

# NATIONAL POLICY FOR ORGANIZING ORAL COACHING CLASSES

BY  
ACCREDITED INSTITUTIONS

BOARD OF STUDIES  
(ACADEMIC)



**The Institute of Chartered  
Accountants of India**

(Set up by an Act of Parliament)



 [www.icai.org](http://www.icai.org)

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# National Policy for Organizing Oral Coaching Classes

by

**ACCREDITED INSTITUTIONS**



**Board of Studies (Academic)**  
**The Institute of Chartered Accountants of India**

ICAI Bhawan, Noida

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## KEY ICAI OFFICE BEARERS



**CA. Prasanna Kumar D.**

President, ICAI



**CA. Mangesh Pandurang Kinare**

Vice President, ICAI



**CA. Babu Abraham Kallivayalil**

Chairman,  
Board of Studies (Academic)



**CA. Satish Kumar Gupta**

Vice-Chairman,  
Board of Studies (Academic)

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# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body set up by an Act of Parliament, viz. The Chartered Accountants Act, 1949 (Act No. XXXVIII of 1949) for the regulation of profession of Chartered Accountancy in the country. The Institute functions under the administrative control of the Ministry of Corporate Affairs, Government of India and is the second largest professional body of Chartered Accountants in the world.

The affairs of the ICAI are managed by a Council in accordance with the provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. The Council constitutes of 40 members of whom 32 are elected by the Chartered Accountants and remaining 8 are nominated by the Central Government generally representing the Comptroller and Auditor General of India, Securities and Exchange Board of India, Ministry of Corporate Affairs, Ministry of Finance and other stakeholders.

The Institute has its headquarters in New Delhi. In addition, it has five Regional Councils located in Mumbai, Chennai, Kolkata, Kanpur and New Delhi and 186 Branches spread all over the country. The Institute has also 54 foreign chapters as under:

## ICAI's International Presence

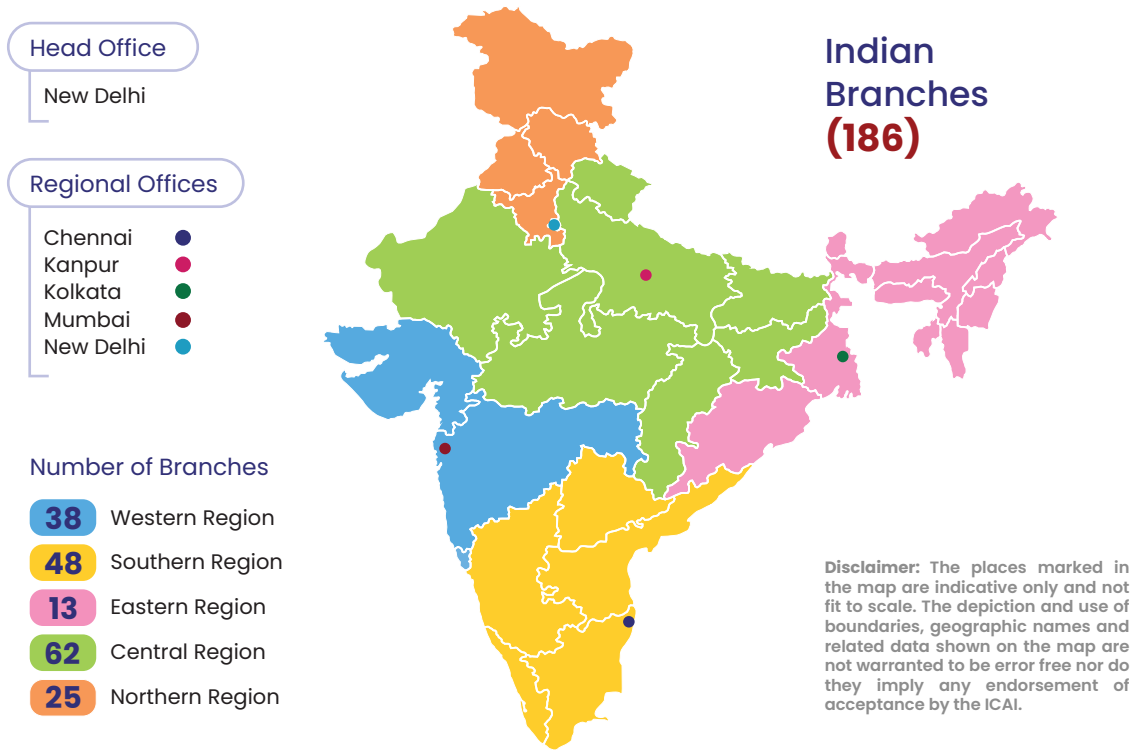


- International Chapters 📍
- Representative Offices 📍
- Overseas Offices ★

Presence in  
**85** Global Cities in  
**47** Countries

Disclaimer: The places marked in the map are indicative only and not fit to scale. The depiction and use of boundaries, geographic names and related data shown on the map are not warranted to be error free nor do they imply any endorsement of acceptance by the ICAI.

## ICAI's Presence in India



Over a period of time, the ICAI has achieved recognition as a premier accountancy body not only in the country but also globally, for maintaining highest standards in technical, ethical areas and for sustaining stringent examination and education standards. Since 1949, the profession has grown leaps and bounds in terms of members and student base. **The primary functions of the Institute are:**

- 1 Regulate the Profession of Accountancy
- 2 Education & Examination of CA Course
- 3 Continuing Professional Education of Members
- 4 Conducting Post Qualification Courses
- 5 Formulation of Accounting Standards
- 6 Prescription of Standard Auditing Procedures
- 7 Laying down Ethical Standards
- 8 Monitoring Quality Through Peer Review
- 9 Exercise Disciplinary Jurisdiction
- 10 Financial Reporting Review
- 11 Input on Policy Matters to Government
- 12 Ensuring Standards of Performance

## Courses offered by ICAI

### Chartered Accountancy Course

### Post Qualification Courses for Members

- Post Qualification Diploma in International Taxation
- Diploma in Insurance and Risk Management (DIRM)
- Diploma on Management and Business Finance (DMBF)
- Information Systems Audit (ISA)

### Certificate Courses for Members

- Certificate Course on Intellectual Property Rights Laws
- Certificate Course On Fundamental & Technical Analysis Of Stocks
- Certificate Course On Financial Markets And Securities Laws
- Certificate Course on ADR (Arbitration, Mediation & Conciliation)
- Certificate Course on Anti Money Laundering Laws (Anti- Money - Laundering Specialist)
- Certificate Course on Business Responsibility and Sustainability
- Certificate Course on Concurrent Audit of Banks
- Certificate Course on Cooperatives / NPO
- Certificate Course on Derivatives
- Certificate Course on Enterprise Risk Management
- Certificate Course on Forensic Accounting and Fraud Detection
- Certificate Course on Forex and Treasury Management
- Certificate Course on GST
- Certificate Course on Indian Accounting Standards (Ind AS)
- Certificate Course on Internal Audit
- Certificate Course on Public Finance & Government Accounting
- Certificate Course on Wealth Management and Financial Planning
- Certificate Course on UAE Corporate Tax
- Certificate Course on UAE Corporate Social Responsibility Reporting - and Impact Assessment



## THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (Set up by an act of Parliament)

### Board of Studies (Academic)

National Policy for Oral Coaching Classes in Accredited Institutions  
(New Course Curriculum implemented from 1<sup>st</sup> July 2023)

As part of ICAI's renewed efforts to reinvigorate accreditation initiatives with universities and colleges in India, it is essential to understand the historical context. The Institute has been consistently providing distance education for students pursuing the Chartered Accountancy course across the country since its inception. It has offered comprehensive educational resources to help students prepare adequately for their examinations.

In the past, students who received coaching at accredited institutions benefited from exemptions in Sunday Tests/Postal Tests. Eligibility certificates were issued based on attendance and performance in the Final Tests conducted by these accredited institutions. This accreditation scheme was successful, especially in the early 2000s when the Postal/Sunday Tests were prevalent. During that time, students who completed a specified number of papers in each subject and qualified therein were issued Eligibility Certificates, enabling them to appear in the examinations.

However, in 2006, the scheme of eligibility test papers was discontinued, and the requirement for obtaining eligibility certificates changed. This shift led to a decline in the response from Accredited Institutions to the Board of Studies.

In light of these developments, ICAI is committed to revitalizing and strengthening the accreditation initiatives with universities and colleges to better serve students pursuing the Chartered Accountancy course.

#### Mission

To improve conceptual learning skills at the Foundation level, promote conceptual learning with practical applications at the Intermediate level, and foster the development of conceptual, application-based, and problem-solving skills at the Final level. The ultimate goal is to attain improved academic outcomes and shift the focus from problem-centred thinking to actionable goals. Furthermore, to bridge learning gaps among students, facilitating effective communication of their needs and empowering them to work efficiently in diverse and demanding scenarios.

#### Objectives

- Enhancing the educational experience of students through the delivery of high-quality classroom teaching.
  - Improving student guidance and monitoring to foster their growth and development.
  - Facilitating meaningful classroom interactions to enrich the learning experience.
  - Promoting equitable access to education for students across India.
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- Elevating the level of Commerce education to ensure excellence through FDP.
- Standardizing the learning experience across all accredited institutions.
- Implementing an effective monitoring system leveraging technology for enhanced oversight and accountability.

### **High Quality Commerce & Accountancy Education**

It is crucial to recognize the vital importance of Commerce and Accountancy education in today's evolving global economic landscape. The study of Commerce has long served as the cornerstone for the economic prosperity of any nation.

In India, ICAI stands as the foremost professional accountancy body, renowned globally for upholding the highest standards in technical and ethical areas. It has also established a robust framework for financial reporting and assurance. ICAI is committed to extend its support in the development of syllabi for the respective courses within Universities and Institutions. Additionally, it will provide specialized training to faculty members in these subject areas.

ICAI is dedicated to align its efforts with the New Education Policy 2020, offering specific training tailored to Commerce courses. This will include special sessions conducted by Chartered Accountants (CAs) to benefit students in their educational journey.

### **Standardized Learning**

In an era of rapid technological advancements, globalization, and digitalization, the business world offers an extensive array of career opportunities in various commerce-related fields. This has led to a significant surge in the popularity of Commerce professions among the youth. However, there exists a gap between the professional demands of the business world and the academic curriculum of Commerce courses, posing challenges for Commerce education in preparing students to meet the expectations of the job market.

The Institute has a consistent history of providing education to students pursuing the Chartered Accountancy course through distance education nationwide. It offers comprehensive educational resources to help students prepare effectively for their examinations.

While these efforts are being undertaken at the central level, accredited institutions play a pivotal role in supplementing ICAI's initiatives by providing quality classroom coaching at an affordable cost. To ensure access to high-quality coaching classes for students, the Board of Studies of ICAI actively promotes the organization of oral coaching classes and grants accreditation to Colleges and Universities.

### **Benefits of Partnering with ICAI**

- Accredited Institutes have the unique opportunity to align themselves with the distinguished brand of ICAI. This affiliation sets them apart from their national peers, enhancing their reputation.
  - The collaboration with ICAI imparts a fresh sense of direction and identity to Accredited Institutions, marking a positive transformation in their educational journey.
-

- Accredited Institutions gain exposure to standardized teaching methodologies and pedagogical practices employed by ICAI through FDP. This exposure enriches the quality of education delivered to students.
- The partnership encourages interaction within and between institutions, facilitated through initiatives like Orientation programmes and Faculty Development Programmes. These interactions promote knowledge exchange and mutual growth.
- The accreditation process serves as a systematic assessment of an Accredited Institution's processes, effectively quantifying strengths and weaknesses. This evaluation paves the way for improvements and enhancements in the educational landscape.

### Criteria for Grant of Accreditation

The Institutions associated with the Examination Department of ICAI for conducting Chartered Accountancy examinations shall not be granted accreditation for organizing coaching classes for CA Course.

The University/ College must be NAAC Accredited with B, B+, B++, A, A+, & A++ categories will be considered for accreditation.

**Selection of Faculty Foundation:** In case, the College is seeking accreditation for Foundation, the College should have a Commerce Department with the faculty for teaching **Accounting, Business Laws, Quantitative Aptitude and Business Economics** to the students for 10+2 level examinations. At least two subjects of Foundation be taught by the members of full-time faculty of the College.

Accounting	Chartered Accountant or Post-graduate in Commerce (having Accountancy as a subject)
Business Laws	Chartered Accountant /CS/LLB or Post-graduate in Commerce (having Business Laws/ Mercantile Laws as a subject)
Quantitative Aptitude	Chartered Accountant or Post-graduate in Mathematics/Statistics
Business Economics	Chartered Accountant or Post-graduate in Economics / Commerce

**\*The faculty of the Accredited Institution are required to attend Faculty Development Programmes regularly.**

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**Selection of Faculty for Intermediate:**

In case, the College is seeking accreditation for Intermediate Course, it should have Commerce/ Management Dept. with the faculty for teaching subjects like Advanced Accounting, Corporate and Other Laws, Taxation (Income-Tax Law, Indirect Taxes), Cost and Management Accounting, Auditing and Ethics, Financial Management and Strategic Management to the students for Bachelor’s Degree examinations. At least three subjects of Intermediate Course be taught by full time faculty of the College.

Advanced Accounting	Chartered Accountant having at least 3 years of teaching/ work experience or Post-graduate in Commerce having at least 3 years of teaching/work experience
Corporate and Other Laws	Chartered Accountant/ LLB/ Company Secretary having at least 3 years of teaching/work experience or Post-graduate in Commerce with 3 years of teaching/work experience
Cost and Management Accounting	Chartered Accountant or Cost Accountant having at least 3 years of teaching/work experience or Post-graduate in Commerce having at least 3 years of teaching/work experience
Taxation	Chartered Accountant having at least 3 years of teaching/ work experience
Auditing and Assurance	Chartered Accountant having at least 3 years of teaching/ work experience
Financial Management	Chartered Accountant having at least 3 years of teaching/ work experience
Strategic Management	Chartered Accountant having at least 3 years of teaching/ work experience or MBA having at least 3 years of teaching/work experience

**\*The faculty of the Accredited Institution are required to attend Faculty Development Programmes regularly.**

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**Selection of Faculty for Final Course:**

For accreditation for Final Course, the College should have faculty for teaching subjects like Financial Reporting, Advanced Financial Management, Advanced Auditing, Assurance and Professional Ethics, Direct Tax Laws and International Taxation, Indirect Tax Laws and Integrated Business Solutions (Multidisciplinary Case Study with Strategic Management) to students for post-graduate level. At least three subjects of Final Course be taught by full time faculty of the College.

Financial Reporting	Chartered Accountant having at least 5 years of teaching/ work experience or Post-graduate in Commerce having at least 5 years of teaching/ work experience
Advanced Financial Management	Chartered Accountant or Cost Accountant having at least 5 years of teaching/ work experience or Post-graduate in Commerce/MBA having at least 5 years of teaching/ work experience
Advanced Auditing, Assurance and Professional Ethics	Chartered Accountant having at least 5 years of teaching/ work experience
Direct Tax Laws & International Taxation	Chartered Accountant having at least 5 years of teaching/ work experience
Indirect Tax Laws	Chartered Accountant having at least 5 years of teaching/ work experience
Integrated Business Solutions	Chartered Accountant having at least 5 years of teaching/ work experience

**Note: Formal educational qualification can be relaxed based on work experience and acceptability of the faculty.**

**\*The faculty of the Accredited Institution are required to attend Faculty Development Programmes regularly.**

**Accreditation Fee: The interested Institution applies to the Board of Studies by submitting application in prescribed format(s) along with applicable accreditation fee and checklist for grant of accreditation.**

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The Accredited Institutions would pay accreditation fee on the basis of the classification given as under:

NAAC Rankings	Accreditation Fee
B	Rs. 30,000/- for each Course + GST as applicable
B+	Rs. 25,000/- for each Course + GST as applicable
B++	Rs. 20,000/- for each Course + GST as applicable
A	Rs.15,000/-for each Course + GST as applicable
A+	Rs.10,000/-for each Course + GST as applicable
A++	Rs.10,000/-for each Course + GST as applicable

**Prescribed course Fee:** The criteria for classification of cities is based on the population which is in alignment with the payment of stipend to article assistant (based on classification of cities as per the population) for fixation of fees to be charged by Accredited Institutions from the students up to the maximum limit prescribed as given below:

Category	Classification of the City	Fee per student
A	Cities/towns having a population of twenty lakhs and above.	<b>Final:</b> Rs. 23,000 for both Group/ Rs.13000 per Group <b>Intermediate Course:</b> Rs. 15,000 for both Group / Rs.8,000 per Group <b>Foundation:</b> Rs. 10,000
B	Cities/towns having a population of three lakhs and above but less than twenty lakhs.	<b>Final:</b> Rs. 23,000 for both Group/ Rs.13000 per Group <b>Intermediate Course:</b> Rs. 15,000 for both Group / Rs.8,000 per Group <b>Foundation:</b> Rs. 10,000
C	Cities/towns having a population of less than three lakhs	<b>Final:</b> Rs. 20,000 for both Group/ Rs.11000 per Group <b>Intermediate Course:</b> Rs. 14,000 for both Group / Rs.8,000 per Group <b>Foundation:</b> Rs. 8,000

## Subjects covered in Foundation Course

- Paper 1: Accounting (100 Marks)
- Paper 2: Business Laws (100 Marks)
- Paper 3: Quantitative Aptitude (100 Marks)
  - Business Mathematics
  - Logical Reasoning
  - Statistics
- Paper 4: Business Economics (100 Marks)

## Subjects covered in Intermediate Course

### Group I

- Paper 1: Advanced Accounting (100 Marks)
- Paper 2: Corporate and Other Laws (100 Marks)
- Paper 3: Taxation
  - Section A: Income Tax Laws (50 Marks)
  - Section B: Indirect Taxes (50 Marks)

### Group II

- Paper 4: Cost and Management Accounting (100 Marks)
- Paper 5: Auditing and Ethics (100 Marks)
- Paper 6 A: Financial Management (50 Marks)
- Paper 6 B: Strategic Management (50 Marks)

## Subjects covered in Final Course

### Group I

- Paper 1: Financial Reporting (100 Marks)
- Paper 2: Advanced Financial Management (100 Marks)
- Paper 3: Advanced Auditing, Assurance and Professional Ethics (100 Marks)

### Group II

- Paper 4: Direct Tax Laws and International Taxation (100 marks)
  - Paper 5: Indirect Tax Laws (100 Marks)
  - Paper 6: Integrated Business Solutions (Multi-disciplinary case study with Strategic Management) (100 Marks)
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CHECKLIST FOR GRANT OF ACCREDITATION																														
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2.	Whether Institution is a College /University																													
3.*	Whether College/Institution has Commerce/Management Department in existence																													
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**\*University/College may note that overall 50% or more marks are mandatory while applying for accreditation.**

**Procedure: Procedure to be followed for grant of Accreditation to the Colleges/ Universities Oral Coaching, the application form in this regard please contact Board of Studies (Academic).**

### **Monitoring**

- BoS faculty to interact with the College and a half day Orientation Programme schedule to be conducted.
- The Institutions which have been granted accreditation are required to fill the batch-wise detail, reports, batch completion reports and yearly reports in the BoS Knowledge Portal where separate tab for Accreditation will be created.
- The Accredited Institution must submit the results of qualified candidates, including their registration numbers, within one month of the publication of the May and November Chartered Accountancy examination results, which will be placed before the Board of Studies (Academic).
- Students can also register feedback of the accredited Institutions in the designated tab on the BOS knowledge Portal.
- Board of Studies(Academic) reserves the right to de-accredit any of the accredited Institution if the requisite parameters are not complied with ICAI guidelines. However, before de-accreditation, the Institution shall be given an opportunity for hearing.

### **Non-Financial Assistance**

The Board of Studies (Academic) will provide the following:

- The Board of Studies (Academic) will arrange to dispatch 2 sets of the updated study material of the Course(s) along with BOS publications.
- At least two mass mails and two SMS to the prospective students to popularize the classes as per the request of the college/Institute
- Orientation program for faculties to empower them with requisite skills.

### **Training & Learning**

ICAI will periodically provide Accredited Institutions with resources such as Faculty Development Programmes, Webcasts, ICAI Modules, Live Learning classes, pre-recorded sessions, and other materials. It is strongly recommended that the faculty of the Accredited Institution are required to update themselves by attending Faculty Development Programmes regularly.

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**Guidelines w.r.t to Publicity and Banner**

The publicity material proposed to be issued should be vetted in advance by the Board of Studies (Academic). Accredited Institutions are allowed to use the brand name of the ICAI only in a restricted manner and that should be limited to use of suffix “Accredited by The Institute of Chartered Accountants of India for conducting oral coaching classes of Foundation/ Intermediate/ Final Course”. The size and the pattern of the Banner shall be recommended by ICAI from time to time for using the brand name of the ICAI by the Accredited Institutions and beyond that there shall not be any advertisement by the Accredited Institutions without approval from the Board of Studies (Academic). A standard format of which could be released by the Accredited Institution, is as under.



**Important Points:**

- Accreditation fee to be paid by the Institute/ University will be one-time fee only and not to be charged every year.
- Fee submitted along with the accreditation application will be non-refundable.
- Fee to be charged per student based on category of city as per population criteria which is as under:

<b>Category</b>	<b>Classification of the City</b>	<b>Fee per student</b>
A	Cities/towns having a population of twenty lakhs and above.	<b>Final:</b> Rs. 23,000 for both Group/ Rs. 13,000 per Group <b>Intermediate Course:</b> Rs. 15,000 for both Group / Rs. 8,000 per Group <b>Foundation:</b> Rs. 10,000
B	Cities/towns having a population of three lakhs and above but less than twenty lakhs.	<b>Final:</b> Rs. 23,000 for both Group/ Rs. 13,000 per Group <b>Intermediate Course:</b> Rs. 15,000 for both Group / Rs. 8,000 per Group <b>Foundation:</b> Rs. 8,000

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C	Cities/towns having a population of less than three lakhs	<b>Final:</b> Rs. 15,000 for both Group/ Rs. 10,000 per Group <b>Intermediate Course:</b> Rs. 14,000 for both Group / Rs. 8,000 per Group <b>Foundation:</b> Rs. 8,000
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- The grant of accreditation will be based on the Checklist and the marks allotted for each category.
  - Biannual review of the Accredited Institution
  - Monitoring mechanism to be more robust and tech savvy.
  - A separate section to be created featuring accreditation on the BoS Knowledge Portal highlighting all the details.
  - While reviewing the accreditation, previous review and performance will be given weightage.
  - Faculty development programme to be conducted for faculty of Accredited Institutions.
  - Maximum number of students in a batch conducted by Accredited Institutions to be restricted to 50.
  - National Education Policy, 2020 has introduced the concept of Professors in Practice. ICAI can help identify Chartered Accountants in practice who can take classes for the students of these Accredited Institutions.
  - The Courses of Accredited Institutions to be integrated with CA Course and the Accredited Institutions can give exemptions in their courses to the students those who have qualified the CA course. CA intermediate qualified students can also be given exemptions from certain papers in under-graduation. This will encourage students to join Accredited Institutions to take CA coaching classes.
  - Mock Tests to be conducted at the Accredited Institutions.
  - The classes conducted by the Accredited Institutions should not clash with the office timings of the students undergoing practical training. It was clarified that as per the New Scheme of Education and Training, a student has to qualify Intermediate Examination before commencing Practical Training and can appear in the Final Examination only six months after completion of Practical Training.
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**Contact :**

**The Institute of Chartered Accountants of India**

**(Set up by an act of Parliament)**

**Board of Studies (Academic)**

**ICAI Bhawan , A-29, Sector -62**

**Noida : 20309**

**District: Gautham Budh Nagar (U.P)**

**Mail : [bosnoida@icai.in](mailto:bosnoida@icai.in)**

**Contact: 0120-3045949, 0120-3045859**







# The Institute of Chartered Accountants of India

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## Board of Studies (Academic)

