

## **DIRECTORATE OF STUDENT SERVICES**

### **FREQUENTLY ASKED QUESTIONS (FAQS)** **(REVISED AS ON 03<sup>rd</sup> FEBRUARY 2020)**

#### **PART 1 : (A) FAQ ON THE NEW REGULATIONS INCLUDING CSEET(CS EXECUTIVE ENTRANCE TEST)**

| <b>Q.1</b>                                                       | <b>Will the new admissions to Foundation Programme be discontinued after introduction of new regulations / CS Executive Entrance Test (CSEET)?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
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| <b>A.1</b>                                                       | <p>Yes. New admissions to Foundation Programme will be discontinued after introduction of new regulations and the CSEET shall be introduced as a qualifying test for registration to Executive Programme.</p> <p>However, the existing students will be allowed to appear in the Foundation Programme Examinations till expiry of the validity period of their registrations which is three years from the month of their registration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| <b>Q.2</b>                                                       | <b>Can the Graduates / Post Graduates (Bachelor's/Master's Degree Holders can seek registration directly to Executive Programme?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| <b>A.2</b>                                                       | No. The Graduates / Post Graduates will have to qualify the CSEET for seeking registration to Executive Programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| <b>Q.3</b>                                                       | <b>Is there any category of students who are exempted from qualifying CSEET for seeking registration to Executive Programme?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| <b>A.3</b>                                                       | <p>Yes. As per the present guidelines, the following categories of students are exempted from qualifying CSEET and are eligible to seek registration directly to Executive Programme :</p> <div><div></div><div><div>1.</div><div>Company Secretaries Foundation Programme passed students</div></div><div><div>2.</div><div>ICAI (The Institute of Chartered Accountants of India) Final Course passed students.</div></div><div><div>3.</div><div>ICMAI (The Institute of Cost Accountants of India) Final Course passed students.</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| <b>Q.4</b>                                                       | <b>What is the revised Fee Structure for registration to Executive Programme?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| <b>A.4</b>                                                       | <p>The revised Fee Structure for registration to Executive Programme is given below :</p> <table><tr><th rowspan="2">Particulars</th><th colspan="4">Fee Payable (Rs.)</th></tr><tr><th>CSEET passed</th><th>CS Foundation passed</th><th>ICAI Final passed</th><th>ICMAI Final passed</th></tr><tr><td>Registration Fee</td><td>2000</td><td>2000</td><td>2000</td><td>2000</td></tr><tr><td>Education Fee</td><td>6500</td><td>6500</td><td>6500</td><td>6500</td></tr><tr><td>CSEET Exemption Fee</td><td>Nil</td><td>Nil</td><td>5000</td><td>5000</td></tr><tr><td>Pre-Exam Test Fee</td><td>1000</td><td>1000</td><td>1000</td><td>1000</td></tr><tr><td>One Day Orientation Prog. Fee</td><td>600</td><td>600</td><td>600</td><td>600</td></tr><tr><td>Chartered Secretary Journal Subscription (Optional) for one year</td><td>500</td><td>500</td><td>500</td><td>500</td></tr><tr><td>Total</td><td>10600</td><td>10600</td><td>15600</td><td>15600</td></tr></table> | Particulars          | Fee Payable (Rs.) |                    |  |  | CSEET passed | CS Foundation passed | ICAI Final passed | ICMAI Final passed | Registration Fee | 2000 | 2000 | 2000 | 2000 | Education Fee | 6500 | 6500 | 6500 | 6500 | CSEET Exemption Fee | Nil | Nil | 5000 | 5000 | Pre-Exam Test Fee | 1000 | 1000 | 1000 | 1000 | One Day Orientation Prog. Fee | 600 | 600 | 600 | 600 | Chartered Secretary Journal Subscription (Optional) for one year | 500 | 500 | 500 | 500 | Total | 10600 | 10600 | 15600 | 15600 |
| Particulars                                                      | Fee Payable (Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                   |                    |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
|                                                                  | CSEET passed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CS Foundation passed | ICAI Final passed | ICMAI Final passed |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Registration Fee                                                 | 2000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2000                 | 2000              | 2000               |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Education Fee                                                    | 6500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6500                 | 6500              | 6500               |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| CSEET Exemption Fee                                              | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Nil                  | 5000              | 5000               |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Pre-Exam Test Fee                                                | 1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1000                 | 1000              | 1000               |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| One Day Orientation Prog. Fee                                    | 600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 600                  | 600               | 600                |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Chartered Secretary Journal Subscription (Optional) for one year | 500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 500                  | 500               | 500                |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Total                                                            | 10600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10600                | 15600             | 15600              |  |  |              |                      |                   |                    |                  |      |      |      |      |               |      |      |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |

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| <b>Q.5</b> | <b>Is there any exemption fee applicable for such exempted categories of students?</b>                                                                                                                                                 |                                                       |                                                     |                                      |                                                                                                |
| <b>A.5</b> | Yes. ICAI and ICMAI Final Course passed students are required to pay Exemption Fee of Rs.5000/- while registering for Executive Programme.<br><br>However, CS Foundation Programme students are NOT required to pay any exemption fee. |                                                       |                                                     |                                      |                                                                                                |
| <b>Q.6</b> | <b>What is the schedule of conducting CSEET?</b>                                                                                                                                                                                       |                                                       |                                                     |                                      |                                                                                                |
| <b>A.6</b> | The tentative schedule for conducting CSEET is as under :                                                                                                                                                                              |                                                       |                                                     |                                      |                                                                                                |
|            | Month of Examination                                                                                                                                                                                                                   | Period During which candidates can register for CSEET | Date of exam for CSEET                              | Last Date for Declaration of Results | cut-off date of registration in CS Executive Program                                           |
|            | May                                                                                                                                                                                                                                    | 21st January to 15th April                            | On Saturday<br><br>(which is close to 10th May)     | By 20th May                          | 31st May (for appearing in both modules of Executive Program in December session in same year) |
|            | July                                                                                                                                                                                                                                   | 21st May to 15th June                                 | On Saturday<br><br>(which is close to 10th July)    | By 20th July                         | 31 July (for appearing in single module of Executive Program in December session in same year) |
|            | November                                                                                                                                                                                                                               | 21st July to 15th Oct                                 | On Saturday<br><br>( which is close to 10th Nov)    | By 20th November                     | 30 Nov (for appearing in both modules of Executive Program in June session in next year)       |
|            | January                                                                                                                                                                                                                                | 21st November to 15th Dec                             | On Saturday<br><br>(which is close to 10th January) | By 20th January                      | 31 Jan (for appearing in single module of Executive Program in June session in same year)      |
| <b>Q.7</b> | <b>What is the fee for registration to CSEET?</b>                                                                                                                                                                                      |                                                       |                                                     |                                      |                                                                                                |
| <b>A.7</b> | The fee for registration to CSEET shall be Rs.1000/- per session.                                                                                                                                                                      |                                                       |                                                     |                                      |                                                                                                |
| <b>Q.8</b> | <b>When will be the first CSEET shall be conducted?</b>                                                                                                                                                                                |                                                       |                                                     |                                      |                                                                                                |
| <b>A.8</b> | Tentatively, the first CSEET shall be conducted in the month of May, 2020.                                                                                                                                                             |                                                       |                                                     |                                      |                                                                                                |
| <b>Q.9</b> | <b>Is there any concession in Fee for any category of students for registration to CSEET?</b>                                                                                                                                          |                                                       |                                                     |                                      |                                                                                                |
| <b>A.9</b> | <b>The following concessions are applicable while registering for CSEET :</b>                                                                                                                                                          |                                                       |                                                     |                                      |                                                                                                |
|            | <b>Category</b>                                                                                                                                                                                                                        |                                                       |                                                     |                                      | <b>Concession</b>                                                                              |
|            | SC/ST                                                                                                                                                                                                                                  |                                                       |                                                     |                                      | 50%                                                                                            |
|            | Physically Handicapped                                                                                                                                                                                                                 |                                                       |                                                     |                                      | 50%                                                                                            |
|            | Wards & Widows of Martyrs and Defence Service Personnel with Permanent Disability                                                                                                                                                      |                                                       |                                                     |                                      | 100%                                                                                           |
|            | Serving / Retired Personnel of Defence Services and Paramilitary Forces                                                                                                                                                                |                                                       |                                                     |                                      | 50%                                                                                            |
|            | ICSI Staff and Wards / Spouse of ICSI Staff                                                                                                                                                                                            |                                                       |                                                     |                                      | 75%                                                                                            |

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|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                   | ICLS Officers/ Officers & Staff of MCA and affiliated offices (NCLT, SFIO and CCI)                                                                   | 100% |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                   | Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep (similar scheme is being introduced for the Students of Himachal Pradesh) | 50%  |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                   | Students from the Union Territories of Jammu & Kashmir and Ladhak                                                                                    | 100% |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.10</b>                 | <b>Which are the subjects covered under CSEET?</b>                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.10</b>                 | (i) Paper 1: Business Communication (50 marks);<br>(ii) Paper 2: Legal Aptitude & logical Reasoning (50 marks);<br>(iii) Paper 3: Economic and Business Environment (50 marks);<br>(iv) Paper 4: Current Affairs, Presentation and Communication Skills (50 marks)                                                                                                                                                                |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.11</b>                 | <b>What will be the mode/ pattern of CSEET?</b>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.11</b>                 | The CSEET shall be an online Computer-based Test. CSEET will be a test of 200 marks comprising of MCQs, audio clips, video clips, and descriptive questions.                                                                                                                                                                                                                                                                      |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.12</b>                 | <b>What will be the qualifying criteria of CSEET?</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.12</b>                 | An aggregate of 50% and minimum 40% marks in each subject will be the qualifying criteria.                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.13</b>                 | <b>What will be the duration of the Test?</b>                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.13</b>                 | The duration of the test shall be 135 minutes (120 Minutes for MCQ test and 15 minutes for Viva Voce).                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.14</b>                 | <b>Will there be negative marking in CSEET ?</b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.14</b>                 | No. There will not be any negative marking.                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.15</b>                 | <b>Will there be Viva Voce as part of Paper No. 4 i.e. Current Affairs, Presentation and Communication Skills</b>                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.15</b>                 | The Current Affairs will be a computer based Test carrying 20 marks (out of 50 Marks) and Viva Voce (Presentation and Communication Skills) will be for a duration of 15 Minutes carrying 30 Marks.                                                                                                                                                                                                                               |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.16</b>                 | <b>Will there be any change in the cut-off dates for registration to Executive and Professional Programmes for appearing in the examinations?</b>                                                                                                                                                                                                                                                                                 |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.16</b>                 | <b>Yes. The revised dates shall be as under :</b> <table><tr><td rowspan="2"><b>For June Session</b></td><td>For All Modules</td><td>30th November (previous year)</td></tr><tr><td>For One Module</td><td>31st January (same year)</td></tr><tr><td rowspan="2"><b>For December Session</b></td><td>For All Modules</td><td>31st May (same year)</td></tr><tr><td>For One Module</td><td>31st July (same year)</td></tr></table> |                                                                                                                                                      |      |  | <b>For June Session</b> | For All Modules | 30th November (previous year) | For One Module | 31st January (same year) | <b>For December Session</b> | For All Modules | 31st May (same year) | For One Module | 31st July (same year) |
| <b>For June Session</b>     | For All Modules                                                                                                                                                                                                                                                                                                                                                                                                                   | 30th November (previous year)                                                                                                                        |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
|                             | For One Module                                                                                                                                                                                                                                                                                                                                                                                                                    | 31st January (same year)                                                                                                                             |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>For December Session</b> | For All Modules                                                                                                                                                                                                                                                                                                                                                                                                                   | 31st May (same year)                                                                                                                                 |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
|                             | For One Module                                                                                                                                                                                                                                                                                                                                                                                                                    | 31st July (same year)                                                                                                                                |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.17</b>                 | <b>Will the students be allowed provisionally register for Executive Programme ?</b>                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.17</b>                 | No. The Provisional Registration will be discontinued on introduction of new regulations.                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>Q.18</b>                 | <b>Will the students be required to successfully complete the Pre-Examination Test before seeking enrollment to Executive and Professional Programme Examinations</b>                                                                                                                                                                                                                                                             |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |
| <b>A.18</b>                 | Yes. Students registered under Syllabus 2017 (including those switched over to Syllabus 2017 from earlier syllabus) and onwards shall be required to successfully                                                                                                                                                                                                                                                                 |                                                                                                                                                      |      |  |                         |                 |                               |                |                          |                             |                 |                      |                |                       |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                         |                                                                                               |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|             | complete Pre-Examination Test before seeking enrollment to Executive and Professional Programme Examinations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                         |                                                                                               |
| <b>Q.19</b> | <b>Is there any change in the dates for seeking examination enrollment to Executive &amp; Professional Programme Examinations ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                         |                                                                                               |
| <b>A.19</b> | <b>There is no change in the cut-off dates for seeking examination enrollment. The dates for seeking examination enrollment shall be as under :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                         |                                                                                               |
|             | <b>Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Period during which the students can submit examination form and fee                                                                    | Period during which the students can submit examination form and fee (with prescribed fee)    |
|             | <b>June</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | The online examination enrollment window is opened tentatively on 26th February and the students may submit the forms upto 25th March   | Students may submit the examination form during 26th March to 9th April with Late Fee.        |
|             | <b>December</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | The online examination enrollment window is opened tentatively on 26th August and the students may submit the forms upto 25th September | Students may submit the examination form during 26th September to 10th October with Late Fee. |
| <b>Q.20</b> | <b>Is there any change in the dates for submission of requests for change in examination enrollment (Examination Centre, Medium and Module) ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                         |                                                                                               |
| <b>A.20</b> | Yes. Students shall be allowed submit requests for change in examination enrollment prior to 30 days from the date of commencement of examinations (earlier it was 15 days from the date of commencement of examinations). For example, the examination is scheduled to commence on 1st June, the request for change of Examination Centre, Medium or Module should be submitted latest by 1st May.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                         |                                                                                               |
| <b>Q.21</b> | <b>My registration to Executive Programme/ Professional Programme is expiring in the month of February / August. Shall I be allowed to submit the examination enrollment applications without renewing the registration during June / December session of examinations respectively?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                         |                                                                                               |
| <b>A.21</b> | No. The registration of the students of Executive and Professional Programme should be valid at the time of submission of examination enrollment requests. If not, such students will seek Registration Denovo and then submit the examination enrollment request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                         |                                                                                               |
| <b>Q.22</b> | <b>What are the guidelines of Re-Registration?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                         |                                                                                               |
| <b>A.22</b> | <p>The guidelines in brief for Re-registration are as under :</p> <p>(i) The Re-Registration shall be applicable for students who have passed Executive Programme/ Intermediate Course of CS Course under any earlier syllabus and are not eligible for Registration Denovo.</p> <p>(ii) If students whose registrations have terminated but have not submitted application for Registration Denovo within five years of expiry of their former registration, they may still seek Re-registration to Professional Programme if and only if they have passed Intermediate Course/ Executive Programme under any earlier syllabus.</p> <p>(iii) The Re-registration shall be valid for a period of five years and such students may seek Registration Denovo or Re-registration as per the process mentioned above if further extension is required.</p> <p>(iv) The Re-registration shall be effective from the date of such Re-registration.</p> <p>If a student has passed some papers of professional program examination under his earlier registration, the students shall be eligible for corresponding paper-wise</p> |                                                                                                                                         |                                                                                               |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | exemptions, if any approved by the Council from time to time, under the current syllabus of Professional Programme after availing re-registration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Q.23</b> | <b>I understand that I will have to keep my registration renewed from time to time even after passing Professional Programme till completing the training requirements and become a Member of the Institute?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A.23</b> | <p>Yes. Continuation of Registration has been introduced under the new regulations and students who have passed the Professional Programme will have to keep their registration renewed at all times till completing the training requirements and become a Member of the Institute. The details of “Continuation of Registration” are as under :</p> <p>The Continuation of Registration shall be applicable for students who have passed the Professional Programme Stage and the validity period of registrations has expired.</p> <p>After passing the Professional Programme Stage, such students are required to comply with the various training requirements under regulations. During the period, till their all training requirements are complete to become Member of the Institute, their registration is required to be kept valid.</p> <p>In case their registrations terminate while undergoing the training, they have to apply for Continuation of Registration immediately on expiry of such registration to continue with the training requirements.</p> <p>The renewal through Continuation of Registration shall be done on ‘per year’ basis depending upon the left-over training period and a student may seek ‘Continuation of Registration’ for a maximum period of five years at one go.</p> <p>The Continuation of Registration shall be effective from the date of expiry of former registration and the students shall be required to pay accumulated arrears of fee, if any, from the date of expiry of former registration. Arrears of fee, if any, shall be applicable for a maximum period of five years.</p> |
| <b>Q.24</b> | <b>Has the Extension of Registration has been discontinued?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>A.24</b> | The students are required to keep the registration valid at all times i.e. at the time of appearing in the examinations, while undergoing training, etc. till they become the Members of the Institute. Students who have not passed the Professional Programme stage may renew their registration through Registration Denovo and those who have passed the Professional Programme stage may seek renewal of their registration through “Continuation of Registration” .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Q.25</b> | <b>What is the fee seeking “Continuation of Registration”?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A.25</b> | The fee for continuation of registration is Rs.1000/- per year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Q.26</b> | <b>Is there any change in the Education Fee payable by the students to Executive Programme Stage?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>A.26</b> | The Education Fee payable by the various categories of students to Executive Programme is Rs.6500/-.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|             | <b>PART- 1 : (B) REGISTRATION TO CSEET (CS EXECUTIVE )ENTRANCE EXAMINATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Q.1</b>  | <b>How to Register for CSEET Entrance Examination?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A.1</b>  | <p><b>The steps for registration for CSEET are as under:</b></p> <p>Step 1 : In order to Register for “CSEET”, type <a href="http://www.icsi.edu">www.icsi.edu</a> in any recommended browser (IE 9, Mozilla 38.0 &amp; above, Chrome 39.0), then click on “Online Services”</p> <p>Step 2 : Click on the link for registering for CSEET.</p> <p>Step 3 : Fill Basic Details</p> <p>Step 4 : Fill Qualification Details</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p>Step 5 :     Fee Details</p> <p>Step 6 :     Upload Mandatory Documents*</p> <p>Step 7 :     Preview Application</p> <p>                  Click on “Confirm Application” button after previewing</p> <p>Step 8 :     Payment Mode Selection</p> <p>Step 9 :     Transaction Id Generation. Note transaction Id for future reference.</p> <p><b>On Successful Payment, You will be registered in CSEET and same will be intimated through email/sms on registered email id/mobile number. You can appear for the CSEET as per the schedule sent through email/sms.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Q.2</b> | <b>What are the mandatory documents to be uploaded for registering in CSEET Entrance Examination?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A.2</b> | <p><b>Mandatory documents to be uploaded by the students at the time of registration for CSEET</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photograph of the candidate</li> <li><input type="checkbox"/> Signature of the candidate</li> <li><input type="checkbox"/> DOB Certificate (10th pass certificate)</li> <li><input type="checkbox"/> Admit Card/ Hall Ticket for 10+2 Examinations (if appearing)</li> <li><input type="checkbox"/> 10+2 Pass Certificate/ Mark Sheet</li> <li><input type="checkbox"/> Category Certificate (for availing Fee Concession)</li> <li><input type="checkbox"/> Identity proof(Aadhaar card/passport/voter ID /pan card/driving license/ration card)</li> </ul> <p>All the files to be uploaded while registering for CSEET should be present in one of the formats viz. jpg, jpeg, png, gif, bmp, pdf.</p> <p>The maximum allowed file size is 2 MBs.</p> <p>File size of student photo should be between 20kb to 50kb.</p> <p>File Size of student signature should be between 10kb to 20kb.</p> |

**PART-2 : REGISTRATION TO EXECUTIVE PROGRAMME**

|            |                                                                                                                                                                                                                                                                                                                                |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.1</b> | <b>Whether Registration Form is also available at institute’s website? If yes, can I download it and submit the same?</b>                                                                                                                                                                                                      |
| <b>A.1</b> | No. Downloaded copy of registration form is not acceptable. Students are essentially required to fill up and submit their application through Online Mode.                                                                                                                                                                     |
| <b>Q.2</b> | <b>Which are the stages covered under CS Course?</b>                                                                                                                                                                                                                                                                           |
| <b>A.2</b> | <p><b>There are two stages covered under CS Course.</b></p> <p>1.Executive Programme</p> <ul style="list-style-type: none"> <li>• A student passed / appearing in the Senior Secondary (10+2) Examination equivalent thereto and passed CSEET Examination shall be eligible to appear in the CS Executive Programme</li> </ul> |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                               |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------|
|            | <p>All Graduates/ Post Graduates who were hitherto eligible for registration directly to Executive Programme Stage, shall also be required to pass the CSEET to become eligible for registration to Executive Programme</p> <p>2. Professional Programme – CS Executive Passed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                               |
| <b>Q.3</b> | <b>What is Eligibility Criteria for direct Admission to Executive Programme?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                               |
| <b>A.3</b> | <p><b>Eligibility Conditions</b></p> <ul style="list-style-type: none"> <li>A student passed / appearing in the Senior Secondary (10+2) Examination equivalent thereto and passed CSEET shall be eligible to appear in the CS Executive Programme.</li> <li>All Graduates/ Post Graduates who were hitherto eligible for registration directly to Executive Programme Stage, shall also be required to pass the CSEET to become eligible for registration to Executive Programme</li> </ul> <p><b>Exemptions</b></p> <ul style="list-style-type: none"> <li>Students who have passed CS Foundation Programme shall be exempted from CSEET without any payment of exemption fee.</li> <li>Students who have passed ICAI (Chartered Accountant) and ICMAI (Cost Accountant) Final Course shall be exempted from CSEET and shall pay Rs. 5000 towards exemption fee at the time of Registration to Executive Programme Stage.</li> </ul> |                 |                               |
| <b>Q.4</b> | <b>I am appearing in Final year exam of Graduation. Can I apply for direct registration in Executive Programme ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                               |
| <b>A.4</b> | No. Provisional admission is not allowed in Executive Programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                               |
| <b>Q.5</b> | <b>What is the last date of registration in CS Executive Programme ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                               |
| <b>A.5</b> | <b>For June Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | For All Modules | 30th November (previous year) |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | For One Module  | 31st January (same year)      |
|            | <b>For December Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | For All Modules | 31st May (same year)          |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | For One Module  | 31st July (same year)         |
| <b>Q.6</b> | <b>I have registered online. When would I get my study material?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |                               |
| <b>A.6</b> | Students who have registered online need to upload their documents at their respective account. After that their documents are verified at the Institute's end. In case application is complete in all respects, the same is approved and students get study material within 10-12 day after approval of his /her application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                               |
| <b>Q.7</b> | <b>Is there any requirement to send any document or copy of the online registration application along with documents to the Institute in physical form?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                               |
| <b>A.7</b> | Students applying through online mode are NOT required to send hard copies of any document to the Institute unless specifically asked for producing the same for verification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                               |
| <b>Q.8</b> | <b>Which subjects are covered under the Executive Programme?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                               |
| <b>A.8</b> | <p>There are eight (8) subjects covered under two modules : -</p> <p>Module- 1</p> <ol style="list-style-type: none"> <li>JURISPRUDENCE, INTERPRETATION &amp; GENERAL LAWS</li> <li>COMPANY LAW</li> <li>SETTING UP OF BUSINESS ENTITIES AND CLOSURE</li> <li>TAX LAWS</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                               |

|                                                                                                                                                      | Module – 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|--------------------|-----|------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------|------------------|---------------------------------------------|------|------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------|------|------|---------------------|-----|-----|------|------|-------------------|------|------|------|------|-------------------------------|-----|-----|-----|-----|------------------------------------------------------------------|-----|-----|-----|-----|-------|-------|-------|-------|-------|
|                                                                                                                                                      | 1. CORPORATE & MANAGEMENT ACCOUNTING<br>2. SECURITIES LAWS & CAPITAL MARKETS<br>3. ECONOMIC, BUSINESS AND COMMERCIAL LAWS<br>4. FINANCIAL AND STRATEGIC MANAGEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Q.9                                                                                                                                                  | I want to register as ICSI student but cannot make a payment online using a credit card. What do I do?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| A.9                                                                                                                                                  | For online registration, apart from Credit Card, may pay through Debit Card/ Net banking Channels / or Bank Challan (Through Canara Bank Branches). If you are facing any difficulty to pay through payment gateway or not getting payment confirmations (including non-generation acknowledgements).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Q.10                                                                                                                                                 | What is the procedure for getting refund of excess payments during Online registration process?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| A.10                                                                                                                                                 | After successful payment, a formal acknowledgement/receipt will be generated by the system. In case of multiple payments, you may write to the Directorate of Student Services, Noida for processing the refund of excess amount received by the Institute.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Q.11                                                                                                                                                 | What fees do I need to pay to register for CS Executive Programme?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| A.11                                                                                                                                                 | <div>You need to pay registration fees as follows: -</div> <table><tr><th rowspan="2">Particulars</th><th colspan="4">Fee Payable (Rs.)</th></tr><tr><th>CSEET passed</th><th>CS Foundation passed</th><th>ICAI Final passed</th><th>ICMAI Final passed</th></tr><tr><td>Registration Fee</td><td>2000</td><td>2000</td><td>2000</td><td>2000</td></tr><tr><td>Education Fee</td><td>6500</td><td>6500</td><td>6500</td><td>6500</td></tr><tr><td>CSEET Exemption Fee</td><td>Nil</td><td>Nil</td><td>5000</td><td>5000</td></tr><tr><td>Pre-Exam Test Fee</td><td>1000</td><td>1000</td><td>1000</td><td>1000</td></tr><tr><td>One Day Orientation Prog. Fee</td><td>600</td><td>600</td><td>600</td><td>600</td></tr><tr><td>Chartered Secretary Journal Subscription (Optional) for one year</td><td>500</td><td>500</td><td>500</td><td>500</td></tr><tr><td>Total</td><td>10600</td><td>10600</td><td>15600</td><td>15600</td></tr></table> | Particulars          | Fee Payable (Rs.) |                    |     |                        | CSEET passed                                        | CS Foundation passed                                                              | ICAI Final passed | ICMAI Final passed                                                      | Registration Fee | 2000                                        | 2000 | 2000                                                                               | 2000 | Education Fee                                                                                                                                        | 6500 | 6500                                                              | 6500 | 6500 | CSEET Exemption Fee | Nil | Nil | 5000 | 5000 | Pre-Exam Test Fee | 1000 | 1000 | 1000 | 1000 | One Day Orientation Prog. Fee | 600 | 600 | 600 | 600 | Chartered Secretary Journal Subscription (Optional) for one year | 500 | 500 | 500 | 500 | Total | 10600 | 10600 | 15600 | 15600 |
| Particulars                                                                                                                                          | Fee Payable (Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
|                                                                                                                                                      | CSEET passed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CS Foundation passed | ICAI Final passed | ICMAI Final passed |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Registration Fee                                                                                                                                     | 2000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2000                 | 2000              | 2000               |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Education Fee                                                                                                                                        | 6500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6500                 | 6500              | 6500               |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| CSEET Exemption Fee                                                                                                                                  | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nil                  | 5000              | 5000               |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Pre-Exam Test Fee                                                                                                                                    | 1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1000                 | 1000              | 1000               |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| One Day Orientation Prog. Fee                                                                                                                        | 600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 600                  | 600               | 600                |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Chartered Secretary Journal Subscription (Optional) for one year                                                                                     | 500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 500                  | 500               | 500                |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Total                                                                                                                                                | 10600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10600                | 15600             | 15600              |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Q.12                                                                                                                                                 | What are the various fee concessions for registration in Executive Programme?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| A.12                                                                                                                                                 | <table><tr><td>Category</td><td>Concession</td></tr><tr><td>SC/ST</td><td>50%</td></tr><tr><td>Physically Handicapped</td><td>Only Registration fees which is Rs. 2000 currently.</td></tr><tr><td>Wards &amp; Widows of Martyrs and Defence Service Personnel with Permanent Disability</td><td>100%</td></tr><tr><td>Serving / Retired Personnel of Defence Services and Paramilitary Forces</td><td>50%</td></tr><tr><td>ICSI Staff and Wards / Spouse of ICSI Staff</td><td>75%</td></tr><tr><td>ICLS Officers/ Officers &amp; Staff of MCA and affiliated offices (NCLT, SFIO and CCI)</td><td>100%</td></tr><tr><td>Students from North Eastern States, Andaman &amp; Nicobar Islands, Lakshadweep (similar scheme is being introduced for the Students of Himachal Pradesh)</td><td>50%</td></tr><tr><td>Students from the Union Territories of Jammu &amp; Kashmir and Ladhak</td><td>100%</td></tr></table>                             | Category             | Concession        | SC/ST              | 50% | Physically Handicapped | Only Registration fees which is Rs. 2000 currently. | Wards & Widows of Martyrs and Defence Service Personnel with Permanent Disability | 100%              | Serving / Retired Personnel of Defence Services and Paramilitary Forces | 50%              | ICSI Staff and Wards / Spouse of ICSI Staff | 75%  | ICLS Officers/ Officers & Staff of MCA and affiliated offices (NCLT, SFIO and CCI) | 100% | Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep (similar scheme is being introduced for the Students of Himachal Pradesh) | 50%  | Students from the Union Territories of Jammu & Kashmir and Ladhak | 100% |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Category                                                                                                                                             | Concession                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| SC/ST                                                                                                                                                | 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Physically Handicapped                                                                                                                               | Only Registration fees which is Rs. 2000 currently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Wards & Widows of Martyrs and Defence Service Personnel with Permanent Disability                                                                    | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Serving / Retired Personnel of Defence Services and Paramilitary Forces                                                                              | 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| ICSI Staff and Wards / Spouse of ICSI Staff                                                                                                          | 75%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| ICLS Officers/ Officers & Staff of MCA and affiliated offices (NCLT, SFIO and CCI)                                                                   | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep (similar scheme is being introduced for the Students of Himachal Pradesh) | 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Students from the Union Territories of Jammu & Kashmir and Ladhak                                                                                    | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Q.13                                                                                                                                                 | I have already applied for my registration. When shall I get the Registration Number?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| A.13                                                                                                                                                 | Students get the User Id instantly after making payment of requisite fees. This user Id is in fact their Registration Number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |
| Q.14                                                                                                                                                 | My registration is pending. What should I do now?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                   |                    |     |                        |                                                     |                                                                                   |                   |                                                                         |                  |                                             |      |                                                                                    |      |                                                                                                                                                      |      |                                                                   |      |      |                     |     |     |      |      |                   |      |      |      |      |                               |     |     |     |     |                                                                  |     |     |     |     |       |       |       |       |       |



|             |                                                                                                                                                                                                                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A.14</b> | Registration is pending due to either non compliance of documentary evidence or submission of less fees. Students are sent mails regarding pendency of registration. Registration gets approved on compliance of the above.                                                                                                                 |
| <b>Q.15</b> | <b>I have received in-complete set of books. When will I receive the balance (Books) Study Material?</b>                                                                                                                                                                                                                                    |
| <b>A.15</b> | Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock.                                                          |
| <b>Q.16</b> | <b>I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card?</b>                                                                                                                                                                                  |
| <b>A.16</b> | The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a>                                                           |
| <b>Q.17</b> | <b>I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal?</b>                                                                                                                                                                                        |
| <b>A.17</b> | As per procedure, all requests received for subscription for sending Chartered Secretary are forwarded to concerned section for sending the same to the respective student. In case of not receiving the same, you may take up your queries / grievance through Communication Portal <a href="http://support.icsi.edu">support.icsi.edu</a> |
| <b>Q.18</b> | <b>What is validity period of my registration number?</b>                                                                                                                                                                                                                                                                                   |
| <b>A.18</b> | Registration for Executive Programme is valid for five years.                                                                                                                                                                                                                                                                               |
| <b>Q.19</b> | <b>Can I get the validity of my registration number renewed after expiry of the same?</b>                                                                                                                                                                                                                                                   |
| <b>A.19</b> | Registration of students of Executive Programme / Professional Programme can be renewed after the expiry of five years period from the month of registration.                                                                                                                                                                               |
| <b>Q.20</b> | <b>What is ICSI Student Education Fund Trust ?</b>                                                                                                                                                                                                                                                                                          |
| <b>A.20</b> | With an objective to encourage and economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust. The details are available on our <a href="http://www.icsi.edu">www.icsi.edu</a>                                            |

## **PART-2 : REGISTRATION TO PROFESSIONAL PROGRAMME**

|            |                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Q.1</b> | <b>I have passed both modules of Executive Programme. I wish to take admission in Professional Programme. Where can I get the application form for enrolment in Professional Programme ?</b>                                                                                                                                                                                                                  |
| <b>A.1</b> | The Regional Councils & Chapters will not accept the Registration Applications in physical form effective from 1st January, 2014. It is further clarified that the downloaded copies of Registration Forms are also not to be accepted. Students are advised to apply for registration through online mode at <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a> |
| <b>Q.2</b> | <b>What is the fee for registration in Professional Programme?</b>                                                                                                                                                                                                                                                                                                                                            |
| <b>A.2</b> | The prescribed registration fee is Rs.12,000/- .Students are also required to remit Rs. 1000/- towards Pre-exam test at the time of registration.                                                                                                                                                                                                                                                             |
| <b>Q.3</b> | <b>What is the process of registering online?</b>                                                                                                                                                                                                                                                                                                                                                             |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|------------------|-----------------|-------------------------------|----------------|--------------------------|----------------------|-----------------|----------------------|----------------|-----------------------|
| A.3                  | A “Step by Step Procedure for Online Registration” is as follows :<br><br>Login with user ID and password ( <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a> )<br><br><ol style="list-style-type: none"><li>1. Click on Module =&gt; Student Services=&gt; Professional Registration Request</li><li>2. Student can view syllabus in which he/she is getting enrolled by clicking on view syllabus link</li><li>3. Student will have to select optional subject (mandatory).</li><li>4. Student can also opt for CSJ subscription by clicking on check box against CSJ label.</li><li>5. Now click on “Proceed to payment”.</li><li>6. On Successful payment receipt will get generated (otherwise the payment is not successful)</li><li>7. You are Successfully admitted in Professional Programme</li><li>8. After submission of fees download your Professional Registration Letter &amp; Identity card</li></ol> |                               |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
| Q.4                  | What are various cut-off dates for appearing in one / or three modules of Professional Programme examination?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
| A.4                  | <table><tr><td rowspan="2">For June Session</td><td>For All Modules</td><td>30th November (previous year)</td></tr><tr><td>For One Module</td><td>31st January (same year)</td></tr><tr><td rowspan="2">For December Session</td><td>For All Modules</td><td>31st May (same year)</td></tr><tr><td>For One Module</td><td>31st July (same year)</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |  | For June Session | For All Modules | 30th November (previous year) | For One Module | 31st January (same year) | For December Session | For All Modules | 31st May (same year) | For One Module | 31st July (same year) |
| For June Session     | For All Modules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 30th November (previous year) |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
|                      | For One Module                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 31st January (same year)      |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
| For December Session | For All Modules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 31st May (same year)          |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
|                      | For One Module                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 31st July (same year)         |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
| Q.5                  | Student registered in professional programme after cutoff dates can appear in the immediate session of exam with some penalty or late fee?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |
| A.5                  | Under any circumstances, student cannot appear in the examination for which he/she is not eligible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |  |                  |                 |                               |                |                          |                      |                 |                      |                |                       |

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
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| Q.6                                                                                                 | Which subjects are covered under the Professional Programme New syllabus 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| A.6                                                                                                 | <div>Total Nine (09) subjects under three Modules</div> <table><tr><td>MODULE 1</td></tr><tr><td>1. Governance, Risk Management, Compliances and Ethics</td></tr><tr><td>2. Advanced Tax Laws</td></tr><tr><td>3. Drafting, Pleadings and Appearances</td></tr><tr><td>MODULE 2</td></tr><tr><td>4. Secretarial Audit, Compliance Management and Due Diligence</td></tr><tr><td>5. Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</td></tr><tr><td>6. Resolution of Corporate Disputes,<br/>Non-Compliances &amp; Remedies</td></tr><tr><td>MODULE 3</td></tr><tr><td>7. Corporate Funding &amp; Listings in Stock Exchanges</td></tr><tr><td>8. Multidisciplinary Case Studies<br/>(The examination for this paper will be open book examination)</td></tr><tr><td>9. Electives 1 out of below 8 subjects</td></tr><tr><td>9.1 Banking – Law &amp; Practice</td></tr><tr><td>9.2 Insurance– Law &amp; Practice</td></tr><tr><td>9.3 Intellectual Property Rights– Laws and Practices</td></tr><tr><td>9.4 Forensic Audit</td></tr><tr><td>9.5 Direct Tax Law &amp; Practice</td></tr><tr><td>9.6 Labour Laws &amp; Practice</td></tr><tr><td>9.7 Valuations &amp; Business Modelling</td></tr><tr><td>9.8 Insolvency – Law and Practice</td></tr><tr><td>(The examination for this paper will be open book examination)</td></tr><tr><td></td></tr></table> | MODULE 1 | 1. Governance, Risk Management, Compliances and Ethics | 2. Advanced Tax Laws | 3. Drafting, Pleadings and Appearances | MODULE 2 | 4. Secretarial Audit, Compliance Management and Due Diligence | 5. Corporate Restructuring, Insolvency, Liquidation & Winding-up | 6. Resolution of Corporate Disputes,<br>Non-Compliances & Remedies | MODULE 3 | 7. Corporate Funding & Listings in Stock Exchanges | 8. Multidisciplinary Case Studies<br>(The examination for this paper will be open book examination) | 9. Electives 1 out of below 8 subjects | 9.1 Banking – Law & Practice | 9.2 Insurance– Law & Practice | 9.3 Intellectual Property Rights– Laws and Practices | 9.4 Forensic Audit | 9.5 Direct Tax Law & Practice | 9.6 Labour Laws & Practice | 9.7 Valuations & Business Modelling | 9.8 Insolvency – Law and Practice | (The examination for this paper will be open book examination) |  |
| MODULE 1                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 1. Governance, Risk Management, Compliances and Ethics                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 2. Advanced Tax Laws                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 3. Drafting, Pleadings and Appearances                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| MODULE 2                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 4. Secretarial Audit, Compliance Management and Due Diligence                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 5. Corporate Restructuring, Insolvency, Liquidation & Winding-up                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 6. Resolution of Corporate Disputes,<br>Non-Compliances & Remedies                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| MODULE 3                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 7. Corporate Funding & Listings in Stock Exchanges                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 8. Multidisciplinary Case Studies<br>(The examination for this paper will be open book examination) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9. Electives 1 out of below 8 subjects                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.1 Banking – Law & Practice                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.2 Insurance– Law & Practice                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.3 Intellectual Property Rights– Laws and Practices                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.4 Forensic Audit                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.5 Direct Tax Law & Practice                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.6 Labour Laws & Practice                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.7 Valuations & Business Modelling                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| 9.8 Insolvency – Law and Practice                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
| (The examination for this paper will be open book examination)                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |
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| Q.7                                                                                                 | Student who have registered in professional programme under old syllabus 2012 can appear in New syllabus 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                                                        |                      |                                        |          |                                                               |                                                                  |                                                                    |          |                                                    |                                                                                                     |                                        |                              |                               |                                                      |                    |                               |                            |                                     |                                   |                                                                |  |

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|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A.7</b>  | Last Examination under the Professional Programme (Old Syllabus 2012) will be held in June, 2020. From December, 2020 Session, all students will automatically switched over to the Professional Programme (New Syllabus 2017) and no student can appear in professional programme under old syllabus (2012).                                                                                                                                                                   |
| <b>Q.8</b>  | <b>Is there any option for change of elective subject?</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A.8</b>  | <p>Yes, student can change their elective subject before filling the examination form. Detailed procedure to change elective subject may be seen at the following link of the Institute's website :-</p> <p><a href="https://smash.icsi.in/Scripts/Student/ChangeOptionalSubject.aspx">https://smash.icsi.in/Scripts/Student/ChangeOptionalSubject.aspx</a></p> <p>Login with user ID and password then Click on Module =&gt; Student Services=&gt; Change optional subject</p> |
| <b>Q.9</b>  | <b>Is there any option to Switchover from Professional Programme syllabus 2012 to 2017.</b>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A.9</b>  | <p>Students who wish to switchover from syllabus 2012 to 2017 are advised to submit their request through online services :</p> <p><a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a></p> <p>Click on Module =&gt; Switchover=&gt;Apply for Switchover</p>                                                                                                                                                                         |
| <b>Q.10</b> | <b>Is it true that all Students of Executive and Professional Programme 2017 New Syllabus (including those switchovers to New Syllabus) are required to successfully complete a Online Pre-Exam Test to become eligible for appearing in the main examinations?</b>                                                                                                                                                                                                             |
| <b>A.10</b> | Students who have registered under New Syllabus 2017 of Executive Programme and Professional Programme shall be required to successfully complete a Pre-Exam Test before enrolling for the main examinations. Students switching over from Old Syllabus 2012 to New Syllabus 2017 of Executive Programme and Professional Programme shall also be required to successfully complete a Pre-Exam Test to become eligible for enrolling in the main examinations.                  |

### **PART-3 : REGISTRATION DENOVO**

|            |                                                                                                                                                                                                                                                 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.1</b> | <b>When can I apply for registration De-novo ( i.e. renewal of registration )?</b>                                                                                                                                                              |
| <b>A.1</b> | A student can apply for registration de-novo ( i.e. renewal of registration ) immediately on expiry of five years from the date of his/her previous registration but in any case within five years from the date of expiry of the registration. |
| <b>Q.2</b> | <b>What is the validity of de-novo registration?</b>                                                                                                                                                                                            |
| <b>A.2</b> | De-novo registration is valid for further period of five years.                                                                                                                                                                                 |
| <b>Q.3</b> | <b>How many times I can apply for registration De-novo?</b>                                                                                                                                                                                     |
| <b>A.3</b> | Registration De-novo can be sought on a continuous basis unlimited number of times, provided the same are sought within the stipulated period.                                                                                                  |

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| <b>Q.4</b> | <b>I wish to apply for registration De-novo. Where can I get the de novo form?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A.4</b> | Physical de novo forms are not acceptable w.e.f 1 <sup>ST</sup> January 2014. Students are advised to apply online through <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Q.5</b> | <b>How can I pay the de-novo fees?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A.5</b> | Students can make payment of applicable fees through Credit Card/Debit Card/Net banking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Q.6</b> | <b>How much fees I am required to pay for applying for registration De-novo?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A.6</b> | <p>Rs.2,000/- (lump- sum). Students who apply for Registration de-novo within two years of the expiry of former registration.</p> <p>Rs 3,000/- (lump-sum) If students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration.</p> <p>Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lump sum fee applicable for General Category Students as mentioned above for seeking Registration De novo.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Q.7</b> | <b>Can I apply “on-line” for registration de-novo?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A.7</b> | Yes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Q.8</b> | <b>How can I apply de novo of registration through online mode?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>A.8</b> | <p>Login with user ID and password (<a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a>)</p> <ol style="list-style-type: none"> <li>1. Click on Module &gt; Student Services &gt; Apply For Denovo</li> <li>2. Select service name: De novo</li> <li>3. Click on “Proceed to payment”</li> <li>4. Select Payment Mode</li> <li>5. Request ID and Transaction ID will generate on successful submission of the request.</li> <li>6. Click on Proceed</li> <li>7. For all successful payments , Payment receipt is generated otherwise the payment is not successful)</li> <li>8. Please download Identity Card</li> </ol> <p>In case of unsuccessful /initiated request please resubmit your request</p> <ol style="list-style-type: none"> <li>1. Click on Module =&gt; Student Services=&gt; De novo request</li> <li>2. Click on Request ID</li> <li>3. In view Applied Service window, Click on Proceed to Payment</li> <li>4. Select Payment Mode</li> <li>5. Click on proceed</li> </ol> <p><b>Please note :</b></p> <ul style="list-style-type: none"> <li>• All students of Executive and Professional Programme whose registrations are expired shall be required to seek renewal through “Registration Denovo” process.</li> <li>• The registrations of a student should be valid at the time of submitting the examination enrollment application. Otherwise, the student will be</li> </ul> |

|            |                                                                                                                                                                                                                                                               |
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|            | required to seek renewal through Registration Denovo before submitting the examination enrollment form.                                                                                                                                                       |
| <b>Q.9</b> | <b>What is the last date for applying for De Novo of Registration?</b>                                                                                                                                                                                        |
| <b>A.9</b> | <p>The following are the cut-off dates for applying for De Novo vis-à-vis the CS Examinations conducted in June &amp; December :</p> <p>i) 09th April : ( For June session of examination )</p> <p>ii) 10th October : ( For Dec. session of examination )</p> |

#### **PART-4 : CONTINUATION OF REGISTRATION**

|            |                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.1</b> | <b>Who is eligible for Continuation of registration?</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>A.1</b> | Students who have passed Professional Programme shall be required to keep the registration valid till completion of all training requirements so as to become entitled to be enrolled as member of the Institute.                                                                                                                                                                                          |
| <b>Q.2</b> | <b>What is the validity of continuation of registration?</b>                                                                                                                                                                                                                                                                                                                                               |
| <b>A.2</b> | Continuation of registration is valid for further one year period.                                                                                                                                                                                                                                                                                                                                         |
| <b>Q.3</b> | <b>How many times I can apply for continuation of registration?</b>                                                                                                                                                                                                                                                                                                                                        |
| <b>A.3</b> | <p>The renewal through Continuation of Registration shall be done on 'per year' basis depending upon the left-over training period and a student may seek 'Continuation of Registration' for a maximum period of five years at one go.</p> <p><b>For any Further details/ query, submit your query at :</b><br/> <b>1. Communication Portal <a href="mailto:support.icsi.edu">support.icsi.edu</a></b></p> |
| <b>Q.4</b> | <b>I wish to apply for continuation of registration. Where can I get the Continuation Form ?</b>                                                                                                                                                                                                                                                                                                           |
| <b>A.4</b> | Physical Continuation forms are not acceptable. Students are advised to apply through online services at <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a>                                                                                                                                                                                                   |
| <b>Q.5</b> | <b>How can I pay the Continuation of Registration fees?</b>                                                                                                                                                                                                                                                                                                                                                |
| <b>A.5</b> | Students can make payment of applicable fees through Bill desk/Kotak Bank.                                                                                                                                                                                                                                                                                                                                 |
| <b>Q.6</b> | <b>How much fees I am required to pay for applying for Continuation of registration?</b>                                                                                                                                                                                                                                                                                                                   |
| <b>A.6</b> | The fee is Rs.1000/- per year. The Continuation of Registration shall be effective from the date of expiry of former registration and the students shall be required to pay accumulated arrears of fee, if any, from the date of expiry of former registration. Arrears of fee, if any, shall be applicable for a maximum period of five years.                                                            |
| <b>Q.7</b> | <b>Can I apply "on-line" for Continuation of registration?</b>                                                                                                                                                                                                                                                                                                                                             |
| <b>A.7</b> | Yes.                                                                                                                                                                                                                                                                                                                                                                                                       |

**PART-5 : PAPER-WISE EXEMPTION**

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q. 1</b> | <b>Who is eligible to claim subject-wise exemption on the basis of qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>A.1</b>  | <p>Exemption on the basis of Higher qualification is available at the following link, please go through the same.</p> <p><a href="https://www.icsi.edu/Docs/Website/Paperwise%20Exemption_forHighQual.pdf">https://www.icsi.edu/Docs/Website/Paperwise%20Exemption_forHighQual.pdf</a></p> <p>For any Further details/ query, submit your query at :</p> <p>Communication Portal <a href="mailto:support.icsi.edu">support.icsi.edu</a></p>                                                                                                                                                                                                                              |
| <b>Q.2</b>  | <b>What is the last date for applying for Paper-wise exemption ( On the basis of qualification)?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A.2</b>  | <p>The Cut-off dates for applying for paper-wise exemption ( on the basis of qualification ) are given below :</p> <p>i) 9th April : ( For June session of examination )</p> <p>ii) 10th October : ( For Dec. session of examination )</p> <p>Applications received after the stipulated cut-off dates will be considered for next subsequent sessions of examinations even if all eligibility conditions are fulfilled.</p>                                                                                                                                                                                                                                             |
| <b>Q. 3</b> | <b>I am having required qualification. How can I claim subject-wise exemption?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>A.3</b>  | <p>Student is required to apply for exemption through online services available at <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a> .</p> <p>Please follow the steps for applying exemption on the basis of higher qualification from the user manual link placed below:</p> <p><a href="https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/Manual_SMASH_Qualification%20Based%20Subject%20Exemption%20&amp;%20Cancellation%20-%20Student.pdf">https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/Manual_SMASH_Qualification%20Based%20Subject%20Exemption%20&amp;%20Cancellation%20-%20Student.pdf</a></p> |
| <b>Q. 4</b> | <b>I have already been granted exemption. I have also received a confirmation mail/letter in this connection from the Institute. Am I required to pay exemption fee per subject every time I am appearing in the examinations?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>A.4</b>  | <p>No. Exemption fee is required to be paid only once and the exemptions once granted will hold good during the validity of registration period or passing/completing the examination, whichever is earlier.</p> <p>No need to apply again if exemption already granted.</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Q. 5</b> | <b>What is the criteria of getting paper-wise exemption, if I have secured more than 60% marks in any paper in my earlier examinations of ICSI ?I was absent in one paper. In this scenario, whether I am eligible for Exemption on the basis of 60% marks or not?</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A.5</b>  | <p>The eligibility criteria for exemption on the basis of securing 60% or more marks is available at the following link</p> <p><a href="https://www.icsi.edu/docs/website/Faq_exemption.pdf">https://www.icsi.edu/docs/website/Faq_exemption.pdf</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>Q. 6</b> | <b>How much fees I am required to pay for claiming paper wise exemption on the basis of 60% marks secured in Institute's earlier examinations?</b> |
| <b>A.6</b>  | No exemption fee is required for claiming exemption on the basis of 60% marks secured in Institute's earlier examination.                          |

## **PART-6 :SWITCHOVER TO NEW SYLLABUS**

### **FAQ on the Switchover Scheme for Executive Programme 2012 (Old) Syllabus to Executive Programmed 2017(New) Syllabus**

|              |                                                                                                                             |                                            |  |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--|
| <b>Q. 1</b>  | <b>Which are the effective dates of implementation of New Syllabus (2017) of Executive Programme Stage?</b>                 |                                            |  |
| <b>A.1</b>   | <b>Stage/ Syllabus</b>                                                                                                      | <b>Effective Date of Implementation(*)</b> |  |
|              | <b>Executive (2017) New Syllabus</b>                                                                                        | <b>1<sup>st</sup> March, 2018</b>          |  |
| <b>Q. 2</b>  | <b>Which are the papers covered under the New Syllabus of Executive Programme Stage?</b>                                    |                                            |  |
| <b>A . 2</b> | <b>EXECUTIVE PROGRAMME</b>                                                                                                  |                                            |  |
|              | <b>MODULE 1</b>                                                                                                             |                                            |  |
|              | 1. Jurisprudence, Interpretation & General Laws                                                                             |                                            |  |
|              | 2. Company Law                                                                                                              |                                            |  |
|              | 3. Setting up of Business Entities and Closure                                                                              |                                            |  |
|              | 4. Tax Laws                                                                                                                 |                                            |  |
|              | <b>MODULE 2</b>                                                                                                             |                                            |  |
|              | 5. Corporate & Management Accounting                                                                                        |                                            |  |
|              | 6. Securities Laws & Capital Markets                                                                                        |                                            |  |
|              | 7. Economic, Business and Commercial Laws                                                                                   |                                            |  |
|              | 8. Financial and Strategic Management                                                                                       |                                            |  |
| <b>Q. 3</b>  | <b>Which is the last session of examination for appearing in Executive Programme Examinations under 2012 Old Syllabus?</b>  |                                            |  |
| <b>A.3</b>   | The Last Examinations under the Executive Programme (Old Syllabus 2012) will be held in June, 2020.                         |                                            |  |
| <b>Q.4</b>   | <b>Which is the first session of examination for appearing in Executive Programme Examinations under 2017 New Syllabus?</b> |                                            |  |
| <b>A.4</b>   | The First Examination under the Executive Programme (New Syllabus 2017) will be held in December, 2018                      |                                            |  |



| Q.5                                     | I am presently under 2012 Old Syllabus of Executive Programme? Am I eligible to switchover to the New 2017 Syllabus of Executive Programme?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|--|-------------|--------------------------------|--------------------------------|--------------------------------------------------------|------------------------------|-----------------------------------------------------------|-----------------------|-----------------------------|----------|--|-----------------------------------------|--------------------------------------------------------|-------------------------------------|------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------|
| A.5                                     | Yes. Students of 2012 Old Syllabus may switchover to 2017 New Syllabus. The process of switchover to New Syllabus may be seen at the following link of the Institute's website :<br><br><a href="https://www.icsi.edu/media/webmodules/switchover_process.pdf">https://www.icsi.edu/media/webmodules/switchover_process.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Q.6                                     | Is it true that all Students of Executive Programme 2017 New Syllabus (including those switchover to New Syllabus) are required to successfully complete a Online Pre-Exam Test to become eligible for appearing in the main examinations?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| A.6                                     | Students who have registered under New Syllabus 2017 of Executive Programme shall be required to successfully complete a Pre-Exam Test before enrolling for the main examinations. Students switching over from Old Syllabus 2012 to New Syllabus 2017 of Executive Programme shall also be required to successfully complete a Pre-Exam Test to become eligible for enrolling in the main examinations.                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Q.7                                     | Please let me know the details of corresponding paper-wise exemptions under New 2017 Syllabus of Executive Programmes on switching over from Old 2012 Syllabus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| A.7                                     | <table><tr><th colspan="2">Module 1</th></tr><tr><td>Company Law</td><td>Module 1; Paper 2- Company Law</td></tr><tr><td>Cost and Management Accounting</td><td>Module 2, Paper 5- Corporate and Management Accounting</td></tr><tr><td>Economic and Commercial Laws</td><td>Module 2; Paper 7- Economic, Business and Commercial Laws</td></tr><tr><td>Tax Laws and Practice</td><td>Module 1; Paper 4- Tax Laws</td></tr><tr><th colspan="2">Module 2</th></tr><tr><td>Company Accounts and Auditing Practices</td><td>Module 2, Paper 5- Corporate and Management Accounting</td></tr><tr><td>Capital Markets and Securities Laws</td><td>Module 2; Paper 6- Securities Laws &amp; Capital Markets</td></tr><tr><td>Industrial, Labour and General Laws</td><td>Module 1; Paper 2- Jurisprudence, Interpretation and General Laws</td></tr></table> |  | Module 1 |  | Company Law | Module 1; Paper 2- Company Law | Cost and Management Accounting | Module 2, Paper 5- Corporate and Management Accounting | Economic and Commercial Laws | Module 2; Paper 7- Economic, Business and Commercial Laws | Tax Laws and Practice | Module 1; Paper 4- Tax Laws | Module 2 |  | Company Accounts and Auditing Practices | Module 2, Paper 5- Corporate and Management Accounting | Capital Markets and Securities Laws | Module 2; Paper 6- Securities Laws & Capital Markets | Industrial, Labour and General Laws | Module 1; Paper 2- Jurisprudence, Interpretation and General Laws |
| Module 1                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Company Law                             | Module 1; Paper 2- Company Law                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Cost and Management Accounting          | Module 2, Paper 5- Corporate and Management Accounting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Economic and Commercial Laws            | Module 2; Paper 7- Economic, Business and Commercial Laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Tax Laws and Practice                   | Module 1; Paper 4- Tax Laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Module 2                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Company Accounts and Auditing Practices | Module 2, Paper 5- Corporate and Management Accounting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Capital Markets and Securities Laws     | Module 2; Paper 6- Securities Laws & Capital Markets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |
| Industrial, Labour and General Laws     | Module 1; Paper 2- Jurisprudence, Interpretation and General Laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |          |  |             |                                |                                |                                                        |                              |                                                           |                       |                             |          |  |                                         |                                                        |                                     |                                                      |                                     |                                                                   |

|            |                                                                                                                                                                                                                                                                                                       |
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| <b>Q.8</b> | <b>I had registered in Executive Programmed under Old 2012 Syllabus and the Institute has issued Study Materials of Old Syllabus. Please clarify if the Institute will be issuing the Study Materials pertaining to New 2017 Syllabus of Executive Programme if I switchover to the New Syllabus?</b> |
| <b>A.8</b> | Students who shall be switching over from Old Syllabus shall have to procure the Study Materials of New Syllabus 2017 by remitting the requisite cost.                                                                                                                                                |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------|-------------------------|----------|-------------------------------------------------|------------------------------------------------|----------|--------------------------------------|---------------------------------------|
| Q.9                                                   | After switchover to the 2017 (New) Syllabus, I will be left with two / three / four papers spread across different modules. Shall I be eligible to get the benefit of aggregate marks by adding the marks scored by me in papers under different modules?                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
| A.9                                                   | Students who shall be enrolling and appearing in ALL the remaining papers / modules under 2017 (New) Syllabus after switchover, shall be eligible to get the benefit of aggregate marks by adding the marks scored by them in papers under different modules. For instance, if a student is required to pass three papers under 2017(New) Syllabus under three different modules and if he scores 45, 46 and 59 Marks each in the said papers shall pass the examinations on the basis of scoring 50% aggregate marks across modules and minimum 40% marks in each paper, if appears in all such remaining papers on switchover, in one sitting. |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
| Q.10                                                  | I have passed Module-I of the Executive Programme 2012 (Old) Syllabus comprising of four papers. In which papers I shall be required to appear to complete the Executive Programme Stage?                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
| A.10                                                  | You will have to appear in the following Four papers spread in two Modules under the Executive Programme 2017 (New) Syllabus to complete the Executive Programme Examination. <table><tr><td>Modules under Executive Programme 2017 (New) Syllabus</td><td>Subject(s) to be passed</td></tr><tr><td rowspan="2">Module I</td><td>1. Jurisprudence, Interpretation &amp; General Laws</td></tr><tr><td>2. Setting up of Business Entities and Closure</td></tr><tr><td rowspan="2">Module 2</td><td>3. Securities Laws &amp; Capital Markets</td></tr><tr><td>4. Financial and Strategic Management</td></tr></table>                             |  | Modules under Executive Programme 2017 (New) Syllabus | Subject(s) to be passed | Module I | 1. Jurisprudence, Interpretation & General Laws | 2. Setting up of Business Entities and Closure | Module 2 | 3. Securities Laws & Capital Markets | 4. Financial and Strategic Management |
| Modules under Executive Programme 2017 (New) Syllabus | Subject(s) to be passed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
| Module I                                              | 1. Jurisprudence, Interpretation & General Laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
|                                                       | 2. Setting up of Business Entities and Closure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
| Module 2                                              | 3. Securities Laws & Capital Markets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |
|                                                       | 4. Financial and Strategic Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                       |                         |          |                                                 |                                                |          |                                      |                                       |

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| <b>Q.11</b> | <b>I have passed Module - II of the Executive Programme 2012(Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December 2018 Session of Examinations to complete the Executive Programme Stage?</b> |                                                       |
| <b>A.11</b> | You will have to appear in the following Five papers spread in two Modules under the Executive Programme 2017 (New) Syllabus to complete the Executive Programme Examination:                                                                  |                                                       |
|             | <b>Modules under Executive Programme 2017 (New) Syllabus</b>                                                                                                                                                                                   | <b>Paper(s) to be passed</b>                          |
|             | <b>Module I</b>                                                                                                                                                                                                                                | <b>1. Company Law</b>                                 |
|             |                                                                                                                                                                                                                                                | <b>2. Setting up of Business Entities and Closure</b> |
|             |                                                                                                                                                                                                                                                | <b>3. Tax Laws</b>                                    |
|             | <b>Module II</b>                                                                                                                                                                                                                               | <b>4. Economic, Business and Commercial Laws</b>      |
|             |                                                                                                                                                                                                                                                | <b>5. Financial and Strategic Management</b>          |

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**FAQ on the Switchover Scheme for Professional Programme 2012 (Old) Syllabus to Professional Programme 2017(New) Syllabus**

|            |                                                                                                                |                                            |
|------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Q.1</b> | <b>Which are the effective dates of implementation of New Syllabus (2017) of Professional Programme Stage?</b> |                                            |
| <b>A.1</b> | <b>Stage/ Syllabus</b>                                                                                         | <b>Effective Date of Implementation(*)</b> |
|            | Professional (2017) New Syllabus                                                                               | 1 <sup>st</sup> September, 2018            |
| <b>Q.2</b> | <b>Which are the papers covered under the New Syllabus of Professional Programme Stage?</b>                    |                                            |
| <b>A.2</b> | PROFESSIONAL PROGRAMME                                                                                         |                                            |
|            | MODULE 1                                                                                                       |                                            |
|            | 1. Governance, Risk Management, Compliances and Ethics                                                         |                                            |
|            | 2. Advanced Tax Laws                                                                                           |                                            |
|            | 3. Drafting, Pleadings and Appearances                                                                         |                                            |
|            | MODULE 2                                                                                                       |                                            |
|            | 4. Secretarial Audit, Compliance Management and Due Diligence                                                  |                                            |
|            | 5. Corporate Restructuring, Insolvency, Liquidation & Winding-up                                               |                                            |
|            | 6. Resolution of Corporate Disputes,<br>Non-Compliances & Remedies                                             |                                            |
|            | MODULE 3                                                                                                       |                                            |
|            | 7. Corporate Funding & Listings in Stock Exchanges                                                             |                                            |
|            | 8. Multidisciplinary Case Studies<br>(The examination for this paper will be open book examination)            |                                            |
|            | 9. Electives 1 out of below 8 subjects                                                                         |                                            |
|            | 9.1 Banking – Law & Practice                                                                                   |                                            |
|            | 9.2 Insurance– Law & Practice                                                                                  |                                            |
|            | 9.3 Intellectual Property Rights– Laws and Practices                                                           |                                            |
|            | 9.4 Forensic Audit                                                                                             |                                            |
|            | 9.5 Direct Tax Law & Practice                                                                                  |                                            |
|            | 9.6 Labour Laws & Practice                                                                                     |                                            |

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|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|-----------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------|--|
|                                                            | 9.7 Valuations & Business Modelling<br><br>9.8 Insolvency – Law and Practice<br><br>(The examination for this paper will be open book examination)                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Q.3                                                        | Which is the last session of examination for appearing in Professional Programme Examinations under 2012 Old Syllabus?                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| A.3                                                        | The Last Examinations under the Professional Programme (Old Syllabus 2012) will be held in June, 2020.                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Q.4                                                        | Which is the first session of examination for appearing in Professional Programme Examinations under 2017 New Syllabus?                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| A.4                                                        | The First Examination under the Professional Programme (New Syllabus 2017) was held in June, 2019.                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Q.5                                                        | I am presently under 2012 Old Syllabus of Professional Programme? Am I eligible to switchover to the New 2017 Syllabus of Professional Programme?                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| A.5                                                        | Yes. Students of 2012 Old Syllabus may switchover to 2017 New Syllabus. The process of switchover to New Syllabus may be seen at the following link of the Institute’s website :<br><br><a href="https://smash.icsi.in/Documents/User_Manual_forSwitchOver&amp;RevertSwitchOver.pdf">https://smash.icsi.in/Documents/User_Manual_forSwitchOver&amp;RevertSwitchOver.pdf</a>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Q.6                                                        | Is it true that all Students of Professional Programme 2017 New Syllabus (including those switchovers to New Syllabus) are required to successfully complete a Online Pre-Exam Test to become eligible for appearing in the main examinations?                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| A.6                                                        | Students who have registered under New Syllabus 2017 of Professional Programme shall be required to successfully complete a Pre-Exam Test before enrolling for the main examinations. Students switching over from Old Syllabus 2012 to New Syllabus 2017 of Professional Programme shall also be required to successfully complete a Pre-Exam Test to become eligible for enrolling in the main examinations. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Q.7                                                        | Please let me know the details of corresponding paper-wise exemptions under New 2017 Syllabus of Professional Programme on switching over from Old 2012 Syllabus                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| A.7                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                | <table><tr><td colspan="2">Module 1</td></tr><tr><td>Advanced Company Law and Practice</td><td>Module 2; Paper 6 - Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</td></tr><tr><td>Secretarial Audit, Compliance Management and Due Diligence</td><td>Module 2; Paper 4 - Secretarial Audit, Compliance Management and Due Diligence</td></tr><tr><td>Corporate Restructuring, Valuation and Insolvency</td><td>Module 2; Paper 5 - Corporate Restructuring, Insolvency, Liquidations &amp; Winding-up</td></tr></table> | Module 1 |  | Advanced Company Law and Practice | Module 2; Paper 6 - Resolution of Corporate Disputes, Non-Compliances & Remedies | Secretarial Audit, Compliance Management and Due Diligence | Module 2; Paper 4 - Secretarial Audit, Compliance Management and Due Diligence | Corporate Restructuring, Valuation and Insolvency | Module 2; Paper 5 - Corporate Restructuring, Insolvency, Liquidations & Winding-up |  |
| Module 1                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Advanced Company Law and Practice                          | Module 2; Paper 6 - Resolution of Corporate Disputes, Non-Compliances & Remedies                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Secretarial Audit, Compliance Management and Due Diligence | Module 2; Paper 4 - Secretarial Audit, Compliance Management and Due Diligence                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |
| Corporate Restructuring, Valuation and Insolvency          | Module 2; Paper 5 - Corporate Restructuring, Insolvency, Liquidations & Winding-up                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |  |                                   |                                                                                  |                                                            |                                                                                |                                                   |                                                                                    |  |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                |
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|             | <b>Module 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                |
|             | <b>Information Technology and Systems Audit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>No exemption</b>                                                            |
|             | <b>Financial, Treasury and Forex Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Module-3, Paper- 7- Corporate Funding &amp; Listings in Stock Exchanges</b> |
|             | <b>Ethics, Governance and Sustainability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Module 1; Paper 1- Governance, Risk Management, Compliances and Ethics</b>  |
|             | <b>Module 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                |
|             | <b>Advanced Tax Laws and Practice</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Module 1; Paper 2 - Advanced Tax Laws</b>                                   |
|             | <b>Drafting, Appearances and Pleadings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Module 1; Paper 3 - Drafting, Pleadings and Appearances</b>                 |
|             | <b>Elective Subjects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Module 3; Paper 9 - Elective paper</b>                                      |
| <b>Q.8</b>  | <b>I had registered in Professional Programmed under Old 2012 Syllabus and the Institute has issued Study Materials of Old Syllabus. Please clarify if the Institute will be issuing the Study Materials pertaining to New 2017 Syllabus of Professional Programme if I switchover to the New Syllabus?</b>                                                                                                                                                                                                                                                                                                                                      |                                                                                |
| <b>A.8</b>  | Students who shall be switching over from Old Syllabus shall have to procure the Study Materials of New Syllabus 2017 by remitting the requisite cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |
| <b>Q.9</b>  | <b>After switchover to the 2017 (New) Syllabus, I will be left with two / three / four papers spread across different modules. Shall I be eligible to get the benefit of aggregate marks by adding the marks scored by me in papers under different modules?</b>                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                |
| <b>A.9</b>  | Students who shall be enrolling and appearing in ALL the remaining papers / modules under 2017 (New) Syllabus after switchover, shall be eligible to get the benefit of aggregate marks by adding the marks scored by them in papers under different modules. For instance, if a student is required to pass three papers under 2017(New) Syllabus under three different modules and if he scores 45, 46 and 59 Marks each in the said papers shall pass the examinations on the basis of scoring 50% aggregate marks across modules and minimum 40% marks in each paper, if appears in all such remaining papers on switchover, in one sitting. |                                                                                |
| <b>Q.10</b> | <b>I have passed Module-I of the Professional Programme 2012(Old) Syllabus comprising of three papers. In which papers I shall be required to appear to complete the Professional Programme Stage?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |
| <b>A.10</b> | You will have to appear in the following six papers spread in two Modules under the Professional Programmed 2017 (New) Syllabus to complete the Professional Programme Examination.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                |

|             |                                                                                                                                                                                                             |                                                                                                             |  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--|
|             | <b>Modules under Professional Programme 2017 (New) Syllabus</b>                                                                                                                                             | <b>Subject(s) to be passed</b>                                                                              |  |
|             | <b>Module I</b>                                                                                                                                                                                             | <b>1. Governance, Risk Management, Compliances and Ethics</b>                                               |  |
|             |                                                                                                                                                                                                             | <b>2. Advanced Tax Laws</b>                                                                                 |  |
|             |                                                                                                                                                                                                             | <b>3. Drafting, Pleadings and Appearances</b>                                                               |  |
|             | <b>Module 2</b>                                                                                                                                                                                             | <b>Exempted</b>                                                                                             |  |
|             | <b>Module 3</b>                                                                                                                                                                                             | <b>4. Corporate Funding &amp; Listings in Stock Exchanges</b>                                               |  |
|             |                                                                                                                                                                                                             | <b>5. Multidisciplinary Case Studies<br/>(The examination for this paper will be open book examination)</b> |  |
|             |                                                                                                                                                                                                             | <b>6. Electives 1 out of below 8 subjects</b>                                                               |  |
|             |                                                                                                                                                                                                             | <b>9.1 Banking – Law &amp; Practice</b>                                                                     |  |
|             |                                                                                                                                                                                                             | <b>9.2 Insurance– Law &amp; Practice</b>                                                                    |  |
|             |                                                                                                                                                                                                             | <b>9.3 Intellectual Property Rights– Laws and Practices</b>                                                 |  |
|             |                                                                                                                                                                                                             | <b>9.4 Forensic Audit</b>                                                                                   |  |
|             |                                                                                                                                                                                                             | <b>9.5 Direct Tax Law &amp; Practice</b>                                                                    |  |
|             |                                                                                                                                                                                                             | <b>9.6 Labour Laws &amp; Practice</b>                                                                       |  |
|             |                                                                                                                                                                                                             | <b>9.7 Valuations &amp; Business Modelling</b>                                                              |  |
|             |                                                                                                                                                                                                             | <b>9.8 Insolvency – Law and Practice</b>                                                                    |  |
|             |                                                                                                                                                                                                             | <b>(The examination for this paper will be open book examination)</b>                                       |  |
| <b>Q.11</b> | <b>I have passed Module - II of the Professional Programmed 2012 (Old) Syllabus comprising of three papers. In which papers I shall be required to appear to complete the Professional Programme Stage?</b> |                                                                                                             |  |
| <b>A.11</b> | You will have to appear in the following seven papers spread in three Modules under the Professional Programmed 2017 (New) Syllabus to complete the Professional Programme Examination:                     |                                                                                                             |  |
|             | <b>Modules under Professional Programme 20</b>                                                                                                                                                              | <b>Paper(s) to be passed</b>                                                                                |  |

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------|-----------------|---------------------------------------------------------------|------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------|
|                                                                | <b>17 (New) Syllabus</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                | <b>Module I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>1. Advanced Tax Laws</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>2. Drafting, Pleadings and Appearances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                | <b>Module II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>3. Secretarial Audit, Compliance Management and Due Diligence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>4. Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>5. Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                | <b>Module III</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>6. Multidisciplinary Case Studies</b><br><b>(The examination for this paper will be open book examination)</b>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>7. Electives 1 out of below 8 subjects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"><li>• <b>Banking – Law &amp; Practice</b></li><li>• <b>Insurance– Law &amp; Practice</b></li><li>• <b>Intellectual Property Rights– Laws and Practices</b></li><li>• <b>Forensic Audit</b></li><li>• <b>Direct Tax Law &amp; Practice</b></li><li>• <b>Labour Laws &amp; Practice</b></li><li>• <b>Valuations &amp; Business Modelling</b></li><li>• <b>Insolvency – Law and Practice</b></li></ul><br><b>(The examination for this paper will be open book examination)</b> |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
| <b>Q.12</b>                                                    | <b>I have passed Module - III of the Professional Programmed 2012(Old) Syllabus comprising of three papers. In which papers I shall be required to appear to complete the Professional Programme Stage?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
| <b>A.12</b>                                                    | You will have to appear in the following six papers spread in three Modules under the Professional Programmed 2017 (New) Syllabus to complete the Professional Programme Examination: <table><tr><td><b>Modules under Professional Programme2017 (New) Syllabus</b></td><td><b>Paper(s) to be passed</b></td></tr><tr><td><b>Module I</b></td><td><b>1. Governance, Risk Management, Compliances and Ethics</b></td></tr><tr><td rowspan="2"><b>Module II</b></td><td><b>2. Secretarial Audit, Compliance Management and Due Diligence</b></td></tr><tr><td><b>3. Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</b></td></tr></table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Modules under Professional Programme2017 (New) Syllabus</b> | <b>Paper(s) to be passed</b> | <b>Module I</b> | <b>1. Governance, Risk Management, Compliances and Ethics</b> | <b>Module II</b> | <b>2. Secretarial Audit, Compliance Management and Due Diligence</b> | <b>3. Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</b> |
| <b>Modules under Professional Programme2017 (New) Syllabus</b> | <b>Paper(s) to be passed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
| <b>Module I</b>                                                | <b>1. Governance, Risk Management, Compliances and Ethics</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
| <b>Module II</b>                                               | <b>2. Secretarial Audit, Compliance Management and Due Diligence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |
|                                                                | <b>3. Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                              |                 |                                                               |                  |                                                                      |                                                                             |



|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------|-------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                 | <table border="1"> <tr> <td></td><td><b>4. Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</b></td></tr> <tr> <td rowspan="2"><b>Module III</b></td><td><b>5. Corporate Funding &amp; Listings in Stock Exchanges</b></td></tr> <tr> <td><b>6. Multidisciplinary Case Studies</b><br/>(The examination for this paper will be open book examination)<br/><b>Insurance– Law &amp; Practice</b></td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                 | <b>4. Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</b> | <b>Module III</b> | <b>5. Corporate Funding &amp; Listings in Stock Exchanges</b> | <b>6. Multidisciplinary Case Studies</b><br>(The examination for this paper will be open book examination)<br><b>Insurance– Law &amp; Practice</b> |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                 | <b>4. Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Module III</b>                                               | <b>5. Corporate Funding &amp; Listings in Stock Exchanges</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                 | <b>6. Multidisciplinary Case Studies</b><br>(The examination for this paper will be open book examination)<br><b>Insurance– Law &amp; Practice</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Q.13</b>                                                     | <b>I have passed Module – I &amp; II of the Professional Programmed 2012(Old) Syllabus comprising of three papers each. In which papers I shall be required to appear to complete the Professional Programme Stage?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>A.13</b>                                                     | <p>You will have to appear in the following Four papers spread in two Modules under the Professional Programme 2017 (New) Syllabus to complete the Professional Programme Examination:</p> <table border="1"> <tr> <td><b>Modules under Professional Programme 2017 (New) Syllabus</b></td><td><b>Paper(s) to be passed</b></td></tr> <tr> <td rowspan="2"><b>Module I</b></td><td><b>1. Advanced Tax Laws</b></td></tr> <tr> <td><b>2. Drafting, Pleadings and Appearances</b></td></tr> <tr> <td><b>Module II</b></td><td><b>Exempted</b></td></tr> <tr> <td rowspan="2"><b>Module III</b></td><td><b>3. Multidisciplinary Case Studies</b><br/>(The examination for this paper will be open book examination)</td></tr> <tr> <td> <b>4. Electives 1 out of below 8 subjects</b> <ul style="list-style-type: none"> <li><b>Banking – Law &amp; Practice</b></li> <li><b>Insurance– Law &amp; Practice</b></li> <li><b>Intellectual Property Rights– Laws and Practices</b></li> <li><b>Forensic Audit</b></li> <li><b>Direct Tax Law &amp; Practice</b></li> <li><b>Labour Laws &amp; Practice</b></li> <li><b>Valuations &amp; Business Modelling</b></li> <li><b>Insolvency – Law and Practice</b></li> </ul> <br/>(The examination for this paper will be open book examination) </td></tr> </table> | <b>Modules under Professional Programme 2017 (New) Syllabus</b> | <b>Paper(s) to be passed</b>                                               | <b>Module I</b>   | <b>1. Advanced Tax Laws</b>                                   | <b>2. Drafting, Pleadings and Appearances</b>                                                                                                      | <b>Module II</b> | <b>Exempted</b> | <b>Module III</b> | <b>3. Multidisciplinary Case Studies</b><br>(The examination for this paper will be open book examination) | <b>4. Electives 1 out of below 8 subjects</b> <ul style="list-style-type: none"> <li><b>Banking – Law &amp; Practice</b></li> <li><b>Insurance– Law &amp; Practice</b></li> <li><b>Intellectual Property Rights– Laws and Practices</b></li> <li><b>Forensic Audit</b></li> <li><b>Direct Tax Law &amp; Practice</b></li> <li><b>Labour Laws &amp; Practice</b></li> <li><b>Valuations &amp; Business Modelling</b></li> <li><b>Insolvency – Law and Practice</b></li> </ul><br>(The examination for this paper will be open book examination) |
| <b>Modules under Professional Programme 2017 (New) Syllabus</b> | <b>Paper(s) to be passed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Module I</b>                                                 | <b>1. Advanced Tax Laws</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                 | <b>2. Drafting, Pleadings and Appearances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Module II</b>                                                | <b>Exempted</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Module III</b>                                               | <b>3. Multidisciplinary Case Studies</b><br>(The examination for this paper will be open book examination)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                 | <b>4. Electives 1 out of below 8 subjects</b> <ul style="list-style-type: none"> <li><b>Banking – Law &amp; Practice</b></li> <li><b>Insurance– Law &amp; Practice</b></li> <li><b>Intellectual Property Rights– Laws and Practices</b></li> <li><b>Forensic Audit</b></li> <li><b>Direct Tax Law &amp; Practice</b></li> <li><b>Labour Laws &amp; Practice</b></li> <li><b>Valuations &amp; Business Modelling</b></li> <li><b>Insolvency – Law and Practice</b></li> </ul><br>(The examination for this paper will be open book examination)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                 |                                                                            |                   |                                                               |                                                                                                                                                    |                  |                 |                   |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Q.14</b> | <b>I have passed Module –I &amp;III of the Professional Programmed 2012 (Old) Syllabus comprising of three papers each. In which papers I shall be required to appear to complete the Professional Programme Stage?</b> |                                                                                                             |
| <b>A.14</b> | You will have to appear in the following Three papers spread in two Modules under the Professional Programme 2017 (New) Syllabus to complete the Professional Programme Examination:                                    |                                                                                                             |
|             | <b>Modules under Professional Programme 2017 (New) Syllabus</b>                                                                                                                                                         | <b>Paper(s) to be passed</b>                                                                                |
|             | <b>Module I</b>                                                                                                                                                                                                         | <b>1. Governance, Risk Management, Compliances and Ethics</b>                                               |
|             | <b>Module II</b>                                                                                                                                                                                                        | <b>Exempted</b>                                                                                             |
|             | <b>Module III</b>                                                                                                                                                                                                       | <b>2. Corporate Funding &amp; Listings in Stock Exchanges</b>                                               |
|             |                                                                                                                                                                                                                         | <b>3. Multidisciplinary Case Studies<br/>(The examination for this paper will be open book examination)</b> |
| <b>Q.15</b> | <b>I have passed Module –II &amp;III of the Professional Programme 2012 (Old) Syllabus comprising of three papers each. In which papers I shall be required to appear to complete the Professional Programme Stage?</b> |                                                                                                             |
| <b>A.15</b> | You will have to appear in the following Four papers spread in two Modules under the Professional Programme 2017 (New) Syllabus to complete the Professional Programme Examination:                                     |                                                                                                             |
|             | <b>Modules under Professional Programme 2017 (New) Syllabus</b>                                                                                                                                                         | <b>Paper(s) to be passed</b>                                                                                |
|             | <b>Module I</b>                                                                                                                                                                                                         | <b>Exempted</b>                                                                                             |
|             | <b>Module II</b>                                                                                                                                                                                                        | <b>1. Secretarial Audit, Compliance Management and Due Diligence</b>                                        |
|             |                                                                                                                                                                                                                         | <b>2. Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</b>                                 |
|             |                                                                                                                                                                                                                         | <b>3. Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</b>                                  |
|             | <b>Module III</b>                                                                                                                                                                                                       | <b>4. Multidisciplinary Case Studies<br/>(The examination for this paper will be open book examination)</b> |

**PART-7 : EXAMINATION ENROLLMENT**

|     |                                                                                                                                                                                                                                                                             |                            |                                 |                                                  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------|--------------------------------------------------|
| Q.1 | How much examination fee is to be paid ?                                                                                                                                                                                                                                    |                            |                                 |                                                  |
| A.1 | Course                                                                                                                                                                                                                                                                      | General Category Students  | SC/ST Students (50% Concession) | Physically Handicapped Students (75% Concession) |
|     | Foundation Programme                                                                                                                                                                                                                                                        | Rs 1200/- lumpsum          | Rs 600/- Lumpsum                | Rs 300/- lumpsum                                 |
|     | Executive Programme                                                                                                                                                                                                                                                         | Rs 1200/- Per Module       | Rs 600/- per Module             | Rs300/- per Module                               |
|     | Professional Programme                                                                                                                                                                                                                                                      | Rs 1200/- per Module       | Rs 600/- per Module             | Rs 300/- per Module                              |
|     | For appearing from overseas Dubai Centre : Surcharge of US \$ 100 ( or its equivalent to Indian currency) in addition to the applicable examination fees.                                                                                                                   |                            |                                 |                                                  |
| Q.2 | What is the mode of payment of exam fees ?                                                                                                                                                                                                                                  |                            |                                 |                                                  |
| A.2 | The fees may be remitted only through online payment gateway as available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> by way of Credit Card/ Debit Card/ Netbanking / Bank Challan (Canara Bank), etc.                                            |                            |                                 |                                                  |
| Q.3 | When the examination enrollment starts and what is the last date of submission of examination forms for June & December Sessions of Examinations?                                                                                                                           |                            |                                 |                                                  |
| A.3 | The Examination Forms for June & December Sessions can be filled as per the following last dates : -                                                                                                                                                                        |                            |                                 |                                                  |
|     | Session                                                                                                                                                                                                                                                                     | Without late fees          | With late fees of Rs.250/-      |                                                  |
|     | June Examinations                                                                                                                                                                                                                                                           | 25 <sup>th</sup> March     | 9 <sup>th</sup> April           |                                                  |
|     | December Examinations                                                                                                                                                                                                                                                       | 25 <sup>th</sup> September | 10 <sup>th</sup> October        |                                                  |
|     | While the Examination Enrollment starts from 25 <sup>th</sup> February for June Session, the examination enrollment for December Session starts on 25 <sup>th</sup> August every year.                                                                                      |                            |                                 |                                                  |
| Q.4 | I wish to fill up the examination form. From where can I get the Examination Form ?                                                                                                                                                                                         |                            |                                 |                                                  |
| A.4 | Examination application can be filled up only through online services available at <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a>                                                                                          |                            |                                 |                                                  |
| Q.5 | How can I fill examination form through Online?                                                                                                                                                                                                                             |                            |                                 |                                                  |
| A.5 | Procedure to submit Examination Form :<br>Login <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a> after that Login (through Registration No.) & Password -----click Module --- Enrolment -----Examination Enrolment Request . |                            |                                 |                                                  |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Q.6</b>  | <b>I have already submitted my examination form. Now I wish to change my centre/Medium/ Inter Change of Module. How can I do so?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A.6</b>  | <p>Student can submit the change request only through online services available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> Click Login <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a> after that Login (through Registration No.) &amp; Password -----click Module --- Enrolment --- Examination Enrolment Request --- Apply for Enrolment Services at least 30 days before the commencement of examination of Institute. Payment of applicable fee is to be made through payment gateway.</p> <p>Please note that change of exam center within the same city is not permissible.</p> |
| <b>Q.7</b>  | <b>I have already submitted my examination form. Now I wish to addition of Module. How can I do so?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>A.7</b>  | <p>Student can submit addition of module request only through online services available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> Click Login <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a> after that Login (through Registration No.) &amp; Password -----click Module --- Enrolment --- Examination Enrolment Request ---</p> <p>Apply for Enrolment Services latest by 9<sup>th</sup> April /10<sup>th</sup> October for June/December session</p>                                                                                                                              |
| <b>Q.8</b>  | <b>I have already submitted my examination form. How will I get my Admit Card ( i.e. Roll No. ) ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A.8</b>  | Admit Card ( i.e. Roll No. ) can be downloaded from the Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> before 10-12 days of commencement of Institute's examinations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Q.9</b>  | <b>I have already passed examination. How will I get my mark sheet?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>A.9</b>  | Mark sheet can be downloaded from Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> . Effective from June, 2011 session, hard copy of mark sheets is issued to only such students who have passed Professional Programme. Hard copy of the mark sheet is NOT issued to Foundation / Executive passed students.                                                                                                                                                                                                                                                                                                                                   |
| <b>Q.10</b> | <b>I have already passed examination. How will I get my Pass Certificate?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>A.10</b> | <p>Pass Certificate is issued to only such students who have passed Professional Programme (i.e. who have completed all four modules of Professional Programme).</p> <p>Issue of Pass certificate has been discontinued for Foundation /Executive passed students effective from June,2010 session.</p>                                                                                                                                                                                                                                                                                                                                                           |
| <b>Q.11</b> | <b>I had received my mark sheet. But I have lost it. How can I get the duplicate mark sheet?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A.11</b> | Student is required to submit an application (addressed to Directorate of Examinations) for the same and send it to the Institute's Noida office along with a demand draft of Rs 100/- +Rs. 40/= drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. Duplicate marksheet will be sent at his/her address within 15 days or can apply online through Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a>                                                                                                                                                                                                      |
| <b>Q.12</b> | <b>I had received my Pass Certificate. But I have lost it. How can I get the duplicate Certificate?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A.12</b> | <p>If you are student is required to submit an application (addressed to to Directorate of Student Services) alongwith a demand draft of Rs 236/= (per certificate(₹200 + 18% GST i.e Rs. 36/=)) drawn in favour of “ The Institute of Company Secretaries of India” payable at New Delhi.</p> <p>For any Further details/ query, submit your query at <i>Communication Portal</i> <a href="http://support.icsi.edu">support.icsi.edu</a></p>                                                                                                                                                            |
| <b>Q.13</b> | <b>I require a Transcript / Certified copy of the syllabus for further studies in abroad. How Can I get the same?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>A.13</b> | <p>Student is required to submit an application alongwith passing details i.e. Registration no., Roll no., Session &amp; Year of Passing, etc. (addressed to Joint Secretary (SG), Directorate of Student Services, Institutional Area, C-36 Sector-62, Noida-201309 (UP)) alongwith a demand draft of Rs 295/- per Transcript (₹250 + 18% GST i.e Rs. 45/=) drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi.</p> <p>For any Further details/ query, submit your query at <i>Communication Portal</i> <a href="http://support.icsi.edu">support.icsi.edu</a></p> |

**PART-8 : RE-REGISTRATION**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.1</b> | <b>Can you please explain how the Re-Registration method works?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A.1</b> | <p>The registration to the regular stage of CS Course (consisting of Executive Programme &amp; Professional Programme stages) is valid for a period of five years. Students are eligible to seek Registration De novo in case they are not able to complete both the stages within the five year period. However, the Registration De novo has to be sought within a maximum period of five years after expiry of their registration failing which the benefits accrued under the said registration will get cancelled and the students will have to seek fresh registration and have to start ab initio.</p> <p>The Re-Registration method is specifically for such students who are not able to seek Registration Denovo after passing the Intermediate Course/ Executive Programme Stage under the various Syllabi introduced by the Institute from time to time.</p> |
| <b>Q.2</b> | <b>Is the Re-Registration method different from Registration De novo? If yes how it works?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>A.2</b> | <p>Yes. Under the Re-Registration Method, total exemption will be granted from Executive Programme Stage for those students who have passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute from time to time. Such students will be eligible to resume the CS Course from Professional Programme Stage. The Re-Registration Method is only applicable for students who have passed the Intermediate Course/ Executive Programme Stage in the past but are not eligible to seek Registration Denovo.</p>                                                                                                                                                                                                                                                                                                                  |
| <b>Q.3</b> | <b>I am eligible to seek Registration Denovo. Am I eligible to resume CS Course through Re-Registration Method?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A.3</b> | <p>No. Students eligible for seeking Registration Denovo will not be eligible to resume CS Course through Re-Registration Method.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Q.4</b> | <b>I have passed certain papers of Final Course/Professional Programme Stage also. Am I eligible for corresponding paper-wise exemptions against the papers passed by them in the Final Course/ Professional Programme Stage in addition to total exemption from Executive Programme Stage under the Re-Registration Method?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A.4</b> | <p>Yes. The Council of the Institute in its 256th meeting held on 15th November, 2018 has decided &amp; approved the grant of exemption to students from the papers of Executive Programme only in case of re-registration and no paper of the Professional Programme will be exempted to those students. However, corresponding paper-wise exemptions, in case of switch over from the existing syllabus 2012 to new syllabus 2017, will continue to be granted to the students.</p>                                                                                                                                                                                                                                                                                                                                                                                    |

| PROFESSIONAL PROGRAMME<br>(2012 SYLLABUS) |                                                            | PROFESSIONAL PROGRAMME<br>(2017 SYLLABUS) |                                                               |
|-------------------------------------------|------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|
| 331                                       | Advanced Company Law And Practice                          | 436                                       | Resolution of Corporate Disputes, Non- Compliances & Remedies |
| 332                                       | Secretarial Audit, Compliance Management And Due Diligence | 434                                       | Secretarial Audit, Compliance Management and Due Diligence    |
| 333                                       | Corporate Restructuring, Valuation And Insolvency          | 435                                       | Corporate Restructuring, Insolvency, Liquidation & Winding-up |
| 334                                       | Information Technology And Systems Audit                   |                                           | No Exemption                                                  |
| 335                                       | Financial, Treasury And Forex Management                   | 437                                       | Corporate Funding & Listings in Stock Exchanges               |
| 336                                       | Ethics, Governance And Sustainability                      | 431                                       | Governance, Risk Management, Compliances and Ethics           |
| 337                                       | Advanced Tax Laws And Practice                             | 432                                       | Advanced Tax Laws                                             |
| 338                                       | Drafting, Appearances And Pleadings                        | 433                                       | Drafting, Pleadings and Appearances                           |
| 339                                       | Elective Subject                                           | 439                                       | Elective Subject                                              |

**Q.5** How the students will seek Re-registration?

**A.5** Students will fill up the prescribed Re-registration form from the following link of the Institute's website and the send the same to the Institute alongwith the requisite documents& fee. Development of Online facility is also being explored which will be introduced subsequently.  
<https://www.icsi.edu/docs/Webmodules/REREGISTRATION.pdf>

**Q.6** What is the Re-registration fee and what will be the mode of payment and is there any other additional fee applicable for Students re-registered under new syllabus 2017? If yes, Please clarify ?

**A.6** The Re-registration fee is Rs.12000/- which is equivalent to the fee applicable for registration to the Professional Programme Stage. The fee has to be remitted by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi / Noida.  
  
 Yes, apart from Re-registration fee @ Rs.12000/- students have to remit Pre-exam test Fee @ Rs. 1000/- separately through Online mode.  
<http://www.icsi.in/PreExamFees/Login.aspx>

**Q.7** What will be the validity period of Re-registration and what if the students are not able to complete the Professional Programme Stage within the validity period?

**A.7** The registration will be valid for five years and such students will have to seek Registration Denovo after the said period.

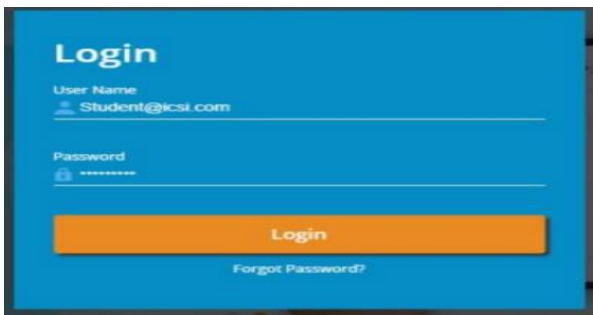
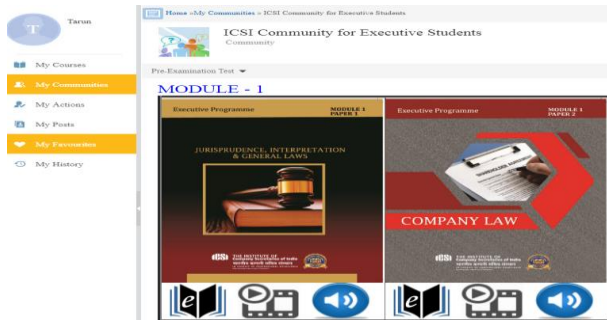
|             |                                                                                                                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.8</b>  | <b>Which are the documents to be attached with the registration form?</b>                                                                                                                                   |
| <b>A.8</b>  | Two latest passport size photographs, Demand Draft, Copies of Mark Sheet(s), Pass Certificate(s) relating to their passing of CS Examinations, Date of Birth Certificate & Other Qualification Certificate. |
| <b>Q.9</b>  | <b>Where the application is to be forwarded?</b>                                                                                                                                                            |
| <b>A.9</b>  | To,<br>The Directorate of Student Services,<br><br>C-36, Sector-62,<br><br>Noida – 201 309 (U.P)                                                                                                            |
| <b>Q.10</b> | <b>From where I can get more information/ clarification on the Re-Registration Method?</b>                                                                                                                  |
| <b>A.10</b> | For any Further details/ query, submit your query at <i>Communication Portal</i> <a href="http://support.icsi.edu">support.icsi.edu</a>                                                                     |

#### **PART-10 : COMMUNICATION**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.1</b> | <b>I am not receiving the mails from the Institute. What are the steps to be taken by me to enable the same?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A.1</b> | <p>Please check the E-Mail Id and Mobile Number in your online profile after logging into your account at <a href="http://www.icsi.edu">www.icsi.edu</a> In case you have any difficulty in Login, check your password by retrieving the same. The registration number is the username for students. Please update the email and mobile number in case of any discrepancy.</p> <p>1) In case you still do not start receiving the bulk mails, lodge a complaint with our Communication Portal : <a href="http://support.icsi.edu">support.icsi.edu</a> to enable the Institute to verify the status and take further necessary action.</p>                                                                                                                       |
| <b>Q.2</b> | <b>I am not receiving any communications, Chartered Secretary Journal, etc. sent by post by the Institute?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A.2</b> | <p>Please check your correspondence address in your online profile after logging into your account at <a href="http://www.icsi.edu">www.icsi.edu</a></p> <p>2) Please update the same in case of any discrepancy. In case the correspondence address is correct and yet you are not receiving the articles sent by the Institute by post, please lodge a complaint with the Communication Portal : <a href="http://support.icsi.edu">support.icsi.edu</a> to enable the Institute to verify the status and take further necessary action.</p>                                                                                                                                                                                                                    |
| <b>Q.3</b> | <b>What are the Guidelines to minimize Security threats to your online account on the Institute's website ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A.3</b> | <ol style="list-style-type: none"> <li>1. Use Complex password (like Flowers -&gt; F10w@r\$) for your online accounts.</li> <li>2. Change the passwords frequently.</li> <li>3. Logout from the online account properly after session is completed.</li> <li>4. Do not let your online login account be unused/ideal for long time.</li> <li>5. Do not share your online account details to any unauthorized person.</li> <li>6. Clear the browsing history and cookies after logout from the system.</li> <li>7. Try to avoid using unsafe internet café's to the maximum.</li> <li>8. Do not use "remember password" option during the login.</li> <li>9. Please inform such type of security threat incidents to the Institute on immediate basis.</li> </ol> |



## PART-11 : Pre-Examination Test

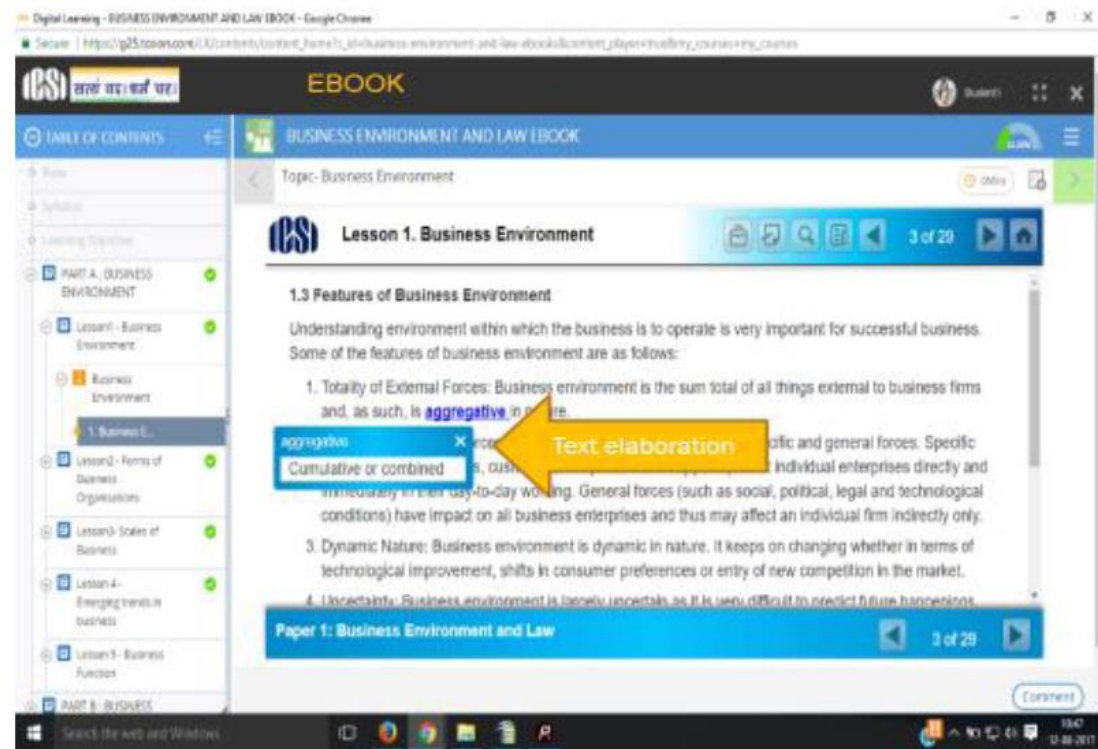
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.1</b> | <b>How to Access Elearning Modules</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A.1</b> | Elearning Services of Institute can be accessed through Institute website. Direct link for same is <a href="https://www.icsi.edu/student/e-learning-portal/">https://www.icsi.edu/student/e-learning-portal/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Q.2</b> | <b>Do we have e-books and audio books also?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A.2</b> | The Institute has e-books, videos and audio books.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Q.3</b> | <b>The contents do not play/Stream smoothly.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>A.3</b> | There are few technical parameters which must be complied. It includes <ul style="list-style-type: none"> <li>a. Good Speed internet connection (4MB/s)</li> <li>b. Updated version of Google Chrome/Mozilla Firefox browsers. We do not recommend Internet Explorer.</li> <li>c. Preferred Screen resolution - 1366 x 768 / 1280 x 720.</li> <li>d. Regular cleaning of browser cache memory</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Q.4</b> | <b>Is there any certificate for completing Pre-Examination test?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A.4</b> | Yes a certificate of completion is available under completed courses section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Q.5</b> | <b>How can I get help if I am not able to login?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>A.5</b> | Please post a complaint/query on smash.icsi.in. Once you receive an email or SMS confirming your query has been closed. Please login to smash.icsi.in again and check the solution provided. If the query still remain unsolved call ICSI helpdesk at 01204522000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Q.6</b> | <b>What are the steps for accessing eLearning content?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A.6</b> | <p>Login to Elearning</p> <ul style="list-style-type: none"> <li>a. Website <a href="https://www.icsi.edu/student/e-learning-portal/">https://www.icsi.edu/student/e-learning-portal/</a></li> <li>b. Login id is registration without slash '@icsi.edu' e.g <a href="mailto:1400000072018@icsi.edu">1400000072018@icsi.edu</a></li> <li>c. Default Password will be shared over email as per ICSI records</li> </ul>  <ul style="list-style-type: none"> <li>d. Go to My communities and select the Community for Foundation, Executive of Professional Program. Select the subject and image depicted to access e-book, Video and Audio respectively.</li> </ul>  |

Q.7

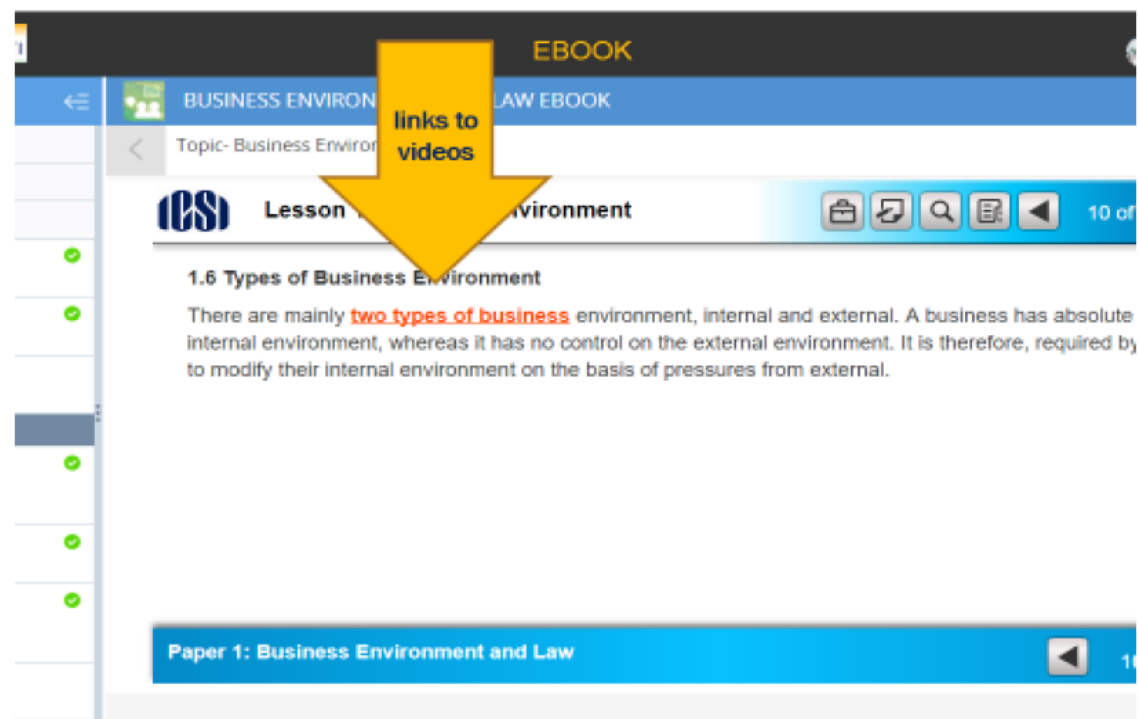
What are the features of Ebook, Audio books and Videos?

A.7

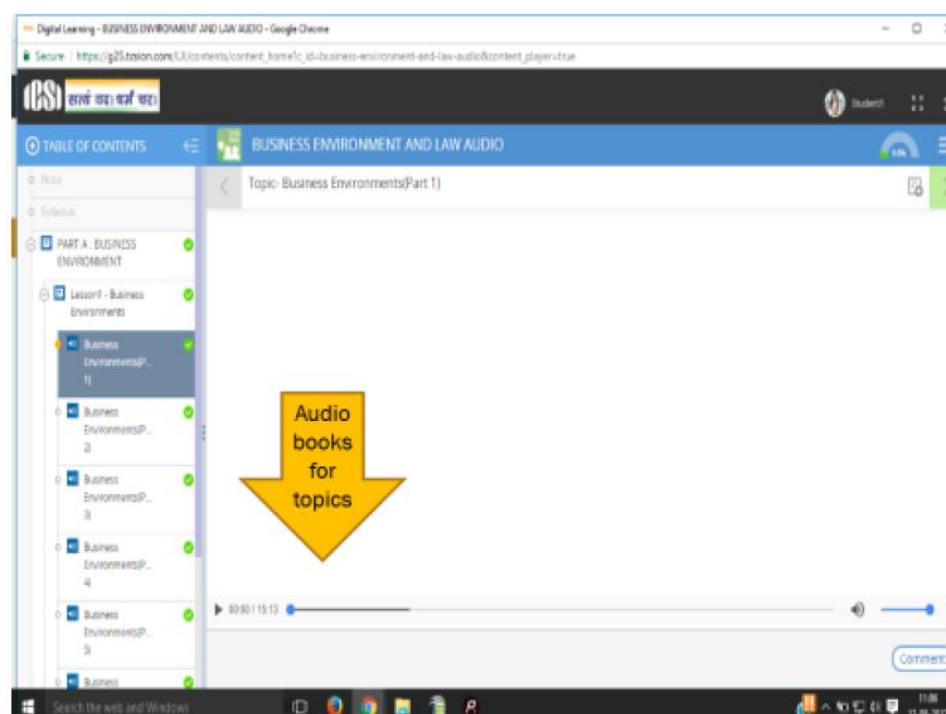
Text elaboration helps you to learn the difficult terms or jargons with detail explanation



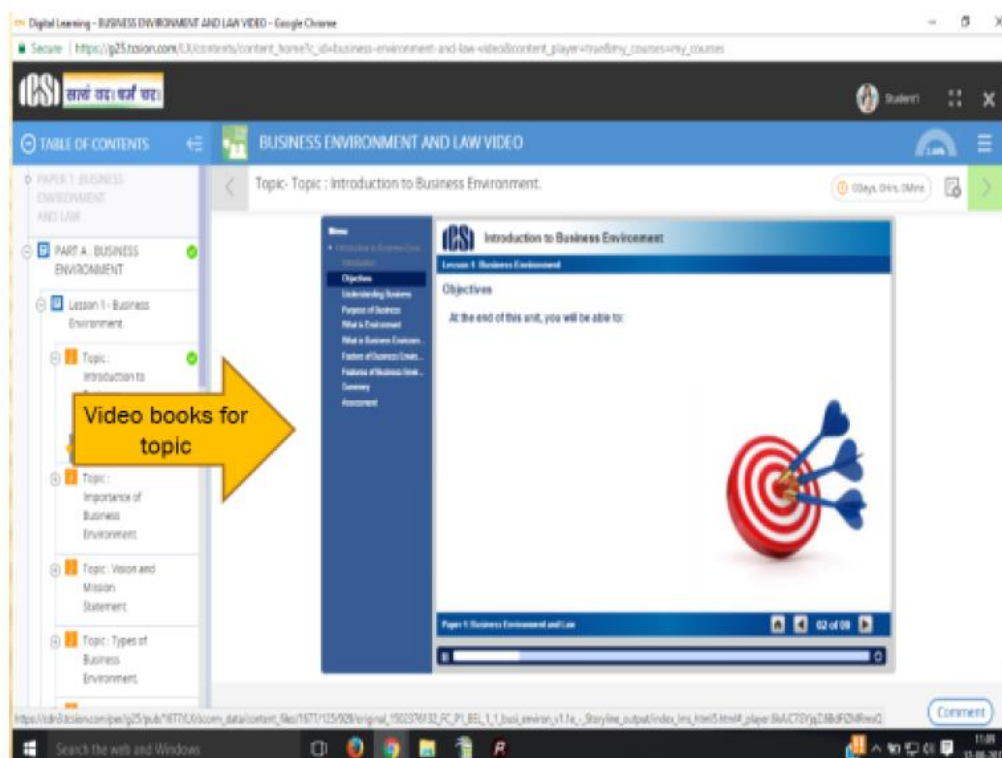
Additional information in form of Video to help you learn the concept better



Audio Books for topics for ease of learning even when you are away from your study table.



The Animated Video lectures facilitate learning in self-paced mechanism.



**Q.8 What are the steps to Take Pre Examination Test**

**A.8 Steps for PRE-EXAMINATION TEST & Claiming Exemptions**

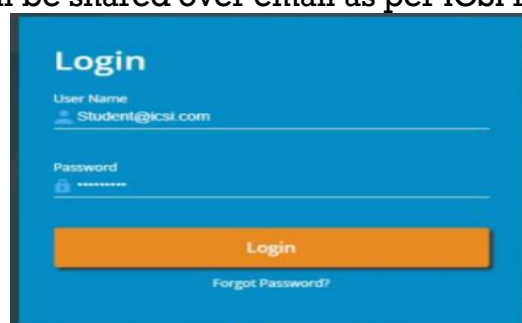
#### # Step for Taking the Pre-Examination Test

- Login E-learning Portal (<https://elearning.icsi.in>) using your credentials
- Click on My Course
- Pre Examination Guidelines page will open
- Click on Assessment Tab given just below paper name
- Tick the checkbox displaying (I have read and understood the instructions and agree to adhere to them)
- Click on “I am ready to begin” to go to assessment screen

**Pictorial guidance of each step provided below**

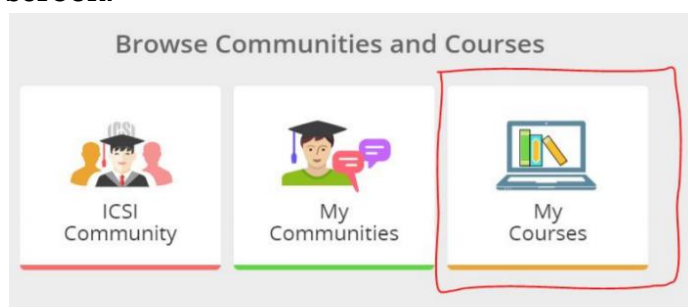
A.

- Website <https://elearning.icsi.in> or <https://www.tcsion.com/LX/login#lx>
- Login id your registration without slash '@icsi.edu' e.g [1400000072018@icsi.edu](mailto:1400000072018@icsi.edu)
- Default Password will be shared over email as per ICSI records



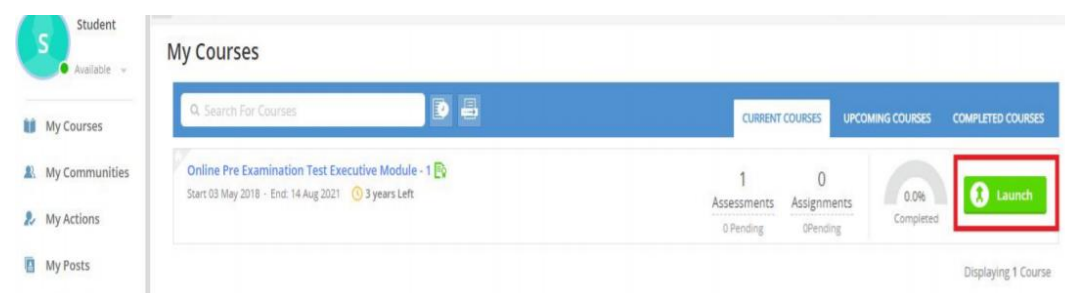
B. Click on My Course

After Clicking on My Courses, all the courses in which you are enrolled will appear on the screen.



Now this screen will appear

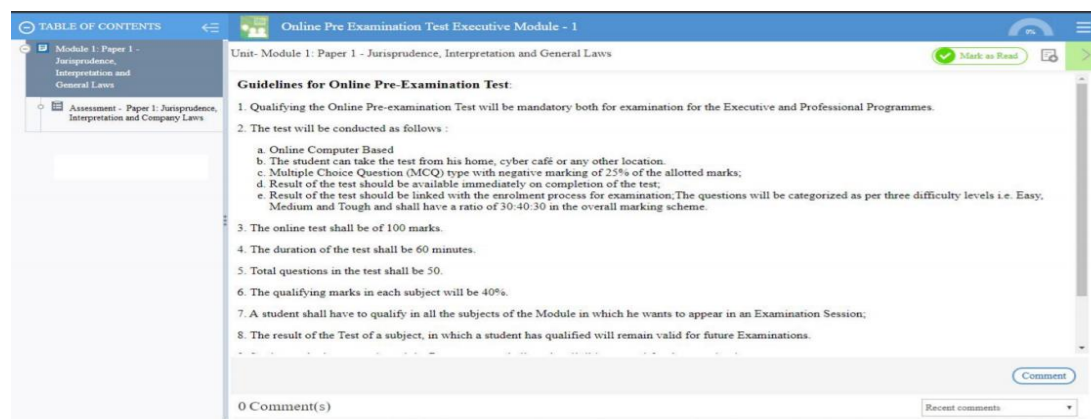
C.



Click on Online Pre Examination test Module – 1

Click on Launch Button in Green Color.

D. Pre Examination Guidelines page will open



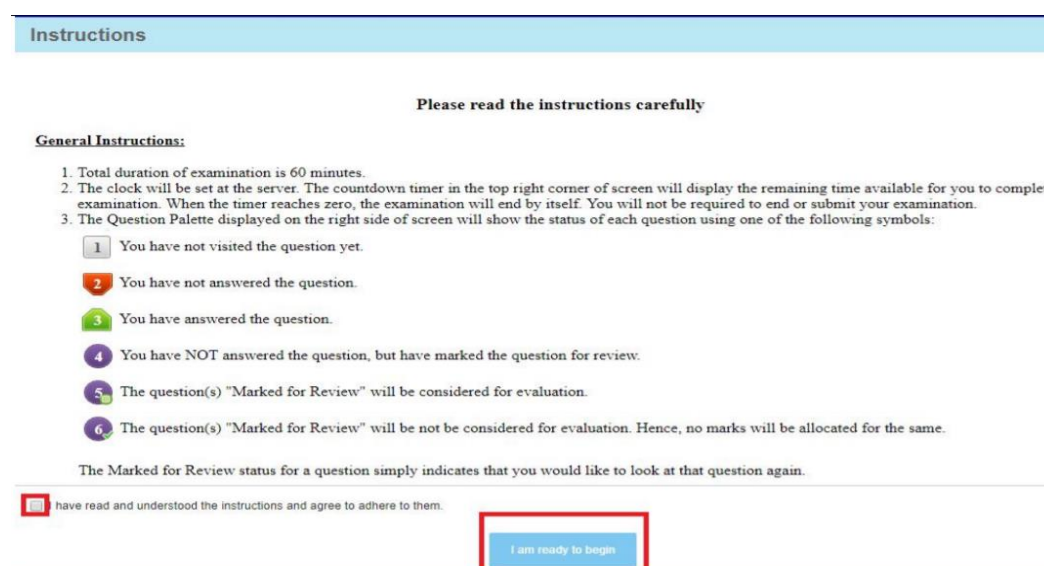
Please read the instructions very carefully and then only go to the next step

E. Click on Assessment Tab given just below paper name



On this page click 'Launch Assessment' highlighted in Green.

F. →Read the Instructions carefully.



After reading the instruction,

→ Tick the checkbox displaying (I have read and understood the instructions and agree to adhere to them).

→Click on “I am ready to begin”



G. Assessment will start just after you click on this button. Given below is assessment screen:

Pre-Examination Test Demo

Question Paper Instructions

Student1 st...

Time Left :58:29

Section

Question No. 1

Which of the following articles guarantees equality before law and equal protection of law for all individuals residing within the territory of India?

☐ 17  
☐ 15  
☐ 18  
☐ 14

Mark for Review & Next Clear Response Save & Next Submit

H. Once the Test is completed use the SAVE and Next option and submit the test.

Question No. 2

The Central Vigilance Commission (CVC) is in news for appointing Sharad Kumar as new Vigilance Commissioner. As per which committee's recommendations, the CVC was set up?

☒ Nittoor Srinivasa Rau committee  
☐ Tejendra Mohan Bhasin committee  
☐ KV Chowdary committee  
☐ K. Santhanam committee

Mark for Review & Next Clear Response Save & Next Submit

#### Assessment Summary

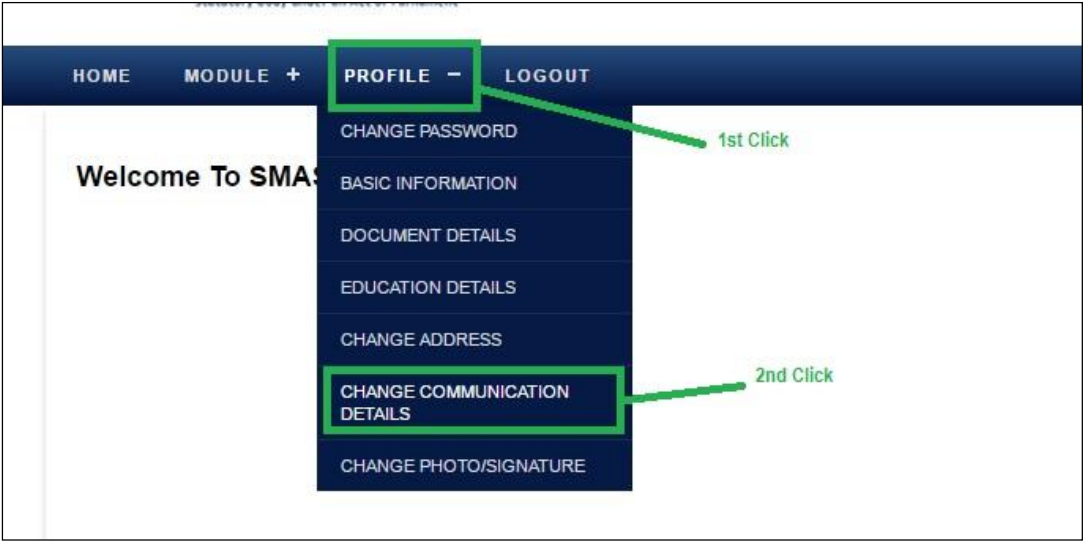
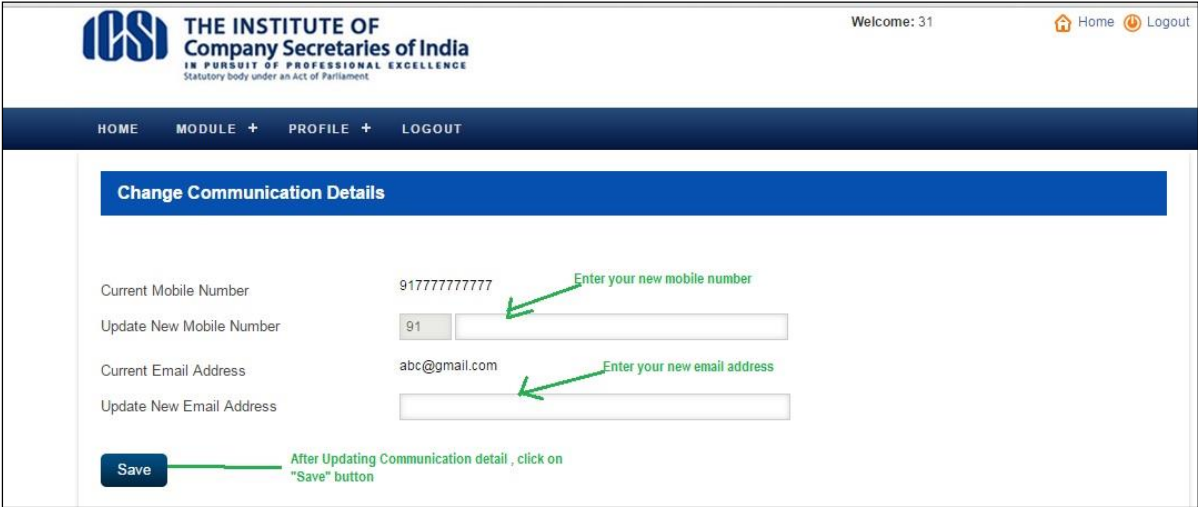
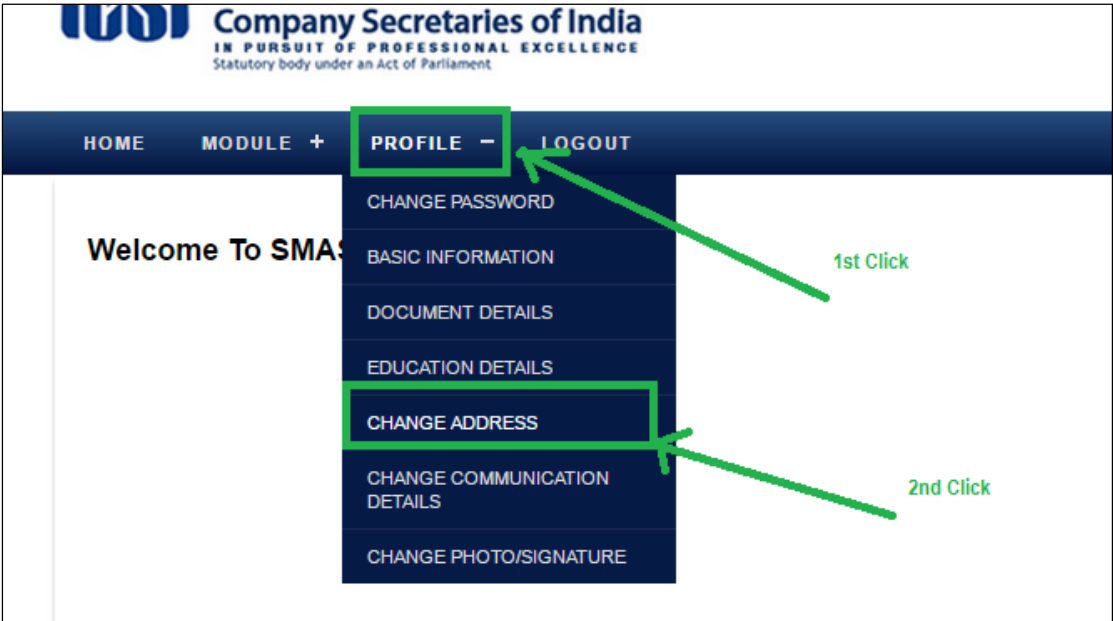
| Section Name | No. of Questions | Answered | Not Answered | Marked for Review | Answered & Marked for Review (will not be considered for evaluation) | Not Visited |
|--------------|------------------|----------|--------------|-------------------|----------------------------------------------------------------------|-------------|
| SECTION      | 50               | 2        | 2            | 0                 | 0                                                                    | 46          |

Are you sure you wish to submit this group of questions for marking ?  
You cannot revisit and edit your responses upon submission.

Thank you, your Assessment is about to be submitted - click on Ok to proceed

Note: In case you are not able to login or take pre Examination test then, Please post a complaint/query on [smash.icsi.in](mailto:smash.icsi.in). Once you receive an email or SMS confirming your query has been closed. Please login to [smash.icsi.in](mailto:smash.icsi.in) again and check the solution provided. If the query still remain unsolved call ICSI helpdesk at 01204522000.

## PART-12 : MISCELLANEOUS QUERIES

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q.1 | <b>I have recently shifted my residence. How can I apply for change of address in Institute's record?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| A.1 | <p>Students can change/update their address, mobile number &amp; e-mail id themselves. Please follow the steps given below for updation of your address, mobile number &amp; e-mail id.</p> <p>Change Mobile Number and Email address</p> <p><b>Step 1:</b></p>  <p>The screenshot shows the user interface of the Institute's portal. At the top, there is a navigation bar with 'HOME', 'MODULE +', 'PROFILE -', and 'LOGOUT'. The 'PROFILE -' menu is expanded, showing options: 'CHANGE PASSWORD', 'BASIC INFORMATION', 'DOCUMENT DETAILS', 'EDUCATION DETAILS', 'CHANGE ADDRESS', 'CHANGE COMMUNICATION DETAILS', and 'CHANGE PHOTO/SIGNATURE'. A green box highlights 'CHANGE COMMUNICATION DETAILS', with a green arrow pointing to it labeled '2nd Click'. Another green arrow points to the 'PROFILE -' menu with the label '1st Click'.</p> <p><b>Step 2:</b></p>  <p>The screenshot shows the 'Change Communication Details' form. It has fields for 'Current Mobile Number' (91777777777), 'Update New Mobile Number' (91), 'Current Email Address' (abc@gmail.com), and 'Update New Email Address'. A green arrow points to the 'Update New Mobile Number' field with the label 'Enter your new mobile number'. Another green arrow points to the 'Update New Email Address' field with the label 'Enter your new email address'. A green arrow points to the 'Save' button with the label 'After Updating Communication detail, click on "Save" button'.</p> <p><b>Process 3: Process to change correspondence /permanent address</b></p> <p><b>Step 1: After Log in</b></p>  <p>The screenshot shows the user interface of the Institute's portal. At the top, there is a navigation bar with 'HOME', 'MODULE +', 'PROFILE -', and 'LOGOUT'. The 'PROFILE -' menu is expanded, showing options: 'CHANGE PASSWORD', 'BASIC INFORMATION', 'DOCUMENT DETAILS', 'EDUCATION DETAILS', 'CHANGE ADDRESS', 'CHANGE COMMUNICATION DETAILS', and 'CHANGE PHOTO/SIGNATURE'. A green box highlights 'CHANGE ADDRESS', with a green arrow pointing to it labeled '2nd Click'. Another green arrow points to the 'PROFILE -' menu with the label '1st Click'.</p> <p><b>Step 2: To change Correspondence address</b></p> |

HOME MODULE + PROFILE + LOGOUT

### Change Address

Search Criteria

Address Type: --All--

Search Clear

Search Result

Total Records: 2 Page Size: 20

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

Update

1st Click

2nd Click

### Step 3:

### Change Address

Country \* Select Country

State/Province \* Select State

District \* Select District

City \* Select City

Address Line 1 \*

Address Line 2

Address Line 3

Postal Code \*

Save Close

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

**Note: Same process will be for changing permanent address.**

**Q.2 I wish to change my e-mail ID / or mobile no. in Institute's record. What should I do?**

**A.2** Students can change/update their address, mobile number & e-mail id themselves. Please follow the steps given below for updation of your address, mobile number & e-mail id.

Change Mobile Number and Email address

### Step 1:

HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

CHANGE PASSWORD

BASIC INFORMATION

DOCUMENT DETAILS

EDUCATION DETAILS

CHANGE ADDRESS

CHANGE COMMUNICATION DETAILS

CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

## Step 2:

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

Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

### Change Communication Details

Current Mobile Number: 917777777777

Update New Mobile Number: 91

Current Email Address: abc@gmail.com

Update New Email Address:

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

## Process 3: 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

1st Click

2nd Click

### Step 2: To change Correspondence address

HOME MODULE + PROFILE + LOGOUT

### Change Address

Search Criteria

Address Type: --All--

**Search** **Clear**

Search Result

Total Records: 2 Page Size: 20

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

**Update**

1st Click

2nd Click

### Step 3:

### Change Address

Country: Select Country

State/Province: Select State

District: Select District

City: Select City

Address Line 1:

Address Line 2:

Address Line 3:

Postal Code:

**Save** **Close**

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

**Note: Same process will be for changing permanent address.**



|             |                                                                                                                                                                                                                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q.3</b>  | <b>I am registered student of Institute, but I am not getting Student Company Secretary bulletin regularly. What should I do?</b>                                                                                                                                                                                                     |
| <b>A. 3</b> | The Student Company Secretary bulletins are being sent through e-mail to all registered students whose registration number is valid. Apart from the same, all issues of Student Company Secretary Bulletin are also uploaded on institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> in "Journals & Bulletins" section. |
| <b>Q.4</b>  | <b>I have passed after the process of Verification of Marks. Pending the result of Verification of Marks, I had submitted the examination enrollment form. Am I required to submit any formal request for refund of the examination fee remitted?</b>                                                                                 |
| <b>A.4</b>  | Under normal circumstances, the refund of examination fee is processed after conclusion of the examinations. However, if any student does not receive the refund within 20 to 25 days from the conclusion of examination, he/ she may write to <a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a> for verification of records.      |

**NOTE:** Please see the latest announcements on the Institute's website [www.icsi.edu](http://www.icsi.edu) pending periodical updation of this FAQ.

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