

INFORMATION TECHNOLOGY AND SOFT SKILLS (ICITSS) **AND ADVANCED INTEGRATED COURSE ON INFORMATION** **TECHNOLOGY AND SOFT SKILLS (ADVANCED ICITSS)**

Q. 1 What is Integrated Course on Information Technology and Soft Skills (ICITSS) and Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS)?

Ans. ICITSS is a combination of Information Technology Training (IT) and Orientation Course (OC) and Advanced ICITSS is a combination of Management Communication Skills (MCS) and Advanced IT. ICITSS and Advanced ICITSS has been effective from 1st July 2017 and are of 4 weeks each.

Q. 2 I have undergone OP & ITT / GMCS II & ADV. ITT under old scheme, do I need to undergo ICITSS/ Advanced ICITSS if I switch to New Scheme effective from 1st July'2023?

Ans. No, a student who has already undergone OP & ITT / GMCS II & ADV. ITT will not be required to undergo that course again.

Q. 3 I have undergone only one i.e., either OC or IT or MCS or ADV. IT under old scheme, do I need to undergo complete ICITSS (OC & IT) / Advanced ICITSS (MCS & Adv. IT) if I switch to New Scheme effective from 1st July'2023?

Ans. Students who have already undergone only one i.e., either OC or IT or MCS or ADV. IT has to undergo only the remaining course i.e., ICITSS (IT) or ICITSS (OC) or Advanced ICITSS (Adv. IT) or Advanced ICITSS (MCS). They are not required to undergo ICITSS (OC & IT)/ Advanced ICITSS (MCS & Adv. IT) in entirety.

Q.4 What is the revised fee of ICITSS (OC/IT) and AICITSS (MCS/AIT) and when it is going to be implemented?

Ans. Under New Scheme there is no change in the course fees. The fee for OC/IT is Rs. 7,000 / 6,500 and for MCS/AIT 7,000 / 7,500 respectively, which is already applicable from 1st Aug'2022.

Q.5 When is ICITSS (IT/OC) to be undergone?

Ans. The Intermediate student has to undergo these courses before commencement of Practical Training for both the Routes (Foundation/ Direct Entry).

Q.6 When is Advanced ICITSS to be undergone?

Ans. A student is required to complete AICITSS (AIT & MCS) after completion of Practical Training but before appearing in Final Examination under New scheme w.e.f., 1st July 2023.

Q.7 I am student under old scheme and have not undergone OP and IT. Do I need to undergo ICITSS?

Ans. Yes. The student must undergo ICITSS.

Q.8 Do the students get a certificate after the successful completion of the course?

Ans. Yes, However, students have right to print his/her certificate from the online portal. The concern POU enabled print certificate option for students in the student's dashboard.

Q.9 Is it possible to register for ICITSS(IT) & (OC) before registering for INTERMEDIATE?

Ans. No, it is not allowed.

Q.10 I am student under old scheme and have not undergone MCS and Advanced IT. Do I need to undergo Advanced ICITSS?

Ans. Yes, you have to undergo Advanced ICITSS before your Final exams under New scheme w.e.f., 1st July 2023.

Or

S. No	Category	Remarks	When to complete
1	Registered in Final (New) Course (registration for which commenced from 1st July, 2023)	Should complete Advanced ICITSS (i.e. Advanced IT and MCS) and pass the Advanced IT test thereunder	Before appearing in Final (New) Examination
2	Converted from Final (Old) Course (i.e. students registered in Final (Old) Course before 1st July 2017 under the syllabus approved by the Council U/R 31(ii) of the CA Regulations) to Final (New) Course - Not appeared in Final (Old) exam earlier	Should complete Advanced ICITSS (i.e. Advanced IT and MCS whichever component has not been completed earlier) and pass the Advanced IT test thereunder, upon conversion to the Final (New) Course.	Before appearing in Final (New) Examination

3	Converted from Final (Old) Course (i.e. students registered in Final (Old) Course before 1st July, 2017 under the syllabus approved by the Council U/R 31(ii) of the CA Regulations) to Final (New) Course- Appeared in Final (Old) exam earlier	Should complete Advanced ICITSS (i.e. Advanced IT and MCS whichever component has not been completed earlier) and pass the Advanced IT test thereunder, upon conversion to the Final (New) Course.	Either before or after appearing in Final (New) Exam but in any case, before applying for membership
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Q.11 Why has it been made mandatory to complete AICITSS (IT) before the final examination?

Ans. It has been made compulsory to undergo Advanced ICITSS before the Final Exams as per the regulations passed in the Council under New scheme w.e.f., 1st July 2023.

Q.12 Is it possible to complete AICITSS(IT) & (MCS) before clearing the INTERMEDIATE Group 2 exam?

Ans. No, it is not allowed under New scheme w.e.f., 1st July 2023.

Q.13 Can ICITSS OC and IT be pursued together, or they can be registered and done at different time?

Ans. No, they are to be pursued separately with different dates and timings.

Q.14 Can AICITSS MCS and Advance ITT be pursued together, or they can be registered and done at different time?

Ans. No, they are to be pursued separately with different dates and timings.

Q.15 When is Advance IT exam going to be held?

Ans. ICAI Examination department conducted the MCQ based Advanced ICITSS(IT) exam. All information related to online registration for exam, exam dates and result are available on <http://advit.icaiaexam.icaai.org>.

Q.16 Which portal is used for allotment of seats for Integrated Course on Information Technology and Soft Skills (ICITSS) and Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS) Courses?

Ans. <https://www.icaionlineregistration.org/>

Q.17 What is/are the mode of payments available for registration in ICITSS/AICITSS batches?

Ans. Student can make online payment while registering for ICITSS/AICITSS batches by using any Debit/Credit (Visa/Master) card except RuPay card.

Q.18 Is it allowed to change the batch for ITT/Adv.ITT? (cancel/ transfer)

Ans. Yes, Student is allowed for the same but before commencement of the batch or before confirmation, with the approval of POU.

Q.19 Can a student ask for transfer of the batch from one POU to another in the same city or another city for OC/MCS?

Ans: Yes, a student can opt for transfer to other POU by paying a changeover fees of Rs. 500/- (Rupees Five Hundred Only) to the registered POU. This transfer to be affected within 3 days of the commencement of the batch. After 3 days after commencement POU will not entertain any batch transfer request of the students. The same is applicable for change in batch timings at the same POU.

*Please Note: This will be permitted only, if the batch has the vacancy to accommodate the students and will be a onetime affair.

Q.20 What is Token number?

Ans. Token number is generated by the POU, in case the student wants to cancel his/her batch due to any reason. He/she has to send an email with proper reasoning to the POU, token could be used by the student for the same course registration in future batches within 1 year of issue date and could be used once only from the date of originally it was generated.

* In any case refund of token amount is not allowed.

Q.21 If batch is cancelled by the POU due to lesser number of registrations in batch and token was generated, can I apply for refund of token number?

Ans. No, however, token is valid for 1 year from the issue date and it could be used by the student for same course for future batches.

Q.22 After online registration, do I have to submit all the required documents (as per acknowledgment slip) via email or there is need to submit these documents physically to branch before 2 days start of the batch?

Ans. There is no need to visit the branch physically for only submitting the documents required for registration. Student can send the softcopy of the required documents through email (given on acknowledgment slip) before 2 days of batch commencement.

Q.23 If amount is deducted from my account while making online payment due to failed transaction or non-availability of seats. What is procedure of refund and how many days it will take in refund to be credited into my account?

Ans. Student must send his/her bank transaction details to the respective helpdesk and wait for minimum 10 – 15 working days for refund. Kindly find below the help desk contact details for all the courses help desk:

Course	Helpline e-Mail ID	Phone Number
ICITSS - Orientation Course	helpdeskop@icai.in	0120-3045988
ICITSS – Information Technology	helpdeskitt@icai.in	0120-3045987
AICITSS - Management and Communication Skills (MCS) Course	helpdeskgmcs@icai.in	0120-3045915
AICITSS - Advanced Information Technology	helpdeskadvitt@icai.in	0120-3045964

Q.24 If I have registered for the particular course (ICITSS/AICITSS), how many days my registration will be approved/confirmed?

Ans. Your seat is confirmed by the POU only after checking of all the required documents sent by you to them via email before 2 days to start batch. But, if registration is not confirmed by the branch even after the start of batch, you have to write an email to them, while keeping the respective helpdesk in loop.

Q.25 If I have completed 15 days training of a particular course, after how many days I will get my completion certificate from POU for ICITSS and AICITSS courses?

Ans. After successfully completion of 15 days training, the POU will allow you to print the certificate from your Dashboard subject to the submission of your 15 days feedback. But if you are not able to find your completion certificate after 3 days of completion of respective course. You are advised to write a mail to POU, while keeping the respective helpdesk in CC.

Q.26 Can a student take leave during the OC/MCS or ITT/Advanced ITT Regulatory Programme under the CA curriculum, and what is the attendance requirement for successful completion of the course?

Ans. For the OC/MCS and ITT/Advanced ITT Regulatory Programmes: Students must attend the program continuously and complete the course without interruption. Generally, leave is not permitted during the sessions, and a minimum of 90% attendance is required. Any relaxation may be considered only in exceptional circumstances beyond the student's control and must be appropriately recorded with the concerned POU/Branch/Regional Office.

Q.27 What if there is no future batch is available at respective branch for compensation? Do, I am allowed to complete my short attendance at any other branch/POU?

Ans. Yes, student is allowed to compensate the remaining attendance at any branch of ICAI, where the same course is about to start in near future with proper approval from POU and HO.

Q.28 If student register in a particular batch of ICITSS/AICITSS but due to any

reason he/she want to cancel his/her registration and request for refund of course registration fee? Is refund is allowed or not?

Ans. Refund is not allowed in any case, only student request to generate the token against the fee and that can be used by the student within one year from the date of issue for the same course.

Q.29 I am a Differently Abled student. How do I register for IT and Soft Skills courses?

Ans. Students possessing a valid Differently Abled (PH) certificate indicating **40% or more disability** are eligible for fee exemption. They must submit their PH/medical certificate and **UDID (Unique Disability ID) Card/UDID Number**, wherever applicable, to the respective Branch/POU where they intend to undergo the training. Alternatively, students holding a **Student Concession Card issued by the Examination Department** may also avail the concession.

The respective Branch/POU will verify the documents and forward the case to the concerned helpdesk for approval. Upon approval and receipt of all required documents, the Head Office (HO) will initiate the fee refund process as per the prescribed guidelines.

Q.30 Is Differently abled student mandatory to attend the physical classes at the respective POU?

Ans: For ITT/Adv. ITT, it is not necessary to attend the classes physically by the Differently abled students. Still if any such student wants to attend, he/she will be do the same at their own wish. No special arrangement be done by the POU.

If students are unable to attend the classes due to his/her health conditions, then POU will provide 2 sets of specially designed question papers. Students has to submit the solved question paper to respective POU after self-study of minimum 10 days or with in the stipulated time mentioned in the letter issued to them while giving such papers.

On successful evaluation of paper with min 60% marks, a completion certificate of the said student will be generated.

For OC/MCS It not compulsory to attend the physical classes by the physically disabled students at the POU. If he desires to attend, it is his/her own convenience and wish. If the student chooses not to attend the physical classes, then POU will provide the concern student with 2 sets of Question papers of 100 Marks each after the completion of the scheduled sessions.

Students will complete the papers either at the POU or location of his choice and submit the same to the POU within 5 days of the issue of the Question Papers. The papers will be evaluated and securing 50% marks in each paper will make him eligible for Completion Certificate by the POU.

Q.31 If the differently abled student fails to secure minimum passing marks in both the papers individually, is he/she going to wait for next batch to conclude or will be permitted to re-write papers immediately?

Ans: In such cases, the students will be provided with next 2 paper sets for completing the course instead of waiting for the running batch to conclude.

Q.32 I have registered in CA course under Employee Ward category for fee exemption. How do I register for IT and Soft Skill courses?

Ans. Student must send their Parent Employee ID card, issued by ICAI to their respective branch/POU where he/she has undergone the training. The respective POU will check and verify student documents. After verification, the same will be forwarded to the respective helpdesk for approval and fee refund.

Q.33 What is the procedure to get the duplicate certificate for ICITSS/AICITSS courses?

Ans. Student can download his/her certificate from his/her dashboard after login in the portal. If his/her certificate is not available in his/her dashboard, he/she must send the request email to the branch from he/she has completed the respective course.

Q.34 If student forget the password, what is the procedure to get the login credentials for icaionlineregistration.org portal?

Ans. Student has to send the email to the respective helpdesk while providing the valid registration number for the same.

Q.35 If student register in a particular batch of ICITSS/AICITSS but due to any reason, he/she want to quit or drop the CA Course and request for refund of course registration fee? Is refund is allowed or not?

Ans. Refund is not allowed under any circumstances.

Q.36 Can a student pursue Articleship without completing ICITSS?

Ans. No. Completion of ICITSS comprising Information Technology (IT) and Orientation Course (OC) is mandatory before commencement of Practical Training/Articleship under the New Scheme.

Q.37 Is there any minimum attendance requirement in IT, OC, MCS and Advanced IT?

Ans. Yes. Students are required to comply with the prescribed attendance norms issued by ICAI from time to time. Non-compliance may lead to non-issuance of completion certificate.

Q.38 Whether online classes are permitted for ICITSS/AICITSS?

Ans. The mode of conduct of classes is decided by ICAI from time to time. Students are advised to regularly check announcements issued by ICAI/concerned POU regarding physical, virtual or hybrid mode. Presently the classes/sessions are Physical and has to be attended with no provision of the Online/Virtual/Hybrid.

Q.39 Can a student register for ICITSS/AICITSS in any branch across India?

Ans. Yes. A student may register in any ICAI branch/Program Organising Unit (POU) across India subject to seat availability and fulfillment of eligibility conditions.

Q.40 Is completion certificate mandatory for appearing in Final Examination?

Ans. Yes. Completion of Advanced ICITSS including MCS and Advanced IT, along with passing the Advanced IT Test, is mandatory before appearing in CA Final Examination under the New Scheme.

Q.41 What happens if a student fails in the Advanced IT Test?

Ans. The student will be required to re-appear in the Advanced IT Test as per ICAI examination guidelines. However, there is no requirement to undergo the Advanced IT course again unless specifically directed.

Q.42 Is there any validity period of ICITSS/AICITSS completion?

Ans. Presently, there is no separate expiry period prescribed for completed ICITSS/AICITSS courses under ICAI regulations, unless otherwise notified.

Q.43 Can a student attend multiple batches simultaneously?

Ans. No. Students are advised not to register in overlapping batches/courses as attendance requirements must be fulfilled separately for each course.

Q.44 Whether mobile phones or electronic gadgets are permitted during classes?

Ans. Students are expected to maintain professional discipline during sessions. Usage of electronic gadgets may be regulated/restricted by the concerned POU during training hours.

Q.45 Is dress code applicable during ICITSS/AICITSS programmes?

Ans. Students are expected to attend the programme in decent, professional and appropriate attire maintaining the dignity and decorum of the profession.

Q.46 Can a student change the batch after commencement due to medical or emergency reasons?

Ans. Yes, subject to ICAI guidelines, approval of concerned POU, seat availability and prescribed timelines/conditions for transfer.

Q.47 Are hostel or accommodation facilities provided by ICAI branches?

Ans. ICAI branches do not provide hostel facilities.

Q.48 Is biometric attendance mandatory?

Ans. Attendance recording mechanism including biometric/manual/digital mode may be prescribed by the concerned POU and students are required to comply accordingly.

Q.49 Can a student pursue AICITSS during Articleship period?

Ans. As per New Scheme guidelines, AICITSS is to be completed after completion of Practical Training but before appearing in CA Final Examination.

Q.50 Whether study leave is admissible for attending ICITSS/AICITSS during Articleship?

Ans. Students are advised to coordinate with their Principal/Employer in accordance with ICAI Practical Training guidelines and mutually manage leave requirements for attending the courses.

Q.51 What precautions should students take while registering online?

Ans. Students should ensure:

- Correct registration number and email ID
- Proper upload/submission of required documents
- Careful selection of batch, dates and venue
- Preservation of payment acknowledgement and confirmation email

Q.52 Can fees once paid be adjusted for another course?

Ans. No. Fees paid for one course are generally non-transferable to another course. However, token mechanisms may apply for the same course as per ICAI guidelines.

Q.53 What should a student do in case of mismatch in certificate details?

Ans. The student should immediately contact the concerned POU/helpdesk through registered email along with supporting documents for rectification.

Q.54 Are students expected to actively participate during soft skills sessions?

Ans. Yes. Orientation Course and MCS are interactive learning programmes designed to enhance communication, presentation, leadership and professional ethics skills. Active participation is encouraged.

Q.55 Can disciplinary action be taken for misconduct during the programme?

Ans. Yes. Indiscipline, misconduct, unfair practices, proxy attendance or violation of programme guidelines may attract disciplinary action as deemed appropriate by ICAI/concerned authorities.

Q56 I have successfully completed the Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS – MCS), and my certificate has already been generated.

However, the same is not reflecting in my SSP profile under the Training Details section.

Ans: First update your profile on SSP Portal. Thereafter you can contact from SSP Team.
Email ID - ssp.support@icai.in , ssp.helpdesk@icai.in; ravinder.thakur@icai.in & kavitha.kumar@icai.in
And you can also make a call on 9997599975 [SSP Team]

Q.57 Can branches cancel batches due to low enrollment?

Ans. Yes. In case of insufficient registrations or administrative reasons, the concerned POU may cancel/reschedule the batch and issue token facility as applicable.

Q.58 Is completion of feedback mandatory for certificate generation?

Ans. Yes. Students may be required to submit online feedback for successful generation/downloading of course completion certificate.

Q.59 Are ICAI announcements and notifications binding on students?

Ans. Yes. Students are advised to regularly refer to official ICAI notifications, announcements, BOS portal updates and regional/branch communications for latest regulatory changes.

Q.60 Where should students contact for unresolved grievances?

Ans. Students may contact:

- Concerned POU/Branch
- Regional Office
- Respective ICAI Helpdesk
- Official online portals/email support channels notified by ICAI.