

# CS FOUNDATION COURSE

*(e-bulletin for Foundation Programme Students)*

MARCH - APRIL 2015



## Message from the President

*Dear Students,*

*"No matter what you're going through, there's a light at the end of the tunnel and it may seem hard to get to it but you can do it and just keep working towards it and you'll find the positive side of things."*  
- Demi Lovato

My best wishes to all those who are preparing for computer based examination for Company Secretaries Foundation Examination, June 2015. The examinations are commencing shortly, so it is the high time for students to channelize their energy in a planned and positive manner to ensure timely preparation of examinations.

Time management is very important to succeed in examination. We all have a range of commitments which impact on our time. But, as good time management is essential for success in exams, you need to learn to manage your time. You have to watch yourself when are you most productive - morning, afternoon, or evening, and study the more difficult sections, at times when you're at your best. You have to think about the place of your study, it should be comfortable but not too comfortable, as you don't want to doze off and waste good study time.

Little and often works best, so don't study for too long without a break; you need regular breaks to help you remember. Study in 30 - 45 minute sessions and after each study session, spend 5 minutes recapping or reviewing what you have learnt, e.g. list key points or draw a mind map. Then take a 5 minute break before starting the next study session. Make use of spare time and keep your notes with you so that you can use them during your spare time.

You are in the midst of hectic preparation and you require calm mind with focused attention. Only undivided attention will yield positive results. My wish to you all, the very best for your examinations.

Best Wishes,

**CS Atul H. Mehta**  
**President**  
*president@icsi.edu*

### Inside This Issue

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**Capital Markets Week**  
May 25-31, 2015

## Academic Guidance

# One Person Company (OPC) – A New Concept in Corporate Business \*

### Introduction

The introduction of OPC in the legal system is a move that would encourage corporatization of micro businesses and entrepreneurship with a simpler legal regime so that the small entrepreneur is not compelled to devote considerable time, energy and resources on complex legal compliances. This will not only enable individual capabilities to contribute economic growth, but also generate employment opportunity. As per the Companies Act, 2013, a single person can form a Company, under the One Person Company (OPC) concept.

### One Person Company (OPC)

*As per section 2(62) of the Companies Act, 2013, "One Person Company" means a company which has only one person as a member*

### Salient features of One Person Company

The salient features of One Person Company are:

- A One Person Company is incorporated as a private limited company.
- It must have only one member at any point of time and may have only one director.
- The member and nominee should be natural persons, Indian Citizens and resident in India. The term "resident in India" means a person who has stayed in India for a period of not less than 182 days during the immediately preceding one calendar year.
- A person cannot incorporate more than one OPC or become nominee in more than one OPC.
- If a Member of OPC becomes a member in another OPC by virtue of his being nominee in that OPC then within 180 days he shall have to meet the eligibility criteria of being Member in one OPC.
- OPC will lose its status if paid up capital exceeds Rs. 50 lakhs or average annual turnover is more than 2 crores in 3 immediate preceding consecutive years.
- No minor shall become member or nominee of the OPC or hold share with beneficial interest.
- OPC cannot be incorporated or converted into a company under section 8 of the Companies Act, 2013.
- OPC cannot carry out Non Banking Financial Investment activities including investment in securities of any body corporate.

\* Chittaranjan Pal, Assistant Education Officer, ICSI

*The views expressed are personal views of the author and do not necessarily reflect those of the Institute.*

- OPC cannot convert voluntarily into any kind of company unless 2 years is expired from the date of incorporation, except in cases where capital or turnover threshold limits are reached.
- An existing private company other than a company registered under section 8 of the Act which has paid up share capital of Rs. 50 Lakhs or less or average annual turnover during the relevant period is Rs. 2 Crores or less may convert itself into OPC by passing a special resolution in the general meeting.

### **Distinction between One Person Company and Sole Proprietorship**

<b>One Person Company</b>	<b>Sole Proprietorship</b>
Separate Legal entity	Not a Separate Legal Entity
Limited Liability	Unlimited liability
Perpetual succession	No perpetual succession
Registration required	Registration not required

### **Types of One Person Company [Section 3(2)]**

- a company limited by shares; or
- a company limited by guarantee; or
- an unlimited company

### **Memorandum of One Person Company (Section 4)**

The memorandum of One Person Company shall state—

- the name of the company with the last word “Private Limited”
- the State in which the registered office of the company is to be situated;
- the objects for which the company is proposed to be incorporated and any matter considered necessary in furtherance thereof;
- the liability of members of the company, whether limited or unlimited, with details;
- the amount of share capital with which the company is to be registered and the division thereof as specified;
- the number of shares each subscriber to the memorandum intends to take, indicated opposite his name;
- the name of the person who, in the event of death of the subscriber, shall become the member of the company.

### **Director of One Person Company {Sections 152(1), 149(1)(a)& (1)(b)}**

- Articles of a company may provide for the appointment of the first directors
- If articles are silent then the subscriber to the memorandum who is an individual shall be deemed to be the first director of the company
- May have a single director
- Maximum-15 directors and more than 15 directors after passing Special Resolution

- Director must have stayed in India for a total period of not less than 182 days in the previous calendar year.

#### **Board Meetings of One Person Company {Section 173(5)}**

- At least one meeting of the Board of Directors to be conducted in each half of a calendar year
- Gap between the two meetings should not be less than ninety days
- If company has only one director, conducting Board Meeting is exempted.

#### **Contract by One Person Company {Section 193(1)}**

- One Person Company limited by shares or by guarantee enters into a contract with the sole member of the company who is also the director of the company, the terms of contract or offer are in writing or contained in a memorandum or recorded in the minutes of the Board meeting held next after entering into the contact.
- Inform the Registrar about every contract entered into by the company within a period of fifteen days from the date of approval by the Board of Directors.
- Contracts in ordinary course of business not required to comply with the above.

#### **Financial Statement of One Person Company (Section 134)**

- The financial statement, signed by one director, for submission to the auditor for his report thereon.
- The report of the Board of Directors to be attached to the financial statement.
- Board of Directors Report of OPC means a report containing explanations or comments by the Board on every qualification, reservation or adverse remark or disclaimer made by the auditor in his report.
- Financial statement filed with ROC within 180 days from the closure of the financial year.
- Financial statement may not include the cash flow statement.

#### **Exemption available to One Person Company**

- Option to dispense with the requirement of holding an AGM (Section 96)
- Power of Tribunal to call meetings of members (Section 98)
- Calling of extraordinary general meeting (Section 100)
- Notice of meeting (Section 101)
- Statement to be annexed to notice (Section 102)
- Quorum for meetings (Section 103)
- Chairman of meetings (Section 104)
- Proxies (Section 105)
- Restriction on voting rights( Section 106)
- Voting by show of hands (Section 107)
- Voting through electronic means(Section 108)
- Demand for poll (Section 109)
- Postal ballot( Section 110)
- Circulation of members' resolution (Section 111).

# Fostering Entrepreneurship - An Agenda for Economic Development\*

*“There’s lots of bad reasons to start a company. But there’s only one good, legitimate reason, and I think you know what it is: it’s to change the world.”*  
- Phil Libin, CEO of Evernote

## Introduction

The term entrepreneur was popularized in 19<sup>th</sup> century by Jean-Baptiste Say, a French economist who described entrepreneur as one who shifts economic resources out of an area of lower productivity into an area of higher productivity and greater yield. Thus, he viewed entrepreneur as a critical factor in economic development, who addresses the fundamental economic problem arising due to scarcity of resources. Today, more and more people are realizing that entrepreneurs act as catalyst in promoting economic development and as a result, governments worldwide are taking a number of initiatives to foster a culture of entrepreneurship.

## Fostering Entrepreneurship

An entrepreneur is often considered as one who is full of bright ideas, have propensity to take risks, and a desire to create wealth. Self motivation, persuasiveness, opportunistic, innovativeness, leadership, enthusiasm are considered as some of the fundamental characteristics of entrepreneurs. Conventionally, entrepreneurship was often linked with family businesses and only those who are born with silver spoon were destined to be successful in commercializing their ideas which has led to the notion that entrepreneurs are born and not made. Nevertheless, thanks to the entrepreneurs like Walchand Hirachand Doshi, Verghese Kurien, Dhirubhai Ambani and alike because of whom this notion has undergone a radical change in past few years. While even today the main snag for entrepreneurs remains lack of a platform and shortage of financial resources to commercialize their bright ideas. However, the Government is poised to nurture the entrepreneurship and a whole industry viz. the business incubation and venture-capital industry has grown up to provide a worthwhile stage to the budding entrepreneurs and meet their financial needs.

Fostering entrepreneurship is not an easy task and many countries around the world face obstacles in developing thriving entrepreneurial ecosystem, which is a combination of the knowledge and the commercial economy. The fundamental aspects of developing an entrepreneurial ecosystem include better access to finance, ease of doing business, mentorship, training, methods for identifying and creating opportunities, and measures for nurturing and retaining talent. It cannot be denied that India holds a gamut of potential for developing entrepreneurship, sustain rapid growth and alleviate poverty. But indeed there is a need to aggressively harness the entrepreneurial potential of the Indian youth through an efficient entrepreneurial and innovation ecosystem. India is often regarded as the epicenter of innovation and youths of India are considered as a crucial foundation for sustainable and dynamic development of the economy, but with the current scenario where the youths coming to the market every year as job seekers are far more than the jobs created during the year, a chunk of Indian youth is leading a miserable life due to unemployment and frustration. In this backdrop,

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\* CS Arpita Agrawal, Assistant Education Officer, ICSI

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Indian Government has taken various steps that chart out a new path in a spirit of active cooperation to revitalize the entrepreneurial ecosystem in India. Some of the initiatives taken by the Government inter-alia include:

- ***Separate Department of Skill Development and Entrepreneurship***

Considering the fact that, promotion of skill development is an area which shall be accorded priority, the Government has set up a separate Department for Skill Development and Entrepreneurship, to look after promoting entrepreneurship and skill development.

- ***Launch of Make in India and Skill India Program***

The honorable Prime Minister, Shri Narendra Modi has launched Make in India and Skill India Program which are considered to be the **most ambitious programs by the government to promote entrepreneurship, innovation and skill development**. The focus areas of these programs are **enhancement of entrepreneurship, creation of opportunities and augmentation of the scope for the development of the talents of youth in the country**. Chanda Kochhar, CEO and MD, ICICI Bank has remarked that “Make in India campaign will be the next growth driver for India and creator of jobs”.

- ***Launch of Micro Units Development and Refinance Agency Bank (MUDRA Bank)***

The government announced formation of MUDRA Bank in Union budget 2015 and formally launched the same on 8th April, 2015 as a public sector financial institution in India to provide loans at low rates to small entrepreneurs. It will use last mile agents to provide its services to small entrepreneurs.

Apart from the above, some of the other initiatives announced by the Government include Self-Employment and Talent Utilisation (SETU) Program, to be established as Techno-financial, incubation and facilitation program to support all aspects of start-up business in India; ATAL Innovation Mission (AIM) Platform, to be set up as Innovation Promotion Platform; EBiz Portal, to be launched for ensuring speedy and easy starting up of businesses.

## **Conclusion**

Entrepreneurs are leaders who act proactively, bear risk and take advantage of market opportunities by planning, organizing, and employing resources and thereby help in creating wealth and job opportunities. Human capital coupled with a high sustainable consumption growth rate are the two factors that create an opportunities for development of entrepreneurship in India. In the recent times, government has taken several initiatives to encourage entrepreneurship. However, further improvements are desirable in education systems and the attitude of the private sector for nurturing and promoting entrepreneurial talent in youth.

## **References**

- <http://www.pib.nic.in/>
- <http://www.entrepreneur.com/>
- [www.makeinindia.com](http://www.makeinindia.com)
- <http://indiabudget.nic.in/bspeecha.asp>

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Video lectures on the following topics are available under the head MOOCs on ICSI Website at the link [www.icsi.edu/MOOCs.aspx](http://www.icsi.edu/MOOCs.aspx)

- Companies Act, 2013
- Competition Act
- Drafting of Business and other Agreements
- Corporate Risk
- Corporate Governance
- CSR
- Equity and Equity Derivatives
- Export Import Procedures and Documentation
- Practical Aspects of Direct taxes
- Cyber Laws-Case studies
- Soft Skills like Corporate Grooming
- Negotiating Skills and Group Dynamics
- Strategies to win Interview and CV writing
- Dining Etiquettes
- Personality Development and Public Speaking
- Mock Board Meeting and Mock Annual General Meeting, etc.



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## ***Student-ICSI Academic CONNECT***

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday- Friday) at 011-45341074.

Students may also write their academic queries on academics@icsi.edu



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Statutory body under an Act of Parliament

विद्यार्थी ध्यान दें, वह अपने विषय सम्बन्धी संदेह निवारण के लिए सोमवार से शुक्रवार (समय दोपहर २.०० से ३.०० बजे) दूरभाष न. 011-45341074 पर संपर्क कर सकते हैं या उसे ई-मेल academics@icsi.edu पर भेज सकते हैं।

# Student Services

## **IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME**

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of services and their uses which are important for awareness are listed:

### **CALL CENTRE**

The Institute has established a dedicated call centre with Phone Nos. 011-33132333 & 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.

### **eBOOKS**

Students have now been provided various options for study material. In addition to softcopy of the study material, eBooks have also been developed. All such eBooks shall be displayed when the website of the Institute [www.icsi.edu](http://www.icsi.edu) is viewed only through mobile device. These eBooks can be freely downloaded on the mobile device for reading. Appropriate reader for these epub file may be downloaded from respective online stores. For example for android mobile platform, the online store play.google.com may be used. There are many readers available on the android platform and many of them have got enhanced capability of speech and search. One such reader on the android platform is Cool Reader. All the epub files can be downloaded and opened through such eBook readers.

### **CS TOUCH -ANDROID BASED MOBILE APPLICATION**

The Institute of Company Secretaries of India has launched 'CS touch' an android based mobile application for students and members recently. CS touch is an android based mobile application for web based content Management system. The application features are Splash screen, home screen, top menu screen. Following categories will be available to end users in times to come like Announcements, Events, Photo Gallery, Videos, President message, ICSI in media, Contact us, Know your Institute, Favourite, Setting and Info among others. CS touch is available in Google play store. You can download the same from Google play store.

### **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 upto March 2012 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Students who have not passed the Foundation Examination within the validity period of their registration and are not graduates, may seek fresh admission online at institute's website [www.icsi.edu](http://www.icsi.edu) together with the Foundation Programme admission fee of Rs. 4500/-.

## REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in December 2014 and got registered in Executive Program upto and including 28<sup>th</sup> February 2015 would be eligible to appear in both modules of the Executive Program to be held in December 2015 and students who will take registration in Executive Program between 1<sup>st</sup> March 2015 to 31<sup>st</sup> May 2015 will be eligible to write only one module in December 2015 examination of the Executive Programme.

Students can register online at institute's website [www.icsi.edu](http://www.icsi.edu) at online services option. The fee for seeking registration for Executive Programme is Rs. 8500/- which can be paid online either through credit/debit card /net banking/bank challan. Students who do not want to opt for study material need to remit Rs. 7000/- only towards registration fees.

## CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at [www.icsi.edu](http://www.icsi.edu). Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen).The process is given below.

- 1) Visit Institute's website [www.icsi.edu](http://www.icsi.edu)
- 2) Click on ON-LINE SERVICES (top right side of your screen)
- 3) Click on Student Login
- 4) Type your registration number in Username
- 5) Click on Reset password (students only)
- 6) Enter your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)
- 7) Click on Proceed.
- 8) Enter your correct e-mail id & mobile number
- 9) Click on Reset Password and Get the password on screen.

## UPDATION OF E-MAIL ADDRESS/ MOBILE NUMBER

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at [www.icsi.edu](http://www.icsi.edu) at request option.

## STUDENT IDENTITY CARD

Identity Card can be downloaded after logging into the Student Portal at [www.icsi.edu](http://www.icsi.edu). After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.

4. Principal of a recognized School/College.
5. Officer of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

#### **VERIFICATION OF PARTICULARS IN THE STUDENT ACCOUNT**

Students are advised to invariably check the particulars in their online Account and point out discrepancies, if any, in name, photograph, signature, paper-wise exemption status, validity of registration, other particulars, etc. to avoid mismatches in Identity Card, Admit Card, Attendance Sheet, etc. which may create complications at the time of appearing in the examinations, declaration of results, issue of mark sheets, etc..

All the students are further advised to maintain uniformity in their signatures on student's identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

#### **REGULARISATION OF FOUNDATION PROGRAMME ADMISSION**

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheet/Pass Certificates for regularizing their admission at their online account at [www.icsi.edu](http://www.icsi.edu). They are required to login at their account to upload the desired marks sheet/certificate at manage account option. Subsequently they are required to go to certificate details tab option to upload the 12<sup>th</sup> Pass marksheet/certificate. Students, who have already uploaded / submitted their Senior Secondary Examination Marks sheets/Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately quoting the following particulars:

Name

Detail of Fee paid

Admission No.

Email Address

Complete Postal Address with Pincode

#### **CANCELLATION OF PROVISIONAL ADMISSION**

Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the Senior Secondary (10+2) examinations within the stipulated time period of six months shall stand cancelled and no refund of fee will be made.

#### **IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME**

##### **STUDY MATERIAL**

Students admitted to the CS Foundation Programme during the month of February 2015 have already been supplied the Study Material. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell. Details of

submitting request through grievance solutions cell is given below under the head “ICSI Grievance Solutions Cell”

### **SELF STUDY**

The Institute provides a set of study materials to all students of Foundation Program for their self-study. Students have option to study the subjects of their own and appear in next examination of the institute for which they are eligible. Attending classes is not compulsory.

### **CLASS ROOM TEACHING**

#### **Through Regional Councils/Chapters and their Collaborative Centres**

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending classroom teaching is optional.

#### **E-LEARNING (<http://elearning.icsi.edu>)**

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

To access the E-learning Portal of ICSI, the 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.**

## 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.

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 logon 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 class room 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. There are the three following schemes for which students may apply for admission:
  - WBT
  - Combo Offer which 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 Net banking or Cash Cards.
    - (ii) By way of Cheque or Demand Draft drawn in favour of "GURUKUL ONLINE 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>)**

## ICSI GRIEVANCE SOLUTIONS CELL

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries are not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below :-

1. Click on the “Online Services” button on the home page of Institute’s Website (<http://www.icsi.edu>).
2. Click on “Login” button.
3. Enter your User ID (Registration Number / Membership Number) and Password
4. Click on “Login” button
5. Click on “Home” Option and select “Suggestion/Grievances” option
6. Select the Options available as per the nature of your query and enter the details
7. Click on the “Submit” button

## COMPLETE TRANSFORMATION OF QUERY RESOLUTIONS THROUGH ONLINE GRIEVANCE PORTAL AND CALL CENTRE INSTEAD OF E MAILS.

The Institute has been continuously striving to provide efficient services to the student community with technology oriented initiatives.

To ease the use by stakeholders and to ensure effective monitoring, the following three mechanisms have been implemented by the Institute to cater to the complaints and suggestions of stakeholders.

1. **Grievance Redressal Portal at [www.icsi.edu](http://www.icsi.edu)**
2. **Call Centre (011-33132333, 011-66204999)**
3. **Mobile App CS Touch**

To monitor the communications / queries sent by the students effectively ,it is imperative to use the above three modes instead of Emails as these modes are monitored at different levels which ensures a time-bound response to the queries of the students.

Keeping in view the same, it has been decided to abolish non-monitored means like email communication from the 1<sup>st</sup> of May, 2015 for students .Students are advised to send their queries only through the above three modes.

# Examination

## 1. COMPUTER BASED EXAMINATION (CBE) JUNE, 2015

The Computer Based Examination for Foundation Programme scheduled in June, 2015 will be held on **Saturday, the 6<sup>th</sup> June, 2015 and Sunday, the 7<sup>th</sup> June, 2015** as per the following Examination Time-Table and Programme.

DAY AND DATE OF EXAMINATION	SUBJECTS		BATCH NO.	EXAMINATION TIMINGS	
				From	To
Saturday, 6 <sup>th</sup> June, 2015	Paper-1	Business Environment and Entrepreneurship <b>AND</b>	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-2	Business Management, Ethics and Communication	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.
Sunday, 7 <sup>th</sup> June, 2015	Paper-3	Business Economics <b>AND</b>	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-4	Fundamentals of Accounting and Auditing	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.

*\*Allotment of time-slot to each student will be made by the Institute and no request for change of time-slot will be entertained.*

## 2. EXAMINATION CENTERS FOR COMPUTER BASED EXAMINATION JUNE, 2015

The Computer Based Examination for Foundation Programme for June, 2015 shall be conducted at 99 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar 4. Ajmer, 5. Akola 6. Allahabad, 7. Alwar, 8. Ambala, 9. Amravati, 10. Aurangabad, 11. Bangalore, 12. Bareilly, 13. Beawar, 14. Belgaum, 15. Bhilai, 16. Bhilwara, 17. Bhopal, 18. Bhubaneswar, 19. Bikaner, 20. Calicut, 21. Chandigarh, 22. Chennai, 23. Chittorgarh 24. Coimbatore, 25. Dehradun, 26. Delhi (East), 27. Delhi (North), 28. Delhi (South), 29. Delhi (West), 30. Dhanbad, 31. Ernakulam, 32. Faridabad, 33. Gandhinagar, 34. Ghaziabad, 35. Gorakhpur, 36. Gurgaon, 37. Guwahati, 38. Gwalior, 39. Hisar, 40. Hooghly, 41. Howrah, 42. Hubli-Dharwad, 43. Hyderabad, 44. Indore, 45. Jabalpur, 46. Jaipur, 47. Jalandhar, 48. Jammu, 49. Jamshedpur, 50. Jhansi 51. Jodhpur, 52. Kanpur, 53. Kolhapur, 54. Kolkata (North), 55. Kolkata (South), 56. Kota, 57. Kottayam, 58. Lucknow, 59.

Ludhiana, 60. Madurai, 61. Mangalore, 62. Meerut, 63. Mumbai (CG), 64. Mumbai (GTK), 65. Mumbai (JOG), 66. Mysore, 67. Nagpur, 68. Nasik, 69. Navi Mumbai, 70. Noida, 71. Pali, 72. Panaji, 73. Panipat, 74. Patna, 75. Puducherry, 76. Pune, 77. Raipur, 78. Rajkot, 79. Ranchi, 80. Rourkela, 81. Salem, 82. Shimla, 83. Sikar, 84. Siliguri, 85. Sonapat, 86. Srinagar, 87. Surat, 88. Thane, 89. Thiruvananthapuram, 90. Thrissur, 91. Tiruchirapalli, 92. Udaipur, 93. Ujjain, 94. Vadodara, 95. Varanasi, 96. Vijayawada, 97. Visakhapatnam, 98. Yamuna Nagar and 99. *Overseas Centre — Dubai.*

### 3. FREQUENTLY ASKED QUESTIONS REGARDING COMPUTER BASED EXAMINATION (CBE)

The Institute has prepared some FAQs to familiarise, guide and sensitise the students about CBE. These FAQs are given herein below for the information of the students.

#### FREQUENTLY ASKED QUESTIONS (FAQS) ON COMPUTER BASED EXAMINATION

**Q.1:** What is Computer Based Examination (CBE)?

**A:** In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.

**Q.2:** Is computer knowledge required to appear in Computer Based Examination?

**A:** No. The computer interface is easy to use and requires no previous knowledge of computer. Candidates would be required to sit before a computer terminal and use computer-mouse while attempting the questions. Therefore the candidates, at the most, need to know only how to use computer-mouse in CBE.

**Q.3:** Is Computer Based Examination conducted using Internet?

**A:** No. CBE is conducted using secured Local Area Network (LAN).

**Q.4:** In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?

**A:** IT professional(s) will remain present to assist the candidates in case of any eventuality.

**Q.5:** Where will the Computer Based Examination be held?

**A:** CBE would be held in all those cities in India and abroad where the Institute's existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute's website [www.icsi.edu](http://www.icsi.edu). However, the address of examination centre/venue would be provided on the Candidates' Admit Card.

**Q.6:** What are the dates for conduct of CBE in June, 2015 and maximum time allowed for each subject of examination?

**A:** CBE will be held in two days *i.e.* on 6<sup>th</sup> & 7<sup>th</sup> June, 2015 as per the schedule provided in the Time Table above. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper. After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the "Finish Button".

**Q.7:** How many questions would be there in each subject of CBE?

**A:** There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2, carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.

**Q.8:** How to answer a question in Computer Based Examination?

**A:** The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question a candidate would “click” the option/answer, which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as “answer” given by the candidate.

**Q. 9:** When should a candidate report at the examination centre?

**A:** One hour before the scheduled time of start of examination.

**Q.10:** Can a candidate take the examination from home?

**A:** No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.

**Q.11:** Is there any negative marking for the wrong answer?

**A:** No. There is no negative marking for the wrong answer.

**Q. 12:** Can a candidate skip any question and return to the same later on?

**A:** A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not “click” answer for that question and instead “click” next question.

**Q.13:** Can a candidate review his/her answer?

**A:** A candidate has the option to “bookmark” any question to review at a later stage before clicking the “Finish” button.

**Q.14:** Can a candidate change his/her answer to any question?

**A:** Yes. A candidate can make changes in his / her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking “Finish” button.

**Q.15:** How to enroll for Computer Based Examination, what is the examination fee and last date for enrolment for appearing in June, 2015 examination?

**A:** Candidates can apply online for the examination from 26<sup>th</sup> February, 2015 through the Institute’s website: [www.icsi.edu](http://www.icsi.edu) after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute’s website.

Last date for enrolment for appearing in June, 2015 examination is 25<sup>th</sup> March, 2015. However, a candidate may enrol himself/herself online up to 9<sup>th</sup> April, 2015 by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-.

**Q.16:** Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?

**A:** Candidates may submit their online requests for change of Examination Centre upto 17<sup>th</sup> May, 2015 along with payment of Rs. 250/- for such change. After the said date, students will not be allowed to change the examination centre.

**Q.17:** When can the candidates download the Admit Card for the examinations?

**A:** The Admit Card can be downloaded 10 days prior to the date of commencement of examination from the Institute's website: [www.icsi.edu](http://www.icsi.edu).

**Q.18:** What will be the medium of questions for Computer Based Examination?

**A:** Questions will be provided in both English and Hindi, except for Business Management, Ethics and Communication subject, for which questions shall be provided in English only.

**Q.19:** Can a candidate get an examination center of his/her choice?

**A:** A candidate can opt for city of his/her choice as per the list of examination centers at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.

**Q.20:** Will a candidate be getting some practice test before actually appearing in Computer Based Examination?

**A:** Mock Tests have been made available on the ICSI website for familiarizing the students with CBE. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.

**Q.21:** What will happen in case there is some problem in computer during the examination?

**A:** Additional computers will be available at the examination centers to take care of such problems. System will record every 'click' by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.

**Q.22:** What items a candidate is required to bring compulsorily at the examination center?

**A:** Candidates are required to bring their *Admit Card*, *Student Identity Card* (bearing photograph and signature of the candidate) *issued by the ICSI duly attested*, failing which they will not be allowed to enter the Examination Centre. For any reason, if any of the candidates is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. *viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc.* to establish his/her identity. However, carrying of Admit Card is compulsory.

**Q.23:** Is calculator allowed in Computer Based Examination?

**A:** Candidates are allowed to use their own battery operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre. However use of scientific calculators is not allowed.

**Q: 24:** What items are banned in the examination Hall/Room?

**A:** Mobile phones, I-Pads, palmtop, tab, pager, any kind of other communication equipments capable of being used as communication device; books, printed or handwritten material, etc. are banned inside the examination Hall/Room.

**Q.25:** Can a candidate get paper/sheets for rough work?

**A:** Yes, a blank sheet, if required will be provided at the exam centre for rough work during the exam. The same must be returned to the Test Administrator before leaving the examination room. However, students are required to bring their own blue/black ball point pen.

**Q.26:** How a candidate will come to know which are the questions left unanswered?

**A:** A candidate can navigate between questions either by clicking on “Previous” or “Next” or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel.

There will be a panel on computer screen showing all the question nos. in different colour scheme, which will indicate which are the questions answered, left unanswered and bookmarked for review.

**Q.27:** Will there be Help Desk to support the candidates?

**A:** Yes, there would be a Help Desk to resolve the queries of candidates appearing in CBE. Help Line Nos./e-mail id would be made available on the Institute’s website.

**Q.28:** Whether the question/question paper booklet would be provided as is made available in offline examination?

**A:** No questions/Question booklet in any form would be made available to the students. Questions asked in the CBE by the Institute are its intellectual property and their copyright solely vests in the Institute.

**Q.29:** Are candidates with disabilities accommodated in the examination center?

**A:** Yes, candidates with disabilities are provided extra time/scribe/special seating arrangements/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the “*Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra- time*” hosted on the Institute’s website.

**Q.30:** Can a candidate, after the examination, submit his/her feedback at the examination centre?

**A:** A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.

**Q.31:** When the results of CBE will be announced?

**A:** The date of declaration of result of CBE would be announced on the website of the Institute [www.icsi.edu](http://www.icsi.edu).

**Q. 32:** What would happen if a candidate bookmarks a question but forget to review later, and exam expires?

**A:** “Bookmark” is meant for reminding a candidate to review his/her answer at any time during the examination but before clicking the “Finish Button” However, if a candidate skips to review his/her “Bookmark” question later on, the option to the question clicked by the candidate earlier would be saved automatically as taken as final answer.

#### **4. INSTRUCTIONS TO EXAMINEES-COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME – JUNE, 2015**

**Candidates should read the Instructions given below carefully and follow them in true letter and spirit for appearing in the examination.**

##### **PART-A : GENERAL INSTRUCTIONS**

1. Immediately after taking the print-out of the Admit Card from the website [www.icsi.edu](http://www.icsi.edu), every candidate is advised to verify all the details mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Registration Number, Address, Examination Centre (Name, Address, Code, etc.), Date and Timings of Examination etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately at Tel.No. 011-33132333/ 66204999.
2. Candidates should carry with them (i) Admit Card; and (ii) Original Student Identity Card to the Examination Centre in every session regularly for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.
3. Candidates are advised to ensure that they are in possession of a valid Identity Card (Green Coloured Authenticated Identity Card sent by post by the Institute OR the downloaded Student Identity Card from [www.icsi.edu](http://www.icsi.edu) duly attested by the authorized officials). In case, due to any reason, the photograph and signature of the student are not available in the downloaded Identity Card, the candidates should affix his/her photograph and signature on the downloaded Identity Card and get it attested by a Gazetted Officer/Member of ICSI/Principal of a Recognized School/Manager of a Nationalised Bank etc. with a supporting seal to for its authenticity.
4. For any reason, if some of the candidates are not holding the Identity Card due to technical/ practical problems, they may bring any other Photo Identity Card issued by the Government Departments like Passport, Driving License, PAN Card, UID Aadhaar Card, Voter Card, **etc.** to establish their identity *vis-à-vis* the particulars appearing in the Attendance Sheet. The Superintendent of Examination Centre and the Invigilators shall verify the identity of the candidates before entering into the Examination Hall and also

while taking candidate's signature on the Attendance Sheet. Candidates shall produce his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.

5. In case, due to any reason, the downloaded Admit Card does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admit Card and get it attested by gazetted officer/member of ICSI, etc. and also bring Student Identity Card/other documents as specified above, as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.
6. Provisionally admitted students of Foundation Programme are required to regularize their admission by submitting proof of passing 10+2 Examinations within six months from the date of registration. Some of the students who have not complied with the requirements but sought enrollment to Examinations are being issued Admit Card for appearing in the Examinations on provisional basis. Notwithstanding the issue of Admit Card on provisional basis by giving benefit of doubt to the students, such students are hereby cautioned that their result of the examination will be withheld pending submission of the requisite certificate. The date of passing the 10+2 Examinations should be within six months of the date of registration and in case the actual date of passing the 10+2 Examinations is beyond the six months period, the registration will in any case be cancelled without further notice. Those students who are yet to submit the certificate(s) are advised to immediately upload scanned copy(ies) of the requisite certificate(s) at "Manage Account" option followed by "Certificate Details" option at their online account at [www.icsi.edu](http://www.icsi.edu) and may contact the Institute at Tel.No. 011-33132333/66204999 in case of any further query.
7. Candidates are required to report at the Examination Hall 60 (sixty) minutes before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall. No candidate shall be allowed to enter the Examination Hall after the completion of 15 minutes of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the expiry of 45 minutes of the commencement of the examination.
8. Personal belongings including mobile phones are not allowed inside the examination room. **Candidates are advised not to bring valuable personal belongings to the examination venue. The Institute or examination center shall not be responsible in case the item(s) brought to the examination centre is/ are lost or stolen.**
9. There will be 50 Multiple Choice Questions (MCQ's) of 2 marks each in each paper and the candidates shall be given 90 minutes for appearing in both the papers on each day (45 minutes in case of exemption in one of the paper).
10. The question papers will be displayed on the Computer Screen both in English and Hindi language except for Business Management, Ethics and Communication paper for which questions will be displayed in English only. In case of any doubt or discrepancy in Hindi language, the English version of the questions shall prevail.

11. Each student will be appearing for two test sessions, i.e. one test session on each day in the same timing.
12. Candidates must sign the Attendance Sheet on each day for which they are appearing and after conclusion of examination obtain signature of the Invigilator on the Admit Card. In no case should a candidate leave the Examination Hall without signing the Attendance Sheet. **Any appearance without the candidate's signature in the Attendance Sheet shall be treated as absent.**
13. Candidates are allowed to use their own battery operated, noiseless and cordless ordinary calculator with not more than 6 functions, 12 digits and 2 memories. Use of programmable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing or exchange of calculators or any other item/material shall not be permitted in the Examination Hall.
14. Every candidate is compulsorily required to appear in all the subjects /Paper(s) for which he/she was enrolled. In case any candidate remains absent in any subject(s)/Paper(s) due to any reason, whatsoever, he/she shall be summarily declared fail. However, in case a candidate who has been granted exemption in any one subject of Paper 1 or 2 (on first day i.e. 6<sup>th</sup> June, 2015) or Paper 3 or 4 (on second day i.e. 7<sup>th</sup> June, 2015) as the case may be, he/she is required to answer only those questions in the relevant subject (Paper) in which he/she is enrolled and leave the examination hall on the expiry of 45 minutes of the commencement of the examination, after submitting the Exam by clicking "Finish" button. In case a candidate has been granted exemption in Paper 1 and 2 (first day) or Paper 3 and 4 in the (second day), he/she is required to appear only in the relevant subjects (Paper 3 and 4 or Paper 1 and 2 as the case may be), for which he/she is enrolled.
15. Candidates are required to secure a minimum of 40% marks in each paper, i.e. Paper- 1, Paper-2, Paper-3 and Paper-4 separately as the case may be, and 50% marks in aggregate of all papers put together for passing the Foundation Programme Examination. **There will be no negative marking for wrong answers.**
16. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programmable Calculator, Laptop, Palmtop, or any other communication device or gadget in the Examination room/Hall/Premises. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/Room/Premises, he/she could be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.
17. The Superintendent of Examination is authorized to expel a candidate from the Examination Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threatened or blackmail any person connected with conduct of examination or attempted to copy examination questions and/ or examination responses

(in any format) from the Examination Centre, etc. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she will not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country, and particulars of such candidates or cases will be suitably notified in the Institute's official bulletins.

18. Candidates' eligibility to appear in the Foundation Examination shall be subject to the provisions of the Company Secretaries Regulations, 1982 as in force.

## **PART- B: OPERATING INSTRUCTIONS**

### **I. Attempting the Examination**

1. Upon Invigilator's instruction, click on the "APPEAR" button to access the Instruction Sheet. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Invigilator on duty before the commencement of examination. No query/ies shall be entertained after the commencement of examination.
2. Do not close the Exam Window or try to restart the system at the Examination Centre.
3. Each question is followed by four alternative answers marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will be highlighted and will automatically be saved. The questions may be answered in any order within the stipulated examination time.
4. Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking "FINISH" Button.
5. Candidates shall not click "DONE" button followed by three warnings with "FINISH" button until they have completed their examination in all respects. Examination shall not re-start once "FINISH" button is clicked.
6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.
7. Before conclusion of examination, the candidates can use the "Bookmark" option by clicking on "BOOKMARK" button, if they wish to review or revisit the question later.
8. In case of restarting / shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved, and the candidate will be able to resume the examination from the exact point that last appeared before him/her.
9. If any candidate wishes to take a bio break, he/she can do so after 30 minutes of commencement of the examination. However, the timer on the Exam Computer would continue to tick and the candidate would not be given any additional time to

compensate for the time loss during the bio break. It is in their own interest that the candidates may limit their bio breaks to the minimum to avoid any loss of time.

## II. Working on Examination Window

1. APPEAR → CLICK → Display of Exam Window
2. Only one question will be displayed on the Exam Window at a time.
3. Candidates can mark their choice of answers by placing cursor on any one of four alternative answers to each question and clicking through mouse thereat. Chosen answer option will be highlighted.
4. Candidates can change their answer to any question by clicking at the new answer option (Radio Button) before “FINISH” of the examination.
5. Candidates can answer questions in any order and can navigate between questions either by clicking on “Previous”/ “Next” button or by directly clicking on the question numbers which are displayed in the Paper-wise Summary panel available on the left side of the Exam Window.
6. Every particular question answered by the candidate will be displayed in GREEN colour on the Summary Panel. The questions that are not attempted and not bookmarked for review will be displayed without any colour. Questions Attempted and Bookmarked for review will be highlighted in RED and those which are not attempted but Bookmarked for Review will be displayed in YELLOW.

## III. Examination Submission

1. “DONE” button shall be clicked by the candidates only when they have completed and wished to finish their examination. The “DONE” button will be visible at the Right Hand Bottom Corner of the Exam Window and the same will only be enabled after 45 minutes of commencement of the Examination.
2. After completion of the examination, candidates can click “DONE” button followed by three warnings with “FINISH” button to submit the examination. After conclusion of the examination timing, system will automatically save, finish and submit the examination.
3. In case any candidate wrongly clicks the “DONE” button, warning screens will be displayed; and he/she can return to the question paper by clicking “Go to Examination”. There are three such warnings – WARNING-1, WARNING-2 and WARNING-3 with “FINISH” button.
4. Candidates shall remain cautious while clicking “FINISH” button and warnings. On clicking the “FINISH” button after “Final Warning”, examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and answer marked by the candidate to the questions shall be considered for computation of result.
5. A “Thank you” message will appear confirming the completion, finishing and submission of the examination.
6. Candidates may give their feedback by filling “FEEDBACK FORM” available on their system after submission of their examination.

**IV. Use of Rough Sheet:**

1. A Rough Sheet will be provided to the candidates for carrying out rough work, calculations, *etc.* during the examination. Candidates are required to mention their Name, Roll Number, Registration Number, Exam Date and Batch Time on the Rough Sheet.
2. Rough Sheet needs to be returned to the Invigilator before leaving the Exam Hall/Room/Lab. The candidate shall not be permitted to carry the rough sheets used/un used while they leave the Examination Hall/Room/Lab.

**V. Maintenance of Discipline in the Examination Hall/Room/Lab**

Candidates should strictly follow the various written/ verbal instructions and maintain discipline in the Examination Hall/ Room/ Lab. Candidates should not:

- a. Attempt to take the examination on behalf of someone else, *i.e.* Impersonation;
- b. Give or receive assistance of any kind during the examination or communicating in any manner with other candidates or with outsiders.
- c. Tamper / attempt to tamper with computer system or posing hindrance in the smooth conduct of the examination.
- d. Leave the examination centre without the permission of the invigilator.
- e. Use prohibited aids or carrying banned items in the examination premises/room/hall/lab, *etc.* such as mobile phones, I-pad, palmtop, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, watch alarms, listening devices and recording or photographic devices *etc.*
- f. Attempt to copy examination questions and /or examination responses (in any format) from the fellow student/ examination centre.

**The Superintendent of Examination Centre is authorized to expel a candidate from the examination centre for any misconduct by the candidates.**

***Infringement of any of these instructions may render the candidates liable for disciplinary action which could lead to cancellation of the result of the examination and/or studentship registration under the Company Secretaries Regulations, 1982 as in force.***

**SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/LAB/CENTRE PREMISES.**

**5. ANNOUNCEMENT REGARDING 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF DECEMBER, 2014 EXAMINATIONS.****ATTENTION STUDENTS APPEARED IN DECEMBER, 2014 EXAMINATIONS**

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983".

### **MERIT SCHOLARSHIP**

In pursuance of para 7 of the “Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme examinations per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme examination in December 2014 should get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of Scholarship.

### **MERIT-CUM-MEANS ASSISTANCE**

In pursuance of para 8 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme examinations per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute’s website: [www.icsi.edu](http://www.icsi.edu) OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students, who pass the Foundation Programme examination in December, 2014 must get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of “Merit-cum-Means Assistance” is being published elsewhere in this issue.

## **6. NOTIFICATION FOR INVITING APPLICATIONS FOR ‘MERIT-CUM-MEANS ASSISTANCE’ IN RESPECT OF INSTITUTE’S DECEMBER, 2014 EXAMINATIONS**

### **NOTIFICATION**

**ICSI/CS/ 06/2015**

### **MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983**

In pursuance of para 13 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, as amended upto 18<sup>th</sup> February, 2013, applications are invited to reach the Institute in the prescribed form on or before **25<sup>th</sup> May, 2015** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the “company secretaryship” from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper,

at one sitting, in the first attempt in December, 2014 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website link: [www.icsi.edu](http://www.icsi.edu) under Examination Section or obtained by post from the Institute free of cost **by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-**. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25<sup>th</sup> May, 2015** are liable to be rejected.

BY ORDER OF THE COUNCIL

**File No.207:Exams:2015**

New Delhi – 110 003.

(CS SUTANU SINHA)  
CHIEF EXECUTIVE & OFFICIATING  
SECRETARY

Dated, the 5<sup>th</sup> February, 2015

**7. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION JUNE, 2015**

Any physically disabled student having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing or writing Company Secretaries June, 2015 examination should make a **separate written request** therefore mentioning complete details about his/her Name, Student Registration No., Complete Postal Address, Mobile Number, E-mail id, specifying nature and extent (in % term) of his/her permanent disability, etc., to *The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.)* in addition to submitting his/her enrolment application for appearing in the examination together with the following supporting documents :

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

Please note that even the physically disabled students, who had earlier been granted facility of Writer's Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing June, 2015 examinations are required to apply afresh giving reference of such facility granted in the past and making a separate application to *The Joint*

*Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.)* before the last date for submission of enrolment application for June, 2015 examination. The application for grant of Writer's Help/Extra Time **should not be clubbed** with any other query or correspondence.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, *etc.*, the candidates are not eligible to seek any concession or assistance of writer/extra time.

**Intimation about grant of Writer's Help/Extra Time is normally sent 15-20 days before the commencement of each examination.**

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## News from Regions

# ALLAHABAD CHAPTER

Allahabad Chapter of NIRC of ICSI Announces Class Room Teaching  
for December 2015 Exams

Schedule of Oral Tuition Classes for the December 2015 Exams				
STAGE	TIMINGS	FEES (RS)	DATE OF COMMENCEMENT OF THE BATCH	LAST DATE OF REGISTRATION TO THE ORAL CLASSES
Foundation	11.30AM To 4.00PM	6000	1 <sup>st</sup> Week of July 2015	30 <sup>th</sup> June 2015
Executive (Module I)	8.30AM To 11.30AM	6500	1 <sup>st</sup> Week of July 2015	30 <sup>th</sup> June 2015
Executive (Module II)	8.30AM To 11.30AM	6000	1 <sup>st</sup> Week of July 2015	30 <sup>th</sup> June 2015
Executive (Both Modules)	8.30AM To 11.30AM	12500	1 <sup>st</sup> Week of July 2015	30 <sup>th</sup> June 2015

**For more Information:**

**Please Contact : Allahabad Chapter, 30A/9/2A, Cooper Road, Civil Lines Allahabad 211001  
Amitabh Shukla on 0532-3266100, 9151425763**

**OR VISIT**

***<http://www.icsi.edu/allahabad/NewsEvent.aspx>***

# Pune Chapter of ICSI

*announces*

**Class Room Teaching for DEC 2015 batch**

**CLASS ROOM TEACHING  
(FOR DEC 2015 EXAMINATION)**

<i>Stage</i>	<i>Date of Commencement of class</i>	<i>Timings</i>	<i>Fees</i>	<i>Last date for receipt of application</i>
Foundation Programme	15.06.2015	3.00 pm – 7.30 pm	Rs 12000/	29.05.2015
Executive Programme (Module I)	15.06.2015	5.00 pm – 8.00 pm	Rs 11000/ Per Module	29.05.2015
Executive Programme (Module II)	15.06.2015	7.30 am – 10.30 am	Rs 10000/ Per Module	29.05.2015
Executive Programme (Both Modules)	15.06.2015	As Above	Rs 19500/	29.05.2015

*For Further Details*

**Contact :** Pune Chapter of ICSI,  
23, Mukund Nagar, Above Dr Joshi Hospital, Pune-411037

**E- Mail :** [pune@icsi.edu](mailto:pune@icsi.edu)

*Phone :* 020 24263228/ 020 24260341



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

### E-LIBRARY

ICSI is pleased to inform that in order to facilitate the knowledge grinding and updation of students, ICSI has launched a multi vendor e-library for its students. The student subscriber of the e-library will have access of rich contents i.e. case laws, Bare Acts, Text book, Articles etc. provided by service providers at very affordable rates. The subscription of elibrary is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription.



### ONLINE ENGLISH LEARNING PROGRAMME

ICSI is pleased to inform that in order to upgrade the English skills of students, ICSI has launched a multi-vendor Online English Learning Programme for its students. The student subscriber of the Online English Learning Programme will have access of rich contents provided by service providers at very affordable rates. The subscription of Online English Learning Programme is voluntary for the students and the students may subscribe to any Online English Learning Programme at their option. In order to enable that maximum number of students get benefit of Online English Learning Programme, the subscription charges have been capped at Rs. 3000/- per annum per subscription.



*ICSI has arranged 7 days trial version of E-library and Online English Learning Programme for students. A student may subscribe to E-library and Online English Learning Programme with or without using the trial version.*

*The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website [www.icsi.edu](http://www.icsi.edu).*



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## ICSI celebrates Capital Markets Week May 25-31, 2015

The Institute of Company Secretaries of India (ICSI) has been actively engaged in promoting the interest of investors and the orderly development of the capital market in India. As part of its continuous initiative towards investor education and good governance in Capital Markets, the ICSI observes Capital Markets Week every year. This year, we are observing Capital Markets Week during May 25-31, 2015 throughout the country. The Theme, Sub-themes and mega programmes to be organized during the Capital Markets Week are as follows:

### Theme

## Capital Markets – The Engine for Economic Growth

### Sub-themes

- ❖ Microfinance- Growth Engine for Tiny Industry
- ❖ Empowering India's MSME Sector
- ❖ Indian Debt Capital Markets: Small Investor Perspective
- ❖ Investor Protection and Rebuilding Investor Confidence
- ❖ Convergence of Company Law and Securities Laws
- ❖ Role of Company Secretary in Capital Markets

### Mega Programmes

Place	Programme Director(s)	Place	Programme Director(s)
<b>Kolkata</b>	CS S. K. Agrawala, Council Member, ICSI	<b>Guwahati</b>	CS Mamta Binani, Vice-President, ICSI
<b>Delhi</b>	CS Vineet Chaudhary, Council Member, ICSI	<b>Jodhpur</b>	CS Shyam Agrawal, Council Member, ICSI
<b>Chennai</b>	CS Ramasubramaniam C., Council Member, ICSI	<b>Madurai</b>	CS Ramasubramaniam C., Council Member, ICSI
<b>Mumbai</b>	CS Ashish Garg, Council Member, ICSI	<b>Ahmedabad</b>	CS Ashish C Doshi, Council Member, ICSI

In addition to organization of mega programmes at abovementioned eight cities, a number of activities will be undertaken during the week such as panel discussions, lectures, interactive meetings with capital market regulators/stock exchanges and investor awareness programmes by the respective Regional Councils and Chapters.

For details and updates regarding dates, time, venue and faculty of the mega programmes and other events during the Capital Markets Week, please visit [www.icsi.edu](http://www.icsi.edu)

### Programme Credit Hours

- ◆ Four PCH would be awarded to members for attending Mega Programmes.
- ◆ PCH for other programmes would be awarded as per the guidelines of the Institute.

**All are cordially invited to attend and participate in the Capital Markets Week activities.**

**CS Sutanu Sinha**  
Chief Executive and Officiating Secretary  
ICSI

**CS Makarand Lele**  
Council Member, ICSI &  
Chairman, Financial Services Committee

**CS Atul H. Mehta**  
President  
ICSI



## Vision

“ To be global leader in promoting good corporate governance ”

## Mission

“ To develop high calibre professionals facilitating good corporate governance ”

### *Editorial Team*

SONIA BAIJAL, DIRECTOR

A K SIL, JOINT DIRECTOR

DR. RAHUL CHANDRA, JOINT DIRECTOR

For views/suggestions/feedback please write to : [academics@icsi.edu](mailto:academics@icsi.edu)

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