

CS FOUNDATION COURSE

BULLETIN



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**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

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ATTENTION STUDENTS!!**SCHEDULE OF FEES W.E.F. 01.04.2008**

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	Total Fee → 3600
Postal Tuition Fee	2400	
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fee → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fee → 7750 (For others)
Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)	750	
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
Registration De-Novo Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
EXAMINATION FEE		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
OTHER FEES		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Verification of Marks Fee	100 (Per Subject)	

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. 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 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 intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

A nominal annual fee of Rs 450/-** (Rupees Four hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website <http://elearning.icsi.edu> by Credit Card / Debit Card/ ECS (electronic clearing services).
- By way of Demand Draft (DD) in the name of 'ICSI GurukulOnline' payable at Mumbai(For more information visit the website <http://elearning.icsi.edu>)

** The charges for subsequent years are listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.

FROM THE SECRETARY & CEO'S DESK



Dear Students,

Energy and enthusiasm are two elements peculiar to youth and students. I am saying that because amateurs built the ark and professionals built the Titanic. You being prospective professionals can create wonders, in your professional career by sheer enthusiasm and energy. What is however required is proper planning and actioning. As the examinations are nearing I am sure, most of you would be busy revising your notes. No doubt exams bring in for some, stress and anxiety. Let me share with you some research findings which show that anxiety levels rise among the students to varying degrees depending upon the individual's approach to exam related stress.

Why does this happen? Because, generally we are in the habit of postponing the things, be it studies or some other important things. We delay them to the extent they become urgent and this dilatory attitude is most often than not the major cause of exam related stress among students. Remember, *"We all have ability. The difference is how we use it."* So what is important is to channelise your energies in a planned manner.

Whatever may be the reason for procrastinating, you need to identify and promptly take the steps necessary to control the situation. Generally, reasons for procrastinating among students, may be waiting for the right mood, the right time and the like. Other not so common reasons may be lack of clear goals, underestimating the efforts and time required to accomplish the task, tasks being ambiguous, lack of enthusiasm to take up the task, etc. In this context, **Bernard Meltzer** once said that *"Hard work is often the easy work you did not do at the proper time."*

Enthusiasm is a major driving force that helps in overcoming dilatory attitude. It propels your mind towards accomplishing the goal. It makes the treading obstacle free. Therefore, my advise to all of you is, never be afraid in doing something new. It is high time for you not to loose your tempo. Right now your goal should be to excel the examinations. Work towards achieving this goal in a planned and organised manner, and never ever let your enthusiasm belie you. So, commit yourself to maintaining enthusiasm, and I am sure the success would enlighten you.

The Institute continues to constantly endeavour to provide the best efficient services to all its students and members located throughout the world. With this view the following information has been provided to guide you further during the course of your studies.

VALIDITY OF CS FOUNDATION COURSE (PROGRAMME) ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course (Programme) admission. Accordingly, all those students who have registered upto Jan, 2006 may please note that their admission to the Foundation Course (Programme) stands cancelled on expiry of three years period.

And those, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if so desired by making an application in the prescribed Form "REG" together with the Foundation Course (Programme) admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

IDENTITY CARDS

Candidates admitted to the CS Foundation Course (Programme) are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee.

Should you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for duplicate Identity Card or for any other matter, the students should write their admission number and complete postal address with pin code for prompt reply.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the "C.S. FOUNDATION COURSE BULLETIN". In case it does not carries or carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number (PIN CODE) so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at dss@icsi.edu which will facilitate quick and economical communication from the Institute's side. The e-mail address may be sent in the following format:-

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including :

- Identity Card
- Admission/Registration Form -'REG'
- Examination Form - 'EXA'
- Attendance Sheet to be provided in the Examination Hall.

REGULARISATION OF FOUNDATION COURSE (PROGRAMME) ADMISSION

Candidates provisionally admitted to the Foundation Course (Programme) are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the

following particulars :

Name :

Details of Fee paid :

Admission No. :

Email Address :

Complete Postal Address with Pin code:

CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students- who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of October and November 2008 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Mr. Sohan Lal, Director (Students Services) at the following address; **"ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309**, without further delay and for all academic guidance students may write to Mr. V. P. Sharma, Joint Director (Academics) at the Institute's address or may send e-mail to slal@icsi.edu and vpsharma@icsi.edu. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

FACILITY OF ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of Company Secretaries course. In addition, the Institute has also authorised its Regional Offices and Chapters to conduct oral coaching classes, registration for which is optional and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with Regional Offices or Chapter Offices for details.

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued the coaching completion certificate if he/ she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

CHANGE OF ADDRESS

Change of address, if any, is to be intimated to the Institute by sending a separate communication in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student admission number, name and full postal address with city, state in capital letters.

COMPULSORY POSTAL TUITION

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Course (Programme). In addition, the Regional Councils / Chapters of the Institute are authorized to impart oral tuition independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students.

The Institute has also granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions – to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz. www.icsi.edu.

It may, however, be noted that Oral coaching centre would be charging Oral Tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

E – LEARNING (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Course (Programme). Students admitted to CS Foundation Course (Programme) 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.

To access the E-learning Portal of ICSI, the students may log on to <http://elearning.icsi.edu>.

24 HOURS CS HELPLINE

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course (Programme) & Profession. The students can have pre-recorded replies on the CS Course (Programme) round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE

IMPORTANT

For all academic guidance students may write to **V. P. Sharma**, Joint Director (Academics) at vpsharma@icsi.edu and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact **Sohan Lal**, Director (Students Services), at slal@icsi.edu

With best wishes to entire C.S. Students Community.

Yours sincerely,



(N.K. JAIN)

Date : 29.01.2009

Place: New Delhi

ACADEMIC GUIDANCE

ECONOMICS

INFRASTRUCTURE - DEVELOPMENT¹

A nation's infrastructure development plays a significant role in economic growth. With the rapid growth of the economy in recent years the importance and the urgency of removing infrastructure constraints have increased. Traditionally, power, railways, roads, ports, airports and telecommunications were the exclusive domain of the government. Policy has changed gradually over the past two decades under the pressure of rising gaps between demand and supply of infrastructure and deteriorating quality of assets. Government has made an effort to facilitate the entry of private enterprise into this sector through changes in the legal framework. A role for private sector participation has also been facilitated by technological change that allow unbundling of infrastructure, so that the public and the private sectors can take up the components most suited to their capacities. Government continues to invest significant sums in areas where private participation is minimal or not forthcoming. It will continue to play a lead role in infrastructure development during the Eleventh Plan.

The public good character of parts of the infrastructure makes it necessary to adopt an eclectic approach to the participation of the public and private sectors. Roads are the classic 'public good' on account of non-rivalness and non-excludability in use. However, as demand expands, and an inter city road becomes a high density highway, pricing and exclusion can become economically feasible thus changing the character of the service from 'public good' to 'private good'. Many types of infrastructure therefore have a mix of public good and private good character, with the mix generally weighted towards the former in rural and remote areas and towards the latter in the large towns and metro areas.

There is also a need to distinguish between physical infrastructure and infrastructure services. Most infrastructure services are non-tradable in nature. For these reasons, the stock of infrastructure services may not be readily augmented through imports as in the case of other goods and services. Many infrastructure facilities have a significant component characterized by declining costs, leading to a "natural monopoly" situation. Though the extent of such monopoly may vary, such situations usually warrant the regulation of the pricing of such services. In essence, therefore, the public and private good characteristics of infrastructure may vary depending on various factors that include the size of investment, geographical location, demand and supply conditions, the stage of development and technological factors. There is a consensus that well designed infrastructure projects with good implementation can yield positive externalities and spin-offs for other sectors. Infrastructure also has backward and forward linkages with the rest of the economy.

The progress made in the growth of power, transport, communication and urban infrastructure in India during 2007-08 with a focus on the policy initiatives taken towards capacity augmentation through public and private investment and through public-private partnerships and on the challenges that lie ahead in developing physical infrastructure.

Review of 2007-08

The overall performance of the infrastructure during April-December 2007-08 presents a somewhat subdued picture compared to the corresponding period of last year. Growth in electricity generation has decelerated to 6.6 per cent from 7.5 per cent in the corresponding period in 2006-07. The transport sector presents a mixed picture, with a deceleration in the growth of railway traffic and an acceleration in the growth of traffic through ports and in air cargo. The highly competitive telecom sector has maintained its phenomenal growth rates for addition of new connections. The production of universal intermediates like steel, cement and petroleum showed a distinctly weaker performance during

April-December 2007-08 as compared to the corresponding period of the previous year while the performance of coal shows a marginal improvement (see Table).

Infrastructure & Universal Intermediates Output Growth % (April-December)			
		2006-07	2007-08*
1	Power		
	Electricity generated	7.5	6.6
2	Transport		
	Railway (freight)	9.7	8.2
	Ports (cargo)	8.3	12.5
	Air - Export cargo	-1.3	6.7
	Air - Import cargo	19.6	21.5
	Air - Passenger traffic (Inter.)	11.8	12.7
3	Telecom		
	Wireless connections	46.9	44.5
4	Universal intermediates		
	Coal	4.5	4.9
	Steel	11.1	6.4
	Cement	10.5	7.0
	Petroleum - Crude	6.1	0.3
	Petroleum - Refinery	13.2	7.5
	Natural Gas	-1.7	2.2

* Provisional

Source: Items - 1, 2, 4: Capsule report on Infrastructure performance: Ministry of Statistics and Programme Implementation, 3 - Department of Telecommunications.

In the prevailing trend of global recession and with the current GDP growth of around 7%, in which there is contribution of nearly 51% from services and 16% from manufacturing sector there is a need for proper alignment of resources. To sustain this growth India needs to develop sound infrastructure so that the right input of skilled, qualified and socially contented labor; visible and reliable supply chains; prompt and accurate information for decision making; efficient process and updated technology can be given to the operations of manufacturing and services.

ENGLISH AND BUSINESS COMMUNICATION

UK VERSUS USA ENGLISH²

English language is used all over the world, but its usage differs from country to country. In written English there are practically no differences between British and American language. However, in spoken English the differences become clear through the following:

- 1) Accent
- 2) Grammar usage
- 3) Pronunciation difference
- 4) Spelling difference
- 5) Vocabulary difference

1) **Accent:** Accent is an imprecise word. It refers to the differences we notice in the way each of us speaks. We usually think accent refers to just the pronunciation differences. However, grammatical differences may also contribute to the overall impression of a person's accent.

2) **Grammar usage:** In American English the simple past is often preferred whereas in Britain the present perfect is used.

Example: (US) He just went home
(UK) He's just gone home.

3) **Pronunciation difference:** The differences in pronunciation between Britain and America can only be generalized as there are many different regional accents in both countries.

¹ Compiled by V P Sharma, Joint Director, The ICSI

² Prepared & compiled by Shruti Bansal, Assistant Education Officer, The ICSI

Examples:

- Stressed vowel sounds are usually lengthened in American English.
(US) hello- **halaow**
(UK) hello- **hallow**
- Vowels are often nasalized in American English (air comes out through the nose and mouth at the same time).
(US) mummy- **mmaaimmi**
(UK) mummy- **mumi**

4) **Spelling difference:** Some of the main differences between standard British and American English are:

Examples:

- In American English final 'l' is not usually doubled if it is not stressed.
(US) traveler, leveling
(UK) traveller, leveling
- Some words end in 'ter' in American English and 'tre' in British English.
(US) theater, center, meter
(UK) theatre, centre, metre
- Some words end in 'or' in American English and 'our' in British English.
(US) labor, honor, color
(UK) labour, honour, colour

5) **Vocabulary difference:** These are the words which have different meanings in America and Britain.

Examples: Word- Meaning

- Homely - Ugly (US)
- Pleasant (UK)
- Public School - State school (US)
- Private school (UK)
- Mail - Send a letter (US)
- Letters received (UK)
- Momentarily - In a moment (US)
- For a moment (UK)
- Vest - Garment worn over a shirt (US)
- Garment worn under a shirt (UK)
- Wash up - Wash hands and face (US)
- Wash dishes after a meal (UK)

ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

TIPS FOR INCREASING SELF CONFIDENCE³

Confidence is the trust or faith on one's ability to do something. It is a kind of mental image about one's self. Confidence can be increased by following some easy and simple tips. They are listed below:

- 1) **Positive thinking:** Start your day with positive thinking. Set some mantras or read some good thought of the day. When you get up in the morning just try saying something positive to yourself, like 'I am intelligent' or 'I will have a good day'. Follow it the whole day.
- 2) **Spend time with confident people:** Spend time with people who are confident. Pick up things and analyze their behavior. Start behaving like them. Just keep pretending like them for some time and you will notice that you have actually become confident and smart like them.
- 3) **Search for a mentor:** Get yourself a teacher, someone who has, what you are trying to achieve. Your mentor will be your guide and

³ Prepared by Shruti Bansal, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, the ICSI

will tell you where you go wrong. Thus he will help you succeed more quickly.

- 4) **Know yourself:** Try to know your true self. Think of things you are good at. Enhance and polish those attributes. Once you are sure that you can do certain things very well, focus on them.
- 5) **Tell others about your achievements:** Know your achievements and let others know your achievements. Be proud of your achievements. Once people know your achievements, you will feel more confident.
- 6) **Work on your body language:** By now you must have noticed that confident people have a very erect, straight posture. They are usually very smart and carry themselves well. To be confident, you need to focus on your body language also. Try walking smartly, straight with your shoulders-up, and with a smile and then see your confidence soaring.
- 7) **Focus on self-comparison:** Assess yourself with your previous achievements/results. There is nothing as good as comparison with one's own self. Thus, compare yourself with your earlier results. Look at others but to learn and not to compare and compete.

Follow these simple steps and see your confidence rising slowly and gradually. Think positive, trust yourself and your capabilities and don't attribute your success to anything except your hard work. Self confidence can thus be achieved with a little bit of commitment, conviction, positive attitude and trust on one's self.

ON LINE SERVICES AVAILABLE FOR STUDENTS OF THE INSTITUTE

(VISIT : <http://www.icsi.edu>)

1. Students can avail On Line Registration facility to get registered for Foundation and Executive Programme.
2. E-Learning Portal (<http://elearning.icsi.edu>) for CS Foundation Programme.
3. On Line Queries are available for the students :
 - Application Status Query
 - Over all status Query
 - Examination Enrollment Admit Card
 - Enrollment Status Query
 (Note : Visit Over-all status. Discrepancy/Error if any found, may be brought to our notice)
4. Guidelines for Switch Over to New Syllabus
5. Forms for Students
6. Previous Year Question Papers
7. FAQs
8. Important Dates
9. Students' Bulletin (Both Foundation and Regular Programme)

PROHIBITION ON CARRYING MOBILE PHONES TO EXAMINATION VENUE

Candidates intending to appear in the 'Company Secretaries' examinations may note that carrying of Mobile phones, pagers or any other communication devices are strictly prohibited into the premises where "Company Secretaries" examinations are conducted. Candidates are, therefore, advised not to bring any such prohibited items to the examination venue, as the Institute and/or the Examination Centre Staff shall not be responsible for safekeeping of any such item(s). Infringement of these instructions shall tantamount to adoption of unfair means and entail disciplinary action.

EXAMINATION

1. DECLARATION OF DECEMBER, 2008 EXAMINATION RESULTS

The results of the Foundation Course (Old Syllabus) and Foundation Programme (New Syllabus) examinations of the company secretaries held in December, 2008 are scheduled to be declared at 12.00 Noon on 25th February, 2009. The results would be displayed in the following manners:

- (i) All-India Results (Roll Number List of Successful Candidates will be displayed simultaneously on the Notice Boards at the Institute's Headquarters and Offices of the Regional Councils;
- (ii) Centrewise Results — Printed Roll Number List of Successful Candidates related to city concerned of the Institute's Chapter would be sent to respective Chapter for display on the Notice Board of the Chapter; and
- (iii) The results will also be available on Institute's Website www.icsi.edu on 25th February, 2009 after 12.00 Noon.

NOTIFICATION

ICSI NO. 5 OF DECEMBER - 2008

In pursuance of para 11 of the "Merit Scholarship (Company Secretaryship Course) Scheme 1983", the following students have been awarded 'Merit Scholarships' for the Intermediate Course/ Executive Programme and Final Course/Professional Programme on the basis of their meritorious performance in the Foundation and Intermediate Examinations of 'company secretaryship' held in June, 2008:

FOR INTERMEDIATE COURSE/EXECUTIVE PROGRAMME

Sl.No.	Name of the student	Registration No.
1.	PRACHI AGARWAL (MS.)	220633457/08/2008
2.	VINEET KUMAR BATHWAL	120293873/08/2008
3.	NEHA BANSAL (MS.)	220631432/08/2008
4.	HEMALI DEEPAK THAKKAR (MS.)	420560870/08/2008
5.	RAJAT KUMAR BATHWAL	120293868/08/2008
6.	BHAWANA SHARMA (MS.)	220621370/08/2008
7.	RISHI KHATOD	220625731/08/2008
8.	KANIKA SANWAL (MS.)	220615004/08/2008
9.	VISHAL SINGH	220643491/08/2008
10.	SAURABH VITHAL BHAT	420563589/08/2008
11.	ANKITA GAUTAM MEHTA (MS.)	420563021/08/2008
12.	MANJUL PRAKASH	220643263/09/2008
13.	KAUSHAL JETHWANI	220632497/08/2008
14.	MALPANI NEERAJKUMAR MANOJ KUMAR	420570619/08/2008
15.	REKHA LAKHOTIYA (MS.)	320447120/08/2008

FOR FINAL COURSE/PROFESSIONAL PROGRAMME

Sl.No.	Name of the student	Registration No.
1.	GARIMA AGARWAL (MS.)	NR0558235/08/2007
2.	ANANDH SUNDAR	WR0507118/08/2007
3.	PAVAN JAIN S	SR0401724/08/2007
4.	RAHUL GARG	NR0560052/08/2007
5.	AMRUT RAMESHWAR KALANTRI	WR0487530/07/2007
6.	ANUJ JAIN	NR0546159/08/2007
7.	AAYUSH KUMAR AGARWAL	ER0261356/08/2007
8.	SWATI KEJRIWAL (MS.)	ER0248125/01/2007
9.	SHIV SHANKAR SHAW	ER0261671/08/2007
10.	HIMANSHU KHURANA	NR0552751/08/2007

11.	DEEPAK SURENDRA KABRA	WR0498046/08/2007
12.	SAKET AGARWAL	ER0262161/08/2007
13.	NIKHIL JAIN	ER0261739/08/2007
14.	GIRIRAJ DAMANI	ER0263530/08/2007
15.	SUJIT S KAMAT	SR0401731/08/2007
16.	KUMARPAL BHAVARLAL JAIN	WR0490593/07/2007
17.	POONAM SHIVARATAN MISHRA (MS.)	WR0492475/08/2007

BY ORDER OF THE COUNCIL

(N K JAIN)
(SECRETARY & CEO)File No.205:Exams:J/2008
Dated the 1st December, 2008
NEW DELHI - 110 003.

ALL THE CANDIDATES WHO HAVE APPEARED IN THE FOUNDATION EXAMINATION HELD IN DECEMBER, 2008

Dear Student,

We wish to inform that the results of the Foundation examination held in December, 2008 would be declared on Wednesday, the 25th February, 2009. These would be displayed in the Headquarters of the Institute, its Regional Councils/Chapter offices as well as in the venue of the examination centres where the Foundation examination was held. These would also be available over the telephone at the Institute's headquarters, Noida Office and the Regional Offices as well as on the Institute's website by clicking www.icsi.edu. The students passing the Foundation examination are eligible to seek registration as a student.

As per regulation 33 of the Company Secretaries Regulations, 1982 the students registered upto and including 28 February'2009. are eligible to seek enrolment to appear in both Modules of the Executive Programme to be held in December, 2009 subject to completion of coaching and other formalities. The candidates passing the Foundation examination in December, 2008 and desirous of appearing in both modules of Executive Programme in December, 2009 must apply for registration as a student on or before 28th February '2009. Since the time lag between the declaration of result and the closing date for registration will be short, the students passing the Foundation examination are advised to seek registration immediately after declaration of results so that they could be registered as students by 28th February, 2009. In order to get registered, an application on the prescribed form REG is to be sent to the Institute together with a crossed demand draft for Rs. 6500/- drawn in favour of The Institute of Company Secretaries of India payable at New Delhi on or before 28th February, 2009, **However as a special case, in view of the holidays falling on these dates, i.e. (28th February & 1st March, 2009 being Saturday and Sunday), forms will also be accepted on and upto 2nd March'2009.** The application forms can be submitted in the Institute at Noida Office and Institute's Regional / Chapter offices. The students can also avail online Registration facility for Executive Programme through the Institute's website www.icsi.edu. Fees in cash is also accepted at the Institute's Noida Office and Regional Offices.

The application form REG is appended in the prospectus viz., 'Career In Company Secretaryship – A Handbook' which can be obtained by sending a crossed demand draft for Rs. 350/- drawn in favour of 'The Institute of Company Secretaries of India' payable at New Delhi. The Handbook can also be had against cash payment of Rs. 300/- from the Headquarters of the Institute, Noida Office and Institute's Regional offices in Delhi, Kolkata, Chennai and Mumbai and as well as in the Chapter offices as per details given in the Handbook. It contains the syllabi, suggested readings and the rules and regulations concerning Executive Programme. It is, therefore, essential that all the students passing the Foundation examination should have their own copies of

STUDENT SERVICES

the Handbook. It is also clarified that the candidates registered upto and including 31st May,2009.. would be eligible to appear in any one module, i.e., either Module – I or Module – II in any order, in December, 2009 examination subject to completion of requisite formalities i.e. Coaching, Computer Training etc. **However as a special case, in view of the holidays falling on this date, i.e. (31st May,2009 being Sunday), forms will also be accepted on and upto 1st June ,2009.**

This letter is being sent to all the candidates who have appeared in December, 2008 Foundation examination pending declaration of their results so that they could seek registration by the closing date immediately after passing the said examination. In the event being unsuccessful therein, such candidates are not eligible to seek registration to the Executive Programme as stated above. They may seek enrolment for appearing in the ensuing June, 2009 Foundation Examination provided their admission otherwise hold good, by complying with the requirements as mentioned in their admission letter. The candidates may please note that the Foundation Programme admission is valid for three years.

Please note that this letter has no bearing with regard to the declaration of results and is not at all to be treated/construed as prior intimation thereof in any manner. **Please also note that neither the last date can be extended nor provisional registration pending declaration**

of result is allowed.

Any further information/clarification/guidance can be had from the undersigned at the address mentioned below.

With best wishes,

Yours faithfully,

(SOHAN LAL)
DIRECTOR

However in view of the holidays falling on these dates, i.e.. (28th February & 1st March,2009 being Saturday and Sunday), forms will also be accepted on and upto 2nd March'2009

IMPORTANT

CANDIDATES PASSING THE FOUNDATION EXAMINATION AND INTERESTED IN SEEKING REGISTRATION IMMEDIATELY AFTER THE DECLARATION OF RESULTS ARE ADVISED TO OBTAIN DEMAND DRAFT FOR RS. 6500/- DATED ON OR BEFORE 2nd March, 2009 (28th February & 1st March, 2009 being Saturday and Sunday), AND RUSH IT TO THE INSTITUTE ALONGWITH THE ENCLOSED FORM DULY FILLED IN, IMMEDIATELY.

GUIDELINES FOR SWITCH OVER TO NEW SYLLABUS

The Council in exercise of the powers vested under clause (a) of Sub-section (2) of section 15 of the Company Secretaries Act, 1980 – as amended by the Company Secretaries (Amendment) Act, 2006 – has approved the New Syllabus and decided as under:

1. The last Foundation Course examination under the existing syllabus as specified in Part I of Schedule CCB shall be held in June 2009 and the syllabus specified in the said Part 1 of Schedule CCB shall cease to operate after the said examination.
2. All students who are not able to complete the Foundation Examination under the old syllabus as specified in Part-I of Schedule CCB shall compulsorily be required to appear under the New Syllabus effective from December 2009 session of CS Examination.
3. SUBJECTS UNDER THE NEW SYLLABUS ARE: -

CS FOUNDATION PROGRAMME

- | | |
|--------------------------------------|--|
| 1. ENGLISH & BUSINESS COMMUNICATION. | 2. ECONOMICS AND STATISTICS. |
| 3. FINANCIAL ACCOUNTING | 4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT. |

TABLE OF CORRESPONDING EXEMPTIONS (PAPERWISE)

Paper passed/exempted under the old Syllabus.	Exemption from paper(s) under the New Syllabus
FOUNDATION COURSE	CS FOUNDATION PROGRAMME
1. ENGLISH & BUSINESS COMMUNICATION	ENGLISH & BUSINESS COMMUNICATION
2. BASIC ECONOMICS & BUSINES ENVIRONMENT	ECONOMICS & STATISTICS
3. FINANCIAL ACCOUNTING	FINANCIAL ACCOUNTING
4. ELEMENTS OF BUSINESS LAWS AND MGT.	ELEMENTS OF BUSINESS LAWS & MGT.
5. INFORMATION SYSTEM AND QUANTITATIVE TECHNIQUES	ECONOMICS & STATISTICS

5. Students switching over to the New Syllabus shall be eligible to seek exemption in the corresponding subject(s) of the New Syllabus on the basis of having passed/secured exemption in any individual subject under the Old Syllabus as per table of corresponding exemptions noted above.
6. Similarly, students who have partially completed coaching, shall be exempted on their switchover, from under-going coaching in the corresponding subject(s) of the New Syllabus on the basis of their having completed coaching in the individual subject(s) under the Old Syllabus as per the table of corresponding exemptions given in para-3 above. They shall be required to undergo and complete coaching in the remaining subjects in order to become eligible to appear under the New Syllabus. Credit for the response sheets already submitted under the Old Syllabus for any subject shall be available where there is a corresponding subject under the New Syllabus. Such students are required to submit response sheets for the remaining subjects under the New Syllabus.
7. Consequent upon compulsory switchover to the New Syllabus, study material shall not be supplied free of cost. However, making the payment towards its cost @ Rs.120 (Rs. 160/- Including Postage) per subject a student can purchase study material under the New Syllabus.
8. Please note that once a candidate has been switched over to the New Syllabus, he/she shall not be allowed to revert to the Old Syllabus under any circumstances.
9. Under the Compulsory Postal Tuition Scheme, the students are provided with study material and test papers for various subjects. For each subject there are Two test papers. Students are required to submit to Institute response sheet in response of Any One Test Paper written under Examination conditions after going through the study material and the recommended books.

NOTE : FOR SWITCHING OVER TO NEW SYLLABUS PLEASE SEND YOUR CONSENT SEPERATELY ON PLAIN PAPER.

NEWS FROM THE INSTITUTE

EASTERN INDIA REGIONAL COUNCIL

Report on Career Fair at Milan Mela Cultural Competition

From 21 to 23.12.2008 the EIRC of the ICSI participated in Career fair at Milan Mela Cultural Competition organized by the West Bengal Minority Development & Finance Corporation at Kolkata. Buddhadeb Bhattacharya, Hon'ble Chief Minister, Govt. of West Bengal, inaugurated the fair on 21.12.2008. The EIRC of the ICSI set up a stall there which was visited by a large number of persons including students who enquired about the CS course which were dealt with by the officials of EIRO. The Audio visual awareness devices were also used continuously during the above days which also attracted the visitors.

Two Day Career Fair - India International Education Fair - Fall 2008

On 3 and 4.12.2008 the EIRC of the ICSI participated in the Two-Day Career Fair India International Education Fair-Fall 2008 organized by Global Events & Expositions Pvt. Ltd. at Siliguri. Various Management Institutes from different parts of the country including Indian Army, Indian Air Force, Indian Coast Guard, Banks, participated in the fair. Institute's Brochures and Posters explaining the CS Course along with Study Material were displayed suitably at the ICSI Stall set up at the fair. Brochures explaining the CS course were also provided to the visitors at the ICSI stall. The fair was well attended by a large number of students, parents, teachers, educationists in and around Siliguri. Somnath Ganguly, Practising Company Secretary explained the visitors about the Institute, CS course, its contents etc.

BHUBANESWAR CHAPTER**Participation in 12 Days Book Fair-cum-Career Exhibition**

From 5.12.2008 to 16.12.2008, Bhubaneswar Chapter opened the ICSI information stall on Career as a Company Secretary in 12-days Rajdhani Book Fair-cum-Career Exhibition at Exhibition Ground, Bhubaneswar. The exhibition was inaugurated by Navin Patnaik, Hon'ble Chief Minister, Orissa. The ICSI stall was displayed with the banners like, Career as a Company Secretary, Role of Company Secretary, Employment Prospects, Posters, 8 months CS Foundation Programme and various informative materials of the ICSI. Journals, study materials and Institute's publications were displayed during the programme. School/College students and their parents visited the ICSI stall in large numbers every day. During the 12 days fair print & electronic media personnel visited the ICSI stall. Faculties of various schools/colleges during their visit enquired about the course, its fee structure, examination and employment and other facilities. Publishers from Bhubaneswar, Cuttack, Kolkata, Mumbai, Chennai & New Delhi participated in the fair. Chairman & Members of the Managing Committee explained the various queries of the students and visitors to the stall about the course. Office-in-charge of the Chapter coordinated the fair cum-career exhibition.

NORTHERN INDIA REGIONAL COUNCIL

Career Awareness Programmes

The Regional Council organised a series of Career Awareness Programmes as per details given below:

On 2.12.2008 a Career Fair was held at College of Arts & Commerce, Near Chanakyapuri, New Delhi; on 3.12.2008 the Career Fair was held at College of Arts & Commerce, Near Chanakyapuri and the Career Awareness Programme was held at Shaheed Bhagat Singh College, Sheikh Sarai-Phase II, New Delhi; on 16.12.2008 the Career Awareness Programmes were held at S.D. Sr. Secondary School, Jhajjar Gate, & Chhuchakwas, Nr. Dadri Road, Jhajjar, Vivekanand Sr. Secondary School & Dev Samaj Sr. Secondary School Gurgaon. On 17.12.2008 the Career Awareness Programmes were held at Holy Child Sr. Secondary School and Jain Public School, Rewari. On 18.12.2008 the Career Awareness Programme was held at Shyam Lal College (E) and on 19.12.08 the Career Fair was held at New Era Public School, Mayapuri, New Delhi,

and the Career Awareness Programmes were held at DAV Public School, and S.D. Sidheshwar Sr. Secondary School, Gurgaon.

During the career awareness programmes in the above institutions and the career fairs the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretary ship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretary Ship Course were distributed to the students. A total of 2325 students taken together attended/ visited these Career Awareness Programmes/ Career Fairs.

KANPUR CHAPTER**Inauguration of Oral Coaching Classes**

On 6.11.2008 the Oral Coaching Classes conducted by the Kanpur Chapter of NIRC of the ICSI was inaugurated by S.N. Agarwal, G.K. Banthia, Administrators of Kanpur Chapter.

In his inaugural address Banthia informed the students about future prospects of the profession. He emphasized that students have to keep in mind two things to be successful in their endeavour in any area, i.e. hard and sustained labour and commitment towards goal, without which nothing can be achieved in life. Since they have decided to join this course which is a right decision, they should now pursue their studies with all sincerity to be successful in the shortest possible time. Further they should be very clear in their mind about the objective/goal which they propose to pursue and secondly they should put in all efforts to achieve that objective.

S.N. Agarwal, Administrator of Kanpur Chapter shared his view on the basis of his long experience in corporate field. He said that they should develop a professional approach. He explained the Vision and Mission of the ICSI and repeated that "*Door Dristi, Pakka Erada, Kadi Mehanat and Anushashan*" are the foundation of success in life.

Dr. Sanjeeva Shukla and Neeraj Pande, Faculty Members of the Chapter gave some tips to the students for studies and guidance for success in the examinations.

Career Awareness Week II

On 15.12.2008 two Career Awareness Programmes were organized by the Kanpur Chapter of NIRC of the ICSI at Purna Chandra Vidya Niketan, Barra-2 and Jagran College of Art, Science & Commerce, Saket Nagar, Kanpur. The programme commenced with screening of the film Career as a Company Secretary. The students were informed of various facets of the profession of CS. Some tips were also given to the students about selection of career and to evaluate a profession on the basis of aspects like, recognition, job opportunities, stability, status, etc. and highlighted suitability the profession of CS in every economic scenario - boom in the economy or in time of recession.

The students were also briefed about the services which Practising Company Secretaries can render such as Appearance before quasi-judicial bodies, incorporation and other work of a company, Secretarial Audit, Internal Audit of Depository participants. The speaker also emphasized that the role of practising company secretary is not limited to companies only but it has expanded to other type of business organizations as well depending upon their line of activities. In this connection the latest example of SEBI Circular which requires internal audit of stock brokers by a practising company secretary or other professionals was also cited by the speaker.

The students were informed about syllabus, fee structure, training etc. The speaker underlined that an average student with expense of around Rs.20, 000/- can complete the course in three and half years. As this is a distant learning programme, availability of study material and other student services are very important. The Kanpur Chapter of the ICSI has all the facilities - registration, coaching, library etc. in addition to on line facilities on website of the Institute i.e. www.icsi.edu which are accessible from the remotest corner of the country. The information about e-learning facilities provided by ICSI for studies was also given.

The position, responsibilities and role of a company secretary in employment with a company like Principal Officer, Compliance Officer, coordinator, etc. were stated. It was emphasized that CS is the only profession in which one gets the opportunity to interact with the highest level of management in an organization from day one. The profession, when suitably practised, can fulfill the dreams of the students was also highlighted by another speaker.

LUCKNOW CHAPTER

Career Awareness Programmes

On 3.11.2008 the Chapter organized a series of Career Awareness Programmes in three different institutions namely Shiv Charan Das Kanhaiya Lal Inter College, Majidia Islamia Inter College and Sadan Lal Sanwal Das Khanna Girls' Degree College in the presence of their Principals and concerned faculties in Allahabad. On the occasion lectures regarding company secretary ship course were also delivered for the benefit of the students. The students were also informed about the availability of services at the Allahabad Chapter for their convenience. Pamphlets explaining CS course were also distributed to the students on the occasion.

MODINAGAR CHAPTER

Career Awareness Programmes

On 23.12.2008 the Chapter celebrated its second "Career Awareness Week" and organised a series of Career Awareness Programmes in three different schools viz. St. Teresa's Academy, Govindpuri, Dayawati Modi Public School, Hapur Road and Chayya Public School, Delhi Meerut G.T. Road, Modinagar.

The speakers explained in detail the course offered by the Institute, its eligibility criteria, examination, requirements of training, the role of company secretary in the changing economic scenario, etc. The speakers also highlighted the opportunities available to the profession. Further they enumerated the emerging areas of practice and the changing role of company secretaries.

Brochures containing informative leaflets on the profession of company secretaries were distributed amongst the students during the Career Awareness Programme. The programmes were also covered by the media reporters and local TV Cable operators.

SOUTHERN INDIA REGIONAL COUNCIL

BANGALORE CHAPTER

Participation in India International Fair Fall 2008

On 11 and 12.11.2008 the Bangalore Chapter of the ICSI participated in the two-day career fair - India International Fair-Fall 2008 organized by Global Events & Expositions Pvt. Ltd. at Bangalore. Institute's banner/posters about the CS course, study materials, etc. were displayed at the Chapter stall set up at the fair. The prospectus / handbooks were also on display for sale. Around 50 students visited the ICSI stall at the fair. Brochures explaining the CS course were distributed to the visitors apart from counselling interested students and their parents.

COCHIN CHAPTER

Participation in India International Education Fair-fall 2008

On 8 and 9.11.2008 the Cochin Chapter of the ICSI participated in the India International Education Fair-Fall 2008. The Career Fair was organized by Education Times of Times of India at Hotel Taj Residency, Cochin. The programme was effective and enabled the prospective students to get the details of Company Secretary Ship course. Enquiries were also raised by other professionals who look forward to be a part of the profession of CS. The details of profession were presented through slide shows and various corporate films of the ICSI were also exhibited. Study materials and other Institute publications were also exhibited, which gave the visitors a chance to access them.

COIMBATORE CHAPTER

Career Awareness Programmes

On 13.11.2008 the Chapter conducted Career Awareness Programmes at 1) Govt. Girls. Hr. Sec. School, Utukuli, Erode Dist. 2) Kongu Matri Hr. Sec. School, Uthukuli, Erode Dist. (3) Govt. Hr. Sec. School, Vijayamangalam, Erode Dist and 4) Govt. Boys Hr. Sec. School, Uthukuli, Erode Dist. In these programmes the speakers explained about growth and development of the profession, functions and responsibilities of company secretaries, opportunities available to company secretaries, in employment and in practice, the training schedule, admission procedure, etc. The speakers also replied the queries raised by the participants.

HYDERABAD CHAPTER

Students Seminar on Time & Stress Management

On 22.11.2008 the Chapter organised a Students' Seminar on Time & Stress Management for oral Coaching students. P. Jagadish Upadhyay, HR Consultant, Soft Skills Trainer and Personal Effectiveness Coach spoke about disappointment, uncontrolled disappointment, likes and dislikes, worries of mind, desires, cleanliness and punctuality. The students too actively participated in the programme.

WESTERN INDIA REGIONAL COUNCIL

Opening up of New Oral Training Centre in Mumbai

A new Oral Training Centre at ICSI-SMT P.N. Doshi Women's College at Cama Lane, Ghatkopar (West) Mumbai has been opened for the benefit of CS Foundation Programme and Executive Programme students.

AHMEDABAD CHAPTER

Career Awareness Programmes

On 11.12.2008 a Career awareness programme was held at Mount Carmel Higher Secondary School, attended by 100 girl students of 12th standard. After the outline of the programme, a Power Point Presentation was made with contact details of Ahmedabad Chapter. Students were explained about the importance and advantages of joining CS Foundation Programme at a young age and Career Growth in the profession of CS. The Session was interactive and queries related to the profession of CS were also replied. Brochures were distributed thereafter. Again on 17.12.2008 a Career Awareness Programme was held at H.B. Kapadia Higher Secondary School – Delhi Darwaja, Ahmedabad. Around 65 students attended the Career Awareness Programme which was meant for 12th standard students. It was class room counseling for career as a Company Secretary. Procedure for enrolment and various stages of CS studies were explained. Comparative advantages were also explained to make the students aware of the CS course. Importance of CS Foundation Course after 12th standard was highlighted and opportunities as CS were also explained. Queries raised by the students about job prospects including practising side of the CS course were also replied.

Yet again on 20.12.2008 a Career Awareness Programme was held at F.D High School, a leading school in rural area Maktampura, Juhapura, Ahmedabad.

Around 120 students of 11th & 12th standard participated in the programme. A Power Point Presentation was made and brochures explaining the CS course were distributed to the students and teachers. In the Presentation, students were informed to pursue "CS Foundation" course after 12th standard and its importance, the cut-off date for registration to make them eligible to appear in December, 2009 examinations. Function and Role of a CS in Corporate Governance was also explained. The movie, "Mahenat Rang Layegi" was shown to the students. The students, teachers and the Principal of the school were very pleased with the presentation and the session as they found it of great importance and concern for their students. The Principal of the school was also given a Teacher's Training Kit.



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