



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

DIRECTORATE OF TRAINING

FAQs ON 15 DAYS e-ACADEMIC PROGRAMME INCLUDING 8 DAYS e-EDP

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| Q 1 | From where we can access the training programme? |
| Ans. | You need to login into the website https://elearning.icsi.in . Please use the login for CS Course as your registration number without slash @ icsi.edu for example if your registration number is 12345678/01/2020, your registration number is 12345678012020@icsi.edu . |
| Q 2 | What will be my password? |
| Ans. | The Default Password is for CS students Icsi@1234. Upon first login you will be shown EXPIRED PASSWORD PAGE where old password is Icsi@1234. Please set your password using capital letters, small letters, special character and numbers. |
| Q 3 | What I need to do if I forgot my password? |
| Ans. | In case you Forgot password use the "Forgot Password" option Where Login Id is same as above (for example 12345678012020@icsi.edu). Use email option to reset the password. An email will be sent to your email id registered with ICSI where you can reset the password. |
| Q 4 | What to do if I need to update my registered email id or I don't have access of my registered email id? |
| Ans. | Please send an email to sunny@icsi.edu . |
| Q 5 | What to do if I am not able to access the training programme at e-Learning portal? |
| Ans. | Please email your registration number and log in detail to sunny@icsi.edu . |
| Q 6 | Where should I contact, if I face any technical problem during training programme? |
| Ans. | Please email your issue in detail to sunny@icsi.edu . |
| Q 7 | Is the MCQ based post training assessment mandatory? |
| Ans. | Yes, it is mandatory to complete the post training assessment in order to generate the completion certificate. |
| Q 8 | What is the date and time for MCQ based post training assessment? |

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| <u>Ans.</u> | <p>For 2 days Induction Programme, the assessment will be conducted on 18/04/2020 between 5:30 PM to 9:00 PM.</p> <p>Similarly The date and timing for the MCQ based post training assessment for other training programme will be on the last day of the training program from 5 to 9pm . The details will be provided to you through your registered email id.</p> <p>Modalities of the post training assessment</p> <p>a. Total number of MCQs- 30 b. Each question carries 2 marks. c. Duration of the test – 30 minutes any time in between 5.30 to 9pm on the last day of training d. Qualifying marks- 30% e. Syllabus – from the prescribed content/topics of the training program(from the audio/video/text material given on the e learning platform) f. Difficulty level- Simple g. Preparation- Self learning from the study and reference materials given on the portal. h. Publication of result- On the next day of the Assessment.</p> |
| <u>Q 9</u> | What to do if there is error in completing the post training assessment or I am not able to generate the Completion certificate? |
| <u>Ans.</u> | Please email your issue in detail to sunny@icsi.edu . |
| <u>Q 10</u> | Where and how to upload my training completion certificate? |
| <u>Ans.</u> | <p>The Completion certificate need to be uploaded in stimulate portal under short term training (upload your certificate option) in order to get your completion approved as to enable you to register in the next programme as per the series requirement.</p> <p>Before, uploading the document, please tick mark the undertaking given therein.</p> |
| <u>Q 11</u> | From where and when I can register for 3 days e- Governance and other programme? |
| <u>Ans.</u> | You can register for the programme at http://stimulate.icsi.edu as per the schedule uploaded on the website. |
| <u>Q 12</u> | Where to contact if I am facing problem while registration for e-15 days Academic programme under stimulate? |
| <u>Ans</u> | Please email your query at training@icsi.edu . |
| <u>Q 13</u> | I have already made the payment for the registration in 2days/3days/5days/5 days programme. However, I have not received any confirmation? |

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| <u>Ans.</u> | In case of payment failure, the amount deducted will get credited to your account within 2 days. Further, if the payment deducted but showing pending registration due to any reason, the same status will be updated after reconciliation process which takes minimum 2 days. |
| <u>Q 14</u> | I have already uploaded my old completion certificate for 2days/3days/5days programme, however, the status is not yet updated? |
| <u>Ans.</u> | Please re-upload the completion certificate in stimulate under short term training (upload your certificate option). Before, uploading the document, please tick-mark the undertaking therein. |
| <u>Q 15</u> | I have already attended few days out of induction/e-governance/skill development/entrepreneurship at various region/chapter. Can I do the remaining days of training online? |
| <u>Ans.</u> | The partial completion of training in classroom mode cannot be adjusted in the Online training. You need to register afresh for the particular training program and get the amount refunded from the respective region/chapter. However, if any candidate completed one training programme i.e. 2 days Induction programme at RC/Chapter and want to register for 3 days e- Governance online, they can register for the same if completion certificate of 2 days Induction programme is updated in stimulate portal and approved. |
| <u>Q 16</u> | Will the amount paid offline for the programme to the chapter can be adjusted with online fees? |
| <u>Ans.</u> | The amount already paid to the Regions/Chapter for direct mode programme cannot be adjusted with the online fees. You need to register afresh for the online programme. The students, who have already registered for 15 days academic programme in classroom mode in their respective Region and Chapters and could not continue due to the lock down, can get their refund proportionately from their respective Region and Chapters. |
| <u>Q 17</u> | Can I register for 5 days skill development programme without completing 3 days e-governance programme? |
| <u>Ans.</u> | As per the guidelines it is mandatory to complete the requirement of 15 days Academic programme in following series i.e. you can move to the next training only after completion previous training. <ol style="list-style-type: none"> 1. 2 days Induction Program 2. 3 days e-Governance Program 3. 5 days Skill Development Program 4. 5 days Entrepreneurship Development Program |

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| <u>Q 18</u> | I have already completed 2 days and 3 days in class room mode, but unable to register for 5 days programme? |
| <u>Ans.</u> | You can register for 5 days Programme only if the completion certificate of previous training is updated in the stimulate. The completion certificate can be uploaded in the system through the tab of short term training. |
| <u>Q 19</u> | I have already uploaded the completion certificate for 2 days/3days or 5 days programme, however, it is still not updated in the system? |
| <u>Ans.</u> | You are requested to re--upload the certificate in the portal, while uploading the certificate please click on the under taking and accept all the term condition. It takes few hours to be approved. |
| <u>Q 20</u> | I am a student of earlier training structure and would like to complete the requirements of 08 days EDP. Can I able to apply for 03 days e Governance and 05 days skill development training? |
| <u>Ans.</u> | Yes, you can register for the same, however, you need to complete 03 days e Governance first and then you can apply for 05 days skill development training which is applicable in lieu of your EDP. |
| <u>Q 21</u> | The Executive development programme applicable in earlier training structure was only Rs 1000/- where as the fee of in lieu provision of 03 days e Governance and 05 days skill development training Rs 7000/? |
| <u>Ans.</u> | The fee structure of 15 days academic programme is duly approved by the Institute. Interested students are required to pay the applicable fee in order to become eligible for the programme. The fee of Rs1000 was fixed almost ten years back under old training structure. |
| <u>Q 22</u> | I have completed the requirement of long term practical training and my Quarterly reports , project reports and completion certificate is already updated in the portal, only the requirement of short term training is pending but in my log in I am not able to find the details of training programmes? |
| <u>Ans.</u> | As per the guidelines students are required to attend and complete 15 days academic training programme before completing the requirement of long term practical training. Since your long term training status is updated in the system therefore you are not able to view the details of 15 days academic training programme. Such students may send their request separately in the email id given in the announcement. |

The ICSI

15/04/2020