



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

AI for Chartered Accountants (AICA Level-1)



AICA-Level-1 Reference Document for Participants -(AICA 16.0)

Participants	Chartered Accountants
Location	Le Royal Meridien, Abu Dhabi
Date and time	31-Jul-2026, Friday – 2PM to 9PM 1-Aug-2026, Saturday – 9AM to 5PM 2-Aug-2026, Sunday – 9AM to 5PM
Course Fee	AED 750 + VAT
CPE Hours	18 (Structured)
Batch Size	50 members
Pre-Requisites	• Basic Computer and Microsoft Office Knowledge: Concept of basic Finance, Audit and Statistics, Problem Solving Skills. • 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. • Windows 10 or MacBook devices allowed if no alternative. • ICAI will arrange the Internet Connection at the venue. • 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. • 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.



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AI for Chartered Accountants (AICA Level-1)



Course Objective	To develop a foundational understanding of AI concepts, enhance proficiency in using AI tools ai@icai.in practitioners and industry professionals, and build AI skills to effectively leverage AI technologies in professional practices.
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:	Final Test Structure: Module A & Module B 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. Module B: 5-Minute Group Practical 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 practical use case demonstration starting at 3:00 PM on Day 3. Groups will be formed and informed in advance to allow preparation time. The group will choose their own practical use case topic for live demonstration. Groups are required to demonstrate a practical AI use case live using relevant AI tools/software. All members must actively participate in the practical demonstration for approximately 1 minute each, as marks are awarded individually. The presentations are scheduled from 3 PM to 5 PM on Day3, with additional slots from 5 PM - 6 PM, if needed. After the demonstration, groups may share supporting material, prompts, links, or reference files in the WhatsApp group, if applicable.
Certificate	AI for Chartered Accountants (AICA)-Level1



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Future
Roadmap

The AICA Level 2 Certificate Course has already been launched, and the AICA Level 3 Course is currently in the pipeline.

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

Particular	Details
	Introduction & Networking
Module 1 (Day-1)	Fundamentals of AI Introduces AI, Generative AI, GPTs, LLMs, transformers, tokenization, and practical AI applications for Chartered Accountants.
Module 2 (Day-1)	Prompt and Prompt Engineering: Explains prompt engineering, hallucination risks, structured prompting methods, and effective AI usage for professional accounting workflows.
Module 3 (Day-1)	Introduction to RAG Introduces Retrieval Augmented Generation and demonstrates document-based AI responses using Notebook LM and contextual knowledge retrieval.
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.



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AI for Chartered Accountants (AICA Level-1)



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

Particular	Details
Module 4 (Day-2)	Machine Learning & Data Types Covers machine learning fundamentals, data classifications, predictive analytics, supervised learning, and custom AI tools for professionals.
Module 5 (Day-2)	Vibe Coding Automation Explains AI-powered coding automation, no-code development, workflow digitization, website creation, and accounting process automation tools.
Module 6 (Day-2)	Excel Automation Using AI Demonstrates Excel automation using VBA, AI add-ins, RPA concepts, and productivity enhancement for accounting professionals.
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.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

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AI for Chartered Accountants (AICA Level-1)



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

Particular	Details
Module 7 (Day-3)	AI in Finance & Audit Explores AI applications in finance, investment analysis, auditing, financial evaluation, and professional decision-making processes.
Module 8 (Day-3)	Ethics in AI & Responsible AI Covers ethical AI principles, privacy, accountability, transparency, responsible AI implementation, and professional compliance standards.
Module 9 (Day-3)	Connectors in AI Introduces AI connectors, application integrations, workflow automation, and productivity enhancement using interconnected AI platforms.
Group Practical Use Case Demonstration – 5 Minutes per Team of 4 Participants (Day-3) 2 Hrs	Participants will be divided into groups of four based on alphabetical order. Each group will conduct a 5-minute practical AI use case demonstration from 3:00 PM onwards on Day 3. All members must actively participate, as marks will be awarded individually. Demonstrations will be scheduled between 3:00 PM and 5:00 PM, with additional slots from 5:00 PM to 6:00 PM, if required. Groups may also share supporting files, prompts, or workflows in the WhatsApp group, if applicable.
Objective Test-3 (Day-3) 15 Minutes	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.
Feedback Submission	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.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

AI for Chartered Accountants (AICA Level-1)



Important Guidelines and Instructions for AICA Course Participants

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

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>



Twitter (Scan QR Code) WhatsApp (Scan QR Code)

Refund Policy

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.

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.

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.php>

Participants Replacement

In case any participant is unable to join, replacement registration is not permitted. All batches are considered full, with additional waitlisted participants.

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 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.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

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AI for Chartered Accountants (AICA Level-1)



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 session or group practical use case demonstration, 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**.

If they are unable to complete the missed activity within 2 months, they will need to **register for a new batch on payment basis**.

Participants must send an email to **ai@icai.in** and the **respective Branch**, mentioning:

- Original Batch Number
- Missed Day
- Membership Number
- Name
- Mobile Number
- Batch Number in which they wish to attend the missed session

Participants should also **mark their manual attendance** in the attendance sheet of the batch they attend, clearly mentioning their **original batch number**.

Daily Assessment Test

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.

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 "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.

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.

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**.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

AI for Chartered Accountants (AICA Level-1)



Group Practical Use Case Demonstration:	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 practical use case demonstration, 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 practical use case demonstration within 2 months, they will need to register again as a fresh candidate on a payment basis. To complete the pending group practical use case demonstration, 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 Practical Use Case Demonstration</i>").
WhatsApp Contact	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.
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.

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 practical use case demonstration. 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
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AI for Chartered Accountants (AICA Level-1)



2. AICA Course PPTs Before Batch Commencement:

The latest AICA Level 1 Course PPTs will be made available on the Digital Learning Hub (DLH) before the commencement of the batch. Participants are advised to review and download the PPTs in advance for better understanding and preparation during practical sessions.

3. 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.

OTHER ACTIVE PRODUCTS

Artificial Intelligence Resource Material & Use Cases for AICA Level 1 Certified Participants

By: AI in ICAI Committee ★★★★★ 4.47826 Ratings Start: 05/05/2025 0%

Launch

Last Visited :10/10/2025, 4:35 PM

ICAI Digital Learning Hub

AI, Practicemodules, AICA Level 1 Assignment

Table of Content

1.1 - AICA-L1-DAY-1

Post Read

AICA-L1-DAY-1

AICA-L1-DAY-2

AICA-L1-DAY-3

1. AICA Refresher Course 5th-April A

2. AICA Refresher Course 12th-April

3. AICA Refresher Course 19th-April

4. AICA Refresher Course 26th-April

5. AICA Refresher Course 3rd-May Pre

AI Committee of ICAI

brings

AICA – Level-1

A course to empower CAs with AI Skills

4. 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.



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OTHER ACTIVE PRODUCTS



Artificial Intelligence Resource Material & Use Cases for AICA Level 1 Certified Participants

By: AI in ICAI Committee ★★★★★ 4.47826 Ratings Start: 05/05/2025 0%

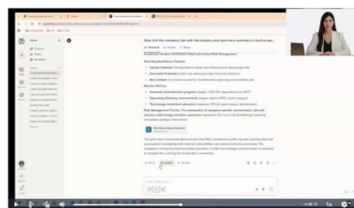


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Table of Contents

- 17. AICA Refresher Course 20th July ...
- 18. AICA Refresher Course 2 Aug 2025 ...
- 19. AICA Refresher Course 5 Aug 2025 ...
- 20. AICA Refresher Course 16 Aug 2025 ...
- 21. AICA Refresher Course 23 Aug 2025 ...
- 22. AICA Refresher Course 30 Aug 2025 ...
- 23. AICA Refresher Course 6 September ...
- 24. AICA Refresher Course 13 September ...
- 25. AICA Refresher Course 20 September ...

21 - 21. AICA Refresher Course 23 Aug 2025 CA Anmol Lohia



5. 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/>

6. 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>

7. Prompt Library Competition: Join Prompt Library Competition on below link

<https://ai.icai.org/prompts.php>

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.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

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AI for Chartered Accountants (AICA Level-1)



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	
Missing Activity (Class, Group Practical Use Case Demonstration, Online Assessment)	If participants miss any of the Session (Day-1, Day-2 or Day-3) or Online Assessment or Group Practical Use Case Demonstration. 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 . If they are unable to complete the missed activity within 2 months, they will need to register for a new batch on payment basis .	
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	Guidelines for Group Practical Use Case Demonstration (Module B)	
Annexure E	Steps for Downloading Digital Certificate	



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AI for Chartered Accountants (AICA Level-1)



AICA LEVEL 1 – QUICK RECAP

3 Days. 27+ Use Cases. Key Concepts. One Transformation.

AI
AI in ICAI

DAY 1



FOUNDATIONS OF AI & SMART USAGE

USE CASES

- 1 Accounting Policy evaluation using CA GPT
- 2 Capital Gain Tax Calculation
- 3 Deep Research Use Case
- 4 Trial Balance to Financial Statements
- 5 Legal Drafting using AI
- 6 ChatHub (GPT Aggregator)
- 7 Creation of image from prompt
- 8 Creation of PPT (Gamma)
- 9 Text to video (paid model)
- 10 Notebook LM

CONCEPTS

- A Why there is buzz around AI
- B What is Generative AI
- C Concept and meaning of GPT
- D Fast mode vs Thinking mode
- E Essential elements of good prompt
- F Deep Research and Web Search
- G AI Hallucination
- H CoT Prompting (Chain of Thought)
- I RAG (Retrieval Augmented Generation)



KEY TAKEAWAY

Understand AI fundamentals and use it effectively through smart prompting, research and reliable information retrieval.



DAY 2



DATA, AUTOMATION & BUILDING WITH AI

USE CASES

- 1 Conversion of unstructured data into structured- ESIC Challan
- 2 Conversion of semi structured data and analysis- ITR JSON
- 3 Custom GPT / Gemini Gems
- 4 Redaction tool in HTML form
- 5 HTML tool
- 6 Creating website in bolt
- 7 Building TDS Calculator as per Income Tax Act 2026 in Lovable
- 8 GST Reconciliation using Macros
- 9 Excel Add in
- 10 Connector in browser

CONCEPTS

- A Machine Learning Concept
 - Structured Learning (Supervised)
 - Unstructured Learning (Unsupervised)
- B RPA (Robotic Process Automation)



KEY TAKEAWAY

Leverage data, machine learning and automation tools to convert, analyze and automate professional workflows seamlessly.



DAY 3



AI IN FINANCE, ECOSYSTEM & RESPONSIBLE AI

USE CASES

- 1 Fundamental Analysis of Indian Stock Markets
- 2 Technical Analysis of Indian Stock Markets using Perplexity Finance
- 3 Finding opportunities using Task Scheduler in Grok
- 4 Sarvam AI
- 5 Microsoft Copilot (M365 from perspective of members in Industry)
- 6 Napkin AI
- 7 Connectors in Gemini
- 8 Connectors in Claude
- 9 ChatGPT Apps
- 10 ChatGPT Store

CONCEPTS

- A Ethics in AI
- B Responsible AI
 - ✓ Bias free
 - ✓ Human oversight
 - ✓ Data privacy
 - ✓ Safety & reliability
 - ✓ Compliance & governance
- C Prompt Injection

Malicious prompts trying to override instructions and manipulate AI.



KEY TAKEAWAY

Apply AI in finance and daily work with strong ethics, responsibility and awareness of risks like prompt injection.



THE POWER OF AI FOR CHARTERED ACCOUNTANTS



Smarter Analysis



Higher Productivity



Better Decisions



Automation



Innovation



Trust & Ethics



AI won't replace CA's, but CA's using AI will lead the future!



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AI for Chartered Accountants (AICA Level-1)



Annexure A: Recommended List of AI Tools

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

ICAI CA GPT https://ai.icaai.org/cagpt 	Claude.AI https://claude.ai/ 	ChatGPT https://chatgpt.com 
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THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

AI for Chartered Accountants (AICA Level-1)



Gemini https://gemini.google.com/ 	Perplexity https://www.perplexity.ai/ 	WhatsApp Desktop www.whatsapp.com/download 
Sarvam AI https://www.sarvam.ai/ 	Notebook LM https://notebooklm.google.com/ 	Gamma https://gamma.app/ 
Napkin AI https://www.napkin.ai/ 	Microsoft Copilot https://copilot.microsoft.com 	Lovable https://lovable.dev/ 
Grok https://grok.com/ 	Bolt https://bolt.new/ 	



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AI for Chartered Accountants (AICA Level-1)



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

1. Open the Digital Learning Hub (DLH) Portal:

<https://learning.icai.org/iDH/icai/>

Note: Participants are advised to use a Laptop/Desktop with Google Chrome browser for smooth access.

2. Login using your SSP User ID and Password.

In case of login issues, use the “Forgot Password” option available at:

<https://eservices.icai.org/>

For SSP-related issues, email: hossp@icai.in and elarning@icai.in

3. After successful login, you will be redirected to the **My Dashboard** page.
4. Click on the “**My Products**” option available on the left-side menu.
5. Verify that your allotted AICA batch is visible in the course list 2 days before the Batch starts. If your batch is not visible, immediately email ai@icai.in with your Membership Number, Batch Number, and Registered Email ID.
6. Click on your allotted batch name to open the course.
7. Click on the “**Launch**” button to access the course content and assessments.
8. Participants are advised to check the “**Pre-read & Module Structure**” section at least 2 days before the batch commencement to access:
 - AICA Reference Document
 - Course PPTs
 - Pre-read Material
 - Other Important Instructions
9. The Daily Assessment Tests for Day 1, Day 2, and Day 3 will become accessible after **5:00 PM** on the respective day and will remain available till **10:00 PM**.
10. Participants are advised to complete the assessment only after the completion of the class sessions and faculty instructions.



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AI for Chartered Accountants (AICA Level-1)



11.If two or more ICAI members are using the same email ID or mobile number in SSP, access issues may occur on DLH.

To resolve this:

- Login to SSP Portal
- Update your unique email ID and mobile number
- Save the updated details

Access to the Online Assessment will be restored after updating the information.

12.If a participant misses the assessment or is unable to attempt the test, the assessment may be attempted in the next scheduled assessment cycle conducted from the **4th to 10th of the following month.**

Important Support Information

For any issues related to DLH access, assessments, or course visibility, contact:

- Email: ai@icai.in
- WhatsApp Only: +91 99105 68125



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

1. AICA Course Tab Not Visible on DLH

If a participant registers at the last moment and is not added to the Digital Learning Hub (DLH) before Day 1 after 5:00 PM, they may not be able to access the current batch assessments. In such cases, the participant will be required to complete all three assessments in the next scheduled online assessment batch.

2. Technical Error During Assessment Test

If participants face technical issues during the assessment, such as:

- Course tab not visible
- Assessment not opening
- Blank screen/window
- “Test Locked by Admin” message
- Page not loading properly

Participants are advised to follow the following troubleshooting steps:

Clear Browser History & Cache

1. Open Google Chrome
2. Press:
 - **Ctrl + Shift + Delete** (Windows)
 - **Command + Shift + Delete** (Mac)
3. Select **Time Range: All Time**
4. Check:
 - Browsing History
 - Cached Images and Files
5. Click **Clear Data**

Open Assessment in Incognito Mode

1. Press:
 - **Ctrl + Shift + N** (Windows)
 - **Command + Shift + N** (Mac)
2. Or open Chrome Menu (:) → **New Incognito Window**

Participants are also advised to use only Google Chrome browser on Laptop/Desktop for the assessment.



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AI for Chartered Accountants (AICA Level-1)



3. Assessment Test Score Not Visible

If the participant has successfully completed the assessment test but the score is not immediately visible, there is no need to worry. The system will display a confirmation message indicating that the test has been cleared successfully.

4. Assessment Not Attempted or Not Cleared

If a participant misses or does not clear any of the daily assessment tests, they will be automatically assigned to the next scheduled online assessment batch. Participants will receive an email notification with further instructions regarding the reassessment process.

Participants will be required to reattempt all three assessments in the scheduled batch.

For any assessment-related queries, participants may email:

ai@icai.in



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(Set up by an Act of Parliament)

AI for Chartered Accountants (AICA Level-1)



Annexure D: Guidelines for Group Practical Use Case Demonstration (Module B)

Module B: Group Practical Use Case Demonstration – 20 Marks

(4 Participants per Group) – Passing Marks: 10

Participants will be divided into groups of four based on alphabetical order. Each group will conduct a **5-minute Practical AI Use Case Demonstration** on Day 3 from **4:00 PM onwards**.

Guidelines

1. Groups may choose their own AI practical use case topic.
2. Demonstrations should focus on practical implementation using AI tools, workflows, dashboards, automation, prompt engineering, analytics, or related applications.
3. The demonstration may broadly cover:
 - Problem Statement
 - AI Tool / Technology Used
 - Practical Workflow / Demonstration
 - Outcome / Business Impact
4. Use of PowerPoint is optional. Focus should be on live practical demonstration.
5. All members must actively participate, as marks will be awarded individually.
6. Demonstrations are generally scheduled between **4:00 PM and 6:00 PM**, with additional slots from **9:00 AM to 10:00 AM**, if required.
7. Groups may share supporting files, prompts, workflows, or references in the WhatsApp group after the demonstration.

Important Instructions

- Groups will be finalized by the AI in ICAI Committee.
- Group changes will normally not be permitted.
- Participants missing the demonstration must complete it in another batch within 2 months to remain eligible for certification.
- Certificate will be issued only after completion of attendance, online assessments, and the Group Practical Use Case Demonstration.

Indicative Evaluation Parameters

- Relevance of Use Case
- Practical Implementation
- Innovation & Creativity
- Team Participation
- Professional Applicability

For queries, contact:

- Email: ai@icai.in
- WhatsApp Only: +91 99105 68125



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

AI for Chartered Accountants (AICA Level-1)



Annexure E: Steps for Downloading Digital Certificate

Participants will receive an email notification once the Digital Certificate is uploaded on the Digital Learning Hub (DLH). Certificates are generally made available approximately 30 to 45 days after successful completion of the course.

For detailed instructions, participants may refer to:

- **AICA Level 1 Reference Document (Last Page – Annexure E):**

https://ai.icaai.org/assets/upload/attachment/AICA_L1.pdf

OR

- **Video Tutorial for Certificate Download:**

<https://www.youtube.com/watch?v=I5ffr2Zd1XI>

Steps for Downloading Certificate

1. Login to the Digital Learning Hub (DLH):
<https://learning.icaai.org/iDH/icaai/>
2. Select the AICA batch for which you wish to download the certificate.
3. Click on the three dots available beside the “Launch” button.
4. A dropdown menu will appear.
5. Select the “Download Certificate” option.
6. Your certificate will be downloaded successfully.

Important Note

Certificates will be generated only after successful completion of:

- Attendance Requirements
- Daily Online Assessments
- Group Practical Use Case Demonstration

If you face any issue while downloading the certificate or if your certificate has not been generated, please contact ai@icaai.in