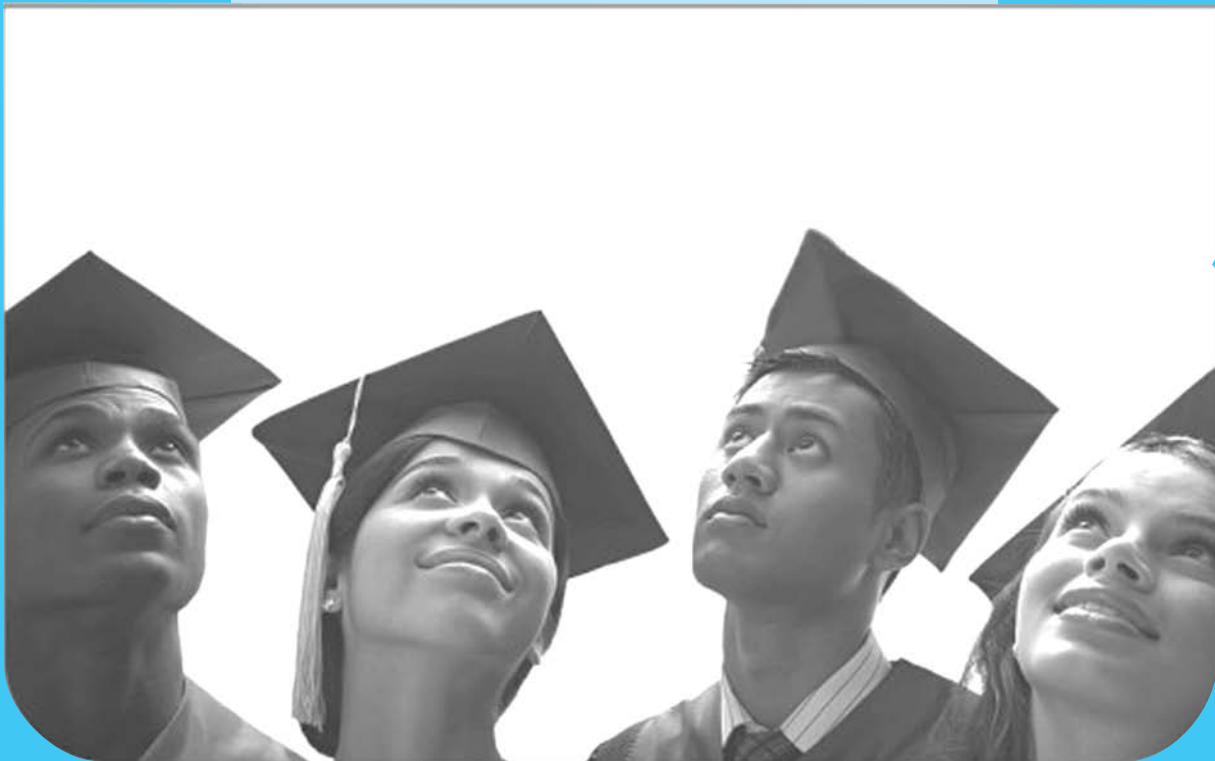


# CS Foundation Course BULLETIN

Vol. : XVII No. 05 September-October 2010 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

website [www.icsi.edu](http://www.icsi.edu)

**ATTENTION STUDENTS!!**  
**SCHEDULE OF FEES**

PARTICULARS	FEES (Rs.)	REMARKS
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fee → 3600
<b>EXECUTIVE PROGRAMME</b>		
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)
<b>PROFESSIONAL PROGRAMME</b>		
Postal Tuition Fee	7500	
<b>DE-NOVO REGISTRATION</b>		
Registration <i>De-Novo</i> Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
<b>EXAMINATION FEE</b>		
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	
<b>OTHER FEES</b>		
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 with on-line education/study, the Institute has launched e-learning portal for the Company Secretaryship Foundation Programme and Executive Programme and it is being extended to Professional Programme. All students from rural, urban areas at national level and also from 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. Through virtual classroom, students will be able to interact live with the faculty. This will take the study of CS Programme 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.

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

The following schemes are available for e-learning in Foundation Programme:

- **WBT (Web Based Training):** It is an innovative computer based approach to learning. The contents have been modified into well-crafted teaching systems. It has multimedia slides covering the entire study material.
- **VBT (Video Based Training):** It comprises of video lectures and is a replica of classroom training experience.
- **LVC (Live Virtual Classroom):** It provides broadcast of live lectures over the internet. In it students can directly interact with the faculty online.
- **Combo Offer contains (WBT+VBT+LVC)**
- **Upgrade to VBT+LVC:** This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

- (i) By a Credit card/Debit card or Money Order.
- (ii) By way of Cheque or Demand Draft drawn in favour of "GURUKULONLINE LEARNING SOLUTIONS PVT LTD" payable at Mumbai.
- (iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
- (iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website <http://elearning.icsi.edu>)

## FROM THE SECRETARY & CEO'S DESK



*"The will to win, the desire to succeed,  
the urge to reach your full potential...  
these are the keys that will unlock the door to personal excellence."*

— Eddie Robinson, Football Coach

Dear Students,

Desire is what made paralytic Wilma Rudolph, the fastest woman on the track at the 1960 Olympics, to win three gold medals. When we lack purpose and direction, we see no opportunity. On the contrary, when we have desire to accomplish something, we know the direction to move to achieve our purpose, with excellence. So dear students, have the dedication to stay focused and disciplined to put in the hard work and you will achieve excellence in all your endeavours.

Wishes don't come through, but beliefs and expectations supported by conviction do. Courage and character are the critical combination for success. So my advice to you, in your journey as a student of the Company Secretaryship course to become a thoroughbred professional is to stay focused and determined to overcome all obstacles that come your way. There might come hardships and failures, do not sit back, evaluate and build on your strengths, gather new courage and get back to the task with renewed vigour.

**Theodore Roosevelt**, one of the well known Presidents of America, once said that, "*When you play, play hard; when you work, don't play at all.*" Discipline plays a differentiating role between those who achieve successes in successive manner and those with endless failure. Anyone accomplishing great things do so by being disciplined. People without discipline commit themselves to nothing. Discipline demands focus, self-control, sacrifice and avoiding distractions and temptations. The more you commit yourself to discipline, better would be your chances of success with excellence.

I wish you success in all your endeavours.

Given below are some important information which would be useful to you as a student of the CS Foundation Programme.

### VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered up to August, 2007 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

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 Programme examination held in June, 2010 or registered in Executive Programme up to and including **31st August, 2010** would be eligible to appear in both modules of the Executive Programme to be held in **June, 2011** and students who have taken registration in Executive Programme between **1st September 2010 to 30th November 2010** are eligible to write only one module in **June, 2011** 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 ( for Foundation passed student ) 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 computerized 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 computerized 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](mailto: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 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 regularizing 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 August 2010 - September 2010 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 (Student Services) at the following address; "**ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309**, without further delay or may send e-mail to **sohan.lal@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 AND 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 authorized 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.

Institute has also empanelled some private coaching centers at various locations across the country under Public Private Partnership Scheme of ICSI to conduct Oral Tuition Classes. List of such coaching centers is displayed at institute's website [www.icsi.edu](http://www.icsi.edu).

It may, however, be noted that Oral coaching centre would be charging Oral Tuition Fees from the students 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 one class test by securing minimum 40% marks out of two class 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 throughout 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 & Profession. The students can have pre-recorded replies on the CS Course 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](http://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 **Mr. V. P. Sharma**, Director (Academics) [vp.sharma@icsi.edu](mailto:vp.sharma@icsi.edu) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact **Mr. Sohan Lal**, Director (Student Services) [sohan.lal@icsi.edu](mailto:sohan.lal@icsi.edu), at the Institute's address.

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

Yours sincerely,



(N.K. JAIN)

Date : 10-01-2011  
Place : New Delhi

**ATTENTION !**

**Students of Foundation Programme Registered on or after 01-09-2010**

The students of Foundation Programme of the Institute registered on or after 01-09-2010 and not obtained the CDs with the Study Material may arrange to collect the CD from the office of the Regional Council / Chapter from where they have registered for the Foundation Programme on producing document of registration.

## ACADEMIC GUIDANCE

## ECONOMICS

**SECOND QUARTER REVIEW OF MONETARY POLICY FOR 2010 - 11 - MAJOR HIGHLIGHTS<sup>1</sup>**

Dr. D Subbarao, Governor, The Reserve Bank of India released Second Quarter Review of the Monetary Policy on 2nd November, 2010. The major focus of the policy was on further increase in the repo and reverse repo rates by 25 basis points each. Accordingly, the repo rate stands raised to 6.25 per cent and the reverse repo rate to 5.25 per cent. The cash reserve ratio (CRR) has been left unchanged at 6 per cent of net demand and time liabilities (NDTL) of banks.

**The major highlights of Second Quarter Review of Monetary Policy are as under :**

**Considerations behind Policy Move**

The RBI has had taken into account both global and domestic macroeconomic situation in calibrating this policy move. In particular, the policy is guided by three considerations.

- Domestic growth drivers are robust which should help absorb to a large extent the negative impact of any slowdown in global recovery.
- Inflation and inflationary expectations remain high as both demand side and supply side factors are at play. Given the spread and persistence of inflation, demand-side inflationary pressures need to be contained and inflationary expectations anchored.
- Even though a liquidity deficit is consistent with our anti-inflation stance, it needs to be contained within a reasonable limit to ensure that economic activity is not disrupted.

**Global Outlook**

- To start with, a brief comment on the global economy. The fragile and uneven nature of the recovery and large unemployment in advanced economies raise concerns about the sustainability of the global turn around. The slowing momentum of recovery has prompted the central banks of some advanced economies to initiate (or consider initiating) a second round of quantitative easing to further stimulate private demand. While the ultra loose monetary policy of advanced economies may benefit the global economy in the medium-term, in the short-term it will trigger further capital inflows into emerging market economies (EMEs) and put upward pressure on global commodity prices.

**Indian Economy Growth**

- Turning to domestic outlook, the economy is operating close to the trend growth rate, driven mainly by domestic factors. The normal South-West monsoon and its delayed withdrawal have boosted the prospects of both kharif and rabi agricultural production which should also stimulate rural demand. Most industrial and service sector indicators also point towards sustained growth.
- Taking into account the good performance of the agriculture sector, and a range of indicators of industrial production and service sector activity, the baseline projection of real GDP growth for 2010-11, for policy purposes, is retained at 8.5 per cent.

**Inflation**

- Notwithstanding some moderation in recent months, headline inflation remains significantly above its medium-term trend, and well above the comfort zone of the Reserve Bank. Food inflation has not shown the expected post-monsoon moderation and has remained persistently elevated for over an year now, reflecting in part the structural demand-supply mismatches in several commodities. This has elevated inflation expectations. The risks of expectations spilling over into prices of other commodities are significant when the economy is growing close to trend. That could potentially offset the recent moderation.
- Even as non-food manufacturing inflation has moderated, it remains above its medium-term trend. The new WPI series released in September 2010 is a better representative of commodity price levels with an updated base (2004-05=100) and wider coverage of

commodities. When we compare the old and new WPI series, inflation at the aggregate level over the medium-term is similar under both series, but there are differences at a disaggregated level. Inflation in primary articles, especially food articles, in the new series has been significantly higher than in the old series, whereas for manufactured products, it has been somewhat lower.

- Going forward, the inflation outlook will be shaped by three factors:
  - the evolution of food price inflation;
  - global commodity prices; and
  - demand pressures stemming from sustained growth amidst tightening capacity constraints in many industries.
- On balance, inflation is expected to moderate from the present elevated level, reflecting in part, some easing of supply constraints and concerted policy action. In its July Review, the Reserve Bank made a baseline projection of WPI inflation for March 2011 of 6 per cent under the old series of WPI. The baseline projection of WPI inflation for March 2011 has been placed at 5.5 per cent under the new series. This is equivalent to 6 per cent under the old series. Effectively, this means that the Reserve Bank's inflation projection remains unchanged from that made in its July 2010 Review.

**Monetary and Liquidity Aggregates**

- The overall liquidity situation has been in the news over the last few weeks. The evolving situation and the underlying dynamics is the result of various factors. The present tight liquidity is a result of both structural and frictional factors. On the structural side, the deposit growth rate of the banking system has been sluggish even as the credit growth improved. On the frictional side, government cash balances had built up as a result of more than anticipated tax receipts. On top of it, there were large capital outflows on account of refund of over-subscription of Coal India IPO.
- Tight liquidity conditions are admittedly desirable from the viewpoint of inflation management, but there are legitimate concerns about the deficit as the injection through the LAF window had become too large in recent weeks, in excess of the Reserve Bank's comfort zone of (+/-) 1 per cent of NDTL
- With a view to alleviating the frictional liquidity pressure, the Reserve Bank decided to conduct a second LAF (SLAF) on a daily basis and also allowed banks to avail additional liquidity support under the LAF to the extent of up to 1 per cent of their NDTL up to November 4, 2010. In order to address the structural liquidity problem, the Reserve Bank announced an OMO for purchase of government securities amounting to Rs. 12,000 crore.
- In view of the current assessment of the growth-inflation dynamics, it is expected that monetary aggregates will evolve along the projected trajectory indicated in July Review. Accordingly, for policy purposes, RBI has retained the earlier projections of money supply (M) at 17 per cent and of non-food bank credit growth at 20 per cent. As always, these numbers are indicative projections and not targets.

**External Sector**

The external sector management has assumed a lot of importance in the recent period owing to global developments. The current account deficit in the balance of payments widened in the first quarter of 2010-11. If the current trend persists, the current account deficit as a percentage of GDP for the full year will be significantly higher than in last year. It is generally perceived that a current account deficit above 3 per cent of GDP is difficult to sustain over the medium-term. The challenge, therefore, is to rein in the deficit over the medium-term and finance it in the short-term. The medium-term task has to receive policy focus from both the Government and the Reserve Bank. The short term task is to see that the current account is fully financed while ensuring that capital flows are not far out of line with the economy's absorptive capacity and that the component of long-term and stable flows in the overall capital flows is high.

**Capital Flows**

In the context of today's increases in policy rates, now one may turn to another important issue. It has often been argued that the widening of interest rate differential between the domestic and international markets will result in increased debt-creating capital flows. While it is true that large interest rate differential makes investment in domestic debt instruments and external borrowings by domestic entities more attractive,

<sup>1</sup> Source: RBI Press Release : 2010-2011/615 Dated 2.11.2010.

Compiled by V P Sharma, Director (Academics), The ICSI



there is need to keep in view three aspects in the Indian context. First, the economy's capacity to absorb capital flows has expanded as reflected in the widening of the current account deficit. Second, despite the already large differential between domestic and international interest rates, capital flows in the recent period have been predominantly in the form of portfolio flows into the equity market. This suggests that the interest rate differential is not the only factor that influences capital flows. Third, in line with our policy of preferring equity to debt-creating flows, we still maintain some controls in respect of debt flows.

#### **Risk Factors**

Some of the important risks to the growth and inflation outlook are listed as under :

- First, the main downside risk to growth emanates from the prospects of a prolonged, slow and halting recovery in advanced economies which would adversely affect the growth performance of EMEs, including India.
- Second, inflationary pressures may accentuate due to the structural component in food inflation while demand side pressures may accentuate due to capacity constraints in many industries and rising global commodity prices.
- Third, given the weak recovery, some advanced economies are in the process of resorting to another round of quantitative easing that could trigger capital flows into EMEs, including India. Large capital flows beyond the absorptive capacity of the economy could pose a major challenge for exchange rate and monetary management.
- Fourth, the widening of the current account deficit raises concerns given the uncertainty associated with international capital flows.
- Fifth, asset prices in India, as in many other EMEs, have risen sharply in a short time which is a cause for concern.

#### **Monetary Policy Stance**

The current stance of monetary policy is intended to:

- Contain inflation and anchor inflationary expectations, while being prepared to respond to any further build-up of inflationary pressures.
- Maintain an interest rate regime consistent with price, output and financial stability.
- Actively manage liquidity to ensure that it remains broadly in balance, with neither a surplus diluting monetary transmission nor a deficit choking off fund flows.

#### **Expected Outcomes**

The monetary policy actions are expected to:

- Sustain the anti-inflationary thrust of recent monetary actions and outcomes in the face of persistent inflation risks.
- Rein in rising inflationary expectations which may be aggravated by the structural nature of food price increases.
- Be moderate enough not to disrupt growth.

The exit from expansionary monetary policy since October 2009 has been calibrated on the basis of India's specific growth-inflation dynamics in the broader context of persistent global uncertainty. The Reserve Bank will continue to closely monitor both global and domestic macroeconomic conditions. RBI will take action as warranted with a view to mitigating any potentially disruptive effects of lumpy and volatile capital flows and sharp movements in domestic liquidity conditions, consistent with the broad objectives of price and output stability.

Based purely on current growth and inflation trends, the Reserve Bank believes that the likelihood of further rate actions in the immediate future is relatively low. However, in an uncertain world, we need to be prepared to respond appropriately to shocks that may emanate from either global or domestic environment.

#### **Developmental and Regulatory Policies**

As regard the developmental and regulatory issues are concerned, the thrust of the regulation by the Reserve Bank in recent years has not only been on strengthening the financial system, but also on developing financial markets, promoting financial inclusion, improving credit delivery, especially to the SME sector, improving customer service and strengthening the payment and settlement systems. The Reserve Bank, therefore, will continue to pursue reforms in these areas so as to enhance the efficiency and stability of the financial system.

#### **Measures Undertaken or Planned in this Area**

##### **Financial Stability**

- Releasing the second financial stability report in December 2010. Going forward, financial stability report will be published in June and December every year.

##### **Interest Rates**

- Preparing a discussion paper, which will delineate the pros and cons of deregulating the savings bank deposits interest rate.

##### **Financial Market Products**

- Permitting settlement of repo in corporate bonds on a T+0 basis in addition to the existing T+1 and T+2 basis.

##### **Credit Delivery and Financial Inclusion**

- Allowing regional rural banks (RRBs) to open branches in tier 3 to tier 6 centres as identified in the Census 2001 (with population up to 49,999), subject to fulfilling certain conditions.
- Opening sub-offices of the Reserve Bank in the remaining six states of the North East, viz., Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura and Meghalaya, in a phased manner.
- Initiating several measures to strengthen the role of urban co-operation banks (UCBs) such as:
  - i) extending area of their operations;
  - ii) liberalising branch licensing policy for well managed and financially sound UCBs;
  - iii) allowing well managed and financially sound UCBs to engage business correspondents (BCs)/business facilitators (BFs);
  - iv) allowing licensed UCBs the facility of INFINET membership, current and SGL accounts with the Reserve Bank; and
  - v) allowing RTGS membership to well managed and financially sound UCBs having a minimum net worth of Rs. 25 crores.

##### **Regulatory Measures**

- Prescribing the loan to value (LTV) ratio of not exceeding 80 per cent in respect of housing loans hereafter.
- Increasing the risk weight for residential housing loans of 75 lakh and above, irrespective of the LTV, to 125 per cent.
- Increase the standard asset provisioning by commercial banks for all housing loans with teaser rates to 2 per cent.
- Stipulating prudential limits to regulate the investments of banks in companies engaged in forms of business other than financial services. Banks will be required to review their investments in such companies and be compliant with the guidelines as per the roadmap to be laid down.
- Implementing the recommendations of the Internal Group on Supervision of Financial Conglomerates (FCs) on (i) capital adequacy for FCs; and (ii) intra-group transactions and exposures in FCs.
- Taking appropriate steps to fully align the corporate governance practices in banks in India with the principles enunciated by the Basel Committee on Banking Supervision (BCBS).
- Issuing final guidelines on compensation practices by banks by end-December 2010.
- Putting the draft guidelines on licensing of new banks in public domain by end-January 2011 for public comments.

##### **Institutional Measures**

- Increasing the threshold limit for real time gross settlement system (RTGS) transactions from the present limit of ` 1 lakh to ` 2 lakh.
- Accepting the report of the Group on next generation RTGS.
- Planning the next roll out of cheque truncation system in March 2011 at Chennai.

##### **Discussions with banks**

Banks welcomed the Reserve Bank's policy stance. They agreed that the monetary measures announced by the Reserve Bank were appropriate in the current domestic growth-inflation dynamics. Apart from monetary measures, discussions with banks focused on four specific issues, i.e., (i) liquidity situation; (ii) housing credit, price and risk; (iii) customer service; and (iv) external sector management. While appreciating the liquidity easing measures announced recently, banks indicated that steps are required

to ease structural liquidity. Welcoming the stipulation of the loan to value ratio and increased risk weight in housing loans, some banks felt that the practice of offering lower interest rates in the initial period of housing loans cannot be equated with teaser loans as the risk in such loans is not different from those offered at floating rate loans. Banks reiterated that they will continue to strive for improved customer service. Banks shared the Reserve Bank's concern that the component of stable capital flows in the overall flows should be increased to address the concerns of financing the widening current account deficit."

## ENGLISH AND BUSINESS COMMUNICATION

### LEARNING ENGLISH BY WAY OF IDIOMS<sup>2</sup>

Idioms have become an integral part of English language. Idioms tend to be informal and thus it is best to use them in spoken rather than written communication. However, using idioms in writings and in daily conversation has become an artistic style of communicating. An idiom is a structured expression and with a fixed meaning, irrespective of the meanings of the words in it. An idiom is a phrase where the words together have a meaning that is different from the dictionary definitions of the individual words and that is why their meaning is difficult to interpret.

Idioms are used to express something that other words do not express as clearly or as cleverly.

Here is a list of Idioms to help you learn some more new business idioms:

1. **Hold all the aces:** It means having more advantages than others and being in a very strong position. **Eg.** Given the high unemployment figures in some countries, employers hold all the aces.
2. **Ambulance chaser:** It refers to a lawyer who finds work by persuading people injured in accidents to claim money from the person who caused the accident. **Eg.** Amit & Rohit are well-known ambulance chasers - that's how they make their money!
3. **Blamestorming:** A discussion among a group of people, who try to determine who or what is to blame for a particular mistake, failure or wrongdoing, is called 'blamestorming'. **Eg.** A blamestorming session took place following the unfavourable reviews in the press.
4. **A blank cheque:** It means authorizing someone to do what they think is best in a difficult situation. **Eg.** Ram was given a blank cheque and told to negotiate the best deal possible.
5. **Blue chip company:** It refers to a company with a solid reputation for the quality of its products and the stability of its growth and earnings. **Eg.** It's usually safe to invest in a blue-chip company.
6. **Above board:** If a situation or business is described as **above board**, it is open, honest and legal. **Eg.** There are no secret negotiations. Our dealings have always been above board.
7. **Break your back:** It means working extremely hard, or putting a lot of effort into achieving something. **Eg.** If you want the job done well, you should accept to pay more. He's not going to break his back for such a low price!
8. **Business as usual:** It means that everything is continuing in a normal way in spite of the difficulties. **Eg.** It was business as usual at the supermarket the day after the hold-up.
9. **Business before pleasure:** It means that it is preferable to finish one's work before going to relax and enjoy oneself. **Eg.** I'd love to have lunch with you but I've got a report to finish - business before pleasure I'm afraid!
10. **Business is business:** This is a way of saying that in financial and commercial matters, friendship or personal feelings should not be allowed to have any influence. **Eg.** I'll hire your brother only if he is the best candidate. I'm sorry but business is business!
11. **Carve out a niche:** A person or company who carves out a niche focuses on a particular segment of the market, to which they supply a product or service, and develop their expertise in that area. **Eg.** In today's competitive market it's better to carve out a niche and try to become the best in that area.
12. **A cash cow:** A product or service which is a regular source of income for a company is called a cash cow. **Eg.** His latest invention turned out to be a real cash cow.
13. **Too many chiefs and not enough Indians:** It refers to a situation where there are too many people giving instructions and not enough people doing the work. **Eg.** The business wasn't successful. There were too many chiefs and not enough Indians.
14. **Clinch a deal:** It means reaching an agreement on a proposal or offer. **Eg.** Rita's final argument enabled us to clinch the deal.
15. **Cog in the machine:** If you say that someone is a cog in the machine, you mean that, while they are necessary, they only play a small part in an organization or plan. **Eg.** The police quickly realized that the suspect was just a cog in the machine.
16. **Copper-bottomed:** To describe something such as a plan, a contract or a financial arrangement as 'copper-bottomed' means that it is completely safe or reliable. **Eg.** He has signed a copper-bottomed agreement with a distributor.
17. **Corner a market:** If a company dominates an area of business, and leaves no room for competition, it is said to have cornered the market. **Eg.** By importing large quantities and selling at low prices, they have cornered the market.
18. **Dead wood:** It refers to people or things which are no longer considered useful or necessary. **Eg.** The management wants to reduce costs by cutting out the dead wood.
19. **Do the spadework:** It is doing the preparatory work or the preliminary research for something. **Eg.** Although I did all the spadework, my name was never mentioned.
20. **Dog eat dog:** It refers to intense competition and rivalry in pursuit of one's own interests, with no concern for morality. **Eg.** The business world is tough today. There's a general dog-eat-dog attitude.
21. **In the doldrums:** It means that the situation is gloomy and that nothing new is happening. **Eg.** Despite the recent measures, the economy remains in the doldrums.
22. **A done deal:** It refers to an agreement or decision which has been reached on a certain matter. **Eg.** We're still considering several proposals, so it's not a done deal yet.
23. **Done and dusted:** When a project, task or activity is done and dusted, it is completely finished or ready. **Eg.** I've nearly finished preparing the presentation. When it's all done and dusted I'll be able to relax.
24. **Donkey work:** It is used to describe the unpleasant, boring parts of a job. **Eg.** I do the donkey work - my boss gets the credit!
25. **Doom and gloom:** A general atmosphere of pessimism, and a feeling that the situation is not going to improve, is referred to as doom and gloom. **Eg.** Fortunately it's not doom and gloom for all businesses, in spite of the economic situation.
26. **Drastic times call for drastic measures:** When faced with a difficult situation, it is sometimes necessary to take actions which in normal circumstances would appear extreme. **Eg.** Sales dropped so significantly that the company decided to drop the product line. Drastic times call for drastic measures!
27. **Dream ticket:** If you refer to two people as a dream ticket, you think they would work well together and be successful. **Eg.** Clinton and Obama teaming up for the general election would be a dream ticket for many Democrats.
28. **Above and beyond the call of duty:** If a person does something which is above and beyond the call of duty, they show a greater degree of courage or effort than is usually required or expected in their job. **Eg.** The fire-fighter received a medal for his action which went above and beyond the call of duty.
29. **An eager beaver:** It refers to a person who is hardworking and enthusiastic, sometimes considered overzealous. **Eg.** The new accountant works all the time - first to arrive and last to leave-a real eager beaver!
30. **Drag one's feet:** It means that a person is unnecessarily delaying a decision which is important to you.
31. **Think on one's feet:** A person who thinks on their feet is capable of making good decisions without previous thinking or planning. **Eg.** Good lawyers need to be able to think on their feet when pleading a case.
32. **Rushed off your feet:** It means you are extremely busy. **Eg.** I'd love to have lunch with you but we're rushed off our feet at the moment at the office.
33. **A finger in every pie:** It means being involved in many activities. **Eg.** For information about the town development project, you should talk to Mr. Rohit. He has a finger in every pie."
34. **Work your fingers to the bone:** A person who works their fingers to the bone is extremely hardworking. **Eg.** He deserves his success; he worked his fingers to the bone when he started the business.
35. **A foot in the door:** To say that someone has a foot in the door means that they have a small but successful start in something, and will possibly do well in the future. **Eg.** With today's unemployment, it's difficult to get a foot in the door in any profession."

<sup>2</sup> Prepared by Shruti B. Gupta, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, The ICSI

## ACADEMIC GUIDANCE

36. **A free hand:** It means the permission to make your own decisions, especially in a job. **Eg.** My boss has given me a free hand in the choice of agent.
37. **Funny business:** An activity which is conducted in a deceitful, dishonest or unethical manner is called funny business. **Eg.** I've got suspicions about that association. I think they're up to some funny business."
38. **Get your hands dirty:** It means getting involved in all aspects of the job, including work that is physical, unpleasant or less interesting. **Eg.** His willingness to get his hands dirty won the respect and approval of the whole team.
39. **Get the show on the road:** If you manage to put a plan or idea into action, you get the show on the road. **Eg.** OK! We've got all we need, so let's get the show on the road!
40. **Give someone a run for their money:** It means presenting strong competition in circumstances where the other person expects to win easily. **Eg.** We didn't win the match but we gave the other team a run for their money.
41. **Go belly up:** If a business or project goes belly up, it is unsuccessful or goes bankrupt. **Eg.** The restaurant went belly up before the end of the first year.
42. **Go for a song:** If something goes for a song, it is sold at an unexpectedly low price. **Eg.** I was able to buy the car simply because it was going for a song.
43. **Go out of business:** If a shop, firm or enterprise goes out of business, it closes down or goes bankrupt. **Eg.** If the new road bypasses the town, a lot of shops will go out of business.
44. **Going concern:** This expression refers to a business or activity that is dynamic and successful. **Eg.** They opened a coffee shop that is a going concern today.
45. **Golden handcuffs:** The term golden handcuffs refers to a large sum of money or a generous financial arrangement granted to an executive as an incentive to stay in their job, or to ensure long-term cooperation after their departure.
46. **Golden handshake:** A golden handshake is a generous sum of money given to a person when they leave a company or retire (sometimes given to encourage early retirement).
47. **Golden opportunity:** A golden opportunity is a favourable time or excellent occasion which should not be missed.
48. **Golden parachute:** A golden parachute is a clause in an executive's employment contract stating that the executive will receive certain large benefits if their employment is terminated.
49. **One hand washes the other.(... and together they wash the face.):** It means that when people cooperate and work well together, there is a better chance of achieving results.
50. **The upper hand:** If a person or organization gets or gains the upper hand, they take control over something.
51. **All hands on deck:** When there is a need for all hands on deck, everyone must help, especially when there's a lot of work to be done in a short amount of time. **Eg.** As the opening day approached, it was all hands on deck to have everything ready in time.
52. **Have one's hands tied:** If a person has their hands tied, something, such as an agreement or a rule, is preventing them from doing what they would like to do. **Eg.** Amit deserves to earn more, but the manager's hands are tied by the recent salary agreement.
53. **Household name/word:** When the name of someone or something becomes very familiar because it is so often used, it is called a household name or word. **Eg.** The product was so successful that its name became a household word in no time.
54. **Irons in the fire:** If you have a few, or many, irons in the fire, you are involved in a number of projects at the same time. **Eg.** The travel agency is not his only venture - he's got more than one iron in the fire."
55. **Jump on the bandwagon:** If a person or organization jumps on the bandwagon, they decide to do something which is already successful or fashionable. **Eg.** When organic food became popular, certain stores were quick to jump on the bandwagon and promote it.
56. **Hit the ground running:** It means being ready to start work immediately on a new activity. **Eg.** He intends to hit the ground running when he starts his new job.
57. **Keep your nose to the grindstone:** A person who keeps their nose to the grindstone is someone who concentrates on working hard at his job.
58. **Knuckle down to something:** If someone knuckles down to something, they start to work on it seriously. **Eg.** If you want to succeed, you'll have to knuckle down to some serious work.
59. **Lame duck:** A person or organization that is in difficulty and unable to manage without help is called a lame duck. **Eg.** Some banks have become lame ducks recently.
60. **Learn the hard way:** If you learn the hard way, you learn through your own experience, good and bad, rather than from the advice or guidance of others. **Eg.** His refusal to accept any help meant that he had to learn the hard way.
61. **Licence to print money:** This expression refers to an officially authorized activity which enables people to make a lot of money without much effort. **Eg.** The contract to supply computers to schools was a licence to print money.
62. **Lip service:** If you pay lip service to an idea or cause, you give verbal support or approval but fail to actually do anything. **Eg.** In spite of promising equal pay for women, the management is suspected of paying lip service to the promotion of women's rights.
63. **Money spinner:** An activity which is a very successful way of making money. **Eg.** Washing cars was quite a money spinner when I was a student.
64. **Put money where your mouth is:** If you put money where your mouth is, you give financial support to activities and causes that you believe are right.
65. **Monkey business:** An activity which is organized in a deceitful or dishonest way is called monkey business. **Eg.** The results announced seem suspicious - I think there's some monkey business going on!
66. **Move the goalposts:** During a course of action, if someone moves the goalposts, they change the rules or conditions. **Eg.** We've decided on a sales campaign. Let's hope the boss doesn't move the goalposts halfway through!
67. **Movers and shakers:** It refers to people in power who take an active part in making things happen. **Eg.** Movers and shakers are assembling in Brussels for the summit.
68. **Nitty-gritty:** When people get down to the nitty-gritty, they begin to discuss the most important points or the practical details. **Eg.** I was interested in the project, but we didn't get down to the nitty-gritty until his partner arrived.
69. **Nuts and bolts:** The nuts and bolts of something are the detailed facts and the practical aspects. **Eg.** We need to discuss the nuts and bolts of the proposal before going any further.
70. **Ostrich strategy/politics:** This term refers to the phenomenon of ignoring or evading an obvious problem in the hope that it will resolve itself or disappear. **Eg.** Adopting an ostrich strategy will only make matters worse - we've got to find a solution!
71. **Overplay your hand:** If you overplay your hand, you are overconfident and spoil your chances of success by trying to obtain too much. **Eg.** Ram is hoping for a bonus for his good results, but he may be overplaying his hand if he asks for a promotion.
72. **Pick up steam:** If something such as a project or process picks up steam, it starts to develop or become more active. **Eg.** The campaign started slowly but it picked up steam after Diwali.
73. **Put your shoulder to the wheel:** It means putting a lot of effort into a difficult task. **Eg.** We'll have to put our shoulders to the wheel to get the store ready for the opening day.
74. **Red tape:** The term red tape refers to official rules and bureaucratic paperwork that prevent things from being done quickly. **Eg.** If there wasn't so much red tape, the company would be up and running already.
75. **Roaring trade:** If you do a roaring trade in a particular field, you do excellent business. **Eg.** The sports shop is doing a roaring trade in bicycles these days.
76. **Roll up your sleeves:** It means getting ready for hard work. **Eg.** To increase our market share we'll have to roll up our sleeves and find new customers.
77. **Run round in circles:** People who run round in circles have difficulty in achieving things because of lack of organization. **Eg.** Running round in circles will get us nowhere - we need to set up a plan.
78. **Not up to scratch:** If something or somebody is not up to scratch, they are not as good as they should be.
79. **Seal of approval:** If a project or contract receives a seal of approval, it receives formal support or approval from higher authorities. **Eg.** We can't conclude the deal without the director's seal of approval.
80. **Separate the sheep from the goats:** If you separate the sheep from the goats, you examine a group of people and decide which are good and which are not so good. **Eg.** Examining job applications is the first stage in separating the sheep from the goats.



81. **Shape up or ship out:** This expression is used to warn someone that if they do not improve, they will have to leave their job. **Eg.** When Ram started neglecting the customers, he was told to shape up or ship out.
82. **Smokestack industries:** Industries involved in heavy manufacturing such as the production of iron and steel, especially if they cause a lot of pollution, are called smokestack industries. **Eg.** Smokestack industries are no longer authorized in residential areas.
83. **In smooth waters:** A business or operation which is in smooth waters is making regular and easy progress. **Eg.** The company seems to be in smooth waters these days.
84. **Start the ball rolling:** If you start the ball rolling, you start an activity in which other people will join. **Eg.** Let's start the ball rolling by calling on our first speaker.
85. **Strictly business:** An appointment or event that is entirely devoted to business, with no leisure or relaxation, is called strictly business. **Eg.** Yes we had lunch together but it was strictly business.
86. **Sweat of your brow:** It means doing something through hard work and without help from anyone. **Eg.** I got a comfortable lifestyle by the sweat of my brow. I owe it to nobody but myself.
87. **Sweetheart deal:** It refers to an abnormally lucrative arrangement between two parties. **Eg.** Opponents say that the contract was awarded to the builder as part of a sweetheart deal, and is therefore illegal.
88. **Take the floor:** When someone takes the floor, they rise to make a speech or presentation. **Eg.** "When I take the floor, my speech will be short," he said.
89. **Take a nosedive:** If something takes a nosedive, it drops or decreases in value very rapidly. **Eg.** The stock market took a nosedive when the property market began to weaken.
90. **Take something offline:** If you suggest that a subject be taken offline, (during a meeting for example), you consider that it is a separate issue and should be discussed at another time. **Eg.** Gaurav, you're confusing things, so let's take that offline shall we?
91. **There for the taking:** If something is there for the taking, it is easy to obtain. **Eg.** When our main competitor went out of business, the market was there for the taking.
92. **Throw it over the wall:** If someone throws something over the wall, they deal with part of a problem or project, then pass responsibility to another person or department without any communication or coordination. **Eg.** You can't just manufacture a product and then throw it over the wall to the sales department."
93. **Too much like hard work:** An activity or task that requires too much effort is too much like hard work. **Eg.** It's so hot today, there's no way I'm going to do any cooking. It's too much like hard work!
94. **Top dog:** To say that a person, group or country is top dog means that they are better or more powerful than others. **Eg.** She's top dog in cosmetics today.
95. **Tricks of the trade:** This expression refers to a clever or expert way of doing things, especially in a job. **Eg.** He's a tough negotiator; he knows all the tricks of the trade.
96. **Up and running:** If a business or a plan is up and running, it has started and is functioning successfully. **Eg.** In some countries you can have a company up and running in a very short time.
97. **Nothing ventured, nothing gained:** This expression means that you cannot expect to achieve anything if you risk nothing. **Eg.** He's going to ask his boss for a promotion even though he has little chance of obtaining satisfaction - nothing ventured, nothing gained!
98. **Walking papers:** If you are given your walking papers, your contract or a relationship is ended. **Eg.** After causing a diplomatic incident, Ajay got his walking papers.
99. **Wear many hats:** Someone who wears many hats has to do many different types of tasks or play a variety of roles. **Eg.** Our company is small so the employees need to be flexible and accept to wear many hats.
100. **Wheeling and dealing:** Someone accused of wheeling and dealing is thought to be involved in complicated, if not dishonest, deals in business or politics. **Eg.** Since the beginning of the election campaign, there's been a lot of wheeling and dealing going on.

Learning idioms is not a very difficult task. Idioms may be learned the same way as vocabulary i.e., select and learn those idioms which you will be frequently using or those which will be useful to you. Now write these idioms in your own easy sentences. This way you will be able to remember the exact meaning of the idiom.

For more idioms students are advised to refer to the study material of English and Business Communication.

## EXAMINATION

### 1. DECEMBER, 2010 EXAMINATION

The next Foundation Programme examination will be held from Sunday, the 26<sup>th</sup> December, 2010 to Wednesday, the 29<sup>th</sup> December, 2010. The examination will be held as per the Time Table & Programme given here under:

#### TIME TABLE & PROGRAMME

(Foundation Programme)

Dates & Days	Morning Session (9.30 A.M. to 12.30 P.M.)
26.12.2010 (Sunday)	English & Business Communication
27.12.2010 (Monday)	Economics & Statistics
28.12.2010 (Tuesday)	Financial Accounting
29.12.2010 (Wednesday)	Elements of Business Laws and Management

The list and addresses of the examination centers is 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 queries relating to: (i) admission/registration fees; (ii) filling of Examination Form along with requisite fee; (iii) grant/cancellation of subject-wise 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 Roll No. etc. student may contact the concerned helpdesk as per the details mentioned on back cover of this issue.

### 3. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculator 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 examination (**except 'English & Business Communication' paper**) on the following conditions:

- (i) except for 'English and Business Communication' paper which is 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);

## STUDENT SERVICES

- (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.

### 5. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in December, 2010 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto; on the Question Papers, and also on Answer Books. However, attention of candidates is especially invited to the following important instructions:

- (i) **on receipt of Admission Certificate (Roll No.), first of all, the candidates must verify carefully the entries appearing therein. Discrepancy or error, if any, in the Admission Certificate concerning spellings of his/her name; stage of examination; examination centre; medium of writing the answers, subject(s) of examination in which exemption was sought/and has been granted, etc., should, at once, be brought to the notice of the Director (Students Services), ICSI, C-37, Institutional Area, Sector 62, NOIDA - 201 309 [e-mail id: rahul.adhikari@icsi.edu (Tel. No.(s) 0120-4522085/4522087/4522014)] for corrective action well 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 would 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 No. on the special colour slip affixed on the top of main Answer Book Nos. 1, 1-B and 1-C, as the case may be, and date of examination, stage of examination, name of the subject, etc., against the relevant columns on the first page of the main answer book. On receipt of Question Paper candidate must verify its correctness and completeness and also write his/her Roll Number on top of the Question Paper at the specified space provided on the front page;
- (iv) candidates are forbidden to write their name, Roll No., or any other distinctive mark inside/on any part of the answer books which may lead to disclosure of personal identity of candidate and the same shall tantamount to resorting to "Unfair Means" and may entail stern disciplinary action;
- (v) **candidates must 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 subsequent questions answered shall be ignored;**
- (vi) **Questions requiring preparation of diagram/graph or making précis should be attempted only on Graph/Précis sheets appended as last page to the Answer Book wherever required. Candidates should not write their name, roll number, etc., on the Graph/Précis Sheets and additional Answer Book No.2;**
- (vii) each question should start on a fresh page and all sub-questions related to that questions must be attempted consecutively;
- (viii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number/sub-question number against the answer in bold capital letters and underline the same, [(e.g. ANS. TO Q. NO. 3(a) or 3(a) (i), as the case be] on the left-hand side margin of the answer book. Simultaneously candidates must put a cross mark (X) in the table provided on the cover page of

the main answer book against the respective question number, as demonstrated below :

Qn No.	Question Answered (To be marked (X) By the Examinee	Marks Awarded (TO BE FILLED IN BY THE EXAMINER)								Total
		(a) (i)	(b) (ii)	(c) (iii)	(d) (iv)	(e) (v)	(f) (vi)	(g) (vii)	(h) (viii)	
1.	X									
2.	X									
3.										
4.	X									
5.	X									
6.										
7.	X									
8.	X									
<b>Total Marks Awarded:</b>										

- (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 of answer book(s). If a candidate uses additional 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 irrelevant matter in the answer books;
- (x) candidates are expected to write 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. Illegible and bad hand-writing will be penalised;
- (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, any other electronic/communication device/gadgets, OR to talk or converse inter se with other candidates in the Examination Hall;**
- (xiv) any candidate found in possession of any banned item(s) inside the Examination Centre will be deemed to have willfully infringed the "Instructions to Examinees" amounting to misconduct;
- (xv) candidates are strictly warned against any attempt to copy from the answer book of any other candidate. They shall neither 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 maintain proper decorum in the Examination Hall and to ensure that his/her answers are not copied by any other candidate. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;
- (xvi) no candidate shall, leave his/her seat in the examination hall during the course of examination for any reason whatsoever without the specific permission of the Invigilator on duty;
- (xvii) on completion of examination or expiry of the prescribed examination timings, the answer book(s) must be immediately handed over 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;
- (xviii) 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 shall not be entertained after the conclusion of that particular session of examination;

- (xix) candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or to harass or bodily harm the staff deployed for the conduct of examination shall be viewed seriously and severely punished; and
- (xx) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982" apart from other action under the law. Candidate's eligibility to appear in any paper(s) and/or examinations and/or exemption therefrom shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.

### EXAMINERS' OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES IN JUNE 2010 EXAMINATION<sup>3</sup>

The June 2010 session of the Company Secretary Foundation Programme Examination was held from 2nd June, 2010 to 5th June 2010. The pass percentage for all papers of Foundation Programme has been compiled and given in Table-A hereunder for the information of the candidates. Though the pass percentage showed good performance by the candidates in most of the papers, some candidates were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for these candidates to know the general weakness/drawbacks in their answers. Although, it is not possible to give comments on each and every candidate's answer scripts, some common drawbacks based on the comments and observations noted by the examiners have been culled and given paper-wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

**Table - A**  
**Statement Showing the Pass Percentage of**  
**Papers in June 2010 Examination**

Subjects	Percentage of Candidates Secured		
	40 to 49 % marks	50 % to 59 % marks	60 % and above marks
<b>FOUNDATION PROGRAMME</b>			
1 English and Business Communication	21.97	45.88	15.37
2 Economics and Statistics	20.28	29.10	23.75
3 Financial Accounting	16.47	29.23	34.59
4 Elements of Business Laws and Management	18.29	33.32	24.76

## 1. ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates in this paper was fairly satisfactory. This paper is divided into two parts. Part-A covers essay, précis writing and general grammar whereas Part-B focuses more on letter writing. It was observed that the candidates exhibited poor presentation skills in précis writing and reproduced the entire content from the précis passage. The word limit in case of précis writing was also not observed by most of the candidates. The vocabulary of the candidates was found to be very poor. This was gauged from their performance in questions on "pair of words" and "same word having different meaning" where none of them answered correctly. Overall the candidates were found lacking in spellings, grammar, and drafting skills.

The performance of the candidates in Question No.1(a) pertaining to essay writing was good and poor in Question No.1(b) on précis writing. In essay writing most of the candidates could not understand part (iii) on "Global economic crisis: All is well" and failed to answer the same. In précis writing, candidates didn't care much about the 1/3rd word limit of the passage and reproduced the entire content from the passage only.

<sup>3</sup> Compiled from Examiners' Report

The performance of the candidates in Question No.2 was good. The question being easy, majority was able to score highest marks. The overall performance in Question No.3 pertaining to making sentences using "pair of words" and "words having different meanings in different context/situation" was disappointing. The performance of candidates in Question No.4 was fairly good. Only some of the candidates displayed poor presentation skills. In Question No. 5, the performance of the candidates was average. It was gauged that they lacked knowledge of enquiry and tender formats and also missed studying Chapter 10 on Administration completely which reflected on their performance in part (ii) and (iii) of Question No.5. The performance of the candidates in Question No.6 was average. Candidates displayed poor performance only in Question No.6(iv) where they could not make out the content/body of the letter.

Candidates need to understand that a Corporate Secretary is expected to have a reasonably good command over English language. So they should work on building their vocabulary, making their grammar strong and also learn the formats of various letters and other official documentation. They should develop good reading habits and go through good business newspapers and journals. Apart from practicing writing, candidates should watch good News Channels and listen to news in English on the radio. They should also practice speaking English with their family members and friends.

Further, candidates are advised to take the paper seriously and follow proper sequence of the questions while attempting the paper. They are also advised to practice writing as they cannot even frame basic simple sentences. They need to understand that it's only their labour and sincere aptitude/effort which can give them positive results. They must read the study material thoroughly and refer the Guideline Answers and Suggested Answers.

## 2. ECONOMICS AND STATISTICS

The overall performance of the candidates in this paper was just satisfactory because approximately around 53% of the candidates secured 50% or more marks. It was observed that this time candidates appeared in the examination with out thorough understanding and serious preparation of the subject. In-depth knowledge of the subject was missing. Some candidates were confused about basic concepts and fundamentals and failed to assign adequate reasoning in support of their answers for correct and incorrect statements. Many candidates were not comfortable to draw diagrams and work out statistical problems correctly because of their poor practice and lack of clarity to recall and apply the appropriate formula in a given situation.

In Question No.1(a) on correct and incorrect statements, majority of the candidates attempt was satisfactory. Some candidates failed to make adequate and analytical reasoning in support of their answers. Question No.1(b) on multiple choice answers was also well attempted. The answers to Question No.2 were satisfactory in most of the cases except Question No.2(a)(iii) where many candidates got confused and could not make clear distinction between revenue deficit and fiscal deficit. Candidate's performance to Question No.3 on brief comments on different statements was of average level. Some candidates found difficulty to comment the statement that welfare of people increases with increase in GNP. Question No.4 on short questions on law of demand ; economies of scale, methods of computing National income and meaning of monetary policy and its objective was attempted by majority almost correctly. In Part-B of the paper, Question No.5(a) on correct and incorrect statements was well attempted except in some cases where answers were not supported by proper reasoning. The part (b) of Question No.5 on multiple choice answers being a popular question was attempted satisfactorily by majority of candidates. Many candidates failed to answer correctly to Question No.5(b)(x) i.e. the square root of co-efficient of non-determination is called co-efficient of alienation. Candidates answered Question No.6 in average manner. Some candidates failed to distinguish between 'Karl Pearson's coefficient' and 'rank correlation co-efficient' correctly in Question No.6(iii). The performance of the candidates in Question No.7 was satisfactory. Question No.8 was a numerical question divided into three parts i.e. part(a) on calculation of mean and median, part (b) on calculation of Fisher Price Index Number and part (c) on computation of standard deviation and co-efficient of variation. The attempt of the candidates was satisfactory to part (a) in majority cases but in part (b) there were mistakes in calculations of Fisher Index number and presentation of formula; in part (c) some candidates could not calculate correctly coefficient of variation. This reflects basically the poor preparation and lack of in-depth understanding of statistical concept by the candidates and poor practice of numerical problems.

There is sufficient scope for improvement in this paper. For achieving promising result, candidates are advised to stress on logical presentation,



knowledge of fundamentals, correct expression, and read prescribed text books and other reference materials for better understanding of fundamental concepts. They are also required to practice sufficient number of practical problems so as to gain confidence and solve similar problems comfortably in examinations. The candidates should write the answers in readable handwriting in the light of requirements of the questions and support it by logical reasoning, facts and figures and diagrams, calculation, and formula wherever required.

### 3. FINANCIAL ACCOUNTING

In this paper the overall performance of the candidates was found satisfactory though the candidates could have scored more marks, had they attended the questions more seriously and accurately. It was observed that candidates lacked in-depth knowledge and conceptual clarity of the subject.

Question No.1 being compulsory question was attempted by most of the candidates. In Part (a) many wrote vague answers for simple concepts like Balancing of Ledger Accounts accommodation bill etc. In Part (b) many candidates failed to give logical reasoning for their answers though they could correctly write 'correct' or 'incorrect' for the given statements. Question No.2(a) was to fill in the blanks and many candidates were not clear about basic concepts of accountancy to give appropriate answers. In part (b) distinctions between bill of exchange and promissory note; cash discount and trade discount were out of focus and vague. Question No.3(a) being with multiple choices the performance was good. In part (b) answers were not convincing as per the requirement. In the Question No.3(b)(i) many candidates explained the clauses of Partnership Deed though they were asked to specify the provisions which shall apply under the Partnership Act when there is no partnership deed. Question No. 4(a) on bank reconciliation statement was attempted correctly by majority of the candidates but in part (b) many candidates were not aware of the concept of annuity method depreciation. Question No.5 related to joint life policy account was not attempted by majority of the candidates and those who tried could not solve it correctly as they were not acquainted with the correct procedure. Part (b) of question on single entry system was simple but candidates' could not arrive at the net profit. In Question No.6 candidates were expected to prepare income and expenditure account and balance sheet along with working notes, but some candidates failed in their effort. Question No.7 for preparation of final accounts though the candidates were aware of procedure and concept they could not solve it correctly. Candidates ignored that the figures in trial balance were given in thousands. Very few candidates could attempt Question No.8(a) for preparation of joint venture account correctly. Part (b) was related to calculation of insurance claim and most of the candidates could correctly arrive the amount of insurance claims.

This paper being a practical one requires thorough knowledge and understanding of the subject along with exposure of solving practical problems to get good marks. Candidates are advised to practice exhaustively the solving of practical problems from standard text books and suggested readings. The practical problems should be solved step by step and working notes should be given wherever required. Clearly in presenting answers, using proper formats while solving practical problems, writing figures clearly in good handwriting etc. are very much required for scoring in this paper. Candidates are advised to solve all parts of the question in continuation and write question numbers visibly. The candidates should understand the basic concepts clearly to solve practical questions correctly and for theory questions it is important to express answers in definite and precise manner.

### 4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The performance of the candidates in this paper was good. This paper is divided into two parts A and B. Part-A deals with 'Business Laws' whereas Part-B deals with 'Management'. The candidates were found lacking in basic knowledge about the subject. Most of the candidates especially those opting for Hindi medium exhibited a casual approach i.e. they answered without understanding the requirements of the question and their performance was awfully poor. The knowledge of the legal provisions was very poor. It was also observed that the management part was still better in terms of performance as compared to the business laws part.

Question No.1 being compulsory was attempted by all and the performance of the candidates was also good. Part (a) relating to correct/incorrect statements was well attempted by the candidates but some candidates displayed lack of conceptual clarity and failed to give proper reasoning. Part (b) on fill-in the blanks was not well attempted and those who attempted, answered unsatisfactorily. In Question No.2 the overall performance was good, but still most of the candidates could not

distinguish between the terms mentioned therein properly. The performance of candidates in Question No.3 was poor. Part (i) of Question No.3 relating to appointment of directors by the Board of Directors' was attempted poorly. The best performance was given in part (iv) of the same question. Barring 3 to 4 candidates, nobody mentioned relevant legal provisions. Question No.4 was well attempted with performance being good. Part (i) of Question No.4 on extra-ordinary general meeting of a public limited company, was poorly performed. The performance of the candidates in Question No.5 was average. Except part (a), both the parts (b) and (c) were not satisfactory. Majority wrote wrong answers to Question No.5(c)(i) on Elements of Controlling. In Question No.6 the performance of the candidates was average. The performance in Question No.7 was up to the mark and there was clarity in answers written by the candidates. In Question No.8, the performance of the candidates was good with majority of them writing good quality and logical answers.

To write the examination in an efficient manner, the candidates should be very clear about the basic provisions of the various Acts as well as the fundamental concepts of management. Instead of writing long and irrelevant answers, they must write short and to the point answers following the proper sequence of the questions. Candidates should attempt the question as per the instructions given in the question paper. Read Bare Acts to have knowledge about the legal provisions. Consult Guideline Answers and Suggested Answers of the Institute to understand as to how answers are to be written to the questions. Improve your presentation skills to score more marks.

RECORD RETENTION SCHEDULE FOR EXAM. DEPTT. (ICSI)		
Sl No.	Description of Record Main Head/Sub-Head	Retention Period
1.	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46(2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month of the declaration of results of respective examination.	Upto 60 days of declaration of results of each examination concerned.
2.	Answer books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982.	Upto 6 months from the date of communicating the result of verification of marks to the candidates concerned.
3.	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court.	Upto 6 months from the date of completion of the action or enquiry or dispute, as the case may be.
4.	Examination session-wise Results Registers.	To be maintained in bound Registers/Volumes as the permanent records.
5.	Secret Bills/Vouchers of Moderators, Paper Setter-cum-Examiners, Additional Examiners, Translators, etc.	5 Financial Years.
6.	Attendance Sheets of candidates registered for/appeared in the examinations.	1 Year or 2 Examination Sessions.
7.	Subject-wise individual Examiners Marks-Sheets.	3 Years or 6 examination Sessions.
8.	Examination session-wise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, etc.	3 Years or 6 examination Sessions.
9.	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, etc.	1 year.



## CS EXAMS. DEC. 2010 - ADDRESSES OF EXAMINATION CENTRES

<b>COMPANY SECRETARIES EXAMINATION, DECEMBER-2010 ADDRESSES OF EXAMINATION CENTRES</b>	
<b>S. No.</b>	<b>EXAMINATION CENTRE ADDRESS/ CENTRE EXAM VENUE</b>
1.	Agra St. John's College M. G. Road, Agra - 282002, Uttar Pradesh
2.	Ahmedabad Diwan Ballubhai Madhyamik Shala, Behind Abad Dairy, Opp. Vanijya Bhawan, Kankaria, Ahmedabad - 380022, Gujarat
3.	Ajmer Govt. Hr. Secondary School Topdara, Near Railway Phatak, Topdara Ajmer - 305001, Rajasthan
4.	Allahabad Bishop George School & College, 13-13 D, Kamla Nehru Road, Opp. Hindustani Academy, Allahabad - 211001, Uttar Pradesh
5.	Ambala Shri Atmanand Jain College, Jain College Road, Ambala City - 134002, Haryana
6.	Aurangabad Manikchand Pahade Law College, Samarth Nagar, Nirala Bazar, Aurangabad - 431001, Maharashtra
7.	Bangalore (SJIC) St. Joseph's Indian Composite, P U College, 23, Vittal Mallya Road, Bangalore - 560001, Karnataka
8.	Bareilly Manohar Bhushan Inter College Nainital Road, Bareilly - 243005, Uttar Pradesh
9.	Bhilwara Smt. Sushila Devi Mathur P.G. Girls College, Mahila Ashram, Pathik Nagar, Bhilwara - 311001, Rajasthan
10.	Bhopal Govt. Maharani Laxmibai Girls P. G. (Autonomous) College, Prof's Colony, (Nr. Govt.S.B.Polytechnic), Bhopal - 462003, Madhya Pradesh
11.	Bhubaneswar B.J.B. (Autonomous) College, Lewis Road, Bhubaneswar - 751014, Orissa
12.	Calicut St. Joseph's College Devagiri, Calicut - 673008, Kerala
13.	Chandigarh Goswami Ganesh Dutta Sanatan Dharma College Sector 32-C, Chandigarh - 160030
14.	Chennai (West) Sir M Venkata Subba Rao Matriculation Higher Secondary School, 57-B, Thirumalai Pillai Rd. T. Nagar, Chennai - 600017, Tamilnadu
15.	Chennai-II (South-GBHSS) The Gopalapuram Boy's Higher Secondary School (Opp.corporation Play Ground), 11, Conran Smith Road, Chennai - 600086, Tamilnadu
16.	Coimbatore PSG College of Arts & Science, Civil Aerodrome Post, Avinashi Road, Coimbatore - 641014, Tamilnadu
17.	Dehradun Government Girls Inter College, 22, Rajpur Road, Dehradun - 248001, Uttaranchal
18.	Delhi (EAST) Lovely Public Sr. Sec. School, Priyadarshini Vihar, Laxmi Nagar, (Nr. Bank Enclave), Delhi - 110092, NCT-Delhi
19.	Delhi (NORTH) JVSD Girls Sr. Sec. School D-II, Link Road (Near Bagga Petrol Pump), Karol Bagh, New Delhi - 110005, NCT-Delhi
20.	Delhi (South) Kalka Public School, Alaknanda, Kalkaji, New Delhi - 110019, NCT-Delhi
21.	Delhi (West) Prabhu Dayal Public School, Dakshini Block-A, Shalimar Bagh, Delhi - 110088, NCT-Delhi
22.	Dubai The Indian High School, OUD Mehta Road, P O Box No. 106, (Opp St. Marrys Church), Dubai, U.A.E.
23.	Ernakulam St. Albert's College, Ernakulam, Kochi - 682018, Kerala
24.	Faridabad Vidya Mandir Public School Sector 15 - A, Faridabad - 121006, Haryana
25.	Ghaziabad Shambhu Dayal (P.G.) College Opp. MMG Hospital, G.T. Road Ghaziabad - 201001, Uttar Pradesh
26.	Gurgaon Alpine Convent School, Behind Jalvayu Towers, Sector 56, Gurgaon - 122003, Haryana
27.	Guwahati Guwahati Commerce College R.G. Baruah Road, Guwahati - 781021, Assam
28.	Hubli-Dharwad Dr. D.G. Shetty Edu. Society's R.S. Shetty College of Commerce, Jnanadegula, Near KMF, PB Road, Dharwad - 580004, Karnataka
29.	Hyderabad Sarojini Naidu Vanita Mahavidyalaya Mukarramjahi Road, Exhibition Grounds, Hyderabad - 500001, Andhra Pradesh
30.	Indore Devi Ahilya Arts & Commerce College, 8/1, Usha Ganj, Jaora Compound Indore - 452001, Madhya Pradesh
31.	Jaipur-I (RC) Rajasthan College, Jawahar Lal Nehru Marg, Jaipur - 302004, Rajasthan
32.	Jaipur-II (UCC) University Commerce College Jawahar Lal Nehru Marg, Jaipur - 302004, Rajasthan
33.	Jaipur-III (UMC) University Maharani College Ram Singh Road, Jaipur - 302001, Rajasthan
34.	Jammu Govt. SPMR College of Commerce Canal Road, Old Campus Road, Jammu - 180001, Jammu & Kashmir
35.	Jamshedpur Mrs. K.M.P.M. Inter College Main Road, Bistupur, Jamshedpur - 831001, Jharkhand
36.	Jodhpur Faculty of Commerce & Mgt. Studies Jaswant Hall Centre, Jai Narain Vyas University, Mohanpura, Jodhpur - 342001, Rajasthan
37.	Kanpur Kanpur Vidya Mandir, Mahila (P.G.) Mahavidyalaya, 7/147, Swaroop Nagar, Kanpur - 208002, Uttar Pradesh
38.	Kolhapur New Model Eng. School & JR. College Swami Vivekanand Sikshan Sanstha, 2130 E, Tarabai Park, Kolhapur - 416003, Maharashtra
39.	Kolkata North-2-SAV Shambazar A V School 88 Shyambazar Street, P.O. Hatkhola P.S. Shyampukur, Kolkata - 700005, West Bengal
40.	Kolkata North-3-AASS Anglo-Arabic Secondary School, 46/7, Mahatma Gandhi Road, Kolkata - 700009, West Bengal
41.	Kolkata North-4-MI Metropolitan Institution (Main), 39, Sankar Ghosh Lane, Kolkata - 700006, West Bengal
42.	Kolkata North-5-DMPV Shree Didoo Maheshwari Panchayat Vidyalaya 259 Rabindra Sarani, Kolkata - 700007, West Bengal
43.	Kolkata North-6-MCPI Maharaja Cossimbazar Polytechnic Institute 03, Nandalal Bose Lane, Kolkata - 700003, West Bengal
44.	Kolkata South-1 LVHS Lake View High School P-9, Cit Scheme No. LXXII, Panchanantala Road, Kolkata - 700029, West Bengal
45.	Kolkata South-2 NAC New Alipore College Block - L, New Alipore, (Opposit B.P. Podder Hospital), Kolkata - 700053, West Bengal
46.	Lucknow National P.G. College, 2, Rana Pratap Marg, Lucknow - 226001, Uttar Pradesh
47.	Ludhiana S.C.D. Govt. College Civil Lines, Ludhiana - 141001, Punjab
48.	Madurai Setupati Hr. Secondary School 2, North Veli (Nr. Head Post Office) Madurai - 625001 (Tamil Nadu)
49.	Mangalore S D M Law College Mangalore - 575003, Karnataka
50.	Meerut N.A.S. College Shivaji Road, E. K. Road, Meerut - 250002 Uttar Pradesh
51.	Mumbai-I (CG)(SCC) Sydenham College of Commerce and Economics B. Road, Churchgate, Mumbai - 400020, Maharashtra
52.	Mumbai-I (KCLC) K.C. Law College 123, Dinshaw Wachha Road, Churchgate, Mumbai - 400020, Maharashtra

## CS EXAMS. DEC. 2010 - ADDRESSES OF EXAMINATION CENTRES

53. Mumbai-II (GTK)	Smt. P N Doshi Women's College of Arts (SNDT College), Cama Lane, Ghatkopar (West), Mumbai - 400086, Maharashtra	66. Shimla	S.D. Senior Secondary School Gunj Bazar, Shimla - 171001, Himachal Pradesh
54. Mumbai-III (JOG.)(1-IYC)	Govt. of Maharashtra I Y College of Arts, Science & Commerce Jogeshwari (East), Mumbai - 400060, Maharashtra	67. Srinagar	Department of Economics University of Kashmir, Hazratbal, Srinagar - 190006, Jammu & Kashmir
55. Mysore	SBRR Mahajana Pre-university College Jaya Lakshmiapuram, Mysore - 570012, Karnataka	68. Surat	Sir K P College of Commerce Athwa Lines, J.L. Nehru Marg, Surat - 395001, Gujarat
56. Nagpur	Hislop College Temple Road, Civil Lines, Nagpur - 440001 Maharashtra	69. Thane	KG Joshi Arts & N G Bedekar Commerce College, Chendani Bunder Road, Thane (W) - 400601, Maharashtra
57. Nashik	BYK (Sinnar) College of Commerce College Road, Prin.T A Kulkarni Vidyannagar, Nashik - 422005, Maharashtra	70. Thiruvananthapuram	Govt. Arts College Thycaud Post, Thiruvananthapuram - 695014, Kerala
58. Noida	Rockwood School B-67, Sector 33, Noida - 201307, Uttar Pradesh	71. Thrissur	St. Thomas College, Thrissur - 680001, Kerala
59. Panaji	S.S. Dempo College of Commerce & Economics Serra Building, (Near A.I.R.), Altinho, Panaji - 403001, Goa	72. Tiruchirapalli	St. Joseph's College Room No. 36, Lawley Hall Block, 1st Floor, Teppakulam (PO), Tiruchirapalli - 620002, Tamilnadu
60. Patna	Bankipur Govt. Girls Senior Secondary School Bankipur, Near Golghar, Patna - 800001, Bihar	73. Udaipur	M.V. Shramjeevi College, J.R.N. Rajasthan Vidyapeeth University, Near Town Hall, Link Road, Udaipur - 313001, Rajasthan
61. Puducherry	Bharathidasan Govt. College For Women (Autonomous), M G Road, Muthialpet, Puducherry - 605003	74. Vadodara	Faculty of Law M.S. University of Baroda, Sayajiganj Vadodara - 390002, Gujarat
62. Pune (SNDT)	SNDT Arts And Commerce College For Women Karve Road, Pune - 411038, Maharashtra	75. Varanasi	Mahatma Gandhi Kashi, Vidyapeeth, MBA Building, Near Cantt Railway Station, Varanasi - 221002, Uttar Pradesh
63. Raipur	School of Studies in Computer Science Pt. Ravishankar, Shukla University, Raipur - 492010, Chattisgarh	76. Vijayawada	Satavahana College Sitaramapuram, Eluru Road, Chuttugunta, Nr. Visalandhra Office, Vijayawada - 520002, Andhra Pradesh
64. Rajkot	Lt. M. J. Kundaliya English Medium Mahila Commerce College Kasturba Rd., Opp. Jain Derasar, Rajkot - 360001, Gujarat	77. Visakhapatnam	Visakha Govt. Degree College For Women Old Jail Road, Daba Gardens, Visakhapatnam - 530020, Andhra Pradesh
65. Ranchi	Jawahar Vidya Mandir Shyamali, Post Doranda, Ranchi - 834002, Jharkhand	78. Yamuna Nagar	D.A.V. College For Girls, Jagadhari Road, Yamuna Nagar - 135001, Haryana

**NOTE:**

1. Thrissur Examination Centre is opened purely on experimental basis.
2. The Institute reserves the right to withdraw any examination centre at any stage without assigning any reason.

### NORTHERN INDIA REGIONAL COUNCIL

#### FOUNDATION PROGRAMME REFRESHER CLASSES THROUGH INTERACTIVE LEARNING FOR JUNE 2011 EXAMINATION

DATE OF COMMENCEMENT OF CLASSES: 15<sup>th</sup> FEBRUARY, 2011.

VENUE: NIRC-ICSI, 4, PRASAD NAGAR INSTITUTIONAL AREA,  
NEW DELHI - 110 005.

• TIMINGS: 10.00 A.M.-2.30 P.M. • NO. OF LECTURES : 120 (Daily two lectures) • FEE (Rs): 4,000/-

**NOTE:**

- Each Lecture is of two hours duration.
- Admissions on first come first serve basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- No eligibility tests are conducted in Refresher classes. Therefore, no coaching completion certificate will be issued on the basis of these classes.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 on or before 14th February, 2011 through Demand Draft drawn in favour of the NIRC of the ICSI payable at New Delhi.

For further details contact the Education Officer

NIRC of the ICSI

Tel.: 011-25769352, 49343005 Tele fax: 011-25722662

Email: [alka.arora@icsi.edu](mailto:alka.arora@icsi.edu)

### ATTENTION STUDENTS APPEARING IN CS EXAMINATIONS !! BAN ON CARRYING MOBILE PHONES INSIDE THE EXAMINATION CENTRE

Candidates are banned from carrying mobile phones, pagers, communication devices, books, printed or handwritten 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 handwritten 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.

A joint initiative of



**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

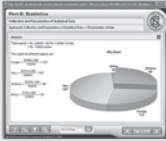
&



## Three new exciting ways to learn online

1

### Web Based Training (WBT)



- Exciting multimedia slides covering the entire study material
- Quick quizzes & Mastery test
- Hyperlinks & Hot-Spots
- Live Chat and Discussion Board facility

2

### Video Based Training (VBT™)



- Quality Video Lectures
- Learn from expert faculties replicating classroom training experience
- Questions at regular intervals

3

### Live Virtual Classroom (LVC)



- Live broadcast of lectures over the internet
- Interact Live with the faculty to clear doubts / queries on difficult lessons
- With Playback facility (If unable to attend Live Session)
- Conducted on specified date & time

## Foundation Program Combo Course (WBT+VBT™+LVC)

Rs. 2300 + Taxes

### Payment Modes

- a** Secured Online Payment Gateway
- b** Cheque / Demand Draft to GurukulOnline Office
- c** Cheque / Demand Draft deposited directly to selective Axis Bank Branches
- d** Cash Deposit in ICICI Bank

### Striking Features!

- All subjects & complete syllabus.
- ICSI approved highly experienced faculties.
- Experience media rich, highly interactive way of learning online.
- Practical examples and engaging pedagogy.
- Discussion Forum: Post your questions on discussion forums. Opportunity to answer the questions posted by others.
- Go on Live Chat with faculties on different subjects at regular interval.



**GurukulOnline Learning Solutions (GOLS)**

3<sup>rd</sup> floor, Shree Krishna, Shradhanand Road Extension, Vile Parle East, Mumbai – 400 057, INDIA.  
Tel: 91-22-2614-1111 Extn. 147/151 | Fax: 91-22-2614-1111 Extn. 102 | E-mail: [icsi@gols.in](mailto:icsi@gols.in)

**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.	Issue of study materials	(0120) 4522061	rajni.sharma@icsi.edu
2.	Registration Status of Foundation Program	(0120) 4522061	ms.bhagawan@icsi.edu
3.	De-novo / Extension / Final Enrolment	(0120) 4522072	archana.goel@icsi.edu
4.	Paperwise Exemption / Switchover to New Syllabus	(0120) 4522074	s.hemamalini@icsi.edu
5.	Non-receipt of Registration Letter / Identity Cards / CS Foundation Course Bulletin / E-Mail Id Registration	(0120) 4522071	vk.ratra@icsi.edu
6.	Coaching Completion Certificates / Suggested Answers and Response Sheet Status	(0120) 4522074	s.hemamalini@icsi.edu
7.	Compulsory Computer Training	(0120) 4522075	premlata@icsi.edu
8.	Public Private Partnership Scheme	(0120) 4522083	ashvini.srivastava@icsi.edu
9.	Coaching / suggested answers / oral tuition / examiners (DPTS)	(0120) 4522074	sp.singh@icsi.edu
10.	Issue of Admission Certificates for Examinations	(0120) 4522085 (0120) 4522087	rahul.adhikari@icsi.edu
11.	Duplicate pass certificate of Foundation	(0120) 4522084	neelam.wadhawa@icsi.edu
12.	Transcript / Verification of Qualifications	(0120) 4522081 (0120) 4522082	siyaram@icsi.edu rajesh.sharma@icsi.edu

**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: 91-11-41707212