

Guidelines - Career Counselling Programmes organised by the Counsellors

Objective : Popularise CA Course

Programme Organising Units (POU) : Branches and Regional Councils of ICAI

1.	Honorarium	Rs. 5000/-	
2.	Expenses	Expenditure includes all items like cost of Banner, Memento to Schools/College Heads, Photographs, Conveyance, Press Meet etc. Actual expenditure incurred subject to maximum of Rs. 2500/- will be paid to the Counsellor. GST will be paid extraat actuals.	
3.	Resources from the CCC	Flyers will be provided by CCC.	In case bulk Flyers are required, kindly inform CCC.
4.	Documents for claimof Honorarium & Expenditure	Statement of Claim, Declaration, Photographs.	Photographs to be taken as per the following instructions: Front view: The picture shouldbe captured from the front and the maximum audience to covered. Back view: Picture to be captured from the back of the audience where the career counselling banner, stage/ dirge & the counsellor taking the session is visible. Diagonal view: picture should be captured via diagonal view.
4	Target Audience	Students of VIII, IX, X, XI, XII & Graduation & PG.	
5	Total Audience	Preferably 200 Students per Programme but not less than 100 students.	

6	Permission/ Approval of the programme	Counsellors may identify Schools and Colleges for conducting the Career Counselling programmes in association with the jurisdictional Branches/ RCs. The Counsellor shall upload the programmes in the online portal.	Branches/RCs will give the approval for the uploaded programme by the Counsellor.
7	Statement of Claim	Claim of honorarium and expenditure to be submitted by the Counsellor to the POU.	POU will make the payment to the Counsellor.
8	Two Minutes Video Post Counselling	Uploading of two minutes video post counselling session.	The video to cover the counselor taking the session along with audience. The video is to be uploaded in the https://ccg.icaai.org/ portal after the completion of the counselling programme within a day. Maximum video size should not be more than 10MB.

Important Points:

1. The Counsellor can take maximum 20 Career Counselling Programmes in a year.
2. 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.
3. Twitter: Posting of Career Counselling Photographs of your Career Counselling Session on Twitter account and tagging to Career Counselling Twitter account at @cccicai
4. In the ICAI Commerce Olympiad, the Counsellor shall register the students at least 40% from each counselling session. There is no fee charged from the students.
5. The Career Counsellors shall not publicize the credentials or any sort of

canvassing for the Coaching classes or centers 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 thereunder or any guidelines issued by the Council/ Committee, ICAI.

6. Only the empanelled counsellors (ccg.icaai.org) shall be allowed to take the counselling session.