

**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

If you have started your article-ship prior to 1st July 2023, then anytime during last 2 years of Practical Training but, compulsorily before appearing for Final Examination.

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 If I am not able to complete my 15 days attendance in a particular course. What is the procedure to compensate the remaining attendance? Do, I have to pay the fee again?

Ans. For ITT/Adv. ITT: As per guidelines, 90% attendance is compulsory in a particular batch for ITT/Adv. ITT. The student has to complete minimum 60% of attendance in a particular batch, in case of any exigency/emergency or due to medical reasons, he /she is allowed to compensate the remaining attendance in upcoming batch of the same POU with permission. There is no need to pay the fee again for the

same, only if the student has given proper information to the branch with all the necessary documents.

For OC/MCS : Students are required to complete the Course without discontinuity. However, in exceptional circumstances*, case of absence of students for maximum two (2) days or four sessions may be allowed by the Chairman/Secretary of the Program Organizing Unit.

*The exceptional circumstances are **a) Medical reasons and b) Death of a close relative**. Only in these above circumstances, the students will not be doing the compensatory classes for 2 days. Beyond 2 days in every case student will be doing the compensatory classes without fail. Rest of the students who take leave (not in exceptional circumstances) will have to do the compensatory classes in the same POU or the nearby POU to get their certificates. The students can take compensatory classes in their own or nearby branches. Certificate shall not be issued to the student unless the student completes the course.

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 Differently abled student. How do I register for IT and Soft Skill courses?

Ans. Students who are having Differently abled medical certificate of 40% and above, are eligible for fee exemption. They must send their PH/medical certificate 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, or Student concession card issued by the exam department. After getting all the required documents, HO will initiate the fee refund process.

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 within 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 is 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 concerned 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 registers in a particular batch of ICITSS/AICITSS but due to any reason, he/she wants to quit or drop the CA Course and request for refund of course registration fee? Is refund allowed or not?

Ans. Refund is not allowed under any circumstances.