

Dear Participant(s),

Greetings from the ICSI-WIRC, Mumbai.

We have received your registration form for 88th Management Skills Orientation Program (MSOP) of ICSI-WIRC. On Scrutiny of the same, you are found eligible and we enroll you for the program. The Program will be held from i.e. **Tuesday, June 26, 2018 to Thursday, July 12, 2018.** The venue of the program is ICSI-WIRC Auditorium, Office No. 56 & 57, 5th Floor, Jolly Maker Chambers No.II, Nariman Point, Mumbai - 400021.

Following points should be kept in mind while attending the program :-

1. The Participants are expected to report at 10:00 am. every day and the sessions are expected to conclude by 6.00 pm. however it can be extended depending upon the day's schedule.

2. Attendance is compulsory for all the sessions.

3. **Utility of Cell phones are strictly prohibited in classroom as well in WIRC premises.**

4. On First day, Second last day and last day of the program Male participants should wear full sleeve white shirt + dark colour trouser + matching tie and female participants should wear Black and White Indian/Western Formals dresses. On rest all days of training, male participants are to come in formal dress with Tie and female participant in Indian/Western Formal dresses. Sleeveless, transparent, netted, jeans, jeggings and t-shirts are strictly prohibited during the course time.

5. Tea/Coffee and Biscuits will be provided twice by ICSI-WIRC, while the participants have to make own arrangements for their lunch. They are informed preferably to carry dry lunch so that chances of spilling will be minimum.

6. The participants are informed to keep the auditorium and WIRC premises neat and tidy.

7. Candidates should take care of their own valuables and belongings and ICSI-WIRC will not be responsible for any loss of valuables and belongings.

8. Adherence of all ICSI-WIRC rules are compulsory.

9. Decisions taken by Program Coordinator will be final.

10. Other details will be intimated by Program Coordinator during the briefing session.

11. No leave/off would be considered during the course, participants are to plan their schedule accordingly.

12. No late comers/early goers would be entertained during the course.

You are hereby informed to read the e-mail and send us a confirmation of participation; after accepting the regulations prescribed above.

Shall there be any clarifications please feel free to contact the undersigned at bhavna.rakte@icsi.edu

We wish you a professionally enriching and joyful MSOP with ICSI-WIRC and look forward to receive you on June 26, 2018.