### Important E-Mail IDs of Dealing Officials for Student Services

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Type of Query</th>
<th>Query to Be Forwarded To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration Letter and Identity Card</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>Non-Receipt of Study Materials (Foundation and Executive)</td>
<td><a href="mailto:anju.gupta@icsi.edu">anju.gupta@icsi.edu</a></td>
</tr>
<tr>
<td>3.</td>
<td>Paper-Wise Exemption</td>
<td><a href="mailto:s.hemamalini@icsi.edu">s.hemamalini@icsi.edu</a></td>
</tr>
<tr>
<td>4.</td>
<td>Non-Receipt of Student Company Secretary / Foundation Course Bulletin</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>5.</td>
<td>Change of Address, E-Mail ID, Phone Number and Other Particulars</td>
<td><a href="mailto:vk.rana@icsi.edu">vk.rana@icsi.edu</a></td>
</tr>
<tr>
<td>6.</td>
<td>Response Sheet Status</td>
<td><a href="mailto:VK.Rana@icsi.edu">VK.Rana@icsi.edu</a></td>
</tr>
<tr>
<td>7.</td>
<td>Coaching Completion Certificate/Suggested Answers</td>
<td><a href="mailto:adinrin.arinadava@icsi.edu">adinrin.arinadava@icsi.edu</a></td>
</tr>
<tr>
<td>8.</td>
<td>Oral Coaching</td>
<td>v Vinod.M. <a href="mailto:Mehta@icsi.edu">Mehta@icsi.edu</a></td>
</tr>
<tr>
<td>9.</td>
<td>Public Private Partnership Scheme (For Oral Coaching)</td>
<td><a href="mailto:adinrin.arinadava@icsi.edu">adinrin.arinadava@icsi.edu</a></td>
</tr>
<tr>
<td>10.</td>
<td>Computer Training</td>
<td><a href="mailto:adinrin.arinadava@icsi.edu">adinrin.arinadava@icsi.edu</a></td>
</tr>
<tr>
<td>11.</td>
<td>Admission Card/Roll Number for Examinations</td>
<td><a href="mailto:meenakshi.gupta@icsi.edu">meenakshi.gupta@icsi.edu</a></td>
</tr>
<tr>
<td>12.</td>
<td>Issue of Pass Certificates</td>
<td><a href="mailto:shivam@icsi.edu">shivam@icsi.edu</a></td>
</tr>
<tr>
<td>13.</td>
<td>Issue of Transcripts</td>
<td><a href="mailto:shivam@icsi.edu">shivam@icsi.edu</a></td>
</tr>
<tr>
<td>14.</td>
<td>Exemption from Training</td>
<td><a href="mailto:atri.mehra@icsi.edu">atri.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>15.</td>
<td>Any Management Training/Apprenticeship Training Related Query</td>
<td><a href="mailto:atri.mehra@icsi.edu">atri.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>16.</td>
<td>15 Days Specialised Training</td>
<td><a href="mailto:atri.mehra@icsi.edu">atri.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>17.</td>
<td>Status of ACS Membership Application</td>
<td><a href="mailto:monika.arora@icsi.edu">monika.arora@icsi.edu</a></td>
</tr>
<tr>
<td>18.</td>
<td>Non-Receipt of Membership Number</td>
<td><a href="mailto:meenakshi.gupta@icsi.edu">meenakshi.gupta@icsi.edu</a></td>
</tr>
<tr>
<td>19.</td>
<td>SIP-EDP-FP-MSD, etc.</td>
<td><a href="mailto:shivam@icsi.edu">shivam@icsi.edu</a></td>
</tr>
<tr>
<td>20.</td>
<td>Out of Stock Position of Study Materials</td>
<td><a href="mailto:shivam@icsi.edu">shivam@icsi.edu</a></td>
</tr>
<tr>
<td>21.</td>
<td>Refund of Foundation/Executive Professional Examination Fee</td>
<td><a href="mailto:niranjan.surkar@icsi.edu">niranjan.surkar@icsi.edu</a></td>
</tr>
<tr>
<td>22.</td>
<td>Refund of Foundation/Executive Registration Fee</td>
<td><a href="mailto:db.dagar@icsi.edu">db.dagar@icsi.edu</a></td>
</tr>
<tr>
<td>23.</td>
<td>Refund of Professional Programme Registration Fee</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>24.</td>
<td>Mark Sheets</td>
<td><a href="mailto:ekam@icsi.edu">ekam@icsi.edu</a></td>
</tr>
<tr>
<td>25.</td>
<td>Verification of Marks</td>
<td><a href="mailto:ekam@icsi.edu">ekam@icsi.edu</a></td>
</tr>
<tr>
<td>26.</td>
<td>Verification of Qualification</td>
<td><a href="mailto:shivam@icsi.edu">shivam@icsi.edu</a></td>
</tr>
<tr>
<td>27.</td>
<td>Merit-Cum-Means Assistance &amp; Merit Scholarships</td>
<td><a href="mailto:ekam@icsi.edu">ekam@icsi.edu</a></td>
</tr>
<tr>
<td>28.</td>
<td>ICSI Student Education Fund Trust</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>29.</td>
<td>Enrolment to Professional Programme</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>30.</td>
<td>Technical Problems at the Website</td>
<td><a href="mailto:dl@icsi.edu">dl@icsi.edu</a></td>
</tr>
<tr>
<td>31.</td>
<td>Registration Denovo Extension</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>32.</td>
<td>Any Other Query(Specify)</td>
<td><a href="mailto:adinrin.arinadava@icsi.edu">adinrin.arinadava@icsi.edu</a></td>
</tr>
</tbody>
</table>

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IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

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 up to March 2010 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- by making an application in the prescribed Form “REG” together with the Foundation Programme admission fee of Rs. 4500/- . The prescribed form “REG” ( along with prospectus ) can be obtained either against cash payment of Rs. 500/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 550/- (including postage) drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. The admission in Foundation Programme can also be taken through online services of institute at www.icsi.edu

REGISTRATION FOR CS EXECUTIVE PROGRAMME
The students who have passed the Foundation Program examination held in December 2012 and registered in Executive Program up to and including 28th February 2013 would be eligible to appear in both modules of the Executive Program to be held in December 2013 and students who have taken registration in Executive Program between 1st March 2013 to 31st May 2013 will be eligible to write only one module in December 2013 examination of the Executive Programme subject to completion of postal/oral tuition, SIP and compulsory Computer Training Programme.

The blank application Form “REG” ( along with prospectus ) for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft / postal order for Rs. 550/- (including postage). The fee for seeking registration for Executive Programme is Rs. 8500/- 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 Noida office or same of the Regional Offices. The admission in Executive Programme can also be taken through online services of institute at www.icsi.edu

STUDENT IDENTITY CARDS
All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration.

Students may download their “On-line Student Identity Card” from institute's website www.icsi.edu through institute's on-line services, after creating login credentials (password, etc.). The admission number will be the User Id for all students.

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 Nationalised Bank
4. Principal of a recognized School/College.
5. Officers 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, Examinations centers, etc.

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

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.

CHANGE OF ADDRESS
Students are advised to update their addresses instantly through online services at institute’s website www.icsi.edu Their Registration Number shall be their user Id and they can create their password of their own.

E-MAIL ADDRESS OF THE STUDENTS
Students are advised to update their e-mail ID/ Mobile Number instantly through online services at institute’s website www.icsi.edu Their Registration Number shall be their user Id and they can create their password of their own.

UNIFORMITY IN SIGNATURES
Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including:

- Identity Card
- Admission/Registration Form - ’REG’
- Examination Form - ’EXA’
- Attendance Sheet to be provided in the Examination Hall.

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION
Candidates provisionally admitted to the Foundation Programme are advised to submit the attested scanned copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission at prov.reg@icsi.edu. The candidates, who have already submitted their Senior Secondary Examination 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 : 
Details of Fee paid : 
Admission No. : 
Email Address : 
Complete Postal Address with Pin code : 

CANCELLATION OF PROVISIONAL ADMISSION
The Provisional admission of the students- who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.
IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of November - December 2012 have already been supplied the Study Material. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Mr. Sohan Lal, Director (Students Services) at the following address: “ICSI House” C-37, Sector- 62, NOIDA (U.P) - 201 309, without further delay and for all academic guidance students may write to Dr. S K Dixit, Director (Academics) at the Institute’s address or may send e-mail to sohan.lal@icsi.edu and sudhir.dixit@icsi.edu. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

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

(a) Through Regional Councils/Chapters and their Collaborative Centres

The Institute provides facility of class room teaching also. The Regional Councils/Chapters of the Institute are authorized to impart class room teaching independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students 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 class room teaching is optional.

(b) Through Recognized Class Room Teaching Centres of the Institute

The Institute has also recognized certain colleges/Senior Secondary Schools/Private Institutions to impart class room teaching for the CS Foundation Programme Students. A list of such accredited/Private Institutions is available at the website of the Institute viz. www.icsi.edu. Students have the option to attend the class room teaching through any of these institutions subject to his/her convenience. The fees charged by these centres may vary from place to place.

E - LEARNING (http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the students of Foundation Programme. Students admitted to CS Foundation Programme through out the country including rural and semi - urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

To access the E-learning Portal of ICSI, the students may log on to http://elearning.icsi.edu.

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

IMPORTANT

For all academic guidance students may write to Dr. S K Dixit, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/ contact Mr. Sohan Lal, Director (Student Services), at the Institute’s address.

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(http://elearning.icsi.edu)

In order to facilitate students with on-line education/study, the Institute has launched e-learning portal for the Company Secretarieship Foundation Programme and Executive Programme and it is being extended to Professional Programme. All students from rural, urban areas at national level and also from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom, students will be able to interact live with the faculty. This will take the study of CS Programme virtually into the space age.

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees.

To access the E-learning Portal of ICSI the candidates may log on to http://elearning.icsi.edu

The following schemes are available for e-learning in Foundation Programme:

- WBT (Web Based Training): It is an innovative computer based approach to learning. The contents have been modified into well-crafted teaching systems. It has multimedia slides covering the entire study material.
- VBT (Video Based Training): It comprises of video lectures and is a replica of classroom training experience.
- LVC (Live Virtual Classroom): It provides broadcast of live lectures over the internet. In it students can directly interact with the faculty online.

There are the three following schemes for which students may apply for admission:

- WBT
- Combo Offer which contains (WBT+VBT+LVC)
- Upgrade to VBT+LVC: This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

(i) By a Credit card/Debit card or Netbanking or Cash Cards.
(ii) By way of Cheque or Demand Draft drawn in favour of “GURUKULONLINE LEARNING SOLUTIONS PVT LTD” payable at Mumbai.
(iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
(iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website http://elearning.icsi.edu)
BANK RECONCILIATION STATEMENT

In our general phenomenon, we operate a bank account and sometimes we find that balance of bank passbook is not matching with the records as kept by us. In such situation we compare the bank passbook with our records and find out items which are recorded in one but not in the other. Similar situation may arise in case of a business concern which operates a bank account. These business concerns maintain record of all of their banking transactions in their bank column of the cash book. On any particular date the bank balance shown by the bank column of the cash book and that shown by the pass book should be the same. But if there is difference between the two, the business concern will find out the reasons to reconcile the balance. For this purpose a reconciliation statement is prepared which is called bank reconciliation statement.

How to prepare bank reconciliation statement

For preparing bank reconciliation statement, it is important for one to understand the types of banking transaction. Some banking transaction pertains to receipt and some banking transactions pertain to payment of money. If any transaction that pertains to receipt of money by bank is left unrecorded in cash book of client, it will show the balance of pass book as higher than the balance as shown by the cash book. In such cases, if we have been making the reconciliation statement taking cash book balance as base, we need to add such amount to arrive at the balance of pass book.

Similarly if any transaction that pertains to payment of money by bank is left unrecorded in cash book of client, it will show the balance of pass book as higher than the balance as shown by the cash book. In such cases, if we have been making the reconciliation statement taking cash book balance as base, we need to subtract such amount to arrive at the balance of pass book.

Here we need to understand that treatment of an item will change according to the type of transaction i.e. whether it is a receipt or payment.

Now we would be discussing few practical problems on Bank Reconciliation Statement.

1. Fill in the blanks with suitable word/words:
   a) The copy of customer’s account with the Bank is called ...................
   b) The cheques deposited are entered on the ................. side of the bank column of cash book.
   c) Bank Reconciliation statement is prepared to ................. the bank balance as shown by the cash book and the bank statement.
   d) Cheques issued are posted on the ................. side of the bank column of Cash Book.
   e) The credit column of pass book should be equal to ................. column of cash book and debit column of pass book should equal to ................. column of cash book, if there are no differences
   f) Overdraft means ................. balance.
   g) The balance of cash book is ................. in case of overdraft.

Answers
   a) Passbook  
   b) Debit  
   c) Reconcile  
   d) Credit  
   e) Debit, Credit  
   f) Negative  
   g) Credit

2. Overdraft shown by the cash book of M/s. Mohit trader is Rs.40,000. Prepare Bank Reconciliation Statement as on December 31, 2012.
   (a) Bank charges debited as per pass book Rs.1,000
   (b) Received a payment directly from customer Rs.7,000
   (c) Cheques wrongly recorded in debit side of cash book Rs.4,000
   (d) Cheques issued but not presented for payment Rs.9,800
   (e) Cheques deposited with the bank but not collected Rs.12,500
   (f) Insurance premium paid by the bank Rs.3,500

Answer

In the question, overdraft as per cash book has been given and we need to find the status of pass book. In this question we will explain each item and their treatment for the purpose of bank reconciliation statement.

(a) Since bank charges are a payment transaction and non-recording of payment transaction in cash book result into overstatement of cash book balance/understatement of the overdraft amount. So, to reconcile this we need to add this amount in the overdraft amount.

(b) Since receiving a payment directly from a customer is a receipt transaction and non-recording of receipt transaction in cash book result into understatement of cash book balance/overstatement of the overdraft amount so to reconcile this we need to subtract this amount from the overdraft amount.

(c) Since wrongly recording of cheques in the debit side of cash book is over recording of receipt and over recording of receipt in cash book increases its balance and decreases the overdraft so to reconcile we need to add this amount in the overdraft amount.

(d) Cheques issued but not presented for payment means over recording of payment and over recording of payment in cash book decreases its balance and increases the overdraft so to reconcile we need to subtract this amount from the overdraft amount.

(e) Cheques deposited with the bank but not collected is over recording of receipt and over recording of receipt in cash book increases its balance and decreases the overdraft so to reconcile we need to add this amount in the overdraft amount.

(f) Insurance premium paid by the bank is a payment transaction and non-recording of payment transaction in cash book result into overstatement of cash book balance/understatement of the overdraft amount. To reconcile this, so we need to add this amount in the overdraft amount.

Now on the basis of above explanation, we may prepare the bank reconciliation statement as given below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdraft as per cash book</td>
<td>40,000</td>
</tr>
<tr>
<td>Add:</td>
<td></td>
</tr>
<tr>
<td>I. (a) Bank charges debited as per pass book</td>
<td>1,000</td>
</tr>
<tr>
<td>II. (c) Cheques wrongly recorded in debit side of cash book</td>
<td>4,000</td>
</tr>
<tr>
<td>III. (e) Cheques deposited with the bank but not collected</td>
<td>12,500</td>
</tr>
<tr>
<td>IV. (f) Insurance premium paid by the bank</td>
<td>3,500</td>
</tr>
<tr>
<td>(Less:</td>
<td>61,000</td>
</tr>
<tr>
<td>(b) Received a payment directly from customer</td>
<td>7,000</td>
</tr>
<tr>
<td>(d) Cheques issued but not presented for payment</td>
<td>9,800</td>
</tr>
<tr>
<td>Overdraft balance as per pass book</td>
<td>44,200</td>
</tr>
</tbody>
</table>

STUDENTS OF ICSI MAY AVAIL FOLLOWING ONLINE SERVICES

i) Students can view the status of his / her registration application form already submitted for registration as student.
ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, De-novo letter, Extension letter, Professional Program enrolment letter etc.
iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.
iv) Students who have passed both modules of Executive Program, they can submit their enrolment form for admission in Professional Programme.
v) Students can take printout of "e-Student Identity Card".
vi) Students can change their address, Mobile Number, e-mail ID etc. instantly.
vii) Students can submit the "On-line Examination Form” for appearing in institute’s examination to be held in June / December.
viii) Students who have already submitted their examination form and subsequently they wish to apply for any change in Exam Centre / Module / Medium of examination, they can also submit such requests through on-line services.
Online Services for students
(1) Online Registration for Foundation Program / Executive Program
   1. Click the login button on top of the ICSI website (www.icsi.edu)
   2. Then click on “Student” option and click on “Student Registration” option.
   3. A webpage shall open. Click on the documents mentioned on that page, if students
      are having the softcopy of the same (otherwise they will not be able to Register)
   4. Please keep in mind the following factors also:
      - File format should be jpg, jpeg, png, gif, bmp
      - File sizes of documents should not exceed 5 MB
      - Size of Student Photo should be between 20KB - 50KB
      - Size of Student Signature should be between 10KB - 20KB
   5. Now Click on Proceed to Registration
   6. Select the Course type as applicable to them (Foundation / Executive)
   7. If CPT passed students of ICAI / Foundation passed students of ICAI-CMA are
      taking admission in CS Executive Program, they are required to select the radio
      button of “Commerce Graduate” and proceed further.
   8. Fill other fields and click on “Register”.
   9. After this students shall get their “Request ID and Payment ID” with their personal
      details. Also the copy of same details shall be mailed to them on their registered
      e-mail ID.
   10. After this “Click” on Make Payment.
   11. Payment can be made through Debit Card / Credit Card / net banking.
   12. They shall get “Username” and “Password” at their e-mail ID within 24 hours of
      payment.
   13. In fact “Username” is the student’s Registration Number, which is to be noted for
      future use. It should be quoted invariably in future for all correspondence with
      ICSI.
   14. After that they are required to upload scanned copy of their requisite documents at
      the link sent at their e-mail. They can also “login” using their Username & password
      and can upload their documents under “My Account” and then “Manage Account”
      option.

(II) Process of accessing student’s account after registering to ICSI for
    uploading documents

Students are advised to follow the following steps to access their registered account:
   1. Click the login button on top of the ICSI website (http://www.icsi.edu/)
   2. Enter your Username and Password
   3. Then Click on “Login”:
   4. After Login, Go to Students and then click “My Account”
   5. Click on “Manage Account”
   6. Upload documents at various tabs given under manage account option as
      applicable to you.

In case of any technical problems while submitting the Registration and Examination
Forms through “online services”, students may contact the Help Desk at
pooya.juyal@icsi.edu (Tel.No. 0120-4522069).

Once all required documents have been uploaded, the applications are being checked
at Directorate of Student Services and if found OK, it is approved. If any discrepancies
are found, then student concerned is informed by e-mail to complete the requirement.

(III) Supply of Study materials:
If any student has taken registration through “Online Services “ then he/she shall be
supplied study materials directly by post from institute’s main store Noida.
Concerned Regional Councils / Chapters are not required to give study materials to
such students.

(IV) Process of downloading registration letter / Identity card through online
    services:

Students can download their identity card and registration letter from Institute’s
website www.icsi.edu by following the given below simple procedure:
   1. Click on log in option at www.icsi.edu
   2. Enter your “Username” & Password
   3. Click on “student” option
   4. Open “my account”
   5. Go to “others” option at student’s account
   6. Students can download registration letter / Identity card at others option at their
      account

After downloading the identity card, students are compulsorily required to get it
attested by any of the following authorities with his/her original 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 Nationalised Bank
4. Principal of a recognized School/College.
5. Officers 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.

Please note that Institute do not send hard copy of the identity card and Registration
letter to the student by post.

In case you need any further clarification/ information on the matter, please contact
Shri A K Srivastava, Deputy Director (Student Services) OR Ms. Geetanjali S.
Rathore, Desk Officer (Student Services) at E-Mail Id ashvini.srivastava@icsi.edu
(Tel.No. 0120-4522083) OR at geetanjali.rathore@icsi.edu (Tel.No. 0120-4522065).
# LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING

## (as on 06.05.13)

### EASTERN INDIA REGIONAL COUNCIL

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Address of Empanelled Institutions</th>
<th>Validity for CS Session of Exam.</th>
<th>Tel. Nos.</th>
<th>Email id.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M/s Happy Coaching Institute Fatak, P.O. Budhajara Sambalpur-768 004 Orissa</td>
<td>December 2012 &amp; June 2013</td>
<td>06630533146, 09884494844</td>
<td><a href="mailto:cmatspsingh@gmail.com">cmatspsingh@gmail.com</a></td>
</tr>
<tr>
<td>3.</td>
<td>M/s Sainath Commerce Classes, 9 N Model Town, HISAR (Haryana)</td>
<td>December 2012 and June 2013</td>
<td>09829037488, 09829556325</td>
<td><a href="mailto:sainath_neeraj@yahoo.co.in">sainath_neeraj@yahoo.co.in</a></td>
</tr>
<tr>
<td>4.</td>
<td>The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Paliki, HISAR - [Haryana]</td>
<td>December 2012 and June 2013</td>
<td>09896150937, 09812066937</td>
<td><a href="mailto:commercecounty@gmail.com">commercecounty@gmail.com</a></td>
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<tr>
<td>5.</td>
<td>AIMES 5/485, Vikas Nagar, Lucknow - 226022</td>
<td>June 2013 &amp; December 2013</td>
<td>09415007422</td>
<td><a href="mailto:csativedi@gmail.com">csativedi@gmail.com</a></td>
</tr>
<tr>
<td>6.</td>
<td>Director, M/S Bharti School of Business Studies, Greater Noida</td>
<td>December 2012 and June 2013</td>
<td>01662 645911, 0981220014</td>
<td><a href="mailto:bsbbhis@gmail.com">bsbbhis@gmail.com</a></td>
</tr>
<tr>
<td>7.</td>
<td>IL 101 Law College Plot No. 11, Knowledge Park-II, Greater Noida - 201306</td>
<td>December 2012 &amp; June 2013</td>
<td>0120 6493234, 3259047</td>
<td><a href="mailto:llyarlcollege@gmail.com">llyarlcollege@gmail.com</a></td>
</tr>
<tr>
<td>8.</td>
<td>Rudram Institute, Gangapur City, Dist : Sawai Madhopur (Rajasthan)</td>
<td>December 2013 &amp; June 2014</td>
<td>09602322241</td>
<td>rudrum <a href="mailto:institute@yahoo.in">institute@yahoo.in</a></td>
</tr>
<tr>
<td>9.</td>
<td>Sehgal Tutorials, 147, New Prabhat Nagar, Behind Ram Janki Mandir, Bareilly (UP)</td>
<td>December 2012 &amp; June 2013</td>
<td>0921958083, 09023439612</td>
<td><a href="mailto:vishal3hunt@gmail.com">vishal3hunt@gmail.com</a></td>
</tr>
<tr>
<td>10.</td>
<td>Commerce Academy, 1747, NHBC, Sector-11, Above Purthi Hotel, Purvapat (Haryana)</td>
<td>December 2012 &amp; June 2013</td>
<td>09876298630</td>
<td><a href="mailto:wishah3del@rediffmail.com">wishah3del@rediffmail.com</a></td>
</tr>
<tr>
<td>11.</td>
<td>NGPA Taxation &amp; Professional Services Pvt. Ltd. C-7/188, Sector-7, Rohini, Delhi- 110085</td>
<td>December 2012 &amp; June 2013</td>
<td>0981039214, 9810398903</td>
<td><a href="mailto:info.ngpa@gmail.com">info.ngpa@gmail.com</a></td>
</tr>
<tr>
<td>12.</td>
<td>Vidyasagar Institute for Professional Studies, 352, First Floor, Tarun Enclave, Outer Ring Road, Opp: Kail Mata Mandir, Pitampura, New Delhi - 110034</td>
<td>December 2012 &amp; June 2013</td>
<td>09999903575, 9999777811</td>
<td><a href="mailto:vidyasagar.institute@gmail.com">vidyasagar.institute@gmail.com</a></td>
</tr>
<tr>
<td>13.</td>
<td>CDC Institute for Professional Studies A-19, Onkar Deep Building, Middle Circle, Connaught Place, New Delhi- 110001</td>
<td>December 2012 &amp; June 2013</td>
<td>9810033957, 9810033947</td>
<td><a href="mailto:samyrashik@gmail.com">samyrashik@gmail.com</a></td>
</tr>
<tr>
<td>14.</td>
<td>Institute of Professional Education Center, Shrikrishna Complex, B, 37/122, Mahmoorgani, Varanasi- 221010</td>
<td>December 2012 &amp; June 2013</td>
<td>09415027788, 0942361010</td>
<td><a href="mailto:deeppakavinav@gmail.com">deeppakavinav@gmail.com</a></td>
</tr>
<tr>
<td>15.</td>
<td>Sagar Classes, A-2, Khutaria Colony (J.N.V.Colony), Bikaner (Rajasthan)</td>
<td>December 2012 &amp; June 2013</td>
<td>09829026002</td>
<td><a href="mailto:bairampurohit@yahoo.co.in">bairampurohit@yahoo.co.in</a></td>
</tr>
<tr>
<td>16.</td>
<td>Professional Commercial Academy B-B/57-E, Janak Puri, New Delhi- 110058</td>
<td>June 2013 and December 2013</td>
<td>9818829677, 9899541972</td>
<td><a href="mailto:eishtaneja@yahoo.com">eishtaneja@yahoo.com</a></td>
</tr>
<tr>
<td>17.</td>
<td>ATM-Global Executive College 2011, Old Sher Shah Suri Marg, Sector-37, Faridabad-121003</td>
<td>December 2013 &amp; June 2014</td>
<td>9810084417</td>
<td><a href="mailto:director@atm.edu.in">director@atm.edu.in</a></td>
</tr>
</tbody>
</table>

### NORTH EAST REGIONAL COUNCIL

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Address of Empanelled Institutions</th>
<th>Validity for CS Session of Exam.</th>
<th>Tel. Nos.</th>
<th>Email id.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M/s Career Classes, 303, Shalimar Corporate Center, 8, South Tukoganj, Near Hotel Balwas, Indore (M.P)</td>
<td>December 12 and June 13</td>
<td>04064688/4085394</td>
<td><a href="mailto:careerclasses@rediffmail.com">careerclasses@rediffmail.com</a></td>
</tr>
<tr>
<td>2.</td>
<td>The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science &amp; Commerce Indian Red Cross Building Suchak Road, Opp. Shastri Medan RAJKOT-360 001</td>
<td>June 2013 and December 2013</td>
<td>0281 2587550</td>
<td><a href="mailto:gespl09@gmail.com">gespl09@gmail.com</a></td>
</tr>
<tr>
<td>3.</td>
<td>The Director, M/S Professional Excellence Academy Z-6, Behind Vijay Stambh, Near ICICI Bank, Zone-I, M.P.Nagar, BHOPAL 462011 [MP]</td>
<td>December 2012 &amp; June 2013</td>
<td>0755 4225884, 09893895805</td>
<td><a href="mailto:cs.amra@yahoo.com">cs.amra@yahoo.com</a></td>
</tr>
<tr>
<td>4.</td>
<td>The Director, Professional Academy of Competitive Excellence [PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]</td>
<td>December 2012 and June 2013</td>
<td>0731 404444</td>
<td>reetesh <a href="mailto:pace@rediffmail.com">pace@rediffmail.com</a></td>
</tr>
<tr>
<td>5.</td>
<td>Global Classes, C-31, Ravi Nagar, Near- Bhatiya Nursing Home, Raja Talab, Rajpur (Chattisgarh)</td>
<td>June 2013 and December 2013</td>
<td>09771 4075185, 09827108633</td>
<td><a href="mailto:globalclasses101@gmail.com">globalclasses101@gmail.com</a></td>
</tr>
<tr>
<td>7.</td>
<td>SPC Career Care Pvt. Ltd., 217, MIG, Rishabh Complex, M G Road, Rajpur-492001 (Chattisgarh)</td>
<td>December 2012 and June 2013</td>
<td>0771-4051949</td>
<td><a href="mailto:spc.rajpur2009@gmail.com">spc.rajpur2009@gmail.com</a></td>
</tr>
<tr>
<td>8.</td>
<td>KBS Commerce &amp; Nataraj Professional Science College, Chanod Colony Naka, Silvassa Road, GIDC, Vapi- 396195 (Gujrat)</td>
<td>December 2012 and June 2013</td>
<td>0260-2450360, 9925149047</td>
<td><a href="mailto:kbs_vapi@rediffmail.com">kbs_vapi@rediffmail.com</a></td>
</tr>
<tr>
<td>9.</td>
<td>Batham Commerce Academy, Sector-5, C-36, Flat No. 103, Shanti Nagar, Mira Road (East), Thane- 401107</td>
<td>December 2012 and June 2013</td>
<td>022-28122053, 9820723984</td>
<td><a href="mailto:bgtacademy@gmail.com">bgtacademy@gmail.com</a></td>
</tr>
</tbody>
</table>
STUDENT SERVICES

10. Classic Professional Classes, B-26, Surya Kiran Apartment, Near Gurudwara, Station Road, Durai Dod Road, Surat (Gujrat) December 2012 and June 2013 09377603217 cpcsurat@yahoo.in

11. Edupro Career Solutions Pvt. Ltd., Near Gurudwara, Station Road, Durg (Chattisgarh) - 491001 June 2013 and December 2013 sessions of CS Examinations 0786-4012247 ca.ajay.lunawat@gmail.com

12. Agaranal Professional Academy 204, MSB-II B Podar Plaza, New Siyagani, Indore-456010 June 2013 and December 2013 sessions of CS Examinations 9827545475 07312515475 atinharrbhabajanka.ca@gmail.com

13. M. L. Meenakshien Jayavantilal Kundsiyala English Medium Mahila Commerce & B B A College, Chaudhary Highschool Campus, Kasturbha. Oor: Jain Darasar, Rajkot-360001 June 2013 and December 2013 sessions of CS Examinations 0281-2448315 sadgurumjk@yahoo.in

14. Darak Tutorials Shette Building, 2nd Floor, Near Pharmacy College Indraprastha Bldg. Nanded - 431605 June 2013 and December 2013 sessions of CS Examinations 9422189298, 9767939329 khdarak@gmail.com

15. Arora Tutorial, Devendra Nagar, Sector-4, Near Bank of Baroda, Raipur (Chattisgarh) June 2013 and December 2013 sessions of CS Examinations 9907400020 07714280110 aroratutorial@gmail.com

16. Professional Study Group 867, Patel Nagar, City Center, Gwalior- 474011 June 2013 and December 2013 sessions of CS Examinations 9981202069 07512343435 ca.jatin.singh@gmail.com

17. M R Study Center for Company Secretaries, Medhavli, Morwa, Shukla More, Singrauli - 486869 (MP) June 2013 and December 2013 sessions of CS Examinations 09839343179 0998304763 college.mrdc@gmail.com

18. Maple Classes Prrietor Prudential Educom Pvt. Ltd., 310 A, B Block, Silver Mall, 8, RNT Marg, Indore-452001 (MP) December 2013 and December 2014 sessions of CS Examinations 9425060668 0731-4069983 info@caclass.co.in

19. Shantaben Adani Institute of Professional Courses December 2013 and June 2014 sessions of CS Examinations 9825391536 call_bba@yahoo.com

20. Catalyst Professional Academy IIld Floor Gomtiresh Market, New Gujmandi Road Aurangabad-431005 June 2013 and December 2014 sessions of CS Examinations 9595255656 9021903030 catalyst.academy@hotmail.com

SOUTHERN INDIA REGIONAL COUNCIL

1. Mohans Institute of Corporate Studies [MICS] 1st & 2nd Floor, Chettiparambil Lane, Chooraikadu, Tripunithura P.O., Ernakulam Dist., Kerala-682301 December'12 and June’13 Session of CS Examinations. 0484 2776089 09447790689 mics@mohans.in mohans institute@gmail.com

2. M/s Bright Academy of Excellence Baba Foundation, Plot No.46, Door No.102, Flat No.6, 1st Floor, South West Bag Road, T. Nagar, Chennai-600 017 December’12 and June’13 Session of CS Examinations. 044 24341116 brightacademy2008@yahoo.co.in

3. M/s Prize Academy No.2, Teachers Colony, (Off V.M. Street), Royapettah Chennai-600 014 December’12 and June’13 Session of CS Examinations. No nos prizeacademy@yahoo.com

4. The Administrative Officer M/s National Management College 2/16 Thudupathi, Perundurai, Erode [Dist] - 638 057 December’12 and June’13 Session of CS Examinations. 0429 3443172/324901 nmc.finace@gmail.com

5. The Principal, M/s P.S.G.R. Krishnammal College For Women 2/16 Thudupathi, Perundurai, Erode [Dist] - 638 057 December’12 and June’13 Session of CS Examinations. 0422 2572222 0422 2591255(f) principal@psgrkc.com

6. The Director M/S Blue Dot Academy NO.4, Palaji Avenue, 1st Street, T.Nagar, CHENNAI - 600017 December 2013 & June 2014 Sessions of CS Examinations. 044 42123501/42123502 044 42123503(f) 044 28344816 sreeesri@mcsindia.org

7. M/S Centre for Human Resources Development, Thekkel, Mannaakkayam PO , Ponkunnam [via] Kanjirapally, Kottayam Dist., KERALA - 686506 December 2012 and June 2013 Session of CS Examinations. 0482 208227 09447130377 chrdkply@gmail.com

8. Divine Education and Charitable Trust Guruukul Building, Gurukul Road, Gurukul Nagar, Near-Munsif Court, Karkala-240002, Udupi District (Karnataka) December 2012 and June 2013 Session of CS Examinations. 09964475417 0925823375 alohakarkala@gmail.com

9. Kongu Arts & Science College Nanganur, Erode - 638107 December 2012 & June 2013 Session of CS Examinations. 0424 2242888/233933 0424 2242810(f) kasc@kasc.ac.in


11. Sri Vishnu Educational Society, Vishnupur, Bhimavaram, West Godavari Dist. - : 534202 (Andhra Pradesh) December 2012 & June 2013 Session of CS Examinations. 08816 250864, 09949433566 09849822223 bvrmsvecw@gmail.com

12. Enlighten Academy 101/1, Kanaka Srinagar Off: Cathedral Road Chennai- 600086 December 2012 & June 2013 Session of CS Examinations. 9381586910 enlightenmg@gmail.com

13. Padmarajam College of Management, 10, Kalpalam Road, Goripalayam, Madurai - 625002 (Tamilnadu) December 2013 & December 2013 Session of CS Examinations. 9344108771, 8144408771 padmarajam@gmail.com

14. Academy for Professional Studies Azhhar Complex, Near North Mahabar Chamber of Commerce Thatayuth Road, Kannur - 670002 (Kerala) December 2013 & December 2013 Session of CS Examinations. 9746103533 0497-2763646 apskannur@gmail.com

15. Alliance College of Commerce Alliance University, 2nd Cross, 36th main, Dollars Scheme, BTM I stage, Bangalore- 560086 June 2013 & December 2013 Session of CS Examinations. 9986200605 990084432 reka.us@alliance.edu.in


17. Sri Rachapudy Nagabhushhanam Degree & P G College Neelore Road, Badvel, Kadapa (Dist) A P - 516227 December 2013 & June 2014 Session of CS Examinations. 9440261908 08569-283509 sai.srm@gmail.com
1. FOUNDATION PROGRAMME JUNE, 2013 EXAMINATIONS

(A) FOUNDATION PROGRAMME (NEW SYLLABUS) EXAMINATION

The Foundation Programme (New Syllabus - OMR Based) examination has been restructured as under w.e.f. June, 2013 session:

Morning Session: 10.00 A.M. to 11.30 A.M. (90 minutes)

After-noon Session: 1:30 P.M. to 3:00 P.M. (90 minutes)

Morning Session (10.00 A.M. to 11.30 A.M.)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subjects Name</th>
<th>Maximum Marks</th>
<th>Total N.</th>
<th>Allotment</th>
<th>Marks for each Correct Answer</th>
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<tbody>
<tr>
<td>1.</td>
<td>Business Environment and Entrepreneurship</td>
<td>100</td>
<td>50</td>
<td>2</td>
<td>Correct Answer</td>
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<tr>
<td>2.</td>
<td>Business Management, Ethics and Communication</td>
<td>100</td>
<td>50</td>
<td>2</td>
<td>Correct Answer</td>
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Afternoon Session (1:30 P.M. to 3:00 P.M.)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subjects Name</th>
<th>Maximum Marks</th>
<th>Total N.</th>
<th>Allotment</th>
<th>Marks for each Correct Answer</th>
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</thead>
<tbody>
<tr>
<td>3.</td>
<td>Business Economics</td>
<td>100</td>
<td>50</td>
<td>2</td>
<td>Correct Answer</td>
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<tr>
<td>4.</td>
<td>Fundamentals of Accounting and Auditing</td>
<td>100</td>
<td>50</td>
<td>2</td>
<td>Correct Answer</td>
</tr>
</tbody>
</table>

As per the above, the Foundation Programme (New Syllabus) Examination will be arranged in one day having two sessions, i.e., Morning and Afternoon of 90 minutes each comprising of two subjects in each session. Further, the number of questions in each subject will be 50 having two marks each.

Accordingly, the next Foundation Programme (New as well as Old Syllabus) Examination will be held in June, 2013 as per the following schedule:

FOUNDATION PROGRAMME (NEW SYLLABUS) EXAMINATION

<table>
<thead>
<tr>
<th>Day and Date of Examination:</th>
<th>Morning Session Examination (Timing: From 10.00 A.M. to 11.30 A.M.)</th>
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<tbody>
<tr>
<td>Saturday, 1st June 2013</td>
<td>Morning Session Examination (Timing: From 10.00 A.M. to 11.30 A.M.)</td>
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</table>

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subjects</th>
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<tbody>
<tr>
<td>Paper I</td>
<td>Business Environment and Entrepreneurship</td>
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<tr>
<td>Paper II</td>
<td>Business Management, Ethics and Communication</td>
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Afternoon Session Examination (Timing: From 1:30 P.M. to 3:00 P.M.)

<table>
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<tr>
<th>Paper</th>
<th>Subjects</th>
</tr>
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<tbody>
<tr>
<td>Paper III</td>
<td>Business Economics</td>
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<tr>
<td>Paper IV</td>
<td>Fundamentals of Accounting and Auditing</td>
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</table>

(B) FOUNDATION PROGRAMME (OLD SYLLABUS EXAMINATION)

<table>
<thead>
<tr>
<th>Date &amp; Day</th>
<th>Time Table and Programme</th>
</tr>
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<tbody>
<tr>
<td>06.06.2013</td>
<td>Morning Session (9.00 A.M. to 12.00 Noon.)</td>
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<tr>
<td>07.06.2013</td>
<td>English and Business Communication</td>
</tr>
<tr>
<td>08.06.2013</td>
<td>Economics and Statistics</td>
</tr>
<tr>
<td>09.06.2013</td>
<td>Financial Accounting</td>
</tr>
</tbody>
</table>

2. NEXT EXAMINATION IN JUNE 2013

Next CS OMR Based Foundation Programme (New Syllabus) Examination will be held on Saturday the 1st June, 2013 and the Foundation Programme (Old Syllabus) Examination will be held from Thursday, the 6th June, 2013 to Sunday, the 9th June, 2013 (as per Examination Time-Table and Programme given above) at the 84 examination centers. Candidates are advised to refer the January - February 2013 issue of Foundation Course Bulletin/ website of the Institute: www.icsi.edu for the list of examination centers.

NOTES:
1. Last examination for Foundation Programme under Old Syllabus will be held in June, 2013 and effective from December, 2013 session, all Foundation Programme (Old Syllabus) students will be automatically switched over to the New Syllabus.
2. Hisar Centre on experimental basis.
3. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.
4. Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.
5. BAN ON USE OF MOBILE PHONE IN AND AROUND EXAMINATION CENTRE PREMISES

Candidates are banned from carrying and use of mobile phones, pagers, any other communication device(s), books, printed or hand written materials, costly items etc. inside the Examination Hall/Room premises. Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items to the Examination Hall/Room.

Candidates carrying with them banned item(s) shall not be allowed to enter in the examination Hall/Room. Any candidate, found in possession of such banned items in the examination hall/room shall be liable for willful violation of instructions to examinees and shall be tantamount to misconduct under Regulation 27 of the Company Secretaries Regulations, 1982, as in force and expelled from the examination.

However, the Institute or Examination Centre authorities shall not in any way be responsible for arranging safe keeping and/or loss/damage of such items nor entertain any complaint/ correspondence in this regard.

4. IMPORTANT INSTRUCTIONS TO EXAMINEES

FOUNDATION PROGRAMME EXAMINATION UNDER THE NEW SYLLABUS IN OMR SYSTEM WOULD BE HELD ON 1ST JUNE 2013. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND FOLLOW THEM IN TRUE LETTER AND SPIRIT FOR APPEARING IN THE EXAMINATION. A SPECIMEN COPY OF OMR ANSWER SHEET IS GIVEN AT THE END OF THESE INSTRUCTIONS.

General Instructions
1. Immediately, after taking the print-out of the Admission Certificate from the website of the Institute, every candidate is advised to verify all the particulars mentioned in his/her Admission Certificate, i.e., his/her Name, Photograph, Registration Number, Address, Examination Centre, Dates and Timings of Examination, Medium of examination, etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately through e-mail at: enroll@icsi.edu Telephone No.(s) 0120-4522081-86.

2. Candidates are advised to carefully go through the "Instructions to Examinees" for their strict compliance. Since the particulars mentioned by the candidates on the OMR answer sheet are to be read by a machine for result processing activities, any wrong information mentioned therein may affect the result of the candidate adversely and for that the Institute will not take any responsibility for rectifying such mistake(s).

3. Candidates are required to carry with them (i) Admission Certificate; and (ii) Student Identity Card to the Examination Centre in every session for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.

4. Candidates are advised to ensure that they are in possession of a valid Identity Card (Green Coloured Authenticated 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 of any difficulty in downloading the Identity Card, the students may approach the designated Regional / Chapter Office OR Headquarters for duplicate Identity Card. 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 viz. Passport, Driving License, PAN Card, Uid Aadhaar Card, Voter Card, etc. to establish their identity vis-à-vis the particulars appearing in the Enrollment Details / Attendance Sheet. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate's signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admission Certificate and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.

5. In case, due to any reason, the downloaded Admission Certificate does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admission Certificate 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
6. Candidates are required to report at the Examination Hall 20 (twenty) 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 into the Examination Hall after the expiry 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 in each session.

7. Candidates who opt Hindi as medium for Foundation Programme examination would be supplied Question paper booklet printed in English with Hindi translation except for Business Management, Ethics and Communication paper for which question printed in English only shall be provided. However, the OMR answer sheet for all the subjects shall be provided in English language only.

8. Candidates are allowed to use their own battery operated, noiseless and cordless pocket 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.

9. On receipt of Question Paper Booklet, first of all, every candidate must write his/her Roll Number on top of Question Paper at the specified space on the front page. Further, every candidate is required to satisfy himself/herself that he/she has received correct and complete Question Paper Booklet and also verify it with reference to the Examination Time-Table & Programme and see that the total number of questions and printed pages, as mentioned on the front page of the Question Paper Booklet are in order, complete in all respects. In case of any discrepancy, the Question Paper Booklet shall be replaced immediately. Separate OMR Answer sheet for the Morning session and Afternoon session will be provided.

10. Candidates are required to sign on the Attendance Sheet and darken the appropriate circle and write the question paper booklet code for each session of examination. Candidates should ensure that their name, photograph and signature are correctly printed and they have correctly signed and darkened the circle against their Roll No. in the Attendance Sheet corresponding to the particular session of examination.

11. Every candidate is compulsorily required to appear in all the subjects / Paper(s) for which he/she was 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 of Paper I and II (in the Morning Session) or Paper III and IV (in the Afternoon Session) 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/room on the expiry of 45 minutes of the commencement of the examination after handing over the OMR Answer Sheet to the invigilator on duty. Further, in case a candidate has been granted exemption in Paper I and II (Morning session) or Paper III and IV (in the Afternoon session), he/she is required to appear only in the relevant subjects (Paper I and II or Paper III and IV as the case may be), for which he/she is enrolled.

12. 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.

13. 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, Palm-top, or any other communication device or gadget in the Examination Hall/Room/Premises. However, candidates are advised to carefully fill-up the particulars/darken the boxes/circles such as, date of examination, Question Paper Booklet No, Question Paper Booklet Code i.e. A or B or C or D as the case may be, Centre Code, etc. with blue or black ball-point pen only. Candidate should also write his/her name, registration number and also not make any notings/scribbling on the OMR Answer sheet and Question Paper Booklet except in the space provided for rough work in the Question Paper Booklet.

14. The Superintendent of Examination has absolute power to expel a candidate from the Examination Hall 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. 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) session 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 particulars of such candidates or cases will be suitably notified in the Institute’s official bulletins.

15. Each candidate will be given Question paper booklet printed in English. However, candidates who opt Hindi as medium for the examination would be supplied questions printed in English with Hindi translation except for Business Management, Ethics and Communication paper (Paper-2). Candidates will be given one OMR answer sheet in English language only for each session. The candidate is required to return the OMR answer sheet at the conclusion of each session of examination. Candidates are allowed to take away the Question Paper Booklet along with them while leaving the examination hall.

16. The Question Paper Booklet of each session has been divided into two Parts, (i.e. Paper I & II for Morning Session and Paper III & IV for Afternoon Session) for the respective subjects and each Paper contains 50 (fifty) objective type multiple choice questions of two marks each. In other words, each Question Paper Booklet comprising of Paper I & II for the Morning session and Paper III & IV for the Afternoon Session will contain 100 objective type multiple choice questions of two marks each having four options for the answer. The serial numbers corresponding to the question numbers given in the Question Paper Booklet are printed in the OMR Answer Sheet. For each question, four options i.e. A, B, C and D are given in the Question Paper Booklet. The candidate is required to select one amongst the options as his/her right answer and darken that circle i.e. A or B or C or D as the case may be, to be the answer in the OMR answer sheet with blue/black ball point pen only. The answer should be marked as under:

Example:
For Question No. 23, if a candidate feels the correct answer is B, the circle in the OMR Answer Sheet should be darkened as under:

Correct method:
23. A [●] [●] [●] [●]

Incorrect method(s):
23. A [●] [●] [●] [●]
23. A [●] [●] [●] [●]
23. A [●] [●] [●] [●]
23. A [●] [●] [●] [●]
23. A [●] [●] [●] [●]

18. Candidate has no option to change/alter/erase the answer once he/she has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number he/she is advised to ensure the correctness/authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR answer sheet.

19. Candidates are also advised not to write anything on the Admission Certificate, Student Identity Card, Question Paper Booklet, etc. (except their Roll Number and tick mark (√ ) for the questions attempted).

20. Candidates should not open the seal of the Question Paper Booklet before the time specified for the commencement of the examination.

21. Candidates must not write any irrelevant matter, any sort of appeal, criticism of question paper, salutation or invocation to God, etc., on the OMR answer sheet.
22. No candidate should leave or will be allowed to leave the Examination Hall (i) until the expiry of 45 minutes of commencement of examination (ii) without signing and darkening the appropriate circle in the Attendance Sheet; and (iii) without properly handing over his/her OMR answer sheet to the Invigilator.

23. Two marks will be awarded for each correct answer. However, no marks will be deducted for any wrong answer. Questions not answered or circle not darkened or multiple circles darkened for a question will not be awarded marks.

24. Any answer marked or darkened in the question paper booklet will not be taken cognizance of and no marks will be awarded.

25. Candidates may bring a clean (without any writing) clip board/card board so as to avoid any difficulty in darkening the circles in OMR answer sheet as the desks provided in the examination hall may sometimes not have even or smooth surface.

26. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, etc., or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to his/her work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall or in the corridor/toilet within the centre premises during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations of the Institute.

27. No candidate, without specific permission of the Superintendent/Invigilator, shall leave his/her seat during the course of examination. It shall be the personal responsibility of the candidate concerned appearing in the examination to properly fill-up all relevant particulars on the cover page of main answer book. On completion of examination or expiry of the prescribed examination timing, the OMR answer sheet, even if the same is blank must at once be handed over to the Invigilator on duty in his/her Room/Hall and the Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of having handed over his/her answer sheet. The Superintendent of Examination Centers have been advised to issue acknowledgement in the aforesaid manner, through the Invigilators, for submission of OMR answer sheet 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 studentship registration under the Company Secretaries Regulations, 1982, as in force.

Note: Before filling up particulars/darkening the boxes/circles on the OMR answer book, candidates are advised to carefully go through the ‘INSTRUCTIONS TO CANDIDATES’ given on: (i) the front page as well as reverse side of OMR Answer Sheet and (ii) the cover page of Question Paper Booklet.

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

A Specimen Copy of OMR Answer Sheet is published elsewhere in this issue.
## Instructions to Candidates

1. There is no negative marking.
2. Use Only Blue/Black Ball Point Pen to fill in the boxes and Darken the appropriate Circles.
3. Write and darken correct Question Paper Booklet Code, viz., A or B or C or D carefully as the same will be taken as final for evaluation.
4. In case any candidate fills in any information wrongly, the Institute will not take any responsibility to rectify the same.
5. Darken one circle only for the answer which you consider to be correct against the corresponding question number.
6. Candidates are not allowed to change / alter / erase the answers, once darkened, with white / correction fluid, eraser, blade, etc.
7. Please do NOT make any stray marks on the answer sheet.
8. Rough work must NOT be done on the answer sheet.
9. As this OMR Sheet is to be read by machine, do not fold or damage its edges.

## Instructions Contd.

For ICSI Office Use Only

Signature of Candidate with Date

Signature of Invigilator with Date

P.T.O.
Registered with RNI as Newspaper vide Regn. No. 57339/94

**IMPORTANT E-MAIL IDS OF DEALING OFFICIALS FOR STUDENT SERVICES**

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<td>2.</td>
<td>NON-RECEIPT OF STUDY MATERIALS (Foundation and Executive)</td>
<td><a href="mailto:anju.gupta@icsi.edu">anju.gupta@icsi.edu</a></td>
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<td>3.</td>
<td>PAPER-WISE EXEMPTION</td>
<td><a href="mailto:s.hemamalini@icsi.edu">s.hemamalini@icsi.edu</a></td>
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<tr>
<td>4.</td>
<td>NON-RECEIPT OF STUDENT COMPANY SECRETARY /FOUNDATION COURSE BULLETIN</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
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<td>5.</td>
<td>CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS</td>
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<td>6.</td>
<td>RESPONSE SHEET STATUS</td>
<td><a href="mailto:vr.rana@icsi.edu">vr.rana@icsi.edu</a></td>
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<tr>
<td>7.</td>
<td>COACHING COMPLETION CERTIFICATE/SUGGESTED ANSWERS</td>
<td><a href="mailto:vik.rana@icsi.edu">vik.rana@icsi.edu</a></td>
</tr>
<tr>
<td>8.</td>
<td>ORAL COACHING</td>
<td><a href="mailto:adhirini.arivaadava@icsi.edu">adhirini.arivaadava@icsi.edu</a></td>
</tr>
<tr>
<td>9.</td>
<td>PUBLIC PRIVATE PARTNERSHIP SCHEME (FOR ORAL COACHING)</td>
<td><a href="mailto:adhirini.arivaadava@icsi.edu">adhirini.arivaadava@icsi.edu</a></td>
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<tr>
<td>10.</td>
<td>COMPUTER TRAINING</td>
<td><a href="mailto:vinita.mehra@icsi.edu">vinita.mehra@icsi.edu</a></td>
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<td>11.</td>
<td>ADMIT CARD / ROLL NUMBER FOR EXAMINATIONS</td>
<td><a href="mailto:monika.arora@icsi.edu">monika.arora@icsi.edu</a></td>
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<tr>
<td>12.</td>
<td>ISSUE OF PASS CERTIFICATES</td>
<td><a href="mailto:meenakshi.gupta@icsi.edu">meenakshi.gupta@icsi.edu</a></td>
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<td>14.</td>
<td>EXEMPTION FROM TRAINING</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
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<td>15.</td>
<td>ANY MANAGEMENT TRAINING / APPRENTICESHIP TRAINING RELATED QUERY</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
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<td>16.</td>
<td>15 DAYS SPECIALISED TRAINING</td>
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<td>STATUS OF ACS MEMBERSHIP APPLICATION</td>
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<td>19.</td>
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<td>24.</td>
<td>MARK SHEETS</td>
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<td>25.</td>
<td>VERIFICATION OF MARKS</td>
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<td>VERIFICATION OF QUALIFICATION</td>
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<td>27.</td>
<td>MCI-CUM-MEANS ASSISTANCE &amp; MERIT SCHOLARSHIPS</td>
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<td>29.</td>
<td>ENROLLMENT TO PROFESSIONAL PROGRAMME</td>
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FOR PROMPT REPLY

Students are requested to quote their Registration Number in all correspondence for prompt reply.