



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
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NOTIFICATION

Sub: Introduction of New Skills Training Program and IOTP Scheme – 2024

The Council of the Institute in its 351st Meeting held on 29th March, 2024 has decided to introduce New 'Skills Training Program and IOTP Scheme – 2024', which shall be applicable for the Intermediate and Final Level students from December 2024 term of examinations and onwards. The details of the new Skills Training Program and IOTP Scheme – 2024 with its modalities are given below:

Skills Training Program and IOTP Scheme – 2024

For Intermediate Course:

Skills Training Modules	Hours	Mode	Delivery/Share of Fees
Tally ERP/ Zoho/ ERP Next/Any ERP	40 hrs.	Online	DoS
Communication & Soft Skills	20 hrs.	Online	DoS
MS-Office *	40 hrs.	Hybrid	<ul style="list-style-type: none">Regions/Chapters – Share of Fees Rs.1200/- per oral studentCMASC - Share of Fees up to Rs.1000/- per oral student
E-Filing	20 hrs.	Hybrid	
Intermediate Skills Training Program	120 hrs.		

* Alternatively, Google Docs, Sheets, Slides / Open Office may be taught.

For Final Course:

Skills Training Modules	Hours/Days	Mode	Delivery/Share of Fees
SAP/ORACLE/MS Dynamics/Any ERP	50 - 60 hrs.	Online/ Hybrid	DoS
Business Analytics/Data Analytics	20 - 30 hrs.	Online	DoS
IOTP	10 days	Physical	<ul style="list-style-type: none">Regions/Chapters – Share of Fees Rs.2500/- per oral studentCMASC - Share of Fees up to Rs.2000/- per oral student
Final Skills Training Program	80 hrs. + 10 days		



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Modalities:

1. Region/Chapter/CMASC shall conduct MS-Office/E-Filing training in physical/hybrid mode duly monitored by DoS. **Physical mode of training is preferred.**
2. Region/Chapter/CMASC shall engage expert faculty members for respective Skills Training Programs and should have reasonable infrastructure to provide the training.
3. Region/Chapter/CMASC shall submit a comprehensive **Skills Training Completion Report** along with Students attendance record, Faculty details, Student/Faculty feedback, Program outcome etc. in a specified format after completion of the Skills Training Program for a specific term.
4. Students who have applied for both/remaining group(s) shall only receive SAP/ERP login in their registered mail id; while students who have paid total course fees/2nd instalment (irrespective of exam application) are eligible to attend other Skills Training Programs/IOTP for a particular term.
5. Share of Fees for postal students shall be remitted to Regions/Chapters after successful completion of the respective training modules.
6. Skills Training/IOTP not served through Regions/Chapters/CMASC, if any, shall be conducted through online mode by DoS.
7. T&EF Committee shall monitor the effectiveness and timely completion of Skills Training Program/IOTP on regular basis and can modify the modalities/curriculum of Skills Training/IOTP program time-to-time to facilitate students with highest standard of training.

This is for information of all concerned.

CMA (Dr.) Kaushik Banerjee
Secretary

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