

CS FOUNDATION COURSE

(e-bulletin for Foundation Programme Students)

March 2017



Message From The President

यत्र नार्यस्तु पूज्यन्ते रमन्ते तत्र देवताः ।

यत्रैतास्तु न पूज्यन्ते सर्वास्तत्राफलाः क्रयाः ॥

(जहां स्त्रीजाति का आदर-सम्मान होता है, उनकी आवश्यकताओं-अपेक्षाओं की पूर्ति होती है, उस स्थान, समाज, तथा परिवार पर देवतागण प्रसन्न रहते हैं । जहां ऐसा नहीं होता और उनके प्रति तिरस्कारमय व्यवहार किया जाता है, वहां देवकृपा नहीं रहती है और वहां संपन्न कये गये कार्य सफल नहीं होते हैं।)

(Where women are honored, divinity blossoms there; and where they are dishonored, all actions remain unfruitful.)

Inside This Issue

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Writing this message in the month of March, when whole world would be celebrating International Women's Day, I feel so proud of rich heritage and culture of Ancient India literature, where women have contributed so magnificently for gifting pearls of knowledge to all upcoming generations. Be it Gargi, Ghosha, Lopamudra, Sulabha, Maitreyi, or Pandya, women were the best of the scholars of their time and also were active in politics and administration. I have heard that there are 20 women who contributed towards writing hymns in our Vedas and Upnishads.

To my young upcoming governance professionals, my message would be to learn from these great women scholars and study their work in depth, so that it helps you to enrich your knowledge base as a professional as well as a human being. At the same time, create an environment, where women of modern India may get same platform as was provided to the women in Ancient India, after all, women are the creatures who are exclusively blessed with the power to create, nurture and transform this Universe. Let us make a pledge to make them to utilize this special power gifted to them to the maximum. Let us play our part to assist them to strike a 'Work-Family' balance in their lives so that most of them can be best version of themselves and spread their wings to contribute towards growth and development of their families, Society and Nation and open avenues of economic, occupational and political freedom to them. Let them spread their wings and sing "Mein Choo Sakti Hu Aakaash, Mujhe Muake Ki Hai Talaash".

And, at the same time, my message to all my women students would be to prove your abilities and be ready to take up your roles and responsibilities as excellent Governance professionals in your Boardrooms and ensure your contribution to the National Governance. Let us keep this verse in our mind:

परस्परविरोधिन्योरेकसंश्रयदुर्लभं । संगमं श्रीसरस्वत्योर्भूयादुद्भूतये सताम् ॥

Above shaloka translates to "The conflicting attributes of wealth and learning rarely co-exist in one person. Let there be such a rare union of Goddess Lakshmi and Goddess Saraswati for the benefit of the good people.' I wish for you all to be such a rare combination and celebrate the spirit of womanhood.

Also, we are delighted at the ideas and suggestions you all are sending for the betterment of this profession. Keep sending these to my office, so that together, we can march forward and contribute towards taking our profession towards sky-rocketing growth and excellence.

Happy reading.

Best wishes.

CS (Dr.) Shyam Agrawal
President, ICSI

Academic Guidance

Contract: A Bird's Eye-View *

Introduction

The term contract occupies an imperative place in the Commercial transactions all around the world. Every commercial transaction is made up of contracts at different stages with different people. It would not be incorrect to state that without a contract, it would be difficult to carry on trade or any other business activity and an employment too. It is not only the business which is concerned with the Contract Act, but it affects everybody involved in that business transaction. Affects all of us since everyone enters into some kind of a contract every other day without being aware of it. Eating out in a hotel, travelling by bus, taking property on lease, buying anything from movie tickets to buying a house, are all contracts which may be either express(written or verbal) or implied (implied by conduct).

Law on Contracts: An Overview

Being an important aspect of commercial transactions, it demands an structured regulation; therefore, to regulate the contract since its formation till discharge, we have Indian Contract Act, 1872 which is considered as one of the most promising and structured law to govern contractual transactions in India. The objective of the Contract Act is to ensure that the rights and obligations arising out of a contract are honored and that legal remedies are made available to those who are affected.

The Contract Act, 1872 lays down general principles of contract. It defines the boundary or limit within which parties can agree upon anything. It further clarifies the circumstances in which it will be legally obligatory to perform a promise; provides remedies for breach etc. For example minor's contract is not binding on him. Social promises are not binding in law. Contracts without consideration, barring certain exceptions, are void.

Contracts create personal rights and obligations for the parties to the contract: particularly vital for business community: It means, specific persons who are parties to contract have rights and duties against each other. This is an example set of Right in Personam; wherein there are other legal rights and obligations which are not created by contracts but are available against the whole world. Like a right not to be defamed, or a right not to be harmed, right to enjoy one's property. These rights are called Right in Rem.

Meaning of a Contract

What is a Contract : As per section 2 (h) of the Indian Contract Act, 1872 (Hereinafter referred as an Act), a Contract is an Agreement enforceable by law.

What is an Agreement: An Agreement is defined in section 2 (e) of the Act which is a promise or set of promises forming the consideration for each other.

* Dr. Gargi Rajvanshi, Assistant Director, ICSI.

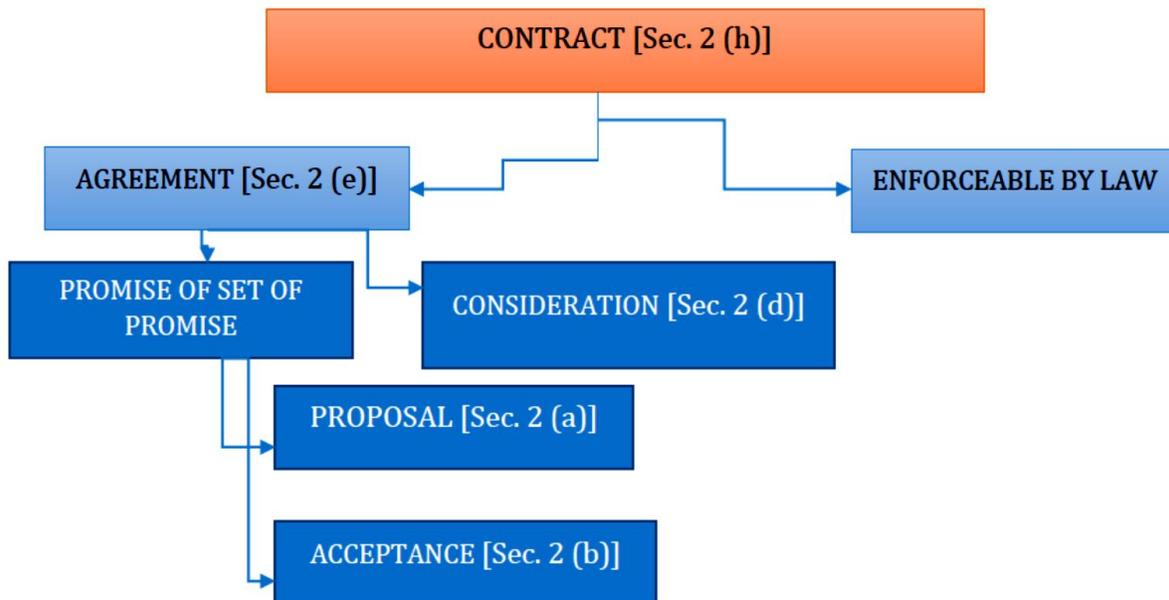
The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

What is a Promise: In reference to section 2 (b), a Promise is a proposal which is accepted and subsequently becomes a promise. Therefore, an Agreement = Offer + Acceptance

What is a Proposal: Section 2 (a) defines proposal as an expression of willingness to do something with a view to seek the assent of the other party. Thus, mere expression of willingness doesn't constitute offer/proposal.

What is an Acceptance: It is an act of giving assent to the proposal. Section 2 (b) states that When a person to whom the proposal is made, signifies his assent thereto, the proposal is said to be accepted.

What is Consideration: Though consideration is comprehensively defined under section 2 (d) of the Act, but in the simplest way, it means the "Price of the Promise".



Essential of Contract

Essential Elements of a Contract as defined in Section 10 of the Indian Contract Act 1872, which are listed as below :

Agreement - Offer and Acceptance

Offer : As per Section 2(a) when one person signifies to another his willingness to do or to abstain from doing anything, with a view to obtaining the assent of that other to such act or abstinence, he is said to make a proposal. Essential of Valid Offer includes as below :

- Must be made with a view to obtain consent;
- Must be made with the intention of creating legal relation;
- Terms of offer must be definite, unambiguous & certain of capable of being made certain;
- It must be distinguished from mere declaration of intention or invitation of offer;
- It must be communicated to offeree;
- It must not be contain a term the non-compliance of which may be assume to amount to acceptance.

Acceptance : When a person to whom the proposal is made, signifies his assent thereto, the proposal is said to be accepted. A proposal, when it is accepted, becomes a promise Elements of Acceptance are as below:

- It must be absolute & unqualified;
- It must be communicated to the Offeror;
- It must be according to the mode prescribed;
- It must be given in specified time.

Legal purpose

The object and consideration must be for lawful purposes and should not have any color of unlawful activities,

Lawful Consideration

As per section 25 a contract without consideration is void. A contract without consideration is called nudum pactum which means bare promise lacking the enforceability of law. Consideration means something in return to the promisor. Though law recognizes few exception to this rule like gifts under natural love and affections, time barred debt, and promise to compensate the gratuitous acts.

Capacity to contract

Capacity means legal ability of a person to enter in to contract. As per section 10 every person who are competent to enter in to contract if

- He is of the age of majority;
- He is of sound mind; and
- He is not disqualified by law from contracting.

Consent to contract

Consent to the contract must be free. According to section 13 and 14 the consent is said to be free when it is not caused by

- Coercion;
- Undue influence;
- Fraud;
- Misrepresentations; and
- Mistake.

Lawful object

Under the following circumstances, the object and consideration may be unlawful

- It is forbidden by law;
- When it is defeating any provision of law;
- When it is fraudulent;
- When it cause to injury to a person or property of a person;
- When it is opposed public policy or immoral.

Certainty

The offer should be certain.

Possibility of Performance

The Offer should be possible of performance. For Example if one says that I will give you INR 1000, if you could please get me stars from the sky. This contract is not valid as the act is possible of performance.

Not expressly declared void

It should not be expressly declared void by the law in force. For example due to the ban on liquor in State of Bihar, all the agreements of buying and selling liquor stood void.

Legal formalities like Writing, Registration etc.

When a specific contract demand writing or registration or both etc., then they should be formed in accordance with the applicable laws.

All the above ingredients must be satisfied in every valid contract. It can be noted that all contracts are agreements, but not all agreements are contracts.

Discharge of contract

Discharge of contract means terminating the contractual relationship between the parties to a contract. When the contract is discharged all the right and liability of contracting parties are extinguished and their relationship comes to an end. A Contract can be discharged by following ways

- By Performance;
- By agreement;
- By lapse of time;
- By operation of law;
- By impossibility of performance;
- By committing breach of contract.

Remedies for Breach of Contract

Law provides following remedies in case of breach of a contract.

- Resession of contract
- Restitution of contract
- Suit for specific performance
- Suit for injunction
- Suit for quantum merit
- Suit for damages which includes a) General damages b) Special damages c) Exemplary damages and d) Nominal damages.

Conclusion

Indeed the one of the major objective of the contract is to smoothen the functionalities of trade and commerce and to remove maximum probabilities of doubt and ground of non-performance at

the part of parties to the contract. Under this perspective, the objective of the principles underlined in the Contract Act, 1872 is to ensure that the rights and obligations arising out of a contract are honored and that legal remedies are made available to an aggrieved party against the party failing to honor his part of agreement. The Indian Contract Act makes it obligatory that commitments agreed in the contract are performed and compels the defaulters to honor their commitments. Along with, the enforcement tendered via the specified law on contract also ensures the trust of the parties in the contractual obligations agreed and thus promoting the culture of trade and commerce worldwide.

References :

- Furmston Michael (2016), Cheshire, Fifoot and Furmston's Law of Contract, 16th Edition, Oxford University Press, Oxford.
- Indian Contract Act, 1872.
- Singh Avtaar (2017), Law of Contract and Specific Relief, 12th Edition, Eastern Law Company, India.
- Concise Commentary The Indian Contract Act, 1872 (9 of 1872) With Exhaustive Case Law, (2017), 2nd Edition, Universal Law Publication, India.



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Student-ICSI Academic CONNECT

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

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



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

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 Udhiamitta 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 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 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.



'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 March, 2014 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period at the end of February 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.

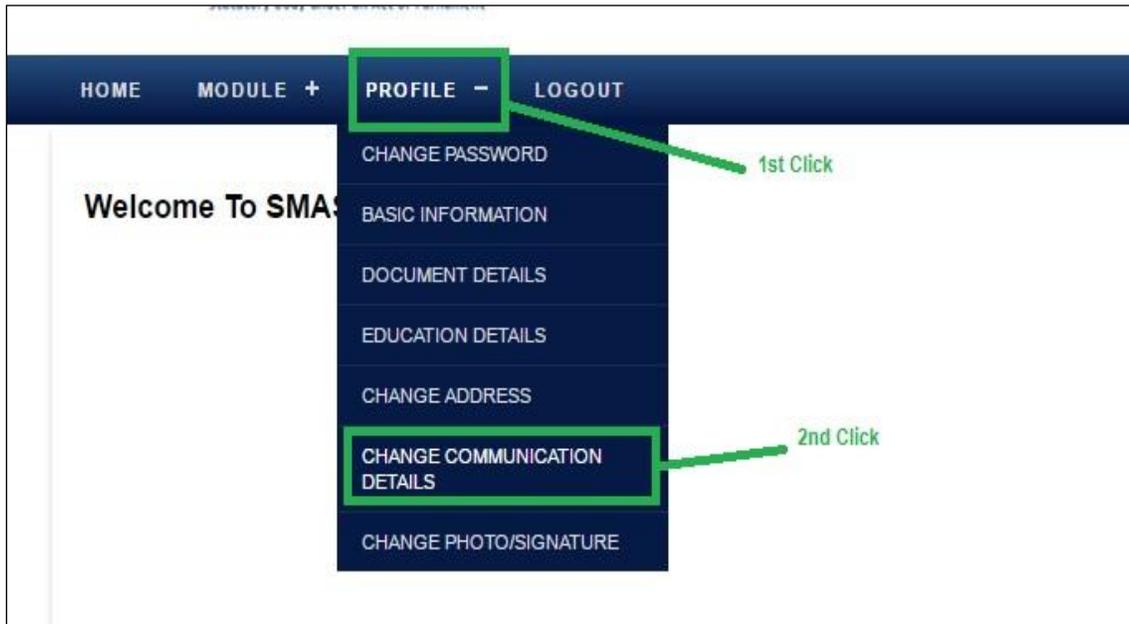
CHANGE OF ADDRESS/CREATION OF PASSWORD

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 header includes the logo of 'THE INSTITUTE OF Company Secretaries of India' and the text 'Welcome: 31' and 'Home Logout'. The navigation bar shows HOME, MODULE +, PROFILE +, and LOGOUT. The form has a blue header 'Change Communication Details'. It contains the following fields:

Current Mobile Number	917777777777	Enter your new mobile number
Update New Mobile Number	91 <input type="text"/>	
Current Email Address	abc@gmail.com	Enter your new email address
Update New Email Address	<input type="text"/>	

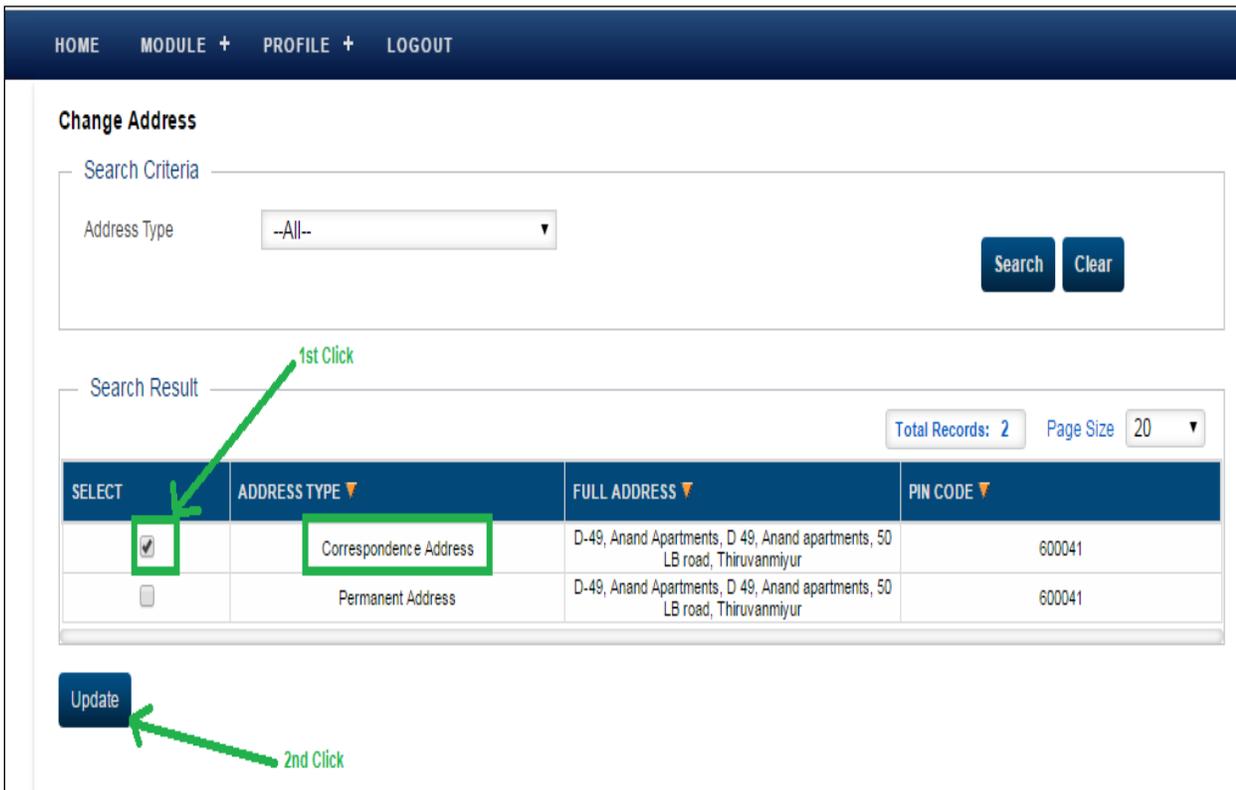
At the bottom left, there is a 'Save' button. A green arrow points to it with the text: 'After Updating Communication detail, click on "Save" button'.

Process 2: Process to change correspondence /permanent address

Step 1: After Log in



Step 2: To change Correspondence address



Step 3:

Change Address

Country *	<input type="text" value="Select Country"/>	
State/Province *	<input type="text" value="Select State"/>	
District *	<input type="text" value="Select District"/>	
City *	<input type="text" value="Select City"/>	
Address Line 1 *	<input type="text"/>	
Address Line 2 *	<input type="text"/>	
Address Line 3 *	<input type="text"/>	
Postal Code *	<input type="text"/>	

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*	<input type="text"/>	
New Password*	<input type="text"/>	(Minimum 8 Characters)
Confirm Password*	<input type="text"/>	(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!

Migration to the New Online Portal

As the students are aware, the Institute has migrated to new Online Portal for most of the services being provided to the students. It has been observed that some of the students have reported minor issues while logging into the new portal due to the reasons furnished below. For the convenience of students, the solutions have been mentioned against each issue.

S. No.	Difficulty Faced	Solution
1	The system is not resetting the password even after entering my e-mail id, mobile number and date of birth	Students are essentially required to enter the E-Mail Id, Mobile Number and Date of Birth as appearing in the existing portal and in case there is any mismatch, they will not be able to reset the password. In such case, students are advised login to the Old System and recheck the Mobile Number, E-Mail Id and Date of Birth as appearing in the Old System.
2.	The system is not allowing me to login to the Portal even after resetting the password	It has been observed that students are resetting the Password in the Old System and trying to login to the New Portal with the passwords to reset under the old system. Students are advised to reset the password at the following link only : https://smash.icsi.in/Scripts/GetPassword.aspx The manual for resetting the password is available at the following link https://www.icsi.in/Student/Portals/0/Sitemap/ICSI-SMASH%20UserManual%20Reset%20Password.pdf
3.	The system is not accepting the passwords being entered	Students are advised to follow the criteria mentioned on the portal for passwords i.e. Upper Case, Lower Case, Numeric Character, Special Character, etc. For example, sample patterns to be used are Ss@12345, Ww@123a, Taak!782, etc.
4.	The system is again asking for resetting the Password after logging into the portal	As a security feature, all the users are required to reset the password at their "FIRST LOGIN" to the portal. The words "Old Password" means the latest / current password entered by the students in the new portal.
5.	The system is not displaying the photograph and signature as uploaded by the students	The photographs and signatures as uploaded by the students are displayed in the profile only after approval of such requests by the Institute. However, students may submit the examination form (even if the photograph & signature as uploaded by them is not being displayed) and submit the request. The photograph and signature will be updated on its approval.

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

The screenshot shows the 'Select Your Institution' page on the National Scholarship Portal. The 'Institution State' is set to 'DELHI' and the 'Institution District' is set to 'NEW DELHI'. A green button labeled 'Get Institution List' is visible. Below it, a table lists various institutions. The 6th entry, 'THE INSTITUTE OF COMPANY SECRETARIES OF INDIA(9)(-)', is circled in blue. A modal dialog box is open over the table, displaying the message 'You have selected THE INSTITUTE OF COMPANY SECRETARIES OF INDIA(9)(-) institution' with an 'OK' button.

S.No	Institution Name
1	OISHWARI...
2	GUAMIA MILITARYSARAJIA UNIVERSITY...
3	OMANOVIKAS COMPREHENSIVE REHABILITATION AND RESEARCH CENTRE(44066)(NEW DELHI)
4	OMATA SUNDRI COLLEGE FOR WOMEN NEW DELHI((d10900021))(NEW DELHI)
5	OTHE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA(NIC OF ICAI)(-)
6	OTHE INSTITUTE OF COMPANY SECRETARIES OF INDIA(9)(-)
7	OTHE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)-NEW DELHI(45022)(-)

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/indiacs>

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

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.

Schedule of Submission of Examination Form pertaining to June, 2017 Session of Examinations

Eligible students desirous of appearing in June, 2017 Session of CS Foundation Programme Examinations may please note that the last dates for submission of online examination form & changes thereof are as under :-

Particulars	Last Date
Submission of examination form and fee for appearing in Foundation Programme (Computer-based) Examinations without Late Fee	25 th March, 2017
Submission of examination form and fee for appearing in Foundation Programme (Computer-based) Examinations with Late Fee	9 th April, 2017

(* Tentatively, the online facility for submission of examination form will be activated on 26th February, 2017

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, 38 Study Centres have been opened at the following locations: -

SL No	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	Gat No 57/1, Sirsoli Road, Mohadi, Jalgaon, Maharashtra 425001	Dr. Preeti Aggarwal, Director / Mr., Raj Kumar A Kankaria-	0960401044 4/ 0257-2264884 /9011768391	preeti.agarwal@raisoni.net	www.raisoni.net
2	Bilaspur	Drona College of IT Applied Social Science	In front of Kanan Zoo, Pendari, Sakri, Bilaspur-495001, Chhatishgarh	Mr. Akash Pandey, Chairman	07752-214336/ 0942553551 4	dronacollege@gmail.com / info@dronacollege.com	www.dronacollege.com
3	Shillong	Shillong College, Shillong	Laitumkhrah, 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,	Rungta Education Campus, Kohka Road, Kurud-490024(C.G)	Dr. Manoj Verghese	0922915553 8/ 0788-6666666	dr.manoj.verghese@runga.ac.in	www.rungta.ac.in
5	Hubli - Dharwad	DR. D.G Shetty Educational Society's RS Shetty College of Commerce,	"Jnana Degula", Near K.M.F. Lakammanhalli Industria Area, P.B.Road, Dharwad-580004, Karnataka	Dr. D.G.Shetty, Principal/	0836-2465327/ 2465105/ 0934340003 8	drdghetty@yahoo.in	www.dgses.org
6	Moradabad	Teerthankar Mahaveer Institute of Management & Technology	TMMIT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh	Prof. Vipin Jain, Principal/ Director	0991720021 0982957426 1	ed.tmimt@tmu.ac.in	www.tmu.ac.in
7	Solapur	Hirachand Nemchand College of Commerce	S W H Marg, Ashowk Chowk New Pacha Peth, Walchand Collage Campus, S W H Marg, Solapur, Maharashtra 413006	Mrs. Sarika Mahindra Kar	9370323585	sarikamahindrarakar33@gmail.com	www.hncc.org

8	Srikakulam	Sri sai Krishna Junior College	Onway Traffic, Day & Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam-532001,	Dr. N.Appanna, Principal & Coordinator	8942-2253042/09440315789	pvrm.patnaik@yahoo.com	-
9	Vizianagram	Sri Boddu Krishna Degree College	Dr. No-4-7-7, Kothagraharam, Near ICICI Bank, Vizianagram-535001, AP	Mr. B.M.M Krishna Rao	08922-226454/09440824742	boddukrishna.226454@gmail.com	-
10	Ujjain	Lokmanya Tilak Science & Commerce College	Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore	Dr. Govind Gandhe	0734-2563833/09425335568	itscollegeujain@rediffmail.com	-

11	Rourkela	Municipal College	Udit Nagar, Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661-2501838/9437085393	municipal_college@yahoo.co.in ; golakbiharidalabehera@gmail.com	http://www.municipalcollege.rkl.com/default.asp
12	Siliguri	Siliguri College of Commerce	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	Agarakattu, Tenkasi, Tirunelveli, - 627852, Tamilnadu	Dr. A.J.Ranjith Singh, Principal	04633-268321, 267123 /9443451076	jparts12@gmail.com	http://www.jpartscollege.org/
14	Rohtak	G B Degree College	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	Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Laxmi Nagar, Mathura, Uttar pradesh - 281003	Dr. Preeti Johari, Principal	0565-2505956/094212777091	principal@rcagirlscollege.org	www.rcagirlscollege.org
16	Tirupati	Seicom Degree & PG College	9-66/14A, New Maruthi Nagar Extension, Tirupati-517501	Mr.T.Praneeeth Swaroop, Director	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	Mr. Bharat singh Yadav	7617077770	bharatsinghyadav@hotmail.com	
18	Rampur	St. Anthony's School for Girls	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	Dr. Deepak Kumar Srivastava	8004191368/0551-2580	chairman.kipm@gmail.com	http://kipm.edu.in/mba/

22	Muzaffarnagar	D A V (P.G.) College,	Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh	Dr. P K Gupta, Principal	0131-2622667/	davcollege066@gmail.com ; info@davcollegemzn.org	www.davcollegemzn.org
23	Udupi	Trisha College	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 Dev kunvar Nanalal Bhatt Vaishnav College for women	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	Shah Bhagwanji Kachra Education complex, Near Octroi Post-Indira Gandhi Marg, Jamnagar-361004	Mrs. Snehal Kotal Palan	9998001596/02882563885	snehal.kotak@oshwaeducationtrust.org	http://www.ghgdn.oshwaeducationtrust.org/
26	Chennai	Dharmamurthi Rao Bahadur Calavala Cunan Chetty's Hindu College	DRBCC Hindu college, Pattabiram, Chennai-72	Prof M Venkatesa perumal	9444678613	mjawaharlalnehru1964@gmail.com	www.drbcchinducollege.ac.in
27	Durgapur	DSMS College of Tourism & Management	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	Near Durgabari Hall, rangagora road, Tinsukia-Assam- 786125	Dr. Rajib Bordoloi, Principal	0374-2332680	nehchalhalani81@gmail.com; karuna.goenka@gmail.com	www.wimcol.org/
29	Ahmednagar	New Law College	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	Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001	Dr. R Srinivasan	0413-2213504/09787703173	bgcwoffice@yahoo.com	http://bgcw.puducherry.gov.in/
31	Dimapur	Unity College	Residency Colony, Near Nagaland University, Residential Campus, Dimapur-797112	Dr. Sanjay Chhabra	03862-283589/09436004436	unitycollegedimapur@gmail.com	www.unitycollegedimapur.com

32	Itanagar	Rajiv Gandhi University	Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh	Dr. Tasi Kaye	9436896309	tasi.kaye@rgu.ac.in	www.rgu.ac.in
33	Gangtok	Sikkim University	6th Mile Samdur, P.O, Tadong, Gangtok-737102	Dr. S S Mahapatra	9821024283	contactus@cus.ac.in	www.cus.ac.in
34	Darrang	Kharupetia College	Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin-784115, Assam	Mr. Abdul Azia	9854165424	aaiz485@gmail.com	http://www.kharupetiacollege.org/
35	Tiruchirapalli	National College	Dindigul Main Road, Karumandapam, Tiruchirapalli-620001	Dr K Kumar	9443548859	kumark1965@yahoo.com	-
36	Perumbavoor	Jai Bharth Arts & Science College	Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerela	Dr. K.X Varhese	9446491047	k.x.varghese@gmail.com	www.jaibharathcollege.com
37	Akola	Shri Shivaji College of Arts, Commerce & Science	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	

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

Last Updated on:23.02.2017

[GUIDELINES FOR ICSI STUDY CENTRE](#)

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,JAGIVAN NAGAR DHANBAD- 826003	Foundation		15.11.2016	Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
				Executive	I & II				
3	EIRC	GUWAHATI	GUWAHATI CHPATER, HOUSE NO 7, RODALI PATH, HEAR JONALI BUIST 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, AHIRIPUKUR 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. Ratnesh 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 Arjana Cinema, M.G. Road), AGRA - 282005	Foundation		02.01.2017	Mr Ravi Krishna Srivastava	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, NARKULGANJ (NEAR UTSAV BARAT GHAR), BAREILLY - 243122	Foundation		15.11.2016	Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@rediffmail.com/ amit.kumar@icsi.edu	875575741/ 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		20.10.2016	Ms. Beena	beena@icsi.edu	011 49343009
				Executive	I & II				
13	NIRC	FARIDABAD	Institutional Plot No.-1A, Sector-16A, (Near Sai Baba Temple), Faridabad-121002	Foundation		01.12.2016	Mr. Makhan Lal	faridabad@icsi.edu	0129-4003761
				Executive	I & II				
14	NIRC	GHAZIABAD	GHAZIABAD CHAPTER, 23-B, NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation			Mr. Anil Kumar Upadhyay	ghaziabad@icsi.edu	0120-4559681, 9716011634
				Executive	I & II				
				Professional					
15	NIRC	GURGAON	FIRST FLOOR, DEENBANDHU SIR CHOOTU RAM BHAWAN JHARSA ROAD BEHIND SHIV MANDIR SECTOR 32 GURGAON-122002	Foundation		21.11.2016	Ms. Geeta	gurgaon@icsi.edu	0124-2380021
				Executive	I & II				
16	NIRC	JALANDHAR	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR- 144008	Foundation		02.01.2017	Mr. Vinay Kumar	vinay.kumar@icsi.edu	9041040129
				Executive	I & II				
17	NIRC	JAMMU	213 A (1st Floor), Shastri Nagar , Jammu-180004	Foundation		15.12.2016	Mr. Uday Prakash	jammu@icsi.edu	0191-2439242
				Executive	I & II				
18	NIRC	KANPUR	118/90, GUMTI PLAZA , KAUSHALPURI, KANPUR- 208012	Foundation		07.11.2016	Ms. Uma Devi gupta	uma.gupta@icsi.edu	8687116064
				Executive	I & II				
19	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR LUCKNOW - 226010	Foundation		Nov-16	Mr. Shiv Moorthi Tiwari, Mr. Raju Kumar	shiv.tiwari@icsi.edu, raju.kumar@icsi.edu	9450465499 05224109382
				Executive	I & II				
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		07.01.2017	Mr. Kushal Kumar	noida@icsi.edu	01204522058
				Executive	I & II				
22	NIRC	MODINAGAR	Opp. MM Printer, Near Modi Steels, Delhi-Meerut G.T. Road, Modinagar-201204	Foundation		Jan-17	Mr. Muneesh Bindal	modinagar@icsi.edu	01232-243048
				Executive	I & II				

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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, NUNGAMBAKKAM, CHENNAI - 600 034	Foundation		19.12.2016	Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
				Executive	I & II	01.03.2017			
				Professional	I, II & III				
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
31	SIRC	KOCHI	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 MADUARI - 625001	Foundation		26.12.2016	Mr. T.Raja	traja@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 Joshep	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	Foundation		Jan-17	Mr. Sunder Swamy S	salem@icsi.edu	8754340840
				Executive	I & II				
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-3252, 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 POLLOCK'S SCHOOL NEAR JK TYRE SHOWROOM SANKARAMATAM ROAD	Foundation		Jan-17	Mr. Sivaramakrishna	prv.sivaramakrishna@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. 146, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation		Nov-16	Ms. Amita Malviya	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				

43	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAGANJ, INDORE-452001	Foundation		10.01.2017	Ms. Anikita Baldwa	indore@icsi.edu	0731-424818/2494552
				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 Kamalakar	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	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, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation		19.01.2017	Mr. Sudhakar Aisalwaru	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-COGRIT, OFFICER NO-204, 2ND FLOOR, PLOT NO- 101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI-400614	Foundation		15.01.2017	Ms. Lachhmi Bhatt	navimumbai@icsi.edu	022-27577816
				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 GUJRATI SCHOOL, RAIPUR -492001	Foundation		20.11.2016	Mr. Prafulla Kumar Dash	raipur@icsi.edu	0771-2582618
				Executive	I & II				
				Professional					
51	WIRC	SURAT	1st FLOOR NEAR COLLECTOR OFFICE, ATHWAGATE SURAT- 395001	Foundation		02.01.2017	Mr. Goutam Karmakar	goutamkarmakar@icsi.edu	8013214546
				Executive	I & II				
Page 5 of 6									
52	WIRC	THANE	ICSI THANE CHAPTER, 201-202 SAI PLAZA COMPLEX GODBUNDER ROAD NEAR KAPURBAWADE JN. OPP TO ORION BUSINESS PARK, ABOVE VDIAY 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-IN-SHOP PLAZA OFFTEL TOWER-II, R. C. DUTT ROAD VADODARA - 390007	Foundation		06.12.2016	Mr. Amit Kumar Nagar	amit.nagar@icsi.edu	8980949075

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

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.



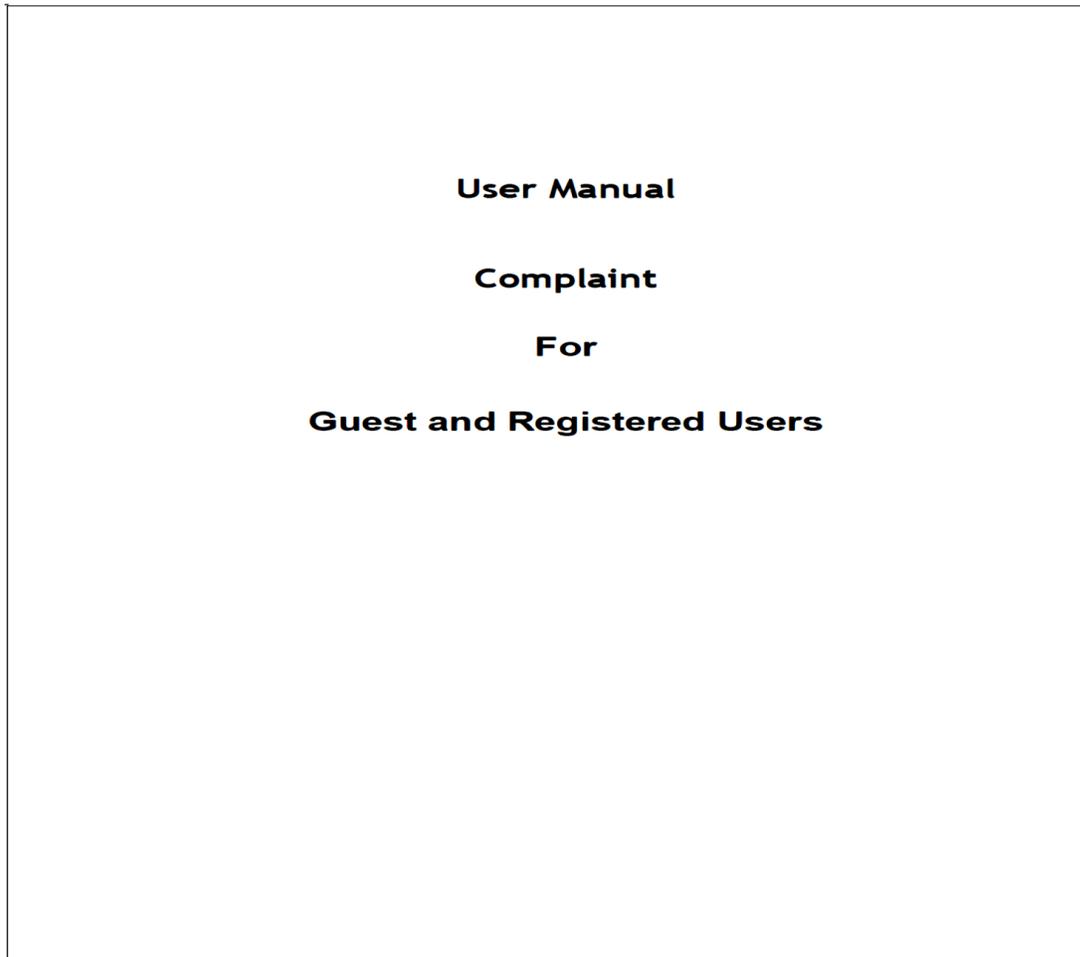
ATTENTION FOUNDATION STUDENTS!!

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

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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

The screenshot shows the ICSI-SMASH website interface. At the top, there is a navigation menu with links: HOME, STUDENT +, COMPLAINT -, REGISTRATION OF COMPANY +, COUNSELLOR REGISTRATION +, and PRINT RECEIPT. The main content area is titled 'REGISTER A COMPLAINT' and contains a 'USER LOGIN' form. The form has three input fields: 'Enter User Name', 'Enter Password', and 'Verification Code'. Below the 'Verification Code' field, there is a dropdown menu showing '7hrta1' and a refresh icon. A 'Submit' button and a 'Forgot Password' link are located below the form. At the bottom of the form, there is a text prompt: 'Are you interested in CS Course? Kindly click here to fill your details so that our counsellor can contact to guide you further.'

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.

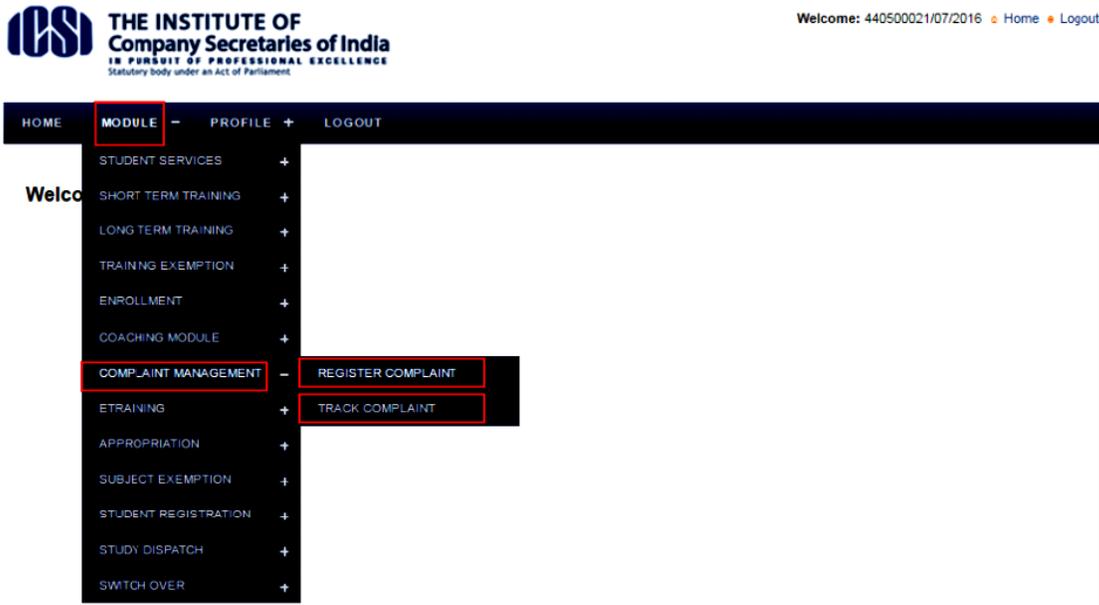
User can refresh verification code by clicking on refresh icon.

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 *Mandatory Fields

Complaint Detail

Date	Topic	Sub Topic	Comments
23/09/16	Academe	Study Material Quality Problem	Check print quality

Uploaded Document Detail

SNo.	Uploaded On	Download Attachment
1	23/09/16	Download User can download uploaded complaint

Remarks to Complaint History

SNo.	Date	Topic	Sub Topic	Remarks	Remarks Given By	Status
No records Found						

SMS/Email

SNo.	Date	Type	Description
1	23/09/16	SMS	Dear Complaintone ComplaintMid Complaint,Last your complaint number is C000001256 .We will process your complain ASAP .
2	23/09/16	Email	Dear Complaintone ComplaintMid Complaint,Last your complaint number is C000001256 .We will process your complain ASAP .

Requet History

SNo.	Date	Remarks
No records Found		

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

Examination

1. COMPUTER BASED EXAMINATION (CBE), JUNE - 2017

The next Computer based examination for Foundation Programme scheduled in June, 2017 will be held on Saturday, the 3rd June, 2017 and Sunday, the 4th June, 2017 as per the following Examination Time-Table and Programme and Examination Centres:

Day and Date of Examination	Subjects		Batch No.	Examination Timings	
				From	To
Saturday, 3 rd June, 2017	Paper -1	Business Environment and Entrepreneurship <u>AND</u> Business Management, Ethics and Communication	I	9.30 A.M.	11.00 A.M.
	Paper-2		II	12.00 Noon	1.30 P.M.
			III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.
Sunday 4 th June, 2017	Paper-3	Business Economics <u>AND</u> Fundamentals of Accounting and Auditing	I	9.30 A.M.	11.00 A.M.
	Paper-4		II	12.00 Noon	1.30 P.M.
			III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.

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

2. EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION - JUNE, 2017

The Computer Based Examination for Foundation Programme scheduled in June, 2017 shall be conducted at 118 examination centers, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Allahabad, 8. Alwar, 9. Amravati, 10. Ambala, 11. Asansol, 12. Aurangabad, 13. Bangalore, 14. Bareilly, 15. Beawar, 16. Belgaum, 17. Bhayander, 18. Bhilai, 19. Bhilwara, 20. Bhopal, 21. Bhubaneswar, 22. Bikaner, 23. Bilaspur, 24. Calicut, 25. Chandigarh, 26. Chennai, 27. Chittorgarh, 28. Coimbatore, 29. Dehradun, 30. Delhi (East), 31. Delhi (North), 32. Delhi (South), 33. Delhi (West), 34. Dhanbad, 35. Durgapur, 36. Ernakulam, 37. Faridabad, 38. Gandhinagar, 39. Ghaziabad, 40. Gorakhpur, 41. Guntur-Amaravati, 42. Gurgaon, 43. Guwahati, 44. Gwalior, 45. Hisar, 46. Hooghly, 47. Howrah, 48. Hubli-Dharwad, 49. Hyderabad, 50. Indore, 51. Jabalpur, 52. Jaipur, 53. Jalandhar, 54. Jalgaon, 55. Jammu, 56. Jamnagar, 57. Jamshedpur, 58. Jhansi, 59. Jhunjhunu, 60. Jodhpur, 61. Kanpur, 62. Kolhapur, 63. Kolkata (North), 64. Kolkata (South), 65. Kota, 66. Kottayam, 67. Lucknow, 68. Ludhiana, 69. Madurai, 70. Mangalore, 71. Meerut, 72. Mumbai (CG), 73. Mumbai (GTK), 74. Mumbai (JOG), 75. Muzaffarnagar, 76. Mysore, 77. Nagpur, 78. Nashik, 79. Navi Mumbai, 80. Noida, 81. Palakkad, 82. Pali, 83. Panaji, 84. Panipat, 85. Patiala, 86. Patna, 87. Pimpri-Chinchwad, 88. Puducherry, 89.

Pune, 90. Raipur, 91. Rajkot, 92. Ranchi, 93. Rohtak 94. Rourkela, 95. Sagar, 96. Salem, 97. Sambalpur, 98. Satara, 99. Shimla, 100. Sikar, 101. Siliguri, 102. Sonapat, 103. Srinagar, 104. Surat, 105. Surendranagar 106. Thane, 107. Thiruvananthapuram, 108. Thrissur, 109. Tiruchirapalli, 110. Tumkur 111. Udaipur, 112. Ujjain, 113. Vadodara, 114. Varanasi, 115. Vijayawada, 116. Visakhapatnam, 117. Yamuna Nagar and 118. *Overseas Centre — Dubai.*

NOTES:

1. Sambalpur (Odisha); Aligarh (Uttar Pradesh); Palakkad (Kerala) *are on Experimental Basis.*
2. *The Institute reserves the right to withdraw any centre at any stage without assigning any reason.*
3. *Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.*

3. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION – JUNE, 2017

Any physically disabled student having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing or writing Company Secretaries June, 2017 examination should make a *separate written request* therefor mentioning complete details about his/her Name, Student Registration No., Complete Postal Address, Mobile Number, E-mail id, specifying nature and extent (in % term) of his/her permanent disability, *etc.*, to *The Joint Secretary (Senior Grade), Dte. of Examinations, The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.)* in addition to submitting his/her enrolment application for appearing in the examination together with the following supporting documents :

Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting his/her writing ability and/or the normal physical functions; and

Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as – University, UPSC, SSC, State Public Service Commission, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, *etc.*, granting him/her such assistance for appearing or writing the examinations.

Please note that even the physically disabled students, who had earlier been granted facility of Writer's Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing June, 2017 examinations are required to apply afresh giving reference of such facility granted in the past and making a separate application to *The Joint Secretary (Senior Grade), Dte. of Examinations, The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201309 (U.P.)* before the last date for submission of enrolment application for June, 2017 examination. The application for grant of Writer's Help/Extra Time *should not be clubbed* with any other query or correspondence.

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

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

4. ANNOUNCEMENT REGARDING 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF DECEMBER, 2016 EXAMINATIONS

ATTENTION STUDENTS APPEARED IN DECEMBER, 2016 EXAMINATIONS

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

MERIT SCHOLARSHIP

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

Accordingly, students who pass the Foundation Programme/Executive Programme Examination in December, 2016 and fulfill the conditions prescribed under the guidelines are eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme Course per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: www.icsi.edu OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within the specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.2, 40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs. 3, 60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

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

5. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF INSTITUTE'S DECEMBER, 2016 EXAMINATIONS



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

ICSI-NOIDA
OFFICE

NOTIFICATION

ICSI/CS/01 /2017

MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25th May, 2017** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "company secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in December, 2016 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.3,60,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website at <https://www.icsi.edu/Docs/Website/Application%20Form.pdf>. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25th May, 2017** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.205:Exams:2017
New Delhi -- 110 003.


(CS DINESH CHANDRA ARORA)
SECRETARY

Dated, the 27th January, 2017

DIRECTORATE OF EXAMINATIONS

C-37, Sector-62, Institutional Area, NOIDA (U.P.) 201 309
tel : 0120-4264447/0120-2401512 fax : 0120-2401513 email : exam@icsi.edu

Headquarters ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003
tel 011 - 4150 4444, 4534 1000 fax +91-11-2462 6727 email info@icsi.edu website www.icsi.edu

6. ANNOUNCEMENT: OPENING OF NEW EXAMINATION CENTRES**ATTENTION STUDENTS****NEW EXAMINATION CENTRES****FOR COMPANY SECRETARIES EXAMINATION - JUNE 2017**

The Institute is pleased to announce opening of new Examination Centres at the following cities on an experimental basis w.e.f. June, 2017 session of examination :

<u>S. No.</u>	<u>City & State</u>	<u>Centre Code</u>
<u>1</u>	Sambalpur (Odisha)	115
<u>2</u>	Aligarh (Uttar Pradesh)	246
<u>3</u>	Palakkad (Kerala)	323

Accordingly, candidates can opt for new examination centre at the aforesaid city (ies) while enrolling for June, 2017 examination in addition to the existing examination centres.

**JOINT SECRETARY (SENIOR GRADE)
DIRECTORATE OF EXAMINATIONS**

News from Region



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

EASTERN
INDIA
REGIONAL
COUNCIL

ICSI-EIRC ORAL TUITION CLASSES

For CS FOUNDATION & EXECUTIVE & PROFESSIONAL STUDENTS appearing in DEC-2017 EXAMS

Salient Features

- Excellent Classroom teaching by Experienced Faculties
- Facility of LCD Projectors in Class rooms
- Facility of Library and Reading Room for the students
- Seminars and Guidance talk by Visiting / Guest faculties
- Periodic Mock Class Tests for evaluation
- Tips and Guidance by Experts on Preparation of CS Examinations
- Facilitation for Management Training and Placement
- Parent Teacher Meet at regular intervals and Sharing of Progress of the Students
- All subjects under one roof, hence no need to run from one place to another for different subjects
- All classes will be at ICSI-EIRC House hence students will be in touch with the institute and well aware of the developments regarding training programme

Batches start from
2nd Week of April,
2017

10% Discount in Admission fee
for Executive OTC for the
Students who clear Foundation
Exam with 60% and above

Foundation
•Fee: Rs. 5000/-

Executive
Fee
•Module I: Rs. 7500/-
•Module II: Rs. 5900/-
•Both Module: Rs.
12500/-

Professional
Fee
•Fee: Rs. 6000/-
Per Module

**HURRY!
Join Soon!**

Admissions on First Come First Serve Basis.

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 / 2290 2179
Email: tapas.roy@icsi.edu / rukmani.nag@icsi.edu

No Fee for
students having
Family Annual
Income
< Rs.2,40,000/-



**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)

**Award
for Best
Students**

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

50%
concession in
the NIRC
library
membership
fees

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**

20th April, 2017

*Free membership of
the Delhi Public
Library, East Patel
Nagar to all the OTC
students*

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

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

- ❖ 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:

011-49343000/3009/3021 or email at niro@icsi.edu; beena@icsi.edu or visit www.icsi.edu/niro





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

E-LIBRARY

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



ONLINE ENGLISH LEARNING PROGRAMME

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



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

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

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