



**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)

DIRECTORATE OF TRAINING

FAQs ON 15 DAYS e-ACADEMIC PROGRAMME INCLUDING 8 DAYS e-EDP

Q 1	I have already attended few days out of induction/e-governance/skill development/entrepreneurship at various region/chapter. Can I do the remaining days of training online?
Ans.	The partial completion of training in classroom mode cannot be adjusted in the Online training. You need to register afresh for the particular training program and get the amount refunded from the respective region/chapter. However, if any candidate completed one training programme i.e. 2 days Induction programme at RC/Chapter and want to register for 3 days e- Governance online, they can register for the same if completion certificate of 2 days Induction programme is updated in stimulate portal and approved.
Q 2	Will the amount paid offline for the programme to the chapter can be adjusted with online fees?
Ans.	The amount already paid to the Regions/Chapter for direct mode programme cannot be adjusted with the online fees. You need to register afresh for the online programme. The students, who have already registered for 15 days academic programme in classroom mode in their respective Region and Chapters and could not continue due to the lock down, can get their refund proportionately from their respective Region and Chapters.
Q 3	Can I register for 5 days skill development programme without completing 3 days e-governance programme?
Ans.	As per the guidelines it is mandatory to complete the requirement of 15 days Academic programme in following series i.e. you can move to the next training only after completion previous training. <ol style="list-style-type: none">1. 2 days Induction Program2. 3 days e-Governance Program3. 5 days Skill Development Program4. 5 days Entrepreneurship Development Program

Q 4	I have already completed 2 days and 3 days in class room mode, but unable to register for 5 days programme?
Ans.	You can register for 5 days Programme only if the completion certificate of previous training is updated in the stimulate. The completion certificate can be uploaded in the system through the tab of short term training.
Q 5	I have already uploaded the completion certificate for 2 days/3days or 5 days programme, however, it is still not updated in the system?
Ans.	You are requested to re--upload the certificate in the portal, while uploading the certificate please click on the undertaking and accept all the term condition. It takes few hours to be approved.
Q 6	I am a student of earlier training structure and would like to complete the requirements of 08 days EDP. Can I able to apply for 03 days e Governance and 05 days skill development training?
Ans.	Yes, you can register for the same, however, you need to complete 03 days e Governance first and then you can apply for 05 days skill development training which is applicable in lieu of your EDP.
Q 7	The Executive development programme applicable in earlier training structure was only Rs 1000/- where as the fee of in lieu provision of 03 days e Governance and 05 days skill development training Rs 7000/?
Ans.	The fee structure of 15 days academic programme is duly approved by the Institute. Interested students are required to pay the applicable fee in order to become eligible for the programme. The fee of Rs1000 was fixed almost ten years back under old training structure.
Q 8	I have completed the requirement of long term practical training and my Quarterly reports , project reports and completion certificate is already updated in the portal, only the requirement of short term training is pending but in my log in I am not able to find the details of training programmes?
Ans.	As per the guidelines students are required to attend and complete 15 days academic training programme before completing the requirement of long term practical training. Since your long term training status is updated in the system therefore you are not able to view the details of 15 days academic training programme. Such students may send their request separately in the email id given in the announcement.