

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

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

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

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

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

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

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

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

A nominal annual fee of Rs 500/-** (Rupees Five hundred 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



Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus.

–Alexander Graham Bell, the inventor of the telephone.

Dear Students,

Barack Obama, the President of United States of America while addressing American students said, "What you make of your education will decide nothing less than the future of this country."

No matter what you want to do in your life, a good education is one of the critical components of character building, life building and nation building. The Company Secretary ship course offers the students critical elements of nurturing professionals and thus help in nation building. The course curricula help students in inculcating professional values and ethics. Hence, the Company Secretary ship course helps students achieve success in their personal and professional life and contribute in national building. The height you achieve in your professional career would directly depend on the hard work, dedication and commitment you put in right now.

My sincere advice to students is to set the goals early and stay focused. The time you put in studying at the moment is an investment the returns of which you would reap throughout your life.

As a student you should cherish this time of your life as it provides you enormous opportunities to do things about which you would be proud of throughout your life. True achievers are those who overcome the hurdles of life and are not bogged down by the circumstances of life.

The Institute has launched the e-learning portal, study material on CD-ROM would be offered shortly, web based learning, and video based training are some of the new initiatives that have been taken to help the students of the CS Course to pass their examinations with flying colours. I expect all of you to put your best efforts for the forthcoming examinations scheduled to be held in December 2009.

Some other useful information regarding the CS Foundation Course is given below.

VALIDITY OF CS FOUNDATION 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 Sep, 2006 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.

IDENTITY CARDS

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

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

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

E-MAIL ADDRESS OF THE STUDENTS

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

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

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

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

REGULARISATION OF FOUNDATION 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:

FROM THE SECRETARY & CEO'S DESK

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 Aug & Sep 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 Mr. Sohan Lal, Director (Students Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309, without further delay and for all academic guidance students may write to Mr. V. P. Sharma, Director (Academics) 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.

FACILITY OF ORAL COACHING

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

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

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

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

24 HOURS CS HELPLINE

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

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

IMPORTANT

For all academic guidance students may write to V. P. Sharma, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact Sohan Lal, Director (Students Services), at the Institute's address

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

Yours sincerely,

Date : 30-11-2009

Place : New Delhi


(N.K. JAIN)

Study while others are sleeping; work while others are loafing; prepare while others are playing; and dream while others are wishing.

- William Arthur Ward

ACADEMIC GUIDANCE

ECONOMICS

**MONETARY POLICY (SECOND QUARTER REVIEW)
2009-10¹**

Dr. D. B. Subbarao, Governor of RBI announced the second quarter review of Monetary Policy 2009-2010 on 27th October, 2009. Some of the important highlights of review are as under :

Global Economy

There has been a discernible improvement in the global economy since the last review in July 2009. The recovery is underpinned by output expansion in emerging market economies, particularly in Asia. World output improved in the second quarter, manufacturing activity has picked up, trade is recovering, financial market conditions are improving, and risk appetite is returning. A sharp recovery in equity markets has enabled banks to raise capital to repair their balance sheets. There are concerns, however, that the recovery is fragile. Even as output is reviving, unemployment is expected to increase to over 10 per cent. Investment is also expected to remain weak due to ruptured balance sheets, excess capacity and financing constraints. Bank collapses are continuing. World trade still remains below its level a year ago. On balance, while global economic prospects have improved, uncertainties remain about the pace and sustainability of economic recovery.

Indian Economy

In India, too, there are definitive indications of the economy attaining the 'escape velocity' and reverting to the growth track. This is despite the continuing contraction in exports and the worst drought since 1972. The performance of the industrial sector has improved markedly in recent months. Domestic and external financing conditions are on the upturn. Capital inflows have revived. Activity in the primary capital market has picked up and funding from non-bank domestic sources has eased. Liquidity conditions have remained easy and interest rates have softened in the money and credit markets.

At the same time, some concerns persist. There are clear signs of rising inflation stemming largely from the supply side, particularly from food prices. Private consumption demand is yet to pick up. Agricultural production is expected to decline. Services sector growth remains below trend. Bank credit growth continues to be sluggish.

Government Borrowing

Management of the large government market borrowing programme in a non-disruptive manner has been a major challenge for the Reserve Bank. Consistent with the accommodative monetary stance, the Reserve Bank expanded its domestic assets through open market operations (OMO) and unwinding of market stabilisation scheme (MSS) securities to provide primary liquidity to support the borrowing programme. During 2009-10 so far, the Central Government has already completed over 80 per cent (Rs.3,19,911 crore) of its net market borrowing and State Governments have mobilised Rs.58,683 crore (net) through the market borrowing programme. Because of the front-loading of the market borrowing programme, net issuances under the Central Government borrowing programme in the remaining period of 2009-10 will be only around Rs.62,500 crore. In the context of the debate on raising the held to maturity (HTM) investment limit for banks, on considerations of the merits and demerits of the issue, the Reserve Bank has determined that it is not advisable to raise the HTM ratio.

1. Source - Press Release RBI

Liquidity Situation and Interest Rates

The liquidity situation has remained comfortable since mid-November 2008 as evidenced by large absorption of nearly Rs.1,20,000 crore on a daily average basis under the liquidity adjustment facility (LAF) window of the Reserve Bank. With most commercial banks reducing their deposit rates, the cost of funds has declined enabling banks to reduce their lending rates.

Growth Outlook

On current assessment, the growth projection for GDP for 2009-10 has been retained at 6.0 per cent with an upward bias, unaltered from that made in the July review. This assumes a modest decline in agricultural production, as the South-West monsoon rainfall this year has been the weakest since 1972 affecting both yield and acreage of agricultural crops, but a faster recovery in industrial production.

Inflation Outlook

Inflation assessment has become increasingly complex in recent times in view of the wide divergence between the inflation rate based on the WPI and the various CPI inflation measures. The situation was aggravated by the deficient monsoon rainfall and drought condition in several parts of the country. While CPI inflation is now in double digit, the WPI inflation rate remains low.

Taking into account the global trend in commodity prices and the domestic demand-supply balance, the base line projection for WPI inflation at end-March 2010 is placed at 6.5 per cent with an upward bias. This is higher than that of 5.0 per cent WPI inflation projected in the July 2009 Review as the upside risks have materialised.

Money Supply

Keeping in view the borrowing requirement of the Government and of the commercial sector in the remaining period of 2009-10, the indicative projection of money supply growth of 18 per cent set out in July 2009 Review is revised downwards to 17 per cent. Consistent with this, aggregate deposits of scheduled commercial banks are projected to grow by 18 per cent. The growth in adjusted non-food credit, including investment in bonds/debentures/shares of public sector undertakings and private corporate sector and CPs, is also revised downwards to 18 per cent from 20 per cent set out earlier. Banks are urged once again to step up their efforts towards credit expansion while preserving credit quality, which is critical for revival of growth.

Managing the Recovery: Some Issues

The attention around the world, as also in India, has shifted from managing the crisis to managing the recovery. The policy dilemma for India is different in some important respects from that of advanced economies as well as other emerging market economies for the following reasons:

- Most of these countries do not face an immediate risk of inflation, whereas India is actively confronted with an upturn in inflation.
- India has the challenge of reviving domestic consumption and investment demand, the traditional, dominant drivers of our growth, although households, firms and financial institutions in India are not struggling with impaired balance sheets unlike in advanced economies.
- India has traditionally been a supply constrained economy in contrast to advanced economies which are demand starved. The supply constraints, which remained subdued during the crisis period due to weak demand, will re-emerge and may indeed become binding.
- India is one of the few large emerging economies with twin deficits - fiscal and current account deficits.

Exit Strategy

Around the world there is an active debate on the timing and sequencing of exit from the expansionary monetary stance. 'Exit' is a central issue in our policy matrix too. The challenge for the Reserve Bank is to support the recovery process without compromising on price stability. Growth drivers warrant a delayed exit, while inflation concerns call for an early exit. Premature exit will derail the fragile growth, but a delayed exit can potentially engender inflation expectations. This calls for a careful management of trade-offs.

We have studied all the arguments for and against reversal of monetary easing. These arguments are detailed in the policy review document. The balance of judgment at the current juncture is that it may be appropriate to sequence the 'exit' in a calibrated way so that while the recovery process is not hampered, inflation expectations remain anchored.

Monetary Policy Stance

On the basis of the above overall assessment, the stance of monetary policy for the remaining period of 2009-10 will be as follows:

- Keep a vigil on the trends in inflation and be prepared to respond swiftly and effectively through policy adjustments to stabilise inflation expectations.
- Monitor the liquidity situation closely and manage it actively to ensure that credit demands of productive sectors are adequately met while also securing price stability and financial stability.
- Maintain a monetary and interest rate regime consistent with price stability and financial stability, and supportive of the growth process.

Way Forward

The Reserve Bank will continue to monitor the price situation in its entirety and will take measures as warranted by the evolving macroeconomic conditions swiftly and effectively.

Monetary Policy Measures

For now, the Reserve Bank has decided to keep the policy repo rate unchanged at 4.75 per cent, the reverse repo rate unchanged at 3.25 per cent and the CRR of banks unchanged at 5 per cent of their NDTL.

The following measures constitute the first phase of 'exit'

- The statutory liquidity ratio (SLR), which was reduced from 25 per cent of demand and time liabilities to 24 per cent, is being restored to 25 per cent.
- The limit for export credit refinance facility, which was raised to 50 per cent of eligible outstanding export credit, is being returned to the pre-crisis level of 15 per cent.
- The two unconventional refinance facilities: (i) special refinance facility for scheduled commercial banks; and (ii) special term repo facility for scheduled commercial banks [for funding to mutual funds (MFs), non-banking financial companies (NBFCs), and housing finance companies (HFCs)] are being discontinued with immediate effect.

Further, the liabilities of scheduled banks arising from transactions in collateralised borrowing and lending obligations (CBLO) with Clearing Corporation of India Ltd. (CCIL) would now be subject to the maintenance of the cash reserve ratio (CRR).

Developmental and Regulatory Issues

While India has been less affected by the crisis than most other countries, there are lessons from the crisis for India too, which include: (i) further strengthening regulation at the systemic and institutional levels; (ii) making our supervision more effective and value adding; and (iii) improving our

skills in risk management. Further, we need to actively pursue the challenge of financial inclusion. Action being Taken:

Financial Stability

- Releasing of the first Financial Stability Report for India by December 2009.

Interest Rates

- Considering the recommendations of the Working Group on the Benchmark Prime Lending Rate (BPLR) system after receiving feedback.

Financial Market Products

- Proposal to introduce plain vanilla over-the-counter (OTC) single-name Credit Default Swaps (CDS) for corporate bonds for resident entities subject to appropriate safeguards. The operational framework will be finalised in consultation with market participants.
- Permitting recognised stock exchanges to offer currency futures contracts in currency pairs of Rupee-Euro, Rupee-Pound Sterling and Rupee-Japanese Yen, in addition to the existing Rupee-US dollar contracts.

Regulatory Measures

- Increasing the provisioning requirement for advances to the commercial real estate sector classified as 'standard assets' from 0.4 per cent to 1.0 per cent.
- Liberalising the extant branch authorisation policy for domestic non-RRB scheduled commercial banks.
- Allowing banks to build up capital for take-out exposures in a phased manner.
- Advising banks to augment their provisioning cushions consisting of specific provisions against non-performing assets (NPAs) as well as floating provisions so that their total provisioning coverage ratio, including floating provisions, reaches 70 per cent by September 2010.
- Issuing guidelines to private sector and foreign banks with regard to sound compensation policies.
- Introducing a category of NBFCs as 'infrastructure NBFCs', defined as entities which hold minimum of 75 per cent of their total assets for financing infrastructure projects.
- Linking the risk weights of banks' exposure to infrastructure NBFCs to the credit rating assigned to the NBFC by external credit assessment institutions (ECAIs).

Financial Inclusion

- Allowing banks to (i) appoint the additional entities as business correspondents (BC); and (ii) collect reasonable service charges from the customer in a transparent manner for delivering the services through BC.
- Advising the lead banks to take steps to draw up a road map by March 2010 to provide banking services through a banking outlet in every village having a population of over 2,000, by March 2011.
- Constituting a Working Group to examine the issues involved in the introduction of priority sector lending certificates (PSLCs).

Currency Management

- Mandating banks to install note sorting machines in all their branches in a phased manner in terms of a road map to be approved by the Reserve Bank.

ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

TRANSACTIONAL ANALYSIS ²

Transactional analysis being one of the theories of modern psychology was developed by Dr Eric Berne. In its simplest of forms transactional analysis is understood as the method of studying interactions between individuals. Transactional analysis (T.A) is basically the way humans interact i.e., it is the process of one individual's response (transactional response) to the other individual's interaction (transactional stimulus). It is the method of finding out 'why people do as they do' by determining which part of the multiple natured individuals is being activated in any transaction.

In other words, when two people communicate, one person initiates a transaction with the transactional stimulus. The person at whom the stimulus is directed will in turn respond with the transactional response. Thus, T.A. involves identifying which ego state directed the stimulus and the response in both the persons.

Transactional analysis helps all its followers. It helps one enrich his/her dealing with people and also understanding of one's own self.

Based on these there are three ego states as follows:

1. Parent
2. Child
3. Adult

These are described below:

1. Parent: What is it that comes to your mind when you think of the word "parent"? Apart from love there are words like 'no', 'work hard', 'don't do this', 'say sorry', 'very well done' etc. that comes to our mind when we think of our parents. Then there are also feelings like blessings, concern, worried, hugging, loving etc. These things that we learn in the first five years of our life from our parents are recorded straight in our mind and this represents the first ego state i.e., parents.

2. Child: A child's responses are not thoughtful answers. A child replies based on his feelings. A child is represented by words like 'please don't leave me', 'I want that', 'being naughty', 'pleading for something' etc.

A child is dependent, small, little and clumsy. Thus, most of his reactions are based on the recording of the responses of others that he hears and watches. As in the parent ego state it also develops from childbirth to 5 years of age.

3. Adult: It can be said to be the beginning of the adult in a child. It starts from the age of approximately 10 months to 1 year. This is the stage of self-actualization and evaluation. Here the child begins to think based on his understanding whether something is correct or not, is good or bad etc. It is reflected by words like 'why', 'how', 'I don't want this', 'this won't look good' etc.

Thus, it can be shown as:

PARENT → TAUGHT CONCEPT OF LIFE
 CHILD → FELT CONCEPT OF LIFE
 ADULT → LEARNED CONCEPT OF LIFE

The goal of transactional analysis is to help in regaining the freedom of choice which is lost by people in early childhood by building a strong adult. T.A. helps in controlling every situation. Let's take the example of an organizational setup. T.A. provides an excellent model in improving the health of the organization. The parent- child relationship between a manager and his subordinate can be changed into an adult-adult relationship. A manager can say to his subordinate that you do not need a corporate

2. Prepared by Shruti B. Gupta, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, The ICSI.

parent to tell you what to do and when to do. You can take decisions which concern you. I am manager of the department, so are you for the job assigned to you.

Thus T.A. can give employees fresh insights into their own personalities and it can also help them understand why others react as they do.

T.A. is basically a language within a language i.e. it is a language of true feelings and emotions. It helps create, develop and manage relationship by understanding the communication one is in. It can help a person in every situation i.e. it can help in clearly understanding what is going on and then by virtue of his knowledge he can give himself different choices of ego states. Further, it helps understand which ego state to use, thereby helping the involved person to send better signals by knowing where to send them and how to send them. Therefore, it enables an individual who is a part of the communication to make the most of it (communication) in an effective manner.

OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES IN JUNE 2009 EXAMINATION ³

The December session of the Foundation Programme Examination was held from 2nd June 2009 to 5th June 2009. The pass percentage for all the papers has been compiled and given in Table-A hereunder for the information of the students. Though the pass percentage showed a good performance by the candidates, some candidates of course were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for these candidates to know the general weaknesses/drawbacks in their answers. Although, it is not possible to give comments on each and every candidate's answer scripts, some common drawbacks based on the comments and observations given by the examiners have been culled and given paper wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

TABLE - A			
STATEMENT SHOWING THE PASS PERCENTAGE OF PAPERS IN JUNE 2009 EXAMINATION			
Subject	Percentage of Candidates Secured		
	40 to 49% marks	50% to 59% marks	60% and above marks
1 English and Business Communication	22.76	31.48	29.27
2 Economics and Statistics	20.61	25.90	34.87
3 Financial Accounting	18.74	21.58	41.62
4 Elements of Business Laws and Management	25.12	28.66	27.04

FOUNDAITON PROGRAMME

1. ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates in this paper was fairly satisfactory. At the same time it was observed that some candidates were not serious about the examination. This paper is divided into two parts i.e.

3. Compiled from the Examiners' Report

A & B. Part A covers essay, précis writing and general grammar whereas part B focuses more on letter writing. It was observed that candidates do not make a detailed study of the subject and lacked knowledge about current affairs which was apparent in their essay writing. The performance in précis writing was extremely poor as the candidates reproduced the entire content from the précis itself.

The performance of the candidates in Question No. 1 was average. The performance in both essay writing and précis writing was not satisfactory. In Question No. 2, the performance was good. Most of the candidates wrote good quality answers. However some candidates committed general grammatical mistakes. The performance to Question No. 3 (a) pertaining to idioms and phrases were not upto the mark. Many candidates had problem in understanding the meaning of phrases and idioms. The performance of the candidates in part (b) was average. The candidates were not able to make even simple sentences. The performance of candidates in Question No.4 was fairly good. Some of the candidates performed very well whereas some lacked in presentation skills. In Question No. 5 the performance of the candidates was average. In Question No. 5 (ii), candidates confused tips for effective e-mail manners to online chatting. In Question No.6, the performance of the candidates was poor. Many did not attempt Question No. 6 (i) pertaining to reconnection of telephone line. In Question No. 6 (iii), the performance of the candidates was poor as they got confused between memos and circulars. Candidates displayed poor drafting skills in Question No. 6 (iv) pertaining to drafting of Press release.

Communication is the blood vein of any organization and a Company Secretary is expected to be well versed with all kinds of official correspondences, different kinds of formats and English grammar. Therefore, being the aspiring Company Secretaries, candidates are advised to thoroughly read the study material to understand and learn different letter formats and other formats like telegrams, tenders, memos, orders etc. They should read the requirements of the question very carefully and answer logically. The candidates can improve their performance in this paper by refining their writing and drafting skills. They need to be precise and should practice writing essays on varied subjects. The candidates should pay more attention to the basics of English language, spellings and grammar. They should develop the practice of reading commercial and economic dailies and journals regularly. They are also advised to go through the dictionary on a daily basis. Candidates should remember that practice makes a man perfect and thus they should practice précis writing regularly and seriously. They should also avoid superficial knowledge and attempt to gain in-depth knowledge of the subject matter.

2. ECONOMICS AND STATISTICS

The overall performance of the candidates in this paper was satisfactory because approximately around 60% of the candidates secured 50% or more marks. It was noted that this time candidates appeared in the examination with thorough preparation of the subject. Some students were confused about basic concepts and fundamentals and were failed to assign adequate reasoning in support of their answers for correct and incorrect statements. 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 correct formula in a given situation.

In Question No.1(a) on correct and incorrect statements, majority of candidates attempt was satisfactory. Some candidates failed to make distinction between negative balance of trade and negative balance of payments. Question No.1(b) on multiple choice answers was also well attempted. The answers to Question No.2 were satisfactorily in most of the cases except Question No.2(a)(i) where many candidates got confused and could not make clear distinction between price competition and non price competition. Some candidates wrote about perfect competition. Candidate's performance to Question No.3 on brief comments on different statements was upto-the-mark. Some candidates found difficulty to explain

how to derive demand curve from the marginal utility curve. The Question No.4 on short notes on National income estimates, rapid population growth-hurdle for economic development, functions of RBI and WTO and its functions was attempted by majority almost correctly. 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 on multiple choice answers 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 'implicit weighting' and 'explicit weighting', 'Lorenz curve and 'Ogive' correctly. The performance of the candidates in Question No.7 was satisfactory. Question No.8 was a numerical question divided into three parts i.e. part (a) on calculation of correct mean, part (b) on calculation of standard deviation and part (c) on computation of coefficient of correlation. The attempt of the candidates was satisfactory to part (a) in majority cases but in part (b) there were mistakes in calculations and presentation of formula to calculate standard deviation; in part (c) some candidates calculated rank correlation instead of calculating simple correlation coefficient. This reflects basically poor understanding of statistical concepts by the candidates and poor practice of numerical problems.

There is always room for improvement. For achieving desirable performance in this paper, candidates are advised to read prescribed text books and other reference materials for better understanding of fundamental concepts. They are also required to practice sufficient number of practical questions so as gain confidence and solve the similar problems comfortably in examinations. The candidates should write the answers in readable handwriting in the light of requirements of the questions and support it by logical reasoning, facts and figures and diagrams, calculation, and formula wherever required.

3. FINANCIAL ACCOUNTING

Many candidates had shown poor presentation of answers due to lack of practice and poor understanding of the subject. Some answers led to the preparation of unnecessary accounts ignoring what was asked in the questions. Exact answers were missing in some cases. Proper format of journal entries, ledger accounts and narration to journal entries were missing in many answers.

In Question No.1(a) candidates showed lack of understanding of basic accounting concepts. Answers were very sketchy as regards the concept of limitation of accounting and petty cash book. Some candidates wrote irrelevant points instead of writing specific answers which made their answers unsound. In part (b) though candidates could correctly state whether the given statements were true or false but could not give adequate reasoning to justify the answers. In Question No.2(a) majority of the candidates could provide correct answers while filling the blanks. But in part (b) distinction between joint venture and consignment, revaluation and realization, etc. were not properly explained. In Question No.3(b) explanation to the given statements on bank reconciliation statement, distinction between capital profit and revenue profit and average clause was unfocused. In Question No.4 while preparing income and expenditure account, mistakes were observed in treatment of prepaid and outstanding expenses, subscriptions received in advance and due, calculation of interest and depreciation, etc. Further opening balance sheet was also missing in many cases. In Question No.5 (a) some candidates confused between bill receivable and bills payable and also the treatment regarding discounting and endorsements as they made mistakes in passing the entries in the books of concerned parties. In part (b) by and large, candidates could prepare the bank reconciliation statement. In Question No. 6(a) problems could not be understood by many candidates as the

trading account was found wrong and also the application of average clause. In part (b) rectification of entries were far from satisfactory. In Question No. 7 candidates were not aware about the treatment of loading on goods sent on consignment and stock reserve which led to wrong figure of profit on consignment. In Question No.8 realization account and capital accounts were not been prepared correctly by many candidates.

Being a practical paper, candidates should be conceptually thorough in the subject. The answers to theory questions should be to the point and in accordance with the marks allotted. Format for journal entries, ledger accounts and balance sheet should be clearly followed while solving practical questions. Moreover, working notes should be given wherever necessary to score good marks.

4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The overall performance of the candidates in this paper was not upto-the-mark. This paper is divided into two parts i.e. A & B. Part-A deals with Business Laws, whereas Part-B deals with Management. 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. The knowledge of the legal provisions was also very poor. Conceptual clarity and logical presentation was missing. Communication skills were awfully poor.

Question No.1 being compulsory, the performance of the candidates was satisfactory. Part (a) relating to correct/incorrect statements was well attempted by the candidates but some candidates displayed lack of conceptual clarity and failed to give proper reasoning. Part (b) containing short notes were answered satisfactorily by the candidates. In Question No.2 (a) many candidates could not explain the difference between fraud and misrepresentation in satisfactory manner. Part (b) being multiple choice question was well attempted by the candidates. Candidates displayed average performance in part (c) which consisted of fill in the blanks. Although Question No.3 based on practical problems was attempted satisfactorily by majority, yet many candidates failed to mention case laws in support of their answers. Some candidates were not aware about the basic provisions of offer/acceptance/registration of partnership firm. Question No.4 was attempted only by a few candidates. In Part (c) provisions relating to holding of annual general meeting were not clear to the candidates. The performance of the candidates in Question No.5 was very good. Both part (a) and (b) were very well attempted. Majority wrote wrong answers to 5(b)(iv). In Question No.6 the performance of the candidates was average. Many candidates displayed poor performance in Question No.6(a). The performance in Question No.7 was satisfactory and there was clarity in answers written by the candidates. In Question No.8, the performance of the candidates was very good with majority of them writing good quality and logical answers.

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

EXAMINATION

1. DECEMBER, 2009 EXAMINATION

The next Foundation Programme examination will be held from Wednesday, the 30th December, 2009 to Saturday, the 2nd January, 2010. The examination will be held as per the Time Table & Programme given here under :

TIME TABLE & PROGRAMME (Foundation Programme)

Dates & Days	After-Noon Session (1:30 PM to 4:30 PM)
30.12.2009 Wednesday	English & Business Communication
31.12.2009 Thursday	Economics & Statistics
01.01.2010 Friday	Financial Accounting
02.01.2010 Saturday	Elements of Business Laws and Management

The list and addresses of the examination centers is published elsewhere in this issue.

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

2. GENERAL QUERIES

Candidates should note that queries relating to: (i) admission/registration fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subjectwise exemption(s); (iv) financial assistance under Merit Scholarship/Merit-cum-Means Assistance; (v) Coaching Completion Certificate/Response Sheets evaluation; (vi) Computer Training Certificate; and (vii) non-receipt of Pass Certificates/Roll Numbers, etc., students may contact the concerned helpdesk as per details mentioned at the page no. 14 this issue.

3. 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.

4. HINDI AS AN OPTIONAL MEDIUM FOR WRITING THE FOUNDATION EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Programme examinations (**except 'English & Business Communication' paper**) 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 Programme

STUDENT SERVICES

Examination will be provided Question Papers printed both in English and Hindi (*except for 'English and Business Communication' paper 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 December, 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 and group/module of examination; 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), in writing, 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 candidate must write his/her Roll Number on the special slip affixed to Answer Book Nos. 1, 1-B and 1-C, as the case may be, 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 are forbidden to write name, roll no., or any other distinctive work which may tantamount to disclosure of personal identity;
- (v) **candidates must verify correctness and completeness of question paper and 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;**
- (vi) **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;**
- (vii) each question should start on a fresh page and sub-question(s) be attempted consecutively;
- (viii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number against the answer in bold capital letters 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;

- (ix) 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. Candidates are forbidden to write invocation to God, appeal to examiner, or any other matter not relevant to the Question Paper.
- (x) 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;
- (xi) 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;
- (xii) 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;
- (xiii) **candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, pager, mobile phone, etc., OR to talk or converse inter se with other candidates in the Examination Hall;**
- (xiv) **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;**
- (xv) 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;
- (xvi) 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.
- (xvii) 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;
- (xviii) 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
- (xix) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982".

STUDENT SERVICES

COMPANY SECRETARIES EXAMINATION, DECEMBER-2009

Addresses of Examination Centres

S.No.	EXAM CENTRE	CENTRE ADDRESS/ EXAM VENUE
1.	Agra	St. John's College M. G. Road, Agra - 282002 Uttar Pradesh
2.	Ahmedabad	Diwan Ballubhai Madhyamik Shala,B/H Abad Dairy, Opp. Vanijya Bhawan, Kankaria Ahmedabad - 380022, Gujarat
3.	Ajmer*	Govt. Hr. Secondary School Topdara, Near Railway Phatak, Topdara, Ajmer - 305001, Rajasthan
4.	Allahabad	Colonelganj Inter College 51, Tagore Town, Allahabad - 211002 Uttar Pradesh
5.	Ambala	Shri Atmanand Jain College Jain College Road, Ambala City - 134002, Haryana
6.	Aurangabad	Manikchand Pahade Law College Samarth Nagar, Nirala Bazar Aurangabad - 431001, Maharashtra
7.	Bangalore	UNDER FINALISATION
8.	Bareilly	Manohar Bhushan Inter College Nainital Road, Bareilly - 243001 Uttar Pradesh
9.	Bhilwara	Smt. Sushila Devi Mathur P.G. Girls College, Mahila Ashram Pathik Nagar, Bhilwara - 311001 Rajasthan
10.	Bhopal	Govt. Maharani Laxmibai Girls P.G. (Autonomous) College (Nr. Govt. S.B. Polytechnic) Bhopal - 462003, Madhya Pradesh
11.	Bhubaneswar	B.J.B. (Autonomous) College Lewis Road, Bhubaneswar - 751014 Orissa
12.	Calicut*	St. Joseph's College Devagiri, Calicut - 673008, Kerala
13.	Chandigarh	Goswami Ganesh Dutta Sanatan Dharma College, Sector 32-C Chandigarh - 160030, Union Territory
14.	Chennai (South)	Dr.(MGR) Janaki College of Arts for Women, Sathyabama Malagai 11&13 Durgabai Deshmuk Rd. Chennai - 600028, Tamilnadu
15.	Chennai (West)	Anna Adarsh College for Women A-1, Second Street, Anna Nagar Chennai - 600040, Tamilnadu
16.	Coimbatore	PSG College of Arts & Science Civil Aerodrome Post, Avinashi Road, Coimbatore - 641014, Tamilnadu
17.	Dehradun	Government Girls Inter College 22, Rajpur Road, Dehradun - 248001 Uttaranchal

18.	Delhi (East)	Lovely Public Sr. Sec. School Priyadarshini Vihar, Laxmi Nagar Marg (Nr. Bank Enclave) Delhi - 110092 NCT-Delhi
19.	Delhi (North)	JVSD Girls Sr. Sec. School D-II, Link Road (Near Bagga Petrol Pump) Karol Bagh, New Delhi - 110005, NCT-Delhi
20.	Delhi (South)	Guru Harkrishan Public School Near Singh Sabha Gurudwara, B-Block Kalkaji, Delhi - 110019, NCT-Delhi
21.	Delhi (West)	DAV Public School Pocket B-6, Sector -7, Rohini, Delhi - 110085 NCT-Delhi
22.	Dubai	The Indian High School OUD Mehta Road, P O Box No. 106 (Opp. St. Marrys Church), Dubai, U.A.E.
23.	Ernakulam	St. Alberts College Banerji Road, Ernakulam, Kochi - 682018 Kerala
24.	Faridabad	Vidya Mandir Public School Sector 15 - A, Faridabad - 121006 Haryana
25.	Ghaziabad	Shambhu Dayal (P.g.) College Opp. MMG Hospital, G.T. Road Ghaziabad - 201001, Uttar Pradesh
26.	Gurgaon	Alpine Convent School Behind Jalvayu Towers, Sector 56 Gurgaon - 122003, Haryana
27.	Guwahati	Guwahati Commerce College R.G. Baruah Road, Guwahati - 781021 Assam
28.	Hubli-Dharwad	Dr. D.G. Shetty Edu. Society R.S. Shetty College of Commerce Jnanadegula, Near KMF, Pb. Road Dharwad - 580004, Karnataka
29.	Hyderabad	Wesley Post Graduate College 145 Mc Intyre Road, Opp. Anand Theatre Secunderabad - 500003 Andhra Pradesh
30.	Indore	Devi Ahilya Arts & Commerce College, 8/1, Usha Ganj Jaora Compound, Indore - 452001 Madhya Pradesh
31.	Jaipur	University Commerce College Jawahar Lal Nehru Marg, Jaipur - 302004 Rajasthan
32.	Jammu	Govt. SPMR College of Commerce Canal Road, Old Campus Road Jammu - 180001, Jammu & Kashmir
33.	Jamshedpur	Mrs. K.M.P.M. Inter College Main Road, Bistupur, Jamshedpur - 831001 Jharkhand
34.	Jodhpur	Faculty of Commerce & Mgt. Jaswant Hall Centre Studies Jai Narain Vyas University Jodhpur - 342001, Rajasthan

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35.	Kanpur	Kanpur Vidya Mandir Mahila (P.G.) Mahavidyalaya 7/147, Swaroop Nagar, Kanpur - 208002 Uttar Pradesh	56.	Puducherry	Bharathidasan Govt. College For Women (Autonomous), MG Road Muthialpet, Puducherry - 605003 Union Territory
36.	Kolhapur	New Model Eng School & Jr. College Swami Vivekanand Sikshan Sanstha 2130 E, Tarabai Park, Kolhapur - 416003 Maharashtra	57.	Pune	UNDER FINALISATION
37.	Kolkata (South)	UNDER FINALISATION	58.	Raipur	School of Studies in Computer Science, Pt. Ravishankar Shukla University Raipur - 492010, Chattisgarh
38.	Kolkata-II-AASS (North)	UNDER FINALISATION	59.	Rajkot	Lt. M. J. Kundaliya English Medium Mahila Commerce College Kasturba Rd., Opp. Jain Derasar Rajkot - 360001, Gujarat
39.	Kolkata-III-PI-(North)	UNDER FINALISATION	60.	Ranchi	D.A.V. Jawahar Vidya Mandir Shyamali, Post Doranda, Ranchi - 834002 Jharkhand
40.	Kolkata-I-MI (North)	UNDER FINALISATION	61.	Shimla	S.D. Senior Secondary School Gunj Bazar, Shimla - 171001 Himachal Pradesh
41.	Lucknow	National P.G. College 2, Rana Pratap Marg, Lucknow - 226001 Uttar Pradesh	62.	Srinagar	Department of Economics University of Kashmir, Hazratbal Srinagar - 190006, Jammu & Kashmir
42.	Ludhiana	S.C.D. Govt. College Civil Lines, Ludhiana - 141001, Punjab	63.	Surat	Sir K P College of Commerce SPB Vanijay Vidya Bhawan, Athwa Lines J.I. Nehru Marg, Surat - 395001, Gujarat
43.	Madurai	Setupati Hr. Secondary School 2 & 3 North Veli Street (Nr. Head Post Office), Madurai - 625001 Tamilnadu	64.	Thane	UNDER FINALISATION
44.	Mangalore	SDM Law College Mangalore - 575003, Karnataka	65.	Thiruvananthapuram	Govt. Arts College, Thycaud Post Thiruvananthapuram - 695014, Kerala
45.	Meerut	N.A.S. College Shivaji Road, E.K. Road, Meerut - 250002 Uttar Pradesh	66.	Tiruchirappalli	Lawley Hall Block, 1st Floor St. Joseph's College, (Autonomous), Teppakulam (PO), Tiruchirappalli - 620002, Tamilnadu
46.	Mumbai-I (CG)	UNDER FINALISATION	67.	Udaipur	M.V. Shramjeevi College, J.R.N. Rajasthan Vidyapeeth University Near Town Hall, Link Road Udaipur - 313001, Rajasthan
47.	Mumbai-II (GTK)	Smt. PN Doshi Women's College (SNDT College), Cama Lane Ghatkopar (West), Mumbai - 400086 Maharashtra	68.	Vadodara	Faculty of Law, M.S. University of Baroda Nr. Railway Station, Sayajiganj Vadodara - 390002, Gujarat
48.	Mumbai-III (JOG.) (IYC)	Govt. Of Maharashtra I.Y. College Of Arts, Science & Commerce, Jogeshwari (East), Mumbai - 400060 Maharashtra	69.	Varanasi	UNDER FINALISATION
49.	Mumbai-III (JOG.)(TC)	Thakur College of Science & Commerce Suryanarayan Thakur Marg Thakur Village, Kandivli (East), Mumbai - 400101, Maharashtra	70.	Vijayawada	Satavahana College, Sitaramapuram, Eluru Road, Chuttugunta, Vijayawada - 520002, Andhra Pradesh
50.	Mysore	SBRR Mahajana Pre-university College, Jaya Lakshmiapuram Mysore - 570012, Karnataka	71.	Visakhapatnam	Visakha Govt. Degree College for Women, Old Jail Road, Daba Gardens Visakhapatnam - 530020 Andhra Pradesh
51.	Nagpur	Hislop College, Temple Road, Civil Lines, Nagpur - 440001, Maharashtra	72.	Yamuna Nagar	D.A.V. College for Girls Jagadhari Road, Yamuna Nagar - 135001 Haryana
52.	Nashik	BYK College of Commerce College Road, Nashik - 422005 Maharashtra	NOTE:		
53.	Noida	Rockwood School B-67, Sector 33, Noida - 201307 Uttar Pradesh	1. <i>Ajmer and Calicut Centres on experimental basis.</i>		
54.	Panaji	S.S. Dempo College of Commerce & Economics, Serra Building, (Near A.I.R.) Altinho, Panaji - 403001, Goa	2. <i>The Institute reserves the right to withdraw any centre at any stage without assigning any reason.</i>		
55.	Patna	UNDER FINALISATION			

NEWS AND ANNOUNCEMENTS

NORTHERN INDIA REGIONAL COUNCIL

Career Awareness Programmes

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

On 18.8.2009 the Career Fair was held at Govt. Sr. Sec. School, Bijiwasan; on 12.9.2009 the Career Awareness Programme was held at PG College for Girls, Meerut; on 18.9.2009 the Career Fair was held at Lovely Public School, Priyadarshani Vihar, New Delhi; on 3.10.2009 the Career Fair was held at Montfort School, Ashok Vihar Phase I, New Delhi and on 6.10.2009 the Career Awareness Programme was held at Govt. Girls Senior Sec. School No.1, East of Kailash, New Delhi.

The Career Awareness Programmes / Career Fairs were addressed by J.K. Bareja, FCS & Animesh, Desk Officer of the Regional Council jointly and severally.

During the career awareness programmes in the above institutions and the career fairs the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretaryship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretaryship Course were distributed to the students. More than 4700 students taken together attended/ visited these Career Awareness Programmes/ Career Fairs.

SOUTHERN INDIA REGIONAL COUNCIL

Oral Coaching Classes For Foundation Programme For June 2010 CS Examinations

The SIRC of the ICSI is commencing Oral Coaching Classes for Foundation Programme for June 2010 examinations from 14.12.2009. Last date for receipt of application: 07.12.2009. Fees: Rs.3000.

For further details contact:

**SIRC OF THE ICSI, New No.9, Wheat Crofts Road
Nungambakkam, Chennai - 600 034. Phone: (044) 28279898,
28268685. E-mail: sirc@icsi.edu**

Live 'Phone - In' Programme about CS Course on AIR

On 29.8.2009 the ICSI - SIRC participated in an hour long Live Phone - In programme in the 'All India Radio - (FM)' between 10.00 A.M. and 11.00 A.M. Sarah Arokiaswamy, Joint Director, SIRC of the ICSI participated in the programme. Many listeners phoned and enquired about the CS course which was aptly replied by the Joint Director. Again on 13.9.2009 ICSI - SIRC participated in an hour long live 'Phone - In' programme in the 'KALAI GNAR NEWS TV', a popular Tamil television channel in Tamil Nadu between 09.30 A.M. and 10.30 A.M. R Sridharan, Council Member, The ICSI participated in the programme on behalf of the ICSI - SIRC. Many viewers from all over Tamil Nadu made telephonic enquiries about the CS course.

Commencement of Oral Coaching Classes

On 20.7.2009 the SIRC of the ICSI commenced Oral Coaching Classes for Foundation Programme (Morning and Evening Batch) for December 2009 examinations at ICSI-SIRC House, 9, Wheat Crofts Road, Nungambakkam, Chennai 600 034.

*COIMBATORE CHAPTER***Career Awareness Programme**

On 4.8.2009 the Chapter organised a Career Awareness Programme at GD Matriculation Higher Secondary School, Coimbatore and Karuniya International Residential Higher Secondary School, Coimbatore. In both the programmes, C. Thirumurthy, Chapter Chairman talked about the career

opportunities in employment and in practice for the students and also explained the course contents, curriculum, examination pattern etc., and the facilities provided by the Chapter to the students of the Institute. The Chairman explained about the course to the interested students individually. More than 150 students participated in the above programme. A career film was shown to the students and brochure explaining the CS course was distributed to the students present. The Chairman and D Murali Kumar replied the queries raised by the students.

WESTERN INDIA REGIONAL COUNCIL

Career Awareness Programmes

The WIRC organized the following Career Awareness Programmes:

On 1.8.2009 the Career Awareness Programme was held at Kendriya Vidyalaya, Antop Hill, Mumbai; on 3.8.2009 at Kendriya Vidyalaya No 2, Coloba, Mumbai; on 4.8.2009 at Kendriya Vidyalaya at Malad (W), Mumbai; on 12.8.2009 at Kendriya Vidyalaya, No.3 & No.1 at Colaba, Mumbai; on 27.8.2009 at Shree Narayana Guru College of Commerce, Kum.U.R. Shah Women's College of Commerce, Mumbai. On 28.8.2009 at RBK International Academy, Chembur (E) Express Highway. The Career Awareness Programmes were addressed by the following persons jointly and severally. Atul Gandhi, PCS, Snehal Shah, PCS, Kaushik Jhaveri, PCS, Bharat Upadhaya, PCS, Lachmi Bhatt, Desk Officer, Bharat, Official of the Regional Office.

*SURAT CHAPTER***Commencement of Foundation Course Oral Coaching Classes**

From 3.11.2009 Surat Chapter of WIRC of the ICSI commenced Foundation Course Oral Coaching Classes at its premises. The faculty members present in their address explained the importance and significance of company secretary in the corporate world to students. Faculties from different profession having teaching and practical experience taught the students.

ATTENTION STUDENTS**CS DECEMBER, 2009 EXAMS****BAN ON CARRYING MOBILE PHONES INSIDE THE EXAMINATION CENTRE**

According to announcements made in the 'Student Company Secretary' and 'CS Foundation Course' bulletins from time to time, and also instructions printed in the Admission Certificates (Roll Numbers) issued to candidates enrolled for Company Secretaries December, 2009 examinations, candidates are banned from carrying mobile phones, pagers, communication devices, books, printed or hand written materials, costly items, etc., inside the Examination Centre premises.

Candidates are, therefore, advised in their own interest not to bring any such banned items, i.e., mobile phones, pagers, communication devices, books, printed or hand written materials, costly items, etc., to the Examination Centre premises. The Institute or Examination Centre authorities shall not in any way be responsible for arranging safe keeping of such items nor entertain any correspondence in this regard.

Any candidate found in possession of such banned items inside the Examination Venue which could possibly be used as unfair means in the examinations during the currency of examinations, will be deemed to have willfully infringed the "Instructions to Examinees", and it may entail stern disciplinary action including cancellation of examination and/or student registration under the provisions of the Company Secretaries Regulations, 1982. as in force.

HELP DESK OF THE ICSI

To facilitate the smooth communication of students with institute, contact details of various sections of Directorate of Student Services are given below :

Sl. No.	Nature of Query	Telephone Numbers	E-Mail ids
1.	Registration Status of Foundation Program / Executive Program, Issue of study materials	(0120) 4522061-63	ss_reg@icsi.edu ss_fond@icsi.edu
2.	De-novo / Extension / Final Enrolment	(0120) 4522072-73	ss_post@icsi.edu
3.	Paperwise Exemption	(0120) 4522084	ss_enrol@icsi.edu
4.	Non-receipt of Registration Letter / Identity Cards / Students Company Secretary Bulletin / CS Foundation Course Bulletin	(0120) 4522071	ss_misc@icsi.edu
5.	Coaching Completion Certificates / Suggested Answers and Response Sheet Status	(0120) 4522076	ss_coaching@icsi.edu
6.	Compulsory Computer Training	(0120) 4522075	
7.	Issue of Admission Certificates for Examinations	(0120) 4522082 (0120) 4522087	ss_lic@icsi.edu
8.	Duplication pass certificate of Intermediate / Executive Program	(0120) 4522081	e0395@icsi.edu
9.	Duplicate pass certificate of Foundation / Final / Professional	(0120) 4522082	ss_lic@icsi.edu
10.	Transcript / Verification of Qualifications (only for students)	(0120) 4522082	ss_lic@icsi.edu

In case of any difficulty, students may contact Shri Sohan Lal, Director (Student Services) at 0120-4522014

or write to

Director (Student Services)
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C-37, Sector-62, NOIDA – 201 309



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FOR PROMPT REPLY

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

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