



**THE INSTITUTE OF  
Company Secretaries of India**  
**भारतीय कम्पनी सचिव संस्थान**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

**STANDARD OPERATING PROCEDURE (SOP) FOR REGISTERING CAREER  
AWARENESS PROGRAMME VOLUNTEER**

**PART A (REGISTRATION OF CAP VOLUNTEER)**

1. INTRODUCTION
2. AUTHORIZATION
3. REIMBURSEMENTS
4. ORGANISING ORIENTATION PROGRAMME
5. REGISTRATION PROCESS

**1. INTRODUCTION**

In order to increase members participation in Career Awareness Programmes, and as decided by Council, the Career Awareness Cell, Dte of Students Services will register Career Awareness Volunteers from across India through online process. The CAP Volunteer Registration form will facilitate in developing a database of members (from each area/region) who would like to be invited as speakers at various Career Awareness Programmes conducted by Regional Councils and Chapters.

This database of members will serve as a repository of speakers and any Regional Council or Chapter requiring speakers for their CAPs will refer to this database and invite the speakers.

**2. AUTHORIZATION**

RCs / Chapters will accord recommendations for the registered CAP Volunteers under their area / jurisdiction. HQ will finally approve the registration after verification.

Every CAP Volunteer will be provided a unique reference no. by IT systems. Unique reference no will be as follows for each region.

- **NIRC - CAPVN 0001 onwards**
- **SIRC - CAPVS 0001 onwards**
- **WIRC - CAPVW 0001 onwards**
- **EIRC - CAPVE 0001 onwards**

**3. REIMBURSEMENTS**

- i) No reimbursements i.e TA / DA will be made to the individual CAP Volunteers for Career Awareness Session taken by the Volunteers as this is a purely voluntary service towards ICSI. However, if required RC /

Chapters may arrange for the pick and drop of the member by arranging the necessary transportation.

- ii) RCs / Chapters will be reimbursed for Career Awareness Programmes as per the eligibility and on submission of original bills and documents as per the CAP Manual.

#### **4. ORGANISING ORIENTATION PROGRAMME FOR CAP VOLUNTEERS.**

ICSI HQ, in coordination with RCs / Chapters will organise orientation programme for CAP Volunteers on '**How to conduct Career Awareness Programmes**'. Prior approval for orientation programme is required to be taken from the competent authority by sending the proposal regarding the same to HQ. The Induction Programme will be preferable done in Online Mode.

HQ will also prepare the online module which shall be made available to all the RC / Chapters to maintain the uniformity and standards of the CAP programs to be conducted.

#### **5. REGISTRATION PROCESS AND REGISTRATION LINK FOR BECOMING CAREER AWARENESS VOLUNTEER**

Registration of Career Awareness Volunteer Link will be available on the ICSI web site along with the Standard Operating Procedures. HQ will share the updated list of CAP Volunteers on Monthly basis with respective RC / Chapters.

### **PART B**

#### **ROLE OF DIFFERENT DIRECTORATES/RCs and CHAPTERS FOR EFFECTIVE IMPLEMENTATION OF CAP VOLUNTEER SOPs**

1. RCs / Chapters/HQ will finalise the date, time and venue for conducting of CAPs.
2. The CAP Volunteers will be invited as speakers at the CAP planned by RCs / Chapters / HQ.
3. Administrative arrangement for conducting CAP will be provided by respective RCs / Chapters/HQ.
4. PPT, single page pamphlets and other promotional material (if any) will be provided by respective RCs / Chapters/HQ.
5. RCs and Chapters will be required to send proper report to Career Awareness Cell, Dte of Student Services for the CAP as per the CAP manual.
6. All prior approvals wherever required by RCs /Chapters/HQ have to be taken from the Competent Authority by sending the proposals in advance to Career Awareness Cell, Dte of SS.