

# 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**

<b>PARTICULARS</b>	<b>FEES (Rs.)</b>	<b>REMARKS</b>
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1200	Total Fee → 3600
Postal Tuition Fee	2400	
<b>EXECUTIVE PROGRAMME</b>		
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	
<b>PROFESSIONAL PROGRAMME</b>		
Postal Tuition Fee	7500	
Registration De-Novo Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
<b>EXAMINATION FEE</b>		
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	
<b>OTHER FEES</b>		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Issue of Duplicate Marksheet	50 (Per Session)	
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



*"Many of life's failures are people who did not realize how close they were to success when they gave up".<sup>1</sup>*

- Thomas A Edison

Dear Students,

The results for the examinations held for CS Foundation Programme in December 2008, were declared on February 25, 2009, and I was delighted to see the percentage of students who passed the examination with flying colours. I congratulate those of you who have entered the next level of the CS Course i.e. the Executive programme, and my sincere advise to those who could not make it this time — never lose heart.

Do you know, what did Thomas A. Edison say after ten thousand unsuccessful attempts to develop his electric light bulb? He said, I have not failed. I have just found ten thousand ways that won't work. In fact, men do not fail; they give up trying. Success means not giving up. Put that extra effort, and success will be yours.

Failures should not lead us in a distasteful situation, because often they imbibe into us the feeling of giving up. It is these times, you need to energize yourself and move ahead. David Feherty rightly said that *"It's how you deal with failure that determines how you achieve success."*

Let me give you a five point path finder for success in examinations:

- Get an extra hour of sleep every night, whenever possible.
- Spend ten minutes every evening cleaning up your study room.
- Spend a little time on recreation of your choice.
- Eat breakfast and light dinner every day.
- Do not compare yourself to other students and follow your own study schedule.

Like Thomas Edison, capitalize on failures to convert them into opportunities and the road to success. Success is encouraging; it gives energy and sense of achievement. It drives us to think rightly and to do things right. Success comes to those who are passionate about winning. So dear students don't ever get disheartened by failures – re-energize, rejuvenate and reorganize yourselves to tread the path of success and glory.

Having shared with you, the mantras of success let me share some of the information which you would find useful as student of the CS course:

### 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 admitted upto February, 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 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. 80/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

### REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in December, 2008 or registered upto and including **28th February, 2009** would be eligible to appear in both modules of the Executive Programme to be held in **December, 2009** and candidates who would be seeking registration on or before **31st May, 2009** are eligible to write only one module in **December, 2009** examination of the Executive Programme subject to completion of postal/oral tuition and compulsory **Computer Training Programme**. The blank application Form "REG" for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 80/- (including postage). The fee for seeking registration for Executive Programme is Rs. 6500/- payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Noida office or its Regional Offices.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main Programme viz. *"Career in Company Secretaryship - A Hand Book"* against cash payment of Rs. 300/- or by post by sending a crossed demand draft of Rs. 350/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Application Form "REG" is appended therein and students need not obtain it separately.

### IDENTITY CARDS

Candidates admitted to the CS Foundation 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 Performa 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 carry 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 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 Student Services at [dss@icsi.edu](mailto: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 : \_\_\_\_\_

<sup>1</sup> This is presented as a statement of 1877, as quoted in "From Telegraph to Light Bulb" with Thomas Edison (2007) by Deborah Hedstrom, p.22

**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 PROGRAMME ADMISSION**

Candidates provisionally admitted to the Foundation 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 December, 2008 & January, 2009 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 Shri Sohan Lal, Director (Student Services) ICSI, C 37, Sector 62 NOIDA, (UP) 201309 without further delay and for all academic guidance students may write to Shri V P Sharma, Joint Director, Academics at the Institute's address or may send email to [slal@icsi.edu](mailto:slal@icsi.edu) and [vpsharma@icsi.edu](mailto: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.

**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 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 for the students of the Institute. A list of such Accredited OT Centers and Institutions empanelled under Public Private Partnership Scheme has been displayed at the website of the Institute viz. [www.icsi.edu](http://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 Programme. Students admitted to CS Foundation 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 candidates may log on to <http://elearning.icsi.edu>.

**24 HOURS CS HELPLINE**

There is a 24 Hours CS Helpline to inform the students about the CS Programme & Profession. The students can have pre-recorded replies on the CS 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](http://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 Shri V P Sharma, Joint Director (Academics) at [vpsharma@icsi.edu](mailto:vpsharma@icsi.edu) and for all other matters relating to C.S. Foundation Course/Programme including admission, coaching, examination and administrative services, they may write/contact Shri Sohan Lal, Director (Students Services) at [slal@icsi.edu](mailto:slal@icsi.edu).

With best wishes to entire CS Students community.

Yours sincerely,



(N.K. JAIN)

Date: 24.03.2009

Place: New Delhi

## ACADEMIC GUIDANCE

## ECONOMICS

**INDUSTRIAL POLICY<sup>1</sup>**

Post 1990s have seen a sea of change in the Industrial Policy of India. The overprotective Indian Market were opened to foreign companies and investors. Thus, Indian Industry registered an impressive growth during the last 18 years. The number of industries in India have increased manifold during the same period. Though the main occupation has been agriculture for the bulk of the Indian population, it was realized that India would become a prosperous and a modern state with industrialization. Therefore, different programs were formulated and initiated to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India.

**Objectives of Industrial Policy**

Presently the main objectives of the Industrial Policy of the Government are:

- to maintain a sustained growth in productivity;
- to enhance gainful employment;
- to achieve optimal utilisation of human resources;
- to attain international competitiveness; and
- to transform India into a major partner and player in the global arena.

**Policy focus is on -**

- Deregulating Indian industry;
- Allowing the industry freedom and flexibility in responding to market forces; and
- Providing a policy regime that facilitates and fosters growth of Indian industry.

**Policy Measures**

Some of the policy measures initiated by the Government in recent years include the following:

**Liberalisation of Industrial Licensing Policy**

The list of items covered under compulsory licensing under the Industries (Development & Regulation) Act, 1951, is reviewed on an ongoing basis. Drugs and Pharmaceuticals have been removed from the list of items requiring compulsory licensing vide Notification No. S.O. 1386(E) dated 23.9.2005. At present, only five industries are under compulsory licensing, mainly on account of environmental, safety and strategic considerations. Similarly, there are only three industries reserved for the public sector. The lists of industries reserved for the public sector and of items under compulsory licensing are at Annexures-III and IV (annexure not given)

**Industrial Entrepreneurs' Memorandum (IEM)**

Industries not covered under compulsory licensing are to file an Industrial Entrepreneurs' Memorandum (IEM) to the Secretariat for Industrial Assistance (SIA). No industrial approval is required for such exempted industries. Amendments are also allowed to IEMs filed w.e.f. 1.7.98.

**Liberalisation of the Locational Policy**

A significantly amended locational policy in tune, with the liberalised licensing policy, is in place. Entrepreneurs are free to select the location for setting up industry. However, approval is required from the Government for locations falling within 25 kms of the periphery of cities having a population of more than one million as per the 1991 census, provided that the location is not within an industrial area so designated by the State Governments prior to 24.7.1991. Locational restrictions are not applicable for electronics, computer software and printing industries and other non-polluting industries, which may be notified from time to time. Zoning and land use regulations, as well as environmental legislations, continue to regulate industrial locations.

<sup>1</sup> Compiled by V.P. Sharma, Joint Director, The ICSI.

**Policy for Small Scale Industries**

Reservation of items of manufacture exclusively for the small scale sector, as a measure of protecting this sector, forms an important focus of the industrial policy. Since 2nd October, 2006, industrial undertakings with an investment upto rupees five crore in plant and machinery are covered within the small scale sector.

At present, 35 items are reserved for manufacture in the small scale sector. All undertakings, other than the small scale industrial undertakings engaged in the manufacture of items reserved for manufacture in the small scale sector are required to obtain an industrial licence and undertake an export obligation of 50% of the annual production. This condition of licensing is, however, not applicable to those undertakings operating under 100% Export Oriented Undertakings Scheme, the Export Processing Zone (EPZ) or the Special Economic Zone Schemes (SEZs).

**Policy For Foreign Direct Investment (FDI)**

Promotion of Foreign Direct Investment (FDI) forms an integral part of the Industrial Policy. The role of FDI in accelerating economic growth is by way of infusion of capital, technology and modern management practices. The government has put in place a liberal and transparent foreign investment regime wherein FDI up to 100% is allowed under the automatic route in most sectors/ activities. FDI upto 51% is allowed in retail trade of 'Single Brand products' aimed at attracting investments in production and marketing, improving the availability of such goods for the consumer, encouraging increased sourcing of goods from India and enhancing competitiveness of Indian enterprises through access to global designs, technologies and management practices.

**Non Resident Indians Scheme**

The general policy and facilities for Foreign Direct Investment as available to foreign investors/companies apply to NRIs as well. In addition, Government have extended special concessions to NRIs in the following sectors:

NRI investment in the real estate and housing sector is allowed upto 100%; such investments are exempted from the conditions of minimum capitalization, minimum area development and lockin period on investment.

NRI investment in domestic airlines sector is allowed up to 100%, subject to no direct or indirect participation by foreign airlines.

Individual NRIs are also permitted to invest on non-repatriable basis in partnership firms and proprietorship concerns.

## FINANCIAL ACCOUNTING

**BASES OF ACCOUNTING<sup>2</sup>**

The primary goal of a business is to earn profit. All business organisations are expecting to earn increasing profit each year. When they do, they expand the business, hire more employees, and make their owners happy. When profit fails to meet goals, the result can be lay-off, idle facilities and unhappy owners. At the end of each accounting period, the accountant prepares the entity's financial statements. The most important single amount in these statements is the net income or net loss for the period. A double entry accounting system gives not only the income statement but the other financial statement also. Accountants have devised various concepts and principles to guide the measurement of business income. In practice, the bases of accounting are grouped into two categories: i.e. accrual basis of accounting and cash basis of accounting.

**Accrual Basis of Accounting**

The Institute of Chartered Accountants of India defines accrual basis of accounting as "the method of recording transactions by which revenues, costs, assets and liabilities are reflected in the accounts in the period in which they accrue". It includes considerations relating to deferrals, allocations, depreciation and amortisation. In accrual basis of accounting, an accountant recognises the impact of a business event as it occurs. Revenues are recorded in the period that they are earned and expenses

<sup>2</sup> Prepared by M. A. Joseph, Deputy Director, The ICSI.

are recorded in the period that they are incurred. The accrual basis makes a distinction between actual receipt of cash and the right to receive cash and the actual payment of cash and the legal obligation to pay cash. Revenue may be defined as the right to receive cash and expenses as obligations to pay. Thus, a transaction is recorded at the time of its accrual and not till the actual flow of cash occurs, i.e. items of income and expenditure are recorded at the time of their occurrence during the accounting. It means that the income accrued in the current year is recorded in the current year whether it is received during the current year or it was received in the previous year or it will be received in the next year. The same principle is applicable to expense or expenditure. It is recorded if it becomes due in the current year whether it is paid in the current year or it was paid in the previous year or it will be paid in the next year. Accrual basis of Accounting is also known as mercantile system of accounting.

Accrual basis of accounting recognises that, buying, producing, selling and other economic events that affect enterprises performance often do not coincide with the cash receipts and payments of the period. For example, a businessman sells goods to a customer on credit basis in one period but did not receive the cash payment until the following period. Under accrual basis of accounting, we record revenue in the period in which the business provides the service because that is when the business earns the revenue. Advocates of accrual basis of accounting believe that recording revenue in the period in which it has been earned, rather than in the period that the cash payments are received, better measures enterprise performance. The basis of this viewpoint is that providing the product or service to customers is generally the critical event in the earning process. Accountants view the collection of cash payments as only an incidental (but necessary) part of the earning process.

Many business organisations keep their records on a day-to-day basis, using a method similar to cash basis of accounting. That is most transactions recorded involve either cash receipts or cash payments. At the end of an accounting period, these business must adjust their records to the accrual basis of accounting to prepare the financial statements.

#### Features of Accrual Basis of Accounting

The following are the essential features of accrual basis of accounting;

- (i) Revenue is recognised as it is earned irrespective of whether cash is received or not;
- (ii) Expenses are matched against revenues earned in relation thereto;
- (iii) Expenses which can be clearly identified with the accounting period are also treated as expenses for the period even though they may not be directly associated with the revenue of that period;
- (iv) Expenses which are not charged to income are carried forward. Any expense that appears to have lost its utility or its power to generate future revenue is written off.

#### Cash Basis of Accounting

It is a system of accounting in which accounting entries are made only when a payment or receipt is merely due. In other words, it is a system of accounting in which revenue and costs and assets and liabilities are reflected in the accounts in period in which actual payments or actual receipts are made in cash. Revenues are calculated as the aggregate amount of cash received during the accounting period. It has no relevance whether the receipts pertain to previous period or future period. Similarly, expenses are restricted to the actual payments in cash during the current year and it is immaterial whether the payments have been made for previous period or future period. In cash basis of accounting no distinction is made between revenues and expenses of the current accounting periods with the previous and subsequent accounting periods. Similarly, the distinction between capital expenditure and revenue expenditure or capital receipts and revenue receipts is also not made in this case. Thus, under cash basis of accounting income is accounted only when it is actually received and realised in cash and expenses are accounted as and when they are paid. However, this basis of accounting is incompatible with the matching principle of income

determination. Hence, the financial statements prepared under this, do not present a true and fair view of operating results and financial position of the organisation. Cash basis of accounting is suitable in the following cases;

- (i) Where the organisations are very small or in the case of individuals, where it is difficult to allocate small amounts between accounting periods; and
- (ii) Where credit transactions are almost negligible and collections are uncertain e.g. accounting in the case of professionals i.e. doctors, lawyers, firms of chartered accountants, company secretaries etc. But while recording expenses they take into account the outstanding expenses also. In such case, the financial statement prepared by them for determination of their income is termed as Receipts and Expenditure Account.

#### Accrual Basis Vs. Cash Basis

- (i) The main distinction between accrual basis of accounting and cash basis of accounting is the timing of recognition of revenues, expenses, income and losses. The accrual basis of accounting takes into account the monetary effect of the events or transactions in the period in which they are earned. In cash basis, the financial effect of the transactions is recorded only in the period in which cash is actually received or paid by the business enterprise. It is often found that cash receipts in a particular period may largely reveal the effect of the business activities in the earlier period while cash payments may relate to business activities expected in future periods.
- (ii) Under accrual basis of accounting the items such as prepaid/outstanding expenses and accrued income/income received in advance etc. are shown in the balance sheet, but these items will not be available in cash basis of accounting.
- (iii) Under accrual basis of accounting, income statement will show relatively higher income in case of prepaid expenses and accrued income while income statement will show relatively lower income in case of outstanding expenses and unaccrued income. However, cash basis of accounting will show a reverse effect in these cases.
- (iv) Accrual basis of accounting is recognised under the Companies Act, 1956, whereas cash basis of accounting is not recognised under the Companies Act.
- (v) In accrual basis of accounting, the accountant has the option to manipulate the accounts by way of choosing the most suitable method out of the several alternative methods of accounting i.e. FIFO/LIFO methods of stock valuation, straight line method or written down method of depreciation etc. However, in cash basis of accounting an accountant has no option to make such choices.

#### Hybrid Basis of Accounting

In practice pure cash basis of accounting is rare. This is because a pure cash basis approach would require treating the expenses as a reduction in profit. Similarly, costs of acquiring items of fixed asset would be treated as profit reduction when paid in cash. Such a pure cash basis approach would result in balance sheets and income statements of limited usefulness. Thus, a mixture or combination of cash basis and accrual basis of accounting is followed which is known as hybrid basis of accounting. The transactions pertaining to income and receipts are recorded on cash basis while expenses are recorded on accrual basis of accounting. The idea is to claim deductions for expenses even if the payment for expenses has not actually been made till the end of the accounting period. This practice tends to reduce the taxable income and is adopted frequently by professionals like doctors, advocates architects, chartered accountants, company secretaries, etc.

### ENGLISH AND BUSINESS COMMUNICATION

#### CORRECT ENGLISH PRONUNCIATION<sup>3</sup>

Speech is the first thing that people notice about you. Thus, speaking correctly is very important to be understood in a right manner.

<sup>3</sup> Compiled by Shruti Bansal, Assistant Education Officer, The ICSE

Pronunciation is very difficult to correct if you have been speaking English for a long time, as wrong practicing does not make you perfect, but makes your way of speaking permanent. This means that if you practice incorrectly, it will become permanent. Therefore, you must practice perfectly to improve your communication.

#### Tips to Improve Pronunciation:

- 1) **Listen to spoken words:** Listen to how others pronounce various different words. Pick up the pronunciation from TV anchors, news readers, singers etc. Practice pronouncing words like other eminent speakers. Imitate English words whenever you come across them like while watching television or listening to English radio stations.
- 2) **Learn the phonetic alphabets:** Refer the first page of any good dictionary which gives a description of phonetic alphabets usage. It is especially useful when learning pronunciation of new words.
- 3) **Learn the word stress:** Learning word stress is the key to proper communication. It is imperative to know the word stress then knowing the correct pronunciation. If you know where to stress in a particular word, then your pronunciation will automatically improve. Word stress can be learnt from the dictionary which shows the syllable stress by an apostrophe (') before the syllable to be stressed.
- 4) **Learn the intonation and sentence stress:** Sentence stress is accent or stress on certain words in a sentence. This is what helps understand the meaning of the spoken words. Sentence stress is not fixed like word stress. In it, the stress can be shifted from one word to another to convey different meanings. In intonation the voice goes up at the end of the sentence to show a question, and down at the end to show a statement like "You know me, don't you". This shows that we want the other person to agree with us.
- 5) **Practice confusing sounds:** Sounds like 'sh' or 's'; 'z' or 'j' are confusing for us Indians. So depending upon your regional language, practice the sounds you have problem in pronouncing.
- 6) **Practice speaking slowly and clearly:** Don't speak too fast as speaking fast leaves one sounding unclear. To be able to be understood by others speak clearly and in a normal tone. Speaking too fast or too slow will make you sound unnatural.

Therefore, it is not so important to spend a lot of time practicing but it is important to practice regularly. Reading a word will not tell you its pronunciation, but looking for it in the dictionary and listening to others speak that word is essential.

You won't achieve good pronunciation without practice. It's not enough to know the correct pronunciation of words, you need to be able to say them quickly. You need to train your brain and your mouth to pronounce English words. Thus, to speak clearly and correctly keep repeating whatever you have learnt. Whenever you get spare time, keep pronouncing words you find most difficult to learn.

Each and every language has different pronunciation and the same letter can be pronounced in a multitude of different ways depending on what language it is and what other letters it is combined with. To obtain a good knowledge of pronunciation, it is advisable to listen to the examples given by good speakers, and by educated persons. Therefore, keep practicing, but practice right.

## ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

### TOTAL QUALITY MANAGEMENT<sup>4</sup>

Total Quality Management (TQM) is a set of management practices within the organization, to ensure that the organization consistently meets the customer expectations. TQM is a management philosophy that seeks to integrate all organizational functions viz. marketing, finance, production, customer service, etc. to focus on meeting customer needs and organizational objectives.

In other words, **Total Quality Management (TQM)** is

**Total** = It involves everyone and all activities in the company.

**Quality** = Meeting Customer Requirements.

<sup>4</sup> Compiled by Shruti Bansal, Assistant Education Officer, The ICSI

**Management** = Quality can and must be managed.

**TQM** = A process for managing quality; a philosophy of perpetual improvement in everything that is done.

Therefore, TQM is the art of managing the whole to achieve excellence. TQM is defined as both a philosophy and a set of guiding principles that represent the foundation of a continuously improving organization. It is the application of quantitative methods and human resources to improve all the processes within an organization and thus exceeding customer needs arising now and in the future.

#### Principles of TQM

1. **Primary responsibility:** Top management's primary responsibility is checking the product quality. Management must create an organizational structure, product design, production process, and incentive system that encourages and rewards good quality.
2. **Quality:** It should be customer focused and evaluated using customer-based standards. This requires an organization to work closely with its customers to determine what the customers want and how they receive value from the products.
3. **Employee responsibility:** Every employee is responsible for achieving good product quality. This means doing self-inspection rather than separate quality control personnel doing it. Thus, this requires employees' cooperation in identifying and solving quality related problems.
4. **Make quality right the first time:** Quality cannot be inspected into a product. Therefore efforts should be made to make it right the first time. Every employee's goal should be to do it right the first time.
5. **Quality conformance:** Both the production process and the work method should be such designed so as to achieve quality conformance. Using the right tools and equipment, training workers, and providing a good work environment help achieve the quality standards. Moreover, properly controlled production systems with quick communication promote identification and solution to quality problems whenever they occur.
6. **Quality monitoring:** Quality must be regularly monitored to quickly identify problems and rectify them whenever the need arises. Statistical methods can help play a useful role in monitoring quality. Other methods of quality monitoring are self-inspection and assessment of work by employees and customer assessments of quality.
7. **Striving for continuous improvement:** Excellent product quality is achieved by employees' striving to improve product quality and productivity using experience and experimentation. However, continuous improvement does not happen on its own. Organizational structures, work procedures, and policies should be such established that it promotes and accelerates continuous improvement. A variety of organizational mechanisms have been used to promote continuous improvement, such as work teams, quality circles, and suggestion systems.

The principles of total quality management seeks to satisfy the external customer with quality goods and services, the company's internal customers; the external and internal suppliers; as well as to improve processes by working smarter and using special quality methods.

### 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 in 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.**

Result of Foundation (Old Syllabus) and Foundation Programme (New Syllabus) Examinations of the Company Secretaries held in December, 2008 was declared at 12.00 Noon on Wednesday, the 25<sup>th</sup> February, 2009. As in the past, the result was displayed simultaneously on the Notice Boards at the Institute's Headquarters, Offices of the Regional Councils and Chapters and Examination Centres. The results along with break-up of subjectwise marks was also made available on the Institute's Website [www.icsi.edu](http://www.icsi.edu) on 25<sup>th</sup> February, 2009 from 12.00 Noon onwards.

The result-cum-marks statements were despatched to all candidates by 7<sup>th</sup> March, 2009. Any candidate who does not receive his/her result-cum-marks statement, should immediately write to the Sr. Director (Exams.) for issuing duplicate result-cum-marks statement giving relevant particulars, i.e., his/her name, student admission number, stage of examination, roll number, examination centre, alongwith a self-addressed stamped envelope worth Rs. 5.

**2. VERIFICATION OF MARKS**

A candidate can seek verification of marks in any subject(s) of December, 2008 examination under Regulation 46(2) of the 'Company Secretaries Regulations', 1982, within one month from the date of declaration of results. Accordingly, the application for verification of marks in respect of December, 2008 examinations should be made on a plain paper, preferably in candidate's own handwriting, together with a requisite fee @ Rs.100/- per subject upto 25<sup>th</sup> March, 2009. **Candidates are advised not to club any other remittance or query along with request for verification of marks to facilitate an early reply.**

After completion of verification process, candidates are communicated outcome of the verification of marks, normally within 2-3 weeks' time. However, if a candidate does not receive any communication by 30<sup>th</sup> April, 2009, he/she should write to the Sr. Director (Exams.) giving relevant details— (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its despatch; (vi) amount of verification fee and details with regard to mode of remittance; and (vii) complete postal address along with PIN Code.

**3. NEXT FOUNDATION EXAMINATION IN JUNE 2009**

Next Foundation (Old Syllabus) and Foundation Programme (New Syllabus) Examinations will be held from Tuesday, the 2<sup>nd</sup> June 2009 to Saturday, the 6<sup>th</sup> June, 2009 at the 67 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Allahabad, 4. Ambala, 5. Aurangabad, 6. Bangalore, 7. Bareilly, 8. Bhillwara, 9. Bhopal, 10. Bhubaneswar, 11. Chandigarh, 12. Chennai (West), 13. Chennai (South), 14. Coimbatore, 15. Dehradun, 16. Delhi (East), 17. Delhi (North), 18. Delhi (South), 19. Delhi (West), 20. Ernakulam, 21. Faridabad, 22. Ghaziabad, 23. Gurgaon 24. Guwahati, 25. Hubli-Dharwad\* 26. Hyderabad, 27. Indore, 28. Jaipur, 29. Jammu, 30. Jamshedpur, 31. Jodhpur, 32. Kanpur, 33. Kolhapur 34. Kolkata (North), 35. Kolkata (South), 36. Lucknow, 37. Ludhiana, 38. Madurai, 39. Mangalore, 40. Meerut, 41. Mumbai (CG), 42. Mumbai (GTK), 43. Mumbai (JOG), 44. Mysore, 45. Nagpur, 46. Nasik, 47. Noida, 48. Panaji, 49. Patna, 50. Puducherry, 51. Pune, 52. Raipur, 53. Rajkot, 54. Ranchi, 55. Shimla, 56. *Srinagar* 57. Surat, 58. Thane, 59. Thiruvananthapuram, 60. Tiruchirappalli, 61. Udaipur, 62. Vadodra, 63. Varanasi, 64. Vijayawada, 65. Visakhapatnam, 66. Yamuna Nagar (Haryana) and 67. **Overseas Centre — Dubai**, as per the Time-Table and Programme given below:

**TIME TABLE & PROGRAMME**  
**Foundation Course – Old Syllabus**

Dates & Days	Morning Session (9.30 A.M. to 12.30 P.M.)
02.06.2009 Tuesday	English & Business Communication
03.06.2009 Wednesday	Basic Economics & Business Environment
04.06.2009 Thursday	Financial Accounting
05.06.2009 Friday	Elements of Business Laws and Management
06.06.2009 Saturday	Information Systems and Quantitative Techniques

**Foundation Programme – New Syllabus**

Dates & Days	After-noon Session (1.30 P.M. to 4.30 P.M.)
02.06.2009 Tuesday	English & Business Communication
03.06.2009 Wednesday	Economics & Statistics
04.06.2009 Thursday	Financial Accounting
05.06.2009 Friday	Elements of Business Laws and Management

The last date for receipt of enrolment application for June, 2009 examinations in the Institute together with the requisite examination fee is 25<sup>th</sup> March, 2009 and with late fee of Rs.100/- upto 9<sup>th</sup> April, 2009.

NOTE:

- The Institute reserves the right to withdraw any centre at any stage without assigning any reason.**
- Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.**

**4. USE OF CALCULATOR IN EXAMINATION**

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall. **Carrying Mobile Phone, Digital Diary, or any other electronic/mechanical gadgets in Examination Hall is not allowed.**

**5. HINDI AS AN OPTIONAL MEDIUM FOR WRITING THE FOUNDATION EXAMINATIONS**

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation (Old Syllabus) and Foundation Programme (New Syllabus) examinations (**except 'English & Business Communication' papers**) on the following conditions:

- except for **'English and Business Communication' papers** which are required to be answered compulsorily in English only, the option must be exercised each time for appearing in the examination for all remaining papers and not for any individual paper(s) in the enrolment application form.
- option once exercised is irrevocable for that particular session of examination;
- answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation examination (Old Syllabus) or Foundation Programme Examination (New Syllabus) will be provided Question Papers printed both in English and Hindi (**except for 'English and Business Communication' papers which will be printed/required to be answered in English only**);
- if a candidate writes his/her answers in Hindi medium **WITHOUT** exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- candidates opting Hindi medium for the examination must write **HINDI MEDIUM** in bold letters on the top of the cover page of **Answer Book No(s).1 and 1B**, as the case maybe; and
- candidates opting Hindi medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also.

**6. AVAILING OF CONCESSION BY PHYSICALLY DISABLED CANDIDATES FOR WRITING EXAMINATIONS**

Any physically disabled student who requires some concession or assistance which is normally admissible under the rules for the purpose

of appearing or writing the examination, for that he/she should make a separate written request along with his/her application for enrolment to the examination together with the following supporting documents :

- (i) Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting the normal physical functions; and
- (ii) Letter of Permission issued by Sr. Secondary Board/University and/or any other professional/educational examining body, such as – UPSC, SSC, State Public Service Commission, ICAI, ICWAI, etc., granting him/her assistance of a Scribe and/or extra-time for writing examinations.

**COMPANY SECRETARIES EXAMINATION,  
DECEMBER, 2008 RESULTS**

FOLLOWING ARE THE ROLL NUMBERS OF THE CANDIDATES WHO HAVE PASSED THE FOUNDATION EXAMINATIONS OF THE COMPANY SECRETARIES HELD IN DECEMBER, 2008 :

**FOUNDATION PROGRAMME (NEW SYLLABUS)**

49726, 27, 34, 36, 91, 93, 94, 96, 98, 49801, 03, 05, 07, 08, 09, 10, 11, 12, 16, 17, 18, 19, 20, 23, 25, 27, 30, 32, 33, 34, 36, 38, 39, 40, 41, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 61, 62, 63, 64, 66, 67, 68, 69, 70, 71, 72, 73, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 92, 93, 95, 96, 97, 98, 49900, 01, 02, 03, 04, 05, 16, 20, 21, 22, 23, 24, 27, 28, 29, 32, 33, 34, 35, 37, 38, 39, 40, 41, 42, 43, 44, 46, 47, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 71, 72, 73, 74, 75, 76, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 93, 94, 95, 96, 98, 50000, 01, 02, 03, 04, 05, 08, 09, 10, 11, 12, 13, 14, 16, 17, 20, 21, 22, 23, 25, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 44, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 77, 78, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99, 50100, 01, 02, 03, 04, 05, 08, 09, 10, 14, 15, 16, 17, 18, 19, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 37, 38, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 74, 75, 76, 77, 78, 79, 80, 81, 83, 84, 85, 86, 87, 88, 89, 90, 91, 93, 94, 95, 96, 98, 99, 50200, 01, 03, 04, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 47, 48, 49, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 76, 77, 78, 79, 80, 82, 83, 84, 85, 87, 88, 89, 91, 92, 93, 95, 96, 98, 99, 50400, 01, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 76, 77, 78, 79, 80, 82, 83, 84, 85, 87, 88, 89, 91, 92, 93, 95, 96, 98, 99, 50500, 01, 02, 03, 04, 05, 06, 08, 09, 10, 12, 13, 14, 16, 17, 20, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 46, 47, 49, 50, 51, 52, 53, 54, 55, 57, 59, 60, 62, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 80, 81, 82, 84, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 50600, 01, 02, 03, 04, 05, 08, 09, 10, 11, 12, 14, 15, 16, 17, 18, 50827, 31, 32, 34, 36, 37, 38, 41, 42, 43, 44, 45, 46, 47, 48, 49, 51, 52, 53, 55, 57, 59, 60, 61, 63, 65, 66, 67, 68, 69, 70, 50938, 41, 43, 45, 46, 47, 48, 53, 55, 58, 59, 60, 61, 62, 63, 64, 65, 51020, 24, 28, 29, 30, 32, 33, 34, 35, 37, 39, 40, 41, 44, 45, 46, 55, 61, 62, 51118, 19, 24, 26, 29, 31, 34, 35, 37, 41, 43, 44, 46, 49, 51, 52, 54, 55, 57, 61, 62, 51218, 19, 21, 25, 26, 27, 28, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 46, 48, 49, 51, 52, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 71, 73, 74, 76, 77, 78, 80, 81, 83, 84, 85, 86, 87, 88, 89, 90, 91, 93, 95, 96, 99, 51300, 01, 02, 05, 07, 08, 11, 12, 13, 16, 19, 20, 21, 22, 24, 25, 26, 27, 28, 31, 32, 33, 36, 37, 38, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50, 51, 52, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 88, 89, 90, 91, 92, 93, 94, 95, 97, 98, 99, 51401, 02, 04, 05, 06, 07, 08, 09, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 26, 27, 30, 31, 32, 33, 36, 37, 38, 40, 41, 44, 46, 47, 48, 49, 50, 52, 53, 54, 55, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 95, 96, 97, 98, 99, 51500, 02, 03, 04, 05, 06, 07, 08, 09, 12, 15, 16, 17, 89, 90, 93, 94, 96, 97, 51601, 03, 10, 12, 13, 15, 16,

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36, 37, 38, 40, 43, 44, 48, 51, 54203, 04, 05, 08, 09, 10, 11, 12, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 28, 29, 32, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 47, 49, 54302, 04, 05, 09, 13, 14, 16, 19, 76, 84, 86, 88, 91, 92, 94, 98, 54400, 02, 04, 06, 07, 08, 10, 12, 13, 14, 16, 17, 19, 20, 23, 24, 26, 27, 28, 29, 30, 33, 35, 39, 41, 98, 99, 54501, 02, 55, 56, 58, 59, 60, 61, 62, 63, 64, 68, 69, 70, 71, 73, 74, 75, 76, 78, 80, 81, 82, 83, 86, 87, 89, 54642, 43, 44, 46, 47, 49, 50, 52, 54703, 05, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 23, 24, 25, 28, 29, 30, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42, 43, 44, 46, 47, 48, 59, 60, 54811, 12, 13, 14, 15, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 36, 37, 38, 42, 43, 44, 47, 48, 49, 52, 53, 55, 57, 58, 60, 61, 62, 54918, 19, 20, 23, 25, 27, 28, 29, 31, 32, 33, 34, 38, 40, 42, 44, 46, 47, 48, 49, 50, 51, 52, 53, 55, 56, 57, 59, 61, 62, 63, 65, 67, 55021, 22, 28, 29, 31, 34, 35, 38, 39, 40, 42, 43, 45, 46, 47, 50, 51, 54, 55, 60, 61, 64, 65, 66, 55126, 27, 29, 30, 31, 35, 37, 38, 40, 42, 43, 44, 45, 46, 98, 99, 55200, 01, 07, 10, 11, 15, 16, 17, 20, 23, 24, 25, 26, 27, 28, 30, 86, 90, 92, 93, 55348, 50, 51, 54, 58, 59, 61, 65, 66, 67, 68, 70, 71, 72, 73, 79, 83, 85, 88, 90, 92, 94, 95, 97, 55401, 02, 03, 06, 07, 08, 09, 13, 14, 16, 18, 20, 22, 24, 25, 26, 27, 28, 29, 30, 32, 33, 35, 37, 92, 94, 96, 55501, 03, 07, 08, 09, 11, 12, 15, 16, 17, 19, 20, 21, 22, 25, 26, 27, 28, 30, 33, 34, 35, 37, 39, 42, 43, 44, 45, 46, 47, 48, 49, 50, 52, 53, 57, 63, 64, 65, 70, 71, 73, 74, 75, 76, 78, 89, 90, 91, 92, 93, 94,

## NEWS FROM THE INSTITUTE

## EASTERN INDIA REGIONAL COUNCIL

## Foundation Programme Oral Coaching Classes

From 4.5.2009 the EIRC of the ICSI proposes to conduct its next batch of Foundation Programme Oral Coaching Classes approximately for four months between 2.30 and 5.30 P.M. Venue: The EIRC of the ICSI, ICSI-EIRC Building, 3A, Ahipukur Ist Lane, Kolkata 700019. Fees:Rs.2600/-. Admission is on first come first served basis. For further details contact: T.K. Roy (033) 2290-2178, P.K. Mitra / M. Banerjee (033) 2283-2973.

## Saraswati Puja Celebration

On 31.1.2009 the EIRC of the ICSI celebrated Saraswati Puja at ICSI-EIRC Building. Members, students and officials of EIRO worshipped Goddess Saraswati and offered prayer to the mother of learning.

## NORTHERN INDIA REGIONAL COUNCIL

## Career Awareness Programmes

The Regional Council organized Career Awareness Programmes as per details given below:

On 4.2.09 the Career Awareness Programme was held at National Public School, Kalindi Colony, Delhi; on 9.2.2009 the programmes were held at CCA School, Drona Sr. Secondary School & Lord Jesus Sr. Secondary School, Gurgaon; on 13.2.09 the programmes were held at Rajkiya Pratibha Vikas Vidyalaya No.3 and The Bengali Senior Secondary School, Delhi. The programmes were addressed by one or the other of the following. Yogesh Gupta, FCS & past Chairman of NIRC, Apoorva, FCS, Geetanjali S. Rathore, Desk Officer, NIRO. During the career awareness programmes in the above institutions 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 the profession of company secretaries were distributed to the students.

## ICSI-Mother Teresa Institute of Management and Vocational Studies Oral Tuition Centre

## Oral Coaching Classes for Foundation Programme for December 2009 Session

Foundation Programme Oral Coaching Classes are likely to commence from 11.5.2009. Course Fee: Rs.4,000/-. Timings: 4.30 P.M. to 6.00 P.M. (Monday to Saturday). Registration open on all working days between 9.30 A.M. and 5.00 P.M. Admission is on first-come-first served basis.

For further details contact: J.K. Chawla / Vinay Kumar Gupta, Mother Teresa Institute of Management & Vocational Studies, C Block, Preet Vihar, Delhi 110092. Phones: 22057200, 42420552, 42420553; Fax: 22509200; Email : [mtim@vsnl.net](mailto:mtim@vsnl.net)

## ICSI-NIRC Collaborative Oral Coaching Centre - Laxman Institute of Professional Studies

## Foundation Programme Oral Coaching Classes for December 2009 Examination

Oral Coaching Classes for Foundation Programme Starting in 1st week of April 2009. Course Fee: Rs. 4000.

Class Timings: Monday -Saturday 3.00 P.M. to 5.00 P.M

Registration Open. For further details contact: Fee Deptt. of Laxman Public School on all working days between 9.00 A.M. and 3.00 P.M

Laxman Public School, Hauz Khas Enclave, New Delhi 110016  
Phone: 26963240, 26865095

Fax: 26524432 email: [general\\_ips@rediffmail.com](mailto:general_ips@rediffmail.com)

## AGRA CHAPTER

## Education Fair

On 24.1.2009 Agra Chapter of NIRC of the ICSI participated in Education Fair organised by Global Gurukul Limited at Holiday Inn, Agra. There

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97, 98, 99, **55602**, 04, 05, 06, 07, 08, 09, 12, 64, 66, 67, 70, 72, 73, 74, 75, 76, 77, 79, 80, 81, 86, 91, 93, **55749**, 50, 51, 53, 54, 55, 57, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 74, 75, 76, 77, 79, 80, 82, 83, 84, 85, 86, 87, 88, 89, 92, 94, 95, **55851**, 53, 54, 59, 61, 62, 63, 65, 69, 70, 71, 82, 87, 88, 91, 93, 95, **55948**, 56, 57, 62, 63, 65, 66, 68, 70, 72, **56025**, 26, 27, 28, 29, 30, 31, 32, 34, 86, 87, 88, 89, 92, **56103**, 09, 61, **56215**, 16, 19, 24, 78, 79, 80, 81, 82, **56334**, 35, 88, **56442**, 43, 44, 45, 46, 47, 48, 49, 50, 51, 53, 55, 56, 57, 59, 60, 62, 65, 67, 72, 74, 76, 77, 78, 79, 80, 82, 83, 88, 91, 94, 98, **56500**, 01, 03, 04, 05, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 23, 24, 27, 28, 30, 31, 34, 35, 36, 99, **56600**, 02, 03, 55, 56, 57, 58, 59, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 94, 95, 96, 97, 98, **56700**, 01, 03, 54, 55, **56820**, 23, 25, 26, 27, 28, 29, 30, 31, 34, 35, 37, 38, 39, 43, 45, 46, 48, 49, 51, 55, 59, 60, 62, **56917**, 18, 19, 20, 21, 24, 25, 26, 28, 29, 31, 32, 36, 37, 40, 41, 42, 43, 44, 49, 50, 51, 52, 54, 55, 57, 59, 60, 64, 65, 67, 70, 73, 74, 76, 77, 78, 81, 82, 83, 87, 88, 89, 91, 92, 93, 96, 99, **57000**, 01, 06, 07, 09, 10, 13, 17, 18, 19, 20, 21, 23, 24, 25, 78, 81, 83, 91, 92, 93, **57105**, 06, 07, 08, 10, 12, 18, 22, 23, 25, 28, 29, 30, 31, 32, 35, 36, 37, 38, 39, 41, 42, 48, 49, 50, 51, 55, 56, 57, 59, 61, 63, 64, 69, 70, 71, 72, 73, 74, 75, 76, 80, 83, 84, 85, 87, 90, 91, 93, 94, 97, 98, 99, **57200**, 02, 03, 05, 06, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 27, 28, 29, 30, 32, 33, 35, 36, 39, 41, 93, 94, 95, 96, 97, **57300**, 01, 03, 04, 07, 08, 11, 12, 13, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39, 91, 92, 93, 94, 95, 96, 99, **57400**, 01, 03, 06, 07, 08, 09, 10, 11, 14, 15, 17, 19, 20, 21, 24, 25, 26, 27, 28, 30, 33, 34, 35, 37, 39, 40, 41, 42, 43, 45, 46, 47, 49, 52, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 79, 83, 84, 85, 87, 88, 89, 91, 92, 93, 94, 96, 97, 98, 99, **57500**, 01, 02, 03, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 29, 30, 31, 32, 33, 35, 36, 37, 38, 40, 42, 45, 46, 47, 49, 50, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 64, 65, 67, 68, 69, 71, 72, 73, 74, 75, 76, 79, 80, 81, 82, 84, 85, 86, 87, 90, 93, 94, 95, 96, 97, 98, 99, **57600**, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 71, 72, 75, 78, 79, 80, 81, 82, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 96, 99, **57702**, 03, 06, 08, 09, 12, 13, 14, 67, 68, 69, 70, 71, 73, 74, 76, 77, **57830**, 31, 33, 34, 35, 39, 42, 43, 46, 47, 56, 60, 61, 63, 64, 66, 67, 69, 70, 72, 73, 74, 78, 91, 92, 93, 95, 98, 99, **57900**, 02, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 15, 16, 19, 22, 25, 26, 28, 29, 30, 34, 37, 40, 43, 44, 46, 47, 49, 51, 52, 53, 54, 55, 57, 59, 61, 65, 66, 67, 73, 77, 79, 80, 82, 83, 84, 85, 86, 89, 90, 91, 92, 93, 95, **58000**, 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 15, 21, 23, 24, 26, 27, 29, 30, 31, 32, 33, 37, 39, 41, 43, 45, 46, 47, 48, 49, 50, 51, 52, 53, 56, 57, 62, **58125**, 27, 28, 29, 84, 88, 91, 92, 94, 95, 97, 98, 99, **58200**, 01, 03, 59, 61, 64, 65, 66, 67, 68, 69, 70, 71, 72, 74, 76, **58329**, 30, 32, 33, 34, 36, 37, 39, 99, **58403**, 05, 07, 10, 11, 13, 14, 17, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 32, 35, 36, 37, 40, 44, 47, 48, 52, 54, 56, 57, 58, 60, 61, 63, 64, 65, 69, 70, 72, 73, 74, 76, 77, 80, 83, 86, 87, 88, 91, 92, 93, 94, 95, 96, 97, 98, 99, **58500**, 01, 02, 03, 04, 05, 06, 07, 08, 62, 63, 64, 67, 68, 69, 72, 73, **58629**, 31, 34, 35, 36, 37, 38 ENDS






**Result Withheld - Roll No. : 49906**, 07, 08, 09, 10, 12, 14, 15, 18, 19, **50277**, 78, 79, 80, 82, 83, 84, 85, 86, 87, **50873**, 74, 77, **50929**, 30, 31, 32, 33, 35, 36, **51482**, 83, 84, 87, 88, 89, 90, 91, 92, 94, **52162**, 63, 64, 65, 66, 68, 69, 70, 71, 72, **52753**, 54, 57, 58, 59, 60, 62, 64, 65, 66, **53318**, 19, 20, 21, 22, 23, 24, 25, 26, 27, **53960**, 61, 62, 63, 65, 66, 67, 68, 69, 70, 54749, 50, 51, 52, 53, 54, 55, 56, 57, 58, **55579**, 80, 81, 82, 83, 84, 85, 86, 87, 88, **56661**, 62, 63, 64, 65, 66, 67, 68, 69, 70, **57314**, 15, 16, 17, 18, 19, 20, 21, 22, 23, **57879**, 80, 81, 82, 84, 86, 87, 88, 89, 90, **58429**, 30, 31 ENDS.

## FOUNDATION (OLD SYLLABUS)

**157**, 58, 59, **160**, 61, 63, 64, 67, 68, 69, **170**, 71, 74, 76, 77, 78, 79, **180**, 81, 82, 83, 84, 87, 88, 89, **190**, **249**, **250**, **302**, **356**, **57**, **410**, 11, 12, **467**, 68, 69, **471**, 73, 75, 76, 78, **482**, 83, 84, 85, 86, 87, 88, 89, **490**, 96, 98, 99, **555**, **608**, **716**, 18, 19, **774**, 77, 78, **782**, 83, 84, **841**, 46, **851**, 52, 55, 57, 58, 59, **861**, 64, 65, **870**, **922**, 26, 27, 28, 29, **930**, 31, 33, 37, 38, 39, **942**, 44, **999**, **1005**, 06, 09, 15, 70, **1127**, 28, 29, 30, 31, 33, 34, 35, 36, 37, 91, **1309**, 11, 13, 65, 67, 70, 71, 72, **1424**, 26, 27, 28, 29, 30, 82, 83, 85, 86, **1650**, **1704**, 05, 06, **1809**, 11, 13, 67, 69, 70, **1926**, 27, 28, 29, 30, 32, 33, 86, 87, 89, 91, **2045**, **2152**, 55, 58, 59, 60, 65, 67, 68, 69, 73, 74, 75, 79, 80, 81, 84, 93, 94, 98, 99, **2202**, 03, 08, 11, 13, 15, 17, 19, 24, 25, 80, 81, 85, 87, 89, **2341**, 48, 57, 60, 61, **2410**, 64, 65, 66, 69, 70, 71, **2524**, **2628**, **2733**, 86, 88, **2891**, 93, **2947**, 49, 51, 52, 55, 56, 57, 59, **3015**, 68, 69, 70, 71, 72, 73, 74, 75, 76, **3181**, 82, 84, 85, 86, 87, **3240**, 43, **3300**, 01, 05, 06, 59, 61, **3420**, 21, 24, 25, 26, 28, 29, 30, 31, 32, 33, 86, 88, **3543**, 97, **3608**, 12, 66, 67, **3720**, 21, 22, 75, 76, **3830**, 31, 32, 33, 89, 95, 98, 99, **3900**, 53, 54, 55, **4007** ENDS.

**STUDENT SERVICES**

**ALL INDIA PRIZE AWARDS — FOUNDATION, JUNE, 2008 EXAMS.**

Sl. No.	Name of the Prize Award	Criteria	Name and Address of the Winner	Qualification	Occupation	Age (Yrs.)	Marks Obtained	Photograph
<b>FOUNDATION EXAMINATION</b>								
1.	<b>SULTAN CHAND TRUST PRIZE AWARD</b>	Awarded to a candidate who passes in all papers of <b>Foundation examination</b> , at first attempt, in one sitting without claiming exemption in any subject and obtaining the <b>highest marks in the aggregate</b> taking into account the performance of all successful candidates.	Ms. Prachi Agarwal C/o Yogesh Agarwal 178, Baxi Ji Ki Kothi AJMER – 305 001.  (Roll No.3721 Admn. No.NU0333249)	Sr. Sec.	—	19	398/500 (79.60%)	
2.	<b>SULTAN CHAND TRUST PRIZE AWARD</b>	Awarded to a candidate who passes in all papers of <b>Foundation examination</b> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <b>second highest marks in the aggregate</b> taking into account the performance of all successful candidates.	<i>Co-winner :</i>  1. Mr. Vineet Kumar Bathwal 29-A, Ramkrishna Sampadhi Road Kankurgachi P S Phulbagan KOLKATA – 700 054. (Roll No.1152 Admn. No.EU0123722)  2. Ms. Neha Bansal B-5/186, Sector 8 Rohini, DELHI – 110 085. (Roll No.2871 Admn. No.NU0343810)	Sr. Sec.	—	19	393/500 (78.60%)	
				Sr. Sec.	—	20	393/500 (78.60%)	
3.	<b>SULTAN CHAND TRUST PRIZE AWARD</b>	Awarded to a candidate who passes in all papers of <b>Foundation examination</b> , at first attempt, in one sitting without claiming exemption in any subject and obtaining the <b>third highest marks in the aggregate</b> taking into account the performance of all successful candidates.	Ms. Hemali Deepak Thakkar 748/3, Ramdevi Mansion 10 <sup>th</sup> Road, Khar (West) MUMBAI – 400 052.  (Roll No.7777 Admn. No.WU0207291)	Sr. Sec.	—	19	389/500 (77.80%)	
4.	<b>DURGADEVI SARAF MEMORIAL GOLD MEDAL</b>	Awarded to a <b>lady</b> candidate who passes in all papers of <b>Foundation examination</b> at first attempt, in one sitting without claiming exemption in any subject and obtaining the <b>highest marks in the aggregate</b> taking into account the performance of all successful <b>lady</b> candidates.	Ms. Prachi Agarwal C/o Yogesh Agarwal 178, Baxi Ji Ki Kothi AJMER – 305 001.  (Roll No.3721 Admn. No.NU0333249)	Sr. Sec.	—	19	398/500 (79.60%)	
<b>WESTERN INDIA REGIONAL COUNCIL PRIZE AWARD</b>								
1.	<b>ELVINA PINTO MEMORIAL PRIZE AWARD</b>	Awarded to a candidate who passes in all papers of the <b>Foundation examination</b> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <b>highest marks in the aggregate</b> taking into account the performance of all successful candidates from examination centres situated within the <b>Western Region</b> .	Ms. Hemali Deepak Thakkar 748/3, Ramdevi Mansion 10 <sup>th</sup> Road, Khar (West) MUMBAI – 400 052.  (Roll No.7777 Regn. No.WU0207291)	Sr. Sec.	—	19	389/500 (77.80%)	
<b>CHAPTER PRIZE AWARDS — FOUNDATION, JUNE, 2008 EXAMS.</b>								
<b>BANGALORE CHAPTER OF SIRC (ICSI) PRIZE AWARD</b>								
1.	<b>LATE SHRI G V SETTY AND LATE SMT. KUSUMAMBA MEMORIAL AWARD</b>	Awarded to a candidate who passes in all papers of the <b>Foundation examination</b> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <b>highest marks in the aggregate</b> taking into account the performance of all successful candidates from <b>Bangalore</b> centre.	Ms. Swati Todi Sanju PG House No.731 10 <sup>th</sup> Main. 4 <sup>th</sup> Block Jayanagar BANGALORE – 560 011.  (Roll No.5519 Regn. No.SU0116241)	Sr. Sec.	—	20	349/500 (69.80%)	

## STUDENT SERVICES

Sl. No.	Name of the Prize Award	Criteria	Name and Address of the Winner	Qualification	Occupation	Age (Yrs.)	Marks Obtained
<b>HYDERABAD CHAPTER OF SIRC (ICSI) PRIZE AWARD</b>							
1.	<b>LATE MADINEEDI RAMAKRISHNA SUBHADRA MEMORIAL AWARD</b>	Awarded to a candidate who passes in all papers of the <b>Foundation examination</b> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <b>highest marks in the aggregate</b> from amongst all such successful candidates from <b>Hyderabad Centre</b> .	Ms. Rekha Lakhotiya H.No.20-1-565/1 Gollakhidki, Kabutarkhana HYDERABAD – 500 064.  (Roll No.6048 Regn. No.SU0115382)	Sr. Sec.	—	19	373/500 (74.60%)

### 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 & BUSINESS 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.**

*(Contd. from page 10)*

was a very encouraging response from students, teachers and parents and appreciable rush was seen at the CS Counter throughout the day.

**Elocution Contest**

On 26.1.2009 after the Republic Day Celebration an Elocution Contest was organised by the Chapter. Twenty two students in all from Foundation, Intermediate & Final levels of the CS course participated in the programme. The topic was "What can we do for our country?"

**JAIPUR CHAPTER**

**Career Fair**

On 17 and 18.1.2009 the Chapter participated in the Times Education Expo at Birla Auditorium, Jaipur which was organized by Times of India. G. C. Sharma Executive Officer of the Chapter Office informed the students and their parents about the CS Course, its scope, enrolment criteria and also future prospects of the profession. During the fair a number of visitors visited the ICSI stall and were informed about the Company Secretaries Course, how to take admission in Foundation Programme, Executive Programme etc. Visitors were also informed about the procedure of getting admission to the oral coaching classes conducted by the Chapter.

**KANPUR CHAPTER**

**Career Fair**

On 19.1.2009, Kanpur Chapter of NIRC of the ICSI participated in the Global Gurukul Education Fair held at Kanpur. K. L. Kushwaha, Office In-charge, along-with Chapter office staff actively participated in the said career fair. A film on "Career as a Company Secretary" was also screened during the career fair. Pamphlets explaining the CS course were distributed amongst the visitors. A good number of visitors showed interest in the Company Secretaries Course. On the occasion the stall was decorated with the different types of posters provided by the Institute. Some students of Final Course as well as intermediate/ Foundation programme also visited the fair.

**SOUTHERN INDIA REGIONAL COUNCIL**

**Oral Coaching Classes for Foundation Programme for December 2009 Examination**

**W.e.f. 20.7.2009 the Regional Council proposes to commence Foundation Programme Oral Coaching Classes (morning and evening batch) for December 2009 Examination. Last Date for receipt of application: 13.7.2009. Fees: Rs.3,000/-. For further details contact: SIRC of the ICSI, New No.9, Wheat Crofts Road, Nungambakkam, Chennai 600 034. Phone: (044) 28279898, 28268685. Email: [siro@icsi.edu](mailto:siro@icsi.edu), [icsisirc@gmail.com](mailto:icsisirc@gmail.com)**

**MODEL EXAMINATION FOR JUNE 2009 EXAMINATION**

The SIRC of the ICSI is organizing model examination for June 2009 examination for Foundation Programme from 4.5.2009 to 7.5.2009 at SIRC of the ICSI, No.9, Wheat Crofts Road, Nungambakkam, Chennai – 600 034. The Model Examination will be an exercise to the students to confidently face the Institute's main examination and also to have a model of what is expected from the students in the Institute's examination. The Model Examination fee is Rs.200/-. The fee can be remitted by way of cash or Demand Draft favouring SIRC of the ICSI, payable at Chennai. The last date for Registration is 27.4.2009. Interested students may contact SIRC of the ICSI through phone (044) 28279898 / 28268685; E-mail: [siro@icsi.edu](mailto:siro@icsi.edu)

**TIME TABLE & PROGRAMME  
MORNING – 10.00 AM TO 01.00 PM**

DATE & DAY	FOUNDATION PROGRAMME
04.05.2009 Monday	English and Business Communication
05.05.2009 Tuesday	Economics and Statistics
06.05.2009 Wednesday	Financial Accounting
07.05.2009 Thursday	Elements of Business Laws and Management

(The model examination will be conducted subject to enrolment of sufficient number of candidates.)

**COIMBATORE CHAPTER**

**Career Awareness Programmes**

On 12.01.2009 the Chapter conducted Career Awareness Programmes at 1) Government Boys Higher Secondary School 2) Government Girls Higher Secondary School 3) Kongu Vellalar Matriculation Higher Secondary School, all at Perudurai and 4) Bharthi Matric School, Vijayamanagalam, Erode Dist. In all the programmes C.Thirumurthy, Company Secretary in Practice and Chairman, Coimbatore Chapter along with D.Senthil Kumar, Chapter In charge addressed the gathering. The speakers in all these programmes explained the growth and development of the profession, functions and responsibilities of Company Secretaries, opportunities available to Company Secretaries in employment as well as in practice, admission procedure, etc. The speakers also replied the queries raised by the participants.

**HYDERABAD CHAPTER**

**Foundation Programme Oral Coaching Classes through Interactive Learning**

**Date of commencement of Classes: 16.4.2009 Venue: Sujatha Degree College for Women, Chapel Road, Abids, Hyderabad. Timings: 6.30 P.M. to 8.30 P.M. No. of lectures: 92 each of 2 hrs duration. Fees: Rs. 3000.**

**Interested candidates are advised to deposit the fee by challan at The ICSI Hyderabad Chapter by 13.4.2009. The students who undergo Oral Coaching, pass the Eligibility Tests and get the Coaching Completion Certificates, need not submit the response sheets under postal tuition scheme. For further details contact The ICSI Hyderabad Chapter. Contact No(s): 040-23399541, 040-23396494. Fax: 040-23325458, e-mail: [hyderabad@icsi.edu](mailto:hyderabad@icsi.edu)**

**Career Awareness Programme**

On 30.1.2009 the Chapter participated in the Career Awareness Programme organized by the Rotary Club of Khammam. Rajnish C Popat, Vice Chairman of the Chapter addressed the students about the Company Secretary ship Course and the opportunities available to the profession. He also explained them how the professional courses are different from traditional courses and also guided them as to how to come out successfully in the professional examinations. R. Chandra Sekhar, Executive Officer explained about the registration, syllabus, fee structure, system of coaching, examination, exemptions etc. SV Suryanarayana, Former Chairman of the Chapter coordinated the programme. The programme had an overwhelming response from the students and it was attended by around 1000 students.

**Career Exhibition**

On 30 & 31.1.2009 the Chapter participated in the Career Exhibition at Institute of Engineers organized by the Rotary Club. Around 500 students from different colleges/schools attended the programme. A. Visweswara Rao, Chapter Chairman visited the exhibition and addressed the students and clarified their doubts.

**MADURAI CHAPTER**

**Career awareness Programme**

On 27.1.2009 The Chapter conducted career awareness programme at Kendriya Vidhyalaya Higher Secondary School (CBSE Syllabus) for plus two students. R.K. Bapulal, Chapter Treasurer in his address explained the Foundation Programme of the ICSI, syllabus, fees, subjects, admission procedures, examination details etc. He also explained the role of the profession in employment and in practice. Pamphlets explaining Foundation Programme were distributed among the students. Institute's CD was screened through LCD presentation.

**MYSORE CHAPTER**

**Study Circle Meeting**

On 1.2.2009 a Study Circle Meeting was organised for the Foundation programme students at Chapter premises on the Basic Concepts of Company Law and Related Issues. Harish, a Foundation level student spoke on the topic which was well attended by the students.

## WESTERN INDIA REGIONAL COUNCIL

## AHMEDABAD CHAPTER

## Career Awareness Programme

On 22.1.2009 a Career Awareness Programme was conducted at Mahatma Gandhi International School by Aashiya Desai, Counsellor, ICSI, Ahmedabad Chapter. Around 50 students of class 12 attended the session. Information on ICSI and Ahmedabad Chapter was provided besides career as a Company Secretary and its various benefits like financial, high status and reputation at young age were brought to the knowledge of the students. The importance of taking the decision and to provisionally register for Foundation at this time was also informed. The students were given brochures and were also informed to visit the Chapter for counseling and registration. The coordinator Ravinder Kaur, was given a teacher's kit for ready reference.

## PUNE CHAPTER

## ICSI President's Meeting with Students

On 3.1.2009 during the visit of CS Datla Hanumanta Raju, President, the ICSI to Pune, a students meeting with the President was organized at the Chapter premises. CS Datla Hanumanta Raju addressed the students of Foundation and Executive Programmes. Around 60 students were present at the meeting.

**THE REGISTRATION OF NEWS PAPERS  
(CENTRAL) RULES, 1956  
(FORM IV : RULE 8)**

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true to the best of my knowledge and belief.

Sd/-

N.K. JAIN

Date : 28th Feb., 2009

Signature of the Publisher

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)

## NOTIFICATION

ICSI/CS/3/ 2009

## MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 15<sup>th</sup> October, 2006, applications are invited to reach the Institute in the prescribed form on or before **25<sup>th</sup> May, 2009** for award of 15 numbers of financial assistance each for pursuing Intermediate/ Executive Programme and Final Course/Professional Programme of the "company secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation/Foundation Programme or Both Groups/Both Modules of the Intermediate/Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in December, 2008 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's website [www.icsi.edu](http://www.icsi.edu) or obtained by post from the Institute free of cost **by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-**. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25<sup>th</sup> May, 2009** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2009

New Delhi – 110 003.

Dated, the 2<sup>nd</sup> March, 2009

(CS N. K. JAIN)

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