

## **ATTENTION STUDENTS!**

### **GUIDELINES FOR CANCELLATION OF PAPER-WISE EXEMPTIONS – June, 2017 SESSION OF EXAMINATION**

Paper-wise exemption in any paper(s) of the examination, once sought by the candidate and granted by the Institute remains valid and is printed in his/her Admit Card (Roll No.) and taken on record for computation of his/her results unless it is cancelled by the student by submitting a formal request to the Institute. Exemption once cancelled on student's request shall not be revived subsequently under any circumstances. Candidates fulfilling the eligibility conditions under 60% Marks Criteria have been granted exemption(s) in the respective papers and such exemption(s) has/have been shown in the Admit Card.

The details of such exemptions are available in the individual accounts of the students at [www.icsi.edu](http://www.icsi.edu) under "Programme Information". The exemptions so granted will also be shown in the Admit Card to be issued to the eligible students. If any candidate appears in the examination of any exempted paper disregarding the exemption granted and shown in the Admit Card, the exemption will be cancelled by the Institute without notice and shall not be revived under any circumstances.

Candidates desirous of cancelling the paper-wise exemptions granted to them are advised to submit *a formal request through the Online facility available before 17<sup>th</sup> May 2017. For the purpose, please submit the Online Request by logging into your account at <https://smash.icsi.in>. The User Manual for submitting the request for cancellation of exemption is furnished below for ready reference :-*

## **USER MANUAL FOR CANCELLATION OF EXEMPTION**

### **Step – 1**

After Login with your registration no.

Click on Module-----> Subject Exemption-----> Exempted Subjects

HOME HELP + MODULE - PROFILE + LOGOUT

Welcome T

Name :

Programme :

Qualification :

Registration No :

Valid Upto :

Email Address :

Mobile Number :

Phone Number :

Date Of Birth :

- STUDENT SERVICES +
- ENROLLMENT +
- COMPLAINT MANAGEMENT +
- SUBJECT EXEMPTION - APPLY FOR QUALIFICATION BASED EXEMPTION REQUEST
- STUDENT REGISTRATION + QUALIFICATION BASED EXEMPTION REQUESTS
- STUDY DISPATCH + QUALIFICATION BASED EXEMPTION CANCELLATION REQUESTS
- SWITCH OVER + EXEMPTED SUBJECTS

## Step – 2

Select the Check Box of the Subject the student want to cancel for the current syllabus and then click on Cancel Exemption :

HOME HELP + MODULE + PROFILE + LOGOUT

<input type="checkbox"/>	Professional	2012	3	335	FINANCIAL, TREASURY AND FOREX MANAGEMENT	ICAI/Cost	44	24/03/2017	Approved		
<input type="checkbox"/>	Professional	2012	1	332	SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	SWITCHOVER	777	29/08/2016	Approved		
<input checked="" type="checkbox"/>	Professional	2012	2	335	FINANCIAL, TREASURY AND FOREX MANAGEMENT	SWITCHOVER	777	29/08/2016	Approved		
<input type="checkbox"/>	Professional	2007	4	238	GOVERNANCE, BUSINESS ETHICS AND SUSTAINABILITY	SWITCHOVER	777	29/08/2016	Approved		
<input type="checkbox"/>	Professional	2007	2	233	FINANCIAL, TREASURY & FOREX MANAGEMENT	SWITCHOVER	777	29/08/2016	Approved		
<input type="checkbox"/>	Professional	2007	4	237	DUE DILIGENCE & CORPORATE	SWITCHOVER	777	29/08/2016	Approved		

Cancel Your Exemption

**IT IS ONCE AGAIN ADVISED THAT THE CANCELLATION OF PAPER-WISE EXEMPTIONS ARE IRREVOCAABLE AND THE CANCELLED EXEMPTIONS SHALL NOT BE RESTORED UNDER ANY CIRCUMSTANCES AND ALL SUCH REQUESTS FOR RESTORATION OF CANCELLED EXEMPTIONS WILL BE SUMMARILY REJECTED.**

It may be noted that in some cases, the exemptions granted in accordance with the various provisions contained under the regulations are inter-related with other exemptions granted and cancellation (or appearance) in any one of the papers may result in cancellation of exemptions in all the inter-related papers. For example, if a candidate has been granted paper-wise exemptions in three papers on the basis of scoring 60, 62, 58 & 10 Marks respectively in the four papers contained under Module-I of Executive Programme in previous session

and in case he/she appears or cancels the exemption in any one out of the three exempted papers, all the three exemptions shall be cancelled since the exemption criteria in this case is applicable only if all the three papers are taken together. Candidates are, therefore, advised to be extremely careful while seeking cancellation or while appearing in the exempted papers, as the final result will be computed considering the actual marks scored on reappearance and/ or the deemed absence in the papers as the case may be. In other words, candidates appearing in the exempted papers despite an endorsement to the effect in the Admit Card shall be doing so at their own risk and responsibility and the Institute may not be held responsible for any eventuality which may arise at a later date. In case of any doubt regarding the applicability of rules regarding the exemptions, it would be better if the candidates seek prior clarifications from the Institute by writing at [exemption@icsi.edu](mailto:exemption@icsi.edu) before appearing in the examination of exempted subjects or seeking cancellation of exemptions granted.

**\*\*\*\*X\*\*\*\*21.04.2017**