

CS FOUNDATION COURSE

(e-bulletin for Foundation Programme Students)

APRIL 2016



Message from the President

Inside This Issue

- Academic Guidance
- Hindi Books relevant for CS Course Curriculum
- Student - ICSI Academic Connect
- Guidance on Registration for Students
- Examination
- News from Region

Dear Students

“A good teacher can inspire hope, ignite the imagination, and instill a love of learning.”
- Brad Henry

‘A teacher can change a student’s life’ is a famous saying. But what is it that makes us believe upon it.

Teachers have remained most influential role models in the lives of students. In old Indian society, a *Guru* is given a place even above the parents. A teacher plays the most important role in academic enrichment as well as personal development of a student. A teacher reaches and connects with students on multiple levels and affects every aspect of students’ lives.

A teacher not only educates but inspires and guides as well. Inspiring, guiding and motivating students to use their potential is an integral part of teaching in order to ensure the success of students.

Through our communications in various forms at various levels with our dear students, we also aspire to be playing the role of a good educator in the lives of our students and wish all of them a very best for their future endeavors.

Regards

CS Mamta Binani
President
president@icsi.edu

Academic Guidance

M-COMMERCE IN INDIA: OPPORTUNITIES AND CHALLENGES*

Introduction

Since ancient ages, Trade and Commerce have been a strapping backbone for the growth of economy. India is not an exception to growth through varied trade and commerce. India is witnessing its successful international ties of trade and business from the time we were exporting spices and cotton to the time we are exporting technologies at global platform.

With the change in the century, trade and commerce has gained new heights. On one hand where in the late 20th century the boom of liberalization and globalization has opened up the gate for global expansion of trade and commerce and on the other hand, the introduction of information technology in the early 21st century has congregated the entire world in one palm.

The blend of commerce with the age of information technology has given birth to a new form of business called E-commerce and M-commerce. E-commerce and M-commerce has not only revolutionized the world of commerce but it has also cleared the access of global goods at global platform. It is rightly said "Commerce was the past; E-commerce is the Present and M-Commerce will be the bright future of Indian economy". Hence it is apt to say that mobile commerce (M-commerce) marketplace is growing and new products and services are constantly becoming available. Smartphone technology is one of the significant factors driving growth of this industry. With the smart phone software becoming more sophisticated, M-commerce transactions are rising faster and easier to engage in.

Under this background this is worth of analyzing how and what kinds of opportunities are accessible through M-Commerce and what are the challenges in the way of successful application of M-Commerce.

Definition of M-Commerce

In order to thoroughly analyse any concept, the first task is to define the concept in bits and pins; so is required for M-Commerce. To understand the meaning of M-Commerce, one has to understand the meaning of commerce first.

Commerce is an allotment of trade or production which deals with the exchange of goods and services for price. It comprises of trading of economic value such as goods, services, and information etc. in exchange of money between two or more entities. With this definition of commerce, it is easy to define E-commerce and M-commerce.

* Dr. Gargi Rajvanshi, Assistant Director, ICSI

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

When commerce is done with the help of electronic mode at virtual platform this is called e-commerce. E-commerce is buying, selling and exchanging the goods and services over an electronic system called internet with the help of computer, computer system or computer networks. M-commerce is a sub set of e-commerce. Therefore when commerce that is sale, purchase and exchange of goods are conducted with the help of mobile phones it is called as m-commerce.



Figure 1: Process of M-Commerce

In simplest language, M-commerce is the buying and selling of goods and services through wireless handheld devices. It is a kind of commerce where mobile phones are used as a platform to conduct the buying and selling of goods. Figure-1 clearly states the process of conducting m-commerce wherein customer chooses the service option; reviews the options and selects the product and services, receives SMS for payment, confirms the payment and afterwards receives the message of confirming deposit of funds and successful transaction.

History of M-Commerce: A Journey

Mobile commerce service was first introduced in 1997 when the first two mobile phones enabled Coca-Cola vending machines were installed in the Helsinki area of Finland. Thereafter, M-Commerce servers were developed in late 1997. The launch of iPhones and smart phones has revolutionized this process and today every person holding a smart phone can easily buy goods and services through mobile phones.

M-Commerce-Services

In the present world, m-commerce is serving various services to its consumers. Most popular among all the services are:

1. M-Banking;
2. M-Entertainment;
3. M-Shopping;
4. Mobile Money Transfer
5. Mobile Browsing
6. Mobile Advertising
7. Mobile Ticketing

8. Mobile Marketing and
9. Mobile Information Services so on and so forth.

Opportunities of M-commerce

M-Commerce is serving numerous benefits to its users and to the market as a whole. Some of its advantages are as follows:

1. **Easy and convenient:** The small size and ease of use of mobile receivers, coupled with freedom from problems caused by infrastructure, makes it perfect for a higher degree of user convenience.
2. **Global Presence and Reach:** The presence of a wireless link between the customer and the service provider eliminates the need for a fixed interface such as a computer for communication. Providers of e-commerce services can therefore reach customers over a longer range, creating the opportunity for new value added services.
3. **Accessibility:** Mobile device enables the user to be contacted virtually at any time and place. The user also has the choice to limit their accessibility to particular persons or times.
4. **Completely Customized:** the service provider has access to data about the user's preferences and status which facilitates better, personalized services. In addition, the service provider can be constantly updated about the current status and location of the customer so that the service can be customized; for instance, a request for a certain product can be met with the nearest possible source.
5. **Ubiquity:** The use of wireless device enables the user to receive information and conduct transactions anywhere, at anytime.
6. **Localization:** The emergence of location-specific based applications will enable the user to receive relevant information on which to act.
7. **Instant Connectivity:** Instant connectivity or "always on" is becoming more prevalent with the emergence of 4G networks, GPRS or EDGE. Users of 4G services will benefit from easier and faster access to the Internet.
8. **Time Sensitive:** Access to real-time information such as a stock quote that can be acted upon immediately or a sale at a local boutique.

Challenges of M-Commerce

With various advantages, m-commerce is having some disadvantages too.

1. **Security Threat: Use of m-commerce is posing various security threats to the users. Most of the sites in India are not secured and hence it increases the chance for the loss of sensitive information during the transaction.**
2. **Smart phone limitation:** Mobile has no big screen like desktop or laptops, so sometimes users are tired to navigate more and more to choose just one item from thousands. It affects shopping rates.
3. **Habituate:** Every new technology has some problem at the starting phase. M-commerce is a new application, so sometimes people avoid changing as they are habitual to buy products from e-commerce.
4. **Risk factor:** Each business has its own risks. Mobile commerce is in growing stage and a lot of investment in this field is needed. As a result it has become risky. Also the

technology changes day by day which has made it even more riskier. Moreover, there is less security in wireless network, so in data transfer hacking chances are more.

5. **Connectivity Jams:** Mobile commerce needs high speed connectivity of 3G or 4G. Connectivity Jams which are very common in India makes it hectic for user to go through entire product purchase process.
6. **Expensive:** Developing mobile commerce software is more expensive than an e-commerce app, consequently, not all retailers go for it.

Conclusion: A Positive Perspective

The above discussion shows that m-commerce is indeed a revolutionary boom for our commerce. In simple language it follows a 3E ease formula which says that it Easy, Effective and Economic. In spite of its various benefits, records shows that people are not much interested in doing the commerce through m-commerce. The biggest reasons for low penetrations of m-commerce are security threats and people's technical unawareness of using m-commerce portal. Therefore, it calls for the urgent need of regulating m-commerce with the positive perspective of supporting its growth. It is optimistic fruit of technology and it has to be nurtured as it contributes much to the global growth of Indian economy.

References:

1. A GSI Mobile Com White Paper on Mobile Commerce: Opportunities and Challenges (2008), GSI Mobile Com.
2. Davey Neil (2014), Mobile Commerce – Opportunities and Challenges, Smart Sights.
3. Niranjanmurthy M. et al (2013), Analysis of E-commerce and M-commerce: Advantages, Limitation and Security Issues, International Journal of Advanced Research in Computer and Communication Engineering, Vol. 2, Issue - 6
4. Tandon et al. (2014), Mobile Commerce-Issues and Challenges, Journal of Technology and Research

STOCK EXCHANGE- ITS INCEPTION, ROLE & KEY ACCOMPLISHMENTS*

Prologue- The Genesis

The Role of stock exchanges is varied and of immense importance in the development of an economy. They gauge and control the growth of a country. Stock exchanges are crucial aspect of commerce world-wide. In absence of a stock exchange, the trading of financial products / securities will be impossible and may have a deleterious impact on an economy, in the sense that there would have been no market place where investors could sell their securities for cash, leading to sluggishness in capital raising process, thereby affecting the financing of new ventures.¹

Stock exchange is an organized market where Government Securities, shares, bonds and debentures of the trading units are regularly transacted. It offers an altar to the buyers and sellers of the shares and securities. As mentioned that they are like barometer of the economy. When Sensex soars high, it indicates that country is traversing on the trajectory of economy prosperity.²

Generally, when we discuss about stocks one immediately visualizes the mammoth stock exchange of the globe, the New York Stock Exchange (NYSE) and other big stock exchanges situated in different parts of the globe. They have evolved from the Venetian slates, to the British coffee houses, and finally to what we see today. It started with the money lenders of Europe who filled important gaps left by the bigger banks. Money lenders used to trade debts between each other and a lender looking to unload a high-risk, high-interest loan preferred to exchange it for a different loan with another lender. These lenders also used to purchase government debt issues. As the natural evolution of their business continued, the lenders began to sell debt issues to customers, i.e., the first individual investors. In the 1300s, the Venetians were the leaders in the field and the first to start trading the securities from other governments. They used to carry slates with information on various issues for sale and meet with clients, much like a broker does today. In the 1600s, the Dutch, British, and French Governments all gave charters to companies with East India in their names. When the East India companies formed, they changed the way business was done. The shares of different East India companies were issued on paper, so investors were able to sell the papers to other investors. But in this process, there was a constraint, and that was absence of stock exchange. Hence, investors used to track down a broker to execute the trade. During those days in England, most brokers and investors carried out the

1 "Role of Stock Exchanges". Stock Trading Infocentre, <http://www.stock-trading-infocentre.com/role-of-stock-exchanges.html>, Accessed on March 15, 2016.

2 "Functions, Importance or Role of Stock Exchange", <http://studypoints.blogspot.in/2011/03/functions-importance-or-role-of-stock-7383.html>, Accessed on March 15, 2016.

* Dr. Akinchan Buddhodev Sinha, Assistant Director, ICSI-CCGRT, Mumbai.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

business in various coffee shops around London. Debt issues and shares for sale were written up and posted on the shops' doors or mailed in the form of a newsletter.

With the passage of time, the first stock exchange in London was officially formed in 1773, just nineteen years before the New York Stock Exchange. Whereas the London Stock Exchange (LSE) was handcuffed by the law restricting shares, the New York Stock Exchange has dealt in trading of stocks, for better or worse, since its origin. Formed by brokers under the spreading branches of a buttonwood tree, the New York Stock Exchange (NYSE) made its home on Wall Street. The exchange's location, more than anything else, led to the dominance that the NYSE quickly grabbed. It was in the heart of all the business and trade coming to and ³going from the United States, as well as the domestic base for most banks and gargantuan corporations. Its international reputation grew in tandem with the mushrooming American economy and it soon became the one of the crucial stock exchanges of the globe.

On the international landscape, LSE emerged as the major exchange for Europe, but many companies that were able to list internationally preferred NYSE. Many other countries including Germany, France, the Netherlands, Switzerland, South Africa, Hong Kong, Japan, Australia and Canada developed their own stock exchanges, but these were largely seen as proving grounds for domestic corporate houses to inhabit until they were ready to pounce to the LSE and from there to the big confederation of the NYSE.

Coming to India, the first organized stock exchange in India commenced in 1875 at Bombay and it is stated to be the oldest in Asia. In 1894 the Ahmedabad Stock Exchange began its operations dealing in the shares of textile mills there. The Calcutta Stock Exchange was started in 1908 to offer a market for shares of plantations and jute mills. Then came Madras Stock Exchange in 1920. Currently there are 24 stock exchanges in the country, 21 of them being regional ones with allotted areas. Two others set up in the reform era, that is the National Stock Exchange (NSE) and Over the Counter Exchange of India (OTCEI), have permission to have nation-wise trading. The Stock Exchanges are governed by their governing boards and executive chiefs. Policies pertaining to their regulation and control are laid down by the Ministry of Finance. Government also formed Securities and Exchange Board of India (SEBI) in April 1988 for orderly development and regulation of securities industry and stock exchanges.⁴

Stock Exchange- The Pivot of Economic Development

The key position a stock exchange enjoys in any economy is proven from its presence even in a small country. Even a country that does not have a sophisticated economy like Rwanda, depends on its stock exchange to assist businesses in raising capital and provide investors with opportunities to support new and established enterprises.⁵

Stock exchanges play a significant role in the development of an economy through its following functions:

³"The Birth of Stock Exchanges", <http://www.investopedia.com/articles/07/stock-exchange-history.asp>, Accessed on March 15, 2016.

⁴ Chand Smriti. "History of Stock Exchange in India", <http://www.yourarticlelibrary.com/stock-exchange/history-of-stock-exchange-in-india/23488/>, Accessed on March 17, 2016.

⁵ Cohen Gail. "The Role of the Stock Exchange in the Economy", <http://finance.zacks.com/role-stock-exchange-economy-5026.html>, Accessed on March 18, 2016.

- a) Raising capital for corporate houses: The stock exchange offers companies with the facility to procure capital for financing their expansion plans through selling shares to the investing public. Stock markets are, first and foremost, financial institutions play a significant role in bringing businesses and entrepreneurs come together to buy, sell and trade shares for the purposes of capitalizing enterprises whenever there is a need for capital infusions. Had there been no stock exchanges, entrepreneurs would have weltered, as they had to search for investors.
- b) Mobilizing savings for investment: When people withdraw their savings and invest in shares, it results into a more rational allocation of resources since funds, which could have been consumed, or lying idle as deposits with banks, are mobilized and redirected to engender business activity thereby offering immense benefits to agriculture, commerce and industry, resulting in a robust economic growth and higher productivity levels for business organizations.
- c) Paving the way for growth of companies: Companies consider acquisitions as a path to expand product lines, enhance distribution channels, hedge against volatility, increase its market share, or acquire other important business assets. A takeover bid or merger agreement through the stock market is one of the simplest and most common ways for a company to grow by acquisition or merger.
- d) Wealth Redistribution: Stock exchanges do not exist to redistribute wealth. However, both casual and professional stock investors, through dividends and stock price increases that may result in capital gains, will share in the wealth of profitable businesses.
- e) Corporate Governance: By having a broad and varied range of owners, companies generally tend to improve on their management standards and efficiency. In order to satisfy the demands of these shareholders, more strict rules for public corporations are imposed by public stock exchanges and the government.
- f) Creating investment climate for small investors: As opposed to other businesses that demands substantial capital investment, investing in shares is open to both large and small investors because a person can purchase the number of shares they can afford. Thus, the stock exchange provides the opportunity for small investors to own shares of the same companies as large investors.
- g) Assist Government in raising capital for development projects: Governments at various levels may decide to borrow capital in order to finance infrastructure projects like, sewage and water treatment works, roads, ports, airports, railways etc. by selling another form of securities called bonds. These bonds can be raised through the Stock Exchange whereby members of the public purchase them, thus loaning money to the government.
- h) Indicator of economic health: At the stock exchange, share prices soar and fall depending largely on market forces. Share prices tend to move up or remain stable when companies and economy in general show signs of stability and growth. An economic recession, depression, or financial crisis could ultimately result into stock market crash. Therefore the movement of share prices and in general of the stock indexes can be an indicator of the general trend in the economy.⁶

6 "Stock Exchange: Its Role in the economy", <http://www.dineshbakshi.com/igcse-gcse-economics/individual-as-producer-consumer/revision-notes/1277-stock-exchange>, Accessed on March 18, 2016.

i) Fosters the habits of savings and investment: The stock market offers lucrative opportunities of investment in various securities. These beguiling opportunities motivate people to save more and invest in securities of corporate sector rather than investing in unproductive assets.⁷

Notable Developments

There have been numerous developments in stock exchanges across the globe in various aspects, i.e. transformation from physical to online trading, introduction of innovative financial products, like derivatives, substantial jump in volume of trading and so on and so forth. But among all these, what is most striking is the emergence of Social Stock Exchanges and SME Exchange. First discussing on Social Stock Exchanges, which acts as a catalyst in engendering the growth of businesses involved in addressing social problem. Here it is essential to understand 'Social Business'. The term was defined by Nobel Peace Prize laureate Professor Mohammed Yunus and is described in his books *Creating a world without poverty- Social Business* and *The future of capitalism and Building Social Business- The new kind of capitalism that serves humanity's most pressing needs*. In these books, Yunus defined a social business as a business: a) Created and designed to address a social problem and b) A non-loss, non dividend company, i.e. i) It is financially self-sustainable and ii) Profits earned by the business are reinvested in the business itself or utilized to commence other social businesses, with the objective of enhancing social impact, for instance, expanding the company's reach, improving the products or services or in other ways subsidizing the social mission.⁸

Social businesses, in their several forms, have been around for a while, but the later trend appears to be SSEs (Social Stock Exchanges), trading platforms listing only social businesses. Using SSEs, investors can purchase shares in a social business just as investors focused exclusively would do in the traditional stock market. An investor would visit SSE to find a social business with a mission of his or her choice. It has proved to be a great news for all players in the industry (including governments, multilateral financing institutions, community organizations, development agencies, and social entrepreneurs), and countries like, Canada, the UK, Singapore, South Africa, Brazil, and Kenya have already opened their doors to their very own social stock exchanges. Some of the important SSEs are: Social Stock Exchange of UK (started in June 2013); Social Venture Connexion of Canada (opened in September 2013) ; Impact Exchange of Singapore (started in June 2013) and SASIX of South Africa (opened in June 2006).⁹

Another notable development in the arena of stock exchanges, with reference to India is the birth of SME Exchange. An SME Exchange is a stock exchange dedicated for trading the shares / securities of SMEs who otherwise find it tough to get listed on the Main Board. The concept gained steam from the difficulties witnessed by SMEs in receiving visibility and enticing adequate trading volumes when listed with other stocks on the Main Board of stock exchanges. It is present worldwide and known by various names, such as, 'Alternate Investment Markets' or 'Growth Enterprises Market', 'SME Board' etc. but its onset in India will go long way in changing the economic serendipity of SMEs, which contribute significantly to India's GDP. ¹⁰In one of the article titled, "*SME Sector Driving India's Growth Story*", published in The Times of India, Mumbai, March 10, 2015, stated that SME sector's contribution to GDP of India is approximately 15 to

7 Pujari Saritha. "9 Most Important Functions of Stock Exchange / Secondary Market", Accessed on March 18, 2016.

8 "Social Business", https://en.wikipedia.org/wiki/Social_business, Accessed on March 18, 2016.

9 Chhichhia Bandini. "The Rise of Social Stock Exchanges", Accessed on March 20, 2016.

10 "SME Exchange", http://www.smelisting.net/sme_exchange.php, Accessed on March 20, 2016.

16%, and is expected to touch a figure of 22% in the next 3 years. However, much needs to be done for SMEs in order to make them sustainable and growth oriented. ¹¹In this regard, SME Exchange is like a messiah, as it will be benefiting to SMEs in the following ways: a) Assist SMEs with equity financing opportunities to grow their business- from expansion to acquisition; b) Due to availability of equity financing, it will lower the debt burden of SMEs, resulting into lower financing cost and healthier balance sheet; c) Help in widening investors base which in turn will help in availing secondary equity financing, including private placement; d) Enhancement in company's visibility. Media coverage can provide SMEs with greater profile and credibility resulting into rise in the value of the shares; e) Incentive for higher venture capital participation by offering them an exit route; f) Stimulating innovation and entrepreneurial spirit; g) Efficient distribution of risk by the capital market by transfer of risk to those who can absorb it; h) It will assist SMEs to grow better on two pillars of financial system, i.e., Banking for debt capital and Capital Market for equity capital and i) Dedicated stock exchange will assist in building a bridge between the SMEs, Private Equity and the Venture Capital by providing them an exit route. ¹²

Conclusion

Stock exchanges play a decisive role in shaping more sustainable capital markets and act as critical levers for improving the depth, consistency and comparability of corporate disclosure on sustainability performance, including climate change risks. In this regard, renowned exchanges across the globe have embraced robust corporate education programs, sustainability-themed indexes and set minimal standards for sustainability disclosure as a prerequisite for companies to list on those exchanges.

The list of governments and stock exchanges across the world requiring or encouraging corporate sustainability disclosures is on the rise. As per the last count there were 180 laws and regulatory standards in 45 countries calling for some aspect of corporate sustainability reporting. Additionally, institutional investors have enhanced their concentration on the vital role of stock exchanges in creating sustainable capital markets, including supporting obligatory requirements for stock exchanges to foster sustainability disclosure that is consistent and comparable across the markets. In order to bring attention to these issues, the United Nations formed the Sustainable Stock Exchanges Initiative (SSE Initiative). The SSE initiative brings together stock exchanges, regulators and other key stakeholders to encourage improved disclosure on environmental, social and governance (ESG) issues, and is co-organised by the Principles for Responsible Investment (PRI). The United Nations Conference on Trade and Development (UNCTAD), the United Nations Environmental Programme Finance Initiative (UNEP-FI) and the United Nations Global Compact (UNGC).¹³

Further, in today's era, capital markets have become highly sophisticated, larger, faster, and more technology driven than any time in history. Change is the rule of life and if an organization aims for prodigious growth then it has to espouse latest techniques and products but amidst all these the organization should ensure that its journey is within the contours of the regulatory

11 Shanbaugh Amit. "SME Sector Driving India's Growth Story", http://www.Sme_chamber_ofindia.com/MediaCoverage/SME_SECTOR_DRIVING_INDIA'S_GROWTH_STORY.pdf, Accessed on March 20, 2016.

12 "SME Platform, BSE", http://www.bsesme.com/downloads/BSE_SME_EBOOK.pdf, Accessed on March 20, 2016.

13 "Stock Exchanges and Sustainability", <http://www.ceres.org/investor-network/incr/sustainable-stock-exchanges>, Accessed on March 20, 2016.

framework. Stock exchanges where astronomical amounts are dealt while transacting, buying and selling of securities or financial assets, calls for stringent adherence to the norms laid down by the regulators to foster trust and value. These two elements are cornerstones of any organization. Regulators also needs to be agile in spotting risks, identifying emerging trends, and comprehend new / innovative financial products so that the spark can be detected and extinguished before it becomes an inferno.



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday- Friday) at 011-45341074.

Students may also write their academic queries on academics@icsi.edu



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

विद्यार्थी ध्यान दें, वह अपने विषय सम्बन्धी संदेह निवारण के लिए सोमवार से शुक्रवार (समय दोपहर २.०० से ३.०० बजे) दूरभाष न. 011-45341074 पर संपर्क कर सकते हैं या उसे ईमेल academics@icsi.edu पर भेज सकते हैं।

Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated 'News Headlines' on the Academic corner of the Institute`s website www.icsi.edu.

Students are requested to take advantage of this new initiative.

Our best wishes for all your endeavors.

Team ICSI

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshashtra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavasayik Arthashashtra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari S N & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouthi Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr Ravi Gupta

Eastern Book Company:

- Adminstrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach To Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

Student Services

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of services and their uses which are important for awareness are listed :

CALL CENTRE

The Institute has established a dedicated call centre with Phone No.s 011-33132333 & 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.



eBOOKS

Students have now been provided various options for study material. In addition to softcopy of the study material, eBooks have also been developed. All such eBooks shall be displayed when the website of the Institute www.icsi.edu is viewed only through mobile device. These eBooks can be freely downloaded on the mobile device for reading. Appropriate reader for these epub file may be downloaded from respective online stores. For example for android mobile platform, the online store play.google.com may be used. There are many readers available on the android platform and many of them have got enhanced capability of speech and search. One such reader on the android platform is Cool Reader. All the epub files can be downloaded and opened through such eBook readers.

CS TOUCH - ANDROID BASED MOBILE APPLICATION

The Institute of Company Secretaries of India has launched 'CS touch' an android and IOS based mobile application for students and members recently. CS touch is an android and IOS based mobile application for web based content Management system. The application features are Splash screen, home screen, top menu screen. Following categories will be available to end users in times to come like Announcements, Events, Photo Gallery, Videos, President message, ICSI in media, Contact us, Know your Institute, Favourite, Setting and Info among others. CS touch is available in Google play store. You can download the same from Google play store.



VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered upto April, 2013 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period as at the end of March 2016.

Students who have not passed the Foundation Examination within the validity period of their registration and are not graduates, may seek fresh admission online at Institute's website www.icsi.edu together with the Foundation Programme admission fee of Rs. 4500/-.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in December 2015 and registering in Executive Program upto and including 29th February, 2016 would be eligible to appear in both modules of the Executive Program to be held in December 2016 examination and students who will take registration in Executive Program between 1st March, 2016 to 31st May, 2016 will be eligible to write only one module in December 2016 examination of the Executive Programme.

Students can register online at institute's website www.icsi.edu at online services option. The fee for seeking registration for Executive Programme is Rs. 8500/- which can be paid online either through credit/debit card/net banking/bank challan.

CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen).The process is given below.

- 1) Visit Institute's website www.icsi.edu
- 2) Click on ON-LINE SERVICES (top right side of your screen)
- 3) Click on Student Login

- 4) Type your registration number in Username
- 5) Click on Reset password (students only)
- 6) Enter your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)
- 7) Click on Proceed.
- 8) Enter your correct e-mail id & mobile number
- 9) Click on Reset Password and Get the password on screen.

UPDATION OF E-MAIL ADDRESS/ MOBILE NUMBER

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

STUDENT IDENTITY CARD

Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalized Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI.

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

VERIFICATION OF PARTICULARS IN THE STUDENT ACCOUNT

Students are advised to invariably check the particulars in their online Account and point out discrepancies, if any, in name, photograph, signature, paper-wise exemption status, validity of registration, other particulars, etc. to avoid mismatches in Identity Card, Admit Card, Attendance Sheet, etc. which may create complications at the time of appearing in the examinations, declaration of results, issue of mark sheets, etc.

All the students are further advised to maintain uniformity in their signatures on student's identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheet/Pass Certificates for regularizing their admission at their online account at www.icsi.edu. They are required to login at their account to upload the desired marks sheet/certificate at manage account option. Subsequently they are required to go to certificate details tab option to upload the 12th Pass marksheet/certificate. Students, who have already uploaded/submitted their Senior Secondary Examination Markssheets/Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

Name

Details of Fee paid

Admission No.

Email Address

Complete Postal Address with Pincode

CANCELLATION OF PROVISIONAL ADMISSION

Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the Senior Secondary (10+2) examinations within the stipulated time period of six months, shall stand cancelled and no refund of fee will be made. It is informed further that the students registered provisionally in Foundation stage who had appeared in December 2015 examination and have not submitted their 12th pass certificate or marksheet, their result would be withheld by the Institute.

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME STUDY MATERIAL

All registered students who have uploaded their documents successfully and their application has been approved by the Institute are supplied with the set of study material in case they have opted for the same at the time of registration. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell. Details of submitting request through grievance solutions cell is given below under the head " ICSI Grievance Solutions Cell"

SELF STUDY

The Institute provides a set of study materials to all students of Foundation Program for their self-study. Students have option to study the subjects of their own and appear in next examination of the institute for which they are eligible. Attending classes is not compulsory.

CLASS ROOM TEACHING

Through Regional Councils/Chapters

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching subject to availability of necessary facilities

and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches is available on the website at the following links :-

<http://www.icsi.edu> (Regional /Chapter Office, address and contact details)

<https://www.icsi.edu/ClassRoomTeaching.aspx> (Module/Subject wise details for running batches)

24 HOURS CS HELPLINE

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

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

ICSI GRIEVANCE SOLUTIONS CELL

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries are not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below :-

1. Click on the “Online Services” button on the home page of Institute’s Website (<http://www.icsi.edu>).
2. Click on “Login” button.
3. Enter your User ID (Registration Number / Membership Number) and Password
4. Click on “Login” button
5. Click on “Home” Option and select “Suggestion/Grievances” option
6. Select the Options available as per the nature of your query and enter the details
7. Click on the “Submit” button

Alternatively, the grievances may be sent at E-Mail Id : grievance.solutions@icsi.edu.



UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

<https://twitter.com/indiacs>

<https://www.facebook.com/ICSI>

APPLICATION FOR SCHOLARSHIPS THROUGH NATIONAL SCHOLARSHIP PORTAL (www.scholarship.gov.in)

As the students may please be aware, a Single Window National Scholarship Portal has been created by Government of India for managing the various scholarship schemes. Please note that the Code No. allotted to the Institute is "9" and students who have already applied through any other code (For example 45022) are advised to re-submit the request as per procedure given at the following link at the website of the Institute www.icsi.edu by selecting Institute's Code No. 9. https://www.icsi.edu/Docs/Website/APPL_FOR_SCHOLARSHIPS_THROUGH_NATIONALSCHOLARSHIPPORTAL.pdf

ATTENTION STUDENTS!

DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in foundation and executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the stipulated time period failing which their registration applications would be rejected.

STUDY CENTERS

ICSI is setting up Study Centres in cities/ locations where the Regional/ Chapter Office of the Institute does not exist to facilitate the students.

For details kindly visit the following link.

<https://www.icsi.edu/docs/website/Study%20Centre.xlsx>

Schedule of Submission of Examination Form & Requests for Changes in Examination Enrollment Status pertaining to June, 2016 Session of Examinations

Students desirous of appearing in June, 2016 Session of CS Foundation Programme Examinations may please note that the last dates for submission of online examination form & changes thereof are as under :-

Particulars	Last Date
Submission of examination form and fee for appearing in Foundation Programme (Computer-based) Examinations without late fee	25 th March, 2016
Submission of examination form and fee for appearing in Foundation Programme (Computer-based) Examinations with Late Fee of Rs.250/-	9 th April, 2016
Change of Examination Centre(*)	17 th May, 2016 (Upto 16:00 Hours)

(*) The online facility for submission of requests for change in Examination Centre will be activated from 10th April, 2016 onwards.

It is informed that as per the decision taken by the Institute considering the flood situation in Chennai & Puducherry during December, 2015, students who could not appear in the December, 2015 Session of CS Examinations (from Chennai and Puducherry) may seek enrollment to June, 2016 Session for the same combination of module(s) without paying the examination fee.

Students who are desirous of appearing in June, 2016 Session will be required to send a formal request to the Institute for enrolling them for June, 2016 Session. For the purpose, the Institute has developed a format of application and the students concerned are requested to fill up the requisite details and send the same at E-mail Id enroll@icsi.edu LATEST BY 25th March, 2016.

The procedure for enrollment for the aforesaid category of students will be as under :-

OPTION-1 Students may seek enrollment to June, 2016 Session of Examinations for the same Combination of Modules / Centre by sending the form duly completed at enroll@icsi.edu

OPTION-2 Students may seek refund of the examination fee in case they are interested to enroll for additional number of modules / or if there is a change in centre. Such students are required to enroll for examination afresh through the online mode and the refund of fee remitted during December, 2015 Session will be processed after their fresh enrollment to June, 2016 Session

Please note that this special facility will be applicable only for June, 2016 Session and students desirous of availing the fee concession are essentially required to submit the application for enrollment by 25th March, 2016 failing which the examination fee remitted by such students for December, 2015 Session will be forfeited.

Format of application can be downloaded at this link:

https://www.icsi.edu/docs/website/FORMAT_OF_ENROLLMENT_APPLICATION_FLOOD_AFFECTED_STUDENTS.PDF

Examination

1. COMPUTER BASED EXAMINATION (CBE), JUNE 2016

The next Computer based examination for Foundation Programme scheduled in June, 2016 will be held on Saturday, the 4th June, 2016 and Sunday, the 5th June, 2016 as per the following Examination Time-Table and Programme and Examination Centers:

Day and Date of Examination	Subjects		Batch No.	Examination Timings	
				From	To
Saturday, 4 th June, 2016	Paper -1	Business Environment and Entrepreneurship <u>AND</u> Business Management, Ethics and Communication	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	III		2.30 P.M.	4.00 P.M.	
	IV		5.00 P.M.	6.30 P.M.	
Sunday 5 th June, 2016	Paper-3	Business Economics <u>AND</u> Fundamentals of Accounting and Auditing	I	9.30 A.M.	11.00 A.M.
	Paper-4		II	12.00 Noon	1.30 P.M.
			III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.

*Allotment of time-slot to each student will be made by the Institute and no request for change of time-slot will be entertained.

2. EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION - JUNE, 2016

The Computer Based Examination for Foundation Programme scheduled in June, 2016 shall be conducted at 111 examination centers, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Allahabad, 7. Alwar, 8. Amravati, 9. Ambala, 10. Aurangabad, 11. Bangalore, 12. Bareilly, 13. Beawar, 14. Belgaum, 15. Bhayander, 16. Bhilai, 17. Bhilwara, 18. Bhopal, 19. Bhubaneswar, 20. Bikaner, 21. Bilaspur, 22. Calicut, 23. Chandigarh, 24. Chennai, 25. Chittorgarh, 26. Coimbatore, 27. Dehradun, 28. Delhi (East), 29. Delhi (North), 30. Delhi (South), 31. Delhi (West), 32. Dhanbad, 33. Ernakulam,

34. Faridabad, 35. Gandhinagar, 36. Ghaziabad, 37. Gorakhpur, 38. Guntur-Amaravati
 39.Gurgaon, 40. Guwahati, 41. Gwalior, 42.Hisar, 43. Hooghly, 44. Howrah, 45. Hubli-
 Dharwad, 46. Hyderabad, 47. Indore, 48. Jabalpur, 49. Jaipur, 50. Jalandhar, 51.Jalgaon, 52.
 Jammu, 53.Jamnagar,54. Jamshedpur, 55. Jhansi, 56. Jodhpur, 57. Kanpur, 58. Kolhapur, 59.
 Kolkata (North), 60. Kolkata (South), 61. Kota, 62. Kottayam, 63. Lucknow, 64. Ludhiana,
 65. Madurai, 66. Mangalore, 67. Meerut, 68. Mumbai (CG), 69. Mumbai (GTK), 70. Mumbai
 (JOG), 71. Mysore, 72. Nagpur, 73. Nashik, 74. Navi Mumbai, 75 Noida, 76 Pali, 77. Panaji,
 78. Panipat, 79. Patiala, 80. Patna, 81. Pimpri-Chinchwad, 82. Puducherry, 83. Pune, 84.
 Raipur, 85. Rajkot, 86. Ranchi, 87. Rohtak 88. Rourkela, 89. Sagar, 90. Salem, 91. Satara,
 92. Shimla, 93. Sikar, 94. Siliguri, 95. Sonapat, 96. Srinagar, 97. Surat, 98 Surendranagar
 99Thane, 100. Thiruvananthapuram, 101. Thrissur, 102. Tiruchirapalli, 103.Tumkur 104.
 Udaipur, 105. Ujjain, 106. Vadodara, 107. Varanasi, 108. Vijayawada, 109. Visakhapatnam,
 110. Yamuna Nagar and 111. Overseas Centre — Dubai.

NOTES:

1. Guntur-Amaravati (Andhra Pradesh); Surendranagar (Gujarat) are on Experimental Basis.
2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.
3. Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.

3. FREQUENTLY ASKED QUESTIONS REGARDING COMPUTER BASED EXAMINATION (CBE)

The Institute introduced Computer Based Examination (CBE) in place of OMR Based Examination for its Foundation Programme students from June, 2014 session of examination onwards. Consequently, the next Computer Based Examination for CS Foundation Programme will be held on 4th and 5th June, 2016. The Institute has prepared some FAQs given herein below to familiarise, guide and sensitise the students about CBE.

Q.1:	What is Computer Based Examination (CBE)?
A:	In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.
Q.2:	Is computer knowledge required to appear in Computer Based Examination?
A:	No. The computer interface is easy to use and requires no previous knowledge of computer. Candidates would be required to sit before a computer terminal and use computer-mouse while attempting the questions. Therefore the candidates, at the most, need to know only how to use computer-mouse in CBE.
Q.3:	Is Computer Based Examination conducted using Internet?
A:	No. CBE is conducted using secured Local Area Network (LAN).

Q.4:	In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?
A:	IT professional(s) will remain present to assist the candidates in case of any eventuality.
Q.5:	Where will the Computer Based Examination be held?
A:	CBE would be held in all those cities in India and abroad where the Institute's existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute's website: https://www.icsi.edu/docs/website/Regionwise_CentreList_June2016_Exam.pdf . However, the address of examination centre/venue would be provided on the Candidates' Admit Card.
Q.6:	What are the dates for conduct of CBE in June, 2016 and maximum time allowed for each subject of examination?
A:	CBE will be held in two days <i>i.e.</i> on 4 th and 5 th June, 2016, as per the schedule provided in the Time-Table above. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper. After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the "Finish" Button.
Q.7:	How many questions would be there in each subject of Computer Based Examination?
A:	There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2, carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.
Q.8:	How to answer a question in Computer Based Examination?
A:	The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question, the candidate would "click" the option/answer which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as "answer" given by the candidate.
Q. 9:	When should a candidate report at the examination centre?
A:	One hour before the scheduled time of start of examination.

Q.10:	Can a candidate take the examination from home?
A:	No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.
Q.11:	Is there any negative marking for the wrong answer?
A:	There is no negative marking for the wrong answer.
Q. 12:	Can a candidate skip any question and return to the same later on?
A:	A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not "click" answer for that question and instead "click" next question.
Q.13:	Can a candidate review his/her answer?
A:	A candidate has the option to "bookmark" any question to review at a later stage before clicking the "Finish" button.
Q.14:	Can a candidate change his/her answer to any question?
A:	Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking "Finish" button.
Q.15:	How to enroll for Computer Based Examination, what is the examination fee and last date for enrolment for appearing in June, 2016 examination?
A:	<p>Candidates can apply online for the examination from 26th February, 2016, through the Institute's website: www.icsi.edu after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs. 1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute's website.</p> <p>Last date for enrolment for appearing in June, 2016 examination is 25th March, 2016. However, a candidate may enrol himself/herself online up to 9th April, 2016 by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-.</p>
Q.16:	Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?
A:	Candidates may submit their online requests for change of Examination Centre upto 17 th May, 2016 along with payment of Rs. 250/- for such change. After the said date, students will not be allowed to change the examination centre.

Q.17:	When can candidates download the Admit Card for the examinations?
A:	The Admit Card can be downloaded 10 days prior to the date of commencement of examination from the Institute's website: www.icsi.edu .
Q.18:	What will be the medium of questions for Computer Based Examination?
A:	Questions will be provided both in English and Hindi language except for Business Management, Ethics and Communication subject, for which questions shall be provided in English language only.
Q.19:	Can a candidate get examination center of his/her choice?
A:	A candidate can opt for city of his/her choice as per the list of examination centers at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.
Q.20:	Will a candidate be getting some practice test before actually appearing in Computer Based Examination?
A:	Mock Tests have been made available on the ICSI website for familiarizing the students with CBE. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.
Q.21:	What will happen in case there is some problem in computer during the examination?
A:	Additional computers will be available at the examination centers to take care of such problems. System will record every 'click' by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.
Q.22:	What items a candidate is required to bring compulsorily at the examination center?
A:	Candidates are required to bring their Admit Card, Student Identity Card (bearing photograph and signature of the candidate) issued by the ICSI duly attested, failing which they will not be allowed to enter the Examination Centre. If due to any reason, any of the candidates is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc. to establish his/her identity. However, carrying of Admit Card is compulsory.

Q.23:	Is calculator allowed in Computer Based Examination?
A:	Candidates are allowed to use their own battery operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre. However use of scientific calculators is not allowed.
Q: 24:	What items are banned in the examination Hall/Room?
A:	Mobile phones, I-Pads, palmtop, tab, pager as well as any kind of other communication equipments capable of being used as communication device, programmable, scientific or printing model of calculators, books, printed or handwritten material, etc. are banned inside the examination Hall/Room.
Q.25:	Can a candidate get paper/sheets for rough work?
A:	Yes, a blank sheet, if required will be provided at the exam centre for rough work during the exam. The same must be returned to the Test Administrator before leaving the examination room. However, students are required to bring their own blue/black ball point pen.
Q.26:	How will a candidate come to know which of the questions are left unanswered?
A:	A candidate can navigate between questions either by clicking on "Previous" or "Next" or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel. There will be a panel on computer screen showing all the question nos. in different colour scheme, which will indicate which are the questions answered, left unanswered and bookmarked for review.
Q.27:	Will there be Help Desk to support the candidates?
A:	Yes, there would be a Help Desk to resolve the queries of candidates appearing in CBE. Help Line Nos./e-mail id would be made available on the Institute's website.
Q.28:	Whether the question/question paper booklet would be provided as is made available in offline examination?
A:	No questions /Question booklet in any form would be made available to the students. Questions asked in the CBE by the Institute are its intellectual property and their copyright solely vests in the Institute.
Q.29:	Are candidates with disabilities accommodated in the examination center?
A:	Yes, candidates with disabilities are provided extra time/scribe/special seating arrangements/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the "Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra-time" hosted on the Institute's website.

Q.30:	Can a candidate, after the examination, submit his/her feedback at the examination centre?
A:	A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.
Q.31:	When the results of CBE will be announced?
A:	The date of declaration of result of CBE would be announced on the website of the Institute www.icsi.edu .
Q.32:	What would happen if a candidate bookmarks a question but forgets to review later, and exam expires?
A:	“Bookmark” is meant for reminding a candidate to review his/her answer at any time during the examination but before clicking the “Finish Button” However, if a candidate skips to review his/her “Bookmark” question later on, the option to the question clicked by the candidate earlier would be saved automatically and taken as final answer.

4. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION – JUNE, 2016

Any physically disabled student having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing or writing Company Secretaries June, 2016 examination should make a separate written request therefor mentioning complete details about his/her Name, Student Registration No., Complete Postal Address, Mobile Number, E-mail id, specifying nature and extent (in % term) of his/her permanent disability, etc., to The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector-62, Institutional Area, NOIDA – 201309 (U.P.) in addition to submitting his/her enrolment application for appearing in the examination together with the following supporting documents :

(i) Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting his/her writing ability and/or the normal physical functions; and

(ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as – University, UPSC, SSC, State Public Service Commission, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Please note that even the physically disabled students, who had earlier been granted facility of Writer's Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing June, 2016 examinations are required to apply afresh giving reference of such facility granted in the past and making a separate application to The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.) before the last date for submission of enrolment application for June, 2016 examination. The application for grant of Writer's Help/Extra Time should not be clubbed with any other query or correspondence.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer/extra time.

Intimation about grant of Writer's Help/Extra Time is normally sent 15-20 days before the commencement of each examination.

5. ANNOUNCEMENT REGARDING 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF DECEMBER, 2015 EXAMINATIONS

ATTENTION

STUDENTS APPEARED IN DECEMBER, 2015 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations 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, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme Course per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme/Executive Programme Examination in December, 2015 and fulfill the conditions prescribed under the guidelines are 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", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme Course per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: www.icsi.edu OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme 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, in that case his/her income should not be more than Rs. 2,40,000 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. 3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" is being published elsewhere in this issue.

6. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF INSTITUTE'S DECEMBER, 2015 EXAMINATIONS



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ICSI-NOIDA
OFFICE

NOTIFICATION

ICSI/CS/o8/2016

MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25th May, 2016** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "company secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in December, 2015 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.3,60,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website www.icsi.edu under Examination Section or obtained by post from the Institute free of cost **by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-**. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25th May, 2016** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.205:Exams:2016
New Delhi – 110 003.


(CS MAMTA BINANI)
PRESIDENT

Dated, the 21th January, 2016

DIRECTORATE OF EXAMINATIONS

C-37, Sector-62, Institutional Area, NOIDA (U.P.) 201 309

tel : 0120-4264447/0120-2401512 fax : 0120-2401513 email : exam@icsi.edu

Headquarters ICSI House, 22, Institutional Area, Lodhi Road, New Delhi 110 003

tel 011 - 4150 4444, 4534 1000 fax +91 11 2462 6727 email info@icsi.edu website www.icsi.edu

7. ANNOUNCEMENT: OPENING OF NEW EXAMINATION CENTRES AT GUNTUR-AMARAVATI (ANDHRA PRADESH) and SURENDRANAGAR (GUJARAT)

**ATTENTION STUDENTS
NEW EXAMINATION CENTRES
FOR CS FOUNDATION PROGRAMME EXAMINATION-JUNE 2016**

The Institute is pleased to announce opening of new Examination Centre at the following cities purely on an experimental basis w.e.f. June, 2016 session of examinations onwards:

<i>S. No.</i>	<i>City & State</i>	<i>Centre Code</i>
<u>1</u>	GUNTUR-AMARAVATI (ANDHRA PRADESH)	322
<u>2</u>	SURENDRANAGAR (GUJARAT)	435

Accordingly, candidates can opt for new examination centre at the aforesaid city(ies) while enrolling for June, 2016 examinations.

News from Region

ICSI THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

NORTHERN
INDIA
REGIONAL
COUNCIL

SUCCESS (don't just wish for it, work for it)

**EXEMPLARY OT CLASSES
THROUGH CREATIVE & EFFECTIVE LEARNING**

December 2016, Examination

50% concession in the NIRC library membership fees

Grab opportunity for attending Oral Tuition Classes organized by NIRC-ICSI for very reasonable fees with all modern facilities, highly qualified, experienced, renowned & dedicated faculties

- Scholarship to those who obtained Rank at Northern Region.
- Subject wise special lectures by **eminent faculties**.
- Facility for participation in **Campus Placement** for training.
- Facility of Personality Grooming - Participation in Talks on Motivation, Public Speaking, Stress Management etc. and cultural activities.
- Facility of providing crash courses.
- Facility for organising special revisionary batches.

Free membership of the Delhi Public Library, East Patel Nagar to all the OTC students

DATE OF COMMENCEMENT
5th April 2016

VENUE:
NIRC-ICSI, 4, PRASAD NAGAR
INSTITUTIONAL AREA,
NEW DELHI-110005
(Walking distance
from Rajendra Place Metro Station)

The Schedule of the classes is as under

STAGE	DIFFERENT BATCH TIMINGS	NO. OF LECTURES	FEE (RS.)	DAYS
Professional Module I	7.30 AM -9.30 AM (Batch 1) 10.00 AM – 12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM – 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	120 (40 lectures per subject)	8,500/-	Daily one lecture (one subject)
Professional Module II	7.30 AM -9.30 AM (Batch 1) 10.00 AM – 12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM – 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	120 (40 lectures per subject)	8,500/-	Daily one lecture (one subject)
Professional Module III	7.30 AM -9.30 AM (Batch 1) 10.00 AM – 12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM – 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	120 (40 lectures per subject)	8,500/-	Daily one lecture (one subject)
Executive Module I	7.30 AM -9.30 AM (Batch 1) 10.00 AM – 12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM – 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	140 (35 lectures per subject)	8,000/-	Daily one lecture (one subject)
Executive Module II	7.30 AM -9.30 AM (Batch 1) 10.00 AM – 12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM – 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	105 (35 lectures per subject)	7,000/-	Daily one lecture (one subject)
Foundation	7.30 AM -9.30 AM (Batch 1) 10.00 AM – 12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM – 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	120 (30 lectures per subject)	7,000/-	Daily one lecture (one subject)

The key features of the classes at NIRC-ICSI:

- Facility of LCD projectors in class rooms.
- Subject wise notes in soft copy may be provided to the students.
- Facility of Library with all latest books.
- Facility of Reading Room.
- Class test will be conducted and performance of the students will be evaluated.
- Guidance to students by expert faculties on giving presentations on varied topics.
- Organization of Parents'- Teachers' Meet and sharing of progress of the students
- Facility for providing subject wise case study session.
- Facility of Guidance Program by Expert faculties for appearing in examinations
- Facility for providing counselling session for examination pattern and amendment classes.
- Facility of interaction with faculties and senior members to clear the doubts about career prospects as Company Secretary
- Facility for providing after class support i.e. after completion of the classes of subject.
- Student will be in touch with the Institute and will be well aware of all the information/developments at the Institute including Training Programs like 15 days academic program, EDP, PDP etc. Competitions like Elocution, Moot Court and Company Law Quiz, SDS etc.
- Opportunity to participate in varied competitions like Essay writing, Drawing/Painting, Debate, Slogan writing etc.
- Facility for knowledge updation - Participation in students' seminars/conferences/workshops/ Industrial visits etc.
- Career & other guidance and direct interaction with the CS fraternity.
- Latest update

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.
- Subject wise Coaching is also provided.
- Four hours duration (two subjects per day) and Weekend batches may also be organised subject to availability of sufficient number of students in each batch.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 by Demand Draft drawn in favour of the NIRC of the ICSI payable at New Delhi.

For further details please contact: 011-49343000/3009/3021 or email at beena@icsi.edu





**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory Body under an Act of Parliament

**WESTERN
INDIA
REGIONAL
COUNCIL**

ICSI-WIRC PRIDE CS REGULAR CLASSES

CS FOUNDATION & EXECUTIVE FOR DECEMBER 2016 EXAMINATION

(ICSI OTC Academic Initiative)

**Join ICSI - WIRC Regular Classes
For A Better Company Secretary**

**Batches
Start from
First Week of
April 2016
For CS Foundation
and CS Executive**

OUR STRONG FEATURES

1. Providing excellent Classroom teaching through experienced faculties
2. Periodical MOCK Test
3. Seminars & Talk by Visiting Professors & Guest Faculties
4. TIPS by Experts on PREPARATION FOR CS EXAMINATION
5. Continuous monitoring by ICSI-WIRC for quality education & training
6. Assisting in Training opportunities and placement initiatives
7. Library facilities
8. Overall Development
9. New Learning Experience

**Expert Faculties
are now associated
with ICSI Classes**

: Our Current OTC Batches :

ICSI-WIRC Center, Nariman Point, Mumbai	ICSI-WIRC Classes, OTC Center, Charni Road, Mumbai	ICSI-WIRC Classes, OTC Center, Kandivali, Mumbai
-: Batch Timing :- Foundation: 2.00pm - 4.00pm Executive: 4.00pm - 7.00pm	-: Batch Timing :- Executive: 7.00am - 10.00am	-: Batch Timing :- Foundation: 2.00pm - 4.00pm Executive: 4.00pm - 7.00pm
-: Fee Structure :- Foundation:- 15000/- Executive Module -1:- 18000/- Executive Module-2:- 15000/-	-: Fee Structure :- Executive Module -1:- 18000/- Executive Module-2:- 15000/-	-: Fee Structure :- Foundation:- 15000/- Executive Module -1:- 18000/- Executive Module-2:- 15000/-
-: Co-ordinator :- Mr. Shankar Dasari	-: Co-ordinator :- Mr. Shankar Dasari	-: Co-ordinator :- Mr. Shankar Dasari

For more details contact

Mr. Ranjith Krishnan, Assistant Director, ICSI-WIRC

Mr. Bannashankar Dasari, ICSI-WIRC and Ms. Bhavna Rakte, ICSI-WIRC

Landline No. 022- 61307900/ 61307901/ 61307902/ 61307904/ 61307923

Mobile No. 9223542195/ 9223263363

Visit:- ICSI-WIRC, 13 56 & 57, 1st and 5th Floor, Jolly Maker Chamber-II, Nariman Point, Mumbai-400021.

Mail us on:- bannashankar.dasari@icsi.edu/ bhavna.rakte@icsi.edu

**Yesterday's
DREAM** ★ **Today's
REALITY** ★ **Tomorrow's
VISION**

ICSI - SIRO

CLASS ROOM TEACHING

Stage	Date of Commencement	Fee
Executive Programme - Module-I Morning Batch for December 2016 examination	25.04.2016	Rs.6100
Executive Programme - Module-II Evening Batch for December 2016 examination	25.04.2016	Rs.5600
Foundation Programme Morning Batch for December 2016 examination	11.07.2016	Rs.5100
Foundation Programme Evening Batch for December 2016 examination	11.07.2016	Rs.5100



15th and 16th April, 2016



28th, 29th and 30th April, 2016

EXECUTIVE DEVELOPMENT PROGRAMME (EDP)

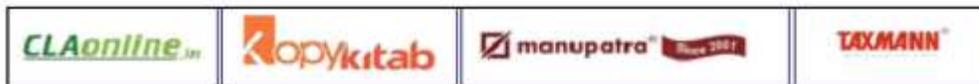
DATES : 25th April 2016 to 3rd May, 2016



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
statutory body under an Act of Parliament

E-LIBRARY

ICSI is pleased to inform that in order to facilitate the knowledge grinding and updation of students, ICSI has launched a multi vendor e-library for its students. The student subscriber of the e-library will have access of rich contents i.e. case laws, Bare Acts, Text book, Articles etc. provided by service providers at very affordable rates. The subscription of elibrary is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription.



ONLINE ENGLISH LEARNING PROGRAMME

ICSI is pleased to inform that in order to upgrade the English skills of students, ICSI has launched a multi-vendor Online English Learning Programme for its students. The student subscriber of the Online English Learning Programme will have access of rich contents provided by service providers at very affordable rates. The subscription of Online English Learning Programme is voluntary for the students and the students may subscribe to any Online English Learning Programme at their option. In order to enable that maximum number of students get benefit of Online English Learning Programme, the subscription charges have been capped at Rs. 3000/- per annum per subscription.



ICSI has arranged 7 days trial version of E-library and Online English Learning Programme for students. A student may subscribe to E-library and Online English Learning Programme with or without using the trial version.

The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.

© *The Institute of Company Secretaries of India.*

All rights reserved. No part of this Bulletin may be translated or copied in any form or by any means without the prior written permission of The Institute of Company Secretaries of India.

Disclaimer :

Although due care and diligence have been taken in preparation and uploading this E-bulletin, the Institute shall not be responsible for any loss or damage, resulting from any action taken on the basis of the contents of this e-bulletin. Any one wishing to act on the basis of the material contained herein should do so after cross checking with the original source.

Editorial Team

SONIA BAIJAL, DIRECTOR

A K SIL, DIRECTOR

MANINDER DEEP CHEEMA, ASSISTANT PROFESSOR

For views/suggestions/feedback please write to : academics@icsi.edu