



## 09<sup>th</sup> MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP]

INDORE CHAPTER OF ICSI is conducting its 09<sup>TH</sup> MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP] from 23<sup>rd</sup> January, 2017 to 08<sup>th</sup> February, 2017 at Indore.

Batch No.	Date	Venue of Programme	Contact
09 <sup>TH</sup> Batch of MSOP (35 Seats)	23.01.2017 To 08.02.2017	ICSI INDORE CHAPTER B-1/2/3, Ashray Apartment 2/1, Manoramaganj, Indore	0731-4248181/ 2494552 Email : <a href="mailto:indore@icsi.edu">indore@icsi.edu</a>

Dates are tentative subject to availability of minimum number of participants required as per guideline. The participation fee is Rs 7,500/-(cash or Cheuqe/DD should be in favor of 'ICSI Indore Chapter'). Participants can also register by making payment online by depositing the amount in the below mentioned account. (Note:- Please mail the scanned copy of registration form and all required documents at [indore@icsi.edu](mailto:indore@icsi.edu) before making payment online, once approved than mail the scanned copy of Payment receipt):

Name of Bank	Account Name	Account No.	IFSC Code	Branch Name
ICICI Bank	ICSI Indore Chapter	004101034838	ICIC0000041	Malav Parisar, A.B. Road, Indore

### IMPORTANT INSTRUCTIONS

**Enclosures:** - As per the revised guidelines only such Final/ Professional Programme passed candidates are to be allowed to undergo MSOP, who have already completed rest all training requirements to become member of the Institute or have been granted exemption from the same from the Institute. Documents require alongwith application form is as following:-

- Final/Professional Passed Certificate (or Mark sheet of all groups of Final / Professional Programme).
- TOP/ EDP/PDP Completion Certificate if applicable,
- **15/12 months Training completion certificate with Sponsorship letter of ICSI.**
- Certificate of 15 days training with specialized agency i.e. ROC/Stock Exchange of Financial/Banking Institutions.
- If the candidate is exempted from undergoing training Photocopy of Institute's letter confirming the exemption
- One Page Resume in soft copy.

#### Rules:

- The MSOP batch is Non-Residential and student have to arrange accommodation at their own.
- Working Lunch will be provided by Chapter.
- Participants of the program are expected to maintain complete decorum and discipline.
- Mobile & all other electronic devices should be kept in switched off mode.
- Dress code as mentioned below is strictly compulsory to follow all the days.
- Follow Do's and Don'ts during the program as explained by Program coordinator.
- Training hall will be covered under CCTV & strict action will be taken on any non-compliance.

#### Dress Code:-

i. **For male participants:** On Inaugural day of the program, Valedictory session and day of Project report presentation, participants should wear full sleeve white shirt + dark colour trouser + matching tie. During winter seasons, participants may also wear suit. On rest all days of training, they are to come in formal dress.

ii. **For female participants:** Formal dress.



**INDORE CHAPTER OF WIRC OF ICSI**

**Application form for admission in Management Skill Orientation Program (MSOP)**

Name of student :			Registration No. :			Please affix a recent passport size photograph
Particulars of passing Executive Programme Examination : ( Please attach photo copy of pass mark sheet of all groups/modules )			Mobile No:			
Group/Module	Session of passing	Roll No.	E-mail ID :			
Group/Module-I			Parent's Name & Contact No.			
Group/Module-II			Address for correspondence :			
Particulars of passing Final / Professional Programme Examination : ( Please attach photo copy of pass mark sheet of all groups/modules )						
Group/Module	Session of passing	Roll No.				
Group/Module-I						
Group/Module-II						
Group/Module-III						
Module-IV						
<b>Details of trainings ( undergone / or exempted )</b>						
(If undergone, please attach copy of "Training Completion Certificate". If exempted, please attach copy of institute's training exemption letter)						
<b>Earlier Training Structure</b>				<b>Modified Training Structure</b>		
(i) Management Training / Apprenticeship Training ( Regulation 48 )	12 months	Undergone/ Exempted	Management Training / Apprenticeship Training ( Regulation 46AB )	12 months	Undergone/ Exempted	
(ii) Practical Training			<b>Are you employed?</b> ( please mention followings ) Designation : Office Address :  Telephone No. (Office) :			
(a) Secretarial / Legal Deptt.	1 month	Undergone/ Exempted				
(b) Finance / Accounts Deptt.	1 month	Undergone/ Exempted				
(c) Personnel & Admin Deptt.	1 month	Undergone/ Exempted				
(d) Specialized training ( ROC/SE/FI etc )	15 days	Undergone/ Exempted				
						If student has passed/completed Executive Program in June 2015 exam session or afterwards, he/she is required to complete following Programs also, before taking admission in MSOP.
<b>Details of EDP</b> ( please attach copy of completion certificate )				<b>Details of 2 days PIP</b> ( please attach copy of completion certificate )		
Place :	From	To	Place :	From	To	
<b>Details of PDP</b> ( please attach copy of completion certificate )				<b>Details of 3 days PEGP</b> ( please attach copy of completion certificate )		
Place	PDP hours granted	Date of programme	Place :	From	To	
(i)			<b>Details of 5 days PSDP</b> ( please attach copy of completion certificate )			
(ii)			Place :	From	To	
(iii)			<b>Details of 5 days PEDP</b> ( please attach copy of completion certificate )			
(iv)			Place :	From	To	
<b>Details of MSOP Fees paid</b> ( If paying through demand draft, it should be drawn in favour of "ICSI Indore Chapter" payable at "Indore" )						
Amount : 7500/-	DD No. /CASH RECEIPT No. :		Date :	Bank:		
<b>Declaration by student</b>						
I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48 or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute. Place : Date :						
<b>Signature of student</b>						
<b>For Office use only ( at respective Regional Office / Chapter )</b>						
Received by :	Receipt No.	Date of receiving :	Signature of MSOP Co-ordinator of RO/Chapter :			
Signature of dealing Assistant						