

CPE CALENDAR 2008 - 2009

OBLIGATORY TOPICS

ACCOUNTING AND AUDITING

1. Accounting Standards issued by ICAI
2. Audit, Assurance and Quality Standards issued by ICAI
3. Implementing the Accounting Standards in various Sectors/Industries (Banking Sector, Real Estate Sector, Insurance Industry etc.): Technical & Managerial Issues
4. Implementation issues in Auditing Standards, Expectations, and compliance requirements in general in various sectors/Industries (Banking Sector, Real Estate Sector, Insurance Industry etc.)
5. Pronouncements and other documents of ICAI on Accounting and Auditing
6. Accounting Standards with Sector-wise / Industry-wise practical presentations
7. Accounting Standards & International Financial Reporting Standards (IFRS)
8. Transition to IFRS
9. US & UK GAAPs
10. Internal Audit Standards
11. Peer Review – Systems, Procedure and Documentation for Practice Units
12. Technical Standards under Quality Review
13. Sarbanes Oxley Act
14. Implications of Sarbanes Oxley Act on the Internal Audit
15. Accounting of the Urban Local Bodies
16. Accounts of Co-operative Societies
17. Audit of Small Entities
18. Forensic Accounting and Audit
19. Internal Audit - including Risk Based Internal Audit
20. Internal Audit and Fraud Risk
21. Internal Control – including Risk Based Perspective
22. Providing Assurance on Internal Controls
23. Service Tax Audit
24. VAT Audit
25. Issues related to Non-corporate Enterprises and their Auditors
26. Clause 49 & Role of Internal Audit
27. Compliance Aspects of Accounting Standards and other Reporting and Disclosure Requirements
28. Compliance Aspects of Generally Accepted Accounting Principles in the Preparation and Presentation of Financial Statements
29. Compliance aspects of AAS and other mandatory guidelines issued by ICAI
30. Relationship of Internal Auditor with those charged with Governance

COST & FINANCIAL MANAGEMENT

31. Balanced Scorecard
32. Business Process Improvements
33. Capital Budgeting under Globalised Business Environment
34. Financial Forecasting
35. Cost Management
36. Financial Due-Diligence
37. Financial Instruments
38. Financial Modeling
39. Issues in Cross Border Investments
40. Corporate Financial Reporting
41. Restatements of Financial Statements under US GAAPs and IASs

INFORMATION TECHNOLOGY

42. Practical Workshop on:
 - a. IS Audit of Banks/ Banking Application
 - b. Using CAAT's/ General Audit Software
 - c. IS Audit of Stock Broker CTCL Facility
 - d. MS-Excel - Tool for Audit
 - e. Network Security Audit/ Review
 - f. Windows XP Security Review
 - g. Windows 2000/ 2003 Security Review
 - h. MS-Excel – Tool for Financial Analysis/ Reporting
 - i. MS-Excel for Financial Management
 - j. Advanced Features & Facilities of MS-Excel
 - k. Data Extraction/ Analysis for Accounting/ Financial Requirements
 - l. Reporting/ Documentation Using MS-Word
 - m. IS Audit/ Review of Core Banking Applications (CBA)
 - n. Information System Audit
43. XBRL Financial Reporting Language
44. Certification of Internal Controls – Clause 49/ Sarbanes Oxley Act
45. Accounting Software Security Audit/ Review & Advanced Facilities/ Features
46. Digital Signatures & e-filing (Income Tax/ MCA21)
47. Understanding ERP (2 Days)
48. ERP Implementation/ Testing/ Maintenance (8/21 Days)
49. Information Technology Act
50. Emerging IT Challenges & Opportunities
51. Emerging Opportunities in BPO/ KPO Sunrise Sectors
52. IT Best Practices – A Review
53. Computer Assisted Performance Evaluation
54. E-Commerce / E-Governance
55. Management Information Systems (MIS)
56. Technology Management
57. Information Systems- Security and Control
58. Internal Audit – Coping with Emerging IT Risks

TAXATION

59. Audit under Income Tax Act – Preparation, Presentation and Documentation
60. Depreciation: Accounting, Taxation and Company Law issues
61. Emerging Issues in Indirect Taxation
62. Issues in Business Taxation
63. Issues in International Taxation (including NRI Taxation, DTAA, Transfer Pricing & Taxation in Foreign Countries)
64. Tax Tribunals including National Tax Tribunal – Role of Chartered Accountants
65. Recent Judgment/Judgments on Direct Tax Laws
66. Service Tax – Law and Practice
67. Taxation of Non-Resident Indians – Recent Developments
68. Stay, Tax Recovery and other Related Provisions under the Tax Laws
69. Transfer Pricing
70. Corporate Taxation
71. Fringe Benefit Tax (FBT)
72. Value Added Tax (VAT) – Including State Level VAT
73. Survey, Search and Seizure – Current Developments
74. Desk Review
75. Export Import Trade / Customs Valuation Law – Rules & Compliances
76. Central Sales Tax (CST)
77. Tax Havens
78. Tax Audit u/s 44AB
79. Income Tax Assessment
80. Preparation & presentation of Appeals before the CIT & ITAT
81. Indian Tax System

BUSINESS MANAGEMENT

82. Conflict Management
83. Consumer and Organizational Buying Behavior
84. Contract Management – Practical Issues
85. Competitiveness: Concepts and Challenges
86. Commercial Due Diligence
87. Credit Analysis and Credit Management
88. Evaluation of Supplier Strategy: Valuation Framework
89. Management of Change
90. Managing Creativity
91. Managing Employee Redundancy
92. Implementing ABC in Manufacturing Environment
93. Industrial Relations
94. Value Based Management
95. Total Quality Management
96. Strategic Decision - Making
97. Sustainability Development
98. Motivation Techniques
99. Narrative Reporting
100. Knowledge Management

101. Operations Planning and Control
102. Performance Management
103. Effective Time Management
104. Quality Audits
105. Value Added Business Controls - The Right Way to Manage Risk
106. Management Audit
107. Decision Making Under Conditions of Risk and Uncertainty
108. Cost reduction techniques in Resource Mobilization

CORPORATE LAWS

109. Schedule - VI
110. E-forms under MCA - 21
111. Arbitration Act, 1996
112. Valuation Techniques
113. Mergers and Amalgamations
114. Companies (Auditors' Report) Order (CARO)
115. Auditors' Report under the Companies Act – Issues on CARO, Documentation, Reporting and Disclosure Requirements
116. NCLT Law and Practice
117. MCA-21 – Challenges & Opportunities for the Profession
118. Limited Liability Partnership
119. EXIM Policy and Procedures

CODE OF CONDUCT

120. Code of Ethics of ICAI and relevant emerging issues

FINANCE AND CAPITAL MARKET

121. Derivatives: Futures and Options
122. Derivatives – Accounting and Taxation
123. OTC Derivatives – A Legal Perspective
124. Sources of Raising Funds
125. Recent Trends in Finance and Capital Market
126. International Finance
127. Role of International Funding Institutes
128. Foreign Direct Investment (FDI) Rules
129. Project Report and Appraisal
130. Project Financing
131. Listing Agreement

CORPORATE GOVERNANCE

132. Audit Committee Charter
133. Audit Committee and Independent Directors
134. COSO, COBIT & Enterprise Resource Planning (ERP)
135. Whistle Blower Policy – Framework
136. Enterprise Governance

- 137. Sustainable Development and Global Reporting Index (GRI)
- 138. Role of CAs in Corporate Governance
- 139. Corporate Governance Rating
- 140. Corporate Governance Audit
- 141. Global Warming/Climate Change
- 142. Corporate Social Responsibility (CSR)
- 143. Carbon Credit
- 144. Improve Board Effectiveness through Good Governance
- 145. Impact of Corporate Governance in Global Development

INSURANCE AND RISK MANAGEMENT

- 146. Insurance Survey and Loss Assessment
- 147. Developments in Pension Fund
- 148. Anti Money Laundering in Insurance Sector
- 149. Risk Management
- 150. Valuation of Insurance Companies
- 151. Third Party Insurance
- 152. AS-15 and Actuarial Sciences

PUBLIC FINANCE

- 153. Fiscal Policy and Economic Growth
- 154. Public Debt in India
- 155. External Debt and Foreign Reserves
- 156. Effects of Public Expenditure
- 157. Indian Federal Finance
- 158. Taxation in Agriculture Sector
- 159. Railway Finance
- 160. Incidence and Effects of Taxation
- 161. Public Sector Undertakings in India
- 162. Role of International Funding Institutions
- 163. Money Laundering
- 164. Rural Banking

SOFT SKILLS

- 165. Personality Development
- 166. Customer Relationship Management
- 167. Effective representation before Income Tax Authorities
- 168. Stress Management
- 169. Presentation and Communication Skills
- 170. Interpersonal Skills

OTHERS

- 171. Consultancy and Advisory Services
- 172. Business Advisory Services

- 173. Right to Information Act
- 174. Six Sigma
- 175. Fraud Investigation, Reporting and Prevention
- 176. Jurisprudence, Interpretation of Law and Evidences Act
- 177. Money Laundering Risk and Management – including Prevention
- 178. CA Amendment Act, 2006
- 179. Merger, Demerger & Networking of CA Firms and Capacity Building

OPTIONAL TOPICS

ACCOUNTING AND AUDITING

- 180. Audit of Members of Stock Exchanges and other Capital Market intermediaries
- 181. Certification under Export and Import Procedures – Role of Chartered Accountants
- 182. Accounting, Review and Compliance Audit of Cooperative Societies and other Government Bodies
- 183. Accounting Standards for SMEs and Role of Chartered Accountants
- 184. Accounting and Auditing Issues relating to Charitable Trusts
- 185. Accounting and Auditing Standards for NGO Sector
- 186. Audit of Educational Institutions
- 187. Audit Reports in Public Sector
- 188. Audit under Sales Tax Laws
- 189. Bank Audit (Central Statutory Audit and Branch Audit)
- 190. Insurance Audit
- 191. Management and Internal Audit
- 192. Performance Auditing in the Public Sector
- 193. Stock and Receivables Audit
- 194. General Ledger processing
- 195. Bank Reconciliation
- 196. Production and Service Costing
- 197. Internal Audit Charter
- 198. Professional Opportunities in Internal Audit
- 199. Internal Auditor – Holding on to the Ethics
- 200. Industry Specific Issues in Internal Audit
- 201. Risk Based Internal Audit in Banks
- 202. Basel II and the Internal Audit

CORPORATE LAWS

- 203. Information Technology Act & Cyber Frauds
- 204. Investor Protection & Minority Interest
- 205. Asset Reconstruction Companies
- 206. Mutual Funds – Constitution, Running and Compliances
- 207. Sarbans Oxley Act, 2002 & Clause 49 of the Listing Agreement
- 208. Restructuring & Liquidation
- 209. Related Party Transactions – Procedures, Compliances and Corporate Best Practices
- 210. Classification & Registration of Companies
- 211. Management & Board Governance

212. Exchangeable Bonds
213. Foreign Trade Policy
214. Foreign Direct Investment (FDI) - Policy & Prospective
215. Due Diligence Exercises
216. Private Equity – Scope and Methodology
217. Initial Public Offer (IPO) - Law and Procedures
218. Foreign Contribution (Regulation) Act
219. Mergers and Acquisitions - corporate law and procedure
220. Mergers and Acquisitions - Strategic issues (Management issues and role of CAs as Advisor)
221. Cross Border Mergers & Acquisitions
222. Valuation of Shares
223. Valuation of Business
224. Winding Up of Companies
225. How to undertake Capital Restructuring
226. Shareholder's Agreement
227. How to draft Articles of Association
228. Joint Venture Agreements
229. Takeover of Companies/Shares
230. Estate Planning
231. Succession Planning
232. Corporate Succession Planning
233. Corporate Affairs Best Practices
234. Concept of Special Purpose Vehicles
235. Role of Escrow Accounts in Business Agreements
236. Drafting of Business Agreements
237. Drafting of Will - Legal Issues
238. Impact of Hindu Succession Act on Corporate Succession
239. Latest Amendments in Indian Succession Act
240. An in-depth overview of Labour Law compliances
241. Provident Fund Act – An overview
242. E.S.I. – Law, advantages to employees, compliances by employers
243. Bonus Act - Responsibilities of Employers - Role of Auditors/CAs in Certification of Available Surplus/Allocable Surplus
244. SARFAESI Act - Law, Case Laws and Current Issues
245. Concept of Participatory Notes
246. Concept of Reverse Mortgage
247. Benefits of incorporating Corporate Structures outside India – Country Specific
248. Competition Law and Policy
249. FEMA – Rules & Regulations, Inbound & Outbound investments
250. Capital Markets – SEBI Regulations & IPO Issues

FINANCIAL MANAGEMENT

251. Assessing Risk in Public Sector
252. Asset Liability Management
253. Credit Risk Management in Banks
254. New Investment Strategies
255. Reserve Bank of India Guidelines on External Commercial Borrowings and Investment Abroad
256. Developments in Indian Capital Markets: Primary Markets and Secondary Markets

- 257. Financial Restructuring / Re-engineering and Financial Reporting
- 258. Restructuring of NPA Account
- 259. Valuation of Enterprise – Methods used and its relative Importance
- 260. Commodity Market
- 261. Technical Analysis of Share Market
- 262. Business Planning
- 263. Internal Audit and Business Continuity Planning
- 264. Corporate Restructuring
- 265. Value for Money Audit – Is it different from Internal Audit?
- 266. Internal Audit and Disaster Recovery Planning

TAXATION

- 267. Tax Planning
- 268. Penalties under Direct Tax Laws
- 269. Representing a Case Before Appellate Authorities under Income Tax – with Mock Tribunals
- 270. Taxation of e-commerce
- 271. Foreign Collaborations – Including Taxation of Foreign Collaborations
- 272. Taxation of Permanent Establishments
- 273. Tax Deducted at Source (TDS) – Law and Practice
- 274. Union Budget 2008 and 2009 (Not Public Meetings)
- 275. Annual Budget Setting and Forecasting
- 276. Industrial Park Scheme, 2008
- 277. Employee Stock Option Plan (ESOP)
- 278. Indian Federal Finance

WORLD TRADE ORGANISATION

- 279. Foreign Trade Policy
- 280. Special Economic Zones
- 281. Emerging Professional Opportunities in the WTO Regime
- 282. Anti-subsidy and Anti Dumping – Law and practice
- 283. General Agreement on Trade in Services (GATS) – Issues for Accounting Profession
- 284. International Trade Laws
- 285. Issues relating to TRIMS
- 286. Trade Related Aspects of Intellectual Property Rights – Role of Chartered Accountants
- 287. International Commercial Arbitration
- 288. Trade Remedies
- 289. 100% Export Oriented Units (EOU)
- 290. Export of Services
- 291. Cross Border Mergers & Acquisitions
- 292. Business Process Outsourcing
- 293. Knowledge Process Outsourcing
- 294. Intellectual Property Rights
- 295. Intellectual Property Valuations
- 296. Competition Law
- 297. Free Trade Agreements / Regional Trade Agreements / Preferential Trade Agreements
- 298. Foreign Direct Investment (FDI)
- 299. Destination India

- 300. Tax Havens
- 301. Carbon Trading

INSURANCE AND RISK MANAGEMENT

- 302. Detection and Prevention of Insurance Fraud
- 303. Audit of Entities involved in Life Insurance Business
- 304. Audit of Entities involved in General Insurance Business
- 305. Insurance Broking
- 306. Agricultural Insurance
- 307. Risk Management - Its Essentials and Process
- 308. Financial Risk Management
- 309. Accounting Issues for Entities involved in Life Insurance Business
- 310. Accounting Issues for Entities involved in General Insurance Business
- 311. Reinsurance Market, Special Areas of Reinsurance
- 312. Inward Reinsurance
- 313. Reinsurance Practice
- 314. Reinsurance Administration
- 315. Urban Insurance Issues
- 316. BPO and Life Insurance Business
- 317. BPO and General Insurance Business
- 318. Information Technology and Life Insurance Business
- 319. Information Technology and General Insurance Business
- 320. Engineering Insurance
- 321. Management Audit of Insurance Companies – Life Insurance
- 322. Management Audit of Insurance Companies – General Insurance
- 323. Total Quality Management (TQM) in Life Insurance Industry
- 324. Total Quality Management (TQM) in General Insurance Industry
- 325. Issues and Perspectives on Bank Assurance [covering basics, accounting, auditing and other compliance issues]
- 326. Insurance Arbitration
- 327. Third Party Claims Management
- 328. Enterprise Risk Management (including maintenance of risk management systems and processes)
- 329. Terrorism Risk Insurance
- 330. Asset Liability Management in Life Insurance Business
- 331. Asset Liability Management in General Insurance Business
- 332. Exchange Control & Taxation in General Insurance Business
- 333. Exchange Control & Taxation in Life Insurance Business

OTHERS

- 334. Arbitration and Alternative Dispute Resolution
- 335. Comparative Analysis of IFAC and ICAI code of ethics
- 336. Issues and Cases relating to Unjustified Removal of Auditors and Independence of Auditors
- 337. Implications of Code of Ethics in Disciplinary Mechanism
- 338. Insolvency Laws: Role of Chartered Accountants
- 339. ISO Certification
- 340. Risk Management and Loss Assessment
- 341. Supply Chain Management

- 342. Works Contract - Tax Implications
- 343. CA: Adding Value to Economic Growth
- 344. Right to Information Act
- 345. Limited Liability Partnership
- 346. Workers Compensation
- 347. Introduction to Energy Insurance
- 348. Actuarial Reports in Compliance with IAS19 – Issues
- 349. Regulatory framework for Retirement Benefits – Current Issues in India
- 350. Actuarial Reports under AS 15 (Revised, 2005)
- 351. Recent International Developments in Employee Benefits; Accounting, Auditing and Taxation Issues
- 352. Software Technology Parks (STP), Electronic Hardware Technology Parks (EHTP)
- 353. Advisory and related services to State and Central Government
- 354. Academic / Research Opportunities
- 355. Treasury and Cash Management
- 356. Cash Flow Forecasting
- 357. Preparation of operational and Capital Expenditure Budgets
- 358. Capital Gains – Including Tax Planning for Capital Gains
- 359. Depository System / Dematerialization
- 360. Strategic Management of Venture Capital
- 361. Corporate Debt Market
- 362. Evolving Role of Chief Financial Officer (CFO)
- 363. Carbon Credit
- 364. Strategic Planning
- 365. Environmental Accounting
- 366. Recovery Management of NPAs
- 367. Regulatory Developments in Countries Abroad
- 368. Urban Planning and Environment
- 369. World Economic Development and Investment Planning
- 370. Foreign Reserves

Topic for CPE Calendar April 2008 to March 2009 for Members in Industry

1. Implementing the Accounting Standards: Technical & Managerial issues:

- Banking Sector
- Cement Industry
- Construction Industry
- Educational Institutions
- Fertilizer Industry
- Insurance Industry
- Jute Industry
- Petrochemical Industry
- Petroleum Industry
- Pharmaceutical Industry
- Plantation Industry
- Power Industry
- Steel Industry
- Stock Exchanges
- Telecom Industry
- Tourism Industry

2. Managerial issues in Auditing Standards, Expectations, and compliance requirements in general:

- Banking Sector
- Cement Industry
- Construction Industry
- Educational Institutions
- Fertilizer Industry
- Insurance Industry
- Jute Industry
- Petrochemical Industry
- Petroleum Industry
- Pharmaceutical Industry
- Plantation Industry
- Power Industry
- Steel Industry
- Stock Exchanges
- Telecom Industry
- Tourism Industry

3. Cost & Financial Management

- Balanced Scorecard
- Better Budgeting
- Business Planning
- Business Process Improvement Techniques
- Business Valuation
- Capital Budgeting under Globalised Business Environment

- Cash Flow and Financial Forecasting
- Cost Management
- Corporate Restructuring
- Corporate Social Responsibility
- Financial Due-Diligence
- Financial Engineering
- Financial Instruments and Derivatives
- Financial Modeling
- Issues in Cross Border Investments
- Issues in Mergers and Acquisitions
- Restatements of Financial Statements under US GAAPs and IASs
- International Accounting Standards & IFRS
- Corporate Financial Reporting

4. LAW

- Corporate Governance
- Developments in Labour Laws
- EXIM Policy and Procedures
- Provisions of FEMA
- Important provisions relating to Right to information Act
- An overview of the provisions of Sarbanes Oxley Act

5. BUSINESS MANAGEMENT

- Conflict Management
- Consumer and Organizational Buying Behavior
- Contract Management – Practical Issues
- Competitiveness: Concepts and Challenges
- Commercial Due Diligence
- Credit Analysis and Credit Management
- Customer Relationship Management
- Evaluation of Supplier Strategy: Valuation Framework
- Management of Change
- Managing Creativity
- Managing Employee Redundancy
- Implementing ABC in Manufacturing Environment
- Industrial Relations
- Value Based Management
- Time Management
- Total Quality Management
- Treasury Management
- Six Sigma
- Strategic Decision - Making
- Stress Management
- Supply Chain Management
- Sustainability Development
- Money Laundering Risk and Management
- Motivation Techniques
- Narrative Reporting

- Enterprise Risk Management
- Forex Management
- Knowledge Management
- Operations Planning and Control
- Performance Management
- Quality Audits
- Value Added Business Controls - The Right Way to Manage Risk
- Management Audit
- Cost reduction techniques in Resource Mobilization

6. INFORMATION TECHNOLOGY

- Computer Assisted Performance Evaluation
- Developments in Information Technology
- E-commerce / Governance
- ERP and MIS Systems
- Information Systems- Security and Control
- Technology Management
- Internal Auditing with information Technology and CAATs

7. TAXATION

- Developments in Direct Taxation
- Developments in Indirect Taxation
- Transfer Pricing
- Taxation of Charitable Trusts
- Computation & Assessment of Fringe Benefit Tax
- Tax Planning for Capital Gains
- Tax Audit u/s 44AB
- Corporate Taxation
- Preparation & presentation of Appeals before the CIT & ITAT
- Survey, Search & Seizure under the Income Tax Act
- Income Tax Assessment
- Income Tax Deducted at Source & Filing of TDS Returns - Practical Issues
- Service Tax

8. OTHERS

- Communication Skills and Personality Development
- Auditors' Report under the Companies Act – Issues on CARO, Documentation, Reporting and Disclosure Requirements
- Detection and Prevention of Frauds
- Environmental Accounting
- Issues in TRIMS
- Recovery Management of NPAs
- Regulatory Developments in Countries Abroad
- Urban Planning and Environment
- World Economic Development and Investment Planning
- Capital Markets
- BASEL II Norms

PLEASE NOTE THE FOLLOWING

- All the Programme Organising Units (POUs) are required to conduct sufficient number of programmes from above mentioned topics in such a way that each member is able to comply with the following CPE credit hours requirements for the three-year rolling period, starting from the Calendar Year 2008, as below:

CPE CREDIT REQUIREMENTS FOR MEMBERS OF THE INSTITUTE

All the members who are holding Certificate of Practice (except those members who are residing abroad), unless exempted, are required to:

- (a) Complete at least 90 CPE credit hours in each rolling three-year period of which 60 CPE credit hours should be of structured learning.
- (b) Complete minimum 20 CPE credit hours of structured learning in each year.

All the members who are not holding Certificate of Practice or are residing abroad (whether holding Certificate of Practice or not), unless exempted, are required to:

- (a) Complete at least 45 CPE credit hours of structured/unstructured learning in each rolling three-year period;
 - (b) Complete minimum 10 CPE credit hours of structured/unstructured learning in each year.
- Each Regional Council and Branch in addition to other programmes should conduct Chain Workshops on IFRS.
 - Each Regional Council/Branch should conduct Two Workshops on Accounting Standards/Auditing and Assurance Standards/Quality Review Standards for Practice Units.
 - POUs should conduct programmes on topics related to Internal Audit, which have been included in the CPE Calendar 2008-09.
 - POUs should organize at least **one** Seminar during the year on issues related to WTO.
 - CPE programmes should be held exclusively by POUs and not jointly with any other organisation. If any such instance is brought to our notice, the credit of CPE hours of that particular programme would be cancelled and appropriate action may be initiated against the Office Bearers of the POU.
 - CPE credit hours for programmes other than those topics included in the CPE Calendar are mandatorily required to take prior approval from CPE Committee Secretariat.

The information pertaining to programmes to be conducted by all POUs should be uploaded on the CPE Portal. In this regard, the instructions are given below:

- All activities relating to grant of CPE hours, marking of attendance of members after the programme has been organized shall be dealt with only through the CPE portal.
- For organizing of programmes falling under CPE Calendar, you are requested to fill-up the program structure on the CPE portal and grant of CPE Hours will be made automatically by the CPE Portal.
- For programmes not falling under CPE Calendar, you are requested to fill-up the program structure on the CPE Portal only and approval for the program and applicable CPE Hours will be granted by the CPEC Secretariat through the CPE Portal only.

- Kindly note you have to fill-up program details before organizing any event failing which CPE Hours for the members can not be granted by the CPE Portal.
- Kindly also note that uploading of Members' attendance on CPE Portal should be completed within 10 days of organizing an event.

Also note that the parameters for organizing 'National Seminar', 'National Conference' 'All India Conference' and 'International Conference' are available on the CPE Portal. You are requested to adhere to these parameters while finalising any such programme.

Also please note that the set of directions for 'Professionalisation of Conduct of CPE Programmes' are available on the CPE Portal. You are requested to adhere to these directions in letter and spirit.