

TRAINING STRUCTURE

The Council of the Institute has approved training structure for the students of the Company Secretaries course enrolled on or after 1st September, 2009.

The Training Structure includes conducting 7 days Student Induction Programme (SIP), 8 days Executive Development Programme (EDP), 25 hours' compulsory attendance of Professional Development Programmes (PDP), Management Skills Orientation Programme and other requirements during training period while maintaining the existing duration of training, as under:

I. Duration of training:

The existing period of training of 15 Months will be continued and students are free to undergo training wholly or partly with a Company Secretary in Practice or a Company registered for imparting training.

Further, the existing 15 days training in a specialized agency such as the Office of the Registrar of Companies, stock exchange, financial or banking institution or management consultancy firm for another fifteen days, after passing Professional Programme (Final) exams is continued.

II. Training Programmes:

The three programmes at different stages of the course would be conducted as under:

- a). **Student Induction Programme (SIP)** - Duration - 7 days, to be completed by the students within 6 months of registration to the Executive Programme (Intermediate Exams) covering the following areas:-
 1. English Speaking Skills.
 2. Personality Development and Life Skills – Basic Concepts.
 3. Introduction to Course Contents, Electives and Opportunities both in practice and employment.
 4. Communication Skills, Writing ability-drafting etc.
 5. Usefulness of Reading Newspaper
 6. SWOT Analysis
 7. Computer Literacy (Basics)
 8. Know your Institute

b). **Executive Development Programme (EDP)** - Duration 8 days, after passing the Executive Programme (Intermediate Exams) covering the following areas:-

1. Personality Development - and Life Skills – Advanced Concepts (Interpersonal Skills, Decision Making Skills, Team Spirit, Negotiating Skills)
2. Computer Literacy and Training (Advance)
3. General awareness of Indian/Global economy, business conditions, Regulatory Insight, Capital Markets, and opportunities
4. Organisation Structure, Role of ROC/CLB/SEBI/SAT /Stock Exchanges/RBI/CCI/ TRAI/NCLT/NCLAT
5. Drafting of Minutes, Notices, Resolutions, Advance business tools such as internet browsing, video conferencing etc.
6. Etiquettes, Inter personal skills, Communication skills, Office culture;
7. Significance of training and Code of conduct applicable during training period
8. Interview Techniques & How to face interviews.

c). **Management Skills Orientation Programme (MSOP)** – Duration 15 days after passing Professional Programme (Final Exams) covering:-

CORE TOPICS

1. Leadership skills, Innovation, latest trends in management thoughts.
2. Business strategy, Corporate restructuring through Mergers & Amalgamations, Take Over, Valuation, Competition Law, Consumer Protection.
3. Cross border transactions, global business scenario.
4. Major tax laws, Double Taxation Treaty Agreements, Service Tax.
5. Corporate Governance, Business Ethics, Sustainability.
6. Meetings, Secretarial Standards, Important provisions of Company Law.
7. Capital Market related topics, Regulatory insight, Exchange related issues.
8. Projects covering diverse areas including corporate laws.
9. Intellectual Property Rights
10. Arbitration, Conciliation, Alternate Dispute Redressal Mechanism

11. Corporate Compliance Management
12. Areas of Practice –Existing & Emerging
13. Understanding Financial Statements
14. Art of Advocacy, Court craft, Pleadings
15. Board Room behaviour, Drafting of Chairmen’s Speech, Directors’ Report
16. Networking skills and business behaviour
17. About ICSI and Code of Conduct
18. Any other Topic of Topical interest.

As far as practicable, the mechanism for MSOP would be through Case Studies, Story Telling, Group Discussions, Role Playing, simulation exercises and the like so as to provide a real-life practical exposure.

ELECTIVES

1. Behavioral Sciences
2. Listing Compliances, Case Studies
3. Sick Companies and solvency laws
4. NGOs /Micro financing/Cooperative Societies
5. Part IX Companies
6. Practical aspects of Criminal law
7. Inspection and Investigation, Compounding of offences under various laws Companies Act, FEMA, SEBI
8. VAT-Procedure & Practice
9. Laws relating to Intellectual Property Rights
10. Taxation – Corporate Taxation, Personal Tax Planning & Management, Filing of Returns
11. Private Equity, Venture Capital, Hedge Funds
12. International Trade & Policy
13. Banking & Insurance
14. Cyber laws
15. Stress management

III. Implementation Schedule:

Under the training structure 7 days Student Induction Programme (SIP) & 8 days Executive Development Programme (EDP) would be implemented by Regional Councils & Chapters as under:

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| i) | Regional Councils | 1 st September, 2009 |
| ii) | A-1/ A grade Chapters | 1 st January, 2010 |
| iii) | B grade Chapters | 1 st April, 2010 |

IV. Fee structure:

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| a) | Student Induction Programme (SIP) | Rs. 1000/- |
| b) | Executive Development Programme (EDP) | Rs. 1000/- |

V. Applicability:

The training structure will be applicable to the students registered on or after 1st September, 2009.

VI Attendance in 25 hours Professional Development Programme (PDP):

The students will be required to complete 25 hours of Professional Development Programme (PDP). The Regional Councils & Chapters would allow the students to attend such programmes at concessional rates.