

CS FOUNDATION COURSE

BULLETIN



Volume XVI • No. 6 • November - December 2009 • Single Copy Rs. 5.00 • Annual Subscription Rs. 25.00



**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

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fee → 3600
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fee → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	
Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)	750	Total Fee → 7750 (For others)
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
DE-NOVO REGISTRATION		
Registration <i>De-Novo</i> 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 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. Students 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 500/-** (Rupees Five hundred 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



Decide carefully, exactly what you want in life, then work like mad to make sure you get it!

– Hector Crawford

Dear Students,

Our action is the bridge between our ideas and accomplishment. What we have to do to accomplish is to commit ourselves seriously to those ideas and act upon. We can accomplish whatever we wish to, the only prerequisite is faith in ourselves, the faith in one self.

Thoughts, ideas and imagination may be influenced by the external forces but our actions have to be seriously our own. It is we, our perception and actions that derive our health, well being, wealth, life style, happiness, peace, present and future. Our actions today are the fruits of tomorrow. What we sow today, we reap tomorrow.

So my dear students, my humble advice to you all is to be honest to yourself, take pride in your deeds and be responsible for your actions. Think like a winner! Don't, EVER, EVER think otherwise. NEVER QUIT! act, act, and only act to realise your dreams. Have clear goals and constantly act upon accomplishing those goals seriously. Have a burning desire to fulfill your dreams.

The small accomplishments in life such as passing the exams with flying colours or getting a scholarship help in boosting our confidence and provide us glimpses of accomplishment of a bigger goal. So study hard and lead a very disciplined life to realize your dream to be a successful professional.

Some other useful information regarding the CS Foundation Course is given below:

VALIDITY OF CS FOUNDATION COURSE (PROGRAMME) ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course (Programme) admission. Accordingly, all those students who have registered upto Nov, 2006 may please note that their admission to the Foundation Course (Programme) stands cancelled on expiry of three years period.

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 Course (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.

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 Course (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:-

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 COURSE (PROGRAMME) ADMISSION

Candidates provisionally admitted to the Foundation Course (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:

FROM THE SECRETARY & CEO'S DESK

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 Oct-Nov 2009 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 Mr. Sohan Lal, Director (Students Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309, without further delay and for all academic guidance students may write to Mr. V. P. Sharma, Director (Academics) at the Institute's address or may send e-mail to slal@icsi.edu and drs@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.

FACILITY OF ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of Company Secretaries course. In addition, the Institute has also authorised its Regional Offices and Chapters to conduct oral coaching classes, registration for which is optional and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with Regional Offices or Chapters Offices for details.

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 attend at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

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 Course (Programme). In addition, the Regional Councils / 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 Course (Programme). Students admitted to CS Foundation Course (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 students 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 Course (Programme) & Profession. The students can have pre-recorded replies on the CS Course (Programme) round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed 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 V. P. Sharma, 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, Director (Students Services), at the Institute's address.

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

Yours sincerely,



(N.K. JAIN)

Date : 25-01-2010

Place : New Delhi

ACADEMIC GUIDANCE

FINANCIAL ACCOUNTING

FINANCIAL STATEMENTS¹

Financial statements as used in business houses refer to a set of reports and schedules which an accountant prepares at the end of a period of time for a business enterprise. The financial statements are the means with the help of which the accounting system performs its main function of providing summarized information about the financial affairs of the business. These statements comprise Profit and Loss Account or Income Statement and Balance Sheet or Position Statement. Of course to give a full view of the financial affairs of an undertaking, in addition to the above, the business may also prepare a Cash Flow Statement. The significance of these statements is given below:

- (i) **Profit and Loss Account or Income Statement:** Earning profit is the principal objective of all business enterprises and Profit and Loss Account or Income Statement is the document which indicates the extent of success achieved by a business in meeting this objective. Profits are of primary importance to the proprietors or management in evaluating the operations of the organization and to banks and other creditors in judging the loan repayment capacities and abilities. Because of this, the profit and loss or income statement is regarded as the primary statement and commands a careful scrutiny by all interested parties. It is prepared for a particular period which is mentioned along with the title of these statements.
- (ii) **Balance Sheet or Position Statement:** Balance sheet is a statement showing the nature and amount of a business's assets on one side and liabilities and capital on the other side. In other words, the balance sheet shows the financial position on a particular date usually at the end of one year period. Balance sheet shows how the money has been made available to the business and how the money is employed in the business.
- (iii) **Cash Flow Statement:** This is a statement which summarises for the period, the cash available to finance the activities of an organisation and the uses to which such cash have been put. A statement of cash flow reports cash receipts and payments classified according to the organisation's major activities i.e., operating, investing and financing activities. This statement reports the net cash inflow or outflow for each activity and for the overall business.

Nature of Financial Statements

Financial statements are prepared for the purpose of presenting a periodical review or report on the progress by the proprietors or management and deal with the status of the investments in the business and results achieved during the period under review. The data exhibited in these financial statements are the result of the combined effect of (i) recorded facts; (ii) accounting conventions; (iii) postulates or assumptions made to implement conventional procedures; (iv) personal judgements used in the applications of conventions and postulates and (v) accounting standards and guidance notes. These factors are as follows:

- (i) **Recorded Facts:** The term 'recorded facts' means, facts which have been recorded in the accounting books such as cash in hand, cash at bank, bills receivables, bills payable, debtors, creditors, plant and machinery, sales, purchases, wages, capital and so forth. These items are listed on the basis of historical records of the transactions and valued at the price at which such transactions took place. Facts which have not been recorded in the accounting books are not depicted in the financial statements, however, material they might be. Balance sheet is not a statement of values in terms of the present worth of the business unit. Likewise, the statement of income records only the actual amount realized and accrued as revenue and the amount spent as expenses. In some cases, however revaluation of assets and liabilities may be attempted, but such revaluations are not altered from year to year so as to show the current worth of the business. The revalued figures continue for longer periods.
- (ii) **Accounting Conventions:** Accounting conventions have reference to certain fundamental accounting principles, the applications of which has been sanctified by long usage. For example, on account of the convention of conservation, provision is made for expected losses but expected profits are ignored. These conventions are applied for the valuation of inventory, allocation of expenditure between capital and revenue for the purpose of assets valuations etc.
- (iii) **Postulates or Assumptions:** Accountants make various assumptions for the conventions adopted. One of these assumptions or postulates is to the effect that the enterprise will continue in business beyond the period which is covered by the financial statements, i.e., business is a going

concern. This assumption is referred to as the permanency postulate, and the assets of the business are valued under this assumption at cost less depreciation. In absence of this assumption, the assets may have to be valued at realisable value which may be negligible if the business is not a going concern. Another postulate which accountants make is the monetary postulate. It is the tacit assumption that the value of money, that is its purchasing power, remains constant over different periods. The accountants do not take into consideration the price-level changes while valuing various assets in different periods. Of late, however, accountants have shown growing consciousness for incorporating price-level changes while preparing financial statements. Another postulate is the realization postulate which takes cognizance of the time lag between production and sales affected. Under this postulate entire revenue is considered to be earned at the moment the sales take place and not at the time when the production took place. This postulates forms the basis for the convention of matching costs with revenues, where, the costs incurred in the past period are brought forward to be accounted for against the revenues earned at a later period.

- (iv) **Personal Judgements:** Accounting is a social and not an exact science and therefore financial statements reflect the opinion and judgements of the accountant and of the management. The element of personal judgement would affect the accuracy of the financial statements. For example, the choice of selecting methods of depreciation, the mode of amortization of fictitious assets, the method of valuation of stock, calculation of provision for doubtful debts etc. depend on the personal judgements of the accountant. However, the existence of consistency principle serves as a check on the power of the accountant to use his personal judgement. Since the accountant is guided by the past practices, the area of application of his personal judgement is reduced.
- (v) **Accounting Standards and guidance notes:** Accountants are guided by various accounting standards and guidance notes in preparing the financial statements.

Characteristics of Financial Statements

Financial statements prepared for an enterprise should possess the following attributes if they are to serve meaningfully the purpose and objectives for which they are meant:

- (i) **Relevance :** The information shall be relevant in order to influence the economic decisions of users by helping them to evaluate the events at all times. Accounting information have a bearing on decision by helping investors, creditors and other users to evaluate past, and future events or it confirms or corrects prior expectations. The relevance of information is affected by its nature and materiality. While irrelevant and confusing disclosures should be avoided, nothing relevant and material should be held back from the public. The accountant so compiles such statements should be clear about relevancy and materiality or otherwise of the various information on the basis of which these statements are prepared.
- (ii) **Accuracy and Freedom from Bias:** Financial Statements should convey a full and correct idea about the progress, position and prospects of an enterprise. For this purpose they must be accurately prepared. Inaccuracy, besides invoking legal consequences, may also defeat the objectives for which the statements are meant. It may, however, be noted that absolute accuracy is not always possible, but this does not mean that rash and inaccurate data be deliberately provided. Information should be free from material errors and bias. The key aspects of accuracy or reliability are faithful representation, priority of substance over form, neutrality, prudence and completeness. The least one can expect is that those who prepare and present financial statements should not allow their personal prejudices to colour the facts.
- (iii) **Comparability :** Accounting information of an enterprise is useful when it is comparable with similar information for the same enterprise in other periods of time and similar information with other enterprises at the same time. Thus, the information should be presented in a consistent manner over time and consistent between entities to evolve users to make significant comparisons. Comparability increases the utility of financial statements. Comparison with previous statements helps in assessing the performance and in localising the trends in the progress and position of the business enterprise. Comparisons with other similar concerns or the industry reveals the strength of the enterprise vis-a-vis other firms and industry.
- (iv) **Analytical Presentation:** The financial statements should be prepared in a classified form so that a better and meaningful analysis can be made. Proper classification helps in tracing and understanding in causes of the results as shown in these statements. Detailed and classified information helps to reveal inefficient performance and wasteful activities. Such classification helps in speedier analysis of these documents.

¹ Prepared by M A Joseph, Deputy Director, The ICSI

ACADEMIC GUIDANCE

- (v) **Promptness:** No doubt, that the preparation of financial statement is somewhat complicated, but an undue delay in their preparation would reduce the significance and utility of these statements. They should be prepared as soon as possible, after the end of the period for which they are meant. Undue delay, the time lag between the end of the period and the preparation of these statements, may present difficulty in working out the causes of the results as disclosed by the statements. Such delays and the delayed action thereon may do more harm than good to the enterprise.
- (vi) **Generally Accepted Principles :** Since the financial statements are meant for the use of a wider clientele, they must have general acceptability and understandability. This acceptability and understandability can come only when these statements are prepared in accordance with the "generally accepted accounting principles". This also increases the reliability of these statements and adds to the confidence of the users.
- (vii) **Consistency:** The financial statements for a certain period are affected by the judgment and procedural choices exercised by the accountant. Opinions and procedures other than those employed generally might cause the statement data to differ materially. Rules of accounting require that having made a selection of procedures, the accountant must strictly follow them in successive periods, unless the situation demands otherwise. Consistency has a direct bearing upon comparability. If inventories are valued on different basis in different periods (LIFO to FIFO to Replacement Cost) the results disclosed, generate doubt and comparison becomes difficult.
- (viii) **Authenticity:** The financial statements in order to be accepted as reliable must be reviewed and authenticated by an independent and capable person, generally known as auditor. Statements, duly audited and certified by recognised and established auditors are accepted at their face value and are deemed to be more reliable. Unaudited statements give room to doubt and unreliability.
- (ix) **Understandability:** Information should be readily understandable by users who are expected to have a reasonable knowledge of business, economics and accounting and a willingness to study the information with reasonable diligence.
- (x) **Cost-benefit:** The accounting information must be useful to most of the people who want to use it and preparing that useful information must not be costly and time consuming process. The emphasis is on cost benefit considerations and the benefits derived from information should normally exceed the cost of providing it.
- (xi) **Verifiability:** Verifiability ensures the truthfulness of the recorded transactions, which can be checked by persons other than the accountant himself.
- (xii) **Completeness:** Completeness in the sense that all material information that is necessary to investors, creditors or other users for assessing the financial position and operating results of the organization have been disclosed in the financial statements.
- (xiii) **Compliance with Law:** Financial statements must meet the requirements of law, if any, in the matter of form, contents and disclosures, procedures and methods. Non-compliance with legal provisions, besides invoking penalties, impairs the confidence of the public investors. In India, companies are required to present their financial statements according to the provisions of Section 211 of the Companies Act, 1956.

Certain simple rules of this article is that 'the' is used with oceans, rivers and seas and also with plural names of people and places.

Indefinite Articles

Indefinite articles are used when something non-specific or general is talked about like:

I read a good book.

He is an honest man.

She has planted a pine tree.

Bring me an apple.

It is also used when we talk about something for the first time like:

She is wearing a beautiful dress.

The general difference between definite and indefinite articles can be understood from the following example:

Let's read the book (here we are talking about a specific book)

Let's read a book (here we are talking in general about any book)

It should be remembered that articles are not used with the names of languages, nationalities, sports and subject names and also with countries, state, cities and lakes etc.

A simple rule that the article 'an' is used when the noun to which it is attached begins with a vowel sound (a, e, i, o and u). It is the vowel sound and not the vowel that determines the use of 'a' or 'an'.

See the following example

'a' university (vowel sound of the word 'you', that is why 'a' is used with a word starting with a vowel)

'a' union (vowel sound of the word 'you')

'a' one rupee note (vowel sound of the word 'won')

'a' user (vowel sound of the word 'you')

'an' hour (vowel sound of 'our' and that is why 'an' is used)

'an' honest man (vowel sound of the word 'o')

The following exercise which has been compiled from different sources (<http://www.nonstopenglish.com/evaluate.asp?id=3&t=108> & http://www.learn4good.com/languages/evrd_grammar/article_ex3.php3) will judge your understanding of the articles explained above. The answers are given at the end. Students are advised to see the answers after completing the exercise:

1. This is _____ open window.
2. This is _____ dangerous animal.
3. There is _____ Indian restaurant on the corner.
4. The Ritz is not _____ expensive car.
5. The Nile is _____ African river.
6. She is _____ dentist.
7. It's _____ nice day.
8. I have _____ old book.
9. I have got _____ important question.
10. I bought _____ cheap umbrella.
11. I bought _____ big hat.
12. He is _____ actor.
13. He had _____ very bad accident.
14. He had _____ accident.
15. Can you give me _____ good example?
16. There are some big trees in _____ garden.
17. Is there _____ cheap hotel near here?
18. How many days are there in _____ week?
19. Is there _____ good-looking man in your club?
20. There is a big black cloud in _____ sky.
21. Is there any water in _____ glass?
22. I bought _____ pair of pants and a shirt.
23. I saw _____ car crash last week.
24. I think _____ man is very unfriendly.
25. _____ water is dirty. Don't drink it!
26. _____ amazing thing happened to me yesterday.
27. Albert Einstein was _____ famous scientist.
28. Einstein left his country and lived in _____ States until he died in 1955.
29. _____ German physicist, who discovered X-rays in 1895, was named Wilhelm Roentgen.

ENGLISH AND BUSINESS COMMUNICATION

UNDERSTANDING ARTICLES²

Articles are the most common determiners i.e., they are small words that are used before countable nouns to tell you their specifications like which one, how many or whose etc. Generally speaking, there are three articles in English language i.e. 'a', 'an' and 'the'. However specifically there are two types of articles:

Definite Articles

The

Indefinite Articles

a, an

Definite Articles

'The' is used when something specific that is the only thing, place and entity is talked about like:

The river Ganges.

The man in the red hat.

Bring me the book.

² Prepared & Compiled by Shruti B. Gupta, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, The ICSI

STUDENT SERVICES

30. Roentgen won _____ 1901 Nobel Prize.
 31. Mandela was _____ first President elected in South Africa after Apartheid was revoked.
 32. Mother Teresa became famous for her hard work with _____ poor.
 33. I love _____ flowers in your garden.
 34. I always listen to _____ radio in the morning.
 35. She has never been to _____ Alps before.

Answers

1. an 2. a 3. an 4. an 5. an 6. a 7. a 8. an 9. an
 10. a 11. a 12. an 13. a 14. an 15. a 16. the 17. a 18. a
 19. a 20. the 21. the 22. a 23. a 24. the 25. the 26. an 27. a
 28. the 29. the 30. a 31. the 32. the 33. the 34. the 35. the

EXAMINATION

1. DECEMBER, 2009 EXAMINATION

The next Foundation Programme examination will be held from Wednesday, the 30th December, 2009 to Saturday, the 2nd January, 2010. The examination will be held as per the Time Table & Programme given here under :

TIME TABLE & PROGRAMME (Foundation Programme)

Dates & Days	After-noon Session (1:30 PM to 4:30 PM)
30.12.2009 Wednesday	English & Business Communication
31.12.2009 Thursday	Economics & Statistics
01.01.2010 Friday	Financial Accounting
02.01.2010 Saturday	Elements of Business Laws and Management

The list and addresses of the examination centers are published elsewhere in this issue.

Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

2. GENERAL QUERIES

Candidates should note that for queries relating to: (i) admission/registration fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subjectwise exemption(s); (iv) financial assistance under Merit Scholarship/Merit-cum-Means Assistance; (v) Coaching Completion Certificate/Response Sheets evaluation; (vi) Computer Training Certificate; and (vii) non-receipt of Pass Certificates/Roll Numbers, etc., they may contact the concerned helpdesk as per details mentioned at the last page of 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.

4. HINDI AS AN OPTIONAL MEDIUM FOR WRITING THE FOUNDATION EXAMINATION

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

- (i) except for 'English and Business Communication' paper which are required to be answered compulsorily in English only, the option must be exercised each time for appearing in the examination for all remaining papers and not for any individual paper(s) in the enrolment application form.
- (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) candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation Programme Examination will be provided Question Papers printed both in English and Hindi (**except for 'English and Business Communication' paper which will be printed/required to be answered in English only**);
- (v) if a candidate writes his/her answers in Hindi medium without exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- (vi) candidates opting 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 opting Hindi medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also.

4. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in the December, 2009 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto, and also on the Question Papers and Answer Books. However, attention of candidates is especially invited to the following instructions:

- (i) **on receipt of Admission Certificate (Roll No.), first of all, the candidates must verify carefully the entries appearing therein. Discrepancy/error, if any, in the Admission Certificate concerning spellings of his/her name; stage and group/module of examination; examination centre; medium of writing the answers, subject of examination in which exemption was sought/shown, etc., should, at once, be brought to the notice of Shri Sohan Lal, Director (Students Services), in writing, well on time before commencement of the examination;**
- (ii) candidates are required to bring daily to the Examination Hall their Admission Certificates and Student Identity Cards failing which they may not be allowed admission to the Examination Hall and/or to appear in the examination;
- (iii) before attempting to write answers in the answer book, each candidate must write his/her Roll Number on the special slip affixed to Answer Book Nos. 1, 1-B and 1-C, as the case may be, date of examination, stage of examination, name of the paper, etc. against the relevant columns on the first page of the main answer book and also on the top of Question Paper;
- (iv) candidates are forbidden to write name, roll no., or any other distinctive work which may tantamount to disclosure of personal identity;
- (v) **candidates must verify correctness and completeness of question paper and attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the required numbers will be valued and awarded marks and the remaining questions will be ignored;**
- (vi) **Questions relating to graph/précis should be attempted only on graph/précis sheets appended as last page to the Answer Book wherever required. Do not write your roll number on the Graph/Précis Sheets and additional Answer Book No. 2. The additional answer book(s) used, if any, should be fastened along with the main answer book. Candidates who fail to observe this instruction will be penalised;**
- (vii) each question should start on a fresh page and sub-question(s) be attempted consecutively;
- (viii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number against the answer in bold capital letters and underline the same [(e.g. **Ans. to Q. No. 3(a)**] on the left-hand side margin of the answer book and also simultaneously mark (x) in the table provided on the cover page against the respective question number;
- (ix) candidates must not, for any reason whatsoever, tear out any page(s) from the Answer Book or leave any blank page or unused spaces in between the pages. If such spaces are left, score them out. If a candidate uses more than one answer book, he/she should, indicate on the cover page of main answer book, the total number of answer books used by him/her. Candidates are forbidden to write invocation to God, appeal to examiner, or any other matter not relevant to Question Paper.
- (x) candidates are expected to write precise and to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/rules quoting case laws, etc., in support of the answers wherever applicable;

STUDENT SERVICES

- (xi) no candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;
- (xii) a few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff, candidates must re-check and ensure that they have filled up relevant particulars on the cover page of Answer Book Nos. 1, 1-B and 1-C, as the case may be, and properly tied up all the additional answer book(s) No.2 along with the main answer book;
- (xiii) candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, pager, mobile phone, etc., OR to talk or converse *inter se* with other candidates in the Examination Hall;
- (xiv) candidates are strictly warned against any attempt to copy from the answer papers of any other candidate nor allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to ensure that his/her answers are not copied by another candidates. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;
- (xv) no candidate shall, leave his/her seat in the examination hall during the course of examination without the specific permission of the Invigilator on duty for any reason whatsoever;
- (xvi) on completion of examination or expiry of the prescribed examination timing, the answer book(s) must be handed over immediately to the Invigilator on duty and Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer books.
- (xvii) it shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever will not be entertained after the conclusion of that particular session of examination;
- (xviii) candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or harass or bodily harm the staff deployed for the conduct of examination will be viewed seriously and severely punished; and
- (xix) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982".

7. DECLARATION OF DECEMBER, 2009 EXAMINATION RESULTS

The results of the Foundation Programme (New Syllabus) examinations of the company secretaries held in December, 2009 are scheduled to be declared at 12.00 Noon. on 25th February, 2010. The results would be displayed in the following manners:

- (i) All-India Results - Roll Numbers List of Successful Candidates will be displayed simultaneously on the Notice Boards at the Institute's Headquarters and Offices of the Regional Councils;
- (ii) Centrewise Results -Roll Number List of Successful Candidates related to Examination Centre concerned would be sent to the respective Chapter office for display on the Notice Boards of the Chapter; and
- (iii) The results alongwith individual candidate's subjectwise break-up of marks will also be available on Institute's Website www.icsi.edu on 25th February, 2010 from 12.00 Noon onwards.

The result-cum-marks statements will be despatched to all candidates latest by 05th March, 2010. Meanwhile, if there has been any change in the mailing address of a candidate, he/she should immediately intimate the same enclosing a self-addressed envelope of 23 cms. x 11 cms. size for posting his/her result-cum-marks statement at the new/changed address. Further, any candidate who does not receive his/her result-cum-marks statement by 15th March, 2010, should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement giving relevant particulars, i.e., his/her name, student registration number, stage of examination and group(s) in which he/she appeared, roll number, examination centre along with a self-addressed stamped envelope worth Rs.5/-.

8. VERIFICATION OF MARKS

In terms of regulation 46 (2) of The Company Secretaries Regulations, 1982, as in force, a candidate can seek 'Verification of Marks' in any subject(s) of December, 2009 examination within one month from the date of declaration of results. The application for verification of marks should be made on a plain paper, in candidate's own handwriting together with requisite fee @ Rs.100/- per subject within 30 days from the date of declaration of results, i.e., upto 25th March, 2010. Candidates are advised not to club any other query/matter or remittance along with his/her request for Verification of Marks to facilitate an early reply.

After completion of verification process which normally takes about 2-3 weeks time, the outcome of the verification of marks is hosted on the Institute's website:www.icsi.edu. The candidates concerned are also individually informed about the outcome of their requests by post. However, if a candidate does not receive any communication by 30th April, 2010, he/she should write to the Sr. Director (Exams.) giving relevant details - (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its dispatch; (vi) amount of verification fee and mode of its remittance, viz., Bank Draft No., date of issue of Bank Draft, Name of drawee and drawer bank; and (vii) complete postal address along with PIN Code.

ATTENTION STUDENTS

APPEARING IN CS DECEMBER, 2009 EXAMS

BAN ON CARRYING MOBILE PHONES INSIDE THE EXAMINATION CENTRE

According to announcements made in the 'Student Company Secretary' and 'CS Foundation Course' bulletins from time to time, and also instructions printed in the Admission Certificates (Roll Numbers) issued to candidates enrolled for appearing in Company Secretaries December, 2009 examinations, candidates are banned from carrying mobile phones, pagers, communication devices, books, printed or hand written materials, costly items, etc., inside the Examination Centre premises.

Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items, i.e., mobile phones, pagers, communication devices, books, printed or hand written materials, costly items, etc., to the Examination Centre premises. The Institute or Examination Centre authorities shall not in any way be responsible for arranging safe keeping and/or loss/damage of such items nor entertain any correspondence in this regard.

Any candidate found in possession of such banned items inside the Examination Centre will be deemed to have willfully infringed the "Instructions to Examinees", and it may entail stern disciplinary action including cancellation of examination under the provisions of the Company Secretaries Regulations, 1982. as in force.

COMPANY SECRETARIES EXAMINATION - DECEMBER, 2009

Addresses of Examination Centres

S.No.	EXAM CENTRE (CENTRE CODE)	CENTRE ADDRESS/ EXAM VENUE
1.	Agra (201)	St. John's College, M.G. Road, Agra - 282002
2.	Ahmedabad (401)	Diwan Ballubhai Madhyamik Shalla B/H. Abad Dairy, Opp., Vanija Bhawan, Kankaria, Ahmedabad - 380 002
3.	Ajmer (228)	Govt. Hr. Secondary School, Topdara, Nr. Railway Phatak Topdara, Ajmer - 305 001
4.	Allahabad (202)	Colonelganj Inter College 51, Tagore Town, Allahabad - 211002
5.	Ambala (203)	Shri Atmanand Jain College Jain College Road, Ambala City - 134002
6.	Aurangabad (416)	Manikchand Pahade Law College Samarth Nagar, Nirala Bazar, Aurangabad - 431001
7.	Bangalore (301)	St. Josephs Indian Composite, P.U. College 2, Vittal Mallya Road, Bangalore - 560 001

STUDENT SERVICES

8.	Bareilly (226)	Manohar Bhushan Inter College Nainital Road, Bareilly - 243001	<p>Allocation of Examinees :</p> <p>(i) Morning Session - 9.30 a.m. to 12.30 p.m. <i>Executive Programme</i> : Examinees Enrolled for Both Modules: Roll No.31191 To 31590</p> <p>(ii) After-noon Session - 1.30 p.m. to 04.30 p.m. (a) <i>Foundation Programme</i> : Roll No.16045 To 16394 (b) <i>Intermediate Examination</i> : All Examinees</p> <hr/> <p>38. Kolkata (AASS) North-2 Anglo-Arabic Secondary School 46/7, Mahatma Gandhi Road, Kolkata - 700 009</p> <p>Allocation of Examinees :</p> <p>(a) Morning Session - 9.30 a.m. to 12.30 p.m. <i>Final Examination</i> : All Examinees</p> <p>(b) After-noon Session - 1.30 p.m. to 04.30 p.m. <i>Foundation Programme</i> : Roll No.16395 to 16694</p> <hr/> <p>39. Kolkata - North-3 (PL) Park Institution for Boys, 12, Mohanlal Street, Shyam Bazar, Kolkata - 700 004</p> <p>Allocation of Examinees :</p> <p>(a) Morning Session - 9.30 a.m. to 12.30 p.m. <i>Executive Programme</i> : Examinees Enrolled for Both Modules: Roll No.31591 To 32090</p> <p>(b) After-noon Session - 1.30 p.m. to 04.30 p.m. <i>Professional Programme</i> : All Examinees</p> <hr/> <p>40. Kolkata North-4 (SAV) Shambazar A.V. School, 88 Shyambazar Street, P.O. Hatkhola, PS Shyampukur, Kolkata - 700 005</p> <p>Allocation of Examinees :</p> <p>(a) Morning Session - 9.30 a.m. to 12.30 p.m. <i>Executive Programme</i> : Examinees Enrolled for Both Modules: Roll No. 32091 To 32911</p> <p>(b) After-noon Session - 1.30 p.m. to 04.30 p.m. <i>Foundation Programme</i> : Roll No.16695 to 17194</p> <hr/> <p>41. Kolkata North-5 (TS) Town School Calcutta 33 Shyampukur Street, Kolkata - 700 004</p> <p>Allocation of Examinees :</p> <p>(a) Morning Session - 9.30 a.m. to 12.30 p.m. (i) All Examinees Enrolled for Module - I Only (ii) All Examinees Enrolled for Module - II Only</p> <p>(b) After-noon Session - 1.30 p.m. to 04.30 p.m. <i>Foundation Programme</i> : Roll No.17195 to 17961</p> <hr/> <p>42. Kolkata South-1 (LVHS) (107) Lake View High School (107) P-9, Cit Scheme No. LXXII Panchanantala Road, Kolkata - 700 004</p> <p>Allocation of Examinees :</p> <p>(i) Morning Session - 9.30 A.m. To 12.30 P.m. <i>Executive Programme</i> : All Examinees Enrolled for Both Modules Only</p> <p>(ii) After-noon Session - 1.30 p.m. to 04.30 p.m. (a) <i>Professional Programme</i> : All Examinees (b) <i>Foundation Programme</i> : Roll No. 18212 To 18798</p> <hr/> <p>43. Kolkata South-2(DBV) Deshbandhu Balika Vidyalaya, 58-A, Sadananda Road, P.O. Kalthat, Kolkata - 700 026</p> <p>Allocation of Examinees :</p> <p>(a) Morning Session - 9.30 a.m. to 12.30 p.m. (i) <i>Executive Programme</i> : (a) All Examinees Enrolled for Module-1 Only (b) All Examinees Enrolled for Module-2 Only (ii) <i>Final Examination</i> : All Examinees.</p> <p>(b) After-noon Session - 1.30 p.m. to 04.30 p.m. (i) <i>Intermediate Examination</i> : All Examinees (ii) <i>Foundation Programme</i> : Roll No. 17962 To 18211</p> <hr/> <p>44. Lucknow (214) National P.G. College 2, Rana Pratap Marg, Lucknow - 226001</p> <p>45. Ludhiana (215) SCD Govt College, Civil Lines, Ludhiana - 141001</p> <p>46. Madurai (306) Setupati HR. Secondary School, 2 & 3 North Veli Street, (NR. Head Post Office) Madurai - 625 001</p>
9.	Bhilwara (221)	Smt. Sushila Devi Mathur PG Girls College Mahila Ashram, Pathik Nagar, Bhilwara - 311001	
10.	Bhopal (403)	Govt. Maharani Laxmi Bai Girls (Autonomous) College, (Nr. Govt. S. B. Polytechnic College) Bhopal - 462003	
11.	Bhubaneswar (101)	B. J. B. (Autonomous) College Lewis Road, Bhubaneswar - 751014	
12.	Calicut (316)	St. Joseph's College, Devagiri, Calicut - 673 008	
13.	Chandigarh (204)	Goswami Ganesh Dutta Sanatan Dharam College Sector 32-C Chandigarh - 160030	
14.	Chennai (South) (314)	Dr. (Mgr.) Janaki College of Arts & Science For Women Sathyabama, Malagai 11 & 13, Durgabai Deshmukh Rd., Chennai - 600 028	
15.	Chennai (West) (302)	Anna Adarsh College for Women A-1, Second Street, Anna Nagar, Chennai - 600 040	
16.	Coimbatore (303)	Psg College of Arts & Science, Civil Aerodrome Post, Avinashi Road, Coimbatore - 641014	
17.	Dehradun (222)	Government Girls Inter College 22, Rajpur Road, Dehradun - 248001	
18.	Delhi (East) (205)	Lovely Public Sr. Sec. School, Priyadarshini Vihar, Laxmi Nagar, (Nr. Bank Enclave), Delhi - 110 092	
19.	Delhi (North) (206)	JVSD Girls Sr. Sec. School, D-II Link Road, (Near Bagga Petrol Pump Opp. Hanuman Statue), Karol Bagh, New Delhi - 110005	
20.	Delhi (South) (207)	Guru Harkrishan Public School, Near Singh Sabha Gurudwara, B-block, Kalkaji, New Delhi - 110019	
21.	Delhi (West) (208)	DAV Public School Pocket B - 6, Sector 7, Rohini, Delhi - 110085	
22.	Dubai (501)	The Indian High School, OUD Mehta Road, P.O. Box 106, (Opp. St. Marry's Church), Dubai - UAE	
23.	Ernakulam (304)	St. Albert's College, Ernakulam, Kochi - 682018	
24.	Faridabad (223)	Vidya Mandir Public School Sector 15-A, Faridabad - 121006	
25.	Ghaziabad (209)	Shambhu Dayal (P.G.) College, Opp. M.M.G. Hospital, G. T. Road, Ghaziabad - 201001	
26.	Gurgaon (224)	Alpine Convent School, Behind Jalvayu Towers, Sector - 56, Gurgaon - 122003	
27.	Guwahati (103)	Guwahati Commerce College R. G. Baruah Road, Guwahati - 781021	
28.	Hubli-Dharwad (315)	Dr D G Shetty Educational Society's R S Shetty College of Commerce, 'Jnanadegula', Near K M F , P B Road, Dharwad - 580004	
29.	Hyderabad (305)	Wesley Post Graduate College, 145 MC Intyre Road, Opp. Anand Theatre, Secunderabad - 500003	
30.	Indore (404)	Devi Ahilya Arts & Commerce, College, 8/1, Usha Ganj, Jaora Compound, Indore - 452 001	
31.	Jaipur (210)	University Commerce College Jawahar Lal Nehru Marg, Jaipur - 302 004	
32.	Jammu (211)	Govt. SPMR College of Commerce Canal Road, Old Campus Road, Jammu - 180001	
33.	Jamshedpur (104)	Mrs. KMPM Inter College Main Road, Bistupur, Jamshedpur - 831001	
34.	Jodhpur (212)	Onkarnal Somani College of Commerce Opp. Kamla Nehru Nagar, Chopasani Road, Jodhpur - 342009	
35.	Kanpur (213)	Kanpur Vidya Mandir Mahila, (P.G.) Mahavidyalaya, 7/147 Swaroop Nagar, Kanpur - 208002	
36.	Kolhapur (417)	New Model English School & Junior College C/o. Shri Swami Vivekanand Shikshan Sansatha Tarabai Park, Kolhapur - 416003	
37.	Kolkata North-1 (MI) (102)	Metropolitan Institution (Main) 39, Shankar Ghosh Lane, Kolkata - 700 006	

STUDENT SERVICES

47.	Mangalore (307)	S.D.M. Law College, Mangalore - 575003
48.	Meerut (216)	N.A.S. College Shivaji Road, E. K. Road, Meerut - 250002
49.	Mumbai (CG) (405)	Sydenham College of Commerce & Economics B. Road, Churchgate, Mumbai - 400 020
50.	Mumbai (GTK) (406)	Smt. PN Doshi Women's College of Arts (S.N.D.T. College) Cama Lane, Ghatkopar (West), Mumbai - 400086
51.	Mumbai-JOG-1 -IYC (407)	Govt. of Maharashtra IY College of Arts, Science & Commerce Jogeshwari (East), Mumbai - 400 060

Allocation of Examinees :

- (a) Morning Session - 9.30 a.m. to 12.30 p.m.
(i) *Executive Programme* :
All Examinees Enrolled for Both Modules Only
(ii) *Final Examination* : All Examinees Enrolled for All Three Groups Only.
- (b) After-noon Session - 1.30 p.m. to 04.30 p.m.
(a) *Intermediate Examination* : All Examinees
(b) *Professional Programme* : All Examinees Enrolled for All Four Modules Only.

52.	Mumbai JOG-2-TCSC	Thakur College of Science & Commerce Suryanarayan Thakur Marg, Thakur Village, Kandivli (East), Mumbai - 400 101
-----	----------------------	--

Allocation of Examinees :

- (a) Morning Session - 9.30 a.m. to 12.30 p.m.
(i) *Executive Programme* :
(a) All Examinees Enrolled for Module-1 Only.
(b) All Examinees Enrolled for Module-2 Only.
(ii) *Final Examination* : All Examinees Excluding Those Enrolled for All Three Groups.
- (b) After-noon Session - 1.30 p.m. to 04.30 p.m.
(i) *Foundation Programme* : All Examinees
(ii) *Professional Programme* : All Examinees Excluding Those Enrolled for All Four Modules

53.	Mysore (308)	SBRR Mahajana Pre-university College Jaya Lakshmiapuram, Mysore - 570012
54.	Nagpur (408)	HISLOP College Temple Road, Civil Lines, Nagpur - 440001
55.	Nashik (414)	BYK College of Commerce College Road, Nashik - 422005
56.	Noida (217)	Rockwood School, B-67, Sector 33, Noida - 201 307
57.	Panaji (409)	S.S. Dempo College of Commerce and Economics SERRA Building (Near A.I.R.), Altinho, Panaji (Goa) - 403001
58.	Patna (105)	Bankipur Govt. Girls Senior Secondary School Nr. Golghar, Patna - 800001
59.	Puducherry (309)	Bharathidasan Govt. College For Women (Autonomous), Mahatma Gandhi Road, Muthialpet Puducherry - 605003
60.	Pune-I (MIT)(410)	MIT Junior College, MIT School Campus 127/1/A, Paud Road, Pune - 411 038

Allocation of Examinees :

- (a) Morning Session - 9.30 a.m. to 12.30 p.m.
Executive Programme : All Examinees Enrolled for Both Modules.
- (b) After-noon Session - 1.30 p.m. to 04.30 p.m.
(i) *Intermediate Examination* : All Examinees
(ii) *Professional Programme* : All Examinees Excluding Those Enrolled for All Four Modules.

61.	Pune-II (SNDT)	SNDT Arts and Commerce College for Women Karve Road, Pune - 411 038
-----	----------------	--

Allocation of Examinees :

- (a) Morning Session - 9.30 a.m. to 12.30 p.m.
(i) *Executive Programme* :
(a) All Examinees enrolled for Module-1 only.
(b) All Examinees enrolled for Module-2 only.
(ii) *Final Examination* : All Examinees.

- (b) After-noon Session - 1.30 p.m. to 04.30 p.m.
(i) *Foundation Programme* : All Examinees
(ii) *Professional Programme* : All Examinees enrolled for All Four Modules only.

62.	Raipur (412)	School of Studies In Computer Science Pt. Ravi Shankar Shukla University, Raipur - 492010
63.	Rajkot (411)	Lt. Mj Kundaliya English Medium Mahila Comm. College Kasturba Road, Opp. Jain Derasar, Rajkot - 360001
64.	Ranchi (106)	D.A.V. Jawahar Vidya Mandir Shyamali, Post Doranda, Ranchi - 834002
65.	Shimla (218)	S.D. Senior Secondary School Gunj Bazar, Shimla - 171001
66.	Srinagar (227)	Deptt. of Commerce, University of Kashmir Hazratbal, Srinagar (J & K) - 190006
67.	Surat (413)	Sir K. P. College of Commerce SPB Vanijya Vidya Bhavan Athwa Lines, J.I. Nehru Marg, Surat - 395001
68.	Thane (415)	KG Joshi Arts & N. G. Badekar College of Commerce, Chendani, Bunder Road, Thane (W) - 400 601
69.	Thiruvananthapuram (311)	Govt. Arts College Thycaud Post, Thiruvananthapuram - 695014
70.	Tiruchirapalli (310)	Lawley Hall Block (1st Floor) St Josephs College (Autonomous) Teppakkulam (Post), Tiruchirapalli - 620002
71.	Udaipur (219)	M.V. Shramjeevi College JRN Rajathan Vidyapeeth Univ Near Town Hall, Link Road, Udaipur - 313001
72.	Vadodara (402)	Faculty of Law, M.S. University of Baroda Near Railway Station, Sayajiganj, Vadodara - 390002
73.	Varanasi (225)	Mahatma Gandhi Kashi, Vidyapeeth, MBA Building, Near Cantt., Railway Station, Varanasi - 221002
74.	Vijayawada (312)	Satavahana College, Sitaramapuram, Eluru Road, Chuttugunta, Vijayawada - 520002
75.	Visakhapatnam (313)	Visakha Govt. Degree College for Women Old Jail Road, Daba Gardens, Visakhapatnam - 530020
76.	Yamuna Nagar (220)	D.A.V. College for Girls Jagadhari Road, Yamuna Nagar - 135001

NEWS AND ANNOUNCEMENTS

INSTITUTE NEWS

Phone-in programme on CS on AIR FM Channel

On 30.11.2009 an hour long LIVE PHONE-IN-PROGRAMME on Career as a Company Secretary was broadcast between 4.00 and 5.00 PM on 102.6 FM Rainbow Channel of All India Radio. Amid telephonic queries from listeners across India, information about the CS Course was aired by way of an exclusive interview with N K Jain, Secretary & CEO, the ICSI during the programme: "DIAL-A-CAREER".

EASTERN INDIA REGIONAL COUNCIL

Commencement of Oral Coaching Classes

W.e.f. 5.11.2009 The ICSI - EIRC organized Oral Coaching Classes - November 2009 Batch for Foundation Programme. The inaugural programme of the classes was held at 5.00 P.M on 4.11.2009, where students, parents and faculties were invited. This step was an initiation for the benefit of the students towards knowing the Institute, giving a ground for the parents, office bearers, faculties and students to interact with each other and give the students and parents a feel of the course and its bright prospects.

Mamta Binani, Vice Chairperson, ICSI-EIRC and Chairman, TEFC of EIRC in her address advised the students to attend the classes on regular basis and

to interact with the faculty members without any hesitation, which will not only help them to clear their doubts but also enhance their thinking process. She also advised the students to read and understand the study materials seriously for preparation for the examinations. The Library facilities at the Institute were highlighted and the students were encouraged to avail the rich source of knowledge. Binani also advised the students to regularly update themselves by reading Economic journals and daily newspapers which are available free of cost at the reading section of EIRC Library. She emphasised the importance of participation in various programmes organised for the benefit of the students and asked the students to attend the programmes regularly. She also mentioned about the Youth Wing of EIRC, 'Corp wiz' and told the students to be a part of the Institute in whatever way they wish to which would enhance a lot of cognitive skills in them. Santanu Mukherjee, Deputy Director of the Regional Office and Utpal Mukherjee, Administrative Officer explained the rules and regulations of oral coaching classes and also advised the students to be regular in their attendance and to take utmost benefit of the oral coaching scheme.

NORTHERN INDIA REGIONAL COUNCIL

Career Awareness Programmes

NIRC organised Career Awareness programmes as per details given below : On 11.12.2009 the Career Awareness Programme was held at National College for Women at Alwar; on 12.12.2009 a Career Fair was held at Algot School of Management Sector-34, Gurgaon; on 14.12.2009 the Career Awareness Programmes were held at ASN Senior Secondary School Mayur Vihar-1 & KDB School, Old Kavi Nagar, Ghaziabad; on 15.12.2009 a career fair was held at I P College for Women, Shyam Nath Marg, New Delhi and on 23.12.2009 the Career Awareness Programme was held at New Era Public School, Mayapuri, New Delhi. The programmes were addressed by one or the other of the following persons jointly and severally. CS M.L. Gupta, Secretary Alwar Chapter, CS Vishal Arora, Dr. Saini (Principal) Gr.Cp. R.L. Agarwal, Counseling expert, T.R. Mehta, Executive Officer, NIRO of the ICSI, Laxman Dev & Animesh, Desk Officers of the Regional office. 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 Secretary ship Course both in employment and in practice. Pamphlets explaining Career in Company Secretary Ship Course were also distributed to the students. A total of 2100 students attended/visited these career awareness programmes/ career fairs.

SOUTHERN INDIA REGIONAL COUNCIL

BANGALORE CHAPTER

Career Awareness Programmes

The Bangalore Chapter of the ICSI conducted fifteen Career Awareness Programmes during the month of November 2009 in various places of Karnataka. The details are as under: On 1.11.2009 at Rotary Club of Bidar; on 2.11.2009 at MSM English Medium School, Sanghamitra Public School, Krishnaveni Talent School, Gandhi Memorial School, Adarsh Public School and at Govt. Degree College, Zahirabad. On 3.11.2009 at Vani Degree College, Sravanthi Junior College, Gurubasava Junior College, Acharya Degree College; on 12.11.2009 at Vaishnavi Chetan PU College, Dharwad for PU II Commerce students; on 16.11.2009 at Hurakadli Women's College, Dharwad for B.Com II year students and at Hurakadli Women's College, Dharwad for B.Com III year students. The speakers were one or the other of the following. Dr. P V S Jagan Mohan Rao, Past President, the ICSI and Chief Financial Officer and Company Secretary, IND- Barath Power Infra Pvt. Ltd., Hyderabad, Prof. S M Salimath, ICSI Counsellor, Dharwad. The speakers explained in detail the course offered by the Institute and the criteria for eligibility for the course, examination, requirements of training etc., the role of Company Secretary and importance of the profession of Company Secretaries in the changing economic scenario. They then highlighted the opportunities available to those who complete the Company Secretary Ship course. Further they enumerated the emerging areas of practice and the changing role of Company Secretary. They also focused on what would be the mindset and preparation required from a student who wanted to pursue the Company Secretary ship Course. Brochures containing brief details of the Company Secretary ship Course were distributed to the students and the film on Career as a Company Secretary was also screened during the programmes. Around two thousand students taken together attended these career awareness programmes.

MADURAI CHAPTER

Inauguration of Oral Coaching Classes for June 2010 Session of Examinations

On 14.12.2009 the inauguration of oral coaching classes for Foundation Programme was held for June 2010 session of examination. V.S.Krishnamurthy, Chapter Chairman inaugurated the session and explained the importance of attending oral coaching to become successful in the examination. R.K.Bapulal, Chapter Treasurer explained the practising areas of company secretaries.

WESTERN INDIA REGIONAL COUNCIL

AHMEDABAD CHAPTER

Commencement of New Batch of Oral Coaching Classes

On 7.12.2009, a fresh batch of Foundation Programme Oral Coaching Classes commenced at New L J College with 41 students. Ashish Doshi, Member, WIRC of the ICSI remained present and addressed the students. Chirag Shah, Chairman, Oral Coaching Committee of the Chapter in his welcome address advised the students to make best use of the facilities provided for their interactive learning. Viral Shah, Principal, New L J Commerce College considered the event as a new Chapter in the relationship between an academic and a professional institution. He promised his continued support in the time to come. Priyamvad Bhatt, Administrative Officer of the Chapter Office briefed the students about the Oral Coaching guidelines and Prof Ketan Shah of New L J Classes, Coordinator for the classes, explained about the schedule of classes.

Participation in Education Fair, 2009

Ahmedabad Chapter of WIRC of the ICSI, with the initiative of Head Quarters, had the opportunity and privilege to participate in the Education Fair. The Fair was organized by Bhaskar Group's Saurashtra Samachar at Bhavnagar. B.G. Pandya, FCS and senior visiting faculty at Ahmedabad Chapter along with Kaushik Chhatbar, Incharge of Administration of Ahmedabad Chapter and Mansinh, Subordinate staff, represented ICSI at the above Education Fair. There were around 20 different Institutions each representing their own product and/or profession. They were mainly banking organizations, Fashion Designing, Computer hardware/software and IT related programmes, job oriented courses, Media and animation, English language, etc. Among all the above, CS was the only significant Professional course. There were students and parents interested in having information about job oriented courses. But, the students studying in 12th standard and students pursuing graduation showed keen interest and inclination towards CS course. Many students pursuing CA course wanted to pursue CS simultaneously. One hour time was allotted for each participating agency for presentation and interaction with interested students and parents. Ahmedabad Chapter was allotted one hour from 2.00 P.M. to 3.00 P.M. on 27.12.2009. The session was addressed by B.G. Pandya and Kaushik Chhatbar. B.G. Pandya covered most of the aspects including Role of CS in the company whereas Kaushik Chhatbar gave details about enrolment. At the end, a question - answer time was also given to the gathering. B.G. Pandya and Kaushik Chhatbar replied the queries. Inquiry from the students included: Is there any possibility of opening a Chapter like Ahmedabad Chapter at Bhavnagar, because it will help students to get facilities without traveling much distance. Willing to undergo Oral Coaching Classes preferably at Bhavnagar. Some of them also enquired about having any Oral Coaching Class (OCC) facilities provided by the Ahmedabad Chapter or ICSI. Students were briefed suitably. Ram Nair representing Bhaskar Group remained in touch throughout the event. Over all response from the people of Bhavnagar was good. It is hoped that in future, Ahmedabad Chapter may be benefited to have more inquiries converting into registrations, from this region.

THANE CHAPTER

Commencement of Oral Coaching Classes at Thane

From 28.10.2009 the Chapter under its regular activities started Foundation Programme oral coaching classes. CS R.T. RajGuroo, Chapter Chairman inaugurated the classes and guided the students about the CS course contents, the manner in which regular studies is to be made, how to be serious about the professional courses in general and CS course in particular. Also how punctuality and regularity in attending oral coaching classes are important was also impressed upon the students. Fifty five students at Foundation level registered for the oral coaching classes.

FOR PROMPT REPLY

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

HELP DESK OF THE ICSI

To facilitate the smooth communication of students with institute, contact details of various sections of Directorate of Students Services are given below :

Sl. No.	Nature of Query	Telephone Numbers	E-Mail ids
1.	Registration Status of Foundation Program / Executive Program, Issue of study materials	(0120) 4522061-63	ss_reg@icsi.edu ss_fond@icsi.edu
2.	De-novo / Extension / Final Enrollment	(0120) 4522072-73	ss_post@icsi.edu
3.	Paperwise Exemption / Switchover to New Syllabus	(0120) 4522084	exemption@icsi.edu
4.	Non-receipt of Registration Letter / Identity Cards / Course Bulletin / Students Company Secretary Bulletin / CS Foundation E-Mail Id Registration	(0120) 4522071	ss_misc@icsi.edu
5.	Coaching Completion Certificates / Suggested Answers and Response Sheet Status, Compulsory Computer Training	(0120) 4522075	ss_coaching@icsi.edu
6.	Public Private Partnership Scheme	(0120) 4522076	ss_coach@icsi.edu
7.	Coaching / suggested answers / oral tuition / examiners (DPTS)	(0120) 4522074	coaching@icsi.edu
8.	Issue of Admission Certificates for Examinations	(0120) 4522085 (0120) 4522087	enrollment@icsi.edu enroll@icsi.edu
9.	Duplicate pass certificate of Intermediate / Executive Program	(0120) 4522081	expasscrt@icsi.edu
10.	Duplicate pass certificate of Final / Professional	(0120) 4522082	propasscrt@icsi.edu
11.	Duplicate pass certificate of Foundation	(0120) 4522086	findpasscrt@icsi.edu
12.	Transcript / Verification of Qualifications (only for students)	(0120) 4522082	expasscrt@icsi.edu (For Intermediate / Executive Program) propasscrt@icsi.edu (For Final / Professional Program)

In case of any difficulty, students may contact **Shri Sohan Lal, Director (Student Services) at 0120-4522014**

or write to

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA – 201 309

Edited, printed and published by :
N.K. Jain for the Institute of
Company Secretaries of India,
'ICSI House', 22, Institutional Area,
Lodi Road, New Delhi-110003
Phones : 41504444, 45341000
Grams : 'Compsec'
Telex : 31-62164 ICSI in
Fax: 91-11-24626727
E-mail : info@icsi.edu
Website : http://www.icsi.edu
Printed at Brijbasi Art Press Ltd.,
E-46/11, Okhla Industrial Area,
Phase-II, New Delhi-110020
Ph. : 91-11-26386232,
Fax: 91-11-26383766