

# 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
<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	
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



*"Go to win. Don't admit defeat before you start."*

**Woodrow Wilson**

Dear Students,

Most of you must be burning the midnight oil in these hot summers to excel the CS Foundation Course examinations scheduled to be held in the first week of June. A student in the course of his/her academic as well as professional pursuits often encounters psychologically stressed and nervous moments just before the exams, prompting to quit the exams on the pretext of insufficient preparation, paucity of time, etc. These are natural situations for those students, who are not regular and consistent in their studies, who do not plan properly or who find themselves overly burdened by the studies.

It reminds me of a famous saying by **Thomas A. Edison**, "Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time." The history is fully punctuated by examples where people achieved the highest levels of success with persistence and perseverance after successive failures. You will find successful entrepreneurs possessing tremendous

level of perseverance - they stick at it not just when the going gets tough, but even when others advise them to quit. So friends persistent efforts and perseverance are key to overcome fear of failure, and to taste the fruits of overwhelming success.

Regular studies with a balanced mix of recreational activities help keep your body and mind agile. Practising mathematical and numerical problems and writing answers to questions asked in the previous examinations under examination conditions can do wonders in enhancing your confidence level and measuring the preparedness. Revisit the topics which you find difficult to improve your grasp on them. Keep a notepad nearby the study table to jot down the points on which you have confusion to clarify the same at a later point in time and continue with your studies.

Determination, dedication, self-esteem and the ability to never give up are what distinguish professionals from ordinary people. I wish you all great success in the forthcoming examinations.

Some of the information which you would find useful during your relationship with the Institute as a student is given below:

### **VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION**

The Institute has stipulated 3 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered upto April, 2006 may please note that their admission to the Foundation Programme 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 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. 70/- (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 **28<sup>th</sup> 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 **31<sup>st</sup> 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. 70/- (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 proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee.

In case 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 carries 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](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 :

**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 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.

**STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS**

Students admitted to the CS Foundation Programme during the month of February, 2009 & March, 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 (Students Services) without further delay at the Institute's address or may send e-mail to slal@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 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.

**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) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact Shri Sohan Lal, Director (Students Services), at the Institute's address.

Yours sincerely,



(N.K. JAIN)

Date: 25-05-2009  
Place: New Delhi

## ACADEMIC GUIDANCE

## FINANCIAL ACCOUNTING

ACCOUNTING PROCESS - BASIC THOUGHTS<sup>1</sup>

Accountancy is a branch of knowledge concerned with recording financial transactions of a business. In a way, 'Accounting' is the language of the business. It records the financial transactions with various parties, viz., proprietors, creditors, customers and potential investors in a scientific and rational manner. Accounting is the means by which a business entity is enabled to know the results of carrying on the business - whether it has resulted in profit or loss, what are the various assets and liabilities, etc. Accounting is not only necessary for business activities, it is equally important for all types of non-business economic activities, for example, accounting is necessary to run a school, a charitable institution and even a family. The accounting system is a major quantitative information system in every organisation. It provides information for the following four broad purposes:

- (i) Internal routine reporting to managers for cost planning and cost control of operations and performance evaluation of employees and their activities.
- (ii) Internal routine reporting to managers on the profitability of the products, brand categories, customers etc.
- (iii) Internal non-routine reporting to managers for strategic and tactical decisions.
- iv) External reporting through financial statement to investors, Government authorities and other interested parties.

The first three functions are the domain of management accounting and the fourth function of external reporting is basically called financial accounting. Financial accounting operates under the generally accepted accounting principles, concepts and conventions.

The term 'accounting' has been defined by the American Institute of Certified Public Accountants as "the art of recording, classifying and summarising in a significant manner and in terms of money, transactions and events which are in part at least, of a financial character, and interpreting the result thereof". Thus, accounting starts with recording and ends in presenting financial information in a manner which facilitates "informed judgements" and decision by users. The recording of transactions and events follow some definite rule i.e. rules for debit and credit, - every debit has an equal and opposite credit. This is the fundamental base of double entry system. Each transaction should be recorded in such a way that it affects two accounts one for debit and other for credit.

**Accounting Trail**

It is already stated that accounting function initiates with the recording of transactions and events and ends with presentation of financial statements.

The sequence of activities in an accounting process is summarised as follows:

1. **Transactions and Events** : An event is defined as "a happening of consequence to an entity". An event may be an internal happening or an external incident. For instance, when a business unit negotiates a wage settlement with its labour union, it is an internal event. On the other hand, when it recruits an employee, it is an external event. However, this does not involve transfer or exchange of any value instantly. But, if the same organisation purchase materials from a supplier it is an external event and it also involves exchange of value instantly. But all external events do not involve immediate exchange of value. The external events that involve transfer of value between two entities are called transactions.
2. **Preparation of Vouchers** : In the present era of information technology most of the business organisations are using software packages for accounting purpose. Computer is used for most of the operations like recording in primary books, posting in secondary books, preparation of trial balance and even preparation of profit and loss account and balance sheet. The human intervention normally ends with the preparation of necessary documents in support of transactions which are popularly known as vouchers and are of mainly three types :
  - (i) Receipt Voucher- prepared to record all cash and bank receipts.
  - (ii) Payment Voucher - prepared to record all cash and bank payments.
  - (iii) Journal Voucher - drawn to record all non-cash transactions and events. The voucher is filled with all necessary information so that the computer takes the details correctly.
3. **Recording in Primary Books** : The primary book is a book of first entry or prime entry. When a transaction has been taken place the first recording

of the same is done in the primary book which is popularly known as journals. Following steps are involved in journalising a transaction : (i) indentifying a transaction or event; (ii) identifying the elements of the transaction; (iii) applying the ground rule of journalising to confirm the dual effect; and (iv) journalising i.e. recording in the primary books. The double entry concept states that every transaction has two aspects i.e. debit and credit. If one element of the transaction is debited, another element will be credited to maintain the dual aspect concept.

4. **Posting in Secondary Books** : The main disadvantage of any primary book is that transaction therein are recorded date-wise and not as per their nature. Since the basic purpose of accounting is to generate meaningful information in a systematic way and properly classified, this cannot be achieved with only primary books. It calls for identifying the nature of various transactions recorded in the primary books and giving an appropriate name to an identical class of transactions and finally re-recording the transactions in another set of books which are called secondary books or ledger. A ledger is a set of accounts defined as per the requirements of an organisation in which entries of identical nature are recorded.

5. **Preparation of Trial Balance** : A separate set of statement is prepared to test the accuracy of the ledger balances which is called "trial balance". In the trial balance the closing balances of the accounts in the ledger and cash book are recorded. As the primary and secondary books are maintained on double entry concept, the balances in trial balance must tally. The purpose of preparing trial balance is not only to check the arithmetical accuracy of ledger balances, but also to have an overview of the operations of the business as on a particular date. A trial balance is prepared not only at the year end but also weekly, monthly, quarterly and half-yearly. A trial balance is not a part of books of account. It is drawn as a separate statement, and this becomes the source of document for preparing the financial statements i.e. profit and loss account and balance sheet.

6. **Preparation and Presentation of Financial Statements (Final Account)**: Popularly the profit and loss account and the balance sheet together are known as the financial statements or final accounts. This is because they are the end products of the accounting process. The profit and loss account is prepared to show the financial results of a business i.e. profit or loss during an accounting period and the balance sheet is prepared to show the financial position i.e. the position of assets and liabilities of a business on a particular date.

There are two elements of profit and loss account i.e. income and expenses. Income is an inflow of economic benefits or enhancement of assets or decreases of liabilities resulting in increases in equity. Expenses are outflow of economic benefits or depletions of assets or increase/creation of liabilities resulting in decreases in equity. The excess of income over expenses during a particular period is known as net profit and the reverse is known as net loss. A balance sheet contains three elements-assets, liabilities and equity. An asset is a resource legally owned by the organisation as a result of past events from which future economic benefits are expected to flow to the enterprise. A liability is a present obligation of the enterprise arising from past events, the settlement of which is expected to result in an outflow from the enterprise of resources embodying economic benefits. Excess of assets over liabilities is known as equity.

## 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)

<sup>1</sup> Prepared by M.A. Joseph, Deputy Director, The ICSI

**ELEMENTS OF BUSINESS LAWS AND MANAGEMENT****NEGOTIABLE INSTRUMENTS ACT, 1881****Promissory Notes<sup>2</sup>**

Promissory note is a negotiable instrument. Negotiable Instrument means a document by delivery. As per Section 13 of the Negotiable Instruments Act, 1881, "a negotiable instrument means a promissory note, bill of exchange or cheque payable either to order or to bearer." Here we shall discuss promissory note in detail:

Section 4 of the Negotiable Instruments Act, 1881 defines a promissory note as 'an instrument in writing (not being a bank note or a currency-note) containing an unconditional undertaking, signed by the maker, to pay a certain sum of money only to, or to the order of, a certain person, or to the bearer of the instrument'.

For example, Sandeep takes a loan of Rs. 5000/- from Ramesh. Now Sandeep can make a document stating that he will pay the money to Ramesh or the bearer on demand. Or Sandeep can mention in the document that he would like to pay the amount after three months. This document, once signed by Sandeep, duly stamped and handed over to Ramesh, becomes a negotiable instrument.

Now Ramesh can personally present it before Sandeep for payment or give this document to some other person to collect money on his behalf. He can endorse it in somebody else's name who in turn can endorse it further till the final payment is made by Sandeep to whosoever presents it before Sandeep. This type of a document is called a Promissory note.

**Specimen of a Promissory Note**

Rs. 5,000/-	New Delhi
	September 25, 2008
On demand, I promise to pay Ramesh, s/o Ram Lal of Meerut or order a sum of Rs 5,000/- (Rupees Five Thousand only), for value received.	
To, Ramesh	Sd/ Sandeep
Address.....	Stamp

**Parties to a Promissory Note**

There are primarily two parties involved in a promissory note. They are:

(i) **The Maker or Drawer** – the person who makes the note and promises to pay the amount stated therein. In the above specimen, Sandeep is the maker or drawer.

(ii) **The Payee** – the person to whom the amount is payable. In the above specimen it is Ramesh.

In course of transfer of a promissory note by payee and others, the parties involved may be -

(a) **The Endorser** – the person who endorses the note in favour of another person. In the above specimen if Ramesh endorses it in favour of Ranjan and Ranjan also endorses it in favour of Puneet, then Ramesh and Ranjan both are endorsers.

(b) **The Endorsee** – the person in whose favour the note is negotiated by endorsement. In the above, it is Ranjan and then Puneet.

Endorsement means transfer of any document or instrument to another person by signing on its back or face or on a slip of paper attached to it

**Essential of a Promissory Note**

The essential of a promissory note are as under:

1. A promissory note must be in writing. Oral- engagement or promise is excluded. The writing may be in pencil or in ink. Writing includes printing, photography and lithography. No particular form of words is necessary to constitute a promissory note. A promissory note may be in the form of a letter or in any other form which satisfies the requirements of Section 4 of the Negotiable Instruments Act, 1881. It may be printed or written. A promissory note usually but not necessarily should be written on paper. It may be written on parchment, linen, cloth, leather or any other substitute for paper.
2. It must contain an express promise or clear undertaking pay. There

<sup>2</sup> Prepared by Krishan Paul, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, The ICSI

must be an express undertaking upon the face of the instrument to pay the money before it can be held to a promissory note. A mere implied undertaking will not do. An acknowledgement of debt is not enough. It is not necessary to use the word 'promise'. It must satisfy the conditions of Section 4 and there must be clear intention on the part of the parties to treat the document a promissory note. The controlling element in determining the question whether an instrument is a promissory note or not is the intention of the parties in drawing up that instrument as a promissory note. The following illustrations will explain a promissory note further:

- a) I acknowledge to pay on demand Rs. 1000/- for value received. This is a promissory note.
  - b) I promise to pay B or order Rs. 500/-. This is a promissory note.
  - c) I acknowledge myself to be indebted to B in Rs. 1,000/-, to be paid on demand, for value received. This is a promissory note.
  - d) I acknowledge a receipt of Rs.2000/-. This is not a promissory note.
  - e) I promise to pay B Rs. 1000/- on demand. This is a promissory note.
  - f) I owe you Rs. 4000/-. This is not a promissory note.
3. It must contain an unconditional promise to pay. A conditional instrument is invalid. But a promise to pay after a specific time or on the happening of an event which must happen, is not conditional.

**Illustrations:**

- (a) I promise to pay Suresh Rs. 5000/- after my sister's marriage.
  - (b) I promise to pay B Rs. 1000/- after deducting a sum due to him. These writings are conditional. Payment is subjected to a certain event happening or not happening. Such writings are not valid promissory notes.
  - (c) I promise to pay B Rs. 3000/- three days after death of Ashok. This is a valid promissory note as death is certain event to happen though time of death is uncertain.
4. It must be signed by the maker in token of an undertaking to pay to the payee or his order. He must sign it with his consent. It should not only be a physical act but also a mental act with an intention to sign.
  5. The person signing the instrument i.e. the maker must be a certain person i.e. he must be definite. The note itself must clearly point out the person who undertakes to pay.
  6. The payee must be a certain person. A promissory note must be payable to the order of specified person or to the bearer of the instrument.
  7. The sum promised to be paid must be certain or capable of being certain. It may be in figures or it may be such that it can be calculated. One of the essential requisites of a negotiable instrument is certainty. This means certainty (a) as to the person to make the payment (b) as to the person to receive it, (c) as to the time and place of payment (d) as to the conditions of liability and (e) as to the amount to be paid.

**Illustration:**

I promise to pay B Rs. 1000 and all other sums due to him. This is not a valid promissory note.

However payment of a note with interest does not invalidate a promissory note. Interest rate may or may not be specified.

8. It must contain a promise to pay money only and nothing more.

**Illustrations:**

- (a) I promise to pay B Rs. 1000/- cash and Rs. 100 worth of cosmetics. This is not a valid promissory note.
  - (b) I promise to give B a Maruti Car. This is not a valid promissory note.
9. A promissory note may be payable on demand or at a fixed or determinable future time. For example, if it is written 'three months after date I promise to pay B or order a sum of rupees Five Thousand only', it is a valid promissory note.
  10. Promissory notes are chargeable with stamp duty as per the provisions of Indian Stamp Act, 1899. It is advisable to cancel the stamps with maker's signature or initials. An unstamped or improperly or insufficiently stamped promissory note is not valid as evidence in court of law. No suit can be maintained upon an unstamped or improperly stamped promissory note.

**ISQT / E&S Statistics**

**STATISTICS—NUMERICALS<sup>3</sup>**

**Q 1.** From the following information in the table showing the income distribution of persons in locality, find —

- (i) the range of income earned the middle 50% of the persons;
- (ii) the range of income earned by middle 80% of the persons.

Monthly income (Rs.)	No. of Persons
0-2000	150
0-4000	250
0-6000	330
0-8000	380
0-10000	400

**Solution:**

Monthly income (Rs.)	Cumulative Frequency (CF) Less than	Frequency (F)
0-2000	150	150
2000-4000	250	100
4000-6000	330	80
6000-8000	380	50
8000-10,000	400	20

(i) The range of incomes earned by middle 50% of the persons is give by  $Q_3 - Q_1$

Calculation of  $Q_1$

Here  $Q_1$  class is  $n/4 = 400/4 = 100$ . It lies in the monthly income range of 0-2000.

$$\begin{aligned} \text{Now } Q_1 &= 0 + \frac{100-0}{150} \times 2000 \\ &= 0 + \frac{100 \times 2000}{150} \\ &= \text{Rs. } 1333.33 \end{aligned}$$

Calculation of  $Q_3$

Here  $Q_3$  class is  $3N/4 = 3 \times 400/4 = 300$ , it lies in the montly income range of Rs. 4000 and Rs. 6000.

$$\begin{aligned} Q_3 &= 4000 + \frac{300 - 250}{80} \times 2000 \\ &= 4000 + 50/80 \times 2000 \\ &= 4000 + 1250 = \text{Rs. } 5250 \end{aligned}$$

Thus,  $Q_3 - Q_1 = \text{Rs. } 5250 - \text{Rs. } 1333.33 = \text{Rs. } 3915.67$

(ii) The range of income of middle 80% of the workers is given by  $P_{90} - P_{10}$

Calculation of  $P_{10}$

$$\begin{aligned} \Rightarrow P_{10} &= 0 + \frac{4000 / 100}{150} \times 2000 \\ &= 0 + \frac{40 / 1}{150} \times 2000 \\ &= \text{Rs. } 533.33 \end{aligned}$$

Calculation of  $P_{90}$

$$\begin{aligned} \text{and } P_{90} &= 6000 + \left( \frac{90 \times 400}{100} \right) - 330 \\ &= 6000 + 30/50 \times 2000 \\ &= 6000 + 1200 = \text{Rs. } 7200 \end{aligned}$$

Thus,  $P_{90} - P_{10} = \text{Rs. } 7200 - \text{Rs. } 533.33 = \text{Rs. } 6666.67$

**Q. 2** For a group of 60 male workers, the mean and standard deviation of weekly overtime work (number of hours) are 20 and 8 respectively. For another group of 40 female workers, the mean and standard deviation of

weekly overtime work are 10 and 6 respectively.

Calculate the standard deviation for two groups taken together. Is the overtime work more variable for the male group than the female group? Explain.

**Solution:**

Let  $n_1, \bar{X}_1$  and  $\sigma_1$  be the number of observation, mean and standard deviations, respectively, of the male workers group and  $n_2, \bar{X}_2$  and  $\sigma_2$  for the female worker group.

$$\begin{aligned} \text{We can write: } n_1 &= 60, \bar{X}_1 = 20, \sigma_1 = 8 \\ n_2 &= 40, \bar{X}_2 = 10, \sigma_2 = 6 \end{aligned}$$

If  $\bar{X}_{12}$  be the mean of the combined group, then

$$\bar{X}_{12} = \frac{n_1 \bar{X}_1 + n_2 \bar{X}_2}{n_1 + n_2} = \frac{60 \times 20 + 40 \times 10}{60 + 40} = \frac{1600}{100} = 16$$

Suppose  $\sigma_{12}$  is the combined standard deviation then:

$$d_1 = \bar{X}_1 - \bar{X}_{12} = 20 - 16 = 4 \text{ and } d_2 = \bar{X}_2 - \bar{X}_{12} = 10 - 16 = -6$$

$$\sigma_{12}^2 = \frac{n_1 \sigma_1^2 + n_2 \sigma_2^2}{n_1 + n_2} + \frac{n_1 d_1^2 + n_2 d_2^2}{n_1 + n_2}$$

$$\sigma_{12}^2 = \frac{60 \times 64 + 40 \times 36}{100} + \frac{60 \times 16 + 40 \times 36}{100}$$

$$\begin{aligned} \sigma_{12}^2 &= 5280 + 2400 \\ &= \frac{7680}{100} = 76.8 \end{aligned}$$

$$\sigma_{12} = 8.76$$

To answer the next part we need to calculate co-efficient of variation for each group.

Coefficient of variation for male group =  $(\sigma_1 / \bar{X}_1) \times 100 = (8/20) \times 100 = 40\%$

Coefficient of variation for female group =  $(\sigma_2 / \bar{X}_2) \times 100 = (6/10) \times 100 = 60\%$

Here Coefficient of male group is less than the Coefficient of female group, so it is not correct to say the overtime of male group is more variable than the female group.

3. Calculate Laspeyres, Paashe's and Fisher's Indices from the following data:

Item	2005		2008	
	Price (Rs.)	Expenditure (Rs.)	Price (Rs.)	Expenditure (Rs.)
A	10	60	15	75
B	12	120	15	150
C	18	90	27	81
D	8	40	12	48

**Solution:** it may be noted that the expenditure, instead quantities of items are given for the two years.

Thus, total expenditure in year 2005 i.e.

$$\Sigma p_0 q_0 = 60 + 120 + 90 + 40 = 310$$

Similarly, total expenditure in year 2008 i.e.

$$\Sigma p_1 q_1 = 75 + 150 + 81 + 48 = 354$$

**Price Index**

Item	2005			2008				
	Price (Rs.) $p_0$	Expenditure ( $p_0 q_0$ )	$q_0 = p_0 q_0 / p_0$	Price ( $p_1$ )	Expenditure ( $p_1 q_1$ )	$q_1 = p_1 q_1 / p_1$	$p_0 q_1$	$p_1 q_0$
A	10	60	6	15	75	5	50	90
B	12	120	10	15	150	10	120	150
C	18	90	5	27	81	3	54	135
D	8	40	5	12	48	4	32	60
		310			354		256	435

(i) Laspeyres's Price Index

$$P^{La} = \frac{\sum p_1 q_0}{\sum p_0 q_0} \times 100 = \frac{435}{310} \times 100 = 140.32$$

(ii) Passche's Price Index

$$P^{Pa} = \frac{\sum p_1 q_1}{\sum p_0 q_1} \times 100 = \frac{354}{256} \times 100 = 138.28$$

(iii) Fisher's Price Index =  $\sqrt{\frac{p_1 q_0}{p_0 q_0} \times \frac{p_1 q_1}{p_0 q_1}} \times 100$

$$P^{Fi} = \sqrt{\frac{435}{310} \times \frac{354}{256}} \times 100 = 139.30$$

**Q.4.** Ten competitors in a Indian idol contest are ranked by three judges in the following order:

Competitors:	A	B	C	D	E	F	G	H	I	J
First Judge:	2	6	5	10	3	1	8	9	7	4
Second Judge:	8	5	3	4	7	10	2	1	6	9
Third Judge:	6	10	9	8	1	2	4	3	5	7

With the help of rank correlation coefficient determine which pair of judges has the nearest approach to common taste in singing.

**Solution:**

In order to find out which pair of judge has nearest approach common taste in singing we compare rank coefficient between the judgments of:

- (i) 1<sup>st</sup> judge and 2<sup>nd</sup> judge,
- (ii) 2<sup>nd</sup> judge and 3<sup>rd</sup> judge, and
- (iii) 1<sup>st</sup> judge and 3<sup>rd</sup> judge.

Ranked by 1 <sup>st</sup> Judge R <sub>1</sub>	Ranked by 2 <sup>nd</sup> Judge R <sub>2</sub>	Ranked by 3 <sup>rd</sup> judge R <sub>3</sub>	(R <sub>1</sub> -R <sub>2</sub> ) <sup>2</sup> D <sup>2</sup>	(R <sub>2</sub> -R <sub>3</sub> ) <sup>2</sup> D <sup>2</sup>	(R <sub>3</sub> -R <sub>1</sub> ) <sup>2</sup> D <sup>2</sup>
2	8	6	16	4	16
6	5	10	16	25	16
5	3	9	4	36	16
10	4	8	36	16	4
3	7	1	16	36	4
1	10	2	81	64	1
8	2	4	36	4	16
9	1	3	49	4	36
7	6	5	1	1	4
4	9	7	25	4	9

N = 10      N = 10      N = 10       $\sum D^2 = 280$      $\sum D^2 = 194$      $\sum D^2 = 122$

Rank correlation between the two judgments of 1<sup>st</sup> and 2<sup>nd</sup> judge:

$$R_{12} = 1 - \frac{6 \sum D^2}{N^3 - N}$$

$$= 1 - \frac{6 \times 280}{10^3 - 10}$$

$$= 1 - \frac{1680}{990}$$

$$= 1 - 1.70$$

$$= -0.70$$

Rank correlation between the judgment of 2<sup>nd</sup> and 3<sup>rd</sup> judge:

$$R_{23} = 1 - \frac{6 \times 194}{10^3 - 10}$$

$$= 1 - \frac{1164}{990}$$

$$= 1 - 1.18$$

$$= -0.18$$

Rank correlation between the judgment of 1<sup>st</sup> and 3<sup>rd</sup> judge :

$$R_{13} = 1 - \frac{6 \times 122}{10^3 - 10}$$

$$= 1 - \frac{732}{990}$$

$$= 1 - 0.74$$

$$= 0.26$$

Since the coefficient of correlation is maximum in the judgments of first and third judge we conclude that they have nearest approach to common taste of singing.

**Q.5.** The number of marriage on per 1000 people in a big city of India increased from 100 in 1998 to 120 in 2008. Find the annual rate of increase of the marriage rate for the period of 1998 to 2008.

**Solution:**

Let the rate of growth be denoted by r.

$$\text{We know that } P_n = P_0 (1+r)^n$$

$$120 = 100 (1+r)^{10}$$

Taking log

$$\log (1+r) = \frac{\log 120 - \log 100}{10}$$

$$\log (1+r) = \frac{2.0792 - 2}{10}$$

$$= \frac{0.0792}{10} = 0.00792$$

$$(1+r) = \text{Antilog } 0.00792$$

$$(1+r) = 1.012$$

$$r = 0.012$$

$$r = 1.2\%$$

**OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES IN DECEMBER 2008 EXAMINATION<sup>4</sup>**

The December session of the Foundation Course Examination was held from 30<sup>th</sup> December, 2008 to 3<sup>rd</sup> January, 2009. The pass percentage for all the papers has been compiled and given in Table-A(Foundation Course –Old Syllabus) & Table-B ( Foundation Programme-New syllabus) 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**  
**Foundation Course-Old Syllabus**  
**Statement Showing the Pass Percentage of Papers in December 2008 Examination**

Subjects	Percentage of Candidates Secured		
	40 to 49% marks	50% to 59% marks	60% and above marks
1 English and Business Communication	17.0	38.28	36.77
2 Basic Economics and Business Environment	25.27	21.1	20.88
3 Financial Accounting	25.17	24.72	28.8
4 Elements of Business Laws and Management	18.41	29.1	42.05
5 Information Systems and Quantitative Techniques	18.6	28.44	30.50

4 Compiled from the Examiners' Report

Table B

**Foundation Programme-New Syllabus  
Statement Showing the Pass Percentage of Papers in  
December 2008 Examination**

Subjects	Percentage of Candidates Secured		
	40 to 49% marks	50% to 59% marks	60% and above marks
1 English and Business Communication	17.42	33.95	32.37
2 Economics and Statistics	21.8	24.71	19.82
3 Financial Accounting	20.26	25.47	32.64
4 Elements of Business Laws and Management	19.56	33.41	34.44

**FOUNDAITON COURSE  
(OLD SYLLABUS)**

**1. ENGLISH AND BUSINESS COMMUNICATION**

The overall performance of the candidates in this paper was satisfactory. However, it was observed that comprehension skills and their grammar knowledge of some candidates was very poor. The candidates exhibited poor presentation skills while answering the questions. The question-wise performance of the candidates in this paper is given as under :

The performance in Question No.1 was average. It was observed that most of the candidates did not follow grammatical principles in part (a). In part (c), they were unfamiliar with idioms/phrases and were unable to construct correct sentences. The performance of the candidates in Question No.2 was more or less good and their presentation was also good. The fundamental knowledge and expression in Question No.3 was good. In Question No.4, the candidates showed lack of basic knowledge and presentation. Their knowledge of letter and e-mail drafting was very poor. The performance of the candidates was poor in Question No.5 and it was observed that candidates do not follow proper format. In Question No.6, majority of the candidates wrote bad essays depicting lack of current affairs knowledge. The performance of the candidates in Question No.7 was satisfactory, though logical presentation and expression was missing. Candidates are advised to read the Study Material for conceptual clarity, better understanding of grammar and to learn the various different letter formats. They are also advised to write to the point answer, develop logical presentation skills and improve their current affairs knowledge. Therefore, they should remember that for scoring good marks, there is no short-cut except hard work.

**2. BASIC ECONOMICS AND BUSINESS ENVIRONMENT**

The overall performance of candidates in this paper was just satisfactory because only 67 % of the candidates were able to score 40% or more marks. It was observed that many candidates were not clear about the basic fundamentals of the subject, various principles / theories because of their poor reading habits of prescribed text books and reference materials. The answers to theoretical questions were not supported by proper diagrams and logical explanations.

While answering Question No.1 (a) the candidates could not produce the proper reasoning in support of their answers. Some candidates were not clear about devaluation and currency appreciation. The answers to Question No.1 (b) on comment to different statements were satisfactory in majority cases. The Question No.1(c) on multiple choice answers was not well attempted. Majority of the candidates answered the Question No.2(a)(i), (iii) and (iv) on distinction between different concept in a satisfactory manner except in Question 2(ii) on measure of money supply where the candidates were found confused. The first part of he Question No.2(b) on meaning of price discrimination was properly answered by majority but another part of the same question only few candidates could answer correctly. The Question No.3 on short notes was satisfactorily answered by the majority of the candidates and in this question students could score good marks. The Question No.4 was satisfactorily answered by the candidates in overall manner. In Question No.4 (a) candidates could not produce the relevant example and diagrams. All the parts of Question No.5 were correctly answered by the candidates except Question No.5(c) on disequilibrium in balance of payments and measures to correct it. The answers to Question No .6(a) on

correct and incorrect statements were not satisfactory in many cases because they were not supported by adequate reasons. The Question 6 (b) answered by almost all the candidates in satisfactory way. The performance of candidates in Question No.7(a) on meaning of economic environment was up to the mark but in Question No.7(b) on market structure candidates failed to provide the required answer Question No.7(c) was satisfactorily answered by the candidates but the answers could be the better if candidate could have given the supporting data in their answers. The performance of candidates in Question No.8 on short notes was found satisfactory.

There is sufficient scope to improve the performance in this paper. Candidates are advised to thoroughly read reference material and economic dailies to have in depth knowledge and clarity of the subject. They should also support their answers by diagrams and analytical explanations wherever required. This will help them to gain confidence and secure better marks in the examinations.

**3. FINANCIAL ACCOUNTING**

Some candidates made an attempt to give whatever they know about the questions without understanding the exact answers. Lack of conceptual and practical knowledge was also seen in many of the cases. Calculation mistakes, insufficient working notes, etc. were the common mistakes observed in many of the answers.

In Question No.1 (a) the concepts errors of omission, functions of accounting etc. were not properly explained. However in part (b) though candidates could correctly specify the statements whether it is true or false, many candidates could not give the correct reasons in support of the answers. The concept of errors of omission is confused with the concept of errors of commission. In Question No.2(b) candidates could not give specific distinction in respect of joint venture and partnership, balance sheet and statement of affairs. In Question No.3(b) the very concepts of trial balance, intangible assets etc. missed the attention of the students. In Question No.4(a) candidates made mistakes in preparing the bank reconciliation statement when the opening balance is given as the overdraft balance as per pass book. In part (b) preparation of hire purchase trading account was not easy to the candidates. In Question No.5(a) valuation stock based on the given data proved to be inaccurate. In Question No.6 candidates made mistake in the treatment of loading on opening stock, closing stock, surplus, etc. In Question No.7 some candidates got confused in putting items on creditor's ledger account vis-à-vis with debtor's ledger account. In Question No.8 some candidates could not correctly treat the surplus amount from private assets received from Chamen.

Candidates are advised to familiarize in solving sufficient number of questions to get acquainted for appearing the examination. In addition to the study material, and suggested answers they are advised to refer the suggested readings also to score good marks.

**4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT**

The overall performance of the candidates in this paper was satisfactory. The candidates were found lacking in basic knowledge about the subject. The quality of answers written was also not up to the mark. Many candidates failed to understand the questions properly and wrote vague answers. Some candidates had given their own ideas in the answers particularly relating to Business Laws where legal provisions and reasoning were required. Candidates displayed poor knowledge of the legal provisions. Conceptual clarity and logical presentation were missing.

Question No.1 being compulsory, the performance of the candidates was satisfactory. However many candidates displayed lack of clarity of thought and failed to give proper reasoning in Part (a) of the question on correct and incorrect statements. The performance in Question No.2 was good. The candidates displayed lack of knowledge in Question No.3 (a) pertaining to distinction between shareholders and members. The problem posed in Question No.3 (b) was attempted satisfactorily by the candidates. In Question No. 4, reasons were not spelt out while solving the practical problems. The performance of candidates on true and false statements and notes on management concepts was satisfactory in Question No.5 securing good marks. The performance of the candidates in Question No.6 on barriers to delegation of authority, characteristics of a good leadership and filling-up the blank spaces was not up to the mark. The candidates The candidates displayed lack of knowledge in Question No.7 relating to misuse of committees, PERT, and principles of controlling. In Question No.8, the performance of the candidates was of average standard. All the three parts were explained in a general way by the candidates.

For better performance in this paper, the candidates are advised to prepare for the examination seriously. They should consult Guideline Answers and

Suggested Answers issued by the Institute to understand as to how to write and present answers to the questions. They should also read Bare Acts, Student Company Secretary, Chartered Secretary and other Corporate Journals to update their knowledge on the subject and to have knowledge about the legal provisions. While answering the questions, there is need to focus on accuracy as well as on analytical and logical presentation.

### 5. INFORMATION SYSTEMS AND QUANTITATIVE TECHNIQUES

The performance of candidate in this paper was satisfactory because approx 78% of the candidates who appeared in the examination scored 40% or more marks. The stake of candidate who could score more than 60% was also good (30.5%). The performance of the candidates can be further enhanced, if statistical part of this paper is attempted properly.

The performance of the candidates to question No. 1 (a) on conversion of one number system to another were satisfactory, however some students were confused in binary conversion to octal conversion where as the performance of candidates in Question No. 1 (b) on explanation of various terms and concepts, Question 1(c) on process of generating information and Question No. 1(d) on characteristics of executive support system related to information technology was satisfactory in majority cases. All parts of question No. 2 i.e. (a), (b) and (c) were answered properly by the candidates. The candidates attempt in Question No 3 (a) on sources of viruses in computers (b) on distinction between information and data and (c) on 'Object Oriented Programming' was satisfactory. However, some candidates got confused between sources of viruses and types of computer viruses. Very few candidates attempted question No. 4 and out of those who attempted majority were not comfortable to write answers to question related to CASE tools. Question No. 5 was properly answered by the majority of the candidates. Candidates were comfortable to answer numerical questions on median and mean. Many candidates failed to answer correctly numerical parts of Question No. 6 on harmonic Mean and standard deviation correctly. The theory parts i.e. 7 (a) & 7 (b) of the question No. 7 where attempted by the candidates properly while the numerical part of this question i.e. 7 (c) was not answered in correctly by majority because of poor practice. The performance of candidate in question No. 8 was average. The candidates attempt in (a) part of the question on price index was not satisfactory because many candidates failed to understand the requirement of the question correctly, but the part (b) of this question on linear programming problem was answered correctly.

This being a scoring paper, there are very much space for the candidates to improve their performance. Candidates are advised to read prescribed references to have in-depth knowledge of various concept of information technology and should practice numerical question. This will enhance there capability to score good marks in this paper.

### FOUNDATION PROGRAMME (NEW SYLLABUS)

#### 1. ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates was encouraging. This new paper is divided into two parts. Part A covers essay and précis writing and general grammar whereas part B pertains more to letter writing. It was observed that the candidates exhibited poor presentation skills in précis writing and had reproduced the entire content from the précis. Their lack of current affairs knowledge was evident from the essay writing skills.

The performance of the candidates in Question No.1 was average. The performance was comfortable in essay writing and poor in Question No.1(b) on précis writing. In Question No.2, the performance of the candidates was average. The candidates had committed a lot of grammatical mistakes in Question No.2(a). The performance of the candidates in Question No.3(a) on framing sentences by using words/ phrases /idioms was good but the performance was average in part (b). In Question No.4, the performance of the candidates was good. Large number of candidates performed Question No.4(a) correctly. Most of the candidates attempted Question No.4 (b) well, but none opted for alternate Question No.4(b) in general. The performance of the candidates was good in Question No. 5, though most of them did not correctly followed the format. In Question No.6, the performance of the candidates was good but drafting was not upto-the-mark.

There is enough room for improving the score in this paper. The candidates are advised to pay attention to the basics of english language, spellings and grammar. Candidates should thoroughly read the Study Material, Suggested Answers and Guideline Answers to follow and learn different letter formats. Candidates should also incorporate commercial and economic dailies and journals in their reading. They are advised to go

through the dictionary on a daily basis and practice précis writing regularly.

#### 2. ECONOMICS AND STATISTICS

The overall performance of the candidates in this paper was just satisfactory because approximately because around 66% of the candidates secured 40% or more marks. It was noted that many candidates appeared in the examination without thorough preparation of the subject. They were confused about basic concepts and fundamentals. Many candidates were not comfortable to work out statistical problems correctly because of their poor practice and lack of clarity to recall and apply the formula in given situation. In Question No.1 (a) on correct and incorrect statements, many candidates fail to write correct and logical reasons in support of their answers. Question No.1 (b) on multiple choice answers was well attempted by majority candidates. All the questions except Question No.2(ii) of part (a) of Question No.2 were satisfactorily answered by candidates.. The Question No.2 a(ii) on distinction between positive and normative economics was not properly answered by majority of the candidates. While answering part (b) of Question No.2, candidate were found in very confusing situation because of their lack of preparation and poor understanding of the subject. The Question No.3 (a) on Fisher's Quantity theory of Money was attempted by very few candidates but those who attempted; their answers were not satisfactory. Rest of the two part of the Questions Nos 3(b) and 3(c) were answered in satisfactory manner but some candidates got confused fiscal policy with monetary policy. The answers to Question No.4 were found up to the mark. But the answers to Question No.4 (i) on role of services sector in Indian economy were not supported by any facts and figure. The answers were very common. The lack of reasoning and preciseness were observed in the answers to Question No.4 (iv). The Question No.5 (a) on correct and incorrect statements was well attempted except in some cases where answers were not supported by proper reasoning. The part (b) of Question No 5 being a popular question was attempted satisfactorily by the majority candidates. Candidates answered the Question No.6 in average manner. Some candidates failed to distinguish between hectograph and histogram correctly. The performance in Question No. 7 was satisfactory but many candidates failed to solve practical question on harmonic mean correctly. Question No.8 was attempt by candidates properly particularly part (i) and (ii), but the part (iii) was lengthy and very few candidates answer it correctly. In Question No.8 candidates did very small mistakes like error in calculations. All the parts of the Question No.8 were attempted by very few candidates. For securing good marks in this paper, candidates are advised to read prescribed text books and other reference materials. They are also expected to practice sufficient number of practical question so as work out similar problems comfortably in examinations. The candidates should write the answers in the light of requirements of the questions and support it by logical reasoning, facts and figures and diagrams wherever required.

#### 3. FINANCIAL ACCOUNTING

Conceptual clarity, poor understanding of the questions, lack of presentation skills, etc. are the general drawbacks noticed in this paper. Being practical paper candidates could have scored high marks to enhance the aggregate percentage of marks in the Foundation Programme.

In Question No.1(a) some candidates misunderstood the concept of users and uses of accounting information. In part (b) the reasons cited for true and wrong statements were far from satisfactory. In Question No.2(b) point wise answers were missing while distinguishing between capital receipts and revenue receipts, statement of affairs and balance sheet and partnership and joint venture. In Question No.3 conceptual clarity was not clear to many of the candidates as regards single entry, depreciation, dissolution of the firm, etc. In Question No.4 some candidates were unaware about the items to be taken to receipts and expenditure account as well as in balance sheet. In Question No.5(a) the treatment of valuing stock at cost less 10% was not clear to many candidates resulting to the wrong calculation of value of stock on the date of fire. In Question No. 6 treatment of goodwill due to the admission of new partner was found wrong as even one of the existing partners was gaining due to new admission. There was no clear understanding of the concept of rectifying entries for Question No.7(a). In Question No.8 some candidates passed journal entries in the books of Sohan instead Mohan. Further sharing of discount for the second bill resulted in wrong treatment.

Candidates are advised to enhance clear understanding of the various accounting concepts and practical skills to solve the questions. Answers should be concise and precise as far as the theory questions are concerned. While solving practical questions candidates should ensure that working notes should form part of the answers.

## STUDENT SERVICES

### 4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The overall performance of the candidates in this paper was up to the mark. Especially in Part- A which covers Business Laws, many candidates were found lacking in basic knowledge about the subject. The quality of answers was also not up to the mark. Some candidates failed to understand the questions properly and wrote vague answers. The knowledge of the legal provisions was also very poor. Part-B which covers Management, the performance of the candidates was more or less satisfactory. However, conceptual clarity and logical presentation was missing. Communication skills were extremely poor.

Question No.1 being compulsory one, the performance of the candidates was satisfactory. However many candidates displayed lack of clarity of thought and failed to give proper reasoning in Part (a) of the question. Part (b) containing multiple choice questions was answered satisfactorily by the candidates. Part (c) relating to fill in the blanks was not answered properly by many students. Question No.2 based on applications of certain legal provisions was attempted by few candidates and their performance was not satisfactory. Their answers were based on common sense and not on legal reasoning. Question No.3 was attempted satisfactorily by the candidates by writing good quality answers. In Question No.4, candidates performed well in Part (ii) and (iii) but many students displayed lack of knowledge in part (i) which was answered in a general way. Part (iv) being the practical problem, reasons were not spelt out properly. In Question No.5(a), the performance of the candidates was satisfactory. Question No.5(b) being multiple choice question, was not attempted satisfactorily by many candidates. Part (c) relating to fill in the blanks was also not answered satisfactorily by the candidates. In Question No.6 all parts were well attempted by the candidates. The performance in Question No.7 was satisfactory and the clarity of thought was visible in the answers written by the candidates. Question No.8 based on short notes, the performance of the candidates was not up to the mark. Reasoning given by the candidates was not proper. Logical expressions were missing and many candidates cited wrong examples in support of their answers.

For better performance and promising result in this paper, Candidates are advised to put their best by acquiring in-depth understanding and clarity of the subject by referring to prescribed text books, reference materials such as relevant Bare Acts, Student Company Secretary, Chartered Secretary etc. This will help him to face the examination with confidence.

### EXAMINATION

#### 1. 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. Bhiwara, 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. Vadodara, 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

**NOTE: The Institute reserves the right to withdraw any centre at any stage without assigning any reason.**

The list of examination centres for June, 2009 examinations are published elsewhere in this issue.

#### 2. 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, Pager or any other electronic/mechanical gadgets in Examination Hall is not allowed.**

#### 3. HINDI AS AN OPTIONAL MEDIUM FOR WRITING FOUNDATION EXAMINATION

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:

- (i) except for **'English and Business Communication' paper** which is 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.
- (ii) option once exercised is irrevocable for that particular session of examination;
- (iii) 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;
- (iv) 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**);
- (v) 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;
- (vi) 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
- (vii) 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.

#### 4. IMPORTANT INSTRUCTIONS TO EXAMINEES

**Candidates enrolled for appearing in the June, 2009 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto, and also on the Question Papers and Answer Books. However, attention of candidates is especially invited to the following instructions:**

- (i) on receipt of Admission Certificate (Roll No.), first of all, the candidates must verify carefully the entries appearing therein. Discrepancy/error, if any, in the Admission Certificate concerning spellings of his/her name, stage of examination and examination centre; medium of writing the answers, subject of examination in which exemption was sought/shown, etc., should, at once, be brought to the notice of Shri Sohan Lal, Director (Students Services) well on time before commencement of the examination;
- (ii) candidates are required to bring daily to the Examination Hall their Admission Certificates and Student Identity Cards failing which they may not be allowed admission to the Examination Hall and/or to appear in the examination;
- (iii) **before attempting to write answers in the answer book, each**

## STUDENT SERVICES

candidate must write his/her Roll Number on the special slip affixed to Answer Book Nos. 1, 1-B and 1-C, date of examination, stage of examination, name of the paper, etc. against the relevant columns on the first page of the main answer book and also on the top of Question Paper;

- (iv) candidates must attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the required numbers will be valued and awarded marks and the remaining questions will be ignored;
- (v) Questions relating to graph/précis should be attempted only on graph/précis sheets appended as last page to the Answer Book wherever required. Do not write your roll number on the Graph/Précis Sheets and additional Answer Book No. 2. The additional answer book(s) used, if any, should be fastened along with the main answer book. Candidates who fail to observe this instruction will be penalised;
- (vi) each question should start on a fresh page and sub-question(s) be attempted consecutively;
- (vii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number against the answer in bold capital letters with coloured sketch pen/different colour ink and underline the same [(e.g. ANS. TO Q. NO. 3(A)] on the left-hand side margin of the answer book and also simultaneously mark (X) in the table provided on the cover page against the respective question number;
- (viii) candidates must not, for any reason whatsoever, tear out any page(s) from the Answer Book or leave any blank page or unused spaces in between the pages. If such spaces are left, score them out. If a candidate uses more than one answer book, he/she should, indicate on the cover page of main answer book, the total number of answer books used by him/her;
- (ix) candidates are expected to write precise and to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/rules quoting case laws, etc., in support of the answers wherever applicable;
- (x) no candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;
- (xi) a few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff, candidates must re-check and ensure that they have filled up relevant particulars on the cover page of Answer Book Nos. 1, 1-B and 1-C, as the case may be, and properly tied up all the additional answer book(s) No.2 along with the main answer book;
- (xii) candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, pager, mobile phone, or any other electric/electronic gadgets etc., OR to talk or converse *inter se* with other candidates in the Examination Hall;
- (xiii) candidates are strictly warned against any attempt to copy from the answer papers of any other candidate nor allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to ensure that his/her answers are not copied by another candidates. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;
- (xiv) no candidate shall leave his/her seat in the examination hall during the course of examination without the specific permission of the Invigilator on duty for any reason whatsoever;
- (xv) on completion of examination or expiry of the prescribed examination timing, the answer book(s) must be handed over immediately to the Invigilator on duty and Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer books.
- (xvi) it shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement

from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever will not be entertained after the conclusion of that particular session of examination;

- (xvii) candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or harass or bodily harm the staff deployed for the conduct of examination will be viewed seriously and severely punished; and
- (xviii) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982".

### 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)  
Secretary & CEO

### PROHIBITION ON CARRYING MOBILE PHONES TO EXAMINATION VENUE

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

#### Company Secretaries Examination - JUNE, 2009

##### Addresses of Examination Centres

S. No.	Examination Centre	Centre Address
1.	Agra	Faculty of Commerce, St. John's College, M.G. Road, Agra - 282002
2.	Ahmedabad	Diwan Ballubhai Madhyamik Shala, B/H Abad Dairy, Opp. Vanijya Bhawan, Kankaria, Ahmedabad-380022
3.	Allahabad	Colonelganj Inter College, 51, Tagore Town, Allahabad - 211002
4.	Ambala	S. A. Jain College, Jain College Road, Ambala City 134002
5.	Aurangabad	Manikchand Pahade Law College Samarth Nagar Nirala Bazar, Aurangabad - 431001

## STUDENT SERVICES

6.	Bangalore	St. Joseph's Indian Composite, P.U. College, 2, Vittal Mallya Road, Bangalore - 560001	38.	Kolkata - South	Jodhpur Park Boys School Jodhpur Park, Kolkata (South) - 700068
7.	Bareilly	Manohar Bhushan Inter College Nainital Road, Bareilly - 243001	39.	Lucknow	National P.G. College, 2, Rana Pratap Marg, Lucknow - 226001
8.	Bhilwara	Smt. Sushila Devi Mathur PG Girls College Mahila Ashram, Pathik Nagar, Bhilwara - 311001	40.	Ludhiana	SCD Govt College, Civil Lines, Ludhiana - 141001
9.	Bhopal	Govt. Maharani Laxmi Bai Girls, (Autonomous) College (Nr. Govt. S. B. Polytechnic College), Bhopal - 462003	41.	Madurai	Tamil Nadu Polytechnic College, Thiruparankundram Road, Madurai - 625011
10.	Bhubaneswar	B. J. B. (Autonomous) College Lewis Road, Bhubaneswar - 751014	42.	Mangalore	S.D.M. Law College, Mangalore - 575003
11.	Chandigarh	Goswami Ganesh Dutta Sanatan, Dharam College Sector 32-C, Chandigarh - 160030	43.	Meerut	N.A.S. (Postgraduate) College E.k. Road, Meerut - 250001
12.	Chennai (West)	Anna Adarsh College for Women, A-1, Second Street, Anna Nagar, Chennai - 600040	44.	Mumbai (CG)	Sydenham College of Commerce and Economics B. Road, Churchgate, Mumbai - 400020
13.	Chennai (South)	Dr MGR Janki College of Arts & Science For Women 1 & 13 Durgabai Deshmukh Road, R A Puram, Chennai- 600028	45.	Mumbai (GTK)	Smt. PN Doshi Women's College, of Arts (S.N.D.T. College), Ratan Baug, Cama Lane, Ghatkopar (West), Mumbai - 400086
14.	Coimbatore	PSG College of Arts & Science, Civil Aerodrome Post Avinashi Road, Coimbatore - 641014	46.	Mumbai (JOG)	Govt. of Maharashtra I.Y. College, of Art, Science and Commerce, Jogeshwari (East) Mumbai - 400060
15.	Dehradun	Government Girls Inter College 22, Rajpur Road, Dehradun - 248001	47.	Mumbai (JOG-2)	TCSC Thakur College of Science & Commerce Shyamnarayan Thakur Marg, Thakur Village, Kandivili (E), Mumbai - 400101
16.	Delhi (East)	Lovely Public Sr. Sec. School, Priyadarshini Vihar, Laxmi Nagar, Delhi - 110 092.	48.	Mysore	SBRR Mahajana Pre-University College Jaya Lakshmiapuram, Mysore - 570012
17.	Delhi (North)	JVSD Girls Sr. Sec. School, D-II Link Road (Near Bagga Patrol Pump - Opp. Hanuman Statue), Karol Bagh, New Delhi (North) - 110005	49.	Nagpur	Hislop College, Temple Road, Civil Lines Nagpur - 440001
18.	Delhi (South)	Guru Harkrishan Public School, Near Singh Sabha Gurudwara, B-Block, Kalkaji, New Delhi - 110019	50.	Nashik	Gokhale Education Society's, BYK College of Commerce, College Road, Nashik - 422005
19.	Delhi (West)	DAV Public School, Pocket B - 6, Sector 7, Rohini, Delhi - 110085	51.	Noida	Rockwood School, B-67 Sector-33, Noida- 201307
20.	Dubai	The Indian High School, OUD Mehta Road, P.O. Box 106, (Opp. St. Marry's Church) Dubai - UAE -	52.	Panaji	S.S.Dempo College of Commerce and Economics Serra Building (Nr. A.I.R.) Altinho, Panaji (Goa)-403001
21.	Ernakulam	St. Albert's College, Ernakulam, Kochi - 682018	53.	Patna	Magadh Mahila College, North Gandhi Maidan, Patna - 800 001
22.	Faridabad	Vidya Mandir Public School Sector 15-A, Faridabad - 121006	54.	Puducherry	Bharathidasan Govt. College, for Women (Autonomous) Mahatma Gandhi Road, Muthialpet, Puducherry-605003
23.	Ghaziabad	Shambhu Dayal (P.G.) College, Opp. M.M.G. Hospital G. T. Road, Ghaziabad - 201001	55.	Pune	MIT Junior College, Mit School Campus 127/1/A, Paud Road, Pune - 411038
24.	Gurgaon	Alpine Convent School, Behind Jalvayu Towers Sector 56, Gurgaon - 122003	56.	Raipur	School of Studies in Computer Science Pt. Ravi Shankar Shukla University, Raipur - 492010
25.	Guwahati	Guwahati Commerce College R. G. Baruah Road, Guwahati - 781021	57.	Rajkot	LT. MJ Kundaliya English Medium, Mahila Comm. College, Kasturba Road, Opp. Jain Derasar Rajkot - 360001
26.	Hubli-dharwad	Dr D G Shetty Educational, Society's R S Shetty College of Commerce, Near K M F, P B Road, Dharwad - 580004	58.	Ranchi	D.A.V. Jawahar Vidya Mandir Shyamali Post Doranda, Ranchi - 834002
27.	Hyderabad	Wesley Post Graduate College, Opp. Anand Theatre, 145 MC, Intyre Road, Secunderabad - 500003	59.	Shimla	S.D. Senior Secondary School, Shimla - 171001
28.	Indore	Devi Ahilya Arts & Commerce College, 8/1 Usha Ganj, Jaora Compound, Indore-452001	60.	Srinagar	Deptt. of Economics, University of Kashmir Hazratbal Srinagar (J&K) - 190006
29.	Jaipur	University Commerce College, Jawahar Lal Nehru Marg, Jaipur - 302 004.	61.	Surat	Sir K. P. College of Commerce, SPB Vanijya Vidya Bhavan, Athwa Lines, Surat - 395001
30.	Jammu	Govt. SPMR College Of Commerce, Canal Road, Old Campus Road, Jammu - 180001	62.	Thane	K.G. Joshi Arts and N.G. Bedekar College of Comm. Chendani, Bundar Road, Thane (West) - 400601
31.	Jamshedpur	Mrs. KMPM Inter College, Main Road, Bistupur, Jamshedpur - 831001	63.	Thiruvananthapuram	Govt. Arts College, Thycaud Post Thiruvananthapuram - 695014
32.	Jodhpur	Onkarmal Somani College of Commerce, Opp. Kamla Nehru Nagar, Chopasani Road, Jodhpur - 342009	64.	Tiruchirapalli	Lawley Hall Block (1st Floor), St Josephs College Teppakkulam (Post), Tiruchirapalli - 620002
33.	Kanpur	Kanpur Vidya Mandir Mahila, (P.G.) Mahavidyalaya 7/147 Swaroop Nagar, Kanpur - 208002	65.	Udaipur	M.V. Shramjeevi College Near Town Hall, Link Road, Udaipur - 313001
34.	Kolhapur	New Model English School and Junior College, C/o. Shri Swami, Vivekanand Shikshan Sansatha 2130 - E, Tarabai Park, Kolhapur - 416003	66.	Vadodara	Faculty of Law, M.S. University of Baroda Near Railway Station, Sayajiganj, Vadodara - 390002
35.	Kolkata (N1)	Metropolitan Institution (Main), 39, Sankhar Ghosh Lane, Kolkata (North-1) - 700006	67.	Varanasi	MBA Building, M. G. Kashi Vidyapeeth, Near Cantt. Railway Station, Varanasi - 221002
36.	Kolkata (N2)	Anglo-Arabic Secondary School, 46/7, Mahatma Gandhi Road, Kolkata (North-2) - 700009	68.	Vijayawada	Satavahana College, Sitaramapuram, Eluru Road, Chuttugunta, Nr. Visal Andhra Office, Vijayawada - 520002
37.	Kolkata (North3)	The Park Institution for Girls 44 Canal West Road, Kolkata - 700004	69.	Visakhapatnam	Visakha Govt. Degree College For women Old Jail Road, Daba Gardens, Visakhapatnam - 530020
			70.	Yamuna Nagar	D.A.V. College for Girls Jagadhari Road, Yamuna, Nagar - 135001

## NEWS FROM THE INSTITUTE

## EASTERN INDIA REGIONAL COUNCIL

## BHUBANESWAR CHAPTER

## Celebration of Basant Panchami

On 31.1.2009, the Chapter celebrated 'Basant Panchami' Puja of Devi 'Saraswati' at its premises amidst the presence of the students, members, faculties of the Chapter. On the auspicious day, the Chapter Office was well decorated. A large number of students and members of the Chapter visited the Chapter office and offered prayers to Devi Saraswati.

**Participation in 6 Days EDUFEST'09 Career Fair-Cum-Career Exhibition**  
From 9.4.2009 to 14.4.2009, the Chapter opened its information stall on "Career as a Company Secretary" in 6-days Edufest'09 Fair-cum-Career Exhibition at Exhibition Ground, Bhubaneswar. The ICSI stall was displayed with the banners like, "Career as a Company Secretary", 'Stand Out of the Crowd', Posters and various informative materials of the ICSI. Prospectus, Journals, study materials and Institute's other publications were displayed during the Fair. Parents, Faculties of Schools/Colleges, students & general public visited the stall in large numbers every day and enquired about the course, its fee structure, examination and employment and other facilities, its offices, coaching facilities etc. Managing Committee members, student volunteers explained the various queries of the students and visitors to the stall about the course. Office-in-charge of the Chapter coordinated the fair cum-career exhibition.

## NORTHERN INDIA REGIONAL COUNCIL

## REFRESHER CLASSES THROUGH INTERACTIVE LEARNING FOR DECEMBER 2009, EXAMINATION

DATE OF COMMENCEMENT OF CLASSES: 25<sup>th</sup> JUNE, 2009

VENUE: NIRC-ICSI, 4, PRASAD NAGAR INSTITUTIONAL AREA, NEW DELHI-110005.

STAGE	TIMINGS	NO. OF LECTURES	FEE (RS.)	DAYS
FOUNDATION PROGRAM	10.00 AM -2.30 PM 3.00 P.M. 7.00P.M.	120 120	4,000/- 4,000/-	DAILY TWO LECTURES

## NOTE:

- Each Lecture is of two hours duration.
- Admissions on first come first served basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- No eligibility tests are conducted in Refresher classes. Therefore, no coaching completion certificate will be issued on the basis of these classes.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 on or before 20<sup>th</sup> June, 2009 through Demand Draft in favour of the NIRC of ICSI payable at New Delhi.

Credit Cards are also accepted.

For further details contact the Education Officer, NIRC OF ICSI.

Phone Nos. 011-25769352, 25763090, 25767190, Tele fax: 011-25722662, Email: edoniro@icsi.edu, niro@icsi.edu.

## Career Awareness Programmes

On 5.3.2009 as a part of the Career Awareness Programme, around 60 students of Sundarvati Mahila Mahavidyalaya, Bhagalpur, Bihar visited NIRC Office at New Delhi. Again on 4.4.2009 a Career Fair was held at VVDVA Public School, Vikaspuri, New Delhi; on 8.4.2009 the Career Awareness Programme was held at Amity International School, Gurgaon; on 17.4.2009 at Birla Vidya Niketan, Saket, New Delhi; on 29.4.2009 at Bhatnagar International School, Vasant Kunj, New Delhi; on 1.5.2009 at CCA School, Sector 4 and Lord Jesus School, Vijay Park Gurgaon.

The programmes were addressed by one or the other of the following: Hitender Mehta, Immediate Past Chairman, NIRC, Arvind Kohli, FCS, Vishal Lochan Agarwal, ACS, Manoj Joshi, ACS T.R. Mehta, Executive Officer, NIRC, Geetanjali S. Rathore, Desk Officer, NIRO & Beena, Staff of the Regional Office.

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 Company Secretary

ship Course were distributed to the students. Around 1100 students in all attended these Career Awareness Programmes.

## BHILWARA CHAPTER

The Office address of the Bhilwara Chapter of the ICSI has since been changed and the new address is as under:  
Bhilwara Chapter of NIRC of the ICSI, B-2-3, Basement, Lok Peeda Complex, Near Love Garden, Bhilwara 311 001  
Phone : 01482-329603; e-mail: bhilwara@icsi.edu

## GURGAON CHAPTER

## Foundation Course Oral Coaching Classes for December 2009 Examinations

Gurgaon Chapter of NIRC of the ICSI is commencing Oral Coaching Classes for Foundation Programme (New Syllabus) for December 2009 Examinations. Date of commencement of classes: 15.6.2009. Last Date for receipt of applications: 13.6.2009. For further details contact: Gurgaon Chapter Office at First Floor, Deenbandhu Sir Chhoturam Bhawan, Jahrsa Road (Behind Shiv Mandir), Sector 32, Gurgaon. Telephone: 0124-2380021, 9717501942. E-Mail: Gurgaon@icsi.edu.

## JAIPUR CHAPTER

## Career Fair

On 4 and 5.4.2009 the Chapter participated in Times Education Expo 2009, at Birla Auditorium, Jaipur organized by Times of India. G. C. Sharma, Executive Officer of the Chapter office informed the students and their parents about the C.S. Course and the procedure, scope, enrolment criteria, and also future prospects of the profession. During the fair a large number of visitors visited and were apprised about the Company Secretary ship Course such as how to take admission in Foundation Programme, Executive Programme, etc. Visitors were informed about the procedures in getting admission to the oral coaching classes conducted by the Chapter.

## Inauguration of Foundation Programme Classes

On 6.4.2009, the Foundation Programme classes were inaugurated by the Chairman of the Chapter Shyam Agrawal who informed about the series of Chapter activities held during past months, particularly for the students and to be organized in the coming months. He also highlighted the importance of regular coaching classes at Chapter level and shared that best faculties on the subjects have been arranged. He also disclosed that in between and after the classes, there would be quiz and elocution competitions for the students in the presence of Chairman or any other managing committee member along with concerned faculty and the best student would be suitably awarded.

## LUCKNOW CHAPTER

## Participation in 2 days Education &amp; Career Fair

On 11 & 12.4.2009 Lucknow Chapter participated in Education & Career Fair held in Hotel Clarks inn Grand, Gorakhpur. Shiv Moorti Tiwari, Office in Charge represented the Institute's stall with course related materials like brochures, pamphlets etc. and explained the visitors about the CS course making them fully aware about the course. During the days, there was a great rush of the visitors at the venue. Students along with their parents showed keen interest to know about the CS course, the position, status etc. of company secretary.

## Participation in Global Gurukul for Education Options - One Day Fair Series

On 20.1.2009, Lucknow Chapter participated in Global Gurukul for Education Options – one day fair series held in Scientific Convention Center, Near K.G.M.U. Lucknow. Shiv Moorti Tiwari (Executive Officer) represented the Institute's stall with course related materials like brochures, pamphlets etc. and explained about the CS course to the visitors making them fully aware about the course. During the day the Committee Members also visited the venue and explained the students along with others accompanying them about the role, function, etc. of company secretaries, their position and the salary drawn by a company secretary.

## 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 applications: 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, icsisirc@gmail.com

**Live Phone- in- Programme on Career as a Company Secretary**

R Sridharan, Council Member, The ICSI and Sarah Arokiaswamy, Deputy Director, ICSI – SIRO participated in an hour long LIVE PHONE-IN-PROGRAMME on Career as a Company Secretary which was telecast between 11.00 A.M. and 12.00 NOON on 11.3.2009 in "MAKKAL TV", a popular 'Tamil' television channel in Tamil Nadu. The telephonic queries from viewers about the Company Secretary profession and the course were replied by R. Sridharan, and Sarah Arokiaswamy. The programme reached the viewers widely, that many enquiries were made by the viewers to the Institute after the programme.

**Participation in 'Vazhikaati' a Career Guidance Expo at Chennai**

From 4 to 6.4.2009 the ICSI – SIRC participated in the 'Vazhikaati', a career guidance expo conducted by 'Dinamalar', a popular 'Tamil' daily at Chennai. Pamphlets were distributed to the visitors of the ICSI stall and the details about the CS course were explained to them. Around 1000 visitors visited the ICSI stall in the three days and nearly 260 visitors registered their name for want of more details from the Institute.

**BANGALORE CHAPTER**

**Inauguration of Students' Meeting and Oral Coaching Classes**

On 22.1.2009 the 27<sup>th</sup> Batch of Foundation Programme Oral Coaching Classes of the Chapter was inaugurated at a Students' Meet held at St. Joseph's Composite Pre-University College. Dr. Tejaswini H.M, Principal, S.J.R College for Women, Bangalore was the Chief Guest who inaugurated the Oral Coaching Classes. In her address Dr. Tejaswini shared certain values and teachings of Swami Vivekananda and urged the students not only to put in hard work and get more qualifications but also stressed the importance of having high principles and maintaining one's integrity and being responsible in anything one does in life.

Gopalakrishna Hedge, Chairman, SIRC of the ICSI & Ex-officio Member, Nagendra. D. Rao, Vice-Chairman, and S M Pramod, Secretary, Bangalore Chapter of the ICSI also addressed the students and shared tips and motivated them to complete the course and become company secretaries at the earliest.

**MYSORE CHAPTER**

**Study Circles**

The Chapter conducted Study Circle meetings for Foundation Programme students on Sundays of the month.

**WESTERN INDIA REGIONAL COUNCIL**

**Foundation Programme Oral Coaching Classes**

The Regional Council is conducting Foundation Programme Oral Coaching Classes at the following Oral Coaching Centres:

**P.N. Doshi, Ghatkopar, 2. Sydenham College in Churchgate; 3. MKES College in Malad.**

**For enrolment and other details contact Joint Director, Western India Regional Office at 13, Jolly Maker Chambers No.2, 1<sup>st</sup> Floor, Nariman Point, Mumbai 400 021, Tel: 022-22021826, 22047569 Cell: 09223542195.**

**AHMEDABAD CHAPTER**

**SIRAAT Education Fair**

On 26.4.2009 with a view to enhance the visibility of the profession and to attract students, the ICSI Ahmedabad Chapter represented and participated in SIRAAT Foundation Education Fair organized by Crescent School at Crescent School, Sarkhej Ahmedabad. Aashiya Desai, Counsellor and Taruna Prajapati, Chapter Official were deputed on duty at ICSI stall. Hemal Modh, CS, was exclusively invited for delivering a speech on prospects of Company Secretary Profession. Keyur Shah, Chapter Chairman, along with other CS members, visited the stall, at different times. The event started at 10 A.M. with a brief introduction of the school followed by short speech by role models of the community, followed by short speech by sponsors and cosponsors. Other participants at the event also introduced their profession and narrated background of the course, in brief. The emphasis was on importance, job potentials and future prospects. On behalf of ICSI – Ahmedabad Chapter, Hemal Modh, CS & Member, delivered a speech on Profession as Company Secretary.



Students, parents and visitors then visited the stalls arranged in Crescent School. Two banner of ICSI were displayed along with various posters. Brochures and booklets on Foundation Programme were distributed to the students, parents and other visitors. There was a good response highlighting increased awareness about the Company Secretary course as a career option.

**PUNE CHAPTER**

**Participation in Times Education Boutique 2009**

On 18.4.2009 and 19.4.2009 Pune Chapter participated in the Times Education Boutique, 2009. The event provided an outstanding forum to the Institute and the students to communicate face to face. Around 115 students and parents visited the stall of Pune Chapter displayed at the event. The brochures explaining the CS course were distributed to the visitors.

**Exclusively for**  
**COMPANY SECRETARYSHIP STUDENTS**

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