

Managing Excellence



Vision

“To be a global leader in promoting good corporate governance”

Mission

“To develop high calibre professionals facilitating good corporate governance”

The Institute of Company Secretaries of India (ICSI)

- ❑ ICSI is a premier national professional body constituted under an Act of Parliament
- ❑ ICSI has been set up to regulate and develop the profession of Company Secretaries
- ❑ ICSI has its Headquarters at New Delhi and 4 Regional Councils at Chennai, Kolkata, Mumbai, New Delhi and 70 Chapters spread all over India
- ❑ ICSI-CCGRT is the Centre for Corporate Governance, Research and Training at Navi Mumbai
- ❑ ICSI Conducts examination at 84 centres (123 venues) including one centre abroad at Dubai.
- ❑ 112 Counsellors at various cities / remote areas to guide students regarding the course.
- ❑ The ICSI has on its rolls over 31,000 qualified members both in Employment & in practice.
- ❑ Over 3.6 lakh students (Foundation Programme: 111455, Executive Programme: 207105, Professional Programme: 46730) are currently enrolled in the Company Secretaries Course.



The Company Secretary is:

- An in-house legal expert; a compliance officer of the Company.
- An expert in corporate laws, securities laws & capital market and corporate governance
- Chief advisor to the board of directors on best practices in corporate governance
- Responsible for all regulatory compliances of company
- Corporate planner and strategic manager

Role of a Company Secretary

A Company Secretary being multidisciplinary professional renders services in the following areas:

Corporate Governance and Secretarial Services

- ❑ Corporate Governance Services
- ❑ Corporate Secretarial Services
- ❑ Secretarial/ Compliance Audit and certification Services

Corporate Laws Advisory and Representation Services

- ❑ Corporate Laws Advisory Services
- ❑ Representation Services
- ❑ Arbitration & Conciliation Services

Financial Market Services

- ❑ Public Issue, listing and Securities Management
- ❑ Takeover Code, Insider trading, Mergers & Amalgamation
- ❑ Securities Compliance and Certification Services
- ❑ Finance & Accounting Services
- ❑ Taxation Services
- ❑ International Trade & WTO Services

Management Services

- ❑ General/ Strategic Management
- ❑ Corporate Communication and Public Relations
- ❑ Human Resources Management
- ❑ Information Technology



EMPLOYMENT PROSPECTS

A qualified Company Secretary has openings in Employment and as Practising Independent Professional

Company Secretary in Employment

- ❑ Companies with a paid up share capital of Rs.5 crore or more are compulsorily required to appoint a whole-time Company Secretary under section 383A of Companies Act,1956.
- ❑ All companies seeking listing on Stock Exchange are required to appoint a whole-time Company Secretary
- ❑ Membership of the Institute is recognized for appointment to superior posts and services under Central Government
- ❑ Membership of the Institute is a recognised qualification for recruitment from Grade I to Grade IV in the Accounts branch of the Indian Company Law Service.
- ❑ Almost every kind of organization whose affairs are conducted by boards, councils or other association, federation, authority, commission or like , finds it useful to appoint a person who holds the qualification of Company Secretaries in key administrative position.

SELF EMPLOYMENT (PRACTICE)

After obtaining a 'Certificate of Practice' from the Institute, Members of the Institute can go for Independent Practice.

- ❑ Every company having a paid-up share capital of Rs. 10 Lakh or more but less than Rs. 5 Crore, is required to engage the services of a Secretary in Whole-time practice to obtain a compliance certificate.
- ❑ Pursuant to Clause 49 of the Listing Agreement, Practising Company Secretaries have been authorized to issue Certificate regarding compliance of conditions of Corporate Governance as stipulated in the Clause.
- ❑ Practising Company Secretaries have also been recognized to appear before various Tribunals such as Company Law Board, Securities Appellate Tribunal, Competition Commission, Telecom Dispute Settlement and Appellate Tribunal, Consumer Forums, Tax Tribunals etc.,
- ❑ Recently the Reserve Bank of India has recognized the Practising Company Secretaries to undertake Diligence Report for Banks

Company Secretary as an independent professional

A Company Secretary in practice is recognized to issue certificates and attest documents inter alia under:

- Companies Act, 1956
- SEBI Act, SCRA and regulations made there under Depositories Act,1996
- Exim Policy etc.



Company Secretaries in Practice also render services in the following areas:

- Legal, Secretarial and Corporate Governance
- Corporate Restructuring
- Foreign Collaborations and Joint Ventures
- Arbitration and Conciliation
- Financial Management
- Project Planning
- Capital Market and Investor Relations
- Due Diligence
- Corporate Advisory Services

Course Highlights:

- 10+2 pass or equivalent / Graduate can join
- No Entry Barrier – opportunity for every student
- Cost Effective
- Distance Learning – any where in the world
- 24x7 study through e-learning
- Flexibility in the schedules – Registration valid for 3 to 5 years.
- Excellent career opportunities for CS professional
- Position of Power and Prestige
- Offers Self Employment and Job Opportunities
- Direct Access to Top Management / Board Room
- Good remuneration and growth opportunities
- Good career option for girls also.
- Opportunities across various sectors at all locations.
- Opportunities Abroad – MOU with ICSA, London
- Opportunity to pursue B.Com with Major in Corporate Affairs and Administration and M.Com in Business Policy and Corporate Governance from IGNOU.

Compulsory Computer Training

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory computer training programme for becoming eligible to seek enrolment to appear in CS Executive Programme examination.

- The students may undergo computer training from any Institute or training center including Aptech Limited all over India at his / her convenience.
- For details about computer training course being conducted by M/s Aptech for the students of the Institute; the options under Students → Miscellaneous on the Institute's website i.e. www.icsi.edu may be referred to.
- The students may also directly refer to the portal <http://icsi.aptechtrainingsolutions.com> for this purpose.

The Institute, in compliance of the above said requirements, has tied up with

- **M/s Sify Software Limited for conducting online exemption test** for the students, who claim to have adequate knowledge on computer operation. The students who will pursue the computer training from any Institute including M/s Aptech will have to enrol for and appear this online exemption test to fulfil the computer training requirement of the Institute.
- For details about online exemption test being conducted by M/s Sify for the students of the Institute; the options under Students→Miscellaneous on the Institute's website i.e. www.icsi.edu may be referred to.
- The students may also directly refer to the portal <http://icsi.sifyitest.com> for this purpose.

Exemption from Computer Training:

- To facilitate the mandatory requirement for students having computer knowledge to pass the online test, M/s Sify Software has developed an online testing portal where students can appear for online test and will be able to download their certificates after 15 days of passing of online test.
- This will ensure that there is no delay in receiving the certificate after clearing the online test. Students can go to the online portal, register for the test and block a centre for appearing in the test. Payment for the online test can be done both in online or offline mode (through branches of SBI using Powerjyoti scheme). Students can register themselves for the said online test at the website <http://icsi.sifyitest.com>.

Grant of Total Exemption from undergoing Compulsory Computer Training Programme to Physical handicapped Students.

The Institute has decided to grant total exemption from undergoing the compulsory Computer Training Programme to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

- **Physically Handicapped Students:**
 - Permanent physical disability of more than 50% in one limb; or
 - Permanent physical disability of more than 60% in two or more limbs.
- **Visually Disabled Students:**
 - 6/60 to 1/60 or field vision 110/2
 - 3/60 to 1/60 or field vision 100.
 - FC at 1 foot to Nil or field of vision 100
 - Total absence of sight

The above said category shall be regarded as permanent physical disability in order to be eligible for concessions/benefits in granting total exemption from undergoing the Compulsory Computer Training Programme.

For availing the aforesaid benefit, such applicant/students will be required to submit a certificate issued by the Medical Superintendent of State/Central Government Hospital to this effect.

Total Exemption on the basis of working experience:

In exceptional cases Director of IT could grant total exemption from Compulsory Computer Training to deserving students with the approval of the Chief Executive / Secretary. The criteria for considering such cases of total exemption is as under:

“A student may be considered for granting total exemption from Compulsory Computer Training if, he / she possesses not less than 3 years working experience on the computer in any organization and has acquired sufficient computer knowledge and operational skills to the satisfaction of Director of IT particularly on MS Office, Internet, E-mail or any other package which is deemed relevant for the course.”

Reciprocal Arrangement between ICSI and ICoAI-CMA on exemption from Computer Training

- Under the reciprocal arrangement between the ICSI and ICoAI -CMA on exemption from Computer Training, the students of ICoAI -CMA who have already undergone the computer training to comply with the requirements of that course will be fully exempted from the compulsory computer training requirements of the ICSI.
- The interested students have to however submit to the ICSI the related computer training certificate issued by the ICoAI -CMA in this regard

24X7 Study through E-Learning: (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme & Executive Programme and which will also be extended to Professional Programme in due course. Students through out the country including rural and semi-urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach. Some of the features of the e-learning coaching course are:

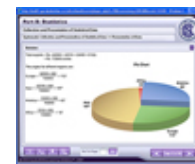
- Complete syllabus covering all papers
- Media rich (audio, video, animation, graphics etc) & highly interactive course content
- Students can choose coaching for the entire training or 1 or more modules or 1 or more subjects of choice
- Students can learn anytime, anywhere and any number of times
- Step by Step method of solving problems
- Practical examples and Case studies by industry experts

- Discussion Forum – Post your questions and get the faculty answers within 48 hours. Also, student can view answers to questions raised by other students
- Live Virtual Classroom (LVC) / Chat with faculty regularly during LVC. Facility of viewing archived classes in case of missed lectures or wish to revise again
- Difficult terms explained in detail
- Network with friends : Students can see who are all studying online and even chat with them
- Download Notes given by faculty to your computer or even print it
- Students can download the notes on their mobile to study on the go, right up to the exam hall!
- Excellent feedback received from students who have studied through e-learning and passed their exams. The feedback is available on the e-learning website.

□ The online CS Course includes:

Web Based Training (WBT)

- Quick quizzes & Mastery test
- Hyperlinks & Hot-Spots
- Live Chat and Discussion Board facility
- Exciting multimedia slides covering the entire study material.



Video Based Training (VBT™)

- Quality Video Lectures
- Learn from expert faculties replicating classroom training experience
- Questions at regular intervals

Live Virtual Classroom (LVC)

- Live broadcast of lectures over the internet
- Interact Live with the faculty to remove your doubts / Queries on difficult lessons
- Conducted on specified date & time with playback facility



- Under e-learning, students can have **continuous access to studies and guidance of faculties online**. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.
- **Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition**. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intending to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

- ❑ **Online SIP and EDP** - Now the students can complete the mandatory Student Induction Programme (SIP) and Executive Development Programme (EDP) online thru the elearning portal.

Stages to become a Company Secretary:

The student who would like to join the **Course after 10+2 pass or equivalent** has to undergo **three stages to pursue the Company Secretaries Course i.e.**

- Foundation Programme
- Executive Programme
- Professional Programme

The Student who would like to join the **Course after passing the Graduation** has to undergo **two stages of the Company Secretaryship i.e.**

- Executive Programme
- Professional Programme

Foundation Programme which is of **eight months duration** can be pursued by **10+2 pass or equivalent students of Arts, Science or Commerce stream (Excluding Fine Arts)**

Executive Programme can be pursued by a **Graduate of all streams** except Fine Arts / CPT passed of ICAI / Foundation Program passed of ICAI-CMA

Professional Programme can be pursued only **after clearing the Executive Programme of CS Course.**

ADMISSION TO THE CS COURSE is open throughout the year. **Examinations are held twice a year in June & December. Cut off dates for admission to CS course:**

For Foundation Programme	31 st March for appearing in December Examination in the same year
	30 th September for June Examination next year
For Executive Programme	28 th February for appearing in both modules in December Exams in the same year
	31 st May for appearing in single module in December Examination in the same year
	31 st August for appearing in both modules in June Exam in the next year
	30 th November for appearing in single module in June Examination in the next year.

SUBJECTS FOR CS COURSE

There are 4 papers in CS Foundation Programme



There are 7 papers divided into 2 Modules in CS Executive Programme (New Syllabus - wef. 01.02.2013)

There are 8 papers divided into 4 Modules in CS Professional Programme

SUBJECTS	
Foundation Programme [4 papers]	
	<ul style="list-style-type: none"> • Business Environment & Entrepreneurship • Business Management, Ethics and Communication • Business Economics • Fundamentals of Accounting and Auditing
Executive Programme [7papers]	
Module I (4papers)	<ul style="list-style-type: none"> • Company Law • Cost and Management Accounting • Economic and Commercial Laws • Tax Laws and Practice
Module II (3 papers)	<ul style="list-style-type: none"> • Company Accounts and Auditing Practices • Capital Markets and Securities Laws • Industrial, Labour and General Laws
Professional Programme [8 papers]	
Module I (2 papers)	<ul style="list-style-type: none"> • Company Secretarial Practice • Drafting, Appearances and Pleadings
Module II (2 papers)	<ul style="list-style-type: none"> • Financial, Treasury and Forex Management • Corporate Restructuring and Insolvency
Module III (2 papers)	<ul style="list-style-type: none"> • Strategic Management, Alliances and International Trade • Advance Tax Laws and Practices
Module IV (2 papers)	<ul style="list-style-type: none"> • Due Diligence and Corporate Compliance Management • Governance, Business Ethics and Sustainability

Professional Program (new syllabus – w.e.f. 1st September 2013)

MODULE 1

1. Advanced Company Law and Practice
2. Secretarial Audit, Compliance Management and Due Diligence
3. Corporate Restructuring, Valuation and Insolvency

MODULE 2

4. Information Technology and Systems Audit
5. Financial, Treasury and Forex Management
6. Ethics, Governance and Sustainability

MODULE 3

7. Advanced Tax Laws and Practice
8. Drafting, Appearances and Pleadings

9. Electives 1 out of below 5 subjects

- 9.1. Banking Law and Practice
- 9.2. Capital, Commodity and Money Market
- 9.3. Insurance Law and Practice



9.4. Intellectual Property Rights - Law and Practice

9.5. International Business-Laws and Practices

Fee Structure for CS Course

CS Foundation Programme	Rs.4500/-
CS Executive Programme	Rs.9000/- for Commerce Graduates / CPT passed of ICAI / Foundation passed of ICAI-CMA
	Rs 10,000/- for Non Commerce Students
	Rs 8,500/- for CS Foundation passed students
CS Professional Programme	Rs.12,000/-

Examination

- ❑ Examination is **conducted twice a year in June and December**
- ❑ **Examination fee**
 - Foundation Programme - **Rs. 1200/-**
 - Executive Programme - **Rs. 1200/- per Module**
 - Professional Programme - **Rs. 1200/- per Module**
- ❑ Last date for submission of application for appearing in the examination
 - 25th March (with late fee of Rs. 250/- till 9th April)**
 - 25th September (with late fee of Rs. 250/- till 10th October)**

Medium of Examination

The Institute allows facility to students to appear in examination in English as well as in Hindi. (Except Business Communication subject of Foundation Program)

Qualifying Marks

A candidate is declared to have passed the Foundation / Executive / Professional examination, if he/she secures at one sitting a minimum of **40% marks in each paper and 50% marks in the aggregate of all subjects.**

Time limit for completing CS Examination

A student is required to complete the Executive and the Professional examination within the registration period. However, on payment of requisite fees the validity of registration may be renewed / extended for further period subject to fulfilling the applicable guidelines.

ICSI ORAL TUITION GUIDELINES / PPP GUIDELINES:

Salient features of the Oral Tuition Guidelines & PPP Guidelines: Under the revised guidelines **30 lectures of 2 hours duration for each subject of Foundation / 35 lectures of 2 hours duration for each subject of**

Executive / 40 lectures of 2 hours duration for each subject of Professional Programme has been made mandatory.

Exemptions

Exemption from individual paper(s) of the Executive Programme Examination

A candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee which at present is Rs.1,000/- per paper :

1. **Industrial, Labour and General Laws:** M.A./ M.B.A. (Corporate Secretaryship) or a Degree in Law (three years or five years integrated) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE / AIU.
2. **Cost and Management Accounting:** M.A. (Corporate Secretaryship)/ M.Com. / M.B.A. (with Advanced Accountancy as one of the subjects at B.Com / B.B.A. / B.A. (Corporate Secretaryship) level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com./M.B.A. level having secured 50% marks in the subject concerned) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

A candidate who has done Post Graduate Diploma in Management will be considered for exemption from the paper (CA & CMA) only if he/she submits documentary evidence from AICTE/AIU to the effect that PGDBM issued is equivalent to MBA.

3. **Tax Laws and Practice:** M.A. / M.B.A. (Corporate Secretaryship) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

4.16.5 Paperwise Exemption to Cost Accountants

A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the Executive Programme examination on making an application together with attested copy of the Final Pass certificate and the requisite exemption fee @ ` 1,000/- per paper on or before the last date of submission of enrolment application for the examination:

1. Cost and Management Accounting (Module I, Paper 2)
2. Tax Laws and Practice (Module I, Paper 4)
3. Company Accounts and Auditing Practices (Module 2, Paper 5).

A candidate who has passed the Final examination of the Institute of Cost Accountants of India shall be exempted from the following papers of the Professional Programme examination on making an application in this behalf together with attested copy of the Final Examination Pass Certificate of Institute of Cost Accountants of India (ICAI-CMA) and the requisite exemption fee @ ` 1,000/- per paper on or before the last date for submission of enrolment application for the examination:

1. Advanced Company Law and Practice (Module 1, Paper 1).

2. Financial, Treasury and Forex Management (Module 2, Paper 5).
3. Advanced Tax Laws and Practice (Module 3, Paper 7).

Practical experience and training requirements

The students are required to undergo the following trainings:

- i. **7 days Student Induction Programme (SIP)**- within six months of Registration to Executive Programme or exempted therefrom for becoming eligible to seek enrolment to appear in Executive Program Examination.
 - ii. **70 hours compulsory computer training program**- for becoming eligible to seek enrolment to appear in Executive Program Examination.
 - iii. **8 days Executive Development Programme (EDP)** - after passing the Executive Programme and before commencement of 15 months training.
 - iv. **25 hours of Professional Development Programme (PDP) during 15 months training**
 - v. **15 months training** after passing the Executive Programme or Professional Programme on completion of Student Induction Program and Executive Development Program with companies and Company Secretaries in Practice registered with the Institute for imparting training
 - vi. **3 months practical training is required to be undergone by the student if the student completes professional program examination and exempted from undergoing at least 12 months training on the basis of Company Secretaries Regulations,1982, as amended on submitting the documents to the Institute and fulfills the requirement of Regulation 48.** This training will be exempted to the students who have undergone 15 months training.
 - vii. **15 days training in a specialized agency** such as Registrar of Companies (ROC) / Stock Exchange / Financial and Banking Institution/Management Consultancy Firm can only be commenced if the student completes SIP,EDP , 15 months training and having passed professional program examination.
 - viii. **15 days Management Skills Orientation Programme (MSOP)**- after Professional Programme and on completion of Executive Development Program and 15 months training
- The students can be exempted from undergoing training totally or partially depending on the practical experience possessed by them on fulfilling the requirement of the Company Secretaries Regulations,1982, as amended, on submitting the relevant documents.
 - A student after passing the Professional Programme may enroll as 'Licentiate ICSI' at his/her option until completion of training requirements.

E-Training (E-SIP, E-EDP and E-MSOP) Initiatives along with total number of students who have been enrolled

The Institute of Company Secretaries of India (ICSI) in collaboration with Gurukul Online Learning Solutions (GOLS) had come up with an initiative in the form of e-MSOP, in lieu of physical MSOP. e- MSOP is basically a web-based training (WBT) wherein physical presence of the participant at the venue is not necessary.

The first such e-MSOP was organized by ICSI-Centre for Corporate Governance, Research & Training (CCGRT), Navi Mumbai and launched on 1st January 2012. eMSOP was launched w.e.f. 1st January 2012

After successful launch of eMSOP, eSIP and eEDP were also launched on 14th April 2012. Students may undergo programmes at their ease.

The details of students undergone/undergoing programme are as under

Status / Course Name	e-SIP	e-EDP	e-MSOP
Not Started	173	47	5
Under Going	549	214	10
Completed	999	754	54
Certificate to be Issued (Project / Feedback pending)	234	104	1
Certificate Issued	765	650	53
Grand Total	1721	1015	69

Residential Management Skills Orientation Programmes (R- MSOP)

One of the unique features of the Centre's Training initiatives for students pursuing Company Secretaryship course is the Residential Management Skills Orientation Programme. ICSI-CCGRT organises Residential Management Skills Orientation Programmes where students from all over India, including from non-metro cities and abroad take advantage and get the opportunity for interaction with expert professional faculty. In addition to the core subjects of MSOP, the participants are also exposed to topics on soft skills, general management, human relations, financial markets etc. Students also get an opportunity to enhance their communication and presentation skills and co-operative learning through projects and case studies before a panel of experts. ICSI-CCGRT with its amenities, well designed programme schedule incorporating varied topics, adept faculties possessing rich exposure and expertise in their relative fields and placement assistance has helped create a niche for its R-MSOP.

New Training Structure approved by the Council

- The proposed New Training Structure comprised of twenty-four months training with a Company or Practising Company Secretary for Executive Programme passed students, **four days Student Induction Programme (SIP), seventy hours of Information Technology Training (ITT), ten days Executive Development Programme (EDP), five days (forty hours) Professional development Programme (PDP) and three weeks non- residential / two weeks residential Management Skills Orientation Programme (MSOP).**
- The Council of the Institute has also approved the alternate training for **thirty-six months with a Practising Company secretary** for the students registered to the Executive Programme Course.
- In addition the Council of the Institute has also approved the Internal Exemption Policy from undergoing training on the basis of qualification or experience.

MEMBERSHIP

After qualifying the CS Professional Programme and on completion of training as provided under the CS Regulations, a candidate is enrolled as an Associate Member of the Institute and he can use the descriptive title “ACS” after his / her name.

Further Academic Pursuits

- ❑ The CS course is recognised by the various Universities for admission to Ph.D Course.
- ❑ Utilisation of services of members by various professional/educational bodies for academic activities
- ❑ ICSI conducts Post Membership Qualification (PMQ) Course in Corporate Governance.

Placement

The **Headquarters and Regional Offices offer the following placement services to the Members of the Institute**

- ❑ Names of candidates are sponsored to prospective employers on request
- ❑ Members looking for job may register online on the Institute’s Website: www.icsi.edu for availing Placement assistance.
- ❑ Vacancies received from companies are also displayed on the website www.icsi.edu
- ❑ Campus Interviews are conducted to assist members for job and students for 15 months training

Financial Assistance/ Scholarship

Prizes, Merit Scholarship and Merit-cum-Means Assistance

- ❑ The Institute awards Prizes, merit scholarships to the meritorious students
- ❑ Merit-cum-Means Assistance is granted to the economically weaker students

Concession in Registration fee

- ✚ Applicants belonging to SC/ST are required to pay only half the Registration fees
- ✚ Physically Handicapped Students are required to pay the Registration fee as follows:

Foundation Programme: Rs.1500/-
Executive Programme: Rs. 2000/-
Professional Programme: Nil

ICSI Students Education Fund Trust

The Council of the Institute of Company Secretaries of India has revised the criteria of Financial Assistance to economically backward and academically bright students by providing total fee exemption through ICSI Students Education Fund Trust. The revised criteria will cater to larger nos. of prospective students / CS Students in providing financial assistance

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaries Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

The Students falling in the following revised criteria can avail the ICSI Students Education Fund Trust benefits for ICSI Foundation and Executive Programme:

□

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
	Economically backward students with good academic records	Academically Bright Students
	For Students with Family Income up to Rs.1,00,000 per annum	For Academically bright Students without any limit on their Family Income
Foundation Programme	Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages	Minimum 85% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages
Executive Programme	Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages and 60% Marks in Bachelor's Degree Stage / or 65% marks in aggregate in CPT of ICAI / or 65% marks in aggregate in Foundation exam of ICAI-CMA	Minimum 85% Marks) or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages and 70% Marks in Bachelor's Degree Stage / or 75% marks in aggregate in CPT of ICAI / or 75% marks in aggregate in Foundation exam of ICAI-CMA

□ **Nature and Extent of Financial Assistance:** Eligible students shall be fully exempted from paying the Registration / Admission Fee, Postal Tuition Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/ Executive Programmes.

□ Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme) .

Please note that under all above mentioned provisions, student concerned is firstly required to make the full payment of the requisite fees and then submit his/her claim for refund in the prescribed application form. If found eligible, his/her fees will be refunded.

Prospectus along with Registration form :

- Available at Headquarters / Regional Councils / Chapters
- For C.S. Foundation Programme : Cash Payment: Rs. 500/- Or by Post / Courier – DD of Rs 540/-
- For C.S Executive Programme : Cash Payment: Rs.500/- Or by Post/Courier – DD of Rs.540/-

- Demand Draft/Postal Order in favour of 'The Institute of Company Secretaries of India' payable at New Delhi

Online Registration of students:

- Online registration facility is available at Institute's student portal www.icsi.edu. Students are advised to follow the instructions carefully. The fee can be remitted through Debit / Credit Cards / Net Banking facility.
- **After filling the particulars, making the payment of fees and uploading the scanned copies of desired documents, the system gives the Registration Number instantly.**
- On completion of registration as a student, the Registration Number will be intimated to the student through E-Mail and/or SMS.
- Students may also check the registration status at www.icsi.edu on the basis of Application Number, Mobile Number, E-mail Id, etc.
- Students can download the Registration Letter, Important Instructions, etc. through Institute's website www.icsi.edu by entering the Registration Number received through E-Mail/SMS.

Steps for Online Registration:

1. Go to ICSI Portal : www.icsi.edu
2. Click on Login
3. Click on Student
4. Click on Student Registration
5. Follow the Instructions

Note: Audio-visual Step for Registration is also available under Help Section of Student Registration.

Attention:-

Before Proceeding to registration form please make sure that you are ready with the softcopy of the documents mentioned on this page.

- ✓ Photograph of the candidate
- ✓ Signature of the candidate
- ✓ DOB Certificate (10th Pass Certificate)
- ✓ Roll Number (if appearing)
- ✓ Qualification Passed Certificate
- ✓ Category Certificate

Guidelines:

- All the files should be present in one of the following formats (jpg, jpeg, png, gif, bmp).
- The maximum allowed file size is 5 MBs.
- File size of student photo should be between 20kb - 50kb.
- File Size of student signature should be between 10kb - 20kb.



ICSI - IGNOU Course

BACHELOR OF COMMERCE (B.COM) WITH MAJOR IN CORPORATE AFFAIRS AND ADMINISTRATION

Eligibility for Admission:

- (a) 10 + 2 or its equivalent ; and
- (b) Registration in Company Secretaryship, Foundation Programme.

Students who have passed Company Secretaryship Intermediate Course shall also be eligible for admission.

Medium of Instruction: English and Hindi.

Fee Structure: Rs. 4800/-

Programme Structure: This programme comprises of:

- 4 courses of Bachelor Degree Programme (BDP) programme of IGNOU,
- 4 courses of Foundation Programme of Company Secretaryship and
- 6 courses of Executive Programme of Company Secretaryship.

Duration of the Programme: Minimum 3 years and maximum 6 years

MASTER OF COMMERCE (M.COM) IN BUSINESS POLICY AND CORPORATE GOVERNANCE

Eligibility for Admission:

- (a) Graduate in any discipline or equivalent qualifications from a recognized University/Institute.
- (b) Passed in Company Secretaryship Executive Programme.

Candidates who have already passed the Company Secretaryship course shall also be eligible for admission.

Programme Structure: The programme consists of:

- 4 courses from the existing M.Com. programme offered by IGNOU
- 8 courses of Company Secretaryship Professional Programme offered by ICSI.

Medium of Instruction: English and Hindi.

Fee Structure: Rs. 6000/-

Duration of the Programme: Minimum 2 years and a maximum period of 5 years.

OPPORTUNITIES ABROAD FOR CS

Many Company Secretaries are already working in various countries like the US, Canada, UK, Singapore, Malaysia, Thailand, Australia, New Zealand, Middle-east, Africa, etc. With their research and legal bent of mind, their employers have recognized their professional skill sets. They also possess managerial capabilities and analytical skills.

After the globalisation of services through WTO and GATS, the field is opening in various countries for practicing Company Secretaries as well. India is entering into bilateral Comprehensive Economic Cooperation Agreements with countries like Singapore, Malaysia, Thailand, and Mauritius etc. These

agreements recognize Company Secretaries for free movement of professionals across borders. ICSI has entered into an MoU with the Institute of Chartered Secretaries and Administrators, UK. This MoU recognizes Company Secretaries of both the countries on certain conditions. The process of globalisation and the process of comprehensive economic cooperation that India is initiating has also set in motion mutual recognition agreements between the ICSI and Institutes governing the profession in various other countries. This is opening up the world to Company Secretaries.

MOU with ICSA, London

- ❑ **The ICSI and the Institute of Chartered Secretaries and Administrators, UK (ICSA)** after satisfying the high standards of examination and appreciating each others activities in promoting the best practices in Company Secretaries and professional education & administration signed an MOU which provides for reciprocal exemptions on mutual basis.
- ❑ Members of ICSI are exempted from passing 14 out of 17 papers and are required to pass the following three core papers to acquire the membership of ICSA:
 - Corporate Law
 - Corporate Secretaries
 - Corporate Administration
- ❑ Members of the Institute of Company Secretaries of India, in good standing for a period of two years, can avail of the benefit of the MOU.

MOU with CISI, London

The Institute of Company Secretaries of India (ICSI) and Chartered Institute for Securities and Investment, London, have entered into a Memorandum of Understanding (MOU), in terms of which ICSI inter alia will offer certain units of CISI qualifications in capital markets, commodity markets, fund management, wealth management and investment banking as electives to both its students & members. This will provide them an exposure to the Securities & Investment industry apart from an internationally recognised qualification.

- ❑ CISI has offered certain recognitions to ICSI students who have passed the 'Executive Programme, which will facilitate their obtaining the 'International Investment Administration Qualification (IAQ)'.
- ❑ CISI has also recognised membership of ICSI for automatic membership of CISI at the associate level (ACSI). Senior practitioners of ICSI in Securities and Investment industry would be entitled to apply for Membership (MCSI).

MOU with Malaysian Institute of Chartered Secretaries and Administrators (MAISCSA)

- ❑ ICSI has signed an Memorandum of Understanding with Malaysian Institute of Chartered Secretaries and Administrators (MAISCSA). The MOU will help students and members in attending the training programmes, exchange of course material and undertake research projects.

For further Queries please call on:

011- 4534 1076 / 4534 1077

CS Helpline: 011- 4150 4444

Website: www.icsi.edu

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