



GUIDELINES FOR CEP STUDY CIRCLES FOR THE MEMBERS OF THE INSTITUTE OF COST ACCOUNTANTS OF INDIA w.e.f. 1st January, 2016

Specific Norms for members in Industry on the formation and functioning of CEP Study Circles within India

1.0 Context

1.1 These Guidelines are issued for the formation of Study Circles, which will carry out functions as specified in this document in order to further the objectives of the Continuing Education Programme Committee of the Institute.

1.2 In view of the mandatory CEP credit hours requirements for members of the Institute as laid down by the Council of the Institute of Cost Accountants of India, it has been thought prudent to create another level of Programme Organising Units (POUs) to facilitate the members in complying with the said requirements.

1.3 These guidelines shall supersede earlier guidelines issued by the Institute on the subject.

2.0 Definition of a CEP Study Circle

2.1 A Study Circle is a forum of members of the Institute of Cost Accountants of India who reside/serve in a particular geographical locality and who constitute themselves as such for the purpose of carrying out the objectives which are given hereinafter.

(i) Study circle within the group of same organization.

(ii) Study circle comprise of participants of same location.

2.2 The constitution, formation and functioning of a CEP Study Circle are subject to the rules as given in these Norms.

3.0 Objectives of a CEP Study Circle

3.1 To provide CEP learning activities to the members of the Institute

3.2 To foster and develop professional fellowship, and exchange professional knowledge amongst the members of the Institute of Cost Accountants of India residing/ serving in a particular locality



4.0 Rules governing Constitution and Formation

4.1 The CEP COMMITTEE of the ICMAI is empowered to approve, supervise, support and regulate the functioning of these CEP Study Circles

4.2 Subject to the provisos under Para 2.0 above, CEP Study Circles for members may be formed by minimum 20 and maximum 150 members. The Study Circles formed prior to the effective date of these amended guidelines should increase their minimum no. of members to 20 within six months from the effective date of the guidelines and submit the details in the prescribed format.

4.3 CEP COMMITTEE is empowered to reduce the minimum number of members required to form these study circles with due justification.

4.4 Application for the formation of CEP Study Circles for members is to be made to the CEP Committee of ICMAI following the rules given below:

(i) In prescribed format as laid down in the **Annexure 'A'** to these Norms through the chapter to the concerned Regional Office of the ICMAI within whose geographical jurisdiction the proposed CEP Study Circle falls. In case there is no Chapter then application will be route through Regional Council.

(ii) If CEP COMMITTEE wishes to reject the application, may deny permission for the formation of a CEP Study Circle for members. Such refusal of application will have to be recorded within 30 days of the receipt of the application and intimated to the applicants.

4.5 The number of Study Circles allowed to be formed in a particular city/town where Headquarter/Regional Council/Chapter is situated should not exceed the number, which is arrived by dividing the total number of members in that particular city/town by 250.

4.6 A member of the Institute can become member of only one CEP Study Circle.

5.0 Rules for naming the CEP Study Circles

(i) The Study Circle so formed shall be called (name of the locality/industry etc.) CEP Study Circle for Members of The Institute of Cost Accountants of India (as the case may be).

(ii) The name of a CEP Study Circle should not be the same or similar to that of an existing CEP Study Circle. Name of a CEP Study Circle proposed should reflect its location/Industry only. The CEP Committee has the right to accept or to reject any name that has been proposed by the applicants of a CEP Study Circle.



(iii) The name of the Study Circle so formed should not be on the name of any Company/Organization and also should not reflect the names of the same.

6.0 Registration of CEP Study Circles in the CEP Database

6.1 The CEP COMMITTEE on approving the formation of the proposed CEP Study Circle would update its records and register the newly formed CEP Study Circle on the CEP Portal.

6.2 Once the CEP Study Circle is registered on the CEP Portal, the study circle may seek approval for its programmes through the CEP portal. The approval of the programmes of the CEP Study Circles would be given on the CEP Portal by CEP Committee and a copy of the said approval would also be forwarded to CEP COMMITTEE.

7.0 Rules for Functioning of CEP Study Circles

7.1 The CEP Study Circles shall not have their own rules and bye-laws and should not be registered under any other Act.

7.2 The CEP Study Circles shall not acquire any capital assets except one computer, one printer and related accessories.

7.3 Study Circles shall work under the guidance, supervision and control of the CEP COMMITTEE or any other organ of the Institute which it may develop for this purpose.

7.4 Study Circles are allowed to hold a-maximum of 12 CEP hours of programmes during a month. Within this limitation, they may conduct their learning activities subject to a maximum of 4 CEP credit hours per day and programme should not be continued beyond one day at a time.

7.5 CEP Study Circles should only invite academicians and subject experts as dignitaries for the inauguration / valedictory functions, if any for their CEP programmes.

7.6 The date, topic, venue and faculty for CEP Study Circle programmes have to be informed to the CEP Directorate to seek permission for the programme as per the clause no.7 of Guidelines for all members of the Institute under Continuing Education Programme (clause relating to Monitoring and Review of CEP activities).

7.7 CEP Study Circles shall not use the logo of the Institute on their letterhead or on any of their official stationery. Furthermore the official stationery of the CEP Study Circles should only contain the name of the Convener/Dy. Convener along with their postal address & other contact details like e-mail id, phone nos. etc. for correspondence



without mentioning the names of organisations in which they serve. The names of the Past Conveners and other office bearers should not be mentioned on the official stationery of the CEP Study Circles.

7.8 CEP Study Circle cannot conduct any diploma/certificate course.

7.9 CEP Study Circles are not permitted to publish any newsletters of their own.

7.10 Administration

7.10.1 CEP Study Circles are mandatory to elect every year a Convener and a Deputy Convener to look after the day-to-day affairs/activities of the CEP Study Circles as well as, maintaining proper accounts of the CEP Study Circle. A person can serve as Convener/ Dy. Convener of a CEP Study Circle for a maximum of two terms of one year each.

7.10.2 Conveners and Deputy Conveners are not permitted to get their visiting cards printed, which contain the details of their association with their CEP Study Circle.

7.10.3 One member can become the Convener or Deputy Convener of only one CEP Study Circle at a time.

7.10.4 The Conveners are responsible for conducting at least one programme per month for the members of the CEP Study Circles to discuss various matters of topical interest, at such predetermined place as may be convenient to members.

7.10.5 The conveners should send copies of the notices convening the programmes and report of such CEP learning programmes including the membership number and names of the members who had attended such programmes to the CEP Directorate within three days of organizing such programmes.

7.10.6 A Convener and a Deputy Convener of any Study Circle cannot hold a position of an office bearer of the Central Council/Regional Council/Chapter of the Institute.

7.10.7 The Study Circles shall organise/ conduct programmes/ meetings/ seminar/ workshop within 3 km radius of its registered office.

7.10.8 CEP study circle shall not conduct any CEP programme/activity coinciding with the programme /activity of their respective Regional Council/Chapter. However, the respective Regional Council/Chapter may permit programme /activity by such CEP study circle coinciding with their programmes, if they feel it appropriate.



7.10.9 Code of Conduct as applicable in the Institute's Election and such other notifications/directives issued by the Institute in this regard from time to time shall be applicable to the Study Circles and it is the responsibility of the concerned Regional /Chapter to disseminate this information for necessary compliance by the Study Circle.

7.11 Accounts

7.11.1 CEP Study Circles are authorized to open Bank Accounts in the names of the respective Study Circles and Conveners and Deputy Conveners are authorized to operate the accounts jointly.

7.11.2 Every CEP Study Circle should maintain annual accounts and submit annually to the members of the Study Circle within one month from the end of the fiscal year.

7.11.3 Conveners of CEP Study Circles may collect a reasonable amount per member to defray the cost of holding learning activities and other incidental charges.

7.11.4 The cost of learning activities would include rent for the venue for organizing CEP programmes, refreshments/lunch/dinner for the participants, traveling cost of faculties, memento to the faculties, printing and postage for circulating the invitation for the programme to the members and printing of the background material only.

7.11.5 The responsibility for ensuring financial propriety in the financial management of the Study Circle, for production of proper audited accounts, whenever required by the CEP COMMITTEE or any other authorized organ of the Institute shall be that of the Convener and Deputy Convener.

7.11.6 The CEP study Circles are not entitled for any grant or financial assistance/sponsorship from the Institute of Cost Accountants of India and/or by the Regional Council/Chapters/by a Charity or any other Institutions. However, Study Circles which are being formed under the category of corporate are to be sponsored only by the concerned Corporate and its associated companies/institutions and not by any other companies/institutions not connected with the concerned corporate.

7.11.7 It should be the endeavor of the conveners to conduct the CEP Programmes on cost competitive and self-financing basis.

7.11.8 Surplus funds of CEP Study Circles at the end of every financial year should be immediately committed for subsidizing future programmes to be conducted by CEP Study Circle. The surplus funds at the end of each financial year must be utilized within one year from the end of that financial year for the benefit of the members. A report and the plan by the CEP Study Circle should be submitted to the CEP COMMITTEE. In case the amount remains unspent, the same shall be transferred to the Cost Accountant Benevolent Fund of the ICMAI through CEP COMMITTEE.



7.11.9 The Study Circle shall not be allowed to offer Corporate Membership Scheme or such other schemes to the members.

7.12 Joint Programmes

Two or more Study Circles may jointly organize a programme or a Study Circle may organize together.

7.13 Monitoring of Programmes conducted by CEP Study Circles

CEP COMMITTEE or any other organ designated/developed by the CEP COMMITTEE for this purpose has the power of monitoring the programmes conducted by CEP Study Circles. Such monitoring is to be done in terms of the Advisory issued by the CEP COMMITTEE from time to time in these regards.

7.14 Incidental and Related Matters

7.14.1 There should be no restriction whatsoever placed by the Study Circles on any member of the Institute intending to become a member of a particular Study Circle.

7.14.2 CEP COMMITTEE has the responsibility of publicizing the programmes intended to be conducted by the Study Circles.

7.14.3 For the purpose of information to the general membership, the Continuing Education Committee will maintain a Billboard in the CEP Portal of the Institute where Study Circles may host such information, which they deem to be of general and professional interest.

The Committee shall monitor the content of the billboard.

7.14.4 Enrolment to the programmes, organized by a particular Study Circle where CEP credit is desired should be open to the members of that Study Circles as well as other members of the Institute including those who are not members of that study circle. Reasonable fees for such enrolment may be charged for enrolling such non-Study Circle members for such a programme.

8.0 Dissolution of CEP Study Circles

8.1 The CEP COMMITTEE has the powers to derecognize a CEP Study Circle in the following cases:



8.1.1 If the CEP Study Circle is not functioning in accordance with the norms and other decision(s) of the CEP COMMITTEE or the Central Council of the Institute.

8.1.2 If the CEP Study Circle is found to be working against the interest/policies of the Institute

9.0 Residual Matters

9.1 In the event of lack of clarity in any matter in the formation of Study Circles or their administration, application should be made to the CEP COMMITTEE, which is entrusted with the responsibility for providing such clarification.

9.2 The Chairman of CEP COMMITTEE acting in consultation with the President of the Institute shall have absolute discretion to decide and intervene in matters concerning Programmes organized by a Study Circle, whether conducted by itself or jointly with any other body as permitted under these Guidelines, and also to

9.2.1 Prescribe such additional conditions in regard to the conduct, monitoring, content, faculty etc. for any such programme and to grant CEP credit hours to such programme conditional upon compliance with any such conditions as may be prescribed, and

9.2.2 Refuse CEP Credit Hours to any such programme if in their view the grant of such CEP Credit hours is not in the overall interest of the Institute, its Programme Organizing Units, the members or for some other reason not in consonance with the policy or objectives of the CEP Committee as laid down from time to time.

9.3 The CEP COMMITTEE, through its administrative arm, is authorized by the Council of the Institute to intervene in any matter so as to either remove hardship or to ensure compliance with the above norms.



Annexure A

Format of Application for seeking approval of the CEP COMMITTEE for forming a Study Circle by Members of ICMAI

Date:

THE CHAIRMAN

CONTINUING EDUCATION PROGRAMME COMMITTEE

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

[Statutory body under an Act of Parliament]

'CMA Bhawan',

3 Institutional Area,

Lodi Road, New Delhi.

Through the Chairman of the Regions/Chapter office of the ICMAI under which the location of the proposed Study Circle falls

Dear Sir/Madam,

Sub: Formation of Study Circle for Members

We, on behalf of the members of the Institute of Cost Accountants of India from.....(name of the locality), whose details are given below, desire to form a Study Circle for Members under the name..... We have read the Norms framed in this respect by the Institute and we shall abide by the same. Mr./Mrs. and Mr./Mrs. have expressed their consent to be the first convener and first deputy convener of the Study Circle.

We shall be pleased if the approval is granted at the earliest.

Thanking you,

Yours Faithfully,

(Convener)

(Deputy Convener)

Signatures with Name and Membership Number (Name of the Organisation, Designation, Address of Organisation for the members in Industry)*

Email id, Mobile No. and Landline No.

Not less than twenty members of the proposed Study Circle



**Signatures of the members to be verified by the Membership Department of the Institute.*

Note: The details of each signatory members, (With Name, Membership Number, COP Status (whether holding or not), Name of the Organization, Designation, Address of Organization, Professional Address, Residential Address, Email ID & Mobile No.) may be given in Columnar Sheet for all Members.



Annexure B

Format of Letterhead of the CEP Study Circle for the Members:

-----CEP Study Circle for the Members of the ICMAI

Approval reference no. of CEP COMMITTEE of ICMAI

The name of the Convener and Dy. Convener

Postal address

e-mail id,

Phone nos.

Fax nos.