

OLD TRAINING STRUCTURE

A candidate who has passed the Final examination of the Institute is required to possess the practical experience and undergo the practical training or be exempted there from as prescribed in the Regulations for becoming eligible to the Associate Membership of the Institute.

The objectives of training is to apprise the students with the functioning of the Corporate Sector and to create a cadre of professional Company Secretaries having a sound theoretical base and practical exposure to serve trade and industry effectively, both as a part of the management team as well as independent practising professionals.

Training

Students who do not possess the specified practical experience are required to undergo on the job training for a period of fifteen months in recognised companies or under a Company Secretary in Practice duly approved for the purpose.

In addition the students are also required to undergo 3 Month practical training. The practical training is however exempted for students who have undergone 15 months training in a company or under a Company Secretary in Practice.

During the training period efforts are made to develop managerial abilities with emphasis on legal/secretarial/finance areas and to build commercial orientation, problem solving approach and insight into the emerging business environment and to provide extensive practical exposure of various functions which a Company Secretary is required to perform.

Most importantly, stress is laid on building self confidence in the trainees to enable them to deal with routine as well as crisis situations without undue dependence on external help.

A large number of companies and Company Secretaries in Practice located all over India have been empanelled for imparting training to the students of the Institute.

TOP / ADP

Further, before commencing the 15 months training, the students are required to compulsorily attend and complete five days Training Orientation Programme (TOP) which is being conducted by all the Regional Councils/designated Chapters. Students may like to commence the training, if not already commenced and accordingly submit the Application Form (available on the web site) and also available in the concerned Regional Council/Chapters.

Fee structure:

Training Orientation Programme (TOP) Rs.400/-

Every student of the Institute, who has been sponsored for 15 months training on or after 01/07/2004 either in a Company or under a Company Secretary in Practice is compulsorily required to attend and complete 25 hours

Academic Development Programme on proportionate basis i.e. five hours for every quarter of remaining training. Students are requested to contact the concerned Regional Council/Chapter of the Institute. He/She will be given the benefit to the extent of the duration of the Programmes. We have advised the Regional Councils & Chapters to charge concessional rates from the students for attending such Professional Development Programmes. In case you have already commenced/completed the training, you are advised to submit the Certificates in respect of TOP and 25 Hours ADP.

Fee structure:

Academic Development Programme (ADP) Rs.250/- per ADP

SECRETARIAL MODULAR TRAINING PROGRAMME

Every candidate passing the final examination of the Institute and on completion of 15 months training or exempted there from is compulsorily required to attend and successfully complete the Secretarial Modular Training Programme (SMTP) designed by the Institute for a period of 15 days as a part of the practical training requirement.

TRAINING STRUCTURE

New training structure for the students of the Company Secretaries course enrolled on or after 1st September, 2009.

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

I. Duration of training:

15 Months with a Company Secretary in Practice or in a Company registered for imparting training on the basis of sponsorship letter issued by the Institute.

Further, the existing 15 days training in a specialized agency such as the Office of the Registrar of Companies, Registrar of LLP, Stock Exchange, Official Liquidator, Regional Director and MCA after passing Final/ Professional Programme examination is continued.

II. Training Programmes:

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

a). **Student Induction Programme (SIP)** - Duration - 7 days, to be completed by the students within 6 months of registration to the Executive Programme Course

Fee structure:

Student Induction Programme (SIP) Rs. 1000/-

b). **Executive Development Programme (EDP)**

Duration 8 days, after passing the Executive Programme Examination

Fee structure:

Executive Development Programme (EDP) Rs. 1000/-

As per C.S. Regulations 1982 (amended time to time) a student on passing the Inter/Executive Programme Examination of the Institute can commence his/ her 15 months training in a Company or under a Company Secretary in Practice with prior approval of the Institute.

However, before commencing the 15 months training, the students are required to compulsorily attend and complete eight days **Executive Development Programme (EDP)**, under the new training structure, which is being conducted by all the Regional Councils/ Designated Chapters.

Students who have completed five days Training Orientation Programme (TOP), under the old training structure are not required to undergo eight days Executive Development Programme (EDP).

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

Every student of the Institute, who has been sponsored for 15 months training either in a Company or under a Company Secretary in Practice, is also compulsorily required to attend and complete **25 hours Professional**

Development Programme (PDP), under the new training structure.

Students who are completing the requirement of 25 hours Academic Development Programme, under the old training structure are not required to attend and complete 25 hours Professional Development Programme (PDP).

The Regional Councils & Chapters would allow the students to attend such programmes at concessional rates.

V. MANAGEMENT SKILLS ORIENTATION PROGRAMME (MSOP)

Every candidate passing the Professional Programme Examination of the Institute and on completion of 15 months training or exempted there from is compulsorily required to attend and successfully complete the Management Skills Orientation Programme (MSOP) designed by the Institute for a period of 15 days as a part of the practical training requirement