

**Guidelines for Granting Accreditation to Academy
Providing Coaching Classes to Chartered Accountancy Education**



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PART- ONE Introduction

1.1 Background:

Board of Studies is established to support the Council of the Institute of Chartered Accountants of Nepal (here in after referred to as “the Institute”) to standardize educational and professional quality of the CA Education at par with the IFAC Standards and Practices of peer Institutes in the region and the world.

Scope of the Board of Studies expanded to review and finalize CA curriculum, study Training Outside Public Practice (TOPP), granting accreditation, development & distribution of study materials for Chartered Accountancy Education, review the Eligibility Test, conduct Crash Course, liaison with Universities for course matching between Institute and them at graduate as well as post graduate levels and monitoring of Chartered Accountants firms imparting articulated training to CA students.

To discharge the responsibilities as mentioned in the Rule 22(1) and (2) of the Nepal Chartered Accountants Rules 2061, in 2008 the Education Committee has prepared this guideline for granting accreditation to the educational academies or training centers (here in after referred to as “the academy”) to provide Coaching Classes of Chartered Accountancy students of the Institute. and in 2022 Board of Studies has updated the guideline to make it more relevant in present context. The guidelines shall come into force after the approval of the Council of the Institute.

1.2 Executive Summary

Accreditation shall be provided to the academies that meet the general conditions prescribed in this guideline. The academy accredited by the Institute shall be subject to supervision and monitoring by the Institute and shall forward the report in the prescribed format of Coaching Classes provided to the CA students. The Report shall be forwarded by the end of June for the students registered up to May and by the end of December for the students registered upto November each year.

The academy shall also submit its Annual Report each year within three months from the end of the Nepalese fiscal year.

PART-TWO
General Conditions applicable for granting Accreditation

2.1 Application and Processing Fee:

Academy willing to receive accreditation from the Institute for providing education to the CA students shall forward an application to the Institute in the prescribed format. The application form is available at the website of the Institute and duly filled form can be submitted on payment of NPR 5,000 (Rupees Five Thousands only) non-refundable.

The academy shall provide a declaration along with the application stating that:

- Fee Structure for each level should be as per prescribed by the Institute; and
- It shall abide the directions issued by the Institute from time to time.

2.2 Criteria of Applying for Accreditation:

The academy applying for the accreditation shall meet the following MINIMUM Conditions:

- i. It should be a Limited Company (either public or private) registered in the Office of Company Registrar or an educational institution affiliated with a recognized Nepalese University having legal existence.
- ii. In case of company, the minimum paid up capital should be of NPR 1,000,000 (Rupees one million) only.
- iii. The “Name” of the academy shall not be in contradicted with the provision of the Nepal Chartered Accountants Act, Regulation, Guidelines and Procedures of the Institute and other prevailing laws and other prevailing legislations.
- iv. Minimum three faculties should be working on full time basis with at least one in each level for which the accreditation is sought.
- v. The full-time faculties should be either a qualified CA from an Institute recognized by the Council or Post-Graduate from a recognized university and having 3 years of teaching experience in relevant subject. Number of faculties should be sufficient to coach all subjects for the level of CA course applied for accreditation. Academy shall also maintain list of faculties as back up in absence of intended faculties. The list of faculties including their qualification and experience should be enclosed along with the application form.

2.3 Infrastructure and Facilities:

2.3.1 The Institute shall review the application form received from the academy. Accreditation is not an automatic process and is subject to inspection and evaluation by the Institute. The Institute shall inspect the infrastructure and other facilities of the academy before providing accreditation. The inspection shall particularly focus on the followings:

- i. Availability of building space for classroom, offices, general administration, record keeping, library, meetings and other official use
- ii. Availability of lighting, heating and air flow system
- iii. Availability of furniture and fixtures and white boards
- iv. Availability of library facilities including books borrowing facilities
- v. Availability of computers, projectors and other office equipment's facilities
- vi. Availability of telephone, fax, email and internet facilities
- vii. Availability of drinking water and rest room and
- viii. Any other facilities and requirements as specified by the Institute.

For academics conducting virtual classes, inspection shall focus on followings :

- i. Availability of adequate server and bandwidth to accommodate all online traffic of the classes without any disruption
- ii. Availability of high-quality camera, mike and other accessories
- iii. Availability of licensed software and applications to accommodate all classes and students over the class time
- iv. Availability of support and backup plan to avoid disruption of classes
- v. Availability of platform to students to interact with faculties during the classes

Academy may provide reference study materials to its students either soft copy or hard copy.

2.3.2 The Institute shall also review past records of the owners and promoters, the management, and the faculties, their educational background, professional expertise etc. which will be considered for granting the accreditation.

2.3.3 The Institute may require the academy to submit additional information for its review before granting the accreditation. It shall be the responsibility of the academy to provide the information required by the Institute. Non submission of the information required by the Institute may result cancellation of the application.

2.3.4 The Institute shall give its decision on the accreditation within 30 days from the date of receipts of the application and notify the same to the applicant.

2.4 Accreditation Fee and Security Deposit:

2.4.1 Academy, which has been approved to grant the accreditation, shall deposit the accreditation fees and the security deposit as prescribed by the Institute in the bank account of the Institute within 15 days from the date of grant of accreditation and submit original Bank voucher to the Institute.

2.4.2 The Institute upon receiving the original Bank vouchers from the academy shall issue an accreditation certificate to the academy. The specimen of prescribed accreditation certificate is given in Annexure 1. After providing accreditation certificate, the Institute shall update the information (Name, Address, Contact Number, accreditation granted level etc.) about accredited academy in its website.

2.4.3 The decision of the Institute relating to grant the accreditation will be final and the Institute shall not be required to give reasons for refusing accreditation.

2.4.4 The accreditation certificate shall be renewed annually by payment of fees prescribed by the Institute. The accreditation fees and annual renewal fees shall be as follows:

Location	Security Deposit	Accreditation Fee	Annual Renewal Fee
Within Kathmandu Valley	Rs. 50,000	Lump sum Rs.20,000	Lump sum Rs.10,000
Outside Kathmandu Valley	Rs. 25,000	Lump sum Rs.10,000	Lump sum Rs. 5,000

2.5 Inspection & Supervision:

The continuation of accreditation granted will be conditional on a periodical review of the performance by the Institute and its satisfaction that the conditions stipulated by it are being observed and the guidelines regarding running of coaching classes are being followed properly by the academy. The Institute shall conduct inspection of the academy once in a year and if there is any non-compliance of this guideline the Institute shall conduct subsequent inspection after three months and if same non-compliance found on subsequent inspection the Institute shall terminate the accreditation after providing opportunity of being heard.

PART- THREE
Roles and Responsibilities of the Academy

3.1 Roles and Responsibilities of the Academy:

3.1.1 The academy shall abide the directions, instructions, and guidelines issued by the Institute to provide coaching classes to the CA students from time to time.

3.1.2 The Principal or Managing Director or General Manager of the academy must attend orientation programs organized by the Institute from time to time. The academy shall hire, appoint, arrange adequate number of qualified, professional and experienced faculties, either part time or full time or on contract basis, to run the coaching classes of CA Education.

3.1.3 The academy shall provide coaching classes to the CA students to cover the entire syllabus of each level for which students are enrolled.

3.1.4 The academy shall comply all related regulations including tax laws.

3.2 Operating Procedure of the Classes:

Academy shall prepare Standard Operating Procedure (SOP) for conducting classes. While preparing SOP following conditions shall be fulfilled at minimum:

- i. Academy shall prepare subject wise time plan for each level of CA course. Academy shall mention minimum lecture hours and duration for completion of course in SOP. Academy shall ensure to complete the classes within committed time frame.
- ii. Each coaching class size shall not exceed 30 students. In virtual classes, class size may be up to 60 students. However, the academy may accommodate more than prescribed number of students and for the same academy shall maintain proper medium of interaction during classes, adequate infrastructure and other required facilities and the details of same shall mention in SOP.

3.3 Class Timing and Assistance from Institute:

3.3.1 The timing of coaching classes for the students of CA Final level shall be before 9:30 AM in the morning and after 6:00 PM in the evening. Academy may conduct classes on other time for students who have completed Articleship Training.

3.3.2 The coaching classes shall be run on self-sufficient basis and the Institute shall not provide any assistance either technical or financial.

3.4 Record Maintenance:

3.4.1 The academy must maintain the following records of the Students,

A record showing the name, registration number provided by the Institute (ICAN), address, contact number and other details of students enrolled in each level.

A record of fees and other reimbursement expenses collected from the students for each level.

A record of students completing the coaching for each level or students leaving the academy without completing the coaching classes.

Any other records prescribed the Institute from time to time.

3.4.2 The Institute, either on its own or on receipts of a complain, may ask the Principal or Managing Director or General manager to furnish information or represent in the Institute to explain, clarify, review, verify, inspect, or conduct an investigation of any issues which the Institute has reason to believe that it would lead to violating the terms and conditions or materially impact on the career of CA students or damaging of the Institute.

3.5 Advertisement:

The text and content of commercial advertisement of the academy in print media, paper media, radio, TV, electronic and any other forms should not contravene the Act, Rules, Guidelines and Procedures issued by the Institute, if it is found so the Institute should proceed for legal remedies.

3.6 Reporting to the Institute:

The academy accredited by the Institute shall forward the half-yearly report to the Institute. The report shall be forwarded till the end of June for the students registered upto end of May and till end of December for the students Registered upto end of November. The academy shall also submit its Annual Report each year within three months from the end of Nepalese fiscal year.

3.7 Renewal of Accreditation:

The Accreditation certificate shall be renewed within 30 days from the end of the Fiscal year or within next 15 days after the expiry of above 30 days by paying late renewal fees prescribed by the Institute. The academy shall apply to the Institute by filling up the form as given in Annexure 2.

PART-FOUR
Termination of the Accreditation

4.1 Conditions for termination of Accreditation:

4.1.1 Termination of the accreditation certificate shall be at the discretion of the Institute.

4.1.2 No academy accredited by the Institute shall close or relocate its operation without prior approval of the Institute.

4.1.3 No academy accredited by the Institute shall transfer, sell, and amalgamate, merger or otherwise dispose of its business ownership without prior approval of the Institute.

4.1.4 The accreditation issued to the academy may be terminated if:

- i. An application has been filed by the academy to terminate the accreditation and the decision to this effect is taken by the Institute.
- ii. The academy has been declared bankrupt by the competent court of Nepal.
- iii. The academy fails to renew the certificate within the prescribed time limit.
- iv. The owner holding majority stake in the academy has been blacklisted by the Credit Information Center or convicted by the competent court in criminal offence.
- v. The academy fails to submit the half yearly report, annual report and any other information required by the Institute in accordance with this guideline within the prescribed time limit.
- vi. Any of the minimum conditions prescribed by the guidelines are breached.
- vii. The academy failed to comply the directions, instructions, and guidelines issued by the Institute from time to time.
- viii. The Institute at its supervision or inspection concludes that the infrastructure and other facilities of the academy materially deteriorated and is insufficient to provide the expected standards of education or the academy is no longer competent to provide the expected standards of education including compliance of the Standard Operating Procedure (SoP) submitted by the academy.

4.1.5 The Institute shall provide a 30 days' notice to the academy notifying its intension of terminating the accreditation and seeking an explanation why the accreditation shall not be terminated.

4.1.6 If the academy fails to submit its explanation within the prescribed time or the explanation submitted by the academy is not satisfactory, the Institute may decide to terminate the accreditation. The Institute shall remove the name of academy from its website after termination of the academy and the academy shall not be eligible to reapply for accreditation for one year of the termination.

4.2 Forfeiture of Security Deposit:

The Institute may forfeit the amount of security deposit if the accreditation is terminated by any of the reasons of Clause No. 4.1.4 of the conditions for termination.

(Pursuant to Clause 2.4.2)



The Institute of Chartered Accountants of Nepal

(Established under the Nepal Chartered Accountants Act, 1997)

Accreditation Certificate

This Accreditation is granted to of for conducting coaching classes of CAP-I/CAP-II/CAP-III level of Chartered Accountancy Education under the Institute of Chartered Accountants of Nepal pursuant to Rule 22(1) of the Nepal Chartered Accountants Regulation 2004.

This Accreditation shall be valid from..... to and till the date specified in renewal incase of renewal.

Secretary
Board of Studies

Chairman
Board of Studies

(Pursuant to clause 3.7)

Application for the Renewal of Accreditation

The Executive Director
The Institute of Chartered Accountants of Nepal
ICAN Marg, Satdobato, Lalitpur

We, the undersigned , hereby applying for renewal of Accreditation for the year..... granted by the Institute of Chartered Accountants of Nepal, for providing coaching classes of level of CA students. The receipt of applicable fee for the accreditation is enclosed along with this application. The detail of the accredited organization is as per below:

Name :.....

Address:

Telephone No:Fax No.....

Email:

Name of Authorized Person:.....

Signature

For Official use only

Receipt No:

Checked By:

Approved By: