

# PROSPECTUS 2018



## ANNOUNCES

### Integrated Company Secretary Course (Executive + Professional)

A Knowledge Initiative for  
Developing Well Rounded Governance Professional

#### CENTRE FOR CORPORATE GOVERNANCE, RESEARCH AND TRAINING (CCGRT)

Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai - 400 614  
Ph.: 022-41021501/04/06/15/35 E-mail: ccgrt@icsi.edu



THE INSTITUTE OF  
Company Secretaries of India  
भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament



Executive Programme  
Examination  
December, 2017

## TOPPERS



**Rank 1**

Deepak Jain | Roll No. 170626



**Rank 2**

Yogita Gandhi | Roll No. 162417



**Rank 3**

Honey Gajjar | Roll No. 216364

## President's Message

In the early part of the twentieth century, the architects of the Constitution of India visualized and concluded that the education system has to be a powerful instrument of social, economic and cultural transformation necessary for the realization of India's national goals. Their dream then was to develop an education system that would increase national productivity, achieve social & national integration, accelerate the process of modernization and cultivate social, moral and spiritual values.

The policies of Liberalization, Privatization and Globalization have brought positive impacts on Indian business and industry. They have become more consumer-centric and started giving importance to habitué satisfaction. These changes at global platform have witnessed emerging trends in corporate world too. The ever enhancing and up-brightening trends have also open a world of opportunities for the profession of Company Secretaries under Companies Act, 2013; GST; Real Estate Act, 2016; Insolvency and Bankruptcy Act, 2016 and alike. Beyond reasonable doubt, the professionals has been catapulted as 'Governance Professionals'

Given this background, especially in this era of competition in every sphere of life, a country like ours needs to be at the fore-front of technological and Professional innovation. Under this perspective, the Institute through its Centre for Corporate Governance, Research and Training is offering a

Three-Year Integrated Company Secretary Course for the upcoming professionals with an insight to enhance their capabilities in developing their true potential in the right direction and also to build capacity to contribute in exploring and entailing the vibrant opportunities for the professionals in the contemporary world of Sustainable Governance and Compliance. This course is designed to build a niche cadre of professionals who could shoulder the responsibilities towards professional excellence in an evolving business environment and ensure governance in true letter and spirit.

The course would be conducted at CCGRT, Belapur, Navi Mumbai through Academia, Industry Experts and Practitioners and would have an apt blend of theory and practice, including industry visits, interactions, training and internship. This would not only prepare the students to qualify the Company Secretary course, thereby making them eligible to be the members of the Institute of Company Secretaries of India, but also build leadership qualities and develop soft skills enabling them to be the governance leaders of tomorrow. I am sure that this 5th Batch of Integrated CS course would drive the gate of opportunities and their successful extraction by the prospective students and would keep the Institute's flag rising at global platform with credit and esteem.

**CS Makarand Lele  
President, The ICSI**

## Chairman's Message

A company secretary is a key management position in any organisation in the corporate world. Company secretaries in all sectors have high level responsibilities including governance structures and mechanisms, corporate conduct within an organisation's regulatory environment, board, shareholder meetings, compliance with legal, regulatory and listing requirements, the training and induction of non-executives, contact with regulatory and external bodies, reports and circulars to shareholders/Board, formulation of employee benefits such as pensions and employee share schemes, insurance administration and organisation, the negotiation of contracts, risk management, property administration and organisation and the interpretation of financial statements.

In view of the important roles the company secretary plays in business, and large companies require the company secretary to be suitably trained, experienced and professionally qualified for these responsibilities.

In an era that has come to become the epitome of competition Organizations face the very pressure that they prepare their leaders for. The pressure of performance and quality apply to Professional Organizations too like never before, and the skilful handling of these very pressures makes the ICSI CCGRT stand out in a crowd.

The ICSI CCGRT provides a transformational experience to its students who are expected to maintain the highest standard of personal integrity, professional commitment and business ethics. Life at

the campus of the institute is a fantastic social experience which develops a sense of belongingness to the community among students and makes cross-cultural interaction easier in their future lives. It is a community that continues to grow the bond even when the days of campus life are over.

In India, the Institute of Company Secretaries of India (ICSI) regulates the profession of company secretaries. ICSI is a statutory professional body which has more than 55,000 members.

Company Secretaries are employed as chief executives and non-executive directors, as well as executives and key managerial personnel designated as company secretary. With the increasing role of company secretaries as Insolvency professional, Valuation professionals and expert in the various fields like corporate restructuring, the role of company secretary has become very vital in any corporate organisation.

Keeping in view the escalating significance of Company Secretaries, The ICSI CCGRT is coming up with its 5th Batch of Integrated Company Secretary Course to mould the young ignite mind to Governance Professional in ever changing economic environment by adopting a universal learning approach.

I welcome the young, energetic minds to our tailor made course and wish that every mind attains excellence in all their future endeavours.

**CS. Ashish Doshi  
The ICSI CCGRT Management Committee**



# CCGRT

Centre for Corporate Governance, Research & Training, also known as CCGRT for excellence in Training & Research since May 1999. CCGRT has become symbol of High-end training programmes through various professional development and customized programmes with a focus on corporate governance.

Located in lush green environs of Commercial Business District (CBD) Belapur in Navi Mumbai with State of Art infrastructure, pleasant décor, ultra-modern audio visual facilities and 100% Wi-Fi enabled campus.

CCGRT has become a symbol for running tailor-made professional development programmes to cater the needs of corporates.

CCGRT is well positioned to organize an Integrated (Executive + Professional) Company Secretaryship course to prepare Governance Leaders of tomorrow.

Please visit us at:

[www.icsi.edu/ccgrt/Home.aspx](http://www.icsi.edu/ccgrt/Home.aspx)

# The Institute of Company Secretaries of India



The Institute of Company Secretaries of India (ICSI) is a national professional body established by an Act of Parliament (the Company Secretaries Act, 1980) to develop and regulate the profession of Company Secretaries. It offers Company Secretary Course on completion of which one becomes a member of the Institute. A member of the Institute occupies statutory and regulatory positions in governance, secretarial and compliance functions. The law requires membership of the Institute as eligibility for appointment to key positions. Companies of certain sizes are required to have members of the Institute as Company Secretaries. Most members of the Institute are, therefore, employed as Company Secretaries in companies and also in capacities supporting Company Secretaries in those companies. They are also employed in government, companies and NGOs in positions which are not earmarked for Company Secretaries. Quite a good number of members of the Institute are in public practice as independent professionals. They have recognitions under various laws relating to income tax, securities, foreign exchange, competition, etc. and also to provide representation services before various authorities and tribunals. Some members of the Institute, who have other professional qualifications such as law or accountancy, are engaged in other professions.



## Objective of the Course

To develop well rounded niche governance professionals under one roof



## Scope

1. Entire Company Secretary Course
2. Soft Skills, Leadership Traits and other Life Skills
3. Training through Practical Exposure and Internship



## Nature of the Course

Full Time, Non residential



## Duration of the Course

Three years \*including one year of training.



## Batch Size

50 (Fifty)



## Faculty

A blend of Academicians from Premier Institutions, Professionals and Industry Experts



## Venue and Classroom Lectures

ICSI-Centre for Corporate Governance, Research and Training (CCGRT), Plot No. 101, Sector 15, Institutional Area, CBD-Belapur, Navi Mumbai - 400 614 (MH).



## Eligibility

A Candidate should fulfill the following eligibility requirements:

1. Less than 26 years as on July 01, 2018
2. Graduate with 50% Marks

OR

Passed Foundation Program conducted by ICSI or ICAI (CPT) or ICMAI



## Hostel Accommodation

This course is non-residential. CCGRT would however facilitate, on request, accommodation for students, in Navi Mumbai.



## Selection Process

The best 50 candidates would be admitted to the Programme, selected through Group Discussion and Interview.



## Fees

Total fees for the first two academic years will be Rs. 4,00,000. Fee for Executive Program for this course is Rs. 2,00,000/- per year. Fees can be paid in half yearly installments. The second installment fee should be paid by the end of October 2018. Fee for Professional Program for this course is Rs. 2, 00,000/- per year. The first installment fee has to be paid in the Month of September before the commencement of the class and Second installments fee has to be paid by the end of December.

It must be noted that students found in default of payment of fee installments on due dates, then the institute reserves the right to levy penalty for such default. The student at default will have to pay Rs.200 per day from due date payment till such default continues.

There is no fee for the third year. The student would get a monthly stipend as prescribed by ICSI for the internship in the third year from the concern organization/ Firm.

**NOTE:** FEES ONCE PAID WILL NOT BE REFUNDED.



## Pedagogy

The Course would be an interactive program focusing on experiential learning and combining class room lectures, discussion, class exercises, case studies, Industry visits etc. Student would be exposed to real life organizational situations, professional dilemmas etc. to enable them to develop holistic perspective towards decision making and governance.



## Training

On successful completion of Integrated course, students will be required to undergo 15 Days Residential Management Skills Orientation Program at ICSI-CCGRT on payment of requisite fee.



## Internship

CCGRT would facilitate internship required for Company Secretary Course. Leading Company Secretaries Firms, Merchant Bankers, Registrars, Underwriters, Corporates would be invited to provide training to the students of this course.



## Placement

CCGRT would provide placement assistance for the students of this course.



## Admission

Online admission form will be available from 21st March 2018 to 21st April 2018.

**URL:** <https://tinyurl.com/y8xst4uw>

# Course Curriculum

The curriculum of the course includes the syllabus of the Company Secretary Course as notified by ICSI from time to time. The first year cover eight subjects of Executive Programme and the second year would cover nine subjects of the Professional Programme which are listed below :

Executive Programme	Professional Programme
<b>Module - 1</b>	<b>Module - 1</b>
1. Jurisprudence, Interpretation & General Laws	1. Governance, Risk Management, Compliances and Ethics
2. Company Law	2. Advanced Tax Laws
3. Setting up of Business Entities and Closure	3. Drafting, Pleadings and Appearance
4. Tax Laws	
<b>Module - 2</b>	<b>Module - 2</b>
5. Corporate & Management Accounting	4. Secretarial Audit, Compliance Management and Due Diligence
6. Securities Laws & Capital Markets	5. Corporate Restructuring, Insolvency, Liquidation & Winding-up
7. Economic, Business and Commercial Laws	6. Resolution of Corporate Disputes, Non-Compliance & Remedies
8. Financial and Strategic Management	
	<b>Module - 3</b>
	7. Corporate Funding & Listings in Stock Exchanges
	8. Multidisciplinary Case Studies (The examination for this paper will be open book examination)
	9. Electives 1 paper out of below 8 papers
	9.1 Banking - Law & Practice
	9.2 Insurance - Law & Practice
	9.3 Intellectual Property Rights - Laws and Practices
	9.4 Forensic Audit
	9.5 Direct Tax Law and Practice
	9.6 Labour Laws & Practice
	9.7 Valuations & Business Modelling
	9.8 Insolvency - Law and Practice
	(The examination for this paper will be open book examination)



# Proposed Timelines

Sr. No.	Particulars	Date
1.	Availability of Online Application Form	5 <sup>th</sup> April, 2018
2.	Closing Date for Submission of Online Application Form	5 <sup>th</sup> May, 2018
3.	Group Discussion and Personal Interview	21 <sup>st</sup> and 22 <sup>nd</sup> May, 2018
4.	Offer of Admission	01 <sup>st</sup> June, 2018
5.	Last date for payment of fees	25 <sup>th</sup> June, 2018
6.	Last date of Payment and Admission (For Wait listed Candidates)	30 <sup>th</sup> June, 2018
7.	Commencement of the Course	02 <sup>nd</sup> July, 2018

# Academic Calendar

<b>1st Year</b>	<b>1st Semester</b>	<b>2<sup>nd</sup> July, 2018 to 31<sup>st</sup> Dec 2018</b>
	Internal 1st Mid Term Evaluation	December, 2018
	2nd Semester	01 <sup>st</sup> January 2019 to 30 <sup>th</sup> Apr 2019
	Internal 2nd Mid Term Evaluation	April 2019
	Internal Pre Final Examination	May 2019
	Executive Course Examination conducted by ICSI	June 2019
	Short term Break	July 2019
<b>2nd Year</b>	<b>3rd Semester</b>	<b>02<sup>nd</sup> Sep 2019 to 31<sup>st</sup> Dec 2019</b>
	Internal 3rd Mid Term Evaluation	December, 2019
	4th Semester	01 <sup>st</sup> Jan 2020 to 30 <sup>th</sup> Apr 2020
	Internal 4th Mid Term Evaluation	Apr 2020
	Internal Pre Final Examination	May 2020
	Professional Course Examination conducted by ICSI	June 2020
	Short term break	July 2020
<b>3rd Year</b>	<b>Internship/Practical Training</b>	<b>01<sup>st</sup> Sep 2020 to 31<sup>st</sup> Aug 2021</b>



## Brief about the Profession of Company Secretaries

The Companies Act, 2013 has substantially strengthened the position, role and responsibility of a Company Secretary both in employment and in practice. The duties of a company secretary are now statutorily prescribed under the Companies Act, 2013. He is now bracketed as key managerial personnel (KMP). He not only reports to the Board on compliance with the laws applicable to the company but also ensures compliance with the applicable secretarial standards. He assists and advises the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices. He assists the Board in the conduct of the affairs of the company and provides to the directors, such guidance as they may require, with regard to their duties, responsibilities and powers.

The Companies Act, 2013 has assigned substantial second order state functions to

Company Secretaries in practice. Listed companies and other companies as may be prescribed by the rules thereunder are required to annex to the Board's Report, a Secretarial Audit Report from a Practising Company Secretary and any qualification/ observation in the said report needs to be explained in the Board's Report. Similarly, listed companies and other companies having paid up share capital and turnover as may be prescribed shall get Annual Returns certified by a Practising Company Secretary. A Practising Company Secretary may be appointed as an Internal Auditor or a registered valuer or a company liquidator. A Company Secretary is also authorized to represent before the National Company Law Tribunal, Appellate Tribunal and various Tribunals and quasi-judicial bodies constituted under other legislations. He is also eligible to become a Technical Member of the Tribunals.



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#### VISION

"To be a global leader  
in promoting good  
corporate governance"

#### ICSI Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तकं बोधेदु ह्यु कुरु।

#### MISSION

"To develop high calibre  
professionals facilitating  
good corporate governance"

## I ABIDE BY THE LAW. SO DOES MY COMPANY.

Over one million companies in the country are custodians of huge resources of the society and public. They drive the growth of the economy. It is, therefore, imperative that their operations should be carried out such that, they exist forever to contribute towards a prosperous society balancing the interest of various stakeholders. This requires adherence to law and justice, ethics, compliance, governance, risk management, conflict resolution etc. A Company Secretary is a regulated professional & ensures just that.

## COMPANY SECRETARY...

- Key Managerial Personnel
- Compliance Officer for Corporate Laws, Securities Laws, Capital Markets and Regulatory Compliances
- Advisor to Board of Directors on best practices in Corporate Governance
- Secretarial Auditor
- Corporate Planner and Strategic Manager
- Registered Valuer
- Insolvency Professional
- GST Professional

...I am a .  
Only I do what I do.

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 ACADEMIC HELPLINE NO. 0120-6267 777 (Monday - Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)

 CALL CENTRE NO. 0120-3314 111, 6204 999 (Monday - Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)