

CS FOUNDATION COURSE

BULLETIN



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The Institute of

Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

Visit our website : www.icsi.edu

ATTENTION STUDENTS!!

SCHEDULE OF FEES W.E.F. 01.04.2008

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	Total Fees → 3600
Postal Tuition Fee	2400	
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fees à 7750 (For others)
Postal Tuition Fee for Foundation Programme <i>(payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)</i>	750	
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
Registration De-Novo Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
EXAMINATION FEE		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
OTHER FEES		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Verification of Marks Fee	100 (Per Subject)	

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

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

Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Student intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

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

A nominal annual fee of Rs 250/-** (Rupees Two hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website <http://elearning.icsi.edu> by Credit Card / Debit card/ ECS (electronic clearing services)
- By way of Demand Draft (DD) in the name of 'ICSI GurukulOnline' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu>)

** The charges for subsequent years are listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.

FROM THE SECRETARY & CEO'S DESK



Efficiency is doing things right Effectiveness is doing right things

... Peter Drucker

Dear Students,

Efficiency in doing the things right is a buzzword Peter F Drucker in his famous book on management has aptly emphasized upon not only being efficient but also effective in the present day global competitive environment. Charles Darwin is well known in his saying that in the present day world there is a place only for the fittest. His theory is well known as "*Survival of the Fittest*" but ever since the invasion of the Information Technology his well known theory of '*Survival of the Fittest*' has been replaced by the new theory of '*Survival of the Fastest*'.

In order to make a place for ourself in the fast changing world one is not only required to be efficient and effective but also the fastest. Students may be aware that lot of research work is going on in almost all fronts and more particularly in the economic front with the changes in technology one is required to constantly update one's skill. History has proved time and again that any knowledge which was acquired five years back is virtually redundant unless it has been updated over a period.

The aforesaid is more relevant to the students pursuing the Company Secretaryship course. All of us are aware that law is a fast changing process. New regulatory environment is being created day by day and this is the need of the hour. Taking this aspect into account the Institute has also made tremendous changes in its working and its ultimate aim is to provide single window services to all its students, members and other stakeholders, through Institute's Headquarters, Regional and Chapters Offices. Very recently, we have opened a new Chapter under the jurisdiction of Eastern India Regional Council at Hooghly with its office at Rishra. The said Chapter was inaugurated on 8th March 2008 by Shri Keyoor Bakshi, President of the Institute in the august presence of Shri Datla Hanumanta Raju, Vice-President, Shri Anil Murarka, Council Member, Shri Mukesh Chaturvedi, Chairman, EIRC and the undersigned. The new Chapter at Hooghly would cater to the needs of the students and members who are located in and around Hooghly, Rishra and Howrah.

Further to update the skill and knowledge of the students the Institute has made it compulsory for all the students to undergo computer training programme and also taking into account the technological advancement made, the Institute has introduced the facilities of (i) e-learning (ii) 24 Hours Helpline (iii) SMS facility; and (iv) enforcement of new syllabus. Very lately the facility of payment gateway has been introduced w.e.f. 16th March 2008. Presently the payment gateway facility is available to our members but plans are on anvil to provide this facility to students and other stakeholders of the Institute.

The new syllabi has been designed with a focus that the students must know what is necessary for them so that they can turnout to be good professional.

In order to make our students and members more efficient and effective in doing right things the Institute has also been laying emphasis on the development of soft skills which include communication skill, inter-personal skill, personality development and overall being result oriented.

Although, much has been done for the development of the profession but a lot remains to be done. The Institute is constantly endeavoring to provide the best efficient services to all students and members located all over the country. Let me share a pleasant and happy information at this juncture. We are not only focusing our attention to the students and members within the country; but we are also concerned about our students and members located abroad. You would be happy to know that the Institute has taken a decision for opening of its first International Chapter in Dubai and plans are being finalized to inaugurate the Chapter. We shall provide further information in this regard in the subsequent issues.

VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered upto February, 2005 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period. They are not eligible to appear in the C.S. Foundation Programme Examination to be held in June, 2008.

And those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- by making an application in the prescribed Form "REG" together with the Foundation Programme admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in December, 2007 or registered upto and including 28th February, 2008 would be eligible to appear in both modules of the Executive Programme to be held in December, 2008 and candidates who would be seeking registration on or before 31st May, 2008 are eligible to write only one module in December, 2008 examination of the Executive Programme subject to completion of postal/oral tuition and compulsory Computer Training Programme. The blank application Form "REG" for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 70/- (including postage). The fee for seeking registration for Executive Programme is Rs. 6500/- payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Noida office or its Regional Offices.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main Programme viz. "Career in Company Secretaryship - A Hand Book" against cash payment of Rs. 300/- or by post by sending a crossed demand draft of Rs. 350/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Application Form "REG" is appended therein and students need not obtain it separately.

IDENTITY CARDS

Candidates admitted to the CS Foundation Programme are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee.

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

PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the 'C.S. FOUNDATION COURSE BULLETIN'. In case it does not carry or carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at dss@icsi.edu which will facilitate quick and economical communication from the Institute's side. The e-mail address may be sent in the following format:-

FROM THE SECRETARY & CEO'S DESK

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

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

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

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Candidates provisionally admitted to the Foundation Programme are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

Name :
Details of Fee paid :
Admission No. :
Email Address :

Complete Postal Address with Pincode :

CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students- who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of December, 2007 & January, 2008 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Sohan Lal, Joint Director (Students Services) without further delay at the Institute's address or may send e-mail to slal@icsi.edu. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

CHANGE OF ADDRESS

Change of address, if any, is to be intimated to the Institute by sending a separate communication in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student admission number, name and full postal address with city, state in capital letters.

COMPULSORY POSTAL TUITION.

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Programme. In addition, the Regional Councils / Chapters / Satellite Chapters of the Institute are authorized to impart oral tuition independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students.

The Institute has also granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions – to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz. www.icsi.edu.

It may, however, be noted that Oral coaching centre would be charging Oral Tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

E – learning (<http://elearning.icsi.edu>)

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

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

24 Hours CS Helpline:

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Programme & Profession. The students can have pre-recorded replies on the CS Programme round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detail information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE

IMPORTANT

For all academic guidance students may write to B.B. Kulkarni, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact Sohan Lal, Joint Director (Students Services), at the Institute's address.

With best wishes to the entire C.S. Students Community.

Yours sincerely,



(N.K. JAIN)

Date : 03.04.2008
Place : New Delhi

ACADEMIC GUIDANCE

FOUNDATION COURSE

ECONOMICS

ECONOMIC SURVEY 2007 - 08 - AN OVERVIEW¹

The Economic Survey 2007-08 presented by the Finance Minister, Shri P. Chidambaram in Parliament on 28.2.2008 informs that the economy has moved decisively to a higher growth phase. With growth in GDP at market prices exceeding 8 per cent in every year since 2003-04 the projected economic growth of 8.7 per cent for 2007-08 is fully in line with this trend. There was acceleration in domestic investment and saving rates to drive growth and provide the resources for meeting the 9 per cent (average) growth target of the Eleventh Five Year Plan. Macroeconomic fundamentals continue to inspire confidence and the investment climate is full of optimism. Buoyant growth of government revenues made it possible to maintain fiscal consolidation. Inflation flared up in the last half of 2006-07 and was successfully contained during the current year, despite a global hardening of commodity prices and an upsurge in capital inflows.

Expressing concern over slowdown in the consumer goods segment of industry and infrastructure constraints, the Economic Survey calls for additional reforms to raise growth to double digit. Growth in 2006-07 initially estimated at 9.2 per cent in February 2007 was revised upwards to 9.4 per cent in May 2007 and further to 9.6 per cent on January 31, 2008, suggesting that upward adjustments in the 2007-08 projections are possible. GDP at current market prices is projected at Rs. 46,93,602 crore in 2007-08. Thus, in the current fiscal year, the size of the Indian economy at market exchange rate will cross US\$ 1 trillion.

The growth in the services sector continued to be broad based with "transport and communication" being the fastest growing with an average of 15.3 per cent per annum during the 10th Five Year Plan followed by "construction". The contribution of the construction sector increased to 10.8 per cent while that of telecom to 11.4 per cent. There was 13.9 per cent growth in the financial services comprising banking, insurance and business services in 2006-07.

A notable feature of the recent GDP growth has been a sharply rising trend in gross domestic investment and saving with the former rising by 13.1 per cent of GDP and the latter by 11.3 per cent of GDP over five years till 2006-07. Both private and public savings have contributed to higher overall savings while the increase in investment has been driven by private investment. The Economic Survey observes that with rising per capita consumption, simple Engel curve analysis would predict a decline in share of food consumption and an increase in luxuries, which in our context include entertainment and durable goods. According to the Economic Survey, the overall inflation is projected to decline from 5.6 per cent in 2006-07 to 4.1 per cent in 2007-08. The projected decline is due to the deceleration in investment goods prices from 5.5 per cent growth in 2006-07 to 4.3 per cent growth in 2007-08. This, the Economic Survey says, should have a positive effect on investment.

Annual average growth of money reached a trough of 13 per cent in 2003-04 and has been on an accelerating trend since then, reaching 19.5 per cent in 2006-07. However, in contrast to money supply, average credit growth slowed marginally to 26.8 per cent in 2006-07 and has decelerated further in 2007-08. On balance of payments, the Economic Survey says that there is considerable uncertainty in quantifying the downside risk to global growth arising from the downturn in housing market and the sub-prime mortgage market crisis in the United States. Monetary policy actions by the United States and other developed countries seem to have contained the immediate impact, though more surprises in the next six months cannot be ruled out. Noting that the composition of capital flow is also changing, the Economic Survey says that the most welcome feature of increased

capital flows is the 150 per cent increase in net foreign direct investment inflows in 2006-07 to US\$ 23 billion. The trend has continued in the current financial year with gross FDI inflows reaching US\$ 11.2 billion in the first six months.

India's greater integration with the world economy was reflected by the trade openness indicator, the trade to GDP ratio, which increased from 22.5 per cent of GDP in 2000-01 to 34.8 per cent of GDP in 2006-07. The exports and imports grew by 22.6 per cent and 24.5 per cent respectively in 2006-07, recording the lowest gap between growth rates after 2002-03. In the first nine months of the current year, exports reached US\$111 billion, nearly 70 per cent of the year's export target.

Imports grew by 25.9 per cent during April-December 2007 due to non-POL imports growth of 31.9 per cent, implying strong industrial demand by the manufacturing sector and for export activity.

The industrial sector witnessed a slowdown in the first nine months of the current financial year. The growth of 9 per cent during April-December 2007, when viewed against the back drop of the robust growth witnessed in the preceding four years, suggests that there is a certain degree of moderation in the momentum of the industrial sector.

The Economic Survey states that the share of the Central Government expenditure on social services, including rural development, in total expenditure (plan and non-plan), has increased from 10.97 per cent in 2001-02 to 16.42 per cent in 2007-08. The demographic dividend will manifest itself as a rise in the working age population aged 15 to 64 years from 62.9 per cent in 2006 to 68.4 per cent in 2026. To tap this dividend, the Eleventh Five Year Plan focuses on ensuring better delivery of healthcare, skill development and encouragement of labour intensive industries.

Agricultural growth, dependent as it is on the monsoon, continued to fluctuate. The overall food grains production in 2007-08 is expected to fall short of the target by 2.2 million tonnes, though it is expected to be 10.1 million tonnes higher compared to the second estimates for 2006-07. While the production of Kharif food grains is expected to be 5.3 million tonnes (4.8 per cent) higher than the production in 2006-07, rabi production is expected to be lower by 3.3 million tonnes.

Expressing concern over the loss of dynamism in the agriculture and allied sectors in recent years the Economic Survey emphasizes the need for the second green revolution, particularly in the areas which are rain-fed, to improve the income of the persons dependent on the agriculture sector.

Stock markets are an important instrument of financial intermediation. They saw increased activity in 2007-08. The Bombay Stock Exchange (BSE) Sensex rose from 13,072 at end-March 2007 to 18,048 as on February 18, 2008, while the National Stock Exchange (NSE) index Nifty 50 rose from 3,822 to 5,277 during the same period. Both the indices gave a return of around 38 per cent during this period.

The Economic Survey acknowledges the importance of issues like Global warming and climate change. It however emphasizes the need to balance the harmful effects of human activity on global warming against the need for poverty reduction and economic growth in developing and least developed countries.

IMPORTANCE OF COMMUNICATION SKILLS²

If you want to become a dynamic communicator who leads and inspires with the power of words, you have to tune up your communication skills. Communication is the mechanism through which human relations are developed. Regardless of what business you are in – a large corporation, a small company, or even a home-based business, effective communication skills are essential for success. By successfully getting your message across, you convey your thoughts and ideas effectively. When not successful, the thoughts and ideas that you convey do not necessarily reflect your own thereby causing a communication breakdown and creating roadblocks that stand in the way of your goals both personally and professionally.

The one leadership trait that transcends all is strong verbal

2. Prepared by Archana Kaul, Assistant Director, The ICSI.

1. Source: PIB Press Release dated 28.02.2008

ACADEMIC GUIDANCE

communication skills. Just think of all the different conversations you have in one day and compare that with how much written communication you do in one day. Which do you do more often? You can judge yourself that most of us in our daily lives speak more than writing. The purpose of communication is to get your message across to others. This is a process that involves both the sender of the message as well as the receiver. If the message is misinterpreted by any of the parties, it leaves room for error causing unnecessary confusion. If we are able to communicate effectively, the chances of any ambiguity or confusion are minimized. In fact, a message is successful only when both the sender and the receiver perceive it in the same way.

Communication in reality happens internally. It is an internal process deep inside the individual. Effective communication emanates from within. That is why Steven Cohen calls it an "inside-out" approach. Check your emotions, feelings, thought process, clarity, and convictions from deep within. Do this before you translate these into gestures, expressions, words and other forms of communication. Unless you achieve the purity and politeness of thought and mind, your interaction and communication with the outside world will not achieve successful happenings. Therefore look within first. Change within first. Then only you will start achieving the level of communication that influences others positively. Then only the real creativity will flow out of you. That will give you the confidence to be your real glorious self. That then will lead to creating the perception in others that you are a person to be taken seriously if they are to benefit. Effective communication exudes out of such a person. It leads others into happy interaction and positive chain of actions unfolds. The happiness born out of purity and sincerity and politeness within begets further happiness and positivism in others. Your language, your words, your expression, your communication, verbal as well as non-verbal, all attain strong leadership. You start a new journey that exhilarates you as well as others. A joyous relationship emerges and multiplies. That, I believe, is the secret of communication.

Apart from our day to day life, in our professional life also we constantly use communication skills that involve speaking. Professionals have to either persuade people of their ideas or interact with people at various business forums to communicate their ideas/business proposals effectively. Needless to mention that in global competitive environment, there is no greater secret weapon in business than to know how to persuade people of your ideas. The vital aspect of progressing is getting your message across to others and to succeed in this, you must understand what your message is, what audience you are sending it to, and how it will be perceived. Also you must weigh-in the circumstances surrounding your communications, such as situational and cultural context.

Communication skills are the single more important decisive factor in choosing managers. This has been pointed out by a survey conducted recently by the University of Pittsburgh's Katz Business School. The survey conducted of recruiters from companies with more than 50,000 employees' points out that communication skills including written and oral presentations as well as an ability to work with others, are the main factor contributing to job success.

In spite of the increasing importance placed on communication skills, many professionals though struggling for the same are unable to communicate their thoughts and ideas effectively. This inability creates roadblocks for them to compete effectively in the workplace and stands in the way of their career progression. To be an effective communicator and to get your point across without misunderstanding and confusion, you need to tune up your communication skills.

The best way to improve your speaking skills is, to speak in English as often as possible. The other ways to develop speaking skills include: Listen actively to an authentic speech. Note in particular the little words and expressions that are used to link ideas, start sentences, give opinions, change the subject, etc. Try to think "how would I have said that?" and analyze any differences with the actual speech. Repeat phrases or whole sentences, attempting to imitate exactly the pronunciation, intonation and the speed of the original. If possible, record yourself using the tape recorder or an interactive CD-ROM.

When there is a transcript available mark the stresses, then after listening to the passage several times read the whole script aloud, again trying to mimic the original. Time yourself and compare this with the duration of the tape. Let me mention that being a great speaker is a learned skill. It is not a trait you are born with.

BUSINESS COMMUNICATION³

ENGLISH GLOSSARY

Last time we discussed a set of 20 words for easy understanding of difficult words appearing in the study material. Once again a set of 20 words are given to enable the students to understand the difficult words they come across while studying. Students are advised to go through the dictionary regularly to strengthen their vocabulary.

Word	Meaning
Candid	Frank, open and sincere
Capacitor	An electrical device characterised by its capacity to store an electric charge
Catalyst	Something that causes an event to happen; means; channel or mechanism
Celibate	Not having sexual activity, especially because of making a religious promise to do so
Chinks in the armour	The shortcomings; the mistakes committed that might be ignored at the first reading
Circumlocutory	Using unnecessarily wordy and indirect language
Coax	To persuade someone gently to do something or go somewhere, by being kind and patient
Colloquial	Characteristic of informal spoken language or conversation
Commensurate	Having the same measure, of equal extent or duration; corresponding in size or degree or extent; in a correct and suitable amount compared to something else
Condensing	The act of increasing the density of something; squeezing; compressing or reducing
Concocting	To put together a mixture of things to make it one; fabricate or formulate
Congenial	Friendly; pleasant or good-natured
Congruence	The quality or state of agreeing or corresponding; similarity
Conscientiously	Careful; painstaking; with extreme conscientiousness; alertness
Contemptuously	Without respect; disapprovingly
Colossal	So great in size or force or extent as to elicit awe; huge; oversized; gigantic
Credentials	Documents giving evidence of a person's achievements, qualities usually in the form of certificates, references etc
Cryogenic	Of or relating to very low temperatures
Decipher	Convert code into ordinary language; decode; interpret or translate
Decorous	Well-mannered; well-behaved

GUIDELINES FOR EFFECTIVE WRITTEN FORMAL COMMUNICATION

A formal letter cannot be written without a proper thought process. When writing a formal piece of communication, there are a number of points which must be remembered.

³ Prepared by Shruti Bansal, Assistant Education Officer under the guidance of Alka Kapur, Deputy Director, the ICSI

STUDENT SERVICES

- 1) Be Cautious: Any piece of formal communication may be challenged. Therefore, you should be cautious in the way you present your views. Use words like suggests that, the majority of, it would seem that etc.
- 2) Strictly-use only formal language: Use formal language only, but a lot of formality will show up in your written content and will make it difficult to understand.
Take care of the following:
 - a) use full forms instead of abbreviations.
 - b) do not use slangs.
- 3) Be precise and specific: Nobody understands your view better than you yourself. Thus, it is important to be first clear about one's own point of view and then express it accordingly.
You should:
 - a) use a good dictionary.
 - b) use specific examples to illustrate your view point.
 - c) become a harsh editor, cut as much of insignificant details.
 - d) keep your own glossary.
- 4) Use powerful words: There are certain words which are considered powerful. Some of them are: contend, describe, disagree, dismiss, dispute, examine, object, observe, persuade, propose, recommend, state, suggest, support etc.

Thus, the students are advised to read formal written content, so that they develop a knack and understanding of writing formal content.

EXAMINATION

1. DECLARATION OF DECEMBER, 2007 EXAMINATION RESULTS.

Result of Foundation Examination of the Company Secretaries held in December, 2007 was declared at 2.00 P.M. on Monday, the 25th February, 2008. As in the past, the result was displayed simultaneously on the Notice Boards at the Institute's Headquarters, Offices of the Regional Councils and Chapters and Examination Centres. The results along with break-up of subjectwise marks was also available on the Institute's Website www.icsi.edu on 25th February, 2008 from 2.00 P.M. onwards.

The result-cum-marks statements were despatched to all candidates by 3rd March, 2008. Any candidate who does not receive his/her result-cum-marks statement, immediately write to the Sr. Director (Exams.) for issuing duplicate result-cum-marks statement giving relevant particulars, i.e., his/her name, student admission number, stage of examination, roll number, examination centre, alongwith a self-addressed stamped envelope worth Rs.5.

2. NEXT FOUNDATION EXAMINATION IN JUNE 2008

Next Foundation Examination will be held from Monday, the 2nd June 2008 to Friday, the 6th June, 2008 at the following Examination Centres viz., 1. Agra, 2. Ahmedabad, 3. Allahabad, 4. Ambala, 5. Aurangabad*, 6. Bangalore, 7. Bareilly*, 8. Bhillwara, 9. Bhopal, 10. Bhubaneswar, 11. Chandigarh, 12. Chennai (West), 13. Chennai (South), 14. Coimbatore, 15. Dehradun, 16. Delhi (East), 17. Delhi (North), 18. Delhi (South), 19. Delhi (West), 20. Ernakulam, 21. Faridabad, 22. Ghaziabad, 23. Gurgaon 24. Guwahati, 25. Hyderabad, 26. Indore, 27. Jaipur, 28. Jammu, 29. Jamshedpur, 30. Jodhpur, 31. Kanpur, 32. Kolhapur* 33. Kolkata (North), 34. Kolkata (South), 35. Lucknow, 36. Ludhiana, 37. Madurai, 38. Mangalore, 39. Meerut, 40. Mumbai (CG), 41. Mumbai (GTK), 42. Mumbai (JOG), 43. Mysore, 44. Nagpur, 45. Nasik, 46. Noida, 47. Panaji, 48. Patna, 49. Pondicherry, 50. Pune, 51. Raipur, 52. Rajkot, 53. Ranchi, 54. Shimla, 55. Srinagar,* 56. Surat, 57. Thane, 58. Thiruvananthapuram, 59. Tiruchirapalli, 60. Udaipur, 61. Vadodara, 62. Varanasi, 63. Vijayawada, 64. Visakhapatnam, 65. Yamuna Nagar (Haryana) and one Overseas Centre — Dubai as per the Time Table & Programme given below:

TIME TABLE & PROGRAMME

DATE AND DAY	MORNING SESSION 9.30 A. M. To 12.30 P.M.
02.06.2008 Monday	English & Business Communication
03.06.2008 Tuesday	Basic Economic & Business Environment
04.06.2008 Wednesday	Financial Accounting
05.06.2008 Thursday	Elements of Business Laws and Management
06.06.2008 Friday	Information Systems and Quantitative Techniques

NOTE:

1. *Aurangabad, Bareilly, Kolhapur and Srinagar Examination Centres are opened purely on an experimental basis.
2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

The addresses of examination centres for June, 2008 Examination is published elsewhere in this issue

3. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall. Carrying Mobile Phone, Digital Diary, Pager or any other electronic/mechanical gadgets in Examination Hall is not allowed.

4. HINDI AS AN OPTIONAL MEDIUM FOR WRITING FOUNDATION EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation examination (except 'English & Business Communication' paper) on the following conditions:

- (i) 'English and Business Communication' paper is required to be attempted in English only;
- (ii) option once exercised is irrevocable for that particular session of examination;
- (iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- (iv) the Question Papers of Foundation examination (except 'English and Business Communication') will be printed/ supplied both in English and Hindi;
- (v) if a candidate writes his/her answers in Hindi Medium without having exercised such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- (vi) candidates having opted Hindi Medium for the examination must write HINDI MEDIUM in bold letters on the top of the cover page of Answer Book No(s).1 and 1B, as the case may be; and
- (vii) candidates having opted Hindi Medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English.

5. AVAILING OF CONCESSION BY PHYSICALLY DISABLED CANDIDATES FOR WRITING EXAMINATIONS

Any physically disabled student who requires some concession or assistance which is normally admissible under the rules for the purpose of appearing or writing the examination, for that he/she should make a separate written request along with his/her application for enrolment to the examination together with the following supporting documents :

- (i) Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting the normal physical functions; and
- (ii) Letter of Permission issued by Sr. Secondary Board/University and/or any other professional/educational examining body, such as – UPSC, SSC, State Public Service Commission, ICAI, ICWAI, etc., granting him/her assistance of a Scribe and/or extra-time for writing examinations.

ANNOUNCEMENT

The Council of the Institute has decided to close the Beawar Satellite Chapter, being in-active and dormant. The said decision has been taken on the specific recommendations of the NIRC which were duly endorsed by the Executive Committee of the Council. Accordingly, Beawar Satellite Chapter has been closed with effect from 1st February, 2008.

STUDENT SERVICES

COMPANY SECRETARIES EXAMINATION – JUNE, 2008			
Addresses of Examination Centres			
S.No. CENTRE	CENTRE ADDRESS		
1. AGRA ST.	JOHN'S COLLEGE, M.G. ROAD, AGRA - 282002	28. JAIPUR	UNIVERSITY COMMERCE COLLEGE JAWAHAR LAL NEHRU MARG, JAIPUR - 302004
2. AHMEDABAD	DIWAN BALLUBHAI MADHYAMIK SHALA NEAR ABAD DAIRY, OPP. VANIJYA BHAWAN, KANKARIA, AHMEDABAD – 380 022.	29. JAMMU	GOVT. SPMR COLLEGE OF COMMERCE CANAL ROAD, OLD CAMPUS ROAD JAMMU - 180001
3. ALLAHABAD	COLONELGANJ INTER COLLEGE 51, TAGORE TOWN, ALLAHABAD - 211002	30. JAMSHEDPUR	UNDER FINALISATION
4. AMBALA	SHRI ATMANAND JAIN COLLEGE JAIN COLLEGE ROAD, AMBALA CITY - 134002	31. JODHPUR	ONKARMAL SOMANI COLLEGE OF COMMERCE Opp. KAMLA NEHRU NAGAR, FIRST PUIYA CHOPASANI ROAD, JODHPUR - 342009
5. AURANGABAD	MANIKCHAND PAHADE LAW COLLEGE, SAMARTH NAGAR, NIRALA BAZAR AURANGABAD - 431 001	32. KANPUR	KANPUR VIDYA MANDIR MAHILA (P.G.) MAHAVIDYALAYA, 7/147 SWAROOP NAGAR KANPUR - 208002
6. BANGALORE	ST. JOSEPH'S INDIAN COMPOSITE, P U COLLEGE, 2 VITTAL MALLAYA ROAD, BANGALORE - 560 001	33. KOLHAPUR	VIVEKANAND COLLEGE 204-E TARABAI PARK, KOLHAPUR - 416003
7. BAREILLY	MANOHAR BHUSHAN INTER COLLEGE NAINITAL ROAD, BAREILLY - 243001	34. KOLKATA (N1)	METROPOLITAN INSTITUTION (MAIN) 39, SANKHAR GHOSH LANE, KOLKATA - 700006
8. BHILWARA	SMT. SUSHILA DEVI MATHUR P.G.GIRLS COLLEGE, MAHILA ASHRAM, PATHIK NAGAR, BHILWARA - 311001	35. KOLKATA (N2)	ANGLO-ARABIC SECONDARY SCHOOL 46/7, MAHATMA GANDHI ROAD, KOLKATA - 700009
9. BHOPAL	GOVT. MAHARANI LAXMI BAI GIRLS (AUTONOMOUS) COLLEGE (NR. S. V. POLYTECHNIC COLLEGE) BHOPAL - 462002	36. KOLKATA (SOUTH-JPBS)	JODHPUR PARK BOYS SCHOOL JODHPUR PARK, KOLKATA - 700068
10. BHUBANESWAR	B. J. B. (AUTONOMOUS) COLLEGE LEWIS ROAD, BHUBANESWAR - 751014	37. LUCKNOW	NATIONAL P.G. COLLEGE 2, RANA PRATAP MARG, LUCKNOW - 226001
11. CHANDIGARH	UNDER FINALISATION	38. LUDHIANA	GIRLIS COMMON ROOM SCD GOVT. COLLEGE CIVIL LINES, LUDHIANA - 141001
12. CHENNAI(SOUTH)	DR. MGR JANKI COLLEGE OF ARTS & SCIENCE FOR WOMEN, 11 & 13, DURGABAI DESHMUKH ROAD, R A PURAM, CHENNAI - 600 017	39. MADURAI	THE AMERICAN COLLEGE NEW BUILDING, TALLAKULAM POST MADURAI - 625002
13. CHENNAI (WEST)	UNDER FINALISATION	40. MANGALORE	S.D.M. LAW COLLEGE, MANGALORE - 575003
14. COIMBATORE	PSG COLLEGE OF ARTS & SCIENCE AVINASHI ROAD, CIVIL AERODROME POST COIMBATORE - 641014	41. MEERUT	N.A.S. COLLEGE, E. K. ROAD, MEERUT – 250 002.
15. DEHRADUN	GOVERNMENT GIRLS INTER COLLEGE 22, RAJPUR ROAD, DEHRADUN - 248001	42. MUMBAI(CG)	SYDENHAM COLLEGE OF COMMERCE & ECONOMICS B. ROAD, CHURCHGATE, MUMBAI – 400 020.
16. DELHI (EAST)	LOVELY PUBLIC SR. SECONDARY SCHOOL PRIYADARSHINI VIHAR, NR. BANK ENCLAVE DELHI – 110 092	43. MUMBAI (GTK)	SMT. PN DOSHI WOMEN'S COLLEGE OF ARTS (S.N.D.T. COLLEGE),RATAN BAUG, CAMA LANE, GHATKOPAR (WEST), MUMBAI - 400086
17. DELHI (NORTH)	JVSD GIRLS SR. SEC. SCHOOL, D-II LINK ROAD (NEAR BAGGA PETROL PUMP - OPP. HANUMAN STATUE), KAROL BAGH NEW DELHI - 110005	44. MUMBAI (JOG)	GOVT. OF MAHARASHTRA ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE & COMMECE JOGESHWARI (EAST), MUMBAI – 400 060.
18. DELHI (SOUTH)	GURU HARKRISHAN PUBLIC SCHOOL, NEAR GURUDWARA, B - BLOCK KALKAJI, NEW DELHI - 110 019	45. MYSORE	SBRR MAHAJANA PRE-UNIVERSITY COLLEGE JAYA LAKSHMIPURAM, MYSORE - 570012
19. DELHI (WEST)	DAV PUBLIC SCHOOL, POCKET B - 6, SECTOR 7 ROHINI, DELHI - 110085	46. NAGPUR	HISLOP COLLEGE TEMPLE ROAD, CIVIL LINES, NAGPUR - 440001
20. DUBAI	UNDER FINALISATION	47. NASHIK	BYK COLLEGE OF COMMERCE COLLEGE ROAD, NASHIK - 422005
21. ERNAKULAM	ST. ALBERT'S COLLEGE BANERJI ROAD, ERNAKULAM, KOCHI - 682018	48. NOIDA	UNDER FINALISATION
22. FARIDABAD	VIDYA MANDIR PUBLIC SCHOO, SECTOR - 5-A, FARIDABAD - 121 007	49. PANAJI	S.S.DEMPO COLLEGE OF COMMERCE AND ECONOMICS, SERRA BUILDING (NEAR A.I.R.), ALTINHO, PANAJI (GOA) - 403001
23. GHAZIABAD	UNDER FINALISATION	50. PATNA	MAGADH MAHILA COLLEGE NORTH GANDHI MAIDAN, PATNA - 800001
24. GURGAON	UNDER FINALISATION	51. PONDICHERRY	BHARATHIDASAN GOVT. COLLEGE FOR WOMEN (AUTONOMOUS) MAHATMA GANDHI ROAD, MUTHIALPET, PONDICHERRY - 605 003
25. GUWAHATI	GUWAHATI COMMERCE COLLEGE R. G. BARUAH ROAD, GUWAHATI - 781021	52. PUNE	UNDER FINALISATION
26. HYDERABAD	WESLEY POST GRADUATE COLLEGE 145 MC INTYRE ROAD, OPP. ANAND THEATRE SECUNDERABAD – 500 003.	53. RAIPUR	SCHOOL OF STUDIES IN COMPUTER SCIENCE PT. RAVI SHANKAR SHUKLA UNIVERSITY RAIPUR - 492010
27. INDORE	DEVI AHILYA ARTS & COMMERCE COLLEGE 8/1, USHA GANJ, JAORA COMPOUND INDORE - 452001	54. RAJKOT	LT. MJ KUNDALIYA ENGLISH MEDIUM MAHILA COMM. COLLEGE, KASTURBA ROAD, OPP. JAIN DERASAR, RAJKOT - 360001
		55. RANCHI	D.A.V. JAWAHAR VIDYA MANDIR SHYAMALI POST DORANDA, RANCHI - 834002
		56. SHIMLA	S.D. SENIOR SECONDARY SCHOOL SHIMLA - 171001

STUDENT SERVICES

57. SRINAGAR	UNDER FINALISATION	78, 84, 87, 93, 94, 96, 97, 98, 2000, 03, 07, 15, 18, 20, 21, 22, 24, 25, 26, 27, 28, 29, 32, 33, 34, 36, 37, 38, 43, 45, 46, 48, 51, 53, 55, 56, 60, 62, 63, 65, 66, 68, 71, 72, 74, 79, 81, 83, 84, 85, 88, 92, 95, 96, 97, 98, 99, 2100, 02, 67, 77, 81, 82, 83, 86, 87, 89, 90, 91, 93, 94, 96, 97, 98, 2200, 01, 10, 11, 12, 13, 14, 15, 16, 17, 21, 22, 23, 24, 27, 29, 31, 35, 38, 44, 50, 54, 55, 59, 62, 64, 66, 68, 69, 72, 74, 75, 76, 81, 84, 85, 86, 87, 88, 89, 91, 93, 94, 96, 2308, 10, 14, 17, 76, 79, 82, 83, 86, 87, 88, 89, 90, 92, 95, 96, 97, 98, 2400, 01, 05, 06, 11, 12, 18, 30, 31, 32, 33, 35, 39, 40, 41, 42, 43, 44, 46, 47, 48, 49, 51, 52, 53, 55, 56, 57, 59, 61, 62, 64, 66, 67, 68, 70, 71, 72, 74, 75, 76, 79, 80, 81, 82, 83, 85, 88, 89, 93, 96, 98, 2501, 03, 05, 08, 09, 68, 69, 71, 74, 77, 79, 81, 83, 84, 85, 86, 88, 89, 90, 91, 93, 95, 96, 97, 98, 99, 2600, 01, 02, 03, 04, 05, 12, 72, 75, 77, 79, 80, 81, 82, 86, 87, 90, 91, 92, 93, 94, 95, 98, 2702, 03, 05, 07, 08, 09, 11, 12, 13, 15, 16, 17, 18, 21, 22, 23, 26, 28, 29, 32, 35, 36, 37, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 64, 66, 69, 70, 71, 72, 73, 76, 77, 78, 80, 81, 82, 83, 84, 85, 86, 88, 90, 92, 2837, 38, 39, 40, 41, 43, 48, 52, 54, 57, 58, 59, 60, 61, 63, 68, 70, 73, 74, 76, 78, 79, 80, 81, 86, 2941, 42, 46, 47, 48, 50, 52, 53, 54, 57, 59, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 74, 75, 3028, 30, 32, 36, 38, 39, 40, 41, 42, 45, 46, 47, 48, 50, 51, 52, 55, 56, 57, 58, 59, 61, 62, 63, 64, 66, 67, 71, 3126, 27, 28, 29, 30, 32, 33, 34, 37, 39, 42, 46, 48, 50, 52, 54, 55, 56, 57, 58, 62, 68, 69, 74, 75, 76, 79, 82, 83, 91, 93, 96, 97, 98, 99, 3201, 02, 04, 06, 07, 08, 09, 10, 12, 16, 17, 20, 23, 27, 28, 86, 88, 91, 92, 93, 95, 99, 3351, 53, 57, 58, 59, 60, 61, 63, 64, 65, 69, 70, 3430, 31, 33, 35, 36, 38, 39, 41, 43, 44, 45, 47, 48, 49, 50, 51, 3561, 65, 66, 67, 68, 69, 71, 73, 74, 3630, 34, 35, 36, 37, 38, 39, 96, 97, 99, 3700, 01, 02, 04, 05, 07, 08, 09, 11, 16, 17, 18, 19, 21, 73, 74, 76, 77, 79, 84, 85, 86, 90, 91, 92, 93, 94, 96, 3851, 56, 62, 64, 68, 70, 71, 73, 75, 77, 79, 82, 83, 3938, 42, 46, 47, 49, 50, 51, 54, 60, 61, 62, 66, 67, 68, 72, 81, 83, 84, 85, 86, 4037, 45, 49, 51, 53, 55, 56, 4113, 14, 15, 16, 18, 21, 22, 23, 24, 25, 26, 28, 29, 82, 83, 84, 4244, 47, 48, 49, 52, 56, 61, 62, 63, 66, 67, 68, 69, 70, 71, 72, 74, 75, 76, 77, 79, 81, 83, 84, 85, 86, 87, 88, 90, 91, 93, 94, 96, 99, 4304, 05, 07, 08, 09, 10, 14, 15, 23, 24, 25, 81, 82, 83, 84, 85, 86, 87, 89, 90, 91, 92, 93, 94, 96, 98, 99, 4400, 01, 04, 07, 09, 16, 17, 20, 22, 25, 27, 29, 34, 36, 38, 39, 40, 41, 42, 43, 96, 97, 4501, 05, 06, 08, 09, 10, 11, 13, 16, 18, 19, 21, 22, 23, 24, 26, 27, 28, 30, 31, 32, 91, 92, 95, 96, 97, 98, 4600, 01, 02, 03, 05, 06, 58, 59, 63, 66, 69, 70, 71, 72, 74, 81, 83, 84, 86, 87, 92, 95, 97, 98, 4700, 01, 02, 04, 05, 07, 08, 10, 11, 14, 16, 17, 20, 21, 23, 24, 25, 78, 80, 83, 84, 87, 88, 89, 4843, 44, 45, 48, 50, 52, 4909, 14, 66, 5021, 23, 30, 84, 85, 87, 89, 91, 92, 93, 5146, 47, 48, 5200, 55, 57, 58, 63, 64, 65, 66, 67, 70, 71, 72, 73, 75, 76, 80, 81, 82, 83, 84, 86, 87, 90, 91, 92, 93, 96, 97, 98, 5300, 02, 03, 04, 05, 06, 08, 09, 12, 64, 69, 70, 71, 73, 76, 77, 81, 84, 88, 90, 91, 92, 5449, 52, 54, 5508, 09, 10, 12, 15, 18, 22, 78, 79, 80, 82, 84, 86, 88, 93, 94, 97, 98, 99, 5600, 01, 02, 04, 05, 09, 13, 14, 15, 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 29, 30, 84, 87, 93, 94, 96, 97, 99, 5700, 01, 02, 03, 05, 08, 09, 10, 15, 16, 17, 19, 20, 23, 24, 28, 29, 33, 34, 35, 36, 37, 38, 40, 41, 42, 43, 44, 45, 46, 47, 48, 51, 54, 55, 57, 59, 60, 61, 62, 63, 65, 66, 67, 5820, 22, 23, 24, 25, 26, 27, 28, 31, 32, 33, 35, 38, 39, 40, 41, 42, 43, 44, 46, 48, 49, 50, 51, 52, 53, 54, 57, 5910, 11, 14, 19, 22, 26, 29, 30, 32, 34, 35, 36, 39, 41, 44, 45, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 60, 61, 62, 63, 65, 66, 67, 70, 71, 73, 75, 76, 77, 78, 79, 80, 84, 85, 86, 87, 89, 90, 91, 92, 93, 94, 95, 97, 98, 99, 6001, 03, 04, 07, 08, 15, 16, 18, 22, 23, 26, 27, 28, 30, 31, 32, 33, 34, 35, 37, 38, 39, 41, 42, 43, 44, 46, 47, 48, 49, 50, 51, 52, 53, 54, 56, 57, 58, 59, 6111, 16, 17, 18, 21, 23, 30, 32, 34, 35, 37, 89, 92, 93, 94, 6248, 50, 51, 56, 59, 60, 61, 62, 63, 64, 65, 66, 69, 70, 73, 76, 77, 78, 79, 80, 81, 82, 85, 86, 87, 89, 90, 91, 92, 94, 95, 96, 97, 6301, 03, 04, 06, 07, 10, 11, 14, 18, 20, 21, 22, 23, 25, 27, 31, 32, 36, 37, 39, 41, 43, 45, 51, 53, 55, 56, 59, 62, 63, 64, 65, 67, 70, 71, 73, 75, 77, 78, 84, 87, 89, 91, 93, 94, 99, 6400, 01, 02, 03, 04, 05, 07, 08, 09, 10, 11, 14, 17, 19, 21, 23, 25, 26, 29, 35, 36, 39, 40, 43, 44, 6555, 56, 57, 64, 66, 67, 68, 69, 72, 6629, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 94, 95, 96, 98, 6700, 01, 02, 03, 61, 64, 65, 70, 72, 73, 76, 80, 82, 83, 84, 85, 89, 96, 6800, 02, 04, 06, 07, 13, 14, 20, 21, 22, 24, 26, 28, 29, 33, 37, 40, 42, 48, 49, 51, 52, 53, 54, 55, 58, 59, 62, 6919, 22, 24, 81, 82, 83, 87, 89, ENDS.
58. SURAT	SIR K. P. COLLEGE OF COMMERCE SPB VANIJYA VIDYA BHAVAN, ATHWA LINES, SURAT - 395001	
59. THANE	K. G. JOSHI ARTS AND N.G. BEDEKAR COLLEGE OF COMM. CHENDANI, BUNDAR ROAD, WEST THANE - 400601	
60. THIRUVANA-NTHAPURAM	GOVT. ARTS COLLEGE, THYCAUD POST, THIRUVANANTHAPURAM - 695014	
61. TIRUCHIRAPALLI	UNDER FINALISATION	
62. UDAIPUR	M.V. SHRAMJEEVI COLLEGE, NEAR TOWN HALL, LINK ROAD, UDAIPUR - 313001	
63. VADODARA	FACULTY OF LAW, M.S. UNIVERSITY OF BARODA NEAR RAILWAY STATION, SAYAJIGANJ VADODARA - 390002	
64. VARANASI	UNDER FINALISATION	
65. VIJAYAWADA	SATAVAHANA COLLEGE, SITARAMAPURAM, ELURU ROAD, VIJAYAWADA - 520 002	
66. VISAKHAPATNAM	VISAKHA GOVT. COLLEGE FOR WOMEN OLD JAIL ROAD, DABA GARDENS, VISAKHAPATNAM - 530 020	
67. YAMUNA NAGAR	D.A.V. COLLEGE FOR GIRLS JAGADHARI ROAD, YAMUNA NAGAR - 135001	

FOLLOWING ARE THE ROLL NUMBERS OF THE CANDIDATES WHO HAVE PASSED THE FOUNDATION EXAMINATIONS OF COMPANY SECRETARIES HELD IN DECEMBER, 2007

FOUNDATION EXAMINATION

203, 05, 07, 08, 09, 11, 69, 70, 72, 75, 76, 77, 79, 81, 82, 83, 84, 85, 86, 87, 88, 90, 91, 92, 93, 94, 98, 99, 300, 02, 04, 07, 08, 09, 10, 12, 13, 14, 15, 17, 19, 23, 25, 26, 31, 33, 34, 35, 36, 37, 40, 45, 46, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 62, 63, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 81, 82, 83, 84, 85, 88, 89, 90, 92, 93, 94, 400, 01, 02, 03, 04, 06, 07, 08, 10, 11, 14, 15, 17, 18, 19, 20, 21, 22, 23, 25, 26, 27, 29, 30, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 45, 46, 47, 50, 51, 52, 53, 54, 55, 57, 58, 60, 61, 63, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 77, 79, 80, 81, 82, 83, 86, 88, 89, 90, 92, 93, 94, 95, 96, 98, 500, 01, 02, 03, 04, 05, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 31, 33, 34, 35, 36, 38, 40, 42, 43, 44, 45, 46, 47, 49, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 63, 64, 65, 66, 67, 68, 71, 72, 73, 74, 75, 76, 77, 79, 80, 81, 82, 83, 84, 87, 88, 89, 90, 92, 93, 94, 95, 96, 97, 98, 99, 600, 01, 02, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 37, 38, 39, 41, 42, 43, 44, 46, 47, 48, 50, 51, 55, 56, 57, 58, 60, 62, 64, 66, 67, 68, 69, 70, 71, 75, 76, 77, 78, 79, 81, 83, 84, 85, 86, 87, 88, 90, 91, 92, 94, 97, 98, 99, 701, 02, 03, 05, 06, 07, 08, 09, 10, 11, 824, 25, 27, 28, 29, 30, 33, 34, 36, 37, 38, 41, 43, 44, 48, 52, 54, 58, 59, 61, 913, 14, 15, 16, 17, 18, 19, 21, 22, 23, 75, 76, 81, 89, 94, 1052, 55, 56, 59, 60, 63, 65, 1120, 21, 22, 25, 29, 30, 33, 34, 37, 38, 39, 40, 41, 43, 44, 45, 47, 48, 53, 55, 58, 61, 62, 63, 66, 67, 68, 69, 73, 75, 76, 77, 78, 79, 82, 83, 84, 85, 89, 90, 92, 93, 95, 97, 98, 99, 1200, 01, 02, 03, 04, 05, 06, 07, 08, 10, 11, 12, 15, 16, 17, 18, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 59, 60, 62, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 78, 1330, 31, 32, 35, 37, 39, 41, 43, 44, 45, 47, 48, 53, 55, 56, 57, 58, 59, 61, 62, 65, 66, 67, 68, 69, 71, 72, 73, 74, 75, 76, 77, 1433, 43, 45, 46, 49, 50, 52, 54, 55, 57, 1515, 16, 17, 20, 21, 22, 75, 76, 77, 78, 79, 82, 83, 86, 91, 92, 93, 94, 95, 96, 98, 99, 1600, 01, 02, 03, 04, 05, 06, 07, 09, 10, 11, 14, 15, 66, 70, 73, 76, 78, 87, 91, 92, 95, 1700, 01, 02, 03, 10, 11, 12, 13, 20, 21, 25, 27, 29, 30, 36, 37, 38, 40, 42, 44, 47, 49, 50, 52, 53, 54, 55, 56, 61, 64, 65, 66, 70, 71, 72, 75, 76, 77, 87, 88, 89, 90, 95, 97, 98, 1801, 05, 06, 09, 10, 14, 16, 18, 19, 20, 80, 81, 82, 83, 86, 91, 93, 94, 95, 97, 98, 99, 1901, 02, 07, 09, 12, 13, 26, 30, 31, 38, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52, 57, 58, 60, 61, 62, 64, 66, 68, 70, 71, 74,

ANNEXURE – I
DETAILED COURSE CONTENTS UNDER
THE FOUNDATION PROGRAMME

Each paper will be of three hours duration and will carry 100 marks. The medium of writing the examination will be English; provided that it shall be competent for the Council to permit, subject to such conditions as it may deem fit and after giving sufficient advance information to the candidates, the use of Hindi as a medium of writing for any particular subject(s). Candidates are expected to be conversant with the amendments to the laws made upto six months preceding the date of examinations.

FOUNDATION PROGRAMME
PAPER 1 : ENGLISH AND BUSINESS COMMUNICATION

Level of knowledge : Working knowledge.

Objective : To help students acquire competence in English to use the language.

Detailed contents :

Part A : English (50 Marks)

1. Essentials of Good English

Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

2. Essay Writing

Essays on matters of current interest on trade, commerce, industry and profession.

3. Precis Writing

Preparation of summary of office notes; summary of matters appearing in economic and commercial dailies and journals for use in committee meetings in the office; summary of decisions taken in meetings and conferences.

Part B : Business Communication (50 Marks)

4. Business Communication

Meaning and significance of good communication; principles of business communication; means of communication - oral, written, visual, audio-visual; essentials of a good business letter, etc.

5. Business Correspondence

Personnel : drafting of interview letters, call letters and offer of appointment; provisional appointment orders; final orders of appointment.

Purchase : requests for quotations, tenders, samples and drawings; test order; complaints and follow-up.

Sales : drafting of sales letters, circular letters, preparation of sale notes with conditions of sale; status inquiries; reports to sales manager such as sales promotion matters.

Accounts : correspondence with various agencies : customers - regarding dues, follow up letters; banks - regarding over-drafts, cash credits and account current, insurance companies - regarding payment, renewal of insurance premium, claims and their settlement.

Secretarial : correspondence with shareholders and debenture-holders pertaining to dividend and interest, transfer and transmission, Stock Exchanges, Registrar of Companies and various authorities like Reserve Bank of India, SEBI.

Miscellaneous : Resume, letter of application, goodwill messages, condolence letters.

6. Administration and Miscellaneous

Drafting of telegraphic and facsimile messages, messages through electronic media; public notices and invitations; representations to Trade Associations, Chambers of Commerce and public authorities.

7. Inter-departmental Communication

Internal memos; office circulars; office orders; office notes; representation to chief executive and replies thereto; communication with regional/branch offices.

8. Preparation of Press Releases

PAPER 2 : ECONOMICS AND STATISTICS

Level of knowledge : Basic knowledge

Objective : To provide basic and conceptual understanding of economic concepts, principles of economics and statistical tools to interpret and analyse various economic phenomena.

Detailed contents :

Part A : Economics (50 marks)

1. Nature and Scope of Economics

Definition, nature and scope of economics; micro and macroeconomics; positive and normative economics; working of economic systems with special reference to the capitalistic, socialistic and the mixed economies.

2. Demand and Supply Analysis

Utility analysis - total utility and marginal utility; law of diminishing marginal utility; law of equi-marginal utility; consumers' equilibrium; law of demand; elasticity of demand; law of supply, elasticity of supply; demand and supply equilibrium.

3. Production, Costs and Revenue Analysis

Factors of production, meaning of production, laws of returns; returns to scale; cost concepts and cost curves; revenue concepts and revenue curves.

4. Market Forms and Equilibrium of the Firm and Industry

Market forms - meaning and characteristics; price and output determination and equilibrium of firm and industry under perfect competition, monopoly and monopolistic competition.

5. Basic characteristics of Indian Economy

Role of Agriculture, Industry & Service Sectors in the development of the Indian Economy; National income of India – Concept, significance, trends and measurement of national income.

6. Select Areas of Indian Economy

Population – size and growth and impact of population on economic development; unemployment –nature, various measures to reduce it; foreign trade and India's balance of payments. Five Year Plans and economic development; fiscal policy and national budget.

7. Money and Banking

Concept of money – its functions; Commercial Banks – role and functions; quantity theory of money; credit creation; Reserve Bank of India and its functions and monetary policy.

8. Economic Reforms and Liberalisation

Major economic reforms since 1991; Globalisation and its impact on Indian Economy; concept of WTO- an overview.

Part B : Statistics (50 Marks)

9. Descriptive Statistics : Definition and functions of statistics, statistical techniques commonly used in business activities, law of statistics, limitations of statistics.

10. Collection and Presentation of Statistical Data : Primary and secondary data; Classification and, tabulation of data; frequency distribution of data; diagrams and graphs.

11. Measures of Central Tendency: Mean, median and mode, geometric mean and harmonic mean.

12. Measures of Dispersion: Range, quartile deviation, mean deviation, standard deviation.

13. Correlation Analysis: Meaning, significance, nature and types of correlation; Karl Pearsons coefficient of correlation; rank correlation.

14. Index numbers and Time Series Analysis : Familiarisation with the concepts relating to index numbers and time series (Simple Numerical Problems).

PAPER 3 : FINANCIAL ACCOUNTING

Level of knowledge : Basic knowledge

Objective : To familiarize and develop an understanding the skills of accounting principles for effective recording of business operations of an entity.

Detailed Contents :

1. Introduction to accounting
2. Recording of transactions
3. Preparation of bank reconciliation statement
4. Rectification of errors
5. Preparation of final accounts (non-corporate entities)
6. Accounting for depreciation
7. Accounting for bills of exchange
8. Accounts of non-profit organizations
9. Single entry accounts - preparation of accounts from incomplete records

10. Accounting for consignments and joint ventures
11. Partnership accounts – simple problems
12. Insurance claims

PAPER 4 : ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

Level of knowledge : Basic knowledge

Objectives :

- (i) To give an exposure to the students of some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organisation.
- (ii) To acquaint the students with the principles of management.

Detailed contents :

Part A : Elements of Business Laws (50 Marks)

1. Law

Meaning of law, its significance and relevance to modern civilized society; sources of law.

2. Law relating to Contract – An Overview

Contract - meaning; essentials of a valid contract; nature of contract; performance of contract; termination and discharge of contract; indemnity and guarantee; bailment and pledge; law of agency.

3. Law relating to Sale of Goods – An Overview

Essentials of a contract of sale; sale distinguished from agreement to sell ; bailment ; contract for work and labour and hire-purchase ; conditions and warranties; transfer of title by non-owners ; doctrine of caveat emptor ; performance of the contract of sale ; unpaid seller - his rights against the goods and the buyer.

4. Law relating to Negotiable Instruments – An Overview

Definition of a negotiable instrument; instruments negotiable by law and by custom; types of negotiable instruments; parties to a negotiable instrument - duties, rights, liabilities and discharge; material alteration; crossing of cheques; payment and collection of cheques and demand drafts; presumption of law as to negotiable instruments.

5. Law relating to Partnership – An Overview

Nature of partnership and certain similar organisations; co-ownership; Joint Hindu Family; partnership deed; rights and liabilities of partners including those of newly admitted partners, retiring and deceased partners; implied authority of partners and its scope; registration of firms; dissolution of firms and of the partnership.

6. Elements of Company Law

Meaning and nature of company; promotion and incorporation of a company; familiarisation with the concept of Board of directors, shareholders and company meetings; Company Secretary.

Part B : Elements of Management (50 Marks)

7. Nature of Management and its Process

Meaning; nature of management and its process; planning, organising; directing; coordination and controlling.

8. Planning

Policies and procedures; methods of planning; decision-making.

9. Organising

Structure; principles and theories of organisation; span of management; centralisation and de-centralisation; line and staff functions; delegation; functional organisation; formal and informal organisation; growth in organisation.

10. Staffing

Meaning; nature and functions of personnel management; selection, training and development; performance appraisal.

11. Direction and Co-ordination

Communication; motivation, morale and leadership; internal and external co-ordination; committees in management; management of change; organisation development (O.D.).

12. Controlling

Concepts and basic control process; essentials of a good control system; traditional and non-traditional control devices.

13. Social Responsibility of Business.

ATTENTION STUDENTS !!

INTRODUCTION OF NEW SYLLABUS OF FOUNDATION PROGRAMME OF THE COMPANY SECRETARYSHIP PROGRAMME (COURSE).

The Council in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980 (as amended by the Company Secretaries (Amendment) Act, 2006) approved the new Syllabus of Foundation Programme of the Company Secretaryship Course at its 174th meeting held on 18-19 August, 2007 and decided as under :

1. The candidates admitted on or after 1st November, 2007 for the Foundation Programme and the candidates admitted prior to 1st November, 2007 (with valid registration), who may so opt, shall be examined in the Foundation Programme Examination to be held from and including December 2008 session of examination in the following papers namely: -

- (a) English and Business Communication;
- (b) Economics and Statistics;
- (c) Financial Accounting and
- (d) Elements of Business Laws and Management.

2. The syllabus for the Foundation Programme Examination is annexed at (Annexure 1). The first Foundation Programme Examination for the students mentioned at (1) above will be held from and including December 2008.

3. **Qualifying Marks :** A Candidate shall be declared to have passed in the Foundation Programme Examination if he/she secures at one sitting a minimum of forty percent(40%) marks in each paper and fifty percent(50%) in aggregate of all papers put together :

Provided that a candidate who has appeared in all the papers for which he/she was admitted and has obtained sixty percent(60%) marks or above in any paper(s), but failed in aggregate, shall be declared to have passed in subsequent examination, if he/she obtains a minimum of forty percent (40%) marks in each of the remaining paper(s) and fifty percent (50%) marks in the aggregate of the remaining papers at one sitting within the next three following examinations.

4. Candidates admitted prior to 1st November, 2007, shall be exempted from appearing in the individual papers on the basis of exemption from individual papers previously secured by him under the syllabus specified in Part 1 of Schedule CCB to the Company Secretaries Regulations, 1982 on his/her switch over to the syllabus specified in Annexure 1 for Foundation Programme (effective from 1st November 2007).

Papers passed/exempted under the syllabus specified in Part 1 of Schedule CCB of Company Secretaries Regulations 1982	Exemption from Papers under the syllabus specified in Annexure-1 for Foundation Programme effective from 1st November 2007.
1. English & Business Communication	English & Business Communication
2. Basic Economics and Business Environment.	Economics and Statistics.
3. Financial Accounting	Financial Accounting.
4. Elements of Business Laws And Management.	Elements of Business Laws and Management.
5. Information System and Quantitative Techniques.	Economics and Statistics.

5. The last Foundation Examination under the existing syllabus specified in Part I of Schedule CCB shall be held in June 2009 and the syllabus specified in the said part I of Schedule CCB shall cease to operate after the said examination.

- Candidates who pass the Foundation Programme are eligible to seek registration as students for the Executive Programme.
- The fee for registration to the Executive Programme is Rs. 4900/- For further details, if any, you may also log on to the Website of the Institute viz., www.icsi.edu.

For queries/clarifications, if any, Students are advised to contact the following:

Joint Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA-201 301
E-mail: ss_fond@icsi.edu
Phone: 0120-4239999

ONLINE REGISTRATION FOR FOUNDATION/EXECUTIVE PROGRAMME

To render efficient and quick services to its students, the Institute has introduced ON-LINE facility for Admission/Registration for the Foundation/Executive Programme through which the students can register themselves through the web site of the Institute while sitting at home.

IMPORTANT DOCUMENTS TO KEEP HANDY BEFORE FILLING UP THE FORM

- ❖ DATE OF BIRTH CERTIFICATE
- ❖ SR. SECONDARY CERTIFICATE (IN CASE OF FOUNDATION PROGRAMME)
- ❖ DEGREE, MARKSHEET OF ALL PARTS (IN CASE OF REGULAR EXECUTIVE PROGRAMME)
- ❖ SC/ST CERTIFICATE (IN CASE OF SC/ST CANDIDATES)
- ❖ DEMAND DRAFT DETAILS (DD NO., DD DATE, AMOUNT, DRAWN BANK)
- ❖ TWO PHOTOGRAPHS

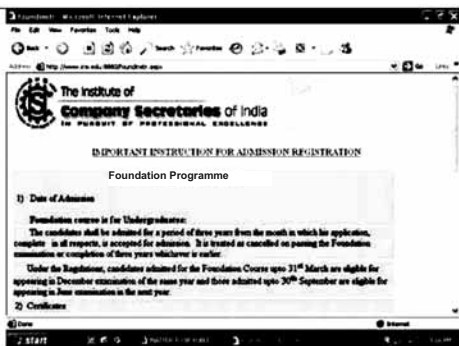
Some of the important instruction for filling up the form :

1. Through Internet Explorer open site www.icsi.edu
2. Click online registration in Links of the student section
3. Click the required option from the following and then click on submit button given at the bottom:

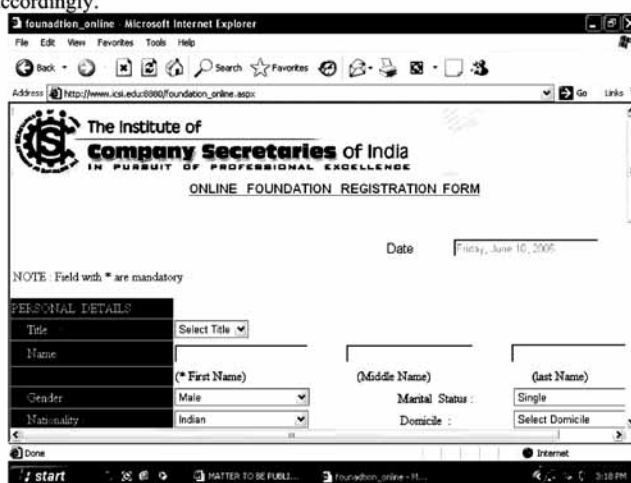


4. e.g., by pressing the option at Foundation Programme Registration the instruction page will appear

STUDENT SERVICES



5. After going through the instructions carefully go to the next button which is also at the bottom of the Instruction Page
6. The Online Registration Form will appear on the screen (just like placed below) and fill the form accordingly.



7. Third page basically facilitates the student to upload the scanned photographs and requisite documents, stored in a folder in the form of scanned files. One has to select these files from the appropriate folders of the local disk. Once the process of uploading of the scanned documents is completed, the student can press <SUBMIT> button appearing in the bottom of the page.
8. This will save the information entered by the student, **the system will generate a FORM NUMBER automatically, and it will ask the user to fill up the password. The student needs to remember this PASSWORD. This password will be required for reopening this form to update the details at a later stage, if so desired.**
9. Please take a print out of the form by pressing <print> button appearing on the screen and thereafter close the Internet Explorer.
10. **Please do not forget the form number & password which would be helpful for subsequent updation**
11. Student should take the print out of the form and send it to the Head Office along with the attested photocopies of the requisite documents, photographs, Demand Draft of requisite amount, etc., addressed to:

Sohan Lal
Joint Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA-201309

NEWS AND ANNOUNCEMENTS

NOTIFICATION ICSI NO. 1 OF MARCH, 2008 MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 14th and 15th October, 2006, applications are invited to reach the Institute in the prescribed form on or before 25th May, 2008 for award of 15 numbers of financial assistance each for pursuing Intermediate and Final course of the "company secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation or Both Groups of the Intermediate examination without exemption in any paper, at one sitting, in the first attempt in December, 2007 examination. The income of such a candidate, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's website www.icsi.edu or obtained by post from the Institute free of cost by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-. Applications not made on the prescribed forms and/or without supporting documents, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before 25th May, 2008 are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2008

New Delhi – 110 003.

(N. K. JAIN)

Dated, the 3rd March, 2008

Secretary & CEO

NEWS AND ANNOUNCEMENTS

EASTERN INDIA REGIONAL COUNCIL

Inauguration of Hooghly Chapter

On 8.3.2008 the Hooghly Chapter of EIRC, first ever Chapter in West Bengal was inaugurated by Keyoor Bakshi at 3/I, Bangur Park 1st Lane, Rishra Hooghly in august presence of Datla Hanumanta Raju, Vice President, the ICSI, H. M. Choraria, Past President, the ICSI, N. K. Jain, Secretary & CEO, the ICSI, Anil Murarka, Council Member, the ICSI, Mukesh Chaturvedi, Chairman-EIRC of the ICSI, Anjan Kumar Ray, Secretary,EIRC of the ICSI and other members and students from Rishra and adjoining areas.

The President inaugurated the Chapter. He welcomed the initiative taken by the EIRC under the leadership of Mukesh Chaturvedi and the members of Hooghly and Howrah for opening the Chapter. He said that the scope in job and in practices has increased manifold and the Chapter would be of great help to the students pursuing the Company Secretary Course and become successful professionals. He reminded that the members would have greater task to lead the Chapter to effect to grow. He mentioned that the Institute needed more number of members and said the target of 50000 members set for the Institute by the year 2015.

Datla Hanumanta Raju, Vice President, in his address thanked the initiative of EIRC and the local members of the profession for their contribution and support for opening the Chapter and he wished success of the Chapter. He stressed upon regular student services including a library for the benefit of the student community and he donated Rs. 5000/- for setting up a library at the Chapter. The Chairman received the donation with his sense of gratitude.

N. K. Jain, Secretary & CEO of the Institute said that the new syllabus introduced by the Institute has been rationally prepared keeping in mind the need of the present corporate need and has been made more interesting to study. He said that the CS Course leads to a prestigious profession at a very low cost and he was optimist about students coming up to the profession from the Hooghly Chapter.

H. M. Choraria, Past President, the ICSI said that it was a historical move to have the Hooghly Chapter opened. He wished all success to all the students and members.

Anil Murarka, Council Member, the ICSI while thanking the members for opening the Chapter, said that EIRC would look for opening branches in various places in Eastern Region and encourage opening of Coaching Centres under Public Private Partnership Scheme.

Mukesh Chaturvedi, Chairman, EIRC thanked the young members for their efforts taken and he expressed his confidence for a healthy performance in the area falling under the Chapter. Anjan Kumar Ray, Secretary,EIRC spoke on the occasion and offered his best wishes to the students in particular and the people of the locality at large.

The Inaugural function concluded with a cultural programme performed by the local people.

The Inaugural function was attended by students, members, industrialists and important persons of the society.

A Press Conference was held at the beginning of the programme and news / photograph of the Inauguration were published in many important dailies. It was also covered by a local TV Channel.

Career Awareness Programme

The Regional Council organised a series of Career Awareness Programmes as per details given below in various schools located in 24 Parganas, Burdwan Town, Durgapur, Kalyani & Krishnanagar to motivate the students on joining the CS course.

On 5.1.2008 the Career Awareness Programme was held at Kalighat High School; on 8.1.2008 at Shree Balkrishna Vaidyanath Vidyalaya; on 14.1.2008 at Khalsa High School; on 22.10.2008 at Beltala Girls' High School; on 29.1.2008 at Shree Maheshwari Vidyalaya and W.W.A. Cossipore English School; on 30.1.2008 at Burdwan Municipal High School and Burdhan Bidyarthi Bhaban Girls' High School; on 31.1.2008 at Burdwan Shib Kumar Harijan Vidyalaya, Burdwan C.M.S. High School and Burdwan Municipal Girls' High School; on 4.2.2008 at Bidhan Chandra Institution and Durgapur Institute of Science & Technology, on 5.2.2008 at Benachity Netaji Vidyalaya and R.P. Vivekananda Vidyapith; on 13.2.2008 at Bidhan Chandra Memorial Govt. Girl's High School and Springdale High School (H.S); on 14.2.2008 at Kalyani Central Model School, Kalyani University Experimental High School and Julien Day School; on 18.2.2008 at Women Christian College; on 28.2.2008 at Kankinara Himayahul Ghurba High School and on 4.3.2008 the Career Awareness Programme was held at Dwijendralal College.

During the career awareness programmes in the above institutions, the students were apprised about the mode of registration in the CS course, syllabus, fee structure of the course and also the avenues available after completion of the course both in employment and in practice. Pamphlets explaining career in Company Secretaries Course were distributed among the students. More than 3000 students taken together attended these Career Awareness Programmes.

NORTHERN INDIA REGIONAL COUNCIL

ICSI-MOTHER TERESA INSTITUTE OF MANAGEMENT AND VOCATIONAL STUDIES ORAL TUITION CENTRE

Oral Coaching Classes for Foundation Course – December 2008 Session

Oral Coaching Classes for Foundation Course are likely to commence from 28.4.2008 .

Course Fee (Foundation) – Rs.4,000/-

Timings : 4.00 to 5.30 P.M. (Monday to Saturday)

Registration open on all working days between 9.30 A.M and 5.30 P.M.

Admission on first-come / first-served basis.

For further details, contact :

Shri J.K. Chawla / Shri Vinay Gupta

Mother Teresa Institute of Management & Vocational Studies

C-Block, Preet Vihar, Delhi 110092

Phones : 22057200, 42420552, 42420553

Fax: 22509200 Email: mtim@vsnl.net

NEWS AND ANNOUNCEMENTS

**REGULAR CLASSES FOR FOUNDATION COURSE
THROUGH INTERACTIVE LEARNING**

FOR DECEMBER, 2008, EXAMINATION

DATE OF COMMENCEMENT OF CLASSES: 15th APRIL, 2008

**VENUE: NIRC-ICSI, 4, PRASAD NAGAR INSTITUTIONAL AREA,
NEW DELHI-10005**

STAGE	TIMINGS	NO. OF LECTURES	FEE (RS.)	DAYS
FOUNDATION				
	7.30 A.M.-9.30 A.M.	150	4,000/-	Daily one lecture
	10.00 A.M.-2.30P.M.	150	4,000/-	Daily two lectures
	3.00 P.M.-7.00P.M.	150	4,000/-	Daily two lectures
	3.00 P.M.-7.00P.M. (New Syllabus)	120	4,000/-	Daily two lectures

NOTE:

- Each Lecture is of two hours duration.
- Admission is on first come first serve basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- The students undergoing Oral Coaching and Qualifying the required eligibility tests need not submit the response sheets under postal tuition scheme.

Admissions to the above mentioned batches will remain open even after commencement of the classes and on receipt of sufficient enrolments some more sections/batches may be conducted.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 in Cash/Demand Draft in favour of the NIRC of ICSI payable at New Delhi. Admission is open from 26.03.2008 onwards.

For further details contact: Education Officer, NIRO of the ICSI.
Tel.: 011-25769352, 25763090, 25767190
Tele fax: 011-25722662,
Email: icsi@eth.net, niro@icsi.edu, edoniro@icsi.edu

Career Awareness Programmes

The NIRC of the ICSI organised a number of Career Awareness Programmes as per details given below :

On 6.2.2008 the Career Awareness Programme was held at Kendriya Vidyalaya, Sector 4, R.K. Puram , New Delhi; on 8.2.2008 at Govt. Boys Sr. Secondary School, Opp. Surat Ultra Bus Stand, S.D. Govt. Girls Sr. Secondary School, Nr. Jacobpura Furniture Market and Amity International School, Sector 46. Gurgaon; on 13.2.2008 at Indraprastha College for Women , Shamnath Marg, New Delhi; on 19.2.2008 the Career Awareness Programmes were held at Ram Jivan DAV Sr. Secondary School and Rao Nihal Singh Sr. Secondary School, Hailey Mandy, Pataudi

The programmes were addressed by one or the other of the following jointly and severally. Ranjeet Pandey, Regional Council Member, NIRC, Vishal Arora, ACS, Apoorva Kumar, ACS, Pradeep Debnath ACS, K.K. Narula, Administrative Officer and Geetanjali Singh Rathore, Desk Officer, NIRO.

During the career awareness programmes in the above institutions the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretaryship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretaryship Course were distributed to the students. Around 1700 students taken together attended these Career Awareness Programmes.

SOUTHERN INDIA REGIONAL COUNCIL

THIRUVANANTHAPURAM CHAPTER

Oral Coaching Classes for December 2008 Examinations

The Chapter is organizing Foundation course oral coaching classes for appearing in December – 2008 examinations.

The Classes will be held from 7 to 9 A.M. and 5.30 to 7.30 P.M. at Chapter premises.

For details students may contact the chapter office at Utsavamadam Buildings, Fort, Thiruvananthapuram, Kerala- 695023. Tel. No. 0471-2451915, email: icsitvm@gmail.com.

Career Awareness Programme.

On 25.01.2008, the Chapter organized a career awareness programme at Govt City Vocational Higher Secondary School, Pettah. CS.Baiju Ramachandran, Chapter Chairman spoke on the occasion and outlined the details of the CS course, Institute, Chapter etc. CS.Ariya S.R, highlighted the opportunities available for those who completed the Company Secretaryship course. Anil Kumar, Co-ordinator of Career Guidance and Counseling proposed vote of thanks. Around 150 students attended the programme.

**THE REGISTRATION OF NEWS PAPERS
(CENTRAL) RULES, 1956**

(FORM IV : RULE 8)

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I, N.K. Jain, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Sd/-

N.K. JAIN

Date : 29th Feb., 2008

Signature of the Publisher

FOR PROMPT REPLY

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



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A joint initiative of ICSI and GurukulOnline Learning Solutions



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



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