



# THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

12 SUDDER STREET, KOLKATA 700 016, INDIA.

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## **CIRCULAR**

Ref. No.: Ceo:Studies: Cir:09/2008

11<sup>th</sup> September 2008

To:

All Regional Councils / Chapters/ Oral Coaching Centres.

In continuation to circular No.Ceo:Studies:Cir:05/2008 dated 16<sup>th</sup> May 2008, the following clarifications are now released for the benefit of students registered w.e.f. 1.1.2008 under Revised Syllabus, 2008 or those willing to switch over from erstwhile syllabi to the Revised Syllabus, 2008 :

### **Conduct of Foundation Examination**

Foundation Examination will be conducted under Revised Syllabus, 2008 only .

However, those who have completed coaching in Foundation under Syllabus, 2002 and having validity will be permitted to appear in the Foundation Examination under Revised Syllabus, 2008.

### **INTERMEDIATE / FINAL**

#### **Exemption under revised syllabus effective from 1.1.2008**

- (a) No paper-wise exemption will be granted for having passed paper/Group/Stage in any examination prior to Syllabus, 2002.
- (b) Students having completed ICSI examination shall be granted exemptions for the following papers under the Revised Syllabus, 2008 effective from 1<sup>st</sup> January, 2008,

<b>Exemption to ICSI passed candidates in papers of ICWAI</b>
<b>Foundation Course</b> – Complete Exemption
<b>Intermediate Course</b> Paper 5 – Financial Accounting  Paper 7 – Applied Direct Taxation
<b>Final Course</b> Paper 12 – Financial Management & International Finance  Paper 14 – Indirect & Direct Tax Management

No exemption is available on the basis of any other qualification under Revised Syllabus, 2008.

Application for exemption has to be made to Directorate of Studies of ICWAI at 12, Sudder Street, Kolkata – 700 016 only along with fee of Rs.200/- per paper by Demand Draft drawn in favour of "The ICWA of India" payable at Kolkata. Students must have valid documents of exemption granted in his favour before appearing in any particular examination of ICWAI. A copy of valid document of exemption granted in favour of the student should be enclosed with Examination application form.

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The students who have already availed exemption on the basis of ICSI qualification under Syllabus, 2002 shall automatically get exemption under Revised Syllabus, 2008 in corresponding papers as follows:

Exemption already availed by ICSI passed candidates in papers of ICWAI under Syllabus, 2002	Exemption to ICSI passed candidates in papers of ICWAI under Revised Syllabus, 2008
<b>Foundation Course</b> – Complete Exemption	<b>Foundation Course</b> – Complete Exemption
<b>Intermediate Course</b> Paper 10 – Advanced Financial Accounting  Paper 8 – Business Taxation	<b>Intermediate Course</b> Paper 5 – Financial Accounting  Paper 7 – Applied Direct Taxation
<b>Final Course</b> Paper 14 – Advanced Financial Management and International Finance  Paper 16 – Strategic Tax Management	<b>Final Course</b> Paper 12 – Financial Management & International Finance  Paper 14 – Indirect & Direct Tax Management

(C) Exemptions for Final Course shall be granted only upon successful completion of Intermediate course .

## **Implementation of Group Discussion/Business Communication under Intermediate Revised Syllabus, 2008 effective from 1.1.2008**

### **GROUP DISCUSSION**

For obtaining Coaching Completion Certificate it would be necessary for the student to appear in Group Discussion in each stage of the Intermediate Curriculum. The topics would be as per the choice of the students but within the curriculum of that particular stage. The Regional Council and the Oral Coaching Centres have been authorized to conduct the Group Discussion. While conducting the Group Discussion, time should be allotted for presentation, interaction and lastly for conclusion. The fees for obtaining Group Discussion **per group would be Rs. 300/-**

### **BUSINESS COMMUNICATIONS**

The Students are required to appear in Business Communication seminars in Groups I & II. The Regional Councils and authorized Oral Coaching Centres would be responsible for conducting the Seminars which should be designed to enhance the proficiency of the students in (a) skill in report writing (b) business letters (c) power point presentation etc. The students would be required **to pay Rs. 300/- per Seminar** to cover the cost.

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## Migration from erstwhile syllabi to the Revised Syllabus 2008 (Switch over)

Students who have registered prior to the introduction of Revised Syllabus, 2008 (i.e. before 1.1.2008), and have not completed the Intermediate /Final Examination may switch over to the Revised Syllabus, 2008.

His request shall be accepted subject to his fulfilling the following conditions:

- He has to apply (in the prescribed form enclosed herewith) for the switch over;
- Should have valid Registration;
- Should have valid Coaching completion certificate \*

Coaching completion Certificate obtained under Syllabus, 1974,1984,1994,2002 for	Shall be valid for Revised Syllabus 2008 for
Group / Stage I	Group I
Group / Stage II	Group II
Group / Stage III	Group III
Group / Stage IV	Group IV

- If the coaching completion certificate has lost its validity, revalidation of coaching (under Syllabus 2002) will have to be carried out as per prevailing rules.

In case of switch over to Revised Syllabus, 2008 from previous syllabus, the students shall pay the difference of fees paid by the student (under previous syllabus) and that payable under revised syllabus, 2008 wherever applicable and has to comply with all the formalities as laid down under the Revised Syllabus, 2008.

Students who have enrolled for Postal/Oral Coaching under Old Syllabus ,2002, but could not complete the said Coaching shall be converted to Postal Coaching under the Revised Syllabus, 2008. They shall be required to enroll on payment of Tuition fees afresh at the rates prescribed by the Institute

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## Additional Hands-on Computer Training for

Student who have completed ONLY 50 hours of computer training under Syllabus 2002 (Intermediate) but opts for switch over to Revised Syllabus, 2008, he shall have to undergo additional 50 hours computer training. Fees for such additional computer training is Rs. 3400/-

The Course content for such additional Hands-on Computer Training is as follows:

### ADDITIONAL 50 HOURS COMPUTER TRAINING

#### 1. MS-WORD -6 Hours

Mail-Merge, Using Password, Protection of file, Checking and Removing Virus, Converting Word document to web document, PDF Files

#### 2. MS-EXCEL-8 Hours

Functions-Mathematical, Statistical, Data Analysis

#### 3. Accounting Packages-10 Hours

- 3.1 Preparation of Financial Statement, Trial Balance, Profit/Loss Account, Balance Sheet
- 3.2 Analysis of Financial Statements, Cash Flow Analysis, Fund Flow Analysis, Ratio Analysis, Budgets
- 3.3 Consolidation
- 3.4 Bank Reconciliation Statement
- 3.5 Exporting Data from MS-Excel/MS-Access for Financial Analysis

#### 4. Data-Base Management System-14 Hours

Introduction , Types of databases- Hierarchical, Network, Relational, DDL ( Data Definition Language), DML ( Data Manipulation Language), DA (Data Administration), Building and customizing database

MS Access

Opening file in Access, Managing databases from Access Wizard, Navigating with switchboard wizard, Creating a database, Entering data in a database, Linking a table from another table, Exporting information from a database, Saving information in a database, Building database using Access, Working with tables, Renaming tables, Working with form, Modifying a form, Structured Query Language ( SQL), Creating macros & running macros, Creating Query & Modifying Query, Creating Report with Auto report, Opening a report, Page Size, Margins, Report Headers, Detailed Reports, Summary Report, Printing Report ( including tables)

#### 5. Visual Basic-10 Hours

Introduction to Visual Basic, VB Programming Process, Starting & Stopping VB, Coding Basics, Data Basics, Message & Input Boxes, Multiple Choices with Select Cases, VB Looping, Using Control Arrays, Finishing the Form, Error Checking, Exercises

#### 6. Digital Signature and Verification of Electronic Record-2 Hours

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However Students stationed abroad (please refer clause "Foreign Students" below) shall have to produce a certificate, from any Computer Training Institute in the country of his current settlement, to effect that they have successfully completed the said training.

Such students shall pay the prescribed exemption fee.

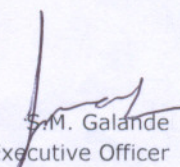
## Foreign Students

Students stationed outside India shall be treated as 'Foreign Student' only upon their submitting any document(s) regarding address proof etc. to vouch their claim. All fees to be paid by such students shall be only in US\$ and not in INR.

## General

Students shall be enrolled for both the Groups taken together and not in isolation and accordingly fees shall be accepted for both Groups.

Regional Councils/Chapters should not discourage students who are desirous to undergo coaching for both the Groups together either under Oral or under Postal. They shall be enrolled collectively for both Groups.

  
S.M. Galande  
Chief Executive Officer

11<sup>th</sup> September 2008