



**BOARD OF STUDIES
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

Criteria for Grant of Accreditation for Common Proficiency Test (CPT) and Professional Competence Course/ Integrated Professional Competence Course

1. The accreditation is granted to Regional Councils and Branches of the Institute, Colleges and Schools for conducting oral Coaching Classes which fulfil the following requirements:

A. Regional Councils and Branches of the Institute

- i. In case the accreditation is sought for conducting oral coaching classes for Common Proficiency Test (CPT), the Regional Council / Branch must be having identified faculty for teaching Fundamentals of Accounting, Mercantile Laws, General Economics, Quantitative Aptitude (Mathematics and Statistics) to the students as per the standard qualification specified against each subject. In case the Regional Council / Branch is seeking accreditation for Professional Competence Course (PCC)/ Integrated Professional Competence Course (IPCC) it must have the identified faculty for teaching subjects like Accounting, Auditing, Law, Ethics and Communication, Cost Accounting, Financial Management, Income-tax, Service Tax & VAT and Information Technology & Strategic Management. The list of identified faculty including their qualification and experience should be enclosed along with the application forms.
- ii. There should be in-house class room facilities or identified leased in / hired class room facilities earmarked for conducting oral coaching classes.
- iii. There should be relevant text and reference books in the library as specified by the Board of Studies from time to time, and other infrastructural facilities should be suitable for conducting oral coaching classes.

B. Colleges

- i. The College must have been affiliated to a recognized university at least for a minimum period of 3 years as on the date of submission of application seeking accreditation.
- ii. In case the College is seeking accreditation for Common Proficiency Test (CPT), the College must be having a Commerce / Management Department with the faculty for teaching Fundamentals of Accounting, Mercantile Laws, General Economics, Quantitative Aptitude (Mathematics and Statistics) to the students for 10+2 level examinations. At least two subjects of CPT be taught by the members of full time faculty of the College.

In case the College is seeking accreditation for Professional Competence Course/Integrated Professional Competence Course, it must have the faculty for teaching subjects like Accounting, Auditing, Law, Ethics and Communication, Cost Accounting, Financial Management, Income-tax, Service Tax & VAT and Information Technology & Strategic Management to the students for Bachelor Degree examinations. At least three subjects of PCC/IPCC be taught by full time faculty of the College.

If faculty for any of the subject areas is not available in the College, it should undertake to arrange for faculty for such subjects and the consent of such teachers should be enclosed along with the application forms.

- iii. There should be in-house class room facilities or identified leased in / hired class room facilities earmarked for conducting oral coaching classes.
- iv. There should be relevant text and reference books in the library and other infrastructural facilities should be suitable for conducting oral coaching classes.

C. Schools

- i. The School must have been a recognised School affiliated to the All India Central Board of Secondary Education or other equivalent Central or State Boards at least for a minimum period of 3 years as on the date of submission of application seeking accreditation.
- ii. It must be having commerce stream at the Senior Secondary School stage.
- iii. In case the School is seeking accreditation for Common Proficiency Test (CPT), the School must be having a Commerce / Management Department with the faculty for teaching Fundamentals of Accounting, Mercantile Laws, General Economics, Quantitative Aptitude (Mathematics and Statistics) to the students for 10+2 level examinations. At least two subjects of CPT be taught by the members of full time faculty of the School.
- iv. There should be in-house class room facilities or identified leased in / hired class room facilities earmarked for conducting oral coaching classes.
- v. There should be relevant text and reference books in the library and other infrastructural facilities should be suitable for conducting oral coaching classes.
- vi. No accreditation should be granted to the School for conducting oral coaching classes for PCC/IPCC unless it has at least 3 teachers who satisfies the qualification norms specified for teaching various subjects of PCC/IPCC.

2. General Conditions applicable to both Schools and Colleges

- 1. Colleges affiliated to Universities / recognized. But Higher Secondary Schools affiliated to CBSE or any other recognised State Boards including Junior Colleges, wherever they are so termed, satisfying the criteria laid down by the Board of Studies and willing to abide by the conditions laid down by the Board of Studies are given accreditation for organisation of oral coaching classes for students of Common Proficiency Test (CPT)/Professional Competence Course/Integrated Professional Competence Course, in accordance with the guidelines prescribed in this regard.

Accreditation is not an automatic process; it is subject to inspection and evaluation by the Board of

Studies. The decision of the Board of Studies relating to grant of accreditation will be final and the Board will not be required to give reasons for according or refusing accreditation.

2. Faculty members of the accredited institutions must attend orientation courses/meetings/ seminars organised by the Board of Studies.
3. The accredited institutions must have good library and other infrastructural facilities, such as classrooms, computers for teaching purpose, library facilities etc.
4. The Board of Studies reserves the right to inspect the institution and review its facilities before granting or continuing recognition.
5. The continuation of accreditation granted will be conditional on a periodical review of the performance by the Board of Studies and its satisfaction that the criteria stipulated by it are being observed and the guidelines regarding organisation of classes are being followed properly.
6. The classes should be run on self-sufficient basis and the Institute of Chartered Accountants of India will not bear any financial responsibility.
7. The fees to be charged will be subject to the prior approval of the Board of Studies.

3. Annual Accreditation Fee:

All the accredited institutions will have to pay an Annual Accreditation Fee to the Board of Studies, at such a rate as may be prescribed by the Board of Studies from time to time. For this purpose, the Board has the accredited institutions into two categories and has fixed the fee as stated below:-

**Annual Accreditation
Fee**

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| (a) Institutions in the cities of Ahmedabad, Bangalore, Baroda, Chandigarh, Coimbatore, Chennai, Delhi, Ernakulam, Hyderabad, Indore, Jaipur, Kanpur, Kolkata, Mumbai, Nagpur, Pune and Surat | Rs. 6000 p.a. |
| (b) Institutions in other cities | Rs. 4000 p.a. |

Annual Accreditation Fee will be charged with reference to each Course for which accreditation is given, namely, Common Proficiency Test (CPT) Course or Professional Competence Course. The fixed component of the annual levy is chargeable for each Course, e.g., if an institution is accredited for CPT and PCC/IPCC and belonging to a city stated in (a) above, it has to remit Rs. 12,000 p.a.

The charge of annual accreditation fee is not applicable to Regional Councils and Branches of the Institute which are accredited for conducting oral coaching classes.



**BOARD OF STUDIES
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

**Guidelines for organisation of oral coaching classes for the students of Common Proficiency
Test (CPT) by accredited Institutions**

Common Proficiency Test

A registered student may appear in Common Proficiency Test after he has appeared in the Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government as equivalent thereto and has complied with such requirements as may be specified by the Council from time to time.

A student is required to register with the Board of Studies at least 60 days before the examination in which he/she intent to appear on payment of Rs.6000 on account of registration and tuition fees and can appear CPT after a specified period from the date of registration.

Subjects Covered in CPT

- ♦ SESSION – I (Two Sections – Two hours – 100 Marks)
Section A: Fundamentals of Accounting (60 Marks)
Section B: Mercantile Law (40 Marks)
- ♦ SESSION – II (Two Sections – Two hours – 100 Marks)
Section C: General Economics (50 Marks)
Section D: Quantitative Aptitude (50 Marks)

Important Features of CPT

- ♦ There will be one paper of Four hours duration carrying 200 Marks.
- ♦ The test comprises of two sessions of 2 hours each with a break between two sessions.
- ♦ Desired Level of Knowledge of CPT is Basic Knowledge.
- ♦ Common Proficiency Test is an Objective Type Test.
- ♦ There will be a flexible scheme of negative marking for choosing wrong options.
- ♦ A student needs to score 50% of total marks to qualify.
- ♦ The test will be conducted twice a year: June/December and Online Examinations are held every month.

Role of Accredited Institutions

The Board of Studies of the Institute of Chartered Accountants of India grants accreditation to reputed academic institutions engaged in teaching commerce and management courses. The purpose of granting

accreditation is to provide quality oral coaching to the students who need detailed guidance.

Coaching Modules:

Two different coaching modules are designed for conducting oral coaching:

Module – I Crash Course Module	Crash Course comprising of 50 days	4 hours per day	Total teaching hours 200
Module II Regular Course Module	Regular Course comprising of 80 days	3 hours per day	Total teaching hours: 240

Students may opt for a module depending upon his academic level in the corresponding (10+2 examination) or other academic course(s). A student who opts for appearing immediately after registration for Common Proficiency Test may opt for Module I. Some other students may like to undergo regular course of 80 days.

The Accredited Institutions are free to organise classes for more than the minimum number of hours as suggested above. In addition, general orientation lectures for 2 hours may be organised for the students in which a practising Chartered Accountant should be involved for giving the orientation lecture.

It is suggested that for adequate coverage of the subjects, including periodical tests in each subject, the total hours available may be spread over the various subjects of Common Proficiency Test as under:

Paper	Subjects	Module I	Module II
Section A	Fundamentals of Accounting	60 hours	75
Section B	Mercantile Laws	40 hours	40
Section C	Economics	40 hours	45
Section D	Quantitative Aptitude		
	(i) Mathematics (Chapters 1-9)	30 hours	40
	(ii) Statistics (Chapter 10-16)	30 hours	40
		200 hours	240 hours

The Accredited Institutions are free to organise classes for more than the minimum number of hours suggested above.

General Points

1. Maximum size should restrict to 50. The accredited institution should decide the minimum batch size with view to run the course on self-financing basis.
2. The fee to be charged will be subject to prior approval of the Board of Studies.
3. The accredited colleges/schools should maintain attendance record of students.
4. The accredited colleges/schools shall maintain a library of text books and reference books as per the list provided by the Board of Studies from time to time. The Institute will supply to each accredited college/school two sets of study materials free of cost.

5. The publicity material proposed to be issued should be vetted in advance by the concerned Regional Monitoring Committee/Director of Studies. Accredited institutions are allowed to use the brand name of the ICAI only in a restricted manner and that should be limited to use of suffix "Accredited by the Institute of Chartered Accountants of India for conducting oral coaching classes of CPT".
6. In order to ensure effective monitoring and smooth conduct of the course, the Board may authorise any member of the Board of Studies, or a member of the Council or concerned Regional Council or Chairman of the concerned Branch or a faculty member of the Board to visit the colleges or institutions periodically to have the necessary interaction with the authorities/students.
7. The minimum qualification of Teachers teaching different subjects should be as follows:

Fundamentals of Accounting	Chartered Accountant or Post-graduate in Commerce (having accountancy as a subject) possessing at least 2 years of experience
Mercantile Laws	LLB / CA / CS / Post-graduate in Commerce (having business laws / mercantile laws as a subject) with two years of experience
Economics	Post-graduate in Economics / Commerce having at least 2 years experience
Quantitative Aptitude Mathematics, Statistics	Post-graduate in Mathematics/ Statistics having at least 2 years experience

8. Compensation to Faculty: Compensation to Faculty and other staff may be decided by the accredited institutions keeping in view the local conditions and other considerations. It is felt that fixation of a reasonable compensation is necessary to attract talent and ensure proper motivation to faculty and provision of quality education to students.
9. At the end of every batch of classes a certificate is obtained from a practising Chartered Accountant to the effect that the relevant conditions have been complied with and relevant records regarding attendance, tests conducted, question papers, answer papers, marks secured, etc. have been maintained properly and regularly. Such records should be kept for a minimum period of 3 years.
10. The above guidelines are applicable for all accredited institutions and they should take effective steps to comply with the guidelines. The accredited institutions should ensure compliance with the guidelines and give a report to that effect to the Director of Studies, The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, Sector-62, NOIDA-201 309 (UP).