

COVERAGE FOR PCS ORIENTATION PROGRAMME

(i) COVERAGE

<p>Setting up of Practice and strategizing for growth</p> <ul style="list-style-type: none"> • Establishing Infrastructure • Networking and use of Social media • Financial schemes • How to deal with the Challenges • Team Building, Mega Firms
<p>Overview of major areas of Practice & New opportunities for Practising Company Secretaries <i>(May include: CSR Audit/Impact Assessment/Arbitration & Mediation/Valuation/Labour Laws/Opportunities under SEBI Regulations/Opportunities under IFSCA/IPR/Due Diligence Report/Start Ups and MSME/Global Practice, etc.)</i></p>
<p>Guidelines for Company Secretary in Practice</p> <ol style="list-style-type: none"> 1. ICSI Unique Document Identification Number (UDIN) Guidelines, 2019 2. Guidelines for use of Individual Logo by Company Secretaries in Practice, 2015 3. ICSI (Guidelines for Advertisement by Company Secretaries), 2020 4. ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020 5. ICSI Guidelines for Name/ Change of Name of Proprietorship Concern/Firm of PCS, 2020 6. ICSI (Continuous Professional Education) Guidelines, 2019
<p>Essentials of conducting Secretarial Audit and application of ICSI Auditing Standards</p>
<p>Appearance before NCLT & Art of Advocacy</p>
<p>Essentials of Practice</p> <ol style="list-style-type: none"> 1. Professional Code of Conduct for Company Secretaries 2. Overview of Peer Review and Quality Review 3. Overview of Disciplinary Mechanism

(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_New.pdf https://www.icsi.edu/media/webmodules/Revised_CPE-GIs.pdf https://www.icsi.edu/media/webmodules/Guidelines_For_Use_Individual_Logo.pdf
6	Manual on Secretarial Audit	https://www.icsi.edu/media/webmodules/09092022_ManualonSecretarialAudit_Complete.pdf
7	ICSI Auditing Standards	https://www.icsi.edu/auditing-standard/
8	Other relevant publications	https://www.icsi.edu/publication-icsi/