

ICITSS-Orientation Course

1. Objectives:

The Orientation Course aims to equip the entrants of the profession -

- To familiarize with various dimensions of the Indian Accountancy Profession.
- To develop effective communication and presentation skills.
- To groom and motivate the entrants to be knowledgeable and skilled professionals.
- To expand the significance of practical training in the life of a professional.
- To foster values such as integrity, transparency and Independence in the budding professionals.

2. Eligibility:

The students are required to undergo Orientation Course before registering for practical training.

3. Duration:

The duration of the course shall be 90 hours (15 days X 6 hours per day). Classes are held for 6 hours each day for 6 days a week.

The suggested allocation of time among the broad areas of the course contents is as follows:

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| • About the Institute, Academic & Technical Guidance, General Management | 06 Hours |
| • Developing Personal Traits | 12 Hours |
| • Business Communication | 12 Hours |
| • Presentation | 24 Hours |
| • Interpersonal & Negotiation Skills | 12 Hours |
| • Office Procedure | 06 Hours |
| • Business Environment | 06 Hours |
| • Strategic Decision Making | 06 Hours |
| • Practical (Project) | 06 Hours |

The Board of Studies has finalized a “Session Plan” to facilitate systematic course delivery. The programme is to be organized as per the Session Plan.

4. Teaching Methodology:

Multiple methods including lectures, case studies, presentations, group discussions, management games, projects etc. should be used.

5. Enrolment of Students:

All Organizing Centres must adapt a transparent procedure to enroll the students. The enrolment of students shall be done on “First Come First Serve” basis through online portal www.icaionlineregistration.org.

6. Fee:

The fee shall be Rs.7000/- (Seven thousand only) per student on non-residential basis, inclusive of course material and tea/refreshment. This fee structure is not applicable for the students who wish to undergo Orientation Course at Dubai Overseas office.

Branches which wish to organize residential Orientation Course will follow the same “Session Plan” similar to regular Orientation Course. The fee for such programme shall be Rs.20,000/- per student.

The fee for the Programme is non-refundable and may be transferred from one Programme Organizing Unit (POU) to another, if the student wishes to attend a batch in another POU in case of some exigency.

Penalty clause for student for non informing about their absence from OC classes

Students who would not inform about their absence after confirmation of allotment of a batch, at least 3 days before the commencement of the OC batch, a penalty of Rs.500/- be imposed to such students w.e.f. 01.04.2015. (No waiver in any case shall be allowed.)

The organizing center shall collect this penalty from the student in the form of a Demand Draft of Rs.500/- in favour of Secretary, ICAI payable at New Delhi, and send it to Board of Studies.

7. Exemption from payment of fees to Disabled Students:

Disabled Students, suffering from 50% or above permanent disability are exempted from payment of fee and compulsorily attending Orientation Course. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a period of 15 days from the date of registration after

thoroughly studying the OC Study Manual. In case the student opts to take the tests, the Programme Organizing Unit (POU) may contact the Director, Board of Studies to obtain the test papers.

The following shall be regarded as disability-

1. Physical disability.-

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from-

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment-

(a) "blindness" means a condition where a person has any of the following conditions, after best correction-

(i) total absence of sight; or

- (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
- (iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

- (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

- (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment-

- (a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

- (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngeal or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

- (a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

- (b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour-"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment,

behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

4. Disability caused due to-

(a) chronic neurological conditions, such as-

- (i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
- (ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder-

- (i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;
- (ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
- (iii) "sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

A disabled student has to submit a certificate of suffering from disability, certified by a physician / surgeon / oculist working in a Government hospital, as the case may be.

8. Dress Code:

Students, while undergoing Orientation Course, shall adhere to the formal Dress Code as per the local culture and tradition.

Advisory Dress Code:- Male Students: Full Sleeves Shirts and Trousers; Female Students: Sarees/ Salvar Kurta/ Suit. While appearing before the appellate authority, they may also wear a suit and a tie.

9. Online Portal

Online Portal for OC/ MCS is operational. The organizing centers shall launch the batches of MCS course through online portal www.icaionlineregistration.org only. No batches are to be conducted in the offline mode and no certificates are to be issued through offline mode.

The student registration, student attendance, faculty allocation, faculty feedback, certificate generation (which has the scanned signatures of Chairman, BOS) are to be done through online mode only. The user manual related to the portal is uploaded in the website <http://www.icaionlineregistration.org>.

10. General:

- Students are required to complete the Course without discontinuity. However, in exceptional circumstances, cases of absence of students for maximum two days or four sessions may be allowed by the Chairman/Secretary of the Organizing Centre. Certificate shall not be issued to the student unless the student completes the course.
- Students are required to maintain discipline and decorum apart from adhering to the dress code specified above. For misbehavior/ nuisance in the class, the faculty will have the power to make a note and on the basis of which issue of Programme Completion Certificate may be withheld.
- No cameras/ photographs be allowed in the sessions and uploaded on social networking sites.

