

General Management and Communication Skills-I Course

The 15 Days full time Course on General Management and Communication Skills-I was introduced in the year 2012 to equip the entrants to the profession with interpersonal and management skills and provide exposure to the contemporary issues in the ever changing socio-economic scenario. **Successful completion of GMCS-I course is a regulatory requirement under Regulation 51A/72A of The Chartered Accountants Regulations, 1988.**

Objectives:

The GMCS-I Course aims to equip the entrants to the profession with some essential skills, such as-

- To develop effective communication and presentation skills
- To inculcate business acumen and public relation skills
- To develop all round personality with mature outlook to function effectively in different atmosphere

Eligibility:

Student who has registered for Articled Training on or after 1st May, 2012 and is serving first 12 months of practical training is eligible to undergo the course.

Students, who have undergone existing GMCS Course, can also on their option undergo GMCS-I by paying the required fee.

Duration:

The duration of the course is 15 days full time. Classes are held for 6 hours each day for 6 days a week (15 days X 6 hours per day = 90 hours).

The suggested allocation of time among the broad areas of the course contents is as follows:

- | | |
|---|----------|
| • General Management | 06 Hours |
| • Developing Personal Traits | 12 Hours |
| • Business Communication & Presentation | 48 Hours |
| • Interpersonal & Negotiation Skills | 18 Hours |
| • Technical Skills | 06 Hours |

Teaching Methodology:

Multiple methods including lectures, case studies, presentations, group discussions, management games, projects, mock interviews etc. should be used. Eminent person of regional/national repute may be invited for interactive sessions.

Fee:

The fees shall not exceed Rs.5500/- per student on non-residential basis inclusive of course, study material, tea/refreshment. This fee structure is not applicable for those who undergo the Course at Dubai Overseas Office.

Branches which wish to organize residential GMCS-I Course will follow the same “Session Plan” similar to regular GMCS-I Course. The fee for such programme will be Rs.20,000/- per participant.

Exemption for Disabled Students:

Students, suffering from 50% or above disability of permanent nature are exempted from payment of fee.

The following shall be regarded as disability-

- a. Blindness – “Blindness” refers to a condition where a person suffers from any of the following conditions, namely:
 - total absence of sight;
 - visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
 - limitation of the field of vision subtending an angle of 20 degree or worse.
- b. Low vision – “Low vision” means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- c. Leprosy cured – “Leprosy cured” means any person who has been cured of leprosy but is suffering from
 - loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation, and the expression “leprosy cured” shall be constructed accordingly.
- d. Hearing impairment – “Hearing impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- e. Locomotors disability – “Locomotors disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- f. Permanent and total loss of voice – a disabled student has to submit a certificate of suffering from disability, certified by a physician / surgeon / oculist working in a Government hospital, as the case may be.

The Course is organized by the Regional Councils at the Regional Head Quarters and by the Branch at Branch level.