

C.S. FOUNDATION PROGRAMME – STUDY AND EXAMINATION

1. Introduction

We welcome you to the first stage of the Company Secretaryship Course and congratulate you for having taken up the challenge posed by this professional self-study course.

You may be aware that Company Secretaryship Course is basically a distance learning course. Three stages are involved in this course, i.e. (i) Foundation; (ii) Executive; and (iii) Professional Program.

Foundation programme has been introduced for Senior Secondary (10+2 or its equivalent) pass students desirous of a making career as Company Secretary. The programme offers an opportunity to the students passing the Senior Secondary or its equivalent examination in any stream or who have appeared or enrolled themselves for appearing in the examination, to decide their career at that stage and to enter early in the profession. The basic information for admission are as follows:

(i) Eligibility requirements

Candidates who have passed Senior Secondary Examination (10 + 2) or equivalent recognized examination are eligible to take admission in the course. There are no restrictions with regard to age of the candidate or marks secured in Senior Secondary Examination.

(ii) Provisional registration

Candidates can apply through provisional registration system immediately after receiving the admit card for appearing in 10 + 2 examination and also while awaiting for results. Proof of passing in the examination shall have to be furnished within six months of provisional registration.

(iii) Period of Registration The Institute has stipulated 3 years period for the validity of Foundation programme registration/admission. You may please note that the admission stands automatically cancelled on the expiry of three years period, which is counted from the month of registration to the course.

The study materials supplied by the Institute help you in acquiring adequate knowledge for preparing and writing the examination. An earnest endeavour has been made to ensure that the scheme of teaching imparts intensive and individualized training and proves to be an adequate as well as flexible opportunity for learning. Through this correspondence course, it has been possible to reach the doors of the students even in remote areas, where it is otherwise not possible to gain access to good faculties. Obviously, the aim is not to ignore the advantages of the direct teaching method through the medium of class-room teaching. That is why, the Institute provides class-room teachings also by way of oral tuition classes through its Regional Offices, Chapters, Satellite Chapters and Collaborative Oral Tuition Centres. In case you wish to avail the benefit of oral tuition facilities, you may contact the concerned office, deposit the required oral tuition fee and avail the additional facility of oral tuition classes in addition to self learning.

2. Essence of distance learning / teaching

The distance learning/teaching method has been adopted by the Institute to help students to pursue their studies even without formal class-room teaching. There is no doubt, that the students joining the Foundation programme are more comfortable with the class-room teaching, however, you will find that distance learning methodology has the capability to offer intensive and individualised training and can be best described as 'Personal Tutoring' through the mail by various methods of teaching.

Distance learning methodology also offers the most flexible opportunities for learners. The very flexibility, with which distance learning/teaching can cater to the needs of an individual student, is amazing. While the fast learner can learn at a faster pace, the slow learner can move at a rate at which he can absorb the instructions. This system individualises learning and provides independent study, yet the student is not left alone. Those of you who register for oral coaching classes have the opportunity of assimilating the knowledge imparted by experienced teachers at oral coaching classes along with your own understanding of the subject. However, you have to be in constant touch with your instructors, particularly for clarifying your doubts.

The Institute prepares and provides self-explanatory course material enriched by necessary explanations and elucidations supported by examples. Basically, the distance learning lessons are prepared by experts in the subject in self-explanatory fashion with an element of two-way communication between you (learner) and the teacher (expert). However, it does not mean that it is a complete substitute for the teacher in a class-room. Yet the lessons do compensate that part of a teacher's activity which motivates the students by

presenting the subjects and providing the exercises and test papers for which you have to submit response sheets.

3. Postal Coaching/ Oral Coaching

Postal Coaching is compulsory for every student registered for Company Secretaryship Course. Every student is provided with the study material prepared by the Institute. At the end of each study material, two test papers have been printed. You are required to thoroughly read the study material and suggested reading material. Thereafter, you are required to submit your response sheets for the test papers for obtaining the “Eligibility Certificate” to Director, Student Services at the Headquarters or to the Executive Officer at the Regional Office/ Chapter. It should be ensured that response sheets should be submitted within the prescribed time limit. The response sheets submitted by you shall be returned to you after evaluation. The examiner shall give his comments, advice, corrections, and suggestions for further improvements.

It is necessary that when you are writing the response sheets you should write it by yourself and just do not copy your answer from any material. If you are writing the response sheets after reading the study material and further suggested readings, the examiner’s comments would help you in knowing your lapses. However, if you answer the questions by copying from some material, it would defeat the very purpose of acquiring knowledge while learning and you would find it difficult to assess for yourself as to where you are lacking.

Eligibility Certificate is issued to those students who have submitted one response sheet from each subject and obtained at least forty per cent marks in

each test paper. The Director, Students Services, at the Head office, issues the Eligibility Certificate. Please remember that only those students are eligible to appear in the examination who have obtained the Eligibility Certificate. Details of Eligibility Certificate have to be furnished while filling the Examination Form.

As stated earlier, in addition to Postal Coaching, Institute also organizes Oral Coaching Classes through its Regional Offices at Kolkata, Chennai, Mumbai and New Delhi, 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. Registering yourself for the Oral Coaching classes is absolutely at your discretion. You may or may not register for the Oral Coaching classes. However, for having better understanding of the subjects it is advisable to register for the Oral Coaching classes. In case you prefer to register yourself for the Oral Coaching classes, you will have to pay extra fees as decided by the respective centers organising Oral Coaching.

Under this option also you may obtain the Eligibility Certificate by appearing and qualifying in the required number of tests in each paper. This test will be conducted by the respective oral tuition centres. In case you have obtained Eligibility Certificate by undergoing Postal Coaching, you need not obtain Eligibility Certificate under the Oral Coaching Classes or vice-versa. In the Oral Coaching classes, stipulated schedule of lectures is thirty/ thirty four lectures for each subject; each lecture is of two hours duration.

4. Scheme of Papers and the Level of Expectation

The Foundation level is basically a screening level, where the aptitude and basic

knowledge of students are evaluated to differentiate between the creamy layer of students who can successfully complete the main course and emerge as qualified Company Secretaries possessing varied and rich knowledge in legal, finance and management. The coverage, orientation and exposure expected from the students in the papers at the Foundation level are enumerated below :

(i) English and Business Communication This paper aims at imparting working knowledge of English and developing abilities in you required for drafting of business related communications. English portion covering 40 marks explains the techniques of Essay Writing, Précis Writing and imparting knowledge of essentials of good English such as punctuation, parts of speech, tenses, idioms and phrases, prefix and suffix, synonyms and antonyms and so on.

Keeping in mind the importance of Business Communications, greater emphasis has been given to Part B by allotting 60 marks. The detailed contents of this part includes understanding of significance of good communication; business correspondence pertaining to sub-areas like personnel, purchase, sales, accounts, secretarial, administration and messages pertaining to inter-departmental communications. This subject actually strengthens your writing capability on matters having relevance to day-to-day business operations through the knowledge of principles of business communication; means of communication both oral and written, visual and audio-visual.

(ii) Economics and Statistics This paper has been designed with a view to provide basic and conceptual understanding of economic concepts, principles of economics and statistical tools to interpret and analyse various economic phenomena. To provide a broad outlook to the students on theory and principles

of economics, the varied topics are included in the Economics Portion, such as – Nature and Scope of Economics, Demand and Supply Analysis, Production, Costs and Revenue Analysis, Market Forms and Equilibrium of the Firm and Industry, Basic characteristics of Indian Economy, Select areas of Indian Economy, Money and Banking, Economic Reforms and Liberalisation, Globalisation and its impact on Indian Economy, Concept of WTO – an overview, Population – size and growth and impact of population on economic development, unemployment – nature, various measures to reduce it, foreign trade and India's balance of payments, Five Year Plans and economic development, fiscal policy and national budget.

Descriptive Statistics – definition and functions of statistics, statistical techniques commonly used in business activities, law of statistics, limitations of statistics. Collection and presentation of Statistical Data – Primary and secondary data, classification and tabulation of data, frequency distribution of data, diagrams and graphs. Measures of Central Tendency – Mean, Median and Mode, geometric mean and harmonic mean. Measure of dispersion – Range, quartile deviation, mean deviation, standard deviation. Correlation Analysis – meaning, significance, nature and types of correlation, Karl Pearsons coefficient of correlation, rank correlation. Index numbers and time Series Analysis – familiarization with the concepts relating to index numbers and time series (simple numerical problems).

(iii) Financial Accounting The aim of this paper is to provide an understanding of the basic principles of accounting and their application in business. The detailed contents of this paper include the concept of accounting, its nature and usefulness, etc., recording of transactions, preparation of bank reconciliation

statement, rectification of errors in accounts, preparation of professional accounts of non-corporate entities. Other relevant areas such as accounting for depreciation, inventory valuation, accounting for bills of exchange, accounts of non-profit organisations are included to provide an insight into the gamut of real business system. Further, this paper also provides knowledge of single entry system, average due date and current account, self balancing and control accounts, accounting for consignment and joint ventures as well as matter with regard to branch and departmental accounts to gain overall basic knowledge on these important areas. Topics on partnership accounts, accounting for hire purchase and installment systems, principles relating to lease accounting and claims under fire insurance policies are introduced to acquaint you with these varied fields.

(iv) Elements of Business Laws and Management

This paper is divided into two equal parts of 50 marks each on Elements of Business Laws and Elements of Management. The objective of this paper is to give you an exposure of some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organisation as well as to acquaint you with the principles of management.

Part-A on Elements of Business Laws includes chapters on sources and meaning of law, overview of law relating to contract, law relating to sale of goods, negotiable instruments, law relating to partnership and elements of company law.

Part-B constituting elements of management includes knowledge of nature of

management and its process, planning, organizing, staffing, direction and coordination and best controlling methods adopted by the management.

5. Study Inputs

(i) Study Material; By virtue of its flexibility, postal tuition is compulsory in distance learning mode of education. It has the capacity to adapt itself to the needs of an individual student as well as it can serve a variety of individual requirements. Moreover, the preparation of study material involves the collective efforts of many people. Written by experts, revised by academicians/ professionals and updated regularly. It is unlikely to miss out anything significant so far as the syllabus is concerned. Indeed, it is the basic source of acquiring knowledge in the subjects prescribed under the syllabus.

(ii) Recommended Books: Basic purpose of providing a list of recommended books is to supplement/fortify your level of knowledge. Usually, the list of suggested readings is classified into two categories, i.e. readings and references. The books suggested for readings cover a substantial portion of the syllabus. References are generally books which would throw light on a particular topic and therefore, should be of interest to you in case you are keen on acquiring additional knowledge on that topic.

(iii) Suggested Answers: After you have obtained your Eligibility Certificate, either through submitting your response sheets or qualifying the required number of Eligibility Tests, the Institute would issue you suggested answers for the

corresponding series of study material issued to you at the time of registration at free of charge.

In case you wish to have suggested answers for the subsequent series also, you can obtain the same from the Head Office/ Regional Office/Chapter by making the required payment.

(iv) Guideline Answers: In addition to above, the Institute also publishes model answers also known as Guideline Answers, in booklet form, for the questions asked in all subjects for each session of June and December Examinations. Kindly remember that Institute's examinations are held in June and December, every year. Examination results are declared on 25th August for the examination held in the June and on 25th February for the examination held in December.

You may procure relevant Guideline Answers from the Institute Headquarters, or Regional Offices or Chapter offices against payment.

(v) C.S. Foundation Course Bulletin: For keeping you updated, the Institute publishes a bi-monthly bulletin known as "CS Foundation course Bulletin". The bulletin provides you academic inputs in different subjects as well as information about the administrative matters relevant to your course, such as, administrative guidance, examination date sheets, programmes proposed to be organized, conduct of Oral Coaching Classes etc. Comments on the general performance of the candidates in each examination session are also reported in the C.S. Foundation Course Bulletin after the declaration of results. This helps the students to understand the common errors committed by them and to know where the thrust for preparation should be given.

6. Some Rules for Writing the Examination

- (i) Answer all parts of a question and never leave a question unanswered.
 - (ii) Neither reach the examination centre late nor leave the examination hall before the time is over. In case you have completed your work before time, read again and check your answer sheets carefully before submitting to the invigilator. More often, during re-checking you would observe some mistakes.
 - (iii) Allocate time to each question judiciously without emphasizing on the answer for a particular question.
 - (iv) Start with the question which you are best able to answer.
 - (v) Maintain simple style and structure without following extreme ways. It is preferable to give balanced answers.
 - (vi) The importance of legible and neat handwriting need no over emphasis.

 - (vii) It is better to provide concise answers or precise statement.
 - (viii) While answering practical questions, working notes, wherever required are to be given along with answers.
- (i) **Qualifying marks**; For the Foundation programme, optimum level of knowledge is expected from you. Though you are required to score at least 40 per cent marks in each paper and 50 per cent marks in the aggregate, you must appreciate that if you get only 40 per cent marks in a particular paper, then you are under pressure to score more in other papers to compensate for the deficiency. It is therefore, advisable to strive

for scoring a minimum of 50 per cent marks in each paper.

7. Hindi as an optional medium for writing examination

Candidates are allowed to use Hindi as an optional medium of writing all papers of Foundation Examination except 'English and Business Communication' paper, on the following conditions:

- (a) Option must be exercised totally and not for any individual paper;
- (b) Option once exercised is irrevocable for that particular session of examination;
- (c) Answer books of candidates who write a part of the paper in one medium and the remaining part in another medium, are liable to be cancelled;
- (d) No credit for answers will be given if a student writes answers in Hindi without exercising such option in the enrolment application form;
- (e) Candidates who opt for Hindi medium, must write '**HINDI MEDIUM**' in bold letters on the top of the cover page of the answer book.
- (f) Candidates opting for Hindi medium can write answers to practical questions, headings, quotations, technical or legal terms, section, rules, etc. in English medium.
