

Criteria for selection of faculty for Orientation Course

Faculty for Regional Councils & DCO	Faculty for Branches of Regional Councils
Practicing CA / For General Management - MBA <ul style="list-style-type: none"> <input type="checkbox"/> 5 years' experience <input type="checkbox"/> Post Graduate in Management from a reputed institution <input type="checkbox"/> 10 years either with corporate training or University / College / 	Practicing CA / For General Management - MBA <ul style="list-style-type: none"> <input type="checkbox"/> 3 years' experience <input type="checkbox"/> Post Graduate in Commerce Management from a reputed institution <input type="checkbox"/> 5 years either with corporate training or University / College / Management Institutions

OP TOPIC	SUBJECTS DESCRIPTION	Speaker
DAY -1	<ul style="list-style-type: none"> • Introduction • Extempore by the student 	CA
DAY -2	<ul style="list-style-type: none"> • Academic and Technical Guidance • General Management 	CA
DAY-3	<ul style="list-style-type: none"> • Attitude Values & Ethics • Motivation -self & others • Time Management 	CA/Non CA
DAY-4	<ul style="list-style-type: none"> • Self-Analysis, Planning & Prioritizing • Goal Setting & Accountability • Critical & Independent Thinking 	CA/Non CA
DAY -5 & DAY- 14	<ul style="list-style-type: none"> • Introduction Effective Communication and Listening Skills, Conversational Skills & Interpersonal Skills • Business Communication • Articulation Skills • Practical / Testing of Verbal Skills 	CA/Non CA
DAY-6 & DAY -15	<ul style="list-style-type: none"> • Reading & Comprehension Skills • Book Review • Preparation of Project Report • Data Analysis & Research Methodology • Practical / Testing of Writing Skills 	CA/Non CA

DAY -7	<ul style="list-style-type: none"> • Making PowerPoint Presentations 	CA/Non CA
	<ul style="list-style-type: none"> • Requisites for Effective Presentation 	
DAY -8	<ul style="list-style-type: none"> • Case based presentations related to Industries with Key Messages for Effective Decision Making 	CA
DAY -9	<ul style="list-style-type: none"> • Art of Questioning & Curious Questioning 	CA / Non CA
	<ul style="list-style-type: none"> • Group Discussion & Debate 	
	<ul style="list-style-type: none"> • Working in Teams / Relationship Management 	
	<ul style="list-style-type: none"> • Managing Ambiguity 	
DAY – 10	<ul style="list-style-type: none"> • Office Organization 	CA / Non CA
	<ul style="list-style-type: none"> • Office Etiquettes 	
	<ul style="list-style-type: none"> • Executive Presence 	
DAY -11	<ul style="list-style-type: none"> • Business Environment Indian & Global 	CA
	<ul style="list-style-type: none"> • Different Sectors (Banking, Financial Service, Manufacturing) & their significance 	
	<ul style="list-style-type: none"> • Introduction to Financial Analysis 	
	<ul style="list-style-type: none"> • Corporate & Commercial Laws 	
DAY – 12	<ul style="list-style-type: none"> • Search Engine 	CA
	<ul style="list-style-type: none"> • Comparison between inter firm & intra firm 	
DAY -13	<ul style="list-style-type: none"> • Extempore by the student 	CA