Message from the President

Dear Students

The Sanskrit shloka from 'Mahabharat' decrees – ‘A student learns a quarter from the teacher, a quarter from own intelligence, a quarter from classmates and a quarter only with time’.

This saying emphasise that learning never ends and continuous learning leads to self reliance. The teacher imparts knowledge to all students; the student's customize it on the merit of their personal intellect and capacity. The role of peers, in studying together, discussing knowledge, working on each other’s ideas and sharing experiences is also of paramount importance. Finally, wisdom is attained gradually with the passage of time.

The testing of learning from teachers, self, peers and time has been in existence since ancient times. In the modern day world, it is in the form of examinations in which students get a chance to show their mettle. In our continuous endeavour to facilitate the students, various activities and communications are constantly being shared with you. My interaction 'Precious You'- aiming at bringing all students closer to the Institute in an effective and interesting manner, Professional iTellect - as part of building capacity for students in new and emerging areas and series of live webcasts for examination guidance and subjects’ overview must have further enhanced your knowledge and sharpened your skills.

Always try to keep a positive attitude about the exam. Be calm and composed - you have done the work, and now it's time to reap the rewards. All the Best for your ensuing examinations.

Regards

CS Mamta Binani
President
president@icsi.edu
E-Contracts : A Legal Savoir Faire

1.1 Introduction

The era of information technology and communication has provided profuse opportunities and ease to participate at global platform. The ease and swiftness provided under the information technology era has facilitated the growth and development of trade and commerce beyond regional bounds. This for sure is boon in true lines to support the global agenda of inclusive economy. The reward of electronic communication has been served to almost all aspects of human activity. Trade and commerce is not an exception to it. With the increasing scope of global business, computer technology and electronic networks have become major players in facilitating rapid growth of such channels. Thus, electronic trading has emerged as a dominant tool in the contemporary scenario of business.

Electronic trading is revolution in the conventional trading of goods and services facilitating trade while avoiding all possible hurdles of brick and mortal business pattern. In electronic trade, goods and services are traded just on the click of computer aliened with computer system and network. In electronic trading we don’t just mean the use of computer networks to enter into transaction between two human trading partners by facilitating a communication but electronic trading or electronic commerce also involves contracts which are entered between two legal persons along with the aid of a computer program, system or network.

For sure humanity depends on social interaction to thrive; yet there is always a need for a formal institution of communication and the exchange of goods. Formalization of rights and liabilities of parties involved in trade and commerce is covered by the law of contracts. The Indian Contract Act, 1872 governs the manner in which contracts are addressed, made and executed in India. It governs the processes according to which the provisions in a contract are implemented and manages the effect of a breach of contractual provisions. Within the framework of the Indian Contract Act (hereinafter referred to as the Contract Act), any individual is free to contract on any terms that he or she chooses. The Contract Act consists of limiting factors subject to which a contract may be entered into, executed and for which a breach may be enforced and damages may be given.

Similar structure of legalization of e-commerce will be required with a view to relish the fruits of information technology and communications. Therefore, to ensure a wider scope of e-commerce and electronic trade, Information technology Act, 2000 has come up with the provisions of formation, performance and execution of electronic contracts. The IT Act, 2000 provides detail provisions for e-contract and henceforth confers legality to e-commerce and related transactions.

* Dr. Gargi Rajvanshi, Assistant Director, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.
1.2 E-Contracts: Meaning & Connotations

In the simplest terms, an electronic contract is an agreement created and signed in electronic form. In other words, no paper or other hard copies are used for the formation of e-contract. It will be better to state that any legal contract formed performed and executed in electronic mode is called e-contract. For example, a contract can be made through mail also; like you write a contract on your computer and email it to a business associate and the business associate emails it back with an electronic signature indicating acceptance. This forms a legal contract. Apart from this e-contract can also be in the form of a “Click to Agree” contract, commonly used with downloaded software. In this the user clicks an “I Agree” button on a page containing the terms of the software license before the transaction can be completed.

1.2.1 Kinds of e-contracts:

E-contracts can be classified into two categories:

1. **Web-wrap agreements**: We often come across these e-contracts in our everyday life but are unaware of the legal complexities connected to it. Web-wrap agreements are web based agreements which requires assent of the party by way of clicking the “I agree” or “I confirm” link, for example in case eBay by which we accept the terms and conditions mentioned by the seller.

2. **Shrink-wrap agreements**: On the other hand Shrink-wrap agreements are those which are accepted by a user when a software is installed from a CD-ROM e.g. Microsoft Office software.

Before analyzing these concepts we must know how such a contract is entered into, for convenience let us assume the most simple web wrap agreement entered between the buyer and seller through a computer network.

A buyer accesses an autonomous computer controlled by a seller wherein the seller has hosted an item to be sold at a specific price, an interested buyer after satisfying himself makes an order after reading through the terms and conditions of the seller. The computer then checks the availability of the item in its stock and then notifies the buyer that the order has been confirmed and is dispatched for its delivery after necessary payment option selected by the buyer. In such a case the actual seller of the goods is unaware about the fact that the transaction has been entered between him and the buyer. The question which arises here is that whether such contracts are valid or not. Therefore to determine and decide on the legal sanctity and validity of the contracts with the electronic medium, the Information Technology Act, 2000 has provided step by step guide on formation and execution of electronic contracts.

1.3 E-contracts: Legal Perspective

In spite of slow progress in the field of artificial intelligence, computer systems are now emerging that can operate not just in an automatic way but autonomously as well. The processes of Artificial Intelligence includes forming intentions, making choices and giving and withholding consent which means humans can give substantial autonomy in decision making which permits computer systems to complete highly complex tasks involving precise judgments. Now the question which arises in our minds is that whether a computer system can replicate the processes that are regarded as free will of the humans and what would be the legal consequences of it. These are the questions which make people apprehensive while entering into commercial
contracts with the aid of a computer system. Contractual rights must be determined with reference to individuals, the need of the hour is to ascertain, whether the existing contract law doctrine can cope with the new laws of technology. To ensure the determination and execution of legal rights and responsibilities in the electronic contracts and to support the growth of e-commerce with their legalization, Chapter IV of the Information Technology Act, 2000 (amendment of 2008) contains Sections 10, 11, 12 and 13 which talks about Legal Recognition to Electronic Contracts, Attribution, Acknowledgment and Dispatch of Electronic Records.

1.4 E-contracts under Information Technology Act, 2000

At present, Indian law gives a means for verifying electronic records by applying the use of a digital signature. The law further provides a means of an asymmetric crypto system, which is essentially a pair of keys for creating and verifying a digital signature, along with a hash function and recommended standards to be followed. However, before any further explanations can be made, it may be necessary to understand a few critical definitions laid down by the Act.

Despite the IT Act, 2000 conferring legality and recognition to E-contracts, there is no Indian legislature that lays down any express provisions regarding this form of contract.

Therefore, it becomes imperative to use the aid of common law, in addition to scattered legislation in order to construct our understanding of the subject matter of electronic contracts. As aforementioned, the principles of common law with regards to e-contracts can be inferred from the general common law principles of traditional contracts themselves, namely:

- Agreement
- Contractual Intention
- Consideration

With The examination of E-Contracts under these common law principles and its influence on certain sections of the Indian Contract Act, 1872 and The Information Technology Act, 2000, we can construct a thorough understanding of the same.

1.5 Agreement

Just like in traditional contracts, e-contracts too require an agreement. An agreement is the cumulative of offer and acceptance.

An offer needs to be made in many transactions (whether online or conventional) the offer is not made directly one-on-one. The consumer ‘browses’ the available goods and services displayed on the merchant’s website and then chooses what he would like to purchase.

The offer is not made by website displaying the items for sale at a particular price. This is actually an invitation to offer and hence is revocable at any time up to the time of acceptance. The offer is made by the customer on placing the products in the virtual ‘basket’ or ‘shopping cart’ for payment.

The offer needs to be accepted. As stated earlier, the acceptance is usually undertaken by the business after the offer has been made by the consumer in relation with the invitation to offer. An offer is revocable at any time until the acceptance is made.
1.5.1 Essentials of a valid e-contract

Section 10A of the IT Act, 2000 provides that, a communication or contract shouldn’t be denied or declared void merely because it’s in electronic form. i.e. Every electronic contract has legal recognition same as traditional paper based contract.

By virtue of being a mere electronic version of a standard, "normal" contract, an e-contract is subject to the requirement of the essentials of a valid contract, which are as follows -

- An offer needs to be made to a party (called the promisee), and not a mere invitation to offer, where one party initiates or invites another to make an offer to him.
- The offer must be accepted by the promisee. In the case of e-contracts, this may be done in a variety of ways, including (but not limited to) e-mails, website forms, and a variety of other online agreements.
- There must be a lawful consideration, where the promisee or any other person "does or abstains from doing, or promise to do or abstain from doing some particular act."
- There must be an intention to create a legal relationship between the parties. Mere agreements of a domestic or social nature are usually formed without such intention and are therefore, not enforceable.
- The parties involved must be competent to contract, as per Section 11 of the Contract Act, where the parties must be "of the age of majority according to the law to which he is subject, and of sound mind, and not disqualified from contracting by any law to which he is subject."
- There must be a freely given consent, which is genuine in nature. Consent given must not be obtained by coercion, fraud, undue influence, misrepresentation, or mistake.
- The contract in question that is being made must have a lawful object, i.e., the purpose of the contract must not entail any illegal object or motives.
- There must be, to a certain degree, a certainty and possibility of performance. A contract which is impossible to perform is void, and therefore cannot be enforced in a court of law.

1.5.2 Formation of E-contracts

As far as these issues are concerned, the original Contract Act is sufficient to deal with legal queries arising from e-contracts. However, a number of supporting acts have been brought into force to supplement the Contract Act, with a view to cover any areas or queries that have not been covered sufficiently by the Contract Act. To support e-contracts, IT Act 2000 is principle support. The IT Act, 2000 supports the acceptance procedures for forming electronic contracts which includes as follows:

- E-mail: Offers and acceptances can be exchanged entirely by e-mail, or can be combined with paper documents, faxes, telephonic discussions etc.
- Web Site Forms: The seller can offer goods or services (e.g. air tickets, software etc) through his website. The customer places an order by completing and transmitting the order form provided on the website. The goods may be physically delivered later (e.g. in case of clothes, music CDs etc) or be immediately delivered electronically (e.g. e-tickets, software, mp3 etc).
- Online Agreements: Users may need to accept an online agreement in order to be able to avail the services e.g. clicking on “I accept” while installing software or clicking on “I agree” while signing up for an email account.
The principle of the requisite element of agreement has led to the IT Act, 2000 laying down certain provisions which enumerate on how an offer and acceptance as regards to e-contracts can be ascertained.

1.5.3 Attribution, Acknowledgment and Dispatch of Electronic Records

Chapter IV of the Information Technology Act, 2000 contains sections 11, 12 and 13 and is titled Attribution, Acknowledgment and Dispatch of Electronic Records.

Attribution of Electronic Records (section 11)

According to section 11 of the IT Act, 2000:

An electronic record shall be attributed to the originator— (a) if it was sent by the originator himself; (b) by a person who had the authority to act on behalf of the originator in respect of that electronic record; or (c) by an information system programmed by or on behalf of the originator to operate automatically.

Who is Originator: According to section 2(1) (a) of the IT Act, originator is a person who:

- sends, generates, stores or transmits any electronic message or
- causes any electronic message to be sent, generated, stored or transmitted to any other person.

The term originator does not include an intermediary.

Acknowledgment of Receipt

According to section 12(1) of the IT Act, 2000: Where the originator has not agreed with the addressee that the acknowledgment of receipt of electronic record be given in a particular form or by a particular method, an acknowledgment may be given by—

(a) any communication by the addressee, automated or otherwise; or
(b) any conduct of the addressee, sufficient to indicate to the originator that the electronic record has been received.

Who is Address: According to section 2(1) (b) of the IT Act, 2000

Addressee means a person who is intended by the originator to receive the electronic record but does not include any intermediary.

Binding of E-contract: Originator Asked for Acknowledgement Receipt: According to section 12(2) of the IT Act, 2000

Where the originator has stipulated that the electronic record shall be binding only on receipt of an acknowledgment of such electronic record by him, then unless acknowledgment has been so received, the electronic record shall be deemed to have been never sent by the originator.

Binding of E-contract: Originator does not ask for Acknowledgement Receipt: According to section 12(3) of the IT Act, 2000

Where the originator has not stipulated that the electronic record shall be binding only on receipt of such acknowledgment, and the acknowledgment has not been received by the originator within the time specified or agreed or, if no time has been specified or agreed to within a reasonable time, then the originator may give notice to the addressee stating that no acknowledgment has been received by him and specifying a reasonable time by which the acknowledgment must be received by him and if no acknowledgment is received within the
aforesaid time limit he may after giving notice to the addressee, treat the electronic record as though it has never been sent.

**Time and place of dispatch and receipt:**

**According to section 13(1) of the IT Act, 2000**

Save as otherwise agreed to between the originator and the addressee, the dispatch of an electronic record occurs when it enters a computer resource outside the control of the originator.

**According to section 13(2) of the IT Act, 2000:**

Save as otherwise agreed between the originator and the addressee, the time of receipt of an electronic record shall be determined as follows, namely:

(a) If the addressee has designated a computer resource for the purpose of receiving electronic records,

(i) Receipt occurs at the time when the electronic record enters the designated computer resource; or

(ii) If the electronic record is sent to a computer resource of the addressee that is not the designated computer resource, receipt occurs at the time when the electronic record is retrieved by the addressee;

(b) If the addressee has not designated a computer resource along with specified timings, if any, receipt occurs when the electronic record enters the computer resource of the addressee.

**According to section 13(3) of the IT Act, 2000:**

Save as otherwise agreed to between the originator and the addressee, an electronic record is deemed to be dispatched at the place where the originator has his place of business, and is deemed to be received at the place where the addressee has his place of business.

**According to section 13(4) of the IT Act, 2000:**

The provisions of sub-section (2) shall apply notwithstanding that the place where the computer resource is located may be different from the place where the electronic record is deemed to have been received under sub-section (3).

**According to section 13(5) of the IT Act, 2000:**

For the purposes of this section,—

(a) If the originator or the addressee has more than one place of business, the principal place of business, shall be the place of business;

(b) If the originator or the addressee does not have a place of business, his usual place of residence shall be deemed to be the place of business;

(c) "Usual place of residence", in relation to a body corporate, means the place where it is registered.

Therefore, Sections 12 and 13 assume the parity of the traditional aspects of offer and acceptance as espoused in the principles of traditional contracts.

**1.6: Contractual Intention**

If there is no intention on the part of the parties to create legal relationships, then no contract is possible between them. Therefore only those e-contracts will be valid which supports the legal
intention of the parties to enter into contractual obligations through electronic mode. Usually, agreements of a domestic or social nature are not contracts and therefore are not enforceable, e.g., a website providing general health related information and tips.

1.7: Consideration

Any contract to be enforceable by law must have lawful consideration, i.e., when both parties give and receive something in return. It is also important that consideration should be legal. Same rule is applicable to the validity of e-contracts. Therefore, if an auction site facilitates a contract between two parties where one person provides a pornographic movie as consideration for purchasing an mp3 player, then such a contract is void.

1.8 Conclusion:

Based on the above discussion on the legal status of electronic contracts which are essential to conclude electronic commerce or trade, following points can be summarized:

a) In the context of the formation of contracts, unless otherwise agreed by the parties involved, an offer and the acceptance of an offer may be expressed by means of electronic records.

b) Where an electronic record is used in the formation of a contract, that contract shall not be denied validity or enforceability on the sole ground that an electronic record was used for that purpose.

c) A contract may be formed by the interaction of electronic agents. A contract is formed if the interaction results in the electronic agents’ engaging in operations that confirm or indicate the existence of contract.

d) A contract may be formed by the interaction of an electronic agent and an individual. A contract is formed if the individual has reason to know that the individual is dealing with an electronic agent and the individual takes actions or makes a statement that the individual has reason to know will cause the electronic agent to perform the subject of the contract, or instruct a person or electronic agent to do so.

Last but not the least, an electronic contract is all legal and under effective by virtue of IT Act, 2000. Effectiveness of e-contract between the parties to the transactions like as between the originator and the addressee of an electronic record, a declaration of intent or other statement shall not be denied of any legal effect, validity or enforceability solely on the ground that it is in the form of an electronic record.
Conversion of Private Ltd. Company into Limited Liability Partnership*

Introduction
A Limited Liability Partnership, popularly known as LLP combines the advantages of both the Company and Partnership into a single form of organization. In an LLP one partner is not responsible or liable for another partner's misconduct or negligence; this is an important difference from that of an unlimited partnership. In an LLP, all partners have a form of limited liability for each individual's protection within the partnership, similar to that of the shareholders of a corporation. However, unlike corporate shareholders, the partners have the right to manage the business directly. An LLP also limits the personal liability of a partner for the errors, omissions, incompetence, or negligence of the LLP's employees or other agents.

Limited Liability Partnership is managed as per the LLP Agreement, however in the absence of such agreement the LLP would be governed by the framework provided in Schedule 1 of Limited Liability Partnership Act, 2008 which describes the matters relating to mutual rights and duties of partners of the LLP and of the limited liability partnership and its partners.

Benefits of LLP

- **Renowned form of business**: The concept of LLP is a very well known concept all over the world.
- **Easy to Form**: Formation of LLP is much easier than the formation of a company in India.
- **Body Corporate**: The LLP is a body corporate like a company and it is a distinct entity from the partners
- **Liability**: A LLP exists as a separate legal entity from your personal life. Both LLP and person, who own it, are separate entities and both functions separately. Liability for repayment of debts and lawsuits incurred by the LLP lies on it and not the owner.
- **Perpetual Succession**: An incorporated LLP has perpetual succession.
- **Flexible to Manage**: LLP Act 2008 gives LLP the at most freedom to manage its own affairs. Partner can decide the way they want to run and manage the LLP, in form of LLP Agreement.
- **Easy Transferable Ownership**: It is easy to become a Partner or leave the LLP or otherwise it is easier to transfer the ownership in accordance with the terms of the LLP Agreement.
- **Separate Property**: A LLP as legal entity is capable of owning its funds and other properties.

* Sarika Kumari, Assistant Director, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.
• **Taxation:** LLP are taxed at a lower rate as compared to Company. Moreover, LLP are also not subject to Dividend Distribution Tax as compared to company, so there will not be any tax while you distribute profit to your partners.

• **Raising Money:** Financing a small business like sole proprietorship or partnership can be difficult at times. A LLP being a regulated entity like company can attract finance from PE Investors, financial institutions etc.

• **Capacity to sue:** As a juristic legal person, a LLP can sue in its name and be sued by others. The partners are not liable to be sued for dues against the LLP.

• **No Mandatory Audit Requirement:** Under LLP, only in case of business, where the annual turnover/contribution exceeds Rs 40 Lacs/Rs 25 Lacs are required to get their account audited annually by a chartered accountant. This provides great relief to small businessmen.

• **Partners are not agent of other Partners:** In LLP, Partners unlike partnership are not agents of the partners and therefore they are not liable for the individual act of other partners in LLP, which protects the interest of individual partners.

• **Compliances:** As compared to a private company, the number of compliances are on lesser side in case of LLP.

**Private Limited Company:** By virtue of Section 2(68) of Companies Act, 2013 “private company” means a company having a minimum paid up share capital as may be prescribed, and which by its articles, –

(i) restricts the right to transfer its shares;

(ii) except in case of One Person Company, limits the number of its members to two hundred:

  Provided that where two or more persons hold one or more shares in a company jointly, they shall, for the purposes of this clause, be treated as a single member:

  Provided further that –

  (A) persons who are in the employment of the company; and

  (B) persons who, having been formerly in the employment of the company, were members of the company while in that employment and have continued to be members after the employment ceased, shall not be included in the number of members; and

  (iii) prohibits any invitation to the public to subscribe for any securities of the company;

Maximum number of members that a private company can have is 200.

The Companies (Amendment) Act, 2015, has removed the requirement of minimum paid up capital for private companies. This means that a company can be incorporated with such capital as may be decided by the promoters while incorporating the company.

**Process of Conversion of Private limited Company to Limited Liability Partnership**

**A. Obtain DIN:** All the proposed designated partners are required to obtain DIN.

**B. Board Meeting :**

• Call meeting of board of Director.

• Pass Resolution for Conversion of Company into LLP.
• Pass Resolution to authorize any director to Apply for Name of LLP.

Note: The company require to file e-form LLP-1 i.e. application for name availability along with the above resolution passed by the company.

C. Obtain name Approval Certificate from ROC.

D. Drafting of LLP Agreement:
The main contents of Agreement are:

- Name of LLP
- Name of Partners & Designated Partners
- Form of contribution
- Profit Sharing ratio
- Rights & Duties of Partners
- Proposed Business
- Rules for governing the LLP

Note: If the LLP agreement is not signed at the time of incorporation then the LLP company can do the same within 30 days from the date of incorporation of LLP

E. Filling of Incorporation Documents: Now Filing of E-Form-2 with ROC is required along with following attachments:

- Proof of Address of Registered office of LLP.
- Subscription sheet signed by the promoters.
- Notice of Consent & Appointment of Designated Partners with their personal details.
- Detail of LLP(s) and/ or company(s) in which partner/ designated partner is a director/ partner.

F. Filing of Application for Conversion:
Now filing of E-FORM-18 with ROC is required along with following attachments:

- Statement of shareholders.
- Incorporation Documents & Subscribers Statements in Form 2 filed electronically.
- Statement of Assets and Liabilities of the company duly certified as true and correct by the auditor.
- List of all the Secured creditors along with their consent to the conversion.
- Approval of the governing council (In case of professional private limited companies)
- NOC from Income Tax authorities and Copy of acknowledgement of latest income tax return.
- Approval from any other body/authority as may be required.
- Particulars of pending proceedings from any court/Tribunal etc.

G. The Registrar of LLP will issue a Certificate for Registration in Form -19 when all the formalities and filling are completed by the company. This certificate is the evidence for conversion of private limited company in to LLP.
H. Filling of E-Form-3: along with the LLP agreement signed by the designated partners.

I. Certificate of Incorporation as LLP from ROC.

J. Filling of E-Form-14: (Intimation to ROC): After conversion the LLP has to intimate the concerned Registrar of Companies with which it was registered under the provisions of the Companies Act, 2013, about the conversion and of the particulars of the limited liability partnership in within 15 days of conversion into LLP along with (i) Copy of Certificate of Incorporation of LLP formed and (ii) Copy of incorporation document submitted in Form 2.

Conclusion

On the basis of above discussions, LLP may be more suitable for small entrepreneur and professionals because the LLP is more advantageous form of organisation over a company from point of taxation, compliances and operational flexibility.
Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated 'News Headlines' on the Academic corner of the Institute’s website www.icsi.edu.

Students are requested to take advantage of this new initiative.

Our best wishes for all your endeavors.

Team ICSI
Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:
- Vyavsoyik Arthshasttra, Part – I, by M D Aggarwal
- Vyavsoyik Vatavaran Avem Udhiamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavasayik Arthashastra Part – II, by S C Sharma,
- Aarthik Avem Samaneye Vidhi, by Jain & Gupta
- Prabandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari S N & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouti Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:
- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:
- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr Ravi Gupta

Eastern Book Company:
- Adminstrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastaantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach To Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja
PRECIOUS 'YOU' is a ground-breaking initiative from ICSI which aims at bringing all its students closer to the Institute in a quite effective and interesting manner. Every month, the Talk by the President of ICSI would not only motivate the students but would also guide them to achieve greater degree of success in their corporate career as Company Secretaries.

For viewing, please visit: https://www.icsi.edu/docs/webmodules/Preciousyou.pdf
IMPORTANT INFORMATION FOR THE STUDENTS OF THE
CS FOUNDATION PROGRAMME

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of services and their uses which are important for awareness are listed:

CALL CENTRE

The Institute has established a dedicated call centre with Phone No.s 011-33132333 & 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.

eBOOKS

Students have now been provided various options for study material. In addition to softcopy of the study material, eBooks have also been developed. All such eBooks shall be displayed when the website of the Institute www.icsi.edu is viewed only through mobile device. These eBooks can be freely downloaded on the mobile device for reading. Appropriate reader for these epub file may be downloaded from respective online stores. For example for android mobile platform, the online store play.google.com may be used. There are many readers available on the android platform and many of them have got enhanced capability of speech and search. One such reader on the android platform is Cool Reader. All the epub files can be downloaded and opened through such eBook readers.

CS TOUCH - ANDROID BASED MOBILE APPLICATION

The Institute of Company Secretaries of India has launched ‘CS touch’ an android and IOS based mobile application for students and members recently. CS touch is an android and IOS based mobile application for web based content Management system. The application features are Splash screen, home screen, top menu screen. Following categories will be available to end users in times to come like Announcements, Events, Photo Gallery, Videos, President message, ICSI in media, Contact us, Know your Institute, Favourite, Setting and Info among others. CS touch is available in Google play store. You can download the same from Google play store.
Enter Member ID
Submit

Enter your Membership ID as A1234

Announcements

Youtube Link: Webcast Addressed By The President, ICSI, Organised For CS Students On 18th May 2016

Youtube Link: Webcast Organised For CS Students Appearing in June 2016 Exam

Foundation Class

5-days Skill Development Academic Programme

"Precious You" - Monthly Webcast series for students by President

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Professional (Module 1) Study Material

Professional (Module 2) Study Material

Professional (Module 3) Study Material

Professional (Elective Subjects)

XYZ
VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered upto June, 2013 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period as at the end of May 2016.

Students who have not passed the Foundation Examination within the validity period of their registration and are not graduates, may seek fresh admission online at Institute’s website www.icsi.edu together with the Foundation Programme admission fee of Rs. 4500/-.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in December 2015 and registered in Executive Program upto and including 29th February, 2016 would be eligible to appear in both modules of the Executive Program to be held in December 2016 examination and students who will take registration in Executive Program between 1st March, 2016 to 31st May, 2016 will be eligible to write only one module in December 2016 examination of the Executive Programme.

Students can register online at institute’s website www.icsi.edu at online services option. The fee for seeking registration for Executive Programme is Rs. 8500/- which can be paid online either through credit/debit card/net banking/bank challan.

CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen).The process is given below.

1) Visit Institute’s website www.icsi.edu
2) Click on ON-LINE SERVICES (top right side of your screen)
3) Click on Student Login
4) Type your registration number in Username
5) Click on Reset password (students only)
6) Enter your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)
7) Click on Proceed.
8) Enter your correct e-mail id & mobile number
9) Click on Reset Password and Get the password on screen.

UPDATION OF E-MAIL ADDRESS/ MOBILE NUMBER

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

STUDENT IDENTITY CARD

Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalized Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI.

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

VERIFICATION OF PARTICULARS IN THE STUDENT ACCOUNT

Students are advised to invariably check the particulars in their online Account and point out discrepancies, if any, in name, photograph, signature, paper-wise exemption status, validity of registration, other particulars, etc. to avoid mismatches in Identity Card, Admit Card, Attendance Sheet, etc. which may create complications at the time of appearing in the examinations, declaration of results, issue of mark sheets, etc.

All the students are further advised to maintain uniformity in their signatures on student’s identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.
REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheet/Pass Certificates for regularizing their admission at their online account at www.icsi.edu. They are required to login at their account to upload the desired marks sheet/certificate at manage account option. Subsequently they are required to go to certificate details tab option to upload the 12th Pass marksheet/certificate. Students, who have already uploaded/submitted their Senior Secondary Examination Markssheets/Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

Name
Details of Fee paid
Admission No.
Email Address
Complete Postal Address with Pincode

CANCELLATION OF PROVISIONAL ADMISSION

Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the Senior Secondary (10+2) examinations within the stipulated time period of six months, shall stand cancelled and no refund of fee will be made. It is informed further that the students registered provisionally in Foundation stage who are appearing in June 2016 examination and have not submitted their 12th pass certificate or marksheet, their result would be withheld by the Institute.

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

STUDY MATERIAL

All registered students who have uploaded their documents successfully and their application has been approved by the Institute are supplied with the set of study material. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell. Details of submitting request through grievance solutions cell is given below under the head “ICSI Grievance Solutions Cell”

SELF STUDY

The Institute provides a set of study materials to all students of Foundation Program for their self-study. Students have option to study the subjects of their own and appear in next examination of the institute for which they are eligible. Attending classes is not compulsory.

CLASS ROOM TEACHING

Through Regional Councils/Chapters

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching subject to availability of necessary facilities
and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches is available on the website at the following links:

http://www.icsi.edu (Regional /Chapter Office, address and contact details)

https://www.icsi.edu/ClassRoomTeaching.aspx (Module/Subject wise details for running batches)

**24 HOURS CS HELPLINE**

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course & Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.

**PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.**
ICSI GRIEVANCE SOLUTIONS CELL

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries are not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below:

1. Click on the “Online Services” button on the home page of Institute’s Website (http://www.icsi.edu).
2. Click on “Login” button.
3. Enter your User ID (Registration Number / Membership Number) and Password
4. Click on “Login” button
5. Click on “Home” Option and select “Suggestion/Grievances” option
6. Select the Options available as per the nature of your query and enter the details
7. Click on the “Submit” button

Alternatively, the grievances may be sent at E-Mail Id: grievance.solutions@icsi.edu.
UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE
ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

https://twitter.com/indiacs
https://www.facebook.com/ICSI

APPLICATION FOR SCHOLARSHIPS
THROUGH NATIONAL SCHOLARSHIP PORTAL
(www.scholarship.gov.in)

Students may please be aware, a Single Window National Scholarship Portal has been created by Government of India for managing the various scholarship schemes. Please note that the Code No. allotted to the Institute is “9” and students who have already applied through any other code (For example 45022) are advised to re-submit the request as per procedure given at the following link at the website of the Institute www.icsi.edu by selecting Institute’s Code No. 9.

https://www.icsi.edu/Docs/Website/APPL_FOR_SCHOLARSHIPS_THROUGH_NATIONALSCHOLARSHIPPORTAL.pdf

ATTENTION STUDENTS!
DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the stipulated time period failing which their registration applications would be rejected.

STUDY CENTERS

ICSI is setting up Study Centres in cities/locations where the Regional/Chapter Office of the Institute does not exist to facilitate the students.
For details kindly visit the following link.
https://www.icsi.edu/docs/website/Study%20Centre.xlsx
Student Month

We are pleased to inform that the Institute has decided to celebrate July month as the “Student Month”. Various activities for the students shall be planned during the month which would be published on the website of the Institute shortly. In case you have any suggestions regarding the same, they may be sent at info@icsi.edu

It is further informed that the Final Round of National Level Competitions for the students for the year 2016 would be hosted by the following Regions.

<table>
<thead>
<tr>
<th>Name of the Programme</th>
<th>2016</th>
<th>Date of Competitions</th>
<th>Topics</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>All India Elocution Competition</td>
<td>NIRC - Delhi RO</td>
<td>8th July 2016</td>
<td>Start-up India to kick start Entrepreneurship Scope for CS Professionals</td>
<td><a href="https://www.icsi.edu/niro/RegionalCouncil/RegionalCouncilMembers/Home.aspx">https://www.icsi.edu/niro/RegionalCouncil/RegionalCouncilMembers/Home.aspx</a></td>
</tr>
<tr>
<td>All India Moot Court Competition</td>
<td>WIRC - (Pune Chapter)</td>
<td>30th July, 2016</td>
<td></td>
<td><a href="http://www.icsi.edu/pune/home.aspx">http://www.icsi.edu/pune/home.aspx</a></td>
</tr>
<tr>
<td>All India Company Law Quiz</td>
<td>EIRC - KOLKATA RO</td>
<td>15th July, 2016</td>
<td></td>
<td><a href="https://www.icsi.edu/eiro/Home.aspx">https://www.icsi.edu/eiro/Home.aspx</a></td>
</tr>
<tr>
<td>All India Essay Writing Competition</td>
<td>EIRC - KOLKATA RO</td>
<td>To be organised in the month of July</td>
<td>Do we need Corporate Governance Rules or Self Governance Spirit?’</td>
<td><a href="https://www.icsi.edu/eiro/Home.aspx">https://www.icsi.edu/eiro/Home.aspx</a></td>
</tr>
<tr>
<td>All India Students’ Conference</td>
<td>SIRC - (Bengaluru Chapter)</td>
<td>30th &amp; 31st July, 2016</td>
<td></td>
<td><a href="http://www.icsi.edu/bangalore/Home.aspx">http://www.icsi.edu/bangalore/Home.aspx</a></td>
</tr>
</tbody>
</table>
WEBCAST ORGANISED BY THE INSTITUTE FOR CS STUDENTS ADDRESSED BY THE PRESIDENT, ICSI ON 18th MAY 2016: YOUTUBE LINK

This has reference to the webcast organised by the institute addressed by the President, ICSI for the students of the Institute across the country and abroad through the monthly series of webcast titled ‘Precious You’ on 18th May, 2016 at 3:00 PM.

We are glad to inform you that this webcast received overwhelming response from the students and majority of students have requested to get access to the content of this informative webcast for their further reference.

Considering the same and to facilitate the students who could not watch this webcast online, the webcast has also been made available on “You tube” at the following link.

https://www.youtube.com/watch?v=LtDt9dhvy2Q

You all are advised to visit the link as given above to avail this unique opportunity.

ICSI

WEBCAST ORGANISED BY THE INSTITUTE FOR CS STUDENTS APPEARING IN JUNE 2016 EXAMINATION

A Webcast was organized for students appearing in June 2016 examination on 18th May 2016 at 4 p.m. The youtube link of the webcast is given below:

https://www.youtube.com/watch?v=_Mf2iLjlf7M

You all are advised to visit the link as given above to avail this unique opportunity.

ICSI

***
1. COMPUTER BASED EXAMINATION (CBE), JUNE 2016

The Computer Based Examination for Foundation Programme, will be held on Saturday, the 4th June, 2016 and Sunday, the 5th June, 2016 as per the following Examination Time-Table and Programme and Examination Centers:

<table>
<thead>
<tr>
<th>Day and Date of Examination</th>
<th>Subjects</th>
<th>Batch No.</th>
<th>Examination Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>I</td>
<td>From</td>
</tr>
<tr>
<td>Saturday, 4th June, 2016</td>
<td>Paper-1</td>
<td>9.30 A.M.</td>
<td>11.00 A.M.</td>
</tr>
<tr>
<td></td>
<td>Paper-2</td>
<td>II</td>
<td>12.00 Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>1.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III</td>
<td>2.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>4.00 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6.30 P.M.</td>
</tr>
<tr>
<td>Sunday, 5th June, 2016</td>
<td>Paper-3</td>
<td>I</td>
<td>9.30 A.M.</td>
</tr>
<tr>
<td></td>
<td>Paper-4</td>
<td>II</td>
<td>12.00 Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II</td>
<td>1.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III</td>
<td>2.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>4.00 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6.30 P.M.</td>
</tr>
</tbody>
</table>

*Allotment of time-slot to each student will be made by the Institute and no request for change of time-slot will be entertained.

2. EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION – JUNE, 2016


NOTES:

1. Guntur-Amaravati (Andhra Pradesh); Surendranagar (Gujarat) are on Experimental Basis.

2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

3. Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.

3. FREQUENTLY ASKED QUESTIONS REGARDING COMPUTER BASED EXAMINATION (CBE)

The Institute introduced Computer Based Examination (CBE) in place of OMR Based Examination for its Foundation Programme students from June, 2014 session of examination onwards. Consequently, the next Computer Based Examination for CS Foundation Programme will be held on 4th and 5th June, 2016. The Institute has prepared some FAQs given herein below to familiarise, guide and sensitise the students about CBE.

<table>
<thead>
<tr>
<th>Q.1:</th>
<th>What is Computer Based Examination (CBE)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A:</td>
<td>In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.2:</th>
<th>Is computer knowledge required to appear in Computer Based Examination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A:</td>
<td>No. The computer interface is easy to use and requires no previous knowledge of computer. Candidates would be required to sit before a computer terminal and use computer-mouse while attempting the questions. Therefore the candidates, at the most, need to know only how to use computer-mouse in CBE.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.3:</th>
<th>Is Computer Based Examination conducted using Internet?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A:</td>
<td>No. CBE is conducted using secured Local Area Network (LAN).</td>
</tr>
<tr>
<td>Q.4:</td>
<td>In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A:</td>
<td>IT professional(s) will remain present to assist the candidates in case of any eventuality.</td>
</tr>
<tr>
<td>Q.5:</td>
<td>Where will the Computer Based Examination be held?</td>
</tr>
<tr>
<td>A:</td>
<td>CBE would be held in all those cities in India and abroad where the Institute’s existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute’s website: <a href="https://www.icsi.edu/docs/website/Regionwise_CentreList_June2016_Exam.pdf">https://www.icsi.edu/docs/website/Regionwise_CentreList_June2016_Exam.pdf</a>. However, the address of examination centre/venue would be provided on the Candidates’ Admit Card.</td>
</tr>
<tr>
<td>Q.6:</td>
<td>What are the dates for conduct of CBE in June, 2016 and maximum time allowed for each subject of examination?</td>
</tr>
<tr>
<td>A:</td>
<td>CBE will be held in two days i.e. on 4th and 5th June, 2016, as per the schedule provided in the Time-Table above. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper. After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the “Finish” Button.</td>
</tr>
<tr>
<td>Q.7:</td>
<td>How many questions would be there in each subject of Computer Based Examination?</td>
</tr>
<tr>
<td>A:</td>
<td>There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2, carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.</td>
</tr>
<tr>
<td>Q.8:</td>
<td>How to answer a question in Computer Based Examination?</td>
</tr>
<tr>
<td>A:</td>
<td>The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question, the candidate would “click” the option/answer which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as “answer” given by the candidate.</td>
</tr>
<tr>
<td>Q.9:</td>
<td>When should a candidate report at the examination centre?</td>
</tr>
<tr>
<td>Q.10: Can a candidate take the examination from home?</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>A: No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.</td>
<td></td>
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<tr>
<th>Q.11: Is there any negative marking for the wrong answer?</th>
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<tr>
<td>A: No. There is no negative marking for the wrong answer.</td>
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<tr>
<th>Q.12: Can a candidate skip any question and return to the same later on?</th>
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<tbody>
<tr>
<td>A: A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not “click” answer for that question and instead “click” next question.</td>
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<tr>
<th>Q.13: Can a candidate review his/her answer?</th>
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<td>A: A candidate has the option to “bookmark” any question to review at a later stage before clicking the “Finish” button.</td>
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<tr>
<th>Q.14: Can a candidate change his/her answer to any question?</th>
</tr>
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<tbody>
<tr>
<td>A: Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking “Finish” button.</td>
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<tr>
<th>Q.15: How to enroll for Computer Based Examination, what is the examination fee and last date for enrolment for appearing in June, 2016 examination?</th>
</tr>
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</table>
| A: Candidates can apply online for the examination from 26th February, 2016, through the Institute’s website: [www.icsi.edu](http://www.icsi.edu) after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute’s website.

Last date for enrolment for appearing in June, 2016 examination is 25th March, 2016. However, a candidate may enrol himself/herself online up to 9th April, 2016 by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-. |

<table>
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<tr>
<th>Q.16: Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?</th>
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<tbody>
<tr>
<td>A:</td>
</tr>
</tbody>
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<th>Q.10: Can a candidate take the examination from home?</th>
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<tbody>
<tr>
<td>A:</td>
</tr>
<tr>
<td>Q.17: When can candidates download the Admit Card for the examinations?</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>A: The Admit Card can be downloaded 10 days prior to the date of commencement of examination from the Institute's website: <a href="http://www.icsi.edu">www.icsi.edu</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.18: What will be the medium of questions for Computer Based Examination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Questions will be provided both in English and Hindi language except for Business Management, Ethics and Communication subject, for which questions shall be provided in English language only.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.19: Can a candidate get examination center of his/her choice?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: A candidate can opt for city of his/her choice as per the list of examination centers at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.20: Will a candidate be getting some practice test before actually appearing in Computer Based Examination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Mock Tests have been made available on the ICSI website for familiarizing the students with CBE. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.21: What will happen in case there is some problem in computer during the examination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Additional computers will be available at the examination centers to take care of such problems. System will record every ‘click’ by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.22: What items a candidate is required to bring compulsorily at the examination center?</th>
</tr>
</thead>
</table>
| A: Candidates are required to bring their Admit Card, Student Identity Card (bearing photograph and signature of the candidate) issued by the ICSI duly attested, failing which they will not be allowed to enter the Examination Centre. If due to any reason, any of the candidates is not holding the Student Identity card, he/she must bring any other photo identity card issued by the
Government Departments. *viz.* Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc. to establish his/her identity. However, carrying of Admit Card is compulsory.

**Q.23:** Is calculator allowed in Computer Based Examination?

**A:** Candidates are allowed to use their own battery operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre. However use of scientific calculators is not allowed.

**Q.24:** What items are banned in the examination Hall/Room?

**A:** Mobile phones, I-Pads, palmtop, tab, pager as well as any kind of other communication equipments capable of being used as communication device, programmable, scientific or printing model of calculators, books, printed or handwritten material, etc. are banned inside the examination Hall/Room.

**Q.25:** Can a candidate get paper/sheets for rough work?

**A:** Yes, a blank sheet, if required will be provided at the exam centre for rough work during the exam. The same must be returned to the Test Administrator before leaving the examination room. However, students are required to bring their own blue/black ball point pen.

**Q.26:** How will a candidate come to know which of the questions are left unanswered?

**A:** A candidate can navigate between questions either by clicking on “Previous” or “Next” or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel. There will be a panel on computer screen showing all the question nos. in different colour scheme, which will indicate which are the questions answered, left unanswered and bookmarked for review.

**Q.27:** Will there be Help Desk to support the candidates?

**A:** Yes, there would be a Help Desk to resolve the queries of candidates appearing in CBE. Help Line Nos./e-mail id would be made available on the Institute’s website.

**Q.28:** Whether the question/question paper booklet would be provided as is made available in offline examination?

**A:** No questions/Question booklet in any form would be made available to the students. Questions asked in the CBE by the Institute are its intellectual property and their copyright solely vests in the Institute.

**Q.29:** Are candidates with disabilities accommodated in the examination center?
<table>
<thead>
<tr>
<th>Q.30: Can a candidate, after the examination, submit his/her feedback at the examination centre?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.31: When the results of CBE will be announced?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: The date of declaration of result of CBE would be announced on the website of the Institute <a href="http://www.icsi.edu">www.icsi.edu</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q.32: What would happen if a candidate bookmarks a question but forgets to review later, and exam expires?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: “Bookmark” is meant for reminding a candidate to review his/her answer at any time during the examination but before clicking the “Finish Button”. However, if a candidate skips to review his/her “Bookmark” question later on, the option to the question clicked by the candidate earlier would be saved automatically and taken as final answer.</td>
</tr>
</tbody>
</table>

4. **INSTRUCTIONS TO EXAMINEES - COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME – JUNE, 2016**

Candidates should read the Instructions given below carefully and follow them in true letter and spirit for appearing in the examination.

**PART-A : GENERAL INSTRUCTIONS**

1. Immediately after taking the print-out of the Admit Card from the website www.icsi.edu, every candidate is advised to verify all the details mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Registration Number, Examination Centre (Name, Address, Code, etc.), Date and Timings of Examination etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately at Tel.No.- 011-33132333, 011-66204999.

2. Candidates should carry with them (i) Admit Card; and (ii) Student Identity Card to the Examination Centre every day for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.

3. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate’s signature on the Attendance Sheet. Accordingly, each
candidate must show his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.

4. Candidates are advised to ensure that they are in possession of a valid Identity Card (Green Coloured Authenticated Identity Card sent by post by the Institute OR the downloaded Student Identity Card from www.icsi.edu duly attested by the authorized official(s). In case, due to any reason, the photograph and signature of the student are not available in the downloaded Identity Card, the candidates should affix his/her photograph and put the signature on the downloaded Identity Card and get it attested by Gazetted Officer/Member of ICSI/Principal of Recognized School/Manager of Nationalised Bank, etc. For any reason, if some of the candidates are not holding the Identity Card due to technical/practical problems, they may bring any other Photo Identity Card issued by the Government Departments viz. Passport, Driving License, PAN Card, UID Aadhaar Card, Voter Card, etc. to establish their identity vis-à-vis the particulars appearing in the Enrollment Details/Attendance Sheet. Please handover one identical photograph to the Superintendent of Examination Centre for affixing the same on the Attendance Sheet.

5. In case, due to any reason, the downloaded Admit Card does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admit Card and get it attested by gazetted officer/member of ICSI, etc. and also bring Student Identity Card/other documents as specified above, as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.

6. Provisionally admitted students of Foundation Programme are required to regularize their admission by submitting proof of passing 10+2 Examinations within six months from the date of registration. Some of the students who have not complied with the requirements but sought enrollment to Examinations are being issued Admit Card for appearing in the Examinations on provisional basis. Notwithstanding the issue of Admit Card on provisional basis by giving benefit of doubt to the students, such students are hereby cautioned that the results of the examinations will be withheld pending submission of the requisite certificate. The date of passing the 10+2 Examinations should be within six months of the date of registration and in case the actual date of passing the 10+2 Examinations is beyond six months period, the registration will be cancelled without further notice. Those students who are yet to submit the certificate(s) are advised to immediately upload scanned copy(ies) of the requisite certificate(s) at “Manage Account” option followed by “Certificate Details” option at their online account at www.icsi.edu and may contact the Institute at Tel.No. at 011-33132333, 011-66204999 in case of any further query.

7. Candidates are required to report at the Examination Hall **60 (sixty) minutes** before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall. **No candidate shall be allowed to enter the Examination Hall after the completion of 15 minutes of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the expiry of 45 minutes of the commencement of the examination.**
8. Personal belongings including mobile phones are not allowed inside the examination room. **Candidates are advised not to bring valuable personal belongings to the examination venue and the Institute or examination center shall not be responsible in case the item(s) brought to the examination centre is/ are lost or stolen.**

9. There will be 50 Multiple Choice Questions (MCQ’s) of 2 marks each in each paper and the candidates shall be given 90 minutes for appearing in both the papers on each day (45 minutes in case of exemption in one of the paper).

10. The question papers will be displayed on the Computer Screen both in English and Hindi language except for Business Management, Ethics and Communication paper for which questions will be displayed in English only. In case of any doubt or discrepancy in Hindi language, the English version of the questions shall prevail.

11. Each student will be appearing for two test sessions, i.e. one test session on each day in the same timing.

12. Candidates must sign the Attendance Sheet on each day for which they are appearing and after conclusion of examination obtain signature of the Invigilator on the Admit Card. In no case a candidate should leave the Examination Hall without signing the Attendance Sheet. **Any appearance without the candidate’s signature in the Attendance Sheet shall be treated as absent.**

13. Candidates are allowed to use their own battery operated, noiseless and cordless ordinary calculator with not more than 6 functions, 12 digits and 2 memories. Use of programmable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing or exchange of calculators or any other item/material shall not be permitted in the Examination Hall.

14. Every candidate is compulsorily required to appear in all the subjects /Paper(s) for which he/she had enrolled. In case any candidate remains absent in any subject(s)/Paper(s) due to any reason, whatsoever, he/she shall be summarily declared fail. However, in case a candidate who has been granted exemption in any one subject i.e., Paper 1 or 2 (on first day i.e. 4th June, 2016) or Paper 3 or 4 (on second day i.e. 5th June, 2016) as the case may be, he/she is required to answer only those questions in the relevant subject (Paper) in which he/she is enrolled and leave the examination hall on the expiry of 45 minutes of the commencement of the examination, after submitting the Exam by clicking “Finish” button. In case a candidate has been granted exemption in Paper 1 and 2 (first day) or Paper 3 and 4 in the (second day), he/she is required to appear only in the relevant subjects (Paper 3 and 4 or Paper 1 and 2 as the case may be), for which he/she is enrolled.

15. Candidates are required to secure a minimum of 40% marks in each paper, i.e. Paper-1, Paper-2, Paper-3 and Paper-4 separately as the case may be, and 50% marks in aggregate of all papers put together for passing the Foundation Programme Examination. **There will be no negative marking for wrong answers.**

16. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programmable Calculator, Laptop, Palmtop, or any other communication device or gadget in the Examination room/Hall/Premises. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/Room/Premises,
he/she could be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.

17. The Superintendent of Examination is authorized to expel a candidate from the Examination Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination or attempt to copy examination questions and/or examination responses (in any format) from the Examination Centre, etc. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she will not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country, and the particulars of such candidates will be suitably notified in the Institute’s official bulletins.


PART- B: OPERATING INSTRUCTIONS

I. Attempting the Examination

1. Upon Invigilator’s instruction, click on the “APPEAR” button to access the Instruction Sheet. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Invigilator on duty before the commencement of examination. No query/ies shall be entertained after the commencement of examination.

2. Do not close the Exam Window or try to restart the system at the Examination Centre.

3. Each question is followed by four alternative answer marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will be highlighted and will automatically be saved. The questions may be answered in any order within the stipulated examination time.

4. Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking “FINISH” Button.

5. Candidates shall not click “DONE” button followed by three warnings with “FINISH” button until they have completed all the questions of their examination in every respect. The examination shall not re-start once “FINISH” button is clicked.
6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.

7. Before conclusion of examination, the candidates can use the “Bookmark” option by clicking on “BOOKMARK” button, if they wish to review or revisit the question later.

8. In case of restarting / shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved and the candidate will be able to resume the examination from the exact point that last appeared before him/her.

9. If any candidate wishes to take a bio break, he/she can do so after 30 minutes of commencement of the examination. However, the timer on the Exam Computer would continue to tick and the candidate would not be given any additional time to compensate for the time loss during the bio break. Hence, the candidates in their own interest may limit their bio-breaks to the minimum to avoid any loss of time.

II. Working on Examination Window
1. APPEAR → CLICK → Display of Exam Window

2. Only one question will be displayed on the Exam Window at a time.

3. Candidates can mark their choice of answers by placing cursor on any one of the four alternative answers to each question and clicking through mouse thereat. Chosen answer option will be highlighted.

4. Candidates can change their answer to any question by clicking at the new answer option (Radio Button) before “FINISH” of the examination.

5. Candidates can answer question in any order and can navigate between questions either by clicking on “Previous”/ “Next” button or by directly clicking on the question numbers which are displayed in the Paper-wise Summary panel available on the left side of the Exam Window.

6. Every particular question answered by the candidate will be displayed in GREEN colour on the Summary Panel. The questions that are not attempted and not bookmarked for review will be displayed without any colour. Questions Attempted and Bookmarked for review will be highlighted in RED and those which are not attempted but Bookmarked for Review will be displayed in YELLOW.

III. Examination Submission
1. “DONE” button shall be clicked by the candidates only when they have answered all the questions of their examination. The “DONE” button will be visible at the Right Hand Bottom Corner of the Exam Window and the same will only be enabled after 45 minutes of commencement of the Examination.
2. After completion of the examination, candidates can click “DONE” button followed by three warnings with “FINISH” button to submit the examination. After conclusion of examination timing, system will automatically save, finish and submit the examination.

3. No candidate shall be permitted to leave the examination hall/room/lab until the expiry of 45 minutes after commencement of the examination.

3. In case any candidate wrongly clicks the “DONE” button, warning screens will be displayed; and he/she can return to the question paper by clicking “Go to Examination”. There are three such warnings – WARNING-1, WARNING-2 and WARNING-3 with “FINISH” button.

4. Candidates shall remain cautious while clicking “FINISH” button and warnings. On clicking the “FINISH” button after “WARNING-3”, examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and answer marked by the candidate shall be considered for purposes of result.

5. A “Thank you” message will appear confirming the completion, finishing and submission of the examination.

6. Candidates may give their feedback by filling “FEEDBACK FORM” available on their system after submission of their examination.

IV. Use of Rough Sheet:

1. A Rough Sheet will be provided to the candidates for carrying out rough work, calculations, etc. during the examination. Candidates are required to mention their Name, Roll Number, Registration Number, Exam Date and Batch Time on the Rough Sheet.

2. Rough Sheet needs to be returned to the Invigilator before leaving the Exam Hall/Room/Lab. The candidate shall not be permitted to carry the rough sheets used/un used with them when they leave the Examination Hall/Room/Lab.

V. Maintenance of Discipline in the Examination Hall/Room/Lab

Candidates should strictly follow the various written/ verbal instructions and maintain discipline in the Examination Hall/ Room/ Lab. Candidates should not:

(a) Attempt to take the examination on behalf of someone else, i.e. Impersonation;
(b) Give or receive assistance of any kind during the examination or communicate in any manner with other candidates or with outsiders.
(c) Tamper / attempt to tamper with computer system or pose hindrance in the smooth conduct of the examination.
(d) Leave the examination centre without the permission of the invigilator.
(e) Use prohibited aids or carry banned items in the examination premises/room/hall/lab, etc. such as mobile phones, I-pad, palmtop, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, watch alarms, listening devices, recording or photographic devices etc.
(f) Attempt to copy examination questions and /or examination responses (in any format) from the fellow candidate/ examination centre.

The Superintendent of Examination Centre is authorized to expel a candidate from the examination centre for any misconduct by the candidates.
Infringement of any of these instructions may render the candidates liable for disciplinary action which could lead to cancellation of results of the examination and/or student-ship registration under the Company Secretaries Regulations, 1982 as in force.

SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/LAB/CENTRE PREMISES.

***
News from Region

ICSI-WIRC
PRIDE CS REGULAR CLASSES
CS FOUNDATION & EXECUTIVE FOR DECEMBER 2016 EXAMINATION
(ICSi OTC Academic Initiative)

Join ICSI - WIRC Regular Classes
Become A Better Company Secretary

OUR STRONG FEATURES
1. Providing excellent Classroom teaching through experienced faculties
2. Periodical MOCK Test
3. Seminars & Talk by Visiting Professors & Guest Faculties
4. TIPS by Experts on PREPARATION FOR CS EXAMINATION
5. Continuous monitoring by ICSI-WIRC for quality education & training
6. Assisting in Training opportunities and placement initiatives
7. Library facilities
8. Overall Development
9. New Learning Experience

Admission Open
For CS Foundation and CS Executive
Expert Faculties are now associated with ICSI Classes

: Our Current OTC Batches :

ICSI-WIRC Center, OTC Center, Nariman Point, Mumbai
(Afternoon Batch)

- Batch Timing :
  Foundation: 2.30pm - 4.30pm
  Executive: 4.30pm - 7.30pm

- Fee Structure :
  Foundation: 15000/-
  Executive Module-1: 18000/-
  Executive Module-2: 15000/-

- Co-ordinator :
  Mr. Shankar Dasari / Ms. Bhavna Rakte

ICSI-WIRC Classes, OTC Center, Nariman Point, Mumbai
(Morning Batch)

- Batch Timing :
  Executive: 7.30am - 10.30am

- Fee Structure :
  Executive Module-1: 18000/-
  Executive Module-2: 15000/-

- Co-ordinator :
  Mr. Shankar Dasari / Ms. Bhavna Rakte

ICSI-WIRC Classes, OTC Center, Borivali, Mumbai

- Batch Timing :
  Foundation: 4.00pm - 6.00pm
  Executive: 4.00pm - 7.00pm

- Fee Structure :
  Foundation: 15000/-
  Executive Module-1: 18000/-
  Executive Module-2: 15000/-

- Co-ordinator :
  Mr. Shankar Dasari / Ms. Bhavna Rakte

For more details contact
Mr. Ranjith Krishnan, Assistant Director, ICSI-WIRC
Mr. Bannashankar Dasari, ICSI-WIRC and Ms. Bhavna Rakte, ICSI-WIRC
Landline No: 022- 61307900/61307901/61307902/61307904/61307923
Mobile No: 9223542195/9223263363
Visit: ICSI-WIRC, 13 56 & 57, 1st and 5th Floor, Jolly Maker Chamber-II, Nariman Point, Mumbai-400021.
Mail us on: bannashankar.dasari@icsi.edu / bhavna.rakte@icsi.edu

Yesterday’s
DREAM ★
Today’s
REALITY ★
Tomorrow’s
VISION ★
SUCCESS (don’t just wish for it, work for it)

EXEMPLARY OT CLASSES THROUGH CREATIVE & EFFECTIVE LEARNING

December 2016, Examination

Grab opportunity for attending Oral Tuition classes organized by NIRC-ICSI for very reasonable fees with all modern facilities, Highly Qualified, Experienced, Renowned & Dedicated faculties

- Scholarship to those who obtained Rank at Northern Region.
- Subject-wise Mock Test
- Facility for participation in Moot Court
- Subject-wise special lectures by eminent faculties.
- Facility for participation in Campus Placement for training.
- Facility of Personality Grooming - Participation in Talks on Motivation, Public Speaking, Stress Management etc. and cultural activities
- Facility of providing crash courses.
- Facility for organising special revisionary batches.

DATE OF COMMENCEMENT

7th July, 2016

VENUE:
NIRC-ICSI, 4, PRASAD NAGAR
INSTITUTIONAL AREA,
NEW DELHI-110005
(Walking distance from Rajendra Place Metro Station)
# The Schedule of the classes is as under

<table>
<thead>
<tr>
<th>STAGE</th>
<th>DIFFERENT BATCH TIMINGS</th>
<th>NO. OF LECTURES</th>
<th>FEE (RS.)</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Module I</td>
<td>7:30 AM - 9:30 AM (Batch 1)</td>
<td>120</td>
<td>8,500/-</td>
<td>Daily one lecture (one subject)</td>
</tr>
<tr>
<td></td>
<td>10:00 AM – 12:00 Noon (Batch 2)</td>
<td>(40 lectures per subject)</td>
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<td>12:00 Noon - 2:00 PM (Batch 3)</td>
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<td>2:30 PM – 4:30 PM (Batch 4)</td>
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<td></td>
<td>4:30 PM – 6:30 PM (Batch 5)</td>
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</tr>
<tr>
<td>Professional Module II</td>
<td>7:30 AM - 9:30 AM (Batch 1)</td>
<td>120</td>
<td>8,500/-</td>
<td>Daily one lecture (one subject)</td>
</tr>
<tr>
<td></td>
<td>10:00 AM – 12:00 Noon (Batch 2)</td>
<td>(40 lectures per subject)</td>
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<td>2:30 PM – 4:30 PM (Batch 4)</td>
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<td></td>
<td>4:30 PM – 6:30 PM (Batch 5)</td>
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<tr>
<td>Professional Module III</td>
<td>7:30 AM - 9:30 AM (Batch 1)</td>
<td>120</td>
<td>6,500/-</td>
<td>Daily one lecture (one subject)</td>
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<tr>
<td></td>
<td>10:00 AM – 12:00 Noon (Batch 2)</td>
<td>(40 lectures per subject)</td>
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<td>4:30 PM – 6:30 PM (Batch 5)</td>
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<tr>
<td>Executive Module I</td>
<td>7:30 AM - 9:30 AM (Batch 1)</td>
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<td>8,000/-</td>
<td>Daily one lecture (one subject)</td>
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<td></td>
<td>10:00 AM – 12:00 Noon (Batch 2)</td>
<td>(35 lectures per subject)</td>
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<td>Executive Module II</td>
<td>7:30 AM - 9:30 AM (Batch 1)</td>
<td>105</td>
<td>7,000/-</td>
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The key features of the classes at NIRC-ICSI:

- Award to the best students of OTC.
- Placement trainees for OTC Students.
- Facility of LCD projectors in class rooms.
- Subject wise notes in soft copy may be provided to the students.
- Facility of Library with all latest books.
- Class test will be conducted and performance of the students will be evaluated.
- Guidance to students by expert faculties on giving presentations on varied topics.
- Organization of Parents’- Teachers’ Meet and sharing of progress of the students.
- Facility for providing subject wise case study session.
- Facility of Guidance Program by Expert faculties for appearing in examinations.
- Facility for providing counselling session for examination pattern and amendment classes.
- Facility of interaction with faculties and senior members to clear the doubts about career prospects.
- Secretary.
- Facility for providing after class support i.e. after completion of the classes of subject.
- Student will be in touch with the institute and will be well aware of all the information/developments at the institute including Training Programs like EDP, PDP etc., and Competitions like Elizotion, Meet Court and Company Law Quiz etc.
- Opportunity to participate in varied competitions like Essay writing, Drawing/Painting, Debate, Slogan writing etc.
- Facility for knowledge updation - Participation in students’ seminars/conferences/ workshops/ industrial visits etc.
- Career & other guidance and direct interaction with the CS fraternity.
- Latest update.

**NOTE:**

- Each lecture is of two hours duration.
- Admissions on first come first serve basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- Subject wise Coaching is also provided.
- Four hours duration (two subjects per day) and Weekend batches may also be organised subject to availability of sufficient number of students in each batch.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 by cash/Demand Draft drawn in favour of the NIRC of the ICSI payable at New Delhi.

For further details please contact: 011-49343000/3009/3021 or email at reena@icsi.edu
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The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.
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