

# CS FOUNDATION COURSE

*(e-bulletin for Foundation Programme Students)*

*May 2017*



## *Message From The President*

*वद्यानामनरस्यकीर्तिरतुलाभाग्यक्षयेचाश्रयोधेनुःकामदुधारतिश्च वरहेनेत्रंतीयंचसा।  
सत्कारायतनंकुलस्यमहिमारत्नैर्वनाभूषणमत्स्मादन्यमुपेक्ष्यसर्व वषयं वद्या धकारंकरु॥*

*वद्याअनुपमकीर्तिहै; भाग्यकानाशहोनेपरवहआश्रयदेतीहै, कामधेनुहै, वरहमेंरतिसमानहै,  
तीसरानेत्रहै, सत्कारकामंदिरहै, कुल-महिमाहै, बगैररत्नकाआभूषणहै;  
इस लएअन्यसब वषयोंकोछोडकर वद्याकाअ धकारीबन।*

Such is the importance of gaining knowledge in one's life. I urge my dear students to make it a habit to learn from whatever source you come across daily in your life. Every person you meet has pearls of wisdom to teach you, every object in nature has some beauty hidden and points towards a glorious lesson, it is just the burning desire to learn within a person that may make him gem of a person. Let me share with you a related story "Empty your cup".

"Empty your cup" is often attributed to a famous conversation between the Scholar Tokusan (also called Te-shanHsuan-chien,) and Zen Master Ryutan (Longtan Chongxin). Scholar Tokusan, who was full of knowledge and opinions about the Dharma, came to Ryutan and asked about Zen. At one point Ryutan re-filled his guest's teacup but did not stop pouring when the cup was full. Tea spilled out and ran over the table. "Stop! Stop! The cup is full!" said Tokusan.

"Exactly," said Master Ryutan. "You are like this cup; you are full of ideas. You come and ask for teaching, but your cup is full; I can't put anything in. Before I can teach you, you'll have to empty your cup." Therefore, all of us have to empty our cup and imbibe every learning we come across with an open mind. It will also be my advice to keep yourself abreast of latest developments in our profession in particular and overall economic happenings in India and globally in general. Go beyond boundaries of your syllabus and become a light house of knowledge.

We are taking many new initiatives for our students, latest one being '**Academic Helpline** 011-6675 7777'. It is a facility for those CS students hailing from far flung areas of the country and require help in clearing their doubts on subjects concerning CS course on real-time basis. This Academic Helpline shall have a best pool of faculty/expert resources to cater to the queries of our students from 7 am to 11 pm. Such flexible extended hours will help our students to get guidance at their convenience.

I am sure you must be finding the knowledge hidden in our ancient Indian scriptures presented through our initiative 'Gyan Moti' on ICSI homepage very useful. Also, 'info capsules' is an initiative to provide you a daily dose of updated economic happenings around, therefore, take full advantage of these initiatives of ICSI to become best version of yourselves.

I view you all as most sought after future professionals who will be holding the torch of Corporate Governance in India high, so keep excelling and enriching yourself.

Happy reading!

Best wishes.

**CS (Dr.) Shyam Agrawal**  
President, ICSI

### *Inside This Issue*

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## *Academic Guidance*

### **Organization – An Overview\***

*“The Whole is greater than the sum of its parts”*

- Aristotle

Organisation is a collective group of persons engaged in pursuing specified objectives. In other words, Organisation can be considered as consisting of divisions of work among people and coordination of their activities towards some common objectives. According to Chester Barnard, “Organizing is a function by which the concern is able to define the role positions, the jobs related and the co-ordination between authority and responsibility.” Hence, a manager always has to organize in order to get results.

#### **Importance of Organisation**

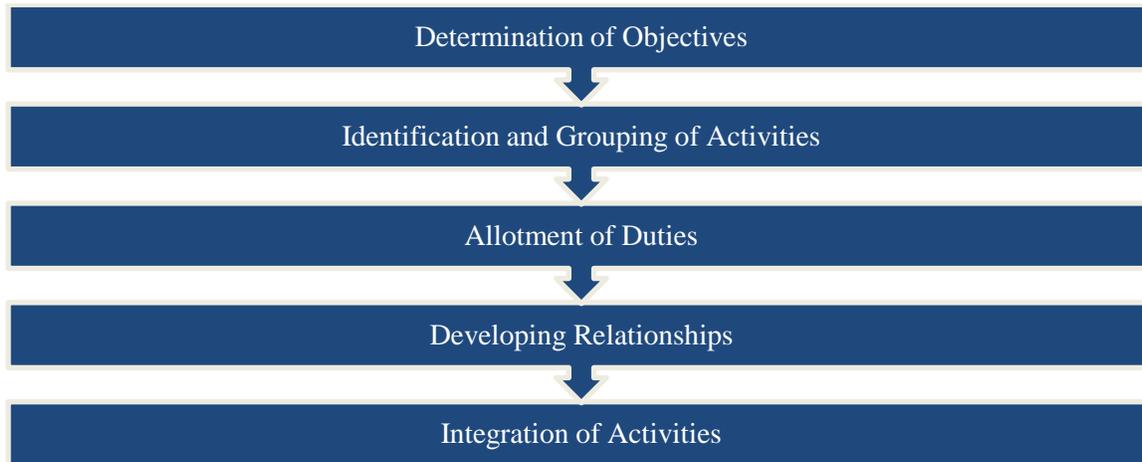
1. *Effective administration* - The organization structure is helpful in defining the job positions. The roles to be performed by different managers are clarified. Specialization is achieved through division of work. This all leads to efficient and effective administration.
2. *Growth and diversification*: The organisation structure allow the employees the freedom to take decisions which helps them to grow. They are always ready to face new challenges. This situation can help in the development of the enterprise which also help to increase earning capacity of the enterprise.
3. *Optimum Utilisation of Resources*: In organisation structure, the entire work is divided into various small activities. There is a different employee performing every different job.
4. *Specialization*: Organizational structure is a network of relationships in which the work is divided into units and departments. This division of work help in bringing specialization in various activities of concern.
5. *Sense of security*: Organizational structure clarifies the job positions. The roles assigned to every manager is clear. Therefore, clarity of powers helps automatically in increasing mental satisfaction and thereby a sense of security in a concern. This is very important for job- satisfaction.

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\* Sunaina Bhardwaj, Consultant, ICSI.

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

## Process of Organisation



- **Determination of Objectives**

Organisation is usually associated with defining objectives. Therefore, it is necessary for the management to identify the objectives before beginning any activity. It will assist the management in the selection of men and materials and with their help it can attain its objectives.

- **Identification and Grouping of Activities**

After fixing the objectives, the top-level management prepares a list of different activities (or works) which are required to be carried out for achieving these objectives. All similar or related activities having a common purpose are grouped together to make departments. This is a very important step because it helps to avoid duplication, overlapping and wastage of efforts.

- **Allotment of Duties**

Once the activities are categorised and grouped, they should be allocated to the employees so that they can carry them out effectively.

- **Developing Relationships**

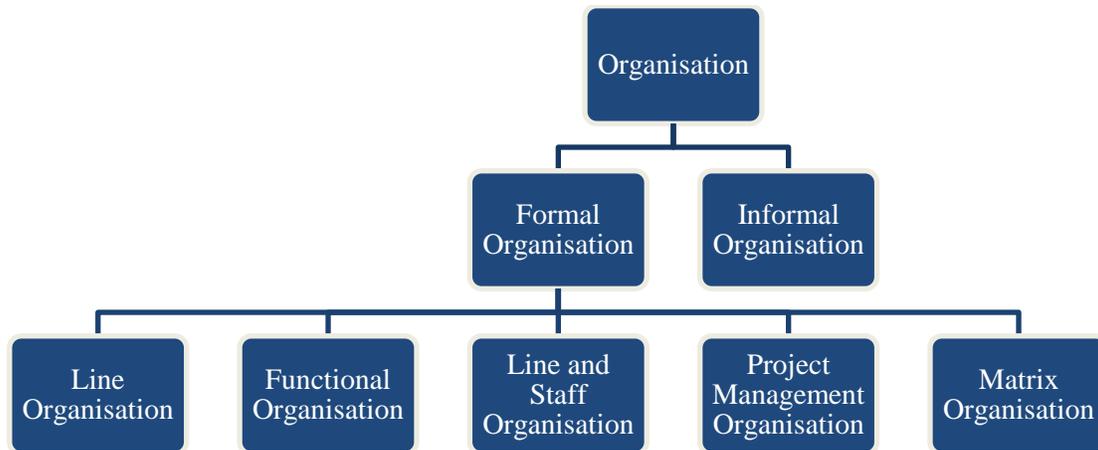
When two or more persons work together for a common goal, it becomes necessary to clearly define the authority relationship between them. Each person should know who is his superior, from whom he should take orders, and to whom he will be answerable. Similarly, each superior should know what authority he has over his subordinates.

- **Integration of Activities**

Integration can be accomplished through authority relationships i.e., horizontally, vertically, and laterally and through organized information or communication systems. With the help of effective coordination integration can be accomplished.

## Types of Organisation Structure

Organizations are basically classified on the basis of relationships. There are two types of organizations formed on the basis of relationships in an organization.



### Formal Organisation

Formal organisational structure clearly spells out the job to be performed by each individual, the authority, responsibility assigned to every individual, the superior- subordinate relationship and the designation of every individual in the organisation. This structure is created intentionally by the managers for achievement of organisational goal.

The formal organizational structure of an organization is a type of a social network. Depending on the type and size, there are different types of formal organizational structures which are classified as under:

#### 1. Line Organisation

It is the oldest and simplest method of administrative organization. According to this type of organization, the authority flows from top to bottom in a concern. The line of command is carried out from top to bottom. It is also called as scalar organization which means scalar chain of command is a part and parcel of this type of administrative organization. In this type of organization, the line of command flows on an even basis without any gaps in communication and co-ordination taking place.

##### *Features of Line Organization*

- It is the simplest form of organization.
- Line of authority flows from top to bottom.
- Specialized and supportive services do not take place in these organizations.
- Unified control by the line officers can be maintained since they can independently take decisions in their areas and spheres.
- This kind of organization always helps in bringing efficiency in communication and stability in a concern.

#### 2. Functional organization

A functional organization structure is a hierarchical organization structure wherein people are grouped as per their area of specialization. These people are supervised by a functional manager

with expertise in the same field. This expertise helps him effectively utilize the skills of employees, which ultimately helps him in achieving the organization's business objectives.

#### *Features of Functional Organization*

- The entire organizational activities are divided into specific functions such as operations, finance, marketing and personal relations.
- Complex form of administrative organization.
- Three authorities exist- Line, staff and function.
- Each functional area is put under the charge of functional specialists and he has got the authority to give all decisions regarding the function whenever the function is performed throughout the enterprise.
- Principle of unity of command does not apply to such organization as it is present in line organization.

### **3. Line and Staff Organization**

The line and staff organization combines the line organization with staff departments that support and advise line departments. Most medium and large sized firms exhibit line-and-staff organizational structures. The distinguishing characteristic between simple line organizations and line and staff organizations is the multiple layers of management within line and staff organizations.

#### *Features of Line and Staff Organisation*

- There are two types of staff :
  - a) Staff Assistants- P.A. to Managing Director, Secretary to Marketing Manager.
  - b) Staff Supervisor- Operation Control Manager, Quality Controller, PRO
- Line and Staff Organization is a compromise of line organization. It is more complex than line concern.
- Division of work and specialization takes place in line and staff organization.
- The whole organization is divided into different functional areas to which staff specialists are attached.
- Efficiency can be achieved through the features of specialization.
- There are two lines of authority which flow at one time in a concern i) Line Authority and ii) Staff Authority
- Power of command remains with the line executive and staff serves only as counsellors.

### **4. Project Management Organisation**

It is an organisation set up within an existing organisation for the purpose of completing a project or accomplishing assigned objectives in time. It create an independent project team, the team's management is separated from the parent organization's other units, have their own technical staff and management, enterprise assigns certain resources to project team, and grant project manager for implementation of the project . Project organisation is directed by the project manager responsible for project goals.

### *Features of Project Management Organisation*

- Project manager is solely responsible for the project, the only task for project members is to complete the project, and they only report to the project manager, avoiding the multiple leadership;
- The project team's decision is developed within the project, the reaction time is short;
- In this organisation, members work with strong power, high cohesion, participants share the common goal of the project, and individual has clear responsibilities.

## **5. Matrix Organisation**

Matrix organizational structure is a hybrid form, it loads a level of project management structure on the functional hierarchical structure. A matrix organisation is a structure in which there is more than one line of reporting managers. Effectively, it means that the employees of the organisation have more than one boss. In a matrix organisation, the functional departments, like manufacturing, marketing, accounting and personnel constitute the vertical chains of command, while the project organisation or product divisions form the horizontal chains of command. The vertical lines of authority are cut horizontally across by project or product line divisions.

### **Informal Organization**

The informal organisation may be defined as a network of personal and social relationships that arise spontaneously as people associate with one another in a work environment. It is composed of all the informal groupings of people within a formal organisation. Informal organizations develop relationships which are built on likes, dislikes, feelings and emotions. Therefore, the network of social groups based on friendships can be called as informal organizations. There is no conscious effort made to have informal organization. It emerges from the formal organization and it is not based on any rules and regulations as in case of formal organization.

### *Features of informal organisation:*

- Informal organisational structure gets created automatically without any intended efforts of managers.
- Informal organisational structure is formed by the employees to get psychological satisfaction.
- Informal organisational structure does not follow any fixed path of flow of authority or communication.
- Source of information cannot be known under informal structure as any person can communicate with anyone in the organisation.
- The existence of informal organisational structure depends on the formal organisational structure.

## **Conclusion**

Organisation pervades all aspects of our life, society, economy, as well as our personal lives. Organisations are the chief form of institutions in our society. In choosing a company's organizational structure, management is searching for the one that will bring the company's moving parts together into a well-coordinated, efficient and effective unit. The choice is important because the right groupings of people and work facilitate business activities, allowing employees to accomplish the company's strategic vision and mission. The structure of an organisation varies depending on a number of influencing factors. Structure is influenced by the

external environment in which the business operates as well as its culture and the nature of the work and activities it undertakes.

## References

Information from the weblinks:

1. [http://www.managementstudyguide.com/organizing\\_function.htm](http://www.managementstudyguide.com/organizing_function.htm)
2. [https://www.icsi.edu/Docs/Website/Business%20Management,%20Ethics%20and%20Communication%20\(FndPrg\).pdf](https://www.icsi.edu/Docs/Website/Business%20Management,%20Ethics%20and%20Communication%20(FndPrg).pdf)

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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](http://www.icsi.edu).

Students are requested to take advantage of this new initiative.

Our best wishes for all your endeavors.

**Team ICSI**

## Hindi Books relevant for CS Course Curriculum

### From Shree Mahavir Publications:

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

### From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

### Bharat Law House:

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

### Eastern Book Company:

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

## *Student Services*

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

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

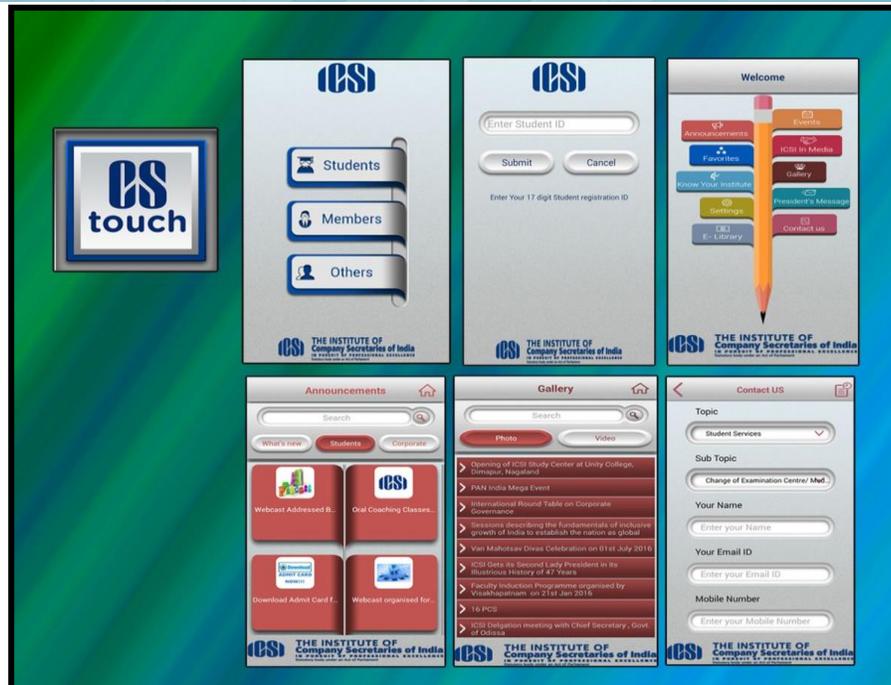
#### **CALL CENTRE**

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



#### **'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 May 2014 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period at the end of April 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](http://www.icsi.edu) together with the Foundation Programme admission fee of Rs. 4500/-.

## REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in December 2016 and register in Executive Program upto and including 28<sup>th</sup> 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 1<sup>st</sup> March 2017 to 31<sup>st</sup> 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](http://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.

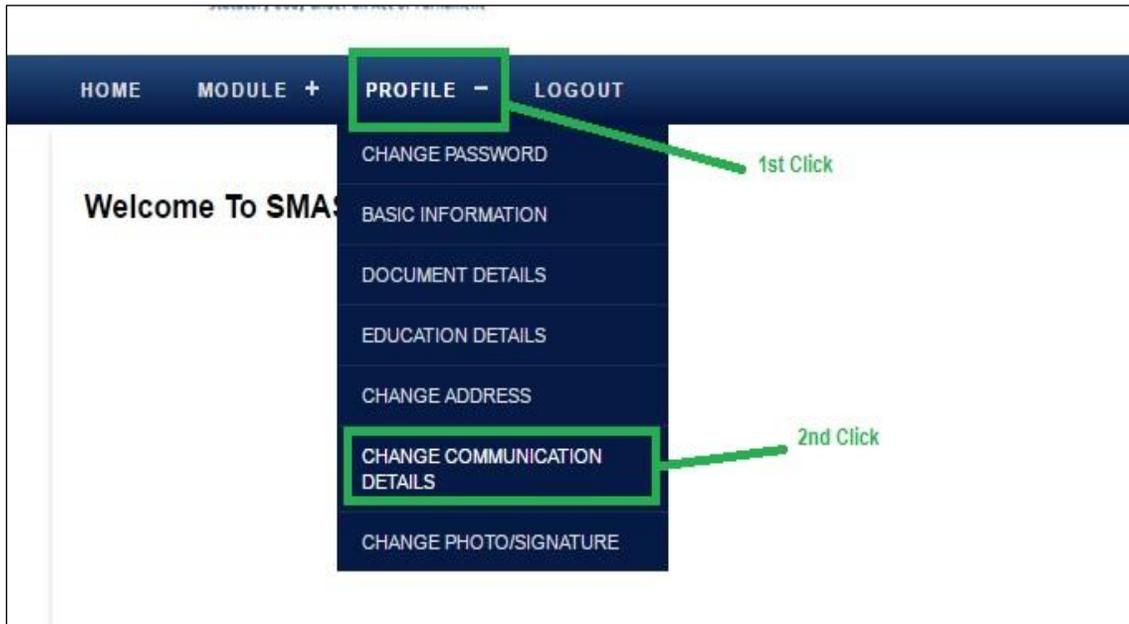
## CHANGE OF ADDRESS/CREATION OF PASSWORD

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

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

**Step 1: Log in with valid credentials on [smash.icsi.in](http://smash.icsi.in)**

**Step 2: Change Mobile Number and Email address**



**Step 3:**

A screenshot of the 'Change Communication Details' form in the SMASH portal. The form is titled 'Change Communication Details' and contains the following fields:

- Current Mobile Number: 917777777777
- Update New Mobile Number: 91 [input field]
- Current Email Address: abc@gmail.com
- Update New Email Address: [input field]

Green arrows point to the input fields for the new mobile number and email address, with labels: 'Enter your new mobile number' and 'Enter your new email address'. A 'Save' button is located at the bottom left, with a green arrow pointing to it and the label: 'After Updating Communication detail, click on "Save" button'.

## Process 2: Process to change correspondence /permanent address

### Step 1: After Log in

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HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

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

1st Click

2nd Click

### Step 2: To change Correspondence address

HOME MODULE + PROFILE + LOGOUT

#### Change Address

Search Criteria

Address Type: --All--

Search Clear

Search Result

Total Records: 2 Page Size: 20

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

Update

1st Click

2nd Click

**Step 3:**

Change Address

Country \*

State/Province \*

District \*

City \*

Address Line 1 \*

Address Line 2

Address Line 3

Postal Code \*

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

Note: Same process will be for changing permanent address.

**Change/Reset Password**

**Step 1:** Log in with valid credentials on [smash.icsi.in](http://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)
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

\* 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](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 Markssheets/Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

Name

Details of Fee paid

Admission No.

Email Address

Complete Postal Address with Pincode

## **CANCELLATION OF PROVISIONAL ADMISSION**

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

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

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

## **SELF STUDY**

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

## **24 HOURS CS HELPLINE**

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course & Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute [i.e. www.icsi.edu](http://www.icsi.edu).

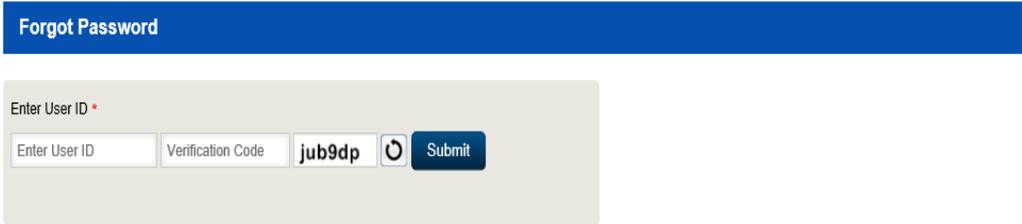
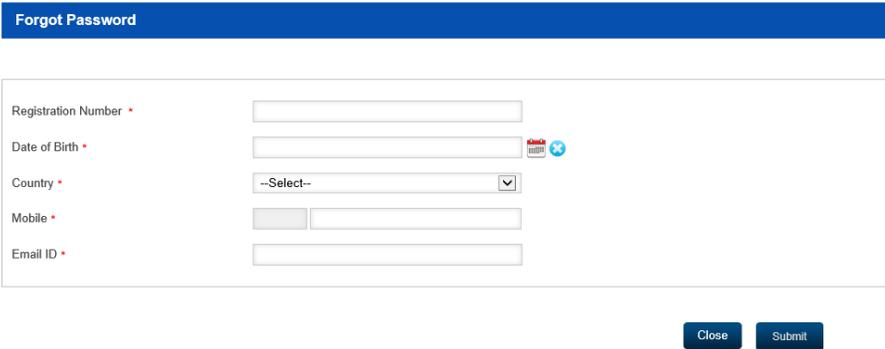
**PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.**

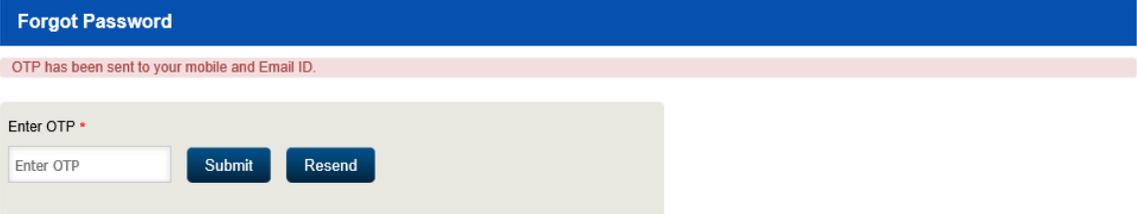
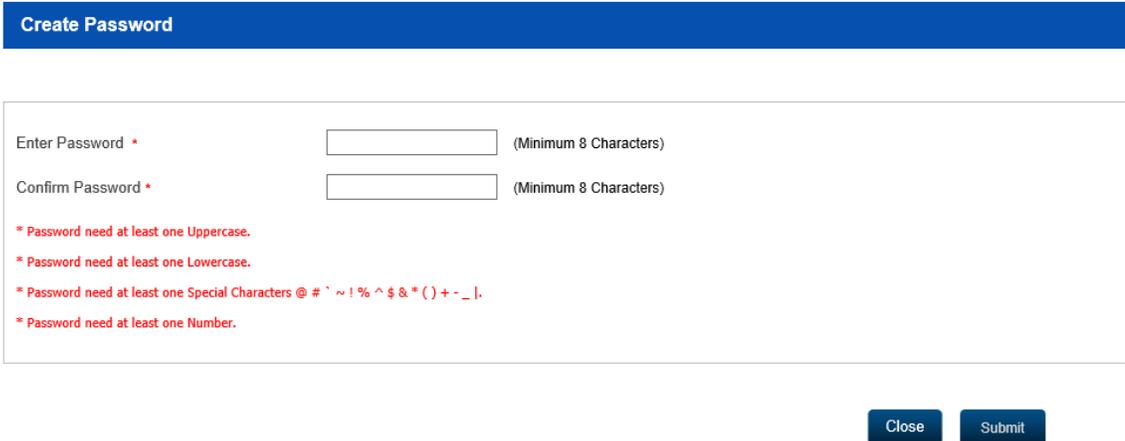
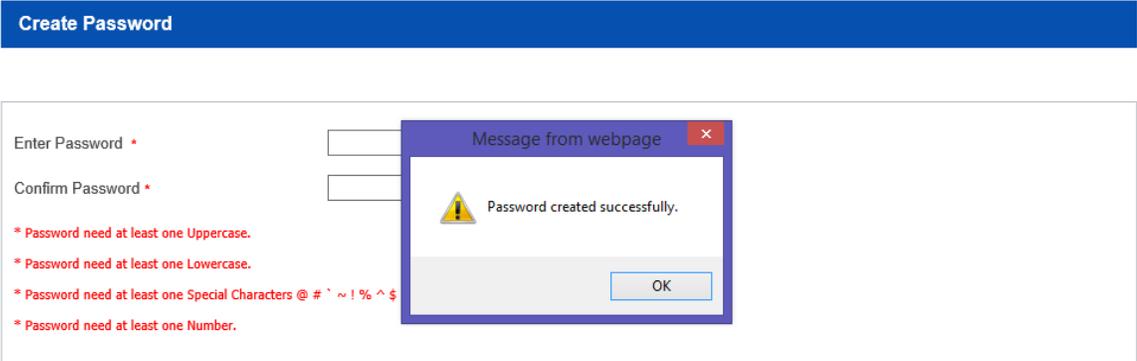
### **Chartered Secretary Journal**

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

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

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

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

<p><b>Step 4</b></p>	<p><b>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 :</b></p>  <p><b>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.</b></p>
<p><b>Step-5</b></p>	<p><b>On entering the One Time Password, the following screen opens :</b></p>  <p><b>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.</b></p>
<p><b>Step 6</b></p>	<p><b>The following screen opens :</b></p>  <p><b>Password is created, say, Student@123</b></p>

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



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

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

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

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

1. Facebook
2. Twitter

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

[https://twitter.com/icsi\\_cs](https://twitter.com/icsi_cs)

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

## OPPORTUNITY FOR HIGHER EDUCATION WITH SCHOLARSHIPS FROM GOVERNMENT OF INDIA

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

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

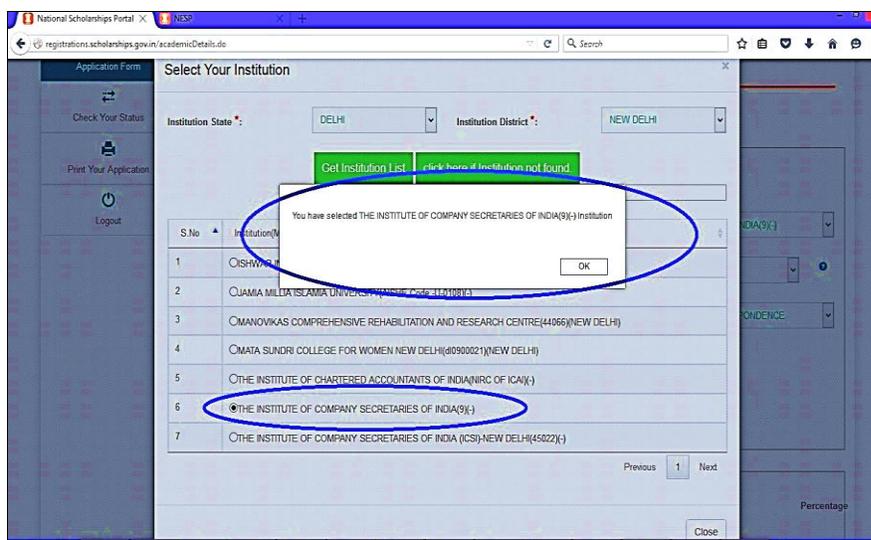
Government of India has created the National Scholarship Portal as a Mission Mode Project under National e-Governance Plan (NeGP) to provide single-window services to the eligible students for availing scholarships against all the schemes of the Central and State Governments.

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

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

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

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



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

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

## STUDY CENTERS

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

The details of study centers are given below.

### ICSI Study Centre Scheme

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

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

Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
1	Jalgaon	G. H. Raisoni Institute of Business Management, Jalgaon	Gat No 57/1, Sirsoli Road, Mohadi, Jalgaon, Maharashtra 425001	Dr. Preeti Aggarwal, Director /Mr., Raj Kumar A Kankaria-	09604010444/ 0257-2264884 /9011768391	<a href="mailto:preeti.agarwal@raisoni.net">preeti.agarwal@raisoni.net</a> <a href="http://www.raisoni.net">www.raisoni.net</a>
2	Bilaspur	Drona College of IT Applied Social Science, Bilaspur	In front of Kanan Zoo, Pendar, Sakri, Bilaspur-495001, Chhatisgarh	Mr. Akash Pandey, Chairman	07752-214336/ 09425535514	<a href="mailto:dronacollege@gmail.com">dronacollege@gmail.com</a> / <a href="mailto:info@dronacollege.com">info@dronacollege.com</a> <a href="http://www.dronacollege.com">www.dronacollege.com</a>
3	Shillong	Shillong College, Shillong	Laitumkhrah, Shillong, Meghalaya 793003	Prof Shankar Sharma,	9436335399/	<a href="mailto:shankar.s.sharma@gmail.com">shankar.s.sharma@gmail.com</a> <a href="http://www.shillongcollege.ac.in/">http://www.shillongcollege.ac.in/</a>
4	Bhilai	G D Rungta College of Science & Technology, Bhilai	Rungta Education Campus, Kohka Road, Kurud- 490024(C.G)	Dr. Manoj Verghese	09229155538/ 0788-6666666	<a href="mailto:dr.manoj.verghese@runcta.ac.in">dr.manoj.verghese@runcta.ac.in</a> <a href="http://www.runcta.ac.in">www.runcta.ac.in</a>
5	Hubli - Dharwad	DR. D.G Shetty Educational Society's RS Shetty College of Commerce, Dharwad	"Jnana Degula", Near K.M.F. Lakammanhalli Industria Area, P.B.Road, Dharwad-580004, Karnataka	Dr. D.G.Shetty, Principal/	0836-2465327/ 2465105/ 09343400038	<a href="mailto:drdgshetty@yahoo.in">drdgshetty@yahoo.in</a> <a href="http://www.dgses.org">www.dgses.org</a>
6	Moradabad	Teerthankar Mahaveer Institute of Management & Technology, Moradabad	TMMIT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh	Prof. Vipin Jain, Principal/Director	<a href="tel:09917200216">09917200216</a> / <a href="tel:09829574261">09829574261</a>	<a href="mailto:ed.tmimt@tmu.ac.in">ed.tmimt@tmu.ac.in</a> <a href="http://www.tmu.ac.in">www.tmu.ac.in</a>
7	Solapur	Hirachand Nemchand College of Commerce, Solapur	S W H Marg, Ashowk Chowk New Pacha Peth, Walchand Collage Campus, S W H Marg, Solapur, Maharashtra 413006	Mrs. Sarika Mahindra Kar	9370323585	<a href="mailto:sarikamahindrakar33@gmail.com">sarikamahindrakar33@gmail.com</a> <a href="http://www.hncc.org">www.hncc.org</a>
8	Srikakulam	Sri sai Krishna Junior College, Srikakulam	Onway Traffic, Day & Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam- 532001, Andhra Pradesh	Dr. N.Appanna, Principal & Coordinator	8942-2253042/ 09440315789	<a href="mailto:pvrn.patnaik@yahoo.com">pvrn.patnaik@yahoo.com</a>
9	Vizianagram	Sri Boddu Krishna Degree College, Vizianagaram	Dr. No-4-7-7, Kothagraharam, Near ICICI Bank, Vizianagaram-535001, Andhra Pradesh	Mr. B.M.M Krishna Rao	08922- 226454/09440824 742	<a href="mailto:boddukrisna.226454@gmail.com">boddukrisna.226454@gmail.com</a>

	Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
10	Ujjain	Lokmnya Tilak Science & Commerce College, Ujjain	Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore	Dr. Govind Gandhe	0734-2563833/09425335568	<a href="mailto:itscollegeujain@rediffmail.com">itscollegeujain@rediffmail.com</a>	
11	Rourkela	Municipal College,Rourkela	Udit Nagar,Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661-2501838/9437085393	<a href="mailto:municipal_college@yahoo.co.in">municipal_college@yahoo.co.in</a> , <a href="mailto:golakbiharidalabehera@gmail.com">golakbiharidalabehera@gmail.com</a>	<a href="http://www.municipalcollegeerki.com/default.asp">http://www.municipalcollegeerki.com/default.asp</a>
12	Siliguri	Siliguri College of Commerce, Siliguri	P.O. : SILIGURI, DARJEELING-734001, West Bengal	Dr. Asim Kumar Mukerjee, Principal	0353-2432594/2436817	*	<a href="http://www.siliguricollegeofcommerce.org">www.siliguricollegeofcommerce.org</a>
13	Tirunelveli	J.P College of Arts & Science, Tirunelveli	Agarakattu, Tenkasi, Tirunelveli,-627852, Tamilnadu	Dr. A.J.Ranjith Singh,Principal	04633-268321,267123/9443451076	<a href="mailto:iparts12@gmail.com">iparts12@gmail.com</a>	<a href="http://www.ipartscollege.org/">http://www.ipartscollege.org/</a>
14	Rohtak	G B Degree College, Rohtak	Gau karan Road, Near Gau Karan Tank, Rohtak, Haryana 124001	Dr. J N Sharma, Principal	01262-235831/09355676558	<a href="mailto:gbdcrk@yahoo.com">gbdcrk@yahoo.com</a>	<a href="http://www.gbvps.org/degreecollege.php">http://www.gbvps.org/degreecollege.php</a>
15	Mathura	R CA Girls (PG) College, Mathura	Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Laxmi Nagar, Mathura, Uttar Pradesh - 281003	Dr. Preeti Johari, Principal	0565-2505956/09412777091	<a href="mailto:principal@rcagirlscollege.org">principal@rcagirlscollege.org</a>	<a href="http://www.rcagirlscollege.org">www.rcagirlscollege.org</a>
16	Tirupati	Seicom Degree & PG College, Tirupati	9-66/14A, New Maruthi Nagar Extension, Tirupati-517501	Mr.T.Praneeth Swaroop, Director/ Mr Pranit Saurabh	9949032949, 7799045454/(0877)-2241094	<a href="mailto:seicom1997@gmail.com">seicom1997@gmail.com</a>	<a href="http://seicom.ac.in/">http://seicom.ac.in/</a>
17	Jhansi	Hari Singh Arya Degree college	Railway Dam road, Rajiv Nagar, Nagra, Jhansi - 284003,Uttar Pradesh	Mr. Bharat singh Yadav	7617077770	<a href="mailto:bharatsinghyadav@hotmail.com">bharatsinghyadav@hotmail.com</a>	
18	Rampur	St. Anthony's School for Girls, Rampur	Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradsh - 244901	Mr. Ali Siddiqui	0595-2350320 / 9897499919	<a href="mailto:ali9897499919@gmail.com">ali9897499919@gmail.com</a>	
19	Erode	Kongu arts and Science College	Nanjanapuram, Kathirampatti post Erode-638107	Dr. N Raman	0424-2242888/9942452528	<a href="mailto:konguarts@kasc.ac.in;corpkongu@gmail.com">konguarts@kasc.ac.in;corpkongu@gmail.com</a>	<a href="http://www.kasc.ac.in">www.kasc.ac.in</a>
20	Jorhat	The Assam Kaziranga University	Koraikhowa, NH-37, Jorhat-785006, Assam	Dr. Manish Srivastava	7576888760	<a href="mailto:manish@kazirangauniversity.in">manish@kazirangauniversity.in</a>	
21	Gorakhpur	KIPM College of Managem	Plot No-BL- 1 & 2, Sector- 9 GIDA Gorakhpur-273209,Gorakhpur	Dr. Deepak Kumar Srivastava	8004191368/0551-2580	<a href="mailto:chairman.kipm@gmail.com">chairman.kipm@gmail.com</a>	<a href="http://kipm.edu.in/mba/">http://kipm.edu.in/mba/</a>

	Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
22	Muzaffarnagar	D A V (P.G.)College, Muzaffarnagar	Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh	Dr. P K Gupta, Principal	0131-2622667	<a href="mailto:davcollege066@gmail.com">davcollege066@gmail.com</a> ; <a href="mailto:info@davcollegemzn.org">info@davcollegemzn.org</a>	<a href="http://www.davcollegemzn.org">www.davcollegemzn.org</a>
23	Udupi	Trisha College, Udupi	Tulasikatte Road, Santekatte, Kallianpura, Near T.M.A Pai High School, Udupi-5762114	Mr Satish Nagodde	09620929337/0820-2580181	<a href="mailto:principaltrisha@gmail.com">principaltrisha@gmail.com</a>	<a href="http://www.trishacollege.org">www.trishacollege.org</a>
24	Chennai	Shrirmathi Dev kunvar Nanalal Bhatt Vaishnav College for women, Chennai	Shanti Nagar, Chromepet, Chennai- 600044	Dr. V Varalakshmi Principal	09940337470/044-22655450	<a href="mailto:info.sdnbvc@gmail.com">info.sdnbvc@gmail.com</a>	<a href="http://www.sdnbvc.com">www.sdnbvc.com</a>
25	Jamnagar	Shri Gosar Hansraj Gosrani Commerce & Sri Dharamshi Devraj Nagda B.B.A College, Jamnagar	Shah Bhagwanji Kachra Education complex, Near Octroi Post- Indira Gandhi Marg, Jamnagar-361004	Mrs. Snehal Kotal Palan	9998001596/02882563885	<a href="mailto:snehal.kotak@oshwaleducationtrust.org">snehal.kotak@oshwaleducationtrust.org</a>	<a href="http://www.ghgddn.oshwaleducationtrust.org/">http://www.ghgddn.oshwaleducationtrust.org/</a>
26	Chennai-I	Dharmamurthi Rao Bahadur Calavala Cunan Chetty's Hindu College, Chennai	DRBCC Hindu college, Pattabiram, Chennai-72	Prof M Jawaharlal Nehru	9444678613	<a href="mailto:mjawaharlalnehru1964@gmail.com">mjawaharlalnehru1964@gmail.com</a>	<a href="http://www.drbcchinducollege.ac.in">www.drbcchinducollege.ac.in</a>
27	Durgapur	DSMS College of Tourism & Management, Durgapur	Dr Zakir Hussain Avenue, Bidhannagar Durgapur-713206, West Bengal, India	Mrs. Siuli Mukherjee	0343-2533198/2532213/14/15, 09933311180	<a href="mailto:siulimukherjee.dsms@gmail.com">siulimukherjee.dsms@gmail.com</a>	<a href="http://dsmsindia.org/group.aspx">http://dsmsindia.org/group.aspx</a>
28	Tinsukia	Women's College, Tinsukia	Near Durgabari Hall, rangagora road, Tinsukia- Assam- 786125	Dr. Rajib Bordoloi, Principal	0374-2332680	<a href="mailto:nehalchhalani81@gmail.com">nehalchhalani81@gmail.com</a> / <a href="mailto:karuna.goenka@gmail.com">karuna.goenka@gmail.com</a>	<a href="http://www.wimcol.org/">www.wimcol.org/</a>
29	Ahmednagar	New Law College, Ahmednagar	Laltaki Road, Ahmednagar-414001	Dr A S Raju, Principal	0241-2325019/09822631844	<a href="mailto:nic.ahmednagar@gmail.com">nic.ahmednagar@gmail.com</a> ; <a href="mailto:professor.dr.asraju@gmail.com">professor.dr.asraju@gmail.com</a>	<a href="http://www.newlawcollege.org">www.newlawcollege.org</a>
30	Puducherry	Bharathidasan Govt College for Women, Puducherry	Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001	Dr. R Srinivasan	0413-2213504/09787703173	<a href="mailto:bgcwoffice@yahoo.com">bgcwoffice@yahoo.com</a>	<a href="http://bgcw.puducherry.gov.in/">http://bgcw.puducherry.gov.in/</a>
31	Kharupetia	Kharupetia College, Darrang	Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin- 784115, Assam	Mr. Abdul Azia	9854165424	<a href="mailto:aaziz485@gmail.com">aaziz485@gmail.com</a>	<a href="http://www.kharupetiacollege.org/">http://www.kharupetiacollege.org/</a>

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	Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
32	Gangtok	Sikkim University, Gangtok	6th Mile Samdur, P.O., Tadong, Gangtok-737102, Sikkim	Dr. S S Mahapatra	9821024283	<a href="mailto:contactus@cus.ac.in">contactus@cus.ac.in</a>	<a href="http://www.cus.ac.in">www.cus.ac.in</a>
33	Dimapur	Unity College, Dimapur	Residency Colony, Near Nagaland University, Residential Campus, Dimapur	Dr. Sanjay Chhabra	03862-283589/09436004436	<a href="mailto:unitycollegedimapur@gmail.com">unitycollegedimapur@gmail.com</a>	<a href="http://www.unitycollegedimapur.com">www.unitycollegedimapur.com</a>
34	Itanagar	Rajiv Gandhi University, Itanagar	Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh	Dr. Sanjeeb K Jena	9402081875	<a href="mailto:sanjeebjena1309@yahoo.ac.in">sanjeebjena1309@yahoo.ac.in</a>	<a href="http://www.rgu.ac.in/">http://www.rgu.ac.in/</a>
35	Tiruchirapalli	National College, Tiruchirapalli	Dindigul Main Road, Karumandapam, Tiruchirapalli-620001	Dr K Kumar	9443548859	<a href="mailto:kumark1965@yahoo.com">kumark1965@yahoo.com</a>	
36	Perumbavoor	Jai Bharth Arts & Science College, Perumbavoor	Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerala	Dr. K.X Varhese	9446491047	<a href="mailto:k.x.varghese@gmail.com">k.x.varghese@gmail.com</a>	<a href="http://www.jaibharathcollege.com">www.jaibharathcollege.com</a>
37	Akola	Shri Shivaji College of Arts, Commerce & Science, Akola	Near Shivaji Park, Akola-444003	Dr. S G Bhadange	09960296138/07242410438	<a href="mailto:principal@shivajiakola.org">principal@shivajiakola.org</a>	<a href="http://www.shivajiakola.ac.in">www.shivajiakola.ac.in</a>
38	Agartala	Bir Bikram Memorial College, Agartala	College Tila, Agartala-799004, Tripura	Dr. Pallab Kanti Ghosal	9436120241	<a href="mailto:ghosalpk@rediffmail.com">ghosalpk@rediffmail.com</a>	
39	Vaniyambadi, Vellore District	Marudhar Kesari Jain College for women	Marudhar Nagar, Chinnakallupalli, Vaniyambadi-635751, Tamilnadu	Ms. M Ashtalakshmi	09789566557/04174-224300/225300	<a href="mailto:hod.commerce@mkic.in">hod.commerce@mkic.in</a>	<a href="http://www.mkic.in">www.mkic.in</a>
40	Shivamogga	Edurite College of Management Studies	Savlanga Road, Ravindra Nagara, Shivamogga, Karnataka 577201	Dr. Shankar Narayan	08182-402541/09343310847	<a href="mailto:shankar_narayan@yahoo.com">shankar_narayan@yahoo.com</a>	

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

Last Updated on: 17.04.2017

## GUIDELINES FOR ICSI STUDY CENTRE

[https://www.icsi.edu/docs/Webmodules/ICSI\\_StudyCentre\\_Guidelines.pdf](https://www.icsi.edu/docs/Webmodules/ICSI_StudyCentre_Guidelines.pdf)

## CLASS ROOM TEACHING Through Regional Councils/Chapters

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

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

Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.									
Number of Class Room Teaching Centres at Regional Councils/Chapters.									
FOR JUNE 2017 EXAMINATION									
SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	MODULE	Date of Commencement of Batch	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT No. OF THE CO-ORDINATOR
1	EIRC	BHUBANESWAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation		10.11.2016	Mr. P.C. Swain	pratap.swain@icsi.edu	9040679085
				Executive	I II				
2	EIRC	DHANBAD	B-14, OLD DOCTORS COLONY, JAGJIVAN NAGAR DHANBAD- 826003	Foundation		15.11.2016	Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
				Executive	I & II				
3	EIRC	GUWAHATI	GUWAHATI CHPTER, HOUSE NO 7, RODALI PATH, HEAR JONALI 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 Anjana 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	8755755741/ 9458821397
				Executive		19.10.2016			
11	NIRC	BHILWARA	ICSI HOUSE, SEC-8, INSTITUTIONAL AREA, RING ROAD, PATEL NAGAR, BHILWARA (RAJ.)-311001	Professional			Mr. Rajeev Ranjan Jha	rajeev.jha@icsi.edu	8003990862

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

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23	NIRC	VARANASI	F BLOCK IIND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002	Foundation Executive Professional	I & II		Mr. Ashish Tiwari	varanasi@icsi.edu	7800937000
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 Executive	I&II	07.11.2016	Mr. Maitreya	bangalore@icsi.edu	7760976362
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 Executive Professional	I & II I, II & III	02.01.2017 07.01.2017 09.01.2017	Ms. Sheeba	calicut@icsi.edu	0495-2374702
28	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI - 600 034	Foundation Executive Professional	I & II I, II & III	19.12.2016 01.03.2017	Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
29	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE-641 009.	Foundation Executive Professional	I & II I, II & III	10.12.2016 09.01.2017 21.01.2017	Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497
30	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAIRATABAD,HYDERABAD-500004.	Foundation Executive	I & II	Jan-17	Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292
31	SIRC	KOCHI	KOCHI CHAPTER,ICSI HOUSE, NO 65/635, JUDGES AVENUE RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS, KALOOR ERNAKULAM - 682017	Foundation Executive			Mr Sree Kumar T S	kochi@icsi.edu	0484-4050502/2402950
32	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET	Foundation Executive	I & II	26.12.2016	Mr. T.Raja	t.raja@icsi.edu & madurai@icsi.edu	9843155753

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			MADUARI - 625001	Professional	I, II & III	02.01.2016		maduaria@icsi.edu	
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33	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BILDING IIND FLOOR BEJAI MANGALORE 575004	Foundation Executive	I & II	18.01.2017	SHANKAR B	sankara.badi@icsi.edu	0824-2216482/9886400332
34	SIRC	MYSORE	MYSORE CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES, METAGALLI MYSORE- 570016	Foundation Executive	I & II	Jan-17	Mr. N.Dhanabal	dhanabal.n@icsi.edu	9731242336
35	SIRC	PALAKKAD	1st FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD-678004	Foundation Executive	I & II	07.01.2017	Ms. Roby Joshep	palakkad@icsi.edu	0491-2528558
36	SIRC	SALEM	No-318, SRI MAHARAJ ILLAM, AZHAGU VINAYAGAR STREET NAGARAMALAI MAIN ROAD, FAIRLANDS POST ALAGAPURAM, SALEM - 636016	Executive	I & II	Jan-17	Mr. Sunder Swamy S	salem@icsi.edu	8754340840
37	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation Executive	I & II	02.01.2017	Soumya S	soumya@icsi.edu	9495631592
38	SIRC	THIRUVANANTHAPURAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTOM, TRIVANDRUM-695004	Foundation Executive	I & II	Jan-17	S V Vinod Kumar	Vinod.Sreerama@icsi.edu	8089522663
39	SIRC	VISAKHAPATNAM	D.NO. 49-26-6 , 1ST FLOOR OPP POLLOCK'S SCHOOL NEAR JK TYRE SHOWROOM SANKARAMATAM ROAD	Foundation Executive	I & II	Jan-17	Mr. Sivaramakrishna	prv.sivaramakrishana@icsi.edu	0891-2533516
40	WIRC	AHMEDABAD	ICSI AHMEDABAD CHAPTER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD, AHMEDABAD - 380009	Executive	I & II	Jan-17	Mr. Rohit Khunt	rohit.khunt@icsi.edu	8905036321/ 079-30025335
41	WIRC	BHOPAL	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation Executive	I & II	Nov-16 Dec-16	Ms. Amita Malviya	bhopal@icsi.edu	0755-2577139
42	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRASH APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation Executive	I & II	Jan-17	Vasant H Kerkar	goa@icsi.edu	8322435033

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43	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAGANJ, INDORE-452001	Foundation Executive	I & II	10.01.2017	Ms. Anikita Baldwa	indore@icsi.edu	0731-424818/2494552
44	WIRC	KOLHAPUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bunglow, Shahupuri, Kolhapur-416001	Foundation Executive Professional	I & II	05.01.2017	Ms. Archana Kamlakar	kolhapur@icsi.edu	0231-2526160
45	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN MIKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive Foundation & Executive		15.11.2016	Mr. Bannashankar Dasari	bannashankar.dasari@icsi.edu	9223542195
46	WIRC	NAGPUR	NAGPUR CHAPTER OF ICSI,3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation Executive	I & II	19.01.2017	Mr. Sudhakar Aisalwaru	nagpur@icsi.edu	0712-2453276
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-CCGR, OFFICER NO-204, 2ND FLOOR, PLOT NO- 101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI-400614	Foundation Executive	I & II	15.01.2017	Ms. Lachmi Bhatt	navimumbai@icsi.edu	022-27577816
49	WIRC	PUNE	CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR JOSHI HOSPITAL,PUNE - 411037	Foundation Executive	I & II	15.12.2016	MR. P.S. EMMANUEL	ps.emmanuel@icsi.edu	8149121488
50	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR -492001	Foundation Executive Professional	I & II	20.11.2016	Mr. Prafulla Kumar Dash	raipur@icsi.edu	0771-2582618

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
51	WIRC	SURAT	TRIUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT- 395001	Foundation		02.01.2017	Mr. Goutam Karmakar	goutam.karmakar@icsi.edu	8013214546
				Executive	I & II				
52	WIRC	THANE	ICSI THANE CHPATER, 201-202 SAI PLAZA COMPLEX GODBUNDER ROAD NEAR KAPURBAWADI JN, OPP TO ORION BUSINESS PARK, ABOVE VJAY 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 CHPATER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007	Foundation		06.12.2016	Mr. Amit Kumar Nagar	amit.nagar@icsi.edu	8980949075
				Executive	I & II				

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

Last Updated on: 06.12.2016

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### [GUIDELINES FOR CLASS ROOM TEACHING](https://www.icsi.edu/WebModules/ICSI_CLASS_TEACHING_GUIDELINES.pdf)

[https://www.icsi.edu/WebModules/ICSI\\_CLASS\\_TEACHING\\_GUIDELINES.pdf](https://www.icsi.edu/WebModules/ICSI_CLASS_TEACHING_GUIDELINES.pdf)

## CS Olympiad

The CS Olympiad was successfully conducted in two phases i.e. on 15th September, 2016 and 4th October, 2016. CS Olympiad was conducted in 29 States/ Union Territories, 398 Cities, 1308 Schools and enrolled 36191 Students. The Institute wishes to thank all its existing students in propagating the details about CS Olympiad among the prospective students. Besides, the CS Olympiad was also conducted in more than 10 Schools in Gulf Region, Bhutan, Srilanka, Singapore, Uganda, etc. The Institute wishes to thank all its existing students in propagating the details about CS Olympiad among the prospective students. The result of Company Secretary Olympiad has also been declared. As per the result Muskan Yadav of RPS Public School, Village Surana, District Narnaul, Haryana has attained the top rank amongst all the students of 11<sup>th</sup> 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 12<sup>th</sup> class who have appeared. The second rank for class 11<sup>th</sup> and 12<sup>th</sup> 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.

### **Last Date for Submission of Request for Change of Examination Centre pertaining to June, 2017 Session of Foundation Programme (Computer-based) Examinations**

Students desirous of submitting online requests for Change of Examination Centre during June, 2017 Session of CS Foundation Programme (Computer-based) Examinations may please note that the last date for submission of request for Change of Examination Centre is **17<sup>th</sup> May, 2017 (Upto 16:00 Hours)**. Requests, if any, received after the said date will NOT be entertained.

### **Admit Cards for Foundation Programme (Computer-based) Examinations, June, 2017 Session**

Admit Cards to the eligible students for Foundation Programme (Computer-based) Examinations, June, 2017 Session shall be uploaded on the website of the Institute [www.icsi.edu](http://www.icsi.edu) after **21<sup>st</sup> May, 2017** and the students are advised to download the same well in advance. Students are advised to go through the important instructions forming part of the Admit Card and comply with all the requirements.



## **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**

## 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

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**ICSI-SMASH Complaint User Manual**


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

Complaint user manual is covered for below users' processes-

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

## 1. Complaint: For Guest or Registered User

### Register a Complaint

#### Screen: Log Complaint

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

#### 1.1 Guest User

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

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

## ICSI-SMASH Complaint User Manual

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

**Register a Complaint**

\*Mandatory Fields

Guest User    Registered User

First Name \*   
 Middle Name   
 Last Name   
 Email Id \*   
 Confirm your Email Id \*   
 Date of Birth \*

Country \*    
 State/Province \*    
 District \*    
 City \*    
 Mobile Number \*    
 Topic \*    
 Sub Topic \*    
 Complaint Description \*   
 Document Upload  
 File Name     
 Following Document formats are allowed (pdf, png, jpg, jpeg) with maximum size limit of 1 mb.  
 Verification Code \*

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

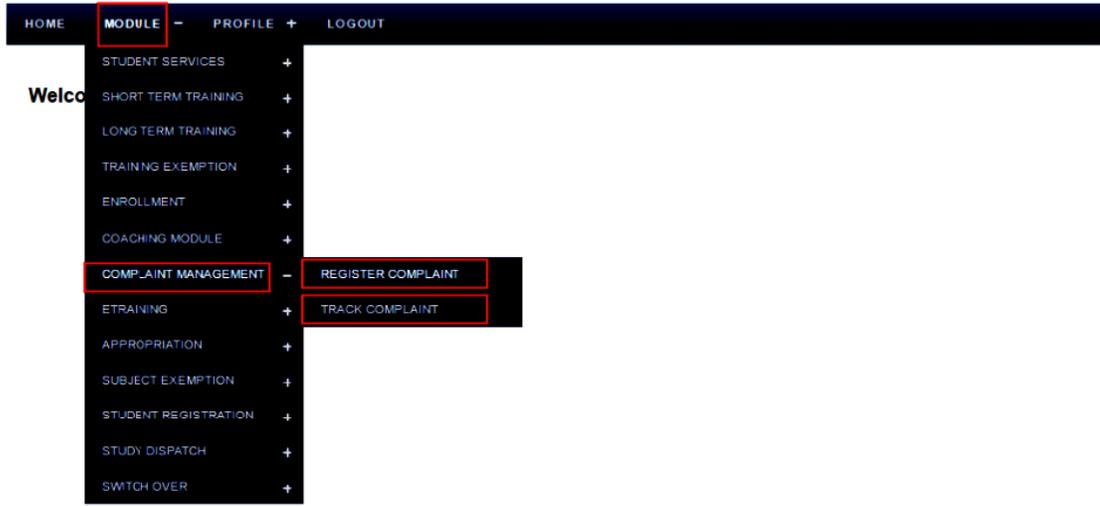
User select registered user radio button, page redirects to User Login page. The registered user has to enter the login credentials to login into the portal. Registered user authentication credentials are:-

- **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

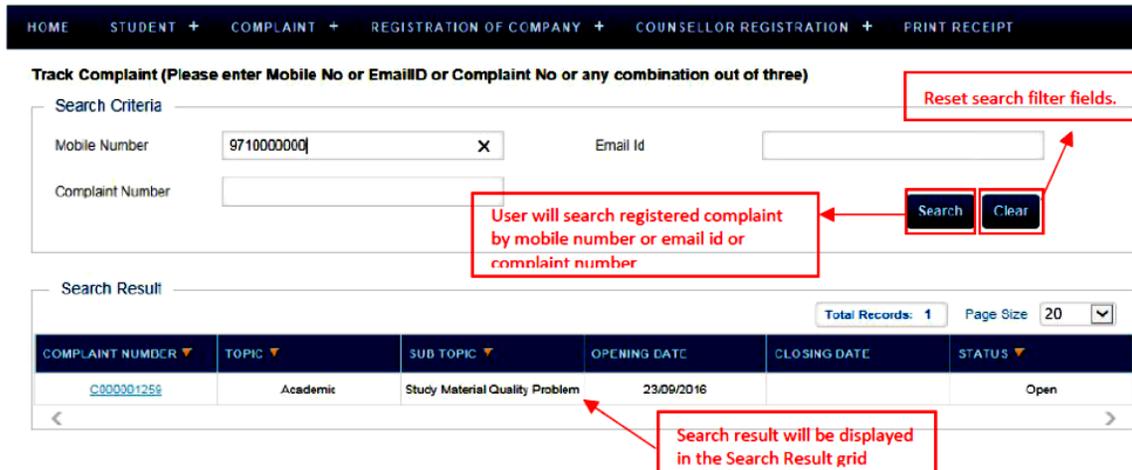


Welcome: 440500021/07/2016 Home Logout



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

1.3 Track Complaint



## ICSI-SMASH Complaint User Manual

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

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



Complaint / Grievance						
Complaint Detail <span style="float: right;">*Mandatory Fields</span>						
Date	Topic	Sub Topic	Comments			
23/09/16	Academic	Study Material Quality Problem	Check print quality			
Uploaded Document Detail						
SNo.	Uploaded On	Download Attachment				
1	23/09/16	<a href="#">download</a> → <span style="border: 1px solid red; padding: 2px;">User can download uploaded complaint</span>				
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 ComplaintMg Complaint,Last your complaint number is C000001256 .We will process your complaint ASAP .			
2	23/09/16	Email	Dear Complaintone ComplaintMg Complaint,Last your complaint number is C000001256 .We will process your complaint ASAP .			
Reopen History						
SNo.	Date	Remarks				
No records Found						
<span style="border: 1px solid red; padding: 2px;">Close</span> → <span style="border: 1px solid red; padding: 2px;">User click on Close button to close Complaint/Grievance page</span>						



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

## **New Syllabus for Foundation Programme**

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

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

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

PAPER 1: BUSINESS ENVIRONMENT AND LAW

PAPER 2: BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP

PAPER 3: BUSINESS ECONOMICS

PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

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

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

## Scheme of Papers

### DETAILED SYLLABUS FOR FOUNDATION PROGRAMME

#### PAPER 1: BUSINESS ENVIRONMENT AND LAW

**Level of Knowledge:** Basic Knowledge

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

#### PART A: BUSINESS ENVIRONMENT (40 MARKS)

##### 1. Business Environment

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

##### 2. Forms of Business Organization

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

##### 3. Scales of Business

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

##### 4. Emerging Trends in Business

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

##### 5. Business Functions

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

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

### **PART B: BUSINESS LAWS (60 MARKS)**

#### **6. Introduction to Law**

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

#### **7. Elements of Company Law**

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

#### **8. Elements of Law relating to Partnership and LLP**

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

#### **9. Elements of Law relating to Contract**

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

#### **10. Elements of Law relating to Sale of Goods**

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

#### **11. Elements of Law relating to Negotiable Instruments**

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

#### **12. Elements of Information Technology Act**

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

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

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

### **PAPER 2: BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP**

**Level of Knowledge:** Basic Knowledge

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

#### **PART A: BUSINESS MANAGEMENT (40 Marks)**

Nature of Management and its Process

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

#### **1. Planning**

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

#### **2. Organizing**

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

#### **3. Human Resource Management**

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

#### **4. Direction and Co-ordination**

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

**5. Controlling**

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

**6. Recent Trends in Management**

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

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

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

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

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

**9. Essentials of Good English**

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

**10. Business Correspondence**

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

**11. Interdepartmental Communication**

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

**12. E Correspondence**

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

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

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

**14. Entrepreneurship-Creativity and Innovation**

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

**15. Growth and Challenges of Entrepreneurial Ventures**

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

**16. Social Entrepreneurship**

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

**17. Government Initiatives for Business Development**

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

**PAPER 3: BUSINESS ECONOMICS**

**Level of Knowledge:** Basic Knowledge

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

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

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

**2. Basic Elements of Demand and Supply**

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

**3. Theory of Consumer Behaviour**

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

**4. Theory of Production and Costs**

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

**5. Analysis of Markets**

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

**6. Indian Economy- An Overview**

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

**7. Basic Elements of Money and Banking**

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

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

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

**9. Mathematics of Finance and Elementary Probability**

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

**PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING**

**Level of Knowledge:** Basic Knowledge

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

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

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

**2. Accounting Process**

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

**3. Bank Reconciliation Statement**

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

**4. Depreciation Accounting**

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

**5. Preparation of Final Accounts for Sole Proprietors**

Preparation of Profit & Loss Account; Balance Sheet

**6. Partnership Accounts**

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

**7. Introduction to Company Accounts**

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

**8. Accounting for Non-Profit Organizations**

Receipt and Payment Accounts; Income and Expenditure Accounts

**9. Computerized accounting environment**

Basic Utility of SAP, TALLY, ERP

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

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

**11. Audits and Auditor's Reports**

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

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### **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:

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

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

#### **Qualifying Marks**

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

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

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

#### **Qualification Based Exemption Scheme**

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

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

## 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 3<sup>rd</sup> June, 2017 and Sunday, the 4<sup>th</sup> 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 <sup>rd</sup> 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.
			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 <sup>th</sup> 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, 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 :

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

Please note that even the physically disabled students, who had earlier been granted facility of Writer's Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing June, 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, 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](http://www.icsi.edu) OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within 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 9<sup>th</sup> April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25<sup>th</sup> 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 **25<sup>th</sup> 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 27<sup>th</sup> 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. FREQUENTLY ASKED QUESTIONS REGARDING COMPUTER BASED EXAMINATION (CBE)

The Institute introduced Computer Based Examination (CBE) in place of OMR Based Examination for its Foundation Programme students from June, 2014 session of examination onwards. Consequently, the next Computer Based Examination for CS Foundation Programme will be held on 3<sup>rd</sup> and 4<sup>th</sup> June, 2017. The Institute has prepared some FAQs given herein below to familiarise, guide and sensitise the students about CBE.

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

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

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

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

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

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

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

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

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

A: CBE would be held in all those cities in India and abroad where the Institute's existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute's website : [https://www.icsi.edu/webmodules/Regionwise\\_Centre%20List\\_June\\_2017\\_Exam.pdf](https://www.icsi.edu/webmodules/Regionwise_Centre%20List_June_2017_Exam.pdf). However, the address of examination centre/venue would be provided on the Candidates' Admit Card.

**Q.6: What are the dates for conduct of CBE in June, 2017 and maximum time allowed for each subject of examination?**

A: CBE will be held in two days i.e. on 3<sup>rd</sup> & 4<sup>th</sup> June, 2017 as per the schedule provided in the Time-Table above. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper). After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the "Finish" Button.

- Q.7: How many questions would be there in each subject of Computer Based Examination?**
- A: There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2, carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.
- Q.8: How to answer a question in Computer Based Examination?**
- A: The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question, the candidate would “click” the option/answer which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as “answer” given by the candidate.
- Q. 9: When should a candidate report at the examination centre?**
- A: One hour before the scheduled time of start of examination.
- Q.10: Can a candidate take the examination from home?**
- A: No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.
- Q.11: Is there any negative marking for the wrong answer?**
- A: No. There is no negative marking for the wrong answer.
- Q. 12: Can a candidate skip any question and return to the same later on?**
- A: A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not “click” answer for that question and instead “click” next question.
- Q.13: Can a candidate review his/her answer?**
- A: A candidate has the option to “bookmark” any question to review at a later stage before clicking the “Finish” button.
- Q.14: Can a candidate change his/her answer to any question?**
- A: Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking “Finish” button.
- Q.15: How to enroll for Computer Based Examination? What is the examination fee and last date for enrolment for appearing in June, 2017 examination?**
- A: Candidates can apply online for the examination from 26th February, 2017 through the Institute’s website: [www.icsi.edu](http://www.icsi.edu) after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-

banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute's website.

Last date for enrolment for appearing in June, 2017 examination is 25th March, 2017. However, a candidate may enrol himself/herself online up to 9th April, 2017 by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-.

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

A: Candidates may submit their online requests for change of Examination Centre upto 15th May, 2017 along with payment of Rs. 250/- for such change. After the said date, students will not be allowed to change the examination centre.

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

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

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

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

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

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

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

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

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

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

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

A: Candidates are required to bring their Admit Card, Student Identity Card (bearing photograph and signature of the candidate) issued by the ICSI duly

attested, failing which they will not be allowed to enter the Examination Centre. If due to any reason, any of the candidates is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc. to establish his/her identity. However, carrying of Admit Card is compulsory.

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

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

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

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

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

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

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

A: A candidate can navigate between questions either by clicking on "Previous" or "Next" or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel. There will be a panel on computer screen showing all the question nos. in different colour scheme, that will indicate which are the questions answered, left unanswered and bookmarked for review.

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

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

**Q.28: What would happen if a candidate bookmarks a question but forgets to review later, and exam expires?**

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

- Q.29: Are candidates with disabilities accommodated in the examination center?**
- A: Yes, candidates with disabilities are provided extra time/scribe/special seating arrangements/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the “Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra-time” hosted on the Institute’s website.
- Q.30: How would a candidate submit the examination if he/she has completed answering all the questions?**
- A: After completion of the examination, candidates can click “DONE” button. The “DONE” button will be followed by three warnings with “FINISH” button to submit the examination. The “DONE” button would be visible at the Right Hand Bottom Corner of the Exam Window and the same would be enabled after 45 minutes of commencement of the Examination.
- Q.31: Can a candidate, after the examination, submit his/her feedback at the examination centre?**
- A: Yes. A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.
- Q.32: Should a candidate click the “Done” button after completing each paper?**
- A: No. “DONE” button shall be clicked by the candidates only when they have completed answering all the questions and wish to submit/finish their examination.
- Q.33: When is a candidate permitted to leave the Examination Hall/Room/LAB?**
- A: A candidate shall be permitted to leave the examination hall/room/lab only after 45 minutes of the commencement of the examination.
- Q.34: What would happen if a candidate wrongly clicks the “DONE” button?**
- A: In case any candidate wrongly clicks the “DONE” button, warning screens would 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. On clicking the “FINISH” button after “Final Warning”, examination would be completed and submitted. After submission of examination, it will not re-start at all and answers marked by the candidate would be considered for purposes of result.
- Q.35: When the results of CBE will be announced?**
- A: The date of declaration of result of CBE would be announced on the website of the Institute [www.icsi.edu](http://www.icsi.edu).

## 7. INSTRUCTIONS TO EXAMINEES- COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME – JUNE, 2017

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

### PART-A: GENERAL INSTRUCTIONS

1. Immediately after taking the print-out of the Admit Card from the website [www.icsi.edu](http://www.icsi.edu), every candidate is advised to verify all the details mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Registration Number, 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](http://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. 3<sup>rd</sup> June, 2017) or Paper 3 or 4 (on second day i.e. 4<sup>th</sup> June, 2017) as the case may be, he/she is required to answer only those questions in the relevant subject (Paper) in which he/she is enrolled and leave the examination hall on the expiry of 45 minutes of the commencement of the examination, after submitting the Exam by clicking "Finish" button. In case a candidate has been granted exemption in Paper 1 and 2 (first day) or Paper 3 and 4 in the (second day), he/she is required to appear only in the relevant subjects (Paper 3 and 4 or Paper 1 and 2 as the case may be), for which he/she is enrolled.

15. Candidates are required to secure a minimum of 40% marks in each paper, i.e. Paper- 1, Paper-2, Paper-3 and Paper-4 separately as the case may be, and 50% marks in aggregate of all papers put together for passing the Foundation Programme Examination. There will be no negative marking for wrong answers.
16. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programmable Calculator, Laptop, Palmtop, Smart Watch or any other communication device or gadget in the Examination room/Hall/Premises. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/Room/Premises, he/she could be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.
17. The Superintendent of Examination is authorized to expel a candidate from the Examination Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination or attempt to copy examination questions and/ or examination responses (in any format) from the Examination Centre, etc. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she may not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country, and the particulars of such candidates will be suitably notified in the Institute's official bulletins.
18. Candidates' eligibility to appear in the CS Foundation Programme Examination shall be subject to the provisions of Company Secretaries Regulations, 1982 as in force.

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

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

1. Upon Invigilator's instruction, click on the "APPEAR" button to access the Instruction Sheet. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Invigilator on duty before the commencement of examination. No query/ies shall be entertained after the commencement of examination.
2. Do not close the Exam Window or try to restart the system at the Examination Centre.
3. Each question is followed by four alternative answer marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will

- be highlighted and will automatically be saved. The questions may be answered in any order within the stipulated examination time.
4. Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking "FINISH" Button.
  5. Candidates shall not click "DONE" button followed by three warnings with "FINISH" button until they have completed all the questions, *i.e., 100 questions for both the papers (50 questions in case of exemption in one paper)* of their examination. The examination shall not re-start once "FINISH" button is clicked.
  6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.
  7. Before conclusion of examination, the candidates can use the "Bookmark" option by clicking on "BOOKMARK" button, if they wish to review or revisit the question later.
  8. In case of restarting / shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved and the candidate will be able to resume the examination from the exact point that last appeared before him/her.
  9. If any candidate wishes to take a bio break, he/she can do so after 30 minutes of commencement of the examination. However, the timer on the Exam Computer would continue to tick and the candidate would not be given any additional time to compensate for the time loss during the bio break. Hence, the candidates in their own interest may limit their bio-breaks to the minimum to avoid any loss of time.

## II. Working on Examination Window

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

## III. Examination Submission

1. "DONE" button shall be clicked by the candidates only when they have answered all the questions of their examination. The "DONE" button will be visible at the Right

- Hand Bottom Corner of the Exam Window and the same will only be enabled after 45 minutes of commencement of the Examination.
2. After completion of the examination, candidates can click “DONE” button followed by three warnings with “FINISH” button to submit the examination. After conclusion of examination timing, system will automatically save, finish and submit the examination.
  3. No candidate shall be permitted to leave the examination hall/room/lab until the expiry of 45 minutes after commencement of the examination.
  4. In case any candidate wrongly clicks the “DONE” button, warning screens will be displayed; and he/she can return to the question paper by clicking “Go to Examination”. There are three such warnings – WARNING-1, WARNING-2 and WARNING-3 with “FINISH” button.
  5. Candidates shall remain cautious while clicking “FINISH” button and warnings. On clicking the “FINISH” button after “WARNING-3”, examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and answer marked by the candidate shall be considered for purposes of result.
  6. A “Thank you” message will appear confirming the completion, finishing and submission of the examination.
  7. Candidates may give their feedback by filling “FEEDBACK FORM” available on their system after submission of their examination.

#### **IV. Use of Rough Sheet**

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

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

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

- (a) Attempt to take the examination on behalf of someone else, *i.e.* Impersonation;
- (b) Give or receive assistance of any kind during the examination or communicate in any manner with other candidates or with outsiders.
- (c) Tamper/attempt to tamper with computer system or pose hindrance in the smooth conduct of the examination.
- (d) Leave the examination centre without the permission of the invigilator.
- (e) Use prohibited aids or carry banned items in the examination premises/ room/hall/lab, *etc.* such as mobile phones, I-pad, palmtop, 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.

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## News from Region

### ICSI -SIRO

#### CLASS ROOM TEACHING

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

#### Model Examination for June 2017 Examination

<i>Foundation Programme</i>	<i>Executive Programme</i>	<i>Professional Programme</i>
08.05.2017 and 09.05.2017	<b>08.05.2017 to 14.05.2017</b>	<b>08.05.2017 to 15.05.2017</b>
<i>Timing</i>	<i>Timing</i>	<i>Timing</i>
10.00 AM To 11.30 AM	10.00 AM To 01.00 PM	10.00 AM To 01.00 PM
<i>Foundation Programme</i>	<i>Executive Programme</i>	<i>Professional Programme</i>
Fees : Rs. 250/-	Rs. 400/- for Module-I Rs. 300/- for Module-II	Rs. 300/- per Module

## 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, Ahipukur 1<sup>st</sup> Lane,  
Kolkata – 700 019  
Ph: 033- 22901065/ 2283 2973  
Mail:eiro@icsi.edu



## ICSI-EIRC LIBRARY

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- ICSI Publications
- ICSI Study Materials
- Books on Case Laws
- Bearcats
- Taxation
- Reference
- Guidelines Answers

For further details contact

Dr. Tapas Kumar Roy, Assistant Director, ICSI-EIRO  
Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO  
ICSI-EIRC House, 3A, Ahipukur 1<sup>st</sup> Lane, Kolkata – 700 019  
Ph: 033- 2283 2973 / 2290 2178  
Email: tapas.roy@icsi.edu / rukmani.nag@icsi.edu

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

### E-LIBRARY

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



### ONLINE ENGLISH LEARNING PROGRAMME

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



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

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

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**SONIA BAIJAL, DIRECTOR**

**MANINDER DEEP CHEEMA, ASSISTANT PROFESSOR**

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