

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Digital Accounting and Assurance Board (DAAB)

DISA 4.0

Branch Operational Guidelines

For Branches Hosting Practical Classroom Training

Batch & Attendance › Venue & Seating › Connectivity & Power › Faculty Hospitality › On-Site Coordination

These guidelines are addressed to ICAI Branches hosting the DISA 4.0 Practical Classroom Training. They set out the batch, attendance, venue, connectivity, power and hospitality arrangements the Branch must put in place so that every batch runs smoothly, professionally and without disturbance. The Branch should treat these as minimum standards and complete the readiness checklist before each batch.

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1. Batch — Composition & Size

Each Practical Training batch is restricted to a maximum of 45 participants. This cap is the total for the batch and includes all participants together — both Fresh DISA 4.0 candidates and Bridge Course participants. The Branch must not exceed 45 in any single batch.

Batch size — hard cap of 45

45 is the combined ceiling for Fresh and Bridge participants in one batch.

If demand exceeds 45, an additional batch should be planned rather than enlarging an existing one.

2. Attendance

Attendance discipline is central to the integrity of the training. The Branch must ensure the following:

- 100% attendance is compulsory. Every participant must attend all sessions of the batch.
- The attendance mechanism operates under faculty supervision and must not be interfered with by the Branch or any other authority.
- No member of the Branch (or any official) is to make requests or representations on behalf of participants — whether regarding attendance, relaxations or any other concession. The faculty-supervised record is final.

3. Venue & Seating Arrangements

The training hall must offer appropriate, comfortable seating for the full batch of 45 participants:

- Comfortable seating for 45, with adequate desk/table space at each seat for a laptop and writing.
- Clear sightlines to the screen/board, proper lighting, air-conditioning/ventilation and sufficient circulation space.
- Adequate power points / extension arrangements within reach of the seating so every laptop can be charged.

4. Participant Requirement — Own Laptop

Every participant is required to bring their own laptop for the practical sessions. The Branch should communicate this requirement to participants in advance, along with any minimum specification advised by DAAB, so that no participant arrives unequipped.

5. Internet Connectivity & On-Site IT Support

Reliable connectivity is essential for the hands-on, lab-based sessions:

- Sufficient Wi-Fi access provisioned for 50+ concurrent users (i.e., headroom above the 45-participant batch) with good, stable bandwidth.
- Connectivity tested under load before the batch begins, not merely a basic line check.

- A staff coordinator available on all training days who can promptly resolve network/connectivity issues as they arise.

6. Power Back-Up

The Branch must arrange a reliable power back-up (UPS/generator as appropriate) sufficient to run the full session — including the network equipment and the hall — so that sessions are not interrupted by power outages.

7. Faculty Hospitality — Star Hotel Stay

Faculty travelling for the batch are to be provided star-hotel accommodation arranged by the Branch. Every faculty member must be communicated their stay and logistics details in a clear, professional format, in advance of travel.

Faculty Stay & Logistics — Communication Template

The Branch should send each faculty member a written communication covering the following points (template below to be completed for each faculty):

Detail to be communicated	Entry (to be filled by Branch)
A. Hotel stay details & address	<i>Hotel name, full address, contact number, reservation/booking reference.</i>
B. Days of stay	<i>Check-in date & time and check-out date & time (number of nights).</i>
C. Meals covered	<i>State clearly which meals are covered — Breakfast / Lunch / Dinner.</i>
D. Pick-up & drop responsibility	<i>State whether arranged BY BRANCH or BY FACULTY.</i>
E. Pick-up/drop details (if by Branch)	<i>Vehicle, driver name & mobile, reporting points and timings for each day.</i>

Drafting note

Always state explicitly whether pick-up/drop is arranged by the Branch or left to the faculty.

Where the Branch arranges it, give the driver's name and mobile number and the reporting time for each day, so the faculty is never left waiting.

8. On-Site Staff Coordinator

A dedicated staff coordinator is to be assigned for all the training days of the batch. The coordinator:

- Is the on-ground point of contact for faculty and participants throughout the batch.
- Resolves network/connectivity problems quickly and liaises with the IT/vendor support.
- Oversees hall readiness, power back-up, refreshments and day-to-day logistics so sessions are not disrupted.

9. Pre-Batch Readiness Checklist

The Branch should confirm each of the following before the batch commences.

#	Readiness Item	Confirmed (Y/N)
1	Batch size confirmed at a maximum of 45 (Fresh + Bridge participants counted together).	
2	Seating arranged comfortably for 45 participants, each with desk space for a laptop.	
3	Participants informed in advance to bring their own laptops.	
4	Wi-Fi tested for 50+ concurrent users with good bandwidth.	
5	On-site staff coordinator assigned for all training days (including connectivity support).	
6	Power back-up arranged to cover the full session without interruption.	
7	Faculty hotel stay booked and the stay/logistics details communicated in the prescribed format.	
8	Attendance mechanism set up under faculty supervision, with no interference.	

These guidelines are subject to the prevailing policy and notifications of ICAI / DAAB, which shall prevail in case of any inconsistency.