

17th MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP]

17th Management Skills Orientation Programme [MSOP] from 06th March, 2019 to 20th March, 2019 at Indore Chapter.

Batch No.	Date	Venue of Programme	Fee	Contact
17 TH Batch (35 Seats)	06.03.2019 to 20.03.2019	ICSI INDORE CHAPTER B-1/2/3, Ashray Apartment 2/1, Manoramaganj, Indore (Near Mayank Hospital, Palasia)	Rs. 8,500/-	0731-4248181/ 2494552

Dates are tentative subject to availability of minimum number participants required as per guideline.

The candidates desirous of undergoing the programme may send the duly filled application form along with the necessary documents to ICSI Indore Chapter. **Incomplete form will not be accepted. Only after the receipt of confirmation of your participation, you may pay the fee through following mode:-**

Cash or Cheque/DD should be in favor of '**ICSI Indore Chapter**'. Account Details of ICSI Indore Chapter:-

Name of Bank	Account Name	Account No.	IFSC Code	Branch Name
ICICI Bank	ICSI Indore Chapter	004101034838	ICIC0000041	Malav Parisar, A.B. Road, Indore

IMPORTANT INSTRUCTIONS

Enclosures: - As per the MSOP guidelines only such Final/ Professional Programme passed candidates are to be allowed to undergo MSOP, who have already completed rest all training requirements to become member of the Institute or have been granted exemption from the same from the Institute.

Documents require alongwith application form should be submitted in hard copy at ICSI Indore Chapter through by hand or speed post/courier:-

- Final/Professional Passed Certificate (or Mark sheet of all groups of Final / Professional Programme).
- TOP/ EDP/PDP/15 Days Academic Development Program Completion Certificate if applicable,
- **15/12 months Training completion certificate with Sponsorship letter of ICSI.**
- Certificate of 15 days training with specialized agency if completed.
- Training Exemption letter if applicable.
- Please ensure that all Quarterly reports, Training Completion Certificate, project report etc are updated on ICSI Portal. If not than please mail to training@icsi.edu for updation.
- Project Report in Hard Copy duly attested by Trainer as well as in Soft copy also.

Rules:

- The MSOP batch is Non-Residential and student have to arrange accommodation at their own.
- Working Lunch provided by Chapter on cost to cost basis.
- Mobile & all other electronic devices should be kept in switched off mode.
- Dress code as mentioned below is strictly compulsory to follow all the days.
- Follow Do's and Don'ts during the program as explained by Program coordinator.
- Training hall covered under CCTV & strict action will be taken on any non-compliance.
- All Day/Sessions attendance is strictly compulsory for issuing certificate of MSOP.



Application form for admission in Management Skill Orientation Program (MSOP)

Name of student :			Registration No. :			Please affix a recent passport size photograph
Particulars of passing Executive Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)			Mobile No:			
Group/Module	Session of passing	Roll No.	E-mail ID :			
Group/Module-I			Parent's Name & Contact No.			
Particulars of passing Final / Professional Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)			Address for correspondence :			
Group/Module	Session of passing	Roll No.				
Group/Module-I						
Group/Module-II						
Group/Module-III						
Module-IV						
Details of trainings (undergone / or exempted) (If undergone, please attach copy of "Training Completion Certificate". If exempted, please attach copy of institute's training exemption letter)						
Earlier Training Structure			Modified Training Structure			
(i) Management Training / Apprenticeship Training (Regulation 48)	12 months	Undergone/ Exempted	Management Training / Apprenticeship Training (Regulation 46AB)	12 months	Undergone/ Exempted	
(ii) Practical Training			Are you employed? (please mention followings) Designation : Office Address : Telephone No. (Office) :			
(a) Secretarial / Legal Deptt.	1 month	Undergone/ Exempted				
(b) Finance / Accounts Deptt.	1 month	Undergone/ Exempted				
(c) Personnel & Admin Deptt.	1 month	Undergone/ Exempted				
(d) Specialized training (ROC/SE/FI etc)	15 days	Undergone/ Exempted				
			If student has passed/completed Executive Program in June 2015 exam session or afterwards, he/she is required to complete following Programs also, before taking admission in MSOP.			
Details of EDP(please attach copy of completion certificate)			Details of 2 days PIP (please attach copy of completion certificate)			
Place :	From	To	Place :	From	To	
Details of PDP(please attach copy of completion certificate)			Details of 3 days PEGP (please attach copy of completion certificate)			
Place	PDP hours granted	Date of programme	Place :	From	To	
(i)			Details of 5 days PSDP (please attach copy of completion certificate)			
(ii)			Place :	From	To	
(iii)						
(iv)			Details of 5 days PEDP (please attach copy of completion certificate)			
			Place :	From	To	
Details of MSOP Fees paid (If paying through demand draft, it should be drawn in favour of "ICSI Indore Chapter" payable at "Indore")						
Amount :	DD No. /CASH RECEIPT No. :	Date :	Bank:			
Declaration by student						
I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48 or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute. Place : Date :						
Signature of student For Office use only (at respective Regional Office / Chapter)						
Received by :	Receipt No.	Date of receiving :	Signature of MSOP Co-ordinator of RO/Chapter :			
Signature of dealing Assistant						

17th MSOP

First Day Inaugural session: 10:15 AM to 11.00 AM

On all other days

Morning Session: 10.00 AM to 01.00 PM

Afternoon Session: 02.00 PM to 05.00 PM

Lunch Interval: 01.00 PM to 02.00 PM

Morning Tea Interval: 11.30 AM to 11.45 AM* *(Depends upon Faculty)

Afternoon Tea Interval: 03.30 PM to 03.45 PM* *(Depends upon Faculty)

Additional 05:00PM to 05:30PM

Public Holiday & Sunday off.

Attendance:

- **All Sessions of 15 working days attendance is Strictly Compulsory.**
- Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.
- In case a candidate is unable to attend MSOP for full 15 days at a stretch, he/she can attend the balance period by paying the fee proportionately for the remaining number of days of MSOP at any of the subsequent MSOPs at any place across the country as per his/her convenience.
- If any student is absent during the program for more than 2 days, in such case he/she will be required to attend MSOP for total number of days of absence in any subsequent MSOPs at any place across the country.

Dress Code:- Compulsory to be followed throughout 15 days.

i. **For male participants:** On Inaugural day of the program, Valedictory session and day of Project report presentation, participants should wear full sleeve white shirt + dark colour trouser + matching tie. During winter seasons, participants may also wear suit. On rest all days of training, they are to come in formal dress with Tie.

ii. **For female participants:** Formal dress or saree.

Dos and Don'ts should adhere to the following in letter and spirit:

Attendee Do's:-

- Arrive early, Reserve Enough time so you can reach timely.
- Give your attention to the speaker.
- Don't grandstand. Speak in a way that forwards the action.
- Close your laptop while the meeting is in progress. Turn off your phone.
- Bring pen and paper.
- Put the chairs and the room back in order before leaving the room.

Attendee Don'ts

- Do not have a side conversation/Cross Talks while Speaker is speaking.
- Do not answer or talk on your cell phone in the training hall while the session is in progress.
- Do not operate electronic gadgets during a session unless it is essential to the session.
- Do not interrupt someone while he or she is speaking.

DISCIPLINE DURING THE PROGRAM

- i. Participants of the program are to maintain complete decorum and discipline during the program.
- ii. Mobile & all other electronic devices should be kept in switched off mode.
- iii. Participants are to follow Do's and Don'ts during the program as explained by Program coordinator.

EVALUATION / COLLECTION OF FEEDBACK:-

- i) All participants shall be required to give their free & frank feedback about the faculty at the end of each session. Candidates should give their frank opinion only because this will help Institute in bringing the qualitative improvements in the programme. (Annexure 3).
- ii) Each participant shall also fill up a "Final Feedback Sheet" giving his/her frank opinion about the overall conduct of the programme (as per format given by the Institute either through online mode or through printed hard copy of the format) and submit the same to Programme Co-ordinator in a sealed envelope. Specimen copy of final feedback sheet is given at Annexure-IV.

Refund of Fee:-

1. If a candidate gives 3 (three) working days' notice in advance about his/her inability to attend the programme for which the student has enrolled himself/herself, then there shall be no forfeiture of MSOP fees and lunch cost (if any).
2. If candidate does not give minimum 3(three) working days' notice in advance about his/her inability to attend the programme, his/her 50% fees shall be forfeited. The same will not be applicable if any candidate is taking transfer of his candidature from one RC/Chapter to another for which the concerned RCs & Chapters have agreed. The remaining 50% MSOP fees which is to be returned/refunded to the candidate, shall have to be refunded by the respective Regional Council/ Chapter within 15(fifteen) days from the date of the withdrawal of the candidature. It is to be noted that the cost of lunch, if deposited by the participant, be returned/refunded in full without any deduction by the respective Regional Council/ Chapter, together with the refund of 50% MSOP fees as mentioned above.

About MSOP

As per Regulation 50(b) & 46AB(b) of the Company Secretaries Regulations, 1982, attendance and successful completion of Management Skills Orientation Programme (MSOP) designed by the Institute for a period of 15 days is compulsory in respect of candidates completing the final or Professional Programme examination on or after June 1986. With effect from 1st April, 1987 every candidate irrespective of possessing any secretarial experience or having passed the final or Professional Programme examination in any session is required to undergo the fifteen days Management Skills Orientation Programme, as a prerequisite for admission as an Associate Member.

- While the candidate passing the Company Secretaryship Examination, acquire good theoretical knowledge base, they need to have some exposure in practical perspective of profession also which is essential for them for their future career. MSOP provides opportunities to them to have an interaction with experienced faculty and senior members of this profession, which will enhance the candidates' self-confidence prior to their becoming full-fledged members of the Institute of company Secretaries of India (ICSI).
