



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

**Attention Students!!**

**15 Days Academic Program as applicable under modified training structure is now available at the Institute's LMS portal at anywhere and anytime mode**

**Important Instructions for Students:**

1. Applicable to all the students registered in CS Executive Programme on or after 1<sup>st</sup> April 2014 and passing Executive Programme Examination on or after 25.08.2015.
2. Students who have partially completed the 15 days Academic programme through any other mode, can also complete the remaining part of their training through LMS.
3. Students need to apply through STIMULATE portal <https://stimulate.icsi.edu>
4. Stimulate Portal shall have validations check to establish the eligibility of an applicant. Ineligible students shall not be allowed to apply.
5. Fee for 15 Days e-Academic Programme (for Online Mode) is given below:

<b>Name of the Training</b>	<b>Fees</b>
2 Days Induction Programme	Rs. 750/-
3 Days e-Governance Programme	Rs. 1500/-
5 Days Skill Development Programme	Rs. 2000/-
5 Days Entrepreneurship Development Programme	Rs. 2000/-

6. Once the registration for the training (i.e. 2 Days, 3 Days, 5 Days, 5 Days) is approved on STIMULATE, access to E-learning platform will be provided within 7 working days.
7. The login Id will be Registration number (without slash)@icsi.edu. For example, if the registration number is 123456789/02/2020 then student's Login Id would be [123456789022020@icsi.edu](mailto:123456789022020@icsi.edu)
8. Default password for first time login is Learn@1234. Existing users may continue to use their password.

9. Students have to complete their 15 Days training in the order of 2 Days Induction, 3 Days e-Governance, 5 Days Skill Development and 5 Days Entrepreneurship Development Programme.
10. Students are advised to complete their training program within the specified time period (2 Days, 3 Days, 5 Days, and 5 Days) as the case may be to get completion certificate.
11. After the successful completion, students shall have to upload their completion certificate on the STIMULATE Portal. Thereafter they will be allowed to apply for the next level training in the order.
12. Students can start their training i.e 2 Days Induction / 3 Days e-Governance / 5 Days Skill Development / 5 Days Entrepreneurship Development Programme on any day of their choice once training is approved in STIMULATE and LMS access is granted.
13. Students must complete their training within a maximum time frame of 30 days from the day LMS access is given.  
If a student fails to complete his/her training within the allotted 30 days, his/her LMS access will be deactivated, and the fee submitted by the student will be forfeited. Such candidates have to apply again through STIMULATE by paying the entire fee and complete the training afresh.
14. Students can undergo sessions at anytime, anywhere with full flexibility of selecting the time but within 30 days of LMS access.
15. Students are required to complete all sessions within time period.
16. Once all the sessions of a particular day are completed, then the first session of next day will be available after a gap of 24 Hrs.
17. Till previous session is incomplete, Students will not be allowed to start any fresh session.
18. In order to get the completion certificate, it is mandatory to view the entire session.
19. Students have to click on “**Mark as Complete**” button on the LMS portal and then “**View Certificate**” will become active through which completion certificate may be downloaded.
20. Please note that the Start Date and End Date reflecting in the dash board (STIMULATE Portal) of the student in the particular training screen is pertaining to taking registration at anytime and anywhere basis. However students need to complete the training within the time frame in order to get completion certificate.

Directorate of Training/14.09.2022