

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	
Postal Tuition Fee	2400	Total Fees → 3600
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fees → 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)	

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:

- 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.
- 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.
- 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

- 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.
- 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.
- 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 can purchase study material under the New Syllabus.
- 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.
- 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 : IN CASE INTERESTED TO SWITCHOVER TO THE NEW SYLLABUS FOR CS FOUNDATION PROGRAMME, YOU ARE ADVISED TO OPT FOR THE SAME ON DECLARATION OF THE RESULTS FOR JUNE '08 SESSION OF CS EXAMINATION VIS-À-VIS WHILE SEEKING THE ENROLMENT TO APPEAR IN DECEMBER '08 SESSION OF CS FOUNDATION PROGRAMME EXAMINATION.

FROM THE SECRETARY & CEO'S DESK



"Folks who never do any more than they get paid for, never get paid for any more than they do."

- Elbert Hubbard

Dear Students,

Each one of you is blessed with various qualities and the abilities to accomplish the tasks and achieve the goals. I wish to give some practical tips that would help you achieve your goal with more confidence and lesser stress. The important tips among others are writing down your goals, working systematically as per plan and doing the right thing at the right time. Study about successful professionals would be a catalyst to your success.

I understand that some of you are pursuing this professional course of Company Secretaryship along with other academic course and like many of your friends, you also have plans to be successful by building a bright future for yourself. The Institute helps in your endeavour by providing quality study material necessary for preparing for the foundation examination.

It is true that one who study this material thoroughly would comfortably pass the examination, yet to my mind clearing an examination is just the beginning. To achieve your goals, you need to be an achiever throughout, i.e., as a student you need to put in that extra effort to gain the winning edge. Regularly updating your knowledge by thoroughly reading the financial dailies, business journals, including other publications of the Institute, is the proper approach in preparing one in a successful professional.

As a prospective professional you need to develop leadership skills. Building soft skills, developing self-confidence, having positive attitude and adopting proactive and result-oriented approach would help you in achieving climbing the ladder in professional as well as personal life.

Remember **"your goals"** and work with a purpose, as **Alfred A. Montapert** has very rightly said *"Do not confuse motion and progress. A rocking horse keeps moving but does not make any progress."* The ultimate choice lies with you.

To be successful as a professional is focusing on goal and working hard to achieve that goal. Sir Winston Churchill has said **"Never Never Never Quit"**, so develop so much of inner strength that nothing could deter you from the path of success. Develop trust in you that you can do. Hard work never go waste or unrewarded. Even in failure a positive mind set can even convert the failures into success.

I am pleased to inform you that the Institute's has signed a MOU with Indira Gandhi National Open University (IGNOU) that will enable our Foundation and Executive Programme students to simultaneously pursue B.Com with major in Corporate Affairs and Administration of IGNOU. Students will have to appear in only four papers of B.Com. for earning a graduate degree. Similarly, as they pass the Executive Programme and register for professional programme of the CS Course, they will be eligible to pursue M.Com with major in Business Policy and Corporate Governance. I recommend that you should take the fullest advantage of this golden opportunity.

The e-learning portal for the foundation programme launched by the Institute in October last year, has received good response from the student community. I am sure many more of you have already registered for availing of the facility of e-learning. The Institute is in the process of introducing live virtual classrooms for students of foundation programme under e-learning portal shortly. Further, the Executive Programme is likely to be available under the e-learning modules by the end of this year. I strongly suggest that all those who are yet to register for e-learning do so at the earliest to gain a wholesome experience of the new-age learning aid.

VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course admission. Accordingly, all those students who have registered upto March, 2005 may please note that their admission to the Foundation Course stands cancelled on expiry of three years period.

And those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- 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. 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 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 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 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.

FROM THE SECRETARY & CEO'S DESK

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 Pincode :

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.

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 Programme. In addition, the Regional Councils / Chapters / Satellite 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 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

The Institute has launched 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 detail information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.


STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of February & March, 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, Joint 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. B.K. Kulkarni, Director at the Institute's address or may send e-mail to slal@icsi.edu and drs@icsi.edu respectively. 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.

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

Date : 21.06.2008
Place : New Delhi

Yours sincerely,


(N.K. JAIN)

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 of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Student 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 250/-** (Rupees Two 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.

FOUNDATION COURSE

ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

Listening Skills¹

The importance of listening as a communicative tool is not being realized by many of us. Those who are good at communication know the importance of listening, which is perhaps more important than even speaking. In fact, studies have revealed that most of us actually spend 50% more time listening than talking. If you want to be a good listener you have to cultivate the habit of effective listening.

Often you might have observed that when a misunderstanding occurs at work it is usually attributed to lack of communication, which implies that the person who delivered the message did not do the job effectively. But we tend to ignore the other side, i.e., the listener. Effective listening is a skill. It means more than just hearing what is being said. It means thinking about: what is being said; how it is being said; the context in which it is being said. Like any other skill, the ability to listen can be improved through learning and practice.

It makes difference between success and failure in business environment if you listen effectively to your clients, employees, customers and peers etc. Professionals today need to listen more and talk less. That doesn't mean sitting back passively; it means listening hard to what's being said - with feeling, empathy and understanding. I remember one senior-level manager in a software company, who seemed to possess all the skills one might expect from such a person achieving his level of management.

When someone talked to him, he would look squarely into the person's eyes, nod his head, and now and then say, uh-huh giving the impression that he really cared about what was said. There was only one small problem: he was not really listening.

Effective listening means more than just hearing what is being said. It means thinking about what is being said; how it is being said; the context in which it is being said. An effective listener actively processes what they are hearing. Think of doctors. How they listen before making a diagnosis. After asking, "What's wrong?" the best doctors listen attentively to the patient's words and tune in to any unusual symptoms.

While being keenly aware of what's "going around," doctors listen so as not to jump to any conclusions. Then, after sifting through all the available information, the doctor can make an accurate diagnosis. Focused listening skills will show you exactly how to become the kind of listener people open up to, respect and admire.

How do you listen most effectively? What is the importance of 'listening'? Why is 'listening' skill so vital for your professional career building? One has to address these questions most reverently. When you 'listen' you not only listen with your ears. You listen with your whole existence, your mind is spread throughout the minutest particles of your body. So you listen with the power of the mind distributed throughout all particles of your body. Hence your entire existence becomes ears. Your thoughts and experiences, i.e., your narrow personal thoughts and experiences have gone out of existence when you are listening with all intensity. You listen not only to the words being spoken; you also listen to the silences in between. As you are aware, silence is more eloquent than speech. The tape of your narrow thoughts that is constantly playing in your mental tape reorder is stilled into utter silence when you are really listening. If you are going to listen to a lecture on, say, company law or finance or taxation or management, mind you, your listening starts before you reach the lecture hall, continues during the lecture and prolongs even after the lecture is over. This is because the speaker starts framing the thoughts for his lecture well in advance and you start collecting his thoughts that have been expressed even after the lecture is over through your physical and metaphysical experiences. These thoughts are then happening.

A good listener is not just a silent receptacle, passively receiving the thoughts and feelings of others. To be an effective listener, you must respond with verbal and nonverbal cues which let the speaker know -- actually prove -- that you are listening and understanding. These responses are called feedback.

In order to accurately feed back a person's thoughts and feelings, you have to be consciously, actively engaged in the process of listening. Hearing a statement, you create a mental model, vicariously experiencing what the speaker is describing, feeling the speaker's feelings through the filters of your own humanity and experience.

Watch someone who listens attentively. He/she makes eye contact and focuses on the other person while he/she listens. He/she listens with his eyes as well as his ears. While listening, he nods or makes attentive noises from time-to-time. This is both a skilled listener and an attentive listener.

Listening is so powerful a tool of learning that you need to sharpen your skills of listening every day if not every hour through your own harsh self-examination, review, refreshment and reinvention. The powerful speeches of world leaders now available only in books are actually resonating in the air. As the Bible says "In the beginning there was the Word and the Word was with the Lord". The beginning is endless and continues to reverberate through the skies, clouds, leaves, grass, the mother earth, the rains, the sunshine, the streams and what not. As you take your morning walk, train your mind to listen to these divine phenomena. Perhaps you would hear the talks given by Swami Vivekananda, Abraham Lincoln, Jesus to his disciples, Lord Krishna to Arjun; or Lord Rama to Hanuman. Listening is an endless learning. The more you learn to listen, the better will be your knowledge and personality development.

Listening is a precious gift- the gift of time. The abilities to listen critically and to express oneself clearly and effectively contribute to a student's success not only in school/college but later in professional as well as domestic life. It helps build relationships, solve problems, ensure understanding, resolve conflicts, and improve accuracy. At work, effective listening means fewer errors and less wasted time. This skill can and will improve all your relationships with friends, mates, partners, children, co-workers and even your boss!

Management Experts have given many tips for being a good listener. Some of these tips are given herein below for your information.

- Give your full attention on the person who is speaking. Don't look out the window or at what else is going on in the room.
- Make sure your mind is focused, too. It can be easy to let your mind wander if you think you know what the person is going to say next, but you might be wrong! If you feel your mind wandering, change the position of your body and try to concentrate on the speaker's words.
- Let the speaker finish before you begin to talk. Speakers appreciate having the chance to say everything they would like to say without being interrupted. When you interrupt, it looks like you aren't listening, even if you really are.
- Let yourself finish listening before you begin to speak! You can't really listen if you are busy thinking about what you want to say next.
- Listen for main ideas. The main ideas are the most important points the speaker wants to get across. They may be mentioned at the start or end of a talk, and repeated a number of times. Pay special attention to statements that begin with phrases such as "My point is..." or "The thing to remember is..."
- Ask questions. If you are not sure you understood what the speaker has said, just ask. It is a good idea to repeat in your own words what the speaker said so that you can be sure your understanding is correct.
- Give feedback. Sit up straight and look directly at the speaker. Now and then, nod to show that you understand. At appropriate points you may also smile, frown, laugh, or be silent. These are all ways to let the speaker know that you are really listening. Remember, you listen with your face as well as your ears!

¹ Prepared by Archana Kaul, Assistant Director, The ICS

ENGLISH AND BUSINESS COMMUNICATION²

English Glossary

A set of 20 words are given hereunder to enable the students to understand the technical/difficult words that appear in the study material. The students are advised to go through the dictionary regularly to increase their word power.

Word	Meaning
ACT OF GOD	A term usually used in insurance to denote risks and dangers arising out of natural causes that are beyond human control
AFFIDAVIT	A written statement signed in the presence of a judicial officer, a Notary Public or an Oath Commissioner that is admissible as evidence in a court of law
AGENDA	A program listing items of business to be transacted in a meeting
ALLOTMENT	Issue of shares or debentures to an applicant after payment of notified price
AMALGAMATION	The coming together of two or more previously autonomous businesses into a single undertaking
AMORTISATION	The extinction or gradual writing off of liability or debt over a period of time, loosely speaking, through depreciation of wasting assets or through operation of a sinking or purchase fund
ANNUITY	A fixed sum of money payable for the whole or a part of a person's life under the terms of an insurance policy or a Will
AD HOC MARGIN	Margin collected by the Stock exchange from the members having unduly large outstanding positions
ADR	American Depository Receipts
DELINQUENT	An offender; guilty of a minor crime
DEMURRAGE	The detention in port of a vessel by the shipowner, as in loading or unloading, beyond the time allowed or agreed upon
DISCREET	Judicious in one's conduct; tactful
DIVULGE	Disclose; reveal
DOYEN	A man who is the most senior member of a group or a particular category or body of people
ELOQUENCE	Fluent and effective use of language
ENCOMIUMS	A formal expression of praise
EXCHEQUER	A royal or national treasury
EXCISE	Duty or tax on certain goods and licences
EXIGENCY	A sudden unforeseen crisis (usually involving danger) that requires immediate action
EXONERATE	Pronounce not guilty of criminal charges; free or declare free from blame etc

Tips for essay writing

Essay writing is easy provided you follow the basic rules for writing. Follow the tips given hereunder and be a winner all the way.

Do:

1. Follow the basic structure of an essay i.e. introduction, body and conclusion.
2. Plan the whole essay briefly before you begin to write.

2. Prepared by Shruti Bansal, Assistant Education Officer under the guidance of Alka Kapur, Joint Director, the ICSI.

3. Think and then organize your ideas by writing a brief outline.
4. Be specific. Do not give too many details.
5. Keep sentences to a reasonable length.
6. Punctuate properly.
7. Replace don't for do not and won't for will not.
8. Be absolutely sure of the word length. Usually word limit is restricted to 300 words.
9. Avoid repetition.
10. Try to end your essay on a positive note. If possible end it with a famous quote.
11. Proof-read/revise your essay.

Do not :

1. Write bookish language. Express your own ideas
2. Address yourself as I or me and the reader as you.
3. Use abbreviations such as cont. for continued or diag. for diagram.
4. Write personally. Instead of using I, suggest write it was suggested.
5. Add personal comments like I can make a difference, I know my dreams will come true etc.
6. Write sentences of more than about 30 words in length.

RBI GOVERNOR ANNOUNCES ANNUAL POLICY STATEMENT FOR THE YEAR 2008-09³

Dr. Y. Venugopal Reddy, RBI Governor, in a meeting with Chief Executives of major commercial banks presented the Annual Policy Statement for the year 2008-09 on 29th April 2009. Some of the highlights of this policy statement include following:

Global Developments

- Global economic activity decelerated somewhat in relation to earlier expectations, mainly on account of the slowdown in the US economy.
- According to the World Economic Outlook (WEO) of the International Monetary Fund (IMF), the forecast for global real GDP growth, on a purchasing power parity basis, is expected to slow from 4.9 per cent in 2007 to 3.7 per cent in 2008.
- Continuing strong demand and dwindling stocks are reflected in a tight supply-demand food situation globally, leading to the emergence of food price inflation as a key risk to global stability.
- The Food and Agricultural Organisation's (FAO) global food price index, which rose by 40 per cent in 2007 to the highest level on record, has continued to increase in the first quarter of 2008 as well, as world food stocks have fallen to their lowest levels in 25 years

Domestic Developments

- The advance estimates of the Central Statistical Organisation (CSO) placed real GDP growth at 8.7 per cent for 2007-08, over and above 9.6 per cent in 2006-07.
- GDP growth projection for 2008-09 in the range of 8.0- 8.5 per cent.
- Information available from the DGCI&S indicates that merchandise exports increased by 22.8 per cent in US dollar terms during April-February 2007-08 as compared with 23.2 per cent in the corresponding period of the previous year. Imports showed an increase of 30.1 per cent as compared with 25.2 per cent during the same period.
- High priority to price stability, well-anchored inflation expectations and orderly conditions in financial markets while sustaining the growth momentum.

3 Compiled by V.P. Sharma, Joint Director, The ICSI.

- Swift response on a continuous basis to evolving adverse international and domestic developments through both conventional and unconventional measures.
- Emphasis on credit quality and credit delivery while pursuing financial inclusion.
- Bank Rate, Reverse Repo Rate and Repo Rate kept unchanged.
- Scheduled banks required to maintain CRR of 8.25 per cent with effect from the fortnight beginning May 24, 2008.
- Inflation to be brought down to around 5.5 per cent in 2008-09 with a preference for bringing it close to 5.0 per cent as soon as possible. Going forward, the resolve is to condition policy and perceptions for inflation in the range of 4.0-4.5 per cent so that an inflation rate of around 3.0 per cent becomes a medium-term objective.
- M3 expansion to be moderated in the range of 16.5-17.0 per cent during 2008-09.
- Deposits projected to increase by around 17.0 per cent or Rs.5,50,000 crore during 2008-09.
- Adjusted non-food credit projected to increase by around 20.0 per cent during 2008-09.
- Active demand management of liquidity through appropriate use of the CRR stipulations and open market operations (OMO) including the MSS and the LAF.
- A clearing and settlement arrangement for OTC rupee derivatives proposed.
- Domestic crude oil refining companies would be permitted to hedge their commodity price risk on overseas exchanges / markets on domestic purchase of crude oil and sale of petroleum products based on underlying contract.
- Currency futures to be introduced in eligible exchanges in consultation with the SEBI; broad framework to be finalized by May 2008.
- Indian companies to be allowed to invest overseas in energy and natural resources sectors.
- Reserve Bank can be approached for capitalisation of export proceeds beyond the prescribed period of realisation.
- Loans granted to RRBs for on-lending to agriculture and allied activities to be classified as indirect finance to agriculture.
- The shortfall in lending to weaker sections would be taken into account for contribution to RIDF with effect from April 2009.
- RRBs allowed to sell loan assets to other banks in excess of their prescribed priority sector exposure.
- The Reserve Bank to disseminate details of various charges levied by banks.
- Asset classification norms for credit to infrastructure projects relaxed.
- The prudential guidelines for specific off-balance sheet exposures of banks to be reviewed.
- Reserve Bank to carry out supervisory review of banks' exposure to the commodity sector.
- The limit of bank loans to individuals for housing having lower risk weight of 50 per cent enhanced from Rs. 20 lakh to Rs. 30 lakh.
- Consolidated supervision of financial conglomerates proposed.
- Working Group to be set up for a supervisory framework for SPVs/ Trusts.
- Inter-departmental Group to review the existing regulatory and supervisory framework for overseas operations of Indian banks.
- All transactions of Rs. one crore and above made mandatory to be routed through the electronic payment mechanism.
- Dispense with the extant eligibility norms for opening on-site ATMs for well-managed and financially sound UCBs.
- Regulations in respect of capital adequacy, liquidity and disclosure norms for systemically important NBFCs to be reviewed.

OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES IN DECEMBER 2007 EXAMINATION⁴

The December session of the Foundation Course Examination was held from 30th December 2007 to 3rd January, 2008. The pass percentage for all the papers has been compiled and given in Table-A hereunder for the information of the students. Though the pass percentage showed a good performance by the candidates, some candidates of course were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for these candidates to know the general weaknesses/drawbacks in their answers. Although, it is not possible to give comments on each and every candidate's answer scripts, some common drawbacks based on the comments and observations given by the examiners have been culled and given paper wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

Table A

Statement Showing the Pass Percentage of Papers in December 2007 Examination

	Subjects	Percentage of Candidates Secured	
		40 to 49% marks	50% and above marks
1	English and Business Communication	16.6	69.9
2	Basic Economics and Business Environment	21.5	58.5
3	Financial Accounting	23.3	57.6
4	Elements of Business Laws and Management	21.6	66.1
5	Information Systems and Quantitative Techniques	22.9	54.0

1. ENGLISH AND BUSINESS COMMUNICATION

The performance of the candidates in this paper was fairly satisfactory. It was observed that candidates lack knowledge of current affairs which is apparent in their essay writing skills. Candidates had given little attention on spelling and grammar which is the base of any language.

In Question No. 1 it was noticed that most of the candidates were not proficient in basic knowledge of grammar and language. In Question No.2 all candidates could give good answers for the guidelines to be followed while speaking and listening on the telephone. However, in Part (b) they could not give logical reasoning for the correct and incorrect statements. In Question No.3 many candidates lacked the art of letter writing. In Question No.4 some candidates displayed lack of conceptual knowledge of format of office order, office memorandum, notice etc. Answers to Question No.5 should have covered specific contents as required in the question as answers were vague and general. Candidates could not give satisfactory performance in Question No.6 for writing essay on the given topic as their knowledge was very poor to substantiate the topics and that two within the specified words limit. The general awareness of topics was also lacking. While writing précis in Question No. 7 candidates showed a tendency to reproduce from the passage instead of writing in their own language.

Candidates are advised to go through the study material thoroughly in order to be conceptually clear about the subject. They should develop the habit of clear writing and logical presentation. Candidates are advised to use short sentences in place of long sentences to convey the message. Correct use of grammar is essential as it is the soul of the language.

2. BASIC ECONOMICS AND BUSINESS ENVIRONMENT

The overall performance of the candidates in this paper was just satisfactory. It was observed that many candidates were lacking in

⁴ Compiled from the Examiners' Report

conceptual clarity, analytical and communication skills, logical and effective presentation which reflects their poor reading habits of prescribed text books and references. Some candidates followed the casual approach and appeared in the examination without thorough preparation. Some of the answers were based purely on guess work and common sense.

The answers to compulsory Question No.1(a) on true and false statements were satisfactory. However, some candidates failed to assign reasons in support of their answers. Answers to Question No.1(b)(i),(iv) and 1(c) were satisfactory whereas in case of Question No.1(b)(ii) & 1(b)(iii) some candidates failed to support their answers by proper diagrams. The attempts of the candidates to Question No. 2 were upto the mark. Some candidates got confused between return to factor and return to scale. Candidates answered correctly Question No. 3(a) on short notes. The answers to Question No. 3(b) on calculation of price elasticity of demand were not correct in many cases due to calculation mistakes and use of formula. Questions No. 4 and 5 were attempted correctly in majority of cases. The answers to Question No. 6 on correct and incorrect statement were satisfactory. Candidates attempt to Question No.7 on market failure, industrial policy statement and change in the structure of foreign trade were not satisfactory. Many candidates could not list out even the principal causes of market failure. Some candidates also failed to explain the importance of public sector. The answers to Question No. 8 on factors influencing economic environment, monetary policy and fiscal policy and component of Indian Financial System were satisfactory,

There is enough scope to improve the performance in this paper. Candidates are advised to read reference materials and prescribed text books alongwith Study Material issued by the Institute for better understanding and conceptual clarity of the subject. They are also advised to avoid irrelevant details and use diagram, factual information and follow analytical and logical approach to answer the questions in the examination for securing better marks.

3. FINANCIAL ACCOUNTING

The performance of this paper showed that most of the candidates could not perform in numerical questions in the desired manner though they were able to answer the theory questions correctly. At times, the answers were very confusing as it was felt that many candidates had not read the question paper carefully to give accurate answers. Calculation mistakes, conceptual errors, etc. were also seen in some cases.

Answers to Question No. 1(a) pertaining to short notes were mainly general in nature rather than specific. Some candidates though well aware of the concepts of accounting but failed to express them properly. In part (b) majority of the candidates could state whether the given statement were true or false but their logical reasoning were far from satisfactory. In Question No. 2(a), by and large candidates were able to fill up the blank space correctly but in part (b) the distinctions between the given terms would have been more precise. In Question No. 3(a) answers were correct while selecting from the given alternatives. In part (b), elucidation to the given statement failed to the expectations. In Question No. 4(a) being a question from the study material candidates could correctly arrive at the value of stock by different methods. Part (b) though from the test paper, many candidates made mistakes in arriving at the total purchases, net profit, opening balance of capital, etc. In Question No. 5, errors were observed in preparing bank reconciliation statement and in passing rectifying journal entries. In Question No. 6, the memorandum revaluation account, relevant partners capital accounts were the main area of mistakes. In Question No. 7(a) conceptual and clerical mistakes were observed while preparing accounts relating to hire purchase. In Question No. 8, preparation of joint venture accounts had shown misunderstanding of principles involved therein.

Being a practical paper and very scoring one, candidates may give due attention in answering practical questions. They are advised to refer and do exercises by referring to study material, suggested answers, suggested readings, etc.

4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The performance in this paper was just satisfactory. The candidates were found lacking in basic knowledge about the subject. The quality of answers was not up to the mark. Many failed to understand the questions properly writing vague answers. The knowledge of the legal provisions was very poor. Conceptual clarity and logical presentation was missing. Communication skills were awfully poor.

Question No.1 being compulsory, the performance of the candidates was satisfactory. However many displayed lack of clarity of thought and failed to give proper reasoning in Part (a) of the question. The answers written in Question No. 2 were average. In Question No.2 (a), distinction given by the candidates was not specific. The effect of wagering agreement was not explained well in Question No.2 (b). The performance in Question No. 3 was good. The quality of answers written was equally good. Reasons were not spelt while solving the problems in Question No. 4. In Question No. 5, the performance of the candidates was satisfactory. Candidates displayed lack of knowledge in Question No. 5(b). There was clarity in answers written to Question No. 6. The performance in Question No. 7(a) was fairly satisfactory. In Question No. 7(b) explanation provided was not adequate. The performance in Question No.8 was average. The reasons for resistance to change were not explained properly in Question No.8 (b).

Candidates must take the examination seriously and work hard as hard work always pays rich dividends. Read Bare Acts to have knowledge about the legal provisions. While answering the questions, focus on accuracy, adequacy as well as on analytical and logical presentation. Consult Guideline and Suggested Answers of the Institute to understand as to how answers are to be written to the questions. Quote relevant legal provisions wherever necessary and write legibly. Write precisely and to the point answers and lay emphasis on improving your presentation skills to score more marks. Read Chartered Secretary, Student Company Secretary, and other Corporate Journals to update your knowledge on the subject.

5. INFORMATION SYSTEMS AND QUANTITATIVE TECHNIQUES

The general performance of the candidates in this paper was of average level. It was noticed that some of the candidates were not well aware of information systems subject so they could not express their views in theory questions correctly. In practical problems of quantitative techniques, majority of the candidates did well with certain exceptions.

In answers to compulsory Question No.1(a) on true and false statement, most of the candidates attempts were satisfactory. However, in part (b) some candidates got confused with icon on the desktop with DTP. The attempts of the candidates in Question No.2(a) on dimension of information and 2(b) & (c) on computer mathematics were not satisfactory. Some candidates failed to convert the number from one system to another system i.e. binary to decimal number and decimal number to hexadecimal number. Answers to Question No.3 on short notes were satisfactory in most of the cases except some candidates who got confused between the terms 'multi-processing' and 'multi-programming'. The candidates' performance in Question No.4 were not satisfactory. Many candidates failed to narrate the exact description to real time system and object oriented programming. In Question No.5 many candidates failed to answer correctly the important business applications of linear programming. Answers to Question No.6 were satisfactory in most of the cases. However, some candidates got confused to calculate the standard deviation from the given data correctly. Candidates attempt to Question No.7 were satisfactory. However, some candidates failed to calculate coefficient of co-relation correctly. The answers to Question No.8 on time series data and a numerical question on index number were satisfactory in most of the cases.

It is observed that the candidates are not thorough with information system portion. They answered computer related questions with general knowledge and without conceptual clarity and in-depth understanding of the subject. Information systems being a technical subject candidates are advised to read reference material with thorough understanding and clarity and practice maximum numerical questions for quantitative technique portion to gain confidence and secure promising score in the examination.


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ICSI eLearning Portal (<http://elearning.icsi.edu/>) is an initiative taken by ICSI to provide e-learning facilities to the students of ICSI through Internet.


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Course (Web Based Training)	Subjects Offered	Base Fee (a)	Service Tax @ 12.36% (b)	Total Fees (a+b)
Foundation Programme (All four subjects)	<ul style="list-style-type: none"> ❖ English and Business Communication (EBC) ❖ Economics and Statistics (E&S) ❖ Financial Accounting (FA) ❖ Elements of Business Laws and Management (EBLM) 	Rs. 250	Rs. 31	Rs. 281

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ANNEXURE – I

**DETAILED COURSE CONTENTS UNDER
THE FOUNDATION PROGRAMME**

Each paper will be of three hours duration and will carry 100 marks. The medium of writing the examination will be English; provided that it shall be competent for the Council to permit, subject to such conditions as it may deem fit and after giving sufficient advance information to the candidates, the use of Hindi as a medium of writing for any particular subject(s). Candidates are expected to be conversant with the amendments to the laws made upto six months preceding the date of examinations.

FOUNDATION PROGRAMME

PAPER 1 : ENGLISH AND BUSINESS COMMUNICATION

Level of knowledge : Working knowledge.

Objective : To help students acquire competence in English to use the language.

Detailed contents :

Part A : English (50 Marks)

1. Essentials of Good English

Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

2. Essay Writing

Essays on matters of current interest on trade, commerce, industry and profession.

3. Precis Writing

Preparation of summary of office notes; summary of matters appearing in economic and commercial dailies and journals for use in committee meetings in the office; summary of decisions taken in meetings and conferences.

Part B : Business Communication (50 Marks)

4. Business Communication

Meaning and significance of good communication; principles of business communication; means of communication - oral, written, visual, audio-visual; essentials of a good business letter, etc.

5. Business Correspondence

Personnel : drafting of interview letters, call letters and offer of appointment; provisional appointment orders; final orders of appointment.

Purchase : requests for quotations, tenders, samples and drawings; test order; complaints and follow-up.

Sales : drafting of sales letters, circular letters, preparation of sale notes with conditions of sale; status inquiries; reports to sales manager such as sales promotion matters.

Accounts : correspondence with various agencies : customers - regarding dues, follow up letters; banks - regarding over-drafts, cash credits and account current, insurance companies - regarding payment, renewal of insurance premium, claims and their settlement.

Secretarial : correspondence with shareholders and debenture-holders pertaining to dividend and interest, transfer and transmission, Stock Exchanges, Registrar of Companies and various authorities like Reserve Bank of India, SEBI.

Miscellaneous : Resume, letter of application, goodwill messages, condolence letters.

6. Administration and Miscellaneous

Drafting of telegraphic and facsimile messages, messages through electronic media; public notices and invitations; representations to Trade Associations, Chambers of Commerce and public authorities.

7. Inter-departmental Communication

Internal memos; office circulars; office orders; office notes; representation to chief executive and replies thereto; communication with regional/branch offices.

8. Preparation of Press Releases

PAPER 2 : ECONOMICS AND STATISTICS

Level of knowledge : Basic knowledge

Objective : To provide basic and conceptual understanding of economic concepts, principles of economics and statistical tools to interpret and analyse various economic phenomena.

Detailed contents :

Part A : Economics (50 marks)

1. Nature and Scope of Economics

Definition, nature and scope of economics; micro and macroeconomics; positive and normative economics; working of economic systems with special reference to the capitalistic, socialistic and the mixed economies.

2. Demand and Supply Analysis

Utility analysis - total utility and marginal utility; law of diminishing marginal utility; law of equi-marginal utility; consumers' equilibrium; law of demand; elasticity of demand; law of supply, elasticity of supply; demand and supply equilibrium.

3. Production, Costs and Revenue Analysis

Factors of production, meaning of production, laws of returns; returns to scale; cost concepts and cost curves; revenue concepts and revenue curves.

4. Market Forms and Equilibrium of the Firm and Industry

Market forms - meaning and characteristics; price and output determination and equilibrium of firm and industry under perfect competition, monopoly and monopolistic competition.

5. Basic characteristics of Indian Economy

Role of Agriculture, Industry & Service Sectors in the development of the Indian Economy; National income of India – Concept, significance, trends and measurement of national income.

6. Select Areas of Indian Economy

Population – size and growth and impact of population on economic development; unemployment – nature, various measures to reduce it; foreign trade and India's balance of payments. Five Year Plans and economic development; fiscal policy and national budget.

7. Money and Banking

Concept of money – its functions; Commercial Banks – role and functions; quantity theory of money; credit creation; Reserve Bank of India and its functions and monetary policy.

8. Economic Reforms and Liberalisation

Major economic reforms since 1991; Globalisation and its impact on Indian Economy; concept of WTO- an overview.

Part B : Statistics (50 Marks)

9. Descriptive Statistics : Definition and functions of statistics, statistical techniques commonly used in business activities, law of statistics, limitations of statistics.

10. Collection and Presentation of Statistical Data : Primary and secondary data; Classification and, tabulation of data; frequency distribution of data; diagrams and graphs.

11. Measures of Central Tendency : Mean, median and mode, geometric mean and harmonic mean.

12. Measures of Dispersion : Range, quartile deviation, mean deviation, standard deviation.

13. Correlation Analysis : Meaning, significance, nature and types of correlation; Karl Pearsons coefficient of correlation; rank correlation.

14. Index numbers and Time Series Analysis : Familiarisation with the concepts relating to index numbers and time series (Simple Numerical Problems).

PAPER 3 : FINANCIAL ACCOUNTING

Level of knowledge : Basic knowledge

Objective : To familiarize and develop an understanding the skills of accounting principles for effective recording of business operations of an entity.

Detailed Contents :

1. Introduction to accounting
2. Recording of transactions
3. Preparation of bank reconciliation statement
4. Rectification of errors
5. Preparation of final accounts (non-corporate entities)
6. Accounting for depreciation
7. Accounting for bills of exchange

8. Accounts of non-profit organizations
9. Single entry accounts - preparation of accounts from incomplete records
10. Accounting for consignments and joint ventures
11. Partnership accounts – simple problems
12. Insurance claims

PAPER 4 : ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

Level of knowledge : Basic knowledge

Objectives :

- (i) To give an exposure to the students of some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organisation.
- (ii) To acquaint the students with the principles of management.

Detailed contents :

Part A : Elements of Business Laws (50 Marks)

1. Law

Meaning of law, its significance and relevance to modern civilized society; sources of law.

2. Law relating to Contract – An Overview

Contract - meaning; essentials of a valid contract; nature of contract; performance of contract; termination and discharge of contract; indemnity and guarantee; bailment and pledge; law of agency.

3. Law relating to Sale of Goods – An Overview

Essentials of a contract of sale; sale distinguished from agreement to sell ; bailment ; contract for work and labour and hire-purchase ; conditions and warranties; transfer of title by non-owners ; doctrine of caveat emptor ; performance of the contract of sale ; unpaid seller - his rights against the goods and the buyer.

4. Law relating to Negotiable Instruments – An Overview

Definition of a negotiable instrument; instruments negotiable by law and by custom; types of negotiable instruments; parties to a negotiable instrument - duties, rights, liabilities and discharge; material alteration; crossing of cheques; payment and collection of cheques and demand drafts; presumption of law as to negotiable instruments.

5. Law relating to Partnership – An Overview

Nature of partnership and certain similar organisations; co-ownership; Joint Hindu Family; partnership deed; rights and liabilities of partners including those of newly admitted partners, retiring and deceased partners; implied authority of partners and its scope; registration of firms; dissolution of firms and of the partnership.

6. Elements of Company Law

Meaning and nature of company; promotion and incorporation of a company; familiarisation with the concept of Board of directors, shareholders and company meetings; Company Secretary.

Part B : Elements of Management (50 Marks)

7. Nature of Management and its Process

Meaning; nature of management and its process; planning, organising; directing; coordination and controlling.

8. Planning

Policies and procedures; methods of planning; decision-making.

9. Organising

Structure; principles and theories of organisation; span of management; centralisation and de-centralisation; line and staff functions; delegation; functional organisation; formal and informal organisation; growth in organisation.

10. Staffing

Meaning; nature and functions of personnel management; selection, training and development; performance appraisal.

11. Direction and Co-ordination

Communication; motivation, morale and leadership; internal and external co-ordination; committees in management; management of change; organisation development (O.D.).

12. Controlling

Concepts and basic control process; essentials of a good control system; traditional and non-traditional control devices.

13. Social Responsibility of Business.

ATTENTION STUDENTS !!

INTRODUCTION OF NEW SYLLABUS OF FOUNDATION PROGRAMME OF THE COMPANY SECRETARYSHIP PROGRAMME (COURSE).

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) approved the new Syllabus of Foundation Programme of the Company Secretaryship Course at its 174th meeting held on 18-19 August, 2007 and decided as under :

1. The candidates admitted on or after 1st November, 2007 for the Foundation Programme and the candidates admitted prior to 1st November, 2007(with valid registration), who may so opt, shall be examined in the Foundation Programme Examination to be held from and including December 2008 session of examination in the following papers namely: -

- (a) English and Business Communication;
- (b) Economics and Statistics;
- (c) Financial Accounting and
- (d) Elements of Business Laws and Management.

2. The syllabus for the Foundation Programme Examination is annexed at (Annexure 1). The first Foundation Programme Examination for the students mentioned at (1) above will be held from and including December 2008.

3. **Qualifying Marks :** A Candidate shall be declared to have passed in the Foundation Programme Examination if he/she secures at one sitting a minimum of forty percent(40%) marks in each paper and fifty percent(50%) in aggregate of all papers put together :

Provided that a candidate who has appeared in all the papers for which he/she was admitted and has obtained sixty percent(60%) marks or above in any paper(s), but failed in aggregate, shall be declared to have passed in subsequent examination, if he/she obtains a minimum of forty percent (40%) marks in each of the remaining paper(s) and fifty percent (50%) marks in the aggregate of the remaining papers at one sitting within the next three following examinations.

4. Candidates admitted prior to 1st November, 2007, shall be exempted from appearing in the individual papers on the basis of exemption from individual papers previously secured by him under the syllabus specified in Part 1 of Schedule CCB to the Company Secretaries Regulations, 1982 on his/her switch over to the syllabus specified in Annexure 1 for Foundation Programme (effective from 1st November 2007).--

Papers passed/exempted under the syllabus specified in Part 1 of Schedule CCB of Company Secretaries Regulations 1982	Exemption from Papers under the syllabus specified in Annexure-1 for Foundation Programme effective from 1st November 2007.
1. English & Business Communication	English & Business Communication
2. Basic Economics and Business Environment.	Economics and Statistics.
3. Financial Accounting	Financial Accounting.
4. Elements of Business Laws And Management.	Elements of Business Laws and Management.
5. Information System and Quantitative Techniques.	Economics and Statistics.

5. The last Foundation Examination under the existing syllabus specified in Part I of Schedule CCB shall be held in June 2009 and the syllabus specified in the said part I of Schedule CCB shall cease to operate after the said examination.

- Candidates who pass the Foundation Programme are eligible to seek registration as students for the Executive Programme.
- The fee for registration to the Executive Programme is Rs. 6500/- For further details, if any, you may also log on to the Website of the Institute viz., www.icsi.edu.

For queries/clarifications, if any, Students are advised to contact the following:

Joint Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA-201 301
E-mail: ss_fond@icsi.edu
Phone: 0120-4239999

ONLINE REGISTRATION FOR FOUNDATION/EXECUTIVE PROGRAMME

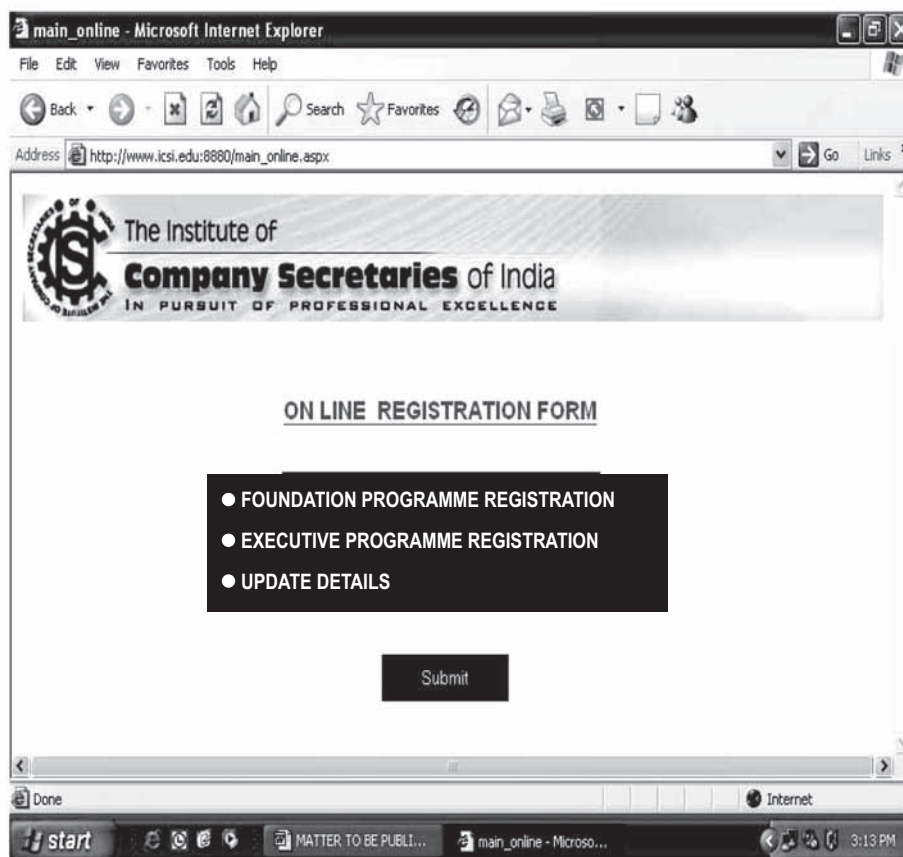
To render efficient and quick services to its students, the Institute has introduced ON-LINE facility for Admission/Registration for the Foundation/Executive Programme through which the students can register themselves through the web site of the Institute while sitting at home.

IMPORTANT DOCUMENTS TO KEEP HANDY BEFORE FILLING UP THE FORM

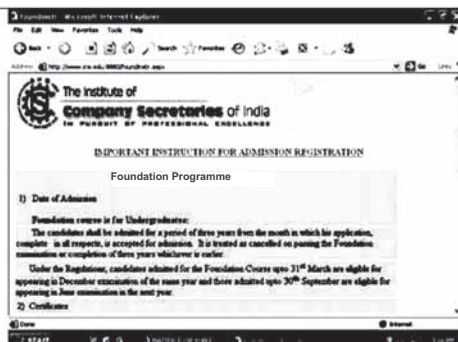
- ❖ DATE OF BIRTH CERTIFICATE
- ❖ SR. SECONDARY CERTIFICATE (IN CASE OF FOUNDATION PROGRAMME)
- ❖ DEGREE, MARKSHEET OF ALL PARTS (IN CASE OF REGULAR EXECUTIVE PROGRAMME)
- ❖ SC/ST CERTIFICATE (IN CASE OF SC/ST CANDIDATES)
- ❖ DEMAND DRAFT DETAILS (DD NO., DD DATE, AMOUNT, DRAWN BANK)
- ❖ TWO PHOTOGRAPHS

Some of the important instruction for filling up the form :

1. Through Internet Explorer open site www.icsi.edu
2. Click online registration in Links of the student section
3. Click the required option from the following and then click on submit button given at the bottom:



4. e.g., by pressing the option at Foundation Programme Registration the instruction page will appear



5. After going through the instructions carefully go to the next button which is also at the bottom of the Instruction Page
6. The Online Registration Form will appear on the screen (just like placed below) and fill the form accordingly.

7. Third page basically facilitates the student to upload the scanned photographs and requisite documents, stored in a folder in the form of scanned files. One has to select these files from the appropriate folders of the local disk. Once the process of uploading of the scanned documents is completed, the student can press <SUBMIT> button appearing in the bottom of the page.
8. This will save the information entered by the student, **the system will generate a FORM NUMBER automatically, and it will ask the user to fill up the password. The student needs to remember this PASSWORD. This password will be required for reopening this form to update the details at a later stage, if so desired.**
9. Please take a print out of the form by pressing <print> button appearing on the screen and thereafter close the Internet Explorer.
10. **Please do not forget the form number & password which would be helpful for subsequent updation**
11. Student should take the print out of the form and send it to the Head Office along with the attested photocopies of the requisite documents, photographs, Demand Draft of requisite amount, etc., addressed to:

Sohan Lal
Joint Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA-201309

NEWS AND ANNOUNCEMENTS

All India Career Fairs

During April, May, June 2008, with a view to creating awareness about the CS Course & Visibility of the profession, the Institute had put up stalls and participated in various Career Exhibitions organized by reputed Media Houses viz., Times of India, Hindustan Times, Rajasthan Patrika and Nai Duniya across India. A combined proposal for all India participation by the Regional Councils and Chapters was coordinated from the Headquarters by Dr. Amita Ahuja, Senior Director, Public Relations & Corporate Communication. ICSI put up stalls at 25 cities across India viz., Kolkata, Bhubaneswar, Patna, Ranchi, Shimla, Jalandhar, New Delhi, Kanpur, Ludhiana, Dehradun, Jaipur, Gurgaon Visakhapatnam, Bangalore, Chennai, Cochin, Coimbatore, Hyderabad, Ahmedabad, Mumbai, Nagpur, Pune, Nasik, Goa and Indore.

EASTERN INDIA REGIONAL COUNCIL**BHUBANESWAR CHAPTER****Career Fair**

On 12 & 13.4.2008 the Chapter participated in two days Career Fair 'Eduquest' at Hotel Swosti Plaza, Bhubaneswar. Again on 29 & 30.4.2008 the Chapter participated in two days Career Fair named 'Education Worldwide' at the same venue. The Chapter also participated in a 9 days Career Fair named 'Capital Education Fair' from 27.4.2008 to 5.5.2008 at Exhibition Ground, Unit-III, Bhubaneswar. Eduquest Fair was addressed by CS P.K. Sahoo, Chairman & CS B.K. Sahu, Secretary of the Chapter. On 13.4.2008 at 12.30 P.M. a 15 minutes seminar on Career as a Company Secretary was organized at the same venue wherein CS P.K. Sahoo, Chairman addressed the students and the parents about the CS profession and its bright prospects. Education Worldwide were supported and counseled by CS S.S. Sonthalia, Treasurer, EIRC and EX-Officio Member, CS S.S. Mishra and CS S.K. Sahoo, Managing Committee Members of the Chapter. Career Fair from 27.4.2008 to 5.5.2008 at Exhibition Ground, Bhubaneswar was addressed by CS P.K. Sahoo, Chairman, CS S.S. Mishra, Member of the Managing Committee and CS. A.K. Tripathy, Practising Member of the Chapter. U.C. Mishra, Office-In-charge of the Bhubaneswar Chapter represented and co-ordinated the aforesaid activities. Banners and posters of the Institute, career brochures, prospectus and other publications of the Institute were displayed during the fair. Details of admission procedure, career prospects, library, training and other facilities of the Institute were briefed to the students and their parents. About 1500 students taken together visited the career fairs.

NORTHERN INDIA REGIONAL COUNCIL**Career Awareness Programmes / Career Fairs**

NIRC organized Career Awareness Programmes/ Career Fairs as per the details given below.

On 2 - 4.5.2008 the Career Fair was held at Community Hall, Sec-31-32A, Gurgaon; on 6.5.2008 the Career Awareness Programme was held at Bal Kalyan Senior Secondary School, Jamalpur, Pachgaon, Pataudi and Kapoori Devi Girls Senior Secondary School, Pataudi Road, Pataudi; on 9.5.2008 at Cambridge International School, Rewari and Govt. Girls Sr. Secondary School, Rewari; on 17.5.08 the Career fair (organised by Times of India), was held at East of Kailash, New-Delhi and on 17-18.5.2008 at Ashoka Hotel, Chanakyapuri, New-Delhi; on 20-21.5.08 the Career Fair (organised by Times of India), was held at Hotel Madhuban, Dehradun, Uttarakhand, on 28-29.5.08 the Career Fair (organised by Times of India), was held at Indira Gandhi Sports Complex, Ridge, Shimla, Himachal Pradesh.

The programmes were addressed by one or the other of the following jointly and severally. Hitender Mehta, Chairman, NIRC, Rekha Soni, ACS, A.K. Srivastava, Executive Officer of the Regional Office, Geentajali Singh Rathore, Desk Officer, NIRO, Beena, Chander Prakash and G.C. Joshi, NIRO Officials.

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 Secretaryship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretaryship Course were distributed to the students. More than 6000 students taken together attended/ visited these Career Awareness Programmes/ Career Fairs.

NIRC also organised a number of Career Awareness Programmes/ Career Fairs as per the details given below:

On 05.04.08 and 6.4.2008 a Career Fair was held at Salwan Public School, Gurgaon; on 07.04.2008 the Career Awareness Programme was held at Delhi Public School NOIDA; on 9.4.2008 at Jaspal Kaur Public School, Shalimar Bagh, New Delhi; on 16.04.2008 at Salwan Public School and Rotary Public School, Gurgaon; on 20.04.2008 the Career Fair was held at Jaycee Public School, Rudrapur, Uttarakhand; on 23.04.2008 the Career Awareness Programme was held at Rao Lal Singh Public School and Raman Munjal Vidya Mandir, Delhi Jaipur Highway, Gurgaon Distt.; on 25.4.2008 at CCA School, Lord Jesus Sr. Secondary School, Gurgaon, on 28.04.2008 at Bloom Public School, New Delhi; on 29.04.2008 at Govt Girls Sr. Secondary School, Pataudi Road, Distt. Jhajjar and US Sr. Sec. School, Pataudi

Road, Gurgaon Distt; on 30.4.2008 the Career Awareness Programme was held at Lal Bahadur Shastri Sr. Sec. School and Lord Krishna Sr. Secondary School, Pataudi Road, Gurgaon Distt.

The programmes were addressed by one or the other of the following jointly and severally. Dr. Mahesh Taneja, FCS, Sudhir Jain, FCS, Pradeep Debnath ACS, Neeraj Singhal, ACS, Rekha Soni, ACS, Geetanjali Singh Rathore, Desk Officer, NIRO, Laxman Dev and Beena Sharma, Officials of the Regional Office.

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 Secretaryship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretaryship Course were distributed to the students. Around 2000 students taken together attended/ visited these Career Awareness Programmes/ Career Fairs.

BHILWARA CHAPTER**Career Awareness Programme**

On 13.4.2008 the Bhilwara Chapter of NIRC of the ICSI organized a Career Awareness Programme at "Brahman Samaj", Bhilwara. Pamphlets explaining Career in Company Secretaries Course were distributed among the participants. More than 300 students participated in the programme. Participants were apprised about the mode of registration, syllabus, fees structure, e-learning and also the avenues available after completion of the course both in employment and in practice.

KANPUR CHAPTER**Inauguration of Oral Coaching Classes of Foundation Programme**

On 19.05.2008 the inauguration of oral coaching classes of Foundation Programme for the session ending December, 2008 was organised by Kanpur Chapter of NIRC of the ICSI at its premises. The programme was inaugurated by Dr. A. S. Bhatnagar, Head of Department in Law at VSSD college, Nawabganj, Kanpur who briefed the students about the importance of Company Secretary according to Companies Act, 1956. A young person of 20 to 25 years may be a qualified company secretary in big/ listed company. He also briefed the recognition of company secretary in different areas.

Speaking on the occasion of inauguration CS Medhanshu Mishra advised the students for hard labour, thorough and regular study along with professional approach which is key to success in the company secretaries or any other professional course.

CS Ajai kumar Sharma assured the students that they are free to contact any Committee Members of Kanpur Chapter for redressal of any type of grievances. He blessed them for success in the examination in a single attempt.

CS Alakh Pandey, gave some tips to the students for success in Company Secretaries exam in a short span.

The programme was conducted by K L Kushwaha, Office-in-charge of the Chapter. In his welcome address he briefed the students about the guidelines of the Oral Coaching Classes.

SOUTHERN INDIA REGIONAL COUNCIL

Foundation Course Oral Coaching Classes for December 2008 Examination W.e.f 21.7.2008 the SIRC of the ICSI proposes to conduct Oral Coaching Classes for Foundation Course (both morning and evening batch) under new syllabus for December-2008 Examination at ICSI-SIRC house, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai – 600034. Fees: Rs. 3000/- .Last Date of Registration: 14.07.2008. Mode of payment: cash/credit card/demand draft favouring SIRC of the ICSI payable at Chennai. For further detail contact: SIRC of the ICSI, "ICSI-SIRC" House, No. 9, Wheat Crofts Road, Nungambakkam, Chennai – 600034. Ph: (044) 28279898 / 28268685 e-mail: siro@icsi.edu; icsisirc@md3.vsnl.net.in

Educational Fair

On 11.5.2008 at an Educational Fair organised by Chennai Friends Welfare Society, Chennai at their premises in Saidapet, Chennai, Dr. V. Balaji, Assistant Education Officer, ICSI-SIRO apprised the participants about the institute, the company Secretaries course, syllabus, registration procedure and the fee structure. The opportunities available after completion of the Cs course both in employment and in practice were also explained to the participants in detail. Brochures explaining CS course were also distributed on the occasion. Queries raised by the participants were suitably replied by Dr. V. Balaji.

Times Education Boutique 2008 – The Educational Fair

On 17 and 18.5.08 the SIRC of the ICSI participated in the Times Education Boutique–2008 at the Rani Meyyamai Hall, Egmore, Chennai. Dr. V Balaji, Assistant Education Officer, and A Abirami, Desk Officer (Career Awareness), ICSI-SIRC participated in the fair and apprised the participants about the institute, the company secretaries course, syllabus, registration procedure and the fee structure. The opportunities available both in employment and in practice were also explained to the participants in detail. A large number of students and parents visited the ICSI stall on both the days. The queries raised by the participants were suitably replied by Dr. V Balaji and A Abirami.

NEWS AND ANNOUNCEMENTS

BANGALORE CHAPTER

Oral Coaching Classes

W.e.f. 1.7.2008 the Chapter proposes to commence its next batch of Foundation course oral coaching classes at its premises between 6.30-8.30 AM.

For further details contact the Chapter Office at "Sheriff Chambers", III Floor, Rear Block, 14, Cunningham Road, Bangalore 560052. Phones: 080-22261861, 22286574, 22287158. E-Mail: bangalore@icsi.edu

COIMBATORE CHAPTER

Education Fair

On 3 and 4.05.2008 the Coimbatore Chapter of the SIRC of the ICSI participated in the India's largest Education Fair organized by Education Times on the theme Education Boutique 2008 at Hotel The Residency, Coimbatore. Around 30 Educational Institutions participated in the Fair. Nearly 400 students and academics visited the Fair. An audio-visual presentation about the Institute and the career prospects was displayed. The Chairman, Management Committee Members and Members of the Institute actively involved in the Fair by their presence in the Institute's stall. Members explained the CS Course and the career prospects for Company Secretaries to parents, students and others who visited the ICSI stall. Course Information brochures for the Foundation and Executive Programmes were distributed at the Fair.

MADURAI CHAPTER

Inauguration of Oral Coaching Classes for December 2008 Examination

On 14.5.2008 the Oral Coaching Classes for Foundation and Executive Programme (Module I, II) were inaugurated. V.S. Krishnamorthy, Chapter Chairman inaugurated the Oral Coaching Classes and in his address briefly explained the Foundation & Executive Programmes of the CS course. He advised the students to attend the classes regularly and to utilize the library facilities which will be of much help for their studies. He pointed out the potential areas available for the company secretaries in employment as well as in practice.

THIRUVANANTHAPURAM CHAPTER

Inauguration of 23rd Batch of Foundation Programme

On 28.04.2008 the 23rd batch of oral coaching classes for Foundation Programme was inaugurated by CS Baburajan B.K., Company Secretary, Asianet Communications Limited, Thiruvanthapuram. CS Baiju Ramachandran, Chapter Chairman in his welcome address explained the potential areas for the company secretaries in employment as well as in practice. In his address CS Baburajan congratulated the students for choosing company secretaries course and wished all success to them. K Rajasekharan Nair, Administrative Office of the Chapter explained the modalities of oral coaching classes. The inaugural programme was attended by about 20 persons.

WESTERN INDIA REGIONAL COUNCIL

Career Fair - Times Education Boutique

On 25, 26 and 27.4.2008 the WIRO of the ICSI Participated in Times Education Boutique the Career Fair organized by Education Times of Times of India, (Bombay Exhibition Centre NSC Ground off Western Express Highway Goregaon (E), Hall 6). During the Career fair Snehal Shah, Mukesh Shah, Raj Kumar Tiwari, Kaushik Jhaveri and Shailesh Karande (all PCS members of the Institute), Antony Paul, Director, ICSI- CCRT In their address explained in detail about the opportunities available to the profession of company secretaries both in employment and practice besides the details of course contents, mode of admission, fee structure, etc. and explained the scope, prospects, growth & development of the profession, registration eligibility, curriculum, training, coaching - postal & oral coaching requirements, examination, and important cut - off dates, passing standards etc.

Lachhmi Bhatt, Desk Officer coordinated the programmes along with Bharat Rathore, WIRO Official. She focused on placements of CS Professional as they are less in numbers and companies are more and explained Education industry is booming because needs of the corporate is increasing day by day in all areas and if you compare CS professional across country they are very less, demand is high where as supply is not sufficient. The speakers motivated the students to get into professional courses like CS which is the need of every corporate, emphasising more on the role of company secretaries, responsibility and authority related to legal department. More than 6000 teachers, guardians, faculty members of other institutions and students of different colleges visited the ICSI stall.

Career Guidance/Awareness Programmes

On 3.4.2008 the Regional Council organized a Career Guidance Programme at Mahesh Tutorials-Commerce, Ghatkopar(E) for 12th Standard students appeared in the exams. Ninety eight students attended the programme. Bharat Pathak, PCS and Lachhmi Bhatt, Desk Officer addressed the students. Bharat Pathak explained the scope and opportunities in employment and practice and also the future of the profession. He also explained the details of course contents, mode of admission, fee structure, registration eligibility, curriculum, training, coaching - postal & oral coaching requirements, examination, and important cut - off dates, passing standards etc. He emphasized on the role of company secretaries, responsibility & authority

related to legal department and what they give back to the Corporate World. Lachhmi Bhatt, motivated the student to get into the professional course which is the need of the hour. She also highlighted the difference between CS and other professional course and also stated that in CS profession the opportunities are more as the number of CS members is less. She along with Deepak Bhosale, staff member of WIRO co-ordinated the programme.

Again on 16.4.2008 a Career Awareness Programme was held at Ideal Classes – Borivili (W) for Third Year B.Com students. Nearly two hundred students attended the programme. Raj Kumar Tiwari, PCS, addressed the students and explained the scope & opportunities in employment and practice and also the future of the profession, He emphasised on the role of company Secretaries. Antony Paul, Director CCRT explained the details of course contents, mode of admission, fee structure, registration eligibility, curriculum, training, coaching - postal & oral coaching requirements, examination, and important cut - off dates, passing standards etc. Jagdish Walawalkar. A Member of the Institute & MD Ideal Classes motivated the students to get into the CS professional courses which is the need of the hour & explained the course in brief. D.P.Khanolkar along with Bharat Rathod, Officials of WIRO coordinated the programme.

Yet again on 21.4.2008 a Career Awareness Programme was held at Shankar Narayan College, Bhaynder(E) for BMS First Year students. Nearly hundred twenty students attended the programme. Uma Mondal, PCS in her address explained the Scope & focused on employment and practice areas of the profession and also its future. She explained the details of course contents, mode of admission, fee structure, registration eligibility, curriculum, training, coaching - postal & oral coaching requirements, examination, and important cut - off dates, passing standards etc. Lachhmi Bhatt in her address motivated the students to join the CS course. She emphasised on the role of company Secretaries, responsibility & authority related to legal department and what they give back to the Corporate World. She along with staff member Bharat Rathod WIRO staff member coordinated the programme.

AHMEDABAD CHAPTER

Career Fair- Times Education Boutique

On 12 and 13.4.2008 the Chapter participated in the Career Fair organised by Times Education Boutique the Career Fair organized by Education Times of Times of India at Rajpath Club, Ahmedabad. The ICSI Ahmedabad Chapter at the above career fair was well represented by its Chairperson Shilpi Thapar, Priyamvad Bhatt, Administrative Officer and staff of the Chapter. The Exhibitors at the above included Allied Institutions, Schools, Foreign Universities and Representatives, Technical and Vocational Institutes, Computer Education Specialists, Career and Educational Consultants, Overseas Education Consultants, Distance Learning Institutes, Financial Institutions, Coaching Institutes, Education Travel Services and Visa Information Services, etc.

For ICSI as an institution, it indeed was a massive step forward to enhance the visibility of the profession. A large number of students, some accompanied by parents, in certain cases parents themselves, visited the fair and had shown keen interest in knowing what the CS course offers as a career option. Brochures, Study material and posters were displayed at the stall. LCD Projector and Laptop was utilized for screening the film "Mehnat Rang Layegee" for two days. Around 2000 and 3500 visitors on the first and the second day respectively visited the ICSI stall. The Chapter came across certain presumptions/ misconception / queries about CS course after interaction with the parents and students viz. 1.Many of the students / guardians were not aware about the potential / prospects of the CS course. 2. Were absolutely unaware about its statutory recognition. 3. Why it is not so often in news? 4. for them CS was like a personal secretary to MD of some company. 5. CS course is very tough and so, very difficult to complete. 6. Training period is too long. 7. Never visited the ICSI website.

All the above queries were replied to the students and their guardians. They were also informed about the introduction of new syllabus with reduced number of papers at all levels of CS studentship. They were also informed about the employment opportunities and flexible nature of the profession for girls. Higher Secondary students were informed about the provisional registration and advantage of getting into a professional course while young. They were assured of total support from Ahmedabad Chapter and the Head Office. Ages being no bar, people of all age groups were encouraged to take up the course for their bright future. Some of the senior company secretaries, office bearers and managing committee members also remained present at the venue. The event gave good exposure to the Institute and helped the Chapter to create conducive environment for students to consider CS as one of the best career options.

PUNE CHAPTER

Career Awareness Programme - Lecture on all About Company Secretary Course
On 25.3.2008 the Chapter organized a free lecture for guidance on all aspects of the Professional Course of Company Secretary. The lecture was well received by those attending and the response to the presentations and the answers to the queries resulted in confirmed registrations.

FOR PROMPT REPLY

Students are requested to quote their Registration Number in all correspondence for prompt reply.

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