



BOARD OF STUDIES
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

**Application for Accreditation to conduct Oral Coaching Classes for
Common Proficiency Test (CPT)**

1. a) Name of the College/School _____
b) Name of the Programme Co-ordinator _____
Contact Details: Telephone No. _____ Fax No. _____
Mobile No. _____ e-mail id _____
2. Address: _____

(indicate also the nearest city with distance in Kms. if
situated in a semi-urban area) _____

3. Name of the University/Board to which the
College/School is affiliated _____

4. a) Year in which the College/School was established _____
b) Year in which the Department of Commerce/
Management was set up _____

5. Details of the Courses conducted by the Department of
Commerce /Management _____

6. a) Is your College/School already accredited for PE-I
Course? If so, please furnish the details of the
classes organised during last three years, number
of students attended the classes etc. _____

b) Number of students likely to attend Common
Proficiency Test (CPT) _____
c) Number of students of the College / School likely to
join the classes under the new scheme _____

7. a) Whether the College/School is teaching the following subjects and if yes, please furnish details of the faculty:

Subjects	Name of the Faculty	Qualification & Experience	Full time/ Part time
i) Fundamentals of Accounting			
ii) Mercantile Laws			
iii) General Economics			
iv) Quantitative Aptitude a) Mathematics b) Statistics			

- b) In the absence of regular faculty for any of the subjects mentioned above, whether the College/School undertakes to arrange guest faculty.

If yes, please furnish the details. A copy of the consent letter may also be attached.

Subjects	Name of the Faculty	Qualification	Experience
i) Fundamentals of Accounting			
ii) Mercantile Laws			
iii) General Economics			
iv) Quantitative Aptitude a) Mathematics b) Statistics			

8. Details of Infrastructural facilities:

- a) Buildings/Class Rooms (please attach additional paper, if necessary) _____
- b) Library facilities _____

	Subjects				
	Fundamentals of Accounting	Mercantile Laws	General Economics	Mathematics	Statistics
Approximate number of books					

9. Whether you will be able to provide coaching throughout the year Yes/No
10. i) The maximum number of students you can coach in a batch (maximum batch size 40)
 ii) Whether you will be able to run multiple batches Yes/No
 iii) Whether it will be possible to provide 5 hours coaching per day for 50 days for a batch (Alternatively Coaching Modules are given in para 1 of the Guidelines) Yes/No
11. Whether the College/School will admit only male/female students or both Male/Female/Both
 (Please tick mark your choice)

12. Reference of two Chartered Accountants of the area
- (i) Name _____
Membership No. _____
Address _____

Telephone No. _____
E-mail Id _____
- (ii) Name _____
Membership No. _____
Address _____

Telephone No. _____
E-mail Id _____
13. Name(s) of the College/School if any, which have already been accredited to conduct Common Proficiency Test (CPT) within -
- i) 2 Kms. radius if in a metropolitan city _____
- ii) 4 Kms. radius in case of other cities _____
- iii) 30 Kms. radius if in a mofussil area _____
14. Name of the nearest Branch/Regional Council of The Institute of Chartered Accountants of India (if applicable) _____

15. Details of the Management Committee/
Governing Board _____

16. Any other information considered relevant _____

Date:

**Signature
Designation**