(Sitting (from left to right) : CS Sutanu Sinha, Chief Executive & Officiating Secretary, ICSI, Rajyogini Brahma Kumari Asha, Hon’ble Justice Shri Dilip Raosaheb Deshmukh, Chairman, Company Law Board, CS R. Sridharan, President, ICSI, Shri V K Singh, (General Retd.), Hon’ble Union Minister of State (Independent Charge), Development of North Eastern Region; External Affairs; and Overseas Indian Affairs, Government of India, Dr. Arun Chaturvedi, Hon’ble Minister of Social Justice and Empowerment, Government of Rajasthan, Shri M J Joseph, Additional Secretary, Ministry of Corporate Affairs, CS Sanjay Grover, Council Member, ICSI.)
Dear Professional Colleagues,

CS Day was celebrated all over India with much enthusiasm. When the celebrations were on, my thoughts were wandering as to how the rich legacy of the profession, which our founding fathers bequeathed to us, could be best preserved and left to the succeeding generations.

In this context, we have to identify what are the traits which can keep this legacy intact and well preserved. In the October issue of Chartered Secretary, I shared some ideas with regard to Emotional intelligence (EQ), which is the ability to identify, use, understand, and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict. As professionals we are required to interact with various stakeholders and co-professionals and therefore, we have to maintain fine balance in managing the emotions and indeed it is a skill. I see as an extension of this is the professional culture, which is a set of values and viewpoints shared by an identifiable and homogeneous group, like us and will form, inform or influence parts of professional identity. Sharing common ideologies, values, attitudes and ethos also form part of professional culture.

It has often been said that “value is in the eye of the beholder”. Scholars CK Prahalad and Venkat Raswamy popularized the concept of co-creation of value in their much acclaimed 2000 HBR article, "Co-Opting Customer Competence". According to them, the value will be increasingly co-created by the firm and the customer, rather than being created entirely inside the firm. The authors held that consumers seek freedom of choice to interact with the firm through a range of experiences. The concept of co-creating value could be replicated in the professional services sphere, in an appropriate manner and style, and in more particularly in our profession. Companies Act, 2013 focuses on self-regulation and compliances, therefore, the clients need broader understanding of the implications of non-compliances, as well as nebulous areas, time, processes and systems leading to compliances. To recall, the remarks of Edward De Bono, celebrated management thinker, would be more appropriate to end this communication “Companies that solely focus on competition will ultimately die. Those that focus on value creation will thrive”

CS R. Sridharan
President
president@icsi.edu
Felicitations

Felicitating
Mr. R Krishnan, Past President, ICSI

Felicitating
Dr. G B Rao, Past President, ICSI
Felicitating
Mr. Nesar Ahmad, Past President, ICSI

Felicitating
Dr. S P Narang, Past Secretary, ICSI

Felicitating
Mr. N K Jain
Past Secretary & CEO, ICSI
Release of Publications and Mobile Apps
CS DAY

Saturday, 4th October, 2014

Venue

The Ashok, New Delhi

INSIDE

The Institute

Objectives and Functions

Members and Students

CSBF Members

Journey from a Tiny Acorn to the Mighty Oak

ICSI Presidents (1969 - 2014)

Messages

Landmarks in ICSI History

ICSI Major Initiatives (2013 and 2014)

Future Outlook

Articles

Glimpses of 2014
About Us

The Institute

The Institute of Company Secretaries of India is a premier national professional body constituted under an Act of Parliament, namely the Company Secretaries Act, 1980 (Act No. 56 of 1980) to develop and regulate the profession of Company Secretaries in India. It was initially promoted as a section 25 company under the Companies Act, 1956 by the Government of India on October 4, 1968 and has since been converted into a statutory body w.e.f. 1.1.1981.

The Institute has on its rolls about 36,000 members including over 6,400 members holding certificate of practice. The number of current students is over 4,00,000.

Our Vision

“To be a global leader in promoting good corporate governance”

Our Mission

“To develop high calibre professionals facilitating good corporate governance”
Objectives and Functions

The Institute

- develops a cadre of highly competent Company Secretaries for ensuring good corporate governance and effective management by registering students with 10+2 and graduate qualifications for Foundation and Executive Programmes of Company Secretaryship Course respectively with course contents in Law, Tax, Management, Accounting and Finance disciplines;
- provides postal/oral/web-based coaching and training enabling students to qualify as Company Secretaries;
- conducts Company Secretaryship Examination twice a year in June and December, at 123 centres spread all over India and an overseas centre at Dubai;
- arranges practical training for Executive/Professional Programme pass Students with Companies/Practising Company Secretaries empanelled with the Institute for the purpose;
- enrols qualified persons as Associate/ Fellow Members of the Institute and issues Certificate of Practice to members taking up practice;
- conducts Post Membership Qualification Courses for Members of the Institute;
- publishes widely read and highly acclaimed monthly journal ‘Chartered Secretary’ disseminating information, expeditiously;
- brings out ‘Student Company Secretary’ and ‘CS Foundation Course Bulletin’ for the benefit of Students;
- circulates e-CS Nitor, fortnightly e-journal containing articles, development under Companies Act, 2013 and information relating to the profession;
- circulates CS Updates containing current notifications and circulars relating to various corporate and related laws, daily;
- exercises professional supervision over the Members of the Institute both in practice and in employment on matters pertaining to Professional Ethics and Code of Conduct;
- undertakes research in Law, Management, Finance, Capital Market, Corporate Governance and CSR and brings out research publications;
- formulates Secretarial Standards and brings out Guidance Notes thereon;
- renders expert advisory services to Members on intricate issues relating to various corporate laws;
- organises Professional Development and Continuing Education Programme(s), International/National/ Regional Conventions and Conference(s) directly or through its Regional Councils and Chapters, Chambers of Commerce, Department of Public Enterprises, Sister Professional Institutes and other Professional Development/Management Bodies;
• interacts with various National and Regional Chambers of Commerce with regard to various Government Policies and Legislations;

• interacts with various international/multilateral bodies/institutions with regard to issues relating to the Corporate Governance, Business Ethics, Sustainability and Corporate Social Responsibility;

• interacts with Government both at Centre and States on various issues concerning the profession;

• undertakes benevolence of members and employees;

• interacts with Members of Corporate Secretaries International Association (CSIA) and Company Secretaries Institutes in other jurisdictions;

• bestows ICSI National Award for Excellence in Corporate Governance to best governed companies;

• bestows ICSI Lifetime Achievement Award to eminent corporate personalities for Translating Excellence in Corporate Governance into Reality;

• conducts Investor Awareness Programmes throughout the country on behalf of the Investor Education & Protection Fund, Ministry of Corporate Affairs;

• undertakes Research Projects on behalf of Government and its agencies / Institutions.

Building Professionals to Guide Corporate India

The ICSI conducts the Company Secretaryship examination to bring in high calibre professionals specialized in corporate laws, management and governance.

Stages of Company Secretaryship Course

The Company Secretaryship Course is conducted in three stages as under :

• *Foundation Programme* : Candidates who have passed Senior Secondary Examination (10+2) are eligible for admission to Foundation Programme.

• *Executive Programme* : Graduates in any stream excluding Fine Arts or candidates who have passed the Foundation Examination are eligible to join Executive Programme.

• *Professional Programme* : A registered student is admitted to the Professional Programme on passing the Executive Examination.

Training

The candidates are required to complete the following trainings :

• Three years on registration for Executive Programme; or

• Two years after passing the Executive Programme Examination; or

• One year after passing the Professional Programme Examination;

• On whole time basis during working hours.

• Fifteen days Management Skills Orientation Programme (MSOP).
The Company Secretaryship Course is conducted through distance learning and supplemented by Class Room teaching as well as e-learning. The Institute has also launched initiated a Integrated Full time Company Secaretaryship Course at CCGRT, Navi Mumbai.

**Associate Membership**

After successful completion of examination and training, a candidate is conferred with Associate Membership of the ICSI.

**Fellow Membership**

A member of the Institute is entitled to get himself enrolled as a fellow, if he is an Associate Member for atleast five years.

**Code of Conduct for Members**

The members of the ICSI are subject to Code of Conduct provided under the Company Secretaries Act, 1980.

**Regulatory Supervision**

The Institute maintains strict regulatory supervision over its practising members through issuing Guidelines in accordance with the provisions of Company Secretaries Act, 1980.

**Disciplinary Control**

The Company Secretaries Act, 1980 and the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 made by the Central Government in exercise of powers conferred under of the Company Secretaries Act, 1980 provides elaborate provisions and fast track process for dealing with the complaints of professional or other misconduct filed under the Act.
# Members and Students

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## CSBF Members

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* sad demises - 223
Journey from a Tiny Acorn to the Mighty Oak*

The genesis of each mighty endeavour lies in the first tiny step.

The need for creating the profession of Company Secretaries arose in view of changing corporate style from proprietary character to more complex business structure, necessitating a cadre of trained personnel having adequate knowledge of and familiarity with the rules and regulations directly concerned with the working of the corporate sector.

It was in the year 1953 that the concept of Secretary was mooted during the discussions on the Companies Bill introduced in the Parliament under the dynamic leadership of Pt. Jawahar Lal Nehru, the first Prime Minister of Independent India.

When the Companies Bill, 1953 was under consideration in Parliament, the then Finance Minister, Dr. C D Deshmukh, who piloted the Bill, assured the Parliament that it would be the endeavour of the Department of Company Law Administration to help in the building up of profession of Company Secretaries. Accordingly, the matter was examined and none of the then existing organisation of secretarial profession was found adequate to discharge the responsibilities cast on it by the new Companies Act.

It may be noted that at that time, there were three organisations of the profession, namely The Indian Association of Chartered Institute of Secretaries of Joint Stock Companies and other Public Bodies (London), at Calcutta; The Indian Society of the Corporation of Secretaries (Limited), London at Bombay; and the Institute of Company Secretaries at Bombay.

Since none of these was found suitable for developing into an all India Institution the Government decided to encourage the setting up of a new one. Accordingly the Institute of Company Secretaries was formed at Calcutta on November 5, 1956 under Section 25 of the Companies Act, 1956. This, however, could not come upto the expectations of Government and consequently it had to close down later in 1959.

Constitution of Advisory Board for the Profession

As the question of organising and developing the profession of company secretaries was under consideration of the Government and the need for having professionally trained personnel was being increasingly recognised both in public and private sectors, the Government set up an Advisory Board on a non-statutory basis, to help it in standardising the basic qualifications needed for manning the post of Company Secretaries and to hold the qualifying examination.

Duties and Functions of the Advisory Board

The Advisory Board was entrusted with the duties of advising the Government on all matters relating to the profession of Company Secretaries including inter alia the following:

(i) Drawing up a scheme of examinations and prescription of syllabi and fees therefor;

*contributed by the Directorate of Professional Development-I of the Institute.
(ii) Registration of students;
(iii) Arrangements to be made for training and coaching of students
(iv) Selection of examiners;
(v) Holding of examinations;
(vi) Measures to have the importance of the profession recognised by the companies; and
(vii) The extent to which foreign qualifications can be fitted into the present scheme on reciprocal basis.

**Conduct of Company Secretaryship Examination by the Government**

In accordance with the scheme of examination, practical training, etc., erstwhile Department of Company Affairs started conducting examination leading to Government Diploma in Company Secretaryship (GDCS). This marked the beginning of profession of Company Secretaries in an organised manner and gave further fillip and momentum to the profession to chart out its own curriculum to nurture and develop the profession of Company Secretaries.

**Setting up of the Institute as section 25 company**

Later, due to substantial increase in the number of candidates the arrangements were not found adequate for rendering proper assistance to the students by way of coaching, grant of stipends and providing employment opportunities.

The Estimates Committee in its 53rd report also suggested that the question of setting up an autonomous Board composed of representatives drawn from Central Ministries concerned and from leading non-official organisations of commerce and industry for the purpose of regulating the profession of Company Secretaries and conducting the examination should be examined.

The matter was, therefore, examined by the advisory Board, which recommended the setting up of a company, incorporated under Section 25 of the Companies Act, to take over the entire work connected with the Company Secretaries including the conducting of examinations and coaching work.

The Advisory Board also felt that the Government might bring in necessary legislation at a later date for creating an autonomous body to look after this work on the pattern of the Chartered Accountants Act and Cost & Works Accountants Act.

Accordingly, the Institute of Company Secretaries of India was set up and registered as a company on 4th October, 1968 under Section 25 of the Companies Act, 1956 with its registered office at New Delhi. The work relating to Company Secretaries’ Examination and all allied matters were taken over by this Institute from the Company Law Board with effect from 1st January 1969.

**Conversion of the Institute into a Statutory Body**

The Institute of Company Secretaries of India fully justified the support given to it by the Government and in 1980, the Government moved the Company Secretaries Bill, 1980 to convert the Institute into a statutory body on the lines of the Institute of Chartered Accountants of India and the Institute of Cost and Works Accountants of India.

While moving the Company Secretaries Bill, 1980 for consideration by the Lok Sabha on 16th June, 1980, the Minister of Law, Justice and Company Affairs, Shri P Shiv Shankar had said, “An essential ingredient in the healthy growth of the corporate sector is the induction of professional management. The Government attaches special importance to the development of professional
management, so that the corporate sector can evolve and function in tune with the changing needs of the times, and the social responsibilities that this important segment of the economy has to shoulder. The profession of Company Secretaries has an important part to play in the introduction of professionalism in the area of corporate management”.

The Institute of Company Secretaries of India has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980 (56 of 1980) to regulate and develop the profession of Company Secretaries.

Company Secretaries profession has come a long way but still there are miles to go. There are still many challenges to be converted into opportunities, many frontiers to be conquered and milestones to be achieved.

The CS Day is not just an occasion for the professionals to rejoice, but also to set standards, ‘reinvent’ and renew their resolve for self-less and value-added services to the nation. Let’s make such a beginning on the occasion of CS Day.

Happy CS Day
ICSI Presidents (1969 - 2014)

(1969-70)  R. Prasad
(1970-73)  R. Krishnan
(1973-75)  L. R. Puri

(1975-77)  P. A. S. Rao
(1977-79)  Chinubhai R. Shah
(1979-80)  R. Rajagopalan

(1980-81)  P. R. Roy
(1981-82)  Dr. P. P. Mistry
(1982-83)  D. B. Saxena
ICSi Presidents (1969 - 2014)

(1983-84) K. V. Shanbhogue
(1984-85) Dr. G. B. Rao
(1986) R. V. Nagarajan

(1987) R. Ramachandran
(1988) B. S. Doraiswamy
(1989) Shyamal Sen

(1990) D. C. Jain
(1991) N. J. N. Vazifdar
(1992) P. T. Rangamani
\textbf{ICSI Presidents (1969 - 2014)}

- (1993) Mahesh Shah
- (1994) Om Prakash Dani
- (1996) Dr. K. R. Chandratre
- (1997) D. K. Prahlada Rao
- (1998) B. P. Dhanuka
- (1999) Virender Ganda
- (2000) J. Sridhar
- (2001) Dr. P. V. S. Jagan
  Mohan Rao
**ICSI Presidents (1969 - 2014)**

(2002) Subhrendu Gangopadhyay
(2003) Pavan Kumar Vijay
(2005) R. Ravi
(2006) H. M. Choraria
(2007) Ms. Preeti Malhotra
(2008) Keyoor Bakshi
(2009) Datla Hanumanta Raju
(2010) Vinayak S. Khanvalkar
ICSI Presidents (1969 - 2014)

(2011) Anil Murarka

(2012) Nesar Ahmad

(2013) S. N. Ananthasubramanian

(2014) R. Sridharan
Message

I send my heartiest congratulations and best wishes to Company Secretaries through their alma mater, the Institute of Company Secretaries of India (ICSI) on the occasion of the Foundation Day of the Institute.

ICSI has rendered yeoman’s service in developing secretarial excellence in the Indian corporate sector which has nurtured very healthy Board Room practices while also contributing significantly to the development of a robust system of corporate governance.

I am sure that the Institute will continue to be a trailblazer in its field and will shine as an example to compatriot institutions internationally.

Place : New Delhi
Dated : 30.09.2014

(Naved Masood)
Message

It is heartening to learn that ICSI has decided to celebrate FOURTH OCTOBER as the CS DAY.

It has been my proud privilege and fortune to have been intimately associated and involved with the Institute long before ICSI was incorporated on 4th October 1968.

Indeed, no profession has undergone such trials and tribulations as ICSI. One could never visualize that there could have ever been an abortive attempt in 1956 which led firmly establish it on a sound foundation in 1968.

Credit for such resoluteness must go to the erstwhile Department of Company Affairs, and its committed officials who spearheaded the concept with a missionary zeal. They implemented it and created the Institute with a passion withering all storms and obstacles created by vested interests in India and abroad. Long before the introduction of Section 383 A of the Companies Act, the Department of Company Affairs continued to nurture the profession by issuing notifications making it mandatory for the PSUs – State and Central – to employ only qualified Company Secretaries who had passed the examinations conducted by the Government/ and ICSI. This was a trendsetter and creation of the platform for the Industry to emulate.

The Companies Act, 2013 recognizing a Company Secretary as a Key Managerial Personnel and mandating Secretarial Audit is the icing on the cake.

The CS Day is the most sacrosanct annual day in the Institute’s calendar and every member must rededicate himself/herself to promote the exalted ideals and standards of the profession.

R KRISHNAN
Thanks for your e-mail proposing to celebrate 4th October, 2014, as a day of re-DEDICATION to the profession. I fully concur with you to celebrate the day to infuse new vigour into the professionals both working as well as practising and call upon them to set their goals to help achieve the VISION of the Institute.

The functions associated with the DAY may not be merely socialising but on a higher plane of convincingly professional all round to serve better societal purpose.

WISHING ALL SUCCESS IN THIS DIRECTION

P.A.S. RAO
Message

It is heartening to know that 4th of October, the day on which in 1968, the Institute was formally constituted, will be celebrated as CS Day and that the celebration will be held on 4.10.2014. I congratulate you and the council for the commendable thought. It is also in the fitness of things that a souvenir is proposed to be brought out on the occasion carrying important features of the profession. I wish the function all success.

R. RAJAGOPALAN
Message

CS DAY Celebration on 4th October is a very happy occasion—symbolizing the rapid strides our profession made—since the institute was formally constituted.

The Companies Act, 2013—gave a very welcome—statutory recognition—Company Secretary as whole-time key managerial personnel—many other key provisions—Secretarial audit for bigger companies etc.

Company Secretary’s role enhanced—as corporate governance professional—providing guidance in the activities of the company—in addition to compliance oriented actions.

Company Secretary’s responsibility also enlarged—to serve in the broader interest of the public and to contribute in promoting a culture of good governance. As gatekeepers must aspire to a higher standard of professionalism beyond fulfilling requirements of law and expectations of client.

We are very fortunate to have a committed and dedicated officers and staff ably led by successive presidents, all the office bearers and members of Central/Regional councils and chapters.

My congratulations to each and every one who contributed for this successful growth of the profession.

DR. G B RAO
Message

It is indeed an encouraging realization that the Institute has completed 46 years of its existence, providing services to business, trade & industry and also to the governments & regulators such as MCA, SEBI, RBI, CBDT, CBEC etc. through almost 36,000 qualified company secretaries. Today the course is being pursued by more than four lakh students shows the popularity, acceptability and the need of company secretary professionals in our economy.

I extend my heartiest congratulations to one & all who have contributed directly and indirectly to the growth & standing of the Institute including MCA, Students, Members, Council Members, President, Past Presidents and others who have been involved in this journey.

I am sure the way we have contributed our expertise in pursuit of corporate governance in India, we will do the same at the International level also. At this juncture, I wish the Institute makes its presence felt globally through its various activities.

MAHESH SHAH
Message

It is heartening to note that the Institute is celebrating CS Day on 4th October, the day on which the Institute was formally constituted in 1968.

The members in the profession are expected to play a vital role not only for the development of the industry but for the nation too.

I convey my best wishes for the success of the efforts being made by the Institute.

OM PRAKASH DANI
I am delighted to know that the Institute is celebrating CS Day on 4th October, 2014 all over the country. CS Day is an excellent idea and celebrating every year is great.

The Profession of company Secretaries is the centre of attraction for corporates as the profession has demonstrated its role in Corporate Governance adding value.

The institute continues to excel and many milestones have been created in the journey making a distinct mark for itself. The institution of National Award for Excellence in Corporate Governance and its continuously giving the awards for the best governed since inception speaks a lot in establishing itself in the field of Corporate Governance. Corporate across the country compete and enthusiastically look towards bagging the prestigious award. This speaks volumes how the institute encourages good governance. Another important mile stone is instituting Secretarial Standards for the first time in the world. Corporates have voluntarily adhered to the standards which in the process, paved the way to mandatory recognition in the Companies Act, 2013. Again this is an example how the institute excels in introducing new concepts which gain the appreciation of the corporates, regulators and the legislators. Today, corporate look for company secretaries for their capital market needs be it is due diligence, compliance, funds placements or public issues which speaks about the profession as contemporary and sought after.

We are conscious of our responsibilities and expectations and we strive to be the best through our commitment of learning through continuing education programmes, seminars and conventions. The Chartered Secretary, our monthly magazine continues to be our pride. This journal is used not only by company secretaries but various segments in the society as its contents are current and useful. Every month and every year we find our Chartered Secretary becoming more qualitative and attractive to enjoy reading and preserving.

The thought of conducting the foundation day all over the country is superb and will give us all the company secretaries an opportunity to rededicate ourselves to the cause of the profession and to reach out to the stakeholders.

Greetings and best wishes.

DR P V S JAGAN MOHAN RAO
Past President - ICSI
Message

45 years ago, on 4th of October, our beloved Institute was established. It is a long way down memory lane. When I cast a longing lingering look behind, I feel nostalgic and become emotional, that the infant Institute of yester years has now grown into a giant organisation and stands at an opportune cusp of circumstances blessed with a new vibrant Companies Act and the Government’s recognition of this Institute as its extended arm to ensure good and responsible governance.

On this day, when we proudly celebrate the foundation day of this Institute, its members must collectively resolve to rise to the occasion and acquit themselves in discharging their responsibilities with maturity of wisdom and sound knowledge of the statutes.

I wish the celebrations all success.

S. GANGOPADHYAY
Message

It is indeed a great pleasure to see the growth of the profession. In recent times there have been turbulences, but with the consistent team effort under your leadership, it was possible to get back some of the lost opportunities.

The new law has recognised the role and responsibilities of the Company Secretary and hence it is very critical for the Institute to empower the members to face the challenges of the future.

I am confident that we as Company Secretaries will continue to discharge our duties as governance professionals and conscious keepers.

My best wishes to all on this auspicious occasion.
Message

It gives me immense pleasure to note that our Institute is celebrating the 4th October, 2014 as CS day. I am also very glad to note that our Institute is bringing out a souvenir carrying important features about the profession.

Our Institute strongly believes in the quality, ethics and values of our profession. The same is imparted to all its students/members and other stakeholders who are committed to excel in their personal and professional endeavours.

On the CS Day, let us all join together and sincerely pledge ourselves to lift our prestigious Institute and the profession to scale new crescendos. I take this opportunity to congratulate you and your team for taking all out efforts in shaping the students and members to achieve the highest level of accolades. I sincerely wish and pray that the mantle will be carried by all our fellow fraternities with all the glory in the years ahead.

With all our continued efforts, I envisage that the future does not merely shine but dazzle to its fullest core.

CS R. RAVI
Past President – ICSI
Message

It gives me immense pleasure to note that ICSI has chosen to commemorate 4th October of every year as CS Foundation Day beginning from 4th October, 2014. It is also noteworthy that this day of 4th October, is proposed to be celebrated throughout the country.

The journey which began in 1968, has witnessed many momentous moments of triumphs and many milestone achievements of glory accompanied by customary tribulations, trials and travails, culminating in the conferment of CS as KMP and the introduction of Secretarial Audit, for certain class of companies.

These recognitions have undoubtedly put the CS in a different pedestal hitherto not experienced but nonetheless also has placed enormous responsibility on the conduct and delivery of CS as governance professionals.

I wish the CS Foundation Day Celebrations across the country all round success.

S.N.Ananthasubramanian

Past President
Message

I am really privileged and honoured to pen this message of good wishes on 46th CS Day Celebrations, which falls on 4th October 2014. October is the festive month, with strings of festivals and national day of great importance – Gandhi Jayanthi. I feel it is some sort of great coincidence that the birth day of the profession is also being celebrated on this month. So many thoughts flashes across my mind. I am of the firm believer that this profession gave all of us an unique identity, exalted status, high standing and prominent position both in the corporate world and in society. This day calls for great celebrations with enthusiasm and also a day of thanks giving to our illustrious senior members who left indelible marks in the sands of time, which have become milestones. Equally the role played by the staff of the Institute is also of great significance and for most of them, it is life time avocation and with all passion they built up this great edifice.

When the Institute was formed as Section 25 company in 1968, there were no resources however, the only resources available with the Institute was members’ unbridled enthusiasm, unflinching commitment, lofty ideals, singular focus devoid of expectations. They are the real veterans of this profession. In line with the remarks of Lord Tennyson- "To strive, to seek, to find and not to yield", these founding fathers of the profession continued to march ahead with their indomitable spirit.

Profession has witnessed some of the most exciting phases as well as tumultuous circumstances, yet it triumphantly met these challenges. The profession has undergone great transformation, which clearly demonstrates dynamism and forward looking by the members of this profession, who are ready to align themselves with the emerging environment and eager to equip themselves. The Companies Act, 2013, which seeks to ensure better governance, improved levels of transparency, enhanced accountability, inculcating self discipline and making corporates socially conscious, has accorded lofty position to the Company Secretaries and bracketed them as KMP. With the introduction of Secretarial Audit, the practicing side of the profession also gained remarkable importance. In the process, the Act had opened up window of opportunities and laid out many pathway. The need of the hour is to consolidate and strengthen in diversified areas. The inclusive section with reference to the role of company secretary provides an opportunity to be a governance professional, having overall perspective towards an organization, beyond compliances and regulatory aspects. Now, the responsibility lies on ourselves, as to how well we are going to guard this hard earned recognitions. It is not only by our technical competency, but also our adherence to professional ideals, ethics and code of conduct. Our predecessors left us with rich legacy, we have to exercise due responsibility, abundant care and great concern to pass on this legacy to the succeeding generations. It is more appropriate to recall here Wordsworth famous saying “Life is divided into three terms - that which was, which is, and which will be. Let us learn from the past to profit by the present, and from the present, to live better in the future” and at the same time we have to enrich ourselves continuously and to have that mental attitude of what Robert Browning said “The best is yet to be”.

On this day of great importance, as professionals, let us re-dedicate ourselves for the nation building.

CS R SRIDHARAN
President
Message

As a pioneer of the profession of company secretaries from early 1960s, I am greatly delighted to hear that the Institute proposes to commemorate CS day on 4th October 2014 to record all achievements of the profession in the 54 years of its successful birth from 14th April 1960. The government passed a cabinet resolution to start Government Diploma in Company Secretaryship examination suited to Indian conditions and environment on the day. As Founder Secretary of Company Secretaries Association of India in New Delhi, I, along with other office bearers, was interacting with various government authorities for the formation of the institute from 1963. We finally met Smt. Indira Gandhi, Prime Minister of India, to persuade her to advise the Department of Company Affairs to promote the Institute of Company Secretaries of India as a section 25A company. Thus the Institute was incorporated on 4th October, 1968 by the Government. That was the first milestone.

The Government agreed to our request to have a GDCS holder as a council member. Electing him as the first elected president we were able to move faster, taking over all aspects of the profession from the Government and in providing effective services to students and members. Introduction of section 383A in 1975 was the next major achievement of our profession. The stature of a company secretary was also raised with the removal of the word “purely” from the definition clause. Thereafter recognition of company secretaryship as a profession under the Incometax Act, recognition as valuer under wealth tax act, and various other recognitions for the profession could be obtained year by year culminating in the conversion of the institute as a statutory body in 1980. The silver jubilee of the successful birth of our profession was duly celebrated in 1985 with a commemorative issue in Chartered Secretary.

On obtaining the statutory recognition as the last ingredient for a recognised profession, we could get the first recognition for practice as a company secretary for certifying annual returns for practising company secretaries in 1988 under section 161. With MOUs and interaction with sister professional bodies within India and profession of company secretaryship bodies throughout the commonwealth countries, we could claim ourselves as a major international professional body for the profession of company secretaries in the 80s and 90s. Silver jubilee year of the incorporation of the Institute as a company on 4th October 1992 was duly inaugurated by Shri PJ Kurien, Union Minister of State for Commerce and Industry in FICCI auditorium, with a special address by Shri G.Venkataramanan, Secretary of the Department of Company Affairs on the occasion. All past presidents were felicitated on that occasion. Earlier on 3rd October a special Doordharshan Youth programme on the profession was aired and a special postal cover was released on 4th October to mark the great occasion. A grand cultural programme of instrumental music on mandolin by Padmashri U. Srinivaas enthralled the entire audience in the evening on that day. It was unfortunate that I heard of the sudden demise of this young musical maestro two days ago and had attended his cremation on 20th September 2014 in Chennai on behalf of our profession.

I understand that our Institute has contributed significantly for enactment of the Companies Act, 2013 and the various recognitions obtained over the years by the profession have added our stature as a key personnel and corporate governance professional as well, in the eyes of the government and corporate sector.

I salute our Institute on this occasion as it can be truly proud of its achievements in the last 54 years.

T.P. SUBBARAMAN
Former Secretary
Message

I am happy to learn that the Institute is celebrating its Foundation Day as CS Day on October 4, 2014 at the Ashok, New Delhi, and bringing out a souvenir to commemorate the occasion.

The genesis of each mighty endeavour lies in the first tiny step. Since 1968, when the ICSI was incorporated as a non-profit company, the Company Secretary profession in India has undergone a paradigm shift, and the phenomenon continues to this day. Today’s CS enjoys an exalted position in the corporate and professional order of the country. Let us not be complacent, as we have miles to go to conquer many more frontiers to establish new milestones and to set benchmarks to cross.

I wish Team ICSI all success in its future endeavours.

DR. S P NARANG
Past Secretary, ICSI

Date: 25th September 2014
Foundation Day of an Institution is always a very special occasion. It brings back nostalgic memories of the momentous journey of the growth and development of the Institution. The same is true with the Institute of Company Secretaries of India (ICSI).

Set up on 4th October 1968, ICSI has witnessed several ups and downs and daunting challenges to march forward, may be slowly but surely. In spite of being the youngest professional body, it made giant strides and impressive progress to effectively and efficiently serve its members, students, industry, government and regulators and all other stakeholders. The spread and depth of ICSI contribution over the years can be measured by enormous trust and confidence placed on the profession of Company Secretaries and its members by the legislature, government and regulators by enacting significant provisions in laws, rules and regulations entrusting the CS, both in employment and practice, with substantive role and recognitions.

The enactment of new Company Law in 2013 is historic. ICSI contribution in deliberations of Dr J J Irani Committee in 2005 and in the consultative process and drafting of new law and its rules thereafter has been exemplary and praiseworthy. The consistent and persistent efforts of ICSI brought into new law the concepts of Secretarial Audit, Secretarial Standards, CS as a KMP, Duties and functions of Company Secretary, Report on AGM, Registered Valuers, Private Liquidators, substantially enhanced disclosure norms in Annual Return and Board’s Report etc. These are game changers for the profession and if properly implemented and executed should change the face of the profession of CS. It is a great opportunity which has come our way after monumental efforts since the year 2005 and I am sure that ICSI and its members shall seize it and move into a much higher orbit to explore fresh opportunities.

On the occasion of the Foundation Day of ICSI on 4th October 2014, I extend my greetings to the Institute, the profession, the members and the students and good wishes for successful future.

N K JAIN
Past Council Member & Former Secretary & CEO
Landmarks in ICSI History

1968
- Incorporation of Institute of Company Secretaries of India as a non-profit company under section 25 of the Companies Act, 1956 by the Government of India to regulate and develop the profession of Company Secretaries and to take over from the Government of India the entire work connected with the Company Secretaries examination and to carry on the same in all its branches.
- Shri R Prasad ICS, the then Chairman, Company Law Board appointed as the first President in the first Government nominated Council.
- Provision made in the articles to appoint at least one person to represent the candidates who have been awarded GDCS.

1969
- Company Secretaries Regulations, 1969 including criteria for admission to Associate and Fellow membership prescribed.

1970
- 1st AGM held on 30th March, 1970 and 2nd AGM held on 26th September, 1970.
- President and one-third of the Council elected at the 2nd AGM.
- Registered Office shifted to No.1, Rani Jhansi Road, New Delhi.

1971
- On 31st July;
  - Four Regional Councils constituted.
  - First library opened in Headquarters.
  - First issue of Chartered Secretary published as a quarterly journal.

1972
- Introduction of postal coaching to all registered students and first publication of guideline answers.
- First National Convention, held and inaugurated by the President of India.
- Exemption received under Section 10(23A) of the Income Tax Act as a profession.
- Recognition of membership qualification by Ministry of Education for superior posts.
- Companies (Amendment) Bill, 1972 including a provision for qualification and appointment of Company Secretaries in companies of particular size introduced.
- Chartered Secretary became a monthly journal.

1973
- Consolidation of activities by the Institute and its four Regional Councils.
- Second National Convention inaugurated by the Vice-President of India.
- First Chapter formed in Pune, under WIRC and Guidelines framed for Chapters.

1974
- Approval of Companies (Amendment) Bill by Parliament.
- Publication of first two booklets on Joint Sector and MRTP Act.
- Prescription of graduate qualification as entry qualification for Company Secretaryship course.
- Recognition of membership qualification as valuer under the Wealth Tax Act.
1975
- Prescription of Companies (Secretary’s Qualification) Rules, 1975, specifying membership of ICSI as essential for companies having a paid-up capital of Rs.25 lakh or more.
- Coordination meetings with ICAI & ICWAI and reciprocal arrangement between ICSI & ICWAI on education, training and professional development.
- Undertook UNCTAD study.
- Registered Office shifted to A-1/111, Safdarjang Enclave, New Delhi.
- Third National Convention at Calcutta inaugurated by Deputy Minister of Law, Justice and Company Affairs.
- Introduction of oral coaching by Regional Councils.
- Assistance to Madras University in designing B.A in Corporate Secretaryship Course.
- Introduction of prize awards to students by Regional Councils.

1976
- Revision of syllabus.
- Publication of Code of Conduct for observance by members.
- Introduction of professional development programmes in collaboration with Administrative Staff College of India, and Bureau of Public Enterprises.
- Establishment of ICSI Members Benevolent Fund.
- Fourth National Convention at Bombay inaugurated by Minister of State for Shipping and Transport.
- Completion of UNCTAD assignment.
- Provision of 'Chartered Secretary' to students.

1977
- Introduction of Professional Development Programmes in collaboration with Management Development Institute.
- Fifth National Convention at Bangalore inaugurated by Supreme Court Judge.
- Reduction in annual fees for elderly members.
- Introduction of research projects and submission of memoranda to Sachar and Chokshi Committees.
- Abolition of proxies in election, provision for election to Council in three years by postal ballot and polling booth and restriction of office to two consecutive terms only to council members.
- Introduction of schemes for merit scholarship and financial assistance to needy students.

1978
- Introduction of Professional Development Programme in collaboration with All India Management Association.
- Amendments to regulations for issue of Certificate of Practice.
- Sixth National Convention at Goa inaugurated by Minister of Law, Justice and Company Affairs.
- More publications and research projects by the Institute including introduction of Loose-leaf ready referencers.
- Introduction of Revised Syllabus and All India Prize Awards for students.
- First election to Council and Regional Councils on proportional representation basis.
- Creation of office of Vice-President in addition to President and election of President and Vice-President by the Council instead of by General body introduced.
- Celebration of Tenth year of incorporation of the Institute.
1979
- Foundation stone laid for Headquarters building by the President of India.
- Commencement of issue of Certificate of Practice to members.
- Recognition of membership qualification under the Income Tax Act and CLB Bench.
- Seventh National Convention at Hyderabad inaugurated by the Governor of Andhra Pradesh.
- Participation in the 1st International Congress of Company Secretaries in Hong Kong.
- Suggestions made on simplification of company forms.
- Conduct of All India Workshop in Chandigarh for defining the duties and responsibilities of Secretary in a Government Company.

1980
- Removal of foreign membership qualification from the Companies (Secretary’s Qualification) Rules, 1975.
- Eighth National Convention at Jaipur inaugurated by the President of Supreme Court Bar.
- Regional Workshops followed by All India Workshop for Practising Company Secretaries at New Delhi.
- Recognition of membership qualification by Association of Indian Universities as equivalent to post graduate degree in Commerce and Venkateswara University for doing Ph.D.

1981
- Inauguration of Institute building, “ICSI House” by the Vice-President of India.
- Ninth National Convention at Madras inaugurated by the Governor of Tamil Nadu.
- Introduction of prize awards for best articles in ‘Chartered Secretary’.

1982
- Seven more Universities recognised membership qualification for doing Ph.D.
- Recognition by All India Financial Institutions.
- Introduction of Professional development programmes in collaboration with the ICAI, ICWAI and the Indian Council of Arbitration.
- Recognition of membership qualification for all grades of appointment to Central Company Law Service and for certificates under the Import and Export Policy Regulations, Central Excise and Salt Act, Customs Act, Gold (Control) Act and by many State Financial Institutions.
- Tenth National convention at Bombay inaugurated by the Governor of Maharashtra.
- Memorandum of Secretarial Audit Report by a Task Force.
- Conduct of first election to the Council and four Regional Councils as a statutory body.
- Publication of first list of Members under the Act.

1983
- Participation in 2nd International Congress in Sydney, Australia, 1983.
- Eleventh National Convention at Delhi inaugurated by the Minister for Law, Justice and Company Affairs.
Recognition by Indian Banks Association and more Universities.


1984

Opening of foreign examination Centre in Bahrain.

Introduction of Hindi as optional medium of examination in stages.

Twelfth National Convention of Company Secretaries at Calcutta, inaugurated by the Governor of West Bengal.

Publication of more guidance notes and checklists under the Companies Act, MRTP Act, and Capital Issues (Control) Act.

Introduction of ‘Student Company Secretary’ as a monthly publication.

Introduction of practical training in Stock Exchanges and Financial Institutions for students.


Empanelment of company secretaries for foreign assignments.

Introduction of Best Chapter Awards.

1985

Silver Jubilee Year for the professional examination in India.

Thirteenth National Convention at Trivendrum inaugurated by the Minister of State for Industry and Company Affairs.

Indian delegation participated in the 3rd International Congress in London.

Consolidation of foreign examination Centre in Dubai.

Monograph on duties and responsibilities of secretaries in government companies.

Recognition of Institute as a public institution of national importance under the Income Tax Act.

Introduction of lectures on video tapes to students.

Examination of scope of computerisation of company law for providing updated on-line information.

Amendments to regulations providing for election committee to supervise elections.

Foundation stone for NIRC building in Delhi laid by Minister for Industry.

1986

Introduction of New Syllabus from 1.2.1986.

Recognition of Certification by Company Secretary by RBI and more State Financial and Industrial Development Corporations.

Setting up of a Training Directorate to monitor practical training requirements; publication of Training Guidelines and introduction of Secretarial Modular Training Programme for all Final passed candidates.

Institution of best student awards in certain Universities by the Institute for attracting talented students to the profession.

Fourteenth National Convention in Goa inaugurated by the Chief Minister of Goa.

Office premises for SIRC and Dombivli Chapter acquired. Council announces Library policy for providing library facilities to all registered students within five years.
Alagappa University introduced Master’s Degree in Corporate Secretaryship. Many universities and colleges evincing interest to introduce graduate and post-graduate course in corporate secretaryship stream at the instance of the Institute.

1987
- Fifteenth National Convention at Delhi inaugurated by Minister of Industry.
- Companies (Amendment) Bill, 1987 introduced providing a core area of practice to company secretaries and defining secretary in whole-time practice.
- Effective liaison undertaken to have fruitful interaction with All Chambers of Commerce and Stock Exchanges.
- Ahmedabad, Bangalore and Hyderabad Chapters acquired office premises.
- National Seminar on Companies (Amendment) Bill, 1987 held in Delhi commemorating 40th Anniversary of India’s Independence.

1988
- Companies (Amendment) Act, 1988 recognises company secretary in whole-time practice and provides for certification of compliances for incorporation of a company, commencement of business and fulfilling of requirements of Schedule XIII pertaining to managerial appointment and remuneration by company secretary in whole-time practice. Also provides an exclusive area of practice for signing of Annual Returns of listed companies.
- Sixteenth National Convention held at Calcutta on: “Company Law—Emerging Trends” dedicated to 40th Anniversary of India’s Independence. Publication titled “Company Secretary-His Status, Rights and Responsibilities” released.
- Inauguration of newly acquired premises for Bangalore and Hyderabad Chapters.
- Changes introduced in Election Regulations providing for preferential system of voting by single transferable vote mainly in polling booths, voting of Council Members of each region by members of the region and canvassing by circulation of one letter as per Council guidelines.
- Independence Special Issue of Chartered Secretary released by Sam Pitroda on 1st August 1988.
- 50th Council meeting held on 31st December 1988 commemorated as Golden Jubilee meeting.
- October 1988 issue of 'Chartered Secretary' highlights twenty years of Institute from 1968.
- Participated in International Conference of Company Secretaries organised by Malaysian and Singapore Association of Chartered Secretaries Institute at Kuala Lumpur.
- Elections held for third elected Council and Regional Councils.

1989
- Special All India annual prize award instituted to commemorate centenary celebration of Pt. Jawaharlal Nehru’s birthday.
- British Oxygen Group secretaries from various countries visited Headquarters for interaction with Council.
- Seventeenth National Convention held at Bangalore.

1990
- Eighteenth National Convention held at Bombay inaugurated by Ex-Chief Justice of India.
- Introduction of Secretarial Audit for assisted companies by Manipur and Assam Industrial Development Corporations.
- Headquarter library strengthened with CCH Australia donation of case law books from few countries.
Memorandum of Understanding on professional exchange of views entered into with Institute of Corporate Secretaries of Pakistan.

President and Secretary participated in meeting of Asian Pacific Forum of six Asian countries and visited Malaysian Association and Singapore Association.

Investors Education Series, and Books on “Private Limited Companies – Dos and Don’ts” and Secretarial Standards on Toning up of The efficiency of the Secretarial and Share Department of companies in regard to transfer and transmission of securities were brought out.

Recognition to Company Secretaries under Import and Export Policy to certify the statements of Exports.

Visit of Pakistan Institute Vice-President and Chief Executive of Australian Body to ICSI Headquarters.

1991

Government initiated liberalisation measures which give a different thrust to the professional development.

Introduction of Secretarial Audit by Arunachal Pradesh Industrial Development Corporation and Gujarat Industrial Investment Corporation for assisted companies.

Recognition for doing Ph.D from Alagappa University given to company secretaries.

Monetary incentives by C&AG for their employees pursuing company secretaryship course.

Nineteenth National Convention held at Delhi.

Recognition of company secretary in practice for pre-certification of all documents to be filed with ROC.

Seven more banks maintain panels of practising company secretaries for certification of documents relating to charges.

Perspective plan for ten years published.

Jaipur Chapter office premises constructed and inaugurated by Union Minister of Communications.

1992

Recognition obtained for issuing certificates under FERA from RBI.

Participation in conference organised by Sri Lanka Association of Chartered Secretaries.

Twentieth National Convention and First International Conference held in Calcutta.

MOU entered for professional co-operation among Pakistan, Sri Lanka and India.

Representation to ICSI in Primary Market Committee of SEBI.

Silver Jubilee year celebrations for Institute's existence as section 25 company commenced on 4th October 1992 with special cancellation of postal covers, honouring of all Past Presidents and instrumental music on Mandolin by U. Srinivas & Party, inaugurated by Minister of State for Industry.

Release of silver coin with Institute emblem.

Goa, Pune and Ghaziabad Chapter office premises inaugurated.

Recognition of the profession under Section 44AA of the Income Tax Act.

1993

Companies Bill, 1993 to replace Companies Act, 1956 introduced providing secretarial compliance certificate for companies which are not required to appoint whole-time secretaries.

Seminar on Companies Bill, 1993 inaugurated by Minister of State for Law, Justice and Company Affairs.
Participation in MAICSA International Conference by President and Officiating Secretary at Kuala Lumpur.

Recognition of ICSI as a Research Institution under Section 35 of the Income Tax Act.

Recognition for doing Ph.D from Manonmanium Sundaranar University of Thirunelveli.

Foundation Course introduced replacing Preliminary examination for all 12th standard pass students and syllabus for Intermediate and Final examination rationalised and amended.

21st National Convention and 2nd International Conference held at Madras.

1994

22nd National Convention of Company Secretaries held at Goa.

Prof. Stephen Bristow, International President and M J Ainsworth, International Chief Executive of the Institute of Chartered Secretaries and Administrators, London visited the Institute’s Headquarters and had discussions on areas of mutual co-operation and interaction.

The Institute’s proposal to introduce Post Membership qualification course in Capital Markets and Financial Services approved by the Government.

Kakatiya University, Warangal, Andhra Pradesh, Kuvempu University, Shimoga District, Karnataka, North Maharashtra University, Jalgaon, Maharashtra, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Maharashtra, Rani Durgawati, Vishwavidyalaya, Jabalpur, Madhya Pradesh, Karnataka University, Dharwad, Karnataka recognized the CS course equivalent to Post Graduate Degree for doing Ph.D.

1995

A Memorandum of understanding signed with the Institute of Chartered Secretaries and Administrators, London at Jaipur to identify the areas of mutual interest and co-operation.

David Durham, Chief Executive of Companies House, London and David Walke, Asstt. Registrar of Companies for England and Wales visited the office of the Institute and had extensive discussions with the secretary and senior officers of the Institute on the functioning of the Registrar’s Office in the UK.

23rd National Convention of Company secretaries was held at Jaipur and inaugurated by Union Minister for Environment & Forest.

The Bhoomi Pooja for Research Centre at New Bombay (CCRT) held on 16th April, 1995.

1996

The 24th National Convention of Company Secretaries held at Calcutta.

A delegation from the Institute met the Hon’ble Finance Minister Mr. P. Chidambaram to apprise him of the areas where the services of Company Secretaries could be effectively utilised by the Corporate Sector and others.

The Building construction work of the CCRT, Mumbai completed and Vastu Puja performed in December 1996.

The Council of the Institute laid down the guidelines for constitution of the Satellite Chapters and accordingly set up 19 Satellite Chapters.

The President of the Institute nominated by the Government on the Working Group for the Companies Act.

The Perspective Planning Group constituted by the Council of the Institute.

1997

The Companies Bill, 1997 introduced in Rajya Sabha.

The Silver Jubilee National Convention and 3rd National Conference of Company Secretaries on the theme “Corporate Governance – Global Perspective” organised at Hyderabad.
A delegation of the Institute met Hon’ble Minister of State for Finance, Chairman SEBI, IDBI & National Stock Exchange and apprised them about the services being rendered by the Company Secretaries and also changes suggested by the Institute in the Working Draft of the Companies Bill.

The SEBI issued directives to all stock exchanges to amend the listing agreement *inter-alia* to provide for insistence by the company that Registrar and Share Transfer Agents produce a certificate from a CS in practice that all transfers have been completed within the stipulated time.

A MOU with National Law School of India University, Bangalore signed which provides for holding joint programmes, undertaking joint Research Projects etc. The University also recognizes CS qualification for the purpose of doing Ph.D

The ICSA, UK Division agrees in principle to recognize the holders of ICSI qualification for exemption from all but 3 of ICSA qualification scheme papers.

The Institute prepared and submitted to SEBI draft of model Bye-laws for stock exchanges.

1998

26th National Convention of Company Secretaries held at Pune which was attended by an all time high number of participants.

Union Minister of Law, Justice and Company Affairs visits and addresses to the Council of the Institute.

Golden Jubilee Celebration of India’s Commemoration Lecture on “Corporate Vision-21st Century” organised. The lecture was delivered by Hon’ble Mr. Justice M N Venkatachaliah, Chairperson National Human Rights Commission and former Chief Justice of India.

Signing of a MOU between ICSA, UK and ICSI providing agreement for mutual exemptions in certain papers.

The Company Secretaryship qualification recognized by Sambalpur University for registration for Ph.D.

ICSI Website launched.

First National Conference of Students of Company Secretaries Course held at Hyderabad.

1999

Introduction of the Companies (Second Amendment) Bill, 1999 in the Lok Sabha.


NSDL and CDSL allow Company Secretary in Practice to conduct internal audit of operations of participants relating to the depository operations.

The ICSI-CCRT Centre for Corporate Research and Training at Navi Mumbai inaugurated and dedicated to the Nation by Hon’ble Dr. Justice A S Anand, Chief Justice of India.

The 27th National Convention and 4th International Conference organised at Vigyan Bhavan, New Delhi.

First National Conference of Company Secretaries in Practice organised at Hyderabad.

Construction of ICSI’s New building at NOIDA completed.

2000

The Companies (Amendment) Act, 2000, enacted, ushering in a new era of good Corporate Governance, Investor Protection and Shareholder Democracy.
The Insertion of proviso to Sub-section (1) of Section 383A of the Companies Act, 1956 opens up a core area of practice for Company Secretaries.

Presentation by the Institute about the role of Company Secretaries in Corporate Governance at the Workshop organised by the Department of Company Affairs for interaction with the visiting team of Commonwealth Secretariat.

Memorandum of understanding between the three premier Professional Bodies in India i.e. ICSI, ICAI & ICWAI signed by the Presidents of the three Institutes to establish synergistic relationship between the three Institutes with a view to further strengthening their collective competencies and help to promote the image of their respective professions.

Constitution of Secretarial Standards Board to formulate Secretarial Standards and also integrate, harmonize and standardize the prevalent diverse secretarial practices.

28th National Convention and 5th International Conference organised at Kolkata on the theme “Second Generation Reforms and Beyond – An International Perspective”.

Purchase of ICSI-EIRC Building at Kolkata.

2001


Comprehensive Guidance Note on the Compliance Certificate brought out by the Institute released by Hon’ble Union Minister of Law, Justice & Company Affairs.

Massive task of recasting syllabus undertaken.

Implementation of New Syllabus from September 1.

Signing of a Memorandum of Understanding with Zee Interactive Learning Systems Ltd., with a view to making Company Secretaries IT Savvy and to impart computer education to students and members of the ICSI.

Central Vigilance Commissioner delivered the Foundation Day lecture on “Leveraging Information Technology for Corporate Excellence”.

Keeping with its commitment to benchmark good Corporate Governance practices, instituted “The ICSI National Award for Excellence in Corporate Governance” to be bestowed annually on a company adjudged by the Jury as front runner in adhering to the Corporate Governance norms in true letter and spirit. ICSI Life Time Achievement Award was also instituted to be conferred on one of the eminent corporate personalities for translating excellence in corporate governance into reality. Awards were also distributed to the Company Secretaries of Awardee Companies.

29th National Convention on the theme "Developments in Corporate and Cyberlaws — International Perspective" at Bangalore.

2002


Naresh Chandra Committee on Company Audit and Corporate Governance recommends provision for system of “pre-certification” and power to Central Government to direct ‘Compliance Audit’ by Company Secretaries.

Issuance of the Secretarial Standard on ‘General Meetings’ (SS-2).
Issuance of 'Guidance Note on Meetings of the Board of Directors', 'Guidance Note on General Meetings' and 'Guidance Note on Passing of Resolutions by Postal Ballot'.

34th Foundation Day lecture on the theme “Corporate Citizenship – Vision for the Future” delivered by Shri Vinod Dhall, IAS, Secretary, Department of Company Affairs.

30th National Convention of Company Secretaries on the theme “Repositioning the Profession in the Changing International Business Environment” at Ahmedabad.

Visit of Mr. John Ainsworth, Chief Executive, and Ms. Alison Ainsworth, Director, Professional Education, The Institute of Chartered Secretaries and Administrators (ICSA), London to ICSI Headquarters, New Delhi.

Organisation of 2nd ICSI National Award for Excellence in Corporate Governance function at Vigyan Bhawan, New Delhi. His excellency Shri Bhairon Singh Shekhawat, Hon’ble Vice President of India and Chief Guest of the function presented the Awards to the winners and delivered the key note address.

Recognition of Company Secretaries Qualification for doing Ph.D from Bhavnagar University, Gujarat and M.Phil from the University of Kashmir.

2003

Adoption of Vision Statement and Mission Statement by the Institute.

Recognition to Company Secretaries in Practice to issue certificate regarding compliance of conditions of Corporate Governance as stipulated in Clause 49 of the Listing Agreement.

Initiating of the process of introducing PMQ Course in Corporate Governance.

Issuance of the Secretarial Standard on Dividend (SS-3).

Issuance of Guidance Note on Dividend; Compliance Certificate; Certification under Investor Education and Protection Fund Rules; Code of Conduct for Company Secretaries.

Handbook on Internal Audit of Depository Participants (with Extensive Checklist).

Publication of Segmentwise Role of Company Secretaries.

31st National Convention of Company Secretaries on the theme Corporate Excellence and Professional Accountability at Agra.

35th Foundation Day Lecture by Shri Jagmohan, Hon’ble Union Minister of Tourism and Culture on the theme "Excellence through Good Governance".

Recognition of Company Secretary Qualification for doing Ph.D from Dayalbagh Educational Institute (Deemed University) Agra, U.P.; Punjabi University, Patiala, Punjab and TM Bhagalpur University, Bihar.

AICTE recognised the Company Secretary qualification for the purpose of recruitment as Director/Professor/Reader in AICTE approved institutions.

MOU with NISIET, Hyderabad to collaborate in the areas of training, research and information services for the professional development of working executives, academicians and students aspiring to be trained in the field of corporate laws, corporate governance, and statutory compliances by small scale enterprises.

Setting up of Investor Clinics, Professional Help Centres and appointment of Counsellors.

Organised 3rd "ICSI National Award for Excellence in Corporate Governance" function at Vigyan Bhawan, New Delhi. Shri L.K. Advani, the then Deputy Prime Minister and Chief Guest to the function presented Awards to the winners and delivered the key note address.

2004

SEBI issued revised Clause 49 of the listing agreement on October 29, 2004 authorising Company Secretaries in practice to issue certificate of compliance of conditions of Corporate Governance.
MOU with NALSAR University of Law, Hyderabad to collaborate in the area of holding workshops, educational programmes; undertaking joint research projects and holding joint conferences; exchange of faculties and recognising membership of the Institute as equivalent to Masters Degree for the purposes of pursuing Ph.D. in business law and corporate laws in NALSAR University.

Issuance of Guidance Note on Board’s Report.

Publication of books on : Mergers, Amalgamations and Takeovers — Law & Practice (Revised edition); Segmentwise Role of Company Secretaries. Are You a Director; Doing Business in Thailand; Referencer on Propounding Areas of Practice on CD ROM; Chartered Secretary on CD ROM (updated version).

Recognition of Company Secretary Qualification for doing Ph.D. from Bharathiar University, Coimbatore; NALSAR University of Law, Hyderabad; Banaras Hindu University, Varanasi; University of Madras, Chennai; Jiwaji University, Gwalior and Annamali University, Annamalai Nagar, Chidambaram, Tamil Nadu.


36th Foundation Day Lecture by Shri H R Bhardwaj, Hon’ble Minister of Law and Justice on the theme— Reforms in Indian Judicial System.


Organised the 4th ICSI National Award for Excellence in Corporate Governance at Vigyan Bhawan, New Delhi. Shri Prem Chand Gupta, Minister of Company Affairs, presented the Awards to winners.

2005

Company Secretaries (Amendment) Bill, 2005 passed by the Parliament.

Dr. J.J. Irani Committee on New Company Law submitted its Report.

Concept paper on Limited Liability Partnership Law released by the Ministry of Company Affairs.

Clause 49 of Listing Agreement authorising Company Secretaries in practice to issue Certificate of compliance of conditions of Corporate Governance.

Institute recognised under Investor Education and Protection fund.

International Federation of Company Secretaries approved by the Government.

Secretarial Standard on Registers and Records (SS-4) issued by the Institute.

Guidance Note on Corporate Governance Certificate issued by the Institute.

International Conference on India - Singapore : Forging Strategic Alliances and Building Successful Partnerships, organised jointly with SAICSA at Singapore.

New Satellite Chapters opened at Kolhapur, Alwar and Srinagar.

33rd National Convention organised at Chennai.

7th National Conference of Practising Company Secretaries organised at Mount Abu.

Foundation day and Silver Jubilee of Institute’s Recognition as statutory body, celebrated.

2006

Company Secretaries (Amendment) Act, 2006

Launch of MCA-21 – e-governance project and recognition to PCS for pre-certification of certain e-forms

Authorisation of Company Secretaries in Practice by NSE to issue Certifications regarding Compliances by Trading Members at par with Chartered Accountants
Authorisation of Company Secretaries in Practice by BSE to issue Net Worth Certificate to its trading Members

Qualified Practising Company Secretaries recognized by NSDL for Conducting Concurrent Audit of its participants

Organisation of 34th National Convention on the theme “Reshaping the Profession-Creating New Niches” held at Kolkata

Release of three New Publications titled Delisting of Securities Handbook on Arbitration and Alternate Dispute Resolution and Doing Business in Singapore on CD Rom

Release of 4th edition of Chartered secretary on CD ROM

Launch of PMQ Course in “Corporate Governance”

National Award for Excellence in Corporate Governance, 2005 presented by Shri Prem Chand Gupta, Hon’ble Minister of Company Affairs

Foundation Day Lecture by Mr. Wajahat Habibullah, Chief Information Commissioner, Central Information Commission on Promoting Professionalism through Right to Information Act.

International Federation of Company Secretaries – Third meeting held in Bangladesh.

Recognition of Company Secretary’s qualification for doing Ph.D. by Osmania University, Hyderabad and University of Bikaner, Bikaner.

International Conference on Exploiting Potential in Emerging Economies of the WTO : Forging Strategies Alliances and Building Strategic Partnerships organised jointly by the ICSI and ICPSK at Kenya.

Thirty three Investor Awareness Programmes organised under the aegis of IEPF, Ministry of Company Affairs

Chain National Workshops on Legal Compliance Management, organised jointly with Confederation of Indian Industries.

Organization of 3rd Meeting of IFCS.

Participation in 6 days Training Programme for CS at Kathmandu, Nepal.

Approval of International Standards as a topic for conducting joint research at ICSI-CCRT, Navi Mumbai.

Acceptance of Research Project on “Guidelines for Compliance under Competition Act 2002.”

2007

Launching of Web based e-learning Module for CS Foundation Programme

Implementation of New Syllabus for Company Secretaryship Course and change of nomenclature for different stages - from Foundation Course, Intermediate Course and Final Course to Foundation Programme, Executive Programme and Professional Programme respectively.

MOU with Symbosis International University for Training in Soft Skills to CS students.

MOU with BSE Training Institute.

Issuance of Secretarial Standard on Minutes (SS-5) and Secretarial Standard on Transmission (SS-6).


4th Meeting of IFCS at Mombassa, Kenya on 7th August 2007.

Recognition of CS Qualification as equivalent to Post Graduate Degree in Commerce and Management for pursuing Ph.D. by Madurai Kamraj University.

Recognition of CS Qualification as eligible qualification to pursue Ph.D by Devi Ahilya University, Indore
Members allowed to prefix their respective names with "CS".
Approval of a new training template for SMTP
Release of a Book on "Prohibition of Insider Trading– Law and Procedure".
Release of Practitioner’s Guide to Consumer Protection Law
Release of Chartered Secretary on CD ROM.
Organisation of National Seminar on Corporate Compliance Management sponsored with NFCG.
Foundation Day Lecture on the theme “Excellence through Strategic Turnaround” by Shri Lalu Prasad Yadav, Hon’ble Union Minister of Railways.
Organisation of ICSI-INSOL joint programmes at Mumbai & New Delhi.

2008
Implementation of New Syllabus for CS Executive/Professional Programme.
Implementation of Report of the Core Group on Strengthening of Regional Councils and Chapters.
Introduction of 24-Hour Helpline for students.
Guidelines for advertisement by Company Secretary in practice.
Guidelines for issuing compliance certificate and annual returns by Company Secretary in practice.
MoU with Capital Markets and Corporate Governance Institute (CMCGI) of the Capital Market Development Authority, Maldives.
MoU with IGNOU to introduce specialised B.Com with Major in Corporate Affairs and Administration and M.Com in Business Policy and Corporate Governance courses, exclusively for members and students of the Institute.
MoU with Associated Chambers of Commerce and Industry (ASSOCHAM), New Delhi, Federation of Andhra Pradesh Chambers of Commerce and Industry (FAPCCI), Hyderabad, Merchants Chamber of Commerce, Kolkata, Bangalore Chamber of Industry and Commerce (BCIC), Bangalore, Pitampur Adhyogik Sangthan (PAS), Indore, Indian Institute of Banking and Finance, Mumbai and Uru Industries Association (UIA), Raipur (Chhattisgarh).
Completion of a research study on Guidelines on Compliance of Competition Law by Enterprises awarded by the Competition Commission of India.
Completion of Compliance Manual for NSE.
SEBI authorised Practising Company Secretaries to carry out complete internal audit of stock brokers/trading members/clearing members on a half-yearly basis.
RBI authorised Practising Company Secretaries to issue diligence reports to all scheduled commercial banks in respect of companies assisted by banks through consortium/multiple banking arrangement.
One hundred Eleven Investor Awareness Programmes organised under IEPF.
ICSI Symposium on Vision India 2020 inaugurated by Dr. A P J Abdul Kalam, Former President of India.
36th National Convention of Company Secretaries on the theme of "Achieving Excellence through Innovation" at Goa.
9th National Conference of Practising Company Secretary on the Theme: “Be the Change You Want to Become”, at Bhuvaneswar".
Organisation of Executive Development Programme in collaboration with the Department of Public Enterprises.

Chain programmes on Due Diligence and Compliance Management.

Recognition of CS qualification by Mahatma Gandhi University, Kotayam as equivalent to Post Graduate degree for pursuing Ph.D. in commerce.

Recognition to Company Secretaries as Key Managerial Personnel along with CEO and CFO in Companies Bill, 2008

5th Meeting of IFCS at Panaji, Goa on 5th November, 2008

Organisation of ICSI National Award for Excellence in Corporate Governance, 2008 on 20th December 2008.

Setting up of ICSI Students Education Fund Trust to extend financial assistance to economically backward students with good academic record.

Organisation of International Conference on International Economics and Corporate Governance in Emerging Economies at Hong Kong on May 12, 2008.

Constitution of Indo-UK Task Force on Corporate Governance by the Ministry of Corporate Affairs.

Issuance of three new Secretarial Standards namely Passing of Resolutions by Circulation (SS-7), Affixing of Common Seal (SS-8) and Forfeiture of Share (SS-9).

Inclusion of Company Secretaries qualification as eligible criteria by the Financial Planning Standards Board, India to pursue its Certified Financial Planner Programme.

Institute co-partnered with Global Corporate Governance Forum in organising Corporate Governance Board Leadership programme on November 12, 2008 at New Delhi.

Institute's participation in Asian Roundtable on Corporate Governance organised by OECD in Hong Kong.

2009

MOU with the National Stock Exchange of India (NSE).

Enhancement of the limit of paid-up share capital from Rs. 2 Crores to Rs. 5 crores by the Central Government for compulsory appointment of whole-time company secretary w.e.f. March 15, 2009.


Webinar on 'International Financial Reporting System (IFRS): An Overview and Opportunities’ on August 22, 2009, through Reliance Webworld at 83 locations all over the country.

Issuance of Secretarial Standard on Board’s Report (SS-10).

37th National Convention of Company Secretaries on the theme “Lead Corporate India – Role of Company Secretary” on November 5-7, 2009 at Hyderabad.

2010

Corporate Secretaries International Association (CSIA) has been formed on March 22, 2010 at Paris with Chartered Secretaries Australia Ltd., The Hong Kong Institute of Chartered Secretaries, The Institute of Company Secretaries of India, The Malaysian Institute of Chartered Secretaries and Administrators, The Singapore Association of the Institute of Chartered Secretaries and Administrators, Southern African Institute of Chartered Secretaries & Administrators, The Institute of Chartered Secretaries and Administrators, UK, Institute of Chartered Secretaries & Administrators in Zimbabwe, as its founder members. Institute of Chartered Secretaries and
Administrators in Canada, Chartered Secretaries New Zealand Inc. and Society of Corporate Secretaries and Governance Professionals, Inc., USA joined the CSIA as affiliate members.

- 11th National Conference of Practising Company Secretaries on the theme “Spread Wings To Reach New Horizons” held on April 30-May 1, 2010 at Chandigarh.
- 38th National Convention of Company Secretaries on the theme “India Inc. and Inclusive Growth” held on September 2-4, 2010 at Kolkata.
- International Conference on the theme Planet, People and Profit: The New International Paradigm for Corporates Sustainability was held on May 27, 2010 at Zurich jointly with National foundation for Corporate Governance (NFCG).
- Roadshow on Compliance Certificate on IPO/FPO held at Mumbai on April, 2010.
- Institute participated in the meeting of Forum on Asian Insolvency Reforms organised by the Ministry of Corporate Affairs and Indian Institute of Corporate Affairs, on the theme Achieving Effective and Efficient Insolvency Regimes for Small and Medium Enterprises held in April, 2010 at New Delhi.
- The Institute organised Power Breakfast on Effective Boards for the Chairpersons and CEOs, Company Secretaries and Senior Management team of Indian companies on July 27, 2010 at New Delhi.
- Signed Memorandum of Understanding with MCX-Stock Exchange Ltd., Mumbai.
- Signed an MOU with Central Board of Excise and Customs (CBEC), Department of Revenue, Ministry of Finance, Government of India for setting up of Certified Facilitation Centre under ACES Project.
- The Institute participated in the MAICSA Annual Conference, 2010 held on July 19-20, 2010 at Kuala Lumpur on the theme Governance and Ethical Practices in the Board Room.
- ICSI-Knowledge Portal (ICSI-KP) was launched by Shri Salman Khurshid, Hon’ble Minister of Corporate Affairs and Minority Affairs (I/C) at 38th National Convention held on September 2-4, 2010 at Kolkata.
- The Institute co-hosted "OECD Asian Roundtable on Corporate Governance - Fighting Abusive Related Party Transactions in Asia Workshop on Implementation" in partnership with the Government of Japan, and with the participation of Ministry of Corporate Affairs and Securities and Exchange Board of India on October 25-26, 2010 at New Delhi.
- Institute represented as a member of the Indian delegation led by Mr. R. Bandyopadhyay, Secretary, Ministry of Corporate Affairs to Australia (Canberra and Sydney) during November 8-13, 2010.
- Recognition of CS Qualification by University of Kalyani, West Bengal for pursuing Ph.D.

2011

- ICSI Vision 2020 released.
- The Institute introduced E-MSOP – a web based training (WBT).
- The Council adopted top ten Goals to be achieved during the year 2011-14.
- The word "Chartered Secretary" registered under the Trade Marks Act, 1999.
- The Institute started issuing e-admit card and e-mark sheet to students and Annual Audited Accounts of the Institute.

2012

- Implementation of New Syllabus for Company Secretaryship Course.
- The Institute introduced e-SIP and e-EDP.
The Institute launched a Certificate Course on Valuation.
The Institute introduced Post Membership Qualification Course in Corporate Restructuring and Insolvency.
The Institute started Convocation for new members at all four Regions.
Recognition of CS Qualification for pursuing FPM (equivalent to PhD) by Rajiv Gandhi Indian Institute of Management, Shillong.
Recognition of CS Qualification for pursuing PhD by Mahatma Gandhi University, Meghalaya.
The Institute launched its Online Registration Services for students.

2013
The Institute launched Certified Banking Compliance Professional Course in association with Indian Institute of Banking and Finance (IIBF).
The Institute introduced OMR based examination for Foundation Programme.
ICSI Governance Research and Knowledge Foundation incorporated.
Institute signed Memorandum of Understanding with ICAI and ICMAI for setting up on Centre of Excellence for Quality and Ethics in Ajmer.
The Institute released a Primer on Companies Act, 2013.
The Institute launched e-library for Students.
The Institute established a Grievance Solutions Cell and a dedicated ‘grievance portal’ created for this purpose at www.icsi.edu.
Company Secretary recognised as Key Managerial Personnel (KMP) under the Companies Act, 2013.
Placement Portal launched.
Insurance Facility for Members.

2014
The study material converted into e-Books for Mobile and made available for download at the website of the Institute www.icsi.edu, free of cost.
Institute started a fortnightly e-journal called “e-CS Nitor” for sharing and dissemination of knowledge among the members and students on the emerging topics which are relevant to the profession.
The Institute launched Integrated Company Secretaryship Course on 12th July, 2014 at ICSI-CCGRT.
Institute introduced in house e-magazine “Sangachatmam”.
PCS recognised for pre-certification of e-forms filed under the Companies Act, 2013.
SS-1 on Board Meetings and SS-2 on General Meetings made mandatory under the Companies Act, 2013.
Annual Return Certification by PCS under the Companies Act, 2013.
Company Secretaries authorised to conduct Secretarial Audit of specified class of companies.
ICSI Governance Research and Knowledge Foundation incorporated.
PCS allowed to render attestation services such as Secretarial Audit and Annual Return Certification under LLP Mode.
ICSI Major Initiatives  
(2013 and 2014)

1. **Fully Online Money Receipts introduced**
   The Institute has introduced online payment facility for the students and members through debit / credit card and net banking for all the services.

2. **Off-line payment through On-line Challan**
   For the benefit of the students and members who are unable to use the online payment facility, they can make the payment through Challan generated from online system and submit the payment to Canara Bank.

3. **Delegation of Financial Powers**
   With a view to have faster decision making, delegation of Financial Powers for the HQ, Regional Offices and Chapters was introduced.

4. **Policy and Guidelines for Infrastructure of ICSI**
   Policy and Guidelines for infrastructure of ICSI were implemented w.e.f. April 1, 2013.

5. **Ajmer Site**
   Foundation stone was laid on January 28, 2014 on the land (24,000 sq. Yd.) acquired jointly by the three institutes (ICSI, ICAI, ICAoI) from Ajmer Development Authority.

6. **Hyderabad Site**
   Foundation Stone of Centre for Excellence at Hyderabad was laid on September 14, 2014

7. **Noida Office Premises being acquired.**
   Council has approved for purchase of premises (land with building having total construction area of 43000 sq. ft.), and formalities are being complied with local authorities.

8. **Land for 50 acre campus being pursued**
   Council has decided to purchase 50 acre of land in any of the States like Madhya Pradesh, Maharashtra, Gujarat and Rajasthan within 50 km from Airport.

9. **Faridabad Building project**
   Foundation stone was laid on 3rd August, 2014 and constructed is in progress.

10. **Scheme to bring back old students**
    Students who have passed the Intermediate Course/ Executive Programme Stage of CS Course under any syllabus and are not eligible for seeking Registration Denovo have been allowed to register for Professional Programme with the added benefit of corresponding paper-exemptions against the partial groups/ modules passed by them under Final Course/ Professional Programme Stage.

11. **CC done away with**
    The requirement of Coaching Completion Certificate has been discontinued, thereby giving more thrust on self-study.
12. **Scholarship for Students enhanced**
   The Institute created ICSI Students Education Fund Trust to encourage economically backward students with good academic records and to attract highly meritorious students to pursue CS Course. Under the existing scheme of the Trust, refunds of Registration Fee, Examination Fee, etc. are given to the students subject to certain minimum percentage of marks at the level of 10+2, Bachelor’s Degree and other qualifying examinations. In addition to the above, the Institute has introduced a Merit Scholarship Scheme to be operated through ICSI-Student Education Fund Trust.

13. **Fact book brought out**
   The Institute brought out a Fact book giving useful information about the functional areas of the Institute.

14. **New Company Law factored into Syllabus**
   In view of the provisions of the new Companies Act, 2013 and rules made thereunder having come into force from April 1, 2014, the Institute undertook a comprehensive revision of the study materials. Accordingly, the Institute revised Study materials for three stages i.e. Foundation Programme, Executive Programme and Professional Programme

15. **Fee remission in lieu of Study Material**
   The Institute converted study material into eBooks for Mobile and PDF format (Portable Document Format) and has been placed on the website of the Institute for Desktop users. There is a remission of Rs. 2,000/- to professional programme students and Rs. 1,500/- for Executive Programme students in the fee structure as charged at the time of registration to the students opting for softcopy of the study material and foregoing the physical hardcopy.

16. **CS included in 49A of listing regulations**
   Revised Clause 49 (XI)(A) authorises practising company secretary amongst other professionals to certify compliance of conditions of corporate governance as enumerated under clause 49 of equity listing agreement.

17. **PMQs on five special subjects planned**
   The Institute has decided to offer PMQs on five specialized subjects, namely, Banking Law and Practice; Insurance Law and Practice; Capital, Commodity and Money Market; Intellectual Property Rights – Law and Practice; and International Business – Law and Practice for its members.

18. **E-CS nitor introduced**
   ICSI has launched a fortnightly e-journal named “e-CS Nitor” for quick dispensation of knowledge to the CS professionals containing technical resources from the directorates of the Institute, articles of relevance for the profession from members, articles of thematic significance, readers’ column for exchange of ideas and views etc.

19. **Launch of PMQ Course in Competition Law**
   ICSI has launched the PMQ Course in Competition Law for its members with the object to provide knowledge in the area of legal, procedural and practical aspects of Competition Law. The course consists of two parts, viz., Part I and Part II. Part I of the course comprises of written examination in four papers. Part II of the Course comprises of 100 hours training.
20. **Videos on Soft Skills**

ICSI developed videos on soft skills to develop competency of its students in these areas. These are based on different skill sets and are of around 40 minutes duration each. The video presentation is a combination of lecture, graphics, film clips and text. These videos are available on ICSI Website.

21. **Student e-Bulletin**

ICSI provides regular academic and other updates to the students through two separate e-bulletins ‘Student Company Secretary’ and ‘CS Foundation Course Bulletin’ being sent to all students bimonthly. The e-bulletins are also uploaded on the website of the Institute for the students of the CS Course.

22. **E-bulletin for PMQ Course**

The Institute is offering PMQ courses in Corporate Governance and Corporate Restructuring & Insolvency and PMQ Course in Competition Law. Considering the present and prospective needs of the profession, the ICSI is bringing out e-bulletin exclusively for PMQ candidates on regular updates.

23. **PDF version of Chartered Secretary e-mailed**

With a view to provide the contents of the journal to our avid readers immediately upon finalization of the issue of the journal, a PDF version of Chartered Secretary is sent to all members and students by e-mail.

24. **Placement Portal launched**

The Institute launched Placement Portal providing free of cost online platform for Corporates and Members seeking jobs. Corporate looking for Company Secretaries can register themselves and post their requirements. Members searching for jobs can apply directly to the employers. The portal works “24x7” for benefit of Corporates and Members of the Institute.

25. **Launch of Online English Learning Programme for the students**

The Institute has launched a multi-vendor Online English Learning Programme to upgrade the English skills of the students of the Institute at affordable charges. It is voluntary for the students.

Students may subscribe to any Online English Learning Programme as per their choice through the link given on the home page of the website of the Institute (http://www.icsi.edu/OnlineEnglishLearningProgramme.aspx).

26. **Training Structure revamped**

The training structure for the students of Company Secretaryship Course has been revamped.

27. **Stipend to Trainees rationalized**

Minimum amount of stipend payable to the students of Company Secretaryship Course by the trainers during training period has been rationalized.

28. **Training Guide**

The Institute released a ‘Training Guide’ providing complete information on training, exemption and its procedural requirements applicable to both new and earlier training structure.
29. **Insurance Facility for Members**

The Institute signed an MOU with The New India Assurance Co. Ltd. to facilitate various insurance covers at competitive rates exclusively to the members, employees and students registered with the Institute through various insurance schemes.

30. **Rationalisation of Designation of Employees**

The employees of the Institute have been redesignated as is prevalent in Central Government.

31. **Review of HR Rules**

With a view to provide best services to its employees as is prevalent in other Government/Public Sector Undertakings for its effective functioning, the Institute has initiated review of ICSI Service Rules, 1979.

32. **Academic Faculty**

Institute has taken a decision to make recruitment of academic faculty i.e. Assistant Professors & Associate Professors.

33. **Training of Employees**

The Institute regularly impart training employees by sponsoring them for various training programmes, workshops, seminars including In-house training which was organised at National Institute of Financial Management, Faridabad.

34. **Induction Manual**

An Induction Manual covering the vital statistics, vision, mission, organisational structure, details of management team and activities being performed by various Directorates, Regional & Chapter Offices of the Institute has been brought out.

35. **Launch of In-house magazine ICSI-Sangachatwam**

The Institute brought out an In-house magazine ICSI-Sangachatwam to enable members of team ICSI to share their joyous occasions, interesting happenings in their families & other similar features.

36. **Guidelines on Retention and Weeding out of Records, 2014**

With a view to bring economy of space, efficiency in retrieval of documents and the need for storage of electronic data/information, the guidelines on retention and weeding out of records have been made effective from September, 2014.

37. **DAVP Rate obtained**

ICSI was empanelled with Directorate of Advertising and Visual Publicity (DAVP) for release of Print and Electronic Media Advertisements.

38. **Media Partnership**

The Institute engages some very popular Print and Electronic Media Houses as Media partners as part of its corporate communication strategy.

39. **New Advertisements**

New Print Media Advertisements were developed to boost the image of Company Secretaries in Corporates and the society with new taglines.
40. **Videos put on YouTube**

Videos of all ICSI Major events are uploaded on YouTube.

41. **CS Act reviewed by Srikrishna Committee**

The Council constituted a Committee under the chairmanship of Justice B N Srikrishna, Former Justice, Supreme Court to review the Company Secretaries Act, 1980. Some of the recommendations as approved by the Council have been submitted to MCA.

42. **CS Regulations reviewed**

Regulations Committee was constituted to review the Company Secretaries Regulations, 1982. The recommendations of the Committee, as approved by the Council, have been submitted to MCA.

43. **Disciplinary Orders disclosed**

The orders passed by the Disciplinary Committee and the Board of Discipline are regularly hosted on the website of the Institute.

44. **Council Committees rationalised**

Certain Committees were merged into existing / new Committees in order to rationalize the Committees.

45. **Fully Online Enrolment and Registration**

The Institute launched online services pertaining to registration and enrolment other services for the students such as de-novo registration, extension of registration, professional registration, switchover to new syllabus, change of elective subject, option for soft copy of study at the time of registration etc.

46. **IT System upgraded both in server capacity as well as networking**

With a view to meet the challenges related to performance of the online services, the Institute has upgraded its data center considerably in terms of server capacity and network bandwidth.

47. **Disaster Recovery Site Operational**

To meet the challenge of data security from any kind of disaster, the Institute has implemented a state of art and robust Disaster Recovery (DR) site.

48. **Computer Based Examination for Foundation Programme**

The Institute conducted its first Computer Based Examination (CBE) for CS Foundation Programme students for June, 2014 session.

49. **Open Book Examination for Electives**

The Institute, with the aim at inculcating and developing skills of critical and creative thinking along with analytical ability amongst the students, introduced ‘Open Book Examination’ in all the five elective subjects of CS Professional Programme (New Syllabus) from June, 2014 session of examination.

50. **OMR Based Examination for three subjects of Executive Programme**

The Institute has decided to introduce OMR based examination in three subjects of Executive Programme (New Syllabus), effective from December, 2014 session. Each paper shall be of three-hour duration carrying 100 marks and having 100 Multiple Choice Questions of one mark each. There will be no negative marking for wrong answers.
51. **Company Law popularised**

The Companies Act, 2013 was enacted replacing the nearly six decade old legislation. As a guardian, a company secretary is tasked with ensuring its compliance of Companies Act, 2013 and the Institute has taken several initiatives to build capacity and ease implementation as under:

(a) Capacity building programmes, workshops and seminars: Over 100 programmes/seminars/workshops have been organized on Companies Act, 2013 across the length and breadth of the country. Besides, many of Regional Councils/Chapters have conducted master classes/class room series on the various aspects of the new legislation.

(b) Creation of dedicated e-mail: To address difficulties being faced in the implementation of the Act, the Institute has created two dedicated e-mail ids - one to address the difficulties arising out of e-filing of forms and the second one to address difficulties in other areas. Several pertinent and relevant queries have been received on these email-ids. Some of the queries/operational difficulties require clarification from the Ministry of Corporate Affairs and these are being regularly taken up with the Ministry and the Ministry has been issuing clarifications on them. The Institute has prepared FAQs on the Companies Act, 2013 which are available on the website of the Institute.

(c) Publications: The Institute has brought out a number of publications on Companies Act, 2013. These include: (i) Circulars Notifications Orders Amendment Rules under Companies Act, 2013; (ii) Board Committees- A Handbook; (iii) Independent Directors A Handbook; (iv) Guidance Note on Annual Return; (v) Guidance note on Secretarial Audit; (vi) Corporate Social Responsibility An Engine for Inclusive Growth; (vii) FAQ’s on the Company Act, 2013; (viii) E Voting (Ready Reckoner); (ix) One Person Company (Ready Reckoner).

52. **Primer on Companies Act**

The Institute has developed comprehensive ‘Primer on Companies Act, 2013’ containing 16 videos of 30-35 minutes each on various aspects of the Act, which are available free of cost to anybody and everybody through web site of the Institute, YouTube at the link: http://www.youtube.com/user/icsicompaniesact2013.

53. **Restoration of (i) Appointment of CS through Rule 8A and (ii) Precertification**

The MCA exposed draft Rules in the month of September/October, 2013 for comments. However, the final Rules notified on 31st March, 2014, with regard to appointment of Key managerial Personnel were at variance from the draft rules exposed for public comments. Further, the requirement of pre-certification of a number of e-forms were also done away with.

After the Rules were notified by MCA, 15 representations were to made to the Ministry to relook at the rules with regard to appointment of key managerial personnel, secretarial audit for bigger companies, certification of annual return and to restore pre-certification of forms.

On 28th April, 2014, the MCA restored pre-certification by a Company Secretary in Practice, among others of a substantial number of e-forms notified under the Companies Act, 2013 and the Rules thereunder.

Another relief came with the Gazette notification dated on June 9, 2014, whereby under Rule 8A of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, providing that a company other than a company covered under rule 8 which has a paid up share capital of five crore rupees or more shall have a whole-time company secretary.
54. **Strategic Action Plan**

In tune with ICSI Vision 2020 and the Top Ten Goals, the Council adopted and implemented the Strategic Action Plan (SAP) 2013-14 covering the entire gamut of operations of the Institute, actionable delivery targets with defined responsibilities and concurrent timelines. The implementation of SAP was reviewed at two-day Strategy Meeting. The Council has also adopted and implemented Strategic Action Plan for the year 2014-15.

55. **Revised Syllabus Implemented**

The Institute has been making constant efforts to keep its students abreast of new developments taking place in the dynamic business environment and equip them to seize opportunities of emerging paradigm.

The Institute implemented new syllabus for Foundation, Executive and Professional Programmes, which is contemporary in approach and global in perspective. The new syllabus has been given contemporary spirit by incorporating Electives at the Professional Programme level.

56. **Certificate Course on Valuation**

The Institute launched a Certificate Course on Valuation, so as to build the skills and expertise of its members in carrying out the valuation assignment relevant to today’s business environment.

57. **E-library for students provided**

To support the student community across India and abroad to learn in a cost effective manner the Institute has launched multi vendor e-library for students on its website.

58. **Independent Directors Repository**

Independent Directors Repository, a Joint initiative of Three Professional Statutory Bodies, namely, The Institute of Chartered Accountants of India, The Institute of Company Secretaries of India and The Institute of Cost Accountants of India, under the active encouragement of the Ministry of Corporate Affairs, Government of India has been operationalised on August 11, 2014.

59. **Secretarial Standards**

The Secretarial Standard on Board of Directors (SS1) and Secretarial Standard on General Meetings (SS2), as finalised by the SSB and approved by the Council has been sent to Ministry of Corporate Affairs for approval.

60. **Full Time Integrated CS Course**

Centres of higher learning, adopt experiential teaching methods, thereby students are exposed to live work environment and appreciate underlying theoretical concepts and stand to gain wonderful insights. In tune with this and to create distinct CS Brand, the Institute has launched Integrated Company Secretaryship Course on 12th July, 2014 at ICSI-CCGRT.

61. **Memorandum of Understanding**

The launch of Certification courses in Banking and Insurance in association with Indian Institute of Banking and Finance (IIBF) and Insurance Institute of India (III) coupled with the introduction of electives, namely, Banking-Law and Practice, and Insurance Law and Practice, is intended to create a cadre of competent compliance and governance professionals out of our members and will hopefully lead to making these two vast and vital segments of economic growth, a happy hunting grounds for us in the long run.
62. **Tie up on MSME with Government of West Bengal**

The Institute has been constantly endeavouring to create synergy through entering into MOUs with stock exchanges, academic institutions and Chambers of Commerce. The Institute signed MOUs with IIBF, III, MSSEG\&T, West Bengal and other Chambers of Commerce and Institutions.

63. **Many Publications brought out**

As part of its capacity building initiatives, the Institute regularly undertakes research and brings out publications, the Institute brought out various research studies, Guidance Notes and publications of interest to professionals, corporates, regulators and academia.

64. **ICSI Governance Foundation incorporated**

ICSI Governance Research and Knowledge Foundation was incorporated under section 25 of Companies Act, 1956.

65. **Business Models for ROs and COs being developed**

66. **Grievance Redressal Portal**

The Institute has set up a Grievance Solutions Cell and a dedicated ‘grievance portal’ has been created for this purpose at www.icsi.edu and apart from this, stakeholders have an option to use dedicated e-mail id grievance.solutions@icsi.edu.
The CS Profession in place for over 46 years now has undergone major metamorphosis in terms of the profile of Company Secretaries and the content of services provided to the corporate world. The Companies Act, 2013 which has brought about sea changes in the governance architecture of the companies and has accorded an exalted position to company secretaries. It has opened up many pathways for them in the form of Secretarial Audit, Registered Valuers, Key Managerial Personnel, Interim / Company Administrator in the process of corporate restructuring / insolvency and other associated areas.

There is no denying the fact that we live in a wireless but integrated flat world which provides simultaneously both the opportunities and challenges for professionals as never witnessed before, more so for the profession of Company Secretaries. This emerging scenario requires Company Secretaries to do competency mapping at regular intervals, to remain relevant at all times and to deliver cutting edge services. They need to be proactive in their dealings with the clients, display professionalism, to lead the change and convert the challenges into opportunities. Identification of opportunities and calibration of competencies, through effective and continuous bench marking should go hand in hand with real time response, which calls for effective knowledge management. The need of the day is to build network of firms of Company Secretaries to bring together specialists for providing one stop solution for all corporate needs.

Fusion of technology with knowledge towards building high caliber regulated professionals to meet the need of corporate India will definitely place the Institute many steps ahead of others in the future to come.
**Articles**

Making Our Workplace a Better Place 1  
*CS Saurabh Jain*

Power of Positive Attitude 4  
*CS Deepa Khatri*

Healing Self 6  
*CS Disha Kant*

The 7 Habits of Highly Effective People 9  
*CS Nishita Singhal*

Religion and Benevolence 12  
*CS Sudhir Kumar Saklani*

Impact of Stress Management on Human Competencies 14  
*Mahesh Kumar Airan*

From Conflict to Real Consensus 17  
*CS Arpita Agrawal*

Climbing up the Ladder towards Self Actualization 21  
*Akansha Rawat*
MAKING OUR WORKPLACE A BETTER PLACE

CS SAURABH JAIN*

Let us begin with a story, very long ago in a small far away village, there was a place known as the house of a 100 mirrors. A small, happy little dog found out about this place and decided to visit. He was so excited when he found the place. He looked through the doorway with his ears lifted high and his tail wagging as fast as it could. When he entered into the living room, to his surprise, he found himself staring at 1000 other happy little dogs with their tails wagging just as fast as his. He smiled a great smile, and was answered back with 1000 great smiles, just as warm and friendly as his. He left the house, he thought to himself. This is a wonderful place, I want to come back and visit often. Now in the same village, there is another little dog. This one was not quite as happy as the first one. And, he decided to visit the house too. When he found the house, he slowly climbed the stairs and hung his head low as he looked into the door. When he got to the living room, he saw 1000 dogs staring back at him unexcited. He growled at them and was horrified to see 1000 dogs growling back at him just as mean as he. As he left, he told himself, that was a horrible place, I would never want to go back there again. People around us are just like mirrors. Do you like what you see in the mirrors around you?

Before you begin to read any further I want you to remember a line from the famous Cadbury’s Dairy Milk commercial which went something like, "kuch khaas hai hum sabhi mein". In our daily office lives we often come across bosses who never seem to appreciate anything we do, whatever hard we try, there are colleagues who bite at our back, who leave no chance to ridicule our bright ideas or who have the habit of nagging around every time. These are some “UNWANTED” people whom we have to cope up with as we do not have the option to change or choose our colleagues.

Psychologists classify such “UNWANTED” people into ten categories as under:

1. **Tank** – People who are confrontational, pointed and angry, they are the ultimate in pushy behaviour.
2. **Sniper** – People who pass rude comments, exhibit sarcastic behaviour and attempt to make others look foolish all the time.
3. **Grenade** – People who are usually calm but occasionally explode into uncontrolled violence.
4. **Know-it-all** – Such people have low tolerance for correction and contradictions.
5. **Think-They-Know-It-All** – Such people attempt to fool some or all of the people most of the time in an attempt to get attention.

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6. **Yes Person** – People who say “yes” without thinking things through in an attempt to please and avoid confrontation.

7. **Maybe Person** – Procrastinates in hope that a better choice will present itself.

8. **Noting Person** – Such people do not react to anything they provide no verbal or non-verbal feedback.

9. **NO Person** – Such people are above to defeat big ideas with a single syllable and are very deadly to morale.

10. **Whiner** – People who feel overwhelmed by an unfair world, they will always be sharing their problems as if the others have no problem at all.

Dealing with such people on a daily basis can be quite strenuous and damaging to one’s mental and physical wellbeing. In extreme cases the unwanted list may also include persons who resort to physical abuse at the slightest provocation. The best way to deal with such unwanted colleagues is to maintain your calm, for a calm mind can overcome even a storm. If that does not work, think of that person as a mentally sick person, greatly in need of help, wear your best smile and do not react to his or her provocative behaviour. As said in the super hit movie Lage Raho Munna Bhai, resort to ‘Gandhigiri’. Pray to god to help the sick person, request others to treat such person with sympathy and care and gradually you are definite to see a sea change in the attitude of such person. If nothing else works, expose the person, bring his or her misdeeds to the notice of the people around you.

There may be people working in the organisation for decades together, may be they joined the organisation even before you started going to school. Such people are master of their trade and know their job well. They become cranky and chronic complainers, the need is to treat them nicely, say a few good words about the job well done, recognise their good work and this is all they need to get themselves off the unwanted list.

Remember you cannot change how others behave but you always have the option to change the way you deal with people and they will need to learn new ways to deal with you. Once you know what needs to be done and how to do, you will be able to take charge of an unpleasant situation and redirect its result.

Never make the serious mistake of assuming that all other people are just like you, and never expect them to act the way you expect them to. Never make assumptions, for you may not always be correct. Every behaviour has an intent or purpose and that intent is to fulfil. People do what they do based on what seems to be most important for any given moment. They behave in a particular manner either to get the job done, or to get the job done right, to get along with people or to get appreciation from people.

The greatest hurdle with dealing with people is lack of trust. This trust can be built by sharing experiences over time, understanding the unique attributes of team members and spending social time together. When faced with a conflict always debate “issues” and not personalities.

Just as certainly some people bring out the best in you, some people bring out the worst in you. Learn to LISTEN to your team. Maintain eye contact when speaking to your team members. Do not interrupt the other person while he is speaking, focus on points of agreement do away with any possible interruptions such as the constant ringing of the cell phone.

Before we end here is a quick list of some practical things that one can do to make the workplace a better place for everyone-

1. Change your mindset
2. Know your Bosses’ style
3. Communicate
4. Be reliable
5. Learn how to use the boss’s time well
6. Learn to co-operate
7. Move from being efficient to being effective
8. Be willing to grow and pay the price
9. List your goals
10. Ensure punctuality
11. Act with integrity
12. Practice time management
13. Update your knowledge
14. Enhance your presentation skills
15. Respect others
16. Avoid procrastination
17. Seek feedback
18. Talk to your Boss
19. Learn, unlearn and re-learn
20. Respect your spouse
21. Spend time with your children
22. Stay physically fit
23. Stay updated on what’s happening around
24. Manage your expenses
25. Take a break
26. Learn a new skill
27. Do one good deed a day
28. Engage in charity
29. Read autobiographies of world leaders
30. Be patient
31. Inculcate Integrity, Trust and Transparency
32. Genuinely care for the people who you work with
33. Inspire people to act

Forgive your enemies. It messes with their minds. Don’t run behind success, run behind excellence, and success will run behind you. Remember, silence is sometimes the best answer. Remember you are a special person, “Kuch Khaas hai hum sabhi mein”. And this holds true for everyone around us. Life is not about win or lose, its all about bus raho khush. Jee lo jeevan jee bhar ke. Sapno ke liye jee lo, maksad ke liye jee lo. Jee lo jeevan jee bhar ke.
POWER OF POSITIVE ATTITUDE

CS DEEPA KHATRI*

“Keep your face always toward the sunshine - and shadows will fall behind you.”

— Walt Whitman

Take charge of your mind, since it is the mind that can bring happiness and at the same time can bring tears in your eyes. Control it well when you face some difficult situations. When things are not in your favour, just pause, give some time, be patient and the situation will automatically come under your control. No relation, no words, no situation can bother you without your permission. It needs an entry through your mind. If you allow them to enter, you will definitely feel disturbed. And if the entry is restricted, they will go from outside leaving you undisturbed. Once you realize this, you will understand that it is not the others rather it is your own mind which is the root cause of all your botherations.

“Watch your thoughts, they become words, watch your words, they become actions, watch your actions they become habits, watch your habits they become your character, watch your character it become your destiny.....”. Beware of your thoughts, it can take to your destiny and can change your life forever. Always have a positive thought and a positive outlook in life.

When you form the habit of searching for the positive in every circumstance, your life will move to the highest dimension. By controlling the thoughts that you think and the way you respond to the events of your life, you begin to control your destiny.

A positive attitude helps you cope more easily with the daily affairs of life. It brings optimism into your life, and makes it easier to avoid worries and negative thinking. If you adopt it as a way of life, it will bring constructive changes into your life, and makes them happier, brighter and more successful.

Positive attitude manifests in the following ways:

• Positive thinking.
• Constructive thinking.
• Creative thinking.
• Optimism.
• The motivation and energy to do things and accomplish goals.
• An attitude of happiness.

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A short story on the mind and the thoughts:

“During a research experiment a marine biologist placed a shark into a large holding tank and then released several small bait fish into the tank.

As you would expect, the shark quickly swam around the tank, attacked and ate the smaller fish.

The marine biologist then inserted a strong piece of clear fiberglass into the tank, creating two separate partitions. She then put the shark on one side of the fiberglass and a new set of bait fish on the other.

Again, the shark quickly attacked. This time, however, the shark slammed into the fiberglass divider and bounced off. Undeterred, the shark kept repeating this behavior every few minutes to no avail. Meanwhile, the bait fish swam around unharmed in the second partition. Eventually, about an hour into the experiment, the shark gave up.

This experiment was repeated several dozen times over the next few weeks. Each time, the shark got less aggressive and made fewer attempts to attack the bait fish, until eventually the shark got tired of hitting the fiberglass divider and simply stopped attacking altogether.

The marine biologist then removed the fiberglass divider, but the shark didn’t attack. The shark was trained to believe a barrier existed between it and the bait fish, so the bait fish swam wherever they wished, free from harm.

*The moral*: Many of us, after experiencing setbacks and failures, emotionally give up and stop trying. Like the shark in the story, we believe that because we were unsuccessful in the past, we will always be unsuccessful. In other words, we continue to see a barrier in our heads, even when no ‘real’ barrier exists between where we are and where we want to go."

With a positive attitude you see the bright side of life, become optimistic, and expect the best to happen. It is certainly a state of mind that is well worth developing.
HEALING SELF

CS DISHA KANT*

Every special occasion in our life, marks a milestone in our achievements. There are certain milestones where we are prone to commit ourselves of doing something which we are always willing to do, but unfortunately, commitment is not equivalent to accomplishment.

Guessing what are those commitments?

- Not eating too much of junk food
- Taking more sleep
- Losing weight
- Not watching junk Television
- Exercising daily
- Visiting atleast ten new places
- Pursue passion

Soon and so forth, the list goes on.

All this comes down to one big thing adding to stress, unaccomplished personal commitments do nothing but add to the stressful mind, body and self. The results are reflected in your work performance, emotional performance and ultimately disturbance in the work life balance.

So how do we satisfy our commitments with the time constraints?

The powerful tool of Sun Salutation i.e. Surya Namashkar is a sequence of yoga postures which are good measure to keep the body in shape and the mind calm and healthy. It is an age-old yogic practice, a comprehensive exercise, which contributes to mental, emotional, physical, and spiritual well-being. The namashkar is an obeisance to the Sun God or Surya. Surya namashkar is normally performed early in the morning, at daybreak, or in the evening, when the sun is setting. It is accompanied by a specific breathing pattern and chanting of mantras. This is a complete body workout, a set of 12 powerful yoga asanas (postures) that provide a good cardiovascular workout.

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Surya Namaskar is best done early morning on an empty stomach. The 12 yoga postures in Surya Namaskar are:

1. Pranamasana (Salutation posture)
2. Hasta Uttanasana (Raised arm posture)
3. Padahastasana (Hand-to-foot posture)
4. Ashwa Sanchalanasana (Equestrian posture)
5. Parvatasana (Mountain posture)
6. Ashtanga Namaskara (Salutation with eight limbs)
7. Bhujangasana (Cobra posture)
8. Parvatasana (Mountain posture)
9. Ashwa Sanchalanasana (Equestrian posture)
10. Padahastasana (Hand-to-foot posture)
11. Hasta Uttanasana (Raised arm posture)
12. Pranamasana (Salutation posture)

Surya Namaskar is considered a complete exercise that immensely benefits your physical as well as mental health.

If you are a beginner then you can start with two to four rounds of Surya Namaskar daily and gradually increase the number. Ideally, it is recommended to do at least 12 rounds per day. Here are some of the health benefits of Surya Namaskar.

1. **Good for Your Muscles and Joints**: Surya Namaskar is good for the joints as well as for the muscles. It is especially good for shoulder, neck and leg muscles. When done correctly, it also improves posture and balance. Plus, it improves flexibility in the spine and limbs, and can also help increase height.

2. **Improves Digestion**: The sequence of yoga postures in Surya Namaskar is good for the digestive system. It helps increase blood flow to the digestive tract and stimulate intestinal action for smooth digestion as well as elimination. Plus, it can help to get rid of constipation and dyspepsia.
3. **Treats Insomnia**: This yoga exercise can be of great help to cope up with insomnia and other sleep-related disorders. The unique combination of relaxing physical exercises and breathing techniques, helps calm the mind as well as the body. This in turn helps to promote sound sleep and increase sleep efficiency as well as total sleep time.

4. **Controls Diabetes**: Surya Namaskar is also beneficial for those who suffer from diabetes. Some of the yoga postures help stimulate the pancreas by exerting pressure on it as well as improves the production and use of insulin. Plus, it improves blood flow throughout the body.

5. **Reduces Stress and Anxiety**: As Surya Namaskar helps reduce tension buildup and promotes relaxation of the whole body, it is considered very effective for people suffering from stress, anxiety and even depression. It helps reduce the stress, which can make one feel stressed and depressed. Plus, it increases the production of “feel good” neurotransmitters like serotonin.

We have actually learned to replace our passions with duties and obligations. Learn to take care of yourself. Explore your pleasures and passions, take out time each day to do something you are passionate about or that brings you pleasure. Surya Namashkar will definitely rejuvenate your stressed spirits and spread the wellness around.

It is said that “Healing yourself is connected with healing others”.


"To change ourselves effectively, we first had to change our perceptions."

Stephen R. Covey in his famous book "The 7 Habits of highly Effective People" identifies seven habits shared by all truly effective people. None of us is born effective, but fortunately, we can learn these habits. The collective experience of the ages has shown that acquiring these habits gives us the character to succeed. Here is a summary of the book describing 7 habits of highly effective people.

The “7 Habits of Highly Effective People” is an inside-out approach to becoming a more effective person based on universal principles and places great importance on one’s character. The inside-out approach means that all change must begin within yourself and your character. Our character, basically, is a composite of our habits. Because they are consistent, often unconscious patterns, habits constantly express our character and produce our effectiveness - or our ineffectiveness. In the words of Aristotle, "We are what we repeatedly do. Excellence, then, is not an act, but a habit."

The solution to becoming truly effective is to learn to solve personal and professional problems with an integrated and principle-centred approach. In other words the decisions you make personally and professionally should come from the same set of core values. The book focuses on developing this core set of values and principles so that it becomes easier to use them to make decisions and find solutions for problems. As a result you become a effective person in all aspects of your life.

Success is a function of public image, of attitudes and behaviors, of skills that lubricate the process of human interaction. I don’t say these skills are unimportant. But they are secondary.

Changing our habits to improve what we are, can be a painful process. So, it must be motivated by a higher purpose, and by the willingness to subordinate what you think you want now for what you know you want later. Acquiring the seven habits of effectiveness takes us through the following stages of character development.

**Private Victory**

Habits 1 through 3 make up the “private victory” - where we go from dependence to independence by taking responsibility for our own lives.

**Public Victory**

Acquiring habits 4 through 6 is our "public victory". 

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Interdependence

Once independent, we learn to be interdependent, to succeed with other people

Renew and Maintain

The seventh habit makes all the others possible – periodically renewing ourselves in mind, body, and spirit.

Habit 1: Be Proactive - “I am free to choose and am responsible for my choices.”

Being proactive means accepting that as human beings we are fully responsible for our own lives. Our behavior and our actions are the result of our choices, not our conditions. To be effective we need to focus our time and energy.

The things we are concerned with can be seen as our “Circle of Concern”. There are things we can do something about, that can be described as our “Circle of Influence”.

— When we focus our time and energy in our Circle of Concern, but outside our Circle of Influence, we are not being effective.

— Being proactive helps us expand our Circle of Influence.

— The essence here is to “work on things you can do something about”.

Habit 2: Begin With the End in Mind – “Mental creation precedes physical creation”

All things are created twice. We create them first in our minds, and then we work to bring them into physical existence. By taking control of our own first creation, we can write or re-write our own scripts, thus taking some control and responsibility for the outcome.

Habit 3: Put First Things First – “Effectiveness requires the integrity to act on your priorities.”

Time management is an essential skill for personal management. The essence of time management is to organize and execute around priorities. Methods of time management have developed over time. A matrix can be made of the characteristics of activities, classifying them as urgent or not urgent, important or not important.

<table>
<thead>
<tr>
<th></th>
<th>Important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent</td>
<td>Quadrant I</td>
<td>Quadrant III</td>
</tr>
<tr>
<td>Not Urgent</td>
<td>Quadrant II</td>
<td>Quadrant IV</td>
</tr>
</tbody>
</table>

— List the activities screaming for action as “Urgent”.

— List the activities contributing to your mission, value or high-priority goals as “Important”.

Habit 4: Think Win-Win – “Effective, long-term relationships require mutual respect and mutual benefit.”

The most important ingredient we put into any relationship is not what we say or do, but who we are. If our words and actions come from superficial human relation techniques (the Personality Ethic) rather than from our inner core (the Character Ethic), others will sense that duplicity.
Interdependence opens worlds of possibilities for deep, meaningful associations, greater productivity, service, contribution and growth. It also exposes us to greater pain. In order to receive the benefits of interdependence, we need to create and care for the relationships that are the source of the benefits. We need to look for or create a win/win situation.

Habit 5: Seek First to Understand then to be understood – “To communicate effectively, we must first understand each other.”

We often prescribe before making a proper diagnosis when communicating. We should first take the time to deeply understand the problems presented to us.

— The real key to influence is example — your actual conduct.
— Your private performance must square with your public performance.

Unless people trust you and believe you understand them, they will be too angry, defensive, guilty or afraid to be influenced. Skills of empathic listening must be built on a character that inspires openness and trust and high emotional bank accounts.

Habit 6: Synergize – “The whole is greater than the sum of its parts.”

The exercise of the other habits prepares us for synergy. Synergy means the whole is greater than the sum of its parts. The essence of synergy is to value differences – to respect them, to build on strengths, and to compensate for weaknesses. The way to achieve synergy is through the creative process, which is terrifying, because you never know where the creative process will lead you.

Habit 7: Sharpen the Saw – “To maintain and increase effectiveness, we must renew ourselves in body, heart, mind, and spirit.”

Suppose you came upon someone in the woods working to saw down a tree. He is exhausted from working for hours. You suggest him to take a break to sharpen the saw.

Same goes for everyone. Take the time to sharpen the saw.

— By renewing the four dimensions of your nature — physical, spiritual, mental and social/emotional, you can work more quickly and effortlessly.

To do this, we must be proactive. This is a Quadrant II (important, not urgent) activity that must be acted on. It’s at the center of our Circle of Influence, so we must do it for ourselves.

"Sow a thought, reap an action; sow an action, reap a habit; sow a habit, reap a character; sow a character, reap a destiny.”
RELIGION AND BENEVOLENCE

CS SUDHIR KUMAR SAKLANI*

India is a pluralistic and multi-cultural society. Here many faiths and belief systems regulate the life of individuals. The Hinduism is the religion of the vast majority of the people though India is not a Hindu society. We have Buddhism, Sikhism, Jainism, Bhakti cult, Sufi tradition as well as Islam and Christianity. Many religious gurus, law-givers, social reformers and statesmen have come to guide and influence the life and culture of Indians. The Mahabharata, the Ramayana, the Bhagvad Gita as well as the Quran, the Bible, the Guru Bani, etc., have molded the thinking pattern and consciousness of Indians.

This consciousness is developed with the help of values; Tyaga (renunciation), dana (liberal giving), nishtha (dedication), satya (truth), ahimsa (non-violence) and upeksha (forbearance) are the foundations for the Indian values system.

We have to learn from the hoary past for these human values. The values have to be imbibed in our life. These values speak of renunciation, liberal giving, dedication, truth, non-violence and forbearance. "Serving humanity is the real service of Almighty". Our religious teachings also impose a duty upon every person to serve the society.

These values take away man’s baser instincts such as lust, anger, greed, ego, hatred, animosity, etc. It illuminates him with wisdom and makes him inclined towards purity, drawing out his love of universal brotherhood towards man.

Violence has never been eliminated by violence and can only be overcome with love. Falsehood will not be removed by falsehood just as darkness cannot be removed by darkness; it can only be removed by light.

This is the contribution of values to man’s life. It lights the lamp of love in place of the darkness of ignorance and spreads the light of love.

Even all religions speak of human welfare. The Sanatan Dharma, for instance, goes to the extent of declining

\[
\text{सर्वं भवत्तु सुखिनः सर्वं सन्तु निरामयः ।}
\]
\[
\text{सर्वं भद्राणि पश्यन्तु मा कशिचेदुःखागभवेत् ॥}
\]

(May all live in happiness; may all keep away from illusions and delusions and may they look at beautiful things and may no one suffer).

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Religion and Benevolence

The Dhammapada says:

Nahi verena verani – sammanti’dha kudacancam
Averenacasammanti – esa dhammo sanantano

(Animosity never reduces animosity in this world; animosity can only be ended by friendship – this is the eternal principle).

The Bible says, “Love your enemies and pray for those who trouble you”

The Koran Majid asserts, “Good and evil are not similar. You return evil with good. Thus, even if there was animosity between you and another, he will become your close friend.”

What a similarity there is in all these lines taken from different texts and what harmony of thoughts!

All religions teach man to walk on the path of humanity and all religions teach mankind to follow human values like truth, love compassion, non-violence and benevolence!

The benevolence is a social cause which we inherit from our ancestors. We carry forward the legacy of our ancestor, who always stands as helping hand at the time of distress or need. We live in the country, which promptly ready to assist the downtrodden despite its cultural diversity.

The healing of one’s wound is the virtue of humanity. The bloodhounds are not only the wars, but the natural calamities are also. They may create disaster, at that time only the human values can do some integrity to society by helping each others.

At last, I wish to excerpt Swami Vivekananda, it is not the receiver that is blessed, but it is the giver…
IMPACT OF STRESS MANAGEMENT ON HUMAN COMPETENCIES

MAHESH KUMAR AIRAN*

“Remember that stress doesn’t come from what’s going on in your life. It comes from your thoughts about what’s going on in your life.”

Andrew Bernstein

Introduction

Stress may be considered as any physical, chemical, or emotional factor that causes bodily or mental unrest and that may be a factor in causing disease. Physical and chemical factors include trauma, infections, toxins, illnesses and injuries of any sort. Emotional causes of stress and tension are numerous and varied. If stress disrupts body balance and function, then is all stress bad? Not necessarily. A mild degree of stress and tension can sometimes be beneficial. For example, feeling mildly stressed when carrying out a project or assignment often compels us to do a good job, focus better and work energetically.

Stress produces numerous physical and mental symptoms which vary according to each individual's situational factors. These can include physical health decline as well as depression. The process of stress management is key to a happy and successful life in modern society. Although, life provides numerous demands that can prove difficult to handle but stress management provides a number of ways to manage anxiety and maintain overall well-being.

How to live a stress free life?

There are a variety of steps one can take to reduce both overall stress levels and the stress that one find on the job and at the workplace. These include:

• *Recognize warning signs of excessive stress at work*: Symptoms of excessive job and workplace stress are feeling anxious, irritable, or depressed, apathy, loss of interest in work, sleeping problem, fatigue, trouble concentrating, muscle tension or headaches, stomach problems, social withdrawal. If one ignores the warning signs of work stress, he/she can lead to bigger problems.

• *Reduce job stress by taking care of our self*: When stress at work interferes with our ability to perform in the job, managing our personal lives, or adversely impacts our health, it’s time to take action. We can start by paying attention to our physical and emotional health. When our own needs are taken care of, we are stronger and more resilient to stress. The better one

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feels, the better equipped one will be to manage work stress without becoming overwhelmed. One should try to adopt the following strategies to fit himself:

- Get moving
- Make food choices that keep you going
- Drink alcohol in moderation and avoid nicotine
- Get enough sleep
- Get support

• Reduce job stress by prioritizing and organizing the regular task

  o Time management tips for reducing job stress are as under:
    - Create a balanced schedule
    - Don’t over-commit yourself
    - Try to leave earlier in the morning
    - Plan regular breaks

  o Task management tips for reducing job stress are:
    - Prioritize tasks
    - Break projects into small steps
    - Delegate responsibility
    - Be willing to compromise

• Reduce job stress by improving emotional intelligence: Emotional intelligence in the workplace has four major components:
  - Self-awareness
  - Self-management
  - Social awareness
  - Relationship management

• Learn how managers or employers can reduce job stress: There are a number of organizational changes that managers and employers can make to reduce workplace stress. These include:
  - Improve Communication
  - Consult your employees
  - Cultivate a friendly social climate

The literature on stress management usually refers to time management to some extent, as one of a range of measures that can be taken to minimize or reduce stress. There is still a tendency to focus on the physical manifestation of stress rather than the mental precursors – the former is somewhat more visible and easier to quantify in terms of impact. There are certain important ways and means through which stress can be managed in any organization. Some of the ways are as under:

• Conduct a simple, regular stress audit for preventive purposes.
• Make explicit stress management standards in the organization. Make it acceptable for people to talk about issues related to stress.
Recognize employees who abide by the expected standards – let them understand through clear feedback that you like what they do. Employees who fail to observe the standards need to be given help.

It is a common argument that ‘a fit worker is productive worker’. It has become a universal realization that modern organizational practice has increased chances of stress breakthrough among employees and it’s becoming crucial for managers to identify sources and formulate strategies to reduce it. It is argued that stress can be good as well as bad however; bad stress is what causes adverse effects in employee’s productivity. Bad stress is a mismatch between a person’s self-image, their attributes and talents and organizational environment they work in. Moreover, ‘burn out’ is taken as the extreme form of stress that is a stress syndrome characterized by emotional exhaustion, depersonalization and reduced personal accomplishment. A successful approach requires that managers be willing to look at organisational stressors as well as employee- directed strategies and programmes.

Ms. Kelly McGonical, a Health Psychologist by profession, at a conference in Edinburgh cited a recent study by the scientists from the University of Wisconsin-Madison. The study spans over 8 years and shows that 1,82,000 people died prematurely from the belief that stress was bad for them. Another paper cited by Ms. McGonical on ‘Improving Acute Stress Responses: The Power of Reappraisal’ published by scientists at Harvard’s department of psychology states that treating common stress responses as a positive, might even be literally good for the Heart. Another study on ‘Giving to Others and the Association between Stress and Mortality’ found that spending time socializing and caring for others can also create stress-related resilience.

The harmful effects of stress on health are not inevitable. “How you think and how you act can transform your experience of stress. When you choose to view your stress response as helpful, you create the biology of courage and when you choose to connect with others under stress, you can create resilience.” A simple formula to live stress free and happy life is ‘Never hurry and never worry’.

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FROM CONFLICT TO REAL CONSENSUS

CS ARPITA AGRAWAL*

"The better able team members are to engage, speak, listen, hear, interpret, and respond constructively, the more likely their teams are to leverage conflict rather than be levelled by it”

-Runde and Flanagan

PROLOGUE

Conflict is a fact of life, the free flow of ideas among individuals essentially leads to conflict and thus it is inevitable. When different people with different goals and needs come together, they can't reach consensus easily and agree on everything, every time. As each individual possesses his own sets of beliefs, opinions and ideas, has his own distinct ways of looking at things and doing things, they often disagree to each other and find themselves in conflict. Thus, one must understand that conflict itself is not bad and it cannot be avoided, however it could only be managed.

CONFLICT- A DOUBLE EDGED SWORD

Conflicts are often treated as threats to harmonious relationships. However existence of conflict per se is not a bad thing but mishandling of the same is definitely a threat which leads to vicious cycle of negativity in the organisation. Moreover, existence of conflict should be seen as an opportunity for growth and handled effectively as an effective resolution of it leads to personal and professional growth.

Conflict helps in understanding the other person in a better manner. These are merely expression of ideas, views, and emotions etc. which are different from each other. Exploring, respecting and analyzing these differences help a person in understanding himself as well as others in a better manner, promoting healthy relations and making better decisions. While restricting flow of ideas to avoid conflict often leads to inharmonious relations and decisions which are unacceptable by most of the people.

UNDERSTANDING CONFLICT

Making decisions, reaching at consensus and tackling conflict are essentially problem solving exercises. It is imperative for individuals to handle conflict effectively so that better decisions could be made. But before understanding, how to deal with it, it is essential to answer two key questions viz. what is conflict? And how is it triggered?

* Assistant Education Officer, ICSI.

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

The word conflict has been derived from the Latin word conflictus which means ‘a contest’. As per Oxford dictionary, it means "A serious disagreement or argument, typically a protracted one.” Wall & Callister have defined it as “a process in which one party perceives that its interests are being opposed or negatively affected by another party”. Conflict could be at interpersonal, intrapersonal, intra group or inter group levels.

As the name suggests interpersonal conflict means conflict between two individual while intrapersonal conflict means conflict within an individual, this is essentially an inner struggle. In the same way intergroup conflict means the opposing ideas, views opinions etc. among different groups of people while intra group conflict refers to disagreement within a group of people.

**How is it triggered?**

Conflict arises from differences and disagreements which could be over interests, values, leadership style, personality, roles, opinions, ideas, values, objectives and ethics. These differences are triggered by the underlying differences in the need, which may be physiological need, safety need, social need, need for self esteem or self actualization. For example: a mother is always concerned about the safety of her child while a child is always trying to explore new things. These differences of need often become a matter of disagreement between the two.

Therefore, diversity of needs is the core factor that instigates a person to express or act in a particular manner, this action of one person elicits reaction from the other person. These action and reaction may have similar or different underlying needs which in turn trigger the disagreement which further leads to conflict.

**HANDLING CONFLICT**

As rightly said by Ronald Reagan “Peace is not absence of conflict, it is the ability to handle conflict by peaceful means.” Where on one hand effective conflict management may lead to positive outcomes like increased understanding, enhanced group/team cohesion, awareness and self knowledge etc. on the other hand ineffective handling of the same can lead to negative outcomes like recriminations, deadlocks, negativity and further confrontations.

According to a study by Reynolds and Kalish, at least 25% of the time of managers is spent in resolving conflicts at workplace. It may be noted that not all managers have same style of handling the conflicts. Further, different situations require different style of handling of the same. Kenneth Thomas and Ralph identified two behaviours and five fundamental styles of handling the conflict.

<table>
<thead>
<tr>
<th>Behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assertiveness: Addressing one’s own concerns</td>
</tr>
<tr>
<td>Co-cooperativeness: Addressing the concerns of others</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Styles</th>
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<tbody>
<tr>
<td>Competitive: This is a defensive style where one is concerned only about his own needs</td>
</tr>
<tr>
<td>Accommodating: Opposite of competing, where one neglects his own needs</td>
</tr>
<tr>
<td>Avoiding: Diplomatic style by not taking any stand</td>
</tr>
<tr>
<td>Compromising: Not exploring much but reaching at mutually acceptable situation</td>
</tr>
<tr>
<td>Collaborative: Opposite of avoiding, where people come together to find solution</td>
</tr>
</tbody>
</table>
None of the above styles could be recommended as an ideal style of handling conflict, as different situations demand different style depending upon the facts of the situation and intensity of disagreement that persist. The approach to be used should be based upon the factors like type of contention, underlying factors of the conflict, time pressure, criticality of situation, and roles of the parties to the conflict.

Managers often try to avoid any conflicting situation and restrict communication. However, this approach doesn’t solve the problem rather it only suppresses the situation that in turn give rise to latent conflict. An effective conflict resolving strategy may include following steps:

**REACHING AT REAL CONSENSUS**

Consensus is often wrongly interpreted as abandoning all the beliefs, principles, values and doing thing which no one objects. However, real consensus is not just about “I don’t object” rather it is more about “I do believe”. In the words of Michael Roberto, “Consensus means that people comprehend the final decision, have committed themselves to executing the chosen course of action, feel a sense of collective ownership about the plan, and are willing to cooperate with others during the implementation effort.” Thus, in order to reach at real consensus it is essential that all the explicit and implicit conflicts are resolved and to do so:

— Do have the willingness to communicate and resolve the issue without holding any prejudices.

— Start with a positive approach, respect opinions of others and remain open to creative ways of solving problems.

— Aim reaching a win-win situation and not a win-lose situation.

— Get clarity about your own perception to the issue in question and try to understand your own needs.

— Use active listening and focus on the issue and viewpoint of the individual. He must listen with empathy.

— Analyze and understand the underlying needs, objectives, motivations and problem from the point of view of other person and thus reach at common perception about the problem.
— Recognize the legitimacy and logic behind your own and other person’s needs objectives and motivations.

— Put forth your own views using adult and assertive approach, legitimately without coercing or threatening the other party.

— Have control over your emotions and stress upon the facts of the situation.

— Understand that you cannot please everybody; the solution should be in the best interest of everybody which may not necessarily please everybody.

END NOTE

Conflict may involve individuals, groups of people, or even a struggle within oneself. Understanding and addressing the needs of the parties to it hold crucial place in resolving the conflict, reaching at consensus and making better decisions. Further, effective handling of the conflict is requisite for better relations at all levels. Consequently, one must try not to avoid it rather manage it effectively by using appropriate approach. To sum up, it is apt to quote following words phrased by Dolores Huerta:

“When you have a conflict that means that there are truths that have to be addressed on each side of the conflict. And when you have a conflict, then it’s an educational process to try to resolve the conflict. And to resolve that you have to get people on both sides of the conflict involved so that they can dialogue.”

References

3. http://edis.ifas.ufl.edu/hr024
CLIMBING UP THE LADDER TOWARDS SELF ACTUALIZATION

AKANSHA RAWAT*

* Assistant Education Officer, ICSI.

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

Human life will never be understood unless its highest aspirations are taken into account. Growth, self-actualization, the striving toward health, the quest for identity and autonomy, the yearning for excellence (and other ways of phrasing the striving "upward") must by now be accepted beyond question as a widespread and perhaps universal human tendency …

(Maslow, 1954, Motivation and Personality, pp.xii-xiii)

“Self-actualization” is a concept derived from Humanistic psychological theory and, specifically, from the theory created by Abraham Maslow. Self-actualization, according to Maslow, represents growth of an individual toward fulfilment of the highest needs; those for meaning in life, in particular.

What actually is self-actualization?

According to Abraham Maslow “What a man can be, he must be. This need we may call self-actualization…It refers to the desire for self-fulfillment, namely, to the tendency for him to become actualized in what he is potentially. This tendency might be phrased as the desire to become more and more what one is, to become everything that one is capable of becoming.” (Maslow, 1954, Motivation and Personality, p. 93)

Maslow’s hierarchy of needs reflects a linear pattern of growth depicted in a direct pyramidal order of ascension. Maslow stated that people are motivated to achieve certain needs. When one need is fulfilled a person seeks to fulfil the next one, and so on. The earliest and most widespread version of Maslow’s hierarchy of needs includes five motivational needs, often depicted as hierarchical levels within a pyramid, they are:

1. Physiological needs, such as needs for food, sleep and air.
2. Safety, or the needs for security and protection, especially those that emerge from social or political instability.
3. Belonging and love including, the needs of deficiency and selfish taking instead of giving, and unselfish love that is based upon growth rather than deficiency.
5. And “self actualization” needs concerning creative self-growth, engendered from fulfilment of potential and meaning in life.
Maslow insists that the urge for self-actualization is deeply ingrained in the human psyche, but only surfaces, once the more basic needs are fulfilled. Once the powerful needs for food, security, love and self-esteem are satisfied, a deep desire for creative expression and self-actualization rises to the surface.

In order to get an insight into self actualization needs, Maslow studied happy people to determine what it was that made them happy or, self-actualized. According to him Self-actualizing people enjoy life in general and practically all its aspects, while most other people enjoy only stray moments of triumph. Moreover, he states that self-actualizing individuals are able to resolve dichotomies such as that reflected in the ultimate contrary of free-will and determinism. He also contends that self-actualizers are highly creative and psychologically robust individuals.

Maslow believed that self-actualization could be measured through the concept of peak experiences. This occurs when a person experiences the world totally for what it is, and there are feelings of euphoria, joy and wonder. He described peak experience as a “tremendous intensification of any of the experiences in which there is loss of self or transcendence of [self]”. He further notes that self-actualized people tend to experience a steadier, grounded sense of well-being and satisfaction with life. According to Maslow, self-actualizing people perceive reality accurately; they have a sense of awe, wonder and gratitude about life. They are not self-centered but rather problem-centered and focus on how to improve and are not deficiency-centered. They are independent thinkers and are not overly influenced by the general culture. Their sense of humour is not sarcastic or hurtful but rather “life-affirming” with a philosophical sense of humour. They have a deeply felt sense of kinship with the human race.

Maslow estimated that only two percent of people will reach the state of self actualization. He was particularly interested in the characteristics of people whom he considered to have achieved their potential as persons. By studying 18 people he considered to be self-actualized (including Abraham Lincoln and Albert Einstein) Maslow identified 15 characteristics of a self-actualized person.

**Characteristics of self-actualizers:**

1. They perceive reality efficiently and can tolerate uncertainty;
2. Accept themselves and others for what they are;
3. Spontaneous in thought and action;
4. Problem-centered (not self-centered);
5. Unusual sense of humor;
6. Able to look at life objectively;
7. Highly creative;
8. Resistant to enculturation, but not purposely unconventional;
9. Concerned for the welfare of humanity;
10. Capable of deep appreciation of basic life-experience;
11. Establish deep satisfying interpersonal relationships with a few people;
12. Peak experiences;
13. Need for privacy;
14. Democratic attitudes;
15. Strong moral/ethical standards.
Climbing up the Ladder towards Self Actualization

Behavior leading to self-actualization:

(a) Experiencing life like a child, with full absorption and concentration;
(b) Trying new things instead of sticking to safe paths;
(c) Listening to your own feelings in evaluating experiences instead of the voice of tradition, authority or the majority;
(d) Avoiding pretence (‘game playing’) and being honest;
(e) Being prepared to be unpopular if your views do not coincide with those of the majority;
(f) Taking responsibility and working hard;
(g) Trying to identify your defences and having the courage to give them up.

Although people achieve self-actualization in their own unique way, they tend to share certain characteristics. However, self-actualization is a matter of degree and there are no perfect human beings. Thus it is not necessary to display all 15 characteristics to become self-actualized, and not only self-actualized people will display them.

Maslow did not equate self-actualization with perfection. Self-actualization merely involves achieving one’s potential. As each person has a distinct identity the motivation for self-actualization leads them in different directions. For some people self-actualization can be achieved through creating works of art or literature, for others through sport, in the classroom, or within a corporate setting. No matter who you are, you can achieve self-actualization in your own way.

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- http://www.simplypsychology.org/
Glimpses of 2014

S. N. Ananthasubramanian pinning the ICSI insignia to R. Sridharan, the newly elected President of the Council of the Institute.

S. N. Ananthasubramanian putting the President’s Collar to R. Sridharan the newly elected President of the Council of the Institute

Felicitation Function of Newly Elected President and the Vice President at the ICSI House, New Delhi – R. Sridharan addressing [Right]: A glimpse of Team ICSI.
Meeting of ICSI delegation with Secretary, MCA – Group photo – Standing from Left: Sanjay Grover, Council Member, ICSI, CS R. Sridharan and Naved Masood (Secretary, MCA)

WIRC – Ahmedabad Chapter - Two days Residential Seminar on Value Creation through Governance - Sitting on the dais from Left: M S Sahoo, the then Secretary, ICSI and R Sridharan

Meeting of ICSI Delegation with U.K. Sinha, Chairman, SEBI
Meeting of ICSI Delegation with Gagan Rai, MD, NSDL – e Governance Infrastructure Ltd.

Group photo of ICSI Delegation with S.K. Roy, Chairman, LIC

ICSI – NISM Conference on Ethics and Corporate Governance - Prashant Saran (Whole Time Member, SEBI) addressing. Others sitting on the dais from Left: Sandip Ghose (Director, NISM), AshishKumar Chauhan (MD&CEO, BSE Ltd.), R. Sridharan and R. V. Verma (CMD, National Housing Bank).
ICSI Convocation 2014 held at Chennai – CS C. Sudhir Babu, Council Member, ICSI presenting a bouquet to Dr. P. Vanangamudi (VC, The Tamilnadu Dr. Ambedkar Law University, Chennai). Others standing from Left: CS Sutanu Sinha and CS R. Sridharan

National Seminar on Laws and Economics of Competition – Ashok Chawla (Chairperson, CCI) addressing. Others sitting from Left: CS Sanjay Grover, CS R. Sridharan and Vinod Dhall (Former Chairman, CCI)

Programme on Capital Market: The Growth Engine held at Mangalore – Inauguration – Chief Guest R K Dubey (CMD, Canara Bank) seen lighting the lamp. Others standing from Left: CS Sudhir Babu C, CS R. Sridharan, CS M. S. Sahoo and CS Sutanu Sinha, Chief Executive and Officiating Secretary, ICSI
CS R. Sridharan unfurling the National Flag on the occasion of the Independence Day on 15th August 2014 at ICSI House, Lodi Road, New Delhi

Meeting of ICSI delegation with Hon’ble Minister for Finance, Corporate Affairs and Defence – CS R. Sridharan presenting a bouquet on behalf of ICSI delegation to Arun Jaitley (Hon’ble Minister for Finance, Corporate Affairs and Defence)

Meeting of ICSI delegation with Member of Parliament – Group Photo – Standing from Left: CS R. Sridharan, Dr. Veerappa Moily (Member of Parliament), CS Sanjay Grover and CS M. S. Sahoo
13th ICSI National Award for Excellence in Corporate Governance – Presentation of the ICSI Lifetime Achievement Award – Arun Jaitley (Hon'ble Union Minister for Finance, Defence and Corporate Affairs) presenting the Citation to Shiv Nadar (Chairman and Chief Strategy Officer, HCL Technologies Ltd.). Others Standing (CS R Sridharan, CS Sanjay Grover, CS Anil Murarka, Council Member, ICSI)

42nd National Convention of Company Secretaries-Special Session – II - Dr. M. Veerappa Moily (Member of Parliament) releasing the ICSI publication with CS R. Sridharan

ICSI launch of E-book scheme
Shri D V Sadananda Gowda, Hon’ble Minister for Railways and Hon’ble Justice Shri M N Venkatachaliah (former Chief Justice of India) inaugurating the new building of the Chapter. Standing at the Centre: CS R Sridharan, President, ICSI

Shri M. Venkaiah Naidu, Union Minister for Urban Development, Housing and Urban Poverty Alleviation and Parliamentary Affairs, addressing at the foundation stone laying function for ICSI- Centre of Excellence, in Hyderabad on September 14, 2014.

Sitting from L to R : CS Sudhir Babu C., Council Member, ICSI and CS R. Sridharan, President, ICSI.
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Nashik, Navi Mumbai, Pune, Raipur, Rajkot, Surat, Thane and Vadodara
Circulars, Notifications, Orders, Amendment, Rules under Companies Act, 2013 (since last issue of e-CS Nitor)
To
  All Regional Directors,
  All ROCs
  All Stakeholders

Subject: Clarification with regard to Trust / trustee as a partner in the Limited Liability Partnerships (LLPs).

Sir,

Clarifications have been sought on whether a trust or a trustee representing a trust in the case of "Real Estate Investment Trust" (REIT) or "Infrastructure Investment Trust" (InvITs) or such other trusts set up under the regulations prescribed under the Securities & Exchange Board of India Act, 1992, can become a partner in an LLP.

2. The matter has been examined in consultation with the Law Ministry and it is clarified that for the purposes of these trusts it is not barred for a trustee, being a body corporate, to hold partnership in an LLP in its name without the addition of the statement that it is a trustee.

3. This issues with the approval of Competent Authority.

Yours faithfully,

Sd/-

Kamna Sharma
Assistant Director

Copy to:
1. PSO to Secretary
2. PPS to Additional Secretary
3. PS to JS (M) / JS (B) / JS (A) / JS (SP) / DII (NS) / DII (RCM)
4. E-Gov. Cell for uploading on the MCA website
5. Guard File.
General Circular No. 38/2014

No. 1/22/2013 – CL-V
Government of India
Ministry of Corporate Affairs

5th Floor, ’A’ Wing, Shastri Bhavan,
Dr R.P. Road, New Delhi
Dated: 14th October, 2014

To
All Regional Directors,
All Registrars of Companies.

Subject: Right of persons other than retiring directors to stand for directorship - Refund of deposit under section 160 of the Companies Act, 2013 in certain cases.

Sir,

Clarity has been sought by companies registered under section 8 of the Companies Act, 2013 (corresponding to section 25 of Companies Act, 1956) about the manner in which the amount of deposit of rupees one lakh received by them under sub-section (1) of section 160 of the Companies Act, 2013 (Act) is to be handled if the depositor fails to secure more than twenty-five per cent of the total valid votes. It has been noted that the relevant provision is silent on such issue.

2. The matter has been examined in the Ministry and it is clarified that in such cases, the Board of directors of a section 8 company is to decide as to whether the deposit made by or on behalf of the person failing to secure more than twenty-five percent of the valid votes is to be forfeited or refunded.

3. This issues with the approval of the competent authority.

Yours faithfully

Sd/-

(KMS Narayanan)
Assistant Director (Policy)

Copy to:-

1. e-Governance Section and web contents Officer to place this circular on the Ministry website
2. Guard File
GOVERNMENT OF INDIA
MINISTRY OF CORPORA TE AFFAIRS
NOTIFICATION

New Delhi, the 14th October, 2014

G.S.R.... (E). - In exercise of the powers conferred by sub-sections (1) and (3) of section 128, sub-section (3) of section 129, section 133, section 134, sub-section (4) of section 135, sub-section (1) of section 136, section 137 and section 138 read with section 469 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules to amend the Companies (Accounts) Rules, 2014, namely:

1. (1) These rules may be called the Companies (Accounts) Amendment Rules. 2014.
   (2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Companies (Accounts) Rules, 2014, in rule 6, after the existing proviso, the following provisos shall be inserted, namely:

   "Provided further that nothing in this rule shall, apply in respect of preparation of consolidated financial statement by an intermediate wholly owned subsidiary, other than a wholly-owned subsidiary whose immediate parent is a company incorporated outside India:

   Provided also that nothing contained in this rule shall, subject to any other law or regulation, apply for the financial year commencing from the 1st day of April, 2014 and ending on the 31st March, 2015, in case of a company which does not have a subsidiary or subsidiaries but has one or more associate companies or Joint ventures or both, for the consolidation of financial statement in respect of associate companies or joint ventures or both, as the case may be."

   [F. No. 1/19/2013-CL-V-Part]

   Sd/-

   AMARDEEP SINGH BHATIA, Jt. Secy.

Note. - The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R. 239(E), dated the 31st March, 2014.
GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
NOTIFICATION

New Delhi, the 14th October, 2014

G.S.R.... (E). - In exercise of powers conferred by sub-sections (1), (2) and (4) of section 139, sub-sections (1) and (2) of section 140, sub-section (3) of section 141. sub-sections (2), (3), (8) and (12) of section 143, sub-section (3) of section 148 read with sub-sections (1) and (2) of section 469 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules to amend the Companies (Audit and Auditors) Rules, 2014, namely:-

1. (1) These rules may be called the Companies (Audit and Auditors) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Companies (Audit and Auditors) Rules, 2014, after rule 10, the following shall be inserted, namely:-

"10A. For the purposes of clause (i) of sub-section (3) of section 143, for the financial years commencing on or after 1st April, 2015, the report of the auditor shall state about existence of adequate internal financial controls system and its operating effectiveness:

Provided that auditor of a company may voluntarily include the statement referred to in this rule for the financial year commencing on or after 1st April, 2014 and ending on or before 31st March, 2015."

[F. No. 1/33/2013-CL-V-Part]

Sd/-

AMARDEEP SINGH BHATIA, Jt. Secy.

Note. - The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R. 246(E), dated the 31st March, 2014.
Articles / Reviews invited for *e-CS Nitor*

We invite the members to contribute articles/checklist/reviews or any other relevant material pertaining to the Companies Act, 2013 for inclusion in the coming issues of *e-CS nitor* through e-mail at: ecsnitor@icsi.edu. The article should ordinarily have 1500 to 2000 words.

*Broad topics for submission of Articles*

- Acceptance of Deposits
- Bonus Shares
- Board Disclosures
- Incorporation
- Incorporation conversion
- Non Profit Organisation
- Preferential issues
- Rules under Companies Act, 2013
- Resolutions to be filed under Companies Act, 2013
- Shareholders democracy
- Winding up

*We invite the members to contribute their “Points of View” on any topic under the Companies Act, 2013 for inclusion in the coming issues of *e-CS Nitor* at ecsnitor@icsi.edu.*

*It should ordinarily contain around 500 words.*
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SPECIAL SESSION
‘Corporate Integrated Reporting’ & Welcome Reception
at The Institute of Chartered Accountants in England and Wales on 28 October

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Significant academics contributions from the HEADS of ICAEW, ACCA, ICSI, ICAI, ICSA, CSAI, CCAB, Greenwich University, Aston University, Leicester University & London Business School. ✪ Special presentations from European Commission & Peterborough on delivering true "Smart Cities" for economic growth and business sustainability. ✪ Study Tour to the City of Leicester. It also includes visit to Europe’s leading National Space Research Centre. ✪ All Company Secretary professionals of India (ICSI) will get 8 (Eight) Programme Credit Hours. ✪ All Cost Management professionals of India (ICAI) will get 10 (Ten) Programme Credit Hours.

galaxy of speakers

- Rt. Hon. Baroness Verma, Parliamentary Under Secretary of State for Energy & Climate Change, Govt of UK
- Rt Hon Shaiilesh Vara MP, Parliamentary Under-Secretary of State, Ministry of Justice, Govt of UK
- H.E. Ranjan Mathai, High Commissioner of India to UK
- Rt Hon Patricia Hewitt, Chair, UK India Business Council (UKIBC)
- Rt Hon Lord Swraj Paul, PC, Chairman, Caparo Group plc, UK
- Rt Hon Alok Sharma, Member Parliament for Reading West, House of Commons, UK
- Jessica Fries, Executive Chairman, The Prince’s Accounting for Sustainability Project (AAS)
- Simon Osborne FCIS, Chief Executive, The Institute of Chartered Secretaries and Administrators (ICSA), UK
- Helen Brand OBE, Chief Executive, Association of Chartered Certified
- Dr. A S Durga Prasad, President, The Institute of Cost Accountants of India
- Andrew Ratcliffe, Deputy- President, The Institute of Chartered Accountants of England & Wales (ICAEW) & Sr Partner, PricewaterhouseCoopers LLP
- Roshni Nadar, Executive Director and the CEO of HCL Corporation Trustee, Shiv Nadar Foundation
- John Griffith-Jones, Chairman, Financial Conduct Authority (FCA), UK
- Professor Sir Andrew Likierman, Dean, London Business School (LBS), UK
- R. Sridharan, President, The Institute of Company Secretaries of India
- Prof Andrew P Kakabadse, Professor of Governance and Leadership, Henley Business School, The University of Reading
- Maxine Mawhinney, BBC TV News Anchor & Presenter, UK

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- Referencer on Pre-certification of e-forms
  - Takeover Code
  - Memoir of R Krishnan
- Sangachatwam (In-house magazine)
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