**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)

Details of 15 days Academic Program for students

- The 15 days academic program (i.e. 2 days Induction + 3 days e-Governance + 5 days Skill Development +5 days Entrepreneurship Development) shall be applicable for all students who have completed their Executive Program (i.e. passed both modules of Executive Program) on or after 25th August 2015.

- The break-up of 15 days academic program exposure is as under:

  i)   2 days Induction Program
  ii)   3 days e-governance
  iii)   5 days Skill Development
  iv)   5 days Entrepreneurship Development

- **Applicability:**
  i.   15 days Academic program is applicable to every student who is successfully completing Executive Program (whether already undergoing training or not) of ICSI, on or after 25th August 2015.
  ii.   2 days Induction & 3 days e-Governance are to be completed within 3 months of passing Executive programme or within 2 months of commencement of their 15 months/1 year/2 years training whichever is earlier. If, any student is already undergoing training on the date of passing the Executive program, in such case two months criteria is not applicable to him/her.
  iii. 3 days e-Governance is to be commenced only after 2 days Induction is completed.
  iv.   5 days Skill Development is to be completed only after completing 2 days Induction & 3 days e-Governance but, in any case within 7 months from the passing of Executive program.
  v.   5 days Entrepreneurship Development is to be completed only after completing 2 days Induction, 3 days e-Governance & 5 days Skill Development but, in any case before 3 months from the completing of their 15 months/1year/2 years training.
  vi.   Students failing to complete the above requirement will not be allowed to apply for MSOP(or by whatever name may be called)

- **Exemption from 15 days academic program** :

  Exemption from 15 days academic program may be granted to the students who are having adequate working experience on case to case basis as per details given in the under mentioned table

Sl.No.	Particulars of experience required	Types of company or organisation
(i)	Six months experience as Assistant Company Secretary / Dy. Company Secretary or any higher designation in Secretarial Department	In any company or body corporate (having paid up share capital of minimum Rs.25 lacs) or (minimum annual Turnover of Rs.1 Crore) or (minimum gross annual receipt of Rs. 1 crore
		in case of Company Limited by Guarantee) or public sector undertaking or financial institution or bank.
(ii)	One year as Executive or Officer or any other higher designation in Managerial cadre.	In any company or body corporate (having paid up share capital of Rs.25 lac) or (minimum annual turnover of Rs.1 crore) or (minimum gross annual receipt of Rs.1 Crore in case of Company Limited by Guarantee) or public sector undertaking or financial institution or bank or Government organisation or statutory body or autonomous body or Practising Company Secretaries or firm of Practising Company Secretaries.
(iii)	One year experience in Clerical or Supervisory or Officer cadre.	In any department of the ministries under State/Central Government
(iv)	One year's continuous practice as Chartered Accountant or Cost & Management Accountant or as an Advocate	

- For claiming the above exemption, student concerned shall be required to submit "Experience Certificate" issued by his/her employer, as per details given below :

a) Experience Certificate should be neatly typed/printed on letter head of the company/organisation from where the student concerned has acquired the working experience;

b) It should be signed by authorised signatory of the company/organisation. Name, Designation, signature with date and stamp of authorised signatory should be clearly visible;

c) It should contain name of student, designation, period of working experience (from… to ….), monthly emoluments paid, detailed job profile handled by the candidate;

d) Student should also submit documentary evidence in support of paid-up capital /turnover /gross annual receipt/certificate of practice as Chartered Accountant or Cost & Management Accountant or Bar Council registration certificate in case of Advocate/ Documentary proof of continuous practice as CA or CMA or Advocate etc. (whatever applicable, on case to case basis);

- All supporting documents submitted by students are to be self-attested by the applicant bearing his/her signature & date.

- Each student applying for exemption from 15 days Academic Program shall be required to pay processing fees of Rs 6,000/- per student.

- Since it is a processing fee, this is to be paid online.

- Exemption shall always be granted from full 15 days Academic Program. There will be no provision of partial exemption (for example : somebody has been granted exemption from 2 days Induction or 3 days e-Governance etc. etc… and he/she is asked to undergo balance potion of 15 days Academic Program i.e. 5 days Skill Development or 5 days Entrepreneurship Development Program).

- After receipt of application for exemption from 15 days Academic Program along with exemption fees of Rs 6,000/-, while doing the scrutiny/checking of documents submitted by student, if it is found that student is not eligible for granting exemption from 15 days Academic Program, in such case fees paid by him/her for claiming exemption from 15 days Academic Program shall be refunded after deduction of administrative charges. Later on after some time, after acquiring some more experience or on the basis of some additional supporting documents if he/she is applying again for re-consideration of his /her request, he/she shall be required to apply a fresh along with payment of Rs 6,000/- as fees for claiming exemption from 15 days Academic Program once again.

- Student's application for exemption from 15 days Academic Program shall be accepted through online portal https://stimulate.icsi.edu along with all supporting documents and you need to pay the fee of Rs 6,000/- online only. Applying for exemption from 15 days Academic Program through e-mail and sending scanned copies of all supporting papers through e-mail shall not be accepted.

- After approval of grant of exemption, applicant can be able to generate the letter of exemption.

The complete details and programme structure of the proposed 15 days academic programme is as under :

Details of the structure and modalities of proposed Academic programmes

Sl. No.	Particulars	2 days Induction	3 days e-Governance	5 days Skill Development	5 days Entrepreneurship Development
1	Duration	2 days in continuation (preferably on Friday & Saturday)	3 days in continuation	5 days in continuation	5 days in continuation
2	When to undergo	To be completed within 3 months of passing Executive program or within 2 months of commencement of their 15 months/1 year/2 years training whichever is earlier. If, any student is already undergoing training on the date of passing the Executive program, in such case two months criteria is not applicable to him/her.	To be completed, after successfully completing 2 days Induction , but within 3 months of passing Executive program or within 2 months of commencement of their 15 months/1 year/2 years training whichever is earlier. If, any student is already undergoing training on the date of passing the Executive program, in such case two months criteria is not applicable to him/her.	To be completed only after completing 2 days Induction & 3 days e-Governance but, in any case within 7 months from the passing of Executive program.	To be completed only after completing 2 days Induction, 3 days e-Governance & 5 days Skill Development but, in any case should be completed atleast 3 months prior to the completion date of their 15 months/1year/2 years training.
3	Fees payable by Student	Upto Rs. 1500/-) per student for entire duration of 2 days training, including the cost of serving working lunch, tea, snacks etc.	Upto Rs. 3000/- per student for entire duration of 3 days training, including the cost of serving working lunch, tea, snacks etc.	Upto Rs. 4000/- per student for entire duration of 5 days training, including the cost of serving working lunch, tea, snacks etc.	Upto Rs. 4000/- per student for entire duration of 5 days training, including the cost of serving working lunch, tea, snacks etc.
4	Leaves allowed to students during training programme	No leaves allowed. If any student is absent on any day, he/she will be required to repeat the entire training of 2 days once again to get the completion certificate.	No leaves allowed. If any student is absent on any day he/she will be required to repeat the entire training of 3 days once again to get the completion certificate.	If any student is absent on some days, he/she will be required to attend the missed sessions in any of the subsequent batches to get the completion certificate.	If any student is absent on some days, he/she will be required to attend the missed sessions in any of the subsequent batches to get the completion certificate.
5	Where to undergo	CCGRT, RCs & all Chapters			

6	Venue	If comfortable seating arrangement and other basic infrastructure required for conducting training program is available at RCs / Chapters, the program can be organised at the premises of RCs / Chapters itself. Otherwise, outside suitable venue can also be hired by the respective RCs / Chapters.
7	Mode of training	Full time in-house Program (Tentative 8 hours per day, including 1 hour for lunch break, & 1 hour for 2 tea breaks of 30 minutes each on every day)
8	Attendance	Attendance to be taken two times every day (incoming/outgoing, time with signature of student)
9	Refund of Fee	In case a student is unable to attend 15 days Academic Programme he/she may apply for refund of fee in the Application form given in Appendix –B. Refund will be given as per guidelines indicated below :- Guidelines for refund of fee for trainings/academic programmes of students : | Sl No.	Notice period	Amount of fees to be refunded
(i)	If candidate is providing information about the cancellation of his/her seat prior to more than five working days of commencement of any trainings/academic programs	90% fees shall be refunded
(ii)	If candidate is providing information about the cancellation of his/her seat five or less than five working days prior of commencement of training or did not turn up for training programme without any prior information	50% fee shall be refunded	
10	Status of leave taken by students during his MT/AT to complete above programs	Trainer may grant leave to the concerned students for specific duration to undergo the above programs but for that duration his/her training will get extended.
11	Duration of substructure of the topics	Broad guidelines have been provided herein below on the basis of the emphasis to be laid on the subject. It is an indicative guidance .RCs and Chapters may draw an inference from the same.
12	Admission in the programme	Admission can be applied online through http://stimulate.icsi.edu

Program Structure of 2 days Induction:

Day 1

Session Plan	Timings
Inaugural session	1 hour

ICSI: Training structure and Compliance
    • Complete training structure of ICSI
    • Expectations of trainer from trainees
    • Various compliances during training
(The trainer shall give a detailed information about the training structure, its requirements including the expectations of trainer from trainees)
	1 hour

Work place management
    • Office culture
    • file management
    • e-filing (overview)
(The session shall be structured to cover the basics like office culture, file management and an overview of e-filing at various platforms)
	1 hour

Interview skills
    • CV enhancement
    • Do's & Don'ts of Interview
(The trainer shall teach the students about preparation of CV and also take mock interviews of students for better preparation)
	1 hour

Corporate etiquettes
    • Dressing sense
    • Behavioural issues
(The trainer shall endeavour to make the session alive so that the students shall be aware of dressing sense and also touch the behavioural issues)
	1 hour

ICSI online services like placement portal, e-library, knowledge portal etc. (Trainer shall inform and guide the participants about the various technology initiatives taken by the Institute for better servicing of stakeholders.)	1 hour
Day 2	

Companies Act, 2013
    • Introduction and Overview
    • Role and Opportunities for CS &Challenges for CS
(The sessions are expected to deliberate on the issues in Companies Act and the role of Company Secretaries etc.)
	2 hours
	1 hour

Drafting of Notice, Agenda, Minutes, Resolutions, Application/petition before NCLT & NCLAT (The session has been structured to cover practical aspects of drafting of notices, agendas, resolutions, application and petitions)	1 hour 30 minutes
Profession, Professional & Professionalism (The session shall be on various facets of profession, how to become a professional and etiquettes to be followed in professional life)	1 hour 30 min

Program Structure of 3 days e-Governance

Day 1

Session Plan	Timings
IT Act, 2000 (Overview) (The session has been structured to give an insight into IT Act, its provisions etc.)	30 min
Use of Digital signature (The session has been structured to cover the types of digital signature, how to	30 min

use digital signature)	
Licensed software Vs. Pirated software (The session shall deliberate on a brief on software, licensed and pirated)	30 min
e-governance & electronic filing initiatives of GOI (MCA forms, VAT returns, TDS returns, Trademarks etc.) (The session shall cover the digital India initiatives taken by GoI, MCA21, ACES, CBDT and various e-filings)	1 hour
XBRL- Overview and filing	1 hour 30 min

Exposure to MS Office
   • Advanced features of Power point presentation
   • Advanced MS Word
   • Advanced MS Excel
(The session is expected to give practical training of MS Office covering mainly the shortcut keys and other advanced tools etc.)
	2 hours

Day 2	
Electronic maintenance of statutory register (The session shall cover the practical approach to be adopted in electronic maintenance of various registers)	1 hour
Advanced google search (The session shall cover how to use the advanced functions of Google, and/or specialised search engines to get participants more specific search results so they don't have to look through irrelevant results, and may find specifically relevant information that otherwise may not be available.)	1 hour
ICSI website (all student related sections and Apps) (The session shall be structured in a manner that the student be able to better understand how to collect information from ICSI website, and related Apps)	1 hour

Sensitization and familiarization with following websites:*
   • MCA □ SEBI
   • RBI
   • CCI
   • Income tax
   • CBEC
   • Registrar of Trademarks
   • BSE/NSE
(The sessions shall be structured in a manner that the participants be aware of how to use the websites of various regulatory bodies, how to collect information etc.)
	3 hours

*Any three of the above websites	
Day 3	
E- voting- Provisions & Process (The session shall cover the detailed procedure of e-voting, its provisions & processes, how to appoint a scrutinizer and how to handle an e-voting with special emphasis on practical problems being faced regularly)	2 hours
E-commerce (popular sites, process & legal aspects) (The session is expected to cover various legal aspects of e-commerce, the rights available with consumers, duty of professionals etc.)	1 hour
Submitting online application for PAN (The session shall cover online application of PAN, how the payment can be made, how to rectify information in a PAN, double PAN and its punishment etc.)	30 min
Preparing your own website (issues related with domain registration, server, database, language consideration etc.) (The session shall cover various languages, how to purchase space, registration	1 hours 30 min
of domain, use of server, various copyright related issues in developing own website)	
Utilisation of various gadgets (in professional services) like: • Tablets • Cell phones (Smart phones) • laptops and PCs (The session shall deliberate upon optimum utilization of electronic items mainly various gadgets)	1hour

Program Structure of 5 days Skill Development

Day 1

Session Plan	Timings
Interpersonal skills • Group dynamics • Negotiation skills • Leadership • Emotional intelligence (The sessions shall be structured in a manner that various interpersonal skills of participants be developed. The trainer is expected to ensure participation of all participants in the session through practical exercises)	30 min 1 hour 1 hour 30 min
Communication skills • Public speaking • Group discussion • Gestures and body language & Presentation skills (The sessions shall cover the facets of verbal and non-verbal languages, how to make a public speech, reading gestures and body languages, how to opt best gestures and body languages, preparing for group discussion and enhancing presentations skills. The trainer is expected that the sessions shall cover various other skills of communications other than written)	1 hour 1 hour 1 hour
Day 2	

Writing skills- Business writing skills
    ☐   Press communiqué
    •   Inter-office communication
    •   Email etiquettes
    •   Business letters
    •   Agenda and Minutes
    •   Proof reading and editing
(The sessions shall emphasize on various writing skills. The trainer is expected to cover the practical aspects of business writings to help enhancing the writing skills of participants)
	1 hour
	1 hour
	30 min
	1 hour 1
	hour 30
	min 1
	hour

Day 3	

Advocacy skills
    •   Drafting
    •   Pleading
    •   Right to Legal Representation under various corporate legislation
    ☐   Court Craft
    •   Advocacy Etiquettes
    •   Dressing Etiquette
    •   Communication Etiquettes
    •   Duty towards the Court, Client and Opponent
(The sessions shall cover the advocacy skills. The trainer shall provide the guidance on drafting, the art of pleading, various court crafts and advocacy etiquettes etc.)
	1 hour
	1 hour
	30 min 1
	hour30
	min 30
	min
	30 min
	1 hour

Day 4	

Interpretation skills
    •   Objectives of Interpretation
    •   Essentials of Interpretation of a Statute
    •   Principles of Interpretation
    •   Different Aids to Interpretation
    •   Primary and Other Rules of Interpretation
    •   Case study
(The sessions shall cover the interpretations skills. The trainer shall lay emphasis on the basics of law of interpretations, its type, essentials, principles, rule of interpretations etc. Use of case laws in a case, various case studies and practical interpretation of some laws etc.)
	1 hour
	1 hour
	1 hours
	1 hours
	1 hours
	1 hour

Day 5	

Professional skills
    •   Time management
    •   Positive attitude
    •   Self motivation
    •   Professional ethics
    •   Business etiquettes
    •   Balancing board room
(The session shall help in developing various professionals skills. The trainer is expected to demonstrate/model how a participants might develop greater initiative, increased independence, and self-reliance)
	1 hour
	1 hours
	1 hours
	1 hour
	1 hour
	1 hour

Program Structure of 5 days Entrepreneurship Development
Day 1

Session Plan	Timings
Section by section practical training on Companies Act, including draft of resolution • Incorporation of Company • Acceptance of Deposits by Companies • Management and Administration • Declaration and Payment of Dividend • Accounts of Companies • Audit and Auditors • Meetings of Board and its Powers • Appointment of Key Managerial Personnel (The sessions have been structured to cover practical training on various aspects of Companies Act. The trainer is expected to provide professional guidance to participants and also share relevant knowledge and experience with the participants)	1 hour 30 min 30 min 30 min 1 hour 1 hour 1 hour 30min
Day 2	
Secretarial standards (SS- I) (The session shall cover the implementation of Secretarial Standard – 1 on Meetings of the Board of Directors, various practical problems being faced and posers in implementations.)	3hours
Secretarial standards(SS- II) (The session shall cover the organization of general meeting. The session is expected to have a mock general meeting to give an idea of general meeting and how to tackle the problems at the meetings.)	3 hours
Day 3	
Board reports (The session shall deliberate on the preparation of Board reports etc. Collection	1 hour 30 min

of various information and certifications etc. , points to be taken care while formulating Board report.)	
Certification of annual returns, Secretarial audit (The session shall cover the various things that should be kept in mind while certifying the annual returns or issuing a secretarial audit report)	1 hours
Drafting and Implementation of various policies in the companies (The session shall cover the policy to be formulated by a company. The trainer is expected to explain the points to be taken care during the formulation of a policy of the company.)	1 hour
Knowledge about different committees required in a company (The session is expected to discuss on various committees required to be formed in a company i.e. Audit Committee, Stakeholder Grievance Committee etc.)	1 hour
Appointment and induction of Directors (The session shall cover the methods to appoint different directors, how to induct a director, process and procedure to be followed during appointment etc.)	30 min

Business plan presentation and evaluation (The trainer shall explain how to evaluate the business plan, pros and cons and how to present a business plan.)	1 hour
Day 4	
Pre-certification (The trainer shall share his/her experience and guide the participants about pre-certification and matters incidental to RoC	1 hour
Incorporation of company (including other entities, section 8 company, producer company, trust, society, partnership, all about LLP) (The session shall be designed to give an insight on incorporation of body corporate)	2 hours
NCLT (The session shall explain various matters to be dealt with NCLT. The trainer is expected to cover the ideals of appearing before non-judicial bodies)	1 hour
How to set up practice (The session shall deliberate on various issues for setting up practice. The trainer is expected to identify and warn the participants on potential obstacles, help participants to develop professional networks etc.)	2 hours
Day 5	
Calculation of Income tax (The session shall make a brief on Income tax Act, different types of incomes, and their calculation, exempted incomes and deductions available etc.)	1 hour
Filing income tax return (The session shall cover the filing of tax return through software and by direct filing. The trainer is expected to give a practical approach on filing income tax return at the portal)	1 hours
Tax aspects of Corporate entities (The session shall cover corporate tax, minimum alternative tax, double tax avoidance agreements, exemptions available to corporate, filing of tax returns by corporate.)	30 min
KYC (The session shall explain measures to be taken before taking a client. The trainer is expected to explain the participants upon various checks & balances.	30 min
Registration of charges (The session shall cover the types of charges, obtaining the charge documents, their verifications and their filing)	1 hour
Contract drafting (The session shall cover the basics of drafting the contracts)	30 min
Joint Venture (The session shall be designed to make a brief on joint ventures, steps, precautions etc.)	30 min
Banking terminologies (The session shall explain the banking terms etc.) FEMA (The session shall explain various provisions of FEMA and other related issues)	1 hour

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