ICSI/CSR-PR/2019   04/02/2019

SUB: Submission of Project report on CSR

All registered candidates of 1st batch of 3 month Certificate Course on 'Certified CSR Professional' are hereby informed about the guidelines of making their CSR project:

Project Report submission Schedule:

Start Date	Submission date
Monday, 25th February, 2019	Friday, 10th March, 2019

General Instructions:

1. It is mandatory to submit the CSR project report for completion of the 03 moths "Certified CSR professional" Course.Result will be declared only after submission of CSR report to the ICSI.
2. Submission of Project report carries 10 marks.
3. The candidates are required to submit a Project Report in on any area covered under Schedule VII of the Companies Act,2013
4. The Candidates may visit to any corporates to understand the CSR model and collecting the Primary information for using in the Project report
5. The size of the Project report should be within 20 to 50 pages.
6. Copying/ reproducing from existing sources is strictly prohibited
7. The Project report should have defined objective and scope
8. The Project report should have key findings
9. The candidates can choose any of the topic of their interest from **Schedule VII of the Companies Act, 2013 (attached with this circular)**
10. Candidates who are working in the corporate sector can submit project related to their company
11. For students and those who are associated with NGOs can co-ordinate with any corporate or NGO for undertaking the project. Create CSR roadmap/blue print for that organisation.
12. The institute has already issued a letter to the corporate for facilitating the candidate of Certified CSR course to undertake the Project report on the CSR activities of the Corporate. The copy of the letter is also attached herewith for your reference. You may carry the letter with you while requesting the corporate to prepare the project report.
13. In case the CSR project report is not submitted on or before the scheduled date, the result for those candidates will be withheld.
14. The project report has to be submitted to ICSI online and a hard copy of the same shall be sent to Director, Training at C-36, First Floor, Sec- 62, Noida- 201301 latest by 10th March, 2019)

Dr. S. K. Jena
Director, ICSI

Format of the CSR Project Report

(To be submitted to ICSI online and a hard copy of the same shall be sent to Director, Training at C-36, First Floor, Sec- 62, Noida- 201301) latest by 10th March, 2019)
(Indicative)

PRELIMINARY SECTION

I. *Title Page*
II. *Certificate of Authenticity*
III. *Acknowledgments (if any)*
IV. *Table of Contents*
V. *List of Tables (if any)*
VI. *List of Figures (if any)*
VII. *Executive Summary*
VIII. *Abbreviations*

Note:

- Title: Be specific. Mention what, when, where, etc. In one main title and a sub-title, give a clear idea of what the research report investigated.
- Acknowledgment: Include only if special help was received from an individual or group.
- Table of contents: Includes 3 columns. Col.-1 is the Chapter title, Col.-2 is the detailed description of the contents of the respective chapter and col.-3 is used to indicate page numbers.
- Executive Summary: Summarizes the report including procedures, and major findings.

Chapter 1: Introduction

The introduction is an overview of the situation-in essence, provide background information, review previous literature on the topic, and outline the rationale for and the objectives of the current study.

Chapter 2: About the Corporate/NGO

The candidates are required to give the brief about the corporate or the NGOs working on the social sector.

Chapter 3: CSR Policy of the Corporate

The candidates can study and mention the CSR policy of the corporate as approved by the Board.

Chapter 4: Projects proposals, implementation, monitoring of the CSR activities of the corporates

In this chapter, the candidates need to explain any one of the area of their choice and may describe about the specific projects under

Schedule VII of the Companies Act, 2013. They are required to describe its implementation, monitoring and governance of those projects by the corporates.

Chapter 5: Social Audit and Impact Assessment of the Project

For this section, the candidate can use the secondary source of data or they may visit the project site to have the primary information from the people.

Chapter 6: Findings and Recommendations

The recommendation section is a very important part of the final report. This section highlights on how to apply your research. It should describe the significance of the results to solve the existing problem identified, suggest how findings can be applied in reality etc.

. **END MATTER**
     i.   End Notes (if in that format of citation)
    ii.   Bibliography or References
   iii.   Appendix

Note (Description)

- End Notes

These are like footnotes but are located at the back rather than the bottom of each page. These would include all of the references for all works cited in the Review of Related Literature or any other sections of the report as well as the references for quotations, direct or indirect, taken from other sources, or any footnote comments that might have been included. These are listed in numeric order as presented in the text.

- Bibliography or References

These are the bibliographic reference for each of the works cited in the End Notes. For the reference list itself, include the names of all authors-even when there are three or more. Alphabetize entries according to the last name followed by the first initial(s) of the first author. For more than one author, alphabetize next by the last name of second author and then last name of third author. List entries for the same author(s) in chronological order by year.

For Example:

For the basic components of a book or report, the order is:

➤ Author or editor name(s) [Inverse order, last name first only for first author]. Year. Title. Place [Location of publisher]: Publisher's name.

The order for the basic components of a journal paper is:

➤ Author name(s) [Inverse order, last name first only for first author]. Year. "Article title." Journal name, Volume number (Issue number): beginning page number– ending page number.
➤ Acts, Public Laws: The Companies Act. 2013. Chapter-II, Section [   ], [title of the section].
➤ Appendix: Any tables, figures, forms, or other materials that are not totally central to the analysis but that need to be included are placed in the Appendix.

Candidate has to select any topic of his/her interest which are undertaken by the Corporate/NGO

Schedule VII

(*See* sections 135)

Activities which may be included by companies in their Corporate Social Responsibility Policies

Activities relating to:—

(*i*) eradicating extreme hunger and poverty;

(*ii*) promotion of education;

(*iii*) promoting gender equality and empowering women;

(*iv*) reducing child mortlity and improving maternal health;

(*v*) combating human immunodeficiency virus, acquired immune deficiencysyndrome, malaria and other diseases;

(*vi*) ensuring environmental sustainability;

(*vii*) employment enhancing vocational skills;

(*viii*) social business projects;

(*ix*) contribution to the Prime Minister's National Relief Fund or any otherfund set up by the Central Government or the State Governments forsocio-economic development and relief and funds for the welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women; and

(*x*) such other matters as may be prescribed.

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ICSI/Trg-CSR/2019   24/01/2019

Sub: Supporting the "Certified CSR Professional" in developing the Project report on CSR

Dear Sir/Madam,

As you may be aware that, The Institute of Company Secretaries of India, (ICSI) is a statutory body set up under an Act of Parliament, i.e., Company Secretaries Act, 1980. The Institute functions under the jurisdiction of Ministry of Corporate Affairs, Government of India. There are currently over 55,000 members and around 3.5 Lakh students in the institute. The ICSI is committed towards quality education to students and best quality set standards for corporate Governance in the country.

According to the section 135 of the Companies Act 2013, every company having a net worth of Rs. 500 crores or more or turnover of Rs. 1000 crore or more or a net profit of Rs. 5 crore or more during any financial year shall constitute a CSR Committee and will spend at least 2% of its average net profit for the immediately preceding three financial years on CSR activities. Govt. of India is presently emphasizing a lot for timely compliance of the provision for CSR activities and to develop a mechanism for its effective implementation for the benefit of the society.

A large number of Corporate and NGOs are working in social sector through CSR funds. Further both the Central, State and local Govt. also allocate funds through different schemes to be implemented in the society. It requires huge trained manpower to deal with the Governance, Compliance and Audit of the CSR activities.

Keeping in view of the emerging needs for the trained manpower, the ICSI in coordination with Ministry of Skill Development and Entrepreneurship, Govt. of India had launched a three month certificate course as 'Certified CSR Professionals' which will create a pool of competent resource to empower the CSR domain of any organisation.. The course has been approved by NSDA, Ministry of Skill Development and Entrepreneurship as NSQF complaint.

The candidates of the CSR course have got competencies under the following three modules:

1. The Concept of CSR in Indian Context
2. Implementation, Governance and Monitoring of CSR activities
3. CSR Compliance, Audit and standard

The 1st batch of the CSR Certified Professionals will be eligible to give their Final exams in third week of February 2019.

The candidates of the CSR course are required to undertake Projects under CSR domain and submit Project reports towards culmination of their certification course. Therefore, kindly allow the candidates of the ICSI Certified CSR professional Course to undertake Projects in your esteemed organisation for a period of 15 days at your CSR Department/wing. This would definitely prove to be a great learning for the candidates of the CSR course and would go long way in developing these CSR professionals.

Thanking You

(Dr. S.K Jena)
Director, ICSI

Encl: About ICSI 'Certified CSR Professional' Course