<div align="center">

INDIAN INSTITUTE OF CORPORATE AFFAIRS (IICA)
(National Foundation for Corporate Social Responsibility)

IICA CERTIFICATE COURSE IN CORPORATE SOCIAL RESPONSIBILITY (ICP IN CSR)
AT INDIAN INSTITUTE OF CORPORATE AFFAIRS (IICA)
Starting from- September, 2018
(FOR DURATION OF NINE MONTHS)

</div>

Instructors:

Dr. R. A. Mashelkar*, Distinguished Fellow, IICA*
Dr. Madhukar Gupta, I.A.S*, Additional Secretary, DPE, Govt. of India*
Mr. Shankar Venkateshwaran, *Adjunct, Faculty, IICA*
Mr. Viraf Mehta, *Adjunct Faculty, IICA*
Dr. Garima Dadhich, *Head Business Innovation & Coordinator*
National Foundation for Corporate Social Responsibility, IICA
Mr. Mukesh Kumar*, Chief Programme Executive-NFCSR & Course Coordinator*
Dr. Naveen Sirohi, *Head, School of Finance**, IICA*
Dr. Navneet Sharma, *Head, School of Competition Law & Market Regulation, IICA*
Dr. Niraj Gupta, *Head, School of Corporate Governance and Public Policy, IICA*
Dr. Pyla N Rao, *Asst Professor, School of Corporate Law, IICA*

Contact Details:
Mobile No.: +91-93502-55867
Email: icpcsrbatch4@gmail.com
Office: National Foundation for Corporate Social Responsibility, IICA

Training Description

Companies Act 2013 and Section 135 on Corporate Social Responsibility provides an enabling framework for companies to play a more proactive role in inclusive growth of the country. With this unique legislation, corporate India is well poised to transform the social landscape of the country and reap long term benefits of a sustainable growth. It also requires companies to adopt those CSR initiatives that have a programmatic, quantifiable and sustainable approach rather than mere philanthropy. This has also created a tremendous opportunity for professionals to play an active role in nation building by becoming CSR professionals whose services can be availed by companies and CSR implementing organizations to derive maximum impact from their CSR projects. Trained CSR professionals are therefore the need of the hour as the latent power of the new legislation begins to transform CSR landscape.

To meet this critical need, National Foundation for Corporate Social Responsibility has rolled out India's first certificate programme in CSR. This course is of nine month duration delivered over online Learning Management System (LMS), Master classes by distinguished faculty as well as periodic contact classes and doubt clearing session provided by ICP training partners across the country. For this course teaching and learning material, comprises of Trainer's manual and a Learner's manual. Together they take the participant from Universal, generic and global definition of CSR to the specific Indian situation that is emerging post the historic legislation. There is a useful mix of theory and applied/action research in the content. Several Indian case studies have been put to give an Indian perspective to CSR implementation in the country post the historic legislation. There would be weekly quizzes and assignments followed by two assessments at the end of 10th week and 35th week. The learners are also required to undertake a 6 week corporate attachment and 8 week of Implementation agency attachment during the nine month course.

Content of this training programme has been developed and compiled internally by NFCSR, IICA with an active support from external faculty and authors. It is envisaged that the successful participants of the course would become the change agents thereby heralding the dawn of a new development sector era in the country.

Objective of the Course

- To train and develop young and dynamic professionals understanding shared value and responsible business practices to enter the CSR World.
- To equip the candidates with the apt blend of skills, knowledge and right attitude mandatory for providing leadership for tackling the challenges faced
- To develop proficient CSR professionals with impeccable moral values necessary to handle the dynamic situations in the Corporate scenario
- To develop a positive outlook towards the ever changing social-economic and business environment.

Pedagogy

The impact of the course is defined by the pedagogy that is adopted to disseminate the knowledge. The ICP course in CSR follows a Blended Learning approach of learning, blending the modern as well as the time-tested techniques of disseminating knowledge to its participants. The online course aims at enhancing the knowledge levels of the learners, building their skills and creating a sense of curiosity and ownership amongst them.

For the professionals, managing to take out time from their otherwise hectic professional commitments is of paramount value. Keeping this in mind, the IICA certifications are delivered through a digital medium which provides the candidates the luxury of "Learning at one's own Pace & Space". The Learning Management Support (LMS) powered by Blackboard provides the digital platform wherein the students through a calendar of live and recorded webinars learn without compromising on work commitments.

- Learn anytime and from any location - 24 x 7 access available on mobile and tablet devices and on the web.
- Learning materials comprise of recorded sessions, study materials, Tutorials etc.
- Get doubts cleared within 24 hours over a discussion forum
- Two-way Interaction with experts through live sessions.

Reinforcement Sessions

The teaching learning process over LMS will be supported by Master Classes by distinguished faculty over Blackboard, Reinforcement classes tion and doubt clearing sessions at ICP Training centres at a nearby location.

A unique method of encouraging holistic learning amongst the candidates through periodical

- ☐ Role plays and
- ☐ Flipped class room sessions

wherein the candidates get to

- ☐ Build their confidence and improve their grasp over CSR
- ☐ Improve upon their listening skills
- ☐ Develop the attitude of imbibing creativity for problem solving

Practical Exposure through mandatory Corporate/NGO Attachments

During the course, it is mandatory for the candidate to go through rigorous practical training through Corporate and NGO Attachments.

These activities would enable them to:

- Obtain hands-on learning to identify, strategize, plan and implement CSR projects.
- Understand on-ground challenges of project implementation and impact evaluation.
- Learn ways and means of engaging with various stakeholders (Corporate bodies, NGOs, Community members, etc.).
- Demonstrate their abilities to the Corporate/NGO they are interning with, and enhance/ explore opportunities for obtaining a job, if need be, post successful completion of the course.
- Learn to work in teams.
- Develop leadership capabilities by working in teams and leading assignments.

Course Structure

The entire course is structured into Chapters. These include online self-study material, individual activities, group exercises, role-plays and project work. The chapters are available to the learners through the Learning Management System, and these have to be read by every learner individually.

To aid the learning process, Tutors/trainers will be assigned to a group of 20 learners (max) at every ICP Partner institute. The tutor/trainer will generally allot a twice a week timeslot, wherein they will be available at the Partner institute at the LMS, for a chat and discussion on that day's course. Learners are encouraged to discuss their doubts and obtain clarifications on a regular basis by logging-into the LMS at the allotted timeslot. If for some reason this is not possible, Learners will be advised to be in communication with the designated tutor/trainer for assistance, and also seek appointment during the Contact Class Weeks at their campus as per Course plan given below.

Some of the Chapters include case studies, self-assessments and individual activities. Case studies convey a message through examples of various companies and/or situations. The self-assessments are not evaluated, and are intended for testing of individual learning. The individual activities must be completed by the learners during the course. Every individual activity will generally be discussed and analysed at length by the trainer on the following Friday, in the reinforcement class.

During certain reinforcement classes, the trainer will either conduct role-plays or group exercises to enhance the overall learning process. The intimation about such activities will be provided to the learners in advance, and it is advised that all learners be part of such group activities for optimum impact.

At any point in time, the learners can provide feedback on the teaching-learning process through the online feedback forms available in the LMS.

Course overview

The course work of ICP in CSR is divided into 24 chapters to be covered over 14 weeks of study. Each week, the learner will be given the following over Learning Management system.

- Compulsory reading material
- Optional reading material
- Reinforcement class at the study centre
- Master class

The topics to be covered during 14 weeks of study include:

UNIVERSAL CSR CONCEPT CHAPTERS:
1. History and Evolution of CSR (International, Generic);
2. International Frameworks
3. International CSR Practices
4. Issues in Indian Economy and Social Development
5. Gandhi's Concept of Trusteeship
6. Evolution of Indian CSR framework (Pre Companies Act 2013); NVG
7. Corporate Governance and CSR
8. Brand Building and Corporate Image
9. Role of Civil Society
10. Role of Social Entrepreneurs
11. Role of Supply chain
12. Role of Banking/Investors
13. Social Impact Assessment and CSR Audit
14. Sustainable Development (SD)

INDIAN CSR AGENDA CHAPTERS – SECTION 135, COMPANIES ACT, 2013
15. Concept of CSR in the Indian Context
16. Section 135, Companies Act 2013, SEBI Circular on Integrated Reporting
17. Preparation of CSR Policy and Process of Policy Formulation
18. Role of Implementation Agencies
19. Project and Programme Mode
20. Monitoring & Evaluation
21. Financial Management of CSR
22. Case Studies
23. Reporting Framework
24. Government Expectations, Roles and Responsibilities

Assessment and Evaluation: The assessment and evaluation system of ICP in CSR is based on Formative assessment followed by Summative assessment of every learner. There will be quiz and Writing assignment at the end of every week, followed by first Summative assessment at the end of 10th week of study. This will be followed by Corporate Attachment and Implementation agency attachment of six weeks and eight weeks respectively, for every Learner.

Quiz at the end of each chapter: These multiple choice question tests will be conducted over Learning Management System itself. These are designed to assess Learner's ability to get the grasp of major concepts and their knowledge on how to apply these concepts into CSR in India.

Assignments monitored by IICA: Based on the performance of quiz by Learner, Learners will be given Writing assignments by IICA, so that their writing ability improves on Social development issues.

First online test: [15 marks]: At the end of 10th week, there will be the first online exam of the chapters covered so far. This exam will also be conducted over Learning Management System (LMS). Following Summative assessment principles, this essay type exam will assess Students ability to comprehend CSR concepts in totality and their ability to apply it in CSR context of India.

Corporate Attachment:[25 marks] After the first online exam, there will be a Corporate Attachment of six weeks. At the end of Corporate Attachment internship,

Learner will be required to submit a comprehensive report on the support provided by the Learner to the host corporate house. Detailed guidelines on corporate attachment will be given by IICA.

Implementation Agency attachment:[25 marks] Implementation agency attachment of eight weeks duration is meant to provide the Learner field level experience of implementation of CSR projects. During this attachment, Learner is expected to conduct either a baseline, Real time evaluation or Impact assessment of projects. At the end of Implementation agency attachment, Learner is required to submit a report to IICA after getting clearance from the Implementation Agency. Detailed guidelines on Implementation agency attachment will be given by IICA.

Big-Bang Examination: [35 marks]: At the end of 35th week in the course, there will be the last summative assessment called 'Big-bang examination'. This exam will cover all the 24 chapters, experiential learning from Corporate attachment as well as Implementation agency attachment.

Learner Code of Conduct:

1. All selected candidates would be allocated Contact / Study Center as far as possible close to their city called ICP in CSR training partner.
2. For all course related queries Learner may reach out to ICP in CSR Partner Institute nearest to their geographical location / city as the first point of contact as per their office hours.
3. Each selected candidate would also be provided an Identity Card by the IICA. This card must always be kept in possession by the student while visiting any facility or organisation during any ICP in CSR related work/study.
4. Once a selected candidate is allocated to a Contact / Study Center, s/he must directly communicate with that ICP in CSR Partner Institutions for all course related matters.
5. Each student must strictly adhere to discipline norms of the IICA and ICP in CSR Partner institution.
6. More details would be provided to the selected candidates during the On-Boarding. These would broadly cover the following:
    a. Email chat with Trainers during Online study
    b. Attendance, behaviour and punctuality during Contact Classes and Online Exams at the ICP in CSR Partner premise.
    c. Students must keep the contact classes as clean as possible. No foodstuff of any nature is permitted in these areas
    d. Discipline and punctuality while giving the Online Exam at the ICP in CSR Partner
    e. Compulsory attendance during 6 weeks of Corporate Attachment as per the host company norms, facilitated by the IICA, Submission of Corporate attachment report in soft as well as hard copy is must.
    f. 8 weeks of Project Work at an NGO / Foundation / Trust / Society / Section 8 Company under direct supervision of the ICP in CSR Partner, facilitated by the IICA. Submission of Implementation agency attachment report in soft as well as hard copy is must.
7. Use of mobiles phones must be avoided as far as possible while the course is being transacted.
8. In case a learner is found breaching this Code of Conduct, her/his candidature may be terminated by the IICA. The ICP in CSR Partner would first give a warning in writing to the erring student. If non-compliance continues, the Partner would put up a request for termination to the IICA for necessary action.

Training schedule						
Week	Day	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
1st	On boarding & Orientation at ICP in CSR Partner / Online: Introduction to Learner Instruction Handbook					
2nd	Monday	History and evolution of CSR (International, Generic)	Self study	Theory	Self paced	Self
	Tuesday	International Frameworks	Self study	Theory	Self paced	Self
	Wednesday	International Frameworks	Self study	Theory	Self paced	Self
	Thursday	International CSR Practices	Self study	Theory	Self paced	Self
	Friday	Reinforcement class at ICP training partner & Quiz	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	CSR 2.0	Lecture	60 mins	Dr. R.A.Mashelkar

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
3rd week	Monday	Issues in Indian Economy and Social Development	Self study	Theory	Self paced	Self
	Tuesday	Issues in Indian Economy and Social Development	Self study	Theory	Self paced	Self
	Wednesday	Gandhi's Concept of Trusteeship	Self study	Theory	Self paced	Self
	Thursday	Evolution of Indian CSR framework (Pre Companies Act 2013)	Self study	Theory	Self paced	Self
	Friday	Reinforcement class & Quiz/Assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	India's Social Development space and CSR	Lecture	60 mins	Dr. Madhukar Gupta, I.A.S Additional Secretary, Department of Public Enterprises, Govt. of India

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
4th	Monday	Evolution of Indian CSR framework (Pre Companies Act 2013)	Self study	Theory	Self paced	Self
	Tuesday	Corporate Governance and CSR	Self study	Theory	Self paced	Self
	Wednesday	Brand Building and Corporate Image	Self study	Theory	Self paced	Self
	Thursday	Role of Civil Society	Self study	Theory	Self paced	Self
	Friday	Reinforcement class/Quiz/Assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Corporate Governance & CSR	Lecture	60 mins	Dr. Garima Dadhich

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
5th week	**Monday**	**Role of Civil Society**	Self study	Theory	Self paced	Self
	Tuesday	Role of Social Entrepreneurs	Self study	Theory	Self paced	Self
	Wednesday	Role of Supply chain	Self study	Theory	Self paced	Self
	Thursday	Role of Banking/ Investors	Self study	Theory	Self paced	Self
	Friday	Reinforcement class/Quiz/Assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Role of stakeholders in CSR	Lecture	60 mins	Mr. Shankar Venkateshwaran
6th	**Submission of all written assignments given in last 4 weeks on Blackboard LMS**	**Submission of all written assignments given in last 4 weeks on Blackboard LMS**	**Submission of all written assignments given in last 4 weeks on Blackboard LMS**	**Submission of all written assignments given in last 4 weeks on Blackboard**	**Submission of all written assignments given in last 4 weeks on Blackboard LMS**	**Submission of all written assignments given in last 4 weeks on Blackboard LMS**

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
7th	**Monday**	Social Impact Assessment and CSR Audit	Self study	Theory	Self paced	Self
	Tuesday	Social Impact Assessment and CSR Audit	Self study	Theory	Self paced	Self
	Wednesday	Sustainable Development (SD)	Self study	Theory	Self paced	Self
	Thursday	Sustainable Development (SD)	Self study	Theory	Self paced	Self
	Friday	Reinforcement class &Quiz & Assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Sustainable Development & CSR – International perspective	Lecture	60 mins	Dr. Niraj Gupta

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
8th	**Monday**	Sustainable Development (SD)	Self study	Theory	Self paced	Self
	Tuesday	Sustainable Development (SD)	Self study	Theory	Self paced	Self
	Wednesday	Concept of CSR in the Indian Context	Self study	Theory	Self paced	Self
	Thursday	Section 135, Companies Act 2013	Self study	Theory	Self paced	Self
	Friday	Reinforcement class &quiz	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Sustainable Development & CSR in India	Lecture	60 mins	Mr. Viraf Mehta

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
9th Week	**Monday**	Section 135, Companies Act 2013	Self study	Theory	Self paced	Self
	Tuesday	Preparation of CSR Policy and Process of Policy Formulation	Self study	Theory	Self paced	Self
	Wednesday	Preparation of CSR Policy and Process of Policy Formulation	Self study	Theory	Self paced	Self
	Thursday	Preparation of CSR Policy and Process of Policy Formulation	Self study	Theory	Self paced	Self
	Friday	Reinforcement	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Model CSR Policy	Lecture	60 mins	Dr. Pyla Rao
10th	Self study for first online examination					
11th	**First online exam**	**First Online Exam**	**First Online Exam**	**First Online Exam**	**First Online Exam**	**First Online exam**

12th		Visit to ICP Partner to prepare for Corporate Attachment				
13th -18th	**Corporate Attachment**	**Corporate Attachment**	**Corporate attachment**	**Corporate Attachment**	**Corporate Attachment**	**Corporate Attachment**
19th	Monday	Role of Implementation Agencies	Self study	Theory	Self paced	Self
	Tuesday	Role of Implementation Agencies	Self study	Theory	Self paced	Self
	Wednesday	Project and Programme Mode	Self study	Theory	Self paced	Self
	Thursday	Project and Programme Mode	Self study	Theory	Self paced	Self
	Friday	Reinforcement class & quiz and Assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Ten steps to Project management in CSR	Lecture	60 mins	Mr. Mukesh Kumar

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
20th	Monday	Monitoring & Evaluation (Baseline & need assessment)	Self study	Theory	Self paced	Self
	Tuesday	Monitoring & Evaluation (Concurrent and Impact Evaluation)	Self study	Theory	Self paced	Self
	Wednesday	Financial Management of CSR	Self study	Theory	Self paced	Self
	Thursday	Accounting, Audit & Taxation related to CSR	Self study	Theory	Self paced	Self
	Friday	Reinforcement class & Quiz & Assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Financial management & CSR	Lecture	60 mins	Dr. Naveen Sirohi
21st & 22nd week	Submission of corporate attachment report	Submission of corporate attachment report	Submission of corporate attachment report	Submission of corporate attachment report	Submission of corporate attachment report	Submission of corporate attachment report

Week	Days	Topics/Days	Training delivery mode	Training Type	Duration	Trainer Official/Trainer
23rd	Monday	Reporting Framework	Self study	Theory	Self paced	Self
	Tuesday	Reporting Framework	Self study	Theory	Self paced	Self
	Wednesday	Government Expectations, Roles & Responsibilities	Self study	Theory	Self paced	Self
	Thrusday	Government Expectations, Roles & Responsibilities	Self study	Theory	Self paced	Self
	Friday	Reinforcement class & quiz & assignment	Class at ICP in CSR training centre	Lecture	90 mins	ICP trainer
	Saturday	Master class	Data analytics of Reporting by Companies	Lecture	60 mins	Dr. Navneet Sharma
24th to 31st week	Implementation agency attachment	Implementation agency attachment	Implementation agency attachment	Implementation agency attachment	Implementation agency attachment	Implementation agency attachment
32nd – 35th		**Implementation agency project report submission & self study for big bang exam**	**Implementation agency project report submission& self study for big bang exam**	**Implementation agency project report submission& self study for big bang exam**	**Implementation agency project report submission& self study for big bang exam**	**Implementation agency project report submission& self study for big bang exam**
36th		**Big bang exam**	**Big bang exam**	**Big bang exam**	**Big bang exam**	**Big bang exam**