



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

User Manual for PMQ Course

Key Information

1) Website to login <https://www.tcsion.com/LX/login#lx>

For Members : Your login Id will be your membership number@icsi.edu for example if your membership number is F1234 then your Login Id is f1234@icsi.edu

(a) **For Students :** Your login Id will be your Registration number(without slash Sign)@icsi.edu for example if your registration number is 123456789/02/2020 then your Login Id is 123456789022020@icsi.edu

(b) **For Others :** Your login Id will be your Phone number@icsi.edu for example if your phone number is 9876543210 then your Login Id is 9876543210@icsi.edu

• **Password:**

- Existing users may continue to use the password which has been used for other courses. In case, you have forgotten the password use Forget Password option. The password reset link will be sent to your email id registered in ICSI records.
- New users (first time users of ICSI online course). The first-time password is Learn@1234 (Please note that first letter of Password is in Capital letters)

2) Upon first login you will be shown EXPIRED PASSWORD PAGE where old password is Default Password . Please set you password using capital letters, small letters, special character and numbers (for example Light@1234). Detailed on Slide 5.

3) In case you Forgot password use the "Forgot Password" option

Where Login Id is same as above. Use email option to reset password .An email will be sent to your email id registered with ICSI where you can reset the password. Detailed on Slide 6.

4) If you use Mobile Phones/Tablets to take the exam then use the desktop view of the browser. However, we recommend Laptop/Desktop for taking any test on the e-learning platform.

5) Do Not Switch your screen while giving exam, this will lock your exam and you may not be able to take any further attempt.

System Requirements

For a better experience on using LMS please ensure the following:

1. Good Speed internet connection (4MB/s)
2. Updated version of Google Chrome/Mozilla Firefox browsers. We do not recommend Internet Explorer
3. Preferred Screen resolution - 1366 x 768 / 1280 x 720.
4. Regular cleaning of browser cache memory
5. Pop up enabled from LMS website
6. Zoom level should be 100%. (You can set it through ctrl+0 button)
7. While watching videos make sure your session is not idle/not expired. In case of buffering, please make sure you have recommended internet bandwidth, if so, please try to login again on your current session.

Url to Login: <https://www.tcsion.com/LX/login#lx>

Login with the default password and then follow the steps to reset password given in next slides

Sign in to your account

Remember Me

[Forgot Your Password?](#)

LOGIN

Login using 

g+

f

in

EXPIRED PASSWORD PAGE



Please use your existing password in the first row. Use second and third row to set a new password that is Alphanumerical with minimum One capital , One small, one number and one special character. Example Ace@1234

Forgot Password

F1234@icsi.edu



 Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.

 Help

Reset Password via:

- Email
- OTP

Submit

[Return to Login](#)

Login id :

For Members:

Membership
Number@icsi.edu

For Students:

Registration Number
(without slash
sign)@icsi.edu

For Others: Your 10 digit
Mobile Number
(registered with
ICSI)@icsi.edu

After login, click on Courses

← → ↻ elearning.icsi.in/LX/Dashboard

ICSI सत्यं वद। धर्मं चर।

Welcome Students
Admin Dashboard

253 COURSES ENROLLED

28 COURSES COMPLETED

45 CERTIFICATES ACHIEVED

7 COMMUNITIES SUBSCRIBED

Click on Courses

Sometimes due to poor connection with server this page may appear blank. Please refresh page in that case.

COURSE CONTENT IS NOW AVAILABLE
AT YOUR CONVENIENCE
PARTICIPATE AND LEARN TO ENHANCE YOUR SKILLS

Be an active part of this course batch

WORKLIST

PENDING COURSE ACTIVITY

Home Page/Landing Page

CLICK ON THE LAUNCH BUTTON TO
ACCESS THE DESIRED COURSE

The screenshot displays a user interface for a learning management system. On the left is a dark sidebar menu with icons and labels for 'Dashboard', 'My Profile', 'Courses', 'My Communities', 'My Actions', 'My Posts', and 'My Favourites'. The 'Courses' menu item is highlighted in red, with a yellow arrow pointing to it. The main area contains four course cards arranged in a 2x2 grid. Each card features a book icon, a 'COURSE NAME' label, and a summary of progress: 'Hands-on' (0), 'Assessments' (0), and 'Assignments' (1 or 0). Below this, it indicates 'Self Paced' and a date range. A 'LAUNCH' button is located at the bottom right of each card, with a red arrow pointing to it. The top of the page includes a logo with the motto 'सत्यं वद। धर्मं चर।' and a settings icon.

सत्यं वद। धर्मं चर।

Dashboard

My Profile

Courses

My Communities

My Actions

My Posts

My Favourites

COURSE NAME

0 Hands-on
0 Pending

0 Assessments
0 Pending

1 Assignments
1 Pending

Self Paced | Start 08 Jan 2021 - 08 Jan 2023

LAUNCH

COURSE NAME

0 Hands-on
0 Pending

0 Assessments
0 Pending

0 Assignments
0 Pending

Self Paced | Start 23 Oct 2018 - 22 Oct 2022

LAUNCH

COURSE NAME

0 Hands-on
0 Pending

1 Assessments
1 Pending

1 Assignments
1 Pending

Self Paced | Start 04 Aug 2020 - 04 Aug 2021

LAUNCH

COURSE NAME

0 Hands-on
0 Pending

0 Assessments
0 Pending

0 Assignments
0 Pending

Self Paced | Start 14 Sep 2018 - 13 Sep 2022

LAUNCH

Content Page. Click on all + sign to explore

The screenshot displays a course content page for 'Certificate Course on GST Batch - 2'. The page is divided into several sections:

- Table of Contents (Left):** Lists course items including 'Course Schedule', 'PPT of Session 1 held on 07.03.2021', and several webinars held on 7th March 2021 and 14th March 2021. A blue arrow points to the 'Unit- Course Schedule' link.
- Unit- Course Schedule (Main Content):** A table with 6 sessions, detailing the day, date, time, and topics for each session.
- Comment Section (Bottom):** Shows '0 Comment(s)' and a 'Recent comments' dropdown menu.

Sessions	Day, Date & Time	Certificate Course on GST
I	7th March, 2021 3:00 to 5:00 PM	<ul style="list-style-type: none">• Introduction of GST vis-a-vis Old Indirect Tax regime• Important definitions & terms under GST
II	Sunday 7th Mar'21 5:30 to 7:30 PM	<ul style="list-style-type: none">• Role of GST Practitioner• Authorisation & Withdrawal of authorisation for GSTP• Opportunities for professionals under GST• Role of Company Secretary either in practice or employment
III	Sunday 14th Mar'21 3:00 to 5:00 PM	<ul style="list-style-type: none">• Registration process under GST• Composition Scheme• Various Forms under GST• Exemption under GST for Goods and Services
IV	Sunday 14th Mar'21 5:30 to 7:30 PM	<ul style="list-style-type: none">• Returns under GST• Due dates for returns and consequences of non-filing of returns• Understanding GST Portal / GST Network• Understanding of Modified GST Return System with GSTR 2A and GSTR 2B or GSTR 9 & GSTR 9C (Self-certifications)
V	Sunday 21st Mar'21 3:00 to 5:00 PM	<ul style="list-style-type: none">• Input Tax Credit (ITC)• Requirements for availing ITC• Ineligible ITC• Reversal of ITC• Input Service Distributor
VI	Sunday 21st Mar'21 5:30 to 7:30 PM	<ul style="list-style-type: none">• Place of supply for Goods or Services• Exports and Imports of Goods or Services• Multiple Case Studies



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How to upload Project Report

Step : 1 After login click on My Courses.
All enrolled courses will come.
Click on Launch

The screenshot displays the 'MY COURSES' section of a user interface. At the top, there is a red button labeled 'MY COURSES'. Below it, four filter tabs are visible: 'CURRENT (173)', 'COMPLETED (27)', 'UPCOMING (0)', and 'EXPIRED (14)'. A search bar contains the text 'gst'. Below the search bar, two course cards are shown. The first card is purple and has a red arrow pointing to its 'LAUNCH' button. The second card is blue. Both cards display course statistics and a 'LAUNCH' button.

Filter	Count
CURRENT	173
COMPLETED	27
UPCOMING	0
EXPIRED	14

Course Name	Hands-on	Assessments	Assignments	Start Date	End Date
COURSE NAME	0 Hands-on 0 Pending	0 Assessments 0 Pending	1 Assignments 1 Pending	29 Dec 2020	30 Jun 2021
COURSE NAME	0 Hands-on 0 Pending	1 Assessments 1 Pending	0 Assignments 0 Pending	05 Mar 2021	04 Mar 2022

Step 2 continue.. - Click on Launch Assignment

The screenshot displays a course management interface. At the top, there is a header with the logo and text 'सत्यं वादं धर्मं चरतः' (Satyam Vadam Dharmam Charatah) and 'Students' with a search icon. Below this is a blue navigation bar containing 'TABLE OF CONTENTS', 'Certificate Course', and 'COURSE NAME'. A progress indicator shows '7.00%'. The main content area is titled 'Project Report on POSH'. Below the title is a table with the following data:

Total Marks	Pass Marks	Attempts Available	Mode Of Submission	Due Date	Launch Assignment
NA	NA	1 of 1	Online	15 Jul 2020 11:55 PM	Launch Assignment

Annotations include a blue arrow pointing to the 'Project Report on POSH' item in the left sidebar, and a white arrow pointing to the 'Launch Assignment' button.

Step 3- Project Report Topic and Guidelines Page will Open

Total Marks: NA | Pass Marks: NA

Assignment: Project Report on [REDACTED]

ONLINE

Take Attempt 1

Not Started

Project Report Topic and Guidelines Page will Open

Question

The candidates are required to submit the Project Report through the LMS portal only. Suggested topics for the project report are as below :

1. Emergence of Posh Act vis-a-vis Vishakha Guidelines
2. Importance of Posh Policy and sensitisation of employees
3. Constitution, roles, duties and powers of IC
4. Importance of confidentiality and secrecy under investigation process under posh law
5. Compliances and report writing under posh law.

This is to kept in mind that the Candidates who submit the Project Report as mentioned above will only be allowed to appear in the online MCQ based examination of the Course, which will be conducted around 15th July, 2020 tentatively. The final dates will be announced at LMS Portal and through email to all participants.

Following are the broad guidelines for preparing the Project Report :

- * Project Report can be made in form of PPT presentation or in word file
- * The project report should be minimum 5000 words, and maximum upto 8,000 words.
- * It should be submitted on the LMS after converting into PDF format

In Progress

Assignment in Progress

Step 4- click on select option

Total Marks: NA | Pass Marks: NA

Assignment: Project Upload

ONLINE

Taking 1

In Progress on 21 Dec 2020 03:42PM

QUESTION

Project Upload



Upload File(Max. File Size Allowed: 999 Mb.)

Select file

Record

Only ppt, pptx, pdf, doc, docx, tct, rtf, xls,xlsx, jpeg, gif, png, zip, xzip, gz, gtar, tgz, swf, avi, flv, mov, wmv, psd, fla, cp, cptx, webm, ogv, mp3, mp4, ogg, mpeg, jpg, odt, csv, tar, xml, wav, wma, 3gp, mkv, bmp, ods, xlr, sql, apk, jar, com, asp, aspx, css, 7z, gz, rar, zipx, msi, srt, swf, pps, js, jsp, xhtml, c, java, cpp, psd, db, bat, igx, ppsx, mpg, mov, epub file formats allowed.

* Mandatory

In Progress

Assignment in Progress

Step 5- Once the file is visible in the blank box left to “select file” then use the “Submit” option.

Total Marks: NA | Pass Marks: NA

Assignment: Project Upload

Taking 1

In Progress on 21 Dec 2020 03:42PM

ONLINE


QUESTION

Project Upload

In Progress

Assignment in Progress

Upload File(Max. File Size Allowed: 999 Mb.) *

 Crash Couse on IBC_New (1).pdf

Change

Remove



Only ppt, pptx, pdf, doc, docx, txt, rtf, xls, xlsx, jpeg, gif, png, zip, xzip, gz, gtar, tgz, swf, avi, flv, mov, wmv, psd, fla, cp, cptx, webm, ogv, mp3, mp4, ogg, mpeg, jpg, odt, csv, tar, xml, wav, wma, 3gp, mkv, bmp, ods, xlr, sql, apk, jar, com, asp, aspx, css, 7z, gz, rar, zipx, msi, srt, swf, pps, js, jsp, xhtml, c, java, cpp, psd, db, bat, igx, ppsx, mpg, mov, epub file formats allowed.

* Mandatory

Save As Drafts

Submit

Click here

Step : 6 Final Submission message will pop out, click ok to view response.

elearning.icsi.in says

You have successfully submitted the Assignment. Click Ok/Close to view the response provided by you.

OK

Step : 7. Uploaded file will be visible here

Total Marks: NA | Pass Marks: NA

Assignment: Project Upload

ONLINE


View Attempt 1

Submitted for evaluation on 21 Dec 2020 03:56PM

QUESTION

Project Upload

UPLOADED FILE *

 1608546404_Crash_Couse_on_IBC_New_(1).pdf [Download](#)

* Mandatory



Submitted for evaluation



Status changed from
assignment in progress to
Submitted for evaluation

Save As Drafts

Submit

Step 8: When u launch again, the status will come as “Submitted for Evaluation”.

The screenshot displays a course management interface. At the top, there is a blue header with a 'TABLE OF CONTENTS' button, a back arrow, a course title 'Certificate Course on [redacted]', a progress indicator at 0%, and a menu icon. Below the header is a sidebar with a list of course items: 'Course Schedule', 'PPT of Session 1 held on 07.03.2021', 'Webinar Held on 7th March21 Session I', 'Webinar Held on 7th march21 Session II', 'webinar held on 14-03-2021 session I', 'webinar held on 14-03-2021 session II -part I', and 'WEBINAR HELD'. The main content area is titled 'Project Upload' and contains a summary box with the following details:

Total Marks	Pass Marks	Attempts Available	Mode Of Submission	Due Date	View Assignment
NA	NA	2 of 3	Online	25 Apr 2021 11:55 PM	

Below this is a section titled 'My Attempts' with a table showing the attempt history:

Attempted On	Marks Obtained	Status	Action
05 Apr 2021 03:31 PM	NA	Submitted for evaluation	View Result Status

A blue arrow points to the 'Submitted for evaluation' status in the table. At the bottom right, it says 'Displaying 1 Attempts'.

Step : 9 : Once Project is evaluated, marks will be visible, to view marks - click on launch button again

The screenshot shows a course page for 'Certificate Course on GST'. The left sidebar contains a 'TABLE OF CONTENTS' with items like 'Project Upload- GST', 'Project Upload re-submission', 'Mock Test', 'Course content GST', 'GST course Schedule', 'FAQs', 'Orientation Session Held on 16.10.2020', and 'PPT of Session held on 18.10.2020'. The main content area displays project details: 'Project Upload- GST' with a 'View Assignment' button. Below this is a 'My Attempts' table with one entry: '14 Jan 2021 03:43 PM' with '7.0/10.0' marks and a 'View Result Status' link. A blue arrow points to the '7.0/10.0' mark, and a green arrow points to the 'View Result Status' link. A blue callout box at the bottom right says 'Click to view result status & to check feedback'. The top right shows a battery level of 84.62%.

Attempted On	Marks Obtained	Status	Action
14 Jan 2021 03:43 PM	7.0/10.0		View Result Status

Displaying 1 Attempts

Click to view result status & to check feedback

Step : 10 : Faculty feedback and score obtained.

Assignment: Project Upload- GST

ONLINE

View Attempt 1

Evaluated on 27 Mar 2021 01:26PM

QUESTION

Project Project Report Topics

- Input Tax Credit: Essence of GST
- Returns and Forms Under GST
- Old Tax Regime v/s GST: A Contrastive Analysis
- Role of GST Practitioner: A Brief Study
- Place of Supply and GST: A Detailed Study
- e-Invoicing: A New Era in GST
- Penal Provisions under GST

UPLOADED FILE *

 1610619603_ITC_Essence_of_GST_ProRep_by_NS.pdf [Download](#)

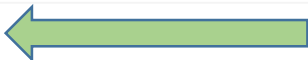
* Mandatory

Evaluated

SCORE: 7.0/



Faculty Feedback



Contact Us

In case you still face some difficulty please write to us and mention your login ID

For assistance :

Email id for Certificate course: pmq@icsi.edu or on 0120-452-2089/79