

Eligibility criteria for admission in e-MSOP is asunder:	The Candidates who have completed Company Secretaryship Final/ Professional Programme examination two years prior to the application for undergoing e-MSOP and completed all training requirements to become a member of the Institute (except 15 days Specialized Training)
Note: Special permission has been provided to the candidates granted full exemption in practical training based on their working experience can register in e-MSOP without waiting for 2 years time bar as applicable for the normal candidates and also the candidates granted partial exemption in practical training shall not be eligible for making registration for e-MSOP unless they complete the balance training or exempted thereafter based on additional relevant experience.	
<i>e-MSOP course link is stimulate.icsi.edu</i>	

Important instructions for students:

1. Student need to apply through stimulate portal and submit it to ICSI for approval.
2. The Interested applicants need to pay fee of Rs. 3800/- online while registering for e-MSOP
3. After approval your LMS **Username and Password** (to access the e-MSOP program) will be send to your registered e-mail within 3-4 days from registration date.
4. You may access e-MSOP through the link <https://www.icsi.edu/student/Training/e-msop>.
5. Student's LMS login Id will be valid for 180 days from the day their LMS account is active.
6. Please ensure to whitelist the mail ID LearningExchange@tcs-itontap.com
7. Student is required to complete all the sessions of e-MSOP (including submission of Project Report) within 180 days.
8. Fees for the course is ₹ 3800/-, if any student is not able to complete the training within the time frame then the LMS access will be deactivated after 180 days and student will need re-register within 30 days (post expiry of 180 days) by paying 50% of fee and do the remaining part of the training.
9. If any student could not able to re-registered with in 30 days , then such student may be deleted from LMS and he/she have to undertake the training afresh, by making full payment of fee.
10. If any student could not complete the training during the extended period then no further extension will be allowed.
11. There are total 28 topics which are required to be covered to complete the e-MSOP.
12. Student can view only 2 sessions in one day.
13. If previous session is not complete, the student is not allowed to start any fresh session.
14. Total duration of all sessions of e-MSOP is 70 hours.
15. Student can undergo sessions at any time any day with full flexibility of selecting the time.

16. Student is also required to submit a project report. Project report should be uploaded by student after completing all sessions. Topics and format of project reports are available on the Institute website.
17. He will prepare the hard copy of the project report selecting a topic from the list of topics available at the website and will upload the PDF copy of the same at a designated place on the LMS portal.
18. It is advised NOT to click on “Mark as Complete” button unless the course completion status is 100%.
19. However once the course completion status becomes 100%, you have to click on “Mark as Complete” button to generate your certificate.
20. There after it will be sent to ICSI Admin and when it is approved only then student is allowed to generate the e-MSOP completion certificate.
21. Specification of the Project Report are as follows:-
 - a. First Page should be the Cover Page. It should have the Name, registration No & Project Title.
 - b. **All** the pages should be numbered.
 - c. Second page should be the “Index” page.
 - d. Third page should be “Preface”
 - e. Fourth Page should be “Acknowledgment” page.
 - f. Last page should be “Bibliography”
 - g. No. of Pages should be 50
 - h. Line Space:- Single
 - i. Font Type: Times New Roman
 - j. Font Size: 12
22. LMS User Manual/FAQ: For better utilization of LMS services, you may refer the LMS user Manual available at <https://www.icsi.edu/student/Training/e-msop>

**Directorate of Training
The ICSI**

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