

## **Guidelines for AICITSS (MCS Course)**

### **1. Objectives:**

The Management & Communication Skills Course aims to equip the students to the profession with some essential skills, such as-

- To sharpen communication and presentation skills
- To develop inter-personal and leadership skills
- To provide an understanding of contemporary business environment and opportunities
- To prepare the student for a career either in employment or in practice, by educating them to be adaptable and accountable

### **2. Eligibility:**

The students registered under the existing scheme and appearing in the final examination in the existing scheme shall undergo the course before applying for membership of the Institute.

The student registered under the Revised scheme or converted under the Revised scheme shall be undergoing the course during the last two years of Practical training but compulsory before appearing for the final examination.

Or

Students can undergo 4-weeks Residential Course /One Month Non-residential Programme on Professional Skills Development in lieu of MCS Course by paying the required fee.

### **3. Duration:**

The duration of the course is 15 days full time. Classes are held for 6 hours each day for 6 days a week (15 days X 6 hours per day = 90 hours).

The suggested allocation of time among the broad areas of the course contents is as follows:

- |  |          |
|--|----------|
| • Business Communication                           | 12 Hours |
| • Presentation                                     | 18 Hours |
| • Interpersonal & Negotiation Skills               | 18 Hours |
| • Leadership, Team Building and Career Development | 12 Hours |
| • Office etiquettes                                | 06 Hours |
| • Interview Preparation                            | 12 Hours |
| • Strategic Thinking                               | 06 Hours |
| • Professional Ethics                              | 06 Hours |

#### **4. Teaching Methodology:**

Multiple methods including lectures, case studies, presentations, group discussions, management games, projects, mock interviews etc. should be used.

#### **5. Fee:**

The fees shall not exceed Rs.7000/- per student on non-residential basis inclusive of course, study material, tea/refreshment. This fee structure is not applicable for those who undergo the Course at Dubai Overseas Office. The fee is to be paid through online payment gateway only. Payment through Demand Draft is not allowed.

#### **Batch Transfer Fee for student for non informing about their absence from MCS classes**

Students who would not inform about their absence after confirmation of allotment of a batch, atleast 3 days before the commencement of MCS course, the Batch Transfer Fee of Rs 500/- may be imposed w.e.f. 01.04.2015 for the student of MCS Rs.500/. (No waiver in any case will be allowed)

The organizing center shall collect this Batch Transfer Fee from the student in the form of a Demand Draft of Rs.500/- in favour of Secretary, ICAI payable at New Delhi, and send it to Board of Studies

Branches which wish to organize residential MCS Course will follow the same "Session Plan" similar to regular MCS Course. The fee for such programme will be Rs.20,000/- per participant.

#### **6. Exemption of fee for Disabled Students:**

Students, suffering from 50% or above disability of permanent nature are exempted from payment of fee and compulsorily attending MCS Course. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a period of 15 days from the date of registration after thoroughly studying the Background Material. In case, the student opts to take the tests, the organizing Branch/Regional Council may contact the Director, Board of Studies to obtain test papers.

The following shall be regarded as disability-

##### ***1. Physical disability.-***

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

- (a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from-
- (i) 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;
  - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
- (b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- (c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
- (d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- (e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment-

- (a) "blindness" means a condition where a person has any of the following conditions, after best correction-
- (i) total absence of sight; or
  - (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
  - (iii) limitation of the field of vision subtending an angle of less than 10 degree.
- (b) "low-vision" means a condition where a person has any of the following conditions, namely:-
- (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
  - (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

### C. Hearing impairment-

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngeal or aphasia affecting one or more components of speech and language due to organic or neurological causes.

**2. Intellectual disability**, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

### 3. Mental behaviour,-

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

### 4. Disability caused due to-

(a) chronic neurological conditions, such as-

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chief ly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder-

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

**5. Multiple Disabilities** (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

A disabled 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.

## **7. Online Portal**

Online Portal for OC/ MCS is operational. The organizing centers shall launch the batches of MCS course through online portal [www.icaionlineregistration.org](http://www.icaionlineregistration.org) only. No batches are to be conducted in the offline mode and no certificates are to be issued through offline mode.

The student registration, student attendance, faculty allocation, faculty feedback, certificate generation (which has the scanned signatures of Chairman, BOS) are to be done through online mode only. The user manual related to the portal is uploaded in the website <http://www.icaionlineregistration.org>.

## **8. Dress Code:**

Students, while undergoing MCS Course, shall adhere to the formal Dress Code as per the local culture and tradition.

Advisory Dress Code:- Male Students: Full Sleeves Shirts and Trousers;

Female Students: Sarees/ Salwar Kurta/ Suit. While appearing before the appellate authority, they may also wear a suit and a tie.

## **9. General:**

- Students are required to complete the Course without discontinuity. However, in exceptional circumstances, cases of absence of students for maximum two

days or four sessions may be allowed by the Chairman/Secretary of the Organizing Centre. Certificate shall not be issued to the student unless the student completes the course.

- Students are required to maintain discipline and decorum apart from adhering to the dress code specified above. For misbehavior/ nuisance in the class, the faculty will have the power to make a note and on the basis of which issue of Programme Completion Certificate may be withheld.
- No cameras/ photographs be allowed in the sessions and uploaded on social networking sites.

