



## ACTIVITIES OF DOS 2019 - 2020



### THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

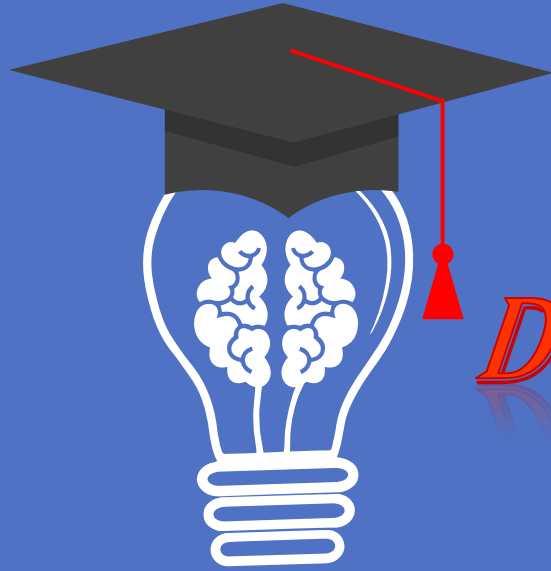
Headquarters: CMA Bhawan, 12, Sudder Street, Kolkata - 700 016

Phone: +91-33-2252-1031/34/35/1602/1492/1619/7373/7143

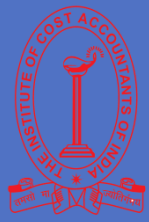
Delhi office: CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110 003

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



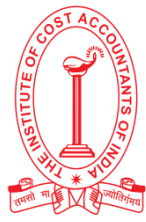
*ACTIVITIES OF THE  
DIRECTORATE OF STUDIES  
2019 - 2020*



# 1.0 INTRODUCTION

The Directorate of Studies (D.O.S) is entrusted with students' related activities and always trying to serve them better. Presently it is having four distinct wings: (A) Academics, (B) Administrative, (C) Career Counselling and (D) Training & Placement.

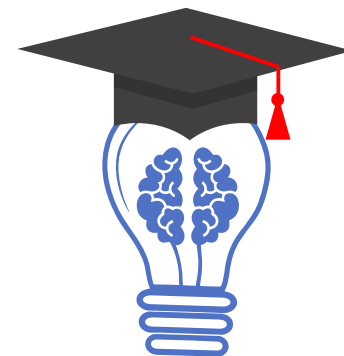
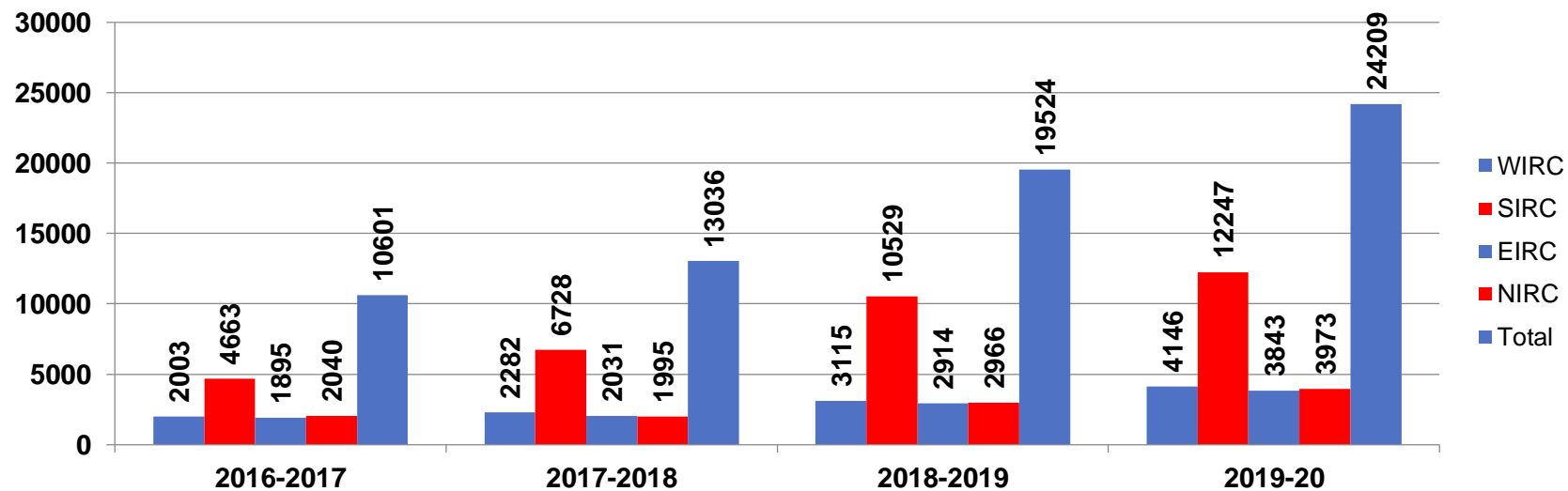
While Academic wings of D.O.S is mainly focused on the skill development through knowledge, comprehension, application and analysis of various academic related matters, the Administrative wing of D.O.S administers the other functional activities such as students admission, exemption, training and related matters. Some activities are jointly handled and looked after by both the wings. Career Counselling schemes across India are successfully implemented by the Career Counselling wing. Training & Placement wing takes care of training related activities of the students as per Institute guidelines, conducting Pre-Placement Orientation Programme, Campus Placements and Off-Campus placements of the inter-qualified as well as qualified CMAs.



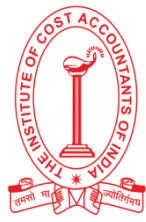
# 2.0 Students' Statistics

## 2.1 Region-wise admission in Foundation Course:

Year	WIRC	SIRC	EIRC	NIRC	Total	% increase(+) / decrease(-)
2016-2017	2003	4663	1895	2040	10601	-
2017-2018	2282	6728	2031	1995	13036	(+) 22.97
2018-2019	3115	10529	2914	2966	19524	(+) 49.77
2019-2020	4146	12247	3843	3973	24209	(+) 24.00



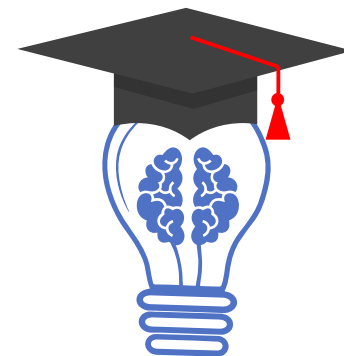
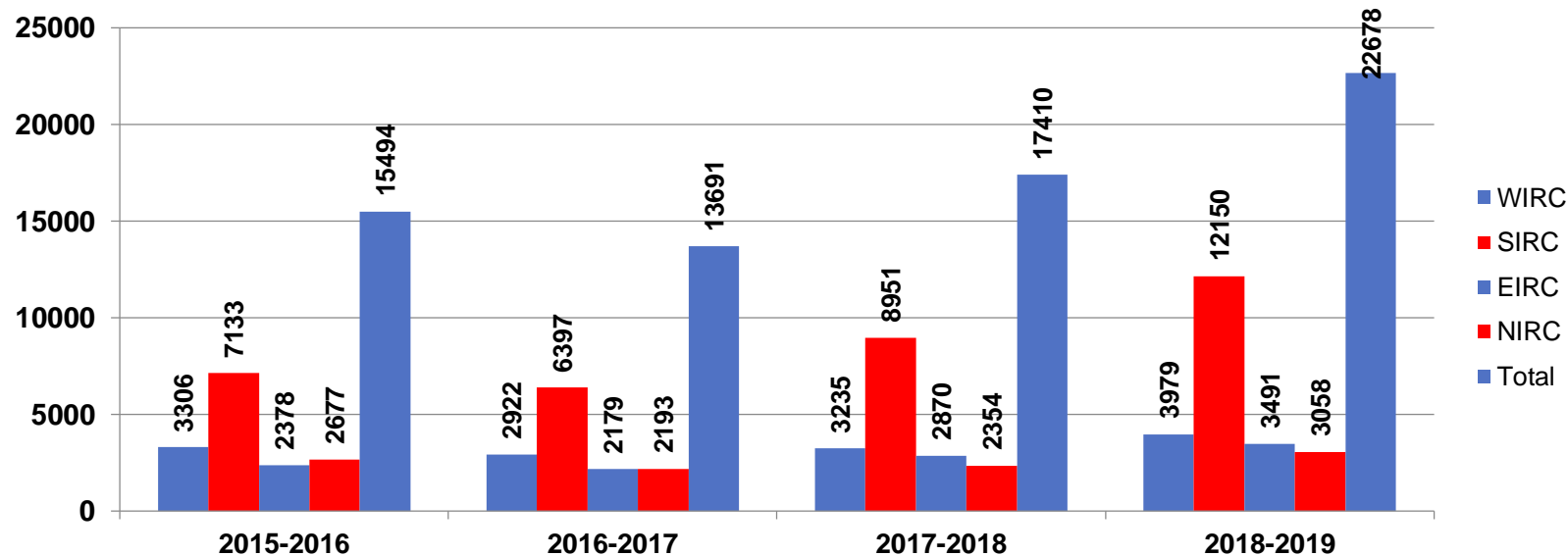
Behind every successful business decision, there is always a **CMA**



# 2.0 Students' Statistics

## 2.2 Region-Wise Registration for Intermediate Course:

Year	WIRC	SIRC	EIRC	NIRC	Total	% increase(+)/ decrease (-)
2016-2017	2922	6397	2179	2193	13691	-
2017-2018	3235	8951	2870	2354	17410	(+) 27.16
2018-2019	3979	12150	3491	3058	22678	(+) 30.26
2019-2020	4748	15907	4610	3807	29072	(+) 28.19



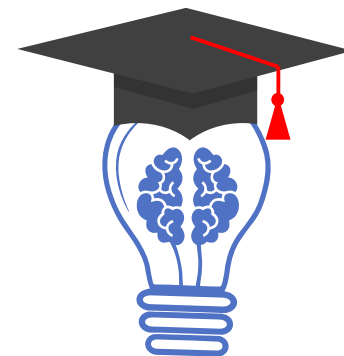
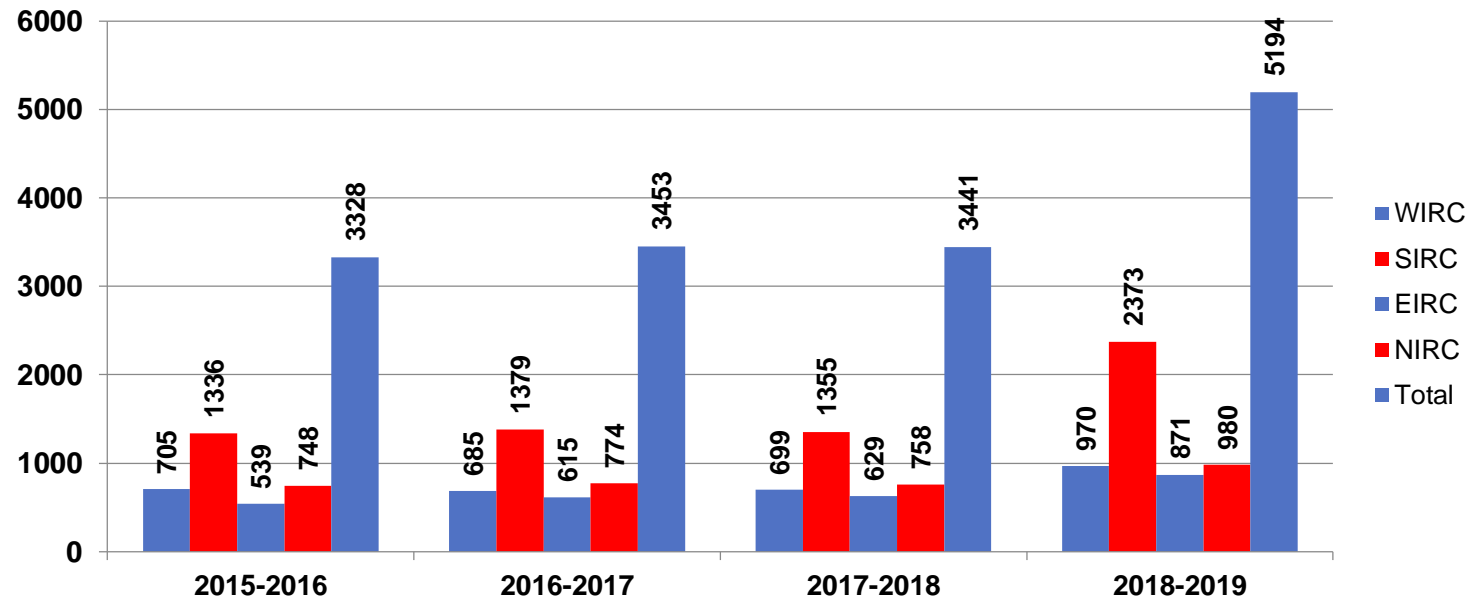
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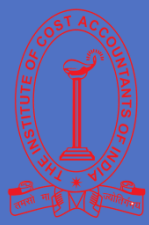
# 2.0 Students' Statistics

## 2.3 Region-Wise Registration for Final Course:

Year	WIRC	SIRC	EIRC	NIRC	Total	% increase (+)/ decrease (-)
2016-2017	685	1379	615	774	3453	-
2017-2018	699	1355	629	758	3441	(-) 0.003
2018-2019	970	2373	871	980	5194	(+) 50.94
2019-2020	1271	3489	1125	1210	7095	(+) 36.60

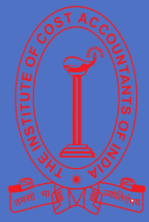


Behind every successful business decision, there is always a **CMA**



## 3.0 INITIATIVES TAKEN FOR CAPACITY BUILDING THROUGH QUALITATIVE IMPROVEMENTS:

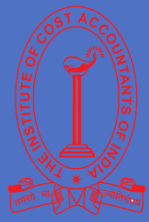
- i. Study Materials had been amended for almost all the Papers (at Intermediate and Final levels);
- ii. Supplementary Study Materials for the forthcoming examinations (on Direct and Indirect Taxation, Law and Accounts, Cost Audit);
- iii. Work Book had been uploaded on the website of the institute for all Papers (Foundation, Intermediate and Final levels);
- iv. Mock Test Papers (MTP) for Foundation, Intermediate & Final level;
- v. Webinar on selected subjects & topics, delivered by experts from both the academia and industry;
- vi. Monthly E-bulletin for Foundation, Intermediate & Final level.
- vii. Online Mock Test Portal for Foundation students is now available in website.
- viii. Multiple Choice Questions are uploaded for Foundation, Intermediate & Final level.



## 4.0 SUPPORT SERVICES TO THE STUDENTS

- i. Regular correspondence with the students through SMS & Mail during:
  - a. admission
  - b. registration
  - c. enrolment
  - d. de-novo
  - e. revalidation
  - f. despatch of study materials
  - g. forthcoming webinars and other updates
- ii. SMS to students for non compliance of examination related requirements prior to release of admit card and declaration of results.
- iii. Digital printed photo laminated Student's Identity Card had been issued to students.
- iv. Students' Connect and E-Tracking Portal have been introduced to place all students' related facilities in one place and to search it easily.





## 5.0 SOCIAL RESPONSIBILITIES

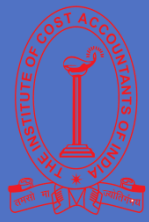
Refund of Fees or waiver to physically / economically challenged students pursuing this course:

- i. Refund/waiver of fees paid by physically challenged students – for the Intermediate Students as registration fee and for the Final Students as enrollment fee and balance of the amount are refunded upon application.

**Number of Students got the benefit during 2019-2020 — 25**

- ii. Scheme to provide Financial Assistance for economically challenged cum meritorious students – to support talented students who are economically challenged, Institute has financial assistance scheme for 6 months. The benefit consists of fee waiver and scholarship. These benefits are available only upon application and meeting of the prescribed conditions.

**Number of Students got the benefit during 2019-2020 — 23**

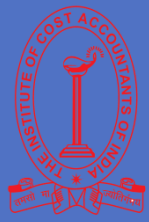


## 5.0 SOCIAL RESPONSIBILITIES

iii. Minority commission – Government of India lays down the criteria for eligibility of Minority. Students falling under this category may apply for availing the financial benefit accordingly. Students fulfilling the criteria get the financial benefit directly from the Government.

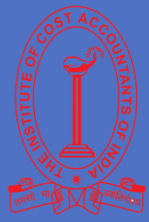
**Number of Students got the benefit during 2019-2020 — 19**

iv. Getting associated through social networking media - the Directorate of Studies initiated measures through social networking medias like Facebook, Twitter and YouTube for wider reach. Information to stakeholders are effectively communicated through Facebook and Twitter. YouTube is used for uploading the video lecture sessions. These sites/ media's are regularly viewed by the stakeholders.



## 6.0 SEMINARS

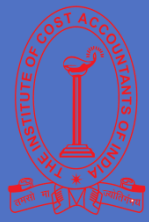
The Directorate of Studies of the Institute was associated with Indian Accounting Association Kolkata Branch on 4th July, 2020 to organize 2-day National Webinar on the theme "Post Lockdown Economy - Challenges before Business and Accountants". This knowledge sharing seminar was attended by more than 150 faculty members and research scholars across India.



## 7.0 CMA CAREER COUNSELLING PROGRAMMES

Career Counselling activities are now being increasingly stressed as an integral part of education system. It is being conducted throughout the country, through various programmes in Schools/ Colleges/ Universities, participating in career fairs, book fairs by HQ/ Regional Councils/Chapters/ CMASCs.

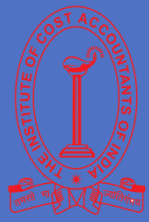
- ❖ Total No. of Career Counseling Programs: 500 (app.)
- ❖ Total No. of Students Counseled: 50,000 (app.)



## 8.0 PLACEMENT PROGRAMMES

### Campus Placement Activities - December 2019 Batch

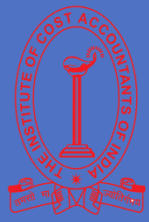
- ❖ Training & Placement team has organised Online 12-days Pre-Placement Orientation Programme for the December 2019 CMA Qualified Batch from 16 – 27 June 2020 and has been completed successfully with fullest participation of candidates from across India.
- ❖ Training & Placement team has organised CMA Campus Placement Programme on 19<sup>th</sup> June 2020 and Rashtriya Ispat Nigam Ltd participated in the Campus Placement and recruited CMA Qualified candidates where Rashtriya Ispat Nigam Ltd recruited a few candidates from December 2019 batch.
- ❖ The Placement team is in constant touch with various Public and Private Sector Companies on regular basis and inviting them to conduct Online Campus Placement drives at the earliest possible time and 2<sup>nd</sup> Phase of Online Campus Placement activities will be organized during August – September 2020.



## 8.0 PLACEMENT PROGRAMMES

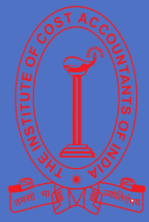
### Campus Placement Activities for June 2019 and December 2018 Batch

- ❖ Training & Placement team had successfully conducted CMA Campus Placement Programmes at Kolkata, Delhi, Chennai and Mumbai for June 2019 qualified CMAs. Reputed companies including ITC Limited – Hotels Division, Foods Division, Tobacco Division, Nestle, L&T Construction Ltd, WIPRO, RSM Astute Consulting Group, Vedanta Limited, Power Grid Corporation of India Limited, Invenio Business Solutions, CITCO Shared Services India Pvt. Ltd., Galaxy Surfactants Ltd., Maersk Global Service Centres (India) Pvt. Ltd, Tube Investments of India Limited, MECON Limited, Cipla Ltd., Prism Johnson Limited, Bharat Electronics Limited, Hathway Cable & Datacom Ltd - Reliance Group Company, DEN Networks Limited - Reliance Group Company, GST Suvidha, Avenue Supermarts Ltd. (D-Mart) and KD Practice, PWC, Capgemini, Tata Motors Limited, Grainspan Nutrients Pvt. Ltd., and Sreeleathers participated in these campus placement drives in the month of September and October 2019 and recruited qualified CMAs of June 2019 Batch.
- ❖ Training & Placement team had also organised Winter Campus Placements for the qualified CMAs of June 2019 batch at Mumbai, Chennai, Delhi and Kolkata during January-February 2020. Reputed Companies like KPMG, Chembond Chemicals Ltd., CAPITA India Pvt. Ltd., ITC Central Project, ANZ Bank, Schneider Electric Ltd., Infosys Ltd., GRSE Ltd. had participated in the same and recruited qualified CMAs.



## 8.0 PLACEMENT PROGRAMMES

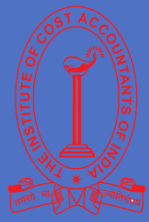
- ❖ Institute's Training & Placement team conducted CMA Extended Campus Placements Programme for June 2019 batch of qualified CMAs at various Regions and Chapters including at Kolkata, Ahmedabad, Bangalore and Jaipur. Reputed companies including Consero Solutions India Private Limited, NH Group India (Narayana Health), Capgemini Technology Services India Limited, McNally Bharat Engineering Company Ltd, Befree, Astral Polytechnik Ltd, Khimji Ramdas India Pvt. Ltd, Highly Electrical Appliances Pvt. Ltd, Genpact and AU Small Bank participated in the Extended Campus Placement Programmes in the month of November 2019.
- ❖ Training & Placement team had organised Online 12-days Pre-Placement Orientation Programme for the June 2019 CMA Qualified Batch in the month of September 2019 at 11 locations namely: Kolkata, Delhi, Chennai, Mumbai, Jaipur, Pune, Bhubaneswar, Hyderabad, Bengaluru, Ahmedabad and Vijayawada to make the students skilled with the practical areas of job and to make them ready to face the industry.



## 8.0 PLACEMENT PROGRAMMES

- ❖ Training & Placement team of the Institute had organised CMA Summer Campus Placement Programme for the CMA Final qualified candidates of December 2018 term at Delhi and Kolkata in the month of August 2019. IRCON International Ltd. and Continental India Private Limited – Modipuram participated in the Campus Placement Programme at Delhi and McNally Bharat Engineering Company Limited participated at Kolkata and recruited CMAs.
- ❖ The Training & Placement team had also organised CMA Extended Campus Placement Programme for the CMA Final qualified candidates of December 2018 term at Pune and Bangalore in the month of August 2019. CITCO Shared Services (India) Private Limited took part in the Campus Placement Programme at Pune and NRGV TVS MOTORS participated at Bangalore and recruited CMA Qualified candidates.





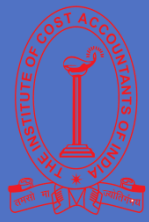
## 8.0 PLACEMENT PROGRAMMES

### Internship Training Programmes

Training & Placement team had also conducted Campus Recruitment Programmes for Qualified Intermediates of June 2019 Batch at various locations of the country. The Directorate is continuously trying to provide Internship Training facilities to the Intermediate qualified candidates of December 2019 batch at various organizations and firms.

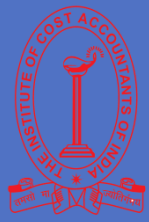
### Mega Career Awareness Programme

- ❖ Online Mega Career Awareness Programme on “Commerce Education and Beyond” had been organized by the Directorate of Studies & EIRC, The Institute of Cost Accountants of India in association with Department of Commerce, University of Calcutta on 8<sup>th</sup> August 2020. Professors from various Universities & Colleges and Eminent Industry experts enlightened the students with sharing their expert knowledge to shape professional career of the students. The corporate partner of the event was Reliance Industries Ltd. and the Knowledge Partner was SAP.



## 8.0 PLACEMENT PROGRAMMES

- ❖ The Directorate of Studies had organized a Mega Career Awareness Programme on “Commerce Education & Beyond: Reinforcing Young Minds” in association with the University of Calcutta on 22nd November, 2019 at Mahajati Sadan, Kolkata. Eminent academicians and industry experts enlightened the students with sharing their expert knowledge to shape professional career in the right direction. Around 1000 students and faculty members from more than 50 Colleges and Universities participated in this programme. Participants were highly enriched with the deliberations of the experts.



# 9.0 PRACTICAL TRAINING ACTIVITIES

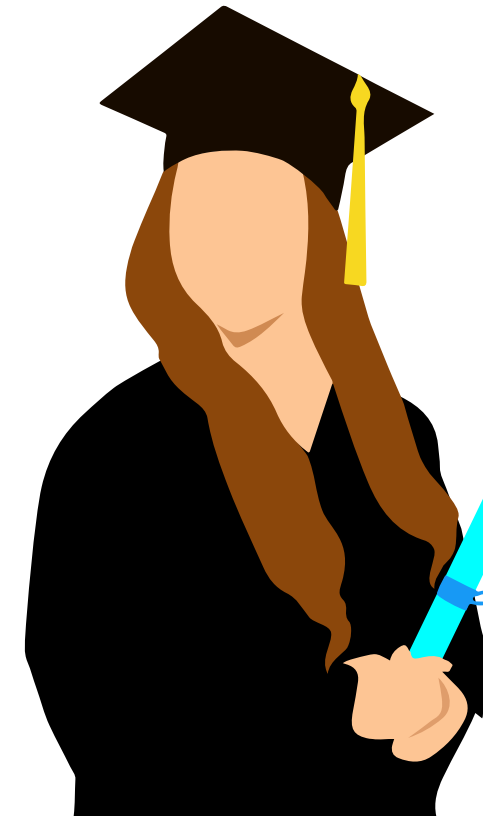
## Objectives of Practical Training:

- ❖ Developing necessary skill-sets among the students enabling them to apply theoretical knowledge of cost and management accounting to practical situations in various professional fields
- ❖ Providing practical exposure to the eco-system under which different organizations operate
- ❖ Providing on-job experience of practical and contemporary aspects of cost and management accounting arena
- ❖ Developing and nourishing pool of employable and future-ready professionals
- ❖ Developing disciplined attitude required to grow as a professional
- ❖ Creating awareness and consciousness on ethical values in the professional journey



# New Practical Training Scheme 2020

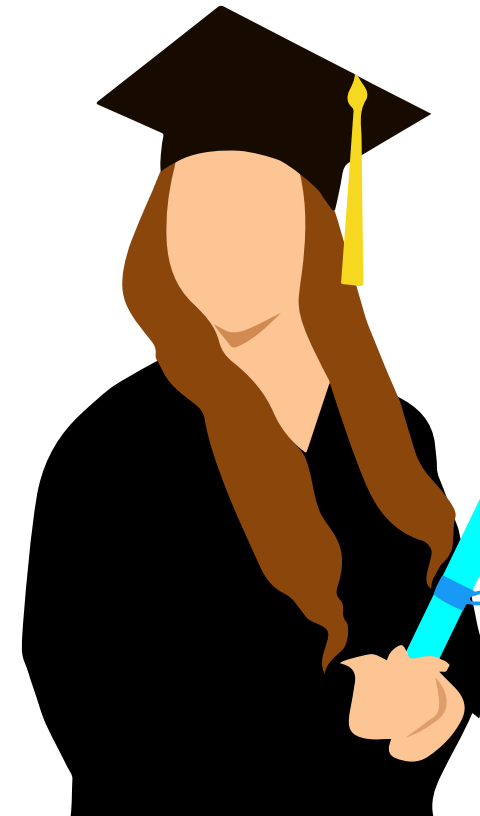
Items	Practical Training Scheme
Duration of Training Period	<b>15 months</b> <b>[for every student having registered for the intermediate course on or after 11th February, 2020]</b>
Who are to undergo Practical Training	<p>Every student having registered for the intermediate course on or after <b>11th February, 2020</b> shall be required to undergo practical training for a period of <b>15 months before the date of declaration of examination result of both or remaining group of final examination</b> to the satisfaction of Council in any one or more of the organization(s) specified in '<b>Appendix A</b>' and in areas as specified in '<b>Appendix B</b>' for the recognition for training [<b>UDIN is mandatory wherever applicable</b>].</p> <p>However, a student to become eligible to appear in the final examination must satisfy the criteria on such cut-off date as may be specified from time to time. The cut-off date for certification of Form T-5 shall be 31st August for appearing in December examination which shall specify completion of at least 10 months of training as on that date. The cut-off date for certification of Form T-5 shall be 28th/29th February for appearing in June examination which shall specify completion of at least 10 months of training as on that date.</p>





# New Practical Training Scheme 2020

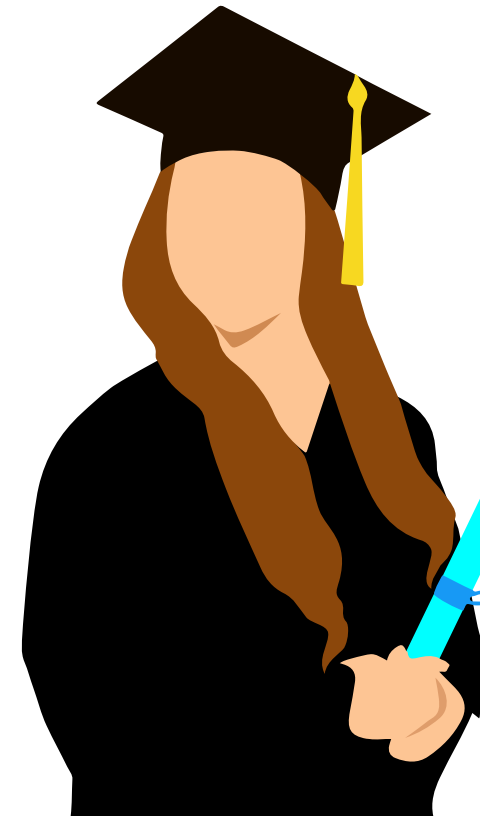
Items	Practical Training Scheme
<b>Exemption from Practical Training</b>	<p>A student of the Institute who is working or has already worked in any of the recognized Organizations as given in 'Appendix A' and in any of the recognized areas as given in 'Appendix B', can claim exemption from Practical Training by following the procedures given below:</p> <ul style="list-style-type: none"><li>• Submission of Online Form T-3 to Directorate of Training and Placement of the Institute along with a Payment for Rs.2000/-.</li><li>• The students whose applications are received and found eligible on or before 31st May will be eligible to appear for June Examination and 30th November will be eligible to appear for December Examination respectively.</li><li>• A student can seek exemption from Practical Training immediately after joining the Intermediate course, or at any time during the course of studies subject to dates given above if the student is otherwise eligible.</li></ul> <p>Documents to be submitted along with Form T-3</p> <ul style="list-style-type: none"><li>• Scan copy of Experience certificate (stating designation, area of work &amp; duration), duly signed by the Competent Authority of the organization in which employed/were employed.</li><li>• Scan Copy of Audited balance sheet of employers or any other proof of turnover, wherever required (A letter mentioning the turnover of the company on the letterhead of the company, signed with seal)</li><li>• Scan Copy of current salary slip duly attested by employer.</li></ul> <p>Practicing Chartered Accountants/ Company Secretaries are exempted from the Practical Training Scheme and they will have to seek exemption after duly following the procedures on payment of exemption fee as prescribed above.</p>





# New Practical Training Scheme 2020

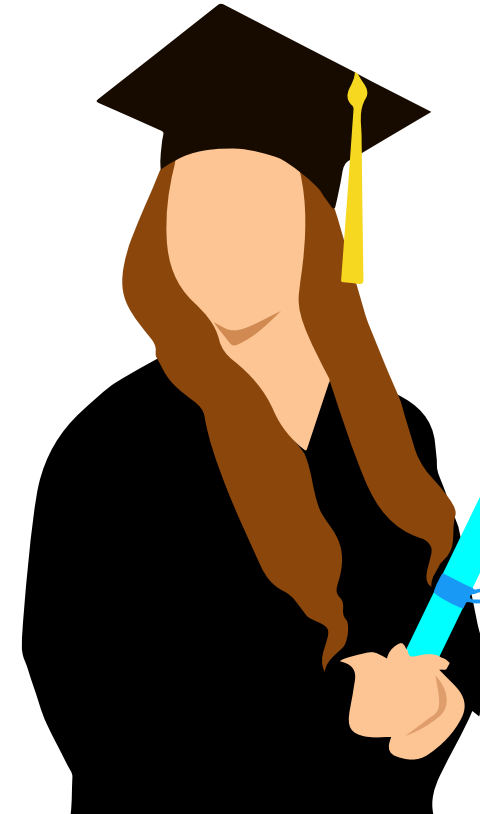
Items	Practical Training Scheme
<b>Procedure for Intimation of Practical Training</b>	<p>A student desirous of undergoing Practical Training can approach any Organizations as defined in 'Appendix A' or Practicing Cost Accountants.</p> <p>A student after joining an Organization/ Practicing Cost Accountants has to intimate the Institute within 30 days from the date of joining about the fact of his/her Training by following the below mentioned procedures:</p> <ol style="list-style-type: none"><li>Online Submission of Form No. T-1 (with UDIN) in case of PCA/firm of Cost Accountants.</li><li>Online Submission of T-4 in case of training with recognized Organizations as specified in 'Appendix A'.</li><li>Online Submission of Form T-5 before applying for both or remaining group in Final Examination.</li><li>All the forms T-1, T-4, T-5 relating to Practical Training can be downloaded from the link <a href="http://eicmai.org/training-forms-new/">http://eicmai.org/training-forms-new/</a></li><li>In order to help the students. Institute will also maintain database of organizations and firms interested to impart practical training to the students, in its website <a href="http://www.icmai.in">www.icmai.in</a></li></ol>





# New Practical Training Scheme 2020

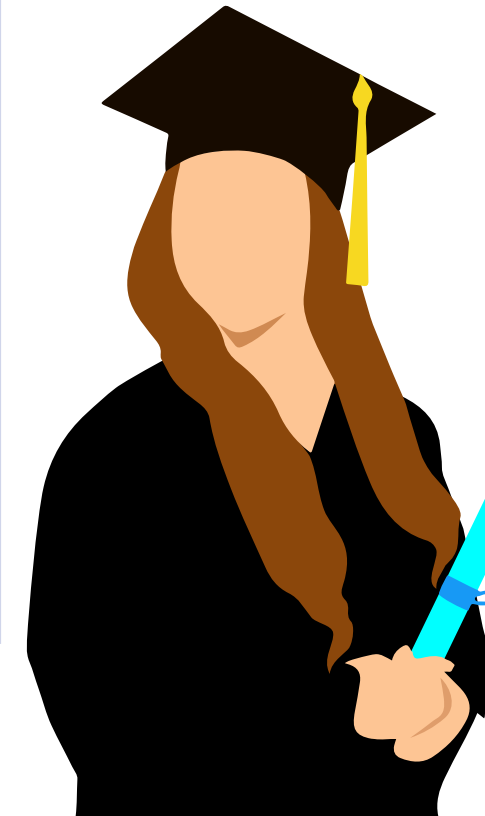
Items	Practical Training Scheme
Change of Employer	<p>A student shall inform any change in the Principal or employer to the Institute within 30 Days of such changes with all the relevant documents i.e. New online Form T-1 (with UDIN) / T-4, experience certificate from principal or employer along with a fee of Rs. 1000/-.</p> <p>In case of change of Principal/Employer, i.e. students serving under different Principal/Employer, the accumulated period of training shall include training periods undergone with different Principal/Employers, including the days of leave availed as per rules but excluding excess leave availed, if any. Not more than <b>three (3)</b> changes shall be allowed within a period of fifteen months of training.</p>





# New Practical Training Scheme 2020

Items	Practical Training Scheme			
Minimum Stipend to Cost and Management Trainees	Every Trainee shall receive the following minimum stipend from the employer:			
	Employer	1st year	2nd year	3rd year
	Practicing Cost Accountant / Firm of Cost Accountants	Rs. 2,000	Rs. 3,000	Rs. 4,000
	Corporate/Organization	Rs. 8,000*/Rs. 10,000**	Rs. 10,000*/ Rs.12,500**	Rs. 12,000*/Rs. 15,000**
	** Metropolitan and 'A' Grade Cities * Other Places			
This is effective from 1st October, 2018 onwards.				
The stipend indicated above is minimum prescribed by the Institute. However, Practicing Cost Accountant/ a firm of Cost Accountants/ Organizations may fix higher stipend. The stipend under this regulation shall be paid by the principal/employer to the trainee either by (a) a crossed a/c payee cheque every month or (b) by depositing the amount every month in an account opened by the trainee in his own name with a branch of the bank to be specified by the principal.				

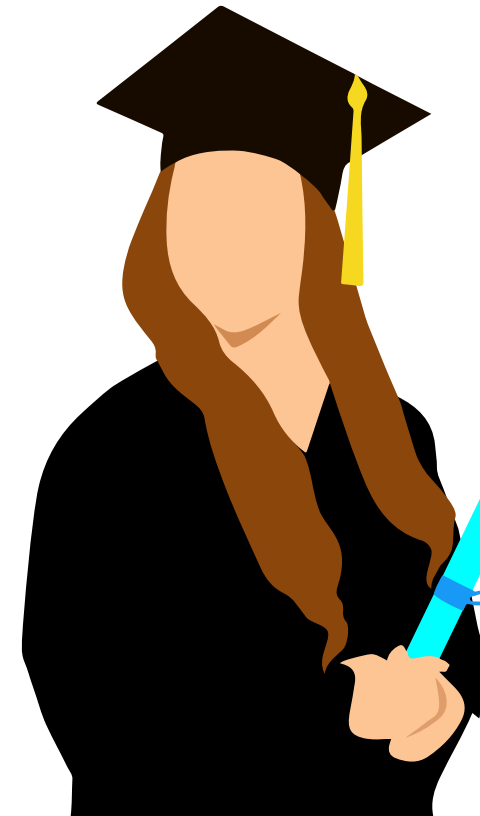






# New Practical Training Scheme 2020

Items	Practical Training Scheme
Leave to Cost and Management Trainees	<p>i. A Cost &amp; Management trainee shall be entitled to one day's leave with pay per month excluding the normal holidays.</p> <p>ii. The trainee shall be eligible for 60 days leave without pay for appearing in the examination of the Institute in the total span of training period.</p> <p>The trainees availing leave in excess of the period of leave to which he/she is entitled to shall be required to undergo training for a further period equivalent to the excess leave taken by him.</p>
Working Hours of Cost & Management Trainee	<ul style="list-style-type: none"><li>• The working hours of a Cost &amp; Management Trainee shall be 35 hours per week.</li><li>• Hours spent on any conference, course, seminar organized by the Institute/Region/Chapter shall be treated as period covered under training.</li></ul>





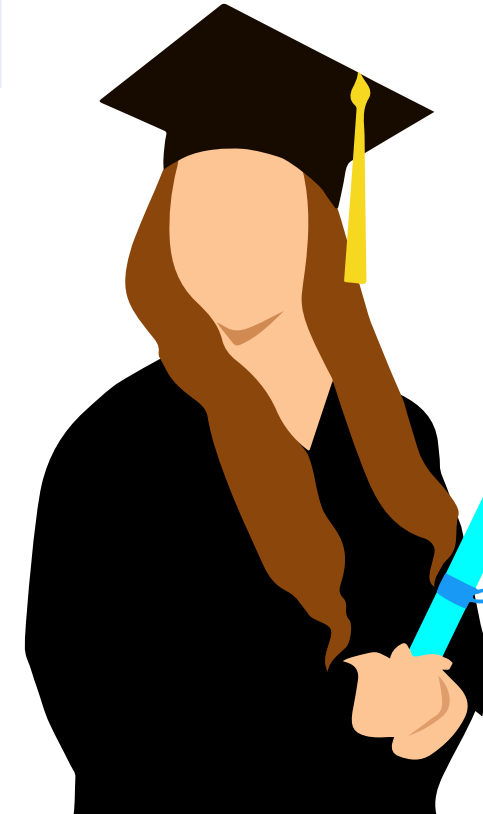
# New Practical Training Scheme 2020

Items	Practical Training Scheme	
Restriction on Number of Trainees	The Firms and the organizations intending to engage Trainees shall have the following restriction on the number of trainees.	
	Practicing Cost Accountant	No. of Trainees
	a) Practicing Cost Accountant (Associate Member)	10
	b) Practicing Cost Accountant (Fellow Member)	15

**Note: Training, Education Facilities and Placement Committee of the Institute may review/frame/modify the Practical Training Scheme as may be necessary from time to time.**

## Annual Report (1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020)

Type of Forms	Acknowledged	Approved	Pending	Total
T1 form with T5 Form	136	1297	2241	3674
T3	173	1810	90	2073
T4 form with T5 Form	191	784	1221	2196
<b>Total</b>	<b>500</b>	<b>3891</b>	<b>3552</b>	<b>7943</b>





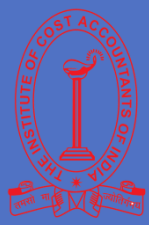
# **EMPANELMENT OF ORGANISATIONS FOR PRACTICAL TRAINING:**



We have already empanelled many companies for imparting the training to our Students. In terms of Training Scheme of the Institute a Student/ Organisation is required fill in Form T 4 for intimation for engagement as cost trainee.

The name of the Company is placed at Institute's website under the empanelled organizations that are entitled to impart training to our students.

**Directorate of Studies can be reached through [studies@icmai.in](mailto:studies@icmai.in) and [studies.helpdesk@icmai.in](mailto:studies.helpdesk@icmai.in).  
Helpdesk No: 1800110910 / 18003450092.**



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