

**INFORMATION TO BE SUBMITTED BY THE MEMBERS FOR EMPANELMENT AS
FACULTY UNDER THE 'ACADEMIC HELPLINE' LAUNCHED BY THE INSTITUTE**

Annexure-A

**UNDERTAKING
(For Empanelment as Faculty in Academic Helpdesk)**

I, Mr./Ms./Mrs. _____ do hereby confirm that :-

1. I am interested in empanelling as a Faculty in the Academic Helpdesk of the Institute.
2. I do not directly or indirectly; own, manage, run, conduct, operate, teach or otherwise involved in any manner in private tuition classes/ teaching of CS Course except for the classes organized by the Regional Councils and Chapters of the ICSI.
3. I, my wife/ son/ daughter are not the owner/ partner/teaching as a faculty in any private CS tuition centre.
4. I assure that I will take the call myself at the times mentioned and shall only respond in a manner which will not adversely affect the scheme of the Institute.
5. I assure that I will only respond on the queries on which I have adequate command.
6. I shall never share my name and contact details with the stakeholders.
7. I shall accept the confidential feedback to ICSI of the stakeholder without question which may lead to increase/ decrease in remuneration.
8. I have filled in the undertaking pertaining to prohibition of Members of Central Council/ Regional Councils/ Chapter Managing Committees from getting associated with private coaching centres in any manner (only for Managing Committee Members)
9. In the event of my acting in a manner contrary to the above, then, the Institute may deregister/blacklisting me from the Academic Helpdesk.

Name	_____	Signature	_____
Date	_____	Place	_____
ACS/FCS No.(if any)	_____		_____

(* This undertaking shall be maintained at Regional Office/ Chapter Office/ CCGRT / CoE/ Directorate of Academics while recommending any Faculty for empanelment.

For Office Use only

Unique Code assigned	
FCC0000 where first character F for Faculty, E for evaluator, T for Topper. Next two characters CC are Chapter Code for example 39 for Delhi RO. CCGRT will use 11 and HO will use 12 here. Next four characters are running digits to be assigned by Regional Director, Executive Officer and so forth.	

Remuneration of Faculty at entry of the Scheme

Existing faculty members at the Class Room Teaching Centres at Regional Offices shall be eligible for remuneration of Rs. 3.00 per minute and faculty members at Class Room Teaching Centres at Chapter Offices shall be eligible for a remuneration of Rs.2.50 per minute. All others shall be eligible for a remuneration of Rs.2.00 per minute.

The increase / decrease in remuneration thereafter shall be based on the feedback of stakeholders which shall be kept confidential. In any particular month, the maximum increase/ decrease shall be of 50 paise per minute. No request for increase / decrease shall be entertained from the faculty as the same shall be purely based on the feedback.

Annexure-C

Code allotted	Stage	Subject	Name	Qualification	Mobile Number	Alternative Number	E mail ID	Address	Start Time	End Time	Exceptions	Remarks

The above information is to be provided at our E-Mail id rajiv.ranjan@icsi.edu

Stage	Subject	Name	Qualification	Mobile Number	Number for Communication	UniqueCode	Address	Start Time	End Time	Exceptions	E mail ID
Foundation	Business Environment & Enterpenu	Arvind Tyagi	B.Com., CS	9899891005	9899891005	01204522667	C-36, Sector-62, Noida	10	11	Except Wednesday and Sunday	
Executive	Tax Laws	Arvind Tyagi	B.Com., CS	9899891005	9899891005	01204522667	C-36, Sector-62, Noida	10	11	Except Wednesday and Sunday	
Professional	Advance Tax Laws & Practice	Arvind Tyagi	B.Com., CS	9899891005	9899891005	01204522667	C-36, Sector-62, Noida	10	11	Except Wednesday and Sunday	
Examination Preparation	How to prepare for Multiple choice.	Arvind Tyagi	B.Com., CS	9899891005	9899891005	01204522667	C-36, Sector-62, Noida	10	11	Except Wednesday and Sunday	
Counselling	Examination Failure	Arvind Tyagi	B.Com., CS	9899891005	9899891005		C-36, Sector-62, Noida	10	11	Except Wednesday and Sunday	

Sample- for each subject a different row has to be used as per this example below