



AICA-Level-1 Reference Document for Participants -(AICA 13.0)

Participants	Chartered Accountants
Location	Physical at ICAI Branch Location/ICAI Center of Excellence Only.
Accommodation	<p>For ICAI Branches: Outstation participants are requested to arrange their own accommodations at their own expense. Tea & Lunch (Veg Only) will be provided at the ICAI Branch venue.</p> <p>For ICAI Center of Excellence Hyderabad: Accommodation with food is available at an additional cost for double occupancy, subject to availability. After registration, email coehyd@icai.in with your check-in/check-out and batch details. Payment of INR 1000 per day is to be made at COE at the time of checkout.</p>
Pre-Requisites	<p>A. Basic Computer and Microsoft Office Knowledge: Concept of basic Finance, Audit and Statistics, Problem Solving Skills.</p> <p>B. Participants are required to bring their own laptops. (Minimum Configuration of Laptop Windows 11, 8 GB RAM, i3 Processor), If using a corporate laptop, please ensure that the firewall allows connections to other Wi-Fi networks and permits downloading AI tools. Otherwise, you may bring a personal laptop.</p> <p>C. Windows 10 or MacBook devices allowed if no alternative.</p> <p>D. ICAI will arrange the Internet Connection at ICAI Venue, Participants may have backup arrangements i.e. Wi-Fi Dongle, Mobile Hotspot. If any Internet Issue, Participants may Use Case Practical Exercise in Groups.</p> <p>E. Login Account on Digital learning Hub: https://learning.icai.org/iDH/icai/ Participants shall ensure that all members are able to successfully log in to the Digital Learning Hub and access the AICA course module at two days prior to the commencement of the course as Daily Assessment test and Certificate would be available on platform. Email on ai@icai.in for any issue.</p> <p>F. This Document AICA will be uploaded in DLH & Shared in WhatsApp Grp.</p> <p>G. The AI Committee of ICAI will create a WhatsApp group for all participants to share knowledge updates, certificate course materials, use cases, and other relevant information. The WhatsApp group link will be displayed immediately after registration, and the joining link will also be sent via email (participants are advised to check their Junk/Spam folder). For any queries, please email ai@icai.in or send a WhatsApp message to 9910568125 only.</p>
Course Objective	To develop a foundational understanding of AI concepts, enhance proficiency in using AI tools reelai@icai.in practitioners and industry professionals, and build AI skills to effectively leverage AI technologies in professional practices.
Duration:	3 Days (10 AM-6 PM). Further, Detail will be shared on AICA WhatsApp Group.
Course Fee	5000+GST/-



CPE Hours	18 (Structured)
Teaching Methods: (Physical-Class Room)	The Teaching methodology in the physical classroom will encompass lectures and presentations, interactive discussions, practical exercises, and hands-on sessions. Participants will engage in a capstone project for an immersive learning experience, incorporating real-life AI applications in finance and audit practices. Additionally, group projects and case study analyses will be used to enhance participant engagement and understanding.
Assessment Methods:	<p>Final Test Structure: Module A & Module B</p> <p>Module A: Objective Paper – (10 Marks per Day) Passing Marks: (5 Marks per Day) Test Schedule: Three online assessment tests on Day 1, Day 2, and Day 3 from 5 PM to 10 PM. Participants must ensure they can access the AICA course module in one day advance via https://learning.icai.org/iDH/icai/ Clear a minimum of 5 out of 10 questions per test, with two attempts allowed. If a participant is unable to attempt or pass any of the tests, ICAI will assign them to a new batch (Online only) and inform them accordingly. The participant will be required to retake all three days of tests within specified time.</p> <p>Module B: 5-Minute Group Presentation of Use Case Demonstration – 20 Marks (4 Participants per Group) - Passing Marks: 10 Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation starting at 4:00 PM on Day 3. Groups will be formed and informed in advance to allow preparation time. The group will choose their own presentation topic. Presentations will use the provided template (4 slides): 1. Problem Statement, 2. Technology Solution 3. Implementation Plan & 4. Conclusion All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.</p>
Certificate	AI for Chartered Accountants (AICA)-Level1
Future Roadmap	The AICA Level 2 Certificate Course has already been launched, and the AICA Level 3 Course is currently in the pipeline.
Batch Size	50 (Minimum 40 Participants, Maximum 60 Participants)



Course Modules -Day-1 (Module 1, 2 & 3)

Particular	Details
8:30 AM-9:30 AM	Breakfast or Tea (The respective branch will confirm the timings and schedule in AICA WhatsApp Group)
9:30AM-10AM	Introduction & Networking
Module 1 (Day - 1) (10 AM - 12 Noon)	Basic Concepts & AI Generative AI, Fundamentals of AI, ML, DL, Industrial Revolution, Types and Stages of AI
	Tea Break-1
Module 2 (Day-1) (12 Noon - 2 PM)	Natural Language Processing (NLP) in Finance & Audit Generative AI in Finance & Audit. Understanding NLP and its applications in Finance & Audit. Automated document analysis and report generation. Prompt Engineering. Evolution of AI in professional fields (e.g., machine learning, natural language processing).
	Group Photograph & Lunch Break
Module 3 (Day-1) (3 PM - 5 PM)	Introduction to AI and Dx. RPA – Robotics Process Automation. Overview of Digital Transformation and AI. Discussion on use case creation Overview of emerging technologies. How digital changes will impact chartered accountants. Introduction to AI technologies impacting Finance & Audit. Case study: AI-driven tax and regulatory updates. Practical use cases and demonstrations. Automation of Transactional processed using AI.
	Tea Break-2
Objective Test-1 (Day-1) 15 Minutes	Module A: Objective Test Paper -1 (15 Minutes)- Module 1, 2 & 3 Total Marks-10 Passing Marks-5 Mode: Online on Digital learning Hub https://learning.icai.org/iDH/icai/ (Time: 5 PM onwards till 10 PM from Branch Location)
Feedback Submission (5 Minutes)	The Day-1 Faculty Feedback Form will be shared in the WhatsApp group. Submission of the daily Faculty Feedback Form is mandatory at the end of each session. Participants, please ensure that detailed and accurate feedback is submitted to further improve AICA Course Structure.



Course Modules –Day-2 (Module 4, 5 & 6)

9 AM-10:00 AM	Breakfast/Tea
Module 4 (Day-2) 10 AM - 12 Noon	Machine Learning Basic Understanding data types and Structure. Introduction to Machine Learning Concepts. Basic algorithms Relevant to Finance & Audit.
	Tea Break-1
Module 5 (Day-2) 12 Noon - 2 PM	Vibe Coding Automation Tools and techniques for data analysis in Finance & Audit. Case studies on data driven decision-making through Vibe Coding. Vibe coding-based AI Use Cases for Members in Practice & Industry.
	Lunch Break
Module 6 (Day-2) 3 PM – 5 PM	AI and ML Application in Finance Practical applications of AI & ML Concepts in the Finance Sector. Fundamental technical analysis of stock in Indian Market. Predictive analytics in Financial Forecasting.
Objective Test-2 (Day-2) 15 Minutes	Module A: Objective Test Paper -2 (15 Minutes) Module 4, 5 & 6 Total Marks-10 Passing Marks-5 Mode: Online on Digital learning Hub https://learning.icai.org/iDH/icai/ Time: 5 PM onwards till 10 PM. Participants are requested to complete the assessment at the branch location to receive any required technical assistance.
Feedback Submission	The Day-2 Faculty Feedback Form will be shared in the WhatsApp group. Submission of the daily Faculty Feedback Form is mandatory at the end of each session.








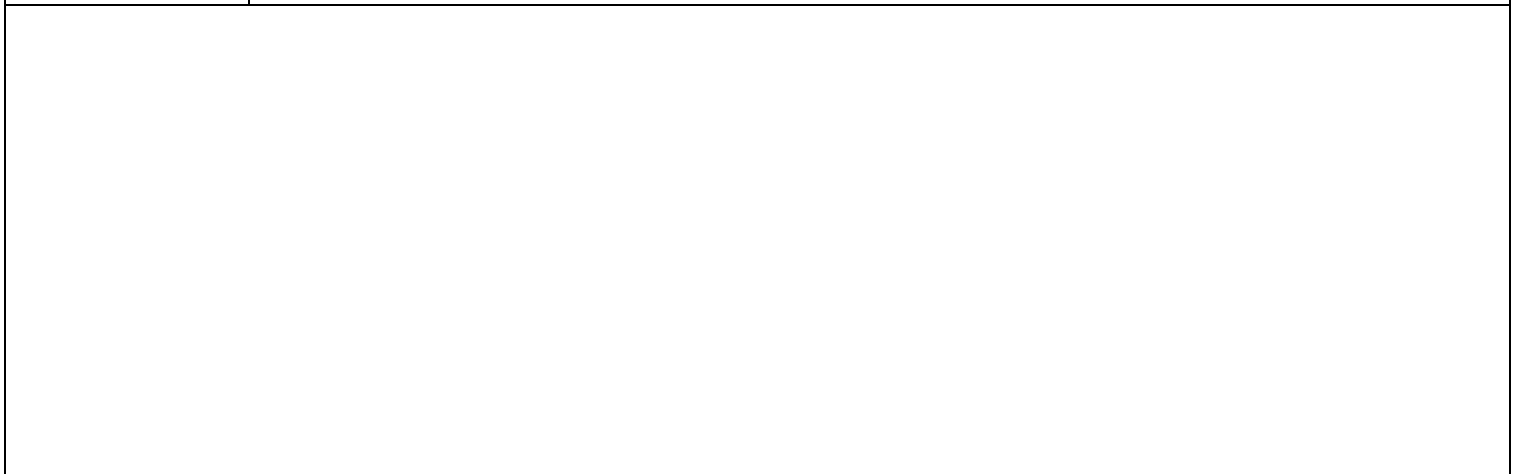
Course Content –Day-3 (Module 7, 8 & 9)

<p>9 AM-10 AM</p>	<p>Breakfast/Tea (Group Presentations - Optional) Based on requirements and availability.</p>
<p>Module 7 (Day-3) 10 AM – 12 Noon</p>	<p>Ethical Considerations and Future Trends Defining Ethical AI, FATEP, ISO Standards for Responsible AI, Risks with LLM Applications, Governance Frameworks and Responsible AI</p>
	<p>Tea Break</p>
<p>Module 8 (Day-3) 12 Noon - 1 PM</p>	<p>Implementing AI Projects in Finance & Audit Steps for starting AI projects in finance. Managing AI project lifecycle: from planning to evaluation.</p>
	<p>Lunch Break</p>
<p>Module 9 (Day-3) 2 PM - 3 PM</p>	<p>AI in Auditing & Auditing AI AI-Powered risk assessment and compliance. Auditing AI.</p>
<p>Use case Presentation 5 Minutes per team of 4 people (Day-3) 2 Hrs</p>	<p>All participants in the batch will be divided into groups of four, based on the alphabetical order of their first names. Each group will be invited to give a 5-minute presentation starting from 4:00 PM Onwards. `</p> <p>The group will choose their own presentation topic. All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.</p>
<p>Objective Test-3 (Day-3) 15 Minutes</p>	<p>Module A: Objective Test Paper -2 (15 Minutes)- Module 7, 8 & 9 Total Marks-10 Passing Marks-5 Mode: Online on Digital learning Hub https://learning.icai.org/iDH/icai/ Time: 5 PM onwards till 10 PM. Participants are requested to complete the assessment at the branch location to receive any required technical assistance.</p>
<p>Feedback Submission</p>	<p>The Day-3 Faculty Feedback Form & AICA-Level Course Feedback Form will be shared in the WhatsApp group. Submission of the Feedback Form is mandatory by all Participants.</p>




Important Guidelines and Instructions for AICA Course Participants

Note	Module timings and breaks are tentative and may be adjusted as per the ICAI requirements.
Digital Certificate	Participants will receive the digital certificate approximately within one month. It can be downloaded from the Digital Learning Hub, and participants will be notified in AICA Group once it is available.
AI in ICAI Updates	<p>Website: https://ai.icai.org/ Helpline: ai@icai.in WhatsApp only: 9910568125 Please save this WhatsApp number to your contacts for group creation Registration link: https://ai.icai.org/aica.php</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p style="text-align: center;">Twitter (Scan QR Code) WhatsApp (Scan QR Code)</p>
AI Innovation Summit 2026	<div style="display: flex; align-items: center; justify-content: center;">   </div> <p style="text-align: center;">ai.icai.org/ais2026</p>



**Guidelines for Participants of AI CA Certificate Course Batch 1**

Refund Policy	<p>Participants who are unable to attend all three days due to any reason are eligible for a full refund, which will be processed automatically in the Same Bank Account/Payment Source from which payment was made after the course concludes & Attendance from Branch.</p> <p>Please note that this refund cannot be transferred or adjusted against any other batch; participants wishing to attend a future batch must complete a new registration.</p>
Batch Transfer Policy	<p>Batch transfers are not permitted. If you are unable to attend, Participants will receive refund automatically after the Batch concludes & Attendance from Branch. Participants may complete a new registration for the upcoming batch at https://ai.icaai.org/aica.php</p>
Participants Replacement	<p>In case any participant is unable to join, replacement registration is not permitted. All batches are considered full, with additional waitlisted participants.</p>
Registration Query	<p>Registration is not possible once the batch is closed. However, if the local branch has the capacity to increase seats, they may request an extension, subject to a maximum of 60 registrations. Participants may coordinate to local branch Only. The launch of new batches can only be requested by the branch to AI Committee and is subject to the availability of the lab.</p>
Notifications of New Batch	<p>Participants Can Follow AI in ICAI WhatsApp Channel to receive the Notifications of New Batch Opening.</p> <p>https://www.whatsapp.com/channel/0029VaThu9gCsU9SZu71gY30</p> 

Missed Days Attendance:	<p>If participants miss any session or group presentation, they may attend the missed portion in another batch at no extra cost, provided they complete it within 2 months of their original batch's completion.</p> <p>If they are unable to complete the missed activity within 2 months, they will need to register for a new batch on payment basis.</p> <p>Participants must send an email to ai@icaai.in and the respective Branch, mentioning:</p> <ul style="list-style-type: none">• Original Batch Number• Missed Day• Membership Number• Name• Mobile Number• Batch Number in which they wish to attend the missed session <p>Participants should also mark their manual attendance in the attendance sheet of the batch they attend, clearly mentioning their original batch number.</p>
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Daily Assessment Test	<p>Participants must complete the Daily Assessment Tests for Day 1, Day 2, and Day 3 on the Digital Learning Hub each day between 5 PM and 10 PM.</p> <p>To ensure a smooth experience, participants should verify a day in advance that the course is available on their dashboard. The test should only be attempted after 5 PM, following the completion of the class and confirmation from the faculty.</p> <p>If a participant misses a test or does not pass, ICAI will automatically enrol them in a designated online batch, titled “Assessment_AICA_L1 Special-Batch-XX”, which will be conducted from the 4th (starting at 10 AM) to the 10th (ending at 10 PM) of the following month. Participants will receive an email notification from the Digital Learning Hub (DLH) once Online Assessment is Available.</p> <p>To successfully complete the AICA-Level Course and qualify for certification, participants must attempt and pass all three tests within the designated period. They have the option to complete all three tests in a single sitting as well.</p> <p>If they are unable to complete the missed Assessment within 2 months (2 Special batches), they will need to register for a new batch on payment basis.</p>
Group Presentation:	<p>Participants will be placed into groups of four based on alphabetical order. Group may have Participants 2 to 5. If any group has only one participant, that participant will be shifted to another group (usually the last group) to make it a group of five. If a participant misses their group presentation, they must complete it physically at any ICAI branch in India in the next available batch within 2 months of their batch completion to remain eligible for the AICA Level 1 Certificate. They must email ai@icai.in to request this. If the participant does not complete the group presentation within 2 months, they will need to register again as a fresh candidate on a payment basis.</p> <p>To complete the pending group presentation, the participant should visit the selected branch, mark attendance, and provide their previous batch number along with the reason for missing the presentation (i.e., “<i>Missed Group Presentation</i>”).</p>
WhatsApp Contact	<p>A WhatsApp group will be created for each AI batch. Please make sure you join the group named in this format: “AICA–Batch No–Location–Date.” The WhatsApp group link appears right after you complete your registration on the website, and it is also included in the acknowledgment email sent by ICAI. Joining the WhatsApp group is mandatory for all participants. If you have not joined the group at least 2 days before the batch starts, please contact us at ai@icai.in with Batch Number and Membership No.</p>
Other Queries:	<p>For any questions, email ai@icai.in from your registered email ID with your membership number and name. Expect a response within 24 hours.</p>
ID Proof	<p>The branch-authorized personnel will verify participant IDs at the time of attendance. Participants are required to present their original ID for verification</p>



Reading Material

No Study material is provided in hard Copy Form. Following is reading material is available in Soft Copy:

1. AICA User Manual (Must Read Before the Batch Starts)

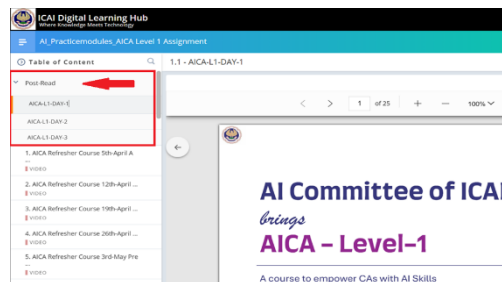
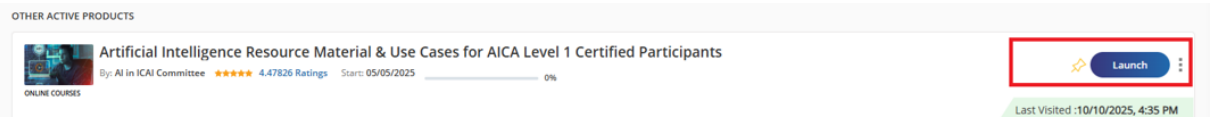
This guide covers everything you need to know about the course — schedule, rules, how to use AI tools, how to take online assessments, get your digital certificate, and details about the group presentation. It is updated and available on the Digital Learning Hub (DLH) and is also shared in the AICA WhatsApp group.

You can download it directly from: <https://ai.icai.org/aica.php>

2. AICA Course PPTs, List of AI Tools and other Post Read Material

The latest PPTs for the AICA Level 1 Course, the list of AI tools, and other reference materials will be regularly updated on the DLH Portal. All participants will be added to the online course automatically. Access to the content is given every month—participants of the current month will be added on the **4th of the following month**.

Login in DLH and Find Course “Artificial Intelligence Resource Material & Use Cases for AICA Level 1 Certified Participants” and Click on Launch Button.



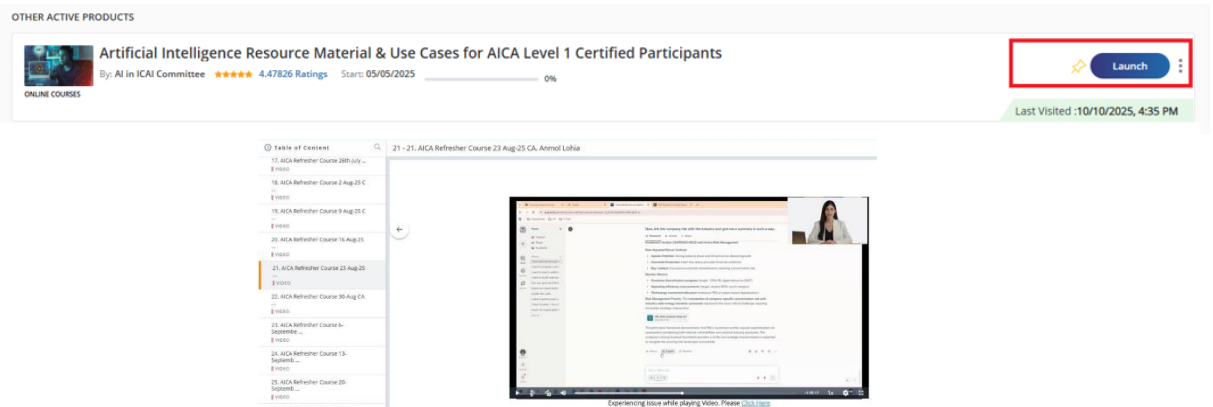
3. Weekly Refresher Course and Recorded Videos:

AICA Level 1 participants will get free access to a weekly Refresher Course held every Saturday from 11 AM to 1 PM. The registration link for each month will be shared in the WhatsApp group.

Participants who complete the AICA Level 1 Certificate Course can start attending the Refresher Course from the following month. Recorded sessions will be available on the Digital Learning Hub (DLH), and notifications will be shared in the AICA WhatsApp Group.



Login in DLH and Find Course “Artificial Intelligence Resource Material & Use Cases for AICA Level 1 Certified Participants” and Click on Launch Button



- ICAI Publications: ICAI is publishing physical books every month on various AI-related topics, Refer List here <https://ai.icai.org/publications.php>
These books are optional reading materials and can be purchased from the ICAI publication portal <http://cds.icai.org/>


Publications



- AI Use Cases and Hackathon Videos (Optional – For Ongoing Reference)
Participants are encouraged to regularly explore AI use cases and videos from AI hackathons for better understanding and ideas. These are optional reading/viewing resources.
Use Cases: <https://ai.icai.org/usecases.php>
Hackathon Videos: <https://ai.icai.org/videos.php>
- Prompt Library Competition: Join Prompt Library Competition on below link <https://ai.icai.org/prompts.php>
- AICA Faculty Identification Programme: Refer below link for Faculty Identification Programme <https://ai.icai.org/aifdp.php>



<p>Internet Connection</p>	<p>ICAI will provide an internet connection at the ICAI venue. However, participants are advised to have backup arrangements such as a Wi-Fi dongle or mobile hotspot. In case of any internet issues, participants may collaborate and conduct practical exercises in groups.</p> <p>Additionally, participants are requested to avoid connecting multiple devices to the Wi-Fi network, as the router has a limited capacity for simultaneous connections. Therefore, participants should use a laptop or desktop exclusively for the certificate course and connect only one device to the internet. The provided internet connection should strictly be used for AICA course-related activities.</p>
<p>GST Invoice Policy</p>	<p>GST Invoice Policy, participants will receive their GST invoice after the completion of the batch. These invoices are generally issued between the 10th and 15th of the following month and are sent via email from icaireceipt@icai.in. Please note that B2B invoices will be issued only to those participants who have provided valid GST details at the time of registration. It is important to understand that GST details cannot be modified once the registration process is complete.</p>

<p>AICA Course Assistant</p>	<p>Participants with any queries related to the AICA Certificate Course can ask queries by Prompt to AICA Course Assistant. Refer below url or Scan QR Code for AICA Course Assistant</p> <p>https://chatgpt.com/g/g-F9aGz4TaY-aica-course-assistant</p>	
<p>Missing Activity (Class, Group Presentation, Online Assessment)</p>	<p>If participants miss any of the Session (Day-1, Day-2 or Day-3) or Online Assessment or Group Presentation. Participant may attend the missed portion in another batch at no extra cost, provided they complete it within 2 months of their original batch's completion.</p> <p>If they are unable to complete the missed activity within 2 months, they will need to register for a new batch on payment basis.</p>	
<p>Annexure A</p>	<p>Recommended List of AI Tools</p>	
<p>Annexure B</p>	<p>Steps to Access Daily Assessment Test in Digital learning Hub</p>	
<p>Annexure C</p>	<p>Technical Issues & Solutions for the Daily Online Assessment Test</p>	
<p>Annexure D</p>	<p>Steps for Downloading Digital Certificate</p>	
<p>Annexure E</p>	<p>PPT Template for Group Presentation (Module B)</p>	



Annexure A: Recommended List of AI Tools

Recommended sign-up is required for the AI tools listed below

Participants must ensure they have signed up or installed the recommended tools before the course begins to ensure smooth experience during the practical sessions in class.

Disclaimer for AI Certificate Course Participants

The AI Certificate Course includes third -party AI tools, videos, and websites solely for knowledge sharing and learning. These tools may change periodically. ICAI neither endorses nor promotes any specific tools and is not responsible for their use. Member should use their discretion and professional judgment to ensure these tools suit their needs

A. Recommended Downloading of Tools (Free Version)

MS Office (MS-Excel, Power Point and MS Word)

<https://www.microsoft.com/en-in/microsoft-365/excel>

MS-PowerPoint - <https://www.microsoft.com/en-in/microsoft-365/powerpoint>

MS-Word - <https://www.microsoft.com/en-in/microsoft-365/word>



MS-Excel



MS- Power Point



MS-Word

B. Required Sign-in with following generative ai links (Free Version)

1. ICAI CA GPT

<https://ai.icai.org/cagpt/>

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2. Claude.AI

<https://claude.ai/>



3. Gamma

<https://gamma.app/>



4. Llamacoder.ai

<https://llamacoder.together.ai/>



5. ChatGPT

<https://chatgpt.com>



5. Perplexity

<https://www.perplexity.ai/>



6. Whatsapp Desktop

www.whatsapp.com/download



7. Choosy.Chat

<https://notebooklm.google.com/>



8. Notebook LM



9. Otter.ai <https://www.choosy.chat/>



10. Fireflies.ai



11. Rytr.me



12. Lovable

<https://lovable.dev/>





13. Stock Analysis with Screener

<https://www.screener.in/>



14. Chatbot in Botpress

<https://botpress.com/>



15. Teachable Machine



16. Chat Hub

<https://chathub.gg/>



17. Napkin AI

<https://www.napkin.ai/>



18. Bolt

<https://bolt.new>



19. Sarvam AI



20. Elean Labs



21. Copilot Microsoft



Participants must have additional Gmail IDs and sign-in on above mentioned AI Tools, for AI learning. Additionally, faculty members will share use case details in the AICA WhatsApp group one day prior to each session.

Participants are expected to gain hands-on experience with all AI tools during the AICA Level 1 sessions. In case any tool is not covered, the same should be reported through the feedback form



Quick Review

AICA Level 1 : Version 13.0

Day 1

Sr.	Tools & Usecases	Concepts & Theories
1	ChatGPT: Personalisation / Customisation	Industrial Revolution
2	ICAI CA GPT: Income Tax Notice	Concept of AI/ML/DL/LLM/GPT
3	Capital Gain Tax Calculation	Generative AI
4	Image Generation & Editing (Nano Banana, ChatGPT, Grok Imagine)	AI Hallucination, Prompt Engineering & Key Elements of an Ideal Prompt
5	Video Generation (Grok Imagine, VEO3, etc.)	NLP : Natural Language Processing
6	ChatGPT Store : Any GPT from Store	Overview of Different LLMs
7	Gamma	Concept of Tokenizer
8	Google Notebook LM	Otter & Fireflies (Meeting Notetaker)
9	ChatHUB - GPT Aggregator	Concept of RAG
10	Trial Balance to Financial Statements	Stages or Types of AI : Narrow AI/ General AI/ Super AI

Day 2

Sr.	Tools & Usecases	Concepts & Theories
1	ICAI CA GPT: ITR & JSON Usecase	RPA : Robotic Process Automation
2	Custom GPT / Gemini Gems	CA GPT Industry Forum
3	Bolt / Llama Coder	Classification of Data
4	Developing an HTML Based Tool	5 Vs of Big Data
5	Lovable (Website Development)	Machine Learning Supervised, Unsupervised and Reinforcement ML
6	Excel Macros & VBA	Types of Data Analytics
7	Guided Learning (Gemini) / Study and Learn (ChatGPT)	Vibe Coding
8	Perplexity Finance	Guidance on Group Project for Day 3

Day 3

Sr.	Tools & Usecases	Concepts & Theories
1	Sarvam AI Overview	Moral Machines
2	Microsoft Copilot Overview	FATEP
3	Napkin: Infographic Data	India AI Mission
4	Google App Scripts	Prompt Injection: Any Example
5	ICAI CA GPT: CARO Report	Applicable Law and Regulation [ICAI DPDP GPT]
6	AI in Big Data Analysis: Invoice Data	ISO Standards
7	AI in Audit: Financial Statement Review	Future of Job Report
8	Task Scheduler in Grok	Redact & Data Anonymization



Annexure B: Steps to Access Daily Assessment Test in Digital learning Hub

1. Click on "Digital Learning Hub" <https://learning.icai.org/iDH/icai/>

(Note: Kindly do this on laptop or PC and use google chrome only)

2. Login with your SSP user credentials. In case any issue in Login, use Forget Password (<https://eservices.icai.org/>) any issue email at ssp.helpdesk@icai.in

3. After successful login, you will be directed to "My Dashboard."

4. Click on "My Products" link located at the left side of the page as shown in image.

5. Make sure you can see your batch name for the Course. If you do not see your assigned batch, please contact us ai@icai.in

Click on the Batch name of the course you are allotted to.

6. Click on the Launch button to access the content.

7. You will see the below panel after clicking on "Launch" button.

8. You will see the below panel after clicking on "Launch" button.

9. Kindly check "" Pre read & Module Structure "to access AICA Document (Check this before 4-5 Days of Batch)

10. The Daily Assessment Test will be accessible after 5 PM on each designated test day (Day 1, Day 2, and Day 3)

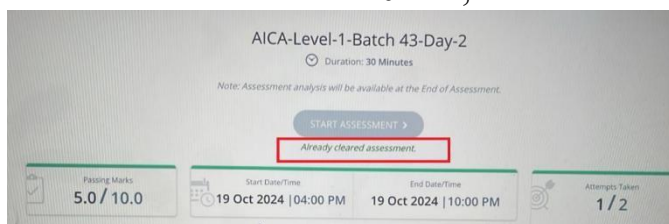
11. If two or more ICAI members have the same email ID or mobile number in the Self-Service Portal (SSP), they may face issues accessing the Online Assessment on the Digital Learning Hub. To resolve this, each member should log in to SSP and update their individual email ID and mobile number. After updating, access to the Online Assessment will be restored. If a member misses the assessment, it can be taken in the next cycle from the 4th to the 10th of the following month.

Note: If you have any issue regarding any of the steps or have not able to follow any steps, please mail us at ai@icai.in or WhatsApp Message at +91 99105 68125.



Annexure C: Technical Issues & Solutions for the Daily Online Assessment Test

- AICA Course Tab Not Visible:** If a participant registers at the last minute and isn't added to the course on the Digital Learning Hub by Day 1 after 5 PM, they won't be included in the current batch. They'll need to complete all three assessments in the next scheduled batch (online only).
- Technical Error during the Assessment Test:** If participants encounter technical issues during the test, such as the course tab or assessment not appearing, or blank windows, test is locked by admin, they should clear their browser history and cache as per below:
 - Clear History & Cache:**
 - Open Chrome.
 - Press Ctrl + Shift + Delete (Windows) or Command + Shift + Delete (Mac).
 - In the popup, select Time Range (choose "All time" for a full clear).
 - Check Browsing history and Cached images and files.
 - Click Clear data.
 - Open Incognito Window:**
 - Press Ctrl + Shift + N (Windows) or Command + Shift + N (Mac).
 - Or go to Chrome menu (three dots) > New Incognito Window.
- Assessment Test Score is not Visible:** If a participant has completed the daily assessment test and the score is not visible, the system will display a message indicating that the test is cleared. This confirms that the test is successfully completed, and participants can close the system. Scores will be available after 10 PM, once the assessment period has closed.



- Assessment Not Attempted/Not Cleared:** If a participant has missed or not cleared any of the assessment tests, they must retake all three tests in the next scheduled batch (online only). Participants will be automatically assigned to this batch and will receive an email notification with further details. Send email to ai@icai.in for any query.

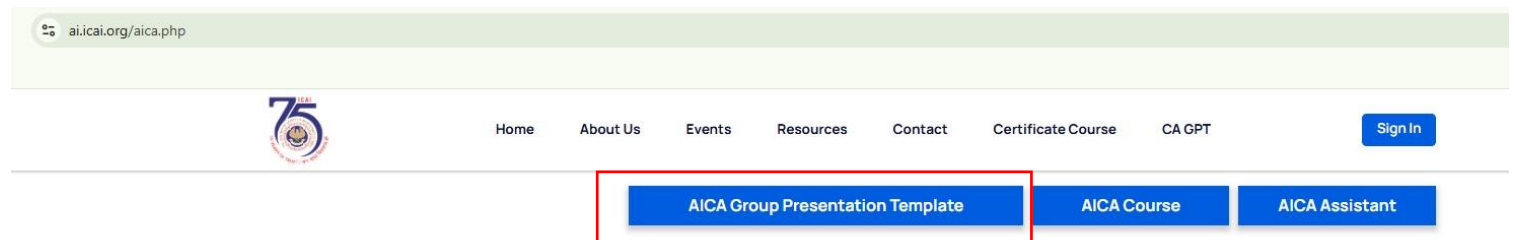


Annexure D: PPT Template for Group Presentation (Module B)

Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation on Day -3. Participants are required to make presentation in the below format only.

AI FOR CHARTERED ACCOUNTANTS (AICA - LEVEL 1)	
Group Name	
Batch	
Presenter 1(Name and membership number)	Presenter 2(Name and membership number)
Presenter 3(Name and membership number)	Presenter 4(Name and membership number)

Participants can download the Group Presentation Template from AI in ICAI Website as highlighted below.



Or click below link for Downloading Presentation Template

https://ai.icaai.org/assets/upload/attachment/AICA_Presentation_template.pptx

Or click below link for Downloading Presentation Template



Participants must coordinate with the Branch Coordinator to obtain details of their group participants. This will help in organizing and planning the Group Presentation on Day 1 itself.



Module B: 5-Minute Group Presentation of Use Case Demonstration – 20 Marks

(4 Participants per Group) - Passing Marks: 10

Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation starting at 4:00 PM on Day 3. Groups will be formed and informed in advance to allow preparation time. Participants must verify their assigned group on Day 1 itself.

The group will choose their own presentation topic.

Presentations will use the provided template (4 slides):

1. Problem Statement
2. Technology Solution
3. Implementation Plan
4. Conclusion

All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.

Note:

- All the Groups would be finalized by AI in ICAI Committee only based on the Alphabetical order. No Changes allowed in the Group.
- If a group is left with only 1 or 2 participants due to the absence of others, the branch coordinator will reorganize them into a different group.



Annexure E: Steps for Downloading Digital Certificate

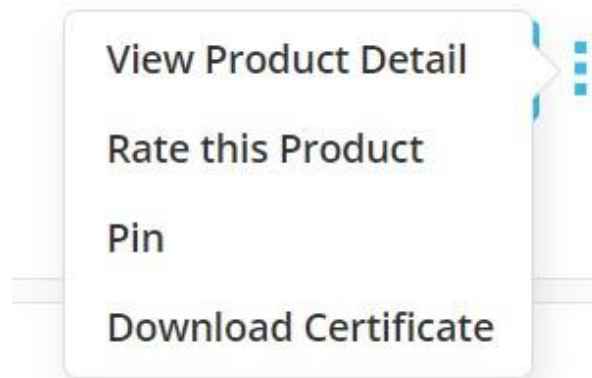
Participants will receive an email notification once the Digital Certificate is uploaded to the Digital Learning Hub. Additionally, an update will be posted in the AICA WhatsApp Group. Certificates expected to be available approximately one month after course completion.

Login in Digital learning Hub <https://learning.icai.org/iDH/ica/> and select the Batch for Which you want to access the Certificate.

A. Click on the three dots just by the side of Launch button.



B. After that a dropdown menu will appear like this:



C. From this menu you can select to download certificate.

D. You will be able to download the certificate.

Note: In case any of the Participant absent any of the day, Missed Group presentation, not completed any of the assessment test. In such cases participants certificate would not be generated. Participants is required to complete pending activity at any of the Batch informing at ai@icai.in. participant certificate would be generated only after completing all activities