

COVERAGE FOR PCS ORIENTATION PROGRAMME

(i) COVERAGE

Setting up of Practice and strategizing for growth

- Establishing Infrastructure;
- Networking and use of social media including Ethical conduct;
- Financial schemes;
- Converting Challenges into Opportunities;
- Team Building and Mega Firms;
- Soft skills and Professional etiquettes;
- Time Management and Use of Technology;
- Continuous Learning Programme and Team Building;
- Partnership Firm– Do's & Don'ts, Mutual Agency & Trust, Decision-Making & Revenue Sharing.

Overview of major areas of Practice & New opportunities for Practicing Company Secretaries

- Representation Services: Authorities - NCLT/NCLAT/RD/ROC/OL/SEBI/SAT/RBI/ Consumer Forum/CCI/TRAI/TDSAT/IRDA etc.;
- Advisory Services: Setting up of new business, Acquisition, Corporate Restructuring, Closure, Stakeholders Management, Board Management, Fund Raising – Equity & Debt, Business Advisory viz. Capital, ESOP;
- Specialised Services: Insolvency Professional, Liquidator, Registered Valuer, Arbitrator, Mediator & Conciliator, ESG & Social Auditor.

Guidelines for Company Secretary in Practice

- ICSI Unique Document Identification Number (UDIN) Guidelines, 2019;
- ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020;
- ICSI (Continuous Professional Education) Guidelines, 2019;
- ICSI (Management and Development of Company Secretary in Practice) Guidelines, 2023;
- ICSI Auditing Standards CSAS-1 to CSAS-4.

Appearance before Quasi-Judicial Authorities & Art of Advocacy

Essentials of Practice

- Professional Code of Conduct for Company Secretaries;
- Overview of Peer Review and Quality Review;
- Overview of Disciplinary Mechanism;
- Nuances of PMLA;
- Management of Cash flow, Component of fee and Proposal Management;
- Interaction with Clients, Invoicing and Billing.

(ii) ESSENTIAL READS

S.No.	Topics	Link
1	The Company Secretaries Act,1980	https://www.icsi.edu/profile/company-secretaries-act1980-and-rules-regulation/
2	The Company Secretaries Regulations, 1982	https://www.icsi.edu/profile/company-secretaries-act1980-and-rules-regulation/
3	Peer Review Manual	https://www.icsi.edu/prb/home/
4	Quality Review Manual	https://www.icsi.edu/qrboard/home/
5	Guidelines pertaining to Company Secretary in Practice	https://stimulate.icsi.edu/practicingcompanysecretary/ https://stimulate.icsi.edu/udin/PDF/UdinGuidelines.pdf https://www.icsi.edu/media/webmodules/Revised_CPE-GIs.pdf https://www.icsi.edu/media/webmodules/ICSI_Guidelines_15122023.pdf https://www.icsi.edu/media/webmodules/Guidelines%20for%20Attire%20and%20Conduct%20of%20Company%20Secretaries,%202020.pdf
6	ICSI Auditing Standards	https://www.icsi.edu/auditing-standard/
7	Social Audit Standards	https://www.icsi.edu/home/icsi-institute-social-auditors/
8	MSMEs and Startups	https://www.icsi.edu/home/msme_startup_catalyst/
9	PMLA	https://www.icsi.edu/home/money-laundring-prevention/
10	Disciplinary Mechanism	https://discipline.icsi.edu/DP_Transactions/DP_Legal_Frame_Works
11	Other relevant publications	https://www.icsi.edu/publication-icsi/