



# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)



## Guidelines Career Counselling Programmes Organized by Counsellors

**Objective:** Popularise CA Course.

1.	Permission/Approval of the programme	Counsellors may identify Schools and Colleges for conducting the Career Counselling Programmes in association with the jurisdictional Regional Council/ Branch.  The Counsellor shall upload the programmes in the online portal. The programme shall be conducted after approval of Regional Council/ Branch.	Regional Council/ Branch shall give the approval for the uploaded programme by the Counsellor.
2.	Honorarium	Rs. 6500/-	
3.	Reimbursable Expenses	The reimbursable expenses shall be restricted to Rs. 2500/- or actuals whichever is lower as the case may be. (Expenditure includes all items like cost of Banner, Memento (if any) to Schools/ College Heads, Photographs & Conveyance). GST will be paid extra at actuals.	
4.	Resources from the CCC	Flyers will be provided by the Committee. In case, bulk Flyers are required, the Counsellor shall inform the POU well in advance.	
5.	Documents for claim of Honorarium & reimbursement of expenditure	<ul style="list-style-type: none"> <li>➤ Declaration from the Counsellor.</li> <li>➤ Invoice from the Counsellor.</li> <li>➤ Photographs of the programme.</li> <li>➤ Attendance sheet of the students.</li> <li>➤ Annexure-II details of the programme to be submitted to the concerned POU.</li> </ul>	Photographs to be taken as per the following instructions: <b>Front view:</b> The picture should be captured from the front and the maximum audience to covered. <b>Back view:</b> Picture to be captured from the back of the audience where the career counselling banner, stage & the counsellor taking the session is visible. <b>Diagonal view:</b> picture should be captured via diagonal view.
6.	Target Audience	Students of VIII, IX, X, XI, XII & Graduation & PG.	
7.	Total Audience	Preferably 200 Students per programme but not less than 100 students.	
8.	Statement of Claim	Claim of honorarium and reimbursable expenditure to be submitted by the Counsellor to the POU.	The POU will make the payment to the Counsellor directly.
9.	Two Minutes Video Post Counselling	Uploading of two minutes video post counselling session.	The video to cover the counsellor taking the session along with audience.  The video is to be uploaded in the <a href="https://ccg.icaai.org/">https://ccg.icaai.org/</a> portal after the completion of the counselling programme within a day. Maximum video size should not be more than 10MB.

## Notes:-

1. The Counsellor can take maximum 20 Career Counselling Programmes in a year.
2. More than one Counselling Session conducted in one School/ College in a year shall be treated as one session only and the grant also shall be restricted to maximum Rs. 9,000/- to the respective Counsellor.
3. Random checking during the counselling sessions will be done. If the quality of session is not upto the mark, found dissatisfactory then the counsellor shall be debarred from taking further counselling sessions. The payment shall also not be made for the dissatisfactory counselling session.
4. Career Counsellors who are directly / indirectly engaged in private coaching centres shall not undertake the aforesaid career counselling programmes. The Members shall not publicize the credentials or any sort of canvassing for the Coaching classes or centres in the aforesaid career Counselling programmes. It may be stated that a member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct if he contravenes any provision of the Chartered Accountants Act, 1949 or the Regulations framed there under or any guidelines issued by the Council/ Committee, ICAI.
5. Only the empanelled counsellors through [cgg.icaai.org](http://cgg.icaai.org) shall be eligible to take the counselling session.

