the necessary contribution, intended to be made for the purpose of naming of hall/part of the premises or for having the name of the donor written on a plaque, is received prior to completion of the construction of the said hall/part of the premises or preparation of the plaque, as the case may be.

10. Any request from the Regional Council/Branch concerned for naming of the hall/part of the premises of the Institute after the name of a non-member and/or God/Prophets of various religions shall be referred to the Council for its decision provided all other conditions as detailed above are fulfilled by the Regional Council/branch concerned. Further, the contribution from a member or a non-member for naming in the name of a member or a non-member shall be equal to the cost of either an entire floor in the building or a separate block of the building or 20% of the total carpet area of the building.
11. The offer of naming the hall/part of the premise etc., be made to all eligible persons and the offer should remain open for at least 30 days. Normally, the Regional Council/Branch should accept the highest offer unless there are reasons for accepting an offer other than the highest offer. Thereafter, the proposal should be sent to the Executive Committee for consideration.
12. Pending communication of the approval by the Institute, the Regional Council/Branch concerned should not make any commitment to the donor in any manner
13. The Executive Committee shall have the right to reject any proposal if it feels that it is not a desirable one. The decision of the Executive Committee in this regard shall be final.

XI. Guidelines for installation of plaques/stones/slabs in the premises of Branches, and of Regional Councils vis-à-vis the occasion specified for the purpose

- (1) Installation of inauguration/foundation laying Stone/Slab/Plaque shall be in accordance with the guidelines evolved by the Executive Committee only.
- (2) Inauguration shall be confined only to a complete floor(s) or block(s) constructed for the first time or additional floor(s) (complete) or block(s) constructed subsequently. There will be no formal inauguration of any room/facility etc. other than suggested above.
- (3) The area/place where Stone/Slab/Plaque can be installed shall be at the entrance of the floor or block being inaugurated.
- (4) No name of the donor, irrespective of the contribution made or the status held by such donor, be inscribed in the Stone/Slab/Plaque.

- (5) (a) The dignitary(ies) who can inaugurate/lay foundation, in the normal course, shall be the President or the Vice-President of the Institute.
- (b) The Regional Council/Branch, if so desires, can get inauguration/foundation laying by any dignitary from out of the following categories only:-
- (i) Prime Minister or any dignitary of same stature;
 - (ii) Union Cabinet Minister;
 - (iii) Governor of a State or Union Territory;
 - (iv) Chief Minister of a State or Union Territory;
 - (v) Speaker of Lok Sabha; Chief Justice of India;
 - (vi) any other dignitary of above stature with the prior approval of the President.
- (c) While making the request to the President in such cases, the alternative name(s) and position(s) of the dignitaries concerned must also form part of the request letter to be sent to the President of the Institute.
- (6) The Stone/Slab/Plaque shall indicate only the names of the President, Vice President/dignitary who inaugurated/laid the foundation and one name either of the Chairman of Regional Council/Branch or the functionary of Regional Council/Branch. No other names will be inscribed on the stone/slab/plaque and under no circumstances any stone/slab/plaque shall be displayed showing names of donors/contributors and/or amount of donation/contribution.
- (7) It is specifically clarified that no Stone/Slab/Plaque shall be installed consequent upon renovation including painting of the premises or only painting of the premises.
- (8) No Plaque containing the names of any person be displayed on account of planting of sapling except that of the President, Vice President or of the dignitary specified above in clause 5(b) on the CA day, if any.

The Office was directed to bring the aforesaid guidelines to the notice of the Chairmen of all Regional Councils and their Branches for their compliance w.e.f. 15th May, 2008.

While on the subject, the Committee also directed the Office to issue necessary instruction to all the Regional Councils and their Branches to remove any Stone/Slab/Plaque already installed, on account of or consequent upon renovation of the premises except when the premises has been reconstructed.

XII. Guidelines for renting out of premises by Regional Councils/Branches.

1. Register the Regional Council/Branch under Chapter V of the Finance Act, 1994, read with Service Tax Rules, 1999.
2. The individual programme (Seminars/Conferences/Workshops/Lecture Meetings etc.) should not normally exceed one day, if organised on working days, and three days, if organised clubbing week ends/holidays. While doing so, adequate measures should be taken for ensuring safety and security of the Institute's premises including assets like furniture, fixtures, etc.
3. The normal functioning of the Decentralised Office/Regional Council/Branch should not be affected in any way.
4. The decision on individual requests can be taken jointly by the Chairman of the Regional Council and the Officer-In-charge of the Decentralised Office concerned. In the case of a branch, the decision can be taken by the Chairman and the Secretary of the branch concerned.
5. The Regional Councils/Managing Committees of Branches would decide general structure of maintenance charges to be collected for hall(s)/portion of the premises which could be made available as aforesaid.
6. maintenance charges collected by the Regional Councils/Branch should be accounted for separately. The said amount can be spent only towards the cost of maintenance of the building.
7. While allowing the use of the Institute's premises to respectable organisations like educational institutions/professional bodies, trade and industry associations/Govt. organisations for such educational or professional purpose, care should however be taken to comply with the municipal bye-laws, if any.
8. The maintenance charges are collected only for the purpose of incurring expenditure on the maintenance of the building. The maintenance charges would cover expenses relating to electricity, water, cleanliness, use of furniture and also the cost involved in extra maintenance of the building.
9. The premises will be first utilised for the purpose of Institute/Regional Council/Branch on priority basis and on all such days other organisations would not be allowed to use the premises.
10. The premises shall not be allowed to be used for conduct of coaching classes organised by bodies other than the Branch or Regional Councils.

XIII. Scheme for Maintenance and Management of Reading Rooms already set-up/proposed to be set up by Regional Councils and Branches with membership exceeding 1000.

1. On receipt of grant for setting up of Reading Room, necessary documentary evidence in regard to payment of security deposit, brokerage, if any, should be sent to HO alongwith a copy of Agreement of Hire, entered with the landlord.
2. Proper account of grants received from HO and expenses incurred under various heads should be maintained.
3. Proper record of visit by students shall be maintained by the security personnel, in a register showing the name, registration no., time of entry, time of leaving with signature.
4. The Reading Room will be under the control of Regional Council/Branch concerned and one employee should be made responsible to supervise the cleanliness and neatness of the Reading Room.
5. Services required for maintenance of Reading Room should be outsourced to a local reputed agency by way of contract. No personnel shall be engaged as regular employees, under any circumstances. It should be ensured that the contractor so engaged is registered with local authorities and complies with all the statutory requirements such as PF, ESI payments etc. Necessary indemnity bond as per format at Annexure 'F' be obtained from the contractor indemnifying the Institute from any liability with regard to the personnel/statutory dues etc.
6. Generator whenever required should be hired from reputed contractors. The generator should be in good condition and free from any leakages/defects. The service provider should regularly visit and check the Generator for its smooth functioning. Any loss to property/personnel shall be made good by the contractor himself.
7. A detailed scope of work and responsibility of the contractor/agency concerned should be framed at the time of engaging it under intimation to the Head Office.
8. All expenses relating to the above should be kept within the sanctioned limit and under no circumstances, request for additional grant would be entertained. In case library facility is thought of then it should be outsourced and no fee should be charged for it.

The Library function shall be delinked from the reading room facility.

Chapter 2

Library Grant

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.

- (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

Chapter 3

Public Relations Grant

PUBLIC RELATIONS GRANT
(Payable only to Regional Councils)

1. **Extent of the grant:**
Upto Rs. 50,000/- Per Annum

2. **Condition for Release:**

On receipt of specific request from the Regional Council with details of expenditure (as per format at Annexure 'D'). The President would decide on case to case basis, the activities which constitute public relations. Generally, the programmes inviting 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.

Chapter 4

Grant for Reference Libraries

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 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).

STUDENTS' ASSOCIATIONS AND BRANCHES

Guidelines for setting up of Branches of Students' Association.

The Chairman/Managing Committee of a branch may submit proposal for opening a branch of Students' Association, through the Chairman of the concerned Regional Council, to the Secretary of the Institute subject to fulfillment of following conditions:-

1. There should be a minimum strength of 150 students (articled clerks as well as audit clerks) residing in the city concerned and within a radius of 50 kms. from the city limits. A list of students with name, registration number, date of commencement of articled/audit service, name of the employer etc., to be given.
2. A report on the activities like seminars, study circle meetings etc., organized by the local Students' Association in the past years to be submitted.
3. If a Students' Association already exists, an application is to be submitted by the Chairman of the branch of the Chartered Accountants Students' Association, who is also a member of the Managing Committee of the branch of the Regional Council.
4. The proposal duly recommended by the Chairman, Regional Council has to be submitted to the Secretary, ICAI, New Delhi for taking further action to obtain the approval of the Council.

Chapter 5

Students' Associations & Branches

Grants Payable:

1. Revenue Grant:

Students' Association	Branch of Students' Association
Normal Grant Rs. 10,000/- P.A.	Rs. 10,000/- P.A.
Service Grant Rs. 500/- (per branch)	

2. Students' Association Fee

Rs. 50/- per student residing within the jurisdiction of Students' Association (excluding those who are covered branches)	Rs. 50/- per student residing within the jurisdiction of Branch.
---	--

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:-

- a) Result of election of the Managing Committee and the office-bearers of the Students' Association/Branch has been received by the Institute.
- b) The Students' Association/Branch has opened an Account in a scheduled bank wherein the Nominated member of the Students' Association and Chairman of the Students' Association are the joint signatories.
- c) 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.
- d) 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.
- e) 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.

IIInd Instalment:

The IIInd 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:

1. 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.
2. 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.
3. 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.
4. 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.

Chapter 6
ANNEXURES of Manual of Grant

FORMAT FOR CREATION MAINTENANCE FUND

This is to certify that an amount of Rs. _____, has been created as Maintenance Fund which is equivalent to atleast 5% of the Seminar/Conference/Delegate Fee received during the financial year _____.

The funds relating to Maintenance Fund of Rs. _____ have been invested in Earmarked Fund.

Secretary
Branch

Chairman
Branch

Annexure 'B'

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

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

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 Rs. _____
(with item-wise break up):
 - 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

FORMAT FOR SETTING UP OF A REFERENCE LIBRARY

To
The Chairman,
_____ India Regional Council of the
Institute of Chartered Accountants of India,

Sub: Request for setting up of a Reference Library.

Sir,

We the following members of the Institute of Chartered Accountants of India residing at _____ place are desirous of establishing a Reference Library of the Institute under the aegis of _____ (Name and address of the Voluntary Association/Body) who would take the responsibility of up keep and administration of the Reference Library.

2. There is no branch of the Institute of Chartered Accountants of India at _____ (Place).

3. The name and address of the President/Chairman of the aforesaid Voluntary Association/Body is as under:-

Name : _____
Address: _____

4. A copy of the Charter of the Voluntary Association/Body is enclosed for your information (in case the Association has framed one).

5. You are requested to kindly recommend to the Institute for establishing of a Reference Library at _____ (place) and release of initial grant for which the request from the above Voluntary Association is enclosed.

6. Our names alongwith membership numbers and signatures are given below:-

Indemnity given to Regional Council/Branch of _____ Regional
Council of The Institute of Chartered Accountants of India, New Delhi

To,

The _____ Regional Council/Branch of _____ Regional Council,
The Institute of Chartered Accountants of India (ICAI).

In consideration of your having agreed to assign work to M/s _____ (name of agency)], for the maintenance of reading room of _____ Regional Council/ Branch, we M/s _____ (name of agency)] hereby declare that we have been registered with the local authorities and comply with all the statutory requirements such as PF, ESI, Service-tax, etc. and undertake to hold ICAI/its Regional Council/Branch, its officers, servants and agents harmless and indemnified against all claims in respect of any liability with regard to the personnel/statutory dues, etc.

Guidelines for Sale of branch Land /Building

1. The sale price of premises should be competitive and comparable with current sales that might have taken place in the vicinity of the existing premises. For ensuring this, the branch may publish notice/advertisement seeking offers from parties.
2. Permission/No objection, if any, to be taken from local authority(ies) and compliance of other laws applicable to the property.
3. The buyer shall pay 50% of full amount of sale consideration at the time of execution of Agreement to Sell and balance 50% at the time of execution of Sale Deed by demand draft only.
4. Agreement to Sell between the Institute and buyer(s) shall be duly registered with the Registrar.
5. The Agreement to Sell and Sale Deed prepared by the Deed Writer or Advocate of the Branch shall be got vetted by Institute's Legal Department.
6. The Sale Deed shall be executed by an Officer authorized on behalf of the Institute.
7. Before sale of a land/building, the proposal shall be submitted for approval to the Secretary/President of the Institute duly recommended by the Chairman of the Regional Council. The proposal should include relevant details i.e. name and address of the buyer(s), sale price and its schedule. In case the buyer is company/firm/society/trust, certified true copy of the relevant resolution authorizing the purchase of the property from the Institute with certified copy of its Memorandum & Articles of Association/bye-laws, as applicable, may be sent.
8. The expenses of the sale transaction including stamp fee and registration fee, etc. shall be borne by the Purchaser.

ANNEXURE H



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

Ahmedabad (WIRC)



ICAI Bhawan, 123, Senior Field Colony, Near Usmanpura
Under Bridge, P.O. Navjeevan, Narangpur, Ahmedabad-380 014

Phone: (+91) (79) 2708 0007 | Telefax: (+91) (79) 2708 0040
Email: ahmedabad@icai.org | Website: <http://www.icai.org>

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 disheveled 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.

Chapter 7

PPT on RBA Grant

Orientation Program for Regional Council Members & Branch Managing Committee Members ~ 2019



Grants Payable by RBA Section(ICAI) to Branches

1. Revenue Grant to Branches and Regional Councils
2. Special Grant
3. Library Grant
4. Public Relation Grant
5. Grant for Students' Associations and Branches of Students' Associations



Scale of Revenue Grant

- Regional Councils
- Salary
 - As per the staff sanctioned by the E.C
- Branch administration Grant
 - Rs. 1.50 lacs+ Rs. 3500 per Branch
- Membership Grant
 - Covered by Branches
 - Rs. 30 per member
 - Not covered by the Branches
 - Rs.100 per Member

Scale of Revenue Grant

- Branches
- Staff and administration expenses etc.
 - Membership strength
 - Upto 300 Members
 - Rs. 1.50 lacs
 - 301 to 500
 - Rs. 1.80 lacs
 - Over 500
 - Rs. 2.00 lacs
- Membership Grant
 - Rs. 100 per member

Conditions for release of revenue Grant

1. The Regional Councils and Branches are required to send a copy of half yearly accounts by 31st October of relevant Financial Year and Audited final accounts by 30th April of following year.
2. The Branches have to clear their publication dues as on 31st March of previous year.

Scale of reimbursement of Rent to Branches operating from rental Premises

W.e.f 01.01.2019, the Head office will reimburse on quarterly basis the rent paid by the Branches operating from rented premises as per following scale:

Branch upto 200 Members	Rent upto Rs. 25000 P.M
Branch between 201-500 Members	Rent upto Rs. 35000 P.M
Branch between 501-1000 Members	Rent upto Rs. 50000 P.M
More than 1000 Members	Rent upto Rs. 75000 P.M

No extra payment will be made to the Branches on account of taxes, etc. such as Municipal Taxes/ property tax, Insurance , maintenance of the Building.

Library Grant

- Initial Grant for books – Rs. 50,000/-
- Recurring Grant per year :
 - upto 300 members - Rs. 15,000/-
 - 301-500 members - Rs. 20,000/-
 - 501-1000 members - Rs. 30,000/-
 - 1001-2000 members - Rs. 40,000/-
 - More than 2001 members - Rs. 50,000/-



Release of Recurring Library Grant Per Year

1. 50% of the eligible amount shall be released to branches on 1st April, each year as first instalment, subject to utilisation certificate for the previous/last instalment received in prescribed format.
2. The balance 50% of the eligible recurring grant shall be released as 2nd instalment on or after 1st Oct, subject to submission of utilisation certificate of first instalment, duly certified by branch auditors.
3. In case, utilisation certificate of any instalment is not received, subsequent instalments shall not be paid

Public Relation Grant

- EXTENT OF GRANT ➤ UPTO RS. 50,000/- P.A
- CONDITION FOR RELEASE ➤ ON RECEIPT OF SPECIFIC REQUEST FROM THE REGIONAL COUNCIL WITH THE DETAILS OF EXPENDITURE
- PUBLIC RELATION ACTIVITY ➤ REFER NEXT SLID

Public Relation Activity

- PROGRAMME INVITING PRESIDENT/VICE PRESIDENT OF INDIA, UNION CABINET MINISTER, STATE CABINET MINISTER, UNION MINISTER FOR COMPANY AFFAIRS, HEADS OF RBI, SEBI, C&AG, CBDT, CBEC
- CRICKET MATCH OR ANY OTHER SPORT ACTIVITY WITH INCOME TAX DEPARTMENT, SALES TAX DEPARTMENT, RBI, SEBI ETC.

Branches of Students Associations

Grants Payable :

1. Revenue Grant - (Normal Grant)-10000/- p.a

2. Students' Association Fee :

(Rs. 50/- per student residing within the jurisdiction of branches)



Student's Associations

Grants Payable :

1. Revenue Grant – (Normal Grant)-10000/- p
2. Service Grant- Rs. 500/- Per Branch
3. Students' Association Fee :
(Rs. 50/- per student residing within the jurisdiction of branches)



Conditions for Release of Grants to Branches of Students Associations

- 1st instalment : 50% of the total yearly grants payable to branches of students association will be released in April, each year, subject to the fulfilment of the following conditions:-
 - Result of election of the Managing Committee & the office bearers of the Branches has been received by the Institute.

 - Bank Account in a scheduled bank, wherein & nominated member of student association & Chairman of student association are joint signatories.

Conditions for Release of Grants to Branches of Students Associations

Activity report for preceding half year duly signed has been received by the Institute.

- Meetings of Managing Committee were held as stipulated.
- Request for release of the grant has to be recommended by Chairman of the respective branch

Conditions for Release of Grants to Branches of Students Associations

2nd Instalment :

The 2nd instalment will be released in October on fulfilment of following conditions :-

- Copy of audited accounts for preceding F.Y. has been received by institute.
- Provisional Rec & Pay A/c for first six months has been received by the Institute
- Activity report for the half year ended 30th Sept, duly signed has been received by the institute.

Special Grant

- UPTO Rs. 50,000/- p.m
- Cost of two faculty members would be reimbursed for organising special programmes by inviting a Chief Minister/ Finance Minister or Union Cabinet Minister and/or Union Cabinet Minister and or Heads of Regulatory Authorities like C&AG, RBI, SEBI, IRDA, MCA, CBDT, CBEC.

Part B

Chapter 8

CA Students Talent Search (BOS)

MANUAL OF STUDENTS' ACTIVITIES

**(Covering Guidelines, Eligible Grants and Annexures to
claim the same from Board of Studies, ICAI)**



Board of Studies
The Institute of Chartered Accountants of India

This Manual is strictly for private circulation only

The guidelines and admissible grants can be revised by the Competent Authority as and when desired without prior intimation.

Revised Edition:

Published by: Board of Studies

The Institute of Chartered Accountants of India

'ICAI Bhawan', A-29, Sector-62, Noida -201309 (U.P.)

Ph.: 0120-3045930/931

Email: bosnoida@icai.in

Website: www.icai.org

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.



STUDENT ACTIVITY PORTAL BY BOARD OF STUDIES

The Board of Studies 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 (BOS) 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 of Studies will approve the event. After event approval by Board of Studies, 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.



CA STUDENTS' TALENT SEARCH

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. Based on aforesaid background, it has been decided to organize CA Students Talent Search with various activities such as Quiz, Elocution, Instrumental Music and Nukkad Drama.

Structure of the Contest:

In the year 2018, the Board under the banner of "CA Students' Talent Search" organized the following four contests:

1. Quiz
2. Elocution
3. Instrument music (any kind of)
4. Nukkad Drama

Similar contests would be organized in the forthcoming years. The Student Talents would be organized in three stages i.e. Branch, Regional and last at National level.

- The Branch level contests.
- The Regional level contest.
- The National Level contest.

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 levels will contest in the Grand Finale at National Level for each activity.

The contestants for Grand Finale of Elocution contests would be invited one day prior to the event for grooming in various aspects so that they can perform and showcase their talent well during the final Contest.

Students' Eligibility:

Students registered for Final Course and are undergoing articleship and students registered for Intermediate (Integrated Professional Competence) / Intermediate Course are eligible to participate in these contests. Thus, students who have completed articleship are not eligible to participate.



GUIDELINES FOR BRANCHES AND REGIONAL COUNCILS

Announcement of Event: Event will be announced 20 days prior 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.

Timelines and Activities: As defined above

A. Elocution contest

Medium: English

Topics: A list of topics/subjects for the Contest will be provided by the Board of Studies for Branch Level. For the Regional Level Contest, topics will be selected by the Regions only. Each contestant has to submit the topic on which he / she will be speaking, out of the list of topics, at least half an hour before the commencement of the contest. The Board reserves the right to accept or reject the topic.

Number of winners at Branch Level:

From Branches, the number of contestants selected for Regional Level Contest would depend upon the membership strength (as on April 1st 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 this purpose, the Regional Offices in Mumbai, Chennai, Kolkata, Kanpur and Delhi will also be treated as Branches and two winners will be selected.

Number of winners at Regional Level:

4 students from each region will be selected to participate at National Level.

Rules of the contest at National Level (also applicable to Branches and Regional Councils):

Two Rounds will be organised as –

- Preliminary Round – Presentation by the contestants. Each Contestant shall be given 10 minutes time for their presentation. Students may prepare their 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 on 30th June, 2018.
- 3rd Round – The Final round will be organised at a location decided by Board of Studies. Five minute presentation will be made by each of the 5 contestants and one question will be posed to each contestant and based on their answers, best 3 winners of Elocution Contests will be selected.

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



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	<u>10 marks</u>
	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 articulated assistant/relative or the articulated assistant/relative of his/her partner is a participant in the Contest.

B. Quiz contest

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:

One team, comprising of 2 students, will be selected at Regional level and will contest at Grand Finale.

National Level:

Out of total 5 teams, best team will be declared winner. In addition, winner team of Quiz will participate in SAFA Quiz Contest.

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 5 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 eight rounds of Quiz Contest covering the following areas:
 - Accounting
 - Auditing
 - Corporate Laws



- Taxation - Direct and Indirect
- Costing/Management Accounting/Financial Management
- Information Technology
- Economics
- 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 articulated assistant/relative of the articulated assistant/relative of his/her partner is a participant in the Contest.

C. Instrumental Music (any kind of)

Music is much more than mere entertainment. For many, music is like a constant companion. It brings immense joy, helps in overcoming stress during difficult times. Accordingly, Instrumental Music has been included one amongst four activities for CA Students Talent Search.

Number of winners at Branch Level:

From Branches, the number of contestants selected for Regional Level Contest would depend upon the membership strength (as on April 1st 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 this purpose, the Regional Offices in Mumbai, Chennai, Kolkata, Kanpur and Delhi will also be treated as Branches and two winners will be selected.



Number of winners at Regional Level:

Two students will be selected from each Region for contesting at Grand Finale.

Number of winners at National Level:

Out of total 10 students, best 3 students will be selected as a winner at National Level/Grand Finale.

Performance & Duration:

1. It will be a solo performance of 5-10 minutes by each participant.
2. Participants will bring his / her own instrument. This includes - Casio, Tabla, Keyboard, Piano, harmonium, Guitar, Violin etc.
3. ICAI will only provide the platform for performance and the student has to bear the cost of instrument etc.
4. Nominal participation fee may be charged from students at Branch Level.
5. Decision of the judges will be final.

D. Nukkad Drama

Nukkad Drama competition would be one of the major attractions of audience and this will enable the students to unveil their hidden talent and add colour to their act of speaking, character creation, emotional awareness, etc.

Number of winners at Branch Level:

One team, comprising of maximum 5-6 students, will be selected at Branch Level and will contest at Regional Level.

Number of winners at Regional Level:

One team, comprising of maximum 5-6 students, will be selected at Regional level and will contest at Grand Finale.

Number of winners at National Level:

Out of total 5 teams, best 3 teams will be selected as winners at National Level/Grand Finale.

Performance & Duration:

1. It will be a team performance on any topic related to Chartered Accountancy Profession/curriculum.
 2. Each team will be given 5-10 minutes time for their performance.
 3. Medium of language for Nukkad Drama will be English, Hindi or both.
 4. Negative marking will be done for the performances which are not completed within 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.
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7. Nominal participation fee can be charged from students at Branch Level.
8. Decision of the judges will be final.

Common Guidelines for Branches and Regional Councils

Number of winners:

Winners at Branch level as elaborated above will participate at Regional level contests. Four winners of Elocution, two winners of Instrumental Music, one team of Nukkad Drama and winner teams of Quiz contest from each region will participate in the Finale of National Level CA Students' Talent Search.

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 two-day event for organizing all the four contests i.e. Quiz, Elocution, Instrumental Music and Nukkad Drama and the Branches and Regional Councils will be reimbursed Rs. 50,000 / Actual deficit, whichever is less for organizing all the four contests.

Reimbursement of Grant: The grant for organizing these Contests shall be released on the basis of claim received 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 as per earlier practice.

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

All participants of Elocution Contest at the Regional 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 to 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 and will be deducted from eligible amount of DA.

NATIONAL LEVEL:



Grand Finale of National Level CA Students' Talent Search

Four winners of Elocution contest, two winners of Instrumental Music contest, one team of Nukkad Drama and winner teams of Quiz contest from each region will participate in the Grand Finale of National Level CA Students' Talent Search.

Elocution Contest:

At National Level, the contestants of elocution contests can choose topics of their choice and communicate to Board of Studies. However, the final allotment of topics will be decided by the Board of Studies.

Prizes distribution:

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;

1st three winners of National level-Instrumental music would be awarded the cash prizes of Rs. 21,000/-, Rs.11,000/- and Rs. 5,100/-;

1st three winners team of Nukkad Drama would be awarded the cash prizes of Rs. 21,000/-, Rs.11,000/- and Rs. 5,100/- respectively.

1st winner team of National level- Quiz would be awarded the cash prize of Rs. 21,000/-.

In addition, 1st two winners of Elocution and winner team of Quiz will participate in SAFA Elocution and Quiz Contest.

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. 1,500/- per day for boarding, lodging and conveyance to meet the daily and incidental expenses for the actual number of days spent for the event and maximum 6 days for the journey subject to actual days spent from the commencement of the journey till the end of the journey, including travel time.

Chapter 9
One-day Seminars/Two-Day Mega
Seminars

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 of Studies. 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 atleast 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



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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.

Chapter 10

Half-day Seminars



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 of Studies, 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/snacks may 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 of Studies.

Chapter 11
Short Term Course/ Workshop on English
Speaking, Writing Skills and
Business Communication



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 of Studies.

The Background material brought out by the Board of Studies 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.

Chapter 12

Special Counselling Programmes



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.

Chapter 13

Student Conferences



GUIDELINES FOR ORGANISING STUDENTS CONFERENCES

A. Types of Conferences :

There will be Three Types of Conferences:

1.	International Conference	Only One such Conference shall be organised by Board of Studies (BOS) at such place/ Region/Branch as may be decided by the BOS.
2.	National Conference	Each Region of ICAI shall host two National Conference. Board of Studies shall give preference to the Regional Headquarters to host such National Conference. If, for any reason, the conference cannot be held at the Regional headquarters; the BOS can allot the National Conference to any Branch in that Region as the BOS may deem fit. The organizing Regional Council/ branch should ensure and give declaration that at-least 5 % of the students are from other regions.
3.	CA Students Conference	It will be endeavour of the BOS to organise these conferences in such numbers and at such places so as to cover about 25% of the Students. Accordingly, the 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 BOS. The BOS will try to have Regional balance while allotment of these Conferences to the Branches.

B. Duration of the Programme: Two-Days

C. Minimum and Maximum Attendance :

1. National Conference:

Minimum Attendance - 750 students and Maximum Attendance - 2000 students.



2. CA Students Conferences at Branches :

Branches having Students Strength **	Minimum Attendance
More than 5000	600 students
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 National Conference, the Chairman of the Board of Studies may not allot Students Conference to that Regional Council / Branch in the subsequent year(s).

** Students Strength shall be as per centralized data of EDP.

D. Students Eligible to attend the National Conferences and CA Students Conferences :

- 1) Students who have registered as IPCC/Intermediate Students – either after passing CPT/Foundation or through Direct Entry route.
- 2) Students who are pursuing their Article ship 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 CPT Students and Students who have completed one year beyond their Article ship training will not be eligible to register for these Conferences.

The organising Regional Council /Branch will have to capture the aforementioned information in registration form and give suitable Confirmation/ Declaration in the format as provided in the guidelines which can be verified/ confirmed by the BOS at the time settlement of claim.

E. Programme Structure of the Conferences:

1. The Programme Structure of these conferences (National Conferences and CA Students Conferences) **MUST** be as mentioned below-

Total Number of Learning Hours for Students (Excluding Inauguration)	12 Hours
Session on BOS Presentation and Interaction with Board of Studies. (To be taken by BOS Chairman, Vice Chairman, Director or any	1 to 1.5 Hours



designated BOS Member)	
<p>Sessions Containing Presentation of Papers by Students.</p> <p>Each such Session should contain -</p> <ul style="list-style-type: none"> - Presentation by at least 3 to 4 Students for 15 Minutes each. - About 15-20 Minutes to be given to Session Chairman (being subject expert/Council Member) for summing up. 	4 to 6 Hours
<p>Sessions on Nation building, Importance of Articleship, How to crack CA Exam, Student motivation, How to do paper presentation, Ethical Values in the Profession, etc. (One such Session can be merged with Inaugural, if such Renowned person is coming for Inauguration)</p>	4 to 6 Hours
<p>Additional Short Sessions by CAs in Industry / Practice with some achievements or on high posts or Rank Holders.</p> <p>(These sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes)</p>	1 to 1.5 Hours

The Branches/ Regional Councils MUST regularly consult the Central Council Member who will be appointed as "Conference Director" by BOS and take guidance from them.

2. The Theme of the said Conference will be informed to the branches & Regional Councils in advance. A Programme Structure duly approved by the Conference director mentioning the details of Chief Guests/Guests of Honour invited and Chairmen of Technical Sessions, details/options of the Key Note speakers, other speakers for the Conference should be sent to the Board of Studies, well in advance **for prior Approval** of the Competent Authority in the board of Studies.

F. Chief Guests, Chairman of Sessions and Other Speakers :

1. Inauguration of the Conference should be meticulously planned in consultation with the Conference Director and should not exceed 30 minutes. Maximum time should be given to the Outside Dignitary. Efforts should be taken to invite Union Ministers for National Conferences as Chief Guest.



In CA Students Conferences as well, efforts should be made to invite persons of the stature of State Ministers, MPs, MLAs, Mayor or such other renowned person should be invited as Chief Guest.

2. Dias Plan for the Inaugural Session must be approved by BOS.

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

National Conferences :

ICAI President, ICAI Vice President, BOS Chairman, BOS Vice Chairman, Regional Council Chairman, Conference Director (CCM), Regional Student's Association Chairman & Vice Chairman/Secretary (student).

CA Students Conferences :

ICAI President, ICAI Vice President, BOS Chairman, BOS Vice Chairman, Branch Chairman, Regional Council Chairman, Conference Director (CCM), Branch Student's Association Chairman & Vice Chairman/Secretary (student), Ex- officio CCM or RCM of the Branch.

3. In the Session of Students Paper Presenters, one senior Chartered Accountant can be requested to be 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. However the communication to such persons should not be sent without prior approval of Chairman, BOS.
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. No LCD or other screens are to be installed at the Conference place. The Conference should be planned in an Elegant Manner. The design and the colour of the Background Screen and the Gate to be installed at the entrance of the Conference will be sent by the Board of Studies in advance.
6. No other programmes e.g. Students Festivals, Sports Competitions etc. shall be clubbed with the National Conference under any circumstances.
7. Kindly note the following :



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- 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 Honour.
C. And, If only Vice President, ICAI is attending the Programme than he will be among the Chief Guest.

The main objectives for organising these Conferences are as under:

1. Knowledge dissemination to Students.
2. Understanding the initiatives of BOS and taking benefits of the same.
3. Motivation of Students.
4. Development of Communication/ Presentation skills (even sitting in audience one can think of developing himself/herself)
5. Increasing belongingness to ICAI.
6. Encouraging Organisational Skills.

Hence, it has been decided that **“Cultural Programs shall not be organised during or along with these Conferences in any manner”**.

If any Regional Council/ Branch organises the cultural program in violation of above guidelines; that Regional Council/Branch will not be considered for “Students Association Award” and the Grant will not be disbursed to that Regional Council/Branch.

G. Students Paper Presenters :

1. Encouragement should be given to local students to be Paper Presenters in the Conference. The Students paper Presenters outside the city (nearby Towns & Cities) cannot exceed 50% of total Paper presenters. Prior approval of the outside students selected should be taken from BOS to ensure that the selected Student is not speaker in more than TWO Conferences. 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 organised by the member of the organising committee of the Student Conference. Suitable guidance on content and quality of PPT need to be given.
 2. 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.
 3. The list of selected paper presenters along with scan copy of declaration (i.e. not participated in more than 2 conferences) should be sent to Board of studies prior to organisation of the Conference.
 4. The students who are not selected should be informed beforehand along with the feedback stating reasons therein for not getting shortlisted, in order to help them to improve for future.
 5. 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 Panellists for judging the Students.
 6. Best paper presenters (overall category) of National Conference can be permitted to present technical papers in International CA Students Conference where the limit of two programmes per year will not be applicable.
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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.

H. Organisation 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 Board of Studies). No delegate fee shall be charged from overseas participants. All expenses on local hospitality like lodging, boarding and sightseeing shall be borne separately by Board of Studies. Reimbursement of the grant for International Conference shall also be made as applicable above in the case of National Conference.
2. The International Conference should be planned atleast 6 months in advance and National Conference atleast 3-6 months and CA Student Conference atleast 2 months in advance so as to give wide publicity for large number of participation.
3. A draft Programme Structure along with details of Chief Guests/Guests of Honour invited and Chairmen of Technical Sessions for the Conference should be sent to the Board of Studies, well in advance for prior approval by the Competent Authority.
4. Invitations for the Conferences 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 Board of Studies of the Institute.
5. The attendance of the participants may be recorded as per the following format separately for Intermediate (one Group Cleared) and Final, pursuing students and sent to the Board of Studies immediately on the same day. **On both days the signed scan copy of the attendance sheet should reach the Director, Board of Studies by 1 p.m. by mail** with a copy to the officer concerned in BOS, followed by a hard copy by Speed post/Courier. A copy of the same shall also be handed over to the observers/officials, deputed by the BOS. **Strict compliance of this condition will be prerequisite for processing of the Grant.**

Course pursuing: Final

	Name of the Student	Regn No.	Course pursuing	Phone/ Mob.	Email Addresses	Sign

Course Pursuing: Intermediate (One Group Cleared)



	Name of the Student	Regn No.	Course pursuing	Phone/ Mob.	Email Addresses	Sign

Based on the above details, BOS will interact with the students to get feedback and suggestions, if any.

6. Formal Dress code should be followed both for boys and girls respectively. The boys to be dressed in formal Suits or Trousers and Shirt. The girls to be dressed in Formal dress like suits/skirts or trousers and shirts.
7. The Board of Studies will provide ICAI Student Batch and a standard tie/scarf, the same to be worn compulsorily during the conference by the boys and girls respectively. The cost of the same will be around Rs. 100 and will be recovered from the grant amount.
8. The Board of Studies, name should be prominently mentioned in each communication/circular/letter, background material, 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.

I. Background Material and Publicity

1. Messages of the President, Vice-President, Chairman and the Vice-Chairman, Board of Studies 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 Board.
 2. Composition of the Board of Studies 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. Ways to find out as to how the students can get connected with the Institute of Chartered Accountants of India. For the same, it is suggested that in the Material to be published, articles from other students should also be included along with their names and photographs as some students may possess good writing skills but not good orator ship skills.
 4. The background material should be of very good quality and if such quality is not possible at the branch level, the Board of Studies may be informed to make necessary arrangements.
 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 and SMSs to the students; hosting the announcement on ICAI's website and printing in the Students' Journal and for any other matter.
 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, Board of Studies availability and convenience.
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1. Budget for the proposed Conference in itemised manner in the format of Receipt and Expenditure A/c given as (**Annexure 'II'**) should be sent to Board of Studies, well in advance for prior approval by the Competent Authority. Only after approval of the proposed budget, the programme can be organised. 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 will 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, Key Note Speakers etc. – Rs. 1,200.
 3. Students Speakers – Rs. 750.

The mementoes must mention the information:-Name of the Programme, Organized By the Board of Studies and Hosted By(Names of Regional Council/Branch and Students Association)
5. The Regional Council/ Office/Branch may claim reimbursement for organizing International Conference/National Conference/CA Student Conference by submitting a report on the event, along with duly Audited Accounts, in the prescribed Format (**Annexure 'II'**) 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 'II'**) No expenditure to be incurred out of the grant for inviting Celebrity (ies) /Orchestra Party, etc. at the Conference Programme.

K. After Organisation of the Conference:

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

- (i) Hard copy of the Attendance register of the programme duly signed by the Coordinators of the programme.
- (ii) Four Copies of Background Material Printed should be forwarded to Board.
- (iii) Details of the Experts invited (as Chairmen of Technical Sessions / Special address / key note 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.



- (iv) Details of Paper Presenters viz name, ICAI Students Registration Number, Contact Details (Phone/Email Ids).
- (v) CDs containing the photographs taken during the programme, Video recording of the proceedings, Paper Book, Power Point Presentation of Best Paper in each Technical Session along with videos.

Violation of any of the above guidelines will lead to withdrawal of the approval for the Conference and/or withholding of the grant payable for the conference. It will be appreciated if above rules are strictly adhered to.

Chapter 14

CA Students' Festival



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. CPT/ 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 of Studies, wherever available. Otherwise, the Council Member(s) located in the concerned jurisdiction will guide the organization of the Festival.

While organising 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, Fancy Dress Competition, 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 of Studies.

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 of Studies and binding on all. Nobody shall have any right or claim whatsoever against the Board of Studies 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.

Chapter 15

Sports Competition



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 of Studies, 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 of Studies and binding on all. Nobody shall have any right or claim whatsoever against the Board of Studies 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 'VI'**) and few photographs of the event.

Chapter 16

Students' Activities Grant



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. To have effective monitoring of the funds sent on account of students activity grant, the cheque shall be drawn in the name of the Students' Associations of the Branches and Regional Councils.

3. 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, the second instalment of 25% shall be released. While releasing 2nd Instalment of Students Activity Grant, previous years' utilization certificates are also taken into consideration. In case, if any unutilized amount is lying for earlier year (s), then that amount is first adjusted from the utilization certificate of the current year and thereafter, the balance grant, if any, is released. After the receipt of the utilization certificate of the second instalment the balance 50% shall be paid.

The Grant can be utilised 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"**).

Chapter 17

National Policy for Reading Rooms



NATIONAL POLICY FOR READING ROOMS

READING ROOM PORTAL

In continuation of the initiative taken by Board of Studies 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 of Studies 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 of Studies 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 Board of Studies 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.	<ul style="list-style-type: none"> • 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 of Studies 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 of Studies 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:
 - a) That the Owner(s) of the proposed space is/are not related to any of the Managing Committee members (current as well as previous Managing Committee of the Regional Council/Branch) and their near relatives.
(The proposal from members of the Managing Committee or their direct relatives can also be considered subject to the disclosure of interest and unanimous approval by the Managing Committee of the concerned Regional Council / Branch).
 - b) That the proposed space will only be used for the very purpose and no other use of the same would be allowed under any circumstances.
 - c) If the proposed space is owned by a Chartered Accountant(s), not covered under (a) above, the name(s), Membership No(s), address(es) etc are to be submitted along with a certification that the rates being quoted are competitive with respect to the prevailing market rates.

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 of Studies 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 of Studies 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 of Studies 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 of Studies. 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.

*_*_**

Chapter 18

Monthly Activity Report



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 of Studies 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 of Studies on a monthly basis in a prescribed format. The report could be sent in soft copy to psdos@icai.in; and 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).

Chapter 19

Annexure of Manual of BOS



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 : _____

No. of participants attended : _____
(Enclose list of attendees duly authenticated
by the Chairman of the Regional Council/Branch)

No. of outstation participants : _____

Topics (Technical Session-wise) : _____

Speakers(Technical Session-wise) : _____

The above activity has been carried out strictly in accordance with the guidelines laid down by the Board of Studies.

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 'II'
(Page 2 of 2)

**SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING INTERNATIONAL CONFERENCE/
NATIONAL CONFERENCE / CA STUDENTS CONFERENCE**

Venue:

Date of the Programme:

Particulars	Amount
<u>Receipts:</u> <ul style="list-style-type: none">- Receipts (Participation Fees X No. of students enrolled)- Sponsorship Receipts- Income from advertisements- Any other receipt (please specify)- Grant received from Board of Studies	
<u>Total</u>	



Payments:

- Payments to hotels /convention halls / others etc.
- Food Expenses (No. of students @ upto Rs. 750/- per student allowed)
- Backdrop, signs, Stands etc.
- Advertisement
- Mementoes
 - o To Chief Guest(s) / Dignitaries (No. of momentos @ upto Rs. 2500/- per person)
 - o To Technical Session Chairmen and Experts requested for Special Session(No. of momentos @ upto Rs. 1200/- per person)
 - o To Student Technical Paper presenters(No. of momentos @ upto Rs. 750/- per person)
- Printing Expenses for Souvenir and Stationary
- Flower and Decoration
- Student Kit (Maximum Rs 30 allowed)
- Cost of Tie and Scarfs
- Travelling cost of Technical Session Chairmen and Special Session Speakers
- Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only.
- Travel Expenses and DA paid to Student paper presenters.
- Photography & Videography
- Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget)
- Expenses on International Delegates(applicable for International Conference only)

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

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



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 'VI'

**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'

(Page 1 of 2)

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 1 st 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 31 st March, 20.....)
			SI 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 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'

(Page 2 of 3)

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 Reading Room	1. Tables 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'

(Page 3 of 3)

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.....

Chairman of the Branch

Sign.....

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.	Career Counseling Programmes:			
	a. Within City Limits			
	b. Semi-urban Areas			
	c. Rural Areas			
2.	Mock Tests			
3.	How to Face CA Exams			
4.	One-day Seminars and Workshops			
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.	Elocution/ Quiz Contest			
11.	Information Technology Training			
12.	GMCS Classes			
13.	Orientation Programme			
14.	Joint Seminars with Universities			
15.	Coaching Classes and Crash Courses			
16.	School Level Debate Competitions			
17.	Students' Festival			
18.	Sports activities like Cricket Matches, Indoor and Outdoor games			
19.	Blood donation camps			
20.	Tree Plantation			
21.	CA Students Talent Search			
22.	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: _____

Mobile Phone No.: _____

Phone No. (With STD code): _____

Part C

Chapter 20
Career Counselling Group (2018-19)
Guidelines
(Subject to Revision)

Commerce Champ-2019.

Guidelines given below were framed by the Career Counselling group for 2018-19 and are subject to revision.

1. QUIZ COMPETITION

Amount of Admissible Grant :Rs. 10,000

Eligibility: The aforesaid contest would be arranged separately as follows:

- **Higher Secondary/Senior Secondary students**
- **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 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 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. 10,000

Eligibility: The aforesaid contest would be arranged separately as follows:

- **Higher Secondary/Senior Secondary students**
- **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 CAREER COUNSELLING GROUP 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. 15,000/- only.

The grant for organizing Elocution 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 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. 10,000

Eligibility: The aforesaid contest would be arranged separately as follows:

- **Higher Secondary/Senior Secondary students**
- **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 has to submit the topic on which he/she will be writing, out of the list of topics selected by the 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. 20,000/- only.
 - a. The grant for organizing Essay writing Competition 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 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. School /College Level Debate Competitions

Eligibility: The aforesaid contest would be arranged separately as follows:

- **Higher Secondary/Senior Secondary students**
- **B.Com/BBA/BMS & other allied subjects**

Amount of Admissible Grant

Reimbursement to cover administrative expenses in organising 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	Rs. 12,000
Branches with more than 500 members but less than or equal to 999 members – Medium sized branches	Rs. 15,000
Branches with more than or equal to 1000 members – Big sized branches and each zone of the Region	Rs. 18,000

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 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 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 on the basis of 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 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

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 CAREER COUNSELLING GROUP 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 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 CAREER COUNSELLING GROUP 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 CAREER COUNSELLING GROUP OF ICAI. Further, in order to give additional publicity for the Regional and Branch level contests, it is requested to provide full details to the CAREER COUNSELLING GROUP 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, 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'**).

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 Career Counselling Group of ICAI and binding on all. Nobody shall have any right or claim whatsoever against the Career Counselling Group of ICAI or the Institute.

N.B. - The aforesaid scheme may be carried out in National / Regional level if time permits for the same.

**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 Career Counselling Group.

Rate of Reimbursement

Rs. 12,000/- to Branches with less than 500 members.

Rs. 15,000/- to Branches with more than 500 members but less than or equal to 999 members.

Rs. 18,000/- 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 ofIndia
CA students' Association

Dated :

CAREER COUNSELLING PROGRAMMES

1. Amount of Admissible Grant

Rs. 5,000/- per Career Counselling programme

2. Guidelines

In order to encourage the Regional Councils and branches to organize Career Counselling lectures to popularize the CA Course, a grant of Rs. 4,000 per programme would be granted to branches organizing career counselling lectures. If the programme is organized by the branch, a grant of Rs. 5,000 per programme would be given to the branch in order to cover the banner of the programme, cost of conveyance, photographs, mementoes, press coverage, list of students with their contact details attended the aforesaid programme etc. The copies of Career Counselling Booklet, Flyer may be kept at the Programme for distribution. Reimbursement would be made on receipt of information of the conduct of the Career Counselling programme from the Branch, duly certified by the Chairman of the Regional Council/Branch or the Chairman, Students Association concerned as the case may be, in the prescribed format (**Annexure 'I'**) Please also provide NEFT Details (Name of the Account Holder, Account no. (Full account no.), Account Nature (Savings/current), Name of the Bank, IFSC Code of the bank. Pan Number for online payment of the aforesaid grant. Please also send filled Declaration form from the faculty, if any (format is annexed as **Annexure 'III'**) other documents required by the Career Counselling Subgroup Under BOS to be provided by the Faculty concerned to be engaged in Career Counselling Programmes to be conducted by the Career Counselling Programmes.

If the programme is organized by the Faculty/Resource Persons/ Career Counsellors, a grant of Rs. 5,000 per programme would be given to the faculty in order to cover his remuneration of Rs 3000/- which includes the cost of conveyance and Rs 2000/- for other administrative expenses like banner of the programme, photographs, mementoes, press coverage(if any), list of students with their contact details attended the aforesaid programme etc together with audited statement of expenses, copy of the Pan Card. The copies of Career Counselling Booklet, Flyer may be kept at the Programme for distribution may be obtained from the Branch/Regional Council. Reimbursement would be made on receipt of information of the conduct of the Career Counselling programme from the Faculty/Resource Persons/ Career Counsellors, duly certified by the Auditor/ Chairman of the Branch concerned, as the case may be, in the prescribed format (**Annexure 'II'**) together with audited statement of expenses. Please also provide NEFT Details (Name of the Account Holder, Account no. (Full account no.), Account Nature (Savings/current), Name of the Bank, IFSC Code of the bank. Pan Number for online payment of the aforesaid grant.

N.B. - Faculty/Resource Persons/ Career Counsellors will be allowed to conduct maximum upto 10 Career Counselling programmes in a branch where he/she belongs to.

Each faculty registered with the **Career Counselling Group** is requested to send the Filled Declaration form (format is annexed as **Annexure 'III'**), Filled Appreciation certificate from the principal of the School (format to be submitted later on) & Other documents in to **Dr. Sambit Kumar Mishra, Secretary, Career Counselling Group, The Institute of Chartered Accountants of India (ICAI), ICAI Bhawan, A-29, Sector-62, Noida (U.P.), P.C.-201309**

Disclaimer: Prospective Faculty/Resource Persons to be empanelled as Career Counsellors who are engaged in coaching be advised not to undertake the aforesaid career counseling programme. The Members shall not be permitted to publicise the credentials or any sort of canvassing for the Coaching classes or centres in these aforesaid career counselling programmes. It may be stated 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 / **Career Counselling Group of ICAI**

Annexure 'I'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING CAREER COUNSELLING PROGRAMME HOSTED BY BRANCH/REGIONAL COUNCIL

Date :
Place :
No. of participants :
Name(s) of Counsellor(s) :

The above activity has been carried out strictly in accordance with the guidelines laid down by the Institute of Chartered Accountants of India.

Please release grant for the above Career Counselling programme as per enclosed Audited Statement of Expenses.

Signature_____

Name: _____

Chairman_____Branch/
Chairman.....Branch ofIndia
CA students' Association

Dated :

Annexure 'II'

REQUEST FOR RELEASE OF GRANT FOR ORGANIZING CAREER COUNSELLING PROGRAMME BY THE FACULTY/RESOURCE PERSONS/ CAREER COUNSELLOR

Date :
Place :
No. of participants :
Name(s) of Counsellor(s) :

The above activity has been carried out strictly in accordance with the guidelines laid down by the Institute of Chartered Accountants of India.

Please release grant for the above Career Counselling programme as per enclosed Audited Statement of Expenses.

Signature _____

Name: _____

Membership No.

Contact Address:

Dated :

Annexure 'III'

Declaration:

I hereby declare that

- a. I am a member/ not Member of the Institute*
- b. The information given to the Career Counselling Subgroup Under BOS, ICAI is true and correct and nothing has been concealed thereto.*
- c. I will not publicise any Coaching Institute during the tasks given by ICAI & their contents in any platform provided by the Career Counselling Group of ICAI.*
- d. I will only publicise the contents provided by the Career Counselling and/or the Institute of Chartered Accountants of India*

If I contravene any provision of the CA Act, 1949 or the Regulations framed thereunder or any guidelines issued by the Institute of Chartered Accountants of India ICAI) / Career Counselling Committee of ICAI/ Career Counselling group or any other Committee or Department of the Institute, I will be deemed to be guilty and the action will be taken as per rules/regulations of the Institute .

Signature:

Name:

Address:

Date:

Other programmes by the Career Counselling Group

1. **Mega Career Counselling Programme:** In order to popularize CA Course amongst schools and colleges, one big programme may be organised in a year by the Branches for which reimbursement of expenses at the following rates shall be made:-

Category	Amount to be paid per Programme (Rs.)
A 1 Major Mega Career Counselling Programme in each regional Headquarter having presence of more than 5000 students & parents	Rs 1,00,000/-
B Subsequent Mega career Counselling Programme to be conducted by the Regional Councils/ Branches organizing the Mega Career Counselling Programmes in metro/Non metro cities having presence of more than 2500 students & parents	Rs 50,000/-

2. **Collaborative programmes with various National Boards like CBSE, ICSE etc., State secondary as well as Higher secondary education boards, Universities Industry Associations, Management associations & such other entities**

In order to popularize CA Course amongst schools and colleges, Debate/Quiz/Essay/Elocution competition may be organised in this year by the Career Counselling group of ICAI in collaboration with the state Boards/councils and/or National Boards for which reimbursement of expenses at the following rates:-

Category	Amount to be paid per Programme (Rs.)
A. organizing programme along with State secondary as well as Higher secondary education boards, Universities Industry Associations, Management associations & such other entities	Rs 50,000/-
B. organizing programme along with National boards	Rs1,00,000/-

Other programmes may be chalked out in future with various National Boards like CBSE, ICSE etc., State secondary as well as Higher secondary education boards, Universities Industry Associations, Management associations & such other entities



ज्योतिर्गमयः

World Congress of Accountants 2022

Mumbai, India



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The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

ICAI Bhawan, P.B. No.7100, Indraprastha Marg, New Delhi - 110 002

website : www.icai.org