

# **ICSI STUDENT TRAINING GUIDELINES-2024**

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# 1 TRAINING GUIDELINES

## 1.1 Preamble

A Guideline to consolidate, regulate and amend the training programmes applicable to the students pursuing Company Secretary (CS) Course.

## 1.2 Short Title, Rescind and Commencement

1. These Guidelines shall be called the ICSI Training Guidelines, 2024.
2. The Guidelines, directions, notifications, circulars, instructions or orders, as on date, pertaining to training programmes applicable to the students pursuing Company Secretary (CS) Course to which these guidelines extends shall be repealed to the extent inconsistent with these guidelines.
3. These Guidelines shall come into force w.e.f. 1<sup>st</sup> January, 2024

## 1.3 Applicability and Objective

These Guidelines shall be applicable to all the students who have and who will be enrolled in Company Secretary (CS) Course.

The objective to amend and consolidate prescribed training processes and to provide structured and unified training guidelines to stakeholders such as students enrolled in Company Secretary (CS) Course, trainers and respective Regional Offices/Chapters/Centre for Corporate Governance Research & Training (CCGRT), as follows:

1. To provide information on various types of trainings to be undergone by the students so that they are able to complete the required trainings timely and submit such records to the Institute within the stipulated time.
2. To guide the trainers about their roles and responsibilities to comply with the various training requirements.
3. To provide the designated offices all the information for smooth conduct of training programmes and handle the grievances, if any arising therefrom.
4. To lay down various formats of training completion to maintain uniformity.

5. To lay down roles and responsibilities of Programme coordinators for smooth conduct of short-term trainings.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute

## 1.4 Key Definitions

For the purpose of these Guidelines

- **Council** – means the Council of the Institute constituted under section 9 of The Company Secretaries Act, 1980
- **ICSI/ Institute** – means the Institute of Company Secretaries of India constituted under The Company Secretaries Act, 1980.
- **Long Term Training** – means and includes practical training for twenty one months under Regulation 46BB of The Company Secretaries Regulations, 1982.
- **Short Term Training** – means and includes One Day Orientation Programme (ODOP), Executive Development Programme (EDP) and Corporate Leadership Development Programme (CLDP)
- **Stimulate Portal** – means an IT enabled training interface for accessing all training related services of the ICSI (<https://stimulate.icsi.edu>)
- **Trainee**- CS student enrolled in any of the training programme under these guidelines.
- **Trainer** – PCS/Company/LLP/Other entity eligible to impart training to the trainee under these guidelines.
- **Training and Educational Facilities Committee (TEFC)** – constituted under Section 17(2) of The Company Secretaries Act, 1980 read with Regulation 102 of The Company Secretaries Regulations, 1982.

Words and expressions used but not defined in these Guidelines but defined in the Company Secretaries Act (No. 56 of 1980), the Rules, Regulations, prescribed thereunder shall have the respective meanings assigned to them in the said Acts, Rules and Regulations made thereunder

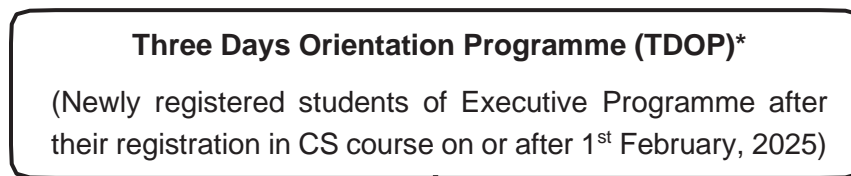
## 1.5 Abbreviations

1. **CCGRT** – Centre for Corporate Governance, Research and Training
2. **CLDP** – Corporate Leadership Development Programme
3. **EDP** – Executive Development Programmes
4. **HOD** – Head of Directorate
5. **LMS** – Learning Management System(Online)
6. **ODOP** – One Day Orientation Programme
7. **TDOP**- Three Days Orientation Programme
8. **ROs** – Regional Offices

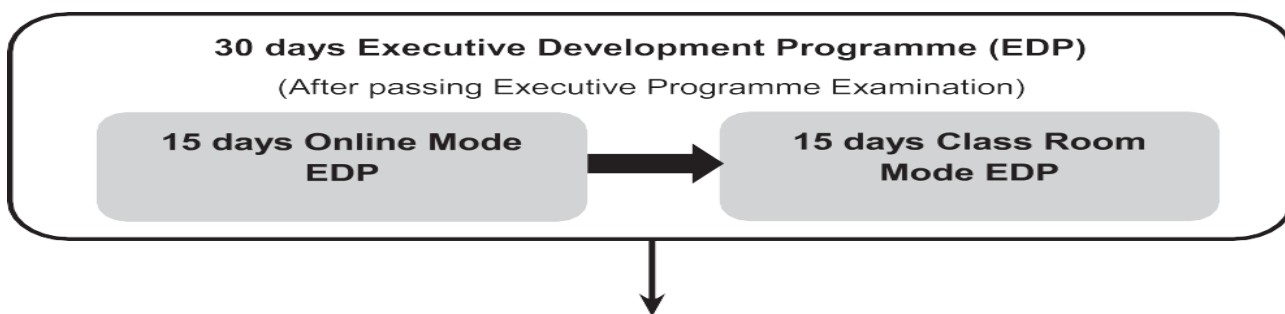
## 1.6 Flow of Training

(As per New Training Structure 2020 effective from 3<sup>rd</sup> February, 2021)

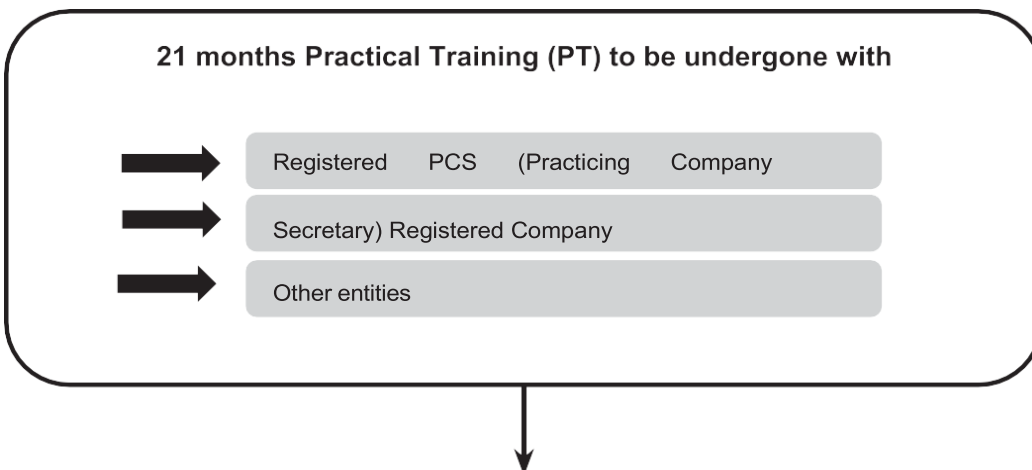
Stage 1 : Short Term Training



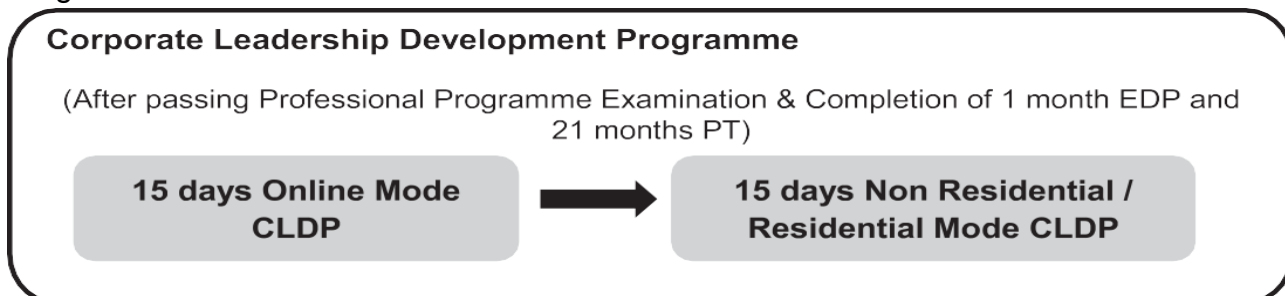
Stage 2 : Short Term Training



Stage 3 : Long Term Practical Training



Stage 4: CLDP



\*TDOP & Pre-Examination test are mandatory for enrolment in examination of CS Executive Programme

## **2 COMMON PROTOCOL FOR SHORT TERM TRAINING PROGRAMMES THROUGH OFFLINE (CLASSROOM (NON-RESIDENTIAL)/RESIDENTIAL) AND ONLINE (LMS/ WEBINAR) MODE**

### **2.1 SHORT-TERM TRAINING THROUGH OFFLINE MODE [CLASSROOM (NON-RESIDENTIAL)/RESIDENTIAL] (including ODOP, TDOP, 15 days EDP, 15 days CLDP)**

#### **A. For Students**

##### **2.1.1 Centralized Registration (only through Stimulate portal)**

- a) The centralized registration is applicable to both 15 days EDP and 15 days CLDP (not applicable to ODOP registration)
- b) The students shall register through Stimulate portal for the training announced by the ROs/Chapters/CCGRTs subject to their eligibility and preferred location of training.
- c) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.

##### **2.1.2 Selection of Students**

Selection of students shall be done on first come first served basis through online mode subject to eligibility.

##### **2.1.3 Batch Size**

Ideally a training batch shall comprise of maximum of 50 and minimum of 20 students.

##### **2.1.4 Dress Code:**

The students shall be well dressed. The dress code to be followed is as under:

- (i) For male participants:- Formals, preferably a formal suit or a full sleeves white/sober colour shirt + dark colour trouser + matching tie.
- (ii) For female participants:- Western Formal /Indian Formal

Casuals shall not be permitted (Jeans and T-shirts etc.)

### **2.1.5 Attendance**

All students shall mark attendance both at entry and exit on a daily basis. Attendance on all days of training shall be mandatory.

### **2.1.6 Discipline during the Programme**

- a) Students must maintain complete decorum and discipline during the programme as instructed by the programme coordinator.
- b) Mobile phones & all other electronic devices must be kept on switched off mode.

### **2.1.7 Fees Exemption under Compassionate Ground**

Students who have lost both parents or are differently-abled and are facing financial constraints with legal guardian/adoptive parents, can request a 100% fee concession. They need to manage their travel and stay arrangements if necessary. Requests shall be recommended by the respective RO/Chapter/CCGRT and approved by the Secretary, ICSI through HOD, Training in deserving cases only.

### **2.1.8 Feedback of Trainers**

At the end of each session the students shall have to submit a feedback form to assess their learning from the session attended through Stimulate as also their observation on what changes, if any, required to make their learning process from the session completed.

### **2.1.9 Grievance**

The grievance, if any of the student/participant shall be submitted in writing or through e-mail to the program coordinator.

### **2.1.10 Certificate**

A completion certificate shall be auto generated through Stimulate portal upon successful completion of the training. However, in exceptional cases or in case of technical issues, a physical certificate may be issued.

## 2.2 ONLINE MODE TRAINING THROUGH LEARNING MANAGEMENT SYSTEM (LMS)

### Important instructions for students

- a) Students intending to undergo online mode training shall be required to apply and pay requisite fees through stimulate portal. The ICSI subsequent to realization of fees shall approve the application of the student on Stimulate portal.
- b) Post approval, the student shall receive an email of approval. The email shall contain link of LMS user manual. The LMS user manual shall contain the details of LMS login id, password and batch link. The student can access the course within one working day after receiving the approval email.
- c) Students shall access the e- programme using his login credentials through the provided link.
- d) Student's LMS login Id will be valid for 90 days in case of e-EDP and 180 days in case of e-CLDP from the date of granting access of the LMS account.
- e) Students are required to complete all the sessions of e-programme (including submission if any or assessment) within 90 or 180 days depending upon the training programme.
- f) If any student is not able to complete the training within the stipulated time frame, as stated above then the LMS access will be deactivated after expiry of 90 or 180 days depending upon the training programme and student will have to re-register within 30 days (post expiry of 90 or 180 days depending upon the training programme) by paying 50% of fees and complete the remaining part of the training.
- g) If any student has not been able to re-register within 30 days, then such students LMS account shall be inactivated. The student shall have to undertake the training afresh, by making the full payment of fees once again.
- h) If any student is not able to complete the training during the extended period, also in such case no further extension shall be allowed.
- i) Attendance of each session is mandatory to mark the course as completed.
- j) All the topics of the particular training shall have to be completed.
- k) Students are required to undergo the session in sequence to avoid missing any of its part. In case of non-completion of any previous session, the students shall not be allowed to start any fresh session.
- l) Students can undergo sessions at any time any day with full flexibility of selecting the time.

m) For better utilization of LMS services, it is recommended to refer the LMS user Manual.

## **2.3 WEBINAR MODE TRAINING**

### **2.3.1 Centralized Registration**

- a) The centralized registration is applicable for undergoing all training programmes conducted through Webinar Mode.
- b) The HQ or the concerned offices of the ICSI shall announce and open training registration for various training programmes well in advance.
- c) The student eligible for the training programme shall register through Stimulate Portal.
- d) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.
- e) The online registration data has to be extracted by the concerned offices immediately after closure of registration of various training programmes.

### **2.3.2 Batch Size**

Ideally a training batch shall comprise of maximum of 75 and minimum of 20 students.

### **2.3.3 Tentative Timing**

The online programme shall be for a maximum of 7 hours with the provision of lunch break and two small breaks thereby making the study time of 6 hours unless otherwise specified in the training guidelines for the particular training programme.

### **2.3.4 Attendance**

Online attendance of each session is mandatory for every student.

Concerned offices shall take attendance of all the students on a daily basis and update/upload on Stimulate Portal.

### **2.3.5 Discipline during the Programme**

- a) Students must maintain complete decorum and discipline during the programme as instructed by the programme coordinator.
- b) Students shall be well groomed and be in formal attire. Casuals shall not be permitted (Jeans and T-shirts etc.)

- c) Students should keep themselves muted during the programme and only ask questions when Q& A session is announced.
- d) Students to ensure that they have good internet connectivity and their laptop, tablet or mobile is in good working condition with the facility of camera.
- e) Students are to follow Do's and Don'ts, if any during the programme as explained by the programme coordinator.

### **2.3.6 Technical Requirements**

- a) The programme shall be placed on the Institute's website for wider reach.
- b) The students and faculty should ensure that they have a working laptop/computer/smartphone with camera and microphone facility for attending the programme.
- c) The students have to ensure that the system they are using to login to the programme should have the facility to view the faculty video and audio and also to start camera.
- d) The students should ensure that they are in a good network coverage to attend the full day training programme so that their attendance is recorded.
- e) The programme coordinator to ensure that the data of all the students participating in the programme is captured.
- f) The programme coordinator shall arrange to record the live programme for the entire duration of the programme and keep it for record purpose and to provide to HQ, if required.
- g) The programme coordinator shall ensure record keeping of daily attendance of all the students.
- h) The attendance of the students on the stimulate portal shall be duly updated in order to generate their completion certificate.
- i) Programme coordinator to obtain feedback from students as desired separately in these Guidelines

# 3 SPECIFIC PROGRAMMES

## 3.1 ONE DAY ORIENTATION PROGRAMME (ODOP)

### 3.1.1 Objective:

The objective of the ODOP is:

- To apprise the newly registered students of Executive Programme regarding the overview of the CS Course such as scope and opportunities of CS profession, scheme of studies, course curriculum, duration of the programme, examination pattern, training structure etc., and
- To enable the students to get all the updated information about the CS course at one place and get connected with the Institute.

### 3.1.2 Eligibility Criteria:

The programme is applicable to all the newly registered students of Executive Programme after their registration in Company Secretaryship course on or after 01<sup>st</sup> June 2019 to 31<sup>st</sup> January, 2025. Such students are expected to attend ODOP within 30 days of registration in Executive programme. Attending and completing ODOP is a pre-requisite for filling up the Examination form.

### 3.1.3 Duration of the Programme:

The duration of ODOP shall be one day. No leave is admissible during the duration of the programme. The concerned offices are mandated to conduct at least one ODOP in a month so that no student is deprived of the opportunity to attend this program.

### 3.1.4 Fees:

The fees of ODOP is Rs.600/- (including Rs.100/- which is the price of the ODOP module). The fee is to be paid by the students directly to ICSI-HQ at the time of registration in the CS Executive Programme. No separate fees chargeable by concerned offices.

### 3.1.5 Sessions and Program Structure:

The session should be scheduled between 9 am to 6 pm with a lunch break in between and other two short breaks. The duration of the session shall be minimum 6 hours.

### 3.1.6 Training Venues

- i. All Regional offices
- ii. All Chapters
- iii. Online mode as prescribed from time to time.

### **3.1.7 Format of Completion Certificate**

A format of Completion Certificate pertaining to ODOP is placed as **Annexure 3.1**.

### **3.1.8 Contents of One Day Orientation Programme**

The detailed content of ODOP is placed as **Annexure 3.2**.

## **3.2 THREE DAYS ORIENTATION PROGRAM (TDOP)**

### **3.2.1 Objective:**

The objective of the TDOP is:

- To apprise the newly registered students of Executive Programme regarding the overview of the CS Course such as scope and opportunities of CS profession, scheme of studies, course curriculum, duration of the programme, examination pattern, training structure etc., and
- To enable the students to get all the updated information about the CS course at one place and get connected with the Institute.

### **3.2.2 Eligibility Criteria:**

The programme is applicable to all the newly registered students of CS Executive Programme after their registration in Company Secretaryship course on or after 01st February, 2025. Such students are expected to attend TDOP within 30 days of registration in Executive programme. Attending and completing TDOP is a pre-requisite for filling up the Examination form.

### **3.2.3 Duration of the Programme:**

The duration of TDOP shall be three days. No leave is admissible during the duration of the programme.

The concerned offices are mandated to conduct at least one TDOP in a month so that no student is deprived of the opportunity to attend this program.

### **3.2.4 Batch Size:**

Ideally a training batch shall comprise of maximum of 50 and minimum of 10 students.

### **3.2.5 Fees:**

The fees of TDOP is Rs.2,500/- (including Rs.200/- which is the price of the TDOP module). The fee is to be paid by the students directly to ICSI-HQ at the time of registration in the CS Executive Programme. No separate fees chargeable by concerned offices.

### **3.2.6 Sessions and Program Structure:**

The session should be scheduled between 9 am to 6 pm with a lunch break in between and other two short breaks. The duration of the session shall be 6 hours.

### **3.2.7 Training Venues**

- i. All Regional offices
- ii. All Chapters
- iii. Online mode as prescribed from time to time.

### **3.2.8 Through Online/Webinar Mode**

Students residing beyond 60kms shall have an additional option to opt for webinar mode TDOP which is to be conducted by the biggest chapter in the State.

### **3.2.9 Format of Completion Certificate**

A format of Completion Certificate pertaining to TDOP is placed as **Annexure 3.3.**

### **3.2.10 Contents of Three Days Orientation Programme**

The detailed contents of TDOP is placed as **Annexure 3.4.**

# 4 ONE MONTH EXECUTIVE DEVELOPMENT PROGRAMME (EDP)

## 4.1 15 DAYS ONLINE MODE EDP

### 4.1.1 Objective:

- To prepare the students who have passed Executive Programme for Practical Training by developing their communication skills, personality, legal acumen, drafting skills and Information Technology (IT) skills.
- To train the students to enable them to apply theoretical knowledge in their working and development of functional skills in core areas.
- To make the participants more employable by imparting tool based training/ simulation exercises on the related areas of CS profession

### 4.1.2 Eligibility Criteria:

An Executive pass student shall be eligible to undergo 15 days Executive Development Programme (EDP) in online mode.

Completion of 15 days online mode EDP is pre-requisite to undergo 15 days classroom EDP.

The student is required to complete 30 days EDP (15 days online and 15 days classroom mode EDP) before commencement of 21 months practical training.

### 4.1.3 Mode Of Delivery:

The 15 days Online EDP is to be offered through the Learning Management System (LMS)

### 4.1.4 Fees:

A fees of Rs.2,000/- for 15 days Online EDP is to be paid by the student through Stimulate portal or as prescribed from time to time.

#### **4.1.5 Modalities of completion of Training:**

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

1. Students shall have to complete 15 Days Online EDP before the start of 15 Days Classroom training.
2. In case a student is unable to complete Online EDP for full 15 days, he/she shall not be allowed to undergo Classroom Training. Such students may be given a maximum duration of 90 days to complete the e-EDP. An extension for further 90 days is allowed on payment of 50% of the fees as extension fees from the day of start of the Online EDP. If a student fails to complete the online EDP in the maximum duration of 180 days, then the LMS access may be denied, and he/she has to re-register after paying the full fees and start the training afresh.

#### **4.1.6 Session-Wise Evaluation of Performance of Students through Assessment**

Each session may have an assessment/evaluation attached to it and the student has to submit the same.

#### **4.1.7 Format of Completion Certificate**

A Format of Completion Certificate of 15 days Online EDP certificate is placed as **Annexure 4.1**.

#### **4.1.8 Contents of 15 Days Online EDP**

The detailed content of 15 days Online EDP is placed as **Annexure 4.2**

## **4.2 15 DAYS CLASSROOM MODE EDP**

### **4.2.1 Objective**

The objective of EDP is:

1. Application of theoretical knowledge and development of functional skills in core areas.
2. To prepare the students who have passed Executive Programme for Practical Training by developing their communication skills, personality, legal acumen, drafting skills and Information Technology (IT) skills.
3. To make the participants more employable by imparting tool based training on the related areas of CS profession

### **4.2.2 Training Pedagogy**

The pedagogy may cover:

- i. Group Discussions
- ii. Role Play
- iii. Mock Sessions
- iv. Simulation exercise
- v. Case study analysis
- vi. Facing interview and important aspects of C.V making
- vii. Video clips
- viii. Management games etc

#### **4.2.3 Eligibility Criteria**

An Executive pass student shall be eligible to undergo 15 days Executive Development Programme (EDP) in classroom mode after completion of 15 days online mode EDP.

Completion of 15 days online mode EDP is pre-requisite to undergo 15 days classroom EDP.

The student is required to complete 30 days EDP (15 days online and 15 days classroom mode EDP) before commencement of 21 months practical training.

#### **4.2.4 Duration of the Program**

The duration of EDP is 15 days through classroom mode. The concerned offices are mandated to conduct regular EDPs so that no student is deprived of the opportunity to attend this program.

#### **4.2.5 Mode of Delivery**

The 15 Days Class room mode EDP is to be attended by the students at concerned offices of ICSI.

#### **4.2.6 Training Venues**

1. Regional Offices
2. Diamond, Platinum & Gold Chapters
3. Silver grade chapters (on case to case basis) (except for Silver\*) as recommended by HOD, Training and approved by The Secretary, ICSI

#### **4.2.7 Fees**

A fees of <sup>1</sup> [Rs.8,000/-for 15 days Classroom EDP inclusive of refreshments (twice in a day), working lunch and study material of Rs.300/-] is to be paid by the student through Stimulate portal or as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is cancellation made by the student for any batch of EDP, then the concerned offices shall allow carry forward of the fees paid for that batch of EDP to the next batch or refund the amount to the student with 10% deduction in the total fees.

#### **4.2.8 Sessions and Program Structure**

The session shall be scheduled between 9 am to 6pm with a lunch break in between and other two

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<sup>1</sup>Changed pursuant to decision taken in the 311<sup>th</sup> Council Meeting held on 29.08.2024. Prior to change the fees was Rs. 5,000/- excluding charges for Refreshment & Lunch”

short breaks. The duration of all the sessions of EDP shall not be less than 6 hours in a day.

#### **4.2.9 Format of Completion Certificate**

A format of Completion Certificate of 15 days Classroom mode EDP certificate is placed as **Annexure 4.3.**

#### **4.2.10 Course Content**

The detailed content of 15 days Classroom EDP is placed as **Annexure 4.2.**

# 5 LONG TERM PRACTICAL TRAINING

## 5.1 Eligibility of Trainees for undergoing Practical Training

Executive pass student shall be eligible to undergo Practical training under a PCS/Company/other entities as provided in Regulation 46 BB (a) subsequent to completion of one month EDP (i.e. 15 days e-EDP and 15 days classroom mode EDP) which is a pre-requisite to commence long term practical training of 21 months.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute.

## 5.2 Duration of Training

The duration of long-term practical training shall be 21 months.

## 5.3 Documents required for Training Registration

- a. The trainee and the Company Secretary in Practice shall enter into a Contract for Long Term Training. The contract shall be executed on a non-judicial stamp paper of minimum denomination of Rs.20/- or by way of franking or by way of e-Stamping in the specified form in duplicate and signed by both the parties viz., the trainee and the Company Secretary in Practice. Duplicate thereof shall be given to the trainee. In case of training in a company/other entities, the trainee has to obtain a "Letter of Training" from the trainer preferably in the format placed as **Annexure 5.1**.
- b. The contract shall be submitted to the Institute in the specified form containing Part A and Part B which is placed as **Annexure 5.2**. (The date of commencement of training which shall be taken on record would be the actual date of commencement of training as mentioned in the agreement or date of purchase of stamp paper or date of execution of contract whichever is later).
- c. A true copy of examination certificate or mark sheet of the student for having passed the Executive Programme examination and one month EDP completion certificate (including 15 days classroom and 15 days e-EDP training) shall be attached along with the application for registration.

## 5.4 Time-Limit applicable to Trainees for Registration of Training with the Institute

- a) Trainees are required to get their training registered in records of the Institute preferably after obtaining the letter of training/contract but before commencement of their training. If they have not done so, they have an option to get it registered within 30 days from the date of commencement of their training.

- b) Any delay in training registration with the Institute, which is more than 30 days will not be considered as a valid training and shall not be taken in the records of the Institute.
- c) The Institute reserves the right to treat the Training undergone by the student invalid or refuse to register the same in records of the institute in case it comes to notice of the Institute by any means that the supporting documents submitted to the Institute are not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner
- d) If during the training period, the trainee is taking a break from training due to some personal exigencies with the prior consent of the trainer and then joins back after a gap of some period with the same trainer to complete the balance remaining period of training, the same shall be allowed, subject to mutual consensus between the Trainer and Trainee. But while issuing the training completion certificate, trainer will have to mention the same in training completion certificate specifically that from “x” date to “y” date trainee was allowed a break.

## 5.5 Transfer Formalities

- a. The first two months of the training shall be treated as Probation period. A trainee is free to take transfer during the probation period by serving a 14 days’ notice. The training undergone by the student during probation shall be taken in the records of the Institute and shall also be counted in the total period of long term training.
- b. For the remaining period after the probation, no transfer shall be allowed. However, in exceptional cases as specified here under in para 5.6 below, transfer may be allowed during this period.
- c. If any student takes transfer during the period of probation, then he/she is required to obtain NOC from his/her previous employer and only after serving the notice period of 14 days and submitting the NOC he/she may claim transfer.
- d. If any student discontinues his/her training within few days of joining and restarts his/her training after a prolonged gap, then the period of training undergone by the student earlier shall be treated as a part of two months of probation period.
- e. If any student takes transfer during the remaining period of training then along with the NOC he/she has to submit a self-declaration as per **Annexure 5.3** mentioning the reason of taking transfer. The dealing official on the basis of NOC and self-declaration submitted by the student shall issue sponsorship for remaining period of training.
- f. In case any student seeks transfer under the option of “Alternate/Special Arrangement of Trainees” then he/she is required to submit the request for alternate/special (as per the Institutes

prescribed format) from the present trainer. Student shall submit the request letter to the Institute and seek sponsorship letter for undergoing training for the period not exceeding six months.

- g. The word “eligible” mentioned under clause 10 given below i.e., Alternate/Special Arrangement of Trainees, shall be read as “registered”. Meaning thereby, that the trainer falling under the option of Alternate/Special Arrangement shall be mandatorily registered with the Institute for the purpose of imparting training. In case it is found that the trainer is not registered with the Institute then such period of training shall not be treated as valid and the same shall not be taken in the Institutes records.

## **5.6 Exceptional cases for Transfer**

In order to avail transfer under the below exceptional cases, a trainee has to submit the documentary evidence to the satisfaction of the Trainer and Institute.

1. On grounds of continuous critical ailment and on production of medical certificate & reports thereof by a qualified Medical Practitioner.
2. Transfer of spouse or any one of the Parents of the Trainee to another city
3. Misconduct involving moral turpitude.
4. Death/disability of trainer.
5. <sup>2</sup>[ Cancellation/ Ceasing/Debarment/Removal/Surrender of COP by the member ]
6. A Company is not operational or the name of the Company is removed from the register of Companies by ROC or the Company is dissolved.
7. On the ground of marriage provided that there are substantial proof to showcase the relocation of student to another city involving distance of 50 kms or more from the current professional address of the Trainer.
8. Irregular/non-payment of stipends continuously for 3 months.
9. Shifting of trainer to another city involving distance more than 50 kms from current address of trainee.
10. Alternate/Special Arrangement for trainees: A trainer, with the consent of the trainee, may depute the later for training for a period not exceeding six months to a

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<sup>2</sup> A trainer is expected to intimate Cancellation/ Ceasing/surrender of COP or Removal of his/her name from the members register of the Institute to the trainee immediately. Any failure may be considered as a Professional misconduct by the trainer under Company Secretaries Act

member/organization/other entities eligible to engage and train a trainee as per the Institute's guidelines. Students have to submit the request for alternate/special arrangement as per the Institutes prescribed format (**Annexure 5.4**)

#### 11. Voluntary/Mutual NoC: Upon mutual consent by Trainer and Trainee

- a) To avail any transfer, a trainee has to serve a Notice period of 60 days for smooth handover & takeover (14 days in case of probation). However, the notice period can be reduced with mutual consent of the trainer and trainee in writing. During the above said notice period of 60 days, no leave shall be granted except casual leaves.
- b) If a trainee fails to serve the notice period as specified in the above clauses (5.4 (a) and 5.5 (a)), such period of training shall not be considered by the Institute, except in the cases it is done with the consent of the Trainer and the Trainer has issued an NOC in this regard.
- c) A trainee may intimate the trainer about his transfer of training by writing letter (duly acknowledged by the trainer or by his official representative) or through an email from his registered email id with Institute to the registered email id of the trainer. To avail transfer (including exceptional cases) a trainee has to submit NOC from the trainer.
- d) A trainee is not required to submit any original educational certificates/documents to the Trainer.
- e) The trainees are entitled to a stipend during the probation period also.

#### **5.7 Eligibility of Trainers (Company Secretary in Practice/Company/other entities) for imparting Practical Training**

- a) Company Secretary in Practice (PCS)- A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.
- b) Corporate Trainer – A company with a company secretary in whole time employment and a minimum paid up capital of Rs 50 Lakhs or net worth of 5 Crores or any other company having a paid-up capital in accordance with the provisions made in Rule 8 (A) and amendments made by the Ministry of Corporate Affairs(MCA) from time to time.
- c) Corporate Trainer (Outside India) - A body corporate (foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of 5 Crores or more and employing a Company Secretary / Chartered Secretary / Governance Professional or any other equivalent designation shall be eligible for appointing a trainee (CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary.

- d) Limited Liability Partnership (LLP)—A LLP having not less than half of its partners as members of ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs.
- e) Gujarat International Finance Tec-City (GIFT City)- LLP- Any LLP having its office (including Branchoffice/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operations and having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs.
- f) Other Entities: Ministry of Corporate Affairs (MCA) & its offices, Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc other Government bodies / departments, Public Sector Undertakings, Statutory bodies, all banks recognized by RBI & Financial Institutions which have a standing of at least 5 years.
- g) any other body corporate or institution or organization or entities fulfilling the criteria as may be determined by the Council;

Corporates / Practising Company Secretary/LLP/Other entities covered above will be enrolled on the basis of eligibility criteria i.e., adequate infrastructure, clientele, work profile, turn-over, etc., to ensure the quality of the training. The trainers have to submit a self-declaration (on its letter head) of fulfilment of the above criteria at the time of empanelment as a trainer for imparting 21 months practical training.

## 5.8 Documents required for Registration as a Trainer

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
1	Practising Company Secretary (PCS)	A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.	A duly signed & stamped Application form <b>(Annexure-5.5)</b> for registration for imparting training.  Scanned copy of Certificate of Practice  Copy of Experience certificate of employment (as CS) post membership (Scanned copies to be uploaded at Stimulate portal along with self-declaration <b>(Annexure-5.6)</b> as

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
			mentioned above).
2	Company	<p>Having a company secretary in whole time employment and minimum paid up capital of Rs 50 Lakhs and above or networth of Rs.5 Crores</p> <p>Any other company having a paid up capital in accordance with the provision made in Rule 8 (A) i.e., Rs 10 Crore and as amended made by MCA from time to time.</p>	<p>Duly signed request letter.</p> <p>Name of the company Secretary in whole time basis.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above. (Scanned copies to be uploaded at Stimulate portal)</p>
3	Corporate Trainer(Outside India)	<p>A body corporate (Foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of Rs.5 Crores or more and employing a Company Secretary (in any capacity) shall be eligible for appointing a trainee(CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary</p>	<p>Duly signed request letter.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above. (Scanned copies to be uploaded on the Stimulate portal)</p>
4	MCA and its Offices and other Govt. Bodies	<p>(ROC, RD &amp; Office of OL etc) and Training can be undergone with Government bodies / departments, Public Sector Undertakings, Statutory bodies</p>	<p>A duly signed request letter from the respective offices on its letter head (Scanned copy to be uploaded at online portal)</p>
6	LLP	<p>LLP having not less than half of its partners are members of ICSI and having net worth/capital</p>	<p>A request letter from the LLP on its letter head duly signed &amp; stamped confirming the number of partners.</p>

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
		contribution/ turnover of not less than Rs 50 lakhs	Certified Financial statement of LLP confirming the net worth/capital contribution / turnover of not less than 50 lakhs (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.
7	GIFT CITY-LLP (Gujarat International Finance Tec-City)	Any LLP having its office (including Branch office/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operations and having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs	A request letter from the LLP on its letter head duly signed & stamped confirming the details of partner (i.e., Member of the Institute)  Certified Financial Statements of LLP confirming the net worth/capital contribution / turnover of not less than Rupees 50 lakhs  Documentary proof confirming that the said LLP is registered under GIFT City.
8	Banks	All banks recognized by RBI	A duly signed request letter from bank on its letter head (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.
9	Financial Institutions	FI having a standing of at least 5 years	A duly signed request letter from authorised signatory on letter head of financial institution having details of fixed assets, standing, Having standing of at least five years of the concerned financial institution  (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.

## 5.9 Working Hours

Working hours of training may be fixed by mutual consent of trainee & trainer generally between

8:00 am to 8:00 pm subject to a minimum of 8 hours per day & working hours should not be prior to 8:00 am or after 8:00 pm. However, trainee & trainer are free to fix their working hours with mutual consensus, subject to applicability of prevailing laws of the respective States/Union Territories.

### **5.10 Stipend**

Every Company Secretary in Practice or Company engaging the trainee shall be required to pay monthly stipend of Rs.5,000/- (minimum) to the trainee or as determined by the Council from time-to-time. The Stipend is also required to be paid for the probation period.

Further, all trainers are bound to pay stipend through banking channels only and the Institute is free to ask for the proof of the same from either of the parties during or after the completion of the training. The trainer is free to maintain a stipend register for all trainees.

### **5.11 Leave**

The Leaves applicable for study and examination are to be granted for the purpose of CS examinations only (all stages) and not for any other course. The leaves of 52 days (including 31 days examination leaves) shall be applicable to Executive Programme Pass students for preparation of Professional Programme examination only. However effective from 1<sup>st</sup> June, 2022, any student who starts his training after passing of the Professional Programme, shall be eligible for 21 days casual leaves only.

The following is further to be noted:

- a) If any student takes leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- b) If any student is doing some part of training in one organization and balance part of training in another organization, then in such a case, maximum leaves which can be availed by the student, shall be calculated on pro-rata basis.
- c) Weekly Off during the training period will be decided as per policy of organization / trainer where the student is undergoing the training. ICSI shall not intervene in any such decision of the employer.
- d) Working days 5 or 6 in a week shall be as per the policy of the organization / trainer, where student is undergoing training.
- e) One Casual leave per month that is credited to student shall be treated as a paid leave. Any leave in addition to this shall be governed by the policy of the Organization/Trainer.
- f) During the notice period, if the trainee avails any leaves other than the casual leaves as permitted under these guidelines, then the notice period will get extended by the period of such leaves availed or as may be mutually decided between the Trainer and Trainee.

## 5.12 Quarterly Report

The trainer through the Online Mode shall submit quarterly report to the Institute regarding the progress of the Trainee. It is the responsibility of the Trainer to submit the quarterly report within 30 days of ending of the quarter. However, the trainee will pursue the matter with the trainer to get it completed in time.

If any student has changed his trainer before closing of particular quarter mid-way, in such case, there will be two quarterly reports for that particular quarter. One quarterly report is to be signed by the earlier trainer for the partial period for which student was working under him and another quarterly report from next trainer under whom the trainee has completed the balance period of that particular quarter.

## 5.13 Project Report

A student shall prepare a Project Report on the basis of his practical training under the guidance of his/her trainer and submit the Report to the Institute. The trainees shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A viva voce shall be conducted on the Project Report at the time of Corporate Leadership Development Programme (CLDP). Grades will be awarded on the Project Report and viva voce at the time of CLDP. A format of Project Report is placed as **Annexure 5.7**.

## 5.14 Areas of Long Term Practical Training

The core areas of long term practical training shall include but not limited to the indicative list of training areas as mentioned below:

- Legal
- Management
- Corporate Laws (including Insolvency)
- Securities Law
- Tax Laws (Direct & Indirect)
- Governance/ESG/CSR
- Financial Management
- Economic & Business Laws
- Labour Laws
- Audit
- Corporate Funding
- Arbitration & Mediation
- Artificial Intelligence (AI)
- Cyber Security
- Appearance and proceedings before the regulators eg. MCA / NCLT / ED / RBI.

### 5.15 Trainer's Entitlement for number of Trainees

- a) A trainer shall be entitled to impart training as per his/her entitlement of trainees.
- b) A trainer would be eligible to impart training from the date of his/her registration with the Institute for imparting training. In no case, any request for sponsorship before the date of registration of trainer for imparting training would be accepted.

S. No	Years of Experience	Entitlement for No. of Trainees
1	Less than 1	Nil
2	1-2	1
3	3-5	3
4	6-10	5
5	11-15	8
6	16-20	12
7	Above 20 Years of Experience (Maximum Limit)	15
8	If the Company Secretary in Practice surrenders his COP and starts his practice after a gap, he shall be entitled to have the same number of trainees as he was entitled when he surrendered his COP.	

- c) HOD, Training may on the application of the Trainer allow to have more trainees over the above the entitlement on verification of documents as may be prescribed by the Institute from time to time.
- d) Overall the maximum limit of 20 trainees shall be universally applicable to all types of companies, PCS (having more than 20 years of experience) and other entities registered with the Institute for imparting training. However, if the company has a number of branches and subsidiaries across the country then they could apply for getting more than 20 trainees. Such matter shall be approved by the Secretary of the Institute on recommendation of the HOD, Training.

### 5.16 Infrastructure Requirements

The Company Secretary in Practice will be required to maintain an independent office for practice and have adequate infrastructure.

The company and other such entities need to have adequate infrastructure for imparting training.

The trainer (Company Secretary in Practice/Company/other entities) is required to maintain an

attendance register for the trainees showing the time of their arrival and departure.

### **5.17 Other Requirements**

- a) After completion of the training, the trainers shall issue a completion certificate (duly signed and stamped) indicating the duration of training and number of leaves availed by the trainee.
- b) Any dispute between the trainee and trainer shall be settled as per the Dispute Resolution mechanisms prescribed in these guidelines.
- c) In case a Company Secretary in Practice is engaged in some other business/occupation in addition to the Company Secretaryship, other than the areas in which PCS is entitled to function or practice, only with the prior permission of the Institute, he may be permitted to engage a trainee. He should forward the following additional information to the Institute to determine his eligibility to train the trainees before he engages them.
  - I. Period of his being engaged in that other occupation;
  - II. His working hours in that occupation;
  - III. Total number of daily and weekly working hours in that occupation;
  - IV. Working hours of his practice as Company Secretary.
  - V. No Company Secretary in Practice shall engage any trainee(s) of any other Institute or any other organisation simultaneously with the engaging of the trainee for Company Secretaryship training except with the prior permission of the Institute.

### **5.18 Re-Registration**

Since the Institute has a re-registration policy for students who are not able to seek Registration De-novo after passing the Intermediate/Executive programme stage under the various Syllabi introduced by the Institute and discontinued while pursuing the CS Course due to various reasons.

For students seeking re-registration the given below training structure shall be applicable upon approval of their re-registration in following manner:

1. If any student has already completed the requirement of long-term training or has partially completed the training, such period of training may be considered and benefit of the same may be given and the students be allowed to complete the requirement of remaining training under new training structure.
2. In case any student has completed the requirement of short-term training i.e., 08 days EDP and 24 hours PDP, No exemption shall be given to the student and he/she shall be required to complete the requirement of short term training as applicable to him/her under new training structure under the re- registration policy.

3. If any student has already completed (or exempted therefrom) his/her all training requirement (short term training as well as long term training) applicable to him under his old registration status in that case his full training requirement shall be treated complete on record and he /she will not be required to complete any more training after seeking re-registration.

### **5.19 Complaint against the Trainer/Trainee or vice-versa**

- a) Where a trainee makes a complaint against his trainer (Company/PCS) or vice versa on a matter concerning his training, the Institute may cause an investigation and take such action as it may consider expedient under the Student Disciplinary Committee.
- b) The Secretary of the Institute may, pending an investigation in the above matter, either cancel or terminate the training and allow the trainee to be accepted as new trainee by another Company or Company Secretary in Practice.
- c) A trainee may enter into fresh contract or obtain an appointment letter (as the case may be) for the remaining term of his training with new trainer (Company/PCS entitled to engage the trainee registered for imparting training) provided the trainee satisfies any of the conditions as mentioned below:
  - i. When the trainee is not able to complete the training;
  - ii. The Trainer ceases to be in practice;
  - iii. The registration of trainee has been cancelled;
  - iv. The trainer had demised.

However, it will be subject to the approval of the Institute of his being engaged as a new trainee with another trainer/employer entitled to train.

### **5.20 Permission for pursuing additional course of study**

- a) The trainee may be granted permission for pursuing the additional course of study, considered useful for the Company Secretaryship Course during the entire period of training whether it involves attending any classes or not.
- b) The following courses have been identified as useful for the Company Secretaryship course.
  - I. Courses conducted by the Institute of Costs Accountants of India.
  - II. Courses conducted by the Institute of Chartered Accountants of India.
  - III. Courses leading to acquisition of a degree in law, management or commerce
  - IV. Any other recognized course in law, management or commerce discipline as may be approved by the Institute from time-to-time.
- c) The Institute may grant permission and will not have any objection for trainees to pursue any of the courses referred to above provided the employer Company Secretary in Practice does not

have any objection has given concurrence and forwarded the application of the trainee to the Institute.

- d) The course is to be pursued on distance or part time basis after normal working hours of training. However, no other practical training is allowed simultaneously with the CS practical training.

### **5.21 Trainee not to engage in any Trade, Business or Occupation of the trainer**

The trainee shall not engage himself in any business or occupation of the trainer. He may be allowed to be merely a sleeping partner and there should be a recital in the partnership deed that the trainee is a sleeping partner and this will constitute a prima facie evidence unless there is any evidence to the contrary.

### **5.22 Completion of Training**

- a) Training completion certificate is to be issued as per the format prescribed by the Institute.
- b) The Completion/NOC shall fulfil the following criteria:
- I. Training completion certificate is to be preferably issued on the letter head of the organization/ trainer and should be duly signed and stamped by the authorised signatory/Trainer/PCS with date of issue of certificate in the prescribed format of Training completion/NOC which is placed as **Annexure 5.8**. The extension, if any should also be clearly mentioned in the completion certificate.
  - II. Name of the student, ICSI student registration number, date of commencement of training, date of closing of training and total number of leaves taken during the training period are to be clearly mentioned in the training completion certificate
  - III. Name/ Designation/ ACS or FCS no. or COP no. of PCS should be clearly mentioned on the certificate.
  - IV. Preferably it should be accompanied by the screenshots of all the quarterly reports submitted by the trainer.
  - V. In case of death of a trainer, a death certificate accompanied by an affidavit stating the period of training undergone along with the number of leaves taken along with a certificate duly attested and signed by the legal representative of the deceased trainer stating the period of training undergone and leaves taken has to be submitted in place of completion.
  - VI. In case of merger/amalgamation/takeover of already registered company with another company, the training shall be considered valid.

# 6 ONE MONTH CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)

## 6.1 15 DAYS ONLINE/WEBINAR MODE CLDP

### 6.1.1 Objective

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;
- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.
- iv. To provide students leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures
- v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

### 6.1.2 Eligibility Criteria

A Professional pass student after completion of 30 days EDP (15 days online and 15 days classroom mode EDP) and 21 months practical training shall become eligible to undergo 15 days Corporate Leadership Development Program (CLDP) in online/webinar mode.

Completion of 15 days online/webinar mode CLDP is a pre-requisite to undergo 15 days classroom (non-residential/residential) CLDP.

### 6.1.3 Mode of Delivery

The 15 Days online CLDP is to be offered through the Learning Management System (LMS)/Webinar mode.

### 6.1.4 Fees

A fees of Rs.3,800/- for 15 Days online/webinar CLDP is to be paid by the students through Stimulate portal or as prescribed from time to time.

### **6.1.5 Modalities of completion of Training:**

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

- i. Students shall have to complete 15 Days Online/webinar mode CLDP before the start of 15 Days non-residential /residential mode CLDP.
- ii. In case a student is unable to complete Online CLDP for full 15 days, he shall not be allowed to undergo Classroom Training. Such students may be given a maximum duration of 180 days from the day of start of their Online CLDP to complete the same. If a student fails to complete the online CLDP in the maximum duration of 180 days, then he has to re-register by paying 50% of the fees for extension. If during the period of extension also, the training has not been completed by the student, then the LMS access may be denied, and he has to re-register after paying the full fees and start the training afresh.
- iii. No transfer is allowed from online mode to webinar mode and vice versa. Still in case due to any exceptional issue being faced by the student, he wishes to change from online mode to webinar mode and vice versa, then the mode shall be changed upon his request and he shall have to start afresh by making full payment of that particular mode of training.

### **6.1.6 Session-Wise Evaluation of performance of students through Assessment**

Each session of Online CLDP shall be followed by an assessment (20 MCQs). Clearing assessment is mandatory for progressing to new session. A student shall have to secure at least 50% marks to pass the assessment. Three attempts (with a gap of 24Hrs between any two consecutive attempts) would be permitted to clear the assessments. This process shall continue till all the sessions are cleared or the maximum permitted time (6 Months from the activation/access date for Online CLDP) to access Online CLDP on LMS has elapsed. If Online CLDP is not completed within 6 months as specified above, all the records of all such students (content view/assessment) would be erased from the LMS, and the students shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

### **6.1.7 Format of Completion Certificate**

A format of Completion Certificate of 15 days Online mode and Webinar mode CLDP certificates are placed at **Annexure 6.1 and Annexure 6.2** respectively.

### **6.1.8 Course Content**

The detailed content of 15 days Corporate Leadership Development Programme (CLDP) in Online/Webinar Mode is placed as **Annexure 6.3**.

## **6.2 15 DAYS CLASSROOM CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP RESIDENTIAL/NON-RESIDENTIAL MODE)**

### **6.2.1 Objective**

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;
- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.
- iv. To train students on leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures
- v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

### **6.2.2 Eligibility Criteria**

A Professional pass student after completion of 30 days EDP (15 days online and 15 days classroom mode EDP), 21 months practical training and 15 days online/webinar mode CLDP shall become eligible to undergo 15 days Corporate Leadership Development Program (CLDP) in residential/non-residential (classroom) mode.

Completion of 15 days online/webinar mode CLDP is a pre-requisite to undergo 15 days classroom (non-residential/residential) CLDP.

### **6.2.3 Duration of the Program**

The duration of classroom mode CLDP is 15 days through residential/non-residential mode. The concerned offices are mandated to conduct regular CLDP so that no student is deprived of the opportunity to attend this program.

### **6.2.4 Mode of Delivery**

The 15 Days classroom CLDP (Residential/Non-residential mode) is to be attended by the students at concerned offices of ICSI or as decided from time to time.

## 6.2.5 Training Venues

1. Regional Offices
2. CCGRTs (only Residential mode)
3. Eligible chapters of ICSI as approved by the ICSI from time to time.

## 6.2.6 Fees

A fees of <sup>3</sup>[Rs.10,000/-] for 15 days classroom CLDP through non-residential mode (which includes charges for refreshment & lunch, Stationery items /CLDP kit) and Rs. 22,000/- for classroom CLDP through residential mode (which includes charges of stay and meals, Stationery items/CLDP kit) is to be paid by the student through Stimulate Portal or the fees as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is cancellation made by the student for any batch of CLDP, then the concerned offices shall allow carry forward of the fees paid for that batch of CLDP to the next batch or refund the amount to the student with 10% deduction in the total fees.

## 6.2.7 Sessions and Program Structure

The sessions shall be scheduled between 9 am to 6pm with a lunch break in between and other two short breaks. The duration of all the sessions of CLDP shall not be less than 6 hours in a day.

## 6.2.8 Best Participant Award

In order to encourage greater interest and participation, a best participant award (i.e., one memento+ certificate), certificate for 1st runner-up & 2nd runner-up shall be given to the participants in each batch. Announcement of the same shall be made at the beginning of the programme, specifying the broad parameters in this regard. There shall be only one student selected for “Best Participant Award” from amongst all the students (including male & female). If same highest points are obtained by more than one student, then they shall be declared as joint winners. But there shall not be a separate award for male and female participants.

Following methodology shall be adopted to adjudge the “Best Participant” of the batch :

### i. **Impact Session:**

Various contemporary topics (on current affairs, burning topics in news, latest headlines in Corporate Laws, Financial Market etc.) may be collected well in advance. One such topic is to be typed on one slip. Keep all slips in a box. Ask all participants to pick one slip from the box by draw of lots. Now give them some time for preparation (say 15 minutes). After that each participant is required to speak (for minimum two minutes & maximum five minutes) in front of the panelists. Minimum three persons should be kept in panel. Senior members of profession/ academician/ any competent professional may be invited to act as panelist. Each Member should have not less than 15 years post qualification experience. Each member of panel will give marks to each

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<sup>3</sup>Changed pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024 . Prior to change the fees was Rs. 7500/-”

participant out of maximum 10 marks considering their performance, communication skills, command over English language, content of the subject etc. While speaking, participants are not allowed to use any reading materials/papers. They should speak extempore and express their views on the topic allotted to them. Average of total marks secured by each participant may be calculated and recorded.

ii. **Secret voting:**

Secret voting is to be conducted amongst the participants to ascertain participant's popularity vote. No participant can vote for himself/herself. If he/she does so, his/her vote shall be treated invalid. Programme Co-ordinator may adopt some internal control to check the same. On a sheet of paper, total no. of votes secured by each participant shall be recorded. One divided by total no. of participants in the batch is the value of one vote. Now value of one vote is to be multiplied by the total no. of votes received by each participant. This will give another score for all the participants.

iii. In addition to above, the performance of the candidate in various activities like Debate, Moot Court, Group Discussion, Classroom participation, Leadership quality etc. could be judged for selecting the best participants

iv. Total of (i) & (ii) and (iii) as given above is to be computed for each participant on a sheet of paper. Student who secures highest mark in combined score chart is to be adjudged as the "Best Participant" of the batch. Student who secures 2nd & 3rd position may also be recognised as first runner-up and second runner-up.

### 6.2.9 Project Report Presentation and Viva-voce:

As part of the CLDP, each student is required to present his/her Project Report (which the student has prepared and submitted at the end of his Practical training through stimulate) and appear for a Viva-voce for the same. The students shall be required to qualify in Viva-voce on the project report.

i. **Preparation of Project Report:** A student while undergoing Practical Training shall prepare a Project Report on the basis of his practical training in consultation with his trainer and submit the report to the Institute through stimulate portal. The student shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A *viva voce* shall be conducted on the Project Report at the time of CLDP and grades be suitably awarded on the same.

ii. **Procedure of evaluation of Project Report and conduct of Viva Voce**

There shall be a Viva-voce on that project report during the CLDP by the panel of experts. The following marks against the grades shall be used for evaluation of the project report through Viva-voce

Grades	Marks out of 20
A+ : outstanding	16 and above
A : Very Good	14 and above
B+ : Good	12 and above
B : Satisfactory	10 and above
C: Needs Improvement Resubmission	Below 10

Viva Voce shall be conducted and evaluation be done at the location of CLDP by a Committee consisting of three members viz., an academican (who is in the teaching line) having not less 15 years Post Qualification experience, a Member having not less 15 years Post Qualification experience and a person having Managerial experience having not less 15 years Post Qualification experience.

The student needs to score minimum “satisfactory” B grade for obtaining the CLDP completion certificate in order to become eligible for ACS membership. In case the student fails to score minimum qualifying grade, then he/she shall resubmit the Project Report and again undergo the process of Viva voce.

There shall be no viva-voce for students who have got exemption from the requirement of long-term training.

### iii. Criteria of Rating

Total 20 marks shall be awarded for Viva Voce. The following shall be the parameters:

Subjects	Maximum Marks	Marks Allotted	Total	Grade
Presentation skills	5			
Communication Skills	5			
Command over Subject	5			
Relevance of Objectives withthe topic	5			

Faculty Expert Name:\_\_\_\_\_ Designation :\_\_\_\_\_

Signature: \_\_\_\_\_

Member Name:\_\_\_\_\_ Designation: \_Signature:\_\_\_\_\_

Professional Expert Name:\_\_\_\_\_Designation:\_\_\_\_\_ Signature:-----

Programme Coordinator Name:\_\_\_Designation\_\_\_SignatureRemarks:

### **6.2.10 Format of Completion Certificate**

A format of Completion Certificate of 15 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP) Non-Residential / Residential mode is placed as **Annexure 6.5**.

### **6.2.11 Course Content**

The detailed content of 15 days Corporate Leadership Development Programme (CLDP) in Classroom Mode is placed as **Annexure 6.4**.

## **6.3 30 Days CLDP through an Alternative Method**

The 30 days CLDP through an alternative method shall be offered through the following options:

**Option 1 :-** In case a student has not started any CLDP training on or before 11<sup>th</sup> March, 2025, he/she will be given the following options for completing the 30 days CLDP :-

- Additional option of 30 days CLDP through LMS mode (any time anywhere basis)  
**OR**
- Existing option of 15 days CLDP through Webinar/Online Mode with the existing applicable fees and
- Existing option of 15 days CLDP through Class Room Mode (Residential/Non- Residential) after completing 15 days CLDP through Webinar/Online Mode with the existing applicable fees

**Option 2 :-** In case a student has completed or is undergoing 15 days CLDP through LMS / Webinar mode on or before 11<sup>th</sup> March, 2025, he/she will be given the following options for completing the 15 days CLDP :-

- Additional option of 15 days CLDP through LMS mode (any time anywhere basis) (in lieu of 15 days Classroom CLDP)  
**OR**
- 15 days CLDP through Classroom Mode by attending Weekend Classes  
**OR**
- Existing option of 15 days CLDP through Class Room Mode (Residential/Non- Residential) with the existing applicable fees.

### **6.3.1 30 days Online CLDP**

#### **6.3.1.1 Objective**

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;

- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.
- iv. To provide students leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures

#### **6.3.1.2 Eligibility Criteria**

1. A Professional pass student who has been granted full Exemption under the New Training Structure  
**OR**
2. Any student who has passed Professional Programme Examination 5 years prior to the date of application (i.e. 5 years should have lapsed from the date of declaration of result to the date of application) for undergoing CLDP and has completed his Short and Long-Term Trainings under the New Training Structure.

#### **6.3.1.3 Mode of Delivery**

The 30 Days online CLDP is to be offered through the Learning Management System (LMS) mode. In addition to this option, the student shall have the existing option of attending CLDP (through Webinar/Online Mode + Classroom Mode) with the existing applicable fees.

#### **6.3.1.4 Fees**

A fees of Rs. 50,000/- for 30 Days Online CLDP is to be paid by the students through Stimulate portal or as prescribed from time to time.

#### **6.3.1.5 Modalities of completion of Training**

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

- i. Students shall be given a maximum duration of 180 days from the day of start of their Online CLDP to complete the same. If a student fails to complete the online CLDP in the maximum duration of 180 days, then he has to re-register by paying 20% of the fees for extension which is for another 180 days. If during this period of extension also, if the training has not been completed by the student, then the LMS access may be denied, and he has to re-register after paying the full fees and start the training afresh.
- ii. No transfer is allowed between 30 days CLDP (in Online mode) and CLDP (through 15 days Webinar/Online Mode + 15 days through Classroom Mode). Still in case due to any exceptional issue being faced by the student, the student wishes to change from 30 days CLDP (in Online mode) to CLDP (through 15 days through Webinar/Online Mode + 15 days through Classroom Mode) and vice versa, then the mode shall be changed upon his request and he shall have to

start afresh by making full payment of that particular mode of training.

- iii. In case the student wishes to cancel his 30 days CLDP (in Online mode) within 5 days of approval of fees but before starting of his training classes, then the fees would be refunded with 5% deduction in the total fees.

#### **6.3.1.6 Session-Wise Evaluation of performance of students through Assessment**

Each session of Online CLDP shall be followed by an assessment of 20 MCQs. Clearing/passing of assessment is mandatory for progressing to the next new session. Student shall have to secure at least 50% marks to pass the assessment. Three attempts (with a gap of 24Hrs between any two consecutive attempts) would be permitted to clear the assessments. This process shall continue till all the sessions are cleared or the maximum permitted time (180 days from the activation/access date for Online CLDP as mentioned above) to access Online CLDP on LMS has elapsed.

If Online CLDP is not completed within 360 days (i.e even after the extension period) as specified above, then all the records of that student (content view/assessment) would be erased from the LMS and the student shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

#### **6.3.1.7 Project Report**

A student while undergoing Practical Training shall prepare a Project Report on the basis of his practical training in consultation with his trainer and submit the report to the Institute through stimulate portal. The student shall be required to submit the project report in the format as prescribed by the Institute from time to time. The student who have got long term training exemption shall not be required to submit project report.

However, there shall be no *viva voce* for students who have opted for alternate method of CLDP.

#### **6.3.1.8 Format of Completion Certificate**

A format of Completion Certificate of 30 days CLDP in Online Mode is placed at **Annexure 6.6**.

#### **6.3.1.9 Course Content**

The detailed content of 30 days CLDP in Online Mode is placed as **Annexure 6.7**.

### **6.3.2 15 days CLDP through LMS (any time anywhere basis) in lieu of 15 Days Classroom CLDP**

#### **6.3.2.1 Objective**

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;
- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings

management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.

- iv. To provide students leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures.

### **6.3.2.2 Eligibility Criteria**

1. A Professional pass student who has been granted full exemption under the New Training Structure

**OR**

2. Any student who has passed Professional Programme Examination 5 years prior to the date of application (i.e., 5 years should have lapsed from the date of declaration of result to the date of application) for undergoing CLDP and has completed his Short and Long-Term Trainings under the New Training Structure.

**AND**

3. The student has already completed/ undergoing/registered for 15 Days Online CLDP (as on 11<sup>th</sup> March, 2025) through Webinar Mode or LMS.

### **6.3.2.3 Mode of Delivery**

The 15 Days online CLDP (in lieu of 15 days Classroom CLDP) is to be offered through the Learning Management System (LMS) mode. In addition to this option, the student shall have the existing option of attending CLDP through Classroom Mode with the existing applicable fees.

### **6.3.2.4 Fees**

A fees of Rs. 30,000/- for 15 Days Online CLDP (LMS) is to be paid by the students through Stimulate portal or as prescribed from time to time

### **6.3.2.5 Modalities of completion of Training:**

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

- i. Students shall be given a maximum duration of 180 days from the day of start of their Online CLDP to complete the same. If a student fails to complete the online CLDP in the maximum duration of 180 days, then he has to re-register by paying 20% of the fees for extension which is for another 180 days. If during this period of extension also, if the training has not been completed by the student, then the LMS access may be denied, and he has to re-register after paying the full fees and start the training afresh.
- ii. No transfer is allowed between E CLDP (through LMS Portal) (in Lieu Of 15 Days Classroom CLDP), CLDP (through Weekend Classes) and CLDP (through Classroom Mode). Still in case due to any exceptional issue being faced by the student, he wishes to change between any of the 3 modes listed above, then the mode shall be changed upon his request and he shall have to start afresh by making full payment of that particular mode of training.
- iii. In case the student wishes to cancel his 15 days CLDP (in Online mode) within 5 days of approval of fees but before starting of his training classes, then the fees would be refunded with 5% deduction in the total fees

### **6.3.2.6 Session-Wise Evaluation of performance of students through Assessment**

Each session of Online CLDP shall be followed by an assessment of 20 MCQs. Clearing/passing of assessment is mandatory for progressing to the next new session. Student shall have to secure at least 50% marks to pass the assessment. Three attempts (with a gap of 24Hrs between any two consecutive attempts) would be permitted to clear the assessments. This process shall continue till all the sessions are cleared or the maximum permitted time (180 days from the activation/access date for Online CLDP as mentioned above) to access Online CLDP on LMS has elapsed.

If Online CLDP is not completed within 360 days (i.e even after the extension period) as specified above, then all the records of that student (content view/assessment) would be erased from the LMS and the student shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

### **6.3.2.7 Project Report**

A student while undergoing Practical Training shall prepare a Project Report on the basis of his practical training in consultation with his trainer and submit the report to the Institute through stimulate portal. The student shall be required to submit the project report in the format as prescribed by the Institute from time to time. The student who have got long term training exemption shall not be required to submit project report.

However, there shall be no *viva voce* for students who have opted for alternate method of CLDP.

### **6.3.2.8 Format of Completion Certificate**

A format of Completion Certificate of 15 days CLDP through Online mode (in lieu of 15 days Classroom Mode) is placed at **Annexure 6.8**.

### **6.3.2.9 Course Content**

The detailed content of 15 days CLDP in Online Mode (in lieu of 15 days Classroom Mode) is placed as **Part 2 of Annexure 6.7**.

## **6.3.3 15 days CLDP through weekend classes (in lieu of 15 days Classroom CLDP)**

### **6.3.3.1 Objective**

- i. To provide practical perspective to the subjects learnt at Executive and Professional level;
- ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;
- iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.

- iv. To train students on leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures
- v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

#### **6.3.3.2 Eligibility Criteria**

1. A Professional pass student who has been granted full Exemption under the New Training Structure  
**OR**
2. Any student who has passed Professional Programme Examination 5 years prior to the date of application (i.e., 5 years should have lapsed from the date of declaration of result to the date of application) for undergoing CLDP and has completed his Short and Long-Term Trainings under the New Training Structure.  
**AND**
3. The student has already completed/ undergoing/registered for 15 Days Online CLDP (as on 11<sup>th</sup> March,2025) through Webinar Mode or LMS.

#### **6.3.3.3 Duration of the Program**

The duration of classroom mode CLDP is 15 days through weekend classes mode. The concerned offices are mandated to conduct regular CLDP so that no student is deprived of the opportunity to attend this program.

#### **6.3.3.4 Mode of Delivery**

- 1) The 15 Days classroom CLDP through weekend classes (in lieu of 15 days CLDP in Classroom Mode) is to be attended by the students at concerned offices of ICSI or as decided from time to time.
- 2) The weekend classes be held on Weekends i.e., Saturdays & Sundays (except when Saturday/Sunday is a Gazetted Holiday).
- 3) The classes should be completed within 10 weekends of the Start Date. They may or may not be held on continuous weekends.
- 4) In addition to this option, the student shall have the existing option of attending 15 days CLDP through Classroom Mode with the existing applicable fees.

#### **6.3.3.5 Batch Size**

Ideally a training batch shall comprise of a maximum of 50 and minimum of 10 students.

#### **6.3.3.6 Training Venues**

1. Regional Offices
2. CCGRTs

### **6.3.3.7 Fees**

A fees of Rs. 30,000/- (which includes charges for refreshment & lunch, Stationery items /CLDP kit) for 15 Days CLDP through weekend classes mode is to be paid by the students through Stimulate portal or as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is a cancellation made by the student for any batch of CLDP, then the concerned offices shall allow carry forward of the fees paid for that batch of CLDP to the next batch or refund the amount to the student with 5% deduction in the total fees paid.

### **6.3.3.8 Sessions and Program Structure**

The sessions shall be scheduled between 9 am to 6pm with a lunch break in between and other two short breaks. The duration of all the sessions of CLDP shall not be less than 6 hours in a day.

### **6.3.3.9 Modalities of completion of Training:**

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

- i. No transfer is allowed between E CLDP (through LMS Portal) (in Lieu Of 15 Days Classroom CLDP), CLDP (through Weekend Classes) and CLDP (through Classroom Mode). Still in case due to any exceptional issue being faced by the student, he wishes to change between any of the 3 modes listed above, then the mode shall be changed upon his request and he shall have to start afresh by making full payment of that particular mode of training.

### **6.3.3.10 Best Participant Award**

In order to encourage greater interest and participation, a best participant award (i.e., one memento+ certificate), certificate for 1st runner-up & 2nd runner-up shall be given to the participants in each batch. Announcement of the same shall be made at the beginning of the programme, specifying the broad parameters in this regard. There shall be only one student selected for “Best Participant Award” from amongst all the students (including male & female). If same highest points are obtained by more than one student, then they shall be declared as joint winners. But there shall not be a separate award for male and female participants.

Following methodology shall be adopted to adjudge the “Best Participant” of the batch:

- i. **Impact Session:**

Various contemporary topics (on current affairs, burning topics in news, latest headlines in Corporate Laws, Financial Market etc.) may be collected well in advance. One such topic is to be typed on one slip. Keep all slips in a box. Ask all participants to pick one slip from the box by draw of lots. Now give them some time for preparation (say 15 minutes). After that each participant is required to speak (for minimum two minutes & maximum five minutes) in front of the panelists. Minimum three persons should be kept in panel. Senior members of profession/ academician/ any competent professional may be invited to act as panelist. Each Member should have not less than 15 years post qualification experience. Each member of panel will give marks to each

participant out of maximum 10 marks considering their performance, communication skills, command over English language, content of the subject etc. While speaking, participants are not allowed to use any reading materials/papers. They should speak extempore and express their views on the topic allotted to them. Average of total marks secured by each participant may be calculated and recorded.

ii. **Secret voting:**

Secret voting is to be conducted amongst the participants to ascertain participant's popularity vote. No participant can vote for himself/herself. If he/she does so, his/her vote shall be treated invalid. Programme Co-Ordinator may adopt some internal control to check the same. On a sheet of paper, total no. of votes secured by each participant shall be recorded. One divided by total no. of participants in the batch is the value of one vote. Now value of one vote is to be multiplied by the total no. of votes received by each participant. This will give another score for all the participants.

iii. In addition to above, the performance of the candidate in various activities like Debate, Moot Court, Group Discussion, Classroom participation, Leadership quality etc. could be judged for selecting the best participants

iv. Total of (i) & (ii) and (iii) as given above is to be computed for each participant on a sheet of paper. Student who secures highest mark in combined score chart is to be adjudged as the "Best Participant" of the batch. Student who secures 2nd & 3rd position may also be recognised as first runner-up and second runner-up.

**6.3.3.11 Project Report Presentation and Viva-voce:**

As part of the CLDP, each student is required to present his/her Project Report (which the student has prepared and submitted at the end of his Practical training through stimulate) and appear for a Viva-voce for the same. The students shall be required to qualify in Viva-voce on the project report.

i. **Preparation of Project Report:** A student while undergoing Practical Training shall prepare a Project Report on the basis of his practical training in consultation with his trainer and submit the report to the Institute through stimulate portal. The student shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A *viva voce* shall be conducted on the Project Report at the time of CLDP and grades be suitably awarded on the same.

ii. **Procedure of evaluation of Project Report and conduct of Viva Voce**

There shall be a Viva-voce on that project report during the CLDP by the panel of experts. The following marks against the grades shall be used for evaluation of the project report through Viva-voce

Grades	Marks out of 20
A+ : outstanding	16 and above
A : Very Good	14 and above

B+ : Good	12 and above
B : Satisfactory	10 and above
C: Needs Improvement Resubmission	Below 10

Viva Voce shall be conducted and evaluation be done at the location of CLDP by a Committee consisting of three members viz., an academican (who is in the teaching line) having not less 15 years Post Qualification experience, a Member having not less 15 years Post Qualification experience and a person having Managerial experience having not less 15 years Post Qualification experience.

The student needs to score minimum “satisfactory” B grade for obtaining the CLDP completion certificate in order to become eligible for ACS membership. In case the student fails to score minimum qualifying grade, then he/she shall resubmit the Project Report and again undergo the process of Viva voce.

There shall be no viva-voce for students who have got exemption from the requirement of long- term training.

iii. Criteria of Rating

Total 20 marks shall be awarded for Viva Voce. The following shall be the parameters:

Subjects	Maximum Marks	Marks Allotted	Total	Grade
Presentation skills	5			
Communication Skills	5			
Command over Subject	5			
Relevance of Objectives with the topic	5			

Faculty Expert Name:\_\_\_\_\_Designation :\_\_\_\_\_

Signature: -

Member Name:\_\_\_\_\_Designation:\_\_\_\_\_Signature:\_\_\_\_\_

Professional Expert Name:\_\_\_\_\_Designation:\_\_\_\_\_ Signature:-----

Programme Coordinator Name:\_\_\_\_Designation\_\_\_\_SignatureRemarks:

**6.3.3.12 Format of Completion Certificate**

A format of Completion Certificate of 15 Days CLDP through Weekend Classes is placed as **Annexure 6.9.**

### **6.3.3.13 Course Content**

The existing content of 15 days class room CLDP would be applicable to 15 days CLDP through Weekend Classes also.

# 7 EXEMPTION GUIDELINES

## 7.1 Sunset Clause of training to student registered under earlier regulations

Student who has been granted partial exemption under earlier (old) training structure and unable to complete the remaining training or not claimed further exemption on or before 30.06.2022 shall have to complete their balance training under New Training structure only under the following option:

- The student has an option to avail fresh exemption under new training structure by paying the requisite fees (The exemption fees paid earlier shall be adjusted/refunded); or
- The student has to complete the balance training under new training structure which requires 21 months training. The credit for the period of training exempted (under earlier (old) training) shall be given/adjusted in the new training structure.

## 7.2 Eligibility for claiming Exemption from Practical Training

Any student after passing Final Examination or Professional Programme, who claims to have acquired practical knowledge and skills equivalent for Practical training (including EDP) stated in regulation 46BB, may apply for exemption from undergoing practical training (including EDP) in accordance with the criteria laid down in these guidelines.

## 7.3 Eligibility Criteria

- a) Three year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.
- b) Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.
- c) Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management consultancy services to at least 02 client companies, each having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets

of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- d) Five years' post qualification work experience of continuous practice as an Advocate in a High Court ,represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to at least 02 client companies, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;
- e) Four years' post qualification (Management, MBA or any other equivalent qualification:
1. The word "Management" may be considered as – Any Master degree/Post graduate degree/PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.
  2. For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.
  3. The minimum qualification shall be Graduation with any other professional degree/certificate/ diploma.
  4. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.)

experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less that rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- f) Five year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.
- g) Five year post qualification (minimum qualification Post Graduation) experience as a regular faculty/ Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the

discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.

- h) Has acquired practical experience equivalent to those specified under the Guideline in such professional institutions or abroad as may be recognized by the Institute in this behalf on reciprocal basis.
- i) Any person not falling in all or any respects with regard to practical experience and practical training requirements as specified in above points but claims to have acquired practical experience and undergone practical training, equivalent to those specified under these points may apply for exemption from acquiring practical experience or undergoing practical training, as the case may be, and the Council may determine these cases on case to case basis for partial or total exemption taking into account the evidence produced by such person or after interviewing him.
- j) If a student falls in two or more than two of the above clauses (clause (a) to clause (h) ) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption under this clause.
- k) An IAS/IRS/IFS/other allied services\* and Joint Director and above of Ministries are exempted from practical training (21 month + 1 month EDP) by virtue of their holding regular post.

#### 7.4 Documents Requirement

The eligible students shall apply to the Institute in through our online stimulate portal with all relevant documents and pay the fees online to submit the application. The applications should be supported by the documents as mentioned in the **Annexure 7.1**.

#### 7.5 Guidelines related to fees for Exemption application

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
1.	Each student applying for exemption from Practical training and EDP shall be required to pay a processing fee.	Rs. 20,000/- (Rupees Twenty thousand only).
2.	While scrutiny/checking of documents submitted for claiming exemption, if it is found that student is not eligible for granting exemption from training under provisions of CS Regulations & other guidelines,	80% of the fees will be refunded after deduction of 20% of fees towards the administrative cost.

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
3.	If the student taken the refund and applying again for exemption after acquiring some more experience or on the basis of some additional supporting documents.	He/she shall be required to apply afresh along with payment of Rs. 20,000/- as fees for claiming exemption from training once again
4.	If a student had applied for claiming exemption from training under earlier (old) training structure by paying Rs 10,000/- as fees before the revised guideline came into effect, and his/her application was rejected, as found not eligible under provisions of Regulations for granting of exemption at that time. if he/she is applying again on or after the date the revised guidelines come into effect for re-consideration of his /her request.	He/she shall be required to pay Rs 20,000/- He should apply for refund of Fees of Rs.10,000/- (after deducting processing charges)
5.	A student has applied for exemption and paid fees of Rs.10,000/- and has been granted partial exemption from training under earlier (old) training structure and has not able to complete the remaining training requirement before 30.06.2022.	The credit for the period of training exempted can be given in the new training structure. However, if student wish to apply for exemption, they can apply for it under new training structure only. Their fees paid earlier can be adjusted/ refunded.

*Explanation - "Misconduct" shall include a behaviour in a disorderly manner in relation to the Institute or in or near the place where undergoing training, breach of any Regulation, condition, guideline or direction laid down by the Institute, malpractice with regard to training, or resorting to or attempting to resort to unfair means in connection with the undergoing of training or seeking exemption from undergoing the training or for breach of any policies, rules and regulations for the organization in which he/she undergoing training.*

\* Allied Services are being considered as Group A services as given below: Group A Services

- The Indian Administrative Service (IAS)
- The Indian Police Service (IPS)
- The Indian Forest Service (IFS)
- The Indian Foreign Service (IFS)
- The Indian Railway Service

- Indian Postal Service
- Accounts and Auditing Services (including The Indian Audit and Accounts Service, The Indian CivilAccounts Service, The Indian Defense Accounts Service, The Indian Revenue Service.)
- Indian Customs and Central Excise
- The Indian Ordnance Factories Service
- The Indian Defense Estates Service
- The Indian Information Service
- The Central Trade Services

# 8 COMPLAINT/ GRIEVANCE/ DISPUTE RESOLUTION BETWEEN TRAINEE & TRAINER

## 8.1 Background

The Students of ICSI in accordance with sub-section (b) of Section 15A of the Company Secretaries Act 1980 and further to Regulation 46 BB and 46BE of Chapter VI B, Regulation 46AA and 46AB of Chapter VIA and Regulation 48 Chapter VII of the Company Secretaries Regulations, 1982 (as amended from time to time) have to undergo practical training with Company/PCS/Firm/ Any other organization registered with the Institute for imparting training for a period as may be notified from time to time.

During the course of training, in certain cases the Directorate of Training receives complaints/disputes that may arise between the Trainer and Trainees. These issues may be construed as “Misconduct” by the Trainers or Trainees.

## 8.2 Guidelines for Complaint/Grievance/Dispute Resolution between Trainee & Trainer

a) **Title-** These guidelines shall be titled “Guidelines for Dispute Resolution between Trainee & Trainer”

b) **Applicability-**

1. These guidelines shall be applicable to all the students of ICSI undergoing training and the trainers/Companies imparting training to such students of ICSI.
2. These guidelines shall come into force w.e.f. the date of notification of Company Secretaries Regulations, 2020 (as amended)

## 8.3 Preliminary definitions and Interpretation

1) In these guidelines, unless the context otherwise requires,-

- a) “Act” means the Companies Secretaries Act, 1980 (56 of 1980)
- b) “Institute” means the Institute of Company Secretaries of India,
- c) “Companies Act” means the Companies Act, 2013 (18 of 2013);
- d) “Regulation” means The Company Secretaries Regulation, 1982 (as amended time to time)
- e) “Company Secretary” means a person who is a member of the ICSI;
- f) “Council” means the Council of the Institute constituted under the Act;

- g) "Committee" means Student Disciplinary Resolution Committee constituted by the Council under proviso to Section 21B(1) of the Act.
- h) "prescribed" means prescribed by regulations made under this Act;
- i) "Trainee" means student of ICSI undergoing any training as prescribed in the Regulation.
- j) "Trainer" means Company/PCS/Firm registered with the Institute for imparting training.
- k) "Complaint" means any allegation, misconduct, dispute, grievance made in a manner prescribed in this guideline(s).
- l) "Company" means any body corporate and includes a firm or other association of individuals;
- m) "HoD/Director" shall mean Head of Directorate of Training

- 2) Words & expressions used but not defined in these guidelines and defined in the Companies Act, 2013 (18 of 2013) or the Company Secretaries Act, 1980 (56 of 1980) respectively, shall have the same meanings respectively assigned to them under those Acts.

## **8.4 Procedure for Redressal of Complaint**

### **8.4.1 Procedure for filing of Complaint**

- 1) A Complaint against a Trainee/Trainer shall be filed by the Complainant in the Form as prescribed, in triplicate before the Director/HOD, Training in person or by post or courier **(Annexure 8.1)**.

**PROVIDED** that in case of a Complaint filed against a Member of the Institute, Trainee shall file a Complaint against the Member under Section 21 of the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007

- 2) A Complaint filed by or on behalf of a Company, shall be accompanied with 'Authorization Letter' duly issued by the Company, as the case may be, specifically authorizing an officer or a person to make specific Complaint on behalf of the Company.
- 3) Every Complaint received by the Director/HOD, Training shall be acknowledged by e-mail with an acknowledgement number within 05 working days.

### **8.4.2 Fee for filing of the Complaint.**

- 1) Every Complaint shall be accompanied by a fee of Rs.1000/- per case or as prescribed by the Institute time to time.
- 2) The fee shall be paid in the form of a demand draft drawn on any Scheduled Bank in India in favour of "The Institute of Company Secretaries of India" payable at "New Delhi".

- 3) The fee once paid shall not be refunded under any circumstance, whatsoever PROVIDED that no additional fee shall be payable if the Complaint is re-submitted after rectification of defect.

### **8.4.3 Constitution of Committee**

- 1) The Council for the resolution, investigation of the Complaint received under these Guidelines shall constitute a Committee known as “Student Disciplinary Committee”.
- 2) The Chairman TEFC shall be the Chairman of the “Student Disciplinary Committee”. “Student Disciplinary Committee” shall consist of at least two Council Members, The Chairman TEFC and the Director/HOD, Training, to discharge functions under these guidelines.
- 3) The Quorum for any meeting of the said Committee shall be two members that shall include The Chairman, Student Disciplinary Committee for all purposes of the Committee.
- 4) The President, ICSI, every calendar year, shall be authorised to nominate two Council Members for the “Student Disciplinary Committee” as mentioned above.
- 5) Term of office of members of the Committee - A person appointed as a member of the said Committee shall hold office for a period co-terminus with the term of the President. In case of vacancy arises due to any reason like resignation, death etc., the President, ICSI, shall nominate another member from the Council for the unexpired term of the President.

## **8.5 Mediation & Investigation**

### **8.5.1 Mediation**

#### **a) Resolution of Complaint by the Head of Directorate of Training**

- 1) On receipt of the Complaint, the Director or an officer or officers authorized by the Director, within 15 working days, shall counsel the Trainee or Trainer or both in order to reach an amicable settlement of the Complaint.
- 2) Where a settlement has been arrived, the Director/HOD, Training or an officer(s), as the case may be, shall record the settlement so arrived and provide the copies of the settlement as recorded to all the parties to the Complaint.
- 3) All the Complaints settled through counselling shall be informed to the Student Disciplinary Committee in writing.
- 4) Where amicable settlement has not been reached between the parties an investigation shall be carried out by the Student Disciplinary Committee, the process for which is given below.

## **b) Resolution of Complaint by the Student Disciplinary Committee**

- 1) The Director or an officer or officers authorized by the Director/HOD, Training shall prepare its Preliminary findings of the complaint within 21 working days from the date of receipt of the complaint and same may be forwarded to the said Committee for advice as to whether to register the complaint (or not), which requires further investigation.
- 2) The Director or an officer or officers authorized by the Director can also advise the said Committee, based on the preliminary findings, to counsel both the Parties for amicable resolution of the Complaint.
- 3) The said Committee, as the case may be, advise the Director or officers authorized by the Director/HOD, Training to further scrutinize the Complaint or register the Complaint for further investigation or resolve the same by counselling.
- 4) The Director/HOD, Training shall, after further investigation as advised by the said Committee, place his view/opinion before the Committee within 15 working days.
- 5) The said Committee shall follow summary disposal procedure in accordance of Principles of Natural Justice, while dealing with the Complaints under these Guidelines.

### **8.5.2 Procedure of Investigation on the recommendation of the Committee**

- 1) The Director or officers authorized by the Director, within 15 working days from date of Receipt will send a copy of the Complaint, to the Trainee/Trainer at the address as mentioned in the Institute record as well as to the registered e-mail id of the Trainee/Trainer.
- 2) The Trainee/Trainer, who has been informed of the Complaint filed against him (hereinafter the "Respondent") shall, within 21 working days of the receipt of a copy of the Complaint, or within such additional time, not exceeding 30 working days, as may be allowed by the Director, forward to the Director, a written statement in his/her defence.
- 3) On receipt of the written statement, if any, the Director/Officer may send a copy thereof to the Complainant and the Complainant shall, within 21 working days of the receipt of the copy of the written statement, or within such additional time, not exceeding 30 working days, as may be allowed by the Director, forward to the Director, his/her rejoinder on the written statement.
- 4) On perusal of the Complaint, the respondent's written statement, if any, and rejoinder of the complainant, if any, the Director may, at its sole discretion, call for such additional information or documents connected therewith either from the Complainant or the Respondent or any third party or parties, as he may consider appropriate.

**PROVIDED** that if no reply is sent by the Respondent within the time allowed or by the Complainant within the time allowed, the Director shall presume that the Respondent or the Complainant, as the case may be, have nothing further to state and take further action accordingly.

- 5) The Director or an officer or officers authorized by the Director shall examine the Complaint, Written Statement, Rejoinder, if any, and other additional information or documents, if any, and form a *prima facie* view on the respondent being guilty of any Misconduct, shall place his opinion along with the Complaint and all other relevant documents before the said Committee.

### **8.5.3 Actions by the Committee**

1. If the Committee is of the opinion that Trainer/Trainee, as the case may be, is guilty of alleged act or omission in Complaint, it shall afford to the Respondent an opportunity of being heard before passing any order against him and if unsatisfied by the response, may thereafter take any one or more of the following actions namely : -

#### **a) For the Trainee as per the Company Secretary Regulations (as amended):**

##### **Minor Penalties**

1. Reprimand the trainee
2. Forfeit the fee submitted for an exemption application.
3. Impose such fine upto Rs.20,000/- as it may think fit
4. Any exemption granted shall be cancelled and the student will need to undergo training again.
5. Direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 46 BB, 46AA and 46AB, 48 and 50 of the Company Secretaries Regulations, 1982 (as amended from time to time).

##### **Major Penalties**

1. Cancel or suspend his registration as a student
2. Suspend or debar the trainee from appearing in any one or more examinations of the Institute depending on the gravity of the complaint.
3. Declare that such a candidate is not fit and appropriate person to be admitted to the Associate
4. Membership of the Institute

#### **b) For the Trainer (in case of Company)**

##### **Minor Penalties**

1. May issue A 'Warning Letter' with Instructions to the Company
2. Impose such fine upto Rs.50,000/- as it may think fit

##### **Major Penalties**

1. Cancel registration for a period of imparting training as decided by the Committee
2. Blacklist the Company for imparting training and put the same on the website of the Institute

**c) For the Trainer (in case of PCS) Already mentioned under 8.4.1. above.**

## **8.6 Withdrawal of a Complaint**

1. The Director/HOD, Training, on receipt of a letter of withdrawal of a Complaint by the Complainant, shall place the same along with his recommendation before the said Committee.
2. The said Committee, as the case may be, may, if it is of the view that the circumstances so warrant, permit the withdrawal, at any stage, including before or after registration of the complaint:
3. The Complaint can also be deemed to be withdrawn in case the grievance is resolved during the counselling, to the satisfaction of both the Parties.

## **8.7 Appeal to the Authority**

- 1) Any Trainer/Trainee aggrieved by any order or the imposition of action(s) (referred under clause 8.5.3) against him/her/it by the said Committee, may within 90 working days from the date on which the order is received by him/her/it, prefer an appeal to the Appellate Authority (the President of the ICSI).

**Provided** further that the Authority may entertain any such appeal after the expiry of the said period of 90 working days, if it is satisfied that there was sufficient cause for not filing the appeal in time.

- 2) The Authority may, after calling for the records of any case, revise any order made by the said Committee and may —
  - a) Confirm, modify or set aside the order;
  - b) Impose any action(s) or set aside, reduce, or enhance the action(s) imposed by the order;
  - c) remit the case to the said Committee for such further enquiry as the Authority considers proper in the circumstances of the case; or
  - d) Pass such other order as the Authority thinks fit:

Provided that the Authority shall give an opportunity of being heard to the Parties concerned before passing any order.

# ANNEXURES

## ANNEXURE 3.1

(Name of RO / Chapter)

### **ONE DAY ORIENTATION PROGRAMME (ODOP) TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr. /Ms. \_\_\_\_\_ student bearing Registration No. has attended the One Day Orientation Programme for Executive registered students organized by (RO / Chapter) \_\_\_\_\_ of the ICSI on \_\_\_\_\_ (DATE MONTH), \_\_\_\_\_(YEAR).

The Student is now eligible for enrolling in the examination.

Given and issued on this \_\_\_\_\_(DATE IN WORDS) day of (MONTH),\_\_\_\_\_ (YEAR).

(Programme Coordinator)  
(RO/Chapter)

(Chairman/Chairperson)  
(RO/Chapter)

### Course content of One Day Orientation Programme

<b>Session 1</b>
<p>General motivational Talk/Success stories</p> <p>Know your Institute</p> <p>CS profession and opportunities</p> <p>About ICSI Website and mode of communication with Institute and online services</p>
<b>Session 2</b>
<p>Syllabus of Executive &amp; Professional</p> <p>Pre Examination test</p> <p>Enrolment procedure in examination and pattern of examination</p> <p>How to prepare for CS Examination</p> <p>Role, Responsibility and Functions of a Company Secretary</p>
<b>Session 3</b>
<p>Benefits of OT Classes and details of Center</p> <p>Modalities of Practical Training</p> <p>How to become a Member of the Institute</p> <p>The skills and aptitude of a Company Secretary</p> <p>How to pursue CS as a career to be a successful professional</p>
<b>Session 4</b>
<p>Modalities of Practical Training</p> <p>Open House session</p> <p>FAQs</p> <p>Feedback and Takeaways</p>

(Name of RO / Chapter)  
**THREE DAYS ORIENTATION PROGRAM (TDOP)  
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr. /Ms. \_\_\_\_\_ (Name of the student) bearing Registration No. \_\_\_\_\_(student's Executive Registration No.) has attended and successfully completed the Three Days Orientation Program (TDOP) organized by \_\_\_\_\_ (Name of the RO / Chapter) applicable to CS Executive Students.

The student is now eligible for enrolling in the examination.

Given and issued at \_\_\_\_\_(Place of RO/Chapter) on this \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

(Name)  
(Programme Coordinator)  
(RO/Chapter)

(Name)  
(Chairman/Chairperson)  
(RO/Chapter)

(Name of RO / Chapter)

**THREE DAYS ORIENTATION PROGRAM (TDOP)  
TRAINING COMPLETION CERTIFICATE  
Through Webinar Mode**

This is to certify that Mr. /Ms. \_\_\_\_\_ (Name of the student) bearing Registration No. \_\_\_\_\_(student's Executive Registration No.) has attended and successfully completed the Three Days Orientation Program (TDOP) organized by \_\_\_\_\_ (Name of the Host Chapter/RO) through Webinar mode applicable to CS Executive Students.

The student is now eligible for enrolling in the examination.

Given and issued at \_\_\_\_\_(Place of Chapter) on this \_\_\_\_\_ day of \_\_\_\_\_(month & year).

(Name)  
(Programme Coordinator)  
(RO/Chapter)

(Name)  
(Chairman/Chairperson)  
(RO/Chapter)

## CONTENT / SYLLABUS OF TDOP - 2025

Chapter	Topics	
1	Know your Institute	DAY ONE
2	CS profession and opportunities for CS	
3	The Syllabus of Executive & Professional	
4	Benefits of OT Classes and Details of Centres	
5	How to prepare for CS Examination	
6	Pre-Examination Test	DAY TWO
7	Enrolment procedure in examination and pattern of examination	
8	Role, Responsibility and Functions of a Company Secretary	
9	MS Office	
10	Know Your Website	
11	Modalities of Practical Training for CS students	DAY THREE
12	How to become a Member of the Institute	
13	The skills and aptitude of a Company Secretary	
14	How to pursue CS as a career to be a successful professional	
15	Communication Skills	

Certificate No \_\_\_\_\_

**15 DAYS E-EDP TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ student bearing Registration No. \_\_\_\_\_ has attended and successfully completed the 15 Days Executive Development Programme (EDP) on ICSI LMS portal from \_\_\_\_\_ to \_\_\_\_\_ organized by the ICSI Headquarters as per the Company Secretaries Regulations, 1982 (as amended from time to time).

Given and issued by ICSI HQ on \_\_\_\_\_

Programme Coordinator  
(Directorate of Training)

HoD  
(Directorate of Training)

**Course content for One month EDP (Executive Development Program) Classroom EDP (15 Days) and E-Mode EDP (15 Days)**

**One Month EDP**

Contents	Classroom EDP (15 Days)	E-Mode EDP ( 15 Days)
<b>Inaugural and Introduction</b>	<ul style="list-style-type: none"> <li>● Inaugural Address</li> <li>● Faculty and student' introduction.</li> <li>● A Journey through the history of the Institute - Milestones and expanding role / recognitions</li> <li>● Objective and role of EDP</li> <li>● EDP Plan for 15 days</li> <li>● Dos and don'ts during class room EDP.</li> </ul> <p>Ice Breaking activity</p>	<ul style="list-style-type: none"> <li>● Present day status of CS Profession</li> <li>● Success Stories</li> <li>● future career prospects of the CS Profession</li> <li>● How to go through the E-Mode EDP effectively to draw best learning</li> </ul>
<b>Personality of Company Secretary (Personality Traits and Development)</b>	<p>How to present yourself - general manners and etiquettes</p> <ul style="list-style-type: none"> <li>● Introducing yourself</li> <li>● Dressing Sense</li> <li>● Handshake</li> <li>● Communication</li> <li>● Behavioural Sense</li> <li>● Dining,</li> <li>● Image Building</li> <li>● Body Language</li> </ul> <p>Office Manners</p> <ul style="list-style-type: none"> <li>● Corporate Culture</li> <li>● Positive Attitude</li> <li>● Values &amp; Ethics</li> </ul> <p>Working in team</p>	<p>Practical Training – a tool for acquiring requisite skills</p> <ul style="list-style-type: none"> <li>● Significance of practical training</li> <li>● Role &amp; Responsibilities of CS Trainees</li> <li>● Do's and Don'ts for training</li> <li>● Expected skill-sets from the trainees</li> <li>● Trainers- trainee relationship</li> <li>● Guidelines of practical training</li> <li>● Submission of documents for training registration</li> <li>● Submission of Quarterly reports</li> <li>● Preparation for project reports</li> <li>● Training completion certificate</li> </ul>
<b>Communication Skills</b>	<p>Importance of verbal and written communications in the CS Profession</p> <p><b>Written Communication:</b></p> <ul style="list-style-type: none"> <li>● Business Correspondence</li> <li>● Official Letters</li> <li>● Internal Departmental</li> </ul>	<ul style="list-style-type: none"> <li>● Organizational Communications</li> <li>● Channels of Communications</li> <li>● Grape wine and its effects</li> </ul>

Contents	Classroom EDP (15 Days)	E-Mode EDP ( 15 Days)
	<p>Communications – office notes, proposals for approval,</p> <ul style="list-style-type: none"> <li>● Replies to the regulatory authorities, investors, banks, customers, vendors;</li> <li>● Presentations</li> <li>● MIS for decision making</li> <li>● Verbal Communication</li> <li>● Power of Expression</li> <li>● Ability to Listen &amp; understand</li> <li>● Art of articulation</li> </ul>	
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>● Client centric attitude</li> <li>● Professional Commitment</li> <li>● Time Management</li> <li>● Dealing with clients &amp; other stakeholders</li> <li>● Dealing with various Departments in the Company</li> <li>● Value addition to the client / employer organisation</li> </ul>	<p>Introduction to areas of Work for CS</p> <ul style="list-style-type: none"> <li>– Advisory,</li> <li>– Procedural</li> <li>– Compliances</li> <li>– Certification</li> <li>– Audit</li> <li>– Representation</li> </ul> <p>Appointment – KMP, Scrutinizer, valuer, CS</p>
<b>Legal Skills - 1 Understanding Law and applying Law</b>	<ul style="list-style-type: none"> <li>● Concepts of Acts, Rules, Regulations, Notifications, Clarifications, Circulars, Forms, etc.,</li> <li>● Rules of Interpretation of Statutes,</li> <li>● How to read Bare Act, Rules, Circulars, Notifications, etc.</li> <li>● Understanding the judicial system and judicial decisions</li> <li>● How to search and read case laws,</li> <li>● Interpretation of case law / orders</li> <li>● Application and implementation of law</li> <li>● Understanding compliance systems and procedures</li> </ul>	<ul style="list-style-type: none"> <li>● Concepts of E-libraries, legal sites,</li> <li>● How to navigate in E-Libraries</li> <li>● Courts' sites, listing of cases, searching court decisions, following up of judgments</li> <li>● E- Governance</li> <li>● Dealing with websites of MCA / NCLT / SEBI / RBI etc.</li> </ul>
<b>Legal Skills -2 Basic / Legal Drafting</b>	<p>Secretarial Drafting –</p> <ul style="list-style-type: none"> <li>● Notice for Meetings - Board, Committee and General Meetings;</li> </ul>	<p>Practical Examples of basic documents</p>

Contents	Classroom EDP (15 Days)	E-Mode EDP ( 15 Days)
	<ul style="list-style-type: none"> <li>● Agenda and Note on Agenda for Meetings</li> <li>● Explanatory Statements for General Meeting</li> <li>● Resolutions for meetings</li> <li>● Minutes of meetings - Board, Committee and General Meetings;</li> <li>● Board Reports</li> <li>● Annual Reports</li> </ul>	<p>– Notices of Meeting, Agenda, Minutes, Resolutions, Reports etc</p>
<p><b>Legal Skills -3 Advanced Legal Drafting / Skills</b></p>	<p>Basic knowledge of drafting business documents and agreements <b>Drafting of:</b></p> <ul style="list-style-type: none"> <li>● Business Contracts</li> <li>● Pre-Incorporation Agreements</li> <li>● Various Deeds and Agreements</li> <li>● Share Purchase Agreements</li> <li>● Shareholders Agreements</li> <li>● LLP Agreement / Partnership Agreement</li> <li>● MOA &amp; AOA</li> <li>● Show Cause Notices</li> <li>● Representations before Regulators / Authorities</li> </ul>	<p>Practical examples of basic legal documents</p>
<p><b>Legal Skills-4 various regulators related to CS Profession</b></p>	<p>Visits by and interaction with various Regulators Related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock Exchanges, Depository, RBI, CCI, IBBI, TRAI, IRDA etc.,</p>	<p>How to do research? Introduction to various Regulators related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock Exchanges, RBI, CCI, IBBI, TRAI, IRDA etc., – their role and functions</p>
<p><b>Management Skills – 1 Workplace Management</b></p>	<ul style="list-style-type: none"> <li>● Understanding the concept of and respecting the office hierarchy</li> <li>● Understanding the concept of Organisation / Office Culture &amp; Environment</li> <li>● Work-place management</li> <li>● General Management: Planning, organising, staffing, directing and controlling</li> </ul>	<p>Companies</p> <ul style="list-style-type: none"> <li>● Understanding the business of an organization – business model, ownership, clientele, output, vendors,</li> <li>● Understanding organisational structure</li> <li>● Organisational Behaviours – motivation, leadership, group</li> </ul>

Contents	Classroom EDP (15 Days)	E-Mode EDP ( 15 Days)
	<ul style="list-style-type: none"> <li>● Self-analysis, planning and prioritising,</li> <li>● Time Management</li> <li>● File Management</li> <li>● Meeting the daily work targets – maintaining “to do list”, review, manage and report</li> <li>● Team work – play your role in the team</li> <li>● Peer Relationships</li> <li>● Decision Making</li> <li>● Problem Solving</li> <li>● Improvement through Creativity and Innovative Thinking and suggestions</li> </ul>	<p>dynamic etc.,</p> <p><b>PCS Firms</b></p> <ul style="list-style-type: none"> <li>● Organisation and Structure of PCS Firms;</li> <li>Areas of Work and how to serve the clients in various areas</li> </ul>
<p><b>Management Skills – 2</b></p> <p><b>Meeting Management – Board / Committee / Shareholders / Management Meetings</b></p>	<ul style="list-style-type: none"> <li>● Practical aspects of meetings – Date, time and venue of meeting; <ul style="list-style-type: none"> <li>– Sending notice and agenda of the meeting meetings in time;</li> <li>– Logistics for meeting;</li> <li>– Conduct of meeting</li> </ul> </li> <li>● Mock Board Meeting &amp; Shareholders General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>– Board Structures / Processes</li> <li>– E-meetings / E-voting</li> <li>– Proxy Forms,</li> <li>– Role of Scrutinizer, Report of Scrutinizer</li> </ul>
<p><b>Management Skills – 3</b></p> <p><b>Confidentiality, Security and Compliances</b></p>	<ul style="list-style-type: none"> <li>● Maintaining confidentiality of information;</li> <li>● Data Security;</li> <li>● Compliances to the law – price sensitive information and insider trading;</li> <li>● Timely compliance of law,</li> <li>● Managing compliance</li> </ul>	<ul style="list-style-type: none"> <li>– Practical examples and case laws of insider trading</li> </ul>
<p><b>IT Skills -1 E-Governance &amp; working on Online Platform</b></p>	<ul style="list-style-type: none"> <li>● E-Filing of Returns, Forms, Documents</li> <li>● E-mail Etiquette</li> <li>● E-Commerce</li> <li>● Tools &amp; Techniques for preparing Presentations for Management</li> <li>● Cyber security</li> <li>● Back ups of data</li> <li>● Artificial Intelligence, Info graphic,</li> </ul>	<p>About computer, Knowledge about the storage devices, Operating system All about websites MS Office: Word, excel and power print. Accounting packages: Tally, ERP, SAP, etc. Mock Filing of various forms,</p>

Contents	Classroom EDP (15 Days)	E-Mode EDP ( 15 Days)
	Social Media, Cloud Computing, 3D Printing <ul style="list-style-type: none"> <li>● Use of technology for enhancing office efficiency and effectiveness</li> <li>● All about mobile applications,</li> </ul>	returns under – MCA 21, GST, Income Tax etc.
<b>Practical Problems and solutions in the areas of work for CS Profession</b>	<ul style="list-style-type: none"> <li>● Basic Practical problems and case studies</li> </ul>	Introduction to Practical Aspects
<b>Company Law</b>	Practical problems in the company law (upto the syllabus covered in Executive Programme) <ul style="list-style-type: none"> <li>● Private Placements</li> <li>● ESOPs / Sweat Equity</li> <li>● Search Report for Charges</li> <li>● MCA 21 and practical aspects for submission and certification of various forms</li> <li>● Ascertaining divisible profits</li> <li>● Calculating CSR expenditure to be incurred</li> <li>● Getting various Audits done</li> <li>● Case studies of Annual Reports / Board Reports</li> <li>● Related Party Transactions; Interested Party Contracts – how to ascertain</li> </ul>	Practical problems in the company law ( upto the syllabus covered in Executive Programme)
<b>Setting up of Business and closure</b>	Practical aspects for setting up of business in India Practical aspects of insolvency / liquidation of business	Practical aspects for setting up of business in India Practical aspects of insolvency / liquidation of business
<b>Tax Laws – Direct Taxes</b>	Application and practices applicable for direct tax law in India	
<b>Tax Laws - GST</b>	Application and practices applicable for GST	
<b>Securities Law &amp; Capital Market</b>	<ul style="list-style-type: none"> <li>– Listing of securities in India – case studies</li> <li>– Price sensitive information and</li> </ul>	

<b>Contents</b>	<b>Classroom EDP (15 Days)</b>	<b>E-Mode EDP ( 15 Days)</b>
	Insider trading – case laws – Capital market intermediaries	
<b>Economic, Business, Commercial Laws</b>	Basic aspects – Bank Credits, Letter ofCredit, Buyers Credit; Basic Compliances in FEMA	
<b>Financial &amp; Strategic Management</b>	Debt restructuring, Capital budgeting, budgetary controls etc	

(Name of RO / Chapter)

**15 DAYS EDP IN CLASSROOM MODE  
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ Student bearing Registration No. \_\_\_\_\_ has attended and successfully completed the 15 Days Executive Development Programme (EDP) IN CLASS ROOM MODE from \_\_\_\_\_ to \_\_\_\_\_ organized by the RO/Chapter \_\_\_\_\_ of ICSI as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued at \_\_\_\_\_ on \_\_\_\_\_

Programme Coordinator/RD/EO  
(RO/Chapter)

Chairperson  
(RO/Chapter)

**LETTER OF TRAINING  
(To be issued on the letter head of Company)**

Name of the Trainee :      Date of Joining:

Registration No. :      Duration of Training:

I \_\_\_\_\_ bearing      CS      Membership No.      (ACS/FCS      No,      if applicable) (herein referred to as Trainer) and Company Secretary/authorized Signatory of \_\_\_\_\_(Company      /Entity Name) pleased to offer a letter of training to \_\_\_\_\_ (Name of the student) bearing\_\_\_\_(Registration No.) (herein referred to as trainee) for a period of 21 months/balance training starting from \_\_\_\_\_(date of joining). The student has previously undergone training (if applicable) under \_\_\_\_\_ to\_(leaves taken (optional)).

The Institute is requested to register the training of the student and issue Sponsorship Letter for undergoing practical training of 21 months/balance training. The trainee would be paid a stipend of Rs. \_\_\_\_\_/-through Online/Bank transfer.

Both of us do hereby undertake that we have read and understood the training guidelines as prescribed by the Institute. The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines. In case he / she (Trainee) taking transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handling over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee.

Further, both of us will abide by the moral & professional rules as laid down by the Institute from time to time.

Place :

Date :

Signature (Trainer) & Stamp

Signature (Trainee)

Name

Name

Designation

Registration No.

Membership No.

Date of joining

Office Address:

Duration:

***(where training is to be imparted)***

**FORMAT OF CONTRACT**  
**(For Long Term Training under PCS)**

Contract of Training made on the \_\_\_\_day of\_\_\_\_\_(month) two thousand and\_\_\_\_\_(year) between Mr./Ms.\_\_\_\_\_(name of the Trainee) of\_\_\_\_\_(Place) (here in after called as Trainee of the first part) and CS\_\_\_\_\_(Name of the Company Secretary in Practice)/Partner of M/s. \_\_\_\_\_ (Name of the PCS Firm) of\_\_\_\_\_(Place) (here in after called as Trainer/Employer of the second part).

Witnesseth as follows (that is to say):

1. In consideration of the covenants by the trainee hereafter contained, the Trainer/Employer agrees to take up the trainee, for the long term training prescribed by the ICSI as per the regulations for a period of \_\_\_\_\_months (please specify the number of months of training) from the\_\_\_\_day of \_\_\_\_\_ (month) two thousand and \_\_\_\_\_(year).
2. The trainee on his/her own free will binds himself/herself as trainee to the Trainer/Employer to serve him /firm during and upto the full end or as per the terms of practical training.
3. The trainee covenants with the Trainer/Employer as follows :-
  - a) That he/she will always and during the said term diligently and faithfully serve the Trainer/Employer who is in the practice of profession of Company Secretaries (PCS), during his/her training period.
  - b) That he/she will not at any time and during the said term, destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, money, stamps or chattels of the employer, his personal representatives or assignees or of his partner(s) or of any of his clients or allow any of the said goods to be so treated by others, if he/she can by the exercise of reasonable care, prevent it.
  - c) That he/she will at all time keep the secrets/confidentiality of the Trainer/Employer and his partner(s) and of his/their clients and will not divulge the names and affairs of such clients and employees.
  - d) That he/she will readily and cheerfully obey and execute the lawful and reasonable commands of the Trainer/Employer and will not depart or absent himself/herself from the service of employment of the trainer/employer at any time during the said term without trainer's consent.

- e) That he/she will always faithfully and well serve the Trainer/Employer, as a trainee.
- f) That he/she will make good and fully indemnify the Trainer/Employer for any loss or damage suffered or sustained by his/her misbehaviour or improper conduct.
- g) That he/she will commence the Long Term Training, after passing of the Executive Programme and completion of one month EDP.
- h) The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines.
- i) In case he / she (trainee) takes transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handing over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee

4. The Trainer/Employer covenants with the trainee as follows:-

- a) That he will by the best ways and means in his power and to the utmost of his skill and knowledge instruct or cause to be instructed to the trainee and afford him such reasonable opportunities and work, as may be required to enable him to acquire the art, science and knowledge of Company Secretaryship.
- b) That the services of trainee shall be used only for the professional work.
- c) That his professional practice shall be the main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) above.
- d) That he will pay a minimum stipend as prescribed by the Institute from time to time per month for the period of training within a reasonable time after every completed month of training including for the period of authorised leave(s). If the trainee avails any extra leave in that case he/she is required to extend the period of training.
- e) That he will pay stipends to the trainee through proper online banking channels only.
- f) That he will at the expiration of the said term, use his best means and endeavours to cause the trainee to be admitted as a member of the Institute, provided that the trainee shall have well and faithfully served his intended training and shall have passed the required examinations and in all respect properly qualified himself to be admitted as such.

g)

- I. In case of any mis-happening/death of the trainer/employer during the said terms, his legal representative shall grant to the trainee a certificate of service in the appropriate form for the period of training undergone
- II. In case the trainer/employer ceases to practice as Company Secretary or in any way become incapable of continuing in the intended profession/practice during the said term, then the trainer will make the necessary arrangements as far as practicable, for the completion of the residue of the term with some other member entitled to train the trainee and issue the certificate of service in the appropriate form for the period of training undergone with him.

5. These conditions are subject to the Company Secretaries Act, 1980 and Company Secretary amended regulations 2020. The regulations and guidelines framed there under as may be in force from time to time.

In witness whereof the parties have hereinto set their hands and seals the \_\_\_ day \_\_\_ (month) two thousand and \_\_\_\_ (year) first above.

Written, Signed, Sealed and Delivered by (Trainer/Employer)

In the presence of

(Witness Name, Address & Signature on behalf of Trainer)

Written, Signed and Delivered by (Trainee)

In the presence of

(Witness Name, Address & Signature on behalf of Trainee)

## Annexure I

### STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS A TRAINEE FOR LONG TERM TRAINING (PART-'A')

Particulars of the Trainee:

1. Name (in block letters) :
2. Student Registration No. : (Specify if re-registration done)
3. Particulars regarding passing of the Intermediate/Executive Programme Examination of the Institute:

Examination	Group/Module(s)	Roll No.	Month	Year
Executive Programme	First			
	Second			

4. Details of One month EDP

ICSI-HQ or Name of Region/Chapter	Date (from ____ to ____)	Completion Certificate received (Yes/no)

5. Particulars of previous training, if any :

- i. Name & Address of the employer / Company Secretary in Practice :
- ii. C.P. Registration Number:
- iii. Date of commencement of training:
- iv. Date of termination of training:
- v. Duration of leave taken, if any:
- vi. Reason for taking transfer (if any):

6. Date of commencement of training under the present Employer/Company Secretary in Practice:

7. Date on which the Contract of Training has been executed:

- i. Date of Purchase of stamp paper:

8. Period for which the Contract of Training entered into:

9. Whether the Contract has been executed:

- i. In the printed form without any modifications:
- ii. In duplicate and one copy kept by either party:

- 10.
- i. Whether the trainee is engaged in any other business or occupation:
  - ii. If so, whether permission of the Council has been obtained (Quote letter no. & date
  - iii. If permission is not sought, please give full details of engagement and the date since when so engaged.

11.

- i. Whether the trainee has taken up any other course of study, academic or
- ii. If so, whether permission of the Council has been obtained and the trainee is agreed to compensate the minimum working hours as prescribed by the Institute (Quote letter No. & date):
- iii. If permission is not sought, give full particulars of the course, timing of the classes held, working hours of the employer, etc.

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Institute and the employer within thirty (30) days, any change that may occur in the information furnished above during the period of my training for the purpose of Company Secretaries Regulations (amendments) 2020.

I undertake to abide by all the rules as may be in force from time-to-time during the period I am undergoing training.

Signature of the Trainee Date :

Place :

I declare that the particulars given above are true and correct to the best of my knowledge and belief.  
Countersigned by the Trainer/Employer

Date:

Place:

## **Annexure II**

### **PARTICULARS OF THE TRAINER/EMPLOYER (COMPANY SECRETARY IN PRACTICE)(PART- 'B')**

1. Name:
2. Membership No. ACS/FCS:
3. CP No. :      Issue Date:
4. Name of the firm of which the member is proprietor/partner:
5. Whether the member is engaged in any other business or occupation at present, if so, please give details:
6. Name of other trainees, if any, who are also undergoing training presently with the member and

their registration number:

S. No.	Name of trainee	Student registration number	W.E.F. Date

I declare that the particulars given in Part 'B' above are true and correct to the best of my knowledge and belief and I undertake to intimate the Institute if any change that may occur in the information furnished in Part 'B' during the period of training of the trainee.

I further declare that:

- i. I have fully satisfied myself that the trainee is eligible to receive training, as such, under the
- ii. Company Secretaries Regulations 2020 and as amended from time to time.
- iii. The Contract of Long Term Training has been executed in duplicate.
- iv. I have fully satisfied myself that the Contract has been executed correctly in all respects.
- v. One copy of the Contract of Training has been retained by me and the other has been given to the trainee.
- vi. I shall be paying a stipend of Rs.\_per month to the trainee.

Address for communication of Trainer

Tel. No. (R) \_\_\_\_\_(O)\_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_ Date : \_\_\_\_\_

Place :

Signature & Stamp of the Trainer/Employer

**Self-declaration for the purpose of seeking transfer from one Trainer to another Trainer**

Date:

To  
The HoD  
The Directorate of Training  
The Institute of Company Secretaries of India ICSI House, C-36, Sector 62  
Noida-201301.

Sir/Madam,

I, Mr./Ms. \_\_\_\_\_ (name in block letters) vide Student Registration Number \_\_\_\_\_ hereby applying for registration of balance training.

I do hereby solemnly declare as under:

- a) that my previous training was with \_\_\_\_\_ (name of organization/PCS) from \_\_\_\_ to \_\_\_\_.
- b) that I have fulfilled all the formalities as per the training regulations prescribed by the Institute.
- c) that I have taken transfer as an exceptional case(s) as specified in the training guidelines prescribed by the Institute.
- d) that I have taken transfer from M/s \_\_\_\_\_ (please mention the name of the previous trainer) on the ground \_\_\_\_\_ (please mention the reason for taking transfer which should be covered under the grounds as specified in the transfer guidelines of the Institute).

Thanking you

Yours faithfully

(Signature of the trainee)

Name of the trainee with registration number:

Mobile Number :

Email id :

**CERTIFICATE OF ALTERNATE/SPECIAL ARRANGEMENT OF TRAINING/DEPUTATION OF TRAINING**

I \_\_\_\_\_ of \_\_\_\_\_ (herein after referred as First Trainer) do hereby certify that Mr./ Ms. \_\_\_\_\_ is serving as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of \_\_\_\_\_ month and \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character. I further certify that during the above-mentioned period the trainee was given leave for \_\_\_\_\_ days.

By mutual consent and with effect from \_\_\_\_\_ Mr./ Ms. \_\_\_\_\_ (trainee) is deputed to undergo training with \_\_\_\_\_ (herein after referred as Second Trainer) bearing ACS/FCS no. \_\_\_\_\_ for a period of \_\_\_\_\_ months (not exceeding 6 months as per Institute's guidelines) from \_\_\_\_\_ to \_\_\_\_\_.

Place :

Date :

Signature & Stamp

Signature & Stamp

First trainer

Second trainer

Name

Name

ACS/FCS No.

ACS/FCS No

CP No

CP No

I \_\_\_\_\_ have agreed for deputation of my training under CS \_\_\_\_\_ (second trainer) with effect from \_\_\_\_\_ at my own free will and endorse the contents of this certificate :

Place :

Signature of Trainee

Date :

Regn. No. \_\_\_\_

**APPLICATION FORM FOR PRACTISING COMPANY SECRETARIES (PCS) SEEKING  
REGISTRATION TO IMPART TRAINING**

To  
The Director/HOD Training Directorate of Training  
The Institute of Company Secretaries of India C-36, Sector 62  
Noida-201301

Sir,  
I request you to register me for Imparting Training to the trainees sponsored by the Institute, in accordance with the Company Secretaries Regulations & as per guidelines prescribed by the Institute. I hereby declare that, I am in whole-time practice as a Company Secretary and subsequently I give below my necessary particulars for your consideration:

Name (In Block Letters) .....

Membership Number .....

Certificate of Practice No. and Date of issue .....

Date, month and year from which in whole-time practice .....

Office Address (in Block Letters) .....

Appropriate office area (in measurement) .....

If office is shared, please indicate details there of .....

Telephone No. & E-mail id, if any .....

Address for correspondence (in Block Letters) .....

Broadly areas of Practice/Operations .....

i. No. of years in practice .....

ii. Working Hours .....

iii. Average annual gross income from practice .....

No. of employees, other than the partner, if any, and their position .....

No. of trainees to be engaged at a time .....

Amount of monthly stipend payable .....

Particulars of other business/occupation engaged in, if any .....

    i. Nature of business/occupation .....

    ii. Working Hours .....

If earlier was in employment (as a CS) & started practice thereafter .....

    i. Years of experience (as a CS) in employment post membership .....

    ii. Name of previous organization .....

I undertake to pay stipend as fixed by the Institute from time to time to the trainee engaged under me.  
 Yours faithfully,

Signature & Stamp

Date: .....

Place: .....

**SELF DECLARATION**

**(To be submitted by the PCS/Company at the time of registration for imparting training)**

I Mr./Ms. \_\_\_\_\_, Son/ Daughter/ Wife of Shri \_\_\_\_\_ Resident of \_\_\_\_\_) do hereby declare that the information given above and in the enclosed documents and true to the best of my knowledge and belief, and nothing has been concealed therein. I am well aware of the fact that, if the Information given by me is proved false/not true, I will be liable for action as per the regulations & guidelines of the Institute. Also, if any benefits availed by me shall be summarily withdrawn.

Signature & Stamp

Name of Member:

Date

ACS/FCS No

Place

COP Number & issue date

(not required in case of a company)

## Format of the Project Report

### **Contents:**

List of Tables

*List of Figures*

Nominal definitions

### **I. INTRODUCTION.**

- A. Broad introduction to thesis topic and method. Page or two.
- B. Statement of the Problem and Justification of study
- C. Need for the research. Who will be benefited? Discuss applied and scientific contributions.
- D. Aims and Objective of the study
- E. Review of Literature

### **Chapter II: METHODOLOGY**

Selection of Variables

Data sources

Sampling

Statistical Tools

Scope of the study

**Chapter - III** : Organization of the Study and description

**Chapter - IV**: Analysis and interpretation about the topics

### **Chapter V. FINDINGS.**

- A. Brief overview.
- B. Results of application of method;
- C. Descriptive analysis.
- D. Validity/reliability analysis.

### **Chapter VI. CONCLUSION.**

- A. Summary of entire thesis in a few pages.
- B. Conclusions.
- C. Implications. Speculate about broadest possible consequences, both theoretical and practical.  
Labelspectation clearly.
- D. Limitations. Theory, method.
- E. Suggestions for future research.

- APPENDICES.
- Questionnaire
- BIBLIOGRAPHY.

**Certificate of Training Completion**  
**(To be issued on the letter head of Company/PCS)**

I, \_\_\_\_\_ Company Secretary (or Practicing Company Secretary ) of \_\_\_\_\_  
\_\_\_\_\_ Do hereby certify that Mr./Ms. \_\_\_\_\_ Student Registration No. \_\_\_\_\_ has  
completed the prescribed training as sponsored by the Institute of Company Secretaries of India, Vide  
their letter No. \_\_\_\_\_ dated \_\_\_\_\_ under our organization for a Period of  
\_\_\_\_\_ months \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ and his/her Progress was Satisfactory.

I, further certify that during the above-mentioned period he/she was given leave for \_\_\_\_\_ days

Place

Date

Company Secretary (or Practicing Company Secretary):-

Signature & Stamp

Name

Designation

(Company Secretary/HR Head/Director)

ACS/FCS No

**Certificate of Training of Discontinuance/Termination of Training  
(To be issued on the letter head of Company/PCS)**

I \_\_\_\_\_ of \_\_\_\_\_ do hereby certify that Mr./Ms. \_\_\_\_\_ served as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of \_\_\_\_\_ months and \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character.

The training is terminated by mutual consent with effect from \_\_\_\_\_. I further certify that during the above-mentioned period the trainee was given leave for \_\_\_\_\_ days.

The training was registered with the Institute of Company Secretaries of India vide Registration No. \_\_\_\_\_ dated \_\_\_\_\_.

Place:

Date:

Signature & Stamp

Name

ACS/FCS No

CP No

I have agreed for termination of my training under CS \_\_\_\_\_ with effect from \_\_\_\_\_ at my own free will and endorse the contents of his certificate :

Place

Date

Signature of the Trainee

Regn. No \_\_\_\_\_

Certificate No. \_\_\_\_\_

**15 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE  
(Online Mode)**

This is to certify that Mr./Ms \_\_\_\_\_ student bearing Registration No \_\_\_\_\_ has attended and successfully completed the 15 days CORPORATE LEADERSHIP DEVELOPMENT PROGRAM (CLDP) on ICSI LMS portal from \_\_\_\_\_ to \_\_\_\_\_ organized by the ICSI Headquarters as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued by ICSI HQ on \_\_\_\_\_

Programme Coordinator  
(Directorate of Training)

HoD  
(Directorate of Training)

Certificate No. \_\_\_\_\_

**15 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE  
(Webinar Mode)**

This is to certify that Mr./Ms \_\_\_\_\_ student bearing Registration No \_\_\_\_\_ has attended and successfully completed the 15 days CORPORATE LEADERSHIP DEVELOPMENT PROGRAM (CLDP) through webinar mode from \_\_\_\_\_ to \_\_\_\_\_ organized by the RO \_\_\_\_\_ of the Institute as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued by \_\_\_\_\_ on \_\_\_\_\_

Programme Coordinator  
(RO)

RD/Chairperson  
(RO)

## 15 DAYS ONLINE MODE CLDP (ONLINE/WEBINAR MODE)

### PART –A (12 Days - 24 Sessions All are Mandatory)

Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)

SI No	Name of the Session	Scope
1	Art of reading Companies Act, 2013 and basic Charter Documents like MOA & AOA	<p>To cover the preamble, important definitions (with examples/case laws, Reading a section with rules/circulars.</p> <p>A critical section on the management/ operations of the company can be taken and explained.</p> <p>Understanding the basic documents (MOA/AOA), Doctrine of indoor management, constructive notice.</p> <p>Importance of AOA &amp; MOA and their Alterations</p>
2	Governance framework of Companies	<p>Concept of Board, Chairman, KMP, Independent Directors, Nominee Directors, Shareholder Directors, Board Committees and its constitution.</p> <p>Appointment, Role, Duties &amp; Responsibilities of Directors.</p> <p>Proxy Advisors and their Role.</p>
3	Raising of Capital (IPO/ FPO) - Companies Act / ICDR / Other SEBI Regulations	<p>Sections on raising of capital under Companies Act including Private Placement / Preferential Allotment/ Important provisions of ICDR.</p> <p>Transfer &amp; Transmission of Shares Dematerialisation of shares</p>
4	Board Report / Annual Report Disclosures, website disclosures	<p>Board Report Disclosure mandates under Companies Act for all companies</p> <p>Board Report Disclosure mandates under SEBI LODR other regulations</p> <p>Website compliances and its check list</p>
5	LLP - Concepts to Compliances	<p>Basic Concepts of LLP, Designated Directors, Registered Office</p> <p>Registration process of LLP, Annual Compliances</p>
6	Interpretation of Statutes	<p>Principles, Rules of Interpretation; Delegated Legislation; procedural law, repugnancy, delegated legislation,</p>

SI No	Name of the Session	Scope
		harmonious construction etc.
7	Law relating to Civil, Criminal procedure	CPC. CrPC, Evidence Act, Torts etc
8	IBC - Basic Framework	Basic framework of IBC including Institutional/Adjudicatory framework under IBC.  Basics of CIRP, Insolvency Professionals, Resolution Professionals.  Liquidation and Voluntary Liquidation
9	Auditing Standards issued by ICSI	CSAS 1 to CSAS 4
10	Internal Audit-Tools and Techniques	Audit engagement/planning; Data Gathering   Data Analysis, Interpretation and Reporting, Documentation, Process Mapping, techniques; IT tools etc.
11	Reading and Interpretation of Financial Statements (B/S, P&L)	Balance Sheet Analysis, reading, Importance of Ratio analysis, Trend analysis, comparative statements, Adjusted statements etc.  Interpretation of Audit Report & Notes to accounts.  Introduction of Accounting Standards & IndAS
12	Compounding of offences, Condonation of delay, Adjudication of penalties under the Companies Act / FEMA	Concept and Difference between Compounding / Condonation and Adjudication.  Procedures & process to be followed under Companies Act / FEMA  Important Sections and check lists.
13	Drafting of Legal Documents/ Agreements	Essential components of legal documents, provision of Contract Act.  Drafting of basic documents General/Specific power of Attorney, drafting of basic business agreements, deeds, Will, Partnership Deed, Trust Deed etc
14	Cyber security, social media, AI, Machine tools etc	Need & Importance of Cyber Security, AI, Machine tools.  Social Media presence and protection. Aspects impacting CS in employment and in practice are to be covered
15	Arbitration & Mediation	Legal and procedural aspects are to be covered  Importance of Arbitration & Mediation
16	IPR	Trade Mark and opportunities available as Trade mark Agent.

<b>SI No</b>	<b>Name of the Session</b>	<b>Scope</b>
		Introduction and process to register Copy Right & Patents.  Anti-competitive agreements(Cartels), Abuse of Dominance, Regulation of combinations, leniency provisions
17	Labour Law compliances	Framework & introduction of Labour Law codes, Applicability of State & Central laws.  Basic Compliances Regular & Annual Compliances
18	POSH	Need & Importance of Law Committees, Constitution, Complaint and Enquiry process, Final order Annual Compliances
19	Independent Directors	Concept & Need of ID's Eligibility & process of Appointment IICA ID Exam, validity and exemptions Opportunities, Duties and Liabilities  Sitting fees, commission, shareholding, business & professional relationship with the company & its directors.
20	Compliance Management	Compliance framework, maintenance of registers/records, non-compliances and remedies, penalties and adjudication, introduction to compliance tools
21	Annual/ recurring Filings with different regulators by Companies-An over view	Annual and other filings under Companies Act, SEBI Regulations, GST etc.
22	Stamp Duty Laws	Importance of Stamp Duty laws  State & Centre matters and its differentiation  Major Documents and its duty chart  Applicability of Stamp duty under Companies Act  Adjudication of stamp duty and process to be followed.  Role of Company Secretary
23	MSMEs, Start ups	Registration, Compliances, Legal provisions, subsidies etc.
24	FEMA	FDI/ODI/ECB Basic provisions and compliances/filings etc

**Part - B**

**Elective Topics For Remaining 3 Days Of Online / Webinar Mode CLDP (6 Topics to be Chosen out of 10 Topics )**

**Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)**

<b>SI No</b>	<b>Name of the Session</b>	<b>Scope</b>
1	Valuation	Business valuation approaches & principles, Techniques of different type of restructuring & importance of valuation.  Important provisions under the Companies Act, IBC, Income Tax and Rules framed by IBBI
2	RERA	Registration of Builder / Contractors / Real Estate owner / Agent / Project  Annual Compliances & Records to be maintained  Adjudication mechanism, penalty provisions & De-registration
3	Dividend and IEPF	Important provisions of Companies Act, SEBI –LODR.  Process and Time line for Transfer of Dividend and shares to IEPF.  Process and check list for re-claiming the dividend and shares back from IEPF
4	Competition law	Important provisions of the Competition Act and its applicability.  Competition Commission of India & its functions.
5	Banking & Insurance	Concepts, regulatory framework, banking operations, Digital banking, relevant provisions of NI Act, Regulatory framework, compliances, stewardship aspects.
6	International trade and policy	WTO, foreign trade policy etc, DGFT, IE Code
7	Consumer Protection act	Important Provisions and its compliances
8	Evaluation of Maiden job opportunities	Assessing the job offers with respect to risks opportunities and prospects
9	Societies Trusts NGOs, Social Stock Exchange & Social Audit	Registration, compliances Concept & Importance of Social Stock Exchange  Concept of Social Audit, Eligibility, Process & Audit Tools and Reporting

SI No	Name of the Session	Scope
10	Setting up of a Business	Types of Business entities and their difference. Registration process KYC documents Importance of Professional guidance Registration with Regulators Importance of Trademark / Goodwill

### Assessment in case on 15 days online mode through LMS

- Assessment process at the end of each session through MCQs for 15 minutes for each session on LMS portal itself to ensure the effective participation of students in online sessions.

### Assessment in case of 15 days online mode through webinars

- Assessment through Group activity of students where a group of 5 students will be required to make a presentation for 5-10 minutes on any topics identified by R.Os and CCGRT( to be identified latest by 7<sup>th</sup> day of 15 Days online CLDP). The activity will be assessed and grades may be provided for a maximum of 20 marks as under:

- A+ : outstanding 16 marks and above
- A : Very Good 14 and above
- B+ : Good 12 and above
- B : Satisfactory- 10 and above
- C: Resubmission –Below 10

### a. Scope of Second Phase of 15 days Physical Mode

Second Phase of 15 days off-line Mode will provide

- Practical perspective to Core and specialised areas
- Managerial skills as KMP
- Drafting and representation skills
- IT and ML skills with specific reference to the profession
- Flexibility through elective sessions
- Learnings through Simulations(Mock board Meetings/Mock AGM/Moot NCLT/NCLAT sessions through Role Play)

### Scheme of Sessions for 15 days physical mode of CLDP

1. 10 days may have 20 sessions(each day 2 session) which may be made compulsory covering policy aspects on core subjects, core skills and awareness about CS Act, Regulations, Guidelines by ICSI. Each day may cover two sessions of 3 hours duration, totalling to 60 hours for 10 days.

2. Days may have 6 sessions which may give flexibility to ROs and CCGRT to choose topics out of the given topics
3. Half Day on inaugural session and half day on valedictory session
4. One day for project presentation
5. Project may be topics identified by the R.os and CCGRT. The topics identified for a CLDP session shall not be considered for next four consecutive sessions. The topics may be identified out of any Core/ Hybrid and Ancillary subjects of New Syllabus 2022.

**15 DAYS CLASSROOM MODE CLDP**  
**(Residential/Non-Residential Mode)**

- Mandatory Newspaper reading session for 30 minutes every day before starting of the first session
- Students shall be asked to read a book of their choice on best practices of Management/Autobiography of influential leaders (in the areas of business/scientific/ spiritual/ sports/ political) and submit the summary/synopsis in 2-3 pages in own hand writing to the Programme Coordinator on or before the last day of the CLDP.
- Dining Etiquettes shall be taught during lunch time and Greeting Etiquettes shall be taught during tea-break time. Detailed content of these two topics are given at the end of the 15 days CLDP content.
- 15 days classroom mode CLDP shall consist of half day Inaugural, one day Viva Voce (i.e., on 14<sup>th</sup> Day), half day Impact Session (first session on the last day), half day valedictory and 12 topics from Part A and 13 topics from Part B.
- The case studies (wherever mentioned in the given syllabus) shall be discussed from the CLDP Manual which shall be provided to the students of CLDP by the organizing RO/CCGRT/Chapter.

**PART –A (12 Sessions)**

**Topics Given at Sl. 1,2,3,4,5,6,7,8,9&10 are Mandatory**

**Choose Any 2 Topics Out of The Remaining Topics (from Sl No.11 to 16)**

**Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)**

Sl. No.	Content	Scope
1	Manner of conducting Secretarial Audit	Scope; preparation, drafting, auditing standards, techniques, due diligence, risk assessment etc
2	Practical aspects of Corporate Restructuring	Legal background of M&A, Practical procedures, meeting requirements, NCLT matters
3	The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019, The ICSI Employee Company Secretaries Identification Number (ECSIN) Guidelines, 2019, The ICSI Continuous	Procedures and compliances PCS Orientation Programme Services to be rendered by Company Secretaries in Practice Intimation to Previous Incumbent Ceilings on Certification Maintenance of Records and Registers Privileged Communication Usage of Logo by Company Secretary in Practice

<b>Sl. No.</b>	<b>Content</b>	<b>Scope</b>
	Professional Education (CPE) Guidelines, 2019, The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023, The ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020, The Company Secretaries Benevolent Fund (CSBF)	Responding to Queries or tenders pertaining to Professional Work Display /Publicity of Services- website, visiting card Guidance on Scale of fees
4	Professional Ethics and Code of conduct	Cases through DC orders (moderate cases)
5 & 6	Group discussion on case studies (2 sessions) Topics where case studies are not available in the CLDP module shall be provided by the concerned Faculty	Atleast 6 case studies in one session covering 12 case studies in one-day comprising of two sessions. Suggested topics: SAST/PIT, ESG – Best Practices, Mergers/Restructuring/Insolvency, Oppression, Mismanagement, ADR
7	Critical aspects of Companies Act	Important Sections, Latest Amendments
8	SEBI (LODR) -Case Studies	Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances
9	ESG (BRSR)	BRSR Reporting through practical examples, Boards responsibility on BRSR, Integrating ESG into strategies, ethical practices-case studies
10	Pre certification of E forms and Annual Return preparation and certification of Form MGT 7 and Form MGT 8	Practical Aspects & provisions of the Companies Act Check-list & Importance of certification
11	CSR and Impact Assessment	Preparation of CSR Reports, impact assessment
12	Related Party Transactions and Loans, borrowings and investments	Provisions with cases

Sl. No.	Content	Scope
	with case studies	
13	Managerial Remuneration with case Studies - Companies Act & applicable SEBI Regulations	Provisions with cases, calculation, procedures
14	GST	Regulatory framework, Registration, concepts and compliances
15	Practical aspects of Direct Taxes	Basics of Income tax, Heads of Income, TDS Applicability & returns, Tax Audit & its applicability, Important Due dates under Income Tax, Returns of Individual, Partnership, HUF, Companies and LLPs.
16	Due-Diligence and Reporting	Types of Due Diligence & their difference Role to be played by the Company Secretaries in practice and in employment.  Checklist for Bank Due-diligence / Legal Due-diligence  Drafting of Reports

**Part B – (13 sessions)**

**Topics Given at Sl. 1,2,3,4,5,6,7 & 8 are Mandatory**

**Choose Any 5 Topics Out of The Remaining Topics (from Sl No.9 to 19)**

Sl. No.	Content	Scope
1	Art of Advocacy, Drafting, Pleading, Art of Representations, including presentation before Tribunals	Art of Advocacy Preparation for pleadings, Drafting of NCLT applications etc. Dress Code
2	Moot Court through case studies	NCLT Role play- Application may cover like application for oppression/Mismanagement
3	Mock Board Meeting (SS-1)	Board Meeting Role Play
4	Mock General Meetings (SS-2)	General Meeting Role play
5	Setting up of Practice	Practical aspects of Practice set-up by Company Secretaries. Basic Infrastructure Requirements Areas of Practice

Sl. No.	Content	Scope
6	Interview and CV writing	<p><b>Role play and Mock Interviews be conducted</b></p> <p>Skills required for facing Interview  Skills of Interviewing - an Introduction The 3Ps  Prepare Practice Perform  Structuring an Interview  Inter Personal Communication Skills Questioning Skills  Art of Listening Reading Body Language Giving Positive Nonverbal Messages  Information Gathering &amp; Sample Questions  Interview Techniques and Role Play Tips on Conducting Panel Interviews Tips on Telephonic Interviews  Closing Interviews  Communication / Coaching / Feedback, Empathy, Teamwork</p>
7	Business / Corporate Communication (email etiquettes)	<p><b>Business Writing</b></p> <p>7 C's of Business Writing  What are the general mistakes committed in written communication?  What is the tone, emphasis, subordination in business writing?  Why usage of few pertinent words is important to make your communication persuasive or impactful  Be able to distinguish between formal and informal expressions and further understand how to use the non- discriminatory language  When to use the normalised words and concise words  Overview of the difference between American and British English  Get overview of when to use foreign expressions</p> <p><b>E-mail Communication</b></p> <p>How to decide on the subject heading How to greet the recipient, length of the e-mail and what is elevator summary  How to conclude the mail or how to sign off the e-mail  What is flaming and how it impacts the business relationship</p>

Sl. No.	Content	Scope
		How to proofread the mail?
8	Presentation Skills and Influencing Skills	<p><b>Presentation Skills</b>  Introduction and Icebreaker Expectation Mapping  Context Setting for the Program Elements of Presentation  Self, Content, Audience Managing Self Behavioural Gravitas, Appearance Audience Connect  Audience Analysis, Eye contact techniques- F3, Delivery  Managing Content Skills  ABC Approach, Choosing Content, SIP process  Building Logic in content  Presenting Facts, Concepts, Procedure Slide Construct, KISS  Managing Audience Skills  Non-negotiable of Audience Management  Answering Questions Using 3P  Rapport Building – Language registers Presenting to Senior Management Advanced Techniques Skills  Rhetorical Questions, Dramatic Contrasts Tripling, Machine Gunning, Build-ups,  Knock-downs, Slide Construct, Animations Virtual Presenting Skills  Presenting to a virtual audience, Technical skills</p> <p><b>Influencing Skills</b>  Introduction and Icebreaker Expectation Mapping  Context Setting for the Program Influencing Skills  What is influencing  Why influencing skills are vital</p> <p>Elements of Influencing o Persuasion  Communication  Strategy</p> <p>Appearance  Communication to Influence Skills Style Flexing  Communication Styles  Influencing Strategy Skills Networking  People Connect Developing EQ  Advanced Techniques Skills</p>

Sl. No.	Content	Scope
		<p>Some advanced PPT tricks and Tips Influencing Styles</p> <p>Presenting Remotely Skills Presenting to a virtual audience Technical skills</p>
9	<p>Personality Development and Professional Etiquettes</p>	<p><b>Personality Development and various Etiquettes:</b></p> <p><b>Personality Development:</b>          Believe in Yourself          Create Your Own Personal Board of Advisors          Be Extremely Patient          Learn How to Sell Your Vision          Connect the Dots along the Way Be Passionate with Your Pursuit Be Purposeful          Focus on Building Momentum Always Make the Idea Better          Make Work / Life Balance a Priority Build a Legacy around Your Idea</p> <p><b>Dressing Etiquette</b>          Dressing professionally can help in forming a positive impression to people you meet in the workplace. This is especially important for interviews and when you meet higher officials.          Wear Neat, Clean &amp; ironed dress which fits properly          Professional &amp; sober colour dress are preferred          Hair should neatly be combed Shoe should be neatly polished Mild perfumes be used</p>
10	<p>Stress Management and Motivation</p>	<p>What is Stress &amp; Nature of Stress Consequences of Stress          Behavioural aspects of Stress          Impact of Stress on Work performance Strategies of Stress Management          Motivation Session with Success Stories of Great People</p>
11	<p>Leadership &amp; Team Building</p>	<p>Leadership, Team Building, Enhancing Productivity in Office through Leadership Development, Motivation &amp; Teamwork</p>

Sl. No.	Content	Scope
		<p>Organizational Productivity - an overview Role of Leadership in enhancing productivity</p> <p>The Dynamics of Leadership Leadership Models &amp; Styles</p> <p>Employee Motivation and Productivity</p> <p>Communication Skills</p> <p>Teamwork &amp; Productivity</p> <p>Effectiveness of Teamwork Competence development</p> <p>Measuring Productivity and Performance Creative Problem Solving</p> <p>What techniques are used for situational analysis</p> <p>SWOT Analysis</p>
12	Professional Behavior and Time Management	<p><b>Professional Behavior</b></p> <p>Professional Appearance</p> <p>Reliability</p> <p>Ethical behavior</p> <p>Organised &amp; Focused</p> <p>Accountability</p> <p>Professional language &amp; Strong Communicator</p> <p>Separates personal and professional lives</p> <p>Positive attitude</p> <p>Emotional control</p> <p>Poised &amp; Respectful of others</p> <p><b>Importance of time Management</b></p> <p>Motivational Stories and sharing on Time management</p>
13	Dealing with Regulators & Networking Skills	<p>How to deal with Regulators with practical examples</p> <p>Networking Skills</p>
14 & 15	IT Skills (one day- two sessions)	<p>Including MS-Office- MS-Excel, PPT, Google Forms, MIS,</p> <p><b>MS-WORD</b></p> <p>Screen and its Elements</p> <p>Creating a New Document &amp; Using advanced formatting, such as styles and creating templates</p>

Sl. No.	Content	Scope
		<p>Collaborating on documents using whiteboards and tracking changes</p> <p>Page Layout</p> <p>Pictures &amp; Graphics usage in Word Tables, using table of contents, footnotes, endnotes, and bibliographies</p> <p>Personalizing Communication using Mail Merge</p> <p>Proofing</p> <p>Creating forms using fields and advanced tools</p> <p><b>MS-EXCEL</b></p> <p>Auto calculator, Auto Correct &amp; Auto Complete</p> <p>Use formulas and functions to perform calculations on data. Automate choices and data lookups using functions</p> <p>Better Drag-and-Drop Cell tips and Scroll Tips</p> <p>Number Formatting, Sum If, If Error, Count If, Index Match</p> <p>Templates and Template wizard Shared lists</p> <p>Conditional Formatting Sorting and Filtering</p> <p>Excel Charts, Graphs usgae, Pivot Tables, Macros, Data Validation</p> <p>Statistical Modelling, Forecasting and Prediction</p> <p>Big Data Analysis</p> <p><b>MS-POWERPOINT</b></p> <p>Pick a Theme</p> <p>Layout for Slides, Slide Designing (Header, Footer)</p> <p>Adding Text</p> <p>Create and edit Pictures, Animations, Clip Art, Graphs, Tables, Photographs, Charts, Media Clips &amp; Videos</p> <p>PowerPoint Add-Ins</p> <p>Add transitions between slides Presenting slide show, Review &amp; View Sharing presentation online</p> <p>Keep it straight and simple (KISS)</p> <p>Use the Slide, Notes and Handout Masters Manage Hyperlinks</p> <p>Applying Special Effects Printing of slides</p>

Sl. No.	Content	Scope
		<b>Management Information Systems (MIS)</b> What is MIS Why MIS needed What is the significance of MIS Purpose of MIS activity Types of MIS Who requires MIS MIS analysis MIS Reporting Human or Artificial Intelligence (AI)
16	Mastering Negotiation Skills: Definitions, Benefits, and Examples	<b>Negotiation skills</b> are inherent qualities that help two or more parties agree to a common logical solution. In the workplace, you may have to display your negotiating skills in various situations. Benefits of Negotiation Skills Types of Negotiation Strategies Tips to Improve Negotiation Skills
17 & 18	Visit to NCLT/NCLAT/any other regulator	Endeavour to organise visit preferably to NCLT / NCLAT or any other Regulators and interactive session with the Bench Members or head of the office.
19	Debate Competition	On the topics to be allotted between the team

## Dining and Greeting Etiquettes:

### Etiquettes with Demonstration / to be performed Dining Etiquette

- Arrival/Sitting Down
- Table Setting
- Napkin
- Ordering And Being Served
- During The Meal / Different Eating Styles
  - i. Chew with your mouth closed
  - ii. Eat slowly and cut only a few small bites of your meal at a time
  - iii. Keep your smartphone off the table and set to silent or vibrate
  - iv. Never blow on the food
  - v. Keep elbows off the table
  - vi. Hold utensils correctly
  - vii. Wash up and come to the table clean
  - viii. Remember to use your napkin.
  - ix. Wait until you Are done chewing to sip or swallow a drink
  - x. Pace yourself with fellow diners
- When Finished

### Greeting Etiquette

How to greet the higher officials

How to give a shake hand

How to address higher officials

Certificate No. \_\_\_\_\_

(Name of RO / Chapter)

**15 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)  
Non-Residential / Residential mode TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms \_\_\_\_\_ Student bearing Registration No. \_\_\_\_\_ has attended and successfully completed the 15 Days CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP) Non-Residential / Residential mode from \_\_\_\_\_ to \_\_\_\_\_ organized by the RO/Chapter/CCGRT \_\_\_\_\_ of the Institute as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued at \_\_\_\_\_ on \_\_\_\_\_

Programme Coordinator/RD/EO  
(RO/Chapter/ CCGRT)

Chairperson  
(RO/Chapter/ CCGRT)

**Annexure 6.6**

Certificate No. \_\_\_\_\_

**30 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE  
(Online Mode, through Alternative Method)**

This is to certify that Mr./Ms \_\_\_\_\_ student bearing Registration No \_\_\_\_\_ has attended and successfully completed the 30 days Corporate Leadership Development Program (CLDP) on ICSI LMS portal from \_\_\_\_\_ to \_\_\_\_\_ organized by the ICSI Headquarters as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued by ICSI HQ on \_\_\_\_\_

Programme Coordinator  
(Directorate of Training)

HoD  
(Directorate of Training)

**Course Content of 30 days Corporate Leadership Development Programme (CLDP)**

Applicability : Student after passing CS Professional and after completion of his 21 Months Practical Training (or got exemption from undergoing practical training) has to complete 30 Days CLDP. Student has to first complete 15 Days CLDP(Part-I) and then has to complete the CLDP(Part-II).

**15 Days CLDP (Part-I)**

**Each Topic Will Cover One Session of 3 Hours Duration**

<b>SI No</b>	<b>Name of the Session</b>	<b>Scope</b>
1	Art of reading Companies Act, 2013 and basic Charter Documents like MOA & AOA	To cover the preamble, important definitions (with examples/case laws, Reading a section with rules/circulars.  A critical section on the management/operations of the company can be taken and explained.  Understanding the basic documents (MOA/AOA), Doctrine of indoor management, constructive notice.  Importance of AOA & MOA and their Alterations
2	Governance framework of Companies	Concept of Board, Chairman, KMP, Independent Directors, Nominee Directors, Shareholder Directors, Board Committees and its constitution. Appointment, Role, Duties & Responsibilities of Directors.  Proxy Advisors and their Role.
3	Raising of Capital (IPO/ FPO) - Companies Act / ICDR / Other SEBI Regulations	Sections on raising of capital under Companies Act including Private Placement / Preferential Allotment/ Important provisions of ICDR. Transfer & Transmission of Shares Dematerialisation of shares
4	Board Report / Annual Report Disclosures, website disclosures	Board Report Disclosure mandates under Companies Act for all companies  Board Report Disclosure mandates under SEBI LODR other regulations  Website compliances and its check list
5	LLP - Concepts to Compliances	Basic Concepts of LLP, Designated Directors, Registered Office

SI No	Name of the Session	Scope
		Registration process of LLP, Annual Compliances
6	Interpretation of Statutes	Principles, Rules of Interpretation; Delegated Legislation; procedural law, repugnancy, delegated legislation, harmonious construction etc.
7	Law relating to Civil, Criminal procedure	CPC, CrPC, Evidence Act, Torts etc
8	IBC - Basic Framework	Basic framework of IBC including Institutional/Adjudicatory framework under IBC.  Basics of CIRP, Insolvency Professionals, Resolution Professionals.  Liquidation and Voluntary Liquidation
9	Auditing Standards issued by ICSI	CSAS 1 to CSAS 4
10	Internal Audit-Tools and Techniques	Audit engagement/planning; Data Gathering   Data Analysis, Interpretation and Reporting, Documentation, Process Mapping, techniques; IT tools etc.
11	Reading and Interpretation of Financial Statements (B/S, P&L)	Balance Sheet Analysis, reading, Importance of Ratio analysis, Trend analysis, comparative statements, Adjusted statements etc.  Interpretation of Audit Report & Notes to accounts.  Introduction of Accounting Standards & IndAS
12	Compounding of offences, Condonation of delay, Adjudication of penalties under the Companies Act / FEMA	Concept and Difference between Compounding / Condonation and Adjudication.  Procedures & process to be followed under Companies Act / FEMA  Important Sections and check lists.
13	Drafting of Legal Documents/Agreements	Essential components of legal documents, provision of Contract Act.  Drafting of basic documents General/Specific power of Attorney, drafting of basic business agreements, deeds, Will, Partnership Deed, Trust Deed etc
14	Cyber security, social media, AI, Machine tools etc	Need & Importance of Cyber Security, AI, Machine tools.  Social Media presence and protection. Aspects impacting CS in employment and in practice are to be covered
15	Arbitration & Mediation	Legal and procedural aspects are to be covered Importance of Arbitration & Mediation

<b>SI No</b>	<b>Name of the Session</b>	<b>Scope</b>
16	IPR	Trade Mark and opportunities available as Trade mark Agent.  Introduction and process to register Copy Right & Patents.  Anti-competitive agreements(Cartels), Abuse of Dominance, Regulation of combinations, leniency provisions
17	Labour Law compliances	Framework & introduction of Labour Law codes, Applicability of State & Central laws. Basic Compliances Regular & Annual Compliances
18	POSH	Need & Importance of Law Committees, Constitution, Complaint and Enquiry process, Final order Annual Compliances
19	Independent Directors	Concept & Need of ID's Eligibility & process of Appointment ICA ID Exam, validity and exemptions Opportunities, Duties and Liabilities Sitting fees, commission, shareholding, business & professional relationship with the company & its directors.
20	Compliance Management	Compliance framework, maintenance of registers/records, non-compliances and remedies, penalties and adjudication, introduction to compliance tools
21	Annual/ recurring Filings with different regulators by Companies-An over view	Annual and other filings under Companies Act, SEBI Regulations, GST etc.
22	Stamp Duty Laws	Importance of Stamp Duty laws  State & Centre matters and its differentiation  Major Documents and its duty chart  Applicability of Stamp duty under Companies Act  Adjudication of stamp duty and process to be followed.  Role of Company Secretary

<b>SI No</b>	<b>Name of the Session</b>	<b>Scope</b>
23	MSMEs, Start ups	Registration, Compliances, Legal provisions, subsidies etc.
24	FEMA	FDI/ODI/ECB Basic provisions and compliances/filings etc
25	Valuation	Business valuation approaches & principles, Techniques of different type of restructuring & importance of valuation.  Important provisions under the Companies Act, IBC, Income Tax and Rules framed by IBBI
26	RERA	Registration of Builder / Contractors / Real Estate owner / Agent / Project  Annual Compliances & Records to be maintained  Adjudication mechanism, penalty provisions & De-registration
27	Dividend and IEPF	Important provisions of Companies Act, SEBI –LODR.  Process and Time line for Transfer of Dividend and shares to IEPF.  Process and check list for re-claiming the dividend and shares back from IEPF
28	Competition law	Important provisions of the Competition Act and its applicability.  Competition Commission of India & its functions.
29	Banking & Insurance	Concepts, regulatory framework, banking operations, Digital banking, relevant provisions of NI Act, Regulatory framework, compliances, stewardship aspects.
30	International trade and policy	WTO, foreign trade policy etc, DGFT, IE Code

## **15 days Classroom Mode CLDP (Part-2)**

### **Each Topic Will Cover One Session of 3 Hours Duration**

<b>Sl No.</b>	<b>Content</b>	<b>Scope</b>
1	Manner of conducting Secretarial Audit	Scope; preparation, drafting, auditing standards, techniques, due diligence, risk assessment etc
2	Practical aspects of Corporate Restructuring	Legal background of M&A, Practical procedures, meeting requirements, NCLT matters
3	The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019, The ICSI Employee Company Secretaries Identification Number (ECSIN) Guidelines, 2019, The ICSI Continuous Professional Education(CPE) Guidelines, 2019, The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023, The ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020, The Company Secretaries Benevolent Fund (CSBF)	Procedures and compliances PCS Orientation Programme Services to be rendered by Company Secretaries in Practice Intimation to Previous Incumbent Ceilings on Certification Maintenance of Records and Registers Privileged Communication Usage of Logo by Company Secretary in Practice Responding to Queries or tenders pertaining to Professional Work Display /Publicity of Services- website, visiting card Guidance on Scale of fees
4	Professional Ethics and Code of conduct	Cases through DC orders (moderate cases)
5	Critical aspects of Companies Act	Important Sections, Latest Amendments
6	SEBI (LODR) – Case Studies	Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances
7	ESG (BRSR)	BRSR Reporting through practical examples, Boards responsibility on BRSR, Integrating ESG into strategies, ethical practices-case studies
8	Precertification of E forms and Annual Return preparation and certification of Form MGT 7 and Form MGT 8	Practical Aspects & provisions of the Companies Act Check-list & Importance of certification
9	CSR and Impact Assessment	Preparation of CSR Reports, impact assessment

SI No.	Content	Scope
10	Related Party Transactions and Loans, borrowings and investments with case studies	Provisions with cases
11	Managerial Remuneration with case Studies - Companies Act & applicable SEBI Regulations	Provisions with cases, calculation, procedures
12	GST	Regulatory framework, Registration, concepts and compliances
13	Practical aspects of Direct Taxes	Basics of Income tax, Heads of Income, TDS Applicability & returns, Tax Audit & its applicability, Important Due dates under Income Tax, Returns of Individual, Partnership, HUF, Companies and LLPs.
14	Due-Diligence and Reporting	Types of Due Diligence & their difference  Role to be played by the Company Secretaries in practice and in employment.  Checklist for Bank Due-diligence / Legal Due-diligence  Drafting of Reports
15	Art of Advocacy, Drafting, Pleading, Art of Representations, including presentation before Tribunals	Art of Advocacy Preparation for pleadings, Drafting of NCLT applications etc. Dress Code
16	Moot Court through case studies	NCLT Role play- Application may cover like application for oppression/Mismanagement
17	Mock Board Meeting (SS-1)	Board Meeting Role Play
18	Mock General Meetings (SS-2)	General Meeting Role play
19	Setting up of Practice	Practical aspects of Practice set-up by Company Secretaries. Basic Infrastructure Requirements Areas of Practice
20	Presentation Skills and Influencing Skills	<b>Presentation Skills</b> <input type="checkbox"/> Introduction and Icebreaker <input type="checkbox"/> Expectation Mapping <input type="checkbox"/> Context Setting for the Program <input type="checkbox"/> Elements of Presentation <input type="checkbox"/> Self, Content, Audience <input type="checkbox"/> Managing Self Behavioural

SI No.	Content	Scope
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Gravitas, Appearance</li> <li><input type="checkbox"/> Audience Connect</li> <li>o Audience Analysis, Eye contact techniques- F3, Delivery</li> <li><input type="checkbox"/> Managing Content Skills</li> <li><input type="checkbox"/> ABC Approach, Choosing Content, SIP process</li> <li><input type="checkbox"/> Building Logic in content</li> <li><input type="checkbox"/> Presenting Facts, Concepts, Procedure</li> <li><input type="checkbox"/> Slide Construct, KISS</li> <li><input type="checkbox"/> Managing Audience Skills</li> <li><input type="checkbox"/> Non-negotiable of Audience Management</li> <li><input type="checkbox"/> Answering Questions Using 3P</li> <li><input type="checkbox"/> Rapport Building – Language registers</li> <li><input type="checkbox"/> Presenting to Senior Management</li> <li><input type="checkbox"/> Advanced Techniques Skills</li> <li><input type="checkbox"/> Rhetorical Questions, Dramatic Contrasts</li> <li><input type="checkbox"/> Tripling, Machine Gunning, Build-ups, Knock-downs, Slide Construct, Animations</li> <li><input type="checkbox"/> Virtual Presenting Skills</li> <li><input type="checkbox"/> Presenting to a virtual audience, Technical skills</li> </ul> <p><b>Influencing Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction and Icebreaker</li> <li><input type="checkbox"/> Expectation Mapping</li> <li><input type="checkbox"/> Context Setting for the Program</li> <li><input type="checkbox"/> Influencing Skills</li> <li><input type="checkbox"/> What is influencing</li> <li><input type="checkbox"/> Why influencing skills are vital</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elements of Influencing</li> <li>o Persuasion</li> <li>o Communication</li> <li>o Strategy</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appearance</li> <li><input type="checkbox"/> Communication to Influence Skills</li> <li><input type="checkbox"/> Style Flexing</li> <li><input type="checkbox"/> Communication Styles</li> <li><input type="checkbox"/> Influencing Strategy Skills</li> <li><input type="checkbox"/> Networking</li> <li><input type="checkbox"/> People Connect</li> <li><input type="checkbox"/> Developing EQ</li> <li><input type="checkbox"/> Advanced Techniques Skills</li> <li><input type="checkbox"/> Some advanced PPT tricks and Tips</li> <li><input type="checkbox"/> Influencing Styles</li> <li><input type="checkbox"/> Presenting Remotely Skills</li> <li><input type="checkbox"/> Presenting to a virtual audience</li> <li><input type="checkbox"/> Technical skills</li> </ul>

SI No.	Content	Scope
21	Personality Development and Professional Etiquettes	<p><b>Personality Development and various Etiquettes:</b></p> <p><b>Personality Development:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Believe in Yourself</li> <li><input type="checkbox"/> Create Your Own Personal Board of Advisors</li> <li><input type="checkbox"/> Be Extremely Patient</li> <li><input type="checkbox"/> Learn How to Sell Your Vision</li> <li><input type="checkbox"/> Connect the Dots along the Way</li> <li><input type="checkbox"/> Be Passionate with Your Pursuit</li> <li><input type="checkbox"/> Be Purposeful</li> <li><input type="checkbox"/> Focus on Building Momentum</li> <li><input type="checkbox"/> Always Make the Idea Better</li> <li><input type="checkbox"/> Make Work / Life Balance a Priority</li> <li><input type="checkbox"/> Build a Legacy around Your Idea</li> </ul> <p><b>Dressing Etiquette</b></p> <p>Dressing professionally can help in forming a positive impression to people you meet in the workplace. This is especially important for interviews and when you meet higher officials.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wear Neat, Clean &amp; ironed dress which fits properly</li> <li><input type="checkbox"/> Professional &amp; sober colour dress are preferred</li> <li><input type="checkbox"/> Hair should neatly be combed</li> <li><input type="checkbox"/> Shoe should be neatly polished</li> <li><input type="checkbox"/> Mild perfumes be used</li> </ul>
22	Stress Management and Motivation	<p>What is Stress &amp; Nature of Stress  Consequences of Stress  Behavioural aspects of Stress  Impact of Stress on Work performance  Strategies of Stress Management  Motivation Session with Success Stories of Great People</p>
23	Leadership & Team Building	<p>Leadership, Team Building, Enhancing Productivity in Office through Leadership Development, Motivation &amp; Teamwork</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organizational Productivity - an overview</li> <li><input type="checkbox"/> Role of Leadership in enhancing productivity</li> <li><input type="checkbox"/> The Dynamics of Leadership</li> <li><input type="checkbox"/> Leadership Models &amp; Styles</li> <li><input type="checkbox"/> Employee Motivation and Productivity</li> <li><input type="checkbox"/> Communication Skills</li> <li><input type="checkbox"/> Teamwork &amp; Productivity</li> <li><input type="checkbox"/> Effectiveness of Teamwork</li> <li><input type="checkbox"/> Competence development</li> </ul>

SI No.	Content	Scope
		<input type="checkbox"/> Measuring Productivity and Performance <input type="checkbox"/> Creative Problem Solving <input type="checkbox"/> What techniques are used for situational analysis <input type="checkbox"/> SWOT Analysis
24	Professional Behavior and Time Management	<b>Professional Behavior</b> 1. Professional Appearance 2. Reliability 3. Ethical behavior 4. Organised & Focused 5. Accountability 6. Professional language & Strong Communicator 7. Separates personal and professional lives 8. Positive attitude 9. Emotional control 10. Poised & Respectful of others  <b>Importance of time Management</b> Motivational Stories and sharing on Time management
25	Dealing with Regulators & Networking Skills	How to deal with Regulators with practical examples  Networking Skills
26	Mastering Negotiation Skills: Definitions, Benefits, and Examples	<b>Negotiation Skills</b> are inherent qualities that help two or more parties agree to a common logical solution. In the workplace, you may have to display your negotiating skills in various situations. Benefits of Negotiation Skills Types of Negotiation Strategies  Tips to Improve Negotiation Skills
27	Data Governance	The Digital Personal Data Protection Act 2023 (DPDP)
28	Consumer Protection act	Important Provisions and its compliances
29	Societies Trusts NGOs, Social Stock Exchange & Social Audit	Registration, compliances Concept & Importance of Social Stock Exchange  Concept of Social Audit, Eligibility, Process & Audit Tools and Reporting
30	Setting up of a Business	Types of Business entities and their difference. Registration process

<b>Sl No.</b>	<b>Content</b>	<b>Scope</b>
		KYC documents Importance of Professional guidance Registration with Regulators Importance of Trademark / Goodwill

Certificate No. \_\_\_\_\_

**15 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE  
(in lieu of 15 Days Classroom Mode, through Alternative Method)**

This is to certify that Mr./Ms \_\_\_\_\_ student bearing Registration No \_\_\_\_\_ has attended and successfully completed the 15 days Corporate Leadership Development Program (CLDP) on ICSI LMS portal from \_\_\_\_\_ to \_\_\_\_\_ organized by the ICSI Headquarters as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued by ICSI HQ on \_\_\_\_\_

Programme Coordinator  
(Directorate of Training)

HoD  
(Directorate of Training)

Certificate No. \_\_\_\_\_

(Name of RO / Chapter)

**15 DAYS CLDP TRAINING COMPLETION CERTIFICATE  
(through Weekend Classes, through Alternative Method)**

This is to certify that Mr./Ms \_\_\_\_\_ Student bearing Registration No. \_\_\_\_\_ has attended and successfully completed the 15 Days Corporate Leadership Development Programme (CLDP) through Weekend Classes from \_\_\_\_\_ to \_\_\_\_\_ organized by the RO/CCGRT \_\_\_\_\_ of the Institute as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued at \_\_\_\_\_ on \_\_\_\_\_

Programme Coordinator/RD  
(RO/ CCGRT)

Chairperson  
(RO/CCGRT)

**Documents required to be submitted by students for claiming exemption from undergoing 21 Month Long term Training and 1 month EDP under New Regulation**

**Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training. The Applicant need to apply for exemption through online portal <https://stimulate.icsi.edu> using SMASH credential**

S.No.	Eligibility Criteria	Document Requirement
a	Three year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.	i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a> ii. Experience certificate having designation, duration of service, Department, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.
b	Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in wholetime practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.	iii. <sup>4</sup> [Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience. iv. Departmental Chart / HR Certificate for each company wherein the applicant worked. v. Income Tax Return / Form 16 for each financial year of work period.] vi. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods served in the Organization. Balance sheet can be

<sup>4</sup> Inserted Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
		<p>downloaded from MCA website as well</p> <p>vii. Balance sheet is not applicable in case of Practicing Company Secretary and PCS firm, please upload any other document under the tab of balance sheet in order to submit the application as it is an mandatory document)</p> <p>(Should be submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a> in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
c	<p>Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management consultancy services to at least 02 Client Companies, each having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. A Copy of Certificate of Practice (having five years' experience of continuous practice) as Chartered Accountant / Cost Accountant)</p> <p>iii. Experience Certificate / Affirmation letter for 5 years of continuous experience (along with copy of annual report) issued by at least 02 Client Companies (preferably issued by their HR Departments) who have engaged the applicant to carry out their statutory/cost/Internal audit or for providing management consultancy services, each Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank.</p> <p>iv. <sup>5</sup> Bank Statement (for confirming the</p>

<sup>5</sup> Inserted Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
		<p>Professional/ Consultancy Fees) for the starting and ending month of each work experience.</p> <p>v. Income Tax Return/ Form 16 A for each financial year of work period.]</p> <p>vi. In case of statutory auditor- Copy of audit report of the financial years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations.</p> <p>vii. Copy of Annual report/Balance sheet of the client companies for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
d	<p>Five years' post qualification work experience of continuous practice as an Advocate in a High Court , represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to at least 02 Client Companies, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. Document for enrolment as an Advocate and in support of his continuous practice of Five Years as an Advocate in a High Court / Certificate issued by Bar Council of India.</p> <p>iii. Experience Certificates / Affirmation Letters (for 5 years) issued by at least 02 Client Companies (preferably issued by their HR Departments) for having rendered services as Counsel/Advisor to them, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or</p>

S.No.	Eligibility Criteria	Document Requirement
		<p>Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank</p> <p>iv. Proof that the applicant has represented One case before the High Court or Five Cases in the National Company Law Tribunal</p> <p>v. <sup>6</sup>[Bank Statement (for confirming the Professional/ Consultancy Fees) for the starting and ending month of each work experience.</p> <p>vi. Income Tax Return/ Form 16 A for each financial year of work period.]</p> <p>vii. Copy of Annual report/Balance sheet of the client company for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
e	<p>Four years' post qualification (Management, MBA or any other equivalent qualification –</p> <p>i. The word “Management” may be considered as – Any Master degree/ Post graduate degree/PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.</p> <p>ii. For any other equivalent</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a></p> <p>ii. Copy of certificate Management, MBA or any other equivalent qualification/ CA membership certificate/ Cost Accountant Membership/ any Post Graduation qualification/ Graduation with any other professional degree/certificate/ diploma or Post-Graduation degree/diploma in</p>

<sup>6</sup> Introduced Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.</p> <p>iii. The minimum qualification shall be Graduation with any other professional degree/certificate/diploma.</p> <p>iv. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.</p> <p>experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience</p>	<p>Management, law, commerce and economics</p> <p>iii. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iv. <sup>7</sup>[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>v. Departmental Chart / HR Certificate for each company wherein the applicant worked.</p> <p>vi. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>vii. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
f	Five year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Six years'	i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a>

<sup>7</sup> Inserted Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.</p>	<ul style="list-style-type: none"> <li>ii. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</li> <li>iii. <sup>8</sup>[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</li> <li>iv. Departmental Chart / HR Certificate for each company wherein the applicant worked.</li> <li>v. Income Tax Return / Form 16 for each financial year of work period.]</li> <li>vi. Copy of Annual report/Balance sheet of the Organization for any two financial years between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well.</li> </ul> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
g	<p>Five year post qualification experience as a regular faculty/Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a></p>

<sup>8</sup> Inserted Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>recognized University, having taught at least one subject in the discipline of Law, Management or Finance &amp; Accountancy, Corporate Governance or any other criteria as recommended by the Council.</p>	<p>ii. Copy of any proof that university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University</p> <p>iii. Copy of any Post Graduation qualification</p> <p>iv. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience (Mentioning that taught at least one subject in the discipline of Law, Management or Finance &amp; Accountancy, Corporate Governance). The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>v.<sup>9</sup>[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>vi. Departmental Chart / HR Certificate for each Organisation/ Institute/ University/ College wherein the applicant worked.</p> <p>vii. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5MB)</p>
h	<p>If an applicant falls in two or more than two of the above clauses (clause (a) to clause (h)</p>	<p>i. Applicant need to provide documents as specified for various clauses [clause (a) to</p>

<sup>9</sup> Inserted Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May, 2024.

S.No.	Eligibility Criteria	Document Requirement
	and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption	clause (h)].
i	An IAS/IRS/IFoS/other allied services and Joint Director and above of Ministries are exempted from practical training (21 month + 1 month EDP) by virtue of their holding regular post.	<ul style="list-style-type: none"> <li data-bbox="885 359 1502 653">i. Experience certificate having designation, duration of service, pay scale. The experience certificate should be signed by the Authorized signatory. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</li> <li data-bbox="885 699 1502 863">ii. <sup>10</sup>[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience</li> <li data-bbox="885 909 1502 1031">iii. Departmental Chart / HR Certificate for each company wherein the applicant worked</li> <li data-bbox="885 1077 1502 1157">iv. Income Tax Return / Form 16 for each financial year of work period.]</li> </ul>

<sup>10</sup> Inserted Pursuant to decision taken in the 309<sup>th</sup> Council Meeting held on 05-06 May,2024.

## Form for Filing Complaint in ICSI

1	Name of the Complainant : (With Registration number/ Membership number) if any.	..... ..... .....
	Email Id	
	Contact Number	
2	Name of the member/firm/student against whom complaint is being made : (with membership number / registration number of the firm/ registration number of the student , if known)	..... ..... .....
	Email id	
	Contact Number	
3	Latest address of the complainant for communication	..... ..... ..... Pin Code:.....
4	Last available professional address of the Member or the firm against whom the complaint is made	..... ..... ..... Pin Code:.....
5	Particulars of allegation(s) serially mention in brief	1. .... 2. .... 3. .... 4. .... 5. ....
6	Particulars of evidence(s) adduced in support of the allegations(s) made (please attach)	
7	Name(s) of person who have knowledge of the facts of the case	
8	Demand Draft Number for submitting the fee of Rs.1000/- Bank Name, date	

Date:

Place:

Signature of the Complainant

Verification

I, ... , the Complainant, do hereby declare that what is stated above is true to the best of my information and belief.

Verified today the .....day of.....20.....at.....

Date:

Place:

Signature of the Complainant

