REQUIREMENT OF FACULTY FOR TRAINING PROGRAMS AT NIRC

Northern India Regional Council of the Institute of Company Secretaries of India has formed a Panel for the selection of the faculties for its training programs in order to have a fair and transparent selection procedure for its Training Program.

The panel consists of:
- CS Shyam Agrawal (Chairman)
- Prof. G.S. Gupta
- Ms. Monica Sudhir, Corporate Trainer

Members interested in taking session in training programs, may send their applications in the prescribed format (which can be downloaded from www.icsi.edu/niro) at niro@icsi.edu mentioning their topics.

The List of topics for Student Induction Program (SIP) / Executive Development Program (EDP) are as under:

**SIP**
- English Speaking Skills.
- Personality Development and Life Skills - Basic Concepts.
- Introduction to Course Contents, Electives and Opportunities both in practice and employment.
- Communication Skills, Writing ability-drafting etc.
- Usefulness of Reading Newspaper
- SWOT Analysis
- Computer Literacy (Basics)
- Know your Institute & introduction to course contents, electives

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

**The following steps will be followed by NIRC:**
- Send your profile with the proofs of the educational qualifications & the teaching/training experience.
- The panel will consider the profiles on the basis of experience, qualifications and other criteria as may be decided.
- After shortlisting of the profile, the candidate will be called for the personal interview.
- Shortlisted candidates will be allotted demo session as per the criteria decided.
- On the basis of feedback received from the students, a data bank of the faculties will be created.
- As per the requirement, faculties from the data bank will be invited for the sessions.
- The decision of the Chairman of the Committee will be final & binding in all respect.

For any further clarification please contact:

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<th>CS M.G. Jindal</th>
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