AI for Chartered Accountants-Level-2 Ver 1.0

Course Name	AI for Chartered Accountants-Level-2 (AICA-Level-2)
Course Objective	To Empower Chartered Accountants with advanced AI skills to design and deploy end-to-end AI solutions at client offices, enhancing operational efficiency, improving decision-making, and enabling CAs to generate measurable profits through AI implementation.
Eligibility	AICA-Level-1 Certified (CA's Only)
Course Type	Non- Residential
Duration	**Online Mode on Zoom (2 Days)** – Max 200 participants Joint sessions for 3–4 batches, held twice a month (Mon & Tuesday, alternate weeks). **Physical Mode (3 Days)** – Max 50 participants In-person course for up to 50 participants (Thursday, Friday & Saturday).
Location	Physical sessions may be held at ICAI Branch locations, ICAI Centres of Excellence. Third-party venues are allowed Subject to prior approval of AI in ICAI.
CPE Hours	30 Structured Hours
Fees	INR 10,000/-+ GST
Duration	5 Days (10 AM-5 PM). Further, Detail will be shared on AICA WhatsApp Group.
Digital Certificate	Participants will receive their digital certificate within approximately 60 days of completing the batch, capstone project submission, and review process Completion. Once available, the certificate can be downloaded from the Digital Learning Hub, and participants will be notified via the AICA Group.

Accommodation	**For ICAI Branches:** Outstation participants are requested to arrange own accommodations at their own expense. Tea & Lunch (Veg Only) will be provided at the ICAI Branch venue. **For ICAI Center of Excellence Hyderabad/Jaipur**: Accommodation with food is available at an additional cost for double occupancy, subject to availability. After registration, email coehyd@icai.in or coejaipur@icai.in with your check-in/check-out and batch details. Payment of INR 1000 per day (+GST if applicable) is to be made at COE at the time of checkout.
Pre-Requisites	This course is open only to Chartered Accountants who are AICA Level -1 Certified. Only those who have successfully completed and received the AICA Level-1 Certificate are eligible to register for AICA Level 2. It is designed for CAs who have: • Basic knowledge of computers and Microsoft Office • A foundational understanding of AI concepts (AICA Level 1) • Familiarity with basic prompt engineering, Analytical Skills Participants are expected to strengthen their learning by going through the pre-read material before starting the course. Hands on Experience on: Command Prompt, File Execution, File Uploading, Cloud Sharing, File Deployment, APK File Transfer on Mobile, Web WhatsApp, Web Telegram, Windows APP Installation, One Drive/Google Drive, Google Excel. **Credit Card / Net Banking / UPI Payment:** All participants must have a Gmail ID and an active payment method (Credit Card, Net Banking, or UPI) to enable Google AI Services. It is recommended to activate Google AI Services before the batch starts. Please refer to the Pre-Read Document on the Digital Learning Hub and ensure activation before the Certificate Course. Activation/Installation of Multiple AI Accounts/Services as per Pre-Read Material. All Participants shall ensure to Go-through the Pre-read material in Digital learning Hub and Activate the AI Accounts/Services before the Batch Starts. Note: After successful completion of the Course and Capstone Project, the saved payment method and API key may be removed. **Online Meeting Requirements:**

Laptop: Participants are required to use the **same laptop** for both online and physical meetings, ensuring that all necessary installations are performed on a single machine.

Two-day Zoom session, attended from the participant's home or office.

- Internet: High-speed connection
- Camera: Built-in or external webcam (Mandatory to be on during the Class)
- Audio: Built-in or external microphone and speakers; headset with mic recommended for best clarity
- (The Zoom meeting registration link is provided in the registration acknowledgement email; Participants shall register for zoom Meeting separately.

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.

Login Account on Digital learning Hub: **https://learning.icai.org/iDH/icai/**
Participants shall ensure that members are able to login in Digital learning Hub and able to access AICA Course Module as Daily Assessment test and Certificate would be available on platform. Email on **ai@icai.in** for any issue.

Laptop & IT Infrastructure Requirements:
Device: Participants must bring their own laptop.
Minimum Specifications: Windows 11, 8 GB RAM, Intel i3 processor.
Administrative Access: Required to run AI tools and files.
Corporate Laptops: Ensure firewall settings allow connections to external
Wi-Fi networks and permit downloading of AI tools.
Alternative Option: If restrictions apply, bring a personal laptop.
Note: MacBook devices are not permitted, as the many required applications may not be compatible.

This Document AICA Level2 (Ver 1.0) will be uploaded in DLH & Shared
in WhatsApp Group. AI in ICAI will create the WhatsApp Group of all participants
for Sharing knowledge updates, Certificate Course Material, Use Cases etc.
Email at **ai@icai.in** for Any query or WhatsApp only at 9910568125.

Certification Requirement	Each Participant is Required to complete following A. Attending all 5 Days (D1 & D2 Two Days Online Session and D3, D4 and D5 Three Days Physical Class). B. Completion of Quiz, Poll in Online and In-Class Hands-On Exercise Completion C. Passing Daily Online Assessment Test in DLH on all Days 5 PM to 10 PM. D. Completing Group Project on Day-5 E. Completing the Individual Capstone Project within 7 Days of Batch Completion
Assessment Methods:	**Final Test Structure: Total 100 Marks** **Module A: Daily Objective Online Assessment (Total 50 Marks)** Daily Assessment Test on DLH on Online-Day1 and Day-2, Physical-Day3, Day4 and Day5. (Objective Paper-10 Marks, Passing Marks-5 Marks per Day). Daily Time 5 PM to 10 PM. Participants must ensure they can access the AICA L2 course module in one day advance via https://learning.icai.org/iDH/icai/ Note: 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. **Module B**: **5-Minute Group Presentation on Group Project Demonstration** on Day-5. (Total Marks-20 Marks, Passing Marks-10) -(4 Participants per Group) Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will demonstrate 5-minute Group Project starting at 3:00 PM on Day 5. Groups will be formed and informed in advance to allow preparation time. Note: The group will decide the Group Project based on the learning of all 5 Days and start preparing on Day-3 and Day-4 and Present on Day-5. It is mandatory for all members of Group to Participate in the Group Activity, **Module C: Capstone Project- 30 Marks, Passing Marks-15** All Participants are required to Submit the Capstone Project on Individual Basis within 7 Days of Completing the Course. The Capstone Project based on the 5 Days Learning of AICA Level 2 Shall be used to develop Capstone Project. Note: Capstone Project would be published on AI in ICAI Website in AI Hub.
Future Roadmap	ICAI plan to Introduce AICA-Level-3 at later stage.

Note	Module timings and breaks are tentative and may be adjusted as per the ICAI requirements.
AI in ICAI Updates	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_level2.php **Twitter (Scan QR Code) WhatsApp (Scan QR Code)**

Guidelines for Participants of AI CA Certificate Course Batch Level 2	
Refund Policy	1. Full Refund Eligibility: Participants who are unable to attend all five days of the course, for any reason, will be eligible for a full refund. This refund will be processed automatically to the same bank account or payment source used for registration, after the course concludes, and upon receipt of attendance confirmation from the Branch within 15 days of course completion. 2. Non-Transferability of Refunds: Refunds cannot be transferred or adjusted against any other batch. Participants wishing to attend a future batch must complete a fresh registration. 3. Non-Attendance on Day 1: Any participant who is unable to attend Day 1 of the online batch will not be permitted to attend Day 2 (online) or the subsequent three days of the physical batch. In such cases, the participant's registration will be automatically cancelled, and the refund will be processed as per Point 1. 4.Missed Sessions After Day 1 Attendance: Participants who attend Day 1 (online) but are unable to attend Day 2 (online) or any of the three days of the physical batch must email ai@icai.in requesting to attend the missed day(s) at another location within one month free of cost. This will enable them to complete the required activities and become eligible for the course certificate.
Batch Transfer Policy	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.icai.org/aica_level2.php**
Registration Query	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 50 registrations. Participants can register through the portal. The launch of new batches can only be requested by the branch to AI Committee and is subject to the availability of the lab.
Notifications of New Batch	Participants Can Follow AI in ICAI WhatsApp Channel to receive the Notifications of New Batch Opening. https://www.whatsapp.com/channel/0029VaThu9gCsU9SZu71gY30
Missed Days Attendance:	If participants miss any sessions or group presentations, they must attend the missed portions in another batch at no extra cost. Participants should send an email to **ai@icai.in** and the respective Branch, mentioning the following details: Original Batch Number, Missed Day, Membership Number, Name, Mobile Number, Batch Number in which they wish to attend the missed session, Participants must also mark their manual attendance in the attendance sheet, clearly mentioning their original batch number.
Daily Assessment Test	Participants must complete the Daily Assessment Tests for Day 1, Day 2, Day 3, Day4 and Day-5 on the Digital Learning Hub each day between 5 PM and 10 PM. 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. If a participant misses a test or does not pass, ICAI will automatically enrol them in a designated online batch, titled "Special AI Batch," 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. To successfully complete the AICA-Level Course and qualify for certification, participants must attempt and pass all five tests within the designated period. They have the option to complete Missing tests in a single sitting as well.
Group Presentation on Day-5	Participants will be grouped in sets of four based on alphabetical Order. If a participant misses their group presentation, they must complete it in the next available batch at any ICAI branch in India **physically** to be eligible for the **AICA Level 1 Certificate**. Participants must email **ai@icai.in** to request the same. To complete the group presentation, participants can join the respective branch, mark their attendance, and provide their previous batch number along with the reason for missing the original presentation (i.e., "Missed Group Presentation").

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WhatsApp Contact	An AI batch-specific WhatsApp group is being created for all participants. Please ensure you are added to the group named in the format: "AICA-L2-BatchNo-Location-Date. "The group link will be shared in the acknowledgment email sent from no-reply@icai.org at the time of registration. Joining the WhatsApp group is mandatory for all participants. If you have not joined the group within 10 days, please contact us by email at ai@icai.in or WhatsApp us at 9910568125.
Other Queries:	For any questions, email ai@icai.in from your registered email ID with your membership number and name. Expect a response within 24 hours.
ID Proof	The branch-authorized personnel will verify participant IDs at the time of attendance. Participants are required to present their original ID for verification
Reading Material	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, group presentation, Capstone Project. 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_level2.php** 2. 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 3. Refresher Course Recorded Videos (Optional – After Course Completion Only) After your AICA batch ends, you can access the Refresher Course recorded videos for revision. These videos are available on the Digital Learning Hub under the course name: "AICA Refresher Course Videos". Access is granted in the month after your batch ends. 4. ICAI is publishing physical books every month on various AI-related topics such as: *Ethics in AI, Privacy in AI, The Impact of AI on the Indian Economy*, and more. These books are optional reading materials and can be purchased from the ICAI publication portal http://cds.icai.org/ and AI in ICAI may provide anyone book to Participants as part of AICA-Level2

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Internet Connection	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. 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.
GST Invoice Policy	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.
AICA Course Assistant	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 https://chatgpt.com/g/g-F9aGz4TaY-aica-course-assistant
Refresher Course	AI in ICAI offers a Refresher Course every Saturday from 11:00 AM to 1:00 PM for AICA Level 1 participants. Those who successfully complete the AICA Level 1 Certificate Course can register for the Refresher Course starting the month after completion. Recorded sessions will be available on the Digital Learning Hub (DLH). Participants will receive the notification in AICA WhatsApp Group.
Annexure A	Recommended List of AI Tools
Annexure B	Steps to Access Daily Assessment Test in Digital learning Hub
Annexure C	Technical Issues & Solutions for the Daily Online Assessment Test
Annexure D	Steps for Downloading Digital Certificate
Annexure E	PPT Template for Group Presentation (Module B)

Annexure A: Steps for Accessing Pre-Read Material/Videos on Digital Learning Hub & Annexure B: Steps to Access Daily Assessment Test in Digital Learning Hub

Steps to Access the Content

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 you have any issue in Login, use Forget Password.

(For any issue email at hossp@icai.in and elearning@icai.in)

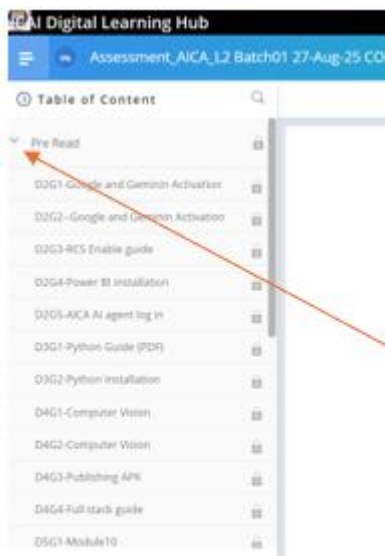3. After successful login, Click on the arrow
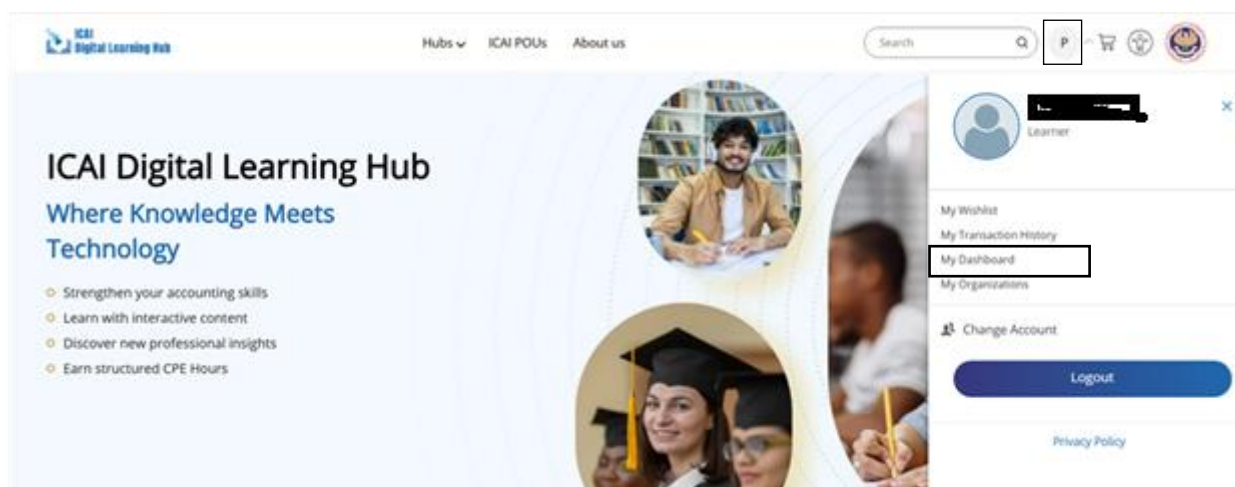
4. After that click on the My Dashboard and Launch the Course, if Course is Not Visible, Click on View All.
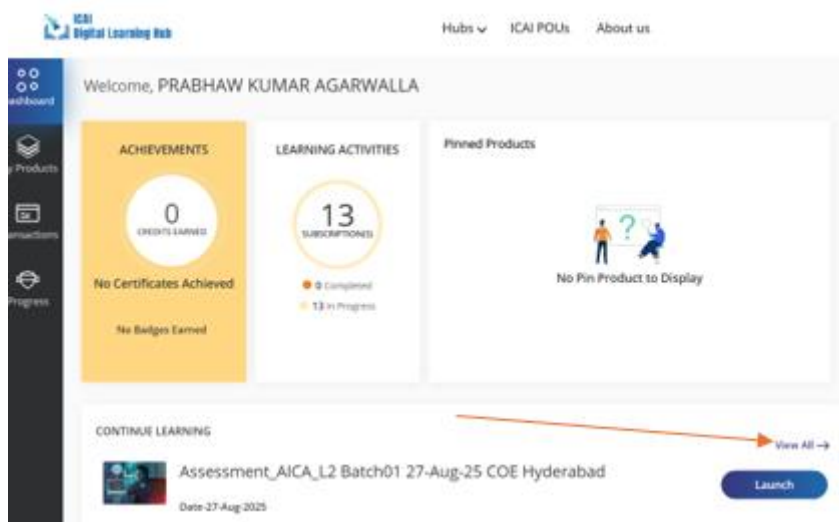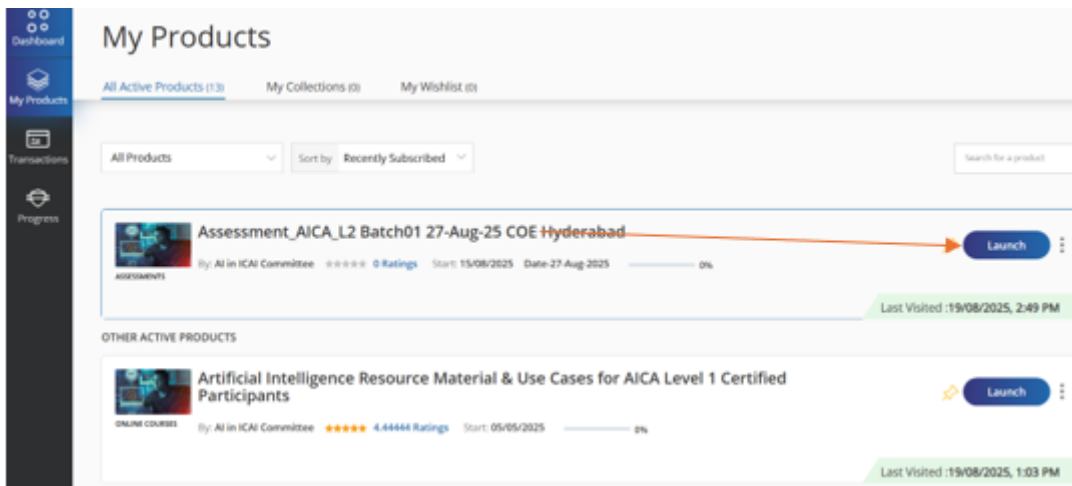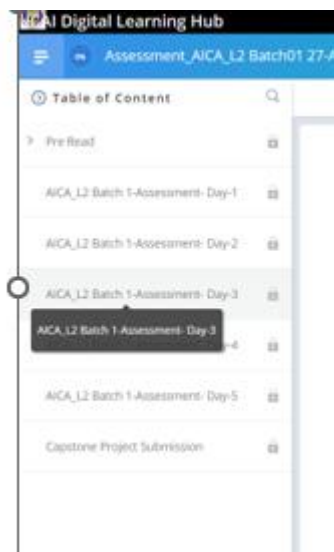
You will see the below panel after clicking on "Launch" button.
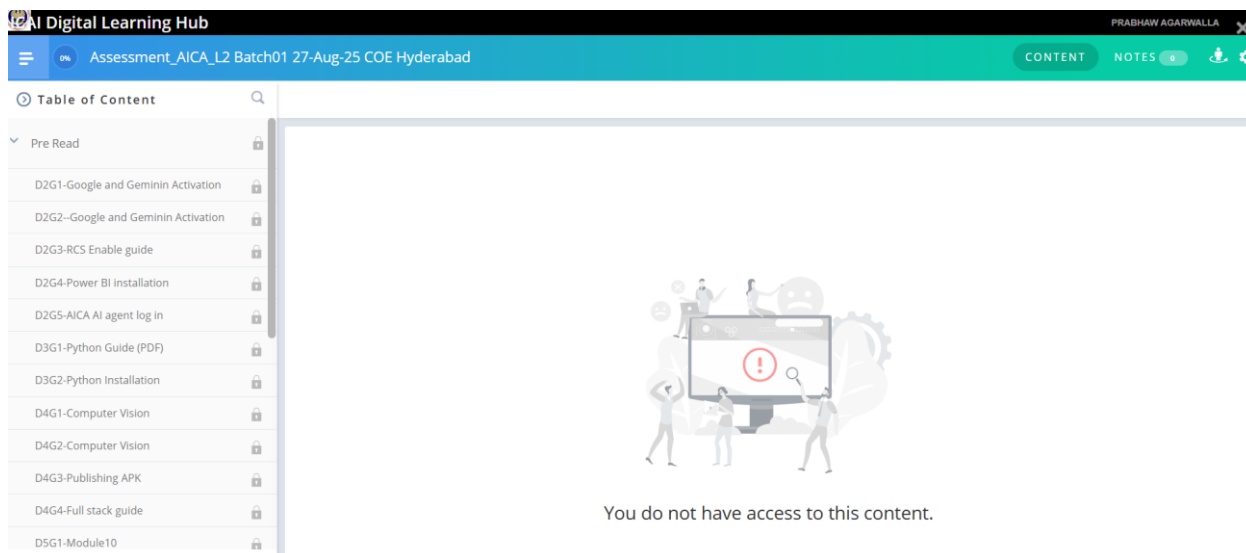
Refer Pre-Read Material   Refer Online Assessment

Kindly check "Pre read" to access AICA Document (Check this before 4-5 Days of Batch). The Daily Assessment Test will be accessible after 5 PM on each designated test day.

Before the Scheduled time, you will see the following screen.

You do not have access to this content.

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. Members should use their discretion and professional judgment to ensure these tools suit their needs

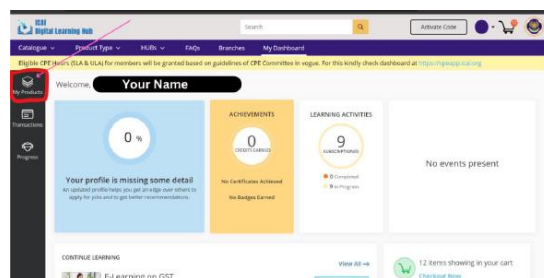**Annexure B: Steps to Access Daily Assessment Test in Digital learning Hub**

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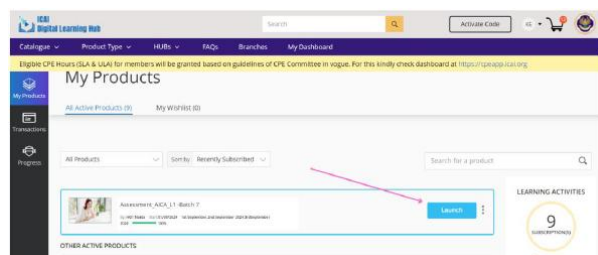
5. Make sure you can see your batch name for the Course. If you do not see your assigned batch, please contact us ai@icai.in

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

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

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

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

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

11. The Daily Assessment Test will be accessible after 5 PM on each designated test day (Day 1, Day 2, Day 3, Day4 and Day5).
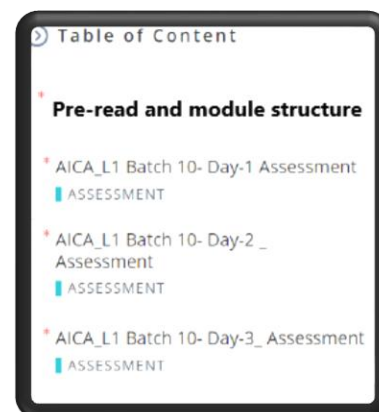
12. Before the Scheduled time, you will see following Screen.

13. 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 at +91 99105 68125.

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

1. **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).

2. **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.

3. **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.
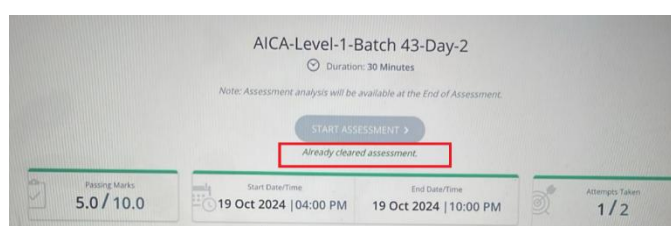
4. **Assessment Not Attempted/Not Cleared:** If a participant has missed or not cleared any of the assessment tests, they must retake all three tests in the next scheduled batch (online only). Participants will be automatically assigned to this batch and will receive an email notification with further details. Send email to ai@icai.in for any query.

Annexure D: Group Project (Module B)

Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will develop Group Project based on the learning of all 5 Days and Demonstrate the Live Project in Group on Day-5 after 3 PM.

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: 5-10 Minute Group Project 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 3:00 PM on Day 5. Groups will be formed and informed in advance to allow preparation time. Participants must verify their assigned group on Day 1 itself.

Project Guidelines

Each group will **select their own project topic** and present it before the faculty.

The project must be **submitted via email** to **aica@icai.in**, clearly mentioning the **Batch Number, Names, and Membership Numbers** of all participants.

The project submission should include:

- **Problem Statement**
- **Prompt(s) used**
- **Code**
- **Use Cases / Applications**

All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 3 PM to 6 PM on Day5.

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 are expected to be available approximately one month after course completion.

Login in Digital learning Hub https://learning.icai.org/iDH/icai/ 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.
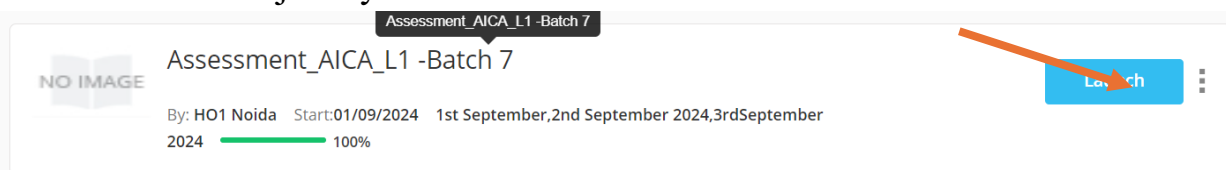
B. After that a dropdown menu will appear like this:
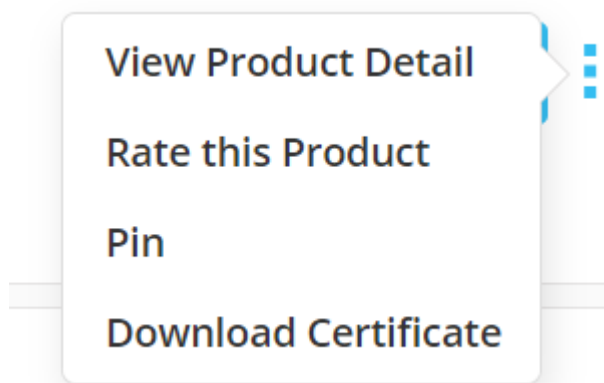
C. From this menu you can select to download certificate.

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.

Orientation:

The orientation will be conducted online via Zoom with participation from all enrolled candidates. During the session, the faculty will provide an overview of the **Course Objectives, Agenda, Course Flow, Assessments, Project Work, Capstone Project, and Prerequisites** to ensure participants are well-prepared for the program.

Course Structure (2 Days Online on Zoom- Day1 & Day-2)

Day	Modules Name	Module Description
Day1 (Online) (10 AM to 5 PM)	Module 1: AICA: Reflecting on Level 1, Gearing Up Level 2	A structured refresher of AICA Level 1, focusing on foundational AI concepts, followed by a strategic overview of Level 2 learning outcomes, expectations, and project guidelines.
	Module 2: Prompt Engineering, Injection & Prompting Techniques	Hands-on session on Prompt Engineering using Vibe Coding, including system setup, tool familiarization, and introduction to the Capstone Project workflow.
	Day-1 Online Assessment on DLH (5 PM -10 PM) & Feedback	
Day2 (Online) (10 AM to 5 PM)	Module 3: Intelligent Communication Workflows with Agents	Explore real-world applications of AI-driven communication using tools like WhatsApp API, Copilot, and Nano Browser. Automate workflows through practical agent design and integration.
	Module 4: Agentic AI: Comparing Generative AI and Task-based Agents	Delve into the comparative framework of Generative AI vs Agentic AI, with emphasis on ICAI AI agents and their specialized use cases for finance professionals.
	Module 5: Advanced Data Visualization & Storytelling	Learn to build powerful dashboards using tools like Power BI, TheBricks, and Looker Studio to transform raw data into compelling insights.
	Day-2 Online Assessment on DLH (5 PM -10 PM) & Feedback	

Course Structure (3 Days Physical- Day3, Day-4 and Day-5)

Day	Module Name	Module Description
Day3 (Physical) 10 AM To 5 PM	Module 6: Python Essentials for CAs	Build Python skills specific to CA workflows, including custom script development for analysis and automation, along with deployment using LM Studio and Hugging Face.
	Group Photograph	
	Module 7: API Integration & Web Data Extraction	Understand API principles and build hands-on use cases for web scraping and API integration relevant to compliance and reporting needs.
	Day-3 Online Assessment on DLH (5 PM -10 PM) & Feedback	
Day4 (Physical)	Module 8: Applied Computer Vision for Finance	Gain practical exposure to computer vision by implementing AI models in areas like document scanning, OCR, and invoice recognition using Google AI tools.
	Module 9: Full-Stack Deployment for AI Solutions	Learn end-to-end deployment of AI apps using Firebase Studio, Google Cloud, and Vibe Coding — enabling CA-specific solutions to be built, hosted, and scaled.
	Day-4 Online Assessment on DLH (5 PM -10 PM) & Feedback	
Day5 (Physical)	Module 10: Intelligent Workflow Automation	Implement automation of business workflows using no-code tools like N8N and Streamlit to handle real-world scenarios such as data consolidation and notification systems.
	Module 11: Retrieval Augmented Generation (RAG)	Dive into RAG architectures to build powerful AI agents that combine retrieval systems with LLMs, tailored for financial research, analysis, and reporting.
	Module B: Group Project Demonstration	
	Day-5 Online Assessment on DLH (5 PM -10 PM) & Feedback	
Module C:	**Capstone Project (Submission within 7 Days of Certificate Course Completion)**	All Participants are required to Submit the Capstone Project on Individual Basis within 7 Days of Completing the Course. The Capstone Project based on the 5 Days Learning of AICA Level 2 Shall be used to develop Capstone Project. Note: Capstone Project would be published on AI in ICAI Website in AI Hub.

Note: Breakfast, Lunch, and Tea will be served at the venue