

CS FOUNDATION COURSE

(e-bulletin for Foundation Programme Students)

June 2017



Message From The President

Dear Students

The month of June is a significant month of the year as this year tests the efforts and vigour you have put to gain the knowledge during the rest of the year in your journey to become an excellent governance professional. After passing these exams, many of you will take up multiple challenging roles as a CS to contribute towards nation building. I advice you that rather than cramming the concepts, just immerse the basic concepts deep into your mind, so that, these become a part of your perennial knowledge to guide your way throughout the life. Just remember to be like Arjuna, who focused exactly on the eye of the wooden sparrow as his goal while no other disciple could do that. Just be focused on your goal i.e. knowledge, and you will come out with flying colours as the saying goes:

ज्ञानं परमं ध्येयम्

(Knowledge is the supreme goal)

To help you to shell out your best in exams and thereafter, the Institute has come up with the unique concept of "ICSI Academic Helpdesk". This is one of the projects of the Institute where best of the faculty across the country has been empanelled to guide the students on various subjects. The Helpline remains open at 7 am till 11 pm. The extended hours will help our students to get guidance at per their convenience. Students may call ICSI team at helpline no. 011-6675 7777 for their academic queries to get connected to the expert faculty. I take this opportunity to urge our students to reap most out of this facility.

I am also happy to announce that the Institute has recently launched a Fee Waiver Scheme for students of Jammu & Kashmir and North Eastern States of India to provide an opportunity to the youth of these States to come to the mainstream. The Government of India is announcing special packages for socio-economic development of these States and the Institute is also playing a vital role in the development of society at large. The scheme includes waiving the fee for all students registering for the Foundation and Executive Programme Stages from North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim) and State of Jammu and Kashmir till 31st March, 2018. All students belonging to North Eastern States and State of Jammu and Kashmir who have passed 10+2 or equivalent or Bachelor's Degree or equivalent irrespective of the percentage of marks shall be eligible for Fee Waiver while registering for Foundation Programme and Executive Programme Stage, respectively.

The Institute is heading towards its Golden Jubilee year celebrations; you are most welcome to send your creative suggestions to mark the same. The Institute has also launched 'GST newsletter' after a huge response to 'Info Capsule' to add to your knowledge and keep you updated. You are welcome to send any particular requirements that may supplement your knowledge further; our team will do its best to meet your expectations.

All the best!!

सी एस (डॉ.) श्याम अग्रवाल
अध्यक्ष, भारतीय कंपनी सचिव संस्थान

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Academic Guidance

Communication*

"The art of Communication is the language of leadership" -James Humes

Communication

The process of passing any information from one person to the other person with the aid of some medium is termed as communication. Communication may be through words, symbols, letters, or actions. Effective communication is often defined as the exchange of thoughts, facts, opinions, or information between two or more persons so as to bring about mutual understanding or confidence.

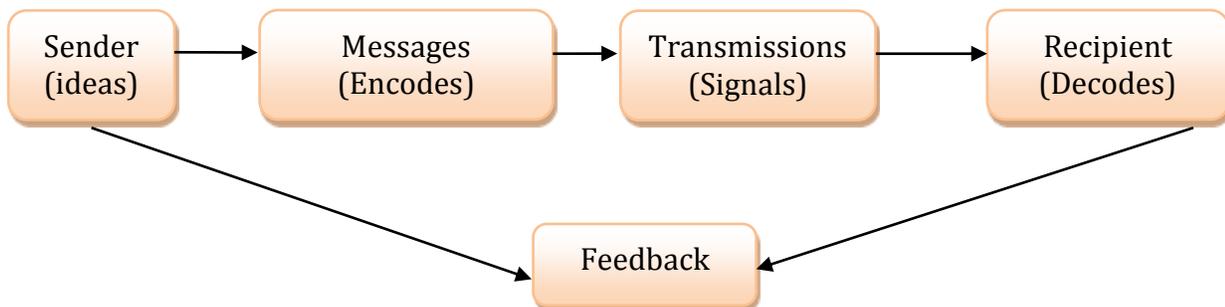
The first party who sends the information is called the sender and the second party who receives the information and accordingly responds is called the receiver.



Two indispensable features of communication are:

- Communication cannot take place until there are at least two persons - the receiver and the sender.
- Communication need not elicit confidence, but the information which is so exchanged must be understood by the receiver.

Communication Process

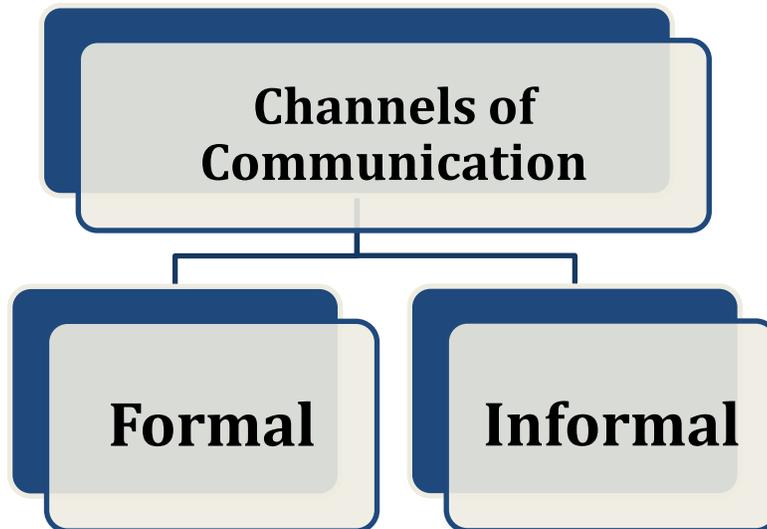


1. Develop an Idea: An idea or thought which the sender wishes to transmit.
2. Encode: The idea is encoded with suitable words, charts, or symbols for transmission.

* Pankila Bhardwaj, Consultant, ICSI.

3. Transmit: The finally developed message is transmitted by the method chosen by the sender.
4. Decode: Interpreting the message by the receiver.
5. Feedback: Feedback is the receiver's response to the sender's message. Feedback enables the sender to know whether or not his message has been received and interpreted correctly.

Channels of Communication



Formal Channels of Communication:

The formal flow of information in an organization may move via upward, downward, or horizontal channels. Most downward communications address plans, performance feedback, delegation, and training. Most upward communications concern performance, complaints, or requests for help. Horizontal communications focus on coordination of tasks or resources.

Organizational structure creates and encourages formal means of communication. The chain of command typifies vertical communication. Teamwork and interactions exemplify lateral or horizontal efforts to communicate. Coordinating efforts between colleagues or employees of equal rank and authority represent this channel of communication. Feedback from subordinate to superior is indicative of upward communication.

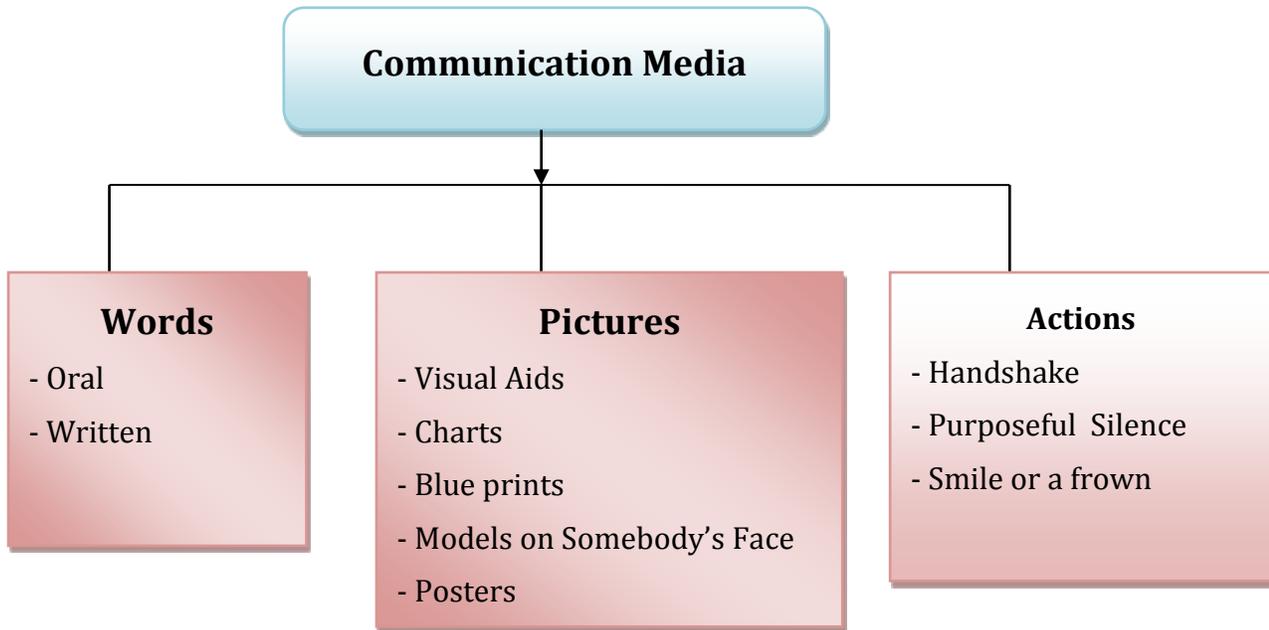
Formal communication networks provide the electronic links for transferring and storing information through formal organizational channels.

Informal Channels of Communication:

Informal channels, known as the grapevine, carry casual, social, and personal messages through the organization. The grapevine is an informal, person-to-person communication network of employees that is not officially sanctioned by the organization. The grapevine is spontaneous, quick, and hard to stop; it can both help and hinder the understanding of information. For these reasons, managers need to stay in touch with the grapevine and counteract rumors.

Communication Media

Words, pictures and actions are the media used for exchanging information and developing understanding between different persons. The important communication media are indicated below:



Communication Barriers

Communication Barriers are the various obstacles and hurdles which arise in between of an effective communication leading to misunderstandings and misinterpretations by the receiver.

Some of the important barriers obstructing clear understanding and causing breakdowns in communication are as follows:-

- *Distortion Caused by Superior-Subordinate Relationship:* One of the fundamental barriers to communication arises from the status relationships in the organization. The superior-subordinate relationship in the formal organization structure inhibits free flow of information and exchange of ideas, suggestions and questions.
- *Barriers Arising on Account of Premature Evaluation:* Listening is often described as a good attribute. In order that the complete message may be transmitted and received, it is essential that the communicator should be provided with an environment in which he can state his full position. It is only when proper understanding has been gained that one should attempt to evaluate communication. Premature evaluation and response tend to distort the transfer of information.
- *Barriers due to Perfunctory Attention:* Communication in the sense of transfer of information and understanding will fail if the receiver pays little or no attention to the message.
- *Barriers due to Failure to Communicate:* There are managers who fail to communicate correct information at the right time. This is partly because of the human tendency to procrastinate and partly due to the inability of the executive to decide what to communicate. In any case, failure to communicate causes the communication network to break down.

- *Barriers Arising on Account of Resistance to Change:* Because of convenience, security and other reasons people generally prefer to adhere to the old pattern and tend to resist change. The result is that people welcome all such information as is consistent with their present belief and attitude. Any communication attempting to introduce change or convey a new idea is thus likely to be overlooked and at times, opposed by the receiver.

Conclusion

Communicating effectively is an art and must be practiced effectively at workplace for better output and successful achievement of goals of the organization. It also helps in reducing the error rate, better understanding of work, better bonding among the employees as well as conflict management. Every employee must be very clear what his colleague wants to convey. He must accordingly be able to decode the information in the desired form and respond accordingly.

Prepared based on the material available at:

1. <https://www.cliffsnotes.com/>
2. <http://www.managementstudyguide.com/index.html>



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Statutory body under an Act of Parliament

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 0120-4082125

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

Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated '**Info Capsules**' on the Institute's website www.icsi.edu.

Students are requested to take advantage of this new initiative.

Our best wishes for all your endeavors.

Team ICSI

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshashtra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavasayik Arthashashtra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari S N & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouthi Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhinyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr Ravi Gupta

Eastern Book Company:

- Administrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach To Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

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 the 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.



STUDENT ACADEMIC HELPLINE

The Student Academic Helpline' is the helpline launched for students which provides the best of the faculty across the country to guide the students on various subjects. The Helpline remains open at 7 AM in the morning till 11 PM of night.

Students may call us at 011-6675 7777 and inform the central core team about their query on any topic of Company Secretaryship Course. The central core team thereafter connects the students to the subject expert/ faculty across the country.

'CS TOUCH' MOBILE APP REVAMP

The Institute had launched 'CS Touch', an Android based mobile application for students, members and other users to access the required information via smart phones which is a Mobile Application for Web based Content Management System for iOS and Android platforms. Based on the response of the users and stakeholders, the app has been revamped with enhanced features to serve the users more efficiently.



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 June 2014 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period at the end of May 2017.

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 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 2016 and register in Executive Program upto and including 28th February, 2017 would be eligible to appear in both modules of the Executive Program to be held in December 2017 examination and students who will take registration in Executive Program between 1st March 2017 to 31st May 2017 will be eligible to write only one module in Decemer 2017 examination of the Executive Programme.

Students can register online at Institute's website www.icsi.edu at [online services option](#) at the following link <https://smash.icsi.in/Scripts/login.aspx>. 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.

CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at 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.

Manual for Change of Mobile number, Email Id, Address and resetting password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Change Mobile Number and Email address



Step 3:

A screenshot of the "Change Communication Details" form. The top of the page features the logo of "THE INSTITUTE OF Company Secretaries of India" and the text "IN PURSUIT OF PROFESSIONAL EXCELLENCE" and "Statutory body under an Act of Parliament". The user is logged in as "Welcome: 31". The navigation bar shows HOME, MODULE +, PROFILE +, and LOGOUT. The form has a blue header "Change Communication Details". It contains four rows of input fields: "Current Mobile Number" (917777777777), "Update New Mobile Number" (91), "Current Email Address" (abc@gmail.com), and "Update New Email Address". Green arrows point to the "Update New Mobile Number" and "Update New Email Address" fields with the text "Enter your new mobile number" and "Enter your new email address" respectively. At the bottom left, there is a blue "Save" button. A green arrow points to the "Save" button with the text "After Updating Communication detail, click on 'Save' button".

Process 2: Process to change correspondence /permanent address

Step 1: After Log in



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HOME MODULE + PROFILE - LOGOUT

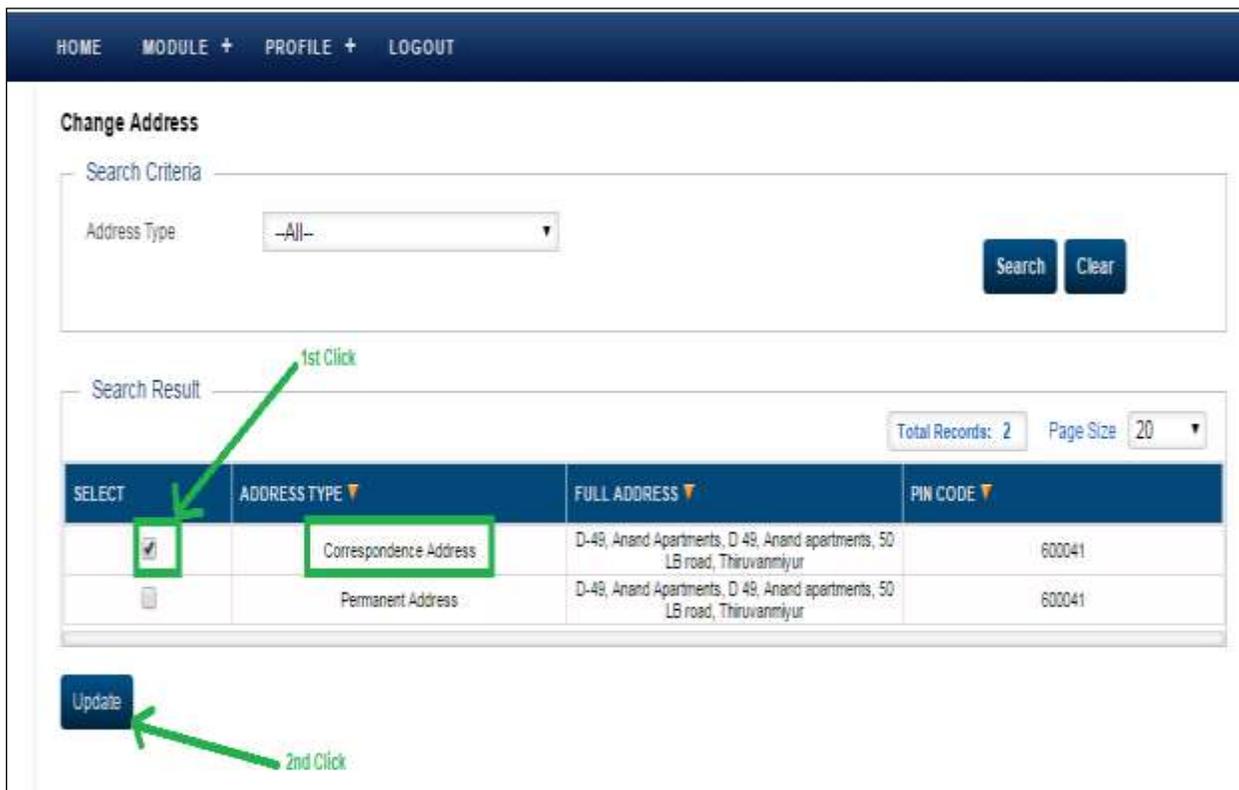
Welcome To SMA

CHANGE PASSWORD
BASIC INFORMATION
DOCUMENT DETAILS
EDUCATION DETAILS
CHANGE ADDRESS
CHANGE COMMUNICATION DETAILS
CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2: To change Correspondence address



HOME MODULE + PROFILE + LOGOUT

Change Address

Search Criteria

Address Type: --All--

Search Clear

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Update

1st Click

2nd Click

Step 3:

Change Address

Country -

State/Province -

District -

City -

Address Line 1 -

Address Line 2 -

Address Line 3 -

Postal Code -

After Updating new address, click on "Save" button.

Note: Same process will be for changing permanent address.

Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Click on Profile > Change Password

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HOME MASTERS + MODULE + REPORTS + **PROFILE -** LOGOUT

Dashboard for ICSI **CHANGE PASSWORD**

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Change Password

Old Password*

New Password* (Minimum 8 Characters)

Confirm Password* (Minimum 8 Characters)

* Password need at least one Uppercase.
* Password need at least one Lowercase.
* Password need at least one Special Characters @ # ! ~ ! % ^ \$ & * () + - _ .
* Password need at least one Number.

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 at request option.

STUDENT IDENTITY CARD

Identity Card can be downloaded after logging into the Student Portal at 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 Nationalized 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. Students, who have already uploaded/submitted their Senior Secondary Examination Markssheets/Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

Name

Details 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

All registered students who have uploaded their documents successfully and their application has been approved by the Institute are supplied with the set of study material. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell or they can also download the study material from the website of the Institute at academic corner option. 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.

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).

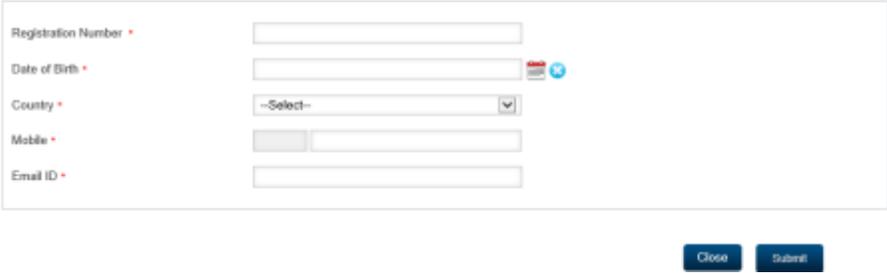
PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.

Chartered Secretary Journal

The “Chartered Secretary” Journal is published by the ICSI, with a view to ensure continuous up-gradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the journal can subscribe for the same by remitting the nominal subscription fees of Rs. 500/- per annum. Students can either subscribe for the Journal at the time of registration in each stage of CS Course or separately through our Chartered Secretary division.

ATTENTION STUDENTS !**PROCEDURE TO CREATE / RESET PASSWORD**

Students are advised to follow the steps as given below for creating/ resetting password for the New Portal launched by the Institute :

<p>Step-1</p>	<p>Click on the following link to visit the SMASH Portal :</p> <p><u>SMASH PORTAL</u></p> <p>The following screen opens :</p> 
<p>Step-2</p>	<p>Students may directly visit the Reset/ Create Password link :</p> <p><u>RESET OR CREATE PASSWORD</u></p> <p>The following screen opens :</p>  <p>Enter the Registration Number and Verification Code</p>
<p>Step-3</p>	<p>The following screen opens :</p>  <p>Enter Registration Number, Date of Birth, Country, Mobile Number and E-Mail Id (the details should exactly match with those appearing in the Old System) and click on the Submit Button.</p>

<p>Step 4</p>	<p>On entering the correct details, a One Time Password is automatically sent by the system to the registered E-Mail Id and Mobile Number. Also, the following screen opens :</p>  <p>Click directly on submit screen in case you have not received the OTP. System will automatically take you to the password screen on clicking on submit button.</p>
<p>Step-5</p>	<p>On entering the One Time Password, the following screen opens :</p>  <p>Enter the New Password and Confirm the same. While entering new password, please ensure that the password contains atleast one character in Uppercase, one character in Lowercase, one Special Character and one Numerical character. For example Student@123.</p>
<p>Step 6</p>	<p>The following screen opens :</p>  <p>Password is created, say, Student@123</p>

Note on Step 6 : If the 'Popup' is disabled in your browser, the window "Password created successfully" will NOT open. Therefore, please enable the 'Popup' Window in the browser (Internet Explorer/ Chrome, etc.) as per the image given below to enable the system to reset your password:



Please follow the criteria of password One Upper Case, One Lower Case, One Numeric and One Special Character in the password entered by you. For example, Student#4078, ICSI*2136, etc.

Step 7 Click on OK button, you are now you are ready to login to the new portal and avail the Online Services.
Visit the SMASH portal and login to your Online Account by entering your User Id (Registration Number) and the newly created password.

UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

https://twitter.com/icsi_cs

<https://www.facebook.com/ICSI>

OPPORTUNITY FOR HIGHER EDUCATION WITH SCHOLARSHIPS FROM GOVERNMENT OF INDIA

The ICSI Student Education Fund Trust is providing financial assistance / scholarships on the basis of the marks scored by them in the qualifying examinations (10+2, Bachelor' Degree, etc.). The scholarships are continued and ensure 'zero cost' education to meritorious students provided they are able to pass the different stages of examinations at the first attempt and first available opportunity.

Besides the above, Government of India and most of the State Governments in India are providing substantial amount of Post-Matric Scholarships to the eligible students belonging to minority communities, having disability and various other categories. For details of Scholarships available, students may please refer to the National Scholarship Portal at <http://scholarships.gov.in/>

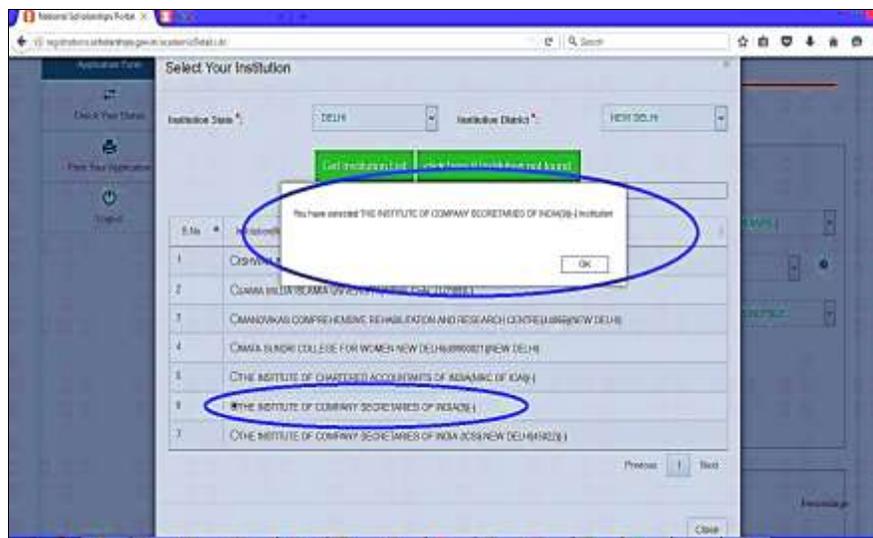
Government of India has created the National Scholarship Portal as a Mission Mode Project under National e-Governance Plan (NeGP) to provide single-window services to the eligible students for availing scholarships against all the schemes of the Central and State Governments.

The students of CS Course are eligible to apply for scholarships provided by Central / State Governments under different schemes.

The Institute would like to emphasise that it is a golden opportunity to the students desirous of pursuing Company Secretaryship Course while availing scholarships from the Government. Eligible students shall be able to pursue the CS Course at subsidised/zero cost. The existing students of the Institute are advised to make use of such Scholarship Schemes apart from disseminating the details amongst their friends and relatives.

The procedure for applying for Scholarships through the portal is furnished below :

1. **Visit the National Scholarship Portal <http://scholarships.gov.in/>**
2. **Name of Institute : "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA"**
3. **Institute, DISE / AISHE Code No: 9**
4. **The ICSI Current Course Level : CERTIFICATE**
5. **State : DELHI**
6. **District : NEW DELHI**
7. **Course/Class Name : COMPANY SECRETARY (CS)**
8. **Admission Type : CORRESPONDENCE**



ATTENTION STUDENTS!
DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the stipulated time period failing which their registration applications would be rejected.

STUDY CENTERS

ICSI is setting up Study Centres in cities/ locations where the Regional/ Chapter Office of the Institute does not exist to facilitate the students.

The details of study centers are given below.

ICSI Study Centre Scheme

The Institute had launched 'ICSI Study Centre primarily to enhance of reach of the Institute in areas which are not getting the desired level of services due to distantly located Regional/ Chapter Offices of the Institute. Under the scheme, the Institute is striving to establish Study Centres in most of the Smart Cities as proposed by the Government of India which shall not only remove the distance barrier but also improve the level of services being provided to the students in such areas.

So far, 40 Study Centres have been opened at the following locations: -

	Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
1	Jalgaon	G. H. Raisoni Institute of Business Management, Jalgaon	Gat No 57/1, Sirsoli Road, Mohadi, Jalgaon, Maharashtra 425001	Dr. Preeti Aggarwal, Director /Mr., Raj Kumar A Kankaria-	09604010444/ 0257-2264884 /9011768391	preeti.agarwal@raisoni.net	www.raisoni.net
2	Bilaspur	Drona College of IT Applied Social Science, Bilaspur	In front of Kanan Zoo, Pendari, Sakri, Bilaspur-495001, Chhatisgarh	Mr. Akash Pandey, Chairman	07752-214336/ 09425535514	dronacollege@gmail.com / info@dronacollege.com	www.dronacollege.com
3	Shillong	Shillong College, Shillong	Laitumkhrh, Shillong, Meghalaya 793003	Prof Shankar Sharma,	9436335399/	shankar.s.sharma@gmail.com	http://www.shillongcollege.ac.in/
4	Bhilai	G D Rungta College of Science & Technology, Bhilai	Rungta Education Campus, Kohka Road, Kurud-490024(C.G)	Dr. Manoj Verghese	09229155538/ 0788-6666666	dr.manoj.verghese@rungta.ac.in	www.rungta.ac.in
5	Hubli - Dharwad	DR. D.G Shetty Educational Society's RS Shetty College of Commerce, Dharwad	"Jnana Degula", Near K.M.F. Lakammanhalli Industria Area, P.B.Road, Dharwad-580004, Karnataka	Dr. D.G.Shetty, Principal/	0836-2465327/ 2465105/ 09343400038	drdgshtetty@yahoo.in	www.dgses.org
6	Moradabad	Teerthankar Mahaveer Institute of Management & Technology, Moradabad	TMMIT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh	Prof. Vipin Jain, Principal/Director	09917200216/ 09829574261	ed.tmimt@tmu.ac.in	www.tmu.ac.in

7	Solapur	Hirachand Nemchand College of Commerce, Solapur	S W H Marg, Ashowk Chowk New Pacha Peth, Walchand Collage Campus, S W H Marg, Solapur, Maharashtra 413006	Mrs. Sarika Mahindra Kar	9370323585	sarikamahindrakar33@gmail.com	www.hncc.org
8	Srikakulam	Sri sai Krishna Junior College, Srikakulam	Onway Traffic, Day & Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam-532001, Andhra Pradesh	Dr. N.Appanna, Principal & Coordinator	8942-2253042/ 09440315789	pvrm.patnaik@yahoo.com	-
9	Vizianagram	Sri Boddu Krishna Degree College, Vizianagaram	Dr. No-4-7-7, Kothagraharam, Near ICICI Bank, Vizianagaram-535001, Andhra Pradesh	Mr. B.M.M Krishna Rao	08922-226454/09440824742	boddukrishna.226454@gmail.com	-
10	Ujjain	Lokmanya Tilak Science & Commerce College, Ujjain	Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore	Dr. Govind Gandhe	0734-2563833/09425335568	itscollegeujjain@rediffmail.com	-
11	Rourkela	Municipal College, Rourkela	Udit Nagar, Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661-2501838/ 9437085393	municipal_college@yahoo.co.in ; akbiharidalabehera@gmail.com	http://www.municipalcollegerkl.com/default.asp
12	Siliguri	Siliguri College of Commerce, Siliguri	P.O. : SILIGURI, DARJEELING-734001, West Bengal	Dr. Asim Kumar Mukerjee, Principal	0353-2432594/2436817		www.siliguricollegeofcommerce.org
13	Tirunelveli	J,P College of Arts & Science, Tirunelveli	Agarakattu, Tenkasi, Tirunelveli,-627852, Tamilnadu	Dr. A.J.Ranjith Singh, Principal	04633-268321,267123/9443451076	iparts12@gmail.com	http://www.ipartscollege.org/
14	Rohtak	G B Degree College, Rohtak	Gau karan Road, Near Gau Karan Tank, Rohtak, Haryana 124001	Dr. J N Sharma, Principal	01262-235831/09355676558	gbdcrk@yahoo.com	http://www.gbvps.org/degreecollege.php
15	Mathura	R C A Girls (PG) College, Mathura	Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Laxmi Nagar, Mathura, Uttar pradesh - 281003	Dr. Preeti Johari, Principal	0565-2505956,09412777091	principal@rcagirlcollege.org	www.rcagirlcollege.org
16	Tirupati	Seicom Degree & PG College, Tirupati	9-66/14A, New Maruthi Nagar Extension, Tirupati-517501	Mr.T.Praneeth Swaroop, Director/ Mr Pranit Saurabh	9949032949, 7799045454/ (0877)- 2241094	seicom1997@gmail.com	http://seicom.ac.in/
17	Jhansi	Hari Singh Arya Degree college	Railway Dam road, Rajiv Nagar, Nagra, Jhansi - 284003, Uttar Pradesh	Mr. Bharat singh Yadav	7617077770	bharatsinghyadav@hotmail.com	

18	Rampur	St. Anthony's School for Girls, Rampur	Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradsh - 244901	Mr. Ali Siddiqui	0595-2350320 / 9897499919	ali9897499919@gmail.com	
19	Erode	Kongu arts and Science College	Nanjanapuram, Kathirampatti post Erode-638107	Dr. N Raman	0424-2242888/9942452528	konguarts@kasc.ac.in ; corpkongu@gmail.com	www.kasc.ac.in
20	Jorhat	The Assam Kaziranga University	Koraikhowa, NH-37, Jorhat-785006, Assam	Dr. Manish Srivastava	7576888760	manish@kazirangauniversity.in	
21	Gorakhpur	KIPM College of Management, Gorakhpur	Plot No-BL- 1 & 2, Sector- 9 GIDA Gorakhpur-273209, Gorakhpur	Dr. Deepak Kumar Srivastava	8004191368/0551-2580	chairman.kipm@gmail.com	http://kipm.edu.in/mba/
22	Muzaffarnagar	D A V (P.G.) College, Muzaffarnagar	Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh	Dr. P K Gupta, Principal	0131-2622667	davcollege066@gmail.com ; info@davcollege.mzn.org	www.davcollege.mzn.org
23	Udupi	Trisha College, Udupi	Tulasikatte Road, Santekatte, Kallianpura, Near T.M.A Pai High School, Udupi-5762114	Mr Satish Nagodde	09620929337/0820-2580181	principaltrisha@gmail.com	www.trishacollege.org
24	Chennai	Shrirmathi Devkunvar Nanalal Bhatt Vaishnav College for women, Chennai	Shanti Nagar, Chromepet, Chennai-600044	Dr. V Varalakshmi Principal	09940337470/044-22655450	info.sdnbvc@gmail.com	www.sdnbvc.com
25	Jamnagar	Shri Gosar Hansraj Gosrani Commerce & Sri Dharamshi Devraj Nagda B.B.A College, Jamnagar	Shah Bhagwanji Kachra Education complex, Near Octroi Post-Indira Gandhi Marg, Jamnagar-361004	Mrs. Snehal Kotal Palan	9998001596/02882563885	snehal.kotak@oshwaleducationtrust.org	http://www.ghgddn.oshwaleducationtrust.org/
26	Chennai-I	Dharmamurthi Rao Bahadur Calavala Cunan Chetty's Hindu College, Chennai	DRBCC Hindu college, Pattabiram, Chennai-72	Prof M Jawaharlal Nehru	9444678613	mjawaharlalnehru1964@gmail.com	www.drbcchinducollege.ac.in
27	Durgapur	DSMS College of Tourism & Management, Durgapur	Dr Zakir Hussain Avenue, Bidhannagar Durgapur-713206, West Bengal, India	Mrs. Siuli Mukherjee	0343-2533198/2532213/14/15, 09933311180	siulimukherjee.dsms@gmail.com	http://dsmsindia.org/group.aspx
28	Tinsukia	Women's College, Tinsukia	Near Durgabari Hall, rangagora road, Tinsukia-Assam- 786125	Dr. Rajib Bordoloi, Principal	0374-2332680	nehalchhalani81@gmail.com / karuna.goenka@gmail.com	www.wimcol.org/
29	Ahmednagar	New Law College, Ahmednagar	Laltaki Road, Ahmednagar-414001	Dr A S Raju, Principal	0241-2325019/09822631844	nlc.ahmednagar@gmail.com ; professor.dr.asraju@gmail.com	www.newLawcollege.org

30	Puducherry	Bharathidasan Govt College for Women, Puducherry	Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001	Dr. R Srinivasan	0413-2213504/09787703173	bgcwoffice@yahoo.com	http://bgcw.puducherry.gov.in/
31	Kharupetia	Kharupetia College, Darrang	Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin-784115, Assam	Mr. Abdul Azia	9854165424	aaziz485@gmail.com	http://www.kharupetiacollege.org/
32	Gangtok	Sikkim University, Gangtok	6th Mile Samdur, P.O, Tadong, Gangtok-737102, Sikkim	Dr. S S Mahapatra	9821024283	contactus@cus.ac.in	www.cus.ac.in
33	Dimapur	Unity College, Dimapur	Residency Colony, Near Nagaland University, Residential Campus, Dimapur	Dr. Sanjay Chhabra	03862-283589/09436004436	unitycollegedimapur@gmail.com	www.unitycollegedimapur.com
34	Itanagar	Rajiv Gandhi University, Itanagar	Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh	Dr. Sanjeeb K Jena	9402081875	sanjeebjena1309@yahoo.ac.in	http://www.rgu.ac.in/
35	Tiruchirapalli	National College, Tiruchirapalli	Dindigul Main Road, Karumandapam, Tiruchirapalli-620001	Dr K Kumar	9443548859	kumark1965@yahoo.com	-
36	Perumbavoor	Jai Bharth Arts & Science College, Perumbavoor	Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerala	Dr. K.X Varhese	9446491047	k.x.varghese@gmail.com	www.jaibharathcollege.com
37	Akola	Shri Shivaji College of Arts, Commerce & Science, Akola	Near Shivaji Park, Akola-444003	Dr. S G Bhadange	09960296138/07242410438	principal@shivajiakola.org	www.shivajiakola.ac.in
38	Agartala	Bir Bikram Memorial College, Agartala	College Tila, Agartala-799004, Tripura	Dr. Pallab Kanti Ghosal	9436120241	ghosalpk@rediffmail.com	
39	Vaniyambadi, Vellore Deistrict	Marudhar Kesari Jain College for women	Marudhar Nagar, Chinnakallupalli, Vaniyambadi-635751, Tamilnadu	Ms. M Ashtalakshmi	09789566557/04174-224300/225300	hod.commerce@mkic.in	www.mkic.in
40	Shivamogga	Edurite College of Management Studies	Savlanga Road, Ravindra Nagara, Shivamogga, Karnataka 577201	Dr. Shankar Narayan	08182-402541/09343310847	shankar_narayan@yahoo.com	

****For any clarification/Assistance/Guidance you may contact to shalini@icsi.edu**

https://www.icsi.edu/docs/Webmodules/ICSI_StudyCentre_Guidelines.pdf

CLASS ROOM TEACHING Through Regional Councils/Chapters

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.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches are given below :-

Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.									
Number of Class Room Teaching Centres at Regional Councils/Chapters.									
FOR JUNE 2017 EXAMINATION									
SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	MODULE	Date of Commencement of Batch	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT No. OF THE CO-ORDINATOR
1	EIRC	BHUBANESWAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation		10.11.2016	Mr. P.C. Swain	pratap.swain@icsi.edu	9040679085
				Executive	I II				
2	EIRC	DHANBAD	B-14, OLD DOCTORS COLONY, JAGJIVAN NAGAR DHANBAD- 826003	Foundation		15.11.2016	Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
				Executive	I & II				
3	EIRC	GUWAHATI	GUWAHATI CHPTER, HOUSE NO 7, RODALI PATH, HEAR JONALI BUST STAND RG BARUAH ROAD GUWAHATI - 24	Executive	I & II	06.09.2016	Mr. Chiranjeeb Sarma roy	guwahati@icsi.edu	9435191229
4	EIRC	KOLKATA	ICSI-EIRO, 3A, AHRIPUKUR 1ST LANE KOLKATA-700019	Foundation		Nov-17	Ms. Rukmini Nag	rukmini.nag@icsi.edu	033-22832973
				Executive	I & II				
5	EIRC	PATNA	B-27, 2nd Floor, LUV KUSH TOWER, EXHIBITION ROAD PATNA - 1	Foundation		15.11.2016	Mr. Ramesh Kumar	patna@icsi.edu	9835042476/0612-2322405
				Executive	I & II	24.11.2016			
6	EIRC	RANCHI	ICSI CHAPTER, 2C, OM SHANTI APPARTMENT, O C C BANGLA SCHOOL LANE MAIN ROAD, RANCHI-834001	Foundation		21.11.2016	Sumanta Dutta	ranchi@icsi.edu	0651-2223382
				Executive	I & II				
7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.-10, VIJAY MANDIR MARG, ALWAR	Foundation		01.02.2017	Mr. Anand Kumar Arya	alwar@icsi.edu	9413740652
				Executive	I & II				
				Professional		07.11.2016			
8	NIRC	AGRA	SILVER POINT 3/2 G, Second Floor Nehru Nagar, (Near Anjana Cinema, M.G. Road), AGRA - 282005	Foundation		02.01.2017	Mr Ravi Krishna Sivastava	agra@icsi.edu	0562-4031444 / 9839226671
9	NIRC	ALLAHABAD	30-A / 9 / 2A COOPER ROAD NEAR HARI MAZID, INFRONT OF HP MEDIA, 2ND FLOOR, CIVIL LINES ALLAHABAD - 211001	Foundation			Mr. Amitabh Shukla	Amitabh.Shukla@icsi.edu	9415351209
				Executive	I & II				
10	NIRC	BAREILLY	ICSI CHAPTER BAREILLY, 182, NAI BASTI, NARKULGANI (NEAR UTSAV BARAT GHAR), BAREILLY - 243122	Foundation		15.11.2016	Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bhy@rediffmail.com/ amit.kumar@icsi.edu	8755755741/ 9458821397
				Executive		19.10.2016			
11	NIRC	BHILWARA	ICSI HOUSE, SEC-8, INSTITUTIONAL AREA, RING ROAD, PATEL NAGAR, BHILWARA (RAJ.)-311001	Professional			Mr. Rajeev Ranjan Jha	rajeev.jha@icsi.edu	8003990862

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12	NIRC	DELHI	ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTIONAL AREA NEW DELHI- 110 005	Foundation Executive	I & II	20.10.2016	Ms. Beena	beena@icsi.edu	011 49343009
13	NIRC	FARIDABAD	Institutional Plot No.-1A, Sector-16A, (Near Sai Baba Temple), Faridabad-121002	Foundation Executive	I & II	01.12.2016	Mr. Makhan Lal	faridabad@icsi.edu	0129-4003761
14	NIRC	GHAZIABAD	GHAZIABAD CHAPTER, 23-B, NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation Executive Professional	I & II		Mr. Anil Kumar Upadhyay	ghaziabad@icsi.edu	0120-4559681, 9716011634
15	NIRC	GURGAON	FIRST FLOOR, DEENBANDHU SIR CHOOTU RAM BHAWAN JHARSA ROAD BEHIND SHIV MANDIR SECTOR 32 GURGAON-122002	Foundation Executive	I & II	21.11.2016	Ms. Geeta	gurgaon@icsi.edu	0124-2380021
16	NIRC	JALANDHAR	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR- 144008	Foundation Executive	I & II	02.01.2017	Mr. Vinay Kumar	vinay.kumar@icsi.edu	9041040129
17	NIRC	JAMMU	213 A (1st Floor), Shastri Nagar , Jammu-180004	Foundation Executive	I & II	15.12.2016	Mr. Uday Prakash	jammu@icsi.edu	0191-2439242
18	NIRC	KANPUR	118/90, GUMTI PLAZA , KAUSHALPURJ,KANPUR- 208012	Foundation Executive	I & II	07.11.2016	Ms. Uma Devi gupta	uma.gupta@icsi.edu	8687116064
19	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR LUCKNOW - 226010	Foundation Executive	I & II	Nov-16	Mr. Shiv Moorthi Tiwari, Mr. Raju Kumar	shiv.tiwari@icsi.edu, raju.kumar@icsi.edu	9450465499 05224109382
20	NIRC	LUDHIANA	11B, 2nd FLOOR PHERUMAN COMPLEX, GURUDWARA, SAHEEDAN, OPP MANJU CINEMA, G.T. ROAD, LUDHIANA-141003	Foundation		01.12.2016	Mr. Sanjay Jakhmola	ludhiana@icsi.edu	0161-2545456
21	NIRC	NOIDA	C-37, SECTOR - 62, NOIDA - 201309	Foundation Executive	I & II	07.01.2017	Mr. Kushal Kumar	noida@icsi.edu	01204522058
22	NIRC	MODINAGAR	Opp. MM Printer, Near Modi Steels, Delhi-Meerut G.T. Road, Modinagar-201204	Foundation Executive	I & II	Jan-17	Mr. Muneesh Bindal	modinagar@icsi.edu	01232-243048

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23	NIRC	VARANASI	F BLOCK IIND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002	Foundation			Mr. Ashish Tiwari	varanasi@icsi.edu	7800937000	
				Executive	I & II					
				Professional						
24	NIRC	YAMUNA NAGAR	DAV College for Girls, Academic Block-4, Jagadhri Road, Yamuna Nagar-135001	Foundation		Jan-17	Mr. Upendra Kumar	yamuna.nagar@icsi.edu	9812573452	
25	SIRC	AMARAVATI	1st FLOOR HINDU COLLEGE & HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR-522003	Executive	I & II	Jan-17	Mr. S. Gaddam	amaravati@icsi.edu	0863-2233445	
26	SIRC	BANGALORE	No-5, 1st MAIN ROAD, KSSIDC INDUSTRIAL ESTATE, 6TH BLOCK, WEST OF CHORD ROAD, RAJAJI NAGAR BANGALORE-560010	Foundation		07.11.2016	Mr. Maitreya	bangalore@icsi.edu	7760976362	
				Executive	I&II					
27	SIRC	CALICUT	CALICUT CHAPTER OF SIRC OF ICSI, A-3,29/2084, 2ND FLOOR, RAHIYAN BUILDING, K.T. GOPALAN ROAD, KOTOOLI,CALICUT - 673016	Foundation		02.01.2017	Ms. Sheeba	calicut@icsi.edu	0495-2374702	
				Executive	I & II	07.01.2017				
				Professional	I, II & III	09.01.2017				
28	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, MUNGAMBAKKAM, CHENNAI - 600 034	Foundation		19.12.2016	Mr. C. Murugan	chellah.murugan@icsi.edu	9443796311	
				Executive	I & II					
				Professional	I, II & III					01.03.2017
29	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE-641 009.	Foundation		10.12.2016 09.01.2017	Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497	
				Executive	I & II					
				Professional	I, II & III					21.01.2017
30	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAIRATABAD,HYDERABAD-500004.	Foundation		Jan-17	Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292	
				Executive	I & II					
31	SIRC	KOCHI	KOCHI CHAPTER,ICSI HOUSE, NO 65/635, JUDGES AVENUE RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS, KALOOR ERNAKULAM - 682017	Foundation			Mr Sree Kumar T S	kochi@icsi.edu	0484-4050502/2402950	
				Executive						
32	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADURAI - 625001	Foundation		26.12.2016	Mr. T.Raja	t.raja@icsi.edu & madurai@icsi.edu	9843155753	
				Executive	I & II	02.01.2016				
				Professional	I, II & III					

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33	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BUILDING IIND FLOOR BEJAI MANGALORE 575004	Foundation		18.01.2017	SHANKAR B	sankara.badi@icsi.edu	0824-2216482/9886400332
				Executive	I & II				
34	SIRC	MYSORE	MYSORE CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES, METAGALLI MYSORE- 570016	Foundation		Jan-17	Mr. N.Dhanabal	dhanabal.n@icsi.edu	9731242336
				Executive	I & II				
35	SIRC	PALAKKAD	1st FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD-678004	Foundation		07.01.2017	Ms. Roby Joseph	palakkad@icsi.edu	0491-2528558
				Executive	I & II				
36	SIRC	SALEM	No-318, SRI MAHARAJ ILLAM, AZHAGU VINAYAGAR STREET NAGARAMALAL MAIN ROAD, FAIRLANDS POST ALAGAPURAM, SALEM - 636016	Executive	I & II	Jan-17	Mr. Sunder Swamy S	salem@icsi.edu	8754340840
37	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation		02.01.2017	Soumya S	soumya@icsi.edu	9495631592
				Executive	I & II				
38	SIRC	THIRUVANANTHAPURAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTOM, TRIVANDRUM -695004	Foundation		Jan-17	S V Vinod Kumar	Vinod.Sreerama@icsi.edu	8089522663
				Executive	I & II				
39	SIRC	VISAKHAPATNAM	D.NO. 49-26-6 , 1ST FLOOR OPP POLLOCKS SCHOOL NEAR JK TYRE SHOWROOM SANKARAMATAM ROAD MADHURANAGAR,VISAKHAPATNAM - 530016	Foundation		Jan-17	Mr. Sivaramakrishna	prv.sivaramakrishana@icsi.edu	0891-2533516
				Executive	I & II				
40	WIRC	AHMEDABAD	ICSI AHMEDABAD CHAPTER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD, AHMEDABAD - 380009	Foundation		Jan-17	Mr. Rohit Khunt	rohit.khunt@icsi.edu	8905036321/ 079-30025335
				Executive	I & II				
41	WIRC	BHOPAL	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation		Nov-16	Ms. Amita Mahiya	bhopal@icsi.edu	0755-2577139
				Executive	I & II	Dec-16			
42	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRASTH APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation		Jan-17	Vasant H Kerkar	goa@icsi.edu	8322435033
				Executive	I & II				

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43	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAGANJ, INDORE-452001	Foundation		10.01.2017	Ms. Anika Baldwa	indore@icsi.edu	0731-424818/2494352
				Executive	I & II				
44	WIRC	KOLHAPUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F-4 Panch Bunglow, Shahupuri, Kolhapur-416001	Foundation		05.01.2017	Ms. Archana Karmakar	kolhapur@icsi.edu	0231-2526160
				Executive	I & II				
				Professional					
45	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive		15.11.2016	Mr. Bannashankar Dasari	bannashankar.dasari@icsi.edu	9223542195
			MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive					
46	WIRC	NAGPUR	NAGPUR CHAPTER OF ICSI,3RD FLOOR, AVINSHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation		19.01.2017	Mr. Sudhakar Atsawaru	nagpur@icsi.edu	0712-2453276
				Executive	I & II				
47	WIRC	NASHIK	BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTRA-422005	Foundation			Mr. Amit Kumar	amit.kumar_n@icsi.edu	8796090345
48	WIRC	NAVI MUMBAI	ICSI-COVRT, OFFICER NO-204, 2ND FLOOR, PLOT NO- 101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI-400614	Foundation		15.01.2017	Ms. Lachmi Bhatt	navimumbai@icsi.edu	022-2757816
				Executive	I & II				
49	WIRC	PUNE	CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR. JOSHI HOSPITAL,PUNE - 411037	Foundation		15.12.2016	MR. P.S. EMMANUEL	ps.emmanuel@icsi.edu	8149121488
				Executive	I & II				
50	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GURRATI SCHOOL, RAIPUR -492001	Foundation		20.11.2016	Mr. Prafulla Kumar Dash	raipur@icsi.edu	0771-2582618
				Executive	I & II				
				Professional					
51	WIRC	SURAT	TRJUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT- 395001	Foundation		02.01.2017	Mr. Goutam Karmakar	goutam.karmakar@icsi.edu	8013214546
				Executive	I & II				

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SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	MODULE	Date of Commencement of Batch	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT No. OF THE CO-ORDINATOR
52	WIRC	THANE	ICSI THANE CHAPTER, 201-202 SAI PLAZA COMPLEX GOBUNDER ROAD NEAR KAPURBAWADI JN, OPP TO ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607	Foundation		15.11.2016	Mr. Soujit Das	soujit.das@icsi.edu	7506104313
				Executive	I & II	15.11.2016			
53	WIRC	VADODARA	ICSI VADODARA CHAPTER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C. DUTT ROAD VADODARA - 390007	Foundation		06.12.2016	Mr. Amit Kumar Nagar	amit.nagar@icsi.edu	8980949075
				Executive	I & II				

****For any clarification/Assistance/Guidance you may mail to shalini@icsi.edu**

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https://www.icsi.edu/WebModules/ICSI_CLASS_TEACHING_GUIDELINES.pdf

CS Olympiad

The CS Olympiad was successfully conducted in two phases i.e. on 15th September, 2016 and 4th October, 2016. CS Olympiad was conducted in 29 States/ Union Territories, 398 Cities, 1308 Schools and enrolled 36191 Students. The Institute wishes to thank all its existing students in propagating the details about CS Olympiad among the prospective students. Besides, the CS Olympiad was also conducted in more than 10 Schools in Gulf Region, Bhutan, Srilanka, Singapore, Uganda, etc. The Institute wishes to thank all its existing students in propagating the details about CS Olympiad among the prospective students. The result of Company Secretary Olympiad has also been declared. As per the result Muskan Yadav of RPS Public School, Village Surana, District Narnaul, Haryana has attained the top rank amongst all the students of 11th Class who have appeared. V Harini studying in Pushpalata VidyaMandir, Sivanthi Patti Road, Thyagaraja Nagar, Tirunelveli, Tamilnadu attained the top rank amongst all the students of 12th class who have appeared. The second rank for class 11th and 12th has been bagged by Akshit Aggarwal, BhavanVidyalaya, Sector 27-B, Madhya Marg, Chandigarh and Abhishek Mawandiya, Maharaja Agrasen Vidyalaya, Near Samrat Dairy, Memnagar, Ahmedabad, Gujarat respectively.



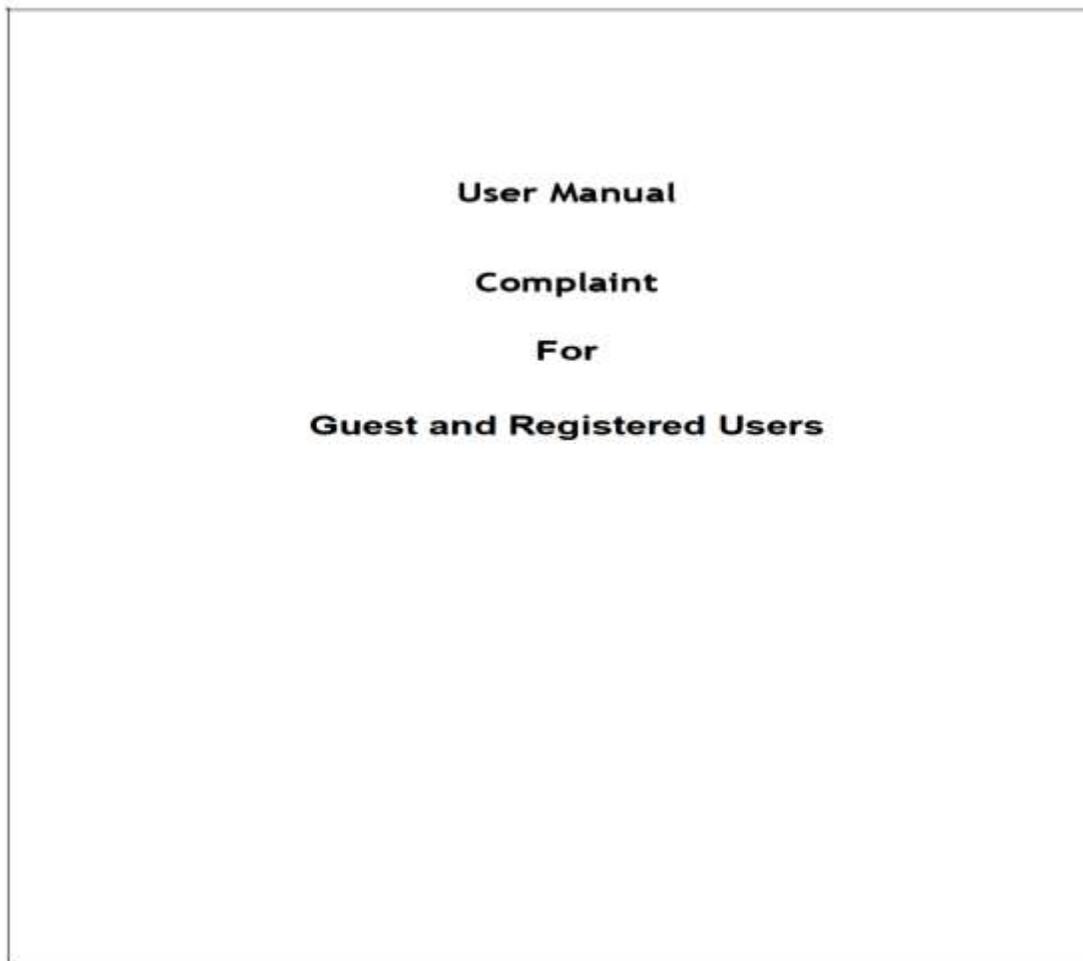
ATTENTION FOUNDATION STUDENTS!!

CANCELLATION OF EXEMPTION GRANTED ON THE BASIS OF 60% OR MORE MARKS IN DECEMBER 2014 SESSION OF FOUNDATION EXAMINATION

STUDENTS OF FOUNDATION STAGE WHO HAVE BEEN GRANTED EXEMPTIONS BASED ON ATTAINING 60% OR MORE MARKS IN DECEMBER 2014 ARE HEREBY INFORMED THAT THE SAID EXEMPTIONS STANDS CANCELLED WITH IMMEDIATE EFFECT AS THE SAME WERE VALID FOR THREE EXAMINATION SESSIONS, WHICH ENDED WITH JUNE 2016 EXAMINATION.

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 not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below in the user manual:-



ICSI-SMASH Complaint User Manual

Table of Contents

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1. Complaint: For Guest or Registered User.....	3
1.1 Guest User.....	3
1.2 Registered User.....	4
1.3 Track Complaint.....	5

ICSI-SMASH Complaint User Manual

Introduction: User will log complaints through Complaint module as a guest or registered user and generate the complaint number against each complaint. Registered user will log complaint from their account and guest user will log complaint through public URL.

Complaint user manual is covered for below users' processes-

- Complaint: Guest or Registered User (Register and Track Complaint) and
- Complaint: Administrator (Track and Manage Complaint)

1. Complaint: For Guest or Registered User

Register a Complaint



Screen: Log Complaint

- User double click the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open, and type the URL <https://smash.icsi.in/Scripts/login.aspx> in the web browser address bar. Above screen will be displayed.
- User mouse over header menu link "Complaint" and click on sub menu "Register A Complaint". Page will redirect to "Register A Complaint" page.

1.1 Guest User

By default "Guest User" option will be selected on Register A Complaint page. The guest user will fill the complaint form as appears in below "Register a Complaint" screen. All red asteric fields are mandatory fields.

- Guest user will enter demographic and contact information.
- Once the guest user selects the relevant topic and sub-topic, related FAQ will be displayed to the user as a link.
- The Guest user will explain complaint in the Complaint Description area box.
- The Guest user can upload supporting documents if any under Document Upload panel.
- The Guest user will submit the complaint by clicking on the "Submit" button.

ICSI-SMASH Complaint User Manual

- Upon complaint submission, a complaint number is generated and sent to the user through email or SMS.

Register a Complaint
*Mandatory Fields

Guest User Registered User

First Name *

Middle Name

Last Name

Email Id *

Confirm your Email Id *

Date of Birth *

Country *

State/Province *

District *

City *

Mobile Number *

Topic *

Sub Topic *

Complaint Description *

Document Upload

File Name

Following Document formats are allowed (pdf, png, jpg, jpeg) with maximum size limit of 1 mb.

Verification Code *

* File should be having extensions .pdf, .png, .jpg, .jpeg only.

* The size of file should be less than 1 MB.

* At the time of registering a complaint, Member of the Institute please mention his/her Membership No in complaint details text box.

User select date of birth from the date

User can remove entered date of birth

User select relevant Topic

User select relevant Sub Topic

User click on browse button and locate file

After browsing file user upload relevant file by clicking on Upload

User enter verification code in the text box as display on the screen.

User can refresh verification code by clicking on refresh icon.

1.2 Registered User

User select registered user radio button, page redirects to User Login page. The registered user has to enter the login credentials to login into the portal. Registered user authentication credentials are:-

- **User Id:** User enter registered User's User Id
- **Password:** User enter registered User's Password
- **Verification Code:** User enter verification code which is displayed on screen

ICSI-SMASH Complaint User Manual



- Once the authenticate credentials have been verified by the system, the system will allow the user to log into account successfully.
- After login, registered user will navigate to “Register a Complaint page” through the Complaint link. By default and fill the Register a Complaint page as in above screen. Registered users’ demographic and contact information will be prefilled.

1.3 Track Complaint



ICSI-SMASH Complaint User Manual

User click on “Complaint Number” and page redirect to “Complaint/Grievance” page.

- User will view registered complaint status.
- User will download uploaded complaint supporting document detail if exist.
- User will view Remarks to Complaint History if exist.
- User will view any SMS/Email correspondence.



Complaint / Grievance

COMPLAINT LIST

Sl.No.	State	Type	Sub Type	Comments
123456	Andhra	Academic	Study Material Query Problem	Clear print quality

Uploaded Document Detail

Sl.No.	Uploaded On	Download Attachment
1	22/06/16	Download Download → User can download uploaded complaint

Remarks to Complaint History

Sl.No.	Sl.No.	Type	Sub Type	Remarks	Remarks Given By	Status
No records Found						

SMS/Email

Sl.No.	State	Type	Description
1	(22/06/16)	SMS	Dear Candidate/How Complaint/How Complaint,Use your complaint number is 00200123. We will process your complaint ASAP.
2	(22/06/16)	Email	Dear Candidate/How Complaint/How Complaint,Use your complaint number is 00200123. We will process your complaint ASAP.

Request History

Sl.No.	State	Remarks
No records Found		

Close → User click on Close button to close Complaint/Grievance page



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

New Syllabus for Foundation Programme

ICSI Notification No.4 (updated)of 2017 Introduction of New Syllabus for the Foundation Programme of the Company Secretaryship Course

The Council of the Institute of Company Secretaries of India in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980, as amended by the Company Secretaries (Amendment) Act, 2006 approved the Syllabus (2017) for the Foundation Programme of the Company Secretaryship Course, as under:

- The Syllabus (2017) for Foundation Programme shall comprise of four papers.

PAPER 1: BUSINESS ENVIRONMENT AND LAW

PAPER 2: BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP

PAPER 3: BUSINESS ECONOMICS

PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

- The mode of examination will be Computer based MCQs.
- The New Syllabus (2017)for the Foundation Programme shall be applicable for the students who register in Foundation Programme on or after 1st April 2017. The first examination under New Syllabus (2017) for Foundation Programme shall be conducted in June 2018. . The detailed contents for each of the Four papers of the Foundation

Programme under the Syllabus (2017) and the switchover scheme as approved by the Council are as under:

Scheme of Papers

DETAILED SYLLABUS FOR FOUNDATION PROGRAMME

PAPER 1: BUSINESS ENVIRONMENT AND LAW

Level of Knowledge: Basic Knowledge

Objective: To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of business laws.

PART A: BUSINESS ENVIRONMENT (40 MARKS)

1. Business Environment

Introduction and Features; Concepts of Vision & Mission Statements; Types of Environment-Internal to the Enterprise(Value System, Management Structure and Nature, Human Resource, Company Image and Brand Value, Physical Assets, Facilities, Research & Development, Intangibles, Competitive Advantage),External to the Enterprise(Micro- Suppliers, Customers, Market Intermediaries; Macro-Demography, Natural, Legal & Political, Technological, Economy, Competition, Socio-cultural and International); Business Environment with reference to Global Integration; Comparative Analysis of Business Environment: India and Other Countries

2. Forms of Business Organization

Concept and Features in relation to following business models- Sole Proprietorship; Partnership; Company; Statutory Bodies and Corporations; HUF and Family Business; Cooperatives, Societies and Trusts; Limited Liability Partnership; OPCs; Other Forms of Organizations.

3. Scales of Business

Micro, Small and Medium Enterprises; Large Scale Enterprises and Public Enterprises; MNCs

4. Emerging Trends in Business

Concepts, Advantages and Limitations-Franchising, Aggregators, Business Process Outsourcing (BPO) & Knowledge Process Outsourcing (KPO); E-Commerce, Digital Economy

5. Business Functions

Strategic- Planning, Budgetary Control, R&D, Location of a Business, Factors affecting Location, Decision Making and Government Policy; Supply Chain-Objectives, Importance, Limitations, Steps, Various Production Processes; Finance-

Nature, Scope, Significance of Financial Management, Financial Planning (Management Decisions – Sources of Funds, Investment of Funds, Distribution of Profits); Marketing- Concept, Difference between Marketing and Selling, Marketing Mix, Functions of Marketing; Human Resources- Nature, Objectives, Significance; Services- Legal, Secretarial, Accounting, Administration, Information and Communication Technology; Social Functions.

PART B: BUSINESS LAWS (60 MARKS)

6. Introduction to Law

Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases

7. Elements of Company Law

Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-Governance

8. Elements of Law relating to Partnership and LLP

Nature of Partnership and Similar Organizations- Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners- New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership; Limited Liability Partnership Act.

9. Elements of Law relating to Contract

Meaning of Contract; Essentials of a Valid Contract; Nature and Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency

10. Elements of Law relating to Sale of Goods

Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of Unpaid Seller.

11. Elements of Law relating to Negotiable Instruments

Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument- Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments.

12. Elements of Information Technology Act

Cyberspace; Cyber laws; Scope of Cyber Laws; Classification of Cyber Crime; Information Technology Act 2000; Regulation of Certifying Authorities; Adjudication.

13. Role of CS- Duties and Responsibilities, Areas of Practice

Introduction; Role of Company Secretary under Companies Act, 2013- Role of Company Secretary in Employment, Role of Company Secretary in Practice; Recognition to Company Secretary in Practice under Various Laws.

PAPER 2: BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP

Level of Knowledge: Basic Knowledge

Objective: To acquaint with the basic principles of management, ethics, communication techniques and entrepreneurship

PART A: BUSINESS MANAGEMENT (40 Marks)

Nature of Management and its Process

Meaning, Objectives, Importance; Nature of Management- Science, Art, Profession; Evolution of Management; Management Functions- Planning, Organising, Personnel Management, Directing and Control; Principles of Management- Fayol and Taylor
Principles; Managerial Skills; Task and Responsibilities of Professional Manager

1. Planning

Concept, Features, Importance, Limitations; Planning process; Types of Plans- Objectives, Strategy, Policy, Procedures, Method, Rule, Budget; Plan vs Programme- Policies and Procedures; Decision making

2. Organizing

Concept, Features, Importance, Limitations; Organising process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation

3. Human Resource Management

Concept, Features, Importance, Limitations; Recruitment process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Management; Appraisal Methods; Human Resource Planning; Talent Management; Organization Development

4. Direction and Co-ordination

Direction: Concept, Features, Importance, Limitations; Elements of Directing- Supervision, Motivation, Leadership, Communication; Co-Ordination-Concept, Features, Importance, Limitations; Co-Ordination Types- Internal and External; Co-Ordination- the Essence of Management

5. Controlling

Concept, Features, Importance, Limitations; Control process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control devices; Relationship between Planning and Controlling

6. Recent Trends in Management

Change Management; Crisis Management; Total Quality Management; Risk Management; Global Practices

PART B: BUSINESS ETHICS (10 MARKS)**7. Business Ethics**

Overview of Ethics in Business; Elements; Ethical principles in Business- Indian and Ancient Indian Perspective

PART C: BUSINESS COMMUNICATION (25 MARKS)**8. Business Communication**

Concept, features, importance, limitations; means of Communication- Written, Oral, Visual, Audio Visual; Principles and Essentials of Business Communication; Process of Communication; Barriers to Communication

9. Essentials of Good English

Grammar and Usage; enriching vocabulary, words- multiple meaning, single word for a group of words, choice of words, words frequently misspelt, punctuations, prefix and suffix, parts of speech, articles; synonyms and antonyms, tenses, idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation, Latin, French and Roman words used in abbreviated form; Legal Terminologies- idioms and phrases

10. Business Correspondence

Introduction; Meaning of Business Correspondence; Importance of Business Correspondence; Essential Qualities of a Good Business Letter; Parts of a Business Letter; Types of Business Letters; Human Resource; Purchase; Sales; Accounts

11. Interdepartmental Communication

Internal memos; messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations, Chambers of Commerce and Public Authorities

12. E Correspondence

Concept of E-Correspondence: Web, Internet; Concept of e-mail- History of E-mail, Features; Electronic Mail System- optimizing personal e-mail use, proper E-mail Correspondence, E-Mail Etiquette; Advantages and Disadvantages of E-mail; Intranet- Benefits of Intranet, Purpose of Intranet

PART D: ENTREPRENEURSHIP (25 MARKS)**13. Entrepreneurship**

Four Key elements of Entrepreneurship; Traits of an Entrepreneur; Characteristics of an Entrepreneur; Who is an Entrepreneur; Why Entrepreneurship; Types of Entrepreneur

14. Entrepreneurship-Creativity and Innovation

Creativity and Innovation in an Entrepreneurial organisation; Tools for Environment Scanning- SWOT Analysis, PESTLE Analysis, Porters approach to Industry Analysis; Environmental Scanning Process; Types of Environmental Scanning; Market Assessment; Assessment of Business Opportunities- Developing Effective Business Plans, identification and evaluation of the opportunity, Determination of the required Resources, management of the resulting enterprise

15. Growth and Challenges of Entrepreneurial Ventures

Entrepreneurial opportunities in contemporary business environment; Strategic Planning for emerging venture- Financing the entrepreneurial Business, Resource Assessment- Financial and Non-Financial; Fixed and Working Capital Requirement; Funds flow; Sources and means of Finance; Managing the growing Business- Effecting Change, Modernization, Expansion and Diversification

16. Social Entrepreneurship

Introduction; Definition of Social Entrepreneurship; Who is a Social Entrepreneur; how to identify a Social Entrepreneurship Opportunity; Creating a social business model; Funding social ventures; Strategies for success; Challenges for the Indian Social Enterprise Sector

17. Government Initiatives for Business Development

Skill India; Ease of Business; Start Up India; Stand Up India

PAPER 3: BUSINESS ECONOMICS

Level of Knowledge: Basic Knowledge

Objective: To familiarize the basic concepts and theories of economics, elementary statistics and mathematics.

PART A: ECONOMICS (80 MARKS)**1. The Fundamentals of Economics**

The Economic Problem-Scarcity and Choice; Nature and Scope- Positive and Normative Economics, Micro and Macro Economics; Central Problems of an Economy; Production Possibility Curve; Opportunity Cost; Working of Economic Systems; Economic Cycles

2. Basic Elements of Demand and Supply

Demand- Meaning, Demand Schedule, Individual and Market Demand Curve, Determinants of Demand, Law of Demand, Changes in Demand; Supply- Meaning, Supply Schedule, Individual and Market Supply Curve, Determinants of Supply, Law of Supply, Changes in Supply; Equilibrium of Demand and Supply- Determination of Equilibrium Price and Quantity, Effect of a shift in Demand or Supply; Elasticity of Demand and Supply

3. Theory of Consumer Behaviour

Cardinal Utility Approach-Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility; Indifference Curve Approach- Indifference Curves, Properties of Indifference Curves, Budget Line, Consumer's Equilibrium

4. Theory of Production and Costs

Theory of Production- Factors of Production, Basic Concepts, Production Function, Law of Variable Proportions, Returns to Scale; Producer's Equilibrium- Least-Cost Factor Combination and Output Maximisation for a given Level of Outlay; Theory of Costs- Basic Concepts, Short-run Total Cost Curves- Fixed and Variable, Short-run Average and Marginal Cost Curves, Relationship between Average and Marginal Cost Curve, Average and Marginal Cost Curves in the Long-run

5. Analysis of Markets

Basic Concepts of Revenue, Revenue Curves, Relationship between Average and Marginal Revenue Curve; Concept of Market and Main Forms of Market; Equilibrium of the Firm- Meaning, Objectives of the Firm, Total Revenue-Total Cost Approach, Marginal Revenue-Marginal Cost Approach; Price and Output under Determination Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly.

6. Indian Economy- An Overview

Basic Characteristics of the Indian Economy; Major Issues of Development; Development Experience and Recent Trends in Indian Economy; Indian Economy in Comparison to Major Economies of the World

7. Basic Elements of Money and Banking

Concept of Money-Its Functions, Quantity Theory of Money, Credit Creation; Central Bank (Reserve Bank of India)-Role and Functions; Commercial Banks-Role and Functions; Basic Elements of E-Banking; Monetary Policy in India

PART B: ELEMENTARY STATISTICS (20 MARKS)**8. Descriptive Statistics**

Statistics- Definition, Functions, Scope, Application in Business, Law of Statistics, Limitations of Statistics; Collection and Presentation of Statistical Data-Primary and Secondary Data, Classification and Tabulation, Frequency Distribution, Cross Tabulation; Diagrams and Graphs; Measures of Central Tendency-Mean, Median, Mode; Measures of Dispersion-Mean Deviation, Standard Deviation, Range, Coefficient of Variation; Bi-variate Analysis-Covariance, Coefficient of Correlation.

9. Mathematics of Finance and Elementary Probability

Mathematics of Finance-Simple Interest, Compound Interest; Time Value of Money-Compounding & Discounting, Present Value & Future Value of an Annuity; Probability- Random Experiments, Sample Spaces, Events and Probability, Approaches to Probability- Classical & Empirical; Expected Value.

PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic Knowledge

Objective: To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

PART A: FUNDAMENTALS OF ACCOUNTING (70 MARKS)**1. Theoretical Framework**

Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards - Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline - Valuation Principles, Accounting Estimates

2. Accounting Process

Documents & Books of Accounts- Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance; Capital and Revenue- Expenditures and Receipts; Contingent Assets and Contingent Liabilities; Rectification of Errors

3. Bank Reconciliation Statement

Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book /Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement

4. Depreciation Accounting

Brief of various Methods; Computation and Accounting Treatment of Depreciation (Straight line and Diminishing Balance Method); Change in Depreciation Methods

5. Preparation of Final Accounts for Sole Proprietors

Preparation of Profit & Loss Account; Balance Sheet

6. Partnership Accounts

Goodwill- Nature of Goodwill and Factors Affecting Goodwill; Methods of Valuation- Average Profit, Super Profit and Capitalization Methods; Treatment of Goodwill; Final Accounts of Partnership Firms- Admission of a Partner, Retirement/Death of a Partner, Dissolution of a Partnership Firm; Joint Venture and Consignment Account

7. Introduction to Company Accounts

Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

8. Accounting for Non-Profit Organizations

Receipt and Payment Accounts; Income and Expenditure Accounts

9. Computerized accounting environment

Basic Utility of SAP, TALLY, ERP

PART B: FUNDAMENTALS OF AUDITING (30 MARKS)**10. Auditing**

Concepts and Objectives; Principles of Auditing; Types of Audit; Evidence in Auditing; Audit Programmes

11. Audits and Auditor's Reports

Internal Audit; Statutory Auditor- Appointment, Qualification, Rights and Duties; Secretarial Audit- An Overview; Cost Audit- An Overview; Reporting- Types, Meaning, Contents, Qualifications

Scheme of Paperwise Exemptions for Switch over from Syllabus (2012) to Syllabus (2017) for Foundation Programme Examination

- All candidates registered under Syllabus (2012), enrolled for the Foundation Programme examination shall be examined under Syllabus (2017), from June 2018 session onwards, i.e., candidates shall be compulsorily switched over from Syllabus (2012) to Syllabus (2017) for Foundation Programme Examination with effect from June 2018.

Paperwise Exemption Scheme

- The Scheme of Paper-wise Exemption in corresponding subjects for switching over from Syllabus (2012) to Syllabus (2017) for Foundation Programme shall be as under:

Subjects under Syllabus (2012)	Corresponding Subjects under Syllabus (2017)
Business Environment and Entrepreneurship	Business Environment and Law
Business Management, Ethics and Communication	Business Management, Ethics and Entrepreneurship
Business Economics	Business Economics
Fundamentals of Accounting and Auditing	Fundamentals of Accounting and Auditing

- The students under Syllabus (2012) compulsorily switched over to Syllabus (2017) would be provided with Study Material free of cost for Foundation Programme under Syllabus (2017) in their respective subjects.

Qualifying Marks

- The qualifying marks for Foundation Programme Examination will remain as per Regulation 39A(3) of The Company Secretaries Regulations, 1982, as under:

A candidate shall be declared to have passed in the Foundation Programme Examination if he obtains at one sitting a minimum of forty per cent marks in each subject and fifty per cent marks in the aggregate of all subjects.

Provided that a candidate who has appeared in all the subjects for which he was enrolled and has obtained sixty per cent marks or above in any subject, but failed shall be declared to have passed in the subsequent examination if he obtains a minimum of forty per cent marks in each remaining subject and fifty per cent marks in the aggregate of the remaining subjects at one sitting within the next three following examinations.

Qualification Based Exemption Scheme

All graduates or post graduates (excluding fine arts) and those passed in the Foundation Examination of The Institute of Cost Accountants of India (ICAI-CMA) or CPT Examination of The Institute of Chartered Accountants of India (ICAI) or of any other accountancy institution in India or abroad recognized as equivalent thereto by the Council of the Institute shall be exempted from passing the Foundation Programme Examination. Such students may directly seek registration to Executive Programme of Company Secretaryship Course.

**By order of the Council
CS Dinesh C. Arora
Secretary**

INSTRUCTIONS TO EXAMINEES**COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME****JUNE - 2017**

COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME WOULD BE HELD ON 3RD AND 4TH JUNE, 2017 AS PER TIMING GIVEN IN THE ADMIT CARD. 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, every candidate is advised to verify all the details mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Registration Number, 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, 011-66204999.**
2. Candidates should carry with them (i) Admit Card; and (ii) Student Identity Card to the Examination Centre every day for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.
3. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate's signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.
4. Candidates are advised to ensure that they are in possession of a valid Identity Card (Downloaded Student Identity Card from www.icsi.edu duly attested by the authorized official(s). 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 put the signature on the downloaded Identity Card and get it attested by Gazetted Officer/Member of ICSI/Principal of Recognized School/Manager of Nationalised Bank, etc. 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 viz. Passport, Driving Licence, PAN Card, UID Aadhaar Card, Voter Card, etc. to establish their identity *vis-à-vis* the particulars appearing in the Enrollment Details / Attendance Sheet. Please handover one identical photograph to the Superintendent of Examination Centre for affixing the same on the Attendance Sheet.
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 were required to regularize their admission by submitting proof of passing 10+2 Examinations within six months from the date of registration. Candidates who have not complied with the requirements are not eligible to appear in the examinations.
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 and 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 papers).
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 a candidate should 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 had 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 i.e., Paper 1 or 2 (on first day i.e. 3rd June, 2017) or Paper 3 or 4 (on second day i.e. 4th June, 2017) 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, Smart Watch 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 threaten or blackmail any person connected with conduct of examination or attempt 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 may 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 the particulars of such candidates will be suitably notified in the Institute's official bulletins.

18. Candidates' eligibility to appear in the CS Foundation Programme Examination shall be subject to the provisions of 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 answer 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 all the questions, *i.e., 100 questions for both the papers (50 questions in case of exemption in one paper)* of their examination. The 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. Hence, the candidates in their own interest 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 the 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 question 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 answered all the questions of 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 examination timing, system will automatically save, finish and submit the examination.
3. No candidate shall be permitted to leave the examination hall/room/lab **until the expiry of 45 minutes** after commencement of the examination.
4. 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.
5. Candidates shall remain cautious while clicking **“FINISH”** button and warnings. On clicking the **“FINISH”** button after **“WARNING-3”**, **examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and answer marked by the candidate shall be considered for purposes of result.**
6. A **“Thank you”** message will appear confirming the completion, finishing and submission of the examination.
7. 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/unused with them when 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 communicate in any manner with other candidates or with outsiders.
- (c) Tamper/attempt to tamper with computer system or pose hindrance in the smooth conduct of the examination.
- (d) Leave the examination centre without the permission of the invigilator.
- (e) Use prohibited aids or carry banned items in the examination premises/room/hall/lab, etc. such as mobile phones, I-pad, palmtop, smart watch, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, watch alarms, listening devices, recording or photographic devices etc.
- (f) Attempt to copy examination questions and /or examination responses (in any format) from the fellow candidate/ 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 results of the examination and/or student-ship 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.

News from Region



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

NORTHERN
INDIA
REGIONAL
COUNCIL

SUCCESS (don't just wish for it, work for it)

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for Best
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**EXEMPLARY OT CLASSES
THROUGH CREATIVE
& EFFECTIVE LEARNING**

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concession in
the NIRC
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December 2017, Examination

Grab opportunity for attending
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NIRC-ICSI for very reasonable fees
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- Scholarship to those who obtained Rank at Northern Region.
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- Facility for participation in Moot Court.
- Subject wise special lectures by **eminent faculties**.
- Facility for participation in **Campus Placement** for training.
- Facility of Personality Grooming - Participation in Talks on Motivation, Public Speaking, Stress Management etc. and cultural activities
- Facility of providing crash courses.
- Facility for organising special revisionary batches.

**DATE OF
COMMENCEMENT**

1st Batch from 9th June 2017

2nd Batch from 29th June 2017

*Free membership of
the Delhi Public
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students*

VENUE:
NIRC-ICSI, 4, PRASAD NAGAR
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NEW DELHI-110005
*(Walking distance
from Rajendra Place Metro Station)*

The Schedule of the classes is as under

STAGE	DIFFERENT BATCH TIMINGS	NO. OF LECTURES	FEE (RS.)	DAYS
Professional Module I	8.00 AM - 10.00 AM	120 (40 lectures per subject)	8,500/- (full module)	Daily one lecture (one subject)
Professional Module II	10.30 AM - 12.30 PM	120 (40 lectures per subject)	8,500/- (full module)	Daily one lecture (one subject)
Professional Module III	4.30 PM – 6.30 PM	120 (40 lectures per subject)	8,500/- (full module)	Daily one lecture (one subject)
Executive Module I	7.30 AM - 9.30 AM (Batch 1) 10.00 AM -12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM - 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	140 (35 lectures per subject)	8,000/- (full module)	Daily one lecture (one subject)
Executive Module II	7.30 AM - 9.30 AM (Batch 1) 10.00 AM -12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM - 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	105 (35 lectures per subject)	7,000/- (full module)	Daily one lecture (one subject)
Foundation	7.30 AM - 9.30 AM (Batch 1) 10.00 AM -12.00 Noon (Batch 2) 12.00 Noon - 2.00 PM (Batch 3) 2.30 PM - 4.30 PM (Batch 4) 4.30 PM – 6.30 PM (Batch 5)	120 (30 lectures per subject)	7,000/- (full module)	Daily one lecture (one subject)

The key features of the classes at NIRC-ICSI

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- ❖ Financial assistance to the students under Economically Weaker Section (EWS).
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- ❖ Exclusive Trainees Campus for OTC Students.
- ❖ Facility of LCD projectors in class rooms.
- ❖ Subject wise notes in soft copy may be provided to the students.
- ❖ Facility of Library with all latest books.
- ❖ Class test will be conducted and performance of the students will be evaluated.

- ❖ Guidance to students by expert faculties on giving presentations on varied topics.
- ❖ Organization of Parents'- Teachers' Meet and sharing of progress of the students.
- ❖ Facility for providing subject wise case study session.
- ❖ Facility of Guidance Program by Expert faculties for appearing in examinations.
- ❖ Facility for providing counselling session for examination pattern and amendment classes.
- ❖ Facility of Interaction with faculties and senior members to clear the doubts about career prospects as Company Secretary.
- ❖ Facility for providing after class support i.e. after completion of the classes of subject.
- ❖ Student will be in touch with the Institute and will be well aware of all the information/developments at the Institute including Training Programs like EDP, PDP, 15 days Academic Programme etc., and Competitions like Elocution, Moot Court and Company Law Quiz etc.
- ❖ Opportunity to participate in varied competitions like Essay writing, Drawing/Painting, Debate, Slogan writing etc.
- ❖ Facility for knowledge updation - Participation in students' seminars/conferences/workshops/Industrial visits etc.
- ❖ Career & other guidance and direct interaction with the CS fraternity.
- ❖ Latest update.

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.
- Subject-wise coaching is also provided
- Weekend batches may also be organised subject to availability of sufficient number of students in each batch

Interested students may deposit the fee at ICSI-NIRC Building, 4, Prasad Nagar Institutional Area, New Delhi-110005 by Online/Cash/Demand Draft drawn in favour of the NIRC of the ICSI payable at New Delhi. For further details please contact:

011-49343000 or email at niro@icsi.edu; beena@icsi.edu or visit www.icsi.edu/niro



ICSI -SIRO

CLASS ROOM TEACHING

<i>Stage</i>	<i>Date of Commencement</i>	<i>Fee</i>
Executive Programme Classes Module-I Morning Batch for December 2017 examination	01.05.2017	Rs. 6100/-
Executive Programme Classes Module-II Evening Batch for December 2017 examination	01.05.2017	Rs. 5600/-
Foundation Programme Morning Batch for December 2017 examination	10.07.2017	Rs. 5100/-
Foundation Programme Evening Batch for December 2017 examination	10.07.2017	Rs. 5100/-

ICSI -EIRO

TENTATIVE SCHEDULE OF STUDENTS TRAINING & 15 DAYS ACADEMIC PROGRAM (i.e. 2 day Induction, 3 days e-governance, 5 days Skill Development & 5 days entrepreneurship development program) UPTO JUNE, 2017							
BCs/Chapters	2 day Induction	3 days e-governance	5 days Skill Development	5 days entrepreneurship development program	MSOP	EDP	MONTH
EIRC	16.06.2017 to 17.06.2017; 27.06.2017 to 28.06.2017		21.06.2017 to 25.06.2017		14.06.2017 to 30.06.2017		JUNE



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Statutory body under an Act of Parliament

EASTERN
INDIA
REGIONAL
COUNCIL

EIRC jointly with Hooghly Chapter organises

29th Regional Conference of Student Company Secretaries

30TH JULY, 2017

CENTENARY HALL, UNIVERSITY OF CALCUTTA

Activities

- ❖ Motivational Session
- ❖ Quiz
- ❖ Technical Session
- ❖ Paper Presentation
- ❖ Cultural Event (including Dance, Songs and Games)
- ❖ Prize Distribution

Fee: Rs. 300/-
(till 30.06.2017)

Rs. 350/-
(till 15.07.2017)

Rs. 400/-
(16.07.2017 onwards)

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Eastern India Regional Office, 3A, Ahiripukur 1st Lane, Kolkata – 700 019

Hooghly Chapter, KrishnaKunj Apartment, 89/114/2, D N Banerjee Road, Rishra – 712248

SCHOLARSHIP SCHEME

ICSI-EIRC is pleased to announce Scholarship Scheme for pursuing Company Secretary Course with the support of few Private Charitable Foundation / Trust. The Scholarly Students need financial help to pursue further studies in CS may contact Regional Director at the following address for information in detail.

DVNS Sarma
Regional Director
ICSI-EIRC House,
3A, Ahiripukur 1st Lane,
Kolkata – 700 019
Ph: 033- 22901065/ 2283 2973
Mail: eiro@icsi.edu



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- Reference
- Guidelines Answers

Library registration is open for students

Step to get register for library

- ❖ Fill the application form
- ❖ Student Identity Card
- ❖ 2 Passport size photograph
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- ❖ Security Amount Rs. 500/-

For further details contact

Dr. Tapas Kumar Roy, Assistant Director, ICSI-EIRO
Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO
ICSI-EIRC House, 3A, Ahiripukur 1st Lane, Kolkata - 700 019
Ph: 033- 2283 2973 / 2290 2178

Email: tapas.roy@icsi.edu / rukmani.nag@icsi.edu





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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.



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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.

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Editorial Team

SONIA BAIJAL, DIRECTOR

MANINDER DEEP CHEEMA, ASSISTANT PROFESSOR

Directorate of Professional Development, Perspective Planning and Studies

For views/suggestions/feedback please write to : academics@icsi.edu