

Standard Operating Procedure for engagement of Academic Persons for various Academic Purposes – Content Writing, Reviewing and Editing

1. Scope of Work Area

- Content development and preparation of Study Material lessons
- Review of Content of Study Material
- Framing/Review of Multiple Choice Questions
- Editing of Contents
- Preparation/Review of Model Papers/Answers
- Development/review of Case Studies
- Review of Articles
- Preparation of contents for various publications
- Review of contents for various publications
- Any other as may be required

(Majority of contents are prepared at Directorate of Academics, and development and review is done on need basis.)

2. Content Writing and Content Review will include the following:

- Clarity of concepts and principles through examples;
- Simplicity and continuity in presentation, without repetition unless contextually necessary;
- Interactive, interesting and user- friendly study material with case studies, case laws, pictorial and flow chart presentation etc.;
- Current and relevant updates by covering practical aspects;
- Enrichment of Contents grammatically and technically; Sequencing of contents in proper manner; Remove gaps in writing, if any.
- Global Development in the respective area.

3. Eligibility Criteria for Resource Persons

Parameter	Content Writer and Content Reviewer (a)	Content Editor (b)
Professional Qualification and Experience*	1. Member of ICSI/ ICAI/ ICMAI/ LLM/LLB/ Ph.D. in <ul style="list-style-type: none">• Commerce;• Economics;• Management;• Law;	Masters Degree in English/Ph.D. in English is preferable. An equivalent of this requirement in working

	<p>2. Post Qualification Experience of at least 5 (five) years</p> <p>3. Members of ICSI, who are contributing substantially as members of different Task forces or Committee constituted for different Academic/publication purposes.</p> <p>4. If services of Resource Persons other than those empaneled with ICSI for Academic Purposes (apart from the above list), the names shall be placed before the TEFC for ratification.</p>	experience is also acceptable.
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**While choosing the Resource Persons, relevant subject experience shall be taken into consideration to bring practical perspective.*

4. Rating of Resource Persons by Academic Officers

The Academic Officers will give the rating to every completed assignment which is received from the Resource Persons on five points scale as mentioned below.

1. Excellent
2. Very Good
3. Good
4. Satisfactory
5. Not Satisfactory

5. Disqualifications

A Resource Person shall be de-empanelled and removed from the Panel, if it

- a. has suppressed any material information while seeking empanelment;
- b. has acted against the interest of the Institute; and
- c. has conducted in a manner which is unbecoming of a Resource Person for Academic Purposes.
- d. reported by the Academic Officer(s) that the quality of assignment submitted by the Resource Person is not satisfactory or if more than 20% of the academic content developed, was found to be copied verbatim from public source, unless reference is given.

6. Selection Process

- i. The Institute shall invite applications by uploading the announcement on its website and Chartered Secretary from individuals meeting the eligibility criteria and interested to be empanelled as Resource Persons for Academic Purposes.

ii. After scrutiny of applications, list of Resource Persons will be approved by the TEFC on recommendation of Directorate of Academics.

7. Honorarium

Honorarium as prescribed by the Institute is as under:

Activities	CSEET	Executive	Professional
Writing of a lesson in study material (Per Study Lesson comprising 35-50 printed study material pages)	Rs. 6,000	Rs. 8,000	Rs. 10,000
Revision of Study Material (Per Study Lesson)	Rs. 3,500	Rs. 5,000	Rs. 5,000
Review of Suggested Answers/Guideline Answers Hints (per subject)	Rs. 4,000	Rs. 6,000	Rs. 6,000
Preparation of MCQ for question bank for CSEET	Rs.40 per question subject to minimum of 50 Questions and evaluation by Directorate of Academics.	-	-
Preparation of MCQ for Executive Program (For old syllabus MCQ based examination)	-	Rs.50 per question subject to minimum of 50 Questions and evaluation by Directorate of Academics	-
Review of MCQ for Executive/CSEET Program	Rs.35 per question subject to evaluation by Directorate of Academics	-	
Preparation of MCQ for Pre-Examination Test	Rs.50 per question subject to minimum of 50 Questions and evaluation by Directorate of Academics.		
Editing of Contents	Rs. 10 per 100 words		
Preparation of Case Studies under New Syllabus 2022	Rs. 3000/- per case study with 1500- 2000 words		
Review of Case Studies	Up to Rs. 2000/- per case study		
Review of Articles for Students Journal	Up to Rs. 1500/- per article		

Preparation of Lesson for Publications	Up to Rs. 5,000 per lesson
Review of Lesson for Publications	Up to Rs. 2500 per lesson

However, the Honorarium is subject to Quality of work accomplished by the Experts empanelled.

8. Confidentiality

Empanelled Resource Persons will use their best efforts to not to disclose any of the information related to work allotted by the Institute.

9. i. The Institute may relax any of these Guidelines in deserving cases.
- ii. Panel of Academicians will be reviewed every year.
- iii. The Institute may discontinue the panel of Resource Persons for Academic Purposes at any time without any notice assigning any reason.
- iv. Empanelment is not binding on the Institute.
- v. Institute reserves the right to allocate the work among Resource Persons as per the requirements.
- vi. Decision of the Institute is final in all respects.

10. Post-facto approval process for engagement of Academic persons for Academic Purposes who are not empaneled

The list of those persons who are not empaneled with the Institute and any academic work has assigned to them, keeping in view their knowledge and experience, the list of those members shall be placed to ensuing TEFC for post facto approval.

Link to register for Empanelment of Resource Persons for Academic Purposes
<http://www.icsi.in/erpapuats/Registration.aspx>

For any queries/feedback, please write to Directorate of Academics at
academics@icsi.edu