Dear Students,

Before anything else, preparation is the key to success.

– Alexander Graham Bell

My best wishes to all those who are preparing for Company Secretaries Examination, December, 2015. The examinations are near so it is high time for students to channelize their energy in a planned and positive manner to ensure good performance in examinations.

Examination time is the most stressful time for students as there is a high degree of pressure to perform well. My advice to you all is not to panic and plan your studies accordingly. By studying at a constant pace, you will get better results. Learning is a steady process, and consistent study helps to understand the concepts and better prepares for the exams.

Prepare a study plan, map out all topics to be covered and make a schedule showing how much time to devote to each topic every day. Formulating a study plan will improve the flow of the study process and organize your preparation in an efficient manner.

Don’t forget to take good care of yourself during the exam preparation. Once you finish studying, take some time to relax. Always try to keep a positive attitude about the exam. Be focused and relaxed.

My best wishes for all your endeavors.

All the best!

CS Atul H. Mehta
President
president@icsi.edu
RCEP- Its Impact on India’s Economic Serendipity*

Prologue

RCEP (Regional Comprehensive Economic Partnership Pact) negotiations were started by the leaders of the 16 participating countries who participated at East Asia Summit on 20th of November, 2012. Leaders stated that RCEP would be a modern, comprehensive, high-quality and mutually beneficial economic partnership agreement setting up an open trade and investment environment in the region to facilitate the expansion of regional trade and investment and contribute to global economic growth and development.

The Regional Comprehensive Economic Partnership is a FTA (Free Trade Agreement) negotiation that has been developed among 16 countries, i.e. 10 members of ASEAN (Association of South East Asian Nations)- Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam and the six countries with which ASEAN has existing Free Trade Agreements (FTAs), i.e. Australia, China, India, Japan, Korea, and New Zealand. In relation to RCEP these six non-ASEAN countries are termed as the ASEAN Free Trade Partners (AFPs).

The participants have developed Guiding Principles for the negotiations. They were approved by Economic Ministers on 30th of August 2012 and were endorsed by leaders which provided a roadmap for negotiators.

It can be said that RCEP is a crucial move towards development of trade policy structures in East Asia over the past decade. RCEP’s history goes back to some 10 years ago, when it was at its embryonic stage, wherein the study was going on to form an FTA between ASEAN, China, Japan and Korea (known as ASEAN+3). Later in 2007, it was complemented with a parallel study process for an ASEAN+6 FTA, which included the ASEAN+3 partners plus Australia, India, and New Zealand. Both the mentioned studies culminated in 2011 following which ASEAN put forward the RCEP concept.

The Game Changer for India

In a business environment which is constantly changing and almost unpredictable, it is essential to ink trade agreements which can provide fillip to trade, especially in the event of falling aggregate demand. In view of this, RCEP can be viewed as a catalyst to insulate economies from market uncertainties. From India’s point of view, the RCEP presents a critical platform which could influence its strategic and economic reputation in the Asia-Pacific region and realization of its “Act East Policy”. The expectation is that it will enhance propinquity among the five Goliaths of the region- Australia, China, India, Japan and South Korea.

* Akinchan Buddhodev Sinha, Assistant Director, ICSI-CCGRT.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.
It carries the potential of becoming globe’s largest trading bloc covering a wide spectrum of issues such as trade in goods, services, investment, competition, intellectual property rights, and other areas of economic and technical cooperation. Together, the RCEP group of countries accounts for a third of the globe’s domestic product, and 27.4 percent and 23.0 percent of the world’s goods and services trade, respectively.

It is interesting to note that, compared with the TPP (the Trans-Pacific Partnership) and TTIP (the Trans-Atlantic Trade and Investment Partnership) groups of countries, India’s trade share with RCEP group of countries as a percentage of its total trade has moved up over the past decade and half, underlining the significance of its trade with key countries in this group (please refer exhibit 1).

The three important advantages for India are: First, the RCEP agreement would complement India’s existing FTAs with the ASEAN and some of its member countries, as it would deals with Japan and South Korea. In this way, it can address the challenges emanating from implementation concerns vis-a-vis overlapping agreements, which is creating a “noodle bowl” (please refer Appendix 1) scenario, obstructing effective utilization of these FTAs.

In this regard, the RCEP would assist India in streamlining the rules and regulations of doing trade, which will slash trade costs. It will also assist in accomplishing its goal of greater economic integration with countries located in East and South East of India through better access to a vast regional market ranging from Japan to Australia. In view of this, RCEP can act as a stepping stone to India’s “Act East Policy.”

Second, the RCEP will facilitate India’s integration into sophisticated “regional production networks” that make Asia the world’s factory. The RCEP is expected to synchronize trade-related rules, investment and competition regimes of India with those of other countries of the group. Through domestic policy reforms in these areas, this harmonization of rules and regulations would assist Indian corporate houses in plugging regional and global value chains and would unlock the true potential of the Indian economy. There would be an impetus towards inward and outward foreign direct investment, especially export oriented FDI.

Third, as India enjoys a comparative advantage in areas like, information and communication technology, IT-enabled services, professional services, healthcare, and educations services, in view of this, in addition to facilitating foreign direct investment, the RCEP will create opportunities for Indian companies to foray into new markets.

To put in a nutshell, the following merits can be broadly derived: a) Expansion of markets for sectors where India enjoys expertise, such as, Pharma, IT products and Textiles; b) Higher levels of quality and IPR projection will incentivize Indian industry, there adding competitive advantage to it; c) Engender the much needed investment flow, technology and best practices; d) It will assist in containing fears from Chinese side that India is actively participating in US Asia pivot strategy and could balance bilateral trade deficit.

What should be India’s trajectory?

India is at the crossroads of protectionism or promoting trade. In this regard, it can be said that through RCEP Indian business enterprises should prepare for a gradual opening of the market by producing quality, cost-competitive goods and services, and investing in delivery systems that meet international standards. New technology, quality management, timely procurement systems, research and development (R&D), robust relationships with foreign buyers, and technical training are important to enhance the competitiveness of India. However, Government
of India can assist domestic manufacturing firms by investing in the implementation of second-generation structural reforms, providing access to finance for Small and Medium enterprises and investing in transport and energy infrastructure, tertiary-level technical education and science and technology institutions. Increasing the pace of development of the Delhi-Mumbai Industrial Corridor, which has tremendous potential for Japanese FDI and foreign aid, would be a significant infrastructure initiative. Another key measure would be to improve the port facilities at Chennai, Kolkata and Mumbai, which are gateways for trade with East Asia.

The Indian Government can also facilitate the continued competitiveness of services sector through mix of policy reforms, productivity improvements and investment in infrastructure and human resource. India should use RCEP negotiations for reducing bottlenecks to trade in services and more transparent investment rules. In addition, India should also monitor non-tariff hurdles in overseas markets, anti-dumping initiatives and trade remedies against legitimate unfair competition.

**Fault Lines or Fruits**

India is one of the fastest developing country of Asia and various trade agreements play a crucial role in accelerating the pace of economic development but a vital point that needs to be borne in mind is that whether such agreements are really fostering trade or apparently appearing to be beneficial but later on proving to be detrimental to the economy as a whole and a sector in particular. As, India recognizing the potential perils of signing TFA (Trade Facilitation Agreement) of WTO (World Trade Organization), has disagreed to sign the mentioned agreement. The agreement aims to fast track any movement of goods among countries by slashing bureaucratic obligations. The major issue with TFA is that farm subsidies cannot be more than 10 percent of the value of agricultural production. In the event of the cap being violated, other members can challenge it and also go on to impose trade sanctions on the country. Now India’s concern is that agreeing to TFA could compromise its own food security, as like other developing countries, India could have a problem with the solutions provided by the developed countries. In the absence of subsidies the food security could be seriously harmed. Now taking a look on the objectives of forming WTO which probably created proclivity for India to join it; these were (to name a few): To improve the standard of living of people in member countries; To ensure full employment and broad increase ineffective demand; To increase production and trade of goods; To enhance the trade of services; To ensure optimum utilization of world resources etc. But looking at the above case of TFA, one may rethink on the merits of joining WTO. Similarly other negative aspects of WTO, such as, the agreement on TRIPs (Trade Related Intellectual Property Rights) which goes against the Indian Patent Act, 1970, and affected Pharmaceutical sector, Agriculture and Micro-organisms, which largely benefits the MNCs but not developing countries like India. Agreements like, TRIMs (Agreement on Trade Related Investment Measures), GATS (The General Agreement on Trade in Services), etc. have somehow seems to be in the favour of rich and developed nations. Now can we say that RCEP which speciously appears to be benefitting India, may prove adverse later? Now RCEP aims to “boost economic growth and equitable economic development, advance economic cooperation and broaden and deepen integration” but a recent write-up titled, “Secret Comprehensive Economic Partnership (RCEP) Takes Centre Stage In Asia”, published in Intellectual Property Watch, which highlighted the drawbacks of RCEP by comparing it with Trans-Pacific Partnership (TPP), part of US President Barrack Obama’s promised pivot to Asia, which has stirred up a hornet’s nest on the ethics of trying to hammer out a trade deal in secrecy. Experts opined that RCEP is also witnessing similar hurdles and criticisms. The eighth round of negotiations for the RCEP which took place at the
Japanese city of Kyoto contained the veil of secrecy and intense speculation. Now regarding this negotiation there was no official text available for public access, but drafts leaked by the US-based nongovernmental organization, Knowledge Ecology International (KEI) of recent proposals from Japan and South Korea on the chapter on intellectual property, point to RCEP being similar to TPP in significant aspects. This has raised the quills of activists campaigning for access to affordable medicines. Of the two agreements, i.e. TPP and RCEP, the former has grabbed lot of public attention and has created much more storm, but both the trade agreements have one point in common, i.e. the intellectual property rights and access to life-saving medicines is as prickly in the RCEP negotiations as it is in TPP. Both have been condemned for absence of transparency.

According to Prof. Biswajit Dhar, an Indian academic teaching at the Centre for Economic Studies and Planning in Delhi’s prestigious Jawaharlal Nehru University told Intellectual Property Watch, that “Everyone is keeping a stoic silence around the Regional Comprehensive Economic Partnership”. He further said that the host country for the 8th round of RCEP negotiations put out the barest minimum information.

The voice of protests is being heard by patient groups and health activists in India, who opined that some RCEP countries- notably Japan and Korea are trying to aggressively push for stronger intellectual property provisions in the trade agreement, which has the potential of extending monopoly protection beyond what is needed by existing international agreements.

**Way forward**

Recent news stating that India and China have agreed to remove import duties on close to half of the goods traded between them under the proposed RCEP seems to have created nightmares for domestic industry. India and China have agreed to remove duties on 42.5 percent of the items in the initial offers. Similarly for Japan and South Korea, India has offered to open 65 percent of items, which is lower than what it has already committed under its existing bilateral FTAs with the countries, but may include slightly different items as both countries have to give the same offer under RCEP. The two have agreed to slash tariffs on 80 percent of goods from India. Thus, as a coin has two aspects, the same goes with a trade agreement. India has inked several trade agreements or pacts with many countries or blocs and they contained both the positives and negatives. But merely putting brakes due to initial hiccups may not be a wise decision, as it may result into loss of a golden opportunity. As we need to embrace the fact that in this era of globalization one cannot afford to keep the doors closed and learn to live with competition, as lack of it implies complacency on the part of domestic producers. Moreover, for satisfactory balance of payments, employment, industrialization and inclusive economic growth, it is essential that business, trade and commerce must flourish and agreements like RCEP and others provide an impetus towards economic development. So we need to give time to RCEP to prove its worth.
Appendix 1

**Noodle Bowl**: The *spaghetti bowl effect* is a phenomenon of international economic policy that refers to the complication which arises from the application of domestic *rules of origin* in the signing of *free trade agreements* across nations. The effect leads to discriminatory trade policy because the same commodity is subjected to different *tariffs* and tariff reduction trajectories for the purpose of domestic preferences. With the increase in FTAs throughout the international economy, the phenomenon has led to paradoxical and often contradictory outcomes amongst bilateral and multilateral trade partners. When applied specifically to trade among Asian nations, the effect is sometimes called the "noodle bowl effect".

**Exhibit 1**

![India's Trade with RCEP, TPP and TTIP Group of Countries](image)

*Source*: International Trade Centre’s Trade Map Database, 2014

**Bibliography**


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SOCIAL CHOICE: WHAT TO PRODUCE?*

In economics, one studies that resources are limited and human wants are unlimited and this leads to the problem of scarcity. The scarcity of resources with alternative uses causes every society to decide what goods and services be produced first, which later and production of which goods and services be foregone. Limited stock of resources limits the amount of output an economy can produce. A Production Possibilities Frontier (PPF) is used to represent the stock of goods and services that can be produced in a given period of time in an economy, given the stock of resources which is being fully employed, and technology. In other words, a PPF shows various possible combinations of two commodities that can be produced with available resources.

A PPF is illustrated in the figure below; the production of good X is measured on horizontal axis and production of good Y is measured on vertical axis. The limit to the production of various combinations of two goods is given by PPF AB. If good Y is not produced at all, OB amount of good X can be produced. Similarly, OA amount of good Y can be produced, if good X is not produced at all. Any combination which lies below AB curve, such as point C, shows under-employment of resources given the stock of resources and level of technology. Contrarily, any point above AB, such as point D, shows combinations which are unattainable given the stock of resources and level of technology.

Further, any combination which lies on the PPF, such as point E and F, shows attainable and efficient combinations of the two goods. Such points are efficient because they show the maximum amount of two goods that can be produced in each combination given the resources and technology.

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It is important to note that above PPF is concave to the origin. It is so because one-to-one tradeoff does not exist between outputs of two goods. For production of each successive unit of good X, the producer has to sacrifice more and more amount of good Y and vice-versa. For example, suppose, point B shows an output of 120 units of good X. Now, if only good X were produced, 120 units were being produced. Suppose, production of good Y starts and 50 units of good Y are being produced and hence production of good X falls to 110 units as some of the resources would be transferred from production of good X to that of Y. For producing these 50 units of Y, 10 units of good X have been sacrificed. Now suppose, production of good Y increases by 50 more units to reach 100. As a result, more units of good X would be sacrificed and its production will fall to 70 units. But, this time, greater amount of X is sacrificed which is equal to 40 units. It indicates that for first 50 units of Y, we need to sacrifice just 10 units of X (120-110) but for successive 50 units of Y, we need to sacrifice 40 units of X (110-70).

The economic rationale behind this is that not all resources are equally efficient in producing all the goods. In other words, resources are not perfect substitutes. Some resources are more efficient in production of one good and some others in production of another good. Such resources which are specialised in production of one good when transferred to other uses become less productive. In context of the figure above, how much X do we need to sacrifice to produce more of Y depends upon what kind of resources have been employed in production of good X. If resources specialised in production of good X are employed therein then fall in output of X would be larger as compared to when resources not-so specialised in production of X are employed therein. Generally, when resources are transferred from one use to another (in our example, from production of X to the production of Y), first of all those resources are transferred which are least specialised in the current use and the resources most specialised in current use are transferred in the last. This gives rise to the law of increasing opportunity cost. When we move along the PPF from point B to point A, production of Y is increasing and production of X is decreasing. Further, opportunity cost of producing each additional unit of Y is also increasing along PPF from B to A.

The above discussion indicates that:

1. If society is producing at any point inside the PPF then some resources are unemployed and it will result into inefficiency. These idle resources can be employed and production of one or both the goods can be increased.
2. If society is operating on the PPF, highest efficiency prevails because increase in production of one good is not possible without reduction in the production of other good. Any combination on the PPF shows the maximum of two goods that can be produced with the given stock of resources and level of technology in an economy.
3. Any point lying beyond PPF is unattainable at any particular time.
4. PPF is concave to origin due to law of increasing opportunity costs.

It can be inferred from this that an economy, so as to be efficient, should be producing any combination on its PPF.

Increase in the Stock of Resources and Improvement in Technology

While drawing a particular PPF, it is assumed that stock of resources and level of technology remains constant. It is important to assume so since any change in stock of resources or level of technology will shift the PPF. In an economy, stock of resources may change over time. If stock of resources increases over time it would increase the production possibilities in an economy. Economy would be able to produce more than before, at a particular point of time even if
technology remains the same. Graphically, this is shown as an outward shift in the PPF from AB to A'B'.

\[ \text{SHIFT IN PRODUCTION POSSIBILITIES FRONTIER} \]

Level of technology may also change over time. If technological advancement takes place, it would be possible to produce larger amount of goods and services even with the same stock of resources. Therefore, improvement in technology would also cause rise in production possibilities.

In nutshell, increase in the stock of resources and/or improvement in technology would make previously unattainable points (such as, point D in previous figure) attainable.

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Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday- Friday) at 011-45341074.

Students may also write their academic queries on academics@icsi.edu

विद्यार्थी ध्यान दें, वह अपने विषय सम्बन्धी संदेह निवारण के लिए सोमवार से शुक्रवार (समय दोपहर २.०० से ३.०० बजे) दूरभाष न. 011-45341074 पर संपर्क कर सकते हैं या उसे ई-मेल academics@icsi.edu पर भेज सकते हैं।
Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshasttra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhimitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi,
- Vyavasayik Arthashasttra Part – II, by S C Sharma,
- Lekhankan Ke Mool taut Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari SN & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouti Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr Ravi Gupta

Eastern Book Company:

- Adminstrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastaantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach To Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

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IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of services and their uses which are important for awareness are listed:

CALL CENTRE

The Institute has established a dedicated call centre with Phone No.s 011-33132333 & 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.

![Image of call centre]

eBOOKS

Students have now been provided various options for study material. In addition to softcopy of the study material, eBooks have also been developed. All such eBooks shall be displayed when the website of the Institute www.icsi.edu is viewed only through mobile device. These eBooks can be freely downloaded on the mobile device for reading. Appropriate reader for these epub file may be downloaded from respective online stores. For example for android mobile platform, the online store play.google.com may be used. There are many readers available on the android platform and many of them have got enhanced capability of speech and search. One such reader on the android platform is Cool Reader. All the epub files can be downloaded and opened through such eBook readers.

CS TOUCH - ANDROID BASED MOBILE APPLICATION

The Institute of Company Secretaries of India has launched ‘CS touch’ an android and IOS based mobile application for students and members recently. CS touch is an android and IOS based mobile application for web based content Management system. The application features are Splash screen, home screen, top menu screen. Following categories will be available to end users in times to come like Announcements, Events, Photo Gallery, Videos, President message, ICSI in media, Contact us, Know your Institute, Favourite, Setting and Info among others. CS touch is available in Google play store. You can download the same from Google play store.
VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered upto October 2012 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Students who have not passed the Foundation Examination within the validity period of their registration and are not graduates, may seek fresh admission online at Institute’s website www.icsi.edu together with the Foundation Programme admission fee of Rs.4500/-.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in June 2015 and would register in Executive Program upto and including 31st August 2015 would be eligible to appear in both modules of the Executive Program to be held in June 2016 examination and students who have taken registration in Executive Program between 1st September 2015 to 30th November 2015 will be eligible to write only one module in June 2016 examination of the Executive Programme.

Students can register online at institute’s website www.icsi.edu at online services option. The fee for seeking registration for Executive Programme is Rs. 8500/- which can be paid online either through credit/debit card/net banking/bank challan. Students who do not want to opt for physical copy of study material need to remit Rs. 7000/- only towards registration fees.

CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen). The process is given below.

1) Visit Institute’s website www.icsi.edu
2) Click on ON-LINE SERVICES (top right side of your screen)
3) Click on Student Login
4) Type your registration number in Username
5) Click on Reset password (students only)
6) Enter your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)
7) Click on Proceed.
8) Enter your correct e-mail id & mobile number
9) Click on Reset Password and Get the password on screen.

UPDATE OF E-MAIL ADDRESS/ MOBILE NUMBER

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

STUDENT IDENTITY CARD

Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalized Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI.

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

VERIFICATION OF PARTICULARS IN THE STUDENT ACCOUNT

Students are advised to invariably check the particulars in their online Account and point out discrepancies, if any, in name, photograph, signature, paper-wise exemption status, validity of registration, other particulars, etc. to avoid mismatches in Identity Card, Admit Card, Attendance Sheet, etc. which may create complications at the time of appearing in the examinations, declaration of results, issue of mark sheets, etc.

All the students are further advised to maintain uniformity in their signatures on student’s identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.
REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheet/Pass Certificates for regularizing their admission at their online account at www.icsi.edu. They are required to login at their account to upload the desired marks sheet/certificate at manage account option. Subsequently they are required to go to certificate details tab option to upload the 12th Pass marksheets/certificate. Students, who have already uploaded / submitted their Senior Secondary Examination Marksheets /Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

Name
Details of Fee paid
Admission No.
Email Address
Complete Postal Address with Pincode

CANCELLATION OF PROVISIONAL ADMISSION

Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the Senior Secondary (10+2) examinations within the stipulated time period of six months, shall stand cancelled and no refund of fee will be made.

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

STUDY MATERIAL

All registered students who have uploaded their documents successfully and their application has been approved by the Institute are supplied with the set of study material in case they have opted for the same at the time of registration. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell. Details of submitting request through grievance solutions cell is given below under the head “ICSI Grievance Solutions Cell”

SELF STUDY

The Institute provides a set of study materials to all students of Foundation Program for their self-study. Students have option to study the subjects of their own and appear in next examination of the institute for which they are eligible. Attending classes is not compulsory.

CLASS ROOM TEACHING

Through Regional Councils/Chapters

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students
interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches is available on the website at the following links:

http://www.icsi.edu (Regional /Chapter Office, address and contact details)

https://www.icsi.edu/ClassRoomTeaching.aspx (Module/Subject wise details for running batches)

**24 HOURS CS HELPLINE**

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course & Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.

**PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.**
ICSI GRIEVANCE SOLUTIONS CELL

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries are not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below :-

1. Click on the “Online Services” button on the home page of Institute’s Website (http://www.icsi.edu).
2. Click on “Login” button.
3. Enter your User ID (Registration Number / Membership Number) and Password
4. Click on “Login” button
5. Click on “Home” Option and select “Suggestion/Grievances” option
6. Select the Options available as per the nature of your query and enter the details
7. Click on the “Submit” button

Alternatively, the grievances may be sent at E-Mail Id: grievance.solutions@icsi.edu.
Schedule of Submission of Requests for Changes in Examination Enrollment Status pertaining to December, 2015 Session of Examinations

Students of Foundation Programme Stage who have successfully enrolled for December, 2015 Session of Examinations may please note that the preliminary enrollment details are displayed on the website of the Institute www.icsi.edu. Students are advised to verify the status by entering their Registration Number at the following link:-

http://www.icsi.in/enrollmentstatus/

Online requests for changes, if any, required in the enrollment status viz. Examination Centre/Medium/Module may be submitted at the student portal www.icsi.edu upto 6th December, 2015 (16:00 Hours). Please note that requests for changes, if any, received after the said date & time will not be entertained.

UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

https://twitter.com/indiacs
https://www.facebook.com/ICSI
APPLICATION FOR SCHOLARSHIPS THROUGH NATIONAL SCHOLARSHIP PORTAL
(www.scholarship.gov.in)

As the students may please be aware, a Single Window National Scholarship Portal has been created by Government of India for managing the various scholarship schemes. Please note that the Code No. allotted to the Institute is “9” and students who have already applied through any other code (For example 45022) are advised to re-submit the request as per procedure given at the following link at the website of the Institute www.icsi.edu by selecting Institute’s Code No. 9. https://www.icsi.edu/Docs/Website/APPL_FOR_SCHOLARSHIPS_THROUGH_NATIONALSCHOLARSHIPPORTAL.pdf

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# Examination

1. **COMPUTER BASED EXAMINATION DECEMBER, 2015**

The next Computer Based Examination for CS Foundation Programme will be held on 26th and 27th December, 2015 as per the following Examination Time-Table and Programme.

<table>
<thead>
<tr>
<th>DAY AND DATE OF EXAMINATION</th>
<th>SUBJECTS</th>
<th>BATCH NO.</th>
<th>EXAMINATION TIMINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday, 26th December, 2015</strong></td>
<td>Paper-1 Business Environment and Entrepreneurship AND</td>
<td>I</td>
<td>9.30 A.M.</td>
</tr>
<tr>
<td></td>
<td>Paper-1</td>
<td>II</td>
<td>12.00 Noon</td>
</tr>
<tr>
<td></td>
<td>Paper-2 Business Management, Ethics and Communication</td>
<td>III</td>
<td>2.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M.</td>
</tr>
<tr>
<td><strong>Sunday, 27th December, 2015</strong></td>
<td>Paper-3 Business Economics AND</td>
<td>I</td>
<td>9.30 A.M.</td>
</tr>
<tr>
<td></td>
<td>Paper-4 Fundamentals of Accounting and Auditing</td>
<td>II</td>
<td>12.00 Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III</td>
<td>2.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M.</td>
</tr>
</tbody>
</table>

*Allotment of time-slot to each student will be made by the Institute and no request for change of time-slot will be entertained.*

2. **EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION - DECEMBER, 2015**

NOTES:  
1. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.
2. Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.
3. FREQUENTLY ASKED QUESTIONS REGARDING COMPUTER BASED EXAMINATION (CBE) 

The next Computer Based Examination (CBE) for CS Foundation Programme will be held on 26th and 27th December, 2015. The Institute has prepared some FAQs to familiarise and guide the students about CBE. These FAQs are given herein below for the information of the students.

Q.1: What is Computer Based Examination (CBE)?
A: In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.

Q.2: Is computer knowledge required to appear in Computer Based Examination?
A: No. The computer interface is easy to use and requires no previous knowledge of computer. Candidates would be required to sit before a computer terminal and use computer-mouse while attempting the questions. Therefore the candidates, at the most, need to know only how to use computer-mouse in CBE.

Q.3: Is Computer Based Examination conducted using Internet?
A: No. CBE is conducted using secured Local Area Network (LAN).

Q.4: In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?
A: IT professional(s) will remain present to assist the candidates in case of any eventuality.

Q.5: Where will the Computer Based Examination be held?
A: CBE would be held in all those cities in India and abroad where the Institute’s existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute’s website:
https://www.icsi.edu/Docs/Website/Regionwise%20Centre%20List_Dec%202015%20Exam.pdf. However, the address of examination centre/venue would be provided on the Candidates’ Admit Card.

Q.6: What are the dates for conduct of CBE in December, 2015 and maximum time allowed for each subject of examination?
A: CBE will be held in two days i.e. on 26th & 27th December, 2015, as per the schedule provided in the Time-Table above. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper. After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the “Finish” Button.

Q.7: How many questions would be there in each subject of CBE?
A: There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2, carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.

Q.8: How to answer a question in Computer Based Examination?
A: The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question, the candidate would “click” the option/answer which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as “answer” given by the candidate.

Q.9: When should a candidate report at the examination centre?
A: One hour before the scheduled time of start of examination.

Q.10: Can a candidate take the examination from home?
A: No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.

Q.11: Is there any negative marking for the wrong answer?
A: No. There is no negative marking for the wrong answer.

Q.12: Can a candidate skip any question and return to the same later on?
A: A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not “click” answer for that question and instead “click” next question.

Q.13: Can a candidate review his/her answer?
A: A candidate has the option to “bookmark” any question to review at a later stage before clicking the “Finish” button.
Q.14: Can a candidate change his/her answer to any question?
A: Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking “Finish” button.

Q.15: How to enroll for Computer Based Examination, what is the examination fee and last date for enrolment for appearing in December, 2015 examination?
A: Candidates can apply online for the examination from 26th August, 2015, through the Institute's website: www.icsi.edu after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute's website.

Last date for enrolment for appearing in December, 2015 examination is 25th September, 2015. However, a candidate may enrol himself/herself online up to 10th October, 2015 by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-. 

Q.16: Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?
A: Candidates may submit their online requests for change of Examination Centre upto 7th December, 2015 along with payment of Rs. 250/- for such change. After the said date, students will not be allowed to change the examination centre.

Q.17: When can candidates download the Admit Card for the examinations?
A: The Admit Card can be downloaded 10 days prior to the date of commencement of examination from the Institute’s website: www.icsi.edu.

Q.18: What will be the medium of questions for Computer Based Examination?
A: Questions will be provided both in English and Hindi language except for Business Management, Ethics and Communication subject, for which questions shall be provided in English language only.

Q.19: Can a candidate get an examination center of his/her choice?
A: A candidate can opt for city of his/her choice as per the list of examination centers at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.

Q.20: Will a candidate be getting some practice test before actually appearing in Computer Based Examination?
A: Mock Tests have been made available on the ICSI website for familiarizing the students with CBE. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.
Q.21: What will happen in case there is some problem in computer during the examination?

A: Additional computers will be available at the examination centers to take care of such problems. System will record every ‘click’ by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.

Q.22: What items a candidate is required to bring compulsorily at the examination center?

A: Candidates are required to bring their Admit Card, Student Identity Card (bearing photograph and signature of the candidate) issued by the ICSI duly attested, failing which they will not be allowed to enter the Examination Centre. For any reason, if any candidate is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc. to establish his/her identity. However, carrying of Admit Card is compulsory.

Q.23: Is calculator allowed in Computer Based Examination?

A: Candidates are allowed to use their own battery operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre. However use of scientific calculators is not allowed.

Q: 24: What items are banned in the examination Hall/Room?

A: Mobile phones, I-Pads, palmtop, tab, pager as well as any kind of other communication equipments capable of being used as communication device, programmable, scientific or printing model of calculators, books, printed or handwritten material, etc. are banned inside the examination Hall/Room.

Q.25: Can a candidate get paper/sheets for rough work?

A: Yes, a blank sheet, if required will be provided at the exam centre for rough work during the exam. The same must be returned to the Test Administrator before leaving the examination room. However, students are required to bring their own blue/black ball point pen.

Q.26: How will a candidate come to know which of the questions are left unanswered?

A: A candidate can navigate between questions either by clicking on “Previous” or “Next” or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel. There will be a panel on computer screen showing all the question nos. in different colour scheme, which will indicate which are the questions answered, left unanswered and bookmarked for review.

Q.27: Will there be Help Desk to support the candidates?

A: Yes, there would be a Help Desk to resolve the queries of candidates appearing in CBE. Help Line Nos./e-mail id would be made available on the Institute’s website.
Q.28: Whether the question/question paper booklet would be provided as is made available in offline examination?

A: No questions/Question booklet in any form would be made available to the students. Questions asked in the CBE by the Institute are its intellectual property and their copyright solely vests in the Institute.

Q.29: Are candidates with disabilities accommodated in the examination center?

A: Yes, candidates with disabilities are provided extra time/scribe/special seating arrangements/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the “Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra-time” hosted on the Institute’s website.

Q.30: Can a candidate, after the examination, submit his/her feedback at the examination centre?

A: A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.

Q.31: When the results of CBE will be announced?

A: The date of declaration of result of CBE would be announced on the website of the Institute www.icsi.edu.

Q.32: What would happen if a candidate bookmarks a question but forgets to review later, and exam expires?

A: “Bookmark” is meant for reminding a candidate to review his/her answer at any time during the examination but before clicking the “Finish Button”. However, if a candidate skips to review his/her “Bookmark” question later on, the option to the question clicked by the candidate earlier would be saved automatically and taken as final answer.

4. GRANT OF FACILITY OF WRITER’S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION DECEMBER, 2015

Any physically disabled student having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer’s help and/or extra time for the purpose of appearing or writing Company Secretaries December, 2015 examination should make a separate written request therefore mentioning complete details about his/her Name, Student Registration No., Complete Postal Address, Mobile Number, E-mail id, specifying nature and extent (in % term) of his/her permanent disability, etc., to The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.) in addition to submitting his/her enrolment application for appearing in the examination together with the following supporting documents:

(i) Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical
Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting his/her writing ability and/or the normal physical functions; and

(ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as – University, UPSC, SSC, State Public Service Commission, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Please note that even the physically disabled students, who had earlier been granted facility of Writer’s Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing December, 2015 examinations are required to apply afresh giving reference of such facility granted in the past and making a separate application to The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.) before the last date for submission of enrolment application for December, 2015 examination. The application for grant of Writer’s Help/Extra Time should not be clubbed with any other query or correspondence.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer/extra time.

Intimation about grant of Writer’s Help/Extra Time is normally sent 15-20 days before the commencement of each examination.

5. INSTRUCTIONS TO EXAMINEES-COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME DECEMBER, 2015

COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME WOULD BE HELD ON 26th AND 27th DECEMBER, 2015 AS PER TIMING GIVEN IN THE ADMIT CARD. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND FOLLOW THEM IN TRUE LETTER AND SPIRIT FOR APPEARING IN THE EXAMINATION.

PART-A: GENERAL INSTRUCTIONS

1. Immediately after taking the print-out of the Admit Card from the website www.icsi.edu, every candidate is advised to verify all the details mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Registration Number, Address, Examination Centre (Name, Address, Code, etc.), Date and Timings of Examination etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately at Tel.No.- 011-33132333, 011-66204999.

2. Candidates should carry with them (i) Admit Card; and (ii) Original Student Identity Card to the Examination Centre in every session regularly for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.

3. Candidates are advised to ensure that they are in possession of a valid Identity Card (Green ColouredAuthenticated Identity Card sent by post by the Institute OR the downloaded Student Identity Card from www.icsi.edu duly attested by the authorized
officials). In case, due to any reason, the photograph and signature of the student are not available in the downloaded Identity Card, the candidates should affix his/her photograph and signature on the downloaded Identity Card and get it attested by a Gazetted Officer/Member of ICSI/Principal of a Recognized School/Manager of a Nationalised Bank etc. with a supporting seal for its authenticity.

4. For any reason, if some of the candidates are not holding the Identity Card due to technical/practical problems, they may bring any other Photo Identity Card issued by the Government Departments like Passport, Driving License, PAN Card, UID Aadhaar Card, Voter Card, etc. to establish their identity vis-à-vis the particulars appearing in the Attendance Sheet. The Superintendent of Examination Centre and the Invigilators shall verify the identity of the candidates before entering into the Examination Hall and while taking candidate’s signature on the Attendance Sheet. Candidates shall produce his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand at any time during the course of examination.

5. In case, due to any reason, the downloaded Admit Card does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admit Card and get it attested by gazetted officer/member of ICSI, etc. and also bring Student Identity Card/other documents as specified above, as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.

6. Provisionally admitted students of Foundation Programme are required to regularize their admission by submitting proof of passing 10+2 Examinations within six months from the date of registration. Some of the students who have not complied with the requirements but sought enrollment to Examinations are being issued Admit Card for appearing in the Examinations on provisional basis. Notwithstanding the issue of Admit Card on provisional basis by giving benefit of doubt to the students, such students are hereby cautioned that the results of the examinations will be withheld pending submission of the requisite certificate. The date of passing the 10+2 Examinations should be within six months of the date of registration and in case the actual date of passing the 10+2 Examinations is beyond the six months period, the registration will be cancelled without further notice. Those students who are yet to submit the certificate(s) are advised to immediately upload scanned copy(ies) of the requisite certificate(s) at “Manage Account” option followed by “Certificate Details” option at their online account at www.icsi.edu and may contact the Institute at Tel.No. at 011-33132333, 011-66204999 in case of any further query.

7. Candidates are required to report at the Examination Hall 60 (sixty) minutes before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall. No candidate shall be allowed to enter the Examination Hall after the completion of 15 minutes of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the expiry of 45 minutes of the commencement of the examination.

8. Personal belongings including mobile phones are not allowed inside the examination room. Candidates are advised not to bring valuable personal belongings to the examination venue and the Institute or examination center shall not be responsible in case the item(s) brought to the examination centre is/ are lost or stolen.

9. There will be 50 Multiple Choice Questions (MCQ's) of 2 marks each in each paper and the candidates shall be given 90 minutes for appearing in both the papers on each day (45 minutes in case of exemption in one of the paper).
10. The question papers will be displayed on the Computer Screen both in English and Hindi language except for Business Management, Ethics and Communication paper for which questions will be displayed in English only. In case of any doubt or discrepancy in Hindi language, the English version of the questions shall prevail.

11. Each student will be appearing for two test sessions, i.e. one test session on each day in the same timing.

12. Candidates must sign the Attendance Sheet on each day for which they are appearing and after conclusion of examination obtain signature of the Invigilator on the Admit Card. In no case a candidate should leave the Examination Hall without signing the Attendance Sheet. Any appearance without the candidate’s signature in the Attendance Sheet shall be treated as absent.

13. Candidates are allowed to use their own battery operated, noiseless and cordless ordinary calculator with not more than 6 functions, 12 digits and 2 memories. Use of programmable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing or exchange of calculators or any other item/material shall not be permitted in the Examination Hall.

14. Every candidate is compulsorily required to appear in all the subjects/Paper(s) for which he/she had enrolled. In case any candidate remains absent in any subject(s)/Paper(s) due to any reason, whatsoever, he/she shall be summarily declared fail. However, in case a candidate who has been granted exemption in any one subject i.e., Paper 1 or 2 (on first day i.e. 26th December, 2015) or Paper 3 or 4 (on second day i.e. 27th December, 2015) as the case may be, he/she is required to answer only those questions in the relevant subject (Paper) in which he/she is enrolled and leave the examination hall on the expiry of 45 minutes of the commencement of the examination, after submitting the Exam by clicking “Finish” button. In case a candidate has been granted exemption in Paper 1 and 2 (first day) or Paper 3 and 4 in the (second day), he/she is required to appear only in the relevant subjects (Paper 3 and 4 or Paper 1 and 2 as the case may be), for which he/she is enrolled.

15. Candidates are required to secure a minimum of 40% marks in each paper, i.e. Paper-1, Paper-2, Paper-3 and Paper-4 separately as the case may be, and 50% marks in aggregate of all papers put together for passing the Foundation Programme Examination. There will be no negative marking for wrong answers.

16. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programmable Calculator, Laptop, Palmtop, or any other communication device or gadget in the Examination room/Hall/Premises. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/Room/Premises, he/she could be searched/ frisked to demonstrate that he/she does not possess any prohibited/objectionable item(s) with him/her.

17. The Superintendent of Examination is authorized to expel a candidate from the Examination Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination or attempt to copy examination questions and/or examination responses (in
any format) from the Examination Centre, etc. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she will not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country, and the particulars of such candidates will be suitably notified in the Institute’s official bulletins.


PART- B: OPERATING INSTRUCTIONS

I. Attempting the Examination

1. Upon Invigilator’s instruction, click on the “APPEAR” button to access the Instruction Sheet. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Invigilator on duty before the commencement of examination. No query/ies shall be entertained after the commencement of examination.

2. Do not close the Exam Window or try to restart the system at the Examination Centre.

3. Each question is followed by four alternative answers marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will be highlighted and will automatically be saved. The questions may be answered in any order within the stipulated examination time.

4. Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking “FINISH” Button.

5. Candidates shall not click “DONE” button followed by three warnings with “FINISH” button until they have completed all the questions of their examination in every respect. Examination shall not re-start once “FINISH” button is clicked.

6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.

7. Before conclusion of examination, the candidates can use the “Bookmark” option by clicking on “BOOKMARK” button, if they wish to review or revisit the question later.

8. In case of restarting / shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved and the candidate will be able to resume the examination from the exact point that last appeared before him/her.

9. If any candidate wishes to take a bio break, he/she can do so after 30 minutes of commencement of the examination. However, the timer on the Exam Computer would continue to tick and the candidate would not be given any additional time to compensate for the time loss during the bio break. Hence, the candidates in their own interest may limit their bio-breaks to the minimum to avoid any loss of time.
II. Working on Examination Window
1. APPEAR → CLICK → Display of Exam Window
2. Only one question will be displayed on the Exam Window at a time.
3. Candidates can mark their choice of answers by placing cursor on any one of the four alternative answers to each question and clicking through mouse thereat. Chosen answer option will be highlighted.
4. Candidates can change their answer to any question by clicking at the new answer option (Radio Button) before “FINISH” of the examination.
5. Candidates can answer question in any order and can navigate between questions either by clicking on “Previous”/ “Next” button or by directly clicking on the question numbers which are displayed in the Paper-wise Summary panel available on the left side of the Exam Window.
6. Every particular question answered by the candidate will be displayed in GREEN colour on the Summary Panel. The questions that are not attempted and not bookmarked for review will be displayed without any colour. Questions Attempted and Bookmarked for review will be highlighted in RED and those which are not attempted but Bookmarked for Review will be displayed in YELLOW.

III. Examination Submission
1. “DONE” button shall be clicked by the candidates only when they have answered all the questions of their examination. The “DONE” button will be visible at the Right Hand Bottom Corner of the Exam Window and the same will only be enabled after 45 minutes of commencement of the Examination.
2. After completion of the examination, candidates can click “DONE” button followed by three warnings with “FINISH” button to submit the examination. After conclusion of examination timing, system will automatically save, finish and submit the examination.
3. In case any candidate wrongly clicks the “DONE” button, warning screens will be displayed; and he/she can return to the question paper by clicking “Go to Examination”. There are three such warnings – WARNING-1, WARNING-2 and WARNING-3 with “FINISH” button.
4. Candidates shall remain cautious while clicking “FINISH” button and warnings. On clicking the “FINISH” button after “WARNING-3”, examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and answer marked by the candidate shall be considered for purposes of result.
5. A “Thank you” message will appear confirming the completion, finishing and submission of the examination.
6. Candidates may give their feedback by filling “FEEDBACK FORM” available on their system after submission of their examination.

IV. Use of Rough Sheet:
1. A Rough Sheet will be provided to the candidates for carrying out rough work, calculations, etc. during the examination. Candidates are required to mention their Name, Roll Number, Registration Number, Exam Date and Batch Time on the Rough Sheet.
2. Rough Sheet needs to be returned to the Invigilator before leaving the Exam Hall/Room/Lab. The candidate shall not be permitted to carry the rough sheets used/un used with them when they leave the Examination Hall/Room/Lab.
V. **Maintenance of Discipline in the Examination Hall/Room/Lab**

Candidates should strictly follow the various written/verbal instructions and maintain discipline in the Examination Hall/Room/Lab. Candidates should not:

(a) Attempt to take the examination on behalf of someone else, *i.e.* Impersonation;

(b) Give or receive assistance of any kind during the examination or communicate in any manner with other candidates or with outsiders.

(c) Tamper / attempt to tamper with computer system or pose hindrance in the smooth conduct of the examination.

(d) Leave the examination centre without the permission of the invigilator.

(e) Use prohibited aids or carry banned items in the examination premises/room/hall/lab, etc. such as mobile phones, I-pad, palmtop, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, watch alarms, listening devices, recording or photographic devices etc.

(f) Attempt to copy examination questions and/or examination responses (in any format) from the fellow candidate/examination centre.

The Superintendent of Examination Centre is authorized to expel a candidate from the examination centre for any misconduct by the candidates.

*Infringement of any of these instructions may render the candidates liable for disciplinary action which could lead to cancellation of results of the examination and/or student-ship registration under the Company Secretaries Regulations, 1982 as in force.*

SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/LAB/CENTRE PREMISES.

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ATTENTION: NIRC LIBRARY MEMBERS

All NIRC Library Members who were having their valid membership during the period 01-04-2011 to 31-03-2012 and have not renewed their Library membership till date may either apply for renewal of membership or request for refund of security deposit. All such request should reach to the Regional Director on or before 15-03-2016. All deposits on account of Library Security will be forfeited and no request for refund will be considered / entertained alter the stipulated date.
E-LIBRARY

ICSI is pleased to inform that in order to facilitate the knowledge grinding and updation of students, ICSI has launched a multi vendor e-library for its students. The student subscriber of the e-library will have access of rich contents i.e. case laws, Bare Acts, Text book, Articles etc. provided by service providers at very affordable rates. The subscription of e-library is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription.

ONLINE ENGLISH LEARNING PROGRAMME

ICSI is pleased to inform that in order to upgrade the English skills of students, ICSI has launched a multi-vendor Online English Learning Programme for its students. The student subscriber of the Online English Learning Programme will have access of rich contents provided by service providers at very affordable rates. The subscription of Online English Learning Programme is voluntary for the students and the students may subscribe to any Online English Learning Programme at their option. In order to enable that maximum number of students get benefit of Online English Learning Programme, the subscription charges have been capped at Rs. 3000/- per annum per subscription.

ICSI has arranged 7 days trial version of E-library and Online English Learning Programme for students. A student may subscribe to E-library and Online English Learning Programme with or without using the trial version.

The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.
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