

ICSI STUDENT TRAINING GUIDELINES-2024



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

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(Under the jurisdiction of Ministry of Corporate Affairs)

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1

TRAINING GUIDELINES

1.1 Preamble

A Guideline to consolidate, regulate and amend the training programmes applicable to the students pursuing Company Secretary (CS) Course.

1.2 Short Title, Rescind and Commencement

1. These Guidelines shall be called the ICSI Training Guidelines, 2024.
2. The Guidelines, directions, notifications, circulars, instructions or orders, as on date, pertaining to training programmes applicable to the students pursuing Company Secretary (CS) Course to which these guidelines extends shall be repealed to the extent inconsistent with these guidelines.
3. These Guidelines shall come into force w.e.f. 1st January, 2024.

1.3 Applicability and Objective

These Guidelines shall be applicable to all the students who have and who will be enrolled in Company Secretary (CS) Course.

The objective to amend and consolidate prescribed training processes and to provide structured and unified training guidelines to stakeholders such as students enrolled in Company Secretary (CS) Course, trainers and respective Regional Offices/Chapters/Centre for Corporate Governance Research & Training (CCGRT), as follows:

1. To provide information on various types of trainings to be undergone by the students so that they are able to complete the required trainings timely and submit such records to the Institute within the stipulated time.
2. To guide the trainers about their roles and responsibilities to comply with the various training requirements.
3. To provide the designated offices all the information for smooth conduct of training programmes and handle the grievances, if any arising therefrom.
4. To lay down various formats of training completion to maintain uniformity.
5. To lay down roles and responsibilities of Programme coordinators for smooth conduct of short-term trainings.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute.

1.4 Key Definitions

For the purpose of these Guidelines

- **Council** – means the Council of the Institute constituted under section 9 of The Company Secretaries Act, 1980.

- **ICSI/ Institute** – means the Institute of Company Secretaries of India constituted under The Company Secretaries Act, 1980.
- **Long Term Training** – means and includes practical training for twenty one months under Regulation 46BB of The Company Secretaries Regulations, 1982.
- **Short Term Training** – means and includes One Day Orientation Programme (ODOP), Executive Development Programme (EDP) and Corporate Leadership Development Programme (CLDP)
- **Stimulate Portal** – means an IT enabled training interface for accessing all training related services of the ICSI (<https://stimulate.icsi.edu>)
- **Trainee**- CS student enrolled in any of the training programme under these guidelines.
- **Trainer** – PCS/Company/LLP/Other entity eligible to impart training to the trainee under these guidelines.
- **Training and Educational Facilities Committee (TEFC)** – constituted under Section 17(2) of The Company Secretaries Act, 1980 read with Regulation 102 of The Company Secretaries Regulations, 1982.

Words and expressions used but not defined in these Guidelines but defined in the Company Secretaries Act (No. 56 of 1980), the Rules, Regulations, prescribed thereunder shall have the respective meanings assigned to them in the said Acts, Rules and Regulations made thereunder.

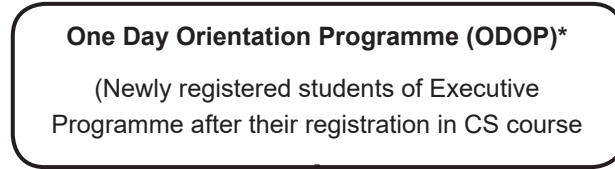
1.5 Abbreviations

1. **CCGRT** – Centre for Corporate Governance, Research and Training
2. **CLDP** – Corporate Leadership Development Programme
3. **EDP** – Executive Development Programmes
4. **HOD** – Head of Directorate
5. **LMS** – Learning Management System(Online)
6. **ODOP** – One Day Orientation Programme
7. **ROs** – Regional Offices

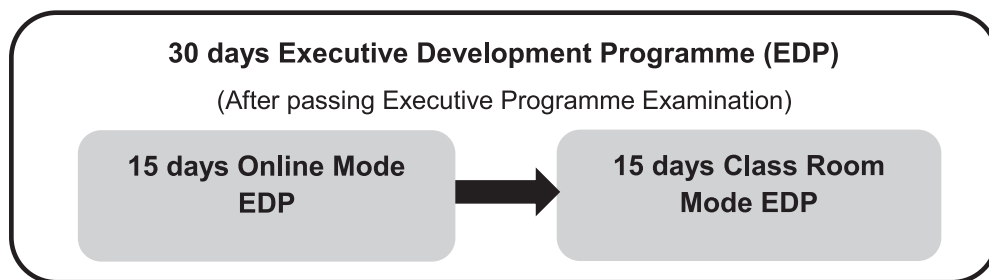
1.6 Flow of Training

(As per New Training Structure 2020 effective from 3rd February, 2021)

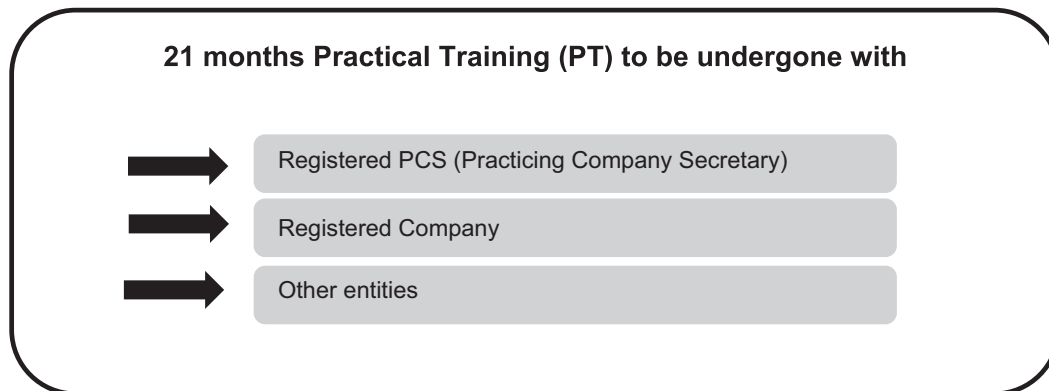
Stage 1: Short Term Training



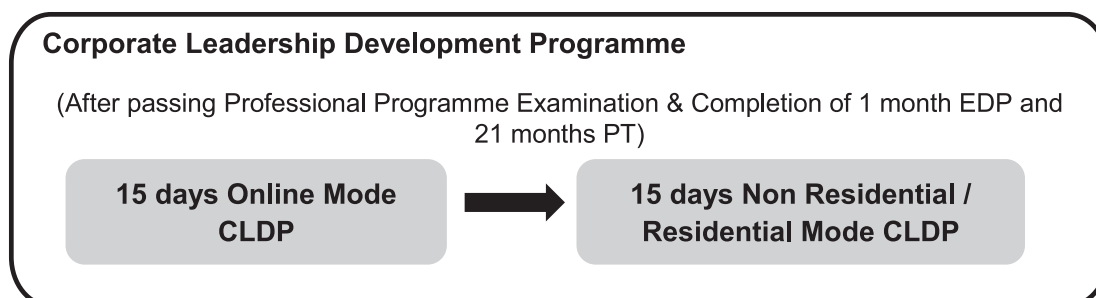
Stage 2: Short Term Training



Stage 3: Long Term Practical Training



Stage 4: CLDP



*ODOP & Pre-Examination test are mandatory for enrolment in examination of CS Executive Programme

2

COMMON PROTOCOL FOR SHORT TERM TRAINING PROGRAMMES THROUGH OFFLINE (CLASSROOM (NON-RESIDENTIAL)/RESIDENTIAL) AND ONLINE (LMS/ WEBINAR) MODE

2.1 SHORT-TERM TRAINING THROUGH OFFLINE MODE [CLASSROOM (NON-RESIDENTIAL)/RESIDENTIAL] (including ODOP, 15 days EDP, 15 days CLDP)

A. For Students

2.1.1 Centralized Registration (only through Stimulate portal)

- a) The centralized registration is applicable to both 15 days EDP and 15 days CLDP (not applicable to ODOP registration)
- b) The students shall register through Stimulate portal for the training announced by the ROs/ Chapters/CCGRTs subject to their eligibility and preferred location of training.
- c) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.

2.1.2 Selection of Students

Selection of students shall be done on first come first served basis through online mode subject to eligibility.

2.1.3 Batch Size

Ideally a training batch shall comprise of maximum of 50 and minimum of 20 students.

2.1.4 Dress Code:

The students shall be well dressed. The dress code to be followed is as under:

- (i) For male participants:- Formals, preferably a formal suit or a full sleeves white/sober colour shirt + dark colour trouser + matching tie.
- (ii) For female participants:- Western Formal /Indian Formal

Casuals shall not be permitted (Jeans and T-shirts etc.)

2.1.5 Attendance

All students shall mark attendance both at entry and exit on a daily basis. Attendance on all days of training shall be mandatory.

2.1.6 Discipline during the Programme

- a) Students must maintain complete decorum and discipline during the programme as instructed by the programme coordinator.
- b) Mobile phones & all other electronic devices must be kept on switched off mode.

2.1.7 Fees Exemption under Compassionate Ground

Students who have lost both parents or are differently-abled and are facing financial constraints with legal guardian/adoptive parents, can request a 100% fee concession. They need to manage their travel and stay arrangements if necessary. Requests shall be recommended by the respective RO/Chapter/CCGRT and approved by the Secretary, ICSI through HOD, Training in deserving cases only.

2.1.8 Feedback of Trainers

At the end of each session the students shall have to submit a feedback form to assess their learning from the session attended through Stimulate as also their observation on what changes, if any, required to make their learning process from the session completed.

2.1.9 Grievance

The grievance, if any of the student/participant shall be submitted in writing or through e-mail to the program coordinator.

2.1.10 Certificate

A completion certificate shall be auto generated through Stimulate portal upon successful completion of the training. However, in exceptional cases or in case of technical issues, a physical certificate may be issued.

2.2 ONLINE MODE TRAINING THROUGH LEARNING MANAGEMENT SYSTEM (LMS)

Important instructions for students

- (i) Students intending to undergo online mode training shall be required to apply and pay requisite fees through stimulate portal. The ICSI subsequent to realization of fees shall approve the application of the student on Stimulate portal.
- (ii) Post approval, the student shall receive an email of approval. The email shall contain link of LMS user manual. The LMS user manual shall contain the details of LMS login id, password and batch link. The student can access the course within one working day after receiving the approval email.
- (iii) Students shall access the e- programme using his login credentials through the provided link.
- (iv) Student's LMS login Id will be valid for 90 days in case of e-EDP and 180 days in case of e-CLDP from the date of granting access of the LMS account.
- (v) Students are required to complete all the sessions of e-programme (including submission if any or assessment) within 90 or 180 days depending upon the training programme.
- (vi) If any student is not able to complete the training within the stipulated time frame, as stated above then the LMS access will be deactivated after expiry of 90 or 180 days depending upon the training programme and student will have to re-register within 30 days (post expiry of 90 or 180 days depending upon the training programme) by paying 50% of fees and complete the remaining part of the training.
- (vii) If any student has not been able to re-register within 30 days, then such students LMS account shall be inactivated. The student shall have to undertake the training afresh, by making the full payment of fees once again.
- (viii) If any student is not able to complete the training during the extended period, also in such case no further extension shall be allowed.
- (ix) Attendance of each session is mandatory to mark the course as completed.
- (x) All the topics of the particular training shall have to be completed.

- (xi) Students are required to undergo the session in sequence to avoid missing any of its part.
- (xii) In case of non-completion of any previous session, the students shall not be allowed to start any fresh session.
- (xiii) Students can undergo sessions at any time any day with full flexibility of selecting the time.
- (xiv) For better utilization of LMS services, it is recommended to refer the LMS user Manual.

2.3 WEBINAR MODE TRAINING

2.3.1 Centralized Registration

- (i) The centralized registration is applicable for undergoing all training programmes conducted through Webinar Mode.
- (ii) The HQ or the concerned offices of the ICSI shall announce and open training registration for various training programmes well in advance.
- (iii) The student eligible for the training programme shall register through Stimulate Portal.
- (iv) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.
- (v) The online registration data has to be extracted by the concerned offices immediately after closure of registration of various training programmes.

2.3.2 Batch Size

Ideally a training batch shall comprise of maximum of 75 and minimum of 20 students.

2.3.3 Tentative Timing

The online programme shall be for a maximum of 7 hours with the provision of lunch break and two small breaks thereby making the study time of 6 hours unless otherwise specified in the training guidelines for the particular training programme.

2.3.4 Attendance

Online attendance of each session is mandatory for every student.

Concerned offices shall take attendance of all the students on a daily basis and update/upload on Stimulate Portal.

2.3.5 Discipline during the Programme

- i. Students must maintain complete decorum and discipline during the programme as instructed by the programme coordinator.
- ii. Students shall be well groomed and be in formal attire. Casuals shall not be permitted (Jeans and T-shirts etc.)
- iii. Students should keep themselves muted during the programme and only ask questions when Q & A session is announced.
- iv. Students to ensure that they have good internet connectivity and their laptop, tablet or mobile is in good working condition with the facility of camera.
- v. Students are to follow Do's and Don'ts, if any during the programme as explained by the programme coordinator.

2.3.6 Technical Requirements

- (i) The programme shall be placed on the Institute's website for wider reach.
- (ii) The students and faculty should ensure that they have a working laptop/computer/smartphone with camera and microphone facility for attending the programme.
- (iii) The students have to ensure that the system they are using to login to the programme should have the facility to view the faculty video and audio and also to start camera.
- (iv) The students should ensure that they are in a good network coverage to attend the full day training programme so that their attendance is recorded.
- (v) The programme coordinator to ensure that the data of all the students participating in the programme is captured.
- (vi) The programme coordinator shall arrange to record the live programme for the entire duration of the programme and keep it for record purpose and to provide to HQ, if required.
- (vii) The programme coordinator shall ensure record keeping of daily attendance of all the students.
- (viii) The attendance of the students on the stimulate portal shall be duly updated in order to generate their completion certificate.
- (ix) Programme coordinator to obtain feedback from students as desired separately in these Guidelines.

3

SPECIFIC PROGRAMMES

3. ONE DAY ORIENTATION PROGRAMME (ODOP)

3.1 Objective:

The objective of the ODOP is:

- To apprise the newly registered students of Executive Programme regarding the overview of the CS Course such as scope and opportunities of CS profession, scheme of studies, course curriculum, duration of the programme, examination pattern, training structure etc., and
- To enable the students to get all the updated information about the CS course at one place and get connected with the Institute.

3.2 Eligibility Criteria:

The programme is applicable to all the newly registered students of Executive Programme after their registration in Company Secretaryship course on or after 01st June 2019. Such students are expected to attend ODOP within 30 days of registration in Executive programme. Attending and completing ODOP is a pre-requisite for filling up the Examination form.

3.3 Duration of the Programme:

The duration of ODOP shall be one day. No leave is admissible during the duration of the programme.

The concerned offices are mandated to conduct atleast one ODOP in a month so that no student is deprived of the opportunity to attend this program.

3.4 Fees:

The fees of ODOP is Rs.600/- (including Rs.100/- which is the price of the ODOP module). The fee is to be paid by the students directly to ICSI-HQ at the time of registration in the CS Executive Programme. No separate fee is chargeable by concerned offices.

3.5 Sessions and Program Structure:

The session should be scheduled between 9 am to 6 pm with a lunch break in between and other two short breaks. The duration of the session shall be minimum 6 hours.

3.6 Training Venues

- i) All Regional offices
- ii) All Chapters
- iii) Online mode as prescribed from time to time.

3.7 Format of Completion Certificate

A format of Completion Certificate pertaining to ODOP is placed as **Annexure 3.1**.

3.8 Contents of One Day Orientation Programme

The detailed content of ODOP is placed as **Annexure 3.2**.

4

ONE MONTH EXECUTIVE DEVELOPMENT PROGRAMME (EDP)

4.1 15 DAYS ONLINE MODE EDP

4.1.1 Objective:

- To prepare the students who have passed Executive Programme for Practical Training by developing their communication skills, personality, legal acumen, drafting skills and Information Technology (IT) skills.
- To train the students to enable them to apply theoretical knowledge in their working and development of functional skills in core areas.
- To make the participants more employable by imparting tool based training/ simulation exercises on the related areas of CS profession

4.1.2 Eligibility Criteria:

An Executive pass student shall be eligible to undergo 15 days Executive Development Programme (EDP) in online mode.

Completion of 15 days online mode EDP is pre-requisite to undergo 15 days classroom EDP.

The student is required to complete 30 days EDP (15 days online and 15 days classroom mode EDP) before commencement of 21 months practical training.

4.1.3 Mode Of Delivery:

The 15 days Online EDP is to be offered through the Learning Management System (LMS)

4.1.4 Fees:

A fees of Rs.2,000/- for 15 days Online EDP is to be paid by the student through Stimulate portal or as prescribed from time to time.

4.1.5 Modalities of completion of Training:

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

- i. Students shall have to complete 15 Days Online EDP before the start of 15 Days Classroom training.
- ii. In case a student is unable to complete Online EDP for full 15 days, he/she shall not be allowed to undergo Classroom Training. Such students may be given a maximum duration of 90 days to complete the e-EDP. An extension for further 90 days is allowed on payment of 50% of the fees as extension fees from the day of start of the Online EDP. If a student fails to complete the online EDP in the maximum duration of 180 days, then the LMS access may be denied, and he/she has to re-register after paying the full fees and start the training afresh.

4.1.6 Session-Wise Evaluation of Performance of Students through Assessment

Each session may have an assessment/evaluation attached to it and the student has to submit the same.

4.1.7 Format of Completion Certificate

A Format of Completion Certificate of 15 days Online EDP certificate is placed as **Annexure 4.1**.

4.1.8 Contents of 15 Days Online EDP:

The detailed content of 15 days Online EDP is placed as **Annexure 4.2**

4.2 15 DAYS CLASSROOM MODE EDP

4.2.1 Objective

The objective of EDP is:

- Application of theoretical knowledge and development of functional skills in core areas.
- To prepare the students who have passed Executive Programme for Practical Training by developing their communication skills, personality, legal acumen, drafting skills and Information Technology (IT) skills.
- To make the participants more employable by imparting tool based training on the related areas of CS profession

4.2.2 Training Pedagogy

The pedagogy may cover:

- i. Group Discussions
- ii. Role Play
- iii. Mock Sessions
- iv. Simulation exercise
- v. Case study analysis
- vi. Facing interview and important aspects of C.V making
- vii. Video clips
- viii. Management games etc

4.2.3 Eligibility Criteria

An Executive pass student shall be eligible to undergo 15 days Executive Development Programme (EDP) in classroom mode after completion of 15 days online mode EDP.

Completion of 15 days online mode EDP is pre-requisite to undergo 15 days classroom EDP.

The student is required to complete 30 days EDP (15 days online and 15 days classroom mode EDP) before commencement of 21 months practical training.

4.2.4 Duration of the Program

The duration of EDP is 15 days through classroom mode. The concerned offices are mandated to conduct regular EDPs so that no student is deprived of the opportunity to attend this program.

4.2.5 Mode of Delivery

The 15 Days Class room mode EDP is to be attended by the students at concerned offices of ICSI.

4.2.6 Training Venues

1. Regional Offices

2. Diamond, Platinum & Gold Chapters
3. Silver grade chapters (on case to case basis) (except for Silver*) as recommended by HOD, Training and approved by The Secretary, ICSI

4.2.7 Fees

A fees of Rs.5,000/- for 15 days Classroom EDP excluding charges for refreshment and lunch is to be paid by the student through Stimulate portal or as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is cancellation made by the student for any batch of EDP, then the concerned offices shall allow carry forward of the fees paid for that batch of EDP to the next batch or refund the amount to the student with 10% deduction in the total fees.

4.2.8 Sessions and Program Structure

The session shall be scheduled between 9 am to 6pm with a lunch break in between and other two short breaks. The duration of all the sessions of EDP shall not be less than 6 hours in a day.

4.2.9 Format of Completion Certificate

A format of Completion Certificate of 15 days Classroom mode EDP certificate is placed as **Annexure 4.3**.

4.2.10 Course Content

The detailed content of 15 days Classroom EDP is placed as **Annexure 4.2**.

5

LONG TERM PRACTICAL TRAINING

5.1 Eligibility of Trainees for undergoing Practical Training

An Executive pass student shall be eligible to undergo Practical training under a PCS/Company/other entities as provided in Regulation 46 BB (a) subsequent to completion of one month EDP (i.e. 15 days e-EDP and 15 days classroom mode EDP) which is a pre-requisite to commence long term practical training of 21 months.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute.

5.2 Duration of Training

The duration of long-term practical training shall be 21 months.

5.3 Documents required for Training Registration

- a. The trainee and the Company Secretary in Practice shall enter into a Contract for Long Term Training. The contract shall be executed on a non-judicial stamp paper of minimum denomination of Rs.20/- or by way of franking or by way of e-Stamping in the specified form in duplicate and signed by both the parties viz., the trainee and the Company Secretary in Practice. Duplicate thereof shall be given to the trainee. In case of training in a company/other entities, the trainee has to obtain a "Letter of Training" from the trainer preferably in the format placed as **Annexure 5.1**.
- b. The contract shall be submitted to the Institute in the specified form containing Part A and Part B which is placed as **Annexure 5.2**. (The date of commencement of training which shall be taken on record would be the actual date of commencement of training as mentioned in the agreement or date of purchase of stamp paper or date of execution of contract whichever is later).
- c. A true copy of examination certificate or mark sheet of the student for having passed the Executive Programme examination and one month EDP completion certificate (including 15 days classroom and 15 days e-EDP training) shall be attached along with the application for registration.

5.4 Time-Limit applicable to Trainees for Registration of Training with the Institute

- a) Trainees are required to get their training registered in records of the Institute preferably after obtaining the letter of training/contract but before commencement of their training. If they have not done so, they have an option to get it registered within 30 days from the date of commencement of their training.
- b) Any delay in training registration with the Institute, which is more than 30 days will not be considered as a valid training and shall not be taken in the records of the Institute.
- c) The Institute reserves the right to treat the Training undergone by the student invalid or refuse to register the same in records of the institute in case it comes to notice of the Institute by any means that the supporting documents submitted to the Institute are not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner
- d) If during the training period, the trainee is taking a break from training due to some personal exigencies with the prior consent of the trainer and then joins back after a gap of some period with the same trainer to complete the balance remaining period of training, the same shall be allowed, subject to mutual

consensus between the Trainer and Trainee. But while issuing the training completion certificate, trainer will have to mention the same in training completion certificate specifically that from “x” date to “y” date trainee was allowed a break.

5.5 Transfer Formalities

- (a) The first two months of the training shall be treated as Probation period. A trainee is free to take transfer during the probation period by serving a 14 days’ notice. The training undergone by the student during probation shall be taken in the records of the Institute and shall also be counted in the total period of long term training.
- (b) For the remaining period after the probation, no transfer shall be allowed. However, in exceptional cases as specified here under in para 5.6 below, transfer may be allowed during this period.
- (c) If any student takes transfer during the period of probation, then he/she is required to obtain NOC from his/her previous employer and only after serving the notice period of 14 days and submitting the NOC he/she may claim transfer.
- (d) If any student discontinues his/her training within few days of joining and restarts his/her training after a prolonged gap, then the period of training undergone by the student earlier shall be treated as a part of two months of probation period.
- (e) If any student takes transfer during the remaining period of training then along with the NOC he /she has to submit a self-declaration as per **Annexure 5.3** mentioning the reason of taking transfer. The dealing official on the basis of NOC and self-declaration submitted by the student shall issue sponsorship for remaining period of training.
- (f) In case any student seeks transfer under the option of “Alternate/Special Arrangement of Trainees” then he/she is required to submit the request for alternate/special (as per the Institutes prescribed format) from the present trainer. Student shall submit the request letter to the Institute and seek sponsorship letter for undergoing training for the period not exceeding six months.
- (g) The word “eligible” mentioned under clause 10 given below i.e., Alternate/Special Arrangement of Trainees, shall be read as “registered”. Meaning thereby, that the trainer falling under the option of Alternate/Special Arrangement shall be mandatorily registered with the Institute for the purpose of imparting training. In case it is found that the trainer is not registered with the Institute then such period of training shall not be treated as valid and the same shall not be taken in the Institutes records.

5.6 Exceptional cases for Transfer

In order to avail transfer under the below exceptional cases, a trainee has to submit the documentary evidence to the satisfaction of the Trainer and Institute.

1. On grounds of continuous critical ailment and on production of medical certificate & reports thereof by a qualified Medical Practitioner.
2. Transfer of spouse or any one of the Parents of the Trainee to another city
3. Misconduct involving moral turpitude.
4. Death/disability of trainer.
5. ¹[Cancellation/ Ceasing/Debarment/Removal/Surrender of COP by the member]

1. A trainer is expected to intimate Cancellation/ Ceasing/surrender of COP or Removal of his/her name from the members register of the Institute to the trainee immediately. Any failure may be considered as a Professional misconduct by the trainer under Company Secretaries Act

6. A Company is not operational or the name of the Company is removed from the register of Companies by ROC or the Company is dissolved.
7. On the ground of marriage provided that there are substantial proof to showcase the relocation of student to another city involving distance of 50 kms or more from the current professional address of the Trainer.
8. Irregular/non-payment of stipends continuously for 3 months.
9. Shifting of trainer to another city involving distance more than 50 kms from current address of trainee.
10. Alternate/Special Arrangement for trainees: A trainer, with the consent of the trainee, may depute the later for training for a period not exceeding six months to a member/organization/other entities eligible to engage and train a trainee as per the Institute's guidelines. Students have to submit the request for alternate/special arrangement as per the Institutes prescribed format (**Annexure 5.4**)
11. Voluntary/Mutual NoC: Upon mutual consent by Trainer and Trainee'
 - a) To avail any transfer, a trainee has to serve a Notice period of 60 days for smooth handover & takeover (14 days in case of probation). However, the notice period can be reduced with mutual consent of the trainer and trainee in writing. During the above said notice period of 60 days, no leave shall be granted except casual leaves.
 - b) If a trainee fails to serve the notice period as specified in the above clauses (5.4 (a) and 5.5 (a)), such period of training shall not be considered by the Institute, except in the cases it is done with the consent of the Trainer and the Trainer has issued an NOC in this regard.
 - c) A trainee may intimate the trainer about his transfer of training by writing letter (duly acknowledged by the trainer or by his official representative) or through an email from his registered email id with Institute to the registered email id of the trainer. To avail transfer (including exceptional cases) a trainee has to submit NOC from the trainer.
 - d) A trainee is not required to submit any original educational certificates/documents to the Trainer.
 - e) The trainees are entitled to a stipend during the probation period also.

5.7 Eligibility of Trainers (Company Secretary in Practice/Company/other entities) for imparting Practical Training

- a) **Company Secretary in Practice (PCS)**- A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.
- b) **Corporate Trainer** – A company with a company secretary in whole time employment and a minimum paid up capital of Rs 50 Lakhs or net worth of 5 Crores or any other company having a paid-up capital in accordance with the provisions made in Rule 8 (A) and amendments made by the Ministry of Corporate Affairs(MCA) from time to time.
- c) **Corporate Trainer (Outside India)** - A body corporate (foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of 5 Crores or more and employing a Company Secretary / Chartered Secretary / Governance Professional or any other equivalent designation shall be eligible for appointing a trainee (CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary.
- d) **Limited Liability Partnership (LLP)**—A LLP having not less than half of its partners as members of ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs.

- e) **Gujarat International Finance Tec-City (GIFT City)- LLP-** Any LLP having its office (including Branch office/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operations and having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs.
- f) **Other Entities:** Ministry of Corporate Affairs (MCA) & its offices, Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc other Government bodies / departments, Public Sector Undertakings, Statutory bodies, all banks recognized by RBI & Financial Institutions which have a standing of at least 5 years.
- g) any other body corporate or institution or organization or entities fulfilling the criteria as may be determined by the Council;

Corporates / Practising Company Secretary/LLP/Other entities covered above will be enrolled on the basis of eligibility criteria i.e., adequate infrastructure, clientele, work profile, turn-over, etc., to ensure the quality of the training. The trainers have to submit a self-declaration (on its letter head) of fulfilment of the above criteria at the time of empanelment as a trainer for imparting 21 months practical training.

5.8 Documents required for Registration as a Trainer

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
1	Practising Company Secretary (PCS)	A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.	1. A duly signed & stamped Application form (Annexure-5.5) for registration for imparting training. 2. Scanned copy of Certificate of Practice 3. Copy of Experience certificate of employment (as CS) post membership (Scanned copies to be uploaded at Stimulate portal along with self-declaration (Annexure-5.6) as mentioned above).
2	Company	1. Having a company secretary in whole time employment and minimum paid up capital of Rs 50 Lakhs and above or net worth of Rs.5 Crores 2. Any other company having a paid up capital in accordance with the provision made in Rule 8 (A) i.e., Rs 10 Crore and as amended made by MCA from time to time.	1. Duly signed request letter. 2. Name of the company Secretary in whole time basis. 3. A certified true copy of latest balance sheet of the company. 4. Self-declaration as mentioned above. (Scanned copies to be uploaded at Stimulate portal)

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
3	Corporate Trainer(Outside India)	A body corporate (Foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of Rs.5 Crores or more and employing a Company Secretary (in any capacity) shall be eligible for appointing a trainee (CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary	1. Duly signed request letter. 2. A certified true copy of latest balance sheet of the company. 3. Self-declaration as mentioned above. (Scanned copies to be uploaded on the Stimulate portal)
4	MCA and its Offices and other Govt. Bodies	(ROC, RD & Office of OL etc) and Training can be undergone with Government bodies / departments, Public Sector Undertakings, Statutory bodies	A duly signed request letter from the respective offices on its letter head (Scanned copy to be uploaded at online portal)
6	LLP	LLP having not less than half of its partners are members of ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs	1. A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners. 2. Certified Financial statement of LLP confirming the net worth/capital contribution / turnover of not less than 50 lakhs (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.
7	GIFT CITY- LLP (Gujarat International Finance Tec-City)	Any LLP having its office (including Branch office/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operations and having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs	(a) A request letter from the LLP on its letter head duly signed & stamped confirming the details of partner (i.e., Member of the Institute) (b) Certified Financial Statements of LLP confirming the net worth/capital contribution / turnover of not less than Rupees 50 lakhs (c) Documentary proof confirming that the said LLP is registered under GIFT City.
8	Banks	All banks recognized by RBI	A duly signed request letter from bank on its letter head (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
9	Financial Institutions	FI having a standing of at least 5 years	A duly signed request letter from authorised signatory on letter head of financial institution having details of fixed assets, standing, Having standing of at least five years of the concerned financial institution (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.

5.9 Working Hours

Working hours of training may be fixed by mutual consent of trainee & trainer generally between 8:00 am to 8:00 pm subject to a minimum of 8 hours per day & working hours should not be prior to 8:00 am or after 8:00 pm. However, trainee & trainer are free to fix their working hours with mutual consensus, subject to applicability of prevailing laws of the respective States/Union Territories.

5.10 Stipend

Every Company Secretary in Practice or Company engaging the trainee shall be required to pay monthly stipend of Rs.5,000/- (minimum) to the trainee or as determined by the Council from time-to-time. The Stipend is also required to be paid for the probation period.

Further, all trainers are bound to pay stipend through banking channels only and the Institute is free to ask for the proof of the same from either of the parties during or after the completion of the training. The trainer is free to maintain a stipend register for all trainees.

5.11 Leave

The Leaves applicable for study and examination are to be granted for the purpose of CS examinations only (all stages) and not for any other course. The leaves of 52 days (including 31 days examination leaves) shall be applicable to Executive Programme Pass students for preparation of Professional Programme examination only. However effective from 1st June, 2022, any student who starts his training after passing of the Professional Programme, shall be eligible for 21 days casual leaves only.

The following is further to be noted:

- (i) If any student takes leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- (ii) If any student is doing some part of training in one organization and balance part of training in another organization, then in such a case, maximum leaves which can be availed by the student, shall be calculated on pro-rata basis.
- (iii) Weekly Off during the training period will be decided as per policy of organization / trainer where the student is undergoing the training. ICSI shall not intervene in any such decision of the employer.
- (iv) Working days 5 or 6 in a week shall be as per the policy of the organization / trainer, where student is undergoing training.

- (v) One Casual leave per month that is credited to student shall be treated as a paid leave. Any leave in addition to this shall be governed by the policy of the Organization/Trainer.
- (vi) During the notice period, if the trainee avails any leaves other than the casual leaves as permitted under these guidelines, then the notice period will get extended by the period of such leaves availed or as may be mutually decided between the Trainer and Trainee.

5.12 Quarterly Report

The trainer through the Online Mode shall submit quarterly report to the Institute regarding the progress of the Trainee. It is the responsibility of the Trainer to submit the quarterly report within 30 days of ending of the quarter. However, the trainee will pursue the matter with the trainer to get it completed in time.

If any student has changed his trainer before closing of particular quarter mid-way, in such case, there will be two quarterly reports for that particular quarter. One quarterly report is to be signed by the earlier trainer for the partial period for which student was working under him and another quarterly report from next trainer under whom the trainee has completed the balance period of that particular quarter.

5.13 Project Report

A student shall prepare a Project Report on the basis of his practical training under the guidance of his/her trainer and submit the Report to the Institute. The trainees shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A viva voce shall be conducted on the Project Report at the time of Corporate Leadership Development Programme (CLDP). Grades will be awarded on the Project Report and viva voce at the time of CLDP. A format of Project Report is placed as **Annexure 5.7**.

5.14 Areas of Long Term Practical Training

The core areas of long term practical training shall include but not limited to the indicative list of training areas as mentioned below:

- Legal
- Management
- Corporate Laws (including Insolvency)
- Securities Law
- Tax Laws (Direct & Indirect)
- Governance/ESG/CSR
- Financial Management
- Economic & Business Laws
- Labour Laws
- Audit
- Corporate Funding
- Arbitration & Mediation
- Artificial Intelligence (AI)
- Cyber Security
- Appearance and proceedings before the regulators eg. MCA / NCLT / ED / RBI.

5.15 Trainer's Entitlement for number of Trainees

- a) A trainer shall be entitled to impart training as per his/her entitlement of trainees.
- b) A trainer would be eligible to impart training from the date of his/her registration with the Institute for imparting training. In no case, any request for sponsorship before the date of registration of trainer for imparting training would be accepted.

S. No	Years of Experience	Entitlement for No. of Trainees
1	Less than 1	Nil
2	1-2	1
3	3-5	3
4	6-10	5
5	11-15	8
6	16-20	12
7	Above 20 Years of Experience (Maximum Limit)	15
8	If the Company Secretary in Practice surrenders his COP and starts his practice after a gap, he shall be entitled to have the same number of trainees as he was entitled when he surrendered his COP.	

- c) HOD, Training may on the application of the Trainer allow to have more trainees over the above the entitlement on verification of documents as may be prescribed by the Institute from time to time.
- d) Overall the maximum limit of 20 trainees shall be universally applicable to all types of companies, PCS (having more than 20 years of experience) and other entities registered with the Institute for imparting training. However, if the company has a number of branches and subsidiaries across the country then they could apply for getting more than 20 trainees. Such matter shall be approved by the Secretary of the Institute on recommendation of the HOD, Training.

5.16 Infrastructure Requirements

- a) The Company Secretary in Practice will be required to maintain an independent office for practice and have adequate infrastructure.
- b) The company and other such entities need to have adequate infrastructure for imparting training.
- c) The trainer (Company Secretary in Practice/Company/other entities) is required to maintain an attendance register for the trainees showing the time of their arrival and departure.

5.17 Other Requirements

- a. After completion of the training, the trainers shall issue a completion certificate (duly signed and stamped) indicating the duration of training and number of leaves availed by the trainee.
- b. Any dispute between the trainee and trainer shall be settled as per the Dispute Resolution mechanism as prescribed in these guidelines.
- c. In case a Company Secretary in Practice is engaged in some other business/occupation in addition to the Company Secretaryship, other than the areas in which PCS is entitled to function or practice, only

with the prior permission of the Institute, he may be permitted to engage a trainee. He should forward the following additional information to the Institute to determine his eligibility to train the trainees before he engages them.

- (i) Period of his being engaged in that other occupation;
 - (ii) His working hours in that occupation;
 - (iii) Total number of daily and weekly working hours in that occupation;
 - (iv) Working hours of his practice as Company Secretary.
- d. No Company Secretary in Practice shall engage any trainee(s) of any other Institute or any other organisation simultaneously with the engaging of the trainee for Company Secretaryship training except with the prior permission of the Institute.

5.18 Re-Registration

Since the Institute has a re- registration policy for students who are not able to seek Registration De-novo after passing the Intermediate/Executive programme stage under the various Syllabi introduced by the Institute and discontinued while pursuing the CS Course due to various reasons.

For students seeking re-registration the given below training structure shall be applicable upon approval of their re-registration in following manner:

- (i) If any student has already completed the requirement of long-term training or has partially completed the training, such period of training may be considered and benefit of the same may be given and the students be allowed to complete the requirement of remaining training under new training structure.
- (ii) In case any student has completed the requirement of short-term training i.e., 08 days EDP and 24 hours PDP, No exemption shall be given to the student and he/she shall be required to complete the requirement of short term training as applicable to him/her under new training structure under the re-registration policy.
- (iii) If any student has already completed (or exempted therefrom) his/her all training requirement (short term training as well as long term training) applicable to him under his old registration status in that case his full training requirement shall be treated complete on record and he /she will not be required to complete any more training after seeking re-registration.

5.19 Complaint against the Trainer/Trainee or vice-versa

- a) Where a trainee makes a complaint against his trainer (Company/PCS) or vice versa on a matter concerning his training, the Institute may cause an investigation and take such action as it may consider expedient under the Student Disciplinary Committee.
- b) The Secretary of the Institute may, pending an investigation in the above matter, either cancel or terminate the training and allow the trainee to be accepted as new trainee by another Company or Company Secretary in Practice.
- c) A trainee may enter into fresh contract or obtain an appointment letter (as the case may be) for the remaining term of his training with new trainer (Company/PCS entitled to engage the trainee registered for imparting training) provided the trainee satisfies any of the conditions as mentioned below:
 - i. When the trainee is not able to complete the training;
 - ii. The Trainer ceases to be in practice;

- iii. The registration of trainee has been cancelled;
- iv. The trainer had demised.

However, it will be subject to the approval of the Institute of his being engaged as a new trainee with another trainer/employer entitled to train.

5.20 Permission for pursuing additional course of study

- a. The trainee may be granted permission for pursuing the additional course of study, considered useful for the Company Secretaryship Course during the entire period of training whether it involves attending any classes or not.
- b. The following courses have been identified as useful for the Company Secretaryship course.
 - i) Courses conducted by the Institute of Costs Accountants of India.
 - ii) Courses conducted by the Institute of Chartered Accountants of India.
 - iii) Courses leading to acquisition of a degree in law, management or commerce
 - iv) Any other recognized course in law, management or commerce discipline as may be approved by the Institute from time-to-time.
- c. The Institute may grant permission and will not have any objection for trainees to pursue any of the courses referred to above provided the employer Company Secretary in Practice does not have any objection has given concurrence and forwarded the application of the trainee to the Institute.
- d. The course is to be pursued on distance or part time basis after normal working hours of training. However, no other practical training is allowed simultaneously with the CS practical training.

5.21 Trainee not to engage in any Trade, Business or Occupation of the trainer

The trainee shall not engage himself in any business or occupation of the trainer. He may be allowed to be merely a sleeping partner and there should be a recital in the partnership deed that the trainee is a sleeping partner and this will constitute a prima facie evidence unless there is any evidence to the contrary.

5.22 Completion of Training

- (a) Training completion certificate is to be issued as per the format prescribed by the Institute.
- (b) The Completion/NOC shall fulfil the following criteria:
 - i. Training completion certificate is to be preferably issued on the letter head of the organization/trainer and should be duly signed and stamped by the authorised signatory/Trainer/PCS with date of issue of certificate in the prescribed format of Training completion/NOC which is placed as **Annexure 5.8**. The extension, if any should also be clearly mentioned in the completion certificate.
 - ii. Name of the student, ICSI student registration number, date of commencement of training, date of closing of training and total number of leaves taken during the training period are to be clearly mentioned in the training completion certificate
 - iii. Name/ Designation/ ACS or FCS no. or COP no. of PCS should be clearly mentioned on the certificate.

- iv. Preferably it should be accompanied by the screenshots of all the quarterly reports submitted by the trainer.
- v. In case of death of a trainer, a death certificate accompanied by an affidavit stating the period of training undergone along with the number of leaves taken along with a certificate duly attested and signed by the legal representative of the deceased trainer stating the period of training undergone and leaves taken has to be submitted in place of completion.
- vi. In case of merger/amalgamation/takeover of already registered company with another company, the training shall be considered valid.

6

ONE MONTH CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)

6.1 15 DAYS ONLINE/WEBINAR MODE CLDP

6.1.1 Objective

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;
- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.
- iv. To provide students leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures
- v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

6.1.2 Eligibility Criteria

A Professional pass student after completion of 30 days EDP (15 days online and 15 days classroom mode EDP) and 21 months practical training shall become eligible to undergo 15 days Corporate Leadership Development Program (CLDP) in online/webinar mode.

Completion of 15 days online/webinar mode CLDP is a pre-requisite to undergo 15 days classroom (non-residential/residential) CLDP.

6.1.3 Mode of Delivery

The 15 Days online CLDP is to be offered through the Learning Management System (LMS)/Webinar mode.

6.1.4 Fees

A fees of Rs.3,800/- for 15 Days online/webinar CLDP is to be paid by the students through Stimulate portal or as prescribed from time to time.

6.1.5 Modalities of completion of Training:

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

- i. Students shall have to complete 15 Days Online/webinar mode CLDP before the start of 15 Days non-residential /residential mode CLDP.
- ii. In case a student is unable to complete Online CLDP for full 15 days, he shall not be allowed to undergo Classroom Training. Such students may be given a maximum duration of 180 days from the day of start of their Online CLDP to complete the same. If a student fails to complete the online CLDP in the maximum duration of 180 days, then he has to re-register by paying 50% of the fees

for extension. If during the period of extension also, the training has not been completed by the student, then the LMS access may be denied, and he has to re-register after paying the full fees and start the training afresh.

- iii. No transfer is allowed from online mode to webinar mode and vice versa. Still in case due to any exceptional issue being faced by the student, he wishes to change from online mode to webinar mode and vice versa, then the mode shall be changed upon his request and he shall have to start afresh by making full payment of that particular mode of training.

6.1.6 Session-Wise Evaluation of performance of students through Assessment

- i. Each session of Online CLDP shall be followed by an assessment (20 MCQs). Clearing assessment is mandatory for progressing to new session. A student shall have to secure at least 50% marks to pass the assessment. Three attempts (with a gap of 24Hrs between any two consecutive attempts) would be permitted to clear the assessments. This process shall continue till all the sessions are cleared or the maximum permitted time (6 Months from the activation/access date for Online CLDP) to access Online CLDP on LMS has elapsed. If Online CLDP is not completed within 6 months as specified above, all the records of all such students (content view/assessment) would be erased from the LMS, and the students shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

6.1.7 Format of Completion Certificate

A format of Completion Certificate of 15 days Online/Webinar CLDP certificate is placed as **Annexure 6.1**.

6.1.8 Course Content

The detailed content of 30 days Corporate Leadership Development Programme (CLDP) is placed as **Annexure 6.2**.

6.2 15 DAYS CLASSROOM CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP RESIDENTIAL/NON-RESIDENTIAL MODE)

6.2.1 Objective

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;
- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.
- iv. To train students on leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures
- v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

6.2.2 Eligibility Criteria

A Professional pass student after completion of 30 days EDP (15 days online and 15 days classroom mode EDP), 21 months practical training and 15 days online/webinar mode CLDP shall become eligible to undergo 15 days Corporate Leadership Development Program (CLDP) in residential/non-residential (classroom) mode.

Completion of 15 days online/webinar mode CLDP is a pre-requisite to undergo 15 days classroom (non-residential/residential) CLDP.

6.2.3 Duration of the Program

The duration of classroom mode CLDP is 15 days through residential/non-residential mode. The concerned offices are mandated to conduct regular CLDP so that no student is deprived of the opportunity to attend this program.

6.2.4 Mode of Delivery

The 15 Days classroom CLDP (Residential/Non-residential mode) is to be attended by the students at concerned offices of ICSI or as decided from time to time.

6.2.5 Training Venues

1. Regional Offices
2. CCGRTs (only Residential mode)
3. Eligible chapters of ICSI as approved by the ICSI from time to time.

6.2.6 Fees

A fees of Rs.7,500/- for 15 days classroom CLDP through non-residential mode (which includes charges for refreshment & lunch, Stationery items /CLDP kit) and Rs. 22,000/- for classroom CLDP through residential mode (which includes charges of stay and meals, Stationery items/CLDP kit) is to be paid by the student through Stimulate Portal or the fees as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is cancellation made by the student for any batch of CLDP, then the concerned offices shall allow carry forward of the fees paid for that batch of CLDP to the next batch or refund the amount to the student with 10% deduction in the total fees.

6.2.7 Sessions and Program Structure

The sessions shall be scheduled between 9 am to 6pm with a lunch break in between and other two short breaks. The duration of all the sessions of CLDP shall not be less than 6 hours in a day.

6.2.8 Best Participant Award

In order to encourage greater interest and participation, a best participant award (i.e., one memento+ certificate), certificate for 1st runner-up & 2nd runner-up shall be given to the participants in each batch. Announcement of the same shall be made at the beginning of the programme, specifying the broad parameters in this regard. There shall be only one student selected for “Best Participant Award” from amongst all the students (including male & female). If same highest points are obtained by more than one student, then they shall be declared as joint winners. But there shall not be a separate award for male and female participants.

Following methodology shall be adopted to adjudge the “Best Participant” of the batch :

(i) Impact Session:

Various contemporary topics (on current affairs, burning topics in news, latest headlines in Corporate Laws, Financial Market etc.) may be collected well in advance. One such topic is to be typed on one slip. Keep all slips in a box. Ask all participants to pick one slip from the box by draw of lots. Now give them some time for preparation (say 15 minutes). After that each participant is required to speak (for minimum two minutes & maximum five minutes) in front of the panelists. Minimum three persons should be kept in panel. Senior members of profession/ academician/ any

competent professional may be invited to act as panelist. Each member of panel will give marks to each participant out of maximum 10 marks considering their performance, communication skills, command over English language, content of the subject etc. While speaking, participants are not allowed to use any reading materials/papers. They should speak extempore and express their views on the topic allotted to them. Average of total marks secured by each participant may be calculated and recorded.

(ii) Secret voting:

Secret voting is to be conducted amongst the participants to ascertain participant's popularity vote. No participant can vote for himself/herself. If he/she does so, his/her vote shall be treated invalid. Programme Co-ordinator may adopt some internal control to check the same. On a sheet of paper, total no. of votes secured by each participant shall be recorded. One divided by total no. of participants in the batch is the value of one vote. Now value of one vote is to be multiplied by the total no. of votes received by each participant. This will give another score for all the participants.

(iii) In addition to above, the performance of the candidate in various activities like Debate, Moot Court, Group Discussion, Classroom participation, Leadership quality etc. could be judged for selecting the best participants.

(iv) Total of (i) & (ii) and (iii) as given above is to be computed for each participant on a sheet of paper. Student who secures highest mark in combined score chart is to be adjudged as the "Best Participant" of the batch. Student who secures 2nd & 3rd position may also be recognised as first runner-up and second runner-up.

6.2.9 Project Report Presentation and Viva-voce:

As part of the CLDP, each student is required to present his/her Project Report (which the student has prepared and submitted at the end of his Practical training through stimulate) and appear for a Viva-voce for the same. The students shall be required to qualify in Viva-voce on the project report.

(i) **Preparation of Project Report:** A student while undergoing Practical Training shall prepare a Project Report on the basis of his practical training in consultation with his trainer and submit the report to the Institute through stimulate portal. The student shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A *viva voce* shall be conducted on the Project Report at the time of CLDP and grades be suitably awarded on the same.

(ii) Procedure of evaluation of Project Report and conduct of Viva Voce

There shall be a Viva-voce on that project report during the CLDP by the panel of experts. The following marks against the grades shall be used for evaluation of the project report through Viva-voce

Grades	Marks out of 20
A+ : outstanding	16 and above
A : Very Good	14 and above
B+ : Good	12 and above
B : Satisfactory	10 and above
C: Needs Improvement Resubmission	Below 10

Viva Voce shall be conducted and evaluation be done at the location of CLDP by a Committee

consisting of three members viz., an academician (who is in the teaching line) having experience not less than 10 years, a Member having experience of not less than 10 years and a person having Managerial experience of not less than 10 years

The student needs to score minimum “satisfactory” B grade for obtaining the CLDP completion certificate in order to become eligible for ACS membership. In case the student fails to score minimum qualifying grade, then he/she shall resubmit the Project Report and again undergo the process of Viva voce.

There shall be no viva-voce for students who have got exemption from the requirement of long-term training.

(iii) Criteria of Rating:

Total 20 marks shall be awarded for Viva Voce. The following shall be the parameters:

Subjects	Maximum Marks	Marks Allotted	Total	Grade
Presentation skills	5			
Communication Skills	5			
Command over Subject	5			
Relevance of Objectives with the topic	5			

Faculty Expert Name: _____ Designation : _____

Signature: _

Member Name: _____ Designation: __ Signature: ____

Professional Expert Name: _____ Designation: __

Signature:-----

Programme Coordinator Name: __ Designation __ Signature

Remarks:

6.2.10 Format of Completion Certificate

A format of Completion Certificate of 15 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP) Non-Residential / Residential mode is placed as **Annexure 6.4.**

6.2.11 Course Content

The detailed content of 30 days Corporate Leadership Development Programme (CLDP) is placed as **Annexure 6.3.**

7

EXEMPTION GUIDELINES**7.1 Sunset Clause of training to student registered under earlier regulations**

Student who has been granted partial exemption under earlier (old) training structure and unable to complete the remaining training or not claimed further exemption on or before 30.06.2022 shall have to complete their balance training under New Training structure only under the following option:

- The student has an option to avail fresh exemption under new training structure by paying the requisite fees (The exemption fees paid earlier shall be adjusted/refunded); or
- The student has to complete the balance training under new training structure which requires 21 months training. The credit for the period of training exempted (under earlier (old) training) shall be given/adjusted in the new training structure.

7.2 Eligibility for claiming Exemption from Practical Training

Any student after passing Final Examination or Professional Programme, who claims to have acquired practical knowledge and skills equivalent for Practical training (including EDP) stated in regulation 46BB, may apply for exemption from undergoing practical training (including EDP) in accordance with the criteria laid down in these guidelines.

7.3 Eligibility Criteria

- a) Three year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.
- b) Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.
- c) Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management consultancy services to a Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;
- d) Five years' post qualification work experience of continuous practice as an Advocate in a High Court , represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to a Company having paid-up share capital of not less

than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- e) Four years' post qualification (Management, MBA or any other equivalent qualification):
1. The word "Management" may be considered as – Any Master degree/Post graduate degree/ PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.
 2. For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.
 3. The minimum qualification shall be Graduation with any other professional degree/certificate/ diploma.
 4. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.)
- experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;
- f) Five year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.
- g) Five year post qualification (minimum qualification Post Graduation) experience as a regular faculty/ Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.
- h) Has acquired practical experience equivalent to those specified under the Guideline in such professional institutions or abroad as may be recognized by the Institute in this behalf on reciprocal basis.
- i) Any person not falling in all or any respects with regard to practical experience and practical training requirements as specified in above points but claims to have acquired practical experience and undergone practical training, equivalent to those specified under these points may apply for exemption from acquiring practical experience or undergoing practical training, as the case may be, and the Council may determine these cases on case to case basis for partial or total exemption taking into account the evidence produced by such person or after interviewing him.
- j) If a student falls in two or more than two of the above clauses (clause (a) to clause (h)) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption under this clause.
- k) An IAS/IRS/IFS/other allied services* and Joint Director and above of Ministries are exempted from practical training (21 month + 1 month EDP) by virtue of their holding regular post.

7.4 Documents Requirement

The eligible students shall apply to the Institute in through our online stimulate portal with all relevant documents and pay the fees online to submit the application. The applications should be supported by the documents as mentioned in the **Annexure 7.1**.

7.5 Guidelines related to fees for Exemption application

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
1.	Each student applying for exemption from Practical training and EDP shall be required to pay a processing fee.	Rs. 20,000/- (Rupees Twenty thousand only).
2.	While scrutiny/checking of documents submitted for claiming exemption, if it is found that student is not eligible for granting exemption from training under provisions of CS Regulations & other guidelines,	80% of the fees will be refunded after deduction of 20% of fees towards the administrative cost.
3.	If the student taken the refund and applying again for exemption after acquiring some more experience or on the basis of some additional supporting documents.	He/she shall be required to apply afresh along with payment of Rs. 20,000/- as fees for claiming exemption from training once again
4.	If a student had applied for claiming exemption from training under earlier (old) training structure by paying Rs 10,000/- as fees before the revised guideline came into effect, and his/her application was rejected, as found not eligible under provisions of Regulations for granting of exemption at that time. if he/she is applying again on or after the date the revised guidelines come into effect for re-consideration of his /her request.	He/she shall be required to pay Rs 20,000/- He should apply for refund of Fees of Rs.10,000/- (after deducting processing charges)
5.	A student has applied for exemption and paid fees of Rs.10,000/- and has been granted partial exemption from training under earlier (old) training structure and has not able to complete the remaining training requirement before 30.06.2022.	The credit for the period of training exempted can be given in the new training structure. However, if student wish to apply for exemption, they can apply for it under new training structure only. Their fees paid earlier can be adjusted/ refunded.

Explanation - "Misconduct" shall include a behaviour in a disorderly manner in relation to the Institute or in or near the place where undergoing training, breach of any Regulation, condition, guideline or direction laid down by the Institute, malpractice with regard to training, or resorting to or attempting to resort to unfair means in connection with the undergoing of training or seeking exemption from undergoing the training or for breach of any policies, rules and regulations for the organization in which he/she undergoing training.

*Allied Services are being considered as Group A services as given below:

Group A Services

- The Indian Administrative Service (IAS)

- The Indian Police Service (IPS)
- The Indian Forest Service (IFS)
- The Indian Foreign Service (IFS)
- The Indian Railway Service
- Indian Postal Service
- Accounts and Auditing Services (including The Indian Audit and Accounts Service, The Indian Civil Accounts Service, The Indian Defense Accounts Service, The Indian Revenue Service.)
- Indian Customs and Central Excise
- The Indian Ordnance Factories Service
- The Indian Defense Estates Service
- The Indian Information Service
- The Central Trade Services

8

COMPLAINT/GRIEVANCE/DISPUTE RESOLUTION BETWEEN TRAINEE & TRAINER

8.1 Background

The Students of ICSI in accordance with sub-section (b) of Section 15A of the Company Secretaries Act 1980 and further to Regulation 46 BB and 46BE of Chapter VI B, Regulation 46AA and 46AB of Chapter VIA and Regulation 48 Chapter VII of the Company Secretaries Regulations, 1982 (as amended from time to time) have to undergo practical training-with Company/PCS/Firm/ Any other organization registered with the Institute for imparting training for a period as may be notified from time to time.

During the course of training, in certain cases the Directorate of Training receives complaints/disputes that may arise between the Trainer and Trainees. These issues may be construed as “Misconduct” by the Trainers or Trainees.

8.2 Guidelines for Complaint/Grievance/Dispute Resolution between Trainee & Trainer

- a) **Title-** These guidelines shall be titled “Guidelines for Dispute Resolution between Trainee & Trainer”
- b) **Applicability-**
 - (i) These guidelines shall be applicable to all the students of ICSI undergoing training and the trainers/Companies imparting training to such students of ICSI.
 - (ii) These guidelines shall come into force w.e.f. the date of notification of Company Secretaries Regulations, 2020 (as amended)

8.3 Preliminary definitions and Interpretation

- (1) In these guidelines, unless the context otherwise requires,-
 - (a) “Act” means the Companies Secretaries Act, 1980 (56 of 1980)
 - (b) “Institute” means the Institute of Company Secretaries of India,
 - (c) “Companies Act” means the Companies Act, 2013 (18 of 2013);
 - (d) “Regulation” means The Company Secretaries Regulation, 1982 (as amended time to time)
 - (e) “Company Secretary” means a person who is a member of the ICSI;
 - (f) “Council” means the Council of the Institute constituted under the Act;
 - (g) “Committee” means Student Disciplinary Resolution Committee constituted by the Council under proviso to Section 21B(1) of the Act.
 - (h) “prescribed” means prescribed by regulations made under this Act;
 - (i) “Trainee” means student of ICSI undergoing any training as prescribed in the Regulation.
 - (j) “Trainer” means Company/PCS/Firm registered with the Institute for imparting training.
 - (k) “Complaint” means any allegation, misconduct, dispute, grievance made in a manner prescribed in this guideline(s).

- (l) “Company” means any body corporate and includes a firm or other association of individuals;
- (m) “HoD/Director” shall mean Head of Directorate of Training
- (2) Words & expressions used but not defined in these guidelines and defined in the Companies Act, 2013 (18 of 2013) or the Company Secretaries Act, 1980 (56 of 1980) respectively, shall have the same meanings respectively assigned to them under those Acts.

8.4 Procedure for Redressal of Complaint

8.4.1 Procedure for filing of Complaint

- (1) A Complaint against a Trainee/Trainer shall be filed by the Complainant in the Form as prescribed, in triplicate before the Director/HOD, Training in person or by post or courier (**Annexure 8.1**).

PROVIDED that in case of a Complaint filed against a Member of the Institute, Trainee shall file a Complaint against the Member under Section 21 of the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007

- (2) A Complaint filed by or on behalf of a Company, shall be accompanied with ‘Authorization Letter’ duly issued by the Company, as the case may be, specifically authorizing an officer or a person to make specific Complaint on behalf of the Company.
- (3) Every Complaint received by the Director/HOD, Training shall be acknowledged by e-mail with an acknowledgement number within 05 working days.

8.4.2 Fee for filing of the Complaint.

- (1) Every Complaint shall be accompanied by a fee of Rs.1000/- per case or as prescribed by the Institute time to time.
- (2) The fee shall be paid in the form of a demand draft drawn on any Scheduled Bank in India in favour of “The Institute of Company Secretaries of India” payable at “New Delhi”.
- (3) The fee once paid shall not be refunded under any circumstance, whatsoever **PROVIDED** that no additional fee shall be payable if the Complaint is re-submitted after rectification of defect.

8.4.3 Constitution of Committee

- (1) The Council for the resolution, investigation of the Complaint received under these Guidelines shall constitute a Committee known as “Student Disciplinary Committee”.
- (2) The Chairman TEFC shall be the Chairman of the “Student Disciplinary Committee”. “Student Disciplinary Committee” shall consist of at least two Council Members, The Chairman TEFC and the Director/HOD, Training, to discharge functions under these guidelines.
- (3) The Quorum for any meeting of the said Committee shall be two members that shall include The Chairman, Student Disciplinary Committee for all purposes of the Committee.
- (4) The President, ICSI, every calendar year, shall be authorised to nominate two Council Members for the “Student Disciplinary Committee” as mentioned above.
- (5) Term of office of members of the Committee - A person appointed as a member of the said Committee shall hold office for a period co-terminus with the term of the President. In case of vacancy arises due to any reason like resignation, death etc., the President, ICSI, shall nominate another member from the Council for the unexpired term of the President.

8.5 Mediation & Investigation

8.5.1 Mediation

a) Resolution of Complaint by the Head of Directorate of Training

- (1) On receipt of the Complaint, the Director or an officer or officers authorized by the Director, within 15 working days, shall counsel the Trainee or Trainer or both in order to reach an amicable settlement of the Complaint.
- (2) Where a settlement has been arrived, the Director/HOD, Training or an officer(s), as the case may be, shall record the settlement so arrived and provide the copies of the settlement as recorded to all the parties to the Complaint.
- (3) All the Complaints settled through counselling shall be informed to the Student Disciplinary Committee in writing.
- (4) Where amicable settlement has not been reached between the parties an investigation shall be carried out by the Student Disciplinary Committee, the process for which is given below.

b) Resolution of Complaint by the Student Disciplinary Committee

- (1) The Director or an officer or officers authorized by the Director/HOD, Training shall prepare its Preliminary findings of the complaint within 21 working days from the date of receipt of the complaint and same may be forwarded to the said Committee for advice as to whether to register the complaint (or not), which requires further investigation.
- (2) The Director or an officer or officers authorized by the Director can also advice the said Committee, based on the preliminary findings, to counsel both the Parties for amicable resolution of the Complaint.
- (3) The said Committee, as the case may be, advice the Director or officers authorized by the Director/HOD, Training to further scrutinize the Complaint or register the Complaint for further investigation or resolve the same by counselling.
- (4) The Director/HOD, Training shall, after further investigation as advised by the said Committee, place his view/opinion before the Committee within 15 working days.
- (5) The said Committee shall follow summary disposal procedure in accordance of Principles of Natural Justice, while dealing with the Complaints under these Guidelines.

8.5.2 Procedure of Investigation on the recommendation of the Committee

- (1) The Director or officers authorized by the Director, within 15 working days from date of Receipt will send a copy of the Complaint, to the Trainee/Trainer at the address as mentioned in the Institute record as well as to the registered e-mail id of the Trainee/Trainer.
- (2) The Trainee/Trainer, who has been informed of the Complaint filed against him (hereinafter the "Respondent") shall, within 21 working days of the receipt of a copy of the Complaint, or within such additional time, not exceeding 30 working days, as may be allowed by the Director, forward to the Director, a written statement in his/her defence.
- (3) On receipt of the written statement, if any, the Director/Officer may send a copy thereof to the Complainant and the Complainant shall, within 21 working days of the receipt of the copy of the written statement, or within such additional time, not exceeding 30 working days, as may be allowed by the Director, forward to the Director, his/her rejoinder on the written statement.

- (4) On perusal of the Complaint, the respondent's written statement, if any, and rejoinder of the complainant, if any, the Director may, at its sole discretion, call for such additional information or documents connected therewith either from the Complainant or the Respondent or any third party or parties, as he may consider appropriate.

PROVIDED that if no reply is sent by the Respondent within the time allowed or by the Complainant within the time allowed, the Director shall presume that the Respondent or the Complainant, as the case may be, have nothing further to state and take further action accordingly.

- (5) The Director or an officer or officers authorized by the Director shall examine the Complaint, Written Statement, Rejoinder, if any, and other additional information or documents, if any, and form a *prima facie* view on the respondent being guilty of any Misconduct, shall place his opinion along with the Complaint and all other relevant documents before the said Committee.

8.5.3 Actions by the Committee

- (1) If the Committee is of the opinion that Trainer/Trainee, as the case may be, is guilty of alleged act or omission in Complaint, it shall afford to the Respondent an opportunity of being heard before passing any order against him and if unsatisfied by the response, may thereafter take any one or more of the following actions namely:—

- (a) For the Trainee as per the Company Secretary Regulations (as amended):

Minor Penalties

1. Reprimand the trainee
2. Forfeit the fee submitted for an exemption application.
3. Impose such fine upto Rs.20,000/- as it may think fit
4. Any exemption granted shall be cancelled and the student will need to undergo training again.
5. Direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 46 BB, 46AA and 46AB, 48 and 50 of the Company Secretaries Regulations, 1982 (as amended from time to time).

Major Penalties

1. Cancel or suspend his registration as a student
2. Suspend or debar the trainee from appearing in any one or more examinations of the Institute depending on the gravity of the complaint.
3. Declare that such a candidate is not fit and appropriate person to be admitted to the Associate Membership of the Institute

- (b) For the Trainer (in case of Company)

Minor Penalties

1. May issue A 'Warning Letter' with Instructions to the Company
2. Impose such fine upto Rs.50,000/- as it may think fit

Major Penalties

1. Cancel registration for a period of imparting training as decided by the Committee
2. Blacklist the Company for imparting training and put the same on the website of the Institute

- (c) For the Trainer (in case of PCS)
Already mentioned under 8.4.1. above.

8.6 Withdrawal of a Complaint

- (1) The Director/HOD, Training, on receipt of a letter of withdrawal of a Complaint by the Complainant, shall place the same along with his recommendation before the said Committee.
- (2) The said Committee, as the case may be, may, if it is of the view that the circumstances so warrant, permit the withdrawal, at any stage, including before or after registration of the complaint:
- (3) The Complaint can also be deemed to be withdrawn in case the grievance is resolved during the counselling, to the satisfaction of both the Parties.

8.7 Appeal to the Authority

- (1) Any Trainer/Trainee aggrieved by any order or the imposition of action(s) (referred under clause 8.5.3) against him/her/it by the said Committee, may within 90 working days from the date on which the order is received by him/her/it, prefer an appeal to the Appellate Authority (the President of the ICSI).

Provided further that the Authority may entertain any such appeal after the expiry of the said period of 90 working days, if it is satisfied that there was sufficient cause for not filing the appeal in time.

- (2) The Authority may, after calling for the records of any case, revise any order made by the said Committee and may —
 - (a) Confirm, modify or set aside the order;
 - (b) Impose any action(s) or set aside, reduce, or enhance the action(s) imposed by the order;
 - (c) remit the case to the said Committee for such further enquiry as the Authority considers proper in the circumstances of the case; or
 - (d) Pass such other order as the Authority thinks fit:

Provided that the Authority shall give an opportunity of being heard to the Parties concerned before passing any order.

ANNEXURES

ANNEXURE 3.1

(Name of RO / Chapter)

ONE DAY ORIENTATION PROGRAMME (ODOP)

TRAINING COMPLETION CERTIFICATE

This is to certify that Mr. /Ms. student bearing Registration No. has attended the One Day Orientation Programme for Executive registered students organized by (RO / Chapter) :..... of the ICSI on (DATE MONTH), (YEAR).

The Student is now eligible for enrolling in the examination.

Given and issued on this (DATE IN WORDS) day of (MONTH), (YEAR).

(Programme Coordinator)

(RO/Chapter)

(Chairman/Chairperson)

(RO/Chapter)

ANNEXURE 3.2

Course content of One Day Orientation Programme

Session 1
<ol style="list-style-type: none"> 1. General motivational Talk/Success stories 2. Know your Institute 3. CS profession and opportunities 4. About ICSI Website and mode of communication with Institute and online services
Session 2
<ol style="list-style-type: none"> 1. Syllabus of Executive & Professional 2. Pre Examination test 3. Enrolment procedure in examination and pattern of examination 4. How to prepare for CS Examination 5. Role, Responsibility and Functions of a Company Secretary
Session 3
<ol style="list-style-type: none"> 1. Benefits of OT Classes and details of Center 2. Modalities of Practical Training 3. How to become a Member of the Institute 4. The skills and aptitude of a Company Secretary 5. How to pursue CS as a career to be a successful professional
Session 4
<ol style="list-style-type: none"> 1. Modalities of Practical Training 2. Open House session 3. FAQs 4. Feedback and Takeaways

ANNEXURE 4.1

Certificate No.....

**15 DAYS E-EXECUTIVE DEVELOPMENT PROGRAMME (E-EDP)
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms..... student bearing Registration No. has attended and successfully completed 15 Days e-EDP on ICSI LMS portal from to organized by the ICSI Headquarter as per the Company Secretaries Regulations, 1982 (As Amended from time to time).

Given and issued by ICSI HQ on.....

Programme Coordinator
(Directorate of Training)

HoD
(Directorate of Training)

ANNEXURE 4.2

**Course content for One month EDP (Executive Development Program)
Classroom EDP (15 Days) and E-Mode EDP (15 Days)**

One Month EDP		
Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
Inaugural and Introduction	<ul style="list-style-type: none"> ● Inaugural Address ● Faculty and student' introduction. ● A Journey through the history of the Institute - Milestones and expanding role / recognitions ● Objective and role of EDP ● EDP Plan for 15 days ● Dos and don'ts during class room EDP. ● Ice Breaking activity 	<ul style="list-style-type: none"> ● Present day status of CS Profession ● Success Stories ● future career prospects of the CS Profession ● How to go through the E-Mode EDP effectively to draw best learning
Personality of Company Secretary (Personality Traits and Development)	<p>How to present yourself - general manners and etiquettes</p> <ul style="list-style-type: none"> ● Introducing yourself ● Dressing Sense ● Handshake ● Communication ● Behavioural Sense ● Dining, ● Image Building ● Body Language <p>Office Manners</p> <ul style="list-style-type: none"> ● Corporate Culture ● Positive Attitude ● Values & Ethics ● Working in team 	<p>Practical Training – a tool for acquiring requisite skills</p> <ul style="list-style-type: none"> ● Significance of practical training ● Role & Responsibilities of CS Trainees ● Do's and Don'ts for training ● Expected skill-sets from the trainees ● Trainers- trainee relationship ● Guidelines of practical training ● Submission of documents for training registration ● Submission of Quarterly reports ● Preparation for project reports ● Training completion certificate
Communication Skills	<p>Importance of verbal and written communications in the CS Profession</p> <p>Written Communication:</p> <ul style="list-style-type: none"> ● Business Correspondence ● Official Letters 	<ul style="list-style-type: none"> ● Organizational Communications ● Channels of Communications ● Grape wine and its effects

	<ul style="list-style-type: none"> ● Internal Departmental Communications – office notes, proposals for approval, ● Replies to the regulatory authorities, investors, banks, customers, vendors; ● Presentations ● MIS for decision making ● Verbal Communication ● Power of Expression ● Ability to Listen & understand ● Art of articulation 	
Professional Skills	<ul style="list-style-type: none"> ● Client centric attitude ● Professional Commitment ● Time Management ● Dealing with clients & other stakeholders, ● Dealing with various Departments in the Company ● Value addition to the client / employer organisation 	<p>Introduction to areas of Work for CS</p> <ul style="list-style-type: none"> – Advisory, – Procedural – Compliances – Certification – Audit – Representation – Appointment – KMP, Scrutinizer, valuer, CS
Legal Skills - 1 Understanding Law and applying Law	<ul style="list-style-type: none"> ● Concepts of Acts, Rules, Regulations, Notifications, Clarifications, Circulars, Forms, etc., ● Rules of Interpretation of Statutes, ● How to read Bare Act, Rules, Circulars, Notifications, etc. ● Understanding the judicial system and judicial decisions ● How to search and read case laws, ● Interpretation of case law / orders ● Application and implementation of law ● Understanding compliance systems and procedures 	<ul style="list-style-type: none"> ● Concepts of E-libraries, legal sites, ● How to navigate in E-Libraries ● Courts' sites, listing of cases, searching court decisions, following up of judgments ● E- Governance ● Dealing with websites of MCA / NCLT / SEBI / RBI etc.
Legal Skills -2 Basic / Legal Drafting	<p>Secretarial Drafting –</p> <ul style="list-style-type: none"> ● Notice for Meetings - Board, Committee and General Meetings; 	<p>Practical Examples of basic documents – Notices of Meeting, Agenda, Minutes, Resolutions, Reports etc</p>

	<ul style="list-style-type: none"> ● Agenda and Note on Agenda for Meetings ● Explanatory Statements for General Meeting ● Resolutions for meetings ● Minutes of meetings - Board, Committee and General Meetings; ● Board Reports ● Annual Reports 	
<p>Legal Skills -3 Advanced Legal Drafting / Skills</p>	<p>Basic knowledge of drafting business documents and agreements Drafting of:</p> <ul style="list-style-type: none"> ● Business Contracts ● Pre-Incorporation Agreements ● Various Deeds and Agreements ● Share Purchase Agreements ● Shareholders Agreements ● LLP Agreement / Partnership Agreement, ● MOA & AOA ● Show Cause Notices ● Representations before Regulators / Authorities 	<p>Practical examples of basic legal documents</p>
<p>Legal Skills -4 various regulators related to CS Profession</p>	<p>Visits by and interaction with various Regulators Related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock Exchanges, Depository, RBI, CCI, IBBI, TRAI, IRDA etc.,</p>	<p>How to do research?</p> <p>Introduction to various Regulators related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock Exchanges, RBI, CCI, IBBI, TRAI, IRDA etc., – their role and functions</p>
<p>Management Skills – 1 Workplace Management</p>	<ul style="list-style-type: none"> ● Understanding the concept of and respecting the office hierarchy ● Understanding the concept of Organisation / Office Culture & Environment ● Work-place management ● General Management: Planning, organising, staffing, directing and controlling 	<p>Companies</p> <ul style="list-style-type: none"> ● Understanding the business of an organization – business model, ownership, clientele, output, vendors, ● Understanding organisational structure ● Organisational Behaviours – motivation, leadership, group dynamics etc.,

	<ul style="list-style-type: none"> ● Self-analysis, planning and prioritising, ● Time Management ● File Management ● Meeting the daily work targets – maintaining “to do list”, review, manage and report ● Team work – play your role in the team ● Peer Relationships ● Decision Making ● Problem Solving ● Improvement through Creativity and Innovative Thinking and suggestions 	<p>PCS Firms</p> <ul style="list-style-type: none"> ● Organisation and Structure of PCS Firms; ● Areas of Work and how to serve the clients in various areas
<p>Management Skills – 2 Meeting Management – Board / Committee / Shareholders / Management Meetings</p>	<ul style="list-style-type: none"> ● Practical aspects of meetings – Date, time and venue of meeting; <ul style="list-style-type: none"> – Sending notice and agenda of the meeting meetings in time; – Logistics for meeting; – Conduct of meeting ● Mock Board Meeting & Shareholders General Meeting 	<ul style="list-style-type: none"> – Board Structures / Processes – E-meetings / E-voting – Proxy Forms, – Role of Scrutinizer, Report of Scrutinizer
<p>Management Skills – 3 Confidentiality, Security and Compliances</p>	<ul style="list-style-type: none"> ● Maintaining confidentiality of information; ● Data Security; ● Compliances to the law – price sensitive information and insider trading; ● Timely compliance of law, ● Managing compliance 	<ul style="list-style-type: none"> – Practical examples and case laws of insider trading
<p>IT Skills -1 E-Governance & working on Online Platform</p>	<ul style="list-style-type: none"> ● E-Filing of Returns, Forms, Documents ● E-mail Etiquette ● E-Commerce ● Tools & Techniques for preparing Presentations for Management ● Cyber security ● Back ups of data ● Artificial Intelligence, Info graphic, Social Media, Cloud Computing, 3D Printing 	<p>About computer, Knowledge about the storage devices, Operating system All about websites MS Office: Word, excel and power print. Accounting packages: Tally, ERP, SAP, etc. Mock Filing of various forms, returns under – MCA 21, GST, Income Tax etc.</p>

	<ul style="list-style-type: none"> • Use of technology for enhancing office efficiency and effectiveness • All about mobile applications, 	
Practical Problems and solutions in the areas of work for CS Profession	Basic Practical problems and case studies	Introduction to Practical Aspects
Company Law	<p>Practical problems in the company law (upto the syllabus covered in Executive Programme)</p> <ul style="list-style-type: none"> • Private Placements • ESOPs / Sweat Equity • Search Report for Charges • MCA 21 and practical aspects for submission and certification of various forms • Ascertaining divisible profits • Calculating CSR expenditure to be incurred • Getting various Audits done • Case studies of Annual Reports / Board Reports • Related Party Transactions; Interested Party Contracts – how to ascertain 	Practical problems in the company law (upto the syllabus covered in Executive Programme)
Setting up of Business and closure	<p>Practical aspects for setting up of business in India</p> <p>Practical aspects of insolvency / liquidation of business</p>	<p>Practical aspects for setting up of business in India</p> <p>Practical aspects of insolvency / liquidation of business</p>
Tax Laws – Direct Taxes	Application and practices applicable for direct tax law in India	
Tax Laws - GST	Application and practices applicable for GST	
Securities Law & Capital Market	<ul style="list-style-type: none"> – Listing of securities in India – case studies – Price sensitive information and Insider trading – case laws – Capital market intermediaries 	

Economic, Business, Commercial Laws	Basic aspects – Bank Credits, Letter of Credit, Buyers Credit; Basic Compliances in FEMA	
Financial & Strategic Management	Debt restructuring, Capital budgeting, budgetary controls etc	

ANNEXURE 4.3

(Name of RO / Chapter)

15 DAYS EXECUTIVE DEVELOPMENT PROGRAMME (EDP) IN CLASSROOM MODE

TRAINING COMPLETION CERTIFICATE

This is to certify that Mr./Ms. _____ Student bearing Registration No. _____ has attended and successfully completed the EDP (15 DAYS) IN CLASS ROOM MODE from _____ to _____ organized by the RO/Chapter _____ of ICSI as per the Company Secretaries Regulations, 1982 (as Amended from time to time)

Given and issued at _____ on _____

Programme Coordinator/RD/EO

(RO/Chapter)

Chairperson

(RO/Chapter)

ANNEXURE 5.1**LETTER OF TRAINING****(To be issued on the letter head of Company)**

Name of the Trainee :

Date of Joining:

Registration No. :

Duration of Training:

I _____ bearing CS Membership No. (ACS/FCS No, if applicable) _____ (herein referred to as Trainer) and Company Secretary/authorised Signatory of _____ (Company /Entity Name) pleased to offer a letter of training to _____ (Name of the student) bearing _____ (Registration No.) (herein referred to as trainee) for a period of 21 months/balance training starting from _____ (date of joining). The student has previously undergone training (if applicable) under _____ from _____ to _____ (leaves taken (optional)).

The Institute is requested to register the training of the student and issue Sponsorship Letter for undergoing practical training of 21 months/balance training. The trainee would be paid a stipend of Rs. _____/- through Online/Bank transfer.

Both of us do hereby undertake that we have read and understood the training guidelines as prescribed by the Institute. The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines. In case he / she (Trainee) taking transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handling over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee.

Further, both of us will abide by the moral & professional rules as laid down by the Institute from time to time.

Place :

Date :

Signature (Trainer)

Signature (Trainee)

Name:

Name

Designation

Registration No.

Membership No.

Date of joining

Office Address:

Duration:

(where training is to be imparted)

ANNEXURE 5.2

FORMAT OF CONTRACT**(For Long Term Training under PCS)**

Contract of Training made on the ____ day of _____ (month) two thousand and _____ (year) between Mr./Ms. _____ (name of the Trainee) of _____ (Place) (here in after called as Trainee of the first part) and CS _____ (Name of the Company Secretary in Practice)/Partner of M/s. _____ (Name of the PCS Firm) of _____ (Place) (here in after called as Trainer/Employer of the second part).

Witnesseth as follows (that is to say):

1. In consideration of the covenants by the trainee hereafter contained, the Trainer/Employer agrees to take up the trainee, for the long term training prescribed by the ICSI as per the regulations for a period of ____ months (please specify the number of months of training) from the ____ day of _____ (month) two thousand and _____ (year).
2. The trainee on his/her own free will binds himself/herself as trainee to the Trainer/Employer to serve him /firm during and upto the full end or as per the terms of practical training.
3. The trainee covenants with the Trainer/Employer as follows :-
 - (a) That he/she will always and during the said term diligently and faithfully serve the Trainer/Employer who is in the practice of profession of Company Secretaries (PCS), during his/her training period.
 - (b) That he/she will not at any time and during the said term, destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, money, stamps or chattels of the employer, his personal representatives or assignees or of his partner(s) or of any of his clients or allow any of the said goods to be so treated by others, if he/she can by the exercise of reasonable care, prevent it.
 - (c) That he/she will at all time keep the secrets/confidentiality of the Trainer/Employer and his partner(s) and of his/their clients and will not divulge the names and affairs of such clients and employees.
 - (d) That he/she will readily and cheerfully obey and execute the lawful and reasonable commands of the Trainer/Employer and will not depart or absent himself/herself from the service of employment of the trainer/employer at any time during the said term without trainer's consent.
 - (e) That he/she will always faithfully and well serve the Trainer/Employer, as a trainee.
 - (f) That he/she will make good and fully indemnify the Trainer/Employer for any loss or damage suffered or sustained by his/her misbehaviour or improper conduct.
 - (g) That he/she will commence the Long Term Training, after passing of the Executive Programme and completion of one month EDP.
 - (h) The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines.
 - (i) In case he / she (trainee) takes transfer after probation period as exceptional case then he / she

has to serve a notice period of 60 days for smooth handing over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee.

4. The Trainer/Employer covenants with the trainee as follows:-
- (a) That he will by the best ways and means in his power and to the utmost of his skill and knowledge instruct or cause to be instructed to the trainee and afford him such reasonable opportunities and work, as may be required to enable him to acquire the art, science and knowledge of Company Secretaryship.
 - (b) That the services of trainee shall be used only for the professional work.
 - (c) That his professional practice shall be the main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) above.
 - (d) That he will pay a minimum stipend as prescribed by the Institute from time to time per month for the period of training within a reasonable time after every completed month of training including for the period of authorised leave(s). If the trainee avails any extra leave in that case he/she is required to extend the period of training.
 - (e) That he will pay stipends to the trainee through proper online banking channels only.
 - (f) That he will at the expiration of the said term, use his best means and endeavours to cause the trainee to be admitted as a member of the Institute, provided that the trainee shall have well and faithfully served his intended training and shall have passed the required examinations and in all respect properly qualified himself to be admitted as such.
 - (g) (i) In case of any mis-happening/death of the trainer/employer during the said terms, his legal representative shall grant to the trainee a certificate of service in the appropriate form for the period of training undergone.
 (ii) In case the trainer/employer ceases to practice as Company Secretary or in any way become incapable of continuing in the intended profession/practice during the said term, then the trainer will make the necessary arrangements as far as practicable, for the completion of the residue of the term with some other member entitled to train the trainee and issue the certificate of service in the appropriate form for the period of training undergone with him.
5. These conditions are subject to the Company Secretaries Act, 1980 and Company Secretary amended regulations 2020. The regulations and guidelines framed there under as may be in force from time to time.

In witness whereof the parties have hereinto set their hands and seals the ____day ____ (month) two thousand and ____ (year) first above.

Written, Signed, Sealed and Delivered by (Trainer/Employer)

In the presence of

(Witness Name, Address & Signature on behalf of Trainer)

Written, Signed and Delivered by (Trainee)

In the presence of

(Witness Name, Address & Signature on behalf of Trainee)

Annexure I

**STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS A
TRAINEE FOR LONG TERM TRAINING**

(PART-'A')

Particulars of the Trainee:

- 1) Name (in block letters) :
- 2) Student Registration No. :
(Specify if re-registration done)
- 3) Particulars regarding passing of the Intermediate/Executive Programme Examination of the Institute:

Examination	Group/Module(s)	Roll No.	Month	Year
Executive Programme	First			
	Second			

- 4) Details of One month EDP

ICSI-HQ or Name of Region/ Chapter	Date (from to)	Completion Certificate received (Yes/no)

- 5) Particulars of previous training, if any :
 - i) Name & Address of the employer / Company Secretary in Practice :
 - ii) C.P. Registration Number:
 - iii) Date of commencement of training:
 - iv) Date of termination of training:
 - v) Duration of leave taken, if any:
 - vi) Reason for taking transfer (if any):
- 6) Date of commencement of training under the present Employer/Company Secretary in Practice:
- 7) Date on which the Contract of Training has been executed:
 - i) Date of Purchase of stamp paper:
- 8) Period for which the Contract of Training entered into:
- 9) Whether the Contract has been executed:
 - i) In the printed form without any modifications:
 - ii) In duplicate and one copy kept by either party:
- 10) i) Whether the trainee is engaged in any other business or occupation:
ii) If so, whether permission of the Council has been obtained (Quote letter no. & date)

- iii) If permission is not sought, please give full details of engagement and the date since when so engaged.
- 11) i) Whether the trainee has taken up any other course of study, academic or
- ii) If so, whether permission of the Council has been obtained and the trainee is agreed to compensate the minimum working hours as prescribed by the Institute (Quote letter No. & date):
- iii) If permission is not sought, give full particulars of the course, timing of the classes held, working hours of the employer, etc.

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Institute and the employer within thirty (30) days, any change that may occur in the information furnished above during the period of my training for the purpose of Company Secretaries Regulations (amendments) 2020.

I undertake to abide by all the rules as may be in force from time-to-time during the period I am undergoing training.

Signature of the Trainee

Date :

Place :

I declare that the particulars given above are true and correct to the best of my knowledge and belief.

Countersigned by the Trainer/Employer

Date:

Place:

Annexure II

PARTICULARS OF THE TRAINER/EMPLOYER (COMPANY SECRETARY IN PRACTICE)

(PART-'B')

- 1) Name:
- 2) Membership No. ACS/FCS:
- 3) CP No. : Issue Date:
- 4) Name of the firm of which the member is proprietor/partner:
- 5) Whether the member is engaged in any other business or occupation at present, if so, please give details:
- 6) Name of other trainees, if any, who are also undergoing training presently with the member and their registration number:

S. No.	Name of trainee	Student registration number	W.E.F. Date

I declare that the particulars given in Part 'B' above are true and correct to the best of my knowledge and belief and I undertake to intimate the Institute if any change that may occur in the information furnished in Part 'B' during the period of training of the trainee.

I further declare that:

- i) I have fully satisfied myself that the trainee is eligible to receive training, as such, under the Company Secretaries Regulations 2020 and as amended from time to time.
- ii) The Contract of Long Term Training has been executed in duplicate.
- iii) I have fully satisfied myself that the Contract has been executed correctly in all respects.
- iv) One copy of the Contract of Training has been retained by me and the other has been given to the trainee.
- v) I shall be paying a stipend of Rs. _____ per month to the trainee.

7) Address for communication of Trainer

Tel. No. (R) (O) _____

Mobile No. _____

Email Address _____

Date :

Place : Signature of the Trainer/Employer

ANNEXURE 5.3**Self-declaration for the purpose of seeking transfer from one Trainer to another Trainer**

Date:

To

The HoD

The Directorate of Training

The Institute of Company Secretaries of India

ICSI House, C-36, Sector 62

Noida-201301.

Sir/Madam,

I, Mr./Ms.(name in block letters) vide Student registration number..... hereby applying for registration of balance training.

I do hereby solemnly declare as under:

- (a) that my previous training was with _____(name of organization/PCS) from _____ to _____.
- (b) that I have fulfilled all the formalities as per the training regulations prescribed by the Institute.
- (c) that I have taken transfer as an exceptional case(s) as specified in the training guidelines prescribed by the Institute.
- (d) that I have taken transfer from M/s _____(please mention the name of the previous trainer) on the ground _____(please mention the reason for taking transfer which should be covered under the grounds as specified in the transfer guidelines of the Institute).

Thanking you

Yours faithfully

(Signature of the trainee)

Name of the trainee with registration number:

Mobile Number :

Email id :

ANNEXURE 5.4

CERTIFICATE OF ALTERNATE/SPECIAL ARRANGEMENT OF TRAINING/DEPUTATION OF TRAINING

I _____ of _____ (herein after referred as First Trainer) do hereby certify that Mr./ Ms. _____ is serving as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ month and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

By mutual consent and with effect from _____ Mr./ Ms. _____ (trainee) is deputed to undergo training with _____ (herein after referred as Second Trainer) bearing ACS/FCS no. _____ for a period of _____ months (not exceeding 6 months as per Institute's guidelines) from _____ to _____.

Place :

Date :

Signature

Signature

First trainer

Second trainer

Name:

Name:

ACS/FCS No.

ACS/FCS No

CP No

CP No

I _____ have agreed for deputation of my training under CS _____ (second trainer) with effect from _____ at my own free will and endorse the contents of this certificate :

Place :

Signature of Trainee

Date :

Regn. No. _____

ANNEXURE 5.5

APPLICATION FORM FOR PRACTISING COMPANY SECRETARIES (PCS) SEEKING REGISTRATION TO IMPART TRAINING

To

The Director/HOD Training
 Directorate of Training
 The Institute of Company Secretaries of India
 C-36, Sector 62
 Noida-201301

Sir,

I request you to register me for Imparting Training to the trainees sponsored by the Institute, in accordance with the Company Secretaries Regulations & as per guidelines prescribed by the Institute.

I hereby declare that, I am in whole-time practice as a Company Secretary and subsequently I give below my necessary particulars for your consideration:

Name (In Block Letters)

Membership Number

Certificate of Practice No. and Date of issue

Date, month and year from which in whole-time practice

Office Address (in Block Letters)

Appropriate office area (in measurement)

If office is shared, please indicate details there of

Telephone No. & E-mail id, if any

Address for correspondence (in Block Letters)

Broadly areas of Practice/Operations

(i) No. of years in practice

(ii) Working Hours

(iii) Average annual gross income from practice

No. of employees, other than the partner, if any, and their position

No. of trainees to be engaged at a time

Amount of monthly stipend payable

Particulars of other business/occupation engaged in, if any

(i) Nature of business/occupation

(ii) Working Hours

If earlier was in employment (as a CS) & started practice thereafter

(i) Years of experience (as a CS) in employment post membership. _____

(ii) Name of previous organization _____

I undertake to pay stipend as fixed by the Institute from time to time to the trainee engaged under me.

Yours faithfully,

Signature

Date:

Place:

ANNEXURE 5.6

SELF DECLARATION

(To be submitted by the PCS at the time of registration for imparting training)

I Mr./Ms., Son/Daughter/Wife of Shri
..... Resident of) do

hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief, and nothing has been concealed therein. I am well aware of the fact that, if the Information given by me is proved false/not true, I will be liable for action as per the regulations & guidelines of the Institute. Also, if any benefits availed by me shall be summarily withdrawn.

Signature

Name of Member:

Date:

Place:

ACS/FCS No :

COP Number & issue date:

ANNEXURE 5.7

Format of the Project Report

Contents:

List of Tables

List of Figures

Nominal definitions

Chapter I. INTRODUCTION.

- A. Broad introduction to thesis topic and method. Page or two.
- B. Statement of the Problem and Justification of study
- C. Need for the research. Who will be benefited? Discuss applied and scientific contributions.
- D. Aims and Objective of the study
- E. Review of Literature

Chapter II: METHODOLOGY

- A. Selection of Variables
- B. Data sources
- C. Sampling
- D. Statistical Tools
- E. Scope of the study

Chapter - III : Organization of the Study and description

Chapter - IV: Analysis and interpretation about the topics

Chapter V. FINDINGS.

- A. Brief overview.
- B. Results of application of method;
- C. Descriptive analysis.
- D. Validity/reliability analysis.

Chapter VI. CONCLUSION.

- A. Summary of entire thesis in a few pages.
- B. Conclusions.
- C. Implications. Speculate about broadest possible consequences, both theoretical and practical. Label speculation clearly.
- D. Limitations. Theory, method.
- E. Suggestions for future research.
 - APPENDICES.
 - Questionnaire
 - BIBLIOGRAPHY.

ANNEXURE 5.8

Certificate of Training Completion

(To be issued on the letter head of Company/PCS)

I, _____ Company Secretary (or Practicing Company Secretary) of _____ Do hereby certify that Mr./Ms. _____ Student Registration No. _____ has completed the prescribed training as sponsored by the Institute of Company Secretaries of India, Vide their letter No. _____ dated _____ under our organization for a Period of _____ months _____ days form _____ to _____ and his/her Progress was Satisfactory.

I, further certify that during the above-mentioned period he/she was given leave for _____ days

Place:

Date:

Company Secretary (or Practicing Company Secretary)

Signature & Stamp:-

Name:-

Designation:-

(Company Secretary/HR Head/Director)

ACS/FCS No.:-

ANNEXURE 5.8**Certificate of Training of Discontinuance/Termination of Training****(To be issued on the letter head of Company/PCS)**

I _____ of _____ do hereby certify that Mr./Ms. __ served as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of ___ months and ___ days from ___ to ___ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character.

The training is terminated by mutual consent with effect from _____. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

The training was registered with the Institute of Company Secretaries of India vide Registration No. _____ dated _____.

Place :

Date :

Signature

Name :

ACS/FCS No.

CP No.

I have agreed for termination of my training under CS ___ with effect from _____ at my own free will and endorse the contents of his certificate :

Place :

Date :

Signature of the Trainee

Regn. No. _____

ANNEXURE 6.1

Certificate No. _____

**15 DAYS E- CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms student bearing Registration Nohas attended and successfully completed the 15 days CORPORATE LEADERSHIP DEVELOPMENT PROGRAM (CLDP) on ICSI LMS portal from _____ to _____ organized by the Institute as per the Company Secretaries Regulations, 1982 (as Amended from time to time)

Given and Issued by ICSI HQ on

Programme Coordinator
(Directorate of Training)

HoD
(Directorate of Training)

ANNEXURE 6.4

Certificate No. _____

(Name of RO / Chapter)

15 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)

Non-Residential / Residential mode

TRAINING COMPLETION CERTIFICATE

This is to certify that Mr./Ms _____ Student bearing Registration No. _____ has attended and successfully completed the 15 Days CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP) Non-Residential / Residential mode from to organized by the RO/Chapter/CCGRT: _____ of the Institute as per the Company Secretaries Regulations, 1982 (As Amended from time to time)

Given and Issued at _____ on _____

Programme Coordinator/RD/EO
(RO/Chapter/ CCGRT)

Chairperson
(RO/Chapter/ CCGRT)

ANNEXURE 7.1

Documents required to be submitted by students for claiming exemption from undergoing 21 Month Long term Training and 1 month EDP under New Regulation

Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training. The Applicant need to apply for exemption through online portal <https://stimulate.icsi.edu> using SMASH credential

Eligibility Criteria	Document Requirement
<p>a) Three year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.</p> <p>b) Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iii. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>(Balance sheet is not applicable in case of Practicing Company Secretary and PCS firm, please upload any other document under the tab of balance sheet in order to submit the application as it is a mandatory document)</p> <p>(Should be submitted online through https://stimulate.icsi.edu in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
<p>c) Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management consultancy services to a Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. A Copy of Certificate of Practice (having five years' experience of continuous practice) as Chartered Accountant / Cost Accountant / Practicing Lawyer)</p> <p>iii. Experience certificate / Affirmation letter for 5 years of continuous experience (along with copy of annual report) issued from client companies who have engaged the applicant as carried out statutory/cost/Internal audit or providing management consultancy services to a Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank.</p>

Eligibility Criteria	Document Requirement
	<p>iv. In case of statutory auditor- Copy of audit report of the financial years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations.</p> <p>v. Copy of Annual report/Balance sheet of the client company for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
<p>d) Five years' post qualification work experience of continuous practice as an Advocate in a High Court , represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to a Company having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. Document for enrolment as an Advocate and in support of his continuous practice of five years' as an Advocate in a High Court / Certificate issued by Bar Council of India.</p> <p>iii. Experience certificate / Affirmation letter (for 5 years) issued from client companies, the applicant has represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to a Company having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank</p> <p>iv. Copy of Annual report/Balance sheet of the client company for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
<p>e) Four years' post qualification (Management, MBA or any other equivalent qualification –</p> <p>(i) The word "Management" may be considered as – Any Master degree/ Post graduate degree/PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Copy of certificate Management, MBA or any other equivalent qualification/ CA membership certificate/ Cost Accountant Membership/ any Post Graduation qualification/ Graduation with any other professional degree/certificate/ diploma or Post-Graduation degree/diploma in Management, law, commerce and economics</p>

Eligibility Criteria	Document Requirement
<p>(ii) For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.</p> <p>(iii) The minimum qualification shall be Graduation with any other professional degree/certificate/ diploma.</p> <p>(iv) The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.</p> <p>experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>iii. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iv. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
<p>f) Five year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iii. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well.</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>

Eligibility Criteria	Document Requirement
<p>g) Five year post qualification experience as a regular faculty/Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Copy of any proof that university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University</p> <p>iii. Copy of any Post Graduation qualification</p> <p>iv. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience (Mentioning that taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance). The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5MB)</p>
<p>h) If an applicant falls in two or more than two of the above clauses (clause (a) to clause (h)) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption</p>	<p>(i) Applicant need to provide documents as specified for various clauses (clause (a) to clause (h)).</p>
<p>i) An IAS/IRS/IFoS/other allied services and Joint Director and above of Ministries are exempted from practical training (21 month + 1 month EDP) by virtue of their holding regular post.</p>	<p>Experience certificate having designation, duration of service, pay scale. The experience certificate should be signed by the Authorized signatory. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p>

ANNEXURE 8.1

Form for Filing Complaint in ICSI

1	Name of the Complainant : (With Registration number/ Membership number) if any.
	Email Id	
	Contact Number	
2	Name of the member/firm/student against whom complaint is being made : (with membership number / registration number of the firm/ registration number of the student , if known)
	Email id	
	Contact Number	
3	Latest address of the complainant for communication Pin Code:.....
4	Last available professional address of the Member or the firm against whom the complaint is made Pin Code:.....
5	Particulars of allegation(s) serially mention in brief	1. 2. 3. 4. 5.
6	Particulars of evidence(s) adduced in support of the allegations(s) made (please attach)	
7	Name(s) of person who have knowledge of the facts of the case	
8	Demand Draft Number for submitting the fee of Rs.1000/- Bank Name, date	

Date:

Place:

Signature of the Complainant

Verification

I,....., the Complainant, do hereby declare that what is stated above is true to the best of my information and belief.

Verified today theday of.....20.....at.....

Date:

Place:

Signature of the Complainant

NOTES

Lined area for notes with 21 horizontal lines.

NOTES

Lined writing area consisting of 25 horizontal lines.