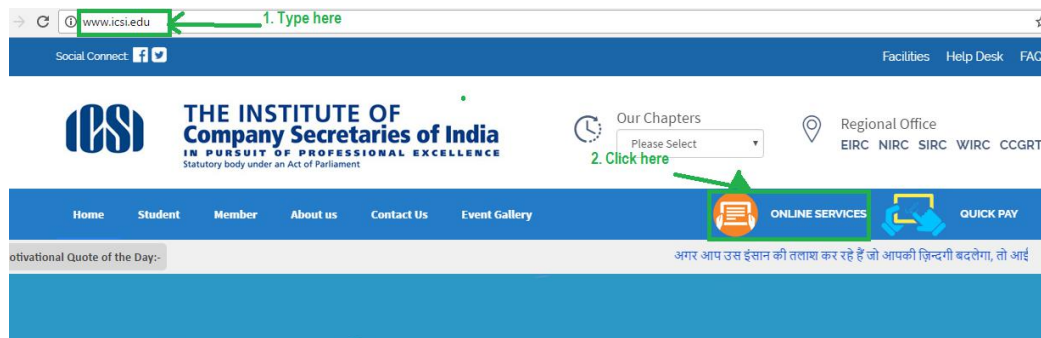


## ***User Manual for “Switch Over”***

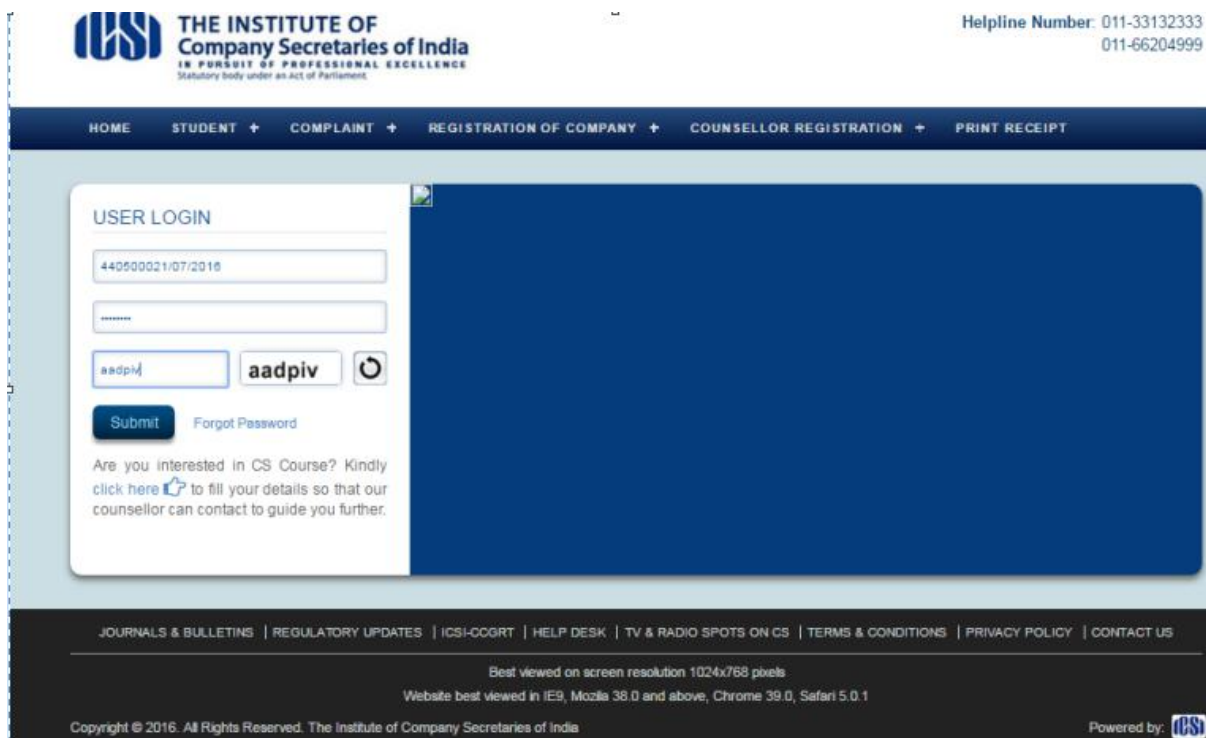
## Apply for Switch Over From Old Syllabus to New Syllabus (Student Part)

### Step 1:

1. In order to apply for switch over from old syllabus to new syllabus, type [www.icsi.edu](http://www.icsi.edu) in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on “Online Services”.



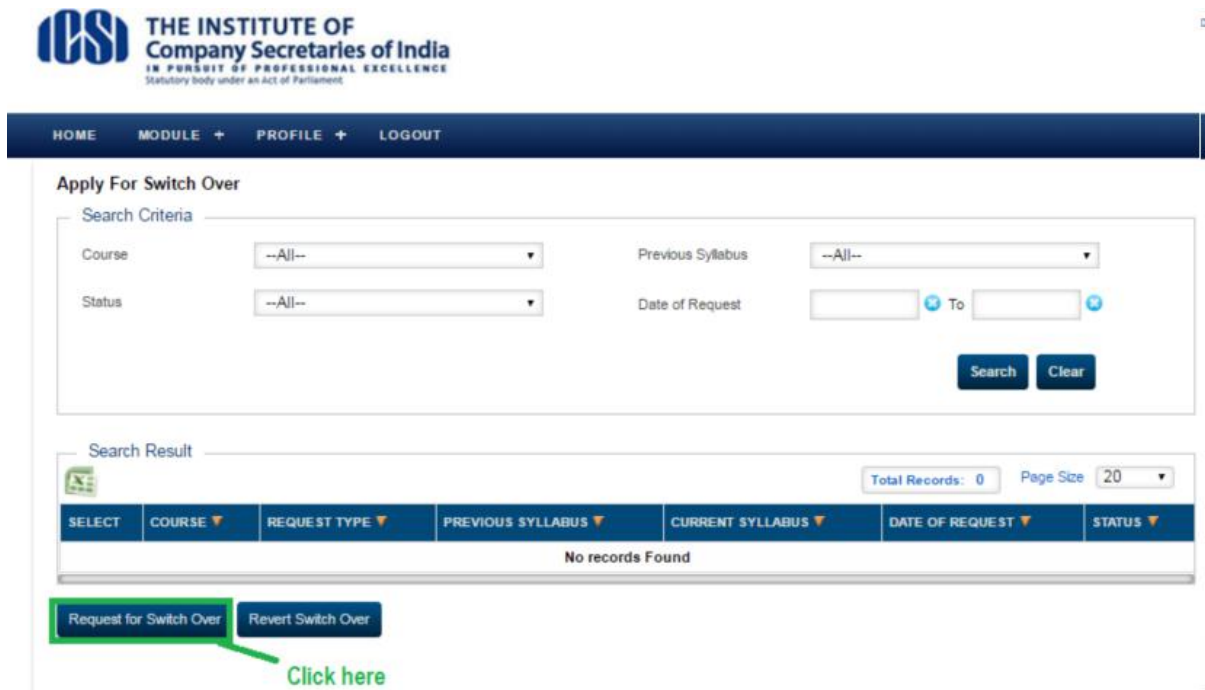
2. Now, click on link “New Foundation Student Login/Executive Student Login” as per below screen ; user will be shown below screen.



### Step 2: Click on Module > Switch Over > Apply For Switch Over



### Step 3: Student Request Screen



### Step 4: Student Screen

Apply For Switch Over

\* Mandatory Fields

Course:

Name:

Registration Number:

Existing Syllabus:

**2007 Subjects**

Group	Subject	Subject Code
1	GENERAL AND COMMERCIAL LAWS	221
1	COMPANY ACCOUNTS, COST & MANAGEMENT ACCOUNTING	222
1	TAX LAWS	223
2	COMPANY LAW	224
2	ECONOMICS AND LABOUR LAWS	225
2	SECURITIES LAWS AND COMPLIANCES	226

Changed Syllabus after Switch Over:

**2012 Subjects**

Group	Subject	Subject Code
1	COMPANY LAWS	321
1	COST AND MANAGEMENT ACCOUNTING	322
1	ECONOMICS AND COMMERCIAL LAW	323
1	TAX LAW AND PRACTICE	324
2	COMPANY ACCOUNTS AND AUDITING PRACTICES	325
2	CAPITAL MARKETS AND SECURITY LAWS	326
2	INDUSTRIAL LABOUR AND GENERAL LAWS	327

I Agree with Terms & Condition 1

### Step 5: Confirmation Screen

Apply For Switch Over

\* Mandatory Fields

223.30.223.235 says:

Are you sure you want to Submit?

Apply For Switch Over

223.30.223.235 says:

Your syllabus has been switched over from 2007 to 2012.

OK

**\* Mandatory Fields**

Course \_\_\_\_\_

Name \_\_\_\_\_

Registration Number

Existing Syllabus

**2007 Subjects**

Group	Subject	Subject Code
1	GENERAL AND COMMERCIAL LAWS	221
1	COMPANY ACCOUNTS, COST & MANAGEMENT ACCOUNTING	222
1	TAX LAWS	223
2	COMPANY LAW	224
2	ECONOMICS AND LABOUR LAWS	225
2	SECURITIES LAWS AND COMPLIANCES	226

Changed Syllabus after Switch Over

**2012 Subjects**

## Tracking of Requests for Switch Over From Old Syllabus to New Syllabus (Admin Part)

### Step 1: Admin Step for Tracking (After log in)



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Company Secretaries of India**  
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Statutory body under an act of Parliament

Welcome: [Home](#) [Lo](#)

HOME MASTERS + MODULE - REPORTS + PROFILE + LOGOUT

Dashboard for ICSI

- PAYMENT GATEWAY +
- PAYMENT GATEWAY RECONCILIATION +
- COACHING MODULE +
- COMPLAINT MANAGEMENT +
- PRE-REGISTRATION +
- STUDENT REGISTRATION +
- STUDY DISPATCH +
- SWITCH OVER -
  - SUBJECT WISE EXEMPTION MAPPING
  - REVERT SWITCH OVER APPROVAL
  - SWITCH OVER BY ADMIN
  - SWITCH OVER TRACKING



Switch Over Tracking

Search Criteria

Course	--All--	Existing Syllabus	--All--
Student Name	<input type="text"/>	Registration Number	<input type="text"/>
Mobile	<input type="text"/>	Email ID	<input type="text"/>
Switch Status	--All--	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Search Result

Total Records: 1    Page Size: 20

STUDENT NAME	REGISTRATION NUMBER	MOBILE	EMAIL ID	REGISTRATION STATUS	COURSE	EXISTING SYLLABUS	NEW SYLLABUS AFTER SWITCH OVER	OLD ELECTIVE SUBJECT	NEW ELECTIVE SUBJECT	SWITCH OVER INITIATED BY
Anchal Rameshchandra Jain	440500021/07/2016	919953747788	shikani.singh@sitcorp.com	Active	Executive	2007	2012			Student