



**Directorate of Student Services**

**FREQUENTLY ASKED QUESTIONS (FAQs)**

*( updated on 20.12.13 )*

S. N	Question	Reply
<b>QUERIES RELATED WITH REGISTRATION OF STUDENTS FOR FOUNDATION / EXECUTIVE PROGRAMME</b>		
1.	<b>I want to register as a student for Company Secretaryship Course – where do I start?</b>	For registration, please visit <a href="http://www.icsi.edu">www.icsi.edu</a> , click on “online services” ( at the top of home page on right hand side ) and proceed.
2	<b>Can I apply for registration through online mode also ?</b>	Yes. Actually registration in CS Course is available through online mode only. Registration through online services of institute is available at institute’s website <a href="http://www.icsi.edu">www.icsi.edu</a>  Students can apply for registration through online services of institute at the link given below :  <a href="https://www.icsi.in/student/Students/StudentRegistration.aspx">https://www.icsi.in/student/Students/StudentRegistration.aspx</a>
3	<b>Can I get prospectus by post ?</b>	Yes. Hard copy of the prospectus ( without registration form ) can be obtained by post from the Institute (Noida Office) by sending demand draft of Rs 250/- (Rupees Two Hundred and Fifty only) drawn in favour of ‘The Institute of Company Secretaries of India’ payable at New Delhi, along with an application on plain paper mentioning the name of the student and complete postal address. The application and demand draft may be sent to Administrative Officer (Stores), The Institute of Company Secretaries of India, ICSI House, C-37, Sector-62, Noida – 201 309(UP).
4	<b>Whether Registration Form is also available at institute’s website ? If yes, can I download it and submit the same ?</b>	No. Download copy of registration form is not acceptable.

5.	<b>Which are the stages covered under CS Course</b>	<p>There are three stages covered under CS Course</p> <ol style="list-style-type: none"> <li>1. Foundation Programme</li> <li>2. Executive Programme</li> <li>3. Professional Programme</li> </ol>				
6.	<b>What is Eligibility criteria for Admission to Foundation Programme ?</b>	<p>Students who have passed the Senior Secondary School Examination under 10+2 scheme of a recognized Board or equivalent may seek admission to Foundation Programme. .</p> <p>Note : A student appearing in 10+2 examination may also apply for provisional admission in Foundation programme by submitting the scanned copy of his/her Admit Card (Hall Ticket) of 10+2 Board examinations. Such students are required to regularize their provisional admission by submitting scanned copy of his/her 10+2 passed mark sheet/ certificate within six months from the date of his/her admission in Foundation Programme. Failure to submit the 10+2 passed mark sheet/ certificate within the prescribed time of six months shall result in cancellation of the Foundation Programme registration and forfeiture of the registration fee without any further notice to the concerned student. It will be the responsibility of the students to submit the desired certificate within the stipulated time to avoid complications at a later stage. Students who fail to regularize the registration are not eligible for appearing in the CS Examinations.</p>				
7.	<b>What is the last date of registration in Foundation Program ?</b>	<p>Admission is open throughout the year. However, certain cut-off dates have been fixed vis-à-vis the CS Examinations conducted in June and December every year.</p> <p>Following are the cut-off dates:</p> <table border="1" data-bbox="824 1539 1466 1808"> <tr> <td data-bbox="824 1539 1057 1675">31<sup>st</sup> March</td> <td data-bbox="1057 1539 1466 1675">For appearing in December examination of the same year</td> </tr> <tr> <td data-bbox="824 1675 1057 1808">30<sup>th</sup> September</td> <td data-bbox="1057 1675 1466 1808">For appearing in June examination of the next year</td> </tr> </table>	31 <sup>st</sup> March	For appearing in December examination of the same year	30 <sup>th</sup> September	For appearing in June examination of the next year
31 <sup>st</sup> March	For appearing in December examination of the same year					
30 <sup>th</sup> September	For appearing in June examination of the next year					

<p><b>What is Eligibility Criteria for direct Admission to Executive Programme ?</b></p> <p><b>Or</b></p> <p><b>Who is eligible for exemption from passing the Foundation Programme Examination and seek direct registration to Executive Programme ?</b></p>	<p>A student, who has either passed the Foundation Programme examination of the Institute (or exempted thereof) is eligible for seeking registration to Executive Programme. Further, students who have passed their Bachelor's Degree Examinations in any subject (except in Fine Arts) are eligible to seek registration directly to Executive Programme.</p> <p>A candidate possessing any of the following qualifications is eligible for exemption from passing the Foundation Programme examination:</p> <ul style="list-style-type: none"> <li>i) A Degree or master's degree in Corporate Secretaryship or Commerce; or</li> <li>ii) Pass in the Final examination of the Institute of Cost Accountants of India or the Institute of Chartered Accountants of India or any other Accountancy Institutions in India or abroad recognized as equivalent thereto by the Council; or</li> <li>iii) Pass in the Foundation examination of the Institute of Cost Accountants of India or CPT of The Institute of Chartered Accountants of India</li> <li>iv) A degree or master's degree in any discipline other than Fine Arts.</li> </ul> <p>A non-commerce candidate seeking exemption from the Foundation Programme examination will also be provided a set of Study Materials of Foundation Program for his/her self-study to acquire basic knowledge about the subjects of Foundation Program.</p>
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9	<p><b>I am appearing in Final year exam of Graduation. Can I apply for direct registration Executive Program ?</b></p>	<p>A student awaiting the Final Year results of the Bachelor's Degree Examinations may apply for provisional registration in Executive programme by submitting the scanned copy of his/her Admit Card (Hall Ticket) of Final Year Bachelor's Degree examinations apart from the Passed Mark Sheets of the remaining two years. Such students are required to regularize their provisional registration by submitting scanned copy of his/her passed mark sheet of Final year Bachelor's Degree Examinations within six months from the date of his/her registration to Executive Programme. Failure to submit the passed mark sheet/ certificate of Final Year Degree Examinations &amp; Degree Certificate within the prescribed time of six months shall result in cancellation of the Executive Programme registration and forfeiture of the registration fee without any further notice to the concerned student. It will be the responsibility of the students to submit the desired certificates within the stipulated time to avoid complications at a later stage. Students who fail to regularize the registration are NOT eligible for appearing in the CS Examinations.</p>								
10	<p><b>What is the last date of registration in Executive Program ?</b></p>	<p>Registration is open throughout the year. However, certain cut-off dates have been fixed vis-à-vis the CS Examinations conducted in June and December every year.</p> <p>Followings are the cut-off dates:</p> <table border="1" data-bbox="808 1304 1466 1776"> <tr> <td data-bbox="808 1304 1057 1440">28<sup>th</sup> February</td> <td data-bbox="1057 1304 1466 1440">For appearing in both modules in December examination of the same year</td> </tr> <tr> <td data-bbox="808 1440 1057 1577">31<sup>st</sup> May</td> <td data-bbox="1057 1440 1466 1577">For appearing in Any One module in December examination of the same year</td> </tr> <tr> <td data-bbox="808 1577 1057 1682">31<sup>st</sup> August</td> <td data-bbox="1057 1577 1466 1682">For appearing in both modules in June examination of the next year</td> </tr> <tr> <td data-bbox="808 1682 1057 1776">30<sup>th</sup> November</td> <td data-bbox="1057 1682 1466 1776">For appearing in Any One module in June examination of the next year</td> </tr> </table>	28 <sup>th</sup> February	For appearing in both modules in December examination of the same year	31 <sup>st</sup> May	For appearing in Any One module in December examination of the same year	31 <sup>st</sup> August	For appearing in both modules in June examination of the next year	30 <sup>th</sup> November	For appearing in Any One module in June examination of the next year
28 <sup>th</sup> February	For appearing in both modules in December examination of the same year									
31 <sup>st</sup> May	For appearing in Any One module in December examination of the same year									
31 <sup>st</sup> August	For appearing in both modules in June examination of the next year									
30 <sup>th</sup> November	For appearing in Any One module in June examination of the next year									

11	<b>What is the process of registering online ?</b>	<ol style="list-style-type: none"> <li>1. Click the “Online Services” button on top of the ICSI website (<a href="http://www.icsi.edu">http://www.icsi.edu</a>)</li> <li>2. Then go to Students and click on Student Registration</li> <li>3. Click on the documents mentioned below, if you have the softcopy of the same otherwise you will not be able to Register yourself NOTE: <ul style="list-style-type: none"> <li>• File format should be jpg, jpeg, png, gif, bmp</li> <li>• File sizes of documents should not exceed 5 MB</li> <li>• Size of Student Photo should be between 20KB – 50KB</li> <li>• Size of Student Signature should be between 10KB – 20KB</li> </ul> </li> <li>4. Now Click on Proceed to Registration</li> <li>5. Select the Course type as applicable to you (Foundation/Executive)</li> <li>6. Fill other fields and click Register</li> <li>7. After this you will get your Request ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered ID.</li> <li>8. After this Click on Make Payment.</li> <li>9. You will get username and password at your E mail ID within 24 hours of payment. Please upload documents at the link sent at your mail and upload documents.</li> </ol> <p>Students may note that registration would be incomplete till all documents are uploaded as per the requirements of the institute.</p>
12	<b>I have registered online. How to upload documents?</b>	<p>Please follow the below steps to upload your documents</p> <ol style="list-style-type: none"> <li>1. Click the “Online Services” button on top of the ICSI website (<a href="http://www.icsi.edu">http://www.icsi.edu</a>) and subsequently click on LOGIN button</li> <li>2. Enter your username and password</li> <li>3. Then click Login</li> <li>4. After login, Go to Student and then click on My Account</li> <li>5. Now click on manage account</li> <li>6. Upload documents at certificate details &amp; qualification details tab as applicable to you.</li> </ol>

13	<b>I have registered online. When would I get my study material ?</b>	Students who have registered online need to upload their documents at Mange account option at their respective account. After that their documents are verified at the Institute's end. In case application is complete in all respects, the same is approved and students get study material within 10-12 day after approval of his /her application.
14	<b>Is there any requirement to send any document or copy of the online registration application along with documents to the Institute in physical form?</b>	Students applying through online mode are NOT required to send hard copies of any document to the Institute unless specifically asked for producing the same for verification.
15	<b>Which subjects are covered under the Foundation Programm</b>	<b>Foundation Program</b>  Total four (4) subjects: i) Business Environment & Entrepreneurship ii) Business Management, Ethics and Communication iii) Business Economics iv) Fundamentals of Accounting and Auditing
16	<b>Which subjects are covered under the Executive Programm?</b>	Module I i) Company Law ii) Cost and Management Accounting iii) Economic and Commercial Laws iv) Tax Laws and Practice  Module II v) Company Accounts and Auditing Practices vi) Capital Markets and Securities Laws vii) Industrial, Labour and General Laws
17	<b>I want to register as ICSI student but can not make a payment online using a credit card. What do I do?</b>	For online registration, apart from Credit Card, you may pay through Debit Card/ Net banking Channels / or bank challan.  If you are facing any difficulty to pay through payment gateway or not getting payment confirmations (including non-generation of acknowledgements), you may seek the help of our Information Technology Department by sending a mail to <a href="mailto:pooja.iuyal@icsi.edu">pooja.iuyal@icsi.edu</a> or by contacting Telephone no 0120-4522039/69.
18	<b>What is the procedure for getting refund of excess payments during Online registration process?</b>	After successful payment, a formal acknowledgement/receipt will be generated by the system. In case of multiple payments, you may write to the Directorate. of Student Services, Noida for processing the the refund of excess amount received by the Institute.

19	<b>What is the Process of resetting and recovering password for registered students?</b>	Students can reset and recover password at this link <a href="https://www.icsi.in/student/RecoverPassword.aspx">https://www.icsi.in/student/RecoverPassword.aspx</a>								
20	<b>What fees do I need to pay to register?</b>	<p>You need to pay registration fees as follows: -</p> <ul style="list-style-type: none"> <li>a) Foundation Programmeme → Rs. 4500</li> <li>b) Executive Programmeme → Rs.9000 (For Commerce Graduates / CPT passed of ICAI / Foundation passed of ICAI(Cost)) &amp; Rs.10000 (For Non-commerce graduate)</li> <li>c) CS Foundation Pass Student → Rs.8500</li> </ul> <p>All fees and other dues payable to the Institute are to be remitted through payment gateway at online services ( i.e. through debit card / credit card / netbanking / bank challan )</p>								
21	<b>Is there any concession in fees for SC/ST candidates?</b>	<p>SC/ST candidates are required to pay only 50% of the fees payable by general category candidate</p> <p>To avail the fees concession students are required to submit requisite certificate issued by the competent authority State/ Central Government</p>								
22	<b>Is there any concession in fees for OBC candidates?</b>	No fees concession is applicable for OBC candidates.								
23	<b>Is there any concession in fees for Physically Handicapped Students?</b>	<p>Physically Handicapped Students are eligible for concession in fees as per details given below :</p> <table border="1" data-bbox="808 1108 1507 1476"> <thead> <tr> <th data-bbox="808 1108 987 1150"><b>Stage</b></th> <th data-bbox="987 1108 1507 1150"><i>Payable by physically handicapped student</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="808 1150 987 1262">Foundation Programme</td> <td data-bbox="987 1150 1507 1262">Only Registration Fee will be charged (At present Registration Fee is Rs.1500)</td> </tr> <tr> <td data-bbox="808 1262 987 1373">Executive Programme</td> <td data-bbox="987 1262 1507 1373">Only Registration Fee will be charged (At present Registration Fee is Rs.2000)</td> </tr> <tr> <td data-bbox="808 1373 987 1476">Professional Programme</td> <td data-bbox="987 1373 1507 1476">Only Registration Fee will be charged ( At present Registration Fee is NIL )</td> </tr> </tbody> </table> <p>The above concession would be granted subject to the following guidelines : -</p> <ul style="list-style-type: none"> <li>(i) The concerned students should submit a certificate issued by a Physician / Surgeon/ Oculist working in a State/ Central Government to the effect of permanent physical disability (including blindness).</li> <li>(ii) The following shall be regarded as permanent physical disability :- <ul style="list-style-type: none"> <li>(a) permanent physical disability of more than 50% in one limb; or</li> <li>(b) permanent physical disability of more</li> </ul> </li> </ul>	<b>Stage</b>	<i>Payable by physically handicapped student</i>	Foundation Programme	Only Registration Fee will be charged (At present Registration Fee is Rs.1500)	Executive Programme	Only Registration Fee will be charged (At present Registration Fee is Rs.2000)	Professional Programme	Only Registration Fee will be charged ( At present Registration Fee is NIL )
<b>Stage</b>	<i>Payable by physically handicapped student</i>									
Foundation Programme	Only Registration Fee will be charged (At present Registration Fee is Rs.1500)									
Executive Programme	Only Registration Fee will be charged (At present Registration Fee is Rs.2000)									
Professional Programme	Only Registration Fee will be charged ( At present Registration Fee is NIL )									

		<p>than 60% in two or more limbs; or  (c) permanent deafness with hearing impairment of 70 decibels and above; or  or  (d) permanent and total loss of voice.</p> <p>(iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified namely : -</p> <ul style="list-style-type: none"> <li>- 6/60 to 1/60 or field of vision 110-2</li> <li>- 3/60 to 1/60 or field of vision 100</li> <li>- FC at 1 foot to Nil or field of vision 100</li> <li>- Total absence of sight</li> </ul> <p>It is clarified that all other services shall be available <b>on full payment basis</b> as applicable to general category students.</p>
24	<b>I have already applied for my registration. When shall I get the Registration Number ?</b>	Students who submit their registration form through online mode, they get the User Id instantly after making payment of requisite fees. This user Id is in fact their Registration Number.
25	<b>How can I check my registration status ?</b>	<p>Students can check their registration status at the following link :</p> <p><a href="http://www.icsi.in/regstatus/RegistrationQuery.aspx">http://www.icsi.in/regstatus/RegistrationQuery.aspx</a></p> <p>By entering any of the following details</p> <ol style="list-style-type: none"> <li>1. Application No.</li> <li>2. Date of Birth &amp; First Name</li> <li>3. Mobile Number</li> <li>4. .E mail ID</li> </ol>
26	<b>My registration is pending. What should I do now?</b>	Pending letters are sent to the students in case their registration is pending. In case you have not received the letter please check status at 0120-4522063
27	<b>I have received in-complete set of books. When will I receive the balance (Books) Study Material?</b>	Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials.. The remaining books are automatically sent to the students immediately on arrival of fresh stock.
28	<b>I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card?</b>	The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter alongwith Identity card can easily be downloaded from Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a>



29	<b>What is the process of downloading registration letter/Identity card from the website</b>	<ol style="list-style-type: none"> <li>1. Click on "Online Services" at <a href="http://www.icsi.edu">www.icsi.edu</a></li> <li>2. Click on "Login" option</li> <li>3. Enter your username /password</li> <li>4. Click on Student option</li> <li>5. Open My Account</li> <li>6. Go to Others option at your account</li> <li>7. Student can download registration letter/Identity card at Others option</li> <li>8. After downloading Identity card ,student needs to get it attested by either of the following : (i) Member of ICSI (ii)Gazetted Officer of State/ Central Government (iii) Principal of Recognised Schools/colleges (iv) Managers of Nationalised Banks (v) Officers of the ICSI</li> </ol>
30	<b>I have registered provisionally in Foundation/Executive stage. what are the formalities to regularize my admission</b>	Students admitted provisionally need to submit copy of their 10+2 passing certificate / mark sheet (For students admitted in Foundation stage) , graduation passing certificate / or mark sheet (For students admitted in Executive stage) <u>within six months since their registration</u> .otherwise their registration may be cancelled and fee gets forfeited.
31	<b>I took provisional admission in CS Foundation Programme but I have not been able to clear the 10+2 Examinations. Would my registration be cancelled in case I am not able to pass 10+2 within six months since my registration</b>	Yes. The admission will be cancelled and all fee remitted shall be forfeited. All such students need to apply afresh after clearing their 10+2 Examinations.
32	<b>I took provisional admission in CS but now I got Compartment in Final year would my registration be cancelled in case I am not able to pass final year passing certificate within six months since my registration</b>	Yes. All such students need to apply afresh
33	<b>I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal?</b>	As per procedure, all requests received for subscription for sending Chartered Secretary are forwarded to concerned section for sending the same to the respective student . If case of not receiving the same, you may contact Telephone no – 011-45341044
34	<b>What is validity period of my registration number ?</b>	Registration for Foundation programme is valid for three years, whereas registration for executive programme is valid for five years.
35	<b>Can I get the validity of my registration number renewed after expiry of the same ?</b>	<p>Registration of Foundation Programme can not be renewed. Such students are required to seek fresh registration.</p> <p>Registration of students of Executive Programme / Professional Programme can be renewed after the</p>

		expiry of five years period from the month of registration.
36	<b>What is ICSI Student Education Fund Trust ?</b>	With a objective to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust. The details are available on our website <a href="http://www.icsi.edu">www.icsi.edu</a> at student options
37	<b>What is the process of applying for financial assistance under ICSI student education fund trust ?</b>	Students desirous of availing the financial assistance may submit their application in the prescribed format (available at “Student” option at our website <a href="http://www.icsi.edu">www.icsi.edu</a> ) along with all supporting documents to <b>Director (Student Services), The Institute of Company Secretaries of India , C-37, Sector – 62, Noida – 201 309.</b>

**QUERIES RELATED WITH  
REGISTRATION OF STUDENTS FOR PROFESSIONAL PROGRAMME**

1.	<b>I have passed both modules of Executive Programme. I wish to take admission in Professional Programme. Where can I get the application form for enrolment in Professional Programmeme ?</b>	The Regional Councils & Chapters will not accept the Registration Applications in physical form effective from 1st January, 2014. It is further clarified that the downloaded copies of Registration Forms are also not to be accepted. Students are advised to apply for registration through online mode at <a href="http://www.icsi.edu">www.icsi.edu</a>
2.	<b>What is the fees for registration in Professional Programme ?</b>	<b>Rs. 12000/-</b> Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System ( through Canara Bank Branches).
3.	<b>What is the process of registering online ?</b>	A “Step by Step Procedure for Online Registration” is as follows : <ol style="list-style-type: none"> <li>1. Login to Online Services at <a href="http://www.icsi.edu">www.icsi.edu</a></li> <li>2. Click Student and then select My Account</li> <li>3. Click Professional Registration under “Payment Request” option</li> <li>4. Upload pass mark sheet of both modules of Executive Programme by clicking on choose file.</li> <li>5. Make Payment of Rs 12,000/- through Credit Card / Debit Card / Net Banking / bank challan.</li> <li>6. For all successful payments an acknowledgement receipt is generated. In case receipt could not be generated due to any reason ,follow the procedure as given below <ol style="list-style-type: none"> <li>i) Click Student-&gt; select My Account</li> <li>ii) Click payment request-&gt;Generate payment Receipt</li> </ol> </li> </ol>

		<p>iii) Write Request id and Transaction id and click on check status.</p> <p>If payment is successful then the Receipt would be generated (otherwise the payment is not successful) and</p> <ol style="list-style-type: none"> <li>7. You are Successfully admitted in Professional Programme</li> <li>8. In case of unsuccessful payment please resubmit your Professional Registration Form</li> <li>9. After submission of fees download your Professional Registration Letter &amp; Identity Card under "other" option</li> </ol>
4.	<p><b>What are various cut-off dates for appearing in one / or three modules of Professional Programme examination ?</b></p>	<p>i) Candidates registered as student up to and including the month of February in a year are eligible to appear in all the modules of the Professional Programme examination to be held in December same year, and those registered between March to August during a year are eligible to appear in all the modules of the Professional Programme examination to be held in the month of June next year.</p> <p>ii) Candidates registered as a student up to and including the month of May in a year will be eligible for appearing in any one module in December examination same year and those who are registered up to and including the month of November in a year will be eligible to appear in any one module(s) of Professional Programme examination to be held in the month of June next year.</p>
5.	<p><b>Which subjects are covered under the Professional Programmeme old syllabus?</b></p>	<p>Total Eight (08) subjects under four Modules:</p> <p>Module-I</p> <ol style="list-style-type: none"> <li>1. Company Secretarial Practice</li> <li>2. Drafting, Appearances and Pleadings</li> </ol> <p>Module-II</p> <ol style="list-style-type: none"> <li>3. Financial, Treasury and Forex Management</li> <li>4. Corporate Re-structuring and Insolvency</li> </ol> <p>Module-III</p> <ol style="list-style-type: none"> <li>5. Strategic Management, Alliances and International Trade</li> <li>6. Advanced Tax Laws and Practice</li> </ol> <p>Module-IV</p> <ol style="list-style-type: none"> <li>7. Due Diligence and Corporate Compliance Management</li> <li>8. Governance, Business Ethics and Sustainability</li> </ol>

6.	<b>Which subjects are covered under the Professional Programme New syllabus which is implemented from 3rd Sep 2013</b>	Total Nine (09) subjects under three Modules: <b>MODULE 1</b> 1. Advanced Company Law and Practice 2. Secretarial Audit, Compliance Management and Due Diligence 3. Corporate Restructuring, Valuation and Insolvency <b>MODULE 2</b> 4. Information Technology and Systems Audit 5. Financial, Treasury and Forex Management 6. Ethics, Governance and Sustainability <b>MODULE 3</b> 7. Advanced Tax Laws and Practice 8. Drafting, Appearances and Pleadings 9. Electives 1 out of below 5 subjects 9.1. Banking Law and Practice 9.2. Capital, Commodity and Money Market 9.3. Insurance Law and Practice 9.4. Intellectual Property Rights - Law and Practice 9.5. International Business-Laws and Practices
7.	<b>When will compulsory switch over to new syllabus of Professional Programme be effective ?</b>	Last Examination under the Professional Programme (Old Syllabus 2007) will be held in June, 2015 From December, 2015 Session, all students will be automatically switched over to the Professional Programme (New Syllabus 2012).
8.	<b>Is there any option for Switch over for professional programme before December 2015 examination?</b>	If you wish to appear under New Syllabus, you have the option to switchover to New syllabus which can be exercised at the time of applying for examinations.

### QUERIES RELATED WITH REGISTRATION DE-NOVO

1.	<b>When can I apply for registration De-novo ? ( i.e. renewal of registration )</b>	A student can apply for registration de-novo ( i.e. renewal of registration ) immediately on expiry of five years from the date of his previous registration but in any case within five years from the date of expiry of the registration.
2.	<b>What is the validity of de-novo registration ?</b>	De-novo registration is valid for further period of five years.
3.	<b>How many times I can apply for registration De-novo?</b>	Registration De-novo can be sought on a continuous basis unlimited number of times, provided the same are sought within the stipulated period.
4.	<b>I wish to apply for registration De-novo. Where can I get the denovo form ?</b>	Physical denovo forms are not acceptable w.e.f 01 January 2014. Students are advised to apply online through online services at <a href="http://www.icsi.edu">www.icsi.edu</a>

5.	<b>How can I pay the de-novo fees ?</b>	Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System ( through Canara Bank Branches).
6.	<b>How much fees I am required to pay for applying for registration De-novo ?</b>	<p>Rs.2,000/- (lump- sum) Students who apply for Registration de-novo within two years of the expiry of former registration.</p> <p>Rs 3,000/- (lump-sum) If students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration.</p> <p>Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Registration Denovo.</p>
7.	<b>Can I apply “on-line” for registration de-novo ?</b>	Yes,
8.	<b>How can I apply denovo of registration through online mode ?</b>	<p>Login to Online Services at <a href="http://www.icsi.edu">www.icsi.edu</a></p> <ol style="list-style-type: none"> <li>2. Click Student and then select My Account</li> <li>3. Click De novo Registration &amp; Extension under “Payment Requests” option</li> <li>4. Select Request Type and Payment mode and then click on “Submit Request”</li> <li>5. Request ID and Transaction ID will generate on successful submission of the request.</li> <li>6. Proceed for payment through Credit Card / Debit Card / Net Banking/bank challan.</li> <li>7. For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. In case receipt could not be generated due to any reason, follow the procedure as given below:</li> </ol> <p style="padding-left: 40px;">Click Student-&gt; select My Account Click payment request-&gt;Generate payment Receipt Write Request id and Transaction id and click on check status. If payment is successful then the Receipt would be generated (otherwise the payment is not successful)</p> <p>8. Please download the de novo registration</p>

		Letter from Section “Letter for student” in “other” option 9. In case of unsuccessful payment please resubmit your request
9.	<b>What is the last date for applying for De Novo / Extension of Registration ?</b>	The following are the cut-off dates for applying for De Novo vis-à-vis the CS Examinations conducted in June & December :  20 <sup>th</sup> February: ( For June session of examination ) 20 <sup>th</sup> August : ( For Dec session of examination )  ( Students whose status can be ascertained only after declaration of the results in February/ August may apply for Denovo/ Extension alongwith examination application for the June/ December session of examination. )
<b>QUERIES RELATED WITH EXTENSION OF REGISTRATION</b>		
1.	<b>What is the validity of extension of registration ?</b>	Extension is valid for further one year period.
2.	<b>How many times I can apply for extension of registration ?</b>	Extension can be taken maximum for two times each for a one year period. The extension has to be sought within six months of expiry of such registration.  To ascertain the eligibility for extension, students may contact Tel. No. 0120-4522072 or mail at <a href="mailto:extension@icsi.edu">extension@icsi.edu</a>
3.	<b>I wish to apply for extension of registration. Where can I get the extension form ?</b>	Physical Extension forms are not acceptable w.e.f 01 January 2014.  Students are advised to apply online through online services at <a href="http://www.icsi.edu">www.icsi.edu</a>
4.	<b>How can I pay the extension fees ?</b>	Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System ( through Canara Bank Branches).
5.	<b>How much fees I am required to pay for applying for extension of registration ?</b>	Rs 1,000/- (lump-sum) per year.  Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Extension of Registration.
6.	<b>Can I apply “on-line” for extension of registration ?</b>	Yes.

7.	<b>How can I apply extension online?</b>	<p>Login to Online Services at <a href="http://www.icsi.edu">www.icsi.edu</a></p> <ol style="list-style-type: none"> <li>2. Click Student and then select My Account</li> <li>3. Click De novo Registration &amp; Extension under “Payment Requests” option</li> <li>4. Select Request Type and Payment mode and then click on “Submit Request”</li> <li>5. Request ID and Transaction ID will generate on successful submission of the request.</li> <li>6. Proceed for payment through Credit Card / Debit Card / Net Banking/bank challan.</li> <li>7. For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. In case receipt could not be generated due to any reason, follow the procedure as given below:</li> </ol> <p style="text-align: center;">Click Student-&gt; select My Account Click payment request-&gt;Generate payment Receipt Write Request id and Transaction id and click on check status. If payment is successful then the Receipt would be generated (otherwise the payment is not successful)</p> <ol style="list-style-type: none"> <li>8. Please download the de novo registration Letter from Section “Letter for student” in “other” option</li> <li>9. In case of unsuccessful payment please resubmit your request</li> </ol>
8.	<b>Who is eligible for extension of registration ?</b>	<p>Only Professional Programmeme students are eligible for extension of registration.</p> <p>For seeking extension of registration, student concerned has to apply within six months from the expiry of his/her registration and he/she should have passed at least one module of Professional Programme</p>
<b>QUERIES RELATED WITH SUBJECT- WISE EXEMPTION</b>		
1	<b>Who is eligible to claim subject-wise exemption on the basis of qualifications ?</b>	<p>Students having following qualifications ( &amp; having secured 50% or more marks in aggregate ) and applying for exemption with requisite certificates and paper wise exemption fee @ of Rs.1000/= per subject on or before last day for claiming paper-wise are eligible to claim exemptions in the respective subjects :</p>

**OLD SYLLABUS ( valid till Dec 2014 exams )**

i) General and Commercial Laws :

MA / MBA ( Corporate Secretaryship ) or Degree in Law ( three years or five years integrated ) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE ( as equivalent to corresponding degree )

Paperwise exemption to Cost Accountants:

A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the CS Executive / Professional Programmes :

1. Executive Programmeme :
  - a) Tax Laws
  - b) Company Accounts, Cost & Management Accounting
2. Professional Proramme:
  - a) Financial, Treasury and Forex Management
  - b) Advanced Tax Laws and Practice

**NEW SYLLABUS – For students appearing under new syllabus in Dec 2013 exam onwards**

Students having following qualifications ( & having secured 50% or more marks in aggregate ) and applying for exemption with requisite certificates and paper wise exemption fee @ of Rs.1000/= per subject on or before last day are eligible to claim exemptions in the respective subjects :-

i) Industrial, Labour and General Laws :

Degree in Law ( three years or five years integrated ) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE ( as equivalent to corresponding degree )

Paperwise exemption to Cost Accountants:

A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the CS Executive / Professional Programmes :

Executive Programmeme :

1. Cost and Management Accounting -- [Module 1, paper 2]
2. Tax laws and Practice -- [Module 1, paper 4]
3. Company Accounts and Auditing Practices -- [Module 2, paper 5]



		<u>Professional Programme:</u> 1. Advanced Company Law and Practice – [Module 1, paper1] 2. Financial Treasury and Forex Management [Module 2, paper 5] 3. Advanced Tax laws and Practice [Module 3, paper 7]
2	<b>I am having MCom / or MBA qualification. Am I eligible for exemption in any subject ?</b>	No
3	<b>What is the last date for applying for Paper-wise exemption ? ( On the basis of qualification )</b>	The Cut-off dates for applying for paper-wise exemption ( on the basis of qualification ) are given below :  i) 31 <sup>st</sup> January :For June Session of Examinations ii) 31 <sup>st</sup> July :For December session of Examination  Applications received after the stipulated cut-off dates will be considered for only future sessions of examinations even if all eligibility conditions are fulfilled.
4	<b>I am having required qualification. How can I claim subject-wise exemption ?</b>	Student is required to apply for exemption through online services available at <a href="http://www.icsi.edu">www.icsi.edu</a> , attach scanned copy of all parts of mark sheet of the relevant qualification along with the requisite exemption fees @ Rs 1000/= per subject ( payable through credit card / debit card / netbanking / bank challan ) immediately after registration / or before the last date for submission of paper wise exemption forms within the cut-off dates prescribed for the same.
	<b>I have already been granted exemption. I have also received a confirmation letter in this connection from the Institute.</b>  <b>Am I required to pay exemption fee per subject every time I am appearing in the examinations?</b>	No. Exemption fee is required to be paid only once and the exemptions once granted will hold good for all future sessions of examinations.
5	<b>What is the criteria of getting paper-wise exemption, if I have secured more than 60% marks in any paper in my earlier examinations of ICSI ?</b>	The prescribed criteria is narrated below :  <u>Foundation Programme :</u> A candidate who has appeared in all the papers for which he/she was enrolled and has obtained 60% or more marks in any paper(s), but failed, shall be declared to have passed in the subsequent examination if he/she obtains a minimum of forty percent marks in each of the remaining papers and

		<p>fifty percent marks in the aggregate of the remaining papers at one sitting within the next three following examinations.</p> <p><u>Executive Programme:</u></p> <p>(i) A candidate who has appeared in all the papers of a module, for which he/she was required to enroll, and has secured 60% or more marks in any paper(s) and a minimum 25% marks in each of the remaining papers of the module, but has failed in that module shall be exempted from that or those paper(s) in which he/she secured sixty percent or more marks, in any subsequent examination on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear.</p> <p>(ii) A candidate who has appeared in all the papers of a module for which he/she was enrolled without obtaining any exemption and has failed in one paper of the module, but got a minimum of 60% of the total marks of the remaining two papers of that module, shall be declared to have passed in that module if he /she re-appears in the remaining one paper and obtains fifty per cent marks in any subsequent examination.</p> <p><u>Professional Program:</u></p> <p>A candidate who has appeared in both the papers of a module, for which he/she was enrolled and has secured 60% or more marks in any one paper and a minimum 25% marks in the other paper of the module, but failed in the module, shall be exempted from that paper in which he/she secured sixty percent or more marks on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear and he/she shall be declared to have passed in that module if he/she re-appears in the remaining one paper of the module and obtains a minimum of 50% marks in any subsequent examination.</p>
6	<p><b>How much fees I am required to pay for claiming paper wise exemption on the basis of securing 60% or more marks in Institute's earlier examinations ?</b></p>	<p>No exemption fee is required for claiming exemption on the basis of 60% marks secured in Institute's earlier examination.</p>

**QUERIES RELATED WITH SWITCH OVER TO NEW SYLLABUS**

1	<b>How can I apply for Switch over? Am I eligible for switchover ?</b>	Student registered For Executive Program prior to Feb 2013 – under Old Syllabus, whose registration period is valid and is interested to appear in examination as per the New Syllabus in December 2013 (or subsequent sessions), and intends to seek switch over--can apply for switch over to New Syllabus at the time of seeking enrolment to examination for December 2013 or the respective sessions of examinations.																												
2	<b>Is there any fee for Switch -over?</b>	No, There is no fee for switch over to New Syllabus ..																												
3	<b>After switchover, whether the Institute will provide the new study material??</b>	The study material of the New syllabus, if any , required by the student, it is to be purchased by the student by paying the requisite cost of study material.																												
4	<b>What is the last date for switchover ?</b>	The option of switch over to New Syllabus is required to be exercised at the time of seeking Enrolment to Examinations for December, 2013 session. In case the student is applying through online mode , a separate request for Switch over --has to be sent through mail at the mail ID : <a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a> simultaneously with the submission of Online form.																												
5	<b>I have switched over to the New syllabus. May I revert to old syllabus ?</b>	Switchover to the new syllabus is irreversible and the student are not eligible to revert to the old syllabus under any circumstances.																												
6	<b>I am under the Old Syllabus and would like to continue under the in Old Syllabus. What is the last session for old syllabus examination?</b>	<p>The Last Examination under Executive Programme [old syllabus 2007] will be held in December 2014 session.</p> <p>From June, 2015 session, all students will be automatically switched over to the Executive programme [New syllabus 2012].</p>																												
7	<b>I want to switch over to New syllabus . I want to know the details of corresponding exemptions on switch over to New syllabus.</b>	<p>Executive Programme (Old Syllabus 2007) students may also seek switchover to Executive Programme (New Syllabus 2012). On switchover to the New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details :</p> <table border="1" data-bbox="803 1564 1494 1942"> <thead> <tr> <th>EXISTING / OLD SYLLABUS PAPER</th> <th>CODE</th> <th>REVISED/ NEW SYLLABUS PAPER</th> <th>CODE</th> </tr> </thead> <tbody> <tr> <td>General and Commercial Laws(*)</td> <td>221</td> <td>See Note below(*)</td> <td>323</td> </tr> <tr> <td>Company Accounts and Cost &amp; Management Accounting</td> <td>222</td> <td>Cost and Management Accounting</td> <td>322</td> </tr> <tr> <td>Tax Laws</td> <td>223</td> <td>Tax Laws and Practice</td> <td>324</td> </tr> <tr> <td>Company Law</td> <td>224</td> <td>Company Law</td> <td>321</td> </tr> <tr> <td>Economic and Labour Laws(*)</td> <td>225</td> <td>See Note below(*)</td> <td>327</td> </tr> <tr> <td>Securities Laws and</td> <td>226</td> <td>Capital Markets and</td> <td>326</td> </tr> </tbody> </table>	EXISTING / OLD SYLLABUS PAPER	CODE	REVISED/ NEW SYLLABUS PAPER	CODE	General and Commercial Laws(*)	221	See Note below(*)	323	Company Accounts and Cost & Management Accounting	222	Cost and Management Accounting	322	Tax Laws	223	Tax Laws and Practice	324	Company Law	224	Company Law	321	Economic and Labour Laws(*)	225	See Note below(*)	327	Securities Laws and	226	Capital Markets and	326
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		(*) Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus																																					
8	<b>What is effective date of the New syllabus of Professional programme?</b>	<p>The Professional program [New Syllabus- 2012] has been implemented with effect from 1<sup>st</sup> September'2013.</p> <p>The first examination under the professional programme (New Syllabus 2012] will be held in June 2014 and the last examination under the professional programme Old Syllabus will be held in June 2015.</p> <p>From Dec 2015 session, all students will be automatically switched over to the professional programme New Syllabus 2012</p>																																					
9	<b>What is the last date for seeking switchover to Professional Programme?</b>	<p>The option of switchover to new syllabus is required to be exercised at the time of seeking enrollment to the examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount</p>																																					
10	<b>What are the corresponding Exemptions in professional programme after switchover from old syllabus to new syllabus ?</b>	<p>On switchover to the New Syllabus, students of Professional Program ( old syllabus ) will be eligible for corresponding paper-wise exemptions as per the following details</p> <table border="1"> <thead> <tr> <th>EXISTING / OLD SYLLABUS PAPER</th> <th>CODE</th> <th>REVISED/ NEW SYLLABUS PAPER</th> <th>CODE</th> </tr> </thead> <tbody> <tr> <td>Company Secretarial Practice</td> <td>231</td> <td>Advanced Company Law and Practice</td> <td>331</td> </tr> <tr> <td>Drafting, Appearances and Pleadings</td> <td>232</td> <td>Drafting, Appearances and Pleadings</td> <td>338</td> </tr> <tr> <td>Financial, Treasury and Forex Management</td> <td>233</td> <td>Financial, Treasury and Forex Management</td> <td>335</td> </tr> <tr> <td>Corporate Restructuring &amp; Insolvency</td> <td>234</td> <td>Corporate Restructuring, Valuation and Insolvency</td> <td>333</td> </tr> <tr> <td>Strategic Management, Alliances &amp; International Trade</td> <td>235</td> <td>NIL</td> <td></td> </tr> <tr> <td>Advanced Tax Laws and Practice</td> <td>236</td> <td>Advanced Tax Laws and Practice</td> <td>337</td> </tr> <tr> <td>Due Diligence and Corporate Compliance Management</td> <td>237</td> <td>Secretarial Audit, Compliance Management and Due Diligence</td> <td>332</td> </tr> <tr> <td>Governance, Business Ethics and Sustainability</td> <td>238</td> <td>Ethics, Governance and Sustainability</td> <td>336</td> </tr> </tbody> </table>		EXISTING / OLD SYLLABUS PAPER	CODE	REVISED/ NEW SYLLABUS PAPER	CODE	Company Secretarial Practice	231	Advanced Company Law and Practice	331	Drafting, Appearances and Pleadings	232	Drafting, Appearances and Pleadings	338	Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335	Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333	Strategic Management, Alliances & International Trade	235	NIL		Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337	Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligence	332	Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336
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## QUERIES RELATED WITH EXAMINATION FORM

1.	<b>How much examination fee is to be paid ?</b>	Course	General Category Students	SC/ST Students ( 50% concession )	Physically handicapped students ( 75% concession )
		Foundation Programme	Rs 1200/- lump sum	Rs 600/- lump sum	Rs 300/- lump sum
		Executive Programme	Rs 1200/- per Module	Rs 600/- per Module	Rs 300/- per Module
		Professional Programme	Rs 1200/- per Module	Rs 600/- per Module	Rs 300/- per Module
		<ul style="list-style-type: none"> <li>For appearing from overseas Dubai Centre : Surcharge of US \$ 100 ( or its equivalent to Indian currency) in addition to the applicable examination fees.</li> </ul>			
2.	<b>What is the mode of payment of exam fees ?</b>	The fees may be remitted only through online payment gateway ( i.e credit card / debit card / netbanking ) or generated challan through Canara Bank as available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a>			
3.	<b>What is the last date of submission of examination forms ?</b>	Session	Without late fees	With late fees of Rs 250/-	
		June Examination	25 <sup>th</sup> March	9 <sup>th</sup> April	
		December Examination	25 <sup>th</sup> September	10 <sup>th</sup> October	
4.	<b>I wish to fill up the examination form. From where can I get the Examination Form ?</b>	Examination application can be filled up only through online services available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a>			
5.	<b>How can I fill examination form through Online?</b>	You are required to go to Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> Click Login portal after that Login (through Registration No.) & Password -----click My accounts --- Examination enrolment.			
6.	<b>How can I remit the examination fee in Online services ?</b>	Examination fees can be remitted through Debit card / Credit card / Internet Banking /Bank Challan system..			
7.	<b>I have already submitted my examination form. Now I wish to change my centre. How can I do so ?</b>	Student can submit the change request only through online services available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> at least 15 days before the commencement of examination.  Fees for changes will be accepted only through online payment gateway  <i>Please note that change of exam center within a particular city is not permissible</i>			

8	<b>I have already submitted my examination form. Now I wish to change my Medium / Module. How Can I do so ?</b>	<p>Student can submit the change request only through online services available at Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> at least 15 days before the commencement of examination.</p> <p>Fees for changes will be accepted only through online payment gateway.</p>
9	<b>I have already submitted my examination form. How will I get my Admit Card ( i.e. Roll No. ) ?</b>	Admit Card ( i.e. Roll No. ) can be downloaded from the Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> before 10 days of commencement of Institute's examination.
10	<b>I have already passed examination. How will I get my mark sheet ?</b>	<p>Mark sheet can be downloaded from Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a>.</p> <p>W.e.f. June 2011 session onwards, hard copy of mark sheets is issued to only such students who have passed Professional Programme. Hard copy of the mark sheet is not issued to Foundation / Executive passed students.</p>
11	<b>I have already passed examination. How will I get my Pass Certificate?</b>	<p>Pass Certificate is issued to only such students who have passed Professional Programme (i.e. who have completed all four modules of Professional Programme).</p> <p>Issue of Pass certificate has been discontinued for Foundation / Executive passed students w.e.f. June, 2010 session onwards.</p>
12	<b>I had received my mark sheet. But I have lost it. How can I get the duplicate mark sheet?</b>	Student is required to submit an application (addressed to The Joint Director, Examinations, The ICSI, C-37, Sector-62, Noida-201309) for the same and send along with a demand draft of Rs 140/- (including postal charges ) drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. duplicate mark sheet will be sent at his/her address within 15 days or can be apply online Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> .
13	<b>I had received my Pass Certificate. But I have lost it. How can I get the duplicate Certificate?</b>	Student is required to submit an application (addressed to Director of Student Services) alongwith a demand draft of Rs.200/- drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi and also submit an affidavit. For further details, mail your query at <a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a>
14	<b>I require a Transcript / Certified copy of the syllabus for further studies in abroad. How Can I get the same?</b>	Student is required to submit an application (addressed to Director of Student Services) along with a demand draft of Rs.250/- (per copy) drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. For further details, mail your query at <a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a>

## QUERIES RELATED WITH COMPULSORY COMPUTER TRAINING

1	<b>From where I can do the compulsory computer training ?</b>	<p>M/s APTECH Limited is imparting computer training to the students of the Institute at subsidized rates List of authorized centers of APTECH are given at link given below : <a href="http://training.aptechtrainingsolutions.com/TS/ViewCenters.aspx">http://training.aptechtrainingsolutions.com/TS/ViewCenters.aspx</a></p> <p>Students may also undergo computer training from any other Institute or training center all over India at his/her convenience</p>
2.	<b>What is the total duration of Computer Training ?</b>	<p>70 hours of computer training shall be provided to the students.</p> <p>To undergo this course, a student has to approach any APTECH center recognized for ICSI-APTECH Course on all India bases. To take admission, the student has to deposit the requisite fees and fulfill the formalities as per the requirements of M/s APTECH.</p> <p>The student can also do this training from any other computer training Institute as per his/her convenience. While doing so, he/she should ensure that the syllabus of the computer training is as per the one prescribed by the ICSI.</p>
3.	<b>How much fee I am required to pay for the said Computer Training from APTECH ?</b>	<p>In case of ICSI-Aptech Course, fee chargeable from student at present is Rs.3,000.00 (for General Category), Rs.2,500.00 ( for SC/ST Category).</p> <p>Note: Service Tax and bank charges as per the GOI rules as applicable from time to time shall be payable by the student. Present rate of Service Tax @ 12.36 %.</p> <p>All payments will be online or by credit / debit card or by demand draft (nationalized bank and large private banks only)</p>
4.	<b>Who is exempted from computer training ?</b>	<p>A student shall be exempted from undergoing the Compulsory Computer course if he/she fulfills the following criteria:</p> <ol style="list-style-type: none"> <li>1. He/She has the requisite knowledge of the areas/topics covered in the computer training and</li> <li>2. He/She enrolls himself/ herself for an online exemption test (to be conducted by M/s Sify) and successfully clears the test.</li> </ol> <p><i>Note: As per the recent changes in the policy of the Institute, M/s Sify is now the sole testing authority on the proficiency of computer knowledge for the ICSI. To register themselves online for the exemption test in SIFY and find more details regarding the test, the students may refer to the icsi-sify portal i.e. <a href="http://icsi.sifyitest.com">http://icsi.sifyitest.com</a> .</i></p> <p>Under the reciprocal arrangement between ICSI and ICAI(Cost), the students of ICAI(Cost) who have already undergone the computer training to comply with requirements of that course will be fully exempted from compulsory computer</p>

		<p>training requirement of ICSI.</p> <p>Physically handicapped students may also be exempted from undergoing computer training against Doctor's certificate issued as per criteria prescribed by the institute.</p> <p>A student may be considered for granting total exemption from Compulsory Computer Training if, he/she possesses not less than 3 years working experience on the computer in any organization and acquired sufficient computer knowledge and operational skills to the satisfaction of Director of IT particularly on MS Office, Internet, E- mail or any other package which is deemed relevant for the course.</p>
5.	<b>I am having good working knowledge of computer, but I have not done any degree/or diploma in Computer applications. Can I be exempted from the said Computer Training ?</b>	Yes. You can be exempted from Computer Training but you have to enroll yourself for an online exemption test (to be conducted by SIFY) at any of the SIFY Center on all India basis and successfully clears the test. For appearing in the said online-test, you are not required to produce any Certificate/or Degree / or Diploma in Computer Applications.
6.	<b>What is online exemption test and How to approach for online exemption test?</b>	<p>M/s Sify Software has developed an online testing portal where students can appear for online test in <a href="http://icsi.sifyitest.com">http://icsi.sifyitest.com</a>.</p> <p>Fee structure, Centre details and other information are available on the website.</p> <p>Please refer to the details available in ICSI-Sify portal i.e. <a href="http://icsi.sifyitest.com">http://icsi.sifyitest.com</a>.</p>
7.	<b>What is the fee for online exemption test?</b>	<p>Fees for online exemption test by M/s Sify is as under :</p> <p>Fees payable online - Examination Charges Rs.440/- + bank charges as applicable</p> <p>Fees payable offline - Examination Charges Rs.440/- + Bank Charges Rs.50/- : Total Rs.490/-</p> <p>For further details please refer to ICSI-Sify portal i.e. <a href="http://icsi.sifyitest.com">http://icsi.sifyitest.com</a>.</p>
8.	<b>I have completed my 70 hours computer training from APTECH center but till date I have not received the Computer Course Certificate. What should I do ?</b>	You may contact your respective APTECH Centre or write at e-mail: <a href="mailto:supporticsi@apttech.ac.in">supporticsi@apttech.ac.in</a>



9.	<p><b>I have completed my 70 hours computer training from APTECH center but till date I have not received the Computer Course Certificate. Can I fill up the examination form for appearing in Institute's examination provisionally?</b></p>	<p>Yes in such cases, student concerned can fill up the examination form provisionally.</p> <p>At the appropriate column he/she may write "Computer training completed, certificate awaited".</p>
<p><b>MISCELLANEOUS QUERIES</b></p>		
1.	<p><b>I have recently shifted my residence. How can I apply for change of address in Institute's record?</b></p>	<p>Student can log in to institute's online services through its student portal <a href="http://www.icsi.edu">www.icsi.edu</a> and by putting the Login ID &amp; password and following the stipulated procedure, student can update his/her address in the records of institute instantly.</p> <p>Go to option \Student \My Account \Manage Account \Alteration in your address.</p>
2.	<p><b>I wish to change my e-mail ID / or mobile no. in Institute's record. What should I do?</b></p>	<p>Student can log in to institute's online services through its student portal <a href="http://www.icsi.edu">www.icsi.edu</a> and by putting the Login ID &amp; following the stipulated procedure, student can update his/her e-mail ID / Mobile Number in the records of institute instantly.</p> <p>Go to option \Student \My Account \Manage Account \Alteration in your Mobile Number &amp; e-mail id.</p>
3.	<p><b>I have not received my registration letter &amp; Student Identity Card from Institute till date. How can I get it?</b></p>	<p>Student can log in to institute's online services through its student portal <a href="http://www.icsi.edu">www.icsi.edu</a> and by putting the Login ID &amp; password following the stipulated procedure, student can download &amp; take printout of the registration letter &amp; Online Student Identity Card</p> <p>Go to option \Student \My Account \Others\Download Identity Card &amp; Letter for Students (Registration Letter)</p> <p>Students are required to get the Online Student Identity Card attested locally by any Govt Gazetted Officer / ACS/FCS member of Institute to make it valid. Unattested Identity Card is not valid.</p>
4.	<p><b>How can I create my Login Id &amp; password to use Institute's online services through its Student Portal?</b></p>	<ol style="list-style-type: none"> <li>1) Visit on Institute's website <a href="http://www.icsi.edu">www.icsi.edu</a></li> <li>2) Click on ON-LINE SERVICES (top right side of your screen)</li> <li>3) Click on Student Login</li> <li>4) Type your registration number in Username</li> <li>5) Click on Retrieve Password</li> <li>6) Again click on Reset password (students only)</li> <li>7) Entered your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)</li> </ol>

		<p>8) Click on Proceed.</p> <p>9) Enter your correct e-mail id &amp; mobile number (WHICH FOR UPDATION IN THE ICSI RECORD)</p> <p>10) Click on Reset Password and Get the password on screen.</p>
5.	<p><b>I am registered student of Institute, but I am not getting Student Company Secretary bulletin regularly. What should I do?</b></p>	<p>Student Company Secretary bulletin is sent by post bi-monthly to all its registered students whose registration number is valid. If any student is not getting any issue of bulletin, he/she may inform the same to institute at <a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a> and another copy of the same will be sent to him by post again free of cost.</p> <p>However, all issues of Student Company Secretary bulletin is also uploaded on institute's website <a href="http://www.icsi.edu">www.icsi.edu</a> in "Journals &amp; Bulletins" section. Students can also see the same and take the printout of the relevant portion.</p> <p>Further, by-monthly e-bulletin is also sent by e-mail to all students of Institute whose e-mail IDs are registered in records of the Institute.</p>