



**ICMAI**  
**THE INSTITUTE OF**  
**COST ACCOUNTANTS OF INDIA**  
**भारतीय लागत लेखाकार संस्थान**  
Statutory Body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

[www.icmai.in](http://www.icmai.in)



# **NATIONAL** **ACCREDITATION POLICY**

*for*

**AFFILIATED SCHOOLS,  
COLLEGES AND EDUCATIONAL INSTITUTIONS**

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Behind every successful business decision,  
there is always a **CMA**

## National Accreditation Policy (NAP)

The Institute of Cost Accountants of India (ICMAI), a statutory body set up under an Act of Parliament in the year 1959 and operating under the jurisdiction of Ministry of Corporate Affairs, Government of India, is the world's largest professional body of Cost and Management Accountants with over 6,00,000 students and 1,00,000 qualified professionals globally. ICMAI invites Schools, Colleges, Universities and Educational Institutions to become Accredited Academic Partners for conducting CMA Foundation and Intermediate coaching in physical mode.

### Why Become an Accredited Institution

- ⊙ National-level credibility and reputation
- ⊙ Access to official study materials, model papers and academic resources
- ⊙ Direct academic collaboration with ICMAI
- ⊙ Faculty development through ICMAI-supported programs
- ⊙ Branding, visibility and recognition as an ICMAI Academic Partner
- ⊙ Opportunity to integrate CMA coaching within campus
- ⊙ Financial support per admitted/registered students
- ⊙ Growth in student enrolment in the commerce and finance streams

### Eligibility Criteria

- ⊙ The Institution must be **Government / Government-aided / UGC / AICTE / CBSE / CISCE / State or Central Board** affiliated. (*NAAC A/A+/A++ institutions are given preference*)
- ⊙ Should employ qualified Commerce / Management faculty
- ⊙ A minimum of **one (1) CMA Member** as a Full-Time or Part-Time Faculty is required for obtaining affiliation for the **CMA Foundation Course** and a minimum of **two (2) CMA Members** as Full-Time or Part-Time Faculty is required for obtaining affiliation for both the **CMA Foundation and Intermediate Courses**
- ⊙ Ability to enroll **minimum 25 students yearly** for CMA Foundation/Intermediate Course
- ⊙ Institutions must **'associate' or 'tag' themselves** with their preferred ICMAI **Regional Council or Chapter**
- ⊙ Institutions located **within 30 km** of the nearest Regional Council/ Chapter may **admit/ register** only their **own students or alumni** for CMA Foundation and Intermediate Courses. Students from outside their institution must be admitted through the nearest Regional Council/ Chapter
- ⊙ Institutions **located beyond 30 km** may **admit/ register** any students who meets the admission criteria of CMA Foundation / Intermediate Courses
- ⊙ Institution must agree to conduct all coaching strictly in **physical mode**
- ⊙ Must **follow ICMAI norms** on fees, faculty, infrastructure and reporting
- ⊙ Willingness to allow **inspection & monitoring by ICMAI representatives**
- ⊙ Ability to maintain transparent accounting and record-keeping for CMA courses
- ⊙ Must comply with **ICMAI's Branding, Logo Usage & Academic Conduct Guidelines**

### Additional Eligibility

- ⊙ Availability of student support systems such as counselling, mentoring and grievance redressal
- ⊙ Safe and accessible campus environment with transport availability
- ⊙ Digital learning facilities including projectors, smart boards and IT infrastructure
- ⊙ Commitment to promote ICMAI courses through awareness programs and seminars
- ⊙ Willingness to integrate CMA-focused career development initiatives in the institution
- ⊙ Ability to organise and conduct ICMAI's mock tests and academic workshops

### Faculty Selection Criteria

Foundation & Intermediate courses require qualified faculty such as ACMA/ ACA/ ACS/ LLB/ M.Com/ MBA/ B.Tech etc. Experience-based relaxation may be granted by ICMAI. Faculties are required to attend ICMAI Faculty Development Programs and maintain teaching standards as per the NAP guidelines.

## Infrastructure Requirements

- ⊙ Minimum 2–3 classrooms with adequate seating, ventilation, lighting
- ⊙ Library with CMA reference books and learning materials
- ⊙ Computer lab with sufficient systems for analytics-based learning
- ⊙ Teaching aids: Projector, LED screen, white board, charging points
- ⊙ Adequate washrooms and safety infrastructure

## Accreditation fee to be paid to ICAI at the time of application

- ⊙ Accreditation Fee (One Time) – ₹10,000/- + GST

## Accreditation Features

- ⊙ Validity: 3 years, renewable based on performance
- ⊙ Monitoring through tagged Regional Council/ Chapter
- ⊙ Submission of Monthly progress reporting mandatory
- ⊙ Study materials shall be provided to the Accredited Institution by ICAI



## Procedure for Accreditation

- ⊙ Submission the prescribed application form along with all required documents to:  
**The Directorate of Studies**  
The Institute of Cost Accountants of India  
CMA Bhawan,  
12, Sudder Street, Kolkata – 700016
- ⊙ Verification of the submitted documents by the Directorate of Studies
- ⊙ Obtaining the recommendation from the respective tagged Regional Council/ Chapter
- ⊙ Conducting on-site evaluation (if required) to assess the infrastructure and faculty strength
- ⊙ Payment of the prescribed accreditation fee to ICAI
- ⊙ Accreditation will be granted by ICAI upon verification and approval of all relevant documents
- ⊙ Signing of the Accreditation Agreement between ICAI and the Accredited Institution
- ⊙ The Directorate of Studies will publicly disclose the accreditation status of the Academic Institution  
[https://icmai.in/upload/Students/Accredited\\_Institution\\_171025.pdf](https://icmai.in/upload/Students/Accredited_Institution_171025.pdf)
- ⊙ Ongoing monitoring, reporting and feedback to ensure compliance with accreditation standards

Partnering with ICAI empowers institutions to offer globally recognized financial and analytical education. Institutions can strengthen academic standards, improve student employability and establish themselves as leading centers for professional commerce education.

For further details, kindly write to us at [studies.accreditation@icmai.in](mailto:studies.accreditation@icmai.in)

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## Directorate of Studies

**Headquarters:**

CMA Bhawan  
3, Institutional Area  
Lodhi Road, New Delhi - 110 003

**Kolkata Office:**

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