



THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

CS FOUNDATION COURSE

BULLETIN

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From the Secretary's Desk

Dear Students,

"Every thought is a seed. If you plant crab apples, don't count on harvesting Golden Delicious."

Bill Meyer



Right thought, right imagination, right action with a positive attitude and frame of mind indeed lead to positive results. As you sow, so shall you reap. All of us are fully aware of the well-known dictum. It is, therefore, implied that the students pursuing the company secretaryship course are legitimately expected to be judicious in their studies, persistent in their approach and appear in the examination with clarity of thought and quality of mind. Mind it; there is no shortcut to success. For achieving success, one is necessarily required to visualize, think, plan and act with a focus on achieving the ultimate aim and objective.

I am sure, you are aware that the Company Secretary, being a Principal Officer of the company is necessarily required to equip himself and update in the corporate environment and corporate world. Gone are the days when one could restrict himself within his own sphere. In a global world and environment, there is an aggressive competition in all fronts and more particularly, in the commercial world. Friends, I would therefore emphasize upon the need of being positive and arduous in our meticulous preparations for undergoing any professional course and more particularly, the company secretaryship course. The entire gamut of Corporate Laws, Corporate Finance and Corporate Management is covered in the company secretaryship course. In order to ensure that the students of the Institute are constantly updated in their working sphere, the Institute has already taken a decision to revise and change the syllabi taking into account the current requirements of the corporate world. The Institute has already constituted a Syllabus Review Committee for assessing the requirements and the changes to be made in the course curriculum which would take substantial time in crystallization thereof. In the meanwhile, the students pursuing the Foundation Course are urged upon to put their best and clear the Foundation examination as soon as possible in the existing syllabi. Even otherwise, passing of Foundation examination is the stepping stone for making a meaningful career in the profession of Company Secretaries after undergoing the regular course. No time should be lost in completing the Foundation course. You should, therefore, think positive and act in a positive manner as the positive thoughts indeed lead to positive results.

CS EXAMINATION - JUNE 2005

June 2005 session of Foundation Examination has been concluded on 6th June, 2005. The results of the June 2005 session of examination are likely to be declared on 25th August, 2005. The students who

have appeared in the said examination and are hopeful of being successful therein may please take necessary steps for seeking registration as a student immediately after the declaration of the result. You may please note that 31st August, 2005 is the last date for seeking registration as a student for becoming eligible to appear in both groups of Intermediate examination to be held in June, 2006. The candidates seeking registration after 31st August, 2005 but on or before 30th November, 2005 would be eligible to appear in either group of the Intermediate examination to be held in June 2006. Further details in this regard are given in the succeeding paragraphs. The candidates who had not appeared in the Foundation examination held in June, 2005 may please prepare themselves for appearing in December, 2005 session of Foundation examination. The procedure to be followed in this regard is detailed in the subsequent paragraphs.

VALIDITY OF FOUNDATION COURSE ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course admission. Accordingly, all those students admitted upto June, 2002 may please note that their Foundation course admission stands cancelled on expiry of three years period.

Those of you, who have not passed Foundation examination and are not graduates, may seek fresh admission, if they so desire, by making an application in the prescribed Form "REG" together with the Foundation Course admission fee of Rs.3000/- on or before 30th September, 2005. The prescribed form "REG" can be obtained either against cash payment of Rs. 20/- in the Institute's headquarters and Regional Offices or by sending a crossed Demand Draft of Rs. 30/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

IDENTITY CARDS

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

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

CHANGE OF ADDRESS

Change of address, if any, should be intimated to the Institute by sending a separate letter in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student registration number, name and full postal address with city, state in capital letters.

FROM THE SECRETARY'S DESK

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

E-MAIL ADDRESS OF THE STUDENTS

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

Name :
Admission No. :
E-Mail address :

REGULARISING OF FOUNDATION COURSE ADMISSION

Candidates provisionally admitted to the Foundation Course are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates who have already submitted their Senior Secondary Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

Name: _____
Admission No. : _____
Email Address: _____
Complete Postal Address with Pincode

REGISTRATION FOR INTERMEDIATE COURSE

The students passing the Foundation Course examination held in June, 2005, would be eligible to seek registration as a student. The students registered upto and including 31st August, 2005 would be eligible to appear in both groups of the Intermediate examination to be held in June, 2006 and candidates who would be seeking registration on or before 30th November, 2005 are eligible to write only one group in June, 2006 examination of the Intermediate subject to completion of postal/oral tuition. The blank application Form "REG" for seeking registration for Intermediate Course can be had from the Headquarters of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 30/- (including postage). The fee for seeking registration for Intermediate Course is Rs. 4900/- payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Headquarters or its Regional Offices.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main course viz. "Career in Company Secretaryship - A Hand Book" against cash payment of Rs. 100/- or by post by sending a crossed demand draft of Rs. 150/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Application Form "REG" is appended therein and students need not obtain it separately.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the Foundation Course during the month of April and May, 2005 have already been supplied the Study Material, Admission letter and Identity Card. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Sohan Lal, Joint Director (Students Services) without further delay and for academic guidance, students may write to V.K. Aggarwal, Principal Director at the Institute's address or may send e-mail: (slal@icsi.edu OR drs@icsi.edu). Should you require any assistance in the matter, you may approach the Institute. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, you should write your admission number and

complete postal address with pin code for prompt reply.

LAST DATE FOR RECEIPT OF RESPONSE SHEETS

The last date for receipt of response sheets including re-submission in the Institute from the students who wish to be considered for enrolment for the examination to be held in December, 2005 is 31st August, 2005. These dates have been fixed keeping in view the enrolment dates of the examination and thus no request for extension of time beyond the stipulated dates will be entertained.

LAST DATE FOR ENROLMENT FOR DECEMBER, 2005 EXAMINATION

Students may please note that 26th September, 2005 (with late fee of Rs. 100/- by 10th October, 2005) is last date for submission of the examination Form "EXA" for appearing in the examination to be held in December, 2005.

Candidates admitted to the Foundation Course till March, 2005 are only eligible to appear in the examination to be held in December, 2005 subject to submission of response sheets to the satisfaction of the Institute by 31st August, 2005. Interested students may fill up and submit the prescribed examination application form "EXA" on or before 26th September, 2005, (25th September, 2005 being a holiday). The blank application for appearing in the examination can be had from the Headquarters of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 30/- (including postage). Prescribed application form duly filled in together with the examination fee of Rs. 500/- must be sent to the Institute or deposited in Office(s) of the Regional Council(s) of the Institute in such a manner that it is received by the closing date i.e. 26th September, 2005 and with late fee of Rs. 100/- upto 10th October, 2005.

The examination fee is payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

FACILITY OF ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries course. In addition, the Institute has also authorised its Regional Offices and Chapters / Satellite Chapters to conduct oral coaching classes, registration for which is optional, and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with the Regional Offices or Chapters / Satellite Chapters Offices for details. It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he/she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

Please note that payment of fee by cheque / money order is not accepted by the institute.

IMPORTANT

For all academic guidance and suggestions, if any, students may write to V.K. Aggarwal, Principal Director and for all other matters including admission, coaching, examination and administrative services, you may write/contact Sohan Lal, Joint Director (Students Services), at the Institute's address.

With best wishes to the entire fraternity of CS students.

Yours sincerely,


(N.K. JAIN)

Date : 30.6.2005
Place : New Delhi

ACADEMIC GUIDANCE

BASIC ECONOMICS AND BUSINESS ENVIRONMENT

HIGHLIGHTS OF ANNUAL POLICY STATEMENT FOR THE YEAR 2005-06*

Dr. Y. Venugopal Reddy, Governor presented the Annual Policy Statement for 2005-06 on April 28, 2005. The policy Statements of the Reserve Bank provide a framework for the monetary, structural and prudential measures that are taken from time to time against the background of an assessment of macroeconomic and monetary developments. The highlights of annual policy statement for the year 2005-06 include the following.

Domestic Developments**GDP Growth in 2004-05**

The mid-term review of the annual policy statement release on October 26, 2003 had placed the real GDP growth for 2004-05 in the range of 6.0-6.5 per cent, lower than 6.5-7.0 per cent anticipated earlier in the annual policy statement. The advance estimate of GDP released by the CSO in February 2005 has placed the GDP growth at 6.9 per cent during 2004-05, on the top of a higher increase of 8.5 per cent in the previous year. During 2004-05, GDP from agriculture and allied activities is estimated to have increased by 1.1 per cent, despite deficient monsoon, as compared with 9.6 per cent in the previous year. GDP growth from industrial sector at 8.3% is higher than 6.5 per cent in the previous year reflecting higher growth in manufacturing. The service sector has expanded by 8.6 per cent as compared with 8.9 per cent in the previous year.

Inflation Rate

On an average basis, the annual rate of inflation during 2004-05 was higher at 6.4 per cent as compared with 5.4 per cent in the previous year.

Monetary Indicators

Money supply (M3) increased by 12.8 per cent (Rs. 2,57,058 crore), net of conversion, as compared with 16.9 per cent (Rs. 2,90,569 crore) in the previous year.

Non-food Credit

Non-food credit increased by 26.5 per cent (Rs. 2,13,464 crore), net of conversion, as compared with 18.4 per cent (Rs. 1,25,088 crore) in the previous year. The incremental non-food credit-deposit ratio was as high as 100.7 per cent, net of conversion, as compared with 56.0 per cent in the previous year.

Government Borrowings

During 2004-05, the Central Government's net market borrowings at Rs. 46,050 crore (gross Rs. 1,06,501 crore) were significantly lower than such borrowings in the previous year partly due to receipts by the Centre from the States under the debt swap scheme. During 2004-05, the combined market borrowings of the Centre and States were Rs. 80,029 crore (net) [Rs. 1,45,603 crore (gross)] with lower RBI support in the form of devolvement and private placement at Rs. 1,197 crore due to comfortable liquidity conditions.

*Compiled by Saurabh Karwayun, Management Trainee, the ICSI.

Interest Rate

During 2004-05, financial markets remained generally stable, though interest rates showed some intra-year upward movement. The benchmark prime lending rates (BPLRs) of public sector banks moved from a range of 10.25-11.50 per cent in March 2004 to 10.25-11.25 per cent in March 2005. The share of sub-BPLR lending in total lending of commercial banks, excluding export credit, increased from about 50 per cent in March 2004 to over 60 per cent by March 2005.

Capital Market

The equity market during 2004-05 passed through its peak and trough moving from a low on May 17 to record its all-time high in March. A strong macroeconomic outlook, positive investment climate, continued investment support by foreign institutional investors (FIIs), and encouraging corporate financial results were the main factors driving the market sentiment during 2004-05.

External Developments**Exports and Imports**

During 2004-05 (up to February), India's exports in US dollar terms increased by 27.1 per cent as compared with 16.4 per cent in the previous year. Imports showed a higher increase of 36.4 per cent as compared with 25.0 per cent in the previous year. Consequently, the trade deficit widened to US \$ 23.8 billion as compared with US \$ 13.7 billion in the previous year.

Balance of Payment

The current account of the balance of payments (BoP) had remained in surplus consecutively over the past three years (2001-04). During 2004-05 (April-December), the current account showed a deficit of US \$ 7.4 billion as against a surplus of US \$ 4.8 billion in the corresponding period of the previous year, reflecting widening of trade deficit.

Foreign Exchange Market

During 2004-05, the Indian foreign exchange market witnessed orderly conditions with Rupee exhibiting two-way movements. The exchange rate of the Rupee which stood at Rs. 43.39 per US dollar at end-March 2004 depreciated by 6.6 per cent to Rs. 46.45 per US dollar by end-July 2004. The Rupee recovered and stood at Rs. 43.75 per US dollar at end-March 2005.

Stance of Monetary Policy

- GDP growth for 2005-06 projected at 7.0 per cent.
- The inflation rate in 2005-06 is projected in a range of 5.0-5.5 per cent subject to the growing uncertainties on the oil front both in regard to global prices and their domestic absorption.
- Consistent with the real growth of GDP and inflation, the projected expansion of money supply (M3) for 2005-06 is placed at 14.5 per cent.

Overall stance of monetary policy for the year 2005-06 will continue to be as set out in the mid-term Review of October 2004 which includes: (i) Provision of appropriate liquidity to meet credit growth and support investment and export demand in the economy while placing equal emphasis on price stability, (ii) consistent with the above, to pursue an interest rate environment that is conducive to macroeconomic and price stability, and maintaining the momentum of growth and (iii) to consider measures in a calibrated manner, in response to evolving circumstances with a view to stabilising inflationary expectations.

ACADEMIC GUIDANCE

Monetary Measures

- Bank Rate kept unchanged at 6.0 per cent.
- Reverse Repo Rate increased by 25 basis points to 5.0 per cent.
- Cash Reserve Ratio kept unchanged at 5.0 per cent.

Developmental and Regulatory Policies for the Year 2005-06

The emphasis of the policy Statement is on the following key areas -

- To debate the current regulations on interest rates and priority sector in terms of their contemporary effectiveness in delivering adequate credit at appropriate prices.
- To facilitate a balanced development of the financial system, it is necessary to further develop money, forex and government securities markets.
- To bridge the financing gaps in agriculture and in small and medium enterprises in order to enhance credit delivery.
- Sound corporate governance practices, better risk management and adherence to prudential norms within the financial sector.
- A roadmap for development and application of technology in the financial sector in the medium-term.
- To ensure availability of quality services to all sections of the population.

Credit Delivery Mechanisms

- RBI has set up an Expert Group to formulate strategy for increasing investment in agriculture and the report is expected by end-May 2005. In order to make an assessment of customer satisfaction on credit delivery in rural areas by banks; it is proposed to conduct a survey with the help of an outside agency.
- Keeping in view the importance of post-harvest operations, it is proposed to increase the limit on loans to farmers through the produce marketing scheme from Rs.5 lakh to Rs.10 lakh under priority sector lending.
- There is a realisation amongst bankers that there are increasing business opportunities in financing agriculture, banks are, therefore, urged to continue their efforts to step up credit to agriculture.
- The Reserve Bank has enabled non-governmental organisations (NGOs) engaged in micro-finance activities to access ECBs up to US \$ 5 million during a financial year for permitted end-use, under automatic route, as an additional channel of resource mobilisation.
- As a follow-up of the Budget proposals, modalities for allowing banks to adopt the agency model by using the infrastructure of civil society organisations, rural kiosks and village knowledge centres for providing credit support to rural and farm sectors and appointment of micro-finance institutions (MFIs) as banking correspondents are being worked out.
- The Credit Information Bureau of India Ltd. (CIBIL) is working out a solution that would provide comprehensive credit reports on SSIs.
- The Reserve Bank is reviewing all its existing guidelines on financing small scale sector, debt restructuring, nursing of sick units, etc., with a view to rationalising, consolidating and liberalising them. Banks are urged to take the revised guidelines as indicative minimum requirement and the Boards of the banks are expected to formulate more liberal scheme as appropriate.
- Under a scheme to be drawn up by the RBI, banks will be encouraged to establish mechanisms for better co-ordination

between their branches and branches of SIDBI which are located in 50 clusters that have been identified by the Ministry of Small Scale Industries, Government of India. Under the Scheme of strategic alliance (i) the existing branches of SIDBI redesignated as "Small Enterprises Financial Centres" (SEFC) will take up co-financing of term loan requirements of SSI units along with the bank branches and the working capital requirements of these units will be met by the banks; (ii) the expertise of the SIDBI in appraisal of credit requirements of SSI units will be leveraged by the branches of commercial banks, by payment of a nominal fee; (iii) SIDBI will provide other expert services to help the banks in simplifying the application forms, documentation and disbursement procedures, etc.; and (iv) the working of the scheme may be monitored and modified to suit the local conditions by the State Level Bankers' Committee (SLBC) and, depending on the experience, the coverage of the scheme may be extended to more clusters. The services of SEFCs will be available for tiny industrial units also.

- The Reserve Bank will explore modalities to meet the growing financial needs of medium enterprises. A simplified debt restructuring and rehabilitation mechanism is also being considered for the sector.

Elements of Business Laws and Management

Case Law*

Sona Bala Bora & Others v. Jytirindra Bhattacharjee, [JT2005(4) SC 418]

Brief Facts:

This case is based on Sections 11 and 12 of the Indian Contract Act, 1872. In this case the father (Bhagirath) sold all his properties to a stranger for a small value. Bhagirath used to have fits and also used to behave with his wife and children in an irrational manner. His wife and children challenged the sale contending that it is void as Bhagirath is of unsound mind. The Civil Court allowed the suit. However, the High Court on appeal reversed the judgement and declared the sale to be legal stating that the petitioners had not proved the factum of unsound mind of Bhagirath. They appealed to the Supreme Court against the order of the High Court.

The Supreme Court allowed the appeal and held that no doubt the burden to prove or establish of least on a balance of probability that Bhagirath's action in executing the sale deed in favour of the respondent was the outcome of an unsound mind was on the appellants, but unrebutted evidence of an unnatural and inexplicable animosity to his wife and children as well as of an unnatural and inexplicable fixation on selling of all his properties probalises that the sale was effected by when Bhagirath was incapable of rational behaviour. This was sufficient to discharge the appellants' burden. The onus then shifted to the respondent to adduce evidence either to show that the ostensibly irrational conduct of Bhagirath had a rational explanation or that the conveyance was executed by Bhagirath in a lucid interval. The respondent had, if his statement is to be accepted, a certificate of a Doctor who had medically examined Bhagirath just before the conveyance was executed. The respondent did not seek to call the Doctor or prove the certificate. The Supreme Court held that the Division Bench erred in reversing the decision of the lower court on this issue. The Supreme Court dismissed the suit of the respondents and affirmed the decision of the trial court.

*Prepared by Archana Kaul, Education Officer, The ICSI.

ACCOUNTANCY

ACCOUNTING EQUATION- AN ACCOUNTING CONCEPT*

According to American Institute of Certified Public Accountants, accounting is the "art of recording classifying and summarizing in a significant manner and in terms of money, transactions and events which are in part at least, of a financial character and interpreting the results thereof". Accounting is something that affects people in their personal life just as much as it affects large business. When people normally talk about accounting, it means the recording used by the business and other organizations. Businessman cannot keep all the details in their minds so they have to keep records of it. They will not only record cash received and paid out but also record goods bought and sold, items purchased to use rather than to sell and so on. Thus accounting is the recording of data.

When the data being recorded it has been sorted out so as to be most useful to the business. This is known as classifying and summarizing data. Following such classification and summaries, it will be possible to work out how much profit or loss has been made by the business during a particular period. It will also be possible to show what resources are owned by the business and what is owed by it, on the closing date of the period. From the data someone skilled in accounting should be able to tell whether or not the business is performing financially well. It should be able to ascertain the strengths and weakness of the business. And finally the results will be communicated to the owners of the business or to others allowed to receive this information. Thus, accounting starts with recording and ends in presenting financial information in a manner which facilitates informed judgements and decision by users. The recording of transaction and events has two aspects or sides-debit and credit. Every debit has an equal and opposite credit i.e. each transaction should be recorded in such a way that it affects two aspects-debit and credit equally. This is the crux of double entry system.

The whole of financial accounting is based upon a very simple idea which is known as accounting equation. If a firm is to be set up and start trading, then it needs resources. Let us assume that in the first instance, the owner of the business who has supplied all the resources. This can be shown as:

Resources in the Business = Resources Supplied by the
Owner

In accounting, terms are used to describe things. The amount of resources supplied by the owner is called capital. The actual resources that are then in the business are called assets. This means that in the accounting equation above, when the owner has supplied all the resources, the position will be as follows:

Assets = Capital

Usually, however, people other than the owner have supplied some of the assets. The amount owing to these people for these assets is known as liabilities. Then the accounting equation can be changed as follows:

Assets = Capital + Liabilities

Let us understand the meaning of the terms i.e. (i) Assets; (ii) Capital; and (iii) Liabilities.

Assets : Assets are things of value or possessions or properties that can be expressed in terms of money including the amount due to the business entity from others. It is the expenditure incurred for acquiring

valuable resource which benefit future activities of the concern. Assets include physical objects (tangible) like land buildings, furniture, plant and machinery, cash, bank balance and intangible rights like patents, copyrights, trade marks, goodwill etc. The essential feature of all types of assets is that they have money value and carry possible benefits. Without these assets no business can be started or run. It is different matter what particular assets are required for a particular business and in what proportion. The types of assets may vary from organization to organization depending on the nature of business.

Capital : It is a fact that no business can be carried out without assets. But how these assets can be acquired? One such source of assets is the contribution of the proprietor which is known as capital. The proprietor brings capital into the business out of which the business (being a separate entity) purchases assets for its use. Thus capital is the amount (in terms of money or assets having money value) invested by the proprietor in the business. Hence, the amount of assets of the business is equal to the amount of capital contributed by the proprietor in the business. When the proprietor invests money in the business, the transaction gives rise to two aspects i.e. the assets of the business (say cash) increases and at the same time the business owes the same amount to the proprietor i.e. the amount of capital. Thus, we can conclude that:

Assets = Capital

Liabilities : When the capital contributed by the proprietor is insufficient, the business borrows money from outside parties. These parties may give loan or allow credit facilities at the time of purchase of goods. This event has also given two fold effects. i.e. when loan is given by the outside parties, the cash position of the business is increased to that extent and at the same time the liability of the business to the outsiders has also increased to the same level. Likewise when the credit facility has been granted by the supplier, the goods-in-stock (assets) has increased and at the same time the claim of the creditors (liability of the business) has also gone up. Since the total assets of the business are acquired out of the money contributed by the proprietor (s) and creditor (s) the net effect of the transaction will be as follows :

Assets = Capital + Liabilities

Sometimes the term 'equities' is used to denote the claims of various parties against the assets of the business. Hence equities may be (i) owner's equity, and (ii) outsider's equity. Owner's equity is the capital of the business which is the claim of the owners against the assets of the business. The money due to the outsiders is known as liabilities. The equality of total assets and total liabilities is known as Accounting Equation.

The claim of owner (s) is always residual in nature in the sense that in the event of liquidation or dissolution of business, owners do not have any claim on the assets of the business until all claims of outsiders (creditors) have been satisfied. Thus, the accounting equation can be depicted as :

Assets - Liabilities = Capital

The accounting equation can be used for any business transaction. It may also be noted that the increase or decrease in the owner's equity is reflected by the income statement which provides a summary of the revenues and expenses of the business for an accounting period. When revenue is earned, the claims of the owner (s) are increased. When expenses are incurred the claims of the owner (s) are reduced and the amount of capital or owner's equity is decreased. Hence accounting equation may be interpreted as.

Assets = Liabilities + [Capital ± (Revenues - Expenses)]

*Prepared by M.A. Joseph, Asst. Director, the ICSI.

STUDENTS SERVICES

EXAMINATION

1. DECLARATION OF JUNE 2005 EXAMINATION RESULTS

The results of Foundation examination held in June, 2005 are scheduled to be declared at 4.00 PM on 25th August, 2005. As in the past, the results will be displayed on the Notice Boards at the Institute's headquarters, Offices of the Regional Councils and Chapters, and Examination Centres. The results will also be made available on Institute's Website (www.icsi.edu) on 25th August, 2005 after 4.00 PM and the break-up of subjectwise marks will be made available from 29 August, 2005 onwards for information of all concerned.

The result-cum-marks statements will be despatched to all candidates concerned by 03rd September, 2005. Meanwhile, if there has been any change in the mailing address of a candidate, he/she should immediately intimate the same and also send a self-addressed envelope of 25 cms. X 11 cms. size for posting his/her result-cum-marks statement at the changed address.

Any candidate who has not received his/her result-cum-marks-statement by 10th September, 2005, he/she should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement giving relevant particulars, i.e. his/her name, student registration number, stage of examination, roll number, and examination centre alongwith a self-addressed stamped envelope worth Rs.5/-.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of the Company Secretaries Regulations, 1982, as in force, a candidate can seek verification of marks in any paper(s) of June, 2005 examination. The application for verification of marks should be made on a plain paper, preferably in candidate's own handwriting together with requisite fee @ Rs.100/- per paper within 30 days from the date of declaration of results, i.e. upto 26th September, 2005 (25th September, 2005 being holiday). **Candidates are advised not to club any other remittance or query alongwith request for verification of marks to facilitate an early reply.**

After completion of verification process, candidates are communicated outcome of the verification normally within 2-3 weeks' time. However, if a candidate does not receive the communication by 20th October, 2005, he/she should write to the Sr. Director (Exams.) giving relevant details – (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (iv) name of the paper(s) in which verification was sought; (v) date of application and mode of its despatch; (vi) amount of verification fee and details with regard to mode of remittance; and (vii) complete postal address.

3. DECEMBER, 2005 EXAMINATION

The next examination in Foundation Course, scheduled in December, 2005, will be held from Friday, the 30th December, 2005 to Tuesday, the 3rd January, 2006 at the following 61 centres in India, viz., 1. Agra; 2. Ahmedabad; 3. Allahabad; 4. Ambala; 5. Bangalore; 6. Bhillwara; 7. Bhopal; 8. Bhubaneswar; 9. Chandigarh; 10. Chennai (West); 11. Chennai (South); 12. Coimbatore; 13. Dehradun; 14. Delhi (East); 15. Delhi (North); 16. Delhi (South); 17. Delhi (West); 18. Ernakulam; 19. Faridabad; 20. Ghaziabad; 21. Gurgaon; 22. Guwahati; 23. Hyderabad; 24. Indore; 25. Jaipur; 26. Jammu; 27. Jamshedpur; 28. Jodhpur; 29. Kanpur; 30. Kolkata (North); 31. Kolkata (South); 32. Lucknow; 33. Ludhiana; 34. Madurai; 35. Mangalore; 36. Meerut; 37. Mumbai (CG); 38. Mumbai (GTK); 39. Mumbai (Jog); 40. Mysore; 41. Nagpur; 42. Nasik; 43. Noida; 44. Panaji (Goa); 45. Patna; 46. Pondicherry; 47. Pune; 48. Raipur; 49. Rajkot; 50. Ranchi; 51. Shimla; 52. Surat; 53. Thane; 54. Thiruvananthapuram; 55. Tiruchirapalli; 56. Udaipur; 57. Vadodara; 58. Varanasi; 59. Vijayawada; 60. Visakhapatnam; 61. Yamuna Nagar (Haryana) and one **Overseas Centre - Dubai** as per the Time-Table and Programme given in the next column:

TIME TABLE & PROGRAMME (Foundation)

Dates & Days	Morning Session (09.30 A.M. to 12.30 P.M.)
30.12.2005 Friday	English & Business Communication
31.12.2005 Saturday	Basic Economics & Business Environment
01.01.2006 Sunday	Financial Accounting
02.01.2006 Monday	Elements of Business Laws and Management
03.01.2006 Tuesday	Information Systems and Quantitative Techniques

For December, 2005 examination, the last date for receipt of enrolment applications in the Institute together with the requisite examination fee of Rs.500/- lump sum is 26th September, 2005 (25th September, 2005 being holiday) and with late fee of Rs.100/- upto 10th October, 2005.

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

4. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall.

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

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Examination (**except 'English & Business Communication' paper**) on the following conditions:

- (i) except for **'English and Business Communication' paper** which is required to be attempted in English only, the option must be exercised for remaining four papers of Foundation Examination;
- (ii) option once exercised is irrevocable for that particular session of examination;
- (iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- (iv) the Question Papers of Foundation examination (**except 'English and Business Communication'**) will be printed/ supplied both in English and Hindi;
- (v) if a candidate writes his/her answers in Hindi medium WITHOUT exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- (vi) candidates opting Hindi medium for the examination must write **HINDI MEDIUM** in bold letters on the top of the cover page of **Answer Book No(s).1 and 1B**, as the case may be; and
- (vii) candidates opting Hindi medium may write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also.

COMPANY SECRETARIES EXAMINATIONS–DECEMBER, 2004
PARTICULARS OF PRIZE AWARDS WINNERS – ONLY FOR FOUNDATION EXAMINATION

Sl. No.	Name of the Prize Award	Criteria	Name and Address of the Winner	Qualification	Occupation	Age (Yrs.)	Marks Obtained	Photograph
1	Sultan Chand Trust Prize Award	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates.	Sharad Mundra 31-B, 3rd floor Mullick Street Kolkata 700 007 (Roll No. 1420 Admn. No. EU0068901)	Sr. Sec.	–	19 Yrs.	358/500 (71.60%)	
2	Sultan Chand Trust Prize Award	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates.	Abhay Bhaniramka Block C 41 Bangur Avenue Kolkata 700 055 (Roll No. 1766 Admn. No. EU0074846)	Sr. Sec.	–	19 Yrs.	356/500 (71.20%)	
3	Sultan Chand Trust Prize Award	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the third highest percentage of marks in the aggregate taking into account the performance of all successful candidates.	Ms. Garima Jain 96 Mangal Vihar Gopalpura Bye Pass Jaipur 302 018 (Roll No. 4045 Admn. No. NU0185409)	Sr. Sec.	–	19 Yrs.	353/500 (70.60%)	
4	Durga Devi Saraf Memorial Gold Medal	Awarded to a lady candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates.	Ms. Garima Jain 96 Mangal Vihar Gopalpura Bye Pass Jaipur 302 018 (Roll No. 4045 Admn. No. NU0185409)	Sr. Sec.	–	19 Yrs.	353/500 (70.60%)	
5	Elvina Pinto Memorial Prize Award	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates from examination centres situated within the Western Region .	Ms. Snehal Suhas Talathi C/o Shri VG Pimparkar J-14/1 Godrej Hillside Colony Vikroli (West) Mumbai 400 079 (Roll No. 7301 Admn. No. WU0116619)	Sr. Sec.	–	20 Yrs.	342/500 (68.40%)	
6	Late Madineedi Ramakrishna Memorial Award	Awarded to a candidate who passes in all papers of the Foundation examination , at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates from Hyderabad Centre .	Ms. Indrani Sanka C/o Shri Amarnath K House No. 1-8-652 Achaiah Nagar Nallkunte Hyderabad 500 044 (Roll No. 6141 Admn. No. SU0068628)	Sr. Sec.	–	18 Yrs.	250/500 (50.00%)	

Attention Students....

Filling up of Questionnaire for a Market Survey on CS Course

- The ICSI is conducting a Market Survey on CS Course by floating a Questionnaire among its potential sources viz. (i) Existing Students; (ii) Prospective Students; (iii) Parents; (iv) Commerce Faculty; (v) Banks & Financial Institutions; (vi) Members in Employment & Practice; and (vii) Industry & Business
- Students are requested to kindly spare some of their valuable time in filling up the Questionnaire at their earliest convenience. (49 Questions as enlisted below).
- The questions focus on : -
 - What is the perception of Students/Parents/Industry about the CS Profession?
 - Students' feedback about the syllabus
 - Scope of employment/practice after membership
 - How does ICSI compare with other professional courses?
- Out of the four options for each question you may tick (✓) mark the most suitable answer. This will assist us in compiling views received from all over India.
- Please mention your Name, Address and Telephone Nos. for our records and send it to the Institute Headquarters addressing it to Dr. Amita Ahuja, Director, Public Relations & Corporate Communication on or before 20th August, 2005.

Name of the Student : _____ Student Regn. No. : _____
Address : _____
_____ Tele No. : _____

MARKET SURVEY QUESTIONNAIRE FOR "EXISTING STUDENTS" OF ICSI

1. **Do you find the CS study material up-to-date ?**
 - i) Yes, reasonably
 - ii) Yes, to a large extent
 - iii) Needs monthly updation
 - iv) Not at all
2. **Do you find the study material provided by ICSI**
 - i) of high quality
 - ii) of reasonable quality
 - iii) satisfactory
 - iv) of very poor quality
3. **Do you find the CS course (at your level of study) -**
 - i) tough to pass
 - ii) easy to pass
 - iii) requiring exceptional I.Q. to pass
 - iv) Ordinary
4. **Would you recommend CS course to your friends**
 - i) Definitely Yes, it has a bright career
 - ii) Yes, because it is easy to pass
 - iii) Yes, because it adds to relevant professional knowledge
 - iv) Yes, because it can be done simultaneously with other courses
5. **Would you turn your friends wanting to do CS course away from the course -**
 - i) because it is too tough to pass
 - ii) because it does not give sufficient opportunities for career making
 - iii) because the study material is outdated
 - iv) because the study material is of poor quality
6. **How often do you read "Student Company Secretary" sent to you monthly**
 - i) I have no time to read through it
 - ii) I do not get it
 - iii) I read it but only cursorily
 - iv) I read it thoroughly and regularly
7. **Do you access the website www.icsi.edu**
 - i) No, not at all
 - ii) Only at the time of examinations
 - iii) Regularly
 - iv) Once in a while
8. **Why do you find the above website useful**
 - i) I find it useful because it updates me about the affairs of the Institute and about my subjects of study
 - ii) I find it useful because it gives me the current knowledge about the Institute
 - iii) I do not find it useful because it does not operate satisfactorily
 - iv) I do not find it useful because it is not interactive and hence not interesting
9. **Do you send your academic queries on subjects of studies regularly by email/letter to Dte. Of Studies**
 - i) No, because I do not have such queries
 - ii) I do not send because my queries are quickly settled by my teachers
 - iii) No, because I do not get satisfactory answers from the directorate
 - iv) No, because it takes very long time to receive answers from the directorate.
10. **How do you rate the responsiveness of the Directorate of Studies to your queries and requests for academic help**
 - i) Excellent
 - ii) Very good
 - iii) Needs lot of improvement
 - iv) Poor

- 11. How do you rate the syllabus at the level at which you are studying in terms of relevancy**
- I find the syllabus to be very heavy and redundant
 - I find the syllabus to contain irrelevant subjects/papers
 - I find the syllabus to contain irrelevant topics
 - I find the syllabus relevant
- 12. Do you find the suggested answers to Test Papers**
- useful for study and improvement
 - very ordinary and not giving any value addition
 - not satisfactory because they do not help me understand the subject better
 - just a replication from the study material
- 13. Do you find the Questions in the Test Paper useful in studies**
- Yes, because they help me preparing for the examination as the questions resemble the standard expected in the examinations
 - No, because they are very ordinary and do not prepare me for the examinations
 - Yes, because they are easy to answer by referring to the study material
 - No, because they are tough to answer independently
- 14. Do you use the Guideline Answers to examination questions in preparing for your examination**
- No, because they hardly add any value apart from what is written in the study material
 - No, because I use supplementary books and reading material apart from the study material provided by the Institute
 - Yes, it helps me in practising to answer examination questions from the earlier examinations
 - Yes, because they act as easy guides better than the study material
- 15. Do you read the Chartered Secretary, the monthly journal of the ICSI**
- Yes, it gives me lot of value addition to increase my expertise in the subjects
 - Yes, because it updates my subject knowledge
 - No, because I do not know how to use it as a student
 - No, because the study material itself is a too heavy a reading
- 16. Do you read the President's Page in the Student Company Secretary**
- No, because it does not give me any relevant value addition
 - No, because I am not aware of it
 - Yes, but it does not interest me
 - Yes, because I learn a lot from it about the profession and my career
- 17. Do you use libraries at the Headquarters or Regional/ Chapter Offices to update and enhance your knowledge**
- No, because the books available are outdated
 - No, because the libraries are inconvenient
 - Yes, because the study material alone is not sufficient and of good quality
 - No, because I use my college or other libraries
- 18. Do you find the coaching classes run by Regional Offices/ Chapters useful**
- Yes, because interaction with the faculty is very useful for my studies
 - No, because they are not accessible to me
 - No, because they hardly add any value
 - Yes, because study material is not sufficient and of good quality
- 19. How long would it take for you to complete the CS course from the time of your registration**
- Two and half to three years
 - Three to five years
 - Five to seven years
 - More than seven years.
- 20. Do you participate in Quiz Contests/Elocution competitions/Essay writing competitions organised by the Institute**
- No, because I do not find time to prepare for this
 - Yes, because I find the exercise very enriching
 - No, because I do not get guidance to participate
 - No, because I am not aware of such opportunities.
- 21. Are you satisfied with the existing criterion of obtaining coaching completion certificate?**
- Should be optional
 - Should be continued
 - Should be dispensed with
 - Should be obtained after appearing in the examination but before declaration of results
- 22. What is your preference for obtaining coaching completion certificate?**
- Postal Coaching
 - Oral Coaching
 - Computer Tests
 - Sunday Tests
- 23. Are you satisfied with the infrastructure available at the oral coaching centres of the Regional Councils & Chapters ?**
- Yes, facilities are adequate
 - Needs improvement
 - Satisfactory
 - Facilities are inadequate
- 24. Are you satisfied with the infrastructure available at the Collaborative Centres?**
- Yes, facilities are adequate
 - Needs improvement
 - Satisfactory
 - Facilities are inadequate
- 25. Are you satisfied with the lectures delivered by the Faculties at the oral coaching classes?**
- Lectures are only theoretical
 - and do not make value additions
 - Sessions are not interactive
 - No, Lectures are monotonous and repetitive
- 26. Are you satisfied with the Faculties delivering the lectures at the oral coaching centres ?**
- Faculties are good
 - Faculties are not updated
 - Faculties are giving only notes
 - Faculties are arranged from colleges and not from Corporate Sector
- 27. What is your opinion about the duration of oral coaching classes vis-à-vis coverage of syllabus ?**
- Existing duration of 20 lectures in each subject is sufficient
 - It can be increased to 25 lectures
 - It could be increased to 30 lectures
 - It could be reduced to 15 lectures
- 28. What is your opinion about the existing evaluation system followed by the Institute ?**
- The present system of evaluation is mechanical and does not involve application of mind
 - There is hardly any evaluation and the response sheets are sent back without any substantive for the marks awarded
 - It is unsatisfactory and should be discontinued

- iv) There is no uniformity in the standard while awarding marks
- 29. In your view how many Test Papers in postal coaching system may be responded in each subject**
- 3 Test Papers
 - 5 Test Papers
 - 7 Test Papers
 - Less than 3 Test Papers
- 30. What could be the appropriate duration for test on Computer ?**
- One hour
 - One-and-half hour
 - 2 hours
 - More than 2 hours
- 31. What was your impression when you first visited the Institute / Regional Council/Chapter Offices ?**
- The person at the Reception was cordial and helpful
 - Complete information on CS Course was provided instantaneously
 - Due encouragement to pursue the Course was provided
 - Indifferent attitude of the staff
- 32. How do you rate the various services provided by the Institute ?**
- Excellent
 - Good
 - Satisfactory
 - Needs improvement
- 33. Whether your queries are promptly attended by the Institute ?**
- Queries are attended within a week
 - Queries are attended within a fortnight time
 - Most of the time queries go unattended
 - Responses are received after inordinate delay
- 34. Do you get satisfactory response to your queries over telephone from the Institute ?**
- Yes, fully satisfactory replies are received
 - Impatient reply to the queries
 - Inordinate delay in getting the response
 - Information provided is incomplete and unconvincing
- 35. Presently, every student after passing the Intermediate examination is eligible to commence his/her 15 months' training. In your opinion, when should a student commence his/her training?**
- immediately after registration for the course
 - after passing Intermediate examination
 - after passing one group of Final Examination
 - after passing Final Examination
- 36. Presently, the total period of training is 16 months, which includes**
- 15 months training in a company or under a Company Secretary in Practice
 - 15 days' training in a specialized or agency such as Office of Registrar of Companies, or Stock Exchange, Banking or Financial Institution or , Management Consultancy firm and
 - 15 days Compulsory Secretarial Modular Training Programme
 - period should be re-allocated
- (a) What do you think?**
- period of training should be increased
 - period of training should be reduced
 - period of training should remain the same
- (b) If the period of training is to be increased, then it should be increased from:**
- 15 to 18 months
 - 15 to 21 months
 - 15 to 24 months
 - 15 to 30 months
- (c) If the period of training is to be reduced, then it should be reduced from:**
- 15 to 12 months
 - 15 to 9 months
 - 15 to 6 months
 - 15 to 3 months
- 37. In your opinion a student should undergo training:-**
- in a company
 - under a Practising Company Secretary
 - partly under a Practising Company Secretary and partly in a company
 - under a firm of lawyers/ Chartered Accountant/ Management Consultant
- 38. In your opinion, what should be the duration of training under a Practising Company Secretary?**
- 15 months
 - 12 months
 - 9 months
 - 6 months
- 39. Presently 5 days' induction-training is compulsory for students who are required to undergo training. What do you think**
- There is a need for undergoing 5 days' Training Orientation Programme (induction training).
 - there is a need for 15 days' Training Orientation Programme
 - there is a need for 30 days' Training Orientation Programme which should be made part of total training period.
 - there is no need for any induction training.
- 40. The areas earmarked for the training in a company are Secretarial and Legal, Finance and Accounts, Administration including HRD, Personnel, Purchase etc. Which of the following additional areas should also be included**
- taxation
 - information Technology
 - corporate Communications and Marketing
 - corporate Planning and Management Information Systems
- 41. The duration of Secretarial Modular Training Programme is 15 days. In your opinion**
- it should be increased from 15 to 60 days
 - it should be increased from 15 to 30 days
 - it should be reduced from 15 to 10 days
 - it should be reduced from 15 days to one week
- 42. What methodology should be adopted for Academic Development Programmes:**
- lecture type programmes should be held to upgrade the knowledge and skills of the students during their study/ training period
 - only interactive programmes would help in upgrading the knowledge and skills of the students
 - workshop type programmes should be held for the purpose of developing the soft skills of the students.
 - exclusive presentations by the students on specific topics should be arranged so as to upgrade the working knowledge and skills of the students.
- 43. At what intervals such Academic Development Programmes should be held?**
- after every 15 days
 - every month
 - once in a quarter
 - once in six months
- 44. To what extent we can make the Academic Development Programmes Mandatory?**

- (i) 25 hours (ii) 50 hours
(iii) 75 hours (iv) 100 hours
- 45. Which is the best option for 15 days practical training among the following agencies?**
(i) Office of Registrar of Companies
(ii) Stock Exchanges
(iii) Banking or Financial Institutions
(iv) Management Consultancy firms/Advocates
- 46. Which of the following do you suggest for the development of the soft skills of the students?**
(i) communication/presentation skills
(ii) self confidence, leadership qualities
(iii) independence, lateral thinking and innovativeness
(iv) managerial skills, team spirit.
- 47. How many project reports the student pursuing the course should prepare?**
- (i) one
(ii) two
(iii) five
(iv) not necessary
- 48. What should be the most appropriate stage for preparation of the project report**
(i) after passing intermediate examination
(ii) after passing final examination
(iii) during the training period
(iv) during SMTP
- 49. Do you think that two months full time training for all the students to apprise them about the profession and development of soft skills is**
(i) absolutely necessary
(ii) not necessary
(iii) period is too long
(iv) period is insufficient

ONLINE REGISTRATION FOR FOUNDATION/REGULAR COURSE

To render efficient and quick services to its students, the Institute has introduced ON-LINE facility for Admission/Registration for the Foundation/Regular Course through which the students can register themselves through the web site of the Institute while sitting at home.

IMPORTANT DOCUMENTS TO KEEP HANDY BEFORE FILLING UP THE FORM

- ❖ DATE OF BIRTH CERTIFICATE
- ❖ SR. SECONDARY CERTIFICATE (IN CASE OF FOUNDATION COURSE)
- ❖ DEGREE, MARKSHEET OF ALL PARTS (IN CASE OF REGULAR COURSE)
- ❖ SC/ST CERTIFICATE (IN CASE OF SC/ST CANDIDATES)
- ❖ DEMAND DRAFT DETAILS (DD NO., DD DATE, AMOUNT, DRAWN BANK)
- ❖ TWO PHOTOGRAPHS

Some of the important instruction for filling up the form :

1. Through Internet Explorer open site www.icsi.edu
2. click online registration in Links of the Week section
3. Click the required option from the following and then click on submit button given at the bottom:



4. e.g., by pressing the option at Foundation Registration the instruction page will appear












5. After going through the instructions carefully go to the next button which is also at the bottom of the Instruction Page
6. The Online Registration Form will appear on the screen (just like placed below) and fill the form accordingly.

7. Third page basically facilitates the student to upload the scanned photographs and requisite documents, stored in a folder in the form of scanned files. One has to select these files from the appropriate folders of the local disk. Once the process of uploading of the scanned documents is completed, the student can press (SUBMIT) button appearing in the bottom of the page.
8. This will save the information entered by the student, **the system will generate a FORM NUMBER automatically, and it will ask the user to fill up the password. The student needs to remember this PASSWORD. The student has to put this password and this will be required for reopening this form to update the details at a later stage, if so desired.**
9. Please take a print out of the form by pressing <print> button appearing on the screen and thereafter close the Internet Explorer.
10. **Please do not forget the form number & password which would be helpful for subsequent updation**
11. For any clarification/query contact P L Dhawan, Assistant Director (Registration) on 011-51504444 / Extn. - 515
12. Student should submit the printed form along with the attested photocopies of the requisite documents and photographs, Demand Draft of requisite amount to the Head Office addressed to:




Sohan Lal
Joint Director (Student Services)
The Institute of Company Secretaries of India
ICSI House, 22 Institutional Area
Lodi Road, New Delhi - 110 003

Appoinment of Counsellors



The Institute has set up Chapters and Satellite Chapters at several places all over the country for providing facilities to the students and members. The Institute is identifying areas/cities/mofussil towns where the Chapters and the Satellite Chapters cannot be set up for want of the requisite number of members and students, but have the potential for the growth of the profession. Such areas require the services of Counsellors who could give the requisite quidance and the sense of direction to the students undergoing or wishing to undergo Company Secretaries Course. Realising the need for Career Awareness at such places and to provide the requisite help and guidance to the students located therein, the Institute has appointed Counsellors. Such Counsellors shall act as a bridge between the Institute and the students. The Name, address, telephone numbers & area of operation of the Counsellors are given hereunder. Students may approach the following Counsellors for guidance/counselling with regard to CS Course.

SI No.	Name of the Counsellor	Town/City/District for career counselling	Phone No.	Photo
1.	Rajesh Kumar Mittal Flat No. 204, 'A' Wing Navjyoti Darshan Co. Housing Society Near Purnima Talkies Murbad Road Kalyan (W)- 421301	Kalyan (W)	(0251) 2324295	
2.	Manjeet Singh M.S. & Associates, Company Secrtaries, 94, Brahm Nagar, Lahar, Jhansi- 284 003	Jhansi	2360578 (R) 9415113561 (M)	
3.	Dr. K. C. Goel Head of the Faculty of Commerce & Business Administration, 31/16 Civil Lines (South) Muzaffar Nagar (U.P.)	Muzzafar Nagar	0131-2402967 09412210072	
4.	Mukesh Kumar Garg Company Secretary, Steel Tubes of India Ltd., Steel Tube Road, Dewas 455 001 M.P.	Dewas (MP)	0091(7272)223244-49	
5.	Ramkrishna G Hegde Lecturer, Selection Grade M E S College of Commerrce SIRSI-581 402 Uttar Kannada District, Karnataka State	SIRSI (Uttar Kannada) KS	(08384)436298	
6.	G Srikanth Chartered Accountant Opp. Viswasanthi Theatre R R Pet, Eluru-534 002	Elure (AP)	230469, 249436	
7.	A G Munoli A G Munoli & Co. Company Secretaries 404, Vallabh Tower, Murbad Road Kalyan (W)-421 301	Kalyan (W)	(0251) 2323172	
8.	Nayan Mahadevprasad Adhyaru, 5, Harekrishna Society Opp. A.P.C. Essel Tower Lane Anand Vidyanagar Road, Anand-388 001	Anand		
9.	Rajesh Kumar Obeetee Private Ltd. Post Box No. 4 Civil Lines Mirzapur 231 001	Mirzapur	05442-252304/252610	

10.	Vijay Raghavan K A No. 7 III Street, Tholkappiar Nagar, Thanjavur-613 001	Thanjavur	04362-233962	
11.	G U K Narayanan, Company Secretary 'Griha Lakshmi' 2/436 Mooventhur Nagar Behind karumariamman petrol bunk Trichy Road, Dindigul 624 005, Tamil Nadu	Dindigul	2411939 (0451)	
12.	C D Das Asstt. General Manager Gulf Petrochem FZE P.O. Box-41506 Sharjah U A E	Sharjah (UAE)	971-50-6365036	
13.	Baldev Dudea B Dudea & Associates Company Secretaries, National College Building, Dudea Niwas, Naya Sarafa (Danaoli) Gwalior-474001	Gwalior	98272-24778	
14.	V Ananthasubramanian Chartered Accountant (Old No. 7) New No. 11, Shbramaniapuram Road, Palani-624 601	Palani	242855	
15.	Rajeev Chechani R K Chechani & Associates Company Secretaries, A Plus 40, Tirupati Township, Opposite Aroma High-tech, Deesa Highway, Palanpur Gujarat- 385 011	Palanpur (Gujarat)	311203	
16.	J P Agarwal J P Agarwal & Associates Company Secretaries Durgabari, Opp. Sri Rajen Phukan House, Tinsukia 786 125, Assam	Tinsukia (Assam)	0374-233 6330	
17.	A G Shrigondekar Chartered Accountant 35 Hutatma Smruti Mandir Complex Park Chowk, Railway Lines Solapur-413 001	Solapur	728169	
18.	Sunil Kumar Rampuria Company Secretaries Sunil Rampuria & Co., Rampuria Niketan 2nd Floor, 18 Agrasen Road (Khalpara) Siliguri-734 405	Siliguri	91 353 2503223	
19.	P K Chakraborty Sr. Accounts Officer (Finance) Bharat Heavy Electricals Limited Ranipur Haridwar-249403	Haridwar	(01334)285404	
20.	N N Krishnan Manager-Commercial C/o United Breweries Ltd., Kanjikode West P.O Palakkad 678 623, Kerala	Palakkad (Kerala)	(0491)2566160/161/162	
21.	H B Upasani Deepgiri Apartment, Flat No. 1 Ground floor, Behind Sawaskar Hospital, Hotagi Road, Solapur-413 003, Maharashtra	Solapur (Maharashtra)		

22.	S Balachandra Company Secretary, Surana Telecom Ltd. 2nd Floor, Surya Towers Sardar Patel Road, Secundarabad-500 003	All Districts of Andhra Pradesh	27845119/27845046	
23.	Rajesh Kishore Agarwal C/o Gupta Medical Stores Calter More, P.O. Mal Dist. Jalpaiguri-735 221	Jalpaiguri Distt.		
24.	S Gnanasekharan Company Secretaries 3/107, T Kailasampalayam (P.O.) Tiruchengode TK. Namakkal Distt.	Namakkal Distt.	04288-283005	
25.	Sachin Chhadawa Company Secretary 27/2 Progniya, Revenue Colony Sangli, Maharashtra-416 416	Sangli (Maharashtra)		

Newly appointed as Counsellors w.e.f. 1.4.2005

26.	Joffy George Chalakkal KSR College of Arts & Science KSR Kalvi Nagar Tirchengode Namakkal Dt. 637 209	Namakkal (AP)	04288-274741-44	
27.	Prof. Rajiv Sehgal Management Consultants R Sehgal & Associates 43, New Model Colony Near Prem Nagar Gurudwara Ambala City-134 003	Ambala (Haryana)	M-9896300530 0171-2551022	
28.	R Sivasekaran Practising Company Secretary "RASMI" Plot C-236-A, 6th Main Road, Nanganallur, Madras-600 061	Chennai (Suburbs & its surroundings)	22240784	

NEWS AND ANNOUNCEMENTS

SOUTHERN INDIA REGIONAL COUNCIL

COIMBATORE CHAPTER

COLLABORATIVE CENTRE IN PSG COLLEGE OF ARTS AND SCIENCE

On 2.6.2005 the Chapter has entered into an agreement with PSG College of Arts and Science, Coimbatore to start a Collaborative Coaching Centre for the Foundation Course of the Institute. The agreement in this effect was signed by the Secretary of the College B. Sampathkumar representing the College and V.S.Subash, Chapter Chairman in the presence of V.Ananthanarayanan, Vice-Chairman, K. Muthusamy, Secretary of the Chapter and Sheela Ramachandran, Principal of the College.

WESTERN INDIA REGIONAL COUNCIL.

ORAL COACHING CLASSES FOR FOUNDATION COURSE OF THE INSTITUTE

The Oral Coaching Classes for Foundation Course of the Institute under the new syllabus will commence in the first week of October 2005 at the following centres, admissions

for which will start in the first week of September 2005. The classes will be conducted subject to enrolment of sufficient number of students.

1. ICSI-Sydenham College Training Centre Sydenham College of Commerce and Economics, B Road, Churchgate, Mumbai-400020. Contact – Sanjay Malusare. Tel : 22042897 / 22882117 Ext. 204, 206. (Timing 4.00 p.m. to 7.00 p.m.)

2. ICSI- M.K.E.S. Institute of Management Studies & Research – Oral Training Centre, C/o. Nagindas Khandwala College of Commerce & Arts, Road No.1, Bhadran Nagar, S.V. Road, Malad (W), Mumbai – 400064 Contact – Gopalkrishnan / Subramanian Tel : 28656691 (Timing 4.00 p.m. to 7.00 p.m.)

3. Smt. P.N. Doshi Women's College of Arts & Commerce (S.N.D.T. College), Ratan Baug, Cama Lane, Ghatkopar (W), Mumbai – 400086 Contact – Dr. S. Kumudhavalli / Shailesh Tel. No.: 25135439 / 25123484 (Timing: 10.00 a.m. to 03.00 p.m.)

**4. Thane Centre – V.P.M.'s Institute of Management Studies – Thane Chapter of ICSI-WIRC, N.G. Bedekar College Campus, Chendani Bunder Road, Thane (W).
Contact: Nimkar Tel. No.: 25364492 / 25339868 / 25446554**

5. ICSI- Navi Mumbai Chapter Oral Training Centre, Sai Chambers, 3rd Floor, Sector II, CBD Belapur, Navi Mumbai - 400614. Contact – R.V. Vaidya Tel. No.: 27561202

6. ICSI-Dombivli Chapter, Satchidanand Society (Ground Floor), Tilak Road, Nr. Old Post Office, Dombivli (E) – 421201 Contact :Tel. No. (0251) 2445423 / 2484763 / 2482948

The Classes at all Centres will be held in the evening from 06.00 P.M. to 08.00 P.M.

ATTENTION STUDENTS! APPEARED IN JUNE, 2005 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Intermediate and Final Courses on the basis of their meritorious performance in the examinations and/or merit-cum-need basis on their passing Foundation and Intermediate examinations respectively, 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 Scholarship (Company Secretaryship Course) Scheme, 1983" 15 numbers of scholarships are awarded each for Intermediate and Final examinations 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 examination, June, 2005 should get themselves registered with the Institute for pursuing Intermediate course within 3 months from the date of declaration of results to become 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", 15 numbers of financial assistance are awarded each for Intermediate and Final examinations per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form obtainable from the Institute, and submit their application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation/Both Groups of Intermediate examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or is having an independent source of income, in that case his/her income should not be more than Rs.1,00,000/- 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.1,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme. Students who pass the Foundation examination, June, 2005 must get themselves registered with the Institute for pursuing Intermediate Course within three months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" will be published in the March/April and September/October issues of "C.S. Foundation Course" Bulletin and "Student Company Secretary" Bulletin.

**FOR PROMPT REPLY
Students are requested to quote their Registration Number in all correspondence for prompt reply.**

NOTIFICATION

ICSI No.4 of July, 2005

In accordance with the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as in force, the following students have been selected for award of "Merit-cum-Means Assistance" for Intermediate and Final Courses on the basis of results of Foundation and Intermediate Examination respectively, held in December, 2004 and fulfilling the eligibility criteria:

Sl.No.	Name of the Student	Student Regn. No.
<i>FOR INTERMEDIATE COURSE</i>		
1.	MAHIMA SOMANI (Ms.)	NR0438852/02/2005
<i>FOR FINAL COURSE</i>		
No Candidate		

BY ORDER OF THE COUNCIL

**(N K JAIN)
SECRETARY & CEO**

**File No.207:Exams:D2004
New Delhi 110 003**

Dated the 8th July, 2005