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

2.1 SHORT TERM TRAINING THROUGH OFFLINE MODE [Classroom (Non-Residential)/Residential] (Including TDOP, SIP, 15 days EDP, 30 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.

B. For Faculties/Trainers

i. Faculty Empanelment/ registration through the Stimulate portal of the Institute is mandatory for every faculty interested in taking classes/sessions in Short Term Training Programmes of the Institute at various Offices of the Institute.

ii. Any change in Clause 2.1 (B) of the Guidelines shall require the unanimous approval of the Council Members.

iii. **Faculty for training programmes upto Executive Programme (till Executive Development Programme):**

a. Preferably academicians, soft skill trainers and experts having qualification, viz- ACS/FCS/MBA/M Com/M.A (Eco)/ LLB/ LLM/ Member of any other professional Institution, with 5 years of post-qualification experience.

b. Members of the Central Council/Regional Council/Managing Committee of Chapters may be engaged as faculty for Executive Development Programme (EDP), subject to fulfilment of the prescribed eligibility criteria.

iv. **For training programmes to be undergone after Professional Programme (for Corporate Leadership Development Programme):**

a. Preferably academicians, soft skill trainers and experts having qualification, Viz- - ACS/FCS/MBA/LLB/LLM/ PHD/ Member of any other professional Institution, with 15 years post qualification experience.

b. In case of a faculty who possesses 'CS qualification' in addition to other qualifications [even if such member is not in practice/employment of CS Profession], he/she shall be qualified to be a faculty for CLDP, only if he/she has a post qualification experience of 15 years 'as a Company Secretary'.

c. With respect to the faculty who are Members of the Institute, only those Members who are 'not' part of the Central Council/ Regional Council/Managing Committee of Chapters shall be engaged as faculty. Members of the Institute who propose to stand for the elections of the Central Council/Regional Council and the Managing Committee of Chapters; and their Relatives/Partners shall not be invited to serve as faculty for CLDP.

d. A Declaration of Interest, placed at **Annexure 2.1** to be obtained from the faculties, affirming their compliance with the prescribed eligibility criteria, for serving as faculty in the CLDP

e. A faculty engaged for EDP shall not be repeated for CLDP and vice-versa.

f. The faculty of CLDP Phase-I & CLDP Phase-II shall not be repeated, and no faculty shall have more than one session in any phase.

g. Inaugural/Valedictory session shall be held for both CLDP Phase I and CLDP II. For such Inaugural and Valedictory session, the Chairman of the respective Region/Chapter, Secretary of the respective Region/Chapter, Chairman of the Committee in Charge of CLDP [if any] and Central Council Members of the respective Region, may be engaged. However, the speaking slot shall not in any case be more than 3 minutes per person. The Maximum duration of the inaugural/valedictory session shall not exceed one hour, including the address by the Chief Guest, if any.

h. No faculty shall distribute gifts, calendars, chocolates, diaries etc., to the participants or to any faculties or Members of the Central Council/Regional Council/Managing Committee of Chapters, nor engage in any promotional activity during any Short-Term Training Programme.

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 thestudent on Stimulate portal.

b) Post approval, the student shall receive an email of approval. The email shall contain link of LMS usermanual. The LMS user manual shall contain the details of LMS login id, password and batch link. Thestudent 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 fromthe 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 beinactivated. 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.

3   SPECIFIC PROGRAMMES

3.1   STUDENT INDUCTION PROGRAMME (SIP)

3.1.1 Eligibility Criteria:

All the newly registered students of CSEET on or after 16th December 2025 are required to undergo SIP. Such students are required to complete SIP within one month of registration in CSEET. Attending and completing SIP is a pre-requisite for enrolling in the CSEET Examination

3.1.2 Duration of the Programme:

The duration of SIP shall be one day. The duration of the session shall be 6 hours, with no leaves

3.1.3 Batch Size & Module

A training batch shall comprise of maximum 50 and minimum 10 students. SIP Module shall be given to all the participants

3.1.4 Fees:

Fee	Particulars
Rs. 500/-	Included in the CSEET registration fees. (This is inclusive of the module fees)

The fee is to be paid by the students directly to ICSI HQ at the time of registration in CSEET. No separate fee is chargeable by the concerned offices.

3.1.5 Sessions and Program Structure:

The sessions should be scheduled between 9 am to 6 pm with a lunch break in between and other two short breaks. The Programme structure shall be based on the contents of SIP.

3.1.6 Training Venues

- All Regional offices
- All Chapters
- The Programme shall also be available in Online mode for eligible students i.e., students residing beyond 100 kms to complete SIP through LMS portal of the Institute.

3.1.7 Format of Completion Certificate

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

3.1.8 Contents of Student Induction Programme

The contents of SIP is placed as **Annexure 3.2**

ANNEXURES

DECLARATION OF INTEREST (FOR CLDP FACULTY)

(Pursuant to clause 2.1 (B) of the ICSI Student Training Guidelines, 2024)

I, _____, S/o / D/o _____ residing at _____ do hereby express my intention to be empaneled as a faculty for Corporate Leadership Development Programme (CLDP) conducted by _____ [CCGRT /Regional Office/ Chapter] of the Institute of Company Secretaries of India (**"hereinafter referred to as the Institute"**).

I do solemnly declare and affirm as under: **[Tick (✓) Appropriate Box for 1 below]**

1. ☐ That I am a Member of the Institute of Company Secretaries of India bearing Membership No. …………………………; AND
That I *am not* a Member of the Central Council/Regional Council/Managing Committee of any Chapters of the Institute; AND/OR not contesting in the forthcoming elections of the Institute, for the Central Council/ Regional Council/ Managing Committee of Chapter. | ☐ I am not a Member of the Institute of Company Secretaries of India.

2. That none of my **'relative[s]'** and/or **partner[s]** shall be contesting in the forthcoming elections of the Institute, for the Central Council/ Regional Council/ Managing Committee of Chapters.

3. That I possess the requisite academic qualifications and professional experience prescribed under Clause 2.1 (B) of the ICSI Student Training Guidelines, 2024. [*refer Note 3 below*]

4. That I hereby undertake not to indulge in, facilitate, or promote any form of canvassing, promotional activity or enticement—whether directly or indirectly—during or in connection with the training sessions, including but not limited to, distribution of gifts, chocolates, diaries, calendars or any such items to the participants, students, members or Members of the Central Council/Regional Council/Managing Committee of Chapters.

5. I, hereby declare that the above statements are true and correct to the best of my knowledge and belief; And that any false, incorrect/misleading statement or concealment of facts shall amount to misconduct and render me liable to legal and/or disciplinary action under the Company Secretaries Act, 1980 or the Regulations made thereunder or any Guidelines issued by the Council, *as may be applicable*, and further shall *inter-alia* result in rejection of

my Nomination(s) for contesting election(s) of the Institute, for the Central Council/ Regional Council/ Managing Committee of Chapters.

Name   [……………………………………………………………………………]

Signature   [……………………………………………………………………………]

Date   [……………………………………………………………………………]

Place   [……………………………………………………………………………]

Note:

1. Relative shall mean and include Father [including Father-in-law] Mother [including Mother-in-law], Spouse, Brother, Sister, Son [including Son-in-law], Daughter [[including Daughter-in-law].

2. Partner shall mean and include partners of the declarant in any partnership firm/LLP. For the purpose of the above declaration, the term 'partner' shall include director of an entity where the declarant is a director.

3. Reference of Cl. 2 Part B………….]

2.1[B] For Faculties/Trainers

i. Faculty Empanelment/ registration through the Stimulate portal of the Institute is *mandatory* for every faculty interested in taking classes/sessions in Short Term Training Programmes of the Institute at various Offices of the Institute.

ii. Any change in section 2.1 (B) of the Guidelines shall require the *unanimous approval* of the Council Members.

iii. **Faculty for training programmes upto Executive Programme (till Executive Development Programme):**

    a. Preferably academicians, soft skill trainers and experts having qualification, viz-ACS/FCS/MBA/M Com/M.A (Eco)/ LLB/ LLM/ Member of any other professional Institution, with 5 years of post-qualification experience.

    b. Members of the *Central Council/Regional Council/Managing Committee of Chapters* may also be invited as faculty subject to fulfilment of the eligibility criteria prescribed above.

iv. **For training programmes to be undergone after Professional Programme (for Corporate Leadership Development Programme):**

    a. Preferably academicians, soft skill trainers and experts having qualification, Viz- -ACS/FCS/MBA/LLB/LLM/ PHD/ Member of any other professional Institution, with 15 years post qualification experience.

b. In case of a faculty who possesses 'CS qualification' in addition to other qualifications [even if such member is not in practice/employment of CS Profession], he/she shall be qualified to be a faculty for CLDP, only if he/she has a post qualification experience of 15 years 'as a Company Secretary'.

c. Members of the Institute *who are 'not' part of the Central Council/Regional Council/Managing Committee of Chapters shall be engaged as faculty*.

d. *Members of the Institute who propose to stand for the elections of the Central Council/Regional Council and the Managing Committee of Chapters; and their Relatives/Partners shall not be invited to serve* as faculty for CLDP.

e. A Declaration of Interest, placed at **Annexure A** to be obtained from the faculties, affirming their compliance with the prescribed eligibility criteria, for serving as faculty in CLDP. The offices concerned of the Institute shall ensure that such Declarations are shared within a period of 7 days from the receipt thereto to the Directorate of Law.

f. A faculty engaged for EDP shall not be repeated for CLDP and *vice-versa.*

g. Inaugural/Valedictory session shall be held for both CLDP Phase I and CLDP Phase II. For such Inaugural and Valedictory session, the Chairman of the respective Region/Chapter, Secretary of the respective Region/Chapter, Chairman of the Committee in Charge of CLDP [if any] and Central Council Members of the respective Region, may be engaged. However, the speaking slot shall not in any case be more than 3 minutes per person. The Maximum duration of the inaugural/valedictory session shall not exceed one hour, including the address by the Chief Guest, if any.

h. No faculty shall distribute gifts/ calendars/ chocolates/ diaries etc. to the participants or to any faculties or to the Members of the Central Council/Regional Council/Managing Committee of Chapters, nor engage in any promotional activities during any Short Term Training Programme.

(Name of RO / Chapter)

STUDENT INDUCTION PROGRAMME (SIP)

TRAINING COMPLETION CERTIFICATE

This is to certify that Mr. /Ms. _____ student bearing Registration No._____ has attended & successfully completed the Student Induction Programme for CSEET registered students organized by (RO / Chapter) _____of the ICSI on _____ (DATE/ MONTH/YEAR).

The student is now eligible for enrolling in the CSEET examination.

Given and issued at _____ on _____ .

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

COURSE CONTENT OF STUDENT INDUCTION PROGRAMME

Session 1
Knowing about ICSI and the profession of Company Secretaries
Session 2
A Journey from a student to a Company Secretary
Session 3
Syllabus and learning Methodologies, availability of free online classes, Pattern of Examination