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Message
from
The
President

Leadership and Learning are indispensable to each other.

John F. Kennedy

My Dear Students,

Success is no accident, it is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing to or learning to do. Indeed, learning is one of the core post to lead one's discipline. Indulging the significance of learning in success of an endeavour, Institute is persistent in building the capacity of its stakeholders with the emerging trends of compliance and governance. One among such steps was the introduction of new curriculum for Executive and Professional Program of the Institute, subsuming an objective to provide a 360 degree rounded set of education and development to CS students. Our dedication to provide an all rounded set of education and contemporary development of our student does not end here. Pursuant to the introduction of the new syllabus and in view to apprise a comprehensive understanding of the students related to the contents, the new set of study material was\ also launched recently for Executive Programme under New Syllabus 2017.

In order to ensure a *One Spot Source* of learning and advancing the proficient knowledge, the set of newly launched study material has been developed and supported in deep deliberations with Company Secretaries as well as Industry Experts and other professionals, having a wide spectrum of acquaintance with the needs and requirements of the companies in the Indian Mainland.

Citing, Benjamin Franklin on '*Tell me and I forget. Teach me and I remember. Involve me and I learn*', we are also diving high with the involvement of our students in the synchronous reforms of our Shining and Rising India. For instance, with the implementation of GST, we are not only gearing up our professionals through the academic updates in the form of GST Newsletter, GST App, GST Point and alike, rather we are also involving our students in the factual practice of GST through their enrolments in GST Accounts Assistant course, launched in association with National Skill Development Corporation.

Friends, indeed when the noblest pleasure is the joy of learning and understanding, the Institute is dedicated in advancing the learning and understanding of our budding professionals in the emerging era of compliance and good-governance.

Looking forward for your treasured feedback.

Best Wishes

CS Makarand Lele
President, ICSI

Academic Guidance

Crisis Management- An Indispensable Need for Future*

Crisis management is the process by which an organization deals with a major event that threatens to harm or has harmed the organization, its stakeholders, or the general public. The study of crisis management originated with the large-scale industrial and environmental disasters in the 1980s. It is considered to be the most important process in public relations.

Crisis Management is the management and coordination of an organization's responses to an incident that threatens to harm, or has harmed, that organization's people, its structures, its ability to operate, its valuables and/or reputation. It takes into account its planning and automatic incident response, but it must also dynamically deal with situations as they unfold, often in unpredictable ways.

In simple words, Crises management is the process of responding to an event that threatens the operations, staff, customers, reputation or the legal and financial status of an organization. Its aim is to minimize the damage.

Three elements are common to a crisis: (a) a threat to the organization, (b) the element of surprise, and (c) a short decision time. It has been argued that crisis is a process of transformation where the old system can no longer be maintained."Therefore, the fourth defining quality is the need for change. If change is not needed, the event could more accurately be described as a failure or incident.

Crisis Management vs. Risk Management

Crisis management involves dealing with threats before, during, and after they have occurred, whereas risk management is one which involves assessing potential threats and finding the best ways to avoid those threats. It is a discipline within the broader context of management consisting of skills and techniques required to identify, assess, understand, and cope with a serious situation, especially from the moment it first occurs to the point till the recovery procedures start.

Types of Crisis

Types of Crisis have been categorized in the following:

1. **Natural Disaster:** Natural crises or disasters are the 'Acts of God'. They are environmental phenomena as earthquakes, volcanic eruptions, tornadoes and hurricanes, floods, landslides, tsunamis, storms, and droughts that threaten life, property, and the environment. For example the 2004 Indian Ocean earthquake, i.e., Tsunami was a natural crisis.
2. **Technological Crisis:** Technological crisis are caused by human application of science and technology. Technological accidents inevitably occur when technology becomes complex and something goes wrong with the system as a whole. For example, Chernobyl disaster.

* Akansha Gupta, Executive (Academics), ICSI.

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

3. **Confrontation Crises:** It occurs when discontented individuals and/or groups fight with government and other interest groups to win acceptance of their demands and expectations. The common type of confrontation crises are boycotts, sit-ins, ultimatums to those in authority, blockade or occupation of buildings, and resisting or disobeying police.
4. **Crises of Organizational Misdeeds:** It occurs when management takes actions without adequate precautions, knowing well that they will harm or place the stakeholders at risk.
5. **Workplace Violence:** It occurs when an employee or a former employee commits violence against other employees on organizational premises.
6. **Rumours:** False information about an organization or its products creates crises thus hurting the organization's reputation, e.g., linking the organization to radical groups or spreading stories that their products are contaminated or such standard.

Crisis Management Plan

Before a crisis strikes, an organisation should think about how a disaster would impact employees, customers, suppliers, the general public and their company's value. A crisis can strike any company anytime, anywhere. Advanced planning is the key to survival. The following steps should be undertaken to implement a crisis management plan:

1. **Plan the objective**--Every plan begins with clear objectives. The objectives during any crisis are to protect any individual (employee or public) who may be endangered by the crisis, ensure the key audiences are kept informed, and the organization survives. This written plan should include specific actions that will be taken in the event of a crisis.
2. **Identify a spokesperson**--If the crisis could potentially impact the health or well-being of customers, the general public or employees, it may attract media attention. To ensure that the company speaks with one voice and delivers a clear consistent message, a spokesperson must be identified as well as prepared to answer media questions and participate in interviews.
3. **Be honest and open**--Nothing generates more negative media coverage than a lack of honesty and transparency. Therefore, being as open and transparent as possible can help stop rumors and defuse a potential media frenzy. This transparency must be projected through all communications channels: news interviews, social media, internal announcements, etc.
4. **Keep employees informed**--Maintaining an informed workforce helps ensure that business continues to flow as smoothly as possible. It also minimizes the internal rumor mill that may lead to employees posting false reports on social media.
5. **Communicate with customers and suppliers**-- customers and suppliers should not get to learn about the crisis in the company through the media. Information on any crisis pertaining to the organization should come from the organisation first. Part of the crisis communications plan must include customers and suppliers and how they will be regularly updated during the event.
6. **Update early and often**--It is better to over-communicate than to allow rumors to fill the void. Issue of summary statements, updated action plans and new developments as early and as often as possible is a good way of communicating.

7. Social media--social media is one of the most important channels of communications. It is very important to establish a social media team to monitor post and react to social media activity throughout the crisis.

A crisis that is not managed well can wipe out decades of hard work and company value in a matter of hours. A well-managed crisis confirms that the company has the processes and procedures in place to address almost any issue that may develop.

Another critical component of crisis management planning is the establishment of a succession plan. All the necessary steps to be followed during a crisis situation should be clearly outlined and followed if there is a crisis situation. This plan may include selling the company, or transferring ownership to family members or key employees.

The most important thing is to create the crisis management plan when everything is running smoothly and everyone involved can think clearly. By planning in advance, all parties will have time to seriously think about the ideal ways to manage different types of crises. As crisis management plan is developed, one can seek advice from the experts that include the leadership team, employees, customers, communications experts, investment bankers, exit planners, lawyers and financial managers. Each of these individuals can provide their valuable insight that could be critical if a crisis strike the company.

Reference

www.wikipedia.org

www.inc.com/bruce-condit/7-critical-steps-to-crisis-management.html

www.dsc.edu.in/the-role-of-pr-in-crisis-management



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@icxi.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.icxi.edu.

Students are requested to take advantage of this initiative.

Our best wishes for all your endeavors.

Team ICSI

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

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

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

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

Eastern Book Company:

- Administrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastaantarn - 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

COMMUNICATING WITH THE INSTITUTE

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 :

1. CALL CENTRE

The Institute has established a dedicated call centre with Phone Nos. 0120-6204999 & 0120-3314111. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.



The advertisement features a yellow background with a blue speech bubble containing contact information. At the top right is the website www.icsi.edu. The main headline reads "Now, instant access to ICSI". Inside the blue speech bubble, the text says "Dial ICSI Call Centre @ 0120-6204999 & 0120-3314111 (from 7 am to 11 pm)". To the right of the text is a circular portrait of a smiling woman wearing a headset. At the bottom left is the ICSI logo, and to its right is the full name "THE INSTITUTE OF Company Secretaries of India" with the subtitle "IN PURSUIT OF PROFESSIONAL EXCELLENCE" and the note "Statutory body under an Act of Parliament".

2. STUDENT ACADEMIC HELPLINE

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

Students may call us at 0120-6267777 and inform the central core team about their query on any topic of Company Secretaryship Course. The central core team thereafter connects the students to the subject expert/ faculty across the country.

3. '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.



4. 24 HOURS CS HELPLINE

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

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

5. 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/icci_cs

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

6. SAMPARK - MISSED CALL FACILITY

We are pleased to inform that the Institute has recently launched Missed Call facility under the project ICSI – Sampark.

Prospective students may give a missed call at this number “**8824401155**”. ICSI officials across India will contact to students and answer their queries pertaining to ICSI.

All students are requested to disseminate this information amongst their friends and relatives who are interested to join CS Course so that they can be guided at zero cost.

REGISTRATION

1. 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 2015 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period at the end of April 2018.

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.icci.edu together with the Foundation Programme admission fee of Rs. 4500/-.



2. REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in December 2017 and register in Executive Program upto and including 28th February 2018 would be eligible to appear in both modules of the Executive Program to be held in December 2018 examination and students who will take registration in Executive Program between 1st March, 2018 to 31st May, 2018 will be eligible to write only one module in Decembe 2018 examination of the Executive Programme.

Students can register online at Institute's website www.icci.edu at online services option at the following link <https://smash.icci.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.

PROCEDURAL COMPLIANCE

1. CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at www.icci.edu. Their Registration Number shall be their user Id. 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.icci.in

Step 2: Change Mobile Number and Email address



Step 3:

Change Communication Details

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

Save After Updating Communication detail , click on "Save" button

Process 2: Process to change correspondence /permanent address**Step 1: After Log in**

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

HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

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

Step 2: To change Correspondence address

Change Address

Search Criteria

Address Type	-All-	Search	Clear
Correspondence Address			
Permanent Address			

Search Result

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

Total Records: 2 Page Size 20

Update

Step 3:

Change Address

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

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

Save **Close**

Note: Same process will be for changing permanent address.

Change/Reset Password

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

Step 2: Click on Profile > Change Password



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

Submit **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.

2. UPDATION OF E-MAIL ADDRESS/MOBILE NUMBER

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

3. STUDENT IDENTITY CARD

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

1. Member of the Institute, with ACS/FCS No.

2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalized Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI.

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

4. 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.

5. REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheets/Pass Certificates for regularizing their admission at their online account at www.icci.edu. Students, who have already uploaded/submitted their Senior Secondary Examination Marksheets/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

6. 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.



7. ATTENTION STUDENTS!

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

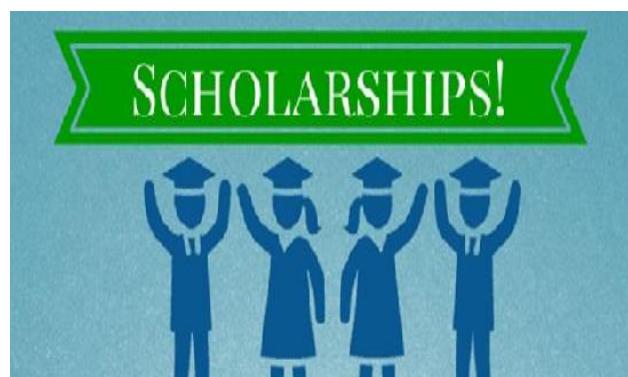
The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised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

IMPORTANT ALERTS FOR STUDENTS

1. 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/>



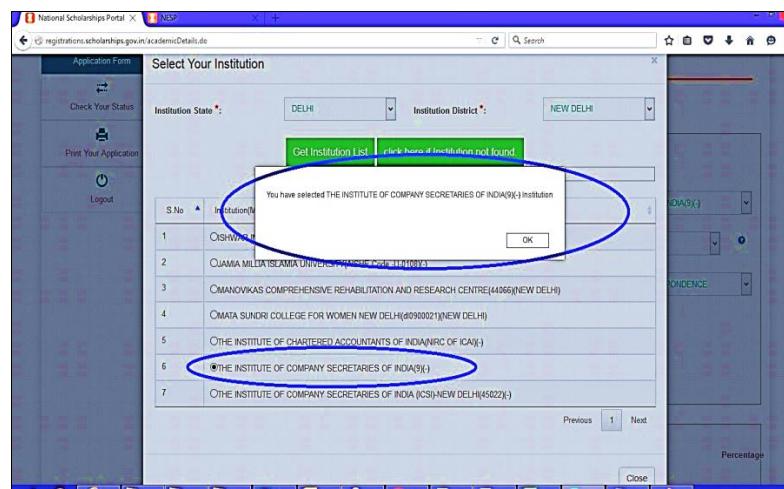
Government of India has created the National Scholarship Portal as a Mission Mode Project under National e-Governance Plan (NeGP) to provide single-window services to the eligible students for availing scholarships against all the schemes of the Central and State Governments.

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



2. 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.



3. ATTENTION STUDENTS !

PROCEDURE TO CREATE / RESET PASSWORD

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

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

[SMASH PORTAL](#)

The following screen opens :

The screenshot shows the homepage of the SMASH Portal. At the top, there is a navigation bar with links for HOME, STUDENT, COMPLAINT, PRINT RECEIPT, HELP, and ECART. Below the navigation bar is a logo for 'THE INSTITUTE OF Company Secretaries of India' with the tagline 'IN PURSUIT OF PROFESSIONAL EXCELLENCE'. To the right of the logo, helpline numbers 011-33132333 and 011-66204999 are listed. The main content area features a 'USER LOGIN' form with fields for 'Enter User Name', 'Enter Password', and 'Verification Code' (containing 'g5lmo9'). There are 'Submit' and 'Forgot Password' buttons. A message at the bottom of the form encourages users interested in CS courses to click a link to fill their details. To the right of the login form is a graphic of a diverse crowd of stylized human figures in various colors (yellow, orange, red, grey). The text 'Academic Corner For Students' is visible in the background.

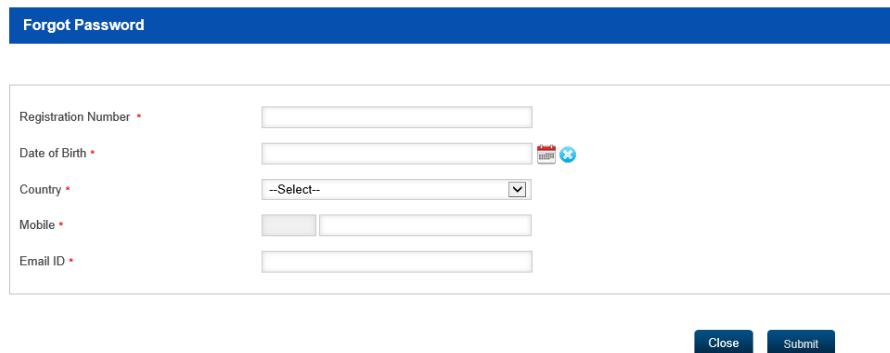
Step-2 Students may directly visit the Reset/ Create Password link :

[RESET OR CREATE PASSWORD](#)

The following screen opens :

The screenshot shows the 'Forgot Password' page. The title 'Forgot Password' is displayed at the top. Below it is a form with a label 'Enter User ID *'. The form contains two input fields: 'Enter User ID' and 'Verification Code'. The 'Verification Code' field contains 'jub9dp'. There is also a 'Submit' button.

Enter the Registration Number and Verification Code

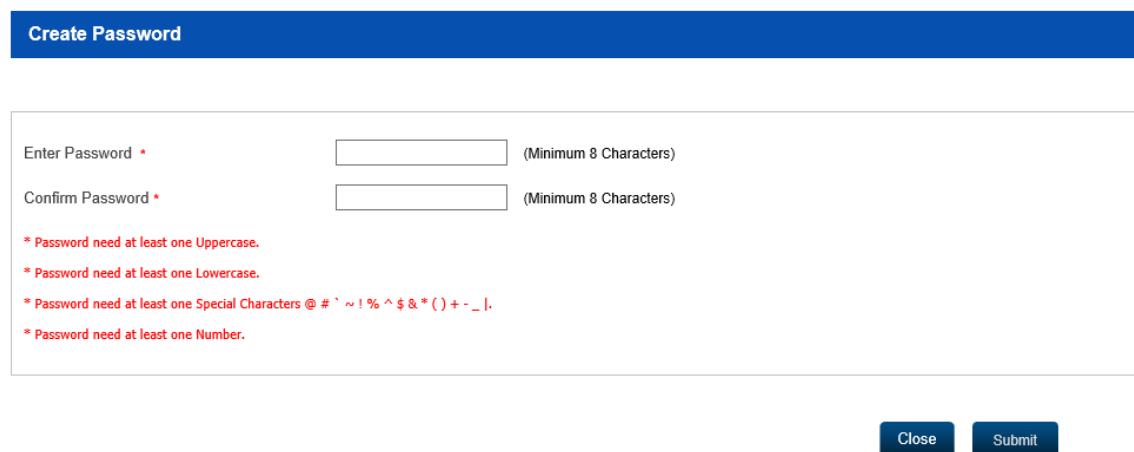
Step-3**The following screen opens :**


This screenshot shows a 'Forgot Password' form with the following fields:

- Registration Number *: An input field.
- Date of Birth *: An input field with a calendar icon and a delete/cross icon.
- Country *: A dropdown menu showing '--Select--'.
- Mobile *: Two input fields, one for country code and one for the phone number.
- Email ID *: An input field.

At the bottom right are 'Close' and 'Submit' buttons.

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.

Step-4**On entering the details given above, the following screen opens :**


This screenshot shows a 'Create Password' form with the following fields:

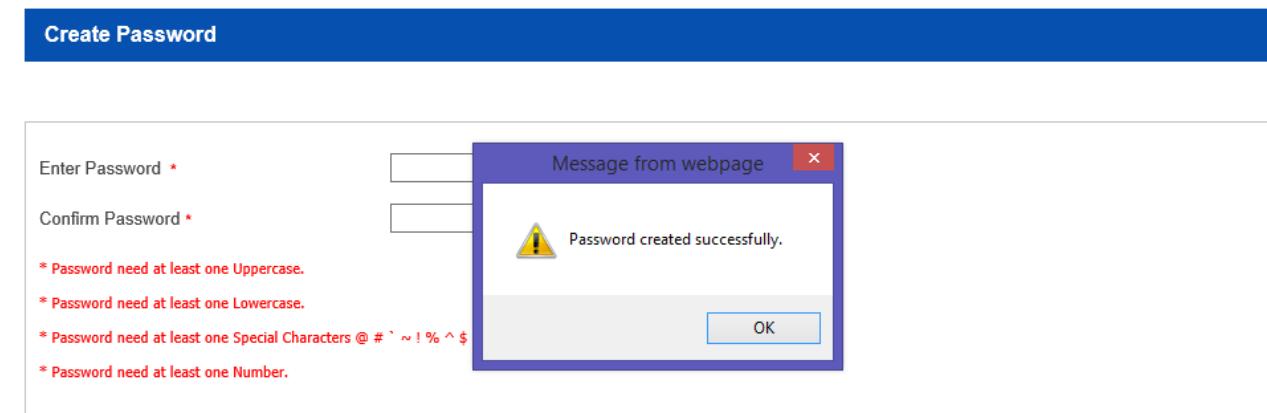
- Enter Password *: An input field with a note '(Minimum 8 Characters)' to its right.
- Confirm Password *: An input field with a note '(Minimum 8 Characters)' to its right.

Below the inputs are five red asterisk notes regarding password complexity:

- * 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.

At the bottom right are 'Close' and 'Submit' buttons.

Enter the New Password and Confirm the same. While entering new password, please ensure that the password contains atleast one character in Uppercase, one character in Lowercase, one Special Character and one Numerical character. For example Student@123.

Step 5**The following screen opens :**


This screenshot shows the same 'Create Password' form as above, but with a modal dialog box overlaid. The dialog box has a purple header 'Message from webpage' and a white body containing a yellow warning icon and the text 'Password created successfully.' At the bottom right of the dialog is an 'OK' button.

The main form fields are identical to the previous screenshot.

Password is created, say, Student@123

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



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 6

Click on OK button, you are now 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.

4. 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 :-

SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT NO. OF THE CO-ORDINATOR
1	EIRC	BHUBANES WAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation Executive	Mr. P.C. Swain	pratap.swain@icsi.edu	9040679085
2	EIRC	DHANBAD	B-14,OLD DOCTORS COLONY,JAGJIVAN NAGAR DHANBAD- 826003	Foundation Executive	Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
3	EIRC	GUWAHATI	GUWAHATI CHPATER, HOUSE NO 7, RODALI PATH, HEAR JONALI BUIST STAND RG BARUAH ROAD GUWAHATI - 24	Executive	Mr. Chiranjeeb Sarma roy	guwahati@icsi.edu	9435191229
4	EIRC	KOLKATA	ICSI-EIRO, 3A, AHIRIPUKUR 1ST LANE KOLKATA- 700019	Foundation Executive	Ms. Rukmini Nag	rukmini.nag@icsi.edu	033-22832973
5	EIRC	PATNA	B-27, 2nd Floor, LUV KUSH TOWER, EXHIBITION ROAD PATNA - 1	Foundation Executive	Mr. Ratnesh Kumar	patna@icsi.edu	9835042476 /0612-2322405
6	EIRC	RANCHI	ICSI CHAPTER,2C, OM SHANTI APPARTMENT, O C C BANGLA SCHOOL LANE MAIN ROAD,RANCHI- 834001	Foundation Executive	Sumanta Dutta	ranchi@icsi.edu	0651-2223382

7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.- 10, VIJAY MANDIR MARG, ALWAR	Foundation	Mr. Anand Kumar Arya	alwar@icsi.edu	9413740652
				Executive			
				Professional			
8	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			
9	NIRC	BAREILLY	ICSI CHAPTER BARIELLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BARIELLY - 243122	Foundation	Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@rediffmail.com / amitkumarb@icsiedu	8755755741 / 9458821397
10	NIRC	BIKANER	ICSI HOUSE, IN FRONT OF CMHO OFFICE BISCUIT GALI, TYAGI VATIKA STATION ROAD BIKANER (RAJ.)-334001	Executive			
11	NIRC	DELHI	ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTIONA L AREA NEW DELHI- 110 005	Foundation	Ms. Beena	beena@icsi.edu	011 49343009
				Executive			
12	NIRC	FARIDABAD	INSTITUTIONA L PLOT NO.- 1A, SECTOR- 16A, (NEAR SAI BABA TEMPLE), FARIDABAD- 121002	Foundation	Ms. Suman Iyer	faridabad@icsi.edu	0129- 4003761
				Executive			

13	NIRC	GHAZIABAD	GHAZIABAD CHAPTER, 23-B, NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation Executive Professional	Mr. Anil Kumar Upadhyay	ghaziabad@icsi.edu	0120-4559681, 9716011634
14	NIRC	JAIPUR	A-5/A, ICSI HOUSE, JHALANA DOONGRI, INSTITUTIONAL AREA, JAIPUR (Raj.)	Foundation Executive	Mr Rajesh Kumar Gupta	jaipur@icsi.edu	0141-2707236, 2707736
15	NIRC	JALANDHAR	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR-144008	Foundation Executive	Mr. Vinay Kumar	vinay.kumar@icsi.edu	9041040129
16	NIRC	JAMMU	213 A (1ST FLOOR), SHASTRI NAGAR, JAMMU-180004	Foundation Executive	Mr. Rishi Prakash	jammu@icsi.edu	0191-2439242
17	NIRC	KANPUR	118/90, GUMTI PLAZA, KAUSHALPURI, KANPUR-208012	Foundation Executive	Ms. Uma Devi gupta	uma.gupta@icsi.edu	8687116064
18	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR LUCKNOW - 226010	Foundation Executive	Mr. Shiv Moorthi Tiwari, Mr. Sandeep Rapra	shiv.tiwari@icsi.edu , raju.kumar@icsi.edu	9450465499 05224109382
19	NIRC	NOIDA	C-37, SECTOR - 62, NOIDA - 201309	Foundation Executive	Mr. Kushal Kumar	noida@icsi.edu	01204522058
20	NIRC	VARANASI	F BLOCK IIND FLOOR GURU KIRPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI-221002	Foundation Executive	Mr. Ashish Tiwari	varanasi@icsi.edu	7800937000

21	NIRC	YAMUNA NAGAR	DAV COLLEGE FOR GIRLS, ACADEMIC BLOCK-4, JAGADHRI ROAD, YAMUNA NAGAR-135001	Foundation	Mr. Upendra Kumar	yamuna.nagar@icsi.edu	9812573452
22	SIRC	AMARAVATI	Ist FLOOR HINDU COLLEGE & HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR-522003	Executive	Mr. S. Gaddam	amaravati@icsi.edu	0863-2233445
23	SIRC	BANGALORE	No-5, 1st MAIN ROAD, KSSIDC INDUSTRIAL ESTATE, 6TH BLOCK, WEST OF CHORD ROAD, RAJAJI NAGAR BANGALORE-560010	Foundation Executive	Mr. Maitreya	bangalore@icsi.edu	7760976362
24	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	Ms. Sheeba	calicut@icsi.edu	0495-2374702
25	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, NUNGAMBakkAM, CHENNAI - 600 034	Foundation Executive Professional	Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
26	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE-641 009.	Foundation Executive Professional	Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497

27	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAIR ATABAD, HYDERABAD-500004.	Foundation Executive	Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292
28	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
29	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADUARI - 625001	Foundation Executive Professional	Mr. T.Raja	t.raja@icsi.edu & madurai@icsi.edu	9843155753
Pt	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BILDING IIND FLOOR BEJAI MANGALORE 575004	Foundation Executive	SHANKAR B	sankara.badi@icsi.edu	0824-2216482/9886400332
31	SIRC	MYSORE	MYSORE CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES, METAGALLI MYSORE-570016	Foundation Executive	Mr. N.Dhanabal	dhanabal.n@icsi.edu	9731242336

32	SIRC	PALAKKAD	Ist FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD- 678004	Foundation	Ms. Roby Joshep	palakkad@icsi. edu	0491- 2528558
				Executive			
33	SIRC	SALEM	No-318, SRI MAHARAJ ILLAM, AZHAGU VINAYAGAR STREET NAGARAMALA L MAIN ROAD, FAIRLANDS POST ALAGAPURAM, SALEM - 636016	Executive	Mr. Sunder Swamy S	salem@icsi.edu	8754340840
34	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation	Ms. Soumya S	soumya@icsi.e du	9495631592
				Executive			
35	SIRC	THIRUVANA NTHAPURA M	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTOM, TRIVANDRUM - 695004	Foundation	Mr. S V Vinod Kumar	Vinod.Sreeram a@icsi.edu	8089522663
36	SIRC	VISAKHAPA TNAM	D.NO. 49-26-6 , 1ST FLOOR OPP POLLOCKS SCHOOL NEAR JK TYRE SHOWROOM SANKARAMAT AM ROAD MADHURANAG AR,VISAKHAPA TNAM - 530016	Foundation			
				Executive	Mr. Sivaramakris hna	vpatnam@icsi.e du	0891- 2533516

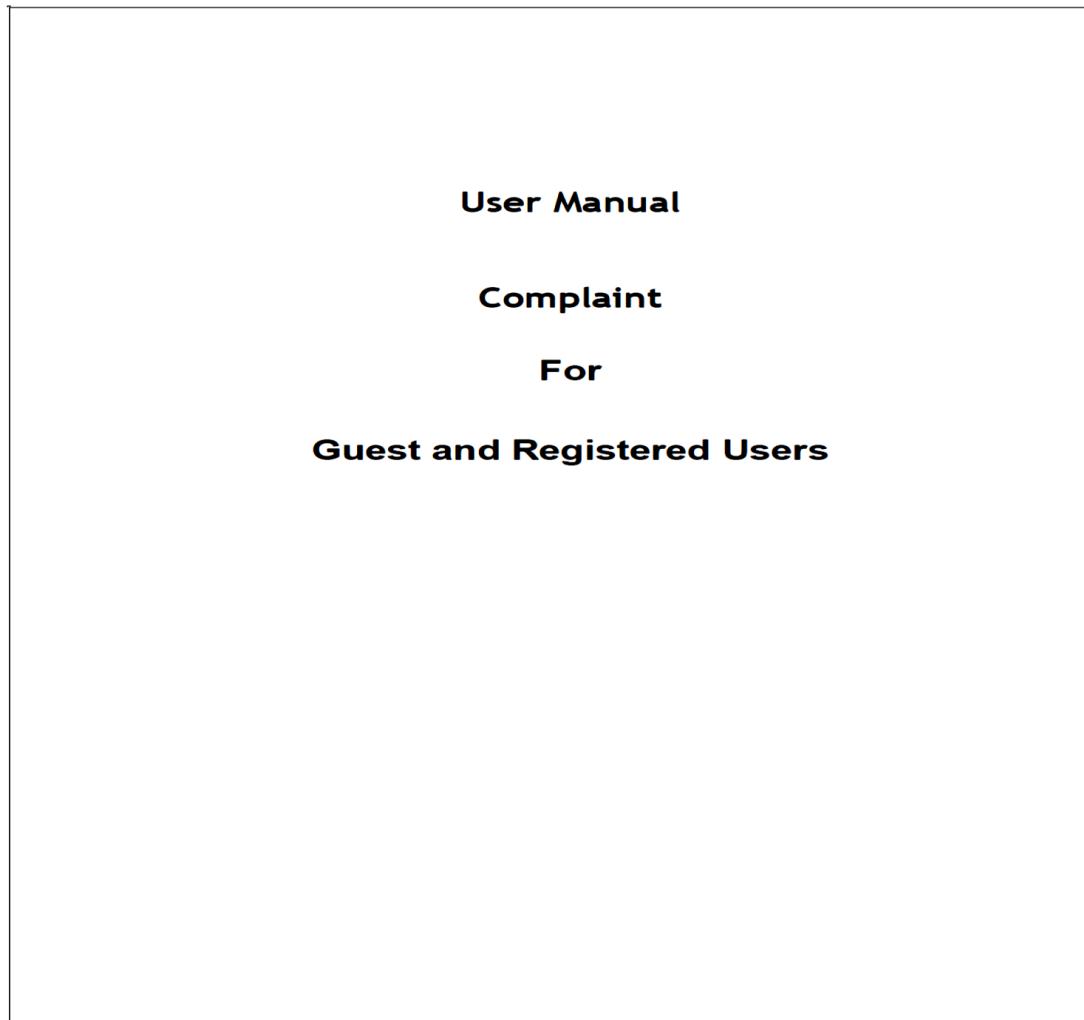
37	WIRC	AHMEDABAD	ICSI AHMEDABAD CHPATER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD, AHMEDABAD - 380009	Foundation	Mr. Rohit Khunt	rohit.khunt@icsi.edu	8905036321 / 079- 30025335
				Executive			
38	WIRC	BHOPAL	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation	Ms. Amita Malviya	bhopal@icsi.edu	0755- 2577139
				Executive			
39	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRASTH APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation	Vasant H Kerkar	goa@icsi.edu	8322435033
				Executive			
40	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAGA NJ, INDORE- 452001	Foundation	Ms. Ankita Baldwa	indore@icsi.edu	0731- 424818/249 4552
				Executive			
41	WIRC	KOLHAPUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bunglo w, Shahupuri, Kolhapur- 416001	Foundation	Ms. Archana Kamlakar	kolhapur@icsi.edu	0231- 2526160
				Executive			
				Professional			

42	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETATIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive	Mr. Bannashankar Dasari	bannashankar.dasari@icsi.edu	9223542195
			MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive			
43	WIRC	NAGPUR	NAGPUR CHAPTER OF ICSI,3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation Executive	Mr. Sudhakar Aisalwaru	nagpur@icsi.edu	0712-2453276
44	WIRC	NASHIK	BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTR A-422005	Foundation	Mr. Amit Kumar	Amit.Kumar_N @icsi.edu	8796090345
45	WIRC	NAVI MUMBAI	ICSI-CCGRT, OFFICER NO- 204, 2ND FLOOR, PLOT NO- 101, SEC- 15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI- 400614	Foundation Executive	Ms. Lachhmi Bhatt	navimumbai@icsi.edu	022-27577816
46	WIRC	PUNE	CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR JOSHI HOSPITAL,PUNE - 411037	Foundation Executive	MR. P.S. EMMANUEL	ps.emmanuel@icsi.edu	8149121488

47	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR 492001	Foundation	Mr. Prafulla Kumar Dash	raipur@icsi.edu.in	0771- 2582618
				Executive			
				Professional			
48	WIRC	SURAT	TRIUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT- 395001	Foundation	Mr. Goutam Karmakar	goutam.karmakar@icsi.edu	8013214546
				Executive			
49	WIRC	THANE	ICSI THANE CHPATER, 201- 202 SAI PLAZA COMPLEX GODBUNDER ROAD NEAR KAPURBAWAD I JN, OPP TO ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607	Foundation	Mr. Soujit Das	soujit.das@icsi.edu	7506104313
				Executive			
50	WIRC	VADODARA	ICSI VADODARA CHPATER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007	Foundation	Mr. Amit Kumar Nagar	amit.nagar@icsi.edu	8980949075
				Executive			

5. ICSI GRIEVANCE SOLUTIONS CELL

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



User Manual
Complaint
For
Guest and Registered Users

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1.2 Registered User.....	4
1.3 Track Complaint	5

 ICSI-SMASH Complaint User Manual

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

Complaint user manual is covered for below users' processes-

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

1. Complaint: For Guest or Registered User

Register a Complaint

Screen: Log Complaint

- User double click the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open, and type the URL <https://smash.icci.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

<input checked="" type="radio"/> Guest User <input type="radio"/> Registered User	
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Email Id *	<input type="text"/>
Confirm your Email Id *	<input type="text"/>
Date of Birth *	<input type="text"/>
Country *	Select Country
State/Province *	Select State
District *	Select District
City *	Select City
Mobile Number *	<input type="text"/> <input type="text"/>
Topic *	Select Topic
Sub Topic *	Select Sub Topic
Complaint Description *	<input type="text"/>
Document Upload	
File Name	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Following Document formats are allowed (pdf, png, jpg, jpeg) with maximum size limit of 1 mb.	
Verification Code *	<input type="text"/> c1ac7q
<input type="button" value="Submit"/>	

* File should be having extensions .pdf, .png, .jpg, .jpeg only.
 * The size of file should be less than 1 MB.
 * At the time of registering a complaint, Member of the Institute please mention his/her Membership No in complaint details text box.

User select date of birth from the date
User can remove entered date of birth
User select relevant Topic
User select relevant Sub Topic
User click on browse button and locate file
After browsing file user upload relevant file by clicking on Upload
User enter verification code in the text box as display on the screen.
User can refresh verification code by clicking on refresh icon.

1.2 Registered User

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

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

ICSI-SMASH Complaint User Manual

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

1.3 Track Complaint

COMPLAINT NUMBER ▼	TOPIC ▼	SUB TOPIC ▼	OPENING DATE	CLOSING DATE	STATUS ▼
C000001256	Academic	Study Material Quality Problem	23/09/2016		Open

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 Complainant History if exist.
- User will view any SMS/Email correspondance.

Complaint / Grievance

*Mandatory Fields

Complaint Detail

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

Uploaded Document Detail

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

Remarks to Complainant History

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

SMS/Email

SN.	Date	Type	Description
1	23/09/16	SMS	Dear Complainant, Your complaint number is C000001256. We will process your complaint ASAP.
2	23/09/16	Email	Dear Complainant, Your complaint number is C000001256. We will process your complaint ASAP.

Recent History

SN.	Date	Remarks
No records Found		

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

1. UPDATION OF DATA

The Institute in its continuous endeavour to update technology is revamping all online services. We are moving through a transition phase while implementing the flagship online platform SMASH (Student Member Application Software Hosting).

With this, the data of all students registered under old system has been migrated to new system and after this transition all students are compulsorily required to log in at the new SMASH(Student Member Application Software Hosting) system.

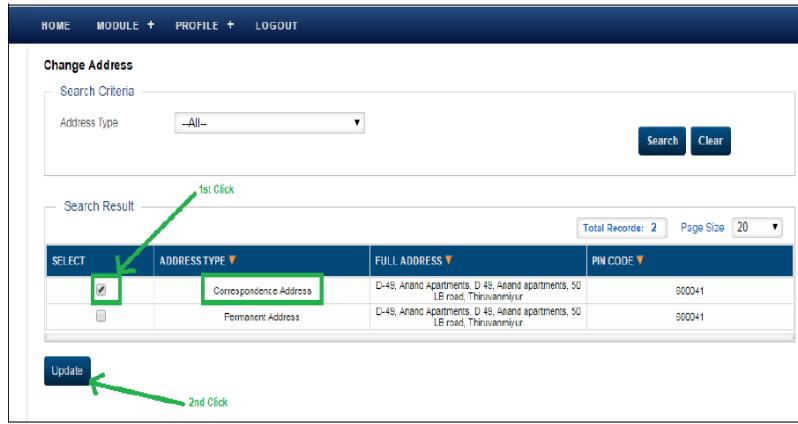
Further after the migration process, it has been observed that the address of some of the students are incorrect. It is therefore advised to update your address immediately.

In case you don't update your correct address, you may miss important communications, study material etc sent by the Institute by post.

Please follow the steps given below for updation of address:

- 1.) log into new system at <https://smash.icsi.in/Scripts/login.aspx>
- 2.) In case you have not logged in to SMASH before, reset your password at the following link.
<https://smash.icsi.in/Scripts/GetPassword.aspx>
- 3.) Go to your profile, click on change address
- 4.) Follow the process as per screen shot given below.

Step 2: To change Correspondence address



The screenshot shows a web-based application titled "Change Address". At the top, there's a navigation bar with links for HOME, MODULE, PROFILE, and LOGOUT. Below the navigation is a search criteria section with a dropdown menu set to "All" and buttons for "Search" and "Clear". A green arrow labeled "1st Click" points to the "Address Type" dropdown. The main area is titled "Search Result" and contains a table with two rows of data. The columns are labeled "SELECT", "ADDRESS TYPE", "FULL ADDRESS", and "PIN CODE". The first row is highlighted with a green border and has a checked checkbox in the "SELECT" column. The second row is labeled "Permanent Address". At the bottom left of the table is a blue "Update" button, with a green arrow labeled "2nd Click" pointing to it. The table also includes a "Total Records: 2" and a "Page Size: 20" dropdown.

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

Step 3:

Change Address

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

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

Save | **Close**

Further it is advised to ensure that your District, State, City mentioned in your address database are in order.

2. ADVISORY ON MAINTAINING CORRECTNESS IN PHOTOGRAPH AND SIGNATURE

!! ATTENTION STUDENTS !!

ADVISORY ON MAINTAINING CORRECT IMAGE OF PHOTOGRAPH AND SIGNATURE OF STUDENTS IN ONLINE ACCOUNT AT : <https://smash.icci.in>

It has been observed that the students are uploading incorrect photographs and signatures in their online account. Some of the common mistakes committed by the students while uploading the photographs and signatures are given hereunder :

1. Scanning the photograph and signature as pasted on a white paper without properly cropping the images before uploading the same.
2. Uploading illegible signatures.
3. Uploading photographs in formats other than standard passport size. For example, photographs extracted from group photographs, photographs taken in outdoor locations, selfies, etc.
4. Uploading photographs upside down/ wrong direction
5. Uploading very old photographs
6. Uploading photographs with side-view
7. Uploading photographs wearing dark glasses

The photographs and signatures can be very easily edited in 'Microsoft Paint'. Students are advised to be extremely careful while uploading the photographs and signatures since the same are printed on the Identity Card and Examination Admit Card, Attendance Sheet, etc. Any deviation/ mismatch in the photograph and signature may create complications at the time of appearing in the examinations.

Students are advised to take note and ensure that correct photographs and signatures are uploaded in the online account. In case the photographs/ signatures are not correctly uploaded or not available, students may update the photographs through 'Change Photo/Signature' link under 'Profile Menu'. Photo (.JPG Format) size in (21 kb – to – 50 kb) & Signature (.JPG Format) size (11 kb – to – 20 kb).



The option for changing the photograph and signature has also been provided in the Online Examination Enrolment Form. However, in case the photograph and signature is correctly being displayed in the online account, there is no need to re-upload the same during the examination enrolment process.

It is further informed that in case there is no photograph and signature of the student in the online account, it may create complications at the time of appearing in the examinations.

25.07.2017

****X****

8. INTRODUCTION OF NEW SYLLABUS FOUNDATION PROGRAMME EXAMINATIONS FROM JUNE 2018 SESSION

ATTENTION STUDENTS!

Introduction of New Syllabus Foundation Programme Examinations from June 2018 Session

(Automatic Switchover to Foundation Programme (New Syllabus 2017))

The Foundation Programme being the entry level to the Company Secretaryship Course and gateway to the profession of Company Secretaries, the Syllabus Review Committee based on the feedback received from various stakeholders has completed the formulation of detailed contents of the Foundation Programme.

Salient Features and Requirements

The salient features of the new syllabus for the same is summarized below :-

1. Effective date for New Syllabus

- (i) The new syllabus of Foundation Programme will be effective from 1st April 2017.
- (ii) There are four subjects under the new syllabus viz.

PAPER 1: BUSINESS ENVIRONMENT AND LAW

PAPER 2: BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP

PAPER 3: BUSINESS ECONOMICS

PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

2. First Examination

First examination under this new syllabus will be held from June 2018 session of CS examinations.

3. Switchover to new syllabus

The automatic switchover of all such Old Syllabus students has been affected in the system and details of exemptions available to such students are furnished hereunder:-

Corresponding Paper wise Exemption Scheme

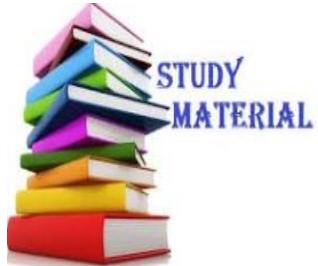
Exempted Subjects under Syllabus (2012)	Corresponding Subjects under Syllabus (2017)
Business Environment and Entrepreneurship	Business Environment and Law
Business Management, Ethics and Communication	Business Management, Ethics and Entrepreneurship
Business Economics	Business Economics
Fundamentals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

- The mode of examination will be Computer based MCQs.
- 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.

For any general clarification/ information on the matter, students may please contact at switchover@icsi.edu or at Phone number 0120-6204999, 3314111

9. 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 material. Those who have not advised to send their request or they can also download the Institute at academic corner through grievance solutions cell Grievance Solutions Cell"



are supplied with the set of study received Study material, are therefore, /query through Grievance Solutions Cell study material from the website of the option. Details of submitting request is given below under the head " ICSI

10. 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.

INFORMATION ON SPECIAL INITIATIVES

1. 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.



The objective of the Study Centre Scheme is to break the distance barrier at the end of students for availing the services from the institute. Under the scheme, the Institute is establishing 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, 70 Study Centres have been opened at the following locations: -

	Study Centre Code	Study Centre	Name of the University/ College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
1	SCW001	Jalgaon	G. H. Raisoni Institute of Business Management, Jalgaon	Gate No 57/1,Sirsoli Road,Mohadi, Jalgaon, Maharashtra 425001	Dr. Preeti Aggarwal, Director / Mr., Raj Kumar A Kankaria-	09604010444/ 0257-2264884 /9011768391	preeti_agarwala@raisoni.net	www.raisoni.net
2	SCW002	Bilaspur	Drona College of IT Applied Social Science, Bilaspur	In front of Kanan Zoo, Pendari, Sakri, Bilaspur-495001, Chhatishgarh	Mr.Akash Pandey, Chairman	07752-214336/ 09425535514	drona_college@gmai.l.com/ info@dronecollege.com	www.dronacollege.com
3	SCE003	Shillong	Shillong College, Shillong	Laitumkhrah, Shillong, Meghalaya 793003	Prof Shankar Sharma,	9436335399/	shanka.r.s.sharma@gmail.com	http://www.shillongcollege.ac.in/
4	SCW004	Bhilai	G D Rungta College of Science & Technology, Bhilai	Rungta Education Campus, Kohka Road, Kurud-490024(C.G)	Dr. Manoj Verghese	09229155538/ 0788-6666666	dr.manoj.vergheze@rungta.ac.in	www.rungta.ac.in

5	SCS005	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/ 093434000 38	drdgshetty@yahoo.in	www.dgses.org
6	SCN006	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	099172002 16/ 098295742 61	ed.tmitmu.ac.in	www.tmu.ac.in
7	SCW007	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	021726561 21/937032 3585	sarikamahindrakar33@mail.com	www.hncc.org
8	SCS008	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/ 094403157 89	pvrmpatnaik@yahoo.com	-
9	SCS009	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- 226454/09 440824742	boddukrishna.226454@gmail.com	-
10	SCW010	Ujjain	Lokmanya Tilak Science & Commerce College, Ujjain	Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain- 456010, Indore	Dr. Govind Gandhe	0734- 2563833/0 942533556 8	ltsccollegeujain@rediffmail.com	-
11	SCE011	Rourkela	Municipal College,Rourkela	Udit Nagar,Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661- 2501838/ 943708539 3	municipal_college@yahoo.co.in:gol	http://www.municipalcollegerkl

							akbiha_ridalab_ehera@gmail.com	com/default.asp
12	SCE012	Silliguri	Silliguri College of Commerce, Silliguri	P.O. : SILIGURI, DARJEELING-734001, West Bengal	Dr A K Mukhopadhyay	0353-2432594/2436817	silliguricolleg eof.commerc e@yahoo.com	www.s iliguric ollegeof comme rce.org
13	SCS013	Tirunelveli	J.P College of Arts & Science, Tirunelveli	Agarakattu, Tenkasi, Tirunelveli,-627852, Tamilnadu	Dr Shankar	04633-268321,267123 /9443392417	jparts12@gmai l.com	http://www.j partscollege.org/
				Gau karan Road, Near Gau Karan Tank, Rohtak, Haryana 124001	Dr. J N Sharma, Principal	01262-235831/09 3556765558	gbdcr tk@yahoo.com	http://www.g bvpso rg/degreecollege.php
15	SCN015	Mathura	R C A Girls (PG) College, Mathura	Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Laxmi Nagar, Mathura, Uttar pradesh - 281003	Dr. Preeti Johari, Principal	0565-2505956/09412777091	principal@rca girlscollege.org	www.r cagirls college.org
16	SCS016	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	seicom_1997@gmail.com	http://seicom.ac.in/
17	SCN017	Jhansi	Hari Singh Arya Degree college	Railway Dam road, Rajiv Nagar, Nagra, Jhansi - 284003,Uttar Pradesh	Mr. Bharat singh Yadav	7617077770	bharat singhyadav@hotmail.com	-
18	SCN018	Rampur	St. Anthony's School for Girls, Rampur	Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradsh - 244901	Mr. Ali Siddiqui	0595-2350320 /9897499919	ali9897499919@mail.com	-

19	SCS019	Erode	Kongu arts and Science College	Nanjanapuram, Kathirampatti post Erode-638107	Dr. N Raman	0424-2242888/9 942452528	konguarts@kasc.ac.in:corpkongu@gmail.com	www.kasc.ac.in
20	SCE020	Jorhat	The Assam Kaziranga University	Koraikhowa, NH-37, Jorhat-785006, Assam	Dr. Manish Srivastava	7576888760	manish@kazirangauniversity.in	-
21	SCN021	Muzaffarnagar	D A V (P.G.)College, Muzaffarnagar	Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh	Dr. P K Saxena, Principal	0131-2622667/9 412337330	davcollege066@gmail.com:info@davcollegemzn.org	www.davcollegemzn.org
22	SCS022	Udupi	Trisha College, Udupi	Tulasikatte Road, Sanketkatte, Kallianpura, Near T.M.A Pai High School, Udupi-5762114	Mr Satish Nagodde	09620929337/0820-2580181	principaltrisha@gamil.com	www.trishacollege.org
23	SCS023	Chennai	Shrimathi Dev kunvar Nanalal Bhatt Vaishnav College for women, Chennai	Shanti Nagar, Chromepet, Chennai-600044	Dr. V Varalakshmi Principal	09940337470/044-22655450	info.sdnbvc@gmail.com	www.sdnbvc.com
24	SCW024	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 Kotak Palan	9998001596/02882563885	snehal.kotak@oshwaleducationtrust.org/	http://www.ghgddn.oshwaleducationtrust.org/
25	SCS025	Chennai-I	Dharmamurti Rao Bahadur Calavala Cunam Chetty's Hindu College,Chennai	DRBCC Hindu college, Pattabiram, Chennai-72	Prof M Jawaharlal Nehru	9444678613	mjawaharlaln.ehru1964@gmail.com	www.drbcchinducollege.ac.in

26	SCE026	Durgapur	DSMS College of Tourism & Management, Durgapur	Dr Zakir Hussain Avenue, Bidhannagar Durgapur-713206, West Bengal, India	Mrs. Siuli Mukherjee	0343-2533198/2 532213/14 /15, 09933311180	siulumukherjee.dsms@gmail.com	http://dsmsindia.org/group.aspx
27	SCN027	Gorakhpur	Marwar Business School	I Naseerabad, Near Jhankar Cinema, Gorakhpur-273001	Dr. Santosh Kumar Tripathi	09415857694, 0551-2290845	marwarbusinessschool@gmail.com	-
28	SCE028	Tinsukia	Women's College,Tinsukia	Near Durgabari Hall, rangagora road, Tinsukia-Assam- 786125	Dr. Rajib Bordoloi, Principal	0374-2332680/9 957179376 /9435201868	nehalc_hhalan_i81@gmail.com/_karuna.goenka@gmail.com	www.wimcol.org/
29	SCW029	Ahmednagar	New Law College, Ahmednagar	Laltaki Road, Ahmednagar-414001	Dr A S Raju, Principal	0241-2325019/0 9623899154	nlc.ahmednagar@gmail.com;professor.dr.asraju@gmail.com	www.newlawcollege.org
30	SCS030	Puducherry	Bharathidasan Govt College for Women, Puducherry	Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001	Dr. R Srinivasan	0413-2213504/0 9787703173	bgcwofice@yahoo.com	http://bgcw.puducherry.gov.in/
31	SCE031	Kharupetia	Kharupetia College, Darrang	Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin-784115, Assam	Mr. Abdul Azia	9854165424/03713255583	aaziz485@gmail.com	http://www.kharupetiacolege.org/
32	SCE032	Gangtok	Sikkim University, Gangtok	6th Mile Samdur, P.O.Tadong,Gangtok-737102, Sikkim	Dr. S S Mahapatra	9831024283/9434864303	contactus@cus.ac.in	www.cus.ac.in
33	SCE033	Dimapur	Unity college, Dimapur	Residency Colony, Near Nagaland University, Residential Campus,Dimapu	Dr. Sanjay Chhabra	03862-283589/09 436004436	unitycollege_dimapur@gmail.com	www.unitycollege_dimapur.com

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34	SCE034	Itanagar	Rajiv Gandhi University, Itanangar	Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh	Dr. Sanjeeb K Jena	9402081875	sanjeebjena1309@yahoo.ac.in	http://www.rgu.ac.in/
35	SCE035	Tiruchirapalli	National College, Tiruchirapalli	Dindigul Main Road, Karumandapam, Tiruchirapalli-620001	Dr K Kumar	9443548859/0431-2480263	kumar_k1965@yahoo.com	-
36	SCS036	Perumbavoor	Jai Bharth Arts & Science College, Perumbavoor	Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerela	Dr. K.X Varhese	9446491047	k.x.varghese@gmai.l.com	www.jaibharathcollage.com
37	SCW037	Akola	Shri Shivaji College of Arts, Commerce & Science,Akola	Near Shivaji Park, Akola-444003	Dr. S G Bhadange	09960296138/07242410438	principal@shivajiaakola.org	www.shivajiaakola.ac.in
38	SCE038	Agartala	Bir Bikram Memorial College,Agartala	College Tila, Agartala-799004, Tripura	Dr. Pallab Kanti Ghosal	9436120241	ghosal_pk@rediffmail.com	-
39	SCS039	Vaniyambadi,Vellore District	Marudhar Kesari Jain College for women	Marudhar Nagar, Chinnakallupalli, Vaniyambadi-635751, Tamilnadu	Ms. M Ashtalaks hmi	09789565577/04174-224300/225300	hod.commerceme@mkgc.in	www.mkgc.in
40	SCS040	Shivamogga	Edurite College of Management Studies	Savlanga Road, Ravindra Nagara, Shivamogga, Karnataka 577201	Dr. Shankar Narayan	08182-402541/09 343310847	shankar_narayyan@yahoo.com	-
41	SCW041	Satara	Ismailsaheb Mulla Law College	Karmaveer Samadhi Parisar, Ravivar Peth, Powai Naka, Satara 415002	Dr Sujata Pawar	02162-234138/09 422400917	imlcsatara@mail.com	www.imlcac.in

42	SCW042	Alibag	Janata Shikshan Mandal's Sau. Janakibai Dhondo Kunte Commerce College (JSM College)	Behind State Bank of India At & Post - Alibag, Dist Raigad, Maharashtra - 4044011	Prof Datar Surendra Bhagwan	2141- 222036,228 361/ 092706003 70	surendra_data@hot mail.com	-
43	SCS043	Kottayam	Baselius College	Manorama Junction, Near Malayala Manorama, K K Rd, Kottayam Kerala- 686001	Prof Alexander V George/D r J Nalini	0481 256 3918/9446 317201	baseliu_scomm erce@gmai l.com	www.b aselius.ac.in
44	SCE044	Aizwal	Pachhunga University College	College Veng, Aizwal Mizoram- 796005	Dr. Vanlal Thlona	943636527 4	mathla na9@gmai l.com	-
45	SCE045	Imphal	D M College of Commerce	DM College Campus, Imphal, Manipur 795001	Dr. Md Kheiruddin Shah/ Dr N Jayanti Devi	977493546 4/0943608 9125/0708 5247533	dr.khei ruddin shah@gmai l.com	-
46	SCN046	Roorkee	Coer- SM	NH-58, Vardhaman puram, 7th KM, Roorkee, - 247667,Uttarakhand	Dr Veeralaks hmi	999723901 7	veerala kshmi_babu@yahoo.co.in	coer.ac.in
47	SCN047	Chamoli	Himalayan Institute of Education & Technology (HIET)	Village & Post- Jilasu, Via- Langasu, Karnpriyag Dist. Chamoli- 246446, Uttarakhand	Dr.Surendra Prasad Dimri	094120821 43/01363- 241596/78 95098618	hietetc hamoli@gmai l.com;d rspdim ri@gmai l.com	www.h iet-chamol i.com
48	SCE048	Silchar	Lalit Jain College	Meherpur, Silchar, Silchar - 788001	Sri Amar Nath Singh	943517380 5	ljccass am@re diffmai l.com	-
49	SCW049	Khed (Ratnagiri)	Dnyandeep College of Science & Commerce	At Post Morvande-Boraj, Tal. Khed Dist- Ratnagiri- 415709, Maharashtra	Ms. Pradnya Prakash Kamblu	080826564 30/077198 10000	dnyan deepco llege@gmai l.com	-

50	SCW050	Dadra & Nagar Haveli	KBS Commerce & NATARAJ Professional Sciences College	Shree Kaushik Haria Educational Foundation, Chand Colony Naka, Silvassa Road, Dadra and Nagar Haveli 396195	Dr. Poonam B. Chauhan	0260 245 0577/9974 418486	kbs_vapi@rediffmail.com	-
51	SCS051	Portblair	Jawaharlal Nehru Rajkeeya Mahavidhyala ya	J N R Mahavidhyalaya, Portblair- 744104	Dr. N Rajavel	094342815 46 / 03192- 232082	drnrhodiom@yahoo.com	-
52	SCW052	Latur	Jaikranti Arts & Commerce Senior College	Sitaram Nagar, Latur- 413512	Dr Sagar Pandhari Namdev	899948296 0/02382- 57410	principal@jaikranticcollege.com	-
53	SCW053	Nanded	Paratibha Niketan Mahavidyalaya	Banda Ghat Road, Vazirabad, Nanded- 731601	Dr. G T Waghmare	02462- 234700 / 940407680 9/8668760 194	pnm_nanded@redifmail.com ; gajanawat11@gmail.com	www.pnmnanded.org
54	SCN054	Bijainagar	Shri Pragya Mahavidyalaya	Beawar road, Bijainagar, Ajmer, Rajasthan- 305601	Dr Sujeeet Jain	967229749 4/01462- 230101	spcollege2008@gmaiil.com	www.spcollege.in
55	SCN055	Pathankot	RRMK Arya Mahila Maha Vidyalaya	Shahpur Chowk, near Kabir Chowk, Pathankot- 145001, Punjab	Ms Nisha	964691209 3	nisha.bunbak071@gmail.com	-
56	SCS056	Lakshadweep	College of Education	Calicut University Centre, Kavaratti, Lakshadweep	Mr. Mohammed Yaseen	048962627 87/094002 59431/944 7280252	lakshadweepcell@gmail.com ; drppmohd@gmail.com ; prinicicelkvt@gmail.com	-
57	SCS057	Devakottai	Ananda	Ananda Nagar, Devakottai	Fr John	944350254	frjohnvasanth	-

			College	Extension, Sivagangai District - 630303	Vasanth	4	kumar@gmai.com	
58	SCW058	Kutch	Tolani Commerce College	Near Post office, Ward 2A, Gandhidham, Adipur-370205	Dr Manish Pandya	02836- 260623/94 26999192	tcctola ni@gmai.com	www.tcc.ac.in
59	SCS059	Mala	Holy Grace Academy of Management Studies	Kuruvilassery P O Mala, Thrissur Dist - 680732	Dr. Joji Chandran	0480- 2891900, 2897185,94 47006541	director@hol ygracebschoo l.org	www.h olygracebscho ol.org
60	SCN060	Saharanpur	Disha Bharti College of Management & Education	Delhi road, Chidbana Lane Saharanpur- 247001 Uttar Pradesh- 247001	Mr Gaurav Agarwal	089919220 0/0844918 1818	gaurav_dishab_harti@gmail.com	www.d ishabharti@ed u.in
61	SCS061	Kanchipura m	SCSVMV University,	Enathur, Kanchipuram, Tamilnadu- 631561	Dr M S Ramaratnam	044- 27264179, 984275498 4	hellom_sraman@gmail.com	-
62	SCW062	Lanja	Nanasaheb Vanjare New Education Society's Arts, Commerce & Science College,	Lanja, Dist- Ratnagiri- 416701	Dr Suvarna A Deuskar	02351- 230558,997 0202150	suvarnadeusk ar2010@gmail.com	-
63	SCW063	Ratnagiri	Shriman Bhagojisheth Keer Law College	Late N V @ Aruappa, Joshi road, GJC College, Ratnagiri- 415612	Mr R S Malushte	02352- 221545,221 599, 982258062 1	principalsbkc@gmail.com	-
64	SCN064	Rudrapur	Chanakya Law College	Vill Bhamrola, P O Bagwara Kichha Road, Opp Radha Swami Satsang Rudrapur (U S Nagar) Uttarakhand- 263153	Mr Ravindra Bisht	059442460 94/901241 4743	cldrdr@gmail.com	www.chanaky alawcollege.in
65	SCN065	Laxmangarh	M D Goenka Girls College	NH-52 Laxmangarh Sikar, Rajasthan	Ms Meenakshi sharma	01573- 22862/079 76937500	mdgm_m@g oenk.a.c.in	www.g oenk.a.c.in

66	SCN066	Jaipur	Biyani Girls College	Sector-3, Vidhyadhar Nagar, Jaipur- 302023, Rajasthan	Cs Dr. Rajeev Biyani	0141- 2336226/0 931492740 0	directo r@biya nicolle ges.org	www.bi yanico lleges. org
67	SCS067	Ramanathapuram	Syed Ammal Arts & Science College	Dr E M Abdullah nagar, Kootampuli, Pullangudi, Tamil Nadu 623513	Dr S V S Amanulla Hameed	994096868 0	syeda mmala rtscoll ege@y ahoo.c o.in	syeda mmala rtscoll ege.co m/
68	SCS068	Karaikudi	Alagappa University	Alagappa University, Karaikudi- 630003	Prf. V Manickavasagam	944312443 3	dde@ alagap pauniv ersity .ac.in	www.a lagapp auunive rsity.ac .in
69	SCS069	Mysore	Hassan	Haranahalli Ramaswamy Institue of Higher Education	Dr. Subramanya P R	08172- 245551,097 31999440	hriheh @gmai l.com	-
70	SCE070	Haldia	Haldia Law College	ICARE Complex, P o Hatiberia, P S Haldia dist- Purba Medinpur- 721657	Dr Pradeepa Kishore Sahoo	03224- 255355/25 5356,86372 64093	pradee ptakis. sahoo @gmai l.com	-

2. International Company Secretaries Olympiad

As you all are aware that the First International Company Secretaries Olympiad was conducted in association with Science Olympiad Foundation on 15th September, 2016 & 4th October, 2016 for XI and XII class students in India and Abroad where more than 1400 schools all over the country and more than 36000 students participated at National and International Level.

After the Grand Success of 1st ICSO , next 2nd International Company Secretaries Olympiad for Academic Year 2017-2018 was conducted on 23rd Jan & 30th Jan, 2018.

Students from various locations have scored international top 5 ranks in classes 11 & 12.

For more details, kindly visit :- <http://www.csolympiad.info> or call us Tel.Nos. 0120-6204999&0120-3314111

3. 'Shaheed Ki Beti' Initiative

The Institute has launched a novel initiative to help the daughters of Martyrs who laid down their lives for protecting the sovereignty of the country. Under the 'Shaheed Ki Beti' initiative, the Institute has discontinued the practice of giving mementoes, etc. to the dignitaries/ speakers invited for various programmes of the Institute and the said amount will be transferred to the dedicated corpus and will be utilised for the education/ welfare of the daughters of martyrs. The first certificate under this initiative was presented to Shri Narendra Modi, Hon'ble Prime Minister of India who was the Chief Guest on the launch of ICSI Golden Jubilee Year on 4th October, 2017. Any national of India can also donate under this scheme. Kindly disseminate this information amongst your family and friends to support the Institute for this novel initiative.



"Shaheed Ki Beti"

An initiative of ICSI

4. Success stories of Rankholders of the Institute of December 2017 Examination

Success stories of the Rankholders of the Institute of December 2017 examination has been compiled and published on the website of the Institute. A video byte has also been prepared and made available on the Youtube channel of the Institute comprising the achievement of the rankholders and the same is available at the link given below.

<https://www.youtube.com/watch?v=lTXx23T9j0s&t=23s>



All students are requested to visit the above mentioned link as the same will help in motivating the students to a great extent.

5. Extension of Fees Waiver Scheme for Students of State of Jammu & Kashmir and North-Eastern States up to 31st December 2018

As you are aware that the Institute had launched a Fee Waiver Scheme for students of Jammu & Kashmir and North Eastern States of India to provide an opportunity to the youth of these States to come to the mainstream. The fee waiver scheme includes waiving the Fee for all students registering for the Foundation and Executive Programme Stages from North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura, Sikkim) and State of Jammu and Kashmir. All students belonging to North Eastern States and State of Jammu and Kashmir who have passed the 10+2 or equivalent or Bachelor's Degree or equivalent irrespective of the percentage of marks are eligible for Fee Waiver while registering for Foundation Programme and Executive Programme Stage respectively.

It is overwhelming to note that students are joining the course in large numbers after launch of this Scheme and keeping in view the same, the Institute has further extended the Scheme till 31st December 2018.

Kindly disseminate the information regarding the same amongst your knowns.

6. Last Date for Submission of Request for Change of Examination Centre pertaining to June, 2018 Session of Foundation Programme (Computer-based) Examinations

Students desirous of submitting online requests for Change of Examination Centre during June, 2018 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 **17th May, 2018 (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, 2018 Session

Admit Cards to the eligible students for Foundation Programme (Computer-based) Examinations, June, 2018 Session shall be uploaded on the website of the Institute www.icsci.edu **after 21st May, 2018** and the students are advised to download the same well in advance. Apart from verifying the contents of the Admit Card, students are advised to go through the important instructions forming part of the Admit Card and comply with all the requirements.

Examination

1. COMPUTER BASED EXAMINATION (CBE), JUNE - 2018

The next Computer Based Examination for Foundation Programme scheduled in June, 2018 will be held on **Saturday, the 9th June, 2018 and Sunday, the 10th June, 2018** as per the following Examination Time-Table:

<i>Day and Date of Examination</i>	<i>Subjects</i>		<i>Batch No.</i>	<i>Examination Timings</i>		
				<i>From</i>	<i>To</i>	
Saturday, 9th June, 2018	Paper -1	Business Environment and Law <u>AND</u> Business Management, Ethics and Entrepreneurship	I	9.30 A.M.	11.00 A.M.	
			II	12.00 Noon	1.30 P.M.	
	Paper-2		III	2.30 P.M.	4.00 P.M.	
			IV	5.00 P.M.	6.30 P.M.	
Sunday 10th June, 2018	Paper-3	Business Economics <u>AND</u> Fundamentals of Accounting and Auditing	I	9.30 A.M.	11.00 A.M.	
			II	12.00 Noon	1.30 P.M.	
	Paper-4		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, 2018

The Computer Based Examination for Foundation Programme scheduled in June, 2018 shall be conducted at 125 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Allahabad, 8. Alwar, 9. Ambala, 10. Amravati, 11. Amritsar 12. Asansol 13. Aurangabad, 14. Bangalore, 15. Bareilly, 16. Beawar, 17. Belgaum, 18. Bhayander, 19. Bhilai, 20. Bhilwara, 21. Bhopal, 22. Bhubaneswar, 23. Bikaner, 24. Bilaspur, 25. Calicut, 26. Chandigarh, 27. Chennai, 28. Chittorgarh, 29. Coimbatore, 30. Dehradun, 31. Delhi (East), 32. Delhi (North), 33. Delhi (South), 34. Delhi (West), 35. Dhanbad, 36. Durgapur, 37. Ernakulam, 38. Faridabad, 39. Gandhinagar, 40. Ghaziabad, 41. Gorakhpur, 42. Guntur-Amaravati, 43. Gurgaon, 44. Guwahati, 45. Gwalior, 46. Hisar, 47. Hooghly, 48. Howrah, 49. Hubli-Dharwad, 50. Hyderabad, 51. Imphal, 52. Indore, 53. Jabalpur, 54. Jaipur, 55. Jalandhar, 56. Jalgaon, 57. Jammu, 58. Jamnagar, 59. Jamshedpur, 60. Jhansi, 61. Jhunjhunu, 62. Jodhpur, 63. Kanpur, 64. Kolhapur, 65. Kolkata (North), 66. Kolkata (South), 67. Kota, 68. Kottayam, 69. Latur, 70. Lucknow, 71. Ludhiana, 72. Madurai, 73. Mangalore, 74. Mathura, 75. Meerut, 76. Moradabad, 77. Mumbai (CG), 78. Mumbai (GTK), 79. Mumbai (JOG), 80. Muzaffarnagar, 81. Mysore, 82. Nagpur, 83. Nanded, 84. Nashik, 85. Navi Mumbai, 86. Noida, 87. Palakkad, 88. Pali, 89. Panaji, 90. Panipat, 91. Patiala, 92. Patna, 93. Pimpri-Chinchwad, 94. Puducherry, 95. Pune, 96. Raipur, 97. Rajkot, 98. Ranchi, 99. Rohtak, 100. Rourkela, 101. Sagar, 102. Salem, 103. Sambalpur, 104. Satara, 105. Shimla, 106. Sikar, 107. Siliguri, 108. Solapur, 109. Sonepat, 110. Srinagar, 111. Surat, 112. Surendranagar, 113. Thane, 114. Thiruvananthapuram, 115. Thrissur, 116. Tiruchirapalli, 117. Tumkur, 118. Udaipur, 119. Ujjain, 120. Vadodara, 121. Varanasi, 122. Vijayawada, 123. Visakhapatnam, 124. Yamuna Nagar and 125. Overseas Centre – Dubai.

NOTES:

1. *Imphal (Manipur); Amritsar (Punjab) & Nanded (Maharashtra) 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. ANNOUNCEMENT REGARDING ‘MERIT SCHOLARSHIP’ AND ‘MERIT-CUM-MEANS ASSISTANCE’ IN RESPECT OF CS EXAMINATIONS- DECEMBER, 2017

**ATTENTION STUDENTS APPEARED IN CS EXAMINATIONS
DECEMBER, 2017**

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, 2017 and fulfill the conditions prescribed under the guidelines are eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

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

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

4. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF CS EXAMINATIONS - DECEMBER, 2017



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

ICSI-NOIDA
OFFICE

File No.205:Exams:2018
Dated, the 5th March, 2018

NOTIFICATION

ICSI/CS/o3/2018

MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25th May, 2018** 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, 2017 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.icci.edu/Docs/Website/Application%20Form.pdf>. Applications not made on the prescribed forms and/or without supporting documents, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25th May, 2018** are liable to be rejected.

BY ORDER OF THE COUNCIL


(CS DINESH CHANDRA ARORA)
SECRETARY

New Delhi – 110 003

ICSI-NOIDA Office C-37, Sector-62, Noida (U.P.) 201 309
 tel : 0120-4239993-98 fax : 0120-4264443,4264445 email : info@icci.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@icci.edu website www.icci.edu

5. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION – JUNE, 2018

Any physically disabled/challenged candidate 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 in Company Secretaries Examination is requested to submit a separate application in the prescribed format as specified below in addition to submitting his/her online enrolment application for appearing in the examination together with the attested photocopies of following documents and with full size photograph showing the disability:

- (i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital/Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her 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 — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Physically disabled candidates who had been granted facility of writer's help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photographs.

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 and/or extra time.

The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
'ICSI HOUSE', C-37, Sector 62, Institutional Area,
NOIDA - 201 309 (U.P.)

Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates 8-10 days before the commencement of each examination after the issue of Admit Cards/Roll Number.

For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of writer's help and/or grant of extra time can be downloaded from the website of the Institute: www.icse.edu at the URL given below:

<https://www.icse.edu/webmodules/Scribe form.pdf>

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 **9th and 10th June, 2018**. 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_List_June%202018Exam.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, 2018 and maximum time allowed for each subject of examination?

A: CBE will be held in two days *i.e.* on **9rd & 10th June, 2018** 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: Yes. 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, 2018 examination?

A: Candidates can apply online for the examination from **26th February, 2018** through the Institute's on-line portal: <https://smash.icai.in> 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 2018 examination is **25th March, 2018**. However, a candidate may enrol himself/herself online up to **9th April, 2018** 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 **17th May, 2018 till 4 P.M.** 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 online portal <https://smash.icsi.in>.

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 Entrepreneurship subject*, for which questions shall be provided in English language only.

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

- A:** A candidate can opt for city of his/her choice as per the list of examination centres 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 centres 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, smart watch, health band, tab, pager as well as any other kind of communication equipment 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 centre?

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.

7. INSTRUCTIONS TO EXAMINEES- COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME - JUNE, 2018

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 of the Institute 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.- 0120-3314111, 0120-6204999.**
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 as downloaded from their individual online accounts at www.smash.icci.in 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. 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 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. In case before the examination or during the currency of examination, any situation arises, due to which special seating arrangement is required to be made on medical grounds, such candidate may submit his/her application to Joint Secretary, Directorate of Examination along with copies of supporting documents for consideration. No facility including special seating arrangement will be granted without permission from the Institute.
9. 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 centre shall not be responsible in case the item(s) brought to the examination centre is/ are lost or stolen.**
10. 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).
11. The question papers will be displayed on the Computer Screen both in English and Hindi language except for *Business Management, Ethics and Entrepreneurship* 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.
12. Each student will be appearing for two test sessions, i.e. one test session on each day in the same timing.
13. 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.**
14. 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.
15. **Candidates are not required to appear in the paper(s) in which they have been granted paper-wise exemption as shown in the Admit Card as well as the Attendance Sheet. The exemption(s) as appearing in the Admit Card should match with the exemption(s) as shown in the Attendance Sheet.** In case of any discrepancy in regard to paper-wise exemption(s) shown in the Admit Card and/or any mismatch with the exemption(s) as appearing in the Attendance Sheet, it should immediately be brought to the notice of the

Superintendent of Examination Centre and the Directorate of Student Services of the Institute in writing through e-mail at: exemption@icsci.edu

16. 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. 9th June, 2018) or Paper 3 or 4 (on second day i.e. 10th June, 2018) 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.
17. 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.**
18. 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, Blue Tooth, Laptop, Palmtop, Smart Watch, Health Band or any other electronic 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 would be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.
19. 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.
20. 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/mark 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 lost 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 **BLUE** and those which are not attempted but Bookmarked for Review will be displayed in **RED**.

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 phone, blue tooth, I-pad, palmtop, smart watch, health band, 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.

NOTE: 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 shall 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/ ELECTRONIC DEVICE ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/LAB/CENTRE PREMISES.]

News from Region

SIRC

THE ICSI – SIRC

ORAL COACHING CLASSES

for

FOUNDATION PROGRAMME FOR DECEMBER 2018 EXAMINATION

The Institute of Company Secretaries of India – Southern India Regional Office is commencing Oral Coaching Classes for Foundation Programme for December 2018 examination from 9th July, 2018

Foundation Programme:

Morning Batch: Timings: 09.00 A.M. TO 11.00 A.M.

Evening Batch: Timings: 04.00 P.M. TO 06.00 P.M.

Date of commencement: 09.07.2018 Fees: Rs.5100

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4. Students undergoing Classroom teaching can utilize the library and reading room (with more than 2000 books) free of cost for their reference.
5. Students can attend all meetings organized by Students Forum of ICSI free charge which will enable them to update their knowledge, clarify doubts and improve their leadership skill.
6. Sessions on how to prepare exams and also doubt clearing session exclusively for the difficult subjects will be free for Oral Coaching Students.
7. The fees charged by ICSI is one of the lowest and the classes are conducted only for the benefit of students.

For further details please contact:

SIRC OF THE ICSI,

9, Wheat Crofts Road,

Nungambakkam, Chennai – 600 034

Phone: (044) 28279898, 28268685

E-mail: siro@icsi.edu

EIRC



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for FOUNDATION, EXECUTIVE & PROFESSIONAL for December, 2018 Examinations

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3A, Ahirpurukur 1st Lane, Beckbagan, Kolkata- 700019
📞 (033) 22832973 / 22902178 / 22901065

- ❖ Subject to approval from respective external organisation.

For further details, please contact:

Mr. S Sreejesh, Assistant Director; CS Sonu Nahata, Assistant Director

Ms. Rukmani Nag, Executive Assistant

Email: rukmani.nag@icsi.edu; s.sreejesh@icsi.edu

ICSI Vision
"To be a global leader in promoting good corporate governance"

ICSI Motto
"रक्षा तथा चर्चा द्वारा वर्गीकृत करना"

ICSI Mission
"To develop high calibre professionals facilitating good corporate governance."



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TIMING
10:00 AM to 6:00 PM




For further details contact

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

SCHOLARSHIP SCHEME

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

DVNS Sarma

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



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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

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