

## Common Proficiency Course (CPC) & Common Proficiency Test (CPT) Frequently Asked Questions (FAQs)

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### 1. What is the Common Proficiency Test?

It is an entry level test for Chartered Accountancy Course. It is an objective test of four subjects i.e. Accounting, Mercantile Laws, General Economics and Quantitative Aptitude. The test is divided into two sessions of two hours each conducted for 200 marks.

### 2. Who can join the course?

A student who has passed the 10<sup>th</sup> standard examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto may register for Common Proficiency Course (CPC).

### 3. Is there any scheme available for student of Entrance/ Foundation/ Professional Education (Course-I) to switchover to Common Proficiency Course (CPC)?

All earlier respective students of Entrance/ Foundation/ Professional Education (Course-I) who have not passed respective examinations are required to register afresh for Common Proficiency Course (CPC) by paying full registration fees for CPC, i.e., Rs.6,000/- as applicable at present to continue their studies in CA Course.

### 4. Is it correct that Graduates/ Post-Graduates or Intermediate level examination passed students of the Institute of Cost Accountants of India or the Institute of Company Secretaries of India are exempt from CPT?

Yes. The following categories of students shall be exempt from passing the Common Proficiency Test (CPT) as per Notification No. 1-CA (7)/145/2012 dated 1<sup>st</sup> August, 2012:-

- (A) Graduates or Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University) by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting;

OR

Graduates or Post Graduates other than those falling under Commerce stream mentioned above having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University).

Above category of students can commence practical training after undergoing Orientation Course and Information Technology Training (ITT).

#### Provisional Registration:

Students who are pursuing the Final year of Graduation Course shall be eligible for provisional registration to the Intermediate (Integrated Professional Competence) Course. Such students would be required to submit satisfactory proof of having passed the graduation examination with the specified percentage of marks within six months, from the date of appearance in the final year graduation examination (i.e. from the day of commencement of the examination). During the period of provisional registration, a student can undergo and complete Information Technology Training (ITT) and Orientation Course. It is clarified that in their case, the practical training shall commence only on becoming a Graduate with specified percentage of marks. Such

students shall be eligible for appearing in the Intermediate (Integrated Professional Competence) Examination on completion of nine months of practical training. If such students fail to produce the proof within the aforesaid period, his provisional registration shall stand cancelled and the registration and other fees, as the case may be, paid by him shall not be refunded/ adjusted and no credit shall also be given for the theoretical education undergone.

OR

(B) Candidates who have passed the Intermediate level examination or its equivalent examination by whatever name called conducted by The Institute of Cost Accountants of India or by The Institute of Company Secretaries of India.

Above category of students shall be eligible to appear in the Intermediate (IPC) Examination after undergoing study course period of 8 months.

#### 5. How to apply for admission to the Common Proficiency Course (CPC)?

A student is required to apply in the prescribed form.

A student can buy a Prospectus from all Regional Offices/ Branches of the Institute by remitting Rs.100/-. The Application form for Registration to the course is available with the Prospectus.

Alternatively,

- The application form can be downloaded from Institute's website [www.icai.org](http://www.icai.org); if Registration Form is downloaded from Institute's website add Rs. 100/- or US \$10 as the case may be with Common Proficiency Course (CPC) Registration Fee.
- Candidates can also fill CPC registration on-line. The same is available on Institute's website [www.icai.org](http://www.icai.org).
- The Prospectus can also be procured by post from any of the offices of the Institute stated in Point 8 below on payment of Rs.140 (Rs.40 on account of postal charge).

#### 6. What are the fees for registration?

Sl. No.	Details of Fee	(i) Indian students residing in India and other SAARC countries; and (ii) students belonging to other SAARC countries	(i) the students of foreign countries other than SAARC countries; and (ii) Indian students residing abroad other than SAARC countries
1	Cost of CPC Prospectus (Prospectus will be supplied subsequently to those student who have down loaded the form for CPC Registration and have remitted Rs. 100/- alongwith CPC Registration fee)	100	10
2	CPC Registration fee *	6,000	580
3	Subscription for Students' Journal (for one year) (Optional but strongly recommended)	200	20
4	Subscription for Members' Journal (for one year) (Optional)	400	40
<b>TOTAL</b>		<b>6,700</b>	<b>650</b>

\* Registration fee includes supply of reading materials alongwith Model Test Papers Volume I and Volume II.

CPC registration fee is to be paid in the form of **Demand Draft** drawn in favour of **"The Secretary, The Institute of Chartered Accountants of India, payable at concerned Regional Office i.e. Mumbai, Chennai, Kolkata, Kanpur or New Delhi"**. If Registration Form is downloaded from the Institute's website, add Rs. 100/- or US \$10 alongwith Common Proficiency Course (CPC) Registration fee for supply of a copy of the Prospectus alongwith the study package.

## 7. What are the documents/ proofs to be enclosed along with the CPC registration application?

The following documents to be enclosed along with the CPC Registration form:

- (1) Demand Draft towards registration and other fees.
- (2) Attested copy of Date of Birth and 10<sup>th</sup> pass Marks Statement.
- (3) Attested copy of proof of Nationality, if student is foreigner.
- (4) Attested copy of proof of special category certificate i.e. SC/ST, OBC and Differently abled.

CPC Registration form to be submitted to the Regional Office in consonance with the address of the student.

## 8. Where to submit/dispatch filled-in application form?

The application form can be obtained and / or submitted to the following Offices of the Institute in consonance with the address of the student as stated below:

Students address belongs to	Where to submit Registration Form
Gujarat, Maharashtra, Goa and the Union Territories of Daman & Diu and Dadra & Nagar Haveli	Western India Regional Council of The Institute of Chartered Accountants of India, "ICAI BHAWAN", 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,

## 9. Is there any other place a student can submit filled-in application form and collect Study Material?

**Yes. Students residing in the vicinity of following cities can also submit CPC registration application Forms and collect Study Materials by hand from the following Regional Offices/ Branches of ICAI:**

Western India Regional Council, The Institute of Chartered Accountants of India, 'ICAI BHAWAN', 27, Cuffe Parade, Colaba, MUMBAI - 400 005. Phone: 022-39893989, Fax: 022-39802953 E-mail: wro@icai.org	Erode Branch of SIRC of the ICAI, "ICAI Bhawan", 122-A, Pushpa Nagar, Thindal (PO), ERODE - 638 012. Ph: 0424-2430 776, Fax: 2430 776, E-mail: erode@icai.org.
Southern India Regional Council, 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	Mysore Branch of SIRC of the ICAI, 'ICAI Bhawan' CA Site No. 2, Bank Employees Colony, Bogadi, MYSORE - 570 006. Ph: 0821-2598 000, Fax: 2598 325, E-mail: mysore@icai.org.
Eastern India Regional Council, The Institute of Chartered Accountants of India, 'ICAI BHAWAN',	Tirunelveli Branch of SIRC of the ICAI, No. 65, 2nd Floor, Kailasapuram North Street,

7, Anandilal Poddar Sarani (Russell Street) KOLKATA - 700 071. Phone: 033-39893989, Fax: 033-30211145, E-mail: ero@icai.org	TIRUNELVELI - 627 001. Ph: 0462-2339 554, E-mail: tirunelveli@icai.org.
Central India Regional Council, The Institute of Chartered Accountants of India, 'ICAI BHAWAN', Post Box No. 314, 16/77B, Civil Lines, Behind Reserve Bank of India, KANPUR - 208 001. Phone: 0512-3989398, Fax: 0512-3011173, E-mail: cro@icai.org	Tiruchirapalli Branch of SIRC of the ICAI, G-1, Green House Apartments, 28, McDonald's Road, Cantonment, TIRUCHIRAPALLI - 620 001. Ph: 0431-2463 166, Fax: 2463 166, E-mail: tiruchirapalli@icai.org.
Northern India Regional Council, The Institute of Chartered Accountants of India, 'ICAI BHAWAN', 52-54, Institutional Area, Vishwas Nagar, Shahdara, DELHI - 110 032 Phone: 011-39893990, 30210601 Fax: 011-30210680, E-mail: nro@icai.org	Trivandrum Branch of SIRC of the ICAI, 'ICAI Bhawan', P B No. 416, TC 41/401, Pound Road, Thycad, THIRUVANANTHAPURAM - 695 014. Ph: 0471-2323 789, 2328 590, Fax: 2328 590, E-mail: trivandrum@icai.org.
Ahmedabad Branch of WIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan', 123, Sardar Patel Colony Near Usmanpura Under Bridge, P.O. Navjivan Naranpura, AHMEDABAD - 380 014. Ph: 079 27680946, 27680537, Fax: 079 27680537, E-mail: ahmedabad@icai.org; ahdicai@yahoo.com	Trichur Branch of SIRC of the ICAI, 'ICAI Bhawan', IX/569, Sakthan Thampuran Nagar, Near Heart Hospital, THRISSUR - 680 001. Ph: 0487-2442 328, E-mail: trichur@icai.org.
Baroda Branch of WIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' B/H Bhakti Complex, Atladara - Tandalja Road, Atladara, VADODARA - 390 012. Ph: 0265 - 2680593, 268115, E-mail: baroda@icai.org	Indore Branch of CIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan', Plot No. 19 - B, Scheme No. 78, Part - II (Near M.P. Pollution Board) INDORE - 452 010 Ph: 0731 4298198, 3254900, Fax: 0731 4298198 E-mail: indore@icai.org
Nagpur Branch of WIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' 20/1, Behind Vijayanand Society, Dhantoli, NAGPUR - 440 012 Ph: 0712 2443968, 2441196 Fax: 0712 2454166 E-mail: nagpur@icai.org; icainag_ngp@sancharnet.in	Jaipur Branch of CIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' D-1, Institutional Area, Jhalana Doongri, JAIPUR - 302 004 Ph: 0141 3989398, 3044200, 3044214 Fax: 0141 3044215 E-mail: jaipur@icai.org
Pune Branch of WIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' Plot No. 8, Parshwanath Nagar, CTS No. 333, Sr. No. 573, Munjeri, Opp. Kale Hospital, Near Mahavir Furniture, Bibawewadi, PUNE - 411 037 Ph: 020- 24212250/51/52, Fax: 020 24489732 E-mail: pune@icai.org; icaipune@vsnl.com	Alwar Branch of CIRC of the ICAI, 'ICAI Bhawan', Behind Stadium, C.A. Lane, Scheme No. 8 Extension, ALWAR - 301 001. Ph: 0144- 2336 381, Fax: 2336 381, E-mail: alwar@icai.org.
Surat Branch of WIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' 3-A, 3rd Floor, Jaldarshan Apartments, Opp. Multistoried Building, Nanpura, SURAT - 395 001 Ph: 0261 2472932, 3207911, Fax: 0261 2464413 E-mail: surat@icai.org; suraticai@yahoo.co.in	Ghaziabad Branch of CIRC of the ICAI, Yamunotri Complex, 2nd Floor, A-12, Ambedkar Road, GHAZIABAD - 201 001. Ph: 0120- 2793 802, +9193120 24850, E-mail: ghaziabad@icai.org.
Thane Branch of WIRC of The Institute of Chartered Accountants of India,, A-4, Laxmi Mahal Co.-op. Hsg. Society, 2nd Floor, Chandanwadi Naka, Above Hotel Aniket, L.B.S. Marg, THANE (W) - 400 602. Ph: 022- 2538 2451, E-mail: thane@icai.org, thanebranchofwirc@yahoo.co.in; thanebranch@mtnl.net.in	Gorakhpur Branch of CIRC of the ICAI, 1st Floor, Saraswati Vidya Mandir, Mahila Maha Vidyalaya Bldg., Opp. Tarang Theatre, Arya Nagar, GORAKHPUR - 273 001 (U.P.) Ph: 0551-2200 755, 2200 753, E-mail: gorakhpur@icai.org
Ahmednagar Branch of WIRC of the ICAI, 2nd Floor, Mutha Chambers (Old Vasant Talkies), Market Yard Road, AHMEDNAGAR - 414 001. Ph: 0241- 2324 761, 2324 229 Fax: 2324 761, 2324 229; E-mail: ahmednagar@icai.org, canagar@rediffmail.com.	Gwalior Branch of CIRC of the ICAI, F-104, Global Apartment, Opp. Income-Tax Office, City Centre, GWALIOR - 474 011. Ph: 0751-3259 398, 2348 168, Fax: 2348 168, E-mail: gwalior@icai.org.
Jamnagar Branch of WIRC of the ICAI, 305, 306, 313 & 314, Mayur Complex, Khodiyar Colony, Aerodrome Road, JAMNAGAR - 361 006. Ph: 0288- 2713 333, E-mail: jamnagar@icai.org, icaijamnagar@dataone.in.	Kota Branch of CIRC of the ICAI, Opp. Shri Maha Laxmi Apartment, 1st Floor, 13, Behind Gumanpura Police Station, Jhalawar Road, KOTA - 324 007. Ph: 0744-2365 272, E-mail: kota@icai.org, kpica@kappa.net.in.
Pimpri-Chinchwad Branch of WIRC of the ICAI, Office No. 2, Prime 12 Apartments, Plot No. H-1, Sector 26, Business District, Next to Kendriya Sadan, PCNTDA, PUNE - 411 044. Ph: 020-2764	Mathura Branch of CIRC of the ICAI, Bohre Ji Ka Bada, Near K. R. Degree College, Bhens Bahora, MATHURA - 281 001 (U. P.). Ph: 0565- 2501 122, Fax: 2501 122, E-mail: mathura@icai.org.

3210, Fax: 2764 3210, E-mail: <a href="mailto:pimpri.chinchwad@icai.org">pimpri.chinchwad@icai.org</a> .	
Bangalore Branch of SIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' No. 16/0, Millers Tank, Bed Area, BANGALORE - 560 052 Ph: 080 30563500, 30563501, Fax: 080 22252547 E-mail: <a href="mailto:bangalore@icai.org">bangalore@icai.org</a>	Ranchi Branch of CIRC of the ICAI, "ICAI Bhawan", Dr. Mukti Saran Lane, H. B. Road, RANCHI - 834 001 (Jharkhand). Ph: 0651-2206 471, Fax: 2206 471, E-mail: <a href="mailto:ranchi@icai.org">ranchi@icai.org</a> .
Coimbatore Branch of SIRC of The Institute of Chartered Accountants of India, "ICAI Bhawan", Opposite to Union Bank of India, Mettupalayam Road, Thudiyalur, COIMBATORE - 641 034. Ph: 0422 - 4270056, 4270058, Fax: 0422 - 4270056 Email: <a href="mailto:coimbatore@icai.org">coimbatore@icai.org</a>	Saharanpur Branch of CIRC of the ICAI, 4/313, Bommanji Road, Above Central Bank of India, Near Pul Jogian, SAHARANPUR - 247 001. Ph: 0132- 3258 870, E-mail: <a href="mailto:saharanpur@icai.org">saharanpur@icai.org</a> , <a href="mailto:info@icaisaharanpur.com">info@icaisaharanpur.com</a> .
Ernakulam Branch of SIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' 57/3146, Dewan's Road, Ernakulam, KOCHI - 682 016, Ph: 0484 2369238, 2372953, 2369258, Fax: 0484 2372953. E-mail: <a href="mailto:ernakulam@icai.org">ernakulam@icai.org</a>	Chandigarh Branch of the Northern India Regional Council of The Institute of Chartered Accountants of India, 'ICAI Bhawan', Opp. Community Centre, Sector-35 B, CHANDIGARH -160 022 Ph: 0172-5067756, Fax: 0172-2727699 E-mail : <a href="mailto:chandigarh@icai.org">chandigarh@icai.org</a>
Hyderabad Branch of SIRC of The Institute of Chartered Accountants of India, 'ICAI Bhawan' 11-5-398/C, Red Hills HYDERABAD - 500 004 Ph: 040 23317026, 23393182, Fax: 040 23393200 E-mail: <a href="mailto:hyderabad@icai.org">hyderabad@icai.org</a>	Yamunanagar Branch of NIRC of the ICAI, SCO-1, 1st Floor, Madhu Colony, YAMUNANAGAR -135 001. Ph: 01732-2231 11, Fax: 2231 11, E-mail: <a href="mailto:yamunanagar@icai.org">yamunanagar@icai.org</a> .
Calicut Branch of SIRC of the ICAI, 'ICAI Bhawan', Cherootty Nagar, Near Planetarium, Eranhpalam P. O., KOZHIKODE - 673 006. Ph: 0495-2770 124, 2771 008, Fax: 2770 124, E-mail: <a href="mailto:calicut@icai.org">calicut@icai.org</a> .	Details may also be obtained from: The Institute of Chartered Accountants of India 'ICAI Bhawan', A - 29, Sector - 62, NOIDA - 201309. Phone: 0120-3045900, Fax: 0120 3045940 E-mail: <a href="mailto:bosnoida@icai.org">bosnoida@icai.org</a> .

The Institute has five Regional Councils and 128 Branches spread all over the country. Students are welcome to visit any of the Regional Councils/ Branches to obtain information/ clarification and Prospectus. A complete list of Branches (Region wise) may be obtained from the following link: [http://www.icai.org/new\\_category.html?c\\_id=202](http://www.icai.org/new_category.html?c_id=202)

#### 10. What are the subjects to be studied in CPT and weightage for each subject?

##### **SESSION - I (Two Sections- Two hours - 100 Marks)**

Section A: Fundamentals of Accounting (60 Marks)

Section B: Mercantile Laws (40 Marks)

##### **SESSION - II (Two Sections- Two hours - 100 Marks)**

Section C: General Economics (50 Marks)

Section D: Quantitative Aptitude (50 Marks)

#### 11. What is the detailed syllabus for CPT?

##### **SYLLABUS FOR COMMON PROFICIENCY TEST (CPT)**

(One paper - Four hours - 200 Marks)

Level of Knowledge: Basic knowledge

##### **SESSION - I**

(Two Sections- Two hours - 100 Marks)

##### **Section A : Fundamentals of Accounting ( 60 Marks )**

##### **Objective:**

To develop conceptual understanding of the fundamentals of financial accounting system.

##### **Contents:**

1. **Theoretical Framework** - (i) Meaning and Scope of accounting; (ii) Accounting Concepts, Principles and Conventions; (iii) Accounting Standards - concepts, objectives, benefits; (iv) Accounting Policies; (v) Accounting as a measurement discipline - valuation principles, accounting estimates
2. **Accounting Process** - Books of Accounts leading to the preparation of Trial Balance, Capital and revenue expenditures, Capital and revenue receipts, Contingent assets and contingent liabilities, Fundamental errors including rectifications thereof.
3. **Bank Reconciliation Statement**
4. **Inventories** - Basis of inventory valuation and record keeping.
5. **Depreciation accounting** - Methods, computation and accounting treatment of depreciation, Change in depreciation methods.
6. **Preparation of Final Accounts for Sole Proprietors**
7. **Accounting for Special Transactions** - (a) Consignments; (b) Joint Ventures; (c) Bills of exchange and promissory notes; (d) Sale of goods on approval or return basis.
8. **Partnership Accounts** - Final accounts of partnership firms - Basic concepts of admission, retirement and death of a partner including treatment of goodwill.
9. **Introduction to Company Accounts** - Issue of shares and debentures, forfeiture of shares, re-issue of forfeited shares, redemption of preference shares.

### **Section B: Mercantile Laws ( 40 Marks )**

#### **Objective:**

To test the general comprehension of elements of mercantile law

#### **Contents:**

1. The Indian Contract Act , 1872: An overview of Sections 1 to 75 covering the general nature of contract , consideration , other essential elements of a valid contract , performance of contract and breach of contract.
2. The Sale of Goods Act, 1930: Formation of the contract of sale - Conditions and Warranties - Transfer of ownership and delivery of goods - Unpaid seller and his rights.
3. The Indian Partnership Act, 1932: General Nature of Partnership - Rights and duties of partners - Registration and dissolution of a firm.

### **SESSION - II**

*(Two Sections- Two hours - 100 Marks)*

### **Section C : General Economics ( 50 Marks )**

#### **Objective:**

To ensure basic understanding of economic systems, economic behaviour of individuals and organizations.

#### **Contents:**

##### **(I) Micro Economics**

1. **Introduction to Micro Economics** - (a) Definition, scope and nature of Economics; (b) Methods of economic study; (c) Central problems of an economy and Production possibilities curve.
2. **Theory of Demand and Supply** - (a) Meaning and determinants of demand, Law of demand and Elasticity of demand □ Price, income and cross elasticity; (b) Theory of consumer 's behaviour - Marshallian approach and Indifference curve approach; (c) Meaning and determinants of supply, Law of supply and Elasticity of supply.
3. **Theory of Production and Cost** - (a) Meaning and Factors of production; (b) Laws of Production - The Law of variable proportions and Laws of returns to scale; (c) Concepts of Costs □ Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs.
4. **Price Determination in Different Markets** - (a) Various forms of markets - Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly; (b) Price determination in these markets.



## **(II) Indian Economic Development**

**5. Indian Economy - A Profile** - (a) Nature of the Indian Economy; (b) Role of different sectors - Agriculture, Industry and Services in the development of the Indian economy, their problems and growth; (c) National Income of India - Concepts of national income, Different methods of measuring national income, Growth of national income and per capita income in various plans. (d) Basic understanding of tax system of India - Direct and Indirect Taxation

**6. Select Aspects of Indian Economy** - (a) Population - Its size, rate of growth and its implication for growth; (b) Poverty - Absolute and relative poverty and main programs for poverty alleviation; (c) Unemployment - Types, causes and incidence of unemployment; (d) Infrastructure - Energy, Transportation, Communication, Health and Education; (e) Inflation; (f) Budget and Fiscal deficits (g) Balance of payments; (h) External debts.

**7. Economic Reforms in India** - (a) Features of economic reforms since 1991; (b) Liberalisation, Privatisation and Disinvestment; (c) Globalisation.

**8. Money and Banking** - (a) Money - Meaning and functions; (b) Commercial Banks - Role and functions; (c) Reserve Bank of India - Role and functions, Monetary policy.

## **Section D : Quantitative Aptitude ( 50 Marks )**

### **Objective:**

To test the grasp of elementary concepts in Mathematics and Statistics and application of the same as useful quantitative tools.

### **Contents:**

**1. Ratio and proportion, Indices, Logarithms**

**2. Equations** - Linear - simultaneous linear equations up to three variables, quadratic and cubic equations in one variable, equations of a straight line, intersection of straight lines, graphical solution to linear equations.

**3. Inequalities** - Graphs of inequalities in two variables - common region.

**4. Simple and Compound Interest including annuity - Applications**

**5. Basic concepts of Permutations and Combinations**

**6. Sequence and Series - Arithmetic and geometric progressions**

**7. Sets, Functions and Relations**

**8. Limits and Continuity** □ Intuitive Approach

**9. Basic concepts of Differential and Integral Calculus** (excluding trigonometric functions)

**10. Statistical description of data** - (a) Textual, Tabular & Diagrammatic representation of data; (b) Frequency Distribution; (c) Graphical representation of frequency distribution - Histogram, Frequency Polygon, Ogive

**11. Measures of Central Tendency and Dispersion** - Arithmetic Mean, Median - Partition Values, Mode, Geometric Mean and Harmonic, Mean, Standard deviation, Quartile deviation

**12. Correlation and Regression**

**13. Probability and Expected Value by Mathematical Expectation**

**14. Theoretical Distributions** - Binomial, Poisson and Normal.

**15. Sampling Theory** - Basic Principles of sampling theory , Comparison between sample survey and complete enumeration , Errors in sample survey , Some important terms associated with sampling , Types of sampling , Theory of estimation , Determination of sample size .

**16. Index Numbers**

### **12. Will there be any study package?**

Yes. The Board of Studies provides a comprehensive reading material including large question bank. In addition, Volume I & II of the Model Test Papers are also being supplied to the students with study materials.

### **13. Is the Institute organizing any oral coaching to assist the students for preparation?**

The Board of Studies organizes classroom lectures through Regional Councils and Branches of the ICAI and accredited institutions. A list of such institutions which are conducting oral coaching classes for CPT is available on the Institute's website [www.icai.org](http://www.icai.org).

A wide array of modern methods are also used for imparting theoretical education which include:

- Lectures through Web TV, Live Virtual Classes (LVC), e-learning etc. and
- Guidance through [guidance@icai.org](mailto:guidance@icai.org)

#### 14. What are the different types of modules for oral coaching available?

The different coaching modules are designed for conducting oral coaching at Regional Councils and Branches and accredited institutions:

<u>Module I</u> Crash Course Module	Crash Course comprising of 60 days	4 hours per day	Total teaching hours:200
<u>Module II</u> Regular Course Module	Regular Course comprising of 80 days	3 hours per day	Total teaching hours:240

A student has to contact the Principal / Chief Co-ordinator of the accredited institution for admission to oral coaching classes and ascertain the type of module available at the institution.

#### 15. What is the fee to be paid for undergoing oral coaching?

Fees to be charged for different modules are decided by the accredited institutions. Details can be obtained from the concerned Regional Councils/ Branches or from accredited institutions.

#### 16. What is the eligibility for appearing in the Common Proficiency Test (CPT)?

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

##### List of Examinations treated as equivalent to Senior Secondary Examination:

1. Board of Intermediate Education, Andhra Pradesh
2. Assam Higher Secondary Education Council
3. Bihar School Examination Board
4. Central Board of Secondary Education (CBSE)
5. Chhatisgarh Board of Secondary Education
6. Council for Indian School Certificate Examinations (CISCE)
7. Goa Board of Secondary and Higher Secondary Education
8. Gujarat Secondary & Higher Secondary Education
9. Board of School Education, Haryana
10. H. P. Board of School Education
11. J & K State Board of School Education
12. Jharkhand Academic Council



13. Government of Karnataka Department of Pre-University Education
14. Kerala Board of Higher Secondary Education
15. Maharashtra State Board of Secondary & Higher Secondary Education
16. Board of Secondary Education, Madhya Pradesh
17. Council of Higher Secondary Education, Manipur
18. Meghalaya Board of School Education
19. Mizoram Board of School Education
20. Nagaland Board of School Education
21. Council of Higher Secondary Education, Orissa
22. Punjab School Education Board
23. Board of Secondary Education, Rajasthan
24. Tamil Nadu State Board of School Examinations
25. Tripura Board of Secondary Education
26. U. P. Board of High School and Intermediate Education
27. Board of School Education, Uttarkhand
28. West Bengal Council of Higher Secondary Education
29. Chhatisgarh State Open School
30. M.P. State Open School
31. National Institute of Open Schooling
32. Rajasthan State Open School
33. The West Bengal Council of Ravindra Open Schooling
34. Banasthali Vidyapith
35. 5 (Five) passes at GCE 'O' level/GCSE/IGCSE in A/B/C Grades and two passes at GCE 'Advanced' level examination of the approved British Examining Bodies is recognized by the Association of Indian Universities as equivalent to +2 stage qualification of an Indian Body.
36. Students who have completed two years of higher education including Diploma course after passing 10<sup>th</sup> class, conducted either by Central/ State Government(s) and on passing such a course have either been admitted to first year of graduation course or have passed the graduation course conducted by any University, including Open Universities, established by law in India shall be also eligible for admission to the Common Proficiency Test (CPT).
37. 10+2 Examination of any other recognized Board/University not covered above but recognized by Association of Indian Universities (AIU) as equivalent to Senior Secondary (10+2) Examination as recognized by Central Government.

#### **17. What is eligibility requirement for appearing in the CPT?**

A student who registers to CPT course on or before 1<sup>st</sup> April will be eligible to appear in June CPT examination and student who registers on or before 1<sup>st</sup> October will be eligible to appear in December CPT examination on completion of specified period of 60 days upto the first day of the month in which examination is to be held.

Further, a registered student is entitled to appear in Common Proficiency Test (CPT) after he has appeared in the Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government as equivalent thereto and has complied with such requirements as may be specified by the Council from time to time. A list of examinations which are treated as equivalent to Senior Secondary Examination is given above.

#### **18. When is the CPT held? How to apply for CPT?**

CPT is held twice in a year i.e., in June & December. Students who are desirous of appearing on-line CPT have to look for announcement on Institute website [www.icai.org](http://www.icai.org) on regular intervals.

A student has to follow the examination notification issued by the Examination Department of the ICAI and apply in the prescribed form alongwith the examination fee. The Examination Department will announce the examination centres in India and abroad in the notification and issues admit card.

#### 19. How to make application for appearing in CPT?

A student has to follow the examination notification to be issued by the Examination Department of the ICAI and apply in the prescribed form either on-line or physical form. CPT fee for on-line application form is Rs. 500/- and physical form examination fee of Rs. 1000/- (inclusive cost of application form & exam fee). The Examination Department will notify the date of CPT and examination centres and issue admit card against examination application form received. CPT fee is subject to change from time to time.

#### 20. What are the qualifying marks to pass CPT?

The qualifying mark is 50%. A student has to remember that CPT is an objective type test with a negative marking for selecting wrong option which will be indicated in the question paper.  $\frac{1}{4}$  (One Fourth) mark will be deducted for each wrong answer.

In terms of the decision of the Council taken at its 317<sup>th</sup> meeting in pursuance of Notification No. 1-CA(7)/145/2012 dated 1<sup>st</sup> August, 2012, effective from June, 2013 passing requirements is as under:-

*“A candidate for the Common Proficiency Test shall ordinarily be declared to have passed the test if he obtains at one sitting a minimum of thirty per cent marks in each section and a minimum of fifty per cent marks in the aggregate of all the sections, subject to the principle of negative marking, in such manner as may be determined by the Council, from time to time.”*

Accordingly, the minimum marks required in each section and in the aggregate in all sections of CPT as per the revised passing requirements is as under:-

Section	Subjects	Maximum Marks	Minimum marks (Mandatorily to be secured after negative marking)
A	Fundamentals of Accounting	60	18
B	Mercantile Laws	40	12
C	General Economics	50	15
D	Quantitative Aptitude	50	15
Total		200	100*

\*A candidate is required to secure a minimum of 30 per cent marks in each Section and a minimum of 50 per cent marks in aggregate in all the four Sections to pass the Common Proficiency Test.

#### 21. Whether Common Proficiency Course (CPC) registration is valid for indefinite period?

No. Common Proficiency Course (CPC) registration is valid for 3 years. CPC students should have valid registration before applying for relevant CPT. Revalidation of registration shall be done for further period of 3 years before expiry of initial registration. Students can revalidate their registration any number of times before expiry of valid registration period by paying Rs. 300/-. For further details student may refer announcement - “Revised Scheme of Revalidation of Registration for various levels of CA Course (CPT, Intermediate

(Integrated Professional Competence) Course and Final Course) - dt. 7.2.2013 on Institute website or refer link: <http://220.227.161.86/29106validity-registration-CAcourse.pdf>

## 22. What are the approximate expenses of CA Course?

The tentative expenses for pursuing CA Course are as follows:

### ICAI Course Fee structure as on date

Course and fees	Amount Rs.	Exam Fee
Common Proficiency Course (CPC) Registration Fee	6,000	500 (on-line application)
Intermediate (Integrated Professional Competence) Course (Both Group) Registration Fee	9,000	1,600
Articled Training Fee	2,000	--
Final Course Registration Fee	10,000	2,250
100 Hours Information Technology Training (ITT)	4,000	--
35 Hours Orientation Programme	3,000	--
Students those who register for Articled Training on or after 1 <sup>st</sup> May, 2012 shall be required to undergo Two General Management and Communication Skills (GMCS) course of 15 days each. First GMCS Course shall be undergone during the 1 <sup>st</sup> year of articled training and Second GMCS Course shall be undergone after completion of 18 months of training but before completion of articled training.	4,000 (GMCS-I) 4,000 (GMCS-II)	--
<b>Total</b>	<b>42,000</b>	<b>4,350</b>
<b>GRAND TOTAL</b>	<b>46,350</b>	

## 23. Whether the student is eligible for any stipend during the CA Course?

Yes. The student while undergoing Articled Training is eligible for stipend. The current rate of stipend so payable to students is given below:

Classification of the normal place of service of the articled assistant	During the first year of training	During the second year of training	During the remaining period of training
(i) Cities/towns having a population of twenty lakhs and above.	Rs.1000/-	Rs.1250/-	Rs.1500/-
(ii) Cities/towns having a population of four lakhs and above but less than twenty lakhs.	Rs.750/-	Rs.1000/-	Rs.1250/-
(iii) Cities/towns having a population of less than four lakhs.	Rs.500/-	Rs.750/-	Rs.1000/-

## 24. Whether student can pursue Graduation/ Post Graduation Course while undergoing Articled Training?

Yes. CA Student while undergoing articled training can pursue Graduation/ Post Graduation Course as well as MBA through distance learning programme from the Universities with whom the Institute has signed Memorandum of Understandings (MoUs). These Universities are IGNOU, Bharathiar University, University of Madras and Netaji Subhas Open University (NSOU). Students by

obtaining permission from the Institute by submitting Form 112 can pursue course. Students may note that only one course is allowed during articulated training period alongwith articulated training.

**25. Whether CA Course is recognized for pursuing Ph.D/ Fellow Programme from Universities and is it recognized for taking UPSC's Class A and B Examinations?**

Association of Indian Universities (AIU) has recognised Chartered Accountancy Qualification as equivalent to Post Graduate Degree in Commerce for pursuing Ph.D. Programme. Ninety Indian Universities and six Indian Institutes of Management recognised Chartered Accountancy Qualification as **equivalent to Post Graduation for admitting the CA students to the Doctoral Programme.**

A student who has passed Final examination of the Institute of Chartered Accountants of India has been recognized for recruitment to Superior services / Posts under the Central Government. Accordingly, candidates possessing this qualification are eligible for admission to the Civil Services Examination , which is conducted by the Commission for recruitment to IAS, IPS and other Group 'A' / Group 'B' Central Services / Posts.

**26. Is there any scholarship available for CA pursuing students?**

Yes. Students who are pursuing CA Course can avail the following scholarships:

**1. Merit Scholarship:** The students whose names appear at Sl.No.1 to 10 (in case the rank at Sl.No. 10 continues to Sl. No. 11 or to Sl. No. 12 or so on, all such rank holders) of the respective Merit lists of Common Proficiency Test (CPT), held in June/December, Intermediate (IPC) Examination held in May/November every year are selected for award of Merit Scholarship @ Rs.1500/- and Rs. 2000/- per month respectively. Rank holders of Common Proficiency Test (CPT) who have registered for Intermediate (IPC) Course will get Scholarship for a period of 18 months while the Rank holders of Intermediate (IPC) Course (Final Students) will get for a maximum period of 30 months/remaining period of their articleship.

**2. Merit-cum-Need based Scholarship:** All students (other than covered under Merit Scholarship) whose names appear in the Merit list of Rank holders of the Common Proficiency Test (CPT)/ Intermediate (IPC) Examination and whose parents' total income is not more than Rs. 1,50,000/- per annum are eligible to apply for award of Merit-cum-Need scholarship. The students who would be selected for award of scholarship will be granted @ Rs. 1500 p.m for 18 months to rank holders of CPT who have registered for Intermediate (IPC) Course and for a maximum period of 30 months/remaining period of articleship to rank holders of Intermediate (IPC) Course who have registered for articleships. Total 60 scholarships are awarded every year under this category.

**3. Need-based and weaker sections Scholarship:** Students of Intermediate (IPC) Course and Final Course are eligible to apply for award of Need- based Scholarships provided their parents' annual income is not more than Rs. 1,00,000/- per annum. The students who would be selected for award of scholarship will be granted @ Rs. 1250 p.m for 18 months to Intermediate (IPC) Course students and for a maximum period of 30 months/remaining period of articleship to Final students. Total 200 scholarships are awarded every year under this category. Two scholarships are reserved every year for physically handicapped students

The payment of scholarship is liable to be discontinued in case the recipient does not pass the Intermediate (IPC) Examination /Final Examination in the first two eligible chances. For SC/ST/OBC category students, an additional amount of Rs.100/- p.m. will be paid on submission of a certificate/ documentary proof duly attested by a gazetted officer or a member of the Institute.

**4. Scholarships under Endowment Schemes:** In addition to the above, scholarships are also awarded under different Endowment Schemes created by individual donors/ Joint Corpus formed by donors. The criteria applied are the same as in case of Need-based scholarship.

First three rank holders of CPT will be granted full exemption from the payment of registration fees at the time of registration for Intermediate (IPC) Course including registration fee

for 100 Hours Information Technology Training. Such fee exemption will be continued at the time of registration for Final Course provided the student passes both groups in Intermediate (IPC) Examination in the first attempt.

In other words the first three rank holders of CPT need not pay the Final fee if they pass the Intermediate (IPC) Examination in the first attempt. Further, the Board of Studies has formulated a scholarship scheme where under 60 merit scholarships, 60 merit-cum-need based scholarships and 100 need based scholarships are awarded to students.

Effective from November, 2010 examination onwards, top 10 rank holders of the Intermediate (IPC) Examination and Final Examination are exempted from payment of fee for attending residential programme on Professional Skills Development Programme.

## **27. What are the concessions available for Differently abled students while pursuing CA Course?**

Differently abled students are defined as follows:

(a) Blindness - "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:

- total absence of sight;
- visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- limitation of the field of vision subtending an angle of 20 degree or worse.

(b) Low vision - "Low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

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

- 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;
- manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation, and the expression "leprosy cured" shall be constructed accordingly.

(d) Hearing impairment - "Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(e) Locomotors disability - "Locomotors disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(f) Permanent and total loss of voice.

(g) Any other physical disability which is not covered above, but permanently suffering from 50% or above, as the case may be, submit an application for consideration on case to case basis.

A differently abled 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.

Differently abled students, who are suffering from a disability as stated above, are eligible for full exemption from payment of registration fees at Intermediate (IPC) Course and Final levels.

### **Differently abled students are exempted from Orientation Programme**

Differently abled students, suffering from permanent disability of 50% or above are exempted from attending Orientation Programme. These students are also exempted from payment of fee related

to Orientation Programme i.e. Orientation Programme registration fee of Rs. 1,000/- and course fee of Rs. 3,000/- for undergoing course.

### **Differently abled students are exempted from payment of ITT fee**

Differently abled students, suffering from permanent disability of 50% or above are exempted from attending ITT classes, but they are required to self-study and pass two test papers specially designed for the purpose. These students are also exempted from payment of fee related to ITT i.e. registration fee of Rs. 2,000/- and course fee of Rs. 4,000/- for undergoing course.

### **Exemption from payment of fees to differently abled students for undergoing General Management and Communication Skills (GMCS) Courses**

Differently abled students suffering from permanent disability of 50% or above are exempted from payment of fees for undergoing the Courses on General Management and Communication Skills (GMCS) Courses. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a study period of 15 days from the date of registration and after thoroughly studying the Background Material.

### **28. How much time required becoming a Chartered Accountant?**

A student through CPT route can become a Chartered Accountant approximately in 4 years, if he/she passes all eligible examinations in first attempt.

### **29. What are opportunities available for qualified CA?**

A profession that imparts the best of technical skills in financial and management areas and abilities necessary for deciding and acting upon the high-pressure situations. The society has increasingly recognized the services of CAs in entire gamut of management consultancy including management accounting, management information and control systems, international finance, information technology and financial services sector. CAs today are part of the top management team and hold key positions in the corporate sector. Rapid changes taking place in the economy have further opened up new vistas of opportunities for the Chartered Accountants.

### **30. Whether articulated training is compulsory for all students pursuing CA Course?**

The articulated training is a very important and integral part of chartered accountancy course. The eminence of the chartered accountancy profession nationally and globally is very much linked to the articulated training. Further, mutual recognition for the chartered accountancy course at international level are based on both the theoretical as well as practical training requirements.

### **31. What does a student learn in articulated training and are there any other options available for student in completing the articulated 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 practicing member or part of the training may be undergone as “Secondment Scheme”, under which a principal with the consent of the articulated trainee is deputed to other practicing chartered accountant/s for a maximum period of one year to gain exposure in other areas of practice wherein, original principal may not be in a position to provide the same or it can also be served partly with a practicing 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.

**32. Whether student can undergo articulated training outside India? If so, what are the guidelines in this regard?**

**GUIDELINES FOR TRAINING OF ARTICLED ASSISTANTS OUTSIDE INDIA:**

i) A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.

ii) Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.

iii) Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

iv) The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: -

a. an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or b. if a member is employed, the place of employment or at his option the place of his residence

c. the place of residence, if the member neither carried on the profession nor is employed.

It may please be noted that an address in India is essential in any of the situation)

v) The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

vi) The period of practical training shall be 3 years or 3 ½ years, as applicable, under a practising chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

vii) The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking alongwith the application.

viii) The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

ix) The Principal shall send training reports as prescribed alongwith the service certificate to be issued in Form 109 & 108 as the case may be.

x) The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

xi) The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training aboard

except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

xii) Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -

a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.

b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.

c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.

d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.

e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations as follows: -

#### **Regulation 60: Working hours of an Articled Assistant**

“Subject to such directions as may be issued by the Council, the working hours of an articled assistant shall be 35 hours per week to be regulated by the Principal from time to time”.

#### **Regulation 65: Articled assistant not to engage in any other occupation**

“Without the previous permission of the Council, obtained on application made in the approved form (Form 112), no articled assistant shall, during the period of his service as an articled assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation.”

#### **Regulation 66: Enquiries against articled assistant**

“(1) Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articled assistant from his principal or any other person, the President or the Vice- President as the Executive Committee may decide from time to time, may cause an investigation to be made

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articled assistant an opportunity of being heard, make any of the following orders, namely;-

i. direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articled assistant is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or

ii. if the articled assistant is found guilty, reprimand the articled assistant or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

(3) The articled assistant, the registration of whose articles has been cancelled under this regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articled assistant or audit assistant by any member”.

## **Regulation 67: Complaint against the Principal**

1) Where an articled assistant makes a complaint against his principal on a matter concerning his training as an articled assistant, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.

2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.

3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period:

4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.

### **33. Does the CA curriculum offer anything apart from Exams/ Academics?**

Yes. Students while pursuing Intermediate (IPC) Course or before joining for the articled training required to undergo soft skill development programmes compulsorily. Accordingly, they are required to undergo 35 hours Orientation Programme and 100 hours Information Technology Training (ITT) programme. Students during the articled training period required to undergo two General Management and Communication Skills (GMCS) Courses of 15 days each - GMCS - I during the first year of articled training and GMCS - II during 19-36 months articled training but before completion of articled training. Students are also required to undergo Advance Course on Information Technology Training during the 3<sup>rd</sup> year of practical training but before appearing in the Final examination.

### **34. What is the CA Student Journal about?**

The CA Students' Journal is published by the Institute every month. This Journal contains number of articles/ topics of academic interest. The Journal contains the details of students' activities organized by the Institute and also contains information related to examinations. It is highly recommended for students to subscribe for the Journal. Subscription for one year for CA Students' Journal is Rs. 200/-. Students wishing to subscribe for the Journal may add the subscription amount alongwith CPC registration fee or may pay the Demand Draft separately in favour of "The Secretary, The Institute of Chartered Accountants of India, payable at concerned Regional Office i.e. Mumbai, Chennai, Kolkata, Kanpur or New Delhi" towards CA Students' Journal.

During the articled training period; students are supplied CA Students' Journal free of cost for a period 3 years.

### **35. Is there any age limit for pursuing CA Course? Can an employed person take up CA Course?**

No. There is no upper age limit for pursuing CA Course. However, student after passing 10<sup>th</sup> standard examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto may register for Common Proficiency Test (CPT).

An employed person can register for the CA Course, but during the articled training, he cannot take employment and articled training simultaneously.

### **36. Does ICAI conduct Campus Placements?**

Yes. The Institute organizes Campus Placement twice a year. Top Notch Companies participate and conduct recruitment process at various offices of ICAI.

**37. Is there any grievance redressal mechanism available in the Institute?**

Yes. Through E-Sahaayataa, queries of Students and Members or any other persons are replied by the concerned employee at the earliest.

**38. What is the next step after passing CPT?**

Students after passing CPT and Senior Secondary (10+2) examination, conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto, can join for next level of Chartered Accountancy Course.

The Chartered Accountancy Course consists of further two levels:

- I. **Intermediate (Integrated Professional Competence) Course**
- II. **Final Course**

Students before appearing for the first time in Intermediate (Integrated Professional Competence) Examination have to undergo eight months study course. Students may successfully complete Orientation Programme and Information Technology Training (ITT) either before appearing for the Intermediate (IPC) Examination or necessarily required to complete both before joining for articulated training.

CPT route student can commence 3 years article training only after passing Group I or Both Groups of Intermediate (IPC) Examination.

**39. E-learning has become an important part of the modern education system. What steps are being taken by ICAI to make a e-learning an integral part of Chartered Accountancy Course?**

The Board of Studies of the Institute has taken the initiative to make available e-learning for the students of Common Proficiency Course (CPC). Multi-media lectures of all the subjects of CPC along with online Self-Assessment Quiz are hosted on the Institute's website <http://studentslms.icai.org>. The students can avail this free service anytime, anywhere and get benefited.