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!!
**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.

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

- **Words**
  - Oral
  - Written

- **Pictures**
  - Visual Aids
  - Charts
  - Blue prints
  - Models on Somebody's Face
  - Posters

- **Actions**
  - Handshake
  - Purposeful Silence
  - Smile or a frown

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 raises 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/

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Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday - Friday) at 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:
- Vyavsaayik Arthshastra, Part – I, by M D Aggarwal
- Vyavsaayik Vatavaran Avem Udhiamitta by Gupta & Chaturvedi
- Vyavsaayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavsaayik Arthashasttra Part – II, by S C Sharma,
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabbandh 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
- Pratibhouti Sanniyaam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam 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 Abhistaantarn - 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:
Process 2: Process to change correspondence/permanent address

Step 1: After Log in

Step 2: To change Correspondence address
Step 3:

![Change Address Form]

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
**UPDATION OF E-MAIL ADDRESS/MOBILE NUMBER**

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

**STUDENT IDENTITY CARD**

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

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a 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](http://www.icsi.edu). Students, who have already uploaded/submitted their Senior Secondary Examination Marksheet/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.

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:

**Step-1**
Click on the following link to visit the SMASH Portal:

[SMASH PORTAL]

The following screen opens:

**Step-2**
Students may directly visit the Reset/Create Password link:

[RESET OR CREATE PASSWORD]

The following screen opens:

Enter the Registration Number and Verification Code

**Step-3**
The following screen opens:

Enter Registration Number, Date of Birth, Country, Mobile Number and Email Id (the details should exactly match with those appearing in the Old System) and click on the Submit Button.
Step 4  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:

![Forgot Password Screen]

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.

Step 5  On entering the One Time Password, the following screen opens:

![Create Password Screen]

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.

Step 6  The following screen opens:

![Password Created Confirmation]

Password is created, say, Student@123
**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:

![Image showing browser window with pop-up settings](image-url)

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.

<table>
<thead>
<tr>
<th>Step 7</th>
<th>Click on OK button, you are now ready to login to the new portal and avail the Online Services.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visit the SMASH portal and login to your Online Account by entering your UserId (Registration Number) and the newly created password.</td>
</tr>
</tbody>
</table>

**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 Secretariatship 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:

<table>
<thead>
<tr>
<th>Study Centre</th>
<th>Name of the University/College</th>
<th>Full Address</th>
<th>Contact Person with Designation</th>
<th>Mobile</th>
<th>E-Mail Id</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jalgaon</td>
<td>G. H. Raisoni Institute of Business Management, Jalgaon</td>
<td>Gat No 57/1, Sirsoli Road, Mohadi, Jalgaon, Maharashtra 425001</td>
<td>Dr. Preeti Aggarwal, Director / Mr. Raj Kumar A. Kankaria</td>
<td>09604010444/0257-2264884/9011768391</td>
<td><a href="mailto:preeti.aggarwal@raisoni.net">preeti.aggarwal@raisoni.net</a></td>
<td><a href="http://www.raisoni.net">www.raisoni.net</a></td>
</tr>
<tr>
<td>2 Bilaspur</td>
<td>Drona College of IT Applied Social Science, Bilaspur</td>
<td>In front of Kanan Zoo, Pendar, Sakri, Bilaspur-495001, Chhattisgarh</td>
<td>Mr. Akash Pandey, Chairman</td>
<td>07752-214336/09425535514</td>
<td><a href="mailto:dronacollege@gmail.com">dronacollege@gmail.com</a>/ <a href="mailto:info@dronacollege.com">info@dronacollege.com</a></td>
<td><a href="http://www.dronacollege.com">www.dronacollege.com</a></td>
</tr>
<tr>
<td>3 Shillong</td>
<td>Shillong College, Shillong</td>
<td>Laitumkhrah, Shillong, Meghalaya 793003</td>
<td>Prof. Shankar Sharma,</td>
<td>9436335399</td>
<td><a href="mailto:shankar.s.sharma@gmail.com">shankar.s.sharma@gmail.com</a></td>
<td><a href="http://www.shillongcollege.ac.in/">http://www.shillongcollege.ac.in/</a></td>
</tr>
<tr>
<td>4 Bilhai</td>
<td>G D Rungta College of Science &amp; Technology, Bilhai</td>
<td>Rungta Education Campus, Kohka Road, Kurud-490024(C.G)</td>
<td>Dr. Manoj Verghese</td>
<td>09229155538/0788-6666666</td>
<td><a href="mailto:dr.manoj.verghese@rungta.ac.in">dr.manoj.verghese@rungta.ac.in</a></td>
<td><a href="http://www.rungta.ac.in">www.rungta.ac.in</a></td>
</tr>
<tr>
<td>5 Hubli - Dharwad</td>
<td>DR. D.G Shetty Educational Society’s RS Shetty College of Commerce, Dharwad</td>
<td>“Jana Degula”, Near K.C.M.F. Lakammahalli Industrial Area, P.B. Road, Dharwad-580004, Karnataka</td>
<td>Dr. D.G. Shetty, Principal</td>
<td>0836-2465327/2465105/09343400038</td>
<td><a href="mailto:drdeshetty@yahoo.in">drdeshetty@yahoo.in</a></td>
<td><a href="http://www.dgses.org">www.dgses.org</a></td>
</tr>
<tr>
<td>6 Moradabad</td>
<td>Teerthankar Mahaveer Institute of Management &amp; Technology, Moradabad</td>
<td>TMIMT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh</td>
<td>Prof. Vipin Jain, Principal/Director</td>
<td>09917200216/09829574261</td>
<td><a href="mailto:ed.tmimt@tmu.ac.in">ed.tmimt@tmu.ac.in</a></td>
<td><a href="http://www.tmu.ac.in">www.tmu.ac.in</a></td>
</tr>
<tr>
<td>No.</td>
<td>City</td>
<td>College Name</td>
<td>Address</td>
<td>Contact Person</td>
<td>Contact Number</td>
<td>Email</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>----------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Solapur</td>
<td>Hirachand Nemchand College of Commerce, Solapur</td>
<td>S W H Marg, Ashokwark Chowk, New Pacha Peth, Walchand Collage Campus, S W H Marg, Solapur, Maharashtra 413006</td>
<td>Mrs. Sarika Mahindra Kar</td>
<td>9370323585</td>
<td><a href="mailto:sarikamahindrkar33@gmail.com">sarikamahindrkar33@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Srikakulam</td>
<td>Sri Sai Krishna Junior College, Srikakulam</td>
<td>Onway Traffic, Day &amp; Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam-532001, Andhra Pradesh</td>
<td>Dr. N. Appanna, Principal &amp; Coordinator</td>
<td>08942-2253042/09440315789</td>
<td><a href="mailto:nprnptnail@yahoo.com">nprnptnail@yahoo.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Vizianagram</td>
<td>Sri Boddhi Krishna Degree College, Vizianagaram</td>
<td>Dr. No-4-7-7, Kothagaraharam, Near ICICI Bank, Vizianagaram-535001, Andhra Pradesh</td>
<td>Mr. B.M.M Krishna Rao</td>
<td>08922-226454/09440312474</td>
<td><a href="mailto:boddhikrishna226454@gmail.com">boddhikrishna226454@gmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Ujjain</td>
<td>Lokmaya Tilak Science &amp; Commerce College, Ujjain</td>
<td>Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore</td>
<td>Dr. Govind Gandhe</td>
<td>0734-2563833/0942533566</td>
<td><a href="mailto:itsccollegeujjain@rediffmail.com">itsccollegeujjain@rediffmail.com</a></td>
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<td>Municipal College, Rourkela</td>
<td>Udit Nagar, Dist. Sundergarh, Rourkela - 769012, Odisha</td>
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<td>Silliguri College of Commerce, Silliguri</td>
<td>P.O. : SILIGURI, DARJEELING-734001, West Bengal</td>
<td>Dr. Asim Kumar Mukerjee, Principal</td>
<td>0835-2423294/2436817</td>
<td>silliguricolegef.com</td>
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<td>Tirunelveli</td>
<td>J.P College of Arts &amp; Science, Tirunelveli</td>
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<td>Rohtak</td>
<td>G B Degree College, Rohtak</td>
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<td>Bir Bikram Memorial College,Agartala, College Tila, Agartala-799004, Tripura</td>
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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 :-

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<th>CHAPTER</th>
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Page 4 of 6
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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:-

*User Manual*

*Complaint*

*For*

*Guest and Registered Users*

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**Table of Contents**

- **Introduction**: .......................................................... 3
- 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.
- Upon complaint submission, a complaint number is generated and sent to the user through email or SMS.

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
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

User will search registered complaint by mobile number or email id or complaint number.

Search result will be displayed in the Search Result grid.
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.
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

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 vsProgramme-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**

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**

**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:

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<tbody>
<tr>
<td>Business Environment and Entrepreneurship</td>
<td>Business Environment and Law</td>
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<tr>
<td>Business Management, Ethics and Communication</td>
<td>Business Management, Ethics and Entrepreneurship</td>
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<tr>
<td>Business Economics</td>
<td>Business Economics</td>
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<tr>
<td>Fundamentals of Accounting and Auditing</td>
<td>Fundamentals of Accounting and Auditing</td>
</tr>
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- 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.


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/markd 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/attempts 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

EXEMPLARY OT CLASSES THROUGH CREATIVE & EFFECTIVE LEARNING

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

50% concession in the NIRC library membership fees

Award for Best Students

December 2017, Examination

Grab opportunity for attending Oral Tuition classes organized by NIRC-ICSI for very reasonable fees with all modern facilities, Highly Qualified, Experienced, Renowned & Dedicated faculties

- Scholarship to those who obtained Rank at Northern Region.
- Subject-wise Mock Test
- 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

VENUE:
NIRC-ICSI, 4, PRASAD NAGAR INSTITUTIONAL AREA,
NEW DELHI-110005
(Walking distance from Rajendra Place Metro Station)
The Schedule of the classes is as under

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

- Award for meritorious students of OTC.
- Financial assistance to the students under Economically Weaker Section (EWS).
- 50% concession in the NIRC library membership fees.
- 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

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

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

<table>
<thead>
<tr>
<th>Chapters/Program</th>
<th>2 day Induction</th>
<th>3 days e-governance</th>
<th>5 days Skill Development</th>
<th>5 days entrepreneurship development program</th>
<th>MSOP</th>
<th>EDP</th>
<th>MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIRC</td>
<td>16.06.2017 to 17.06.2017; 22.06.2017 to 26.06.2017</td>
<td>21.06.2017 to 25.06.2017</td>
<td>14.06.2017 to 30.06.2017</td>
<td>JUNE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)

You can pay online through the link given below:
https://paytm.com/education?op=The%20Institute%20Company%20Secretaries%20India&type=registration

Further details and information will be shared with you soon.

For registration, please contact:
Eastern India Regional Office, 3A, Ahipuruk 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, Alipore 1st Lane,
Kolkata – 700 019
Ph: 033- 22901065 / 2283 2973
Mail:eiro@icsi.edu
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 e-library is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription.

ONLINE ENGLISH LEARNING PROGRAMME

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

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

The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.
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