



**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)

# LAUNCH OF E- GOVERNANCE FOR AUTOMATION OF TRAINING SERVICES IN ICSI

The Institute of Company Secretaries of India introduces E- Governance for Automation of Training Services in ICSI. Now the entire training services shall be available on Online Platform to facilitate the stakeholders to get quick and timely response from the Institute at their doorstep.

### Key Highlights of e Governance in Training:

- The students can now apply online for all kinds of short term trainings like Executive Development Programme (EDP), Professional Development Programme (PDP), 15 Days Academic Programme, Management Skill Orientation Programme (MSOP), 15 days Specialized training.
- The Students can make online payment for such training programmes through Payment gateway.
- The company and the PCS can now register online with the Institute for imparting practical training.
- All the practical trainings like AT and MT shall be executed on the online platform in which students can send their training agreement and appointment letter online and they will get the auto generated training sponsorship letter, auto generated mail, auto generated SMS at every stage of training.
- Both the trainers and trainees can check their status through their log in ids.
- Both the Training quarterly and project report has to be filled online which shall automatically get submitted with the Institute.
- The training exemption procedure shall be online. The applicant can check their application status online without making frequent call and writing emails to the Institute.
- The students will get the training completion certificate showing the history of all kinds of training undergone by them from time to time. This will enable the students to apply for ACS membership subject to fulfilment of other such conditions.

### First time the Institute has linked all ROs and Chapters in e Governance training services.

- The student will come to know the next level of training requirement at their training page
- The student can apply online for various short term trainings at ROs and Chapters by making online payment.
- The student can give online feedback regarding the training program and will get auto generated training completion certificate.
- The ROs and Chapters can prepare their own training calendar and will have the facility of selecting the faculty online out of the list of the selected faculty.
- The selected faculty will get system generated letter and SMS regarding the training programme for taking various sessions.



The screenshot shows a web browser window with the URL 'stimulate.icsai.edu/Home/Home'. The page header includes the logo of 'THE INSTITUTE OF Company Secretaries of India' and the text 'भारतीय इन्स्टीट्यूट ऑफ कंपनी सेक्रेटरीज' and 'IN PURSUIT OF PROFESSIONAL EXCELLENCE'. A helpline number '0120 - 4522000' and 'Delhi' 'Logout' links are also present. The main content area is titled 'Add Training Calendar' and contains the following form fields:

- Training Calendar Year \*: 2019-2020
- Select Course \*: Professional
- Select Training Name \*: PDP
- Original Duration \*: 24 Hours
- Credit \*: 5
- Whether Paid Or Free \*:  Paid  Free
- Enter Amount \*: 600
- Additional/Fooding Charges \*:
- Total Fee Applicable \*: 600
- Start Date of Training \*: 02/03/2020
- End Date of Training \*: 02/03/2020
- Chapter/ RO Name \*: DELHI
- Training Coordinator \*: kf

## Facility of Company/PCS registration for imparting training to the Student of the Institute.

- The Companies and PCS can now apply online for registration with the Institute for imparting practical training.
- While making an application, the details of the member in case of PCS shall come auto filled wherein the particulars can be checked by the trainer.
- Every trainer shall have their log in credentials through which they can check the details of trainees who have completed training in their firm.
- They can also fill up the quarterly progress report of the trainee online and submit to the Institute.

The screenshot shows a web browser window with the URL [stimulate.icssi.edu/Procs/proc](http://stimulate.icssi.edu/Procs/proc). The page title is "Company / PCS Registration - Member Complaints". The main heading is "Company Registration". Below the heading are three steps: "1. Basic Details", "2. Upload Documents", and "3. Other Details". The "1. Basic Details" step is active and contains the following fields:

- Select Training Type:  Long Term  Specialized Training
- Company Type: -- Select --
- Company Name: [Text Input]
- CIN Number: [Text Input]
- Contact Person: [Text Input]
- Contact Person Designation: [Text Input]
- Contact Person Email: [Text Input]
- Contact Person Mobile: [Text Input]
- Industry Type: -- Select --
- Listed Company:  Click here if Listed
- Last Financial Year: -- Select --
- Financial Component: -- Select --
- Paid Up Amount: [Text Input]

## Students will get quick services from the Institute on various training services.

- Students can apply online to the Institute for the training sponsorship letter.
- Students can apply online for transfer of training.
- Students can submit the Project report online and can see the status of training updation automatically.
- The eligible students can apply for training exemption online by making online payment of the processing fee.
- The stakeholders will get an auto reply through the system generated emails and SMS from time to time w.r.t their status of application.

The screenshot shows a web browser window with the URL [stimulate.icssi.edu/Training/Trnmg](http://stimulate.icssi.edu/Training/Trnmg). The page title is "Training Module". The header includes the logo of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" and the text "व्यवसायिक सचिवों के संस्थान". The navigation menu includes: Home, Short Term Training, Long Term Training, Applied Trainings, Training Certificates. The user's name "KOUSALVAA" and "Logout" button are visible. The main content area is divided into three sections:

**My Profile**

Registration Number : 0402888105/2018  
 Name : KOUSALVAA  
 Email : KOUSALVAA011@gmail.com  
 Mobile : 918754062777  
 Address : NO 15 GANDHIPURAM  
 COOP BAJAJANILJA NAGAR LIPPLIPALURAI  
 POST Coimbatore  
 Pin Code 541015

**Training Applicable**

Training Details

- 2 Days Induction program (2 Days) [Apply Training](#)
- 2 days e-governance program (2 Days)
- 5 days Professional Skill Development Program (5 Days)
- 5 days Prof. Entrepreneurship Dev. prog. (5 Days)
- Long Term (Modified) (26 Months)
- MSQP (Modified) (15 Days)

**Examination Status**

Course Name	Syllabus Name	Module Name	Passed Year	Roll No	Examination Status
Professional	2017				in Progress
Foundation	2012	1	2018	105448	Passed
Executive	2012	2	2018	261632	Passed
Executive	2012	1	2019	420092	Passed

E- Governance will provide students timely and fast replies on various training activities. Students will have their own accounts wherein they can submit request for practical training registration, submit NOC/completion certificate and exemption request. Students at their fingertips will be able to book their seats for various in-house training programmes being organized at Regional Offices and Chapters.