

# BACKGROUND MATERIAL

Volume- V

Grants of RBA, BOS &  
Committee on Career Counselling

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

2023



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE



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, 2023**

**(Volume - V)**

**Grants of RBA, SSEB  
(BOS-Academic) & Career  
Counselling Committee**



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

© The Institute of Chartered Accountants of India.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior permission, in writing from the publisher.

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

Month & year of publication – March 2023

## CONTENTS

S. No.	Particulars	Pages
	<b>Volume-V</b> <b>Grants from Regions Branch Affairs, Board of Studies and Career Counselling Committee</b>	
	<b>Part A</b>	
1	Revenue Grant	
2	Rent Grant	
3	Maintenance Grant	
4	Library Grant	
5	Public Relation Grant	
6	Grant for Reference Libraries	
7	Students' Associations & Branches	
	<b>Part B</b>	
8	CA Students Talent Search	
9	One-day Seminars/Two-Day Mega Seminars	
10	Half-day Seminars	
11	Short Term Course/ Workshop on English Speaking, Writing Skills and Business Communication	
12	Special Counselling Programmes	
13	Student Conferences	
14	CA Students' Festival	
15	Sports Competition	
16	Students' Activities Grant	
17	National Policy for Reading Rooms	
18	Monthly Activity Report	
	<b>ANNEXURES - FORMATS FOR CLAIMING VARIOUS GRANTS, etc.</b>	
	Annexure 'I' For claiming 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 Counseling Programme	
	Annexure 'II' For claiming Conferences	
	Annexure 'III' For claiming CA Students' Festival Grant	
	Annexure 'VII' For claiming Sports Competition Grant	
	Annexure 'V' For claiming Students' Activities Grant	
	Annexure 'VI' Documentation for setting up an Additional Reading Room by the Regional Council/ Branches	
	Annexure 'VII' Format of monthly report by Branch for reporting Students' Activities organized during month	
	<b>Part C</b>	
19	Committee on Career Counselling 2022-23 Guidelines	



# Part A







## 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

## **II. Conditions for release of Revenue Grant.**

- (i) Grants would be released both to Regional Councils and Branches on quarterly basis by 10<sup>th</sup> 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 20<sup>th</sup> October of the relevant financial year and audited final accounts by 15<sup>th</sup> 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 rent, 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.

## **Rent Grant to Branches of Regional Council**

### **Scale of Rent Grant to Branches operating from rented premises.**

The limit for reimbursement of Rent for Branches operating from Rental premises be increased by 50%, with effect from 15<sup>th</sup> August, 2019 and the revised Scale for reimbursement of Rent is as under :

Branches upto 200 Members	:	Rs. 37,500/- per month
Branches with 201 to 500 Members	:	Rs.52,500/- per month
Branches with 501 to 1000 Members	:	Rs. 75,000/- per month
Branches with 1001 Members and above:		Rs. 1,05,000/- per month

## **Maintenance Grant to Branches of Regional Council and its disbursement from 1<sup>st</sup> January 2020**

The Finance Committee at its 65<sup>th</sup> Meeting approved Maintenance Grant of the amount @ **Rs 15,000/- per month** commencing from 1<sup>st</sup> January 2020. This grant is decided to be admissible to only those Branches of Regional Councils (Regions) whose membership strength is less than 500 Nos and will be admissible to all the Branches irrespective of the status whether they are functioning from rented premises or having their own building.

The Committee further clarified that, the claim from the Branch concerned would be processed through RBA as Branch **Maintenance Grant** and such Grant would continue to be disbursed to those branches until the end of the financial year in which the branch attains the membership of 500. In view of the above, the Branches eligible for such Maintenance Grant as of date, starting from **1<sup>st</sup> January 2020** would continue till **31<sup>st</sup> March 2021 (Total – 15 months)** at least till attaining the membership strength of 500 Nos.

## **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:**

<b>Branches having</b>	<b>Amount (Rs.)</b>
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 1<sup>st</sup> 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 2<sup>nd</sup> instalment, on or after 1<sup>st</sup> 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

**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.



## **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.

### Grants Payable:

#### 1. Revenue Grant:

##### Students' Association

Normal Grant Rs. 10,000/- P.A.

Service Grant Rs. 500/-  
(per branch)

##### Branch of Students' Association

Rs. 10,000/- P.A.

#### 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 Installment:

The First installment, 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 Installment:**

The IIInd installment i.e. the balance grant would be released in the month of October on fulfillment 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 30<sup>th</sup> 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 30<sup>th</sup> 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.

\*\*\*\*\*



**Annexure 'a'**

**FORMAT FOR RELEASE OF LIBRARY GRANT**

1. Name of the Regional Council \_\_\_\_\_
2. Amount approved in the Budget for  
Library Grant for current year: Rs. \_\_\_\_\_
3. Amount released so far: Rs. \_\_\_\_\_
4. Proposal for release of further grant: Rs. \_\_\_\_\_  
- Books already purchased (enclose  
a copy of the Invoice )
5. Whether the books procured under Yes/No  
the previous instalments have been  
duly entered in the Library Books Register?

Chairman,  
Library Committee  
of the Regional Council

Secretary,  
Regional Council

Chairman,  
Regional Council





**Annexure 'b'**

**UTILISATION CERTIFICATE**

This is to certify that\_\_\_\_\_Branch of (Name of the Regional Council)\_\_\_\_\_ has utilized Rs.\_\_\_\_\_received by it as 1<sup>st</sup>/2<sup>nd</sup> instalment of Recurring Library Grant for the year\_\_\_\_\_for purchase of books/periodicals/journals either in book form or CD form for its library.

Date:

Seal and signature of the Auditor

## Annexure 'c'

### FORMAT FOR RELEASE OF PUBLIC RELATIONS GRANT

1. Name of the Regional Council \_\_\_\_\_
2. Public Relations Grant already availed of during the year \_\_\_\_\_ Rs. \_\_\_\_\_
3. Request for release of grant:
  - Details of the programme:
  - Date and Place:
  - Number of persons present:
  - Name(s) of the dignitaries:
  - Total expenditure incurred  
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

## Annexure 'd'

### FLAG CODE FOR INSTITUTE'S FLAG

#### 1. Size Colour, material of Flag:

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

##### Size

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

##### Colour

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

##### Material

Silk cloth in deep Navy blue colour.

#### 2. Courtesy to Flag:

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

#### 3. Adherence

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

#### 4. Display on days of national importance:

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

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 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.



# Part B





# MANUAL OF STUDENTS' ACTIVITIES

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

# CONTENTS

S.N.	ACTIVITIES	Page
1.	CA Students Talent Search	
2.	One-day Seminars/Two-Day Mega Seminars	
3.	Half-day Seminars	
4.	Short Term Course/ Workshop on English Speaking, Writing Skills and Business Communication	
5.	Special Counselling Programmes	
6.	Student Conferences	
7.	CA Students' Festival	
8.	Sports Competition	
9.	Students' Activities Grant	
10.	National Policy for Reading Rooms	
11.	Monthly Activity Report	
	<b>ANNEXURES - FORMATS FOR CLAIMING VARIOUS GRANTS, etc.</b>	
1.	Annexure 'I' For claiming 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 Counseling Programme	
2.	Annexure 'II' For claiming Conferences	
3.	Annexure 'III' For claiming CA Students' Festival Grant	
4.	Annexure 'VII' For claiming Sports Competition Grant	
5.	Annexure 'V' For claiming Students' Activities Grant	
16.	Annexure 'VI' Documentation for setting up an Additional Reading Room by the Regional Council/ Branches	
7.	Annexure 'VII' Format of monthly report by Branch for reporting Students' Activities organized during month	

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-Operations (SSEB), ICAI.

## **STUDENT ACTIVITY PORTAL**

### **BOARD OF STUDIES-OPERATIONS (SSEB)**

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

The link for the portal is: <http://bosactivities.icai.org>

The Portal has following three interfaces:

- 1) Regional Councils and its Branches being Programme Organizing Units (POUs).
- 2) Students Interface- End Users.
- 3) Board of Studies-Operations (SSEB) being Admin side.

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

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

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

#### **For Students**

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

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

**User Name - Students Registration no. (i.e. WRO0123456)**

**Password - Date of birth in DDMMYYYY format.**

## **GUIDELINES FOR BRANCHES AND REGIONAL COUNCILS**

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

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

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

### **Elocution contest**

**Medium:** English

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

The contest will be conducted at three levels –

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

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

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

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

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

Branches having less than 750 members - 1 winner

Branches having more than 750 members - 2 winners

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

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

### **Rules of the Elocution Contest at all Levels:**

Contest Rounds will be organised as –

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

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

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

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

**Common Guidelines for Branches and Regional Councils**

**Prizes and certificates at Branch and Regional Level:**

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

*\*Max 3 signatories are allowed.*

**Admissible Grant for Branches and Regional Councils:**

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

**Reimbursement of Grant:**

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

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

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

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

**Accommodation:**

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

**Participant**

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

**Prize Distribution:**

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

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

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



## **National Level**

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

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

## **Stay Arrangements**

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

## **Participant**

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

## **A. ELOCUTION CONTEST**

**Medium:** English

### **Topics:**

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

### **Rules of the contest at National Level:**

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

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

### **PRIZES DISTRIBUTION:**

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

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

**GUIDELINES**

**FOR**

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



**Students Skills Enrichment Board**  
**(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## Objective

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

## Structure of the Contest:

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

1. **Quiz Contest**
2. **Best Presenter (PPT)**

## Students' Eligibility:

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

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

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

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

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

## GUIDELINES FOR BRANCHES AND REGIONAL COUNCILS

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

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

### 1. Quiz Contest

**The Quiz Contest will be based on General Awareness.**

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

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

#### **Rules of Contest:**

- (i) Medium of questions in Quiz Contest would be English. However, if any participant wants to speak in Hindi, the option will be given.
- (ii) There can be a maximum of 10 teams, each team consisting of two students. If there are more participants the 5 teams have to be selected by a process of elimination.
- (iii) There will be six rounds of Quiz Contest covering area of General Awareness. Additionally, there will be a Rapid-Fire Round.
- (iv) Three questions will be asked in each round to each team. The students will be given 60 seconds for answering each of the questions.
- (v) In each round, the questions will be addressed turn-by-turn to each team. For example, Q. No. 1 will be addressed to Team A. If Team A answers the question correctly, then Q. No. 2 will be addressed to Team B. If Team A does not answer Question No.1 correctly, the question will pass on to Team B. A question will pass once and there will be no subsequent passing. As usual, the Question No. 2 will be addressed to Team B, the Question No. 3 will be addressed to Team C and so on.
- (vi) At the end, there shall be a **Rapid Fire Round** in which five questions will be addressed to each team. Each team will be given one minute to answer all the five questions instantaneously. Students may choose not to answer a question. There will be no passing in Rapid Fire Round.
- (vii) Each question shall carry 5 marks. 2 marks shall be awarded for questions which have been passed.

- (viii) Appropriate Computer software may be used to manage Quiz, record time and performance of each team. Manual systems may also be used wherein the Quiz Master may use stop clock for the purpose of recording time.
- (ix) The Quiz Contest may be conducted by a professional Quiz Master. However, the Quiz Master should not be a person whose articulated assistant/relative of the articulated assistant/relative of his/her partner is a participant in the Contest.

## **2. Best Presenter (PPT)**

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

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

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

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

**A3: Medium:** English

#### **A4: Students' Eligibility**

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

#### **A5: Number of winners**

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

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

#### **A6: Rules at Branch Level / Regional Level:**

1. The students have to choose a topic amongst the topics given by Students Skills Enrichment Board (Board of Studies- Operations).
2. Topics of Branch Level and Regional Level shall be different.
3. In case of larger participants, **the Preliminary Round may be conducted** - The participant will present the PPT for maximum 5 minutes which comprises of brief introduction about them and brief about the chosen topic.
4. Top 10 participants will go to the Final Round.

5. In final round, there will be a presentation of maximum 10 minutes by Top 10 participants.
6. A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/ articulated assistant and or relative of Judge or his/her partner.
7. The Panel of Judges will be different for Preliminary Round and Final Round.
8. Participants will bring his / her own PPT in a pen drive and any other backup device for the presentation and ICAI will only provide the platform for performance.
9. Participants should ensure to reach venue 30 minutes before commencement of competition for submission of their presentation to branch officials.
10. In case of any conflict etc., the decision of the Judges will be final.

**A7: Criteria for evaluation of performance:**

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

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

## **Common Guidelines for Branches and Regional Councils**

**Number of winners:**

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

**Prizes and certificates at Branch and Regional Level:**

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

**Admissible Grant for Branches and Regional Councils:**

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

**Reimbursement of Grant:**

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

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

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

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

**Accommodation:**

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

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

## **NATIONAL LEVEL**

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

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

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

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



## 1. QUIZ CONTEST

### Rules of Contest:

- (i) Medium of questions in Quiz Contest would be English and questions will be on General Awareness.
- (ii) The students will be given 60 seconds for answering each of the questions.
- (iii) There will be preliminary round in which 10 teams comprises of 2 students per team. The team will contest independently. There will be 5 questions per team & marks will be allotted accordingly. In each round, the questions will be addressed turn-by-turn to each team. For example, Q. No. 1 will be addressed to Team A. If Team A answers the question correctly, then Q. No. 2 will be addressed to Team B. If Team A does not answer Question No.1 correctly, the question will pass on to Team B. A question will pass once and there will be no subsequent passing. As usual, the Question No. 2 will be addressed to Team B, the Question No. 3 will be addressed to Team C and so on.
- (iv) Each question shall carry 5 points. 2 points shall be awarded for questions which have been passed.
- (v) After round 1 Out of 10, only 5 best teams will go to round 2. The 5 teams who scores least in the round one will be eliminated. All teams at this level are at par.
- (vi) In second round, the questions will be addressed turn-by-turn to each 5 teams. There will be 5 questions per team & marks will be allotted accordingly i.e. Each question shall carry 5 points. 2 points shall be awarded for questions which have been passed.

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

- (vii) Third Round will be a **Buzzer Round** and a total of 20 questions will be asked in this round. The team which presses the buzzer first will be asked the question. There will be no passing in case of a wrong answer. Each right answer will be awarded 5 points. There will be negative marking of 2 points in case the team which presses the buzzer is unable to answer correctly.
- (viii) At the end, there shall be a **Rapid Fire Round** in which five questions will be addressed to each team. Each team will be given one minute to answer all the five questions instantaneously. Students may choose not to answer a question. There will be no passing in Rapid Fire Round. Each question shall carry 5 points.

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

### National Level CA Students' Talent Search

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

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

**Medium:** English

**Rules for Best Presenter (PPT)**

1. The students have to choose a topic amongst the topics given by Students Skills Enrichment Board (Board of Studies- Operations).
2. Topics of Regional Level and National Level shall be different.
3. The presentation will be of maximum 10 minutes by each participant. The Judges will pose a question based on their PPT at the end of presentation to each participant. The evaluation will be based on PPT and the answer given by the participant.
4. A panel of judges will evaluate the performance of the contestants. It is to be taken into consideration that the Judges (at all levels of the competition) should not be related to any of the participants. To clarify, the contestants should not be a relative/ articled assistant and or relative of Judge or his/her partner.
5. Participants will bring his / her own PPT in a pen drive and any other backup device for the presentation and ICAI will only provide the platform for performance.
6. Participants should ensure to reach venue 30 minutes before commencement of competition.
7. In case of any conflict etc., the decision of the Judges will be final.

**Criteria for evaluation of performance:**

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

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

**Total**

## **National Level**

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

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

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

### **Stay Arrangements**

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

### **Participant**

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

### **Prize Distribution:**

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

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

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

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

\*-----\*

# **GUIDELINES**

**FOR**

# **4**

**CA STUDENTS' NATIONAL TALENT  
SEARCH**

**"Essay Competition "**



**Students Skills Enrichment Board  
(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## **Objective**

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

## **Structure of the Contest:**

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

## **Students' Eligibility:**

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

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

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

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

## **Number of winners at Branch Level:**

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

## **Number of winners at Regional Level:**

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

## **National Level:**

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

## BRANCHES AND REGIONAL COUNCILS CONTESTS

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

### Jury

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

### Rules of the Essay Competition

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

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

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

### Evaluation Criteria for Essay Competition

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

(Total Maximum Marks 100)

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

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

### **Prizes and certificates at the Branch and Regional Level:**

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

### **Admissible Grant for Branches and Regional Councils:**

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

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

### **Reimbursement of Grant:**

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

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

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

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

### **Accommodation:**

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

## **NATIONAL LEVEL CONTEST**

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

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

### **Schedule of National Level of CA Students' National Talent.**

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

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

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

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

### **Stay Arrangements**

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

### **Prize Distribution:**

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

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

\* ----- \*



# **GUIDELINES**

**FOR**

# **5**

## **CA STUDENTS' NATIONAL TALENT SEARCH**

**“Drama by Student’s Team “**



**Students Skills Enrichment Board  
(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## Objective

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

### Structure of the Contest:

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

### Eligibility:

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

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

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

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

### Number of winners at Branch Level:

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

### **Number of winners at Regional Level:**

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

### **National Level:**

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

### **BRANCHES AND REGIONAL COUNCILS CONTEST**

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

### **Jury**

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

### **Performance & Duration:**

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

### **Evaluation Criteria**

(Total Maximum Marks 100)

S.No	Criteria	Maximum marks could be allotted
1.	<b>Whether the drama narrates the theme?</b> <ul style="list-style-type: none"><li>• Understanding of Piece and the clarity in the thought process</li><li>• Compelling idea and originality of the work</li><li>• Did the play strongly challenge the ability (potential) of the actors?</li></ul>	20 Marks

2.	<b>Acting of the Participants-</b> <ul style="list-style-type: none"> <li>• Characterization</li> <li>• Energy level</li> <li>• Teamwork</li> <li>• Movement and use of stage space</li> </ul>	20 Marks
3.	<b>Voice –</b> <ul style="list-style-type: none"> <li>• Voice, Pitch, Texture, Diction, Command over language</li> <li>• Could the actors be heard?</li> <li>• Were pronunciation and articulation correct for each character?</li> </ul>	10 Marks
4.	<b>Tempo –</b> <ul style="list-style-type: none"> <li>• Pace and Rhythm, was it too fast to follow intelligently? was it too slow?</li> </ul>	10 Marks
5.	<b>Stage Presentation –</b> <ul style="list-style-type: none"> <li>• Costumes, Props, Appeal to the Audience, Attention to Details</li> </ul>	10 Marks
6.	<b>Dramatic Achievement –</b> Performance craft, Level of dramatic difficulty achieved, the overall impression of the narrative	20 Marks
7.	<b>Adherence to the allotted timings</b>	10 Marks

#### **Prizes and certificates at the Branch and Regional Level:**

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

#### **Admissible Grant for Branches and Regional Councils:**

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

#### **Reimbursement of Grant:**

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

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

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

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

**Accommodation:**

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

## **NATIONAL LEVEL CONTEST**

### **Grand Finale of 5<sup>th</sup> National Level CA Students' National Talent, – Drama by Student's Team**

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

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

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

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

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

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

### **Stay Arrangements**

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

### **Prize Distribution:**

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

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

\*-----\*

**GUIDELINES**

**FOR**

**6**

**CA STUDENTS' NATIONAL TALENT  
SEARCH**

**"Debate Competition"**



**Students Skills Enrichment Board  
(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## **Objective**

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

## **Structure of the Contest:**

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

## **Students' Eligibility:**

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

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

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

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

## **Number of winners at Branch Level:**

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

## **Number of winners at Regional Level:**

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



## National Level:

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

## BRANCHES AND REGIONAL COUNCILS CONTESTS

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

## Jury

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

## Rules of the Debate Competition

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

## At Branch Level

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

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

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

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

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

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

### At Regional Level

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

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

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

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

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

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

## At National Level

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

### Rules for Debate Competition

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

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

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

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

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

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

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

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

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

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

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

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

### Evaluation Criteria for Debate Competition

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

(Total Maximum Marks 100)

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

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

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

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

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

#### **Admissible Grant for Branches and Regional Councils:**

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

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

**Reimbursement of Grant:**

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

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

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

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

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

**Accommodation:**

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

## **NATIONAL LEVEL CONTEST**

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

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

### **Schedule of National Level of CA Students' National Talent**

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

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

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

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

### **Stay Arrangements**

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

### **Prize Distribution:**

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

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

\*-----\*

# **GUIDELINES**

**FOR**

# **7**

**CA STUDENTS' NATIONAL TALENT  
SEARCH**

**"Chess Competition "**



**Students Skills Enrichment Board  
(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## **Objective**

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

## **Structure of the Contest:**

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

## **Students' Eligibility:**

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

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

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

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

## **Number of winners at Branch Level:**

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

## **Number of winners at Regional Level:**

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



## **National Level:**

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

## **BRANCHES AND REGIONAL COUNCILS CONTESTS**

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

## **Jury**

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

## **Rules of the Chess Competition**

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

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

## **Prizes and certificates at the Branch and Regional Level:**

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

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

## **Admissible Grant for Branches and Regional Councils:**

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

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

## **Reimbursement of Grant:**

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

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

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

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

**Accommodation:**

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

## **NATIONAL LEVEL CONTEST**

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

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

### **Schedule of National Level of CA Students' National Talent.**

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

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

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

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

### **Stay Arrangements**

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

### **Prize Distribution:**

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

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

\*-----\*

# **GUIDELINES**

**FOR**

# **8**

**CA STUDENTS' NATIONAL TALENT  
SEARCH**

**"Extempore Competition"**



**Students Skills Enrichment Board  
(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## **Objective**

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

## **Structure of the Contest:**

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

## **Students' Eligibility:**

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

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

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

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

## **Number of winners at Branch Level:**

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

## **Number of winners at Regional Level:**

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

## **National Level:**

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

## **BRANCHES AND REGIONAL LEVEL CONTESTS**

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

## **Jury**

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

## **Rules of the Extempore Competition**

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

## **At Branch & Regional Level**

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

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

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

## **Evaluation Criteria for Extempore Competition**

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

**(Total Maximum Marks 100)**

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

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

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

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

**Admissible Grant for Branches and Regional Councils:**

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

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

**Reimbursement of Grant:**

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

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

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

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

**Accommodation:**

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



## **At National Level**

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

### **Rules for Extempore Competition**

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

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

### **Prizes and certificates at National Level**

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

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

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

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

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

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

**Accommodation:**

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

\*\*\*\*\*

**9**

**GUIDELINES**

**FOR**

**CA STUDENTS' NATIONAL TALENT**

**SEARCH**

**"Poetry Competition"**



**Students Skills Enrichment Board**  
**(Board of Studies-Operations)**  
**The Institute of Chartered Accountants of India**

## **Objective**

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

## **Structure of the Contest:**

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

## **Students' Eligibility:**

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

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

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

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

## **Number of winners at Branch Level:**

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

## **Number of winners at Regional Level:**

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

## National Level:

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

## BRANCHES AND REGIONAL LEVEL CONTESTS

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

## Jury

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

## Rules of the Poetry Competition

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

## At Branch Level & Regional Level

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

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

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

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

**Evaluation Criteria for Poetry Competition**

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

**(Total Maximum Marks 100)**

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

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

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

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

**Admissible Grant for Branches and Regional Councils:**

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

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

**Reimbursement of Grant:**

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

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

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

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

**Accommodation:**

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

## At National Level

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

### Rules for Poetry Competition

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

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

### Prizes and certificates at National Level

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

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

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

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



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

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

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

**Accommodation:**

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

\*\*\*\*\*

# **GUIDELINES**

**FOR**

# **10 CA STUDENTS' NATIONAL TALENT SEARCH "Sketching Competition "**



**Students Skills Enrichment Board  
(Board of Studies-Operations)**

**The Institute of Chartered Accountants of India**

## **Objective**

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

## **Structure of the Contest:**

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

## **Students' Eligibility:**

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

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

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

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

## **Number of winners at Branch Level:**

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

## **Number of winners at Regional Level:**

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

## **National Level:**

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

## **BRANCHES AND REGIONAL LEVEL CONTESTS**

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

### **Jury**

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

### **Rules of the Sketching Competition at Branch Level & Regional Level**

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

### **Evaluation Criteria for Sketching Competition**

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

**(Total Maximum Marks 100)**

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

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

### **Prizes and certificates at the Branch / Regional Level:**

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

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

### **Admissible Grant for Branches and Regional Councils:**

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

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

### **Reimbursement of Grant:**

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

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

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

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

### **Accommodation:**

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

### **At National Level**

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

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

### **Prizes and certificates at National Level**

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

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

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

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

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

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

### **Accommodation:**

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

\*\*\*\*\*

# ONE-DAY SEMINARS/TWO-DAYS MEGA SEMINARS

## 1. Participation Fee:

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

## 2. Amount of Admissible Grant

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

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

## 3. Guidelines

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

For two-days Mega Seminar, minimum 4 or maximum 6 Technical Sessions are to be kept and there shall be 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
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 '1'**), together with audited Statement of Income and Expenditure. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent in original along with the claim for release of Grant only photocopies will do.



# Half Day Seminars

## 1. Participation Fee:

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

## 2. Amount of Admissible Grant

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

## 3. Guidelines

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

As the nomenclature indicates, the duration of the Half-day Seminar shall be of Half day from 10 AM to 1 PM or 2:00 PM to 5:00 PM on the topics of current importance or subject related, having relevance to the Chartered Accountancy students. Accordingly, the provision of tea/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 '1'**) together with audited Statement of Income and Expenditure. However, the original supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant only photocopies will do, unless asked by the Board.

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

## 1. Amount of Admissible Grant

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

## 2. Guidelines

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

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

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

# SPECIAL COUNSELLING PROGRAMME - HOW TO FACE CA EXAM.

## 1. Amount of Admissible Grant

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

## 2. Guidelines

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

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

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

Reimbursement would be made on receipt of information of the conduct of the Special Counselling Programme from the Branch, duly certified by the Chairman of the Regional Council or Branch, as the case may be, in the prescribed format (*Annexure '1'*) together with the audited Statement of Income and Expenditure.

## GUIDELINES FOR INTERNATIONAL CONFERENCE

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

**A. Duration of the Programme:** Two-Days.

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

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

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

**C. Program Structure of the Conferences:**

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

Total Number of Learning Hours for Students (Excluding Inauguration)	12 Hours
Session of the Board and Interaction with Chairman and Vice Chairman, SSEB, Board of Studies-Operations.	40 minutes to 1 Hour
<p>Technical Sessions on Audit, Accounting, Economics, Information Technology, Law, Taxation etc. Presentation of papers to be made by students on current topics related with subjects/ economy/ real life burning issues based on recent case studies analysis. The marks to be allotted to each paper presented during such sessions.</p> <p>Each such Session should contain -</p> <ul style="list-style-type: none"> <li>- Presentation by at least 3 Students for preferably 15 Minutes each.</li> <li>- About 15-20 Minutes to be given to Session Chairman (being subject expert(s)/Council Member(s)) for summing up.</li> </ul>	5 to 6 Hours

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

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

**D. Chief Guests, Session Chairman and Other Speakers:**

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

**Dais Plan for the Inaugural Session must be as below:**

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

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

2. In the session of student’s paper presenters, one senior Chartered Accountant can be requested to be the Chairman of the session. Such session chairman can be Central Council Members and if CCMs are not available then Regional Council Members, Past Chairman of Branch, Renowned Faculty in the subject or other reputed CA.
3. It is to be noted that persons of high repute from the Industry, Universities, Social Forums or renowned Corporate Trainers/Counsellors / Motivational Speakers can be invited to give lectures on Role of Chartered Accountant in Nation building, Importance of Articleship, How to crack CA Exam, Student motivation, How to do paper presentation, Ethical Values in the Profession or similar topics.

4. LCD or other screens can be installed at the Conference place. The Conference should be planned in a proper Manner. The design and the color of the Background Screen and the Gate to be installed at the entrance of the Conference will be sent to the Board in advance.
5. No other programmes e.g. Students Festivals, Sports Competitions etc. shall be clubbed with the Student Conference under any circumstances.
6. Kindly note the following that in case there is no outside dignitary and-
  - A. If the President, ICAI is attending the programme than he will be among the chief guest.
  - B. If both President and Vice President, ICAI are attending the Programme than Vice President will be the guest of honor.
  - C. And, if only Vice President, ICAI is attending the Programme than he will be among the chief guest.

**The main objective for organizing the Conference is as under:**

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

**E. Students Paper Presenters:**

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

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

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

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

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

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

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



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

8. A student Kit for Rs. 100/- approx. can be provided which includes pen and writing pad with ICAI Logo on each if possible, and flyers along with conference Brochures to maintain quality standard along with price uniformity.
9. The Food Expenses allowed for 2 days per student who attends the conference is allowed for Rs.900/- approx.

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

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

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

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

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

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

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

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

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

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

#### I. Budget of the Conferences

1. The Budget approved by the Conference Director for the proposed Conference in itemized manner in the format of Receipt and Expenditure A/c given as **Annexure ‘A (2)’** should be sent to SSEB, Board of Studies-Operations well in advance for prior approval of the Competent Authority. Only after approval of the proposed budget, the programme can be organized. The Regional Office/Branches should not spend more than the amount of grant plus fees received. The Programmes should be organized on a self-supporting basis and in a cost-effective manner, exorbitant expenditure should be curtailed.
2. It is to be noted if the variation between the Actual Expenditure incurred and Budgeted Expenditure is more than 10%, in future, no Conference may be allocated to the hosting unit and will not be nominated for Best Branch Award.
3. Advance, only for booking of the Hall/Auditorium can be paid, on receipt of the request from the host Branch/Regional Council / Office along with the scan copy of the hall rent paid receipt.
4. Cost of the mementoes should not be more than the following: -
  1. For Chief Guest/Guest of Honour/Chief Guest at the Valedictory Session - Rs. 2,500.
  2. For Chairmen of Technical Sessions, Keynote Speakers etc. – Rs. 1,200.
  3. Students Speakers – Rs. 750.The mementoes must mention the information: -Name of the Programme, organized by the SSEB, Board of Studies-Operations and Hosted By (Names of Regional Council/Branch and Students Association).
5. The Regional Council/ Office/Branch may claim reimbursement for organizing International Conference by submitting a report on the event, along with duly Audited Accounts, in the prescribed Format (**Annexure ‘A (1)’**). The Hosting unit should try to send the said claims to the Board within 15 days of conclusion of the programme. A statement of variances of Budgeted expenditure and actual expenditure with reasons thereof, also will have to be submitted with the Claim. An audited statement mentioning the travelling and stay expenses incurred on four Technical Session Chairmen and a statement mentioning the TA & DA paid to student paper presenters should also be submitted along with audited accounts. A suggested format of Receipt and Expenditure A/c is given as **Annexure ‘A (2)’**.

#### J. After Organisation of the Conference:

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

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

#### K. Cultural Programs Guidelines:

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

##### Singing

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

##### Dance

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

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

#### **Instrumental Performance**

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

#### **Skit/Short Play/Tableau**

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

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

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

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

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

**SPECIMEN FORMAT OF PROGRAMME STRUCTURE**  
INTERNATIONAL CONFERENCE - -----Name of the R.C./branch-----

**Dates:**

**Venue:**

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

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

**Theme: “ .....**”

**Programme Schedule**

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

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

\*Timings can be modified depending upon the Session requirements.

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

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

**For Registration Queries contact:-**

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

Address.....

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

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

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

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

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



**SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING INTERNATIONAL CONFERENCE**

Venue:

Date of the Programme:

<b>Particulars</b>	<b>Amount</b>
<b>Receipts:</b> <ul style="list-style-type: none"> <li>- Receipts (Participation Fees X No. of students enrolled)</li> <li>- Sponsorship Receipts</li> <li>- Income from advertisements</li> <li>- Any other receipt (please specify)</li> <li>- Advance received from SSEB, Board of Studies-Operations</li> <li>- Grant received from SSEB, Board of Studies-Operations</li> </ul>	
<b>Total</b>	
<b>Payments:</b> <ul style="list-style-type: none"> <li>- Payments to hotels /convention halls / others etc.</li> <li>- Food Expenses (Rs.900/- approx. per student allowed for both days)</li> <li>- Backdrop, signs, Stands etc.</li> <li>- Advertisement</li> <li>- Mementoes               <ul style="list-style-type: none"> <li>o To Chief Guest(s) / Dignitaries (No. of mementos @ upto Rs. 2500/- per person)</li> <li>o To Technical Session Chairmen and Experts requested for Special Session (No. of mementos @ upto Rs. 1200/- per person)</li> <li>o To Student Technical Paper presenters (No. of mementos @ upto Rs. 750/- per person)</li> </ul> </li> <li>- Printing Expenses for Souvenir and Stationery</li> <li>- Flower and Decoration</li> <li>- Student Kit (Rs 100/- approx. allowed)</li> <li>- Travelling cost of Technical Session Chairmen and Special Session Speakers. (Give cost bifurcation along with names in additional sheet)</li> <li>- Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only. (Give cost bifurcation along with names in additional sheet)</li> <li>- Travel Expenses and DA paid to Student paper presenters.</li> <li>- Photography &amp; Videography</li> <li>- Cultural Expenses</li> <li>- Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget)</li> <li>- Expenses on International Delegates</li> </ul>	
<b>Total</b>	

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

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

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

## GUIDELINES FOR MEGA CONFERENCE OF CA STUDENTS

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

**A. Duration of the Program:** Two-Days.

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

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

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

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

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

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

**D. Programme Structure of the Conferences:**

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

Total Number of Learning Hours for Students (Excluding	12 Hours
--	----------

Inauguration)	
Session of the Board and Interaction with Chairman and Vice Chairman, SSEB, Board of Studies-Operations.	40 minutes to 1 Hour
<p>Technical Sessions on Audit, Accounting, Economics, Information Technology, Law, Taxation etc. Presentation of papers to be made by students on current topics related with subjects/ economy/ real life burning issues based on recent case studies analysis. The marks to be allotted to each paper presented during such sessions.</p> <p>Each such Session should contain -</p> <ul style="list-style-type: none"> <li>- Presentation by at least 3 Students for 15 Minutes each.</li> <li>- About 15-20 Minutes to be given to Session Chairman (being subject expert/Council Member) for summing up.</li> </ul>	5 to 6 Hours
Special or Motivational session by eminent personality on Nation building/ Importance of Articleship/ How to crack CA Exam /Student motivation/ How to do paper presentation/ Ethical Values in the Profession, etc. Short Sessions by CAs in Industry / or in Practice, with some achievements or on high posts or Rank Holders. (These sessions can be in the form of "Success Stories" or "Opportunities" for about 20 to 30 Minutes)	3 to 4 Hours

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

**E. Chief Guests, Session Chairman and Other Speakers:**

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

2. **Dais Plan for the Inaugural Session must be as below:** Other than outside dignitaries, only following persons from ICAI can be there on dais and allowed to speak in the inaugural session –  
 ICAI President, ICAI Vice President, Board Chairman, Board Vice Chairman, Conference Director (CCM), Regional Council Chairman, Branch Chairman, Branch Vice Chairman, Branch Secretary, Student’s Association Chairman, Ex-officio of the Branch.
3. In the session of student’s paper presenters, one senior Chartered Accountant can be requested to be the Chairman of the session. Such session chairman can be Central Council Members and if CCMs are not available then Regional Council Members, Past Chairman of Branch, Renowned Faculty in the subject or other reputed CA.
4. It is to be noted that persons of high repute from the Industry, Universities, Social Forums or renowned Corporate Trainers/Counsellors / Motivational Speakers be invited to give lectures on Role of Chartered Accountant in Nation building, Importance of Articleship, How to crack CA Exam, Student motivation, How to do paper presentation, Ethical Values in the Profession or similar topics.
5. LCD or other screens can be installed at the Conference place. The Conference should be planned in a proper Manner. Elegant Manner. The design and the color of the Background Screen and the Gate to be installed at the entrance of the Conference will be sent to the Board in advance.
6. No other programmes, e.g. Students Festivals, Sports Competitions etc. shall be clubbed with the Student Conference under any circumstances.
7. Kindly note the following:
  - A. If the President, ICAI is attending the programme than he will be among the chief guest.
  - B. If both President and Vice President, ICAI are attending the Programme than Vice President will be the guest of honor.
  - C. And, if only Vice President, ICAI is attending the Programme than he will be among the chief guest.

**The main objective for organizing the Conference is as under:**

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

**F. Students Paper Presenters:**

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

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

2. Maximum 2 papers can be presented by the interested student and that too a fresh paper having new content. Please note while selecting paper presenters a signed declaration is required from the student that for the financial year starting from 1<sup>st</sup> March, said year- 31<sup>st</sup> April, next year, he/She has not presented paper in more than 2 conferences and in case he has then he will not be eligible for selection. In case the declaration is found improper a strict action will be taken against the student.
3. Each Student Speaker should be given atleast 15 to 20 minutes for Presentation. For the selection of papers, audio/video presentation from the concerned student may be called which will be helpful in selection process.
4. The list of selected paper presenters along with scan copy of declaration (i.e. not participated in more than 2 conferences for the said financial year) should be sent to SSEB, Board of Studies-Operations prior to organization of the conference.
5. The students who are not selected should be informed beforehand along with the feedback stating reasons therein for not getting shortlisted, to help them to improve for future.
6. Screening panel of at least two CAs should be appointed for judging the performance of paper presenters. The chairman of the session also can be asked to act as one of the panelists for judging the students.
7. Formal Dress code should be followed by the paper presenters both for the boys and girls respectively. The boys need to be dressed in formal Suits. The girls need to be dressed in Sarees/Suits/ formal Suits.
8. Any person, who or whose close/near relative (i.e. father, mother, brother, sister, spouse, son, daughter etc.) is running or owning coaching classes should not be the session chairman/speakers at any of the sessions of the conference. However, teacher/s of a reputed Institute, who does/do not fall in the above category, may be invited.
9. The Registration fees of the student Paper Presenters selected can be waived at the discretion of Managing Committee members of the hosting unit

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

1. One must try that Mega Conference to be planned and registered on the Portal atleast 2 months in advance to give wide publicity for large number of participations.
2. The Programme Structure should be duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and name of the session Chairmen and Keynote speakers, other speakers for the Conference. The complete Prog Structure should be sent to the Board, well in advance for hosting on ICAI Website.
3. Invitations for the Conferences must be extended by the Host Branch / Office to all Members of the Central Council and the concerned Regional Council of the Institute and the Co-opted Members and Special Invitees of the SSEB, Board of Studies-Operations of the Institute.
4. The Interested Students are required to register in the Student Activity Portal to attend the conference and accordingly based on the Portal Registration numbers only the grant can be claimed from SSEB, Board of Studies-Operations
5. The SSEB, Board of Studies-Operations may provide a student Booklet along with the CA Student Lapel pin, along with other material if available.
6. The SSEB, Board of Studies-Operations name should be prominently mentioned in each communication/circular/letter, background material (preferred to have e book), back-drop, hand-outs, brochures, pamphlets, etc. relating to the Conference. In brochures/pamphlets/other publicity material, images of only Indian students/professionals should be used.

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

1. Messages of the President, Vice-President, Chairman, and the Vice-Chairman, SSEB, Board of Studies-Operations along with their photographs should necessarily form part of the background material. In addition, the Background material can carry message of the Chief Guest, if he/she is Minister. No other messages/photographs be printed without permission of the SSEB.
2. Composition of the SSEB, Board of Studies-Operations should also be included in the background material. The Group Photograph of the Council be printed on the inside cover. No individual Photographs (of Elected members) to be printed in Background Material.
3. It is suggested that in the Material to be published, articles from other students apart from Paper Presenters should also be included along with their names and photographs as some students possess good writing skills but not good orator ship skills. The same will help students to feel connected with the Institute.
4. The background material should be of very good quality.
5. Wide publicity should be made of the Conference so that large number of students can participate in the program for which the Board shall also provide all

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

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

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

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

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

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

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

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



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

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

- (iv) In addition to the above, minimum participation fees of Rs. 500/- per student has to be charged from students or as approved by the Conference Director.
- (v) SSEB, Board of Studies-Operations may appoint an Official as "Observer" and their Report, especially about compliance of Guidelines will be considered before processing the Claim for Grant.

#### **J. Budget of the Conferences**

1. The Budget approved by the Conference Director for the proposed Conference in itemized manner in the format of Receipt and Expenditure A/c given as **Annexure 'A (2)'** should be sent to SSEB, Board of Studies-Operations well in advance for prior approval of the Competent Authority. Only after approval of the proposed budget, the programme can be organized. The Regional Office/Branches should not spend more than the Amount of Grant plus fees received. The Programmes should be organized on a self-supporting basis and in a cost-effective manner, exorbitant expenditure should be curtailed.
2. It is to be noted if the variation between the Actual Expenditure incurred and Budgeted Expenditure is more than 10%, in future, no Conference may be allocated to the hosting unit and will not be nominated for Best Branch Award.
3. Advance, only for booking of the Hall/Auditorium can be paid, on receipt of the request from the host Branch/Regional Council / Office along with the scan copy of the hall rent paid receipt.
4. Cost of the mementoes should not be more than the following: -
  1. For Chief Guest/Guest of Honour/Chief Guest at the Valedictory Session - Rs. 2,500.
  2. For Chairmen of Technical Sessions, Keynote Speakers etc. – Rs. 1,200.
  3. Students Speakers – Rs. 750.The mementoes must mention the information: -Name of the Programme, Organized by the SSEB, Board of Studies-Operations and Hosted By (Names of Regional Council/Branch and Students Association).
5. The Regional Council/ Office/Branch may claim reimbursement for organizing Mega Conference by submitting a report on the event, along with duly

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

#### **K. After Organisation of the Conference:**

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

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

#### **L. Cultural Programs Guidelines:**

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

##### **Singing**

<b>Sl.no</b>	<b>Particulars</b>
1	Solo as well as Group Performance is allowed.

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

### Dance

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

### Instrumental Performance

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

### Skit/Short Play/Tableau

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

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

5. Any event being performed should not showcase any form of vulgarity in either words, attire, or actions. It should be ensured that no event shall bring disrepute to the Profession.

6. Group performance by the students should be given preference over solo performance to provide an opportunity to larger number of students. Performance which are conveying strong message to the society should be encouraged.

7. Proper arrangements for first aid and medical be made in place to ensure the safety of the performers.

8. No separate audio -video vendor to be involved for the Cultural Program and the one providing services for the conference be briefed about the requirements.

9. The dress and props to be used during the Cultural Program can be provided by the branch through rental arrangements wherever feasible.

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

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

**SPECIMEN FORMAT OF PROGRAMME STRUCTURE**  
**MEGA CONFERENCE - -----Name of the R.C./branch-----**

**Dates:**

**Venue:**

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

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

**Theme: " ....."**

**Programme Schedule**

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

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

\*Timings can be modified depending upon the Session requirements.

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

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

**For Registration Queries contact: -**

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

Address.....

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

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

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

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

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

## SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING MEGA CONFERENCE

Venue:

Date of the Programme:

Particulars	Amount
<b>Receipts:</b> <ul style="list-style-type: none"> <li>- Receipts (Participation Fees X No. of students enrolled)</li> <li>- Sponsorship Receipts</li> <li>- Income from advertisements</li> <li>- Any other receipt (please specify)</li> <li>- Advance received from SSEB, Board of Studies-Operations</li> <li>- Grant received from SSEB, Board of Studies-Operations</li> </ul>	
<b>Total</b>	
<b>Payments:</b> <ul style="list-style-type: none"> <li>- Payments to hotels /convention halls / others etc.</li> <li>- Food Expenses (Rs.900/-approx. per student allowed for both days)</li> <li>- Backdrop, signs, Stands etc.</li> <li>- Advertisement</li> <li>- Mementoes <ul style="list-style-type: none"> <li>o To Chief Guest(s) / Dignitaries (No. of mementos @ upto Rs. 2500/- per person)</li> <li>o To Technical Session Chairmen and Experts requested for Special Session (No. of mementos @ upto Rs. 1200/- per person)</li> <li>o To Student Technical Paper presenters (No. of mementos @ upto Rs. 750/- per person)</li> </ul> </li> <li>- Printing Expenses for Souvenir and Stationery</li> <li>- Flower and Decoration</li> <li>- Student Kit (Rs 100/- approx. allowed)</li> <li>- Travelling cost of Technical Session Chairmen and Special Session Speakers. (Give cost bifurcation along with names in additional sheet)</li> <li>- Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only. (Give cost bifurcation along with names in additional sheet)</li> <li>- Travel Expenses and DA paid to Student paper presenters.</li> <li>- Photography &amp; Videography</li> <li>- Cultural Expenses</li> <li>- Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget)</li> </ul>	
<b>Total</b>	



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

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

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

## GUIDELINES FOR NATIONAL CONFERENCE FOR CA STUDENTS

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

**A. Duration of the Program:** Two-Days.

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

Minimum Attendance - 750 students.

Maximum Attendance - 2000 students.

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

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

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

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

**D. Programme Structure of the Conferences:**

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

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

<p>Technical Sessions on Audit, Accounting, Economics, Information Technology, Law, Taxation etc. Presentation of papers to be made by students on current topics related with subjects/ economy/ real life burning issues based on recent case studies analysis. The marks to be allotted to each paper presented during such sessions.</p> <p>Each such Session should contain -</p> <ul style="list-style-type: none"> <li>- Presentation by at least 3 Students for 15 Minutes each.</li> <li>- About 15-20 Minutes to be given to Session Chairman (being subject expert/Council Member) for summing up.</li> </ul>	<p>5 to 6 Hours</p>
<p>Special or Motivational session by eminent personality on Nation building/ Importance of Articleship/ How to crack CA Exam /Student motivation/ How to do paper presentation/ Ethical Values in the Profession, etc. Short Sessions by CAs in Industry / or in Practice, with some achievements or on high posts or Rank Holders. (These sessions can be in the form of “Success Stories” or “Opportunities” for about 20 to 30 Minutes)</p>	<p>3 to 4 Hours</p>

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

**E. Chief Guests, Session Chairman and Other Speakers:**

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

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

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

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

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

**The main objective for organizing the Conference is as under:**

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

**F. Students Paper Presenters:**

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

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

2. Maximum 2 papers can be presented by the interested student and that too a fresh paper having new content. Please note while selecting paper presenters a signed declaration is required from the student that for the financial year starting from 1<sup>st</sup> March, said year- 31<sup>st</sup> April, next year, he/she has not presented paper in more than 2 conferences and in case he has then he will not be eligible for selection. In case the declaration is found improper a strict action will be taken against the student.
3. Each Student Speaker should be given atleast 15 to 20 minutes for Presentation. For the selection of papers, audio/video presentation from the concerned student may be called which will be helpful in selection process.
4. The list of selected paper presenters along with scan copy of declaration (i.e. not participated in more than 2 conferences for the said financial year) should be sent to SSEB, Board of Studies-Operations prior to organization of the conference.
5. The students who are not selected should be informed beforehand along with the feedback stating reasons therein for not getting shortlisted, to help them to improve for future.
6. Screening panel of at least two CAs should be appointed for judging the performance of paper presenters. The chairman of the session also can be asked to act as one of the panelists for judging the students.
7. Formal Dress code should be followed by the paper presenters both for the boys and girls respectively. The boys need to be dressed in formal Suits. The girls need to be dressed in Sarees/Suits/ formal Suits.
8. Best paper presenters (overall category) of National Conference can be permitted to present technical papers in International Conference, where the limit of two programmes per year will not be applicable.
9. Any person, who or whose close/near relative (i.e. father, mother, brother, sister, spouse, son, daughter etc.) is running or owning coaching classes should not be the session chairman/speakers at any of the sessions of the conference. However, teacher/s of a reputed Institute, who does/do not fall in the above category, may be invited.
10. The Registration fees of the student Paper Presenters selected can be waived at the discretion of Managing Committee members of the hosting unit

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

1. One must try that the National Conference to be planned and registered on the Portal atleast 3-6 months in advance to give wide publicity for large number of participations.
2. The Programme Structure should be duly approved by the Conference Director mentioning the details of Chief Guests/Guests of Honor invited and name of the session Chairmen and Keynote speakers, other speakers for the Conference. The complete Prog Structure should be sent to the Board, well in advance for hosting on ICAI Website.
3. Invitations for the Conferences must be extended by the Host Branch / Office to all Members of the Central Council and the concerned Regional Council of the Institute and the Co-opted Members and Special Invitees of the SSEB, Board of Studies-Operations of the Institute.
4. The Interested Students are required to register in the Student Activity Portal to attend the conference and accordingly based on the Portal Registration numbers, the grant can be claimed from SSEB, Board of Studies-Operations.
5. The SSEB, Board of Studies-Operations may provide a student booklet along with the CA Student Lapel pin, along with other material if available.
6. The SSEB, Board of Studies-Operations name should be prominently mentioned in each communication/circular/letter, background material (preferred to have e book), back-drop, hand-outs, brochures, pamphlets, etc. relating to the Conference. In brochures/pamphlets/other publicity material, images of only Indian students/professionals should be used.

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

1. Messages of the President, Vice-President, Chairman, and the Vice-Chairman, SSEB, Board of Studies-Operations along with their photographs should necessarily form part of the background material. In addition, the Background material can carry message of the Chief Guest, if he/she is Minister. No other messages/photographs be printed without permission of the SSEB.
2. Composition of the SSEB, Board of Studies-Operations should also be included in the background material. The Group Photograph of the Council be printed on the inside cover. No individual Photographs (of Elected members) to be printed in Background Material.
3. It is suggested that in the Material to be published, articles from other students apart from Paper Presenters should also be included along with their names and photographs as some students possess good writing skills but not good orator ship skills. The same will help students to feel connected with the Institute.
4. The background material should be of very good quality.
5. Wide publicity should be made of the Conference so that large number of students can participate in the program for which the Board shall also provide all

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

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

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

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

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

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

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

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

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

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

- (iv) In addition to the above, minimum participation fees of Rs. 500/- per student has to be charged from students or as approved by the Conference Director.
- (v) SSEB, Board of Studies-Operations may appoint an Official as "Observer" and their Report, especially about compliance of Guidelines will be considered before processing the Claim for Grant.

#### **J. Budget of the Conference**

1. The Budget approved by the Conference Director for the proposed Conference in itemized manner in the format of Receipt and Expenditure A/c given as **Annexure 'A (2)'** should be sent to SSEB, Board of Studies-Operations well in advance for prior approval of the Competent Authority. Only after approval of the proposed budget, the programme can be organized. The Regional Office/Branches should not spend more than the Amount of Grant plus fees received. The Programmes should be organized on a self-supporting basis and in a cost-effective manner, exorbitant expenditure should be curtailed.
2. It is to be noted if the variation between the Actual Expenditure incurred and Budgeted Expenditure is more than 10%, in future, no Conference may be allocated to the hosting unit and will not be nominated for Best Branch Award.
3. Advance, only for booking of the Hall/Auditorium can be paid, on receipt of the request from the host Branch/Regional Council / Office along with the scan copy of the hall rent paid receipt.
4. Cost of the mementoes should not be more than the following: -
  1. For Chief Guest/Guest of Honour/Chief Guest at the Valedictory Session - Rs. 2,500.
  2. For Chairmen of Technical Sessions, Keynote Speakers etc. – Rs. 1,200.
  3. Students Speakers – Rs. 750.

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



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

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

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

**L. Cultural Programs Guidelines:**

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

**Singing**

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

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

### Dance

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

### Instrumental Performance

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

### Skit/Short Play/Tableau

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

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

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

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

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

**SPECIMEN FORMAT OF PROGRAMME STRUCTURE**  
**NATIONAL CONFERENCE - -----Name of the R.C./branch-----**

**Dates:**

**Venue:**

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

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

**Theme: “ .....”**

**Programme Schedule**

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

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

\*Timings can be modified depending upon the Session requirements.

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

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

**For Registration Queries contact:-**

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

Address.....

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

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

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

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

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

**SPECIMEN FORMAT OF RECEIPTS AND PAYMENT STATEMENT FOR ORGANIZING NATIONAL CONFERENCE**

**Venue:**

**Date of the Programme:**

<b>Particulars</b>	<b>Amount</b>
<b>Receipts:</b> <ul style="list-style-type: none"> <li>- Receipts (Participation Fees X No. of students enrolled)</li> <li>- Sponsorship Receipts</li> <li>- Income from advertisements</li> <li>- Any other receipt (please specify)</li> <li>- Advance received from SSEB, Board of Studies-Operations</li> <li>- Grant received from SSEB, Board of Studies-Operations</li> </ul>	
<b>Total</b>	
<b>Payments:</b> <ul style="list-style-type: none"> <li>- Payments to hotels /convention halls / others etc.</li> <li>- Food Expenses (Rs.900/-approx. per student allowed for both days)</li> <li>- Backdrop, signs, Stands etc.</li> <li>- Advertisement</li> <li>- Mementoes               <ul style="list-style-type: none"> <li>o To Chief Guest(s) / Dignitaries (No. of mementos @ upto Rs. 2500/- per person)</li> <li>o To Technical Session Chairmen and Experts requested for Special Session (No. of mementos @ upto Rs. 1200/- per person)</li> <li>o To Student Technical Paper presenters (No. of mementos @ upto Rs. 750/- per person)</li> </ul> </li> <li>- Printing Expenses for Souvenir and Stationery</li> <li>- Flower and Decoration</li> <li>- Student Kit (Rs 100/- approx. allowed)</li> <li>- Travelling cost of Technical Session Chairmen and Special Session Speakers. (Give cost bifurcation along with names in additional sheet)</li> <li>- Accommodation Expenses for Technical Session Chairmen and Special Session Speakers only. (Give cost bifurcation along with names in additional sheet)</li> <li>- Travel Expenses and DA paid to Student paper presenters.</li> <li>- Photography &amp; Videography</li> <li>- Cultural Expenses</li> <li>- Misc. Expenses (Provide break up if the amount spent is material i.e. more than 1% of the total budget)</li> </ul>	
<b>Total</b>	

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

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

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





# CA STUDENTS' FESTIVAL

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

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

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

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

2. **GUIDELINES**

### Eligibility

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

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

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

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

### Events

The following activities are proposed to be covered:

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

### Branch level Students' festival

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

### Regional level

#### Amount of Admissible Grant

Rs. 2 lakhs for each Region.

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



---

### **Chief Guest**

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

### **Audience**

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

### **Publicity**

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

### **Modifications**

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

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

# SPORTS COMPETITION

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

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

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

## 2. GUIDELINES

### Eligibility

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

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

**Sports Events** The following Sports activities shall be organized:

### A. Indoor Games

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

### B. Outdoor Games

#### Athletics

- (a) 100 mtrs. race – boys and girls separately
- (b) 400 mtrs. race – boys and girls separately (wherever feasible to organize)

### Rules

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

### Chief Guest

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

### **Spectators**

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

### **Accommodation**

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

### **Publicity**

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

### **Guidance and supervision**

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

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

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

### **Modifications**

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

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



## STUDENTS' ACTIVITIES GRANT

1. Amount of Admissible Grant

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

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

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

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

- (1) Workshops for students.
- (2) Blood donation camps.
- (3) Expenses incurred when President, ICAI visits the Branches to address the students.
- (4) Expenses incurred when Vice-President, ICAI visits the Branches to address the students.
- (5) Expenses incurred when Council Members, ICAI visit the Branches to address the students.
- (6) Expenses incurred when Dignitaries visit the Branches to address the students.
- (7) Expenses incurred when eminent persons visit the Branches to address the students.
- (8) Provision of library facilities.
- (9) Provision of reading room facilities.
- (10) Expenses on social services rendered by CA students.
- (11) Lecture meetings for students.
- (12) Study circle meetings for students.
- (13) Industrial visit.
- (14) Educational Tour.
- (15) Any other activity for students.
- (16) Deficit, if any, incurred in organizing other activities for which specific grant is paid, could also be claimed as reimbursement out of Students' Activities Grant restricted to 30% of the eligible grant of that specific activity or Rs. 50,000 whichever is less.
- (17) The Revenue Expenses for running Additional Reading Room(s).



---

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

# NATIONAL POLICY FOR READING ROOMS

## READING ROOM PORTAL

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

The Need to develop Reading Room Portal App is that due to:

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

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

The features of the portal are:

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

## READING ROOMS/ LIBRARIES/ADDITIONAL READING ROOMS

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

### **Vision**

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

### **Objective**

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

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

### **Location of Reading Rooms**

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

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

### **Reading Timings**

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

### **Working of Reading Rooms/Libraries/ Additional Reading Rooms**

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



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

### Model for setting up of Additional Reading Rooms

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

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

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

### Responsibility

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

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

### Size of Reading Rooms and Additional Reading Rooms

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

### Reimbursement of the Capital Grant

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

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

No of Members registered in the Branches	Maximum No of Additional Reading Rooms	Areas Specification and capital Grant permissible
Below 2500 members	1 unit of 50 seats.	<ul style="list-style-type: none"> <li>• For one unit, the estimated area of Reading Room will be about 1000 sq.ft</li> <li>• Capital Expenditure will be Rs.4 lakhs (Rs 400 per sq. ft.)</li> </ul>
2500-3000 members	2 unit of 50 seats.	
3001-5000 members	3 - 5 units of 50 seats.	
More than 5000 members	Max 10 units of 50 seats.	

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

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

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

### Reimbursement of Revenue Expenditure

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

### Procedure for Setting up of Additional Reading Room

1. The proposal along with the budget for setting up of Additional Reading Room is to be forwarded to the Board as per the format duly signed by the Concerned Chairman of the Regional Council or the Branch and Chairman of Student Association.
2. The office will review and place the proposal before the Chairman, BOS and finally approved by the President, ICAI.
3. In case the option for outside Branch premises is shortlisted for Additional Reading Room, minimum lease period will be of 5 years with an option to renew.
4. Along with the Proposal, the following undertaking is required to be submitted by the concerned Regional Council / Branch:
  1. Duly filled Format for Proposal(s) for setting up of Additional Reading Room along with Proposed Cost Structure of Additional Reading Room. (as per Page 2 and 3 of Annexure2)
  2. Managing Committee decision/ undertaking for bearing the revenue expenses of the proposed Additional Reading Room and restricting the Capital Expenses as per the scheme. Capital expenses incurred in excess of the limit would also be borne by the concerned Regional council/ Branch.

3. If the proposed premises is outside the Regional Council/ Branch premises and owned by a CA, details regarding - Name, Membership and address etc. along with a declaration that the rent quoted is competitive with respect to the prevailing market rates.
4. Owner of the proposed premises is/are not related to any of the Managing Committee Members and their near relatives (current as well as previous Managing Committee of the Regional Council/ Branch).
5. A hard copy as well as soft copy of the Draft Legal Agreement for being vetted by our legal Department.
6. Declaration regarding:
  - (a) No private coaching classes are being conducted/ organized in the proposed premises.
  - (b) The proposed space will only be used for the very purpose of Reading Room and would not be allowed to be used for any other purpose, under any circumstances.

### **Fees to be charged**

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

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

### **Closure Option**

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

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

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

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

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

\* \_ \* \_ \*

# MONTHLY ACTIVITY REPORT

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

For this purpose Regional Councils/Branches may identify a suitable person who shall be responsible for reporting the activities carried out and sent the same to the Board on a monthly basis in a prescribed format. The report could be sent in soft copy to [ccbos@icai.in](mailto: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).

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

Name of the Programme : \_\_\_\_\_  
Programme Date (s) : \_\_\_\_\_  
Timings : \_\_\_\_\_  
Venue : \_\_\_\_\_

Contests details :

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

Topic(s) : \_\_\_\_\_

Names of Judges/Speakers/ Quiz Master : \_\_\_\_\_

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

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Chairman \_\_\_\_\_ Branch/Chairman \_\_\_\_\_ Branch of \_\_\_\_\_ India  
CA students' Association Dated : \_\_\_\_\_

**Annexure 'II'**  
(Page 1 of 2)

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

Name of Programme : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Total No. of participants attended including outside : \_\_\_\_\_

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

No. of outstation participants : \_\_\_\_\_

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

Date and Time	Details of Session	Topics	Speakers details

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

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Chairman \_\_\_\_\_ Branch of \_\_\_\_\_ India /Chairman \_\_\_\_\_ Branch of \_\_\_\_\_ India  
CA Students' Association

Dated :



## Annexure 'III'

# REQUEST FOR RELEASE OF GRANT FOR ORGANIZING CA STUDENTS' FESTIVAL

Date : \_\_\_\_\_  
Place : \_\_\_\_\_  
Membership strength of Branch  
as on 1<sup>st</sup> 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.

## REQUEST FOR RELEASE OF GRANT FOR ORGANIZING SPORTS COMPETITIONS

Date : \_\_\_\_\_  
Place : \_\_\_\_\_  
Membership strength of Branch as on 1<sup>st</sup> 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.

## 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 <sup>st</sup> 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 <sup>st</sup> 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 bearing the revenue expenses of the proposed Additional Reading Room and restricting the Capital Expenses as per the scheme. Capital expenses incurred in excess of the limit would also be borne by the concerned Regional council/ Branch.
3. If the proposed premises is outside the Regional Council/ Branch premises and owned by a CA, details regarding - Name, Membership and address etc. along with a declaration that the rent quoted is competitive with respect to the prevailing market rates.
4. Owner of the proposed premises is/are not related to any of the Managing Committee Members and their near relatives (current as well as previous Managing Committee of the Regional Council/ Branch).
5. A hard copy as well as soft copy of the Draft Legal Agreement for being vetted by our legal Department.
6. Declaration regarding:
  - (a) No private coaching classes are being conducted/ organized in the proposed premises.
  - (b) The proposed space will only be used for the very purpose of Reading Room and would not be allowed to be used for any other purpose, under any circumstances.

**Format for Proposal(s) for Setting up of Reading Rooms**

Proposal(s) for setting up of Reading Rooms from the Regional Council/Branches should contain following details:-		
1	Proposal for Reading Room/ Library/Additional Reading Room	
2	Status (New Proposal/Already Setup)	
3	Address of the Regional Council/Branch	
4	Address of the proposed premises	
5	Total Area Available	
6	Proximity to nearest local public transport	
7	Name of the Owner (if outside premises)	
8	Whether the Owner is an individual/Trust/Company/other entity (specify)?	
9	Expected Revenue expenses per month in detail:	1. Rent 2. Electricity expenses 3. Staff 4. Repair and maintenance 5. other(specify name)
10	Capital Expenses for setting the Reading Room/Library/Additional	1. Tables

	Reading Room	2. Chairs 3. Racks 4. Air Conditioners 5. Fans 6. Water Cooler 7.other(specify name)
11	Amenities available (A.C., Fans, Lights, Water Cooler etc.)	
12	Period of lease agreement*.	
13	Whether the lease shall be renewable, if so, further period of renewal.	
14	Number of Students enrolled in the Regional council/Branch	1.CPT 2.IPCC 3.Final
15	Number of Students likely to avail the Reading Room Facility	1.CPT 2.IPCC 3.Final
16	Fee to be charged from the Students.	1.Weekly 2. Semi-Monthly 3. Monthly
17	Any Other important Details	

\*No premises shall be taken on hire unless the proposal has been approved by ICAI and Lease Agreement entered into by the Person authorized by ICAI in this behalf with the Owner.





## Annexure 'VI'

(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.	<b>CAPITAL EXPENDITURE</b>		
1.	<b>Furniture and Fixtures</b>		
	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.	<b>Air Conditioner</b> costing max. Rs. 30,000	2	60,000
3.	<b>Any Other items/miscellaneous expenses</b> 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.	One-day Seminars			
2.	Half-day Seminars			
3.	Workshops			
4.	How to Face CA Exams			
5.	Lecture Meetings			
6.	Industrial Visits			
7.	Educational Tour			
8.	Visit to Historical places			
9.	<b>Students' Conferences:</b>			
	a. International Conference			
	b. National Conference			
	c. CA Students' Conference			
10.	CA Students Talent Search			
11.	Information Technology Training			
12.	MCS Classes			
13.	Orientation Programme			
14.	Joint Seminars with Universities			
15.	Coaching Classes and Crash Courses			
16.	Students' Festival			

17.	Sports activities like Cricket Matches, Indoor and Outdoor games			
18.	Blood donation camps			
19.	Tree Plantation			
20.	Any other activity, please specify			

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

Signature of Reporting Staff/ Officer

Name: \_\_\_\_\_

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

Mobile No.: \_\_\_\_\_

Phone No. (With STD code): \_\_\_\_\_

# Part C



## **Chapter 20**

### **Guidelines of Committee on Career Counselling 2023-24**

## **Guidelines: Committee on Career Counselling 2023-24**

### **Commerce Champ-2023**

## **1. QUIZ COMPETITION**

**Amount of Admissible Grant: Rs. 20,000/-**

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

- **For class IX/X/XI and XII**
- **B.Com/BBA/BMS & other allied subjects**

Reimbursement of Expense incurred by the contestants at Branch/ Regional and All India level Competition.

All participants of Quiz Contest at the Branch/ Regional and All India Level will be reimbursed to and fro 3 Tier AC railway fare by the shortest route (including service tax paid) or airfare any airline whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs.1,000/- per day for Career Counselling Grouping, lodging and conveyance, up to a maximum of five days to meet the daily and incidental expenses subject to actual number of days spent from the Commencement of the journey till the end of the journey, including travel time.

### **Guidelines**

All winners of Branch level Quiz Contest shall be eligible to participate in the Regional Quiz Contest. All winners of regional level Quiz Contest shall be eligible to participate in the All-India Quiz Contest. One team comprising of two participants from each of the five Regions (winner of the Regional Level Quiz Contest), will participate in the All-India Quiz Contest.

- The date of the Contest may be announced at least 30 days in advance of the Contest.
- Medium of Contest would be English.
- There will be eight rounds in the Contest covering the syllabus of Secondary & Senior Secondary students along with General Awareness

Additionally, there will be a rapid-fire round.

1. Three questions will be asked in each round to each group. Thus, there will be fifteen questions in each area / round. The students will be given 60 seconds for answering each of the questions.

2. In each round, the questions will be addressed turn-by-turn to each group. For example, Q. No. 1 will be addressed to Group A. If Group A answers the question correctly, then

Q. No. 2 will be addressed to Group B. If Group A does not answer Q. No.1 Correctly, the question will pass on to Group B and so on and the Group which gives the correct answer will be awarded credit. As usual, the Question No.2 will be addressed to Group B, the Question No.3 will be addressed to Group C and so on.

3. At the end, there shall be a Rapid-Fire Round in which five questions will be asked from each group. Each team will be given one minute, and five questions are posed to them which are to be no passing in Rapid Fire Round.
4. Each question shall carry 5 points credit. 2 points extra credits shall be awarded for questions which have been passed.
5. As far as possible, computer software may be used to manage quiz, record time and performance of each team. Manual system may also be used. A stop clock may also be used by the Quiz Master for the purpose of recording time.
6. The Contest will be conducted by a professional Quiz Master.
7. Prizes and certificates will be awarded to the winning team and the runner-up team on the conclusion of the Contest.
8. If the Elocution and Quiz Contest are hold on the same date, the reimbursement would be restricted to Rs. 15,000/-

The grant for organizing Quiz Contest shall be released based on claim duly signed by Chairman of the Branch / Chairman of the Branch of the Students' Association in the given prescribed format as "**Annexure-I**". together with audited Statement of Expenses. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant.

## **2. ELOCUTION COMPETITION**

**Amount of Admissible Grant: Rs. 20,000/-**

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

- **For class IX/X/XI and XII**
- **B.Com/BBA/BMS & other allied subjects**

### **Reimbursement of Expenses incurred by contestants**

All participants of Elocution Contests at the Regional and All India Level will be reimbursed to and fro 3 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs.1,000/- per day for Career Counselling Grouping, lodging and conveyance, up to a maximum of five to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey, including travel time.



### **Guidelines**

1. Minimum 30 days' notice should be given for organizing the Contest.
2. Medium of Elocution contest would be English. However, if any participant wants to speak in Hindi, the option will be given.
3. Each contestant has to submit the topic on which he/she will be speaking, out of the list of topics selected by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**, half an hour before the commencement of the contest.
4. Evaluation will be based on the coverage of the subject matter, language command, capacity to engage the audience etc.
5. Each contestant will be given twelve minutes time – a warning bell will ring at the end of the tenth minute, signaling the contestant to conclude the discussion in another two minutes.
6. If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of grant shall, however, remain the same.
7. A three-Member panel of judges will evaluate the performance of the contestants. Decision of the judges will be final.
8. Prizes and certificates will be awarded to the first, second and third position holders in the concluding ceremony.
9. If the Elocution and Quiz Contest are held on the same date, the reimbursement would be restricted to Rs. 35,000/- only.

The grant for organizing Elocution Contests shall be released based on claim duly signed by chairman of the Branch/Chairman of the Branch of the Students' Association in the given prescribed format as "**Annexure-I**". Together with audited Statement of Expenses. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant.

## **3. ESSAY WRITING COMPETITIONS**

**Amount of Admissible Rs. 20,000/-**

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

- **For class IX/X/XI and XII**
- **B.Com/BBA/BMS & other allied subjects**

### **Reimbursement of Expenses incurred by contestants**

All participants of Essay writing Competition at the Regional and All India Level will be reimbursed to and fro 3 Tier AC railway fare by the shortest route (including service tax paid) or airfare by any airline, whichever is less. There would be no restriction for travel by Rajdhani and Shatabadi trains.

They would also be paid an allowance @ Rs.1,000/- per day for Career Counselling Grouping, lodging and conveyance, up to a maximum of five to meet the daily and incidental expenses subject to actual number of days spent from the commencement of the journey till the end of the journey, including travel time.

### **Guidelines of Essay Writing Competition**

1. Minimum 30 days' notice should be given for organizing the Contest.
2. Medium of Essay Writing Competition would be English. However, if any participant wants to write in Hindi, the option will be given.
3. Each contestant must submit the topic on which he/she will be writing, out of the list of topics selected by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**, half an hour before the commencement of the contest.
4. Evaluation will be based on the coverage of the subject matter, language command, lucidity etc.
5. Each contestant will be given one hour – a warning bell will ring at the end of the 55<sup>th</sup> minute, signaling the contestant to conclude the writing in another five minutes.
6. If the number of contestants is more and cannot be completed in one day, the Contest could be held for 2 days also. The amount of grant shall, however, remain the same.
7. A panel of judges will evaluate the performance of the contestants. Decision of the judges will be final.
8. Prizes and certificates will be awarded to the first, second and third position holders in the concluding ceremony.
9. If the Elocution, Quiz & Essay writing Competition are held on the same date, the reimbursement would be restricted to Rs. 50,000/- only.

a. The grant for organizing Essay writing Competition shall be released based on claim duly signed by chairman of the Branch/Chairman of the Branch of the Students' Association in the given prescribed format as "**Annexure-I**". Together with audited Statement of Expenses. However, the supporting vouchers/Bills shall be retained in the Branch and are not required to be sent along with the claim for release of Grant.

## **4. Debate Competitions**

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

- **For class IX/X/XI and XII**
- **B. Com/BBA/BMS & other allied subjects**

## Amount of Admissible Grant

### ***Reimbursement to cover administrative expenses in organizing the competitions at the Branch / Regional level***

In addition to the reimbursement of travelling expenses to the participants as mentioned below, the Branch / Regional Council may claim reimbursement for organizing the Contest, submitting details of expenses incurred certified by the Chairman of the Branch / Regional Council. The rate of reimbursement would be as follows:

<b>Particulars</b>	<b>Amount</b>
Branches with less than 500 members – Small sized branches	Rs. 15,000
Branches with more than 500 members but less than or equal to 999 members – Medium sized branches	Rs. 18,000
Branches with more than or equal to 1000 members – Big sized branches and each zone of the Region	Rs. 20,000

### **Reimbursement to participants at the Regional Competitions**

Branch level winners travelling for participating in the regional level contest will be reimbursed to and fro 3 Tier AC railway fare by the shortest route in trains and also be paid an allowance @ Rs.1,000/- per day which would include expenses on Career Counselling Grouping, lodging and conveyance. The daily allowance would be payable up to a maximum of four days to meet the incidental expenses subject to actual number of days from start of the journey till the end of the journey.

In respect of the regional level debate competition one parent of the student would be permitted to accompany the student with respective entitlement of traveling, DA, TA etc., as entitled to the student.

## **Guidelines**

### **1.**

### ***Branch Level Contest***

The Branches shall initiate the process by inviting one student each from 15 to 20 different schools, falling within their respective jurisdiction, to the Debate Competition. However, if the number of schools likely to participate in the competition is less say 8 to 10, then the branches may consider inviting two participants from each school.

The invitations should be sent on Regional Council/ Branch letter head. The brochures will be sent to each branch by the office for sending alongwith the invitations to the schools.

Students of class IX/X/XI and XII would be eligible to participate. Schools may be requested to get the participants enrolled in advance. The branch will decide one topic for debate competition in their jurisdiction and the same will be intimated to all the schools while sending the invitation.

For this purpose, the Regional Offices in Mumbai, Chennai, Kolkata, Delhi and Kanpur shall also be treated as Branches and therefore, the Chairman of the concerned region, in coordination with the Chairman of the Students' Association, may also organise a similar contest at the Regional Office. Mumbai, Chennai, Kolkata and Delhi with wider geographical coverage would be divided into four zones and each zone would be treated separately equivalent to a branch for the purpose of conducting branch level round. Thus, one student shall be invited from 15 to 20 different schools falling within each separate zone to the Debate Competition. However, if the number of schools likely to participate in the competition is less say 8 to 10 then it may consider inviting two participants from each school in each zone.

The Regional Offices of Mumbai, Chennai, Kolkata and Delhi will also be sent brochures for sending invitations to the schools. Kanpur with lesser membership base, at par with many branches will not be treated separately. Thus, one student each shall be invited from 15 to 20 different schools falling within Kanpur jurisdiction. However, if the number of schools likely to participate in the competition is less say 8 to 10, then two participants from each school may be invited.

In case the date of Branch level contest is informed well in time, the **COMMITTEE ON CAREER COUNSELLING OF ICAI** shall release announcements on the website of the Institute.

- (i) Medium of Debate would be English or Hindi. Students will be allowed to speak for up to 6 minutes on the chosen topic(s). There shall be a warning bell after 5 minutes and student should complete within next one minute.
- (ii) The debate shall be evaluated by a panel of three judges. Amongst the judges, one shall be a senior Chartered Accountant, the second shall be an academican 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:

<b>Content:</b> knowledge and depth	50 marks
<b>Presentation:</b>	
(i) style and delivery	10 marks
(ii) capacity to engage the attention of the audience	10 marks
<b>Language:</b>	
(i) Lucidity	10 marks
(ii) Precision	10 marks
<b>Adhering to the time schedule:</b>	10 marks
Total	100 marks

Shield and Certificates will be awarded to the winner and the two runners-up at the concluding ceremony, to be organized on the same day.

Each Branch or Kanpur region as a branch, shall select one winner to participate in the Regional Level Contest. The Regional Offices of Mumbai, Chennai, Kolkata and Delhi shall select four winners – one from each zone to participate at the regional level contest. Two Runners-up of each city/zone shall not participate in the regional level contest. It is suggested that the competition should be conducted in August-September.

**Regional Level Contest**

It shall be conducted based on the list of winners forwarded by the Branches and the Regional Office. One winner from each city and four zonal winners from Chennai, Delhi, Kolkata and Mumbai will be contesting at the regional level contest.

The Regional level competition shall be held in Mumbai, Chennai, Kanpur, Kolkata & Delhi. The venue can be changed in case it is considered desirable to hold the contest at any other city. The competition shall be conducted by the respective Regional Councils of the Institute. The date and venue shall be intimated to each eligible participant and cost of travel etc. will be reimbursed by the Regional Council. It is suggested that the competition should be conducted in November-December.

The guidelines for conducting the contest will be the same as stated in Points (i) – (iii) of Branch Level Contest, namely,

- (i) Medium of Debate would be English or Hindi. Students will be allowed to speak for up to 6 minutes on the chosen topics. There shall be a warning bell after 5 minutes and student should complete within next one minute.
- (ii) The debate shall be evaluated by a panel of three judges. Amongst the judges, one shall be a senior Chartered Accountant, second shall be an academician and third shall be eminent personality from industry/bureaucracy.
- (iii) The following criteria shall be considered while evaluating the performance of the participants:

<b>Content:</b> knowledge and depth.	50 marks
<b>Presentation:</b>	
(i) style and delivery	10 marks
(ii) capacity to engage the attention of the audience	10 marks
<b>Language:</b>	
(i) Lucidity	10 marks
(ii) Precision	10 marks
<b>Adhering to the time schedule:</b>	10 marks
Total	100 marks

One winner, first runner-up and the second runner-up shall be selected for each regional competition. Shield and Certificates shall be awarded to them at the concluding ceremony to be organized on the same day.

**Suggested Topics:**

Suggested topics will be communicated to the Branches/Regions by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**.

**Chief Guest**

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

**Audience**

Audience shall comprise of teachers and students from the school, CA students, chartered accountants, parents of the students, members of the public, as may be appropriate, and any celebrity.

**Participants to the Contest**

Students of class IX/X/XI and XII of respective schools shall be eligible to participate in the contest.

**Prizes and Certificates**

Shields and Certificates shall be awarded to the winners and runners-up for all the three levels. To maintain the uniformity, shields and Certificates shall be provided by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**. The branches and regions conducting the programme should requisition the shields and certificates well in advance.

**Accommodation**

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

**Publicity**

The branches/regions should give widest publicity to the competition among the schools in their cities. Publicity material will be provided by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**. Further, to give additional publicity for the Regional and Branch level contests, it is requested to provide full details to the **COMMITTEE ON CAREER COUNSELLING OF ICAI** well in advance so that the same could be hosted on the website.

The organization of Branch and Regional Level Competitions should be the responsibility of the concerned Branch/Regional Council. While organizing the Competition, local Council Member(s), local Member(s) of the Regional Councils as well as Branches be also informed of the event.

Reimbursement of admissible grant would be made on receipt of information of the conduct of such School level Debate Competition from the Branch/Region, along with relevant audited accounts and details, duly certified by the Chairman of the Branch/Chairman of the Branch of the Students' Association in the prescribed format **(Annexure 'II')**.

**Disclaimer:** The aforesaid Scheme ICAI Commerce Champ/Competitions may be modified, altered or abandoned at any time. All decisions about the aforesaid scheme/competitions shall be at the sole discretion of the **COMMITTEE ON CAREER COUNSELLING OF ICAI** and binding on all. Nobody shall have any right or claim whatsoever against the **COMMITTEE ON CAREER COUNSELLING OF ICAI** or the Institute.

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

#### Annexure 'I'

## **REQUEST FOR RELEASE OF GRANT FOR ORGANIZING QUIZ COMPETITION / ELOCUTION COMPETITION & ESSAY WRITING COMPETITION (BRANCH / REGIONAL LEVEL)**

---

No. of Members of the Branch/  
Regional Council :  
Date :  
Place :  
No. of participants :  
Topic(s) for Debate :  
Chief Guest, if any :

The above activity has been carried out strictly in accordance with the guidelines laid down by the **COMMITTEE ON CAREER COUNSELLING OF ICAI**.

**Amount of Admissible Grant: Rs. 20,000**

Please release admissible grant of Rs. \_\_\_\_\_ for Quiz / Elocution & Essay Writing Competition.

Signature\_\_\_\_\_

Name: \_\_\_\_\_

Chairman\_\_\_\_\_Branch/

Chairman.....Branch of .....India

CA students' Association

Dated:

**Annexure 'II'**

**REQUEST FOR RELEASE OF GRANT FOR  
ORGANIZING SCHOOL LEVEL DEBATE  
COMPETITIONS  
(BRANCH / REGIONAL LEVEL)**

---

No. of Members of the Branch/

Regional Council :

Date :

Place :



No. of participants :

Topic (s) for Debate :

Chief Guest, if any :

The above activity has been carried out strictly in accordance with the guidelines laid down by the **COMMITTEE ON CAREER COUNSELLING OF ICAI.**

**Rate of Reimbursement**

Rs. 15,000/- to Branches with less than 500 members.

Rs. 18,000/- to Branches with more than 500 members but less than or equal to 999 members.

Rs. 20,000/- to Branches with more than 1,000 members.

Please release admissible grant of Rs. \_\_\_\_\_ for National School level Debate Competition.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Chairman \_\_\_\_\_ Branch/  
Chairman.....Branch of .....India  
CA students' Association

Dated:

\*Guidelines-Subject to the revision.

## Guidelines - Career Counselling Programmes organised by the Branches and Regional Councils

Objective : Popularise CA Course

Programme Organising Units : **Branches and Regional Councils of ICAI**

### A. Grant

S. No	Particulars	Lumpsum Grant (₹)	GST @18% (₹)	Total Grant (₹)
1.	Career Counselling organised by Branches/Regional Councils	7000	1260	8260
2.	Career Counselling organised by Counsellors	Honorarium of Rs. 5000 including Conveyance & actual expenditure incurred subject to maximum of Rs. 2000 will be paid to the Counsellor by POU. GST will be paid extra at actuals.		

#### Notes:

- Total expenditure shall not exceed the eligible Grant per programme. Expenditure includes all items like cost of Banner, Memento to Schools/College Heads, Photographs, Conveyance, Press Meet etc.
- Lumpsum Grant of Rs. 7000 + GST per programme will be given irrespective of the actual expenditure incurred by the POU. Even for the programmes conducted by the Counsellors directly, lumpsum Grant as above will be given to the POU.
- However, POU shall pay the Counsellors eligible claim subject to maximum of Rs. 5000.
- Since Branches / Regional Councils are paid in the form of Grant against GST Invoice, expenditure is subject to regular audit at the POU level.
- Only the empanelled Counsellors (ccg.icaai.org) shall be allowed to take the Counselling Session.

### B. Other Details

3.	Resources from the CCC.	Flyers will be provided by CCC.	In case bulk Flyers are required, kindly inform CCC.
4.	Documents for claim of the Grant	Tax Invoice, Declaration, Photographs.	Photographs to be taken as per the following instructions : Front view: The picture should be captured from the front and the maximum audience to covered. Back view: Picture to be captured from the back of the

			audience where the career counselling banner, stage/ dirge & the counsellor taking the session is visible. Diagonal view: picture should be captured via diagonal view.
5.	Target Audience	Students of class IX, X, XI, XII & Graduation & PG.	
6.	Total Audience	Preferably not less than 200 Students per Programme.	
7.	Permission/Approval of the programme	Proposal to be uploaded in the Online Portal.	The approval will be granted immediately.

## **Guidelines - Mega Career Counselling Programmes (www.ccg.icaai.org)**

Objective : Popularise CA Course

Programme Organising Units : Branches and Regional Councils of ICAI

### **Mega Career Counselling Programme**

<b>Category of the Branch</b>	<b>Members Structure in Branch</b>	<b>Minimum No. of Students</b>	<b>Maximum Eligible Grant (Rs.)</b>
Micro	Upto 200 Members	500	20,000
Small	201-500 Members	1000	30,000
Medium	501-1000 Members	1500	40,000
Large	1001-2500 Members	1750	50,000
Mega	2501 and above Members	2000	60,000

### **Guidelines -Major Mega Career Counselling Programme**

Branches/Regional Councils <b>OR</b> in association with State Education Boards/Councils/other Organisations	3000	1,00,000
	4000	1,50,000
	5000	2,00,000

#### **Notes :**

- Maximum eligible Grant or Actual Expenditure incurred whichever is less will be considered. Actual expenditure shall not in any circumstances exceed the Maximum eligible Grant.
- Reimbursement will be done on receipt of Statement of Expenses audited by Statutory Auditor of the POU.
- Press Meet/Press Release is mandatory for all the major mega Career Counselling Programmes.
- GST is payable extra at actuals.

## **Guidelines - Career Counselling Programmes (ccg.icaai.org) organised by the Counsellors**

Objective : Popularise CA Course  
 Programme Organising Units (POU) : Branches and Regional Councils of ICAI

1.	Honorarium	Rs. 5000 including Conveyance.	
2.	Expenses	Expenditure includes all items like cost of Banner, Memento to Schools/College Heads, Photographs, Conveyance, Press Meet etc. Actual expenditure incurred subject to maximum of Rs. 2000 will be paid to the Counsellor. GST will be paid extra at actuals.	
3.	Resources from the CCC	Flyers will be provided by CCC.	In case bulk Flyers are required, kindly inform CCC.
4.	Documents for claim of Honorarium & Expenditure	Statement of Claim, Declaration, Photographs.	Photographs to be taken as per the following instructions: Front view: The picture should be captured from the front and the maximum audience to covered. Back view: Picture to be captured from the back of the audience where the career counselling banner, stage/ dirge & the counsellor taking the session is visible. Diagonal view: picture should be captured via diagonal view.
4	Target Audience	Students of IX, X, XI, XII & Graduation & PG.	
5	Total Audience	Preferably not less than 200 Students per Programme.	
6	Permission/Approval of the programme	Counsellors may identify Schools and Colleges for conducting the Career Counselling Programmes in association with the jurisdictional Branches/ RCs. The Counsellor shall	Branches/RCs will give the approval for the uploaded programme by the Counsellor.

		upload the programmes in the online portal.	
7	Statement of Claim	Claim of honorarium and expenditure to be submitted by the Counsellor to the POU.	POU will make the payment to the Counsellor.

**Notes:**

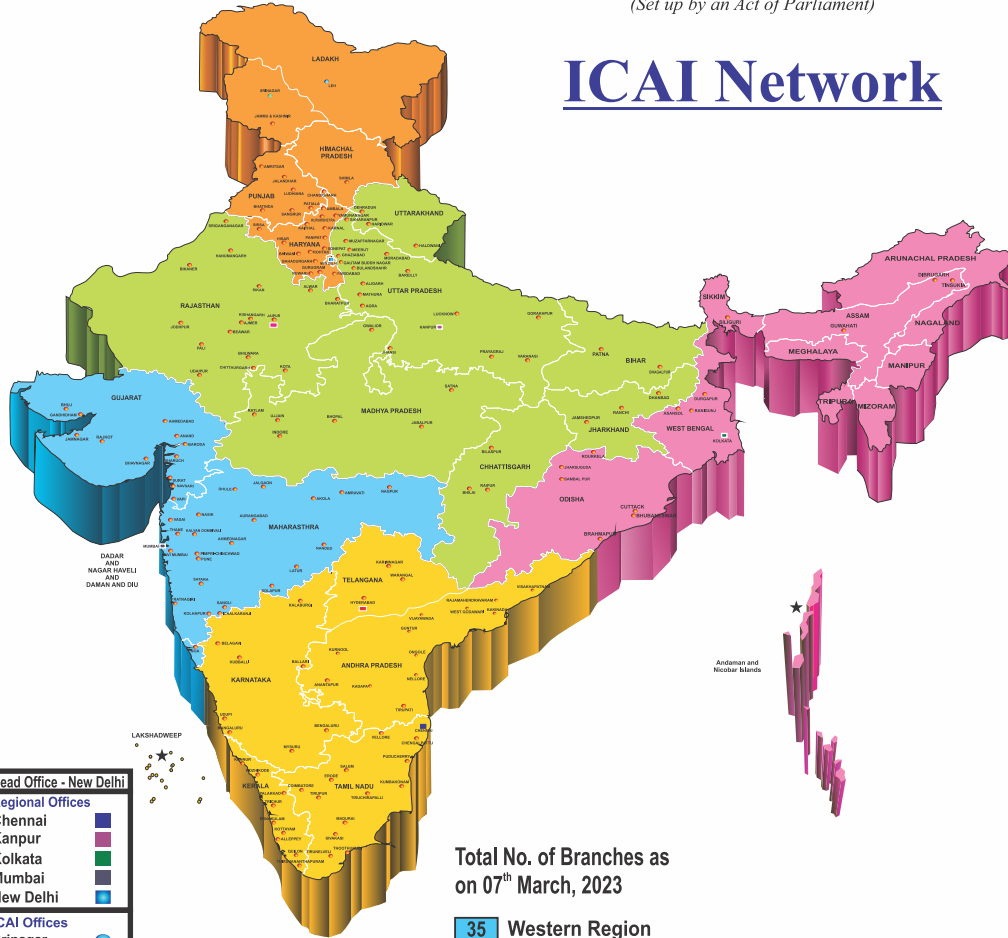
- Career Counsellors who are directly / indirectly engaged in coaching shall not undertake the aforesaid career counselling programmes. The Members shall not publicise the credentials or any sort of canvassing for the Coaching classes or centres in the aforesaid career Counselling programmes. It may be stated that a member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct if he contravenes any provision of the Chartered Accountants Act, 1949 or the Regulations framed thereunder or any guidelines issued by the Council/ Group, ICAI.
- Only the empanelled counsellors (ccg.icai.org) shall be allowed to take the counselling session.





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

# ICAI Network



Head Office - New Delhi	
Regional Offices	
Chennai	■
Kanpur	■
Kolkata	■
Mumbai	■
New Delhi	■
ICAI Offices	
Srinagar	●
Leh in Ladakh	●
Centre of Excellence	
Hyderabad	■
Jaipur	■
Branches	●
Union Territory of India	★

Total No. of Branches as on 07<sup>th</sup> March, 2023

35	Western Region
45	Southern Region
13	Eastern Region
50	Central Region
24	Northern Region

Disclaimer :  
The places marked in the map are indicative only and not fit to scale.  
The depiction and use of boundaries, geographic names and related data shown on map are not warranted to be error free nor do they imply any endorsement or acceptance by the ICAI.



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.icaai.org](http://www.icaai.org)