

CSEET

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Message from President	1
Non-Verbal Communication	3
Indian Judicial Structure	5
Global Climate Action & International Organisations	8
Current Affairs	12
Sample Questions	14

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Develop a passion for learning. If you do, you will never cease to grow.
- Anthony J. D'Angelo

Dear Students,

The month of December brings with it the nip in the air. The heat of summers make way for the coolness of winters. And just like many other lessons that nature has to offer, this time of the year offers the coolness of weather to be imbibed in the temperament as we all gear for the examinations around the corner.

While the students of CS Executive and Professional programme shall be sitting for their Examinations this month, you shall be stepping afoot on the ladder of your professional journey next month. And if I was to reminisce the days of my academic journey, it takes me by surprise as to tension that would build up - the need to go over and over again the syllabus, the urge to revisit the notes and the peace and satisfaction felt right after the examinations, not to forget the anticipation of the results... At the same time, one must not forget, that if we wish to succeed in our examinations or for that matter any professional assignments, possessing the attributes of sincerity, integrity, discipline, dedication and determination are a must. Needless to say, proper planning and its execution assist in accomplishing our desired goals.

Years later, each moment is still etched in the memories and even with all the anxiousness, the time spent in pursuance of a dream seems to be the best time of life. That said, as you all are set to prepare and undertake the CSEET Examinations in January, 2022; I would urge you to enjoy this time thoroughly. Be inquisitive, keep an open eye, go through the syllabus, the text books and other reference material - but with an open mind. While this might not be the time to delve deeper into the finer nuances with the exams closing in, but bear it in mind that the exams should not be an end to your learning.

The concepts which may intrigue you today and the study that you may undertake to satiate your fire and desire of learning shall form a strong founding base in your professional journey irrespective of the paths you may choose to take.

Wishing you a Merry Christmas and all the very best for CSEET January 2022... I wish and hope that the days to follow bring in new zeal, gaiety and enthusiasm to each one of you along with an extremely optimistic attitude to sail through the examinations to follow !!!

Happy reading ! Happy learning !

With warm regards,

(CS Nagendra D. Rao)

President

The Institute of Company Secretaries of India

Non-Verbal Communication*

When we talk about ‘communication’, we often mean ‘what we say’: the words that we use. However, interpersonal communication is much more than the explicit meaning of words, and the information or message that we convey. It also includes implicit messages, whether intentional or not, which are expressed through non-verbal behaviours.

Nonverbal communication (NVC) is the transmission of messages or signals through a non-verbal platform such as eye contact, facial expressions, gestures, posture, and body language. It includes the use of social cues, kinesics, distance (proxemics) and physical environments/appearance, of voice (paralanguage) and of touch (haptics). It can also include the use of time (chronemics) and eye contact and the actions of looking while talking and listening, frequency of glances, patterns of fixation, pupil dilation, and blink rate (oculesics).

The study of non-verbal communication started in 1872 with the publication of *The Expression of the Emotions in Man and Animals* by Charles Darwin. Darwin began to study non-verbal communication as noticed the interactions between animals and realized that they also communicated by gestures and expressions. Today, scholars argue that nonverbal communication can convey more meaning than verbal communication. There are several reasons as to why non-verbal communication plays a vital role in communication:

"Non-verbal communication is omnipresent." They are included in every single communication act. To have total communication, all non-verbal channels such as the body, face, voice, appearance, touch, distance, timing, and other environmental forces must be engaged during face-to-face interaction. Written communication can also have non-verbal attributes. E-mails, web chats, and the social media have options to change text font colours, stationery, add emoticons, capitalization, and pictures in order to capture non-verbal cues into a verbal medium.

Non-verbal behaviours are multifunctional. Many different non-verbal channels are engaged at the same time in communication acts and allow the chance for simultaneous messages to be sent and received.

** CA Govind Agarwal, Assistant Director, The ICSI.*

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Types of Non-Verbal Communication

There are many different types of non-verbal communication. They include:

Posture: Posture is a non-verbal cue that is associated with positioning and that these two are used as sources of information about individual's characteristics, attitudes, and feelings about themselves and other people. There are many different types of body positioning to portray certain postures. The posture or bodily stance exhibited by individuals communicates a variety of messages.

Clothing: The types of clothing that an individual wears convey non-verbal cues about his or her personality, background and financial status, and how others will respond to them. An individual's clothing style can demonstrate their culture, level of confidence, interests, age, authority, and values/beliefs. Similarly, clothing can communicate what nationality a person or group is.

Gestures: Gestures may be made with the hands, arms or body, and also include movements of the head, face and eyes, such as winking, nodding, or rolling one's eyes.

Symbolic: They are movements with specific, conventionalized meanings called symbolic gestures. Familiar symbolic gestures include the "raised fist," "bye-bye," and "thumbs up." Symbolic gestures are used intentionally and serve a clear communicative function. Sign languages are highly developed systems of symbolic gesture. Every culture has their own set of gestures, some of which are unique only to a specific culture. Very similar gestures can have very different meanings across cultures. Symbolic gestures are usually used in the absence of speech but can also accompany speech.

Conversational: These gestures do not refer to actions or words but do accompany speech. Conversational gestures are hand movements that accompany speech and are related to the speech they accompany. Though they do accompany speech, conversational gestures are not seen in the absence of speech and are only made by the person who is speaking.

Distance: The amount of space we maintain between ourselves and the persons with whom we are communicating shows the importance of the science of proxemics. In this process, it is seen how we feel towards the others at that particular time.

Eye contact is the instance when two people look at each other's eyes at the same time; it is the primary non-verbal way of indicating engagement, interest, attention and involvement. Some studies have demonstrated that people use their eyes to indicate interest. This includes frequently recognized actions of winking and movements of the eyebrows.

Conclusion: Non-verbal communication is complex yet integral part of overall communication skills. Sometimes, people are often totally unaware of their non-verbal behaviour. A basic awareness of non-verbal communication strategies, over and above what is actually said, can help to improve interaction with others. Knowledge of these signs can be used to encourage people to talk about their concerns and can lead to a greater shared understanding, which is, after all, the purpose of communication.

Indian Judicial Structure*

Introduction

Judiciary is one of the most important pillars of democracy that is entrusted with the duties to effectively implement the law in the country in accordance with Constitutional provisions. The role of Judiciary is to interpret the law in accordance with the will of the legislature i.e. the Law makers. However, at the same time, it has to ensure that law is in accordance with the mandate provided by the supreme law of the country, the Constitution of India. Indian courts are dealing with grievances of huge Diaspora as the population of the country is way more in comparison to most of the countries. This requires that Indian judiciary should have a robust structure which is basic for any institution to work effectively. To understand the structure of Indian Courts, we have to study it from the perspective of two important concepts i.e. i. Hierarchy and ii. Jurisdiction

Hierarchy of Indian Courts

1. **Supreme Court:** It is highest court of the country which was constituted on January 28, 1950 which is just two days after India became a Sovereign Democratic Republic. Article 124 to 147 provides the constitution provisions deals with the manner of functioning of the Supreme Court.
2. **High Court:** The High Courts are the highest judicial body of any particular state. Article 214 to 232 provides the constitution provisions that deals with the manner of functioning of the Supreme Court.
3. **District Courts:** Appointments, posting and promotion of, district judges in any State is required to be made by the Governor of the State in consultation with the High Court exercising jurisdiction in relation to such State. District Courts are established by the State Governments based on the caseload and population density. District Courts are under the High Courts of states and are bound by High Court judgments. Every district generally has two kinds of courts:
 - a. Civil Courts (District Courts)
 - b. Criminal Courts (Session Courts)

As per the direction of the Supreme Court, a uniform designation has been brought about in the subordinate judiciary's judicial officers all over the country.

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The courts under subordinate judiciary *inter-alia* include as under:

- District and Session Court
- Court of Additional Civil Judge
- Court of Additional Session Judge
- Court of Civil Judicial Magistrate/ Court of Metropolitan Magistrate
- Court of 1st Judicial Magistrate
- Court of 2nd Judicial Magistrate
- Small Cause Court
- Lok Adalats

Jurisdiction of the courts

The jurisdiction has many aspects which *inter-alia* includes the following:

1. **Writ Jurisdiction:** The Supreme Court and High Courts of various states have writ jurisdiction in case of violations of Fundamental Rights under Article 32 and Article 226 respectively.
2. **Subject matter Jurisdiction:** The jurisdiction to try certain matters by certain Court is limited by statute; e.g. a small cause court can try suits for money due under a promissory note or a suit for price of work done.
3. **Territorial jurisdiction:** A territorial limit of jurisdiction for each court is fixed by the Government. Thus, it can try matters falling within the territorial limits of its jurisdiction.
4. **Jurisdiction over persons:** All persons of whatever nationality are subject to the jurisdiction of the Civil Courts of the country except a foreign State, its ruler or its representative except with the consent of Central Government.
5. **Pecuniary jurisdiction:** The Courts only have jurisdiction over suits the amount or value of which does not exceed the pecuniary limits of any of its ordinary jurisdiction.
6. **Original Jurisdiction:** It is where a Court tries and decides suits filed before it.
7. **Appellate Jurisdiction:** A Court hears appeals against decisions or decrees passed by sub-ordinate Courts.
8. **Criminal and appellate Jurisdiction:** The Supreme Court, the High Courts and the District Courts have both original and appellate jurisdiction in various matters.

Conclusion

Once a student is conversant with the concepts of Hierarchy and Jurisdiction of various courts, it becomes easy for him/her to understand the Judicial Structure of the Courts in India. On one hand, the hierarchy helps in understanding which court should be approached first and which one to be approached in case of appeals. On the other hand, the jurisdictional aspect guides the type of courts to be approached. The understanding of both the concepts can help a professional to find out the correct court to be approached in a matter.

Reference:

- <https://www.legalserviceindia.com/legal/article-2371-the-judicial-structure-in-india-and-role-of-njac-.html>
- <https://byjus.com/free-ias-prep/indian-judiciary/>
- <https://districts.ecourts.gov.in/organizational-chart>
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Global Climate Action & International Organisations*

Introduction

Climate change is the most significant challenge the world faces today. It will affect everyone, regardless of geographical location or socioeconomic status. It may determine the way we produce food, our access to water, our health, where we live, and the diversity of plant and animal species. No other current concern can claim the scale of climate change - and the scope of the potential catastrophe if the world fails to act in time.

Climate change was originally perceived as mainly a scientific or environmental issue. While it does have a scientific basis and involves all aspects of the environment, it has emerged through the economic and political systems that govern the world today. These same systems are now charged with sorting out the threats from climate change. However, actions to date have fallen short, while global temperatures climb and the Green House Gas (GHG) emissions that cause climate change continue to grow.

As a phenomenon that affects the whole world, climate change clearly warrants a comprehensive global response. *International Organizations* (IOs) such as United Nations Environment Programme (UNEP), United Nations Environment Assembly (UNEA), Intergovernmental Panel on Climate Change (IPCC), United Nations Framework Convention on Climate Change (UNFCCC) etc. have played a leading role in addressing climate change.

United Nations Environment Programme (UNEP)

Since its inception in 1972, the United Nations Environment Programme (UNEP) has been the global authority that sets the environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UNEP's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

Headquartered in Nairobi, Kenya, UNEP works through its divisions as well as regional, liaison and out-posted offices and a growing network of collaborating centres of excellence.

**Chittaranjan Pal, Deputy Director, The ICSI.*

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UNEP works closely with its 193 Member States and representatives from civil society, businesses, and other major groups and stakeholders to address environmental challenges through the UN Environment Assembly, the world's highest-level decision-making body on the environment.

United Nations Environment Assembly (UNEA)

The United Nations Environment Assembly was created in June 2012, when world leaders called for UN Environment to be strengthened and upgraded during the United Nations Conference on Sustainable Development, also referred to as RIO+20. The Environment Assembly embodies a new era in which the environment is at the centre of the international community's focus and is given the same level of prominence as issues such as peace, poverty, health and security. The establishment of the Environment Assembly was the culmination of decades of international efforts, initiated at the UN Conference on the Human Environment in Stockholm in 1972 and aimed at creating a coherent system of international environmental governance.

The United Nations Environment Assembly is the world's highest-level decision-making body on the environment. It addresses the critical environmental challenges facing the world today. Understanding these challenges and preserving and rehabilitating our environment is at the heart of the 2030 Agenda for Sustainable Development.

The Environment Assembly meets biennially to set priorities for global environmental policies and develop international environmental law. Through its resolutions and calls to action, the Assembly provides leadership and catalyses intergovernmental action on the environment. Decision-making requires broad participation, which is why the Assembly provides an opportunity for all peoples to help design solutions for our planet's health.

Intergovernmental Panel on Climate Change (IPCC)

The Intergovernmental Panel on Climate Change (IPCC) is the United Nations body for assessing the science related to climate change.

The IPCC was created to provide policymakers with regular scientific assessments on climate change, its implications and potential future risks, as well as to put forward adaptation and mitigation options.

The IPCC prepares comprehensive Assessment Reports about the state of scientific, technical and socio-economic knowledge on climate change, its impacts and future risks, and options for reducing the rate at which climate change is taking place. It also produces Special Reports on topics agreed to by its member governments, as well as Methodology Reports that provide guidelines for the preparation of greenhouse gas inventories.

Through its assessments, the IPCC determines the state of knowledge on climate change. It identifies where there is agreement in the scientific community on topics related to climate change, and where further research is needed. The reports are drafted and reviewed in several stages, thus guaranteeing objectivity and transparency. The IPCC does not conduct its own research. IPCC reports are neutral, policy-relevant but not policy-prescriptive. The assessment reports are a key input into the international negotiations to tackle climate change. Created by the United

Nations Environment Programme (UN Environment) and the World Meteorological Organization (WMO) in 1988, the IPCC has 195 Member countries. In the same year, the UN General Assembly endorsed the action by WMO and UNEP in jointly establishing the IPCC.

United Nations Framework Convention on Climate Change (UNFCCC)

UNFCCC stands for United Nations Framework Convention on Climate Change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement. The main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above pre-industrial levels. The UNFCCC is also the parent treaty of the 1997 Kyoto Protocol. The ultimate objective of all three agreements under the UNFCCC is to stabilize greenhouse gas concentrations in the atmosphere at a level that will prevent dangerous human interference with the climate system, in a time frame which allows ecosystems to adapt naturally and enables sustainable development.

Conference of Parties (COP) 26 UN Climate Change Global Meet

The COP 26 UN Climate Change Conference, hosted by the UK in partnership with Italy, took place from 31 October to 12 November 2021 in the Scottish Event Campus (SEC) in Glasgow, UK. At COP 26, Nations adopted the Glasgow Climate Pact, aiming to turn the 2020s into a decade of climate action and support, so that the rise in the global average temperature can be limited to 1.5 degrees. The package of decisions includes strengthened efforts to build resilience to climate change, to curb greenhouse gas emissions and to provide the necessary finance for both

Outcomes of the Glasgow Climate Change Conference

The Conference of the Parties *inter-alia* recognized the role of multilateralism and the Convention, including its processes and principles, and the importance of international cooperation in addressing climate change and its impacts, in the context of sustainable development and efforts to eradicate poverty. Further, recognized the important advances made through the UNFCCC multilateral process since 1994, including in the context of the Convention, the Kyoto Protocol and the Paris Agreement,

The Conference of the Parties *inter-alia* acknowledged that climate change is a common concern of humankind, Parties should, when taking action to address climate change, respect, promote and consider their respective obligations on human rights, the right to health, the rights of indigenous peoples, local communities, migrants, children, persons with disabilities and people in vulnerable situations and the right to development, as well as gender equality, empowerment of women and intergenerational equity,

COP 26 & India

In the midst of this global brainstorming on climate change at the COP 26, Hon'ble Prime Minister Narendra Modi presented five nectar elements, ***Panchamri*** to deal with the climate change challenge. This five key commitments are as under :

First- India will reach its non-fossil energy capacity to 500 GW by 2030.

Second- India will meet 50 percent of its energy requirements from renewable energy by 2030.

Third- India will reduce the total projected carbon emissions by one billion tonnes from now onwards till 2030.

Fourth- By 2030, India will reduce the carbon intensity of its economy by less than 45 percent.

And fifth- by the year 2070, India will achieve the target of Net Zero.

These Panchamrits will be an unprecedented contribution of India to climate action.

Source:

- i. https://unctad.org/system/files/official-document/ngls20092_en.pdf
- ii. <https://www.unep.org/about-un-environment>
- iii. https://www.unep.org/environmentassembly/about-united-nations-environment-assembly?_ga=2.240966917.763181779.1633334104-825198589.1628667604
- iv. <https://www.ipcc.ch/about/>
- v. <https://unfccc.int/about-us/about-the-secretariat>
- vi. https://unfccc.int/sites/default/files/resource/cop26_auv_2f_cover_decision.pdf
- vii. <https://pib.gov.in/PressReleasePage.aspx?PRID=1768712>

Current Affairs*

- **Miss Universe 2021**

Miss Universe 2021 was the 70th Miss Universe pageant, held on December 12, 2021, at Universe Dome in Eilat, Israel. Andrea Meza of Mexico crowned Harnaaz Sandhu of India as her successor at the end of the event. This is India's first victory in 21 years, and its third in the history of the pageant.

The Miss Universe Organization (MUO) is a global, inclusive organization that celebrates women of all cultures and backgrounds and empowers them to realize their goals through experiences that build self- confidence and create opportunities for success.

For details:

https://en.wikipedia.org/wiki/Miss_Universe_2021

<https://www.missuniverse.com/about>

- **Jack Dorsey Steps Down as Twitter CEO, Board Unanimously Appoints CTO Parag Agrawal as Successor (November 29, 2021)**

Twitter, Inc. on November 29, 2021 announced that Jack Dorsey has decided to step down as Chief Executive Officer and that the Board of Directors has unanimously appointed Parag Agrawal as CEO and a member of the Board, effective immediately. Dorsey will remain a member of the Board until his term expires at the 2022 meeting of stockholders. Bret Taylor was named the new Chairman of the Board, succeeding Patrick Pichette who will remain on the Board and continue to serve as chair of the Audit Committee. Agrawal has been with Twitter for more than a decade and has served as Chief Technology Officer since 2017.

In addition to Agrawal's appointment to the Board, the Company announced that Bret Taylor, a member of the Twitter Board since 2016, has been named Independent Chair of the Board, effective immediately. Taylor succeeds Patrick Pichette, who will remain a member of the Board and continue to serve as chair of the Audit Committee. Taylor has significant leadership experience in the technology sector, overseeing strategy and technology development, and currently serves as the President and Chief Operating Officer of Salesforce.

**Mahesh Airan, Assistant Director, The ICSI.*

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About Parag Agrawal

Parag Agrawal joined Twitter in 2011 and has served as Chief Technology Officer (CTO) since October 2017. As CTO, he has been responsible for the Company's technical strategy, leading work to improve development velocity while advancing the state of Machine Learning across the company. Prior to being appointed CTO, Parag had risen to be Twitter's first Distinguished Engineer due to his work across revenue and consumer engineering, including his impact on the re-acceleration of audience growth in 2016 and 2017. Parag holds a Ph.D. in Computer Science from Stanford University and a Bachelor's Degree in Computer Science and Engineering from the Indian Institute of Technology, Bombay.

For details:

<https://www.prnewswire.com/news-releases/jack-dorsey-steps-down-as-twitter-ceo-board-unanimously-appoints-cto-parag-agrawal-as-successor-301432989.html>

- **Rajnath Singh inaugurates two-day 'Swarnim Vijay Parv' at India Gate (December 12, 2021)**

Defence Minister Rajnath Singh on December 12, 2021 inaugurated the "Swarnim Vijay Parv" at India Gate in Delhi. The event commemorates 50 years of India's historic victory in the 1971 war and the Indo-Bangladesh friendship.

While inaugurating the event, the Defense Minister remembered Gen Rawat, and said that the 'Swarnim Vijay Parv' will be celebrated with simplicity, due to the passing away of Gen Rawat, his wife, and 11 other Armed Forces personnel.

Major weapons and equipment used during the 1971 war were displayed along with the snippets of major battles. The closing ceremony was held on December 13, 2021. Many dignitaries, including from Bangladesh, were also present.

For details:

<https://www.indiatvnews.com/news/india/rajnath-singh-swarnim-vijay-parv-inauguration-india-gate-cds-general-bipin-rawat-event-updates-749163>

Sample Questions

Paper 1 : Business Communication

Read the given passage carefully and attempt the questions 1-9

It is an old saying that knowledge is power. Education is an instrument which imparts knowledge and therefore, indirectly controls power. Therefore, ever since the dawn of our civilisation, persons in power have always tried to supervise or control education. It has been handmaid of the ruling class. During the Christian Era, the ecclesiastics controlled the institution of education and diffused among the people the gospel of the Bible and religious teachings. These gospels and teachings were no other than a philosophy for the maintenance of the existing society. It taught the poor man to be meek and to earn his bread with the sweat of his brow, while the priests and the landlords lived in luxury and fought duels for the slightest offence. During the Renaissance, education passed more from the clutches of the priest into the hand of the prince. In order words, it became more secular. Under the control of the monarch, education began to devise and preach the infallibility of its masters, the monarch or king. It also invented and supported fantastic theories like “The Divine Right Theory” and that the king can do no wrong, etc. With the advent of the industrial revolution, education took a different turn and had to please the new masters. It now no longer remained the privilege of the baron class, but was thrown open to the new rich merchant class of the society. The philosophy which was in vogue during this period was that of “Laissez Faire” restricting the function of the state to a mere keeping of laws and order while on the other hand, in practice the law of the jungle prevailed in the form of free competition and the survival of the fittest.

1. What does the theory “Divine Right of King” stipulate?
 - a. The king are God
 - b. That the right of governing is conferred upon the king by God.
 - c. They have the right to be worshipped like Gods by their subjects.
 - d. That the right of king are divine and therefore sacred.
2. Who controlled education during the Renaissance?
 - a. The common people.
 - b. The prince
 - c. The church and the priests.
 - d. None of the above.
3. What did the ruling class in the Christian Era think of the poor man?
 - a. That he is the beloved of God.
 - b. That he deserves all sympathy of the rich
 - c. That he should be strong and lord over others.
 - d. That he is meant for serving the rich.

4. Who controlled the institution of education during the Christian Era?
 - a. The secular leaders of society
 - b. The church and the priests
 - c. The monarchs
 - d. The common people.
5. What does the word “infallibility” mean?
 - a. That every man is open to error
 - b. Sensitivity
 - c. The virtue of not making mistake
 - d. That some divine power is responsible for determining the fate of the man.
6. What do you mean by the “sweat of his brow”?
 - a. Very hard work
 - b. The tiny droplets of sweat on the forehead
 - c. The wrinkles visible on the forehead
 - d. The sign of innocence.
7. What does the policy of “Laissez Faire” stand for?
 - a. Individual freedom in the economics field
 - b. State control over law and order in society
 - c. Joint control of the means of production by the state and private enterprise
 - d. Decontrol over law and order by the ruling class.
8. Choose the correct synonym out of the four choice given:
Gospels
 - a. Chitchat
 - b. A teaching or doctrine of a religious teacher
 - c. Rumour
 - d. Guidance.
9. Choose the correct synonym out of the four choices given:
Vogue
 - a. Uncertain
 - b. Out-dated
 - c. The prevailing fashion or style
 - d. Journey.

10. Choose the explanation that catches the spirit of the idiom given in each question.

A fair weather friend

- a. A friend who is fair to us at all the times
 - b. A friend who deserts us in difficulties
 - c. A friend whom we love the most
 - d. A friend who loves us the most.
11. Select the word that is spelt correctly
- a. paraphernalia
 - b. paraphrenalia
 - c. parapherenalia
 - d. paraphrennalia.
12. Select the best option from the four alternatives given below for Q. 12-20
- Unless he This office, I will not say anything.
- a. Left
 - b. Did not leave
 - c. Leaves
 - d. Had left.
13., I would help all the poor people.
- a. If I am rich
 - b. If I was rich
 - c. If I were rich
 - d. In case I am rich.
14. I the news an hour ago.
- a. have heard
 - b. heard
 - c. was hearing
 - d. have been hearing.
15. The boy is not interested in playing?
- a. Doesn't he?
 - b. Isn't he?
 - c. Didn't he?
 - d. Is he?

16. He told us that we should never live beyond means.
- a. His
 - b. Their
 - c. Our
 - d. Her
17. May I request you again to consider my case favourably.
- a. to
 - b. onto
 - c. of
 - d. no proposition required.
18. Known as devout and serious person, she also has sense of humour.
- a. Better
 - b. Quick
 - c. Good
 - d. Beautiful.
19. Galileo said, 'The Earth around the sun'.
- a. Revolved
 - b. Is revolving
 - c. Revolves
 - d. Is revolved.
20. He spoke about his prospects.
- a. Confidentially
 - b. Consciously
 - c. Confidently
 - d. Conscientiously.
21. Choose the appropriate combination of articles (a, an, or the) to fill the two blanks in each of the sentences given below:
- It is not at all unusual for ____ editor to tamper with ____ writer's manuscript.
- a. the, no article
 - b. an, the
 - c. an, no article
 - d. an, a

22. Noise is a _____ barrier to communication.
- a. Semantic
 - b. Socio-Psychological
 - c. Physical
 - d. None of the above
23. _____ is a kind of formal network in communication which is suitable for communications between different levels of employees. For example a higher ranking manager and a lower-ranking official.
- a. Circuit network
 - b. Wheel & spoke network
 - c. Chain network
 - d. Vertical network
24. 'A single controlling authority is involved in a vertical type communication and people are communicating with a central figure or person. This central figure or person radiates instructions and orders to several of his employees who are working under him.'
- This type of network is called:
- a. Vertical network
 - b. Circuit network
 - c. Wheel & spoke network
 - d. Chain network
25. The main reason(s) for writing business letters does not include:
- a. Serving as a record for future reference
 - b. Leaving a lasting impression on the mind of receiver
 - c. Ensuring Revenue Generation
 - d. Aiming to build goodwill
26. An _____ is form of written communication used for internal communication between executives and sub-ordinates or between officers of the same level. It is never sent outside the organisation.
- a. Office circulars
 - b. Office memorandum
 - c. Office notes
 - d. Office orders

27. Before sending the email, one should take a moment to review the email for spelling, grammar, and punctuation mistakes. This practice is called:
- Over-communication
 - Proof reading
 - Courtesy
 - Checking the tone
28. Always open your email with a _____.
- Question
 - Purpose
 - Greeting
 - Closing remarks
29. The use of terms “Best regards”, “Sincerely”, and “Thank you” in an email, are examples of:
- Closing with name
 - Opening
 - Greeting
 - Purpose
30. A _____ is held to exchange views on some problem being faced by the organisation or some other issues related to it, and it may even suggest a solution, but the suggestions are not binding and are more in the nature of recommendations.
- Committee
 - Conference
 - Meetings
 - Teleconference
31. Which document is prepared before meetings, events and conferences?
- Résumé
 - Agenda
 - Memo
 - Minutes
32. Which of these is not a medium for e-mail?
- Intranet
 - Internet
 - Extranet
 - Paper

33. Guiding principles for good documentation does not include :
- a. Clarity
 - b. Completeness
 - c. Client centric
 - d. Compassion
34. While naming the files of the documents, the file name should be:
- a. Unique and consistently structured
 - b. Unique
 - c. Simple
 - d. None of the above
35. What is the full form of SMS?
- a. Short message service
 - b. Service message system
 - c. Systematic messaging system
 - d. Short media service

Paper 2 : Legal Aptitude and Logical Reasoning

36. Study the following digit-letter-symbol sequence carefully and answer the questions given below: R * T J L 2 \$ D = M # 8 C % B < K 1 & A W ? P E + Q @ 7 F 6
- Which of the following is third to the left of eighteenth element from the left?
- %
 - 1
 - B
 - C
37. A Company Secretary in Practice can appear as 'Authorised Representative' before
- National Company Law Tribunal (NCLT)
 - Real Estate Regulatory Authority (RERA)
 - Competition Commission of India (CCI)
 - All of the above
38. Minimum number of members require to incorporation of a Public Company under the Companies Act, 2013 -
- One
 - Two
 - Three
 - Seven
39. Which of the following is always associated with 'Justice'?
- Diminutiveness
 - Hypocrisy
 - Magnanimity
 - Legitimate
40. Which of the following is not an objective of the law of tort?
- Criminal Punishment
 - Corrective justice
 - Deterrence
 - Compensation
41. When one person signifies to another his willingness to do or to abstain from doing anything with a view to obtaining the assent of that other person to such act or abstinence, he is said to make a_____
- Proposal
 - Promise
 - Both (A) and (B)
 - None of these

42. The law of contract is different from the law of tort in which way?
 - a. Contracts are always written
 - b. Tort is made up predominantly of statute law
 - c. It is actionable in both the civil and criminal courts
 - d. It generally concerns a relationship between two parties only
43. 'Court of Record' is a Court which?
 - a. Is competent to issue writs
 - b. Maintains records
 - c. Preserves all its records
 - d. Can punish for its contempt
44. Which of the following Judges of the Supreme Court of India is famously known as the 'Green Judge'?
 - a. Justice P.N. Bhagwati
 - b. Justice B.N. Kirpal
 - c. Justice Kuldeep Singh
 - d. Justice V.R. Krishna Iya
45. In a top secret message, if LIVING is coded as KGSHLD. How will BUDDHA be coded?
 - a. ATCCGZ
 - b. KGSHLD
 - c. ATACFX
 - d. ATEEIB
46. Find the odd number/letter from the given alternatives.
 - a. Witnesses
 - b. Inspectors
 - c. Judges
 - d. Lawyers
47. Book: Cover :: Painting : ?
 - a. Wall
 - b. Example
 - c. Frame
 - d. Colour
48. Insect: Disease:: War : ?
 - a. Army
 - b. Destruction
 - c. Arsenal
 - d. Defeat

49. Arrange the words given below in a meaningful sequence.
 1. Cut 2. Put on 3. Mark 4. Measure 5. Tailor
 a. 4, 3, 1, 5, 2
 b. 2, 4, 3, 1, 5
 c. 1, 3, 2, 4, 5
 d. 3, 1, 5, 4, 2
50. Who among the following has the power to promulgate the Ordinance in a State ?
 a. Chief Minister
 b. Governor
 c. Advocate General
 d. Auditor General
51. Find the odd number/letter from the given alternatives
 a. CDLN
 b. MNPR
 c. BACK
 d. PQXZ
52. ASSERTION (A): The British established and developed Indian Railways.
 REASON (R): The British were keenly interested in India's economic development.
 a. Both A and R are true but R is not the correct explanation of A.
 b. A is true but R is false.
 c. Both A and R are true and R is the correct explanation of A.
 d. A is false but R is true.
53. Law of contract deals with:
 a. Taxation
 b. Enforcement of obligations arising from agreement
 c. Laws of transfer
 d. Laws of ownership
54. Which of the following is/are "Mission" of ICSI?
 a. To develop high calibre professionals facilitating good Corporate Governance
 b. Creating Brand ICSI
 c. All of the above
 d. To develop globalisation of professions of Company Secretaries
55. At what time between 7 o'clock and 8 o'clock, will the hands of a clock be together?
 a. 38(2/11) minutes past 7 o' clock
 b. 32(1/11) minutes before 8 o' clock
 c. 35(7/11) minutes past 8 o' clock
 d. 33(5/12) minutes past 7 o' clock

56. In the following question, choose the correct code form. If ANY = 40, MANY = 53 then MANIAC =?
- a. 43
 - b. 44
 - c. 41
 - d. 42
57. Choose the word which is not similar to the other words in the group.
- a. Dashboard
 - b. Dock
 - c. Fender
 - d. Bonnet
58. Amit Khanna, born on 5th June, 1973 has done his post-graduation in Marketing Management with first class. He has secured 50 % marks in the written Test. He has been working in an organisation as a Marketing Officer for the last four years. Which of the following is the inference can be drawn for the eligibility criteria of his Job:
- a. Be a graduate with at least 50 % marks.
 - b. Have secured at least 40 % marks in the written test.
 - c. Not be less than 24 years and more than 29 years as on 10th October, 1997.
 - d. Should have work experience of at least two years as an officer.
59. Which of the following interests is not protected by the law of tort?
- a. Physical safety
 - b. Loss of commercial profit due to competition
 - c. Reputation
 - d. Peaceful enjoyment of one's land
60. An accurate clock shows 10 o'clock in the morning. Through how many degrees will the hour hand rotate when the clock shows 6 o'clock in the evening?
- a. 180
 - b. 190
 - c. 220
 - d. 240
61. A Contract of Guarantee may be:
- a. Written
 - b. Oral or Written
 - c. Oral
 - d. None of these

62. How many members the President of India can nominate to the Lower House of Parliament?
- 12
 - 10
 - 14
 - 16
63. Arrange the words given below in a meaningful sequence
1. Police 2. Punishment 3. Crime 4. Judge 5. Judgement
- 5, 4, 3, 2, 1
 - 1, 2, 4, 3, 5
 - 3, 1, 2, 4, 5
 - 3, 1, 4, 5, 2
64. Statement: Some Kings are Queens. All the Queens are Beautiful. Conclusion:
- All the kings are beautiful
 - All the Queens are Kings
- Neither I nor II follows
 - Only II follows
 - Either I or II follows
 - Only I follows
65. Pointing to a photo, Rajesh said that "His father is the only son of my mother". The photo belongs to:
- Rajesh's Father
 - Rajesh's Son
 - Rajesh
 - Rajesh's Brother
66. What will come in place of Question Mark? 3, 2, 7, 6, 11, ?
- 2
 - 8
 - 10
 - 4
67. Domestic arrangements between husband and wife is not a contract under the Indian Contract Act, 1872 because:
- Consideration is absent
 - There is no consensus ad idem
 - They are specifically excluded from the Indian Contract Act, 1872
 - There is no intention to create legal relationship

68. Statement: Some papers are pens. All the pencils are pens. Conclusion:
- I. Some pens are pearls.
 - II. Some pens are papers
- a. Only I conclusion follows.
 - b. Neither I nor II follows
 - c. Only II conclusion follows.
 - d. Either I or II follows
69. In law of torts, the meaning of unliquidated damage is:
- a. Ascertainable
 - b. Penalty
 - c. Approximately Arrived at
 - d. Punishment
70. Aman is son of Chitra while Chitra and Neetu are sisters to one another. Manisha is the mother of Neetu. If Pankaj is the son of Manisha, Which one of the following statements is correct?
- a. Pankaj is the maternal uncle of Aman
 - b. Pankaj is the cousin of Aman
 - c. Manisha is the sister of Chitra
 - d. Neetu is the grandmother of Aman

Paper 3 : Economic and Business Environment

71. When a small change in price of a product causes a major change in its demand, it is said to be _____.
- Relatively inelastic demand
 - Perfectly elastic demand
 - Perfectly inelastic demand
 - Unitary elastic demand
72. Which of the following is not the method of measuring national income?
- Product Method
 - Income Method
 - Expenditure Method
 - Profit Method
73. In Law of Demand, the demand curve is:
- Downward sloping
 - Upward sloping
 - Horizontal to the X axis
 - U shaped
74. A _____ is one when there is no change in the demand of a product with change in its price.
- Perfectly Elastic Demand
 - Unitary Elastic Demand
 - Perfectly Inelastic Demand
 - Relatively Elastic Demand
75. Regional Rural banks are covered under:
- Commercial Banks
 - Small Finance Banks
 - Payments Banks
 - Co-operative Banks
76. If Net Value Added at Factor Cost = INR 2 Cr. and Depreciation is INR 1 Cr., then GDP at Factor Cost will be:
- INR 3 Cr.
 - INR 1 Cr
 - INR 4 Cr.
 - INR 5 Cr.

77. Under which category of banks, Paytm may be covered?
- Commercial Bank
 - Small Finance Bank
 - Regional Rural Bank
 - Payments Bank
78. From the following information, calculate GDP at Market Price:
 GDP at Factor Cost = INR 200 Crore
 Indirect Tax = INR 50 Crore
 Subsidies = INR 20 Crore
- INR 500 Crore
 - INR 230 Crore
 - INR 330 Crore
 - INR 130 Crore
79. The e-Form 'AGILE' is related to:
- Application for registration of the Goods and Services Tax Identification Number
 - Application for registration of the Goods and Sales Tax Innovative Number
 - Application for registration of the Goods and Services Tax Innovative Number
 - Application for registration of the Goods and Sales Tax Identification Number
80. From the following information, calculate elasticity of demand
 Original quantity of mangoes demanded= 50 kgs
 Original price of mangoes = Rs10/ kg
 New quantity of mangoes demanded = 60kgs.
 New price of mangoes = Rs5/kg
- 1.4
 - 0.4
 - 2.4
 - 0.6
81. Wages, salaries and profits are which form of payments?
- Factor Payments
 - Illegal Payments
 - Implicit Payments
 - Transfer Payments
82. Which of the following is/are comes under the gamut of activities of NITI Aayog?
- Design Policy & Programme Framework
 - Foster Cooperative Federalism
 - Monitoring & Evaluation
 - All of the above

83. Which of the following banks were not established by British East India Company?\
- a. Bank of Bengal
 - b. Bank of Bombay
 - c. Bank of Madras
 - d. Bank of Baroda
84. Which of the following is not the need for having entrepreneurs in India?
- a. Entrepreneurs promote capital formation by mobilising the idle saving of the people.
 - b. They promote balanced regional development by establishing small-scale enterprises in rural, remote and less developed regions.
 - c. They help in reducing the concentration of economic power.
 - d. They help in promoting monopoly.
85. _____ account for flows of those transactions where the government is merely acting as a banker.
- a. Public
 - b. Private
 - c. Sales
 - d. Profit & Loss
86. The _____ is the difference between the monetary value of exports and Imports of output in an economy over a certain period of time.
- a. Balance of trade
 - b. Balance of payment
 - c. Balance of national accounts
 - d. Balance of Consolidated Fund of India
87. Salaries, subsidies and interest payments of government are covered under which of the following?
- a. Capital Expenditure
 - b. Miscellaneous Expenditure
 - c. Imputed Expenditure
 - d. Revenue Expenditure
88. Which of the following is not the affiliated office of the Ministry of Corporate Affairs?
- a. Serious Fraud Investigation Office
 - b. Competition Commission of India
 - c. Indian Institute of Corporate Affairs
 - d. Securities and Exchange Board of India

89. Which of the following does not form part of the Indian financial services sector?
- Capital markets
 - Insurance sector
 - Non-banking financial companies (NBFCs)
 - Unscrupulous Money lenders
90. All receipts and expenditure that in general do not entail sale or creation of assets are included under the_____.
- Cash Account
 - Profit and Loss Account
 - Capital Account
 - Revenue Account
91. Giffins Goods, Articles of Snob Appeal, Speculation and Consumer's Psychological Bias or Illusion are covered under which of the following?
- Exceptions to the Law of Demand
 - Exceptions to the Law of Supply
 - Exceptions to the Law of Variable Proportions
 - Exceptions to the Law of Returns to Scale
92. Support for International Patent Protection in Electronics & Information Technology is managed by _____.
- Ministry of Finance
 - Ministry of Agriculture
 - Ministry of Electronics & Information Technology
 - Ministry of Skill Development and Entrepreneurship
93. Indian Financial Technology and Allied Services (IFTAS) is a fully owned subsidiary of:
- Reserve Bank of India
 - State Bank of India
 - Punjab National Bank
 - HDFC Bank
94. _____ is an online procurement platform for government ministries and departments, and the most widely used channel for public procurement in India.
- Government e Manufacturing Plan
 - Government e Model place
 - Government e Marketplace
 - Government e Manufacturing place

95. Which of the following is not a bottleneck in entrepreneurial growth?
- Proper Planning
 - A small or non-existent network
 - Too much noise
 - Lack of Money
96. _____ is an index of price changes of goods and services included in GDP.
- GDP Deflator
 - GDP Inflater
 - GDP Multiplier
 - GDP Accelerator
97. The Law of Demand governs the relationship between the _____ and the _____.
- Desire and Price
 - Desire and Ability
 - Quantity demanded and Desire
 - Quantity demanded and Price
98. Ease of Doing Business Report is prepared by which of the following organisation?
- United Nations Organisation (UNO)
 - South Asian Association for Regional Cooperation (SAARC)
 - World Bank
 - Association of South East Asian Nations (ASEAN)
99. The elements like growth, employment, inflation and interest rates would be covered under which macro-environment factor?
- Economic
 - Social
 - Technological
 - Political
100. In market different brands of toothpastes are available differentiated by colour, taste, packaging etc. This is an example of:
- Monopoly
 - Perfect Competition
 - Monopolistic Competition
 - Duopoly
101. If $PES = 0$ (price elasticity of supply), then it indicates:
- Perfectly Inelastic Supply
 - Relatively Less-Elastic Supply
 - Relatively Greater-Elastic Supply
 - Unitary Elastic Supply

102. From the following figures, calculate GDP at Factor Cost.
- i) Net Value Added = INR 500 Crore.
 - ii) Depreciation = INR 100 Crore.
- a. INR 100 Crore
 - b. INR 500 Crore
 - c. INR 400 Crore
 - d. INR 600 Crore
103. From the following information calculate the GDP Deflator.
- i) GDP at Current Prices = INR 1000 Crore
 - ii) GDP at Constant Prices = INR 500 Crore
- a. 200%
 - b. 50%
 - c. 60%
 - d. 100%
104. _____ includes all types of expenditure on personal consumption by the individuals of a country. It comprises expenses on durable goods like watch, bicycle, radio etc., expenditure on single-used consumer goods like milk, bread, ghee, clothes etc., as also the expenditure incurred on services all kinds like school fees, doctor fees etc.
- a. Net foreign investment
 - b. Gross domestic private investment
 - c. Private consumption expenditure
 - d. Government expenditure
105. A financial system of a country is not concerned with which of the following?
- a. Allocation and mobilisation of savings
 - b. Facilitating the financial transactions
 - c. Developing financial markets
 - d. Discourage inflow of foreign investments

Paper 4 : Current Affairs

106. Who has been crowned Miss Universe 2021?
- a. Harnaaz Sandhu
 - b. Lalela Lali Mswane
 - c. Nadia Ferreira
 - d. Valeria Maria
107. Kashi Vishwanath corridor has been inaugurated in which city?
- a. Ayodhya
 - b. Varanasi
 - c. Ahmedabad
 - d. Bhopal
108. Which city has become the first in the world to go 100 percent paperless?
- a. Dubai
 - b. Abu Dhabi
 - c. Toronto
 - d. Tokyo
109. Who was the most-searched person on Google in India 2021?
- a. Neeraj Chopra
 - b. Aryan Khan
 - c. Shehnaaz Gill
 - d. Elon Musk
110. Who is the commander-in-chief of the Indian Armed Forces?
- a. Prime Minister
 - b. Defence Minister
 - c. President of India
 - d. Chief of Defence Staff
111. Which space agency has launched an X-Ray observatory to unlock secrets of the black hole and other mysterious objects?
- a. NASA
 - b. CNSA
 - c. JAXA
 - d. ISRO

112. Which of the following countries has broken diplomatic ties with Taiwan and recognised China?
- a. Belize
 - b. Guatemala
 - c. Honduras
 - d. Nicaragua
113. The Union Cabinet chaired by PM Modi has approved interlinking projects on which two rivers?
- a. Satluj-Ravi
 - b. Indus-Satluj
 - c. Narmada-Godavari
 - d. Ken-Betwa
114. Which nation hosted the 4th Asia Youth Para Games?
- a. Oman
 - b. Bahrain
 - c. China
 - d. Japan
115. Who has topped the Fortune India 50 Most Powerful Women list?
- a. Gita Gopinath
 - b. Nita Ambani
 - c. Nirmala Sitharaman
 - d. Priyanka Chopra
116. Who among the following is newly appointed Twitter CEO?
- a. Sundar Pichai
 - b. Nikesh Arora
 - c. Parag Aggarwal
 - d. George Kurian
117. Omicron COVID variant was first detected by which among the following countries?
- a. Israel
 - b. South Africa
 - c. Germany
 - d. France

118. What is the name of NASA's first planetary defence test mission?
- a. DART
 - b. SpaceX
 - c. DASH
 - d. ASTRO
119. Which of the following city hosted G7 Foreign Ministers' Meeting in December 2021?
- a. Beijing
 - b. Liverpool
 - c. Glasgow
 - d. Berlin
120. Which country hosted a virtual summit on democracy in December 2021?
- a. United States
 - b. United Kingdom
 - c. India
 - d. France

Answer Key:

Q.No.	Ans	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans	Q.No.	Ans.	Q.No.	Ans.
1	b	21	d	41	a	61	b	81	a	101	a
2	b	22	c	42	d	62	a	82	d	102	d
3	d	23	d	43	d	63	d	83	d	103	a
4	b	24	c	44	c	64	a	84	d	104	c
5	c	25	c	45	c	65	b	85	a	105	d
6	a	26	b	46	b	66	c	86	a	106	a
7	d	27	b	47	c	67	d	87	d	107	b
8	b	28	c	48	b	68	c	88	d	108	a
9	c	29	a	49	a	69	c	89	d	109	a
10	b	30	b	50	b	70	a	90	d	110	c
11	a	31	b	51	c	71	b	91	a	111	a
12	d	32	d	52	b	72	d	92	c	112	d
13	d	33	d	53	b	73	a	93	a	113	d
14	b	34	a	54	a	74	c	94	c	114	b
15	d	35	a	55	a	75	a	95	a	115	c
16	c	36	c	56	c	76	a	96	a	116	c
17	d	37	d	57	b	77	d	97	d	117	b
18	c	38	d	58	a	78	b	98	c	118	a
19	c	39	d	59	b	79	a	99	a	119	b
20	c	40	a	60	d	80	b	100	c	120	a

Motto

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