



**THE INSTITUTE OF
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(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
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Date: - July 26, 2024

CIRCULAR

Sub: Curriculum for 10 days” Industry Oriented Training Programme (IOTP)”

Further in continuation with Notification vide Ref. No. G/128/06/2024 dated 24th June, 2024, please find herewith the curriculum for 10 days “Industry Oriented Training Programme (IOTP)” **effective from December 2024 term of Examinations.**

A student, enrolling for Final Course under Syllabus 2022 has to complete 10 days “Industry Oriented Training Programme (IOTP)”.

- Students appearing for both groups or remaining group, completion of IOTP is mandatory before filling up the examination application form.
- For **Oral Students**: IOTP will be conducted by the respective Regional Councils/Chapters/CMASCs, as opted by the student at the time of enrolment in Final course.
- For **Postal Students**: Students may contact their nearest Regional Councils/Chapters as per their choice.

This is for information of all concerned.

CMA Dr. D.P. Nandy
Additional Secretary & HOD-Studies

Encl: as stated above.

e-Distribution:

- 1) President’s Office
- 2) Secretary, T&EF Committee.
- 3) All HODs at Headquarters, Delhi Office and Hyderabad Centre of Excellence.
- 4) All Regional Councils of the Institute.
- 5) All Chapters of the Institute.
- 6) All CMA Support Centres of the Institute.
- 7) IT Department- for uploading on the website of the Institute.
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- 1) President, The Institute of Cost Accountants of India.
- 2) Vice President, The Institute of Cost Accountants of India
- 3) All Council Members



Industry Oriented Training Programme (IOTP) - 10 Days

Module – I: Practical Skills

7 Days

1. Practical Knowledge on Accounts and Cost & Other Audits

1A. Process of Finalization of Accounts

- Process of finalization of Accounts w.r.t. AS, IAS & other Regulations

1B. Practical Knowledge on Cost & Other Audits

- How to maintain Cost Records
- Preparation of Cost Audit Report
- Compliances of Cost Audit
- Different types of Audit Compliances

2. Practical Knowledge on Direct and Indirect Taxation

- Tax Planning – Head Wise/ Transaction Wise/ Organization Wise
- Filing of Income Tax Return
- TDS Management
- GST Compliances
- GST Assessment & Procedure
- GST Return
- Inventory Valuation

3. Practical Knowledge on Formation of a Company and Contract Management

3A. Formation of a Company and allied works

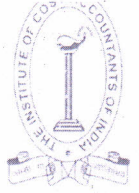
- Formation of a Company
- Compliance to ROC
- Preparation of Notice/Agenda/Minutes of the Meeting
- MOU/Joint Venture

3B. Contract Management

- Preparation of Tender Documents
- Tendering Process
- Preparation of Work Order

4. Practical Approach on Working Capital Management

- Cash Management
- Inventory Management
 - How to design Bin Cards, Stores Ledger and Bill of Materials
 - How to develop Works Register and Fixed Asset Register
- Receivable Management



- Payable Management
- Debtors Management
- Creditors Management etc.

5. Practical Knowledge on Project Management & Project Financing and Digital Financial Services

5A. Project Management & Project Financing

5B. Digital Financial Services

- Application oriented knowledge on AI, BI & FinTech

6. Risk Management

6A. Investment & Portfolio Management

6B. Risk Management in BFSI Sector

7. MIS Report

- Manufacturing Sector
- Power Sector
- Steel Sector
- Education Sector
- Health Sector

Module – II: Soft Skills

3 Days

- 1. Communication Skill**
- 2. Interview Skill**
- 3. Presentation Skill**
- 4. Group Discussion**
- 5. Panel Discussion with Industry Professionals**