Professional Competence Course
Frequently Asked Questions (FAQs)

A. GENERAL

1. What is Professional Competence Course (PCC)? Which course will it replace?

It is the first stage of theoretical education of the two–staged chartered accountancy course. It has come into effect on and from September 13, 2006 replacing the Professional Education (Course – II).

2. Who can join PCC?

- A student who has passed Common Proficiency Test and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto may join the Professional Competence Course
- Simultaneously, the student will also register for practical training of 3 ½ years
- In addition, a student has to register and undergo 100 Hours Information Technology Training after completion of 3 months of articled training.

B. PROSPECTUS AND APPLICATION FORM

3. How to apply for admission to the Professional Competence Course?

A student is required to apply in the prescribed Form No. 103 available along with the prospectus.

- A student can buy Prospectus remitting Rs.100 from any of the Offices of the Institute given in Point No.6
- The Prospectus can also be procured by post from any of the Offices of the Institute stated in Point No.6 below on payment of Rs.140 (Rs.40 on account of postal charge).

4. What documents are required to be submitted for articled registration, admission to Professional Competence Course and 100 Hours ITT?

The following documents are required to be submitted to the appropriate Regional Offices of the Institute based on the location of employer:

- One copy of Form 103, duly filled–in (alongwith form for additional vacancy, if applicable)
- Demand Draft / Pay–order of requisite amount
- Necessary supporting documents:
  - (a) To be submitted by students who have passed Professional Education (Course – II) i.e. joining Final Course with Articleship :
    - Attested copy of Secondary Admit Card / Marksheet / Pass Certificate as proof of Date of Birth
    - Attested copies of Professional Education (Examination – II) marksheet / s.
    - Attested copy of CCT / ITT Completion Certificate.
  - (b) To be submitted by students who have passed CPT / Professional Education (Course – I) i.e. joining PCC Course with Articleship :
    - Attested copy of Secondary Admit Card / Marksheet / Pass Certificate as proof of Date of Birth
    - Attested copies of CPT / Professional Education (Examination – I) marksheet
    - Attested copy of 10+2 pass marksheet.

- Who will attest the required documents?
  All attestations should be from the Principal under which the student has registered for articleship training / Member–in–charge of Training (MIT).

5. What is fee structure for new admission to PCC?

1		2		3
		Fees for (i) Indian students residing in India and other SAARC countries and Bhutan;, and (ii) students belonging to other SAARC countries and Bhutan		**Students other than stated in Column 2 i.e. (i) the students of foreign countries other than SAARC countries and Bhutan; and (ii) Indian students residing abroad other than SAARC countries and Bhutan**
			(In Rs.)	**US$**
Professional Competence Course:				
(a)	Registration fee as articled / audit clerk	500		
(b)	Students' Association Fee	500		
(c)	Registration fee with BOS	500		
(d)	Tuition fee for PCC	4000		
(e)	Registration fee for 100 Hours ITT	**2000**	**7500**	**500**
Price of Prospectus including Form Nos. 102 & 103		100 plus courier charge of Rs.15 for Delhi and Rs.25 for rest of India		10 plus applicable postal charge

6. Where to procure prospectus and submit / dispatch filled – in application form?

Application Form (Form Nos.102 and 103) are available with the PCC prospectus. A student can obtain and / or submit application form from / to the following Offices of the Institute in consonance with the address of the student as stated below:

Students belonging to	Despatch address
Gujarat, Maharashtra, Goa and Union Territories of Daman & Diu and Dadra & Nagar Haveli	Western India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, "Anveshak", 27, Cuffe Parade, Colaba, Mumbai – 400 005 Phone:022 – 39893989, Fax: 022 – 39802953, E-mail: wro@icai.org

Andhra Pradesh, Kerala, Karnataka, Tamil Nadu and the Union Territories of Pondicherry and Lakshadweep Islands	Southern India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, 122, M.G. Road, Post Box No. 3314, Nungambakkam, Chennai – 600 034 Phone: 044 – 39893989, Fax: 044 – 30210355, E-mail: sro@icai.org
Assam, Meghalaya, Nagaland, Orissa, West Bengal, Manipur,Tripura, Sikkim, Arunachal Pradesh, Mizoram, Andaman – Nicobar Islands	Eastern India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, 7, Anandilal Poddar Sarani, (Russell Street), Kolkata – 700 071 Phone: 033 – 39893989, Fax: 033 – 30211145, E-mail: ero@icai.org
Uttar Pradesh, Bihar, Madhya Pradesh, Rajasthan, Uttaranchal, Chhatisgarh and Jharkhand	Central India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, Post Box No. 314, 16 / 77B, Civil Lines, Kanpur – 208 001 Phone: 0512 – 3989398, Fax: 0512 – 3011173 E-mail: cro@icai.org
Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab and Union Territory of Chandigarh	Northern India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, 52 – 54, Vishwas Nagar, Delhi – 110032 Phone: 011 – 39893990, Fax: 011 – 30210680, E-mail: nro@icai.org

The student should make the draft payable accordingly to Mumbai, Chennai, Kolkata, Kanpur and New Delhi respectively.

However, students belonging to the following cities may buy the prospects and submit filled-in application form to the following decentralized offices:

Place	**Decentralized Offices**
Ahmedabad	Ahmedabad Branch of the Western India Regional Council of the ICAI, 123, Sardar Patel Colony, Near Usmanpura under Bridge, Naranpura, Ahmedabad – 380 014 Ph: 079 27680946, 27680537, Fax: 079 27680537 E-mail: ahmedabad@icai.org
Bangalore	Bangalore Branch of the Southern India Regional Council of the ICAI, No. 16 / 0, Millers Tank Bed Area, Bangalore – 560 052 Ph: 080 22205891, 22252546, Fax: 080 22252547 E-mail: bangalore@icai.org

Baroda	Baroda Branch of the Western India Regional Council of the ICAI, 2B, Ramkrishna Chambers, Productivity Road, Vadodara – 390 005 Ph: 0265 2351151, Fax: 0265 2351151 E-mail: baroda@icai.org
Chandigarh	Chandigarh Branch of the Northern India Regional Council of the ICAI, Institutional Area, Opp. Community Centre, Sector 35 – B, Chandigarh – 160 036 Ph: 0172 5067756, Fax: 0172 5067756 Email: chandigarh@icai.org
Coimbatore	Coimbatore Branch of the Southern India Regional Council of the ICAI, M.M.S Memorial Building, 8, Diwan Bahadur Road, R.S. Puram, Coimbatore – 641 002 Ph: 0422 2552872, Fax: 0422 2547764 Email: coimbatore@icai.org
Ernakulam	Ernakulam Branch of the Southern India Regional Council of the ICAI, 57 / 3146, Dewan's Road, Ernakulam, Kochi – 682 016 Ph: 0484 2369238, 2369258, Fax: 0484 2372953 E-mail: ernakulam@icai.org
Hyderabad	Hyderabad Branch of the Southern India Regional Council of the ICAI, 11 – 5 – 398 / C, Red Hills, Hyderabad – 500 004 Ph: 040 23317026, 23393182, Fax: 040 23393200 E-mail: hyderabad@icai.org
Indore	Indore Branch of the Central India Regional Council of the ICAI, 101, Urvashi Complex, Ist floor, 3, Jaora Compound, Indore – 452 001 Ph: 0731 2702875, Fax: 0731 2702471 E-mail: indore@icai.org
Jaipur	Jaipur Branch of the Central India Regional Council of the ICAI, D – 1, Institutional Area, Jhalana Doongiri, Jaipur – 302 004 Ph: 0141 2705536, 2707309 Fax: 0141 2700352 E-mail: jaipur@icai.org
Nagpur	Nagpur Branch of the Western India Regional Council of the ICAI, 20 / 1, Behind Vijayanand Society, Dhantoli, Nagpur – 440 012 Ph: 0712 2443968, Fax: 0712 2441196 E-mail: nagpur@icai.org
Pune	Pune Branch of the Western India Regional Council of the ICAI, Amber Chambers, 5th Floor, 28 – A, Budhwar Peth, Pune – 411 002 Ph: 020 24451636, Fax: 020 24489732 E-mail: pune@icai.org
Surat	Surat Branch of the Western India Regional Council of the ICAI, 3 – A, Jaldarshan Apartment, Opp.Bahumali Building, Nanpura, Surat – 395 001 Ph: 0261 2472932, 3207911, Fax: 0261 2464413 E-mail: surat@icai.org

The prospectus along with prescribed forms is also generally available in all branches of the Institute.

C. SUBJECT OF STUDY, COURSE MATERIALS AND ORAL COACHING

7. What are the new subjects in PCC as compared to the existing Professional Education (Course – II)

The following are the new subjects in PCC:

- Strategic Management
- Business Ethics
- Business Communication
- Service Tax and VAT

See below the comparative subjects in Professional Education (Course – II) and Profession Competence Course (PCC):

Existing	**New**
Professional Education (Course – II)	**Professional Competence Course**
Group I	**Group I**
Paper 1: Accounting (100 marks)	Advanced Accounting (100 marks)
Paper 2: Auditing (100 marks)	Auditing and Assurance (100 marks)
Paper 3 : Business and Corporate Laws	Law, Ethics and Communication
Section A: Business Law (60 marks) Section B: Corporate Laws (40 marks)	Part I: Law (60 marks) Business Laws (30 marks) Company Law (30 marks) Part II: Business Ethics (20 marks) Part III: Business Communication (20 marks)
Group II	**Group II**
Paper 4: Cost Accounting and Financial Management	Cost Accounting and Financial Management
Section A: Cost Accounting (60 marks)	Part I: Cost Accounting (50 marks)
Section B: Financial Management (40 marks)	Part II: Financial Management (50 marks)
Paper 5: Income – tax and Central Sales Tax	Taxation
Section A: Income Tax (75 marks)	Part I: Income – tax (75 marks)
Section B: Central Sales Tax (25 marks)	Part II: Service Tax and VAT (25 marks)
Paper 6: Information Technology (100 marks)	Information Technology and Strategic Management Section A: Information Technology (50 marks) Section B: Strategic Management (50 marks)

8. What is PCC syllabus?

See Pages 26 – 40.

9. How to prepare for Professional Competence Examination?

- The Board of Studies will provide a Study Package to the students registering for the course. The package will contain books of each subject covered in the Course. A student can prepare on self–study basis. He will get guidance from the Board of Studies through e–mail to guidance@icai.org based on queries raised.
- The Board of Studies will also provide a CD containing study materials of various subjects in hyperlinked pdf format.
- The Board of Studies is also working on launching e–learning.
- Accredited Institutions conduct oral coaching classes. If a student requires additional help, he can join such accredited institutions.
- Board of Studies oraganises virtual classes in which expert faculty of different subject areas speak on selected topics. A student can attend such classes.
- The Board of Studies releases from time to time video CDs containing lectures of various experts on different subjects which offer a classroom like learning experience.
- The Institute will also conduct revision classes in different Regions and major Branches of the Institute.

10. Is the Institute organizing any oral coaching classes to assist the students for preparation?

Yes, there are accredited institutions which are engaged in conducting oral coaching classes. A list of such institutions is available in the Prospectus and also hosted on the Institute's website.

11. What are the different modules for oral coaching?

Two different coaching modules are designed for conducting oral coaching classes for PCC:

Module I	Crash course comprising of 100 days	3 hours per day	Total teaching hours: 300
Module II	Regular course comprising of 175 days	2 hours per day	Total teaching hours : 350

A student may opt for a module depending upon his academic level in the corresponding (10+2 examination) or other academic course(s).

12. What are other materials and facilities does the Board of Studies provide to the PCC students?

- Revision Test Papers are distributed free of charge to the students, who are eligible to appear in Professional Competence Examination for the first time. For subsequent attempt(s), students are required to purchase revision test papers;
- Suggested answers to the questions set in CA Examinations (priced publication);
- Compilation of suggested answers (priced publication);
- Video CDs containing lectures on different topics (priced publication);
- Virtual classes conducted through Reliance Web–world (free of charge).

13. Will there be any study package?

Yes. Study package of Professional Competence Course comprises of –

(i) **Study Materials**

Group I: Paper 1: Advanced Accounting (Vol. I & II)

Paper 2: Auditing and Assurance (Vol. I & II)

Paper 3: Law, Ethics and Communication

[Set of five books]

Group II: Paper 4: Cost Accounting and Financial Management

Paper 5: Taxation (in two volumes)

Paper 6: Information Technology & Strategic Management (in two volumes)

[Set of five books]

(ii) Training Guide

(iii) A CD containing digital version of all study materials

(iv) 100 Hours ITT Modules (in two volumes)

14. Shall I get the study materials on the same day on which Form No.103 is submitted?

Normally, students belonging to Mumbai, Chennai, Kolkata, Kanpur and New Delhi are provided study materials on submission of the application form. Study materials are to be collected in person. For outstation students, study materials are sent by post which takes normal postal delivery time to reach the students.

D. 100 HOURS INFORMATION TECHNOLOGY TRAINING

15. What is Information Technology Training (ITT)? When will it commence?

While studying PCC a student has to pursue a course on 100 Hours ITT.

16. Who will conduct this training?

Board of Studies has accredited various Regional Councils and Branches of the ICAI and other institutions for conducting 100 Hours ITT. A list of the accredited institutions is available on the website www.icai.org and also in the Prospectus of the PCC.

17. Is there any separate fees for undergoing the training?

Yes. The accredited institutions will charge fees in the range of Rs.3500–Rs.4000 plus applicable service tax.

18. Should a student register with the Board of Studies for undergoing ITT and pay separate registration fees?

When a student registers for articled / audit training and PCC with the Institute, automatically he is granted registration for ITT. No separate fees is chargeable for registration of ITT with the Institute.

19. Will the Board of Studies provide any study materials for ITT?

Yes. The Board of Studies will offer a set of study modules covering various topics of the ITT which a student should study while undergoing the training. This will be made available along with the study materials.

20. Can a student undergo ITT from the first day of registration of articled / audit training and PCC? Is there any preparation time before joining ITT?

A student can join PCC and articled / audit training by registration with the Institute and simultaneously he is granted registration for ITT. But it will be difficult for a student to join ITT on the same day as there is academic linkage between ITT and Information Technology subject covered in PCC. Prior knowledge of introductory chapters of Information Technology subject is considered to be useful in appreciating various sessions of ITT. Also there is a need for appreciating functions of an articled / audit trainee and role of Information Technology therein. Therefore, a student is allowed to join ITT only on completion of three months of articled / equivalent period of audit training.

21. Is 100 Hours ITT part of the articleship training stated in Section E?

Yes, it is the part of the training. But, for attending 100 Hours ITT, an articled assistant should take permission of the MIT / Principal.

22. What is the syllabus of ITT?

See Pages 41 – 50.

23. What is the course duration and break up of various modules of 100 Hours Information Technology Training (ITT)?

The duration for Information Technology Training is 100 Hours. Presently, it is covered in 20 days @ 5 hours per day. The duration of various topics are as given below:

Sl. No.	Topic	Duration
1.	Computer Fundamentals	1 hr.
2.	Operating Systems	6 hrs.
3.	MS – Word	6 hrs.
4.	MS – Excel	15 hrs.
5.	MS – Power Point	5 hrs.
6.	Data Bases	15 hrs.
7.	MS – Office utilities	3 hrs.
8.	Accounting package	20 hrs.
9.	Computer Aided Audit Techniques	12 hrs.
10.	Web Technology & System Security and Maintenance	10 hrs.
11.	Introduction To Visual Basic	5 hrs.
12.	Digital Signature and Verification of Electronic Record	2 hrs.
	Total	**100 hrs.**

In addition, a student is required to submit a project based on topics learnt during the training. Also see Answer to Question No.22.

24. Is there any Final Examination?

Yes, the Final online examination would comprise of 200 objective type questions of 1 ½ marks each totaling 300 marks. The weightage of final online examination is 60%. The duration of the same is 3 hours. The final online examination is to be conducted by the accredited institutions only on last Sunday of the month in coordination with ICAI.

25. What is the evaluation pattern of 100 Hours ITT?

Evaluation comprises of 3 components as stated below:

	Weightage out of 100%
Module tests	20%
Project	20%
Final online examination	60%

A student is required to obtain 60% in aggregate taking into account module tests, project and final examination. In case a student fails to secure 60% or more in aggregate, he / she may be allowed to reappear for online exam for maximum two more attempts. No fee shall be charged by the accredited institutes for such reappearance. However, if a student fails to secure 60% marks even after three attempts, he / she may have to pay a nominal fee not exceeding Rs.300 to the accredited institution for every additional attempt.

26. Will the Institute issue certificate for completion of 100 Hours ITT?

Yes, respective Decentralized Offices of the Institute, to which a student belongs, will issue certificate for completion of 100 Hours ITT.

27. I am a student of PE – II, I have not yet undergone computer training. I will continue with PE – II. Should I have to undergo 250 Hours Compulsory Computer Training?

All such students are permitted to undergo 100 Hours ITT.

E. ARTICLESHIP TRAINING

28. What is the enabling regulation for articleship training?

A student has to undergo articled training along with theoretical education (namely, Professional Competence Course, Final Course) under Regulation 50 of the Chartered Accountants (Amendment) Regulations, 2006.

29. What is the practical training?

The unique requirement of practical training is instrumental in shaping a well–rounded professional to ensure that students have an opportunity to acquire on–the–job work experience of a professional nature. Such a practical training:

- Inculcates a disciplined attitude for hard work;
- Develops necessary skills in applying theoretical knowledge to practical situations;

- Provides exposure to overall socio–economic environment in which organisations operate; and
- Develops ethical values.

The entire period of practical training can be served with a practising member or it can be served partly with a practising member and partly in an approved industrial establishment as an Industrial Trainee. The period of such industrial training may range between 9–12 months during the last year of the prescribed period of practical training. Only students of Final Chartered Accountancy Course are eligible for Industrial training.

30. What is the eligibility for admission to articled training?

Under Regulation 45 of the Chartered Accountants (Amendment) Regulations, 2006 a person who –

- has passed the Professional Education (Examination – II) under these regulations; and has successfully completed 250 Hours Compulsory Computer Training or 100 Hours Information Technology Training Programme is eligible to join articleship training.
- in addition, a person who has passed Common Proficiency Test held under these regulations and also 10+2 examination conducted by an examining body constituted by a law in India or an examination recognized by the Central Government as equivalent thereto; or has passed the Foundation Examination / Professional Education (Examination – I) under these regulations are eligible to admission to articleship.

31. What is duration of articleship training?

It is 3 ½ years.

32. Should the training be completed before appearing in Final Examination?

Yes.

The training completion requirement has been divided into two parts:

(i) *Articleship completion requirement to be eligible to appear in the Professional Competence Examination (PCE):* A student should complete not less than 15 months as an articled assistant, 3 months prior to the first day of the month in which PCE is held.

(ii) *Articleship completion requirement to be eligible to appear in the Final (New) Examination:* A student should complete 3 ½ years of practical training prior to the first day of the month in which PCE is held.

33. What are the objectives of practical training?

Unique feature of the chartered accountancy curriculum is balanced approach towards theory and training by way of emphasizing commencement of the training at the beginning of the chartered accountancy curriculum and neither a stand–alone theory nor a practice without theoretical knowledge would make a professional successful. Followings are the objectives of the training:

(a) Developing skills in applying theoretical knowledge to practical situations

(b) Inculcating a disciplined attitude

(c) Imbibing due professional orientation

(d) Developing ethical values.

34. Is there any standard training programme?

A broad training programme has been given in the training guide. However, the Member In–Charge Training (MIT) / Principal will make a detailed assessment of the training environment and offer training scheme to the students in designing the training programme the MIT / Principal considers the following 4 components:

(a) Categories of Work Experience

(b) In–House Theoretical Training

(c) Development of Professional Attitude

(d) Phasing of Training Programme.

Referred to the training guide for various training modules which is not normally expected of a training programme but not necessarily a MIT / Principal will offer all such modules.

35. Should a student get any stipend during the practical training?

Yes. A person registered as an articled assistant is entitled to receive a minimum monthly stipend as per the rates specified under the Chartered Accountants Regulations, from time to time. The current minimum rates of monthly stipend payable, depending on the situation of the normal place of services of the articled clerks, are as follows:

	Classification of the normal place of service	**Stipend payable per month during**		
		During the first year of training	**During the second year of training**	**During the remaining period of training**
1.	Cities / Towns having population of 20 lakhs and above	Rs.1000	Rs.1250	Rs.1500
2.	Cities / Towns having population of 4 lakhs and above	Rs.750	Rs.1000	Rs.1250
3.	Cities / Towns having population of less than 4 lakhs	Rs.500	Rs.750	Rs.1000

36. What is the entitlement of leave of an articled assistant?

A trainee earns leave at the rate of one–sixth of the period actually served by him. Leave due is ordinarily granted, if reasonable notice has been given by the trainee to his MIT / Principal. For detail calculation of the leave refer to Annexure II of the Training Guide.

37. Can a student get leave for preparation of the examination conducted by the Institute?

Yes, in order to prepare for the examinations of the Institute, a trainee is granted leave for a period of 2 months or to the extend of leave due, whichever is less. However, the trainee should make an application for such leave at least 15 days in advance. The days on which a trainee appears for the examination conducted by the Institute (including intervening holidays) are counted as a period on duty.

38. What is the requirement of working hours per day and per week for an articled assistant?

An articled assistant shall work 40 hours per week. The MIT / Principal may observe a 5 day week for articled trainees. Therefore, per day working hour in a 5 day week works out to be 8 hours per day. However, as per Notification No.1–CA(7) / 102 / 2007(E) dated April 26, 2007 (Draft Regulations), working hours are proposed to be reduced to 35 hours per week.

The MIT / Principal may also work in a 6 day week schedule. In such a case, an articled assistant has to work at least 7 hours per day for 5 days and the balance 5 hours on the sixth day. In case, the working hour per week is reduced to 35 hours per week, an articled assistant has to work at least 6 hours per day for 5 days and balance 5 hours on the sixth day.

The working hours specified above should not be before 9.00 a.m. and after 8.00 p.m.

39. Can the MIT / Principal fix office hours for different articled assistant differently?

Yes, the MIT / Principal has the authority to decide appropriate office hours within the overall time frame of 9.00 a.m. to 8.00 p.m., weekly requirement of 40 hours (which may be revised to 35 hours) and daily requirement as stated in Question No. 34.

40. Can the MIT / Principal reject leave application submitted by an articled assistant for appearing in the Institute's examinations?

No.

41. Can the MIT / Principal reject leave application submitted by an articled assistant for any other purpose including undergoing General Management and Communication Skills Course (GMCS)?

Yes. Granting leave for any other purpose is at the discretion of the Principal / MIT. The articled assistant should explain his requirement to the MIT / Principal and proceed for leave after taking his permission.

42. Can the MIT / Principal offer flexible office hours to the articled assistant for the purpose of undergoing graduation / post – graduation courses?

Yes. The MIT / Principal has been given the authority to offer flexible office hours to the articled assistant for pursuing graduation / post – graduation courses which should not exceed beyond 1 ½ years.

43. What is the meaning of flexible office hours? Does it mean that an MIT / a Principal can offer different timing on different dates for the same articled assistant?

Yes. It is permissible to offer different timings on different days of the week provided that the allotted office hour is between 9.00 a.m. to 8.00 p.m. to facilitate articled assistants to pursue graduation / post–graduation studies. Also a student has to serve 40 hours per week (which is proposed to be reduced to be 35 hours per week) and daily requirement as stated in Question No. 34.

44. How to find out an MIT / a Principal? Who are eligible to train articled assistants?

Vacancies for articled assistants are available with the Regional Offices and Branch Offices of the Institute.

45. Who are eligible to training articled assistants?

As per Regulation 43(1) a member who is practising in individual name or in trade name as sole proprietor or in partnership is entitled to train the following number of articled assistants:

(i)	If he has been in continuous practice for a period of not less than three years	One articled assistant
(ii)	If he has been in continuous practice for a period of not less than five years	Two articled assistants
(iii)	If he has been in continuous practice for a period of not less than seven years	Three articled assistants

A member, who is in salaried employment under a chartered accountant in practice or a firm of such chartered accountants, is not eligible to train articled assistants.

Note: This scheme is proposed to be changed as per Notification No.1–CA(7) / 102 / 2007(E) dated April 26, 2007 (Draft Regulations). Under the proposed Regulation members who are in full time salaried employment under a chartered accountant in practice or a firm of such chartered accountants are also eligible to train articled assistants.

46. Is there any additional vacancy for meritorious students?

Yes. A member in practice eligible to train articled assistants as per additional vacancy given below under Regulation 43(8) of the Chartered Accountants Regulations, 1988:

Criteria	**Entitled of Additional Vacancy (ies)**	**Vacancy granted to**
Students securing atleast 55% of the total marks of both groups taken together secured in one sitting in the Professional Education (Examination – II)	1	Member practicing in individual name / in Proprietor / Per Partner

47. Is there any additional vacancy for paid assistants?

Yes. A member in practice eligible to train articled assistants as per additional vacancy given below under Regulation 43(8) of the Chartered Accountants Regulations, 1988:

Criteria	**Entitled of Additional Vacancy (ies)**	**Vacancy granted to**
For every two full time paid assistants whose particulars are furnished for the purpose (not necessarily the same paid assistants at all point of time) with a proprietor / firm for a continuous period of three years and above	1	Proprietor / any of Partners

48. Is there any other additional vacancy under a member in practice to train articled assistant?

Yes. A member in practice eligible to train articled assistants as per additional vacancy given below under Regulation 43(8) of the Chartered Accountants Regulations, 1988 based on experience:

Criteria	**Entitled of Additional Vacancy (ies)**	**Vacancy granted to**
More than 10 years but less than 15 years	1	Per member irrespective of whether he is practising in individual name, as a proprietor or as a partner

15 years or more	2	Per member irrespective of whether he is practising in individual name, as a proprietor or as a partner

49. What is secondment / exchange in the context of articleship training?

In order to expose the trainees at large to multi – disciplinary work variety of business situations, the arrangement of secondment under articleship training is provided by which an articled assistant can work under a different member of the Institute.

50. What is the procedure of secondment?

Under the scheme of secondment an articled assistant is shifted to another member who is eligible to train articled assistant or who is eligible to train assistant under the scheme of industrial training. However, a member is not entitled to train more than two such articled assistants under secondment basis.

Under the scheme of secondment, the period of training shall not exceed six months under a member other than the original MIT / Principal and in aggregate total period of training under secondment shall not exceed 1 year. During the period of secondment the original MIT / Principal shall pay the stipend.

If the secondment is made under industrial training, the periods served on secondment should not exceed 1 year.

51. What is Work Diary?

It is meant for training records to ascertain progress of the trainees. A format of the Work Diary is given in Annexure III of the Training Guide which includes *inter alia* details of work undertaken and training received and a Summary of the various Training Programmes – professional as well as self – development – attended by an articled assistant. This Diary is to be prepared by the trainee and should be confirmed by the MIT / Principal.

52. Is there any penalty for delayed submission of Form No. 103?

Yes. In case Form No.103 is not submitted to the Institute's Office within 30 days from the date of commencement of training, the procedure laid down by the Council for condonation of delay in submission of forms will apply.

Delay	Corresponding fees to be paid
30 days beyond specified period	Rs. 100
31 – 180 days beyond specified period	Rs. 300
Beyond 181 days	Rs.1000

Either of the following records may also be sent (if the delay is more than 181 days):

(a) Attendance record of the Articled Assistant.

(b) Original deed of Articles in Form 102, executed on non – judicial stamp paper.

(c) Certified copy of the work diary of the articled assistant.

(d) Stipend details with evidence in the form of Bank Pass Book / Statement.

53. Is it possible to terminate the articled training under an MIT / a Principal?

The training of an articled assistant can be terminated with the mutual consent of the trainee and MIT / Principal.

54. What are the formalities for registration of articled training under another chartered accountant in case articled training is terminated as per Question No. 49?

While registering articled training under another chartered accountant in practice for the balance period of training, the formalities are broadly be the same as was followed in case of registration of articled training for the first time as explained in Question No. 28 except for the following:

(a) No registration fee is necessary for re – registration of articles.

(b) The particulars in Form 103 for registration under the new employer should be accompanied by a service certificate from the previous employer about the training undergone under him, in Form 109 along with Report of Practical Training undergone in the format prescribed on the reverse of Form 109.

(c) The Identity Card issued under the previous employer.

(d) The period of training in the deed of articles with the new employer must be the full balance period of training required to be undergone under the Chartered Accountants Regulations.

55. If there is a mistake in calculation of leave and I have availed excess leave under Regulation 59 of the Chartered Accountants Regulations, 1988 what is the remedy?

An articled assistant who has already completed three years / three & half years of articled service and has taken leave in excess of the period allowed under Regulation 59 is required to serve for a period equivalent to the excess leave taken in order that his training may be completed. For this purpose, a supplementary deed of articles in Form No.107 should be executed in triplicate with the same employer in continuation of the previous training on a non – judicial stamp paper or special adhesive stamp of the requisite value should be affixed on the form. The supplementary deed in duplicate along with Form 108 for the period already served should be sent so as to reach the office of the Institute within 60 days of the expiry of the normal term of articles.

In case there is a break in the continuity of training and / or there is a change in the employer and / or there is a delay in submission of the papers beyond 60 days, as referred to in the previous paragraph, an agreement in Form No.107 would not be valid.

In such a case, a fresh agreement in Form 102 should be entered into and the particulars in Form 103 along with Form No.108 for the period already served, should be sent to the office of the Institute for registration within 30 days of the commencement of training.

A member may be granted an additional vacancy to engage an articled assistant whose normal term of training is over and he (the articled assistant) is found to have taken excess leave which is to be made up by an additional period of articles. It is the duty of the employer in such a case to ensure that the articled assistant completes the period of training under him including the period of excess leave. The benefit of an additional vacancy in such case is given only where it could not have been reasonably anticipated that the articled assistant would have to serve an extra period on account of the excess leave taken. Such additional vacancy may be given to the previous employer or to any other chartered accountant entitled to train articled assistant(s).

56. What is 3–year articled training scheme? Who can undergo training under this scheme?

Under the old scheme of education and training, a student who has passed Professional Education (Examination – II) is eligible to undergo 3 year of articled training along with the Final Course. Such students are eligible to pursue either Final (Old) Course or Final (New) Course. Admission to Final (Old) Course is open till October 31, 2007. All students admitted in 3 year articled training scheme shall complete training under that scheme. They are not required to join 3 ½ years of articleship training.

F. AUDIT TRAINING

57. What is audit training?

It is salaried employment with a member of the Institute who has been in continuous practice and such practice, in the opinion of the Council, is his main occupation. For the purpose of ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which members practice was his main occupation shall be considered.

58. Who can join as an audit assistant?

For joining as an audit assistant a person –

(i) should not be less than 17 years of age on the date of commencement of the audit service; and

(ii) has passed Common Proficiency Test held under these regulations and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by a law in India or an examination recognized by the Central Government as equivalent thereto; or

(iii) has passed the Foundation / Professional Education (Examination – II) under these regulations provided that a candidate who was registered as an audit assistant before the commencement of the Common Proficiency Test shall be eligible to continue and complete the remaining period of service under these regulations.

59. Is an audit training equivalent to articleship training?

No. 8 months of audit training is treated as equivalent to 6 months of articleship training. Thereby under the new scheme of education and training a student has to undergo 42 months of articleship training whereas a student has to undergo 56 months of audit training. No fraction below 8 months is counted for the purpose of equivalence.

60. Is it possible to undergo practical training partly as articleship training and partly as audit training?

Yes. It is possible to do so. For example, a student can undergo 16 months of audit training and 2 ½ years of articleship training.

61. Can an audit trainee join industrial training?

Yes. For example, a student can undergo 40 months of audit training and 12 months of industrial training. It is to mention that maximum period of industrial training is 12 months.

62. Is there any minimum salary specified for audit trainees?

Yes. As per Regulation 68(5) of the Chartered Accountants Regulations, 1988 –

A member shall be entitled to engage a person as an audit clerk only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice wherein he is a partner, on a monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit clerk is situated:

(a)	cities with a population of one million and above	Rs.1500 / – per months
(b)	cities / towns having a population of less than one million	Rs.1000 / – per month

Explanation – For the purpose of this sub–regulation, the figures of population shall be taken as per the last published Census Repot of India.

G. INDUSTRIAL TRAINING

63. What is industrial training?

It is a training scheme by which a student can undergo practical training within an industrial undertaking having specified amount of fixed assets or turnover or paid – up share capital.

64. What are the objectives of industrial training?

- Training in an industrial / commercial / financial environment provides the trainees with the opportunity to develop a problem solving attitude and to have an insight into the functioning of the accounts department.
- It also diversifies their practical experience and helps them in developing the attributes of team work and correlation with members of other professions and disciplines.
- It is intended to provide the trainees with a new dimension to their experience.
- This would necessarily involve exposure of trainees to the entire gamut of activities of industrial establishments in a phased and systematic manner.
- An exposure to the working environment of a large commercial organization will give them an integrated view of its operations.
- It is essential that the member imparting training in industrial including commercial and financial enterprises, recognizes that perception of the overall business environment is the prime objective of such training.

65. When can an articled assistant commence industrial training?

After completion of a minimum period of 24 months of articleship training.

66. Is it required to take prior permission of the MIT / Principal for joining an industrial training?

Yes. An articled assistant shall intimate to the MIT / Principal about his intention to undergo industrial training at least 3 months before the date on which such training is to commence.

67. What is the specified size of the organization where in industrial training can be performed?

Industrial training can be performed in financial, commercial, industrial undertakings with minimum fixed assets of Rs.1 crore; or minimum total turnover of Rs.10 crore; or minimum paid–up share capital of Rs.50 lakhs; or such other institutions or organization as may be approved by the Council from time to time.

68. What is the duration of the industrial training?

The period of industrial training may range between 9 months to 1 year.

69. Should industrial training be received under the member of the Institute?

Yes. The industrial training shall be received under the member of the Institute. An associate who has been a member for a continuous period of at least 3 years shall be entitled to train one industrial trainee at a time and a fellow shall be entitled to train two industrial trainees at a time.

70. Can an audit assistant also undergo industrial training?

Yes. The opportunity of undergoing industrial training is also available to audit assistants. Before joining industrial training they should complete 32 months of audit training.

71. Is there any agreement of industrial training just like Deed of Articles (standard format of which is available in Form No.102)?

Yes. It is Form No.104. Refer to Training Guide for a specimen copy of this Form.

72. Is there any industrial training completion of certificate?

Yes. On satisfactory completion of industrial training by an articled / audit assistant, the associate / fellow member under whom the industrial training is received shall issue a certificate in Form No.105 in respect of the training undergone. Refer to Training Guide for a specimen copy of this Form.

73. Is it required to maintain any industrial training record?

Yes. It is required to maintain details of work undertaken and training received in the prescribed format. Refer to Annexure VII of the Training Guide. Record of the industrial training should be signed by the Principal (the associate / fellow member under which the industrial training is received) in all circumstances.

H. PURSUANCE OF OTHER COURSE OF STUDIES

74. Can a student pursue other course of study during articleship training? If yes, should a student have to fill any application form?

Yes. With the permission of the Institute a student can pursue one course of study at a time. A student has to submit application in Form No.112 to the appropriate Regional Offices of the Institute seeking permission to pursue other course of study.

However, the Council has granted general permission to articled assistants to pursue graduation course concurrently with chartered accountancy course to the students who have passed Foundation Examination of the Institute. Accordingly, an articled assistant who has joined articleship training after passing Foundation Examination and wants to pursue graduation course is not required to seek permission in Form No.112. He / she should simply mention the particulars in Form No.103.

75. Can a student pursue more than one course during articleship training in addition to undergoing the chartered accountancy course?

The Institute encourages its students to broaden their knowledge and thereby the issue of permitting one additional course of studies in addition to the course discussed in Question No.74 is under deliberation.

I. TRANSITION SCHEME FOR PROFESSIONAL EDUCATION (COURSE – II) STUDENTS

76. What is the transition scheme for existing students of Professional Education (Course – II) who have passed Professional Education (Examination – I) or Foundation Examination?

Students of the Professional Education (Course – II) would fall under the following broad categories:

Category (a)

- Students who have passed one of the Groups of Professional Education (Examination – II);
- Students who have appeared in Professional Education (Examination – II), but not passed any of the Groups; and
- Students who have registered for Professional Education (Course – II) and eligible to appear in Professional Education (Examination – II), but not yet appeared.

Category (b)

- Students who are registered, provisionally or otherwise, for Professional Education (Course – II), but ineligible to appear in Professional Education (Examination – II).

Transition scheme for the students falling under **Category (a)** above is as under:

(i) Register concurrently for Professional Competence Course (PCC), Articled / Audit training and 100 Hours Information Technology Training.

Complete 100 Hours Information Technology Training;

Appear in Professional Competence Examination (PCE) **in the eligible attempt of Professional Competence Examination** without the requirement of completion of minimum 18 months of practical training in accordance with the eligibility norm stated in Para 2; *or*

(ii) Continue with Professional Education (Course – II) till the last Professional Education (Examination – II) to be held in May 2008.

Transition scheme for the students falling under **Category (b)** above is as under: –

(i) Register concurrently for Professional Competence Course (PCC), Articled / Audit training and 100 Hours Information Technology Training;

Complete 100 Hours Information Technology Training;

Appear in Professional Competence Examination (PCE) in May 2008 or thereafter, after completion of minimum 15 months of articled training or equivalent period of audit training 3 months prior to the first day of the month in which examination is held. The students are permitted to undergo training partly as an articled assistant and partly as an audit assistant.

Note: *6 months of articleship training is equivalent to 8 months of audit training. Any fractional period of audit training is not counted. So a student who falls under* ***Category (a)*** *and who is undergoing audit training has to complete 24 months of training for appearing in PCE.*

(ii) Continue with Professional Education (Course – II) till the last Professional Education (Examination – II) to be held in May 2008.

In addition, students who have passed Professional Education (Examination – II) either at the time of commencement of the new scheme of Education and Training with effect from September 13, 2006 or later, but not joined articled training due to various reasons, are proposed to be allowed to join articles up to May 2009. They can join 3 years articled training under old scheme.

Students of Professional Education (Course – II) who have qualified Professional Education (Examination – I) / Foundation Examination

Students of Professional Education (Course – II)

Category A:

- Students who have passed one of the groups of Professional Education (Examination – II);
- Students who have appeared in Professional Education (Examination – II), but not passed any of the Groups; and
- Students who have registered for Professional Education (Course – II) and eligible to appear in Professional Education (Examination – II) but not yet appeared

- Register for Professional Competence Course (PCC), Articled / Audit training and 100 Hours Information Technology Training;
  Join articles thereafter for 3 ½ years / equivalent period of audit training (56 months);

  Complete 100 Hours Information Technology Training;

  Appear in Professional Competence Examination (PCE) in May 2008 or thereafter, without the requirement of completion of minimum 18 months of practical training; **or**
- Continue with Professional Education (Examination – II) till the last Professional Education (Examination – II) to be held in May 2008

Category B

- Students who are registered, provisionally or otherwise, for Professional Education (Course – II), but not eligible to appear in Professional Education (Examination – II)

- Register for Professional Competence Course (PCC), Articled / Audit training and 100 Hours Information Technology Training;
  Join articles concurrently for 3 ½ years / equivalent period of audit training (56 months);

  Complete 100 Hours Information Technology Training;

  Appear in Professional Competence Examination (PCE) In May 2008 or thereafter on completion of minimum 18 months of articled training; **or**
- Continue with Professional Education (Course – II) till the last Professional Education (Examination – II) to be held in May 2008.

Transition Scheme for the existing students of Professional Education (Course – II) at a glance

77. What is the subject–wise exemption scheme for the students stated in Question No. 76?

A Professional Education (Course – II) student who has been granted an exemption under Regulation 37A (7) in one or more papers shall continue to enjoy the said exemption in the corresponding paper(s) under PCC as given below:

Subject – wise Exemption

Existing	**New**
Professional Education (Course – II)	**Professional Competence Course**
Group I Paper 1: Accounting	**Group I** Advanced Accounting (100 marks)
Paper 2: Auditing	Auditing and Assurance (100 marks)
Paper 3: Business and Corporate Laws Section A: Business Law (60 marks) Section B: Corporate Laws (40 marks)	Law, Ethics and Communication Part I: Law (60 marks) Business Laws (30 marks) Part II: Business Ethics (20 marks) Part III: Business Communication (20 marks)
Group II Paper4: Cost Accounting and Financial Management Section A: Cost Accounting (60 marks) Section B: Financial Management (40 marks)	**Group II** Cost Accounting and Financial Management Part I: Cost Accounting (50 marks) Part II: Financial Management (50 marks)
Paper 5: Income – tax and Central Sales Tax Section A: Income Tax (75 marks) Section B: Central Sales Tax (25 marks)	Taxation Part I: Income – tax (75 marks) Part II: Service Tax and VAT (25 marks)
Paper 6: Information Technology	Information Technology and Strategic Management Section A: Information Technology (50 marks) Section B: Strategic Management (50 marks)

78. When such students stated in Question No.76 are allowed to appear in Professional Competence Examination?

(i) All such students who have already appeared in Professional Education (Examination – II) and passed one of the Groups or could not pass any of the Groups or eligible to appear Professional Education (Examination – II).

(ii) Students should successfully complete 250 Hours Compulsory Computer Training programme / 100 Hours Information Technology Training programme before appearing in the PCE.

Sl. No.	1	2
	Category of students of Professional Education (Course – II)	**Eligibility to appear in Professional Competence Examination (PCE)**
		As Modified
1.	Professional Education (Course – II) students who have passed Foundation Examination	May 2007
2.	Professional Education (Course – II) students who have passed Professional Education (Examination – I) held in May 2005 or in any earlier term	May 2007
3.	Professional Education (Course – II) students who have passed Professional Education (Examination – I) held in November 2005	November 2007
4.	Professional Education (Course – II) students who have passed Professional Education (Examination – I) held in May, 2006	These students fall in category (b) and will appear PCE as per the transition scheme

79. What is the transition scheme for Professional Education (Course – II) students other than those who have passed Professional Education (Examination – I) or Foundation Examination?

- Continue with Professional Education (Course – II) till the last Professional Education (Examination – II) to be held in May 2008. On discontinuation of Professional Education (Examination – II), they are eligible to appear in Professional Competence Examination (PCE). On passing PCE, they would be admitted to three years articled training; or
- Switch over to Common Proficiency Test.

80. What is the procedure to switch over to Professional Competence Course (PCC)?

Buy a prospectus of Professional Competence Course inclusive of Form Nos. 102 and 103. It is priced at Rs.100. Along with this prospectus a Conversion Form is available, a specimen copy of which is given at the end of this Booklet. A student should submit filled-in Conversion Form and Form No. 103 along with appropriate fees stated in the conversion form which are as below:

1. Existing students of Professional Education (Course – II), who want to switch over to Professional Competence Course (PCC) and did not pay earlier Registration fee for 250 Hours Compulsory Computer Training, are required to pay (i) Re–registration Fee Rs.250, (ii) Cost of new study materials of PCC Rs. 400, (iii) Registration Fee as articled / audit training Rs. 500, (iv) Students' Association Fee Rs. 500 and (v) Registration fee with Board of Studies for 100 Hours Information Technology Training Rs. 2000 ; **Total Rs.3650**.

2. Existing students of Professional Education (Course – II), who want to switch over to Professional Competence Course (PCC) and already paid Registration fee for 250 Hours Compulsory Computer Training, are required to pay (i) Re-registration Fee Rs.250, (ii) Cost of new study materials of PCC Rs. 400, (iii) Registration Fee as articled / audit training Rs. 500 and (iv) Students' Association Fee Rs. 500; **Total Rs.1650**.

3. Existing students of Professional Education (Course – II), who want to switch over to Professional Competence Course (PCC) and already paid one instalment of Registration fee for 250 Hours Compulsory Computer Training, are required to pay (i) Re-registration Fee Rs.250, (ii) Cost of new study materials of PCC Rs. 400, (iii) Registration Fee as articled / audit training Rs. 500 and (iv) Students' Association Fee Rs.500; **Total Rs. 1650** plus balance amount of Registration Fee for 100 Hours Information Technology Training.

4. Fee structure stated in notes 1–3 is also applicable to students who are provisionally registered for Professional Education (Course – II) and wants to switch over to Professional Competence Course (PCC), provided that such students have passed Professional Education (Examination – I) / Foundation Examination.

81. Transition scheme for Professional Education (Course – II) students refers to 'students eligible to appear'. Does it mean those students to whom Coaching Completion Certificates have been issued by regional Offices?

Eligible to appear means they have completed 10 months study period. It may so happen that they have not been yet issued Eligibility Certificate (EC). What is important that whether the prescribed study period is over. There may be delay in issuance of EC or it is possible that one or two test papers are under checking.

82. If existing Professional Education (Course – II) students want to continue with PE-II till May 2008, can they join articleship? If No, when they can join articleship?

No. They can join articleship only after passing Professional Education (Examination – II). For them the articleship training will be of 3 years as per the existing scheme. They are entitled to join after passing Professional Education (Examination – II).

83. If an existing Professional Education (Course – II) student continues with Professional Education (Course – II) till May 2008 and does not clear any group of Professional Education (Course – II) till May 2008 Examination, for appearing in PCE to be held in Nov. 2008 examination, whether he will have to join articleship for 3½ years, complete articles of 18 months first then appear in PCE?

Yes. He has to once again start with the new syllabus. But he does not have to complete 18 months of articleship as he is eligible to appear in Professional Education (Examination – II).

84. I am a CA Intermediate Course student. I have completed wholly / partially articleship training. I have earlier appeared for CA Intermediate Examination and passed one group / could not pass any of the groups. I had not joined Professional Education (Course – II). Can I now appear in Professional Education (Examination – II) to be held in November 2007 / May, 2008 ?

No. You have to switch over to Professional Competence Course (PCC) and appear in the Professional Competence Examination (PCE) to be held in November, 2007 or thereafter. However, you are eligible to complete articleship training, for balance period if any, under 3–year scheme. You will get exemption for the group which you have already passed in Intermediate Examination.

J. PROFESSIONAL COMPETENCE EXAMINATION

84. I am a CPT passed student, when can I appear in Professional Competence Examination?

- After completing not less than fifteen months of practical training, three months prior to the first day of the month in which examination is held, a student can apply for PCE.
- He should also complete 100 Hours Information Technology Training.

85. Can I appear Professional Competence Examination group – wise?

Yes, you can appear in Professional Competence Examination group – wise. Also you can appear simultaneously in both the groups.

86. What is the requirement of passing Professional Competence Examination?

A candidate is ordinarily declared to have passed Professional Competence Examination if he passes both the groups, if he –

(a) secures at one sitting a minimum of 40 per cent marks in each paper of the groups and minimum of 50 per cent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 per cent marks in each paper of both the groups and a minimum of 50 per cent marks in the aggregate of all the papers of both the groups taken together

A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40% marks in each paper of the group and a minimum of 50 per cent marks in the aggregate of all the papers of that group.

87. Is there any exemption on securing 60% marks in a paper?

Yes. A candidate who fails in one or more papers comprised in a group but secures a minimum of 60 per cent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 per cent marks. He shall be declared to have passed in that group if he secures at one sitting a minimum of 50 per cent marks in each of such papers and a minimum of 50 per cent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 per cent marks in the earlier examination referred to above. He shall not be eligible for any further exemption in the remaining paper(s) of that group until he has exhausted the exemption already granted to him in that group.

88. How to make application for appearing in the examination?

A student has to follow the examination notification to be issued by the Examination Department of the ICAI and apply in the prescribed form of Rs.60 along with the examination fee for both group of Rs. 1250 and one of the Group Rs.750/–. Students should read examination form carefully and filled up all the required information. Examination form is to be attested by the Gazette Officer / Principal of the School / Chartered Accountant along with photograph. The Examination Department will announce the examination centres and issue admit card.

89. Where to submit filled-up examination form by hand?

(i) Reception Counter, Annexe Building, The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi – 110 002. (Telephone 011 – 39893989)

(ii) Reception Counter, Northern Regional Office, The Institute of Chartered Accountants of India, 52 – 54, Institutional Area, Vishwas Nagar, Shahdara, Near Karkardooma Court Complex, Delhi – 110 032.(Telephone 011 39893990)

(iii) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 27, Cuffe Parade, Colaba, Mumbai – 400 005. (Telephone 022 – 39893989)

(iv) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 122, Mahatama Gandhi Road, Nungambakkam, Chennai – 600 034. (Telephone 044 – 39893989)

(v) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 7, Anandilal Poddar Sarani (Russell Street), Kolkata – 700 071. (Telephone 033 – 39893989)

(vi) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 16 / 77 – B, Civil Lines (Behind Reserve Bank of India), Kanpur – 208 001. (Telephone 0512 – 3989398)

(vii) Reception Counter, Ahmedabad Branch of WIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, 123, Sardar Patel Colony, Navjivan, P.O. Naranpura, Stadium Road, Ahmedabad – 380 014. (Telephone 079 – 27680946, 27680537)

(viii) Reception Counter, Bangalore Branch of SIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, No.16 / 0, Millers Tank Bed Area, Bangalore – 560 002. (Telephone 080 – 22205891, 22252546, 22257109)

(ix) Reception Counter, Hyderabad Branch of SIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, 11 – 5 – 398 / C, Red Hills, Hyderabad – 500 004. (Telephone 040 – 23317026, 27, 28)

(x) Reception Counter, Jaipur Branch of CIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, D – 1, Institutional Area, Jhalana Doongri, Jaipur – 302 004. (Telephone 0141 – 2707278, 2707309, 2707396)

(xi) Reception Counter, Pune Branch of WIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, 28 – A, Amber Chamber, 5th Floor, Appa Balwant Chowk, Budhwar Peth, Pune – 411 002. (Telephone 020 – 24451636)

90. Where and how to send filled up examination form by post?

Ensure that you fill up the OMR form strictly as per instructions and send in the special envelope provided in the Information Brochure to the following address By Registered / Speed Post so as to reach on or before 1730 hours of specified last date:

The Sr. Joint Secretary (Exams)
The Institute of Chartered Accountants of India
ICAI Bhawan, Indraprastha Marg
New Delhi – 110 002

Candidates are advised not to send their filled up form through private courier services. No responsibility for late / non – delivery will be taken.

Professional Competence Course (PCC) Syllabus

Syllabus

Paper 1: Advanced Accounting

(One paper – Three hours – 100 Marks)

Level of Knowledge: Working knowledge

Objectives:

(a) To lay a theoretical foundation for the preparation and presentation of financial statements,

(b) To gain working knowledge of the professional standards, principles and procedures of accounting and their application to different practical situations,

(c) To gain the ability to solve simple problems and cases relating to company accounts including special type of corporate entities, partnership accounts and

(c) To familiarize students with the fundamentals of computerized system of accounting.

Contents

1. Conceptual Framework for Preparation and Presentation of Financial Statements

2. Accounting Standards

An overview; standards setting process
Working knowledge of:

AS 1: Disclosure of Accounting Policies

AS 2: Valuation of Inventories

AS 3: Cash Flow Statements

AS 4: Contingencies and Events occurring after the Balance Sheet Date

AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies

AS 6: Depreciation Accounting

AS 7: Construction Contracts (Revised 2002)

AS 9: Revenue Recognition

AS 10: Accounting for Fixed Assets

AS 11: The Effects of Changes in Foreign Exchange Rates (Revised 2003)

AS 12: Accounting for Government Grants

AS 13: Accounting for Investments

AS 14: Accounting for Amalgamations

AS 16: Borrowing Costs

AS 19 Leases

AS 20 Earnings Per Share

AS 26: Intangible Assets

AS 29: Provisions, Contingent Liabilities and Contingent Assets.

3. Company Accounts

(a) Preparation of financial statements – Profit and Loss Account, Balance Sheet and Cash Flow Statement

(b) Profit (Loss) prior to incorporation

(c) Alteration of share capital, Conversion of fully paid shares into stock and stock into shares, Accounting for bonus issue, Accounting for employee stock option plan, Buy back of securities, Equity shares with differential rights, Underwriting of shares and debentures, Redemption of debentures

(d) Accounting for business acquisition, Amalgamation and reconstruction (excluding problems of amalgamation on inter – company holding)

(e) Accounting involved in liquidation of companies, Statement of Affairs (including deficiency / surplus accounts) and liquidator's statement of account of the winding up.

4. Financial Statements of Banking, Insurance and Electricity Companies

5. Average Due Date, Account Current, Self – Balancing Ledgers

6. Financial Statements of Not – for – Profit Organisations

7. Accounts from Incomplete Records

8. Accounting for Special Transactions

(a) Hire purchase and instalment sale transactions

(b) Investment accounts

(c) Departmental and branch accounts including foreign branches

(d) Insurance claims for loss of stock and loss of profit.

9. Advanced Issues in Partnership Accounts

Final accounts of partnership firms – Admission, retirement and death of a partner including treatment of goodwill; Dissolution of partnership firms including piecemeal distribution of assets; Amalgamation of partnership firms; Conversion into a company and Sale to a company.

10. Accounting in Computerised Environment

An overview of computerized accounting system–Salient features and significance, Concept of grouping of accounts, Codification of accounts, Maintaining the hierarchy of ledger, Accounting packages and consideration for their selection, Generating Accounting Reports.

Note – If either old Accounting Standards (ASs), Announcements and Limited Revisions to ASs are withdrawn or new ASs, Announcements and Limited Revisions to ASs are issued by the Institute of Chartered Accountants of India in place of existing ASs, Announcements and Limited Revisions to ASs, the syllabus will accordingly include / exclude such new developments in place of the existing ones with effect from the date to be notified by the Institute.

Paper 2: Auditing and Assurance

(One Paper —Three hours — 100 Marks)

Level of knowledge: Working Knowledge

Objective:

To understand objective and concepts of auditing and gain working knowledge of generally accepted auditing procedures and of techniques and skills needed to apply them in audit and attestation engagements and solving simple case – studies.

Contents

1. **Auditing Concepts** —Nature and limitations of Auditing, Basic Principles governing an audit, Ethical principles and concept of Auditor's Independence, Relationship of auditing with other disciplines.
2. **Auditing and Assurance Standards** —Overview, Standard – setting process, Role of International Auditing and Assurance Standards Board and Auditing and Assurance Standards Board in India.
3. **Auditing engagement** —Audit planning, Audit programme, Control of quality of audit work—Delegation and supervision of audit work.
4. **Documentation** — Audit working papers, Audit files: Permanent and current audit files, Ownership and custody of working papers.
5. **Audit evidence** — Audit procedures for obtaining evidence, Sources of evidence, Reliability of audit evidence, Methods of obtaining audit evidence, Physical verification, Documentation, Direct confirmation, Re – computation, Analytical review techniques, Representation by management.
6. **Internal Control** — Elements of internal control, Review and documentation, Evaluation of internal control system, Internal control questionnaire, Internal control check list, Tests of control, Application of concept of materiality and audit risk, Concept of internal audit.
7. Internal Control and Computerized Environment, Approaches to Auditing in Computerised Environment.
8. **Audit Sampling** — Types of sampling, Test checking, Techniques of test checks.
9. **Analytical review procedures**.
10. **Audit of payments** — General considerations, Wages, Capital expenditure, Other payments and expenses, Petty cash payments, Bank payments, Bank reconciliation.
11. **Audit of receipts** — General considerations, Cash sales, Receipts from debtors, Other Receipts.
12. **Audit of Purchases** — Vouching cash and credit purchases, Forward purchases, Purchase returns, Allowance received from suppliers.
13. **Audit of Sales** — Vouching of cash and credit sales, Goods on consignment, Sale on approval basis, Sale under hire – purchase agreement, Returnable containers, Various types of allowances given to customers, Sale returns.

14. **Audit of suppliers' ledger and the debtors' ledger** — Self – balancing and the sectional balancing system, Total or control accounts, Confirmatory statements from credit customers and suppliers, Provision for bad and doubtful debts, Writing off of bad debts.

15. **Audit of impersonal ledger** — Capital expenditure, deferred revenue expenditure and revenue expenditure, Outstanding expenses and income, Repairs and renewals, Distinction between reserves and provisions, Implications of change in the basis of accounting.

16. **Audit of assets and liabilities.**

17. **Company Audit** — Audit of Shares, Qualifications and Disqualifications of Auditors, Appointment of auditors, Removal of auditors, Powers and duties of auditors, Branch audit, Joint audit, Special audit, Reporting requirements under the Companies Act, 1956.

18. **Audit Report** — Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates.

19. Special points in audit of different types of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals, Hire – purchase and leasing companies (excluding banks, electricity companies, cooperative societies, and insurance companies).

20. Features and basic principles of government audit, Local bodies and not – for – profit organizations, Comptroller and Auditor General and its constitutional role.

Note: Candidates are expected to have working knowledge of relevant Auditing and Assurance Standards issued by the ICAI with reference to above – mentioned topics.

Paper 3: Law, Ethics and Communication

(One paper – Three hours — 100 Marks)

Level of Knowledge: Working knowledge

Part I: Law (60 Marks)

Objective:

To test working knowledge of business laws and company law and their practical application in commercial situations.

Contents

Business Laws (30 Marks)

1. The Indian Contract Act, 1872
2. The Negotiable Instruments Act, 1881
3. The Payment of Bonus Act, 1965
4. The Employees' Provident Fund and Miscellaneous Provisions Act, 1952
5. The Payment of Gratuity Act, 1972.

Company Law (30 Marks)

The Companies Act, 1956 – Sections 1 to 197

(a) Preliminary

(b) Board of Company Law Administration — National Company Law Tribunal; Appellate Tribunal

(c) Incorporation of Company and Matters Incidental thereto

(d) Prospectus and Allotment, and other matters relating to use of Shares or Debentures

(e) Share Capital and Debentures

(f) Registration of Charges

(g) Management and Administration – General Provisions – Registered office and name, Restrictions on commencement of business, Registers of members and debentures holders, Foreign registers of members or debenture holders, Annual returns, General provisions regarding registers and returns, Meetings and proceedings

(h) Company Law in a computerized Environment – E – filing.

Note: If new legislations are enacted in place of the existing legislations, the syllabus would include the corresponding provisions of such new legislations with effect from a date notified by the Institute.

Part II: Business Ethics (20 Marks)

Objective:

To have an understanding of ethical issues in business.

Contents

1. Introduction to Business Ethics

The nature, purpose of ethics and morals for organizational interests; Ethics and Conflicts of Interests; Ethical and Social Implications of business policies and decisions; Corporate Social Responsibility; Ethical issues in Corporate Governance.

2. Environment issues

Protecting the Natural Environment – Prevention of Pollution and Depletion of Natural Resources; Conservation of Natural Resources.

3. Ethics in Workplace

Individual in the organisation, discrimination, harassment, gender equality.

4. Ethics in Marketing and Consumer Protection

Healthy competition and protecting consumer's interest.

5. Ethics in Accounting and Finance

Importance, issues and common problems.

Part III: Business Communications (20 Marks)

Objective:

To nurture and develop the communication and behavioural skills relating to business

Contents

1. Elements of Communication

(a) Forms of Communication: Formal and Informal, Interdepartmental, Verbal and non – verbal; Active listening and critical thinking

(b) Presentation skills including conducting meeting, press conference

(c) Planning and Composing Business messages

(d) Communication channels

(e) Communicating Corporate culture, change, innovative spirits

(f) Communication breakdowns

(g) Communication ethics

(h) Groups dynamics; handling group conflicts, consensus building; influencing and persuasion skills; Negotiating and bargaining

(i) Emotional intelligence – Emotional Quotient

(j) Soft skills – personality traits; Interpersonal skills ; leadership.

2. Communication in Business Environment

(a) Business Meetings – Notice, Agenda, Minutes, Chairperson's speech
(b) Press releases
(c) Corporate announcements by stock exchanges
(d) Reporting of proceedings of a meeting.

3. Basic understanding of legal deeds and documents

(a) Partnership deed
(b) Power of Attorney
(c) Lease deed
(d) Affidavit
(e) Indemnity bond
(f) Gift deed
(g) Memorandum and articles of association of a company
(h) Annual Report of a company.

Group II

Paper 4: Cost Accounting and Financial Management

(One paper – Three hours — 100 Marks)

Level of Knowledge: Working knowledge

Part I: Cost Accounting (50 Marks)

Objectives:

(a) To understand the basic concepts and processes used to determine product costs,

(b) To be able to interpret cost accounting statements,

(c) To be able to analyse and evaluate information for cost ascertainment, planning, control and decision making, and

(d) To be able to solve simple cases.

Contents

1. Introduction to Cost Accounting

(a) Objectives and scope of Cost Accounting
(b) Cost centres and Cost units
(c) Cost classification for stock valuation, Profit measurement, Decision making and control
(d) Coding systems
(e) Elements of Cost
(f) Cost behaviour pattern, Separating the components of semi – variable costs
(g) Installation of a Costing system
(h) Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management.

2. Cost Ascertainment

(a) Material Cost

(i) Procurement procedures— Store procedures and documentation in respect of receipts and issue of stock, Stock verification

(ii) Inventory control —Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC classification; Stocktaking and perpetual inventory

(iii) Inventory accounting

(iv) Consumption — Identification with products of cost centres, Basis for consumption entries in financial accounts, Monitoring consumption.

(b) Employee Cost

(i) Attendance and payroll procedures, Overview of statutory requirements, Overtime, Idle time and Incentives

(ii) Labour turnover

(iii) Utilisation of labour, Direct and indirect labour, Charging of labour cost, Identifying labour hours with work orders or batches or capital jobs

(iv) Efficiency rating procedures
(v) Remuneration systems and incentive schemes.

(c) Direct Expenses

Sub – contracting — Control on material movements, Identification with the main product or service.

(d) Overheads

(i) Functional analysis — Factory, Administration, Selling, Distribution, Research and Development

Behavioural analysis — Fixed, Variable, Semi variable and Step cost

(ii) Factory Overheads — Primary distribution and secondary distribution, Criteria for choosing suitable basis for allotment, Capacity cost adjustments, Fixed absorption rates for absorbing overheads to products or services

(iii) Administration overheads — Method of allocation to cost centres or products

(iv) Selling and distribution overheads — Analysis and absorption of the expenses in products / customers, impact of marketing strategies, Cost effectiveness of various methods of sales promotion.

3. Cost Book – keeping

Cost Ledgers—Non – integrated accounts, Integrated accounts, Reconciliation of cost and financial accounts.

4. Costing Systems

(a) Job Costing

Job cost cards and databases, Collecting direct costs of each job, Attributing overhead costs to jobs, Applications of job costing.

(b) Batch Costing

(c) Contract Costing

Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract profit and Balance sheet entries.

(d) Process Costing

Double entry book keeping, Process loss, Abnormal gains and losses, Equivalent units, Inter – process profit, Joint products and by products.

(e) Operating Costing System

5. Introduction to Marginal Costing

Marginal costing compared with absorption costing, Contribution, Breakeven analysis and profit volume graph.

6. Introduction to Standard Costing

Various types of standards, Setting of standards, Basic concepts of material and Labour standards and variance analysis.

Part II: Financial Management (50 Marks)

Objectives:

(a) To develop ability to analyse and interpret various tools of financial analysis and planning,

(b) To gain knowledge of management and financing of working capital,

(c) To understand concepts relating to financing and investment decisions, and

(d) To be able to solve simple cases.

Contents

1. Scope and Objectives of Financial Management

(a) Meaning, Importance and Objectives

(b) Conflicts in profit versus value maximisation principle

(c) Role of Chief Financial Officer.

2. Time Value of Money

Compounding and Discounting techniques— Concepts of Annuity and Perpetuity.

3. Financial Analysis and Planning

(a) Ratio Analysis for performance evaluation and financial health

(b) Application of Ratio Analysis in decision making

(c) Analysis of Cash Flow Statement.

4. Financing Decisions

(a) Cost of Capital — Weighted average cost of capital and Marginal cost of capital

(b) Capital Structure decisions — Capital structure patterns, Designing optimum capital structure, Constraints, Various capital structure theories

(c) Business Risk and Financial Risk — Operating and financial leverage, Trading on Equity.

5. Types of Financing

(a) Different sources of finance

(b) Project financing — Intermediate and long term financing

(c) Negotiating term loans with banks and financial institutions and appraisal thereof

(d) Introduction to lease financing

(e) Venture capital finance.

6. Investment Decisions

(a) Purpose, Objective, Process

(b) Understanding different types of projects

(c) Techniques of Decision making: Non – discounted and Discounted Cash flow Approaches — Payback Period method, Accounting Rate of Return, Net Present Value, Internal Rate of Return, Modified Internal Rate of Return, Discounted Payback Period and Profitability Index

(d) Ranking of competing projects, Ranking of projects with unequal lives.

7. Management of Working Capital

(a) Working capital policies

(b) Funds flow analysis

(c) Inventory management

(d) Receivables management

(e) Payables management

(f) Management of cash and marketable securities

(g) Financing of working capital.

Paper 5: Taxation

(One paper — Three *hours – 100 Marks)*

Level of Knowledge: Working knowledge

Objectives:

(a) To gain knowledge of the provisions of Income – tax law relating to the topics mentioned in the contents below and

(b) To gain ability to solve simple problems concerning assessees with the status of 'Individual' and 'Hindu Undivided Family' covering the areas mentioned in the contents below.

Contents

Part I: Income – tax (75 marks)

1. Important definitions in the Income – tax Act, 1961
2. Basis of charge; Rates of taxes applicable for different types of assessees
3. Concepts of previous year and assessment year
4. Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India
5. Incomes which do not form part of total income
6. Heads of income and the provisions governing computation of income under different heads
7. Income of other persons included in assessee's total income
8. Aggregation of income; Set – off or carry forward and set – off of losses
9. Deductions from gross total income
10. Computation of total income and tax payable; Rebates and reliefs
11. Provisions concerning advance tax and tax deducted at source
12. Provisions for filing of return of income.

Part II: Service tax and VAT (25 marks)

Objective:

To gain knowledge of the provisions of service tax as mentioned below and basic concepts of Value added tax (VAT) in India.

Contents:

1. Service tax – Concepts and general principles
2. Charge of service tax and taxable services
3. Valuation of taxable services
4. Payment of service tax and filing of returns
5. VAT – Concepts and general principles.

Note: If new legislations are enacted in place of the existing legislations the syllabus will accordingly include the corresponding provisions of such new legislations in the place of the existing legislations with effect from the date to be notified by the Institute. Students shall not be examined with reference to any particular State VAT Law.

Paper 6: Information Technology and Strategic Management

(One paper – Three hours – 100 Marks)

Level of Knowledge: Working knowledge

Section A: Information Technology (50 Marks)

Objective:

To develop an understanding of Information Technology and its use by the business as facilitator and driver.

Contents

1. Introduction to Computers

(a) Computer Hardware

Classification of Computers – Personal computer, Workstation, Servers and Super computers

Computer Components – CPU, Input output devices, Storage devices

(b) BUS, I / O CO Processors, Ports (serial, parallel, USB ports), Expansion slots, Add on cards, On board chips, LAN cards, Multi media cards, Cache memory, Buffers, Controllers and drivers

(c) Computer Software

Systems Software – Operating system, Translators (Compilers, Interpreters and Assemblers), System utilities

General Purpose Software / Utilities – Word Processor, Spread Sheet, DBMS, Scheduler / Planner, Internet browser and E-mail clients

Application Software – Financial Accounting, Payroll, Inventory

Specialised Systems – Enterprise Resource Planning (ERP), Artificial Intelligence, Expert Systems, Decision Support Systems – An Overview

2. Data Storage, Retrievals and Data Base Management Systems

(a) Data and Information Concepts: Bits, Bytes, KB, MB, GB, TB

(b) Data organization and Access

Storage Concepts : Records, Fields, Grouped fields, Special fields like date, Integers, Real, Floating, Fixed, Double precision, Logical, Characters, Strings, Variable character fields (Memo); Key, Primary key, Foreign key, Secondary key, Referential integrity, Index fields.

Storage techniques: Sequential, Block Sequential, Random, Indexed, Sequential access, Direct access, Random access including Randomizing

Logical Structure and Physical structure of files

(c) DBMS Models and Classification:

Need for database, Administration, Models, DML and DDL (Query and reporting); Data Dictionaries, Distributed data bases, Object oriented databases, Client Server databases, Knowledge databases

(d) Backup and recovery – backup policy, backup schedules, offsite backups, recycling of backups, frequent checking of recovery of backup

(e) Usage of system software like program library management systems and tape and disk management systems – features, functionalities, advantages

(f) Data Mining and Data Warehousing – An overview

3. Computer Networks & Network Security

(a) Networking Concepts – Need and Scope, Benefits

Classification: LAN, MAN, WAN, VPN; Peer – to – Peer, Client Server

Components – NIC, Router, Switch, Hub, Repeater, Bridge, Gateway, Modem

Network Topologies– Bus, Star,, Ring, Mesh, Hybrid, Architecture :Token ring, Ethernet

Transmission Technologies and Protocols – OSI, TCP / IP, ISDN etc.

Network Operating System

(b) Local Area Networks – Components of a LAN, Advantages of LAN

(c) Client Server Technology

Limitation of Single user systems and need for Client Server Technology

Servers – Database, Application, Print servers, Transaction servers, Internet servers, Mail servers, Chat servers, IDS

Introduction to 3 – tier and “n” tier architecture (COM, COM+)

(d) Data centres: Features and functions, Primary delivery centre and disaster recovery site

(e) Network Security

Need; Threats and Vulnerabilities; Security levels; techniques

4. Internet and other technologies

(a) Internet and world – wide web, Intranets, Extranets, applications of Internet, Internet protocols

(b) E – Commerce – Nature, Types (B2B, B2C, C2C), Supply chain management, CRM, Electronic data interchange (EDI), Electronic fund transfers (EFT), Payment portal, E – Commerce security;

(c) Mobile Commerce, Bluetooth and Wi – Fi

5. Flowcharts, Decision Tables.

Section B: Strategic Management (50 Marks)

Objectives:

(a) To develop an understanding of the general and competitive business environment,

(b) To develop an understanding of strategic management concepts and techniques,

(c) To be able to solve simple cases.

Contents

1. **Business Environment**

   General Environment, Demographic, Socio – cultural, Macro – economic, Legal / political, Technological, and Global; Competitive Environment.

2. **Business Policy and Strategic Management**

   Meaning and nature; Strategic management imperative; Vision, Mission and Objectives; Strategic levels in organisations.

3. **Strategic Analyses**

   Situational Analysis – SWOT Analysis, TOWS Matrix, Portfolio Analysis, BCG Matrix.

4. **Strategic Planning**

   Meaning, stages, alternatives, strategy formulation.

5. **Formulation of Functional Strategy**

   Marketing strategy, Financial strategy, Production strategy, Logistics strategy, Human resource strategy.

6. **Strategy Implementation and Control**

   Organisational structures; Establishing strategic business units; Establishing profit centers by business, product or service, market segment or customer; Leadership and behavioural challenges.

7. **Reaching Strategic Edge**

   Business Process Reengineering, Benchmarking, Total Quality Management, Six Sigma, Contemporary Strategic Issues.

Syllabus for 100 Hrs. Information Technology Training Programme

SL. NO.	TOPIC	DURATION
1.	Computer Fundamentals	1 hrs.
2.	Operating Systems	6 hrs.
3.	MS – Word	6 hrs.
4.	MS – Excel	15 hrs.
5.	MS – PowerPoint	5 hrs.
6.	Data Bases	15 hrs.
7.	MS – Office utilities	3 hrs.
8.	Accounting package	20 hrs.
9.	Computer Aided Audit Techniques	12 hrs.
10.	WEB TECHNOLOGY & SYSTEM SECURITY AND MAINTENANCE	10 hrs.
11.	INTRODUCTION TO VISUAL BASIC	5 hrs.
12	DIGITAL SIGNATURE AND VERIFICATION OF ELECTRONIC RECORD	2 hrs.
	Total	100 hrs.

STRUCTURE OF EXAMINATION :

Online Examination	60 Marks
Project Report to be evaluated by the BOS	20 Marks
Module tests	20 Marks
Pass Marks	60 Marks

SYLLABUS

Total duration: 100 hours

COMPUTER FUNDAMENTALS **Duration: 1 hour**

A. Introduction to Computer **(Target teaching time (TTT) : 1 Hour)**

- Introduction to Computers
- Characteristics of Computers
- The Computer System
  - Categories of Computers (Micros to Super Computers)
  - Parts of Computers: CPU, BUS, I / O CO Processors, Ports(serial and parallel), Expansion slots, Add on Cards, On board Chips, LAN cards, Multi media cards, Cache Memory, Buffers, Controllers and drivers
  - I / O Devices

(Demonstration of the Computer System)

OPERATING SYSTEMS **Duration : 6 hours**

A. Introduction to Operating Systems **(TTT : 1 hour)**

B. An overview of various operating systems (Unix / Linux, DOS, Windows) **(TTT : 2 hours)**

C. Features of latest Windows Operating Systems **(TTT : 3 hours)**

Introduction to Word Processor	Duration : 6 hours

A. Introduction to MS – Word 2000 **(TTT : 2 hours)**

- Getting started with MS – Word
- Document Creation – How to create document.
- Word Document Manipulation
- Mail Merge
- Printing a Word Document

B. Tables handling **(TTT : 1 hour)**

- Formatting the Tables
- Inserting, filling and formatting a table
- Designing complex Tables

C. Finding, Replacing and Proofing Text **(TTT : 1 hour)**

- Finding and Replacing Text

Editing and Proofing Text

- Spell check and correction
- Grammar Check and correction
- Image Handling

D. Creating Macros **(TTT : 2 hours)**

Sending E-mail from Word

Import / Export of files

Converting Word Document to Web Documentt, PDF files

Hyperlinks and OLE

Security features in MS – Word

- Protection of Documents
- Password for Documents
- Checking for viruses in macros

Introduction to Electronic Spread Sheets	Duration: 15 hours

A. Introduction to MS – Excel 200 **(TTT : 1 hour)**

- Applications of Electronic Spreadsheets
- Features of MS – Excel
- Starting MS – Excel

- What is a workbook?
- Using sheets in a Workbook
- Entering Data
- Entering Series
- Editing Data
- Clearing Cells
- Saving a Workbook
- Closing a Workbook
- Quitting MS – Excel

B. Cell Referencing, Ranges and Functions (TTT : 3 hours)

- Cell Referencing
- Ranges
- Range Names
- Formulae
- Functions: Mathematical, Statistical

  Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated Monthly Installments, Compounding Yearly, periodic and monthly)
- Auto Sum
- Auto Calculate
- Using Names in a Formula
- Formula Error Messages
- Formula Editing
- Copying Formulae

C. Formatting Worksheets and Creating Charts (TTT : 2 hours)

- Working with Worksheets
- Restructuring Worksheets
- Formatting Data
- Entering Data Quickly
- Creating Charts
- Graphical presentation Such as Lines, Bars, Stacked Bars, Pie

D. Data Forms and Printing (TTT : 3 hours)

- Database
- Data Form
- Sorting Data

- Filtering
- Creating Subtotals
- Pivot Table
- Printing in Excel

E. Creating Macros **(TTT : 3 hours)**

Import / export of data for MIS

Opening non – Excel files in Excel

Using passwords / protecting worksheets

Spreadsheet Applications

F. Data analysis through Excel **(TTT: 3 Hours)**

Introduction to Presentation Software **Duration: 5 hours**

A. Introduction to MS – Power Point 2000 **(TTT : 1 hour)**

- Use of Wizards and Templates

Preparing Presentations

- Slides
- Handouts
- Speaker's Notes
- Outlines
- Media Clips
- Charts
- Graphs

B. Starting MS – Power Point **(TTT : 1 hour)**

- The MS – Power Point Window
- The MS – Power Point Views
- Presentations and Slides
- Creating a New Presentation
- Creating a new Slide
- Changing the layout for a Slide
- Deleting a Slide
- Running a Slide Show
- Saving a Presentation

C. Working with Slides, Slide Show and Printing Presentation **(TTT : 3 hours)**

- Opening a Presentation

- Changing the Order of the Slides
- Editing the Slide Master
- Changing the Color Schemes
- Changing the Background
- Adding text
- Adding Clip Art / scanned objects
- Working with word art
- Drawing Objects
- Working with Slide Show
- Setting up a slide show
- Controlling the Slide Show
- Adding the Transitions to the Slide Show
- Special effects in detail
- Setting Slide timings
- Printing a Presentation
- Pack and Go
- Creating and using Standard Templates

DATA BASES	Duration: 15 hours

A. Data base Basics **(TTT : 2 hours)**

Types of Databases: List, Hierarchical, Network, Relational (RDBMS)

DDL (Data Definition Language)

DML (Data Manipulation Language)

DA (Data Administration)

SQL (Structured Query Language)

B. Introduction to Data Base Management System(DBMS) **(TTT : 2 hours)**

Introduction to MS Access

- What is MS – Access?
- What are databases used for?
- Component of databases
- Opening file in Access
- Managing databases from the Database / Access wizard
- Navigating in Access
- Navigating with the databases / Access wizard
- Navigating with switchboard – wizard
- Entering data in a database

- Entering data by hand
- Entering data using a form
- Importing information into a database
- Linking a table from another database
- Exporting Information from a database
- Saving Information in a database
- Closing a database and Existing Access

C. Building and Customizing a Database **(TTT : 2 hours)**

- Building databases using the Access
- Building a database by self
- Working with tables
- Building tables with the table
- Renaming the table
- Working with forms

  What is a form?

  Creating a form with the Form Wizard

  Working with the form with the form Wizard

  Working with the form

  Modifying a form

D. Programming **(TTT : 5 hours)**

Structured Query Language(SQL)

- Creating Macros
- Saving & Executing a Macro
- Running a Macro

E. Working with Queries and Reports **(TTT : 3 hours)**

Working with queries

- Creating a Query
- Modifying a Query

Working with reports

- Creating a report with the report wizard
- Creating a report with Auto report
- Opening a report
- Applying an auto format to the report
- Report Sequence, Data source

- Page Size, Margins (Left, Top, Right, Bottom)
- Report Headers
- Page Headers, Numbers, Reporting date, For the period details, Page Footers
- Columns (Column Source, Title, Formatting numeric, character, date, amount (DR / CR), Totaling)
- Group Suppression of repeated lines
- Inter column space
- Groups (Group Bands, Grouping Fields)
- Detailed Reports, Summary Reports
- Report output controls (Pages, control totals, summary)
- Printing of reports (including lables)

F. Importing and linking data **(TTT : 1 hour)**

Compacting a database

Backing up a Database

Other Utilities and Office Automation Tools	Duration : 3 Hours

A. Scheduler, Calendar, Microsoft Binder **(TTT : 1 hour)**

B. Outlook 2000 **(TTT : 2 hours)**

- Configuring Outlook for your email.
- Sending, receiving and managing the email, mail polling, mail merge to a database file.
- Sending and viewing attachments.
- Acting on messages
- Recalling, printing, and moving messages
- Searching for, and subscribing to, mailing lists.
- Using Outlook to subscribe to, and viewing Newsgroups

Accounting Packages	Duration : 20 hours

A. Basic Concepts relating to Financial Accounting **(TTT : 3 hours)**

- Chart of Accounts, Concept of Financial Year
- The General Ledger Master (Entering Opening Balances)
- Grouping of GL Accounts
- The Sub Ledger Master (Entering Party Accounts Debtors and Creditors)
- Types of Sub ledger (Open type and Brought Forward type)
- Types of Transactions [Main Cash receipts and payments, Petty Cash receipts and payments, Bank deposits, cheques and bank charges, Journal vouchers (Debits and Credits)]

B. Introduction to any Window based Accounting Package **(TTT : 3 hours)**

Installing & Starting the package

Setting up a new Company

Setting up account heads

Voucher Entry

Viewing & editing data

C. Generating Books of Accounts **(TTT : 4 hours)**

- Daybooks (Cash, Bank, Columnar Analysis type, Journals)
- Postings
- Printing of Checklists, Reports such Subsidiary Ledgers, General Ledgers
- Finalisation
- Financial Statements (Trial Balance, Profit and Loss / Balance Sheet)
- Closing and reopening of Books for Subsequent Financial Years after audit.

D. Financial Analysis Tools **(TTT : 6hours)**

- Cash Flow, Funds Flow Statements, Ratio Analysis, Budget vs. Actual Expenditures, Sales Analysis, Trend Analysis, Consolidation, security review
- Backup, restore, audit trail / transaction trail
- Accessing database, Querying, exporting data from MS_EXCEL / MS_ACCESS for financial analysis

E. Weaknesses to look for in Accounting Packages **(TTT : 2 hours)**

- Password controls not strong
- Lack of the following Audit Trails

  Authorisation Signature

  Log of data modification

  Log of deleted data

  Log of user accesses of files

  Before and after images of altered data

  Missing and duplicate serial numbers

  Warning on duplicate entries
- Unauthorised modification of Heads of account
- Non – Provision for freezing entered data
- Back up provisions inadequate
- Limited number crunching capacity
- Easy exit to operating system
- Usage of unencrypted files
- Inadequate controls on automatic entries
- Inflexibility of document formats

– Inability to add / rename fields

Introduction to Other Accounting Packages **(TTT : 2 hours)**

Computer Aided Audit Techniques **Duration : 12 hours**

A. Controls and Auditing in Computer Environment **(TTT : 2 hours)**

– Frequently used checks such as
  Field Checks numeric, Alpha, Lower Limit, Upper Limit, Range, Slab, Valid Codes, Sign test, check digits
– Group of Fields Tests
– Record Level Tests,
– Group of Records Tests
– Table Level Tests and Checks such as control totals, hash totals
– Inter table tests like Master present, Master missing
– System and inter system tests
– Reasonableness checks (Materiality)

B. Audit Techniques **(TTT : 3 hours)**

– Review of Systems
– Test data Checking (Simple, compound and complex errors)
– Test data pack
– Test data generation
– Parallel processing
– Parallel programming
– Source Code Review
– Examination of Audit trail
– Log file review
– Random sampling Techniques
– Using Generalized Audit Software
– Using Audit Routines as part of regular software
– Using separate audit programs
– Audit systems
– Audit of Systems Development process (including system documentation)
– Audit of SDLC (Systems Development Life Cycle)
– Pre / Concurrent / Post Audit of Transactions

C. Cyber Audit using remote logins **(TTT : 3 hours)**

– Audit by simulation of errors, frauds

- Audit of Data Security such as online, offline, offsite backups
- Audit of System Security such as logins, access rights
- System Performance Audit

D. Data Extraction and Analysis Tools using SQL commands (TTT : 2 hours)

E. Different Tools available in RDBMS / ERP useful in Audit (TT : 2 hours)

Web Technology & System Security and Maintenanc Duration : 10 hours e

A. Web Technology (TTT : 2 hours)

- Internet
- Mailing Services
- Internet Addressing
- Browser
- www
- Placements

B. Telnet, Internet Telephony (TTT : 1 hours)

C. Reference sites (TTT : 1 hour)

D. Internet security& System security (TTT : 2 hour)

- System preventive maintenance(virus scan, defragmentation, junk file deletion, tracking record deletion)

System security(password, Network setting)

G. E – Commerce (TTT: 2 hours)

- Web Commerce
- Advertisement
- Purchase Online
- Payment Gateways

H. Electronic Data Interchange (EDI) (TTT: 2 hours)

- What is EDI?
- Components of EDI

INTRODUCTION TO VISUAL BASIC (5 HOURS)

DIGITAL SIGNATURE AND VERIFICATION OF ELECTRONIC RECORD (2 Hours)