

'DRAFT POLICY' FOR OPENING OF EXTENSION CENTER

Need of the Policy:

Dear Chairman/Chairperson,

All Chapters of The Institute of Cost Accountants of India

Dear Sir / Madam,

Best wishes & Greetings from the Regional Council and Chapters Co-ordination Committee.

This has reference to the Extension Centers opened by the concerned Chapters to cater the Members & Students of the nearby / adjacent locations. Most of the Extension Centers are functioning well but some of them are functioning in a way, causing inconvenience to other Chapters. As, presently there is no such standardized policy for opening of an Extension Center, it is now imperative to have in place a deliberate system of principles in order to assist both subjective and objective decision making for better functioning of Chapters as well as the Extension Center.

In order to achieve the same a 'Policy' for opening of an Extension Center has been drafted & is placed below for your reference & suggestion:-

Policy:

1. A Chapter of the Institute would be eligible to set up an extension center(s) only within the Jurisdiction of the said Chapter, as approved.

In case Chapter is willing to open an Extension centre beyond its jurisdiction, it is permissible provided that there is no other Chapter situated/ functioning in that area. However, in case a new Chapter is formed after formation of Extension centre and that extension centre falls under the jurisdiction of the newly formed Chapter, in such an event the said Extension centre shall be under the arm of the newly formed Chapter.

2. A Chapter being desirous to set up an extension center in its jurisdiction, has to make an application to The Chairman of Regional Councils & Chapters Co-ordination Committee of the Institute routed through the respective Regional Council, seeking permission to open an extension center and only on the recommendation of Regional

Councils & Chapters Co-ordination Committee, such extension center(s) can be set up by the said Chapter. However, in case the Regional Council refuses to recommend a case the reason for such denial must be communicated to the Chapter and to the Chairman Regional Councils & Chapters Co-ordination Committee. Further, in case where an application has been made by a Chapter to set up an extension center and the Regional Council does not recommend the case to the Chairman Regional Councils & Chapters Co-ordination Committee, within a period of three months from the date of application has been made then the Regional Councils & Chapters Co-ordination Committee, can take suitable action as thought to be fit.

3. At the commencement of these guidelines, where a Chapter has already set up an extension center(s) under its jurisdiction but has not been recommended by the Chapter MC/Regional Council/ Regional Councils & Chapters Co-ordination Committee should make an application within thirty days from the date of applicability of this guideline, for Extension Center, to the Chairman Regional Councils & Chapter Co-ordination Committee, through the respective Regional Council to recommend the case and in the event such application is not made within the said 30 days, the extension center shall be declared as unauthorized and would cease to function with immediate effect. Where an extension center has been declared unauthorized the Chairman, Regional Council & Chapter Co-ordination Committee would take decision from time to time in the matter of students pursuing coaching and training under such extension center.
4. The area/ town/ city where such extension center is planned to be set up must have at least 20 (Twenty) students.
5. The Extension center will come under the purview of the Chapter to whom the approval has been granted by the Committee for the starting of the extension center and shall be named as The Institute of Cost Accountants of India, ----- Chapter, ----- (Extension Center).
6. The budget of the Chapter should include all income and expenditure of the Extension center(s). The Extension center shall for all other purposes will be accountable to the management of the Chapter under which it has been set up.
7. The Extension center shall automatically cease to operate in the event the Chapter under which the extension center was formed is closed and if no other Chapter in the immediate vicinity is ready & willing to take the extension center, subject to the guidelines of Setting up of Extension Center and subject to the necessary approval of the Committee.

8. The Institute will do the periodic review of the Extension centers to ensure the fulfillment of the norms of the Institute.
9. In case of any clarification and doubts, the Regional & Chapter Co-ordination Committee is authorized to do so and in case of any disputes, the decision of the Committee will be final.

Scope & Functions of Extension Centers:

- a) Extension Center(s) will promote and support the academic courses and programs of the Institute and will organize training program for the students in the duly approved area of the functioning by the Committee. Extension Centre(s) shall provide assistance to candidates seeking admission to the Course(s) offered by the Institute and shall co-ordinate with the Chapter under which it has been set up.
- b) Extension Centre(s) shall offer correct and up-to-date information about the Institute and its courses & programs, eligibility conditions, admission procedures, course fee, etc.
- c) Extension Center(s) shall be permitted to use the name of Institute on their Sign Board / Notice board.
- d) Extension Center(s) shall not make any financial commitment on behalf of the Chapter/Institute or take loans, or create any kind of financial liability on the Chapter/Institute by giving wrong promises/false commitment or assurance to any one, directly or indirectly.
- e) Extension Center(s) shall not collect fees from the students by any other mode other than the mode prescribed by the Institute.