

**GUIDELINES FOR RECOGNITION AND FUNCTIONING OF CMA SUPPORT CENTER - Without  
Coaching and Training Facility (Revised w.e.f. 01.11.2014)**

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**I. Preamble:**

Institute is formed with an objective to create awareness on the need of cost and management accountancy and spread the cost and management accounting education to the mass. Institute has raised to respond to the need of the Nation by taking initiatives to spread this cost and management accounting education PAN India besides making its global presence. One of the path to reach the unreached is to create CMA Satellite centers or CMA Support Centers (CMASCs) in places which are either outside the bound of any Chapter or Regional Council. The objective to create a CMA Support Center (CMASC) is to facilitate students from different parts of the country to pursue the CMA course.

The guidelines for setting up CMASC is designed for scalability while maintaining quality.

**II. The eligibility criteria for seeking recognition as CMA Support Center are:**

**(A) Institute, may be either:**

- (i) A recognized University ( as recognized by UGC) OR a College/Institute with affiliation to a recognized Indian University or AICTE ; or
- (ii) A TRUST/Society established with the objective of rendering education promoted by any Corporate entity or Industry; or
- (iii) A Central and State Government Institution or an Institution promoted by any PSU (State or Central).

**(B) No CMA Support Centre proposed shall be established within the radius of 20 kms. from the location of Regional Councils/Chapters /CMASC of the Institute.**

**III. Scope and Function of CMA Support Center (CMASC)**

- a)** These Institutes pursuant to recognition shall be eligible to sale prospectus and facilitate students to seek admission to the CMA Course under direct communication with the Directorate of Studies, HQ.
- b)** Pursuant to such completion of admission process, these institutes would be eligible to claim a processing fee of Rs.500 (Rupees Five Hundred only) per student admitted/registered/enrolled to Foundation/Intermediate/Final Course. This is a one-time fee payable against every student got admitted under the seal and signature of the respective CMASC.
- c)** **Promotion** of Institute's courses in the operational areas of CMASC. The CMASC may advertise, at their own cost, in the media as per the standard advertisement material provided by the Reporting Authority in the Institute.
- d)** **Provide** assistance to students seeking admission to the Course/(s) offered by the Institute and shall co-ordinate with the Institute.

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**e) Offer** correct and up-to-date information about the Institute and its courses & programs, eligibility conditions, admission procedures, course fee, etc.

**f) Sale of Prospectus, receipt** of Admission forms, along with the requisite fee deposit receipt ( either Pay Fee Module of SBI, IDBI,PNB,CBI) The forms are to be recorded in the IEPS (Integrated Education Processing System) - a web based Registration Module of the Institute. On a periodic interval, the forms (in hard copy) shall have to be sent to Directorate of Studies, at its Headquarters CMA Bhawan, 12, Sudder Street, Kolkata - 700016 .

*For administrative convenience, low cost and less time involvement, it is advised to seek admissions through On-line Mode, make payments through either Net Banking or Credit Card or Debit Card or any Bank.*

**g) Motivate and guide students to apply for Examinations on-line h) Be permitted** to use the logo of the Institute on their letterhead and use such letterhead only on communications pertaining to the Institute. However, in any case CMASCs are not to use the letterhead/stationery of the Institute on any communication other than with the Institute

**i) Create** awareness through promotional activities as per guidelines provided by the Institute from time to time.

**j) Keep the students aware** of all information emanating from the Institute with respect to admission, payment of fees, date sheet of exam, declaration of results etc.

**k) Prominently display** the name of the CMASC of the Institute on not less than 8'X3' size banner. (Standard contents for the Display Banner will be provided by its Reporting Authority in the Institute). The CMASC should send a photo of the banner within one month of the receipt of the board/banner.

**l) Send regular feedback** reports to the Reporting Authority, as per standard procedure or as sought from time to time.

**m) Receive**

➤ Prospectus - 25 (Twenty Five), free of cost.

**With every** subsequent amendment in Prospectus there shall be a standard dispatch advice of one prospectus as free distribution.

*Purchase of subsequent prospectus from the Institute at 30% discount. Payment by RTGS/NEFT/DD/Cheque-payable at par, along with requisition should be forwarded to the Directorate of Studies, Central Stores. Requisition to be submitted on-line or via e-mail.*

➤ A CMASC shall also receive one copy of The Management Accountant Journal as complimentary every month.

**IV. INSTITUTE'S ROLE:**

Institute shall:

- a) Provide information about the Institute's courses from time to time to CMASCs and provide all guidelines relating to conduct of oral coaching and prescribes trainings
- b) Monitor/inspect the CMASC to ensure standard and quality service to the students by the appropriate authorities of the Institute or its designated representatives .
- c) Have the right to inspect/investigate the activities of a CMASC at any time, with or without any prior notice - to ensure both performance and conformance.
- d) Have the right to close the CMASC , if it finds that the services are not being provided to the students as per the requirements of the Institute. The recognition thereafter may be withdrawn/suspended by the Institute after giving an opportunity of being heard.

**V. Rules & Regulation Governing CMA Support Center**

- a) CMASC may be constituted and shall function as per rules/guidelines framed by the Institute for this purpose, from time to time.
- b) The CMASC shall be known by such name and/or identification number, as may be allotted by the Institute and shall operate from the address as recorded at the time of its constitution and the same shall not be changed without the written approval of the Institute.
- c) CMASC shall not use the letter heads and stationery of the Institute.
- d) The CMASC shall not make any financial commitment on behalf of the Institute or take loans, or create any kind of financial liability on the Institute by giving wrong promises/ false commitment or assurances to any one, directly or indirectly.
- e) CMASC shall be responsible and accountable to respond queries during inspection or investigation on activities relating and incidental to CMA Course/s of the Institute. Such inspection or investigation may be conducted by the Directorate of Studies at the premises or related jurisdictional areas of CMASC at any time, with or without any prior notice - to ensure both performance and conformance.

In the event of divergence, disparity, non-compliance, misrepresentation of facts about the Institute or any other just and equitable reason which either had affected the repute of the Institute or had affected stakeholder of the Institute/CMA profession at large, the recognition of a CMASC may be withdrawn/ suspended by the Institute after giving an opportunity of being heard.

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f) Defunct CMASC would be derecognized after giving an opportunity of being heard. Circulation of The Management Accountant Journal and Study Material (free distribution) would be suspended in case recognition is withdrawn or suspended.

g) All disputes are subjected under the Jurisdiction of Kolkata High Court.

**VI. General Instructions:**

a) No CMA SUPPORT CENTER is authorized to open any sub center or engage the services of any franchisee to provide the services of CMA Support Center.

b) The CMA Support center will discharge their duties in a pious manner and none of their action should be detrimental to the interest of the students and image of the Institute/the center itself.

c) Any violation of the aforesaid conditions will make the CMA Support Center liable for all the consequences arising out of the litigation if any, brought by the aggrieved student in the court of law.

**VII: Process of Application**

(a) On-line Application along with the prescribed attachments furnishing information - under category - With Coaching and Training Facility :

(b) Directorate of Studies on receipt of the application and after proper scrutiny of documents may cause inspection of the applicant Institution and pursuant to verification/inspection would place the report with specific recommendation before the Chairman, T&EF Committee.

(c) Subject to approval from Chairman, T&EF Committee, letter of recognition would be issued to the applicant CMASC with terms and conditions.

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**VIII Process of Grant of Approval/Recognition:**

<b>Location of an application of CMASC</b>	<b>Approving Authority</b>
i) For establishing CMASC in locations outside the radius of 20 Kms. of RCs/Chapters	Chairman, T&EF Committee
ii) For establishing CMASC in locations within the radius of 20 kms. of RCs/Chapters/CMASC	Executive Committee on recommendation of Chairman, T&EF Committee

**IX Contact details of the Institute**

<b>S. No</b>	<b>Purpose</b>	<b>Contact Details</b>
1.	Submission of Application for seeking approval of CMASC with prescribed document (ON-LINE SUBMISSION ONLY)	CMA Arnab Chakraborty Senior Director, Directorate of Studies, Admin & HR <a href="mailto:studies.director@icmai.in">studies.director@icmai.in</a> The Institute of Cost Accountants of India Headquarters: CMA Bhawan, 12 Sudder Street Kolkata - 700 016.
2.	Recommendation for CMASC	CMA Sucharita Chakraborty Joint Director, Directorate of Studies <a href="mailto:studies.sucharita@icmai.in">studies.sucharita@icmai.in</a> The Institute of Cost Accountants of India Headquarters: CMA Bhawan, 12 Sudder Street Kolkata - 700 016.
3.	Application processing	Shri Prabir Kr. Nandy Assistant Director Directorate of Studies <a href="mailto:studies.prabir@icmai.in">studies.prabir@icmai.in</a>
4.	For getting the Prospectus	Shri Subhasis Bhattacharyya Deputy Director( Central Stores) Directorate of Studies <a href="mailto:studies.subhasis@icmai.in">studies.subhasis@icmai.in</a>
5.	Address to which the filled admission forms of the students along with the documents to be sent by the CMASC (after recording in IEPS) - applicable for CMASCs having recognition without oral coaching and training facility	Shri C. Latu Sr. Officer Directorate of Studies <a href="mailto:studies.clatu@icmai.in">studies.clatu@icmai.in</a>