

CS FOUNDATION COURSE

BULLETIN



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The Institute of
Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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ATTENTION STUDENTS!!

SCHEDULE OF FEES W.E.F. 01.04.2008

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

GUIDELINES FOR SWITCH OVER TO NEW SYLLABUS

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

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

CS FOUNDATION PROGRAMME

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

TABLE OF CORRESPONDING EXEMPTIONS (PAPERWISE)

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

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

NOTE : IN CASE INTERESTED TO SWITCHOVER TO THE NEW SYLLABUS FOR CS FOUNDATION PROGRAMME, YOU ARE ADVISED TO OPT FOR THE SAME ON DECLARATION OF THE RESULTS FOR JUNE'08 SESSION OF CS EXAMINATION V/S-À-V/S WHILE SEEKING THE ENROLMENT TO APPEAR IN DECEMBER'08 SESSION OF CS FOUNDATION PROGRAMME EXAMINATION.

FROM THE SECRETARY & CEO'S DESK



"Sooner or later those who win are those who think they can."

– Richard Bach

Dear Students,

It is not the load of studies, that should bother you, but the way you carry out. Ability is what you are capable of doing. It is our attitude that determines the altitude to which we could reach. Similarly, it is our attitude and not the aptitude that could determine the altitude. Attitude determines the lifestyle of a person and it develops when perception is followed by projection, planning and actioning. Our attitude towards life can have a significant positive impact on shaping our quality of life. As is our attitude, so is our perception. Attitude is the way a person carries oneself.

Attitude can either be positive or negative. If you find yourself in a thinking "*What if I fail?*" or "*I could never accomplish that,*" then you do not have a positive attitude. This can have adverse effect on every single aspect of your personality. A positive (creative) attitude on the other hand, is open, passionate, focused, and has many other attributes that leads you in the direction of creative success. A positive and proactive attitude always leads to success. It is thus, important to develop a positive attitude and once developed a positive attitude, you will find positive energy flowing around you.

Clearly defined goals, positive attitude and faith in your capabilities, supported by an untiring commitment and toil could create wonders for you. A person who works towards his goals with missionary zeal and commitment is sure to turn out to be a winner in any situation. To be a winner however is not an easy task. You may face difficulties, road blocks, failures and disappointments, but never give up. Remember: A winner never quits, he always wins. You have the ability to transform your life and soar to new heights of success and fulfillment.

The Institute is regularly making efforts to improve its services to students, so as to help them in unhindered studies. During the course of your studies, you would be interacting with the Institute on various matters, such as your identity card, address, email, response sheets, examinations, etc. It is to help you in this regard, that certain important information are provided below for your reference-

VALIDITY OF CS FOUNDATION COURSE (PROGRAMME) ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course (Programme) admission. Accordingly, all those students who have registered upto June, 2005 may please note that their admission to the Foundation Course (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 they so desire- by making an application in the prescribed Form "REG" together with the Foundation Course (Programme) admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in June, 2008 or registered upto and including **31st August, 2008** would be eligible to appear in both modules of the Executive Programme to be held in **June, 2009** and candidates who would be seeking registration on or before **30th November, 2008** are eligible to write only one module in **June, 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 to obtain it separately.

IDENTITY CARDS

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

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 carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Student Services at dss@icsi.edu which will facilitate

FROM THE SECRETARY & CEO'S DESK

quick and economical communication from the Institute's side. The e-mail address may be sent in the following format:-

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

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

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

REGULARISATION OF FOUNDATION COURSE (PROGRAMME) ADMISSION

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

Name :
Details of Fee paid :
Admission No. :
E-mail 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 April & May, 2008 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Mr. Sohan Lal, Joint Director (Student Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309, without further delay and for all academic guidance students may write to Mr. B.K. Kulkarni, Director at the Institute's address or may send e-mail to slal@icsi.edu and drs@icsi.edu. 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.

LAST DATE FOR RECEIPT OF RESPONSE SHEETS FOR DECEMBER, 2008 EXAMINATION

The last date for receipt of response sheets including re-submission in the Institute from the students, who wish to be considered for enrolment for the examination to be held in December, 2008 is **31st August 2008**. These dates have been fixed keeping in view the enrolment dates of the examination and thus no request for extension of time beyond the stipulated dates will be entertained.

LAST DATE FOR ENROLMENT FOR DECEMBER, 2008 EXAMINATION

Students may please note that **25th September, 2008 (with late fee of Rs. 100/- by 10th October, 2008)** is last date for submission of the examination Form "EXA" for appearing in the examination to be held in December, 2008.

Candidates admitted to the Foundation Course/Programme between September, 2005 and March 2008 are eligible to appear in the examination to be held in December, 2008 subject to submission of response sheets to the satisfaction of the Institute by **31st August, 2008**. Interested students may fill up and send prescribed examination application form "EXA" on or before **25th September 2008**. The blank application for appearing in the examination can be had from the Headquarters of the Institute or its Regional Offices by sending crossed demand draft/ postal order for Rs. 70/- (including postage). Prescribed application form duly filled in together with the examination fee of Rs. 875/- must be sent to the Institute or deposited in the Office(s) of the closing date i.e. **25th September, 2008** and with late fee of Rs. 100/- upto **10th October 2008**.

THE EXAMINATION FEE IS 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 HEADQUARTERS OR ITS REGIONAL OFFICES.

PLEASE NOTE THAT PAYMENT OF FEE BY WAY OF CHEQUE/MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.

COMPLETION OF COACHING AND FILLING UP OF EXAMINATION FORMS

At times queries are received by the Institute from the students with regards to filling up of examination forms for want of issue of coaching completion certificate. It is clarified that students (i) who are undergoing oral coaching, and (ii) students who have submitted or re-submitted response sheets and/or would be submitting or re-submitting the response sheets within the stipulated period, are eligible to fill up the examination forms for the respective session of examination. Such students need not withhold the submission of their enrolment application for want of coaching completion certificates. The students concerned are advised to make a note in the application form to the effect that they are undergoing oral coaching completion/ have submitted response sheets and are awaiting coaching certificates. Since there can not be any change with regard to the closing date for submission of examination forms, students need not wait for the issue of coaching completion certificates for filling up their examination forms. They are advised to mention against the appropriate column in the enrolment application form that coaching completion certificates are being awaited.

FACILITY OF ORAL COACHING

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

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued 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.

CHANGE OF ADDRESS

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

COMPULSORY POSTAL TUITION.

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Course (Programme). In addition, the Regional Councils / Chapters / 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 for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz. www.icsi.edu.

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

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

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Course (Programme). Students admitted to CS Foundation Course (Programme) through out the country including rural and semi – urban areas as well as from other countries can avail this 24x7 hours on–line study facility as the portal has global reach.

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

24 HOURS CS HELPLINE

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

IMPORTANT

For all academic guidance students may write to **Mr. B.K. Kulkarni**, Director and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact **Mr. Sohan Lal**, Joint Director (Student Services), at the Institute's address.

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

Yours sincerely,

Date : 25.07.2008

Place : New Delhi


(N.K. JAIN)

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

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

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.

Undergoing 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.

FOUNDATION COURSE

ECONOMICS

Industrial Policy¹

Industrial Policy is an important and effective instrument in the hands of state for achieving the desirable rate of growth of industrial sector in the light of national priorities and social economic objectives. Industry has been one of the major drivers of growth of Indian economy. Industrial policy has played an important role for growth of Indian Industry.

The main objective of the present Industrial policy of the Government of India are :

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

Policy focus is on –

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

Policy Measures

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

i) Liberalisation of Industrial Licensing Policy

The list of items covered under compulsory licensing under the Industries (Development & Regulation) Act, 1951, is reviewed on an ongoing basis. At present, only five industries are under compulsory licensing, mainly on account of environmental, safety and strategic considerations. Similarly, there are only three industries reserved for the public sector. The lists of industries reserved for the public sector and of items under compulsory licensing are as per **Annexures-III and IV** respectively. (Annexures not given)

ii) Industrial Entrepreneurs' Memorandum (IEM)

Industries not covered under compulsory licensing are to file an Industrial Entrepreneurs' Memorandum (IEM) to the Secretariat for Industrial Assistance (SIA). No industrial approval is required for such exempted industries.

iii) Liberalisation of the Locational Policy

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

iv) Policy for Small Scale Industries

Reservation of items of manufacture exclusively for the small scale sector, as a measure of protecting this sector, forms an important focus

of the industrial policy. Since 2nd October, 2006, industrial undertakings with an investment upto rupees five crore in plant and machinery are covered within the small scale sector.

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

v) Policy For Foreign Direct Investment (FDI)

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

vi) Non-Resident Indians (NRIs) Scheme

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

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

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

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

ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

Leadership²

The importance and significance of leadership particularly in organizations is much recognized. The far reaching and strong influences of leadership in organizational life equally have been acknowledged. Leadership has been discussed time and again by many writers. Leadership is the process of directing the behavior of others toward the accomplishment of some common objectives.

Leadership can refer to influencing a group of people to move towards its goal setting or goal achievement. It is influencing people by providing purpose, direction and motivation while operating to accomplish the mission and improving the organization. A good Leader leads but doesn't push. Robert Kennedy, summed up leadership best when he said, 'Others see things as they are and wonder why; I see them as they are not and say why not?'

There are different styles of leadership which have been discussed herein below:

1) Bureaucratic leader: is very structured and follows the procedures as they have been established. This type of leadership has no space to explore new ways to solve problems and is usually slow paced. Leaders

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

² Prepared by Shruti Bansal, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, the ICSI

ensure that all the steps have been followed prior to sending it to the next level of authority. Leaders that try to speed up the process will experience frustration and anxiety.

2) Charismatic leader: leads by infusing energy and eagerness into their team members. This type of leader has to be committed to the organization in the long run. If the success of the division or project is attributed to the leader and not the team, charismatic leaders may become a risk for the company by deciding to resign for advanced opportunities.

3) Autocratic leader : is given the power to make decisions alone, having total authority. This leadership style is good for employees who need close supervision to perform certain tasks. Creative employees and team players resent this type of leadership, since they are unable to enhance processes or decision making, resulting in job dissatisfaction.

4) Democratic leader : listens to the team's ideas and studies them, but will make the final decision. Team players contribute to the final decision thus increasing employee satisfaction and ownership giving them a feeling that their input was considered when the final decision was taken. When changes arise, this type of leadership helps the team assimilate the changes better and more rapidly than other styles. A shortcoming of this leadership style is that it has difficulty when decisions are needed in a short period of time.

5) Laissez-faire ("let do") leader : gives no continuous feedback or supervision because the employees are highly experienced and need little supervision to obtain the expected outcome. This type of style is also associated with leaders that don't lead at all, failing in supervising team members, resulting in lack of control and higher costs, bad service or failure to meet deadlines.

6) People-oriented leader: is the one that, in order to comply with effectiveness and efficiency, supports, trains and develops his personnel, increasing job satisfaction and genuine interest to do a good job.

7) Task-oriented leader: focuses on the job, and concentrates on the specific tasks assigned to each employee to reach goal accomplishment. This leadership style suffers the same motivation issues as autocratic leadership, showing no involvement in the teams needs. It requires close supervision and control to achieve expected results.

8) Servant leader : facilitates goal accomplishment by giving its team members what they need in order to be productive. This leader is an instrument, employees use to reach the goal rather than a commanding voice that moves to change. This leadership style, in a manner is similar to democratic leadership. It tends to achieve the results in a slower time frame than other styles, although employee engagement is higher.

9) Transaction leader: is given power to perform certain tasks and reward or punishment for the team's performance. It gives the opportunity to the manager to lead the group and the group agrees to follow his lead to accomplish a predetermined goal in exchange for something else. Power is given to the leader to evaluate, correct and train subordinates when productivity is not up to the desired level and reward effectiveness when expected outcome is reached.

10) Transformation leader: motivates its team to be effective and efficient. Communication is the base for goal achievement focusing the group in the final desired outcome or goal attainment. This leader is highly visible and uses chain of command to get the job done. The leader is always looking for ideas that move the organization to reach the company's vision.

11) Environment leader : an understanding and application of group psychology and dynamics is essential for this style to be effective. The leader uses organisational culture to inspire individuals and develop leaders at all levels. This leadership style relies on creating an education matrix where groups interactively learn the fundamental psychology of group dynamics and culture from each other.

ENGLISH AND BUSINESS COMMUNICATION

Précis writing³

Hornby's Advanced Learner's Dictionary defines a précis as a "restatement in shortened form of the chief ideas, points, etc., of a speech or a piece of writing". Therefore, a précis is an abridgement of a lengthy matter, whether it is a speech, suggestion, finding or record or other proceedings or discussions. Abridgement is an art which has to be developed into a high degree of perfection in order to communicate effectively.

A précis is a clear, compact, logical summary of a passage. It preserves only the essential or important ideas of the original passage.

Essential requirements of writing a précis:

- 1) Read the whole passage thoroughly. You may read the passage more than once to completely understand it.
- 2) Write the main ideas on a paper.
- 3) Read the passage again to make sure that you have not missed on any point.
- 4) Write a brief summary from the main points jotted down by you. Make sure not to copy from the original piece. You can use some keywords which are indispensable.
- 5) Do not add your opinions or examples.
- 6) Make a final draft.
- 7) Read your final draft to check that you have not diverted from the original content.
- 8) The précis should be 1/3rd of the length of the original passage. Delete or append data based on the 1/3rd requirement.
- 9) Make your précis clear, concise and coherent.
- 10) Proof read your précis.

³ Prepared by Shruti Bansal, Assistant Education Officer under the guidance of Alka Kapur, Joint Director, the ICSI

NOTIFICATION ICSI No.3 of June, 2008

In accordance with the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as in force, the following students have been selected for award of "Merit-cum-Means Assistance" for Intermediate and Final Courses on the basis of results of Foundation and Intermediate Examinations, December, 2007 and fulfilling the eligibility criteria:

Sl.No.	Name of the student	Student Regn. No.
FOR INTERMEDIATE COURSE		
1.	Ms. Chesta Bhatia	220582380/02/2008
2.	Mr. Vinav Agarwal	220591031/02/2008
3.	Mr. Chetan Kakkar	220584711/02/2008
4.	Mr. Ankur Garg	220581469/02/2008
5.	Mr. Ankit Garg	220581474/02/2008
6.	Ms. Neetu Garg	220582509/02/2008
7.	Ms. Reena Rani	220592618/02/2008
8.	Ms. Deeppeeka Arora	220582859/02/2008
FOR FINAL COURSE		
1.	Mr. Manish Kumar Mishra	NR0519953/02/2007
2.	Mr. Sushant Subhash Gavade	WR0472539/02/2007
3.	Ms. Shashi Kala Jain	NR0525454/02/2007
4.	Ms. Nisha Choudhary	NR0523572/02/2007

BY ORDER OF THE COUNCIL

(N K JAIN)
SECRETARY & CEO

File No.207:Exams:D-2007

New Delhi 110 003

Dated the 25th June, 2008

ANNEXURE – I

**DETAILED COURSE CONTENTS UNDER
THE FOUNDATION PROGRAMME**

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

FOUNDATION PROGRAMME

PAPER 1 : ENGLISH AND BUSINESS COMMUNICATION

Level of knowledge : Working knowledge.

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

Detailed contents :

Part A : English (50 Marks)

1. Essentials of Good English

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

2. Essay Writing

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

3. Precis Writing

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

Part B : Business Communication (50 Marks)

4. Business Communication

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

5. Business Correspondence

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

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

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

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

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

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

6. Administration and Miscellaneous

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

7. Inter-departmental Communication

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

8. Preparation of Press Releases

PAPER 2 : ECONOMICS AND STATISTICS

Level of knowledge : Basic knowledge

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

Detailed contents :

Part A : Economics (50 marks)

1. Nature and Scope of Economics

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

2. Demand and Supply Analysis

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

3. Production, Costs and Revenue Analysis

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

4. Market Forms and Equilibrium of the Firm and Industry

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

5. Basic characteristics of Indian Economy

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

6. Select Areas of Indian Economy

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

7. Money and Banking

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

8. Economic Reforms and Liberalisation

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

Part B : Statistics (50 Marks)

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

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

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

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

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

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

PAPER 3 : FINANCIAL ACCOUNTING

Level of knowledge : Basic knowledge

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

Detailed Contents :

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

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

PAPER 4 : ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

Level of knowledge : Basic knowledge

Objectives :

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

Detailed contents :

Part A : Elements of Business Laws (50 Marks)

1. Law

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

2. Law relating to Contract – An Overview

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

3. Law relating to Sale of Goods – An Overview

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

4. Law relating to Negotiable Instruments – An Overview

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

5. Law relating to Partnership – An Overview

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

6. Elements of Company Law

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

Part B : Elements of Management (50 Marks)

7. Nature of Management and its Process

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

8. Planning

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

9. Organising

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

10. Staffing

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

11. Direction and Co-ordination

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

12. Controlling

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

13. Social Responsibility of Business.

ATTENTION STUDENTS !!

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

The Council in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980 (as amended by the Company Secretaries (Amendment) Act, 2006) approved the new Syllabus of Foundation Programme of the Company Secretaryship Course at its 174th meeting held on 18-19 August, 2007 and decided as under :

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

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

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

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

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

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

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

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

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

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

Joint Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA-201 309
E-mail: ss_fond@icsi.edu
Phone: 0120-4239999

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Vile Parle (East), Mumbai 400057, India.
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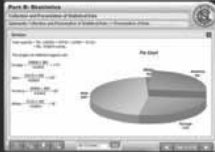
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- ◆ Lectures delivered by ICSI approved faculty
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- ◆ Ask your doubts
(Free Lectures for Limited Period)

Course (Web Based Training)	Subjects Offered	Base Fee (a)	Service Tax @ 12.36% (b)	Total Fees (a+b)
Foundation Programme (All four subjects)	<ul style="list-style-type: none"> ❖ English and Business Communication (EBC) ❖ Economics and Statistics (E&S) ❖ Financial Accounting (FA) ❖ Elements of Business Laws and Management (EBLM) 	Rs. 450	Rs. 56	Rs. 506

Note:

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EXAMINATION

1. DECLARATION OF JUNE, 2008 EXAMINATION RESULTS

Results of the Foundation Course Examination of the company secretaries held from 6th to 10th June, 2008 are scheduled to be declared at 12.00 Noon on 25th August, 2008. As in the past, the results will be displayed simultaneously on the Notice Boards at the Institute's Headquarters, Offices of the Regional Councils, Chapters and Satellite Chapters, and Examination Centres. The results along with break-up of marks will be made available on Institute's Website: www.icsi.edu on 25th August, 2008 from 12.00 Noon onwards for information of all concerned.

The result-cum-marks statements will be despatched to all candidates latest by 5th September, 2008. Meanwhile, if there happens to be change in the mailing address of any candidate, he/she should immediately intimate the same to the Institute and also send a self-addressed envelope of 23 cms. x 11 cms. size for posting his/her result-cum-marks statement at the changed address.

Any candidate not receiving his/her result-cum-marks statement by 15th September, 2008 should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement giving relevant particulars, i.e., his/her name, student registration number, stage of examination and group(s) in which he/she appeared, roll number, examination centre, along with a self-addressed stamped envelope worth Rs.5.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of 'The Company Secretaries Regulations, 1982', as in force, a candidate can seek verification of marks in any subject(s) of June, 2008 examination within one month from the date of declaration of results. The application for verification of marks should be made on a plain paper, preferably in candidate's own handwriting together with requisite fee @ Rs.100/- per subject within 30 days from the date of declaration of results, i.e., upto 25th September, 2008. **Candidates are advised not to club any other remittance or query along with request for verification of marks to facilitate an early reply.**

After completion of verification process, candidates are communicated outcome of the verification of marks, normally within 2 - 3 weeks' time. However, if any candidate does not receive a communication from the Institute by 20th October, 2008, he/she should write to the Sr. Director (Exams.) giving relevant details – (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its despatch; (vi) amount of verification fee remitted and details with regard to mode of remittance; and (vii) complete postal address along with PIN Code.

ON LINE SERVICES AVAILABLE FOR STUDENTS OF THE INSTITUTE

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

- Students can avail On Line Registration facility to get registered for Foundation and Executive Programme.
 - E-Learning Portal (<http://elearning.icsi.edu>) for CS Foundation Programme.
 - 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)
- Guidelines for Switch Over to New Syllabus
 - Forms for Students
 - Previous Year Question Papers
 - FAQs
 - Important Dates
 - Students' Bulletin (Both Foundation and Regular Programme)

3. DECEMBER, 2008 EXAMINATION

The next Foundation Course examination (under Old Syllabus) and, also for the first time, the Foundation Programme examination (under New Syllabus) will concurrently be held from Tuesday, the 30th December, 2008 to Saturday, the 3rd January, 2009. The examinations will be held as per the Time Table & Programme and the list of Examination Centres given here under :

TIME TABLE & PROGRAMME
(Foundation Course – Old Syllabus)

Dates & Days	Morning Session (9.30 A.M. to 12.30 P.M.)
30.12.2008 Tuesday	English & Business Communication
31.12.2008 Wednesday	Basic Economics & Business Environment
01.01.2009 Thursday	Financial Accounting
02.01.2009 Friday	Elements of Business Laws and Management
03.01.2009 Saturday	Information Systems and Quantitative Techniques

TIME TABLE & PROGRAMME
(Foundation Programme – New Syllabus)

Dates & Days	After-noon Session (1.30 P.M. to 4.30 P.M.)
30.12.2008 Tuesday	English & Business Communication
31.12.2008 Wednesday	Economics & Statistics
01.01.2009 Thursday	Financial Accounting
02.01.2009 Friday	Elements of Business Laws and Management

List of Examination Centres :

1. Agra, 2. Ahmedabad, 3. Allahabad, 4. Ambala, 5. Aurangabad**, 6. Bangalore, 7. Bareilly** 8. Bhilwara, 9. Bhopal, 10. Bhubaneswar, 11. Chandigarh, 12. Chennai (North), 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. Hyderabad, 26. Indore, 27. Jaipur, 28. Jammu, 29. Jamshedpur, 30. Jodhpur, 31. Kanpur, 32. Kolhapur; 33. Kolkata (North1), 34. Kolkata (North2) 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. Pondicherry, 51. Pune, 52. Raipur, 53. Rajkot, 54. Ranchi, 55. Shimla, 56. Srinagar, 57. Surat, 58. Thane, 59. Thiruvananthapuram, 60. Tiruchirapalli, 61. Udaipur, 62. Vadodara, 63. Varanasi, 64. Vijayawada, 65. Visakhapatnam, 66. Yamuna Nagar (Haryana) and 67. Overseas Centre : Dubai.

The last date for receipt of enrolment applications for December, 2008 examinations in the Institute together with the requisite examination fee is 25th September, 2008 and with late fee of Rs.100 upto 10th October, 2008.

IMPORTANT: Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or extension of time for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

ATTENTION!**STUDENTS APPEARED IN JUNE, 2008 EXAMINATIONS**

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Intermediate and Final Courses based on their meritorious performance in the examinations and/or merit-cum-need basis on their passing Foundation and Intermediate examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983".

MERIT SCHOLARSHIP

In pursuance of para 7 of the "Merit Scholarships (Company Secretaryship Course) Scheme, 1983", 15 numbers of Scholarships are awarded each for Intermediate and Final examinations per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed all the subjects of Foundation and Intermediate examination respectively, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation examination, June, 2008 are required to get themselves registered with the Institute for pursuing Intermediate Course within 3 months from the date of declaration of results to become eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 15 numbers of Financial Assistance are awarded each for Intermediate and Final examinations per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form obtainable from the Institute, which can also be downloaded from the Institute's website www.icsi.edu, and submit his/her application within the specified date as notified from time to time. Any candidate applying for Financial Assistance should have passed the Foundation/Both Groups of Intermediate examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, his/her income should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students who pass the Foundation examination, June, 2008 must get themselves registered with the Institute for pursuing Intermediate Course within 3 months from the date of declaration of results to become eligible for award of this Financial Assistance.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" will be published in the March/April and September/October issue of "C.S. Foundation Course Bulletin" and "Student Company Secretary" Bulletin.

**NOTIFICATION
ICSI NO. 2 OF JUNE - 2008**

In pursuance of para 11 of the "Merit Scholarship (Company Secretaryship Course) Scheme 1983", the following students have been awarded 'Merit Scholarships' for the Intermediate and Final Courses on the basis of their meritorious performance in the Foundation and Intermediate Examinations of 'company secretaryship' held in December, 2007:

FOR INTERMEDIATE COURSE

Sl.No.	Name of the student	Registration No.
1.	ANKITA CHHAZED (MS.)	420535234/04/2008
2.	ABHISHEK A	320427268/03/2008
3.	ABHISHEK SETHIA	120273150/02/2008
4.	ROHIT RUNGTA	120276974/02/2008
5.	SHRUTI CHHALANI (MS.)	120273714/02/2008
6.	REEMA ARYA (MS.)	220577977/02/2008
7.	PRAGYA NAHATA (MS.)	120272488/02/2008
8.	SHANKARNARAYANAN K	320418272/02/2008
9.	ANKITA DHARIWAL (MS.)	120273697/02/2008
10.	PRIYANKAR GHOSH	120280142/04/2008
11.	HARSH JOSHI	120277647/02/2008
12.	NETI DUDHWEWALA (MS.)	120273862/02/2008
13.	SWATI MURKYA (MS.)	220591919/02/2008
14.	NIRANJAN J	320417286/02/2008
15.	ANKIT KANODIA	120273921/02/2008

FOR FINAL COURSE

1.	TANUJ AGARWAL	ER0249355/02/2007
2.	GAGAN JAIN	NR0502608/08/2006
3.	APEKSHA NANDAWAT (MS.)	NR0517582/02/2007
4.	NEETHU JAMES (MS.)	WR0473238/02/2007
5.	RITTIKA CHOWDHARY (MS.)	ER0241531/08/2006
6.	ISHAN SONTHALIA	ER0250489/02/2007
7.	RAHUL RUNGTA	ER0243636/08/2006
8.	ABHISHEK KAILASH RATHI	ER0252482/02/2007
9.	MAYANK RAJENDRA SARDA	WR0467737/02/2007
10.	MANISH KUMAR SONI	ER0251461/02/2007
11.	NEETI GOYAL (MS.)	NR0526031/02/2007
12.	SUMAN BHURA (MS.)	ER0224547/08/2005
13.	DEEPAK AGARWAL	ER0251701/02/2007
14.	GOLDY AGARWAL	ER0252031/02/2007
15.	KUSHAL AGARWAL	ER0241526/08/2006
16.	MOHIT AGARWAL	ER0242921/08/2006

BY ORDER OF THE COUNCIL

(N K JAIN)
(SECRETARY & CEO)

File No.205:Exams:D/2007

Dated the 30th June, 2008
NEW DELHI - 110 003.

STUDENT SERVICES

**COMPANY SECRETARIES EXAMINATIONS – DECEMBER, 2007
ALL INDIA PRIZE AWARDS — FOUNDATION COURSE EXAMINATION.**

Sl. No.	Name of the Prize Award	Criteria	Name and Address of the Winner	Qualification	Occupation	Age (Yrs.)	Marks Obtained	Photograph
FOUNDATION EXAMINATION								
1.	SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful candidates.	Ms. Ankita Chhazed C/o Parakram Mehta 301, Amar Avenue Apartment Shankar Nagar, Saket INDORE – 452 001. (Roll No.5614 Admn. No.WU0191796)	Sr. Sec.	—	20	388/500 (77.60%)	
2.	SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of Foundation examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest marks taking into account the performance of all successful candidates.	Mr. Abhishek A 13 (Old No.7) Arcot Street T Nagar CHENNAI – 600 017. (Roll No.5275 Admn. No.SU0102711)	Sr. Sec.	—	20	384/500 (76.80%)	
3.	SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the third highest marks taking into account the performance of all successful candidates.	Mr. Abhishek Sethia Flat No.302 Radha Niket 134 G T Road KOLKATA – 711 102. (Roll No.522 Admn. No.EU0116969)	Sr. Sec.	—	20	383/500 (76.60%)	
4.	DURGADEVI SARAF MEMORIAL GOLD MEDAL	Awarded to a lady candidate who passes in all papers of Foundation examination at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful lady candidates.	Ms. Ankita Chhazed C/o Parakram Mehta 301, Amar Avenue Apartment Shankar Nagar, Saket INDORE – 452 001. (Roll No.5614 Admn. No.WU0191796)	Sr. Sec.	—	20	388/500 (77.60%)	
WESTERN INDIA REGIONAL COUNCIL AWARD								
5.	ELVINA PINTO MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful candidates from examination centres situated within the Western Region .	Ms. Ankita Chhazed C/o Parakram Mehta 301, Amar Avenue Apartment Shankar Nagar, Saket INDORE – 452 001. (Roll No.5614 Admn. No.WU0191796)	Sr. Sec.	—	20	388/500 (77.60%)	—
BANGALORE CHAPTER – PRIZE AWARD								
6.	LATE SHRI G V SETTY AND LATE SMT. KUSUMAMBA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful candidates from Bangalore centre.	Ms. Sandhya S 155 BHEL Layout Pattanagere North Rajarajeshwari Nagar BANGALORE – 560 098. (Roll No. 4268 Admn. No.SU0097810)	Sr. Sec.	—	20	350/500 (70.00%)	—
HYDERABAD CHAPTER – PRIZE AWARD								
7.	LATE MADINEEDI RAMAKRISHNA SUBHADRA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks from amongst all such successful candidates from Hyderabad Centre.	Mr. Bharat Venkata Bommakanti C/o B V Rama Krishna LIG – 705, KPHB Colony HYDERABAD – 500 072. (Roll No. 4721 Admn. No.SU0110851)	Sr. Sec.	—	19	346/500 (69.20%)	—

NEWS AND ANNOUNCEMENTS

NEWS AND ANNOUNCEMENTS

EASTERN INDIA REGIONAL COUNCIL

FOUNDATION PROGRAMME (NEW SYLLABUS) ORAL COACHING CLASSES

W.e.f. 15.9.08 the EIRC of the ICSI proposes to conduct its next batch of Foundation Programme (New Syllabus) Oral Coaching Classes between 01.00 P.M. and 04.15 P.M. for four months. Fees: Rs.2600/-

Venue: ICSI-EIRC Building, 3-A, Ahiripukur 1st Lane, Kolkata 700 019

For admission and other details contact :
Dy. Director

EIRO of the ICSI, 3-A, Ahiripukur 1st Lane, Kolkata 700 019
Tel: No. 03322832973/22816541/22816542(D) / 22901065

NORTHERN INDIA REGIONAL COUNCIL

REGULAR CLASSES THROUGH INTERACTIVE LEARNING FOR JUNE, 2009 EXAMINATION

DATE OF COMMENCEMENT OF CLASSES: 15th OCTOBER, 2008

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

FOUNDATION PROGRAM

Stage	Timings	No.of Lectures	FEE(Rs.)	Days
Foundation Programme	7.30 A.M.-9.30 A.M.	120	4,000/-	Daily one lecture
-do-	10.00 A.M.-2.30 P.M.	120	4,000/-	Daily two lectures
-do-	3.00 P.M.-7.00 P.M.	120	4,000/-	Daily two lectures

NOTE:

- Each Lecture is of two hours duration.
- Admissions on first come first serve basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- The students undergoing Oral Coaching and passing the required eligibility tests need not submit the response sheets under postal tuition scheme.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 in Cash/Demand Draft in favour of the NIRC of ICSI payable at New Delhi. Admissions are open from 25th September, 2008 onwards. Credit Cards are also accepted.

For further details please contact:
Education Officer, NIRO of ICSI.
Tel.: 011-25769352, 25763090, 25767190
Tele fax: 011-25722662
Email: niro@icsi.edu, edoniro@icsi.edu

KANPUR CHAPTER

Career Fair

On 4 and 5.6.08 a two days Career Fair was organised by Education Times at Hotel Land Mark, the Mall, Kanpur. Vineet Tripathi, Chapter Chairman, K.L. Kushwaha, Incharge of the Chapter Office along with Uma Gupta, Santosh Srivastava and Ram Lakhan were present at the stall and replied the queries raised by the visitors. Pamphlets explaining the CS course were distributed among the visitors. ACD on *Mehnat Rang Layegi* provided by the Headquarters of the Institute were also shown on the computer to the visitors.

Manish Kumar Pandey, Vibha Mehrotra, Shraavan Kumar Vishnoi, Executive members of Managing Committee of the Chapter and CS Alakh Pandey were also present at the fair and guided the visitors one by one.

SOUTHERN INDIA REGIONAL COUNCIL

BANGALORE CHAPTER

Inauguration of Oral Coaching Classes

On 30.6.2008 the 26th batch of Foundation level oral coaching classes and

44th Batch of Intermediate level Oral Coaching Classes of the Bangalore Chapter were inaugurated at a Students Meet held at St. Joseph's composite Pre-University College. N. Bharathi, Head of the Department-Commerce & Management, Garden City College, Bangalore was the Chief Guest who inaugurated the Oral Coaching Classes. Bharathi in her inspiring address highlighted the importance of hard work and dedication to attain success in life. She also shared some of her experience both as a student and faculty. She concluded by stating that if one rested then one rusted and cautioned the students not to end up rusted.

WESTERN INDIA REGIONAL COUNCIL

BHOPAL CHAPTER

Career Awareness Programme

On 30.7.08 the Chapter conducted its Career Awareness Programme at B.H.E. Raman Higher Secondary School, Govindpura, Bhopal. 64 students with their teachers attended the programme. Amit Kumar Jain, Treasurer gave the introduction about the Institute, its constitution, course curriculum, stages, fees, training and other related information. Praveen Kumar Rai, Management Committee Member, described the scope and prospects of the CS course. He also explained the practice areas of a company secretary to the students. Hansraj Mutreja, Company Secretary also shared his views with the students. The session was very interactive and lively.

Foundation Course Classes

W.e.f. 16.6.2008 the Bhopal Chapter of the ICSI has started classes for the Foundation Course with a strength of 15 students. Arun Sabharwal, Chairman and Amit Kumar Jain, Treasurer informed the students about the schedule and timings of the classes.

PUNE CHAPTER

Meeting of Faculty Members of Oral Coaching Classes

On 26.7.08 a meeting of the faculty members of Foundation and Executive Programme Oral Coaching classes conducted by the Chapter was held. The meeting was chaired by Sandeep Nagarkar, Chapter Chairman with Prajot Tungare, Vice Chairman and Vikas Agarwal, Treasurer being other Managing Committee members present at the meeting. Students representatives from respective batch of Foundation and Executive programme were also invited to the meeting. The meeting deliberated on various actions to be taken to enhance effectiveness of Oral Coaching Classes and organize counseling lectures for the students. The faculties also suggested various measures to be taken to increase students' registration for OTC and effort to increase the number of the OTC students passing the examination.

Inauguration of Foundation Course Oral Coaching Classes

On 31.5.2008 the Chapter inaugurated the Oral Coaching Classes for Foundation Course for December 2008 examinations. Sandeep Nagarkar, Chairman and Shridhar Kulkarni, Chapter Secretary made students aware of the Institute of Company Secretaries of India, role of Pune Chapter, its infrastructure facilities and benefits available to the students. The Chairman in his address guided the students about the curriculum, why and how it's defined for the benefits of the students. He also explained students of the career opportunities as a company secretary.

Devendra Deshpande, Chairman PCS Committee replied some of the queries of the students and parents. On the occasion faculty members expressed their opinion on the Oral Coaching Classes. Parents of the students expressed their satisfaction for family like atmosphere that Chapter nurtured with the students. Approximately 25 students were present on the occasion.


THANE CHAPTER

FOUNDATION PROGRAMME (NEW SYLLABUS) ORAL COACHING CLASSES

W.e.f. 13.10.2008 the Chapter proposes to commence next batch of Foundation Programme (New Syllabus) Oral Coaching Classes between 06.30 and 08.30 P.M. for June 2009 examination. Timings: 06.30 to 08.30 P.M. Fees: Rs.4,000/-

For further details contact :
Chapter Office at 203, Mankame Building, 2nd Floor
Opp. Saraswati Book Depot, Dattamandir Road,
Chendani Koliwada, Thane(W) 400 601
Phone: 2544 4479
E-mail: icsi_thanechapter@yahoo.co.in

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



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