

CS Foundation Course

(e-bulletin for Foundation Programme Students)

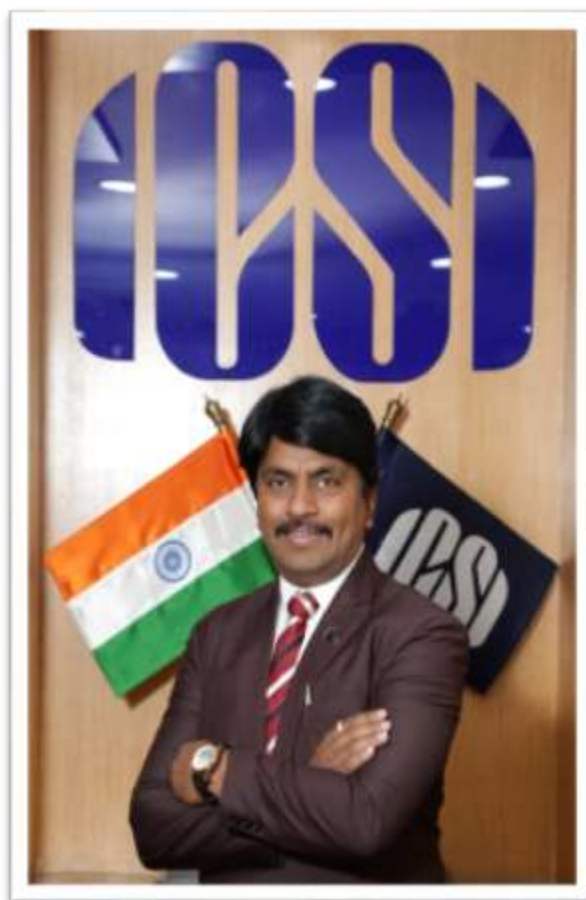


THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)



AUGUST 2022

Message from the President



Dear Students,

The celebration of the 76th Independence Day, the joy of having accomplished 75 years as a free nation and the exuberance of our own varied diversities and yet the hands held in unison of more than a billion people is what makes 15th August, a day to celebrate shared spirit of oneness, patriotism, love for our country and reiteration of our commitment to serve the nation.

To quote the words of our Honourable Prime Minister, Shri Narendra Modi, shared from the Red Fort on 15th August, 2022, “When dreams are big, when resolves are big, the effort is also big, the expending of energy is also big”. For an Institute continuously dedicated to take forward the goals and objectives of the nation and for its members

devoted to strengthening the governance framework, shaping the corporates and businesses into good citizens and play their designated roles in nation-building; days like these and words like these hold much greater significance than the rest.

Furthermore, if the agenda of Atmanirbhar Bharat is to be made social agenda – the clarion call for support to the Make in India Campaign or to promote innovation or to make India the global manufacturing hub – all shall require the dedicated support and handholding by the Governance Professionals of the masses. Be it the investors in the stock markets or the tech-savvy innovators looking towards making their own incubators, be it the biggest and largest of Indian companies hoisting flags on international lands or the Foreign Institutions looking for investment opportunities on Indian soil, each one of these cannot be fathomed without the presence, support and anchorage by professionals well accustomed and attuned to the needs of each one of them – by Company Secretaries.

With the month of August holding special significance for the students of this Institute, I hope and wish that the results of the CS Examinations are a stepping stone in your journey of learning and that you continue to strive for so much more. For as Swami Vivekananda has said and I quote, *“Arise! Awake! Stop not Until the Goal is Reached”*. Embracing these words, let us all focus on our individual and collective goals and make sincere endeavours to accomplish them.

I once again on behalf of Team ICSI, wish you and all your family members a very Happy 76th Independence Day.

Warm regards,

(CS Devendra V. Deshpande)

President

The Institute of Company Secretaries of India

Academic Guidance

An Overview of Credit Creation by Banks*

Introduction

Credit creation separates a bank from other financial institutions. In simple terms, credit creation is the expansion of deposits. And, banks can expand their demand deposits as a multiple of their cash reserves because demand deposits serve as the principal medium of exchange.

Demand deposits are an important constituent of money supply and the expansion of demand deposits means the expansion of money supply. The entire structure of banking is based on credit. Credit basically means getting the purchasing power now and promising to pay at some time in the future. Bank credit means bank loans and advances.

Factors determining Credit Creation and its Process

There are various factors which effect the amount of credit created by banks, the 3 major ones are-

1. **Banking habits of people:** If people have the habit of using cheque, DD, bills in their business over currency then banks have the ability to create more credit as money keeps rotating in the banking system. That is why banks in the advanced countries are able to create more credit.
2. **Ratio of cash reserve to deposit:** Banks are required to keep Cash Reserve Ratio (CRR) and Statutory Liquidity Ratio (SLR). The smaller the amount of cash reserve the more will be the power of banks to create credit.
3. **Monetary policies of the central Bank:** The monetary policies of the Central Bank i.e. the Reserve Bank of India (RBI) plays a huge role in effecting the ability of commercial banks to create credit. The RBI uses a number of methods to regulate the credit creation in the economy, some of them are: –
 - a. *Bank Rate:* It is the rate at which RBI gives loans to or rediscounts the bill of exchange of the commercial banks. This is also known as the repo-rate. The bank rate and the rate of interest charged by the commercial banks to its customer are inter-related. For example, in case of inflation when the RBI wants to contract the credit flow in the economy it increases the repo-rate. This would lead to an increase in the rate of interest charged by the commercial banks to the customers and thus higher interest outgo would reduce the amount borrowed by the customer from the banks. Thus reducing the cash available in the economy. And during recession the RBI would reduce the repo rate to increase the credit flow in the economy.
 - b. *Open Market operations :* It refers to the sale and purchase of securities by the RBI in the money and capital markets. During inflation the RBI sells its securities. Buyer of

* Dr. Akinchan Buddhodev Sinha, Deputy Director, The ICSI.

Views expressed in the Article are the sole expression of the Author and may not express the views of the Institute.

the securities pays the amount by withdrawing their deposits from the banks. This reduces the cash holdings of the commercial banks and a reduction of cash reserve would reduce the loans and advances given by them and hence reduce the credit flow in the economy.

- c. *Cash Reserve Ratio* : Commercial banks are required to keep a portion of the total deposits with the RBI as cash reserve. During inflation RBI increases the CRR and during recession RBI reduces it.

The following formula can be used to determine the total credit creation.

Total credit creation = Original deposit x Credit multiplier coefficient

Where,

Credit multiplier coefficient = $1/r$

r = Cash reserve requirement also known as cash reserve ratio (CRR)

Let us understand this with an example.

If the money deposited in a bank is ₹10,000 Crore and the bank has a CRR of 10%, then what will be the credit multiplier coefficient?

Credit multiplier coefficient = $1/10\%$

$$= 1/0.1$$

$$= 10$$

Total credit creation = $10,000 \times 10 = 1,00,000$

Similarly, if CRR = 20%

Then,

Credit multiplier coefficient = $1/20\%$

$$= 1/0.2$$

$$= 5$$

Therefore, total credit creation = $10,000 \times 5 = 50,000$ Crore

Highlights of the sectoral deployment of bank credit in India

- Credit to agriculture and allied activities grew by 13.0 per cent in June 2022 as compared with 10.6 per cent a year ago.
- Credit to industry continued to expand, registering 9.5 per cent growth in June 2022 against a contraction of 0.6 per cent in June 2021. Size-wise, credit to medium industries grew by 47.6 per cent in June 2022 as compared with 59.0 per cent last year. Credit growth to micro and small industries accelerated to 29.6 per cent in June 2022 from 11.6 per cent a year ago, while credit to large industries recorded a growth of 3.3 per cent against a contraction of 4.8 per cent during the same period.
- Within industry, credit growth to 'all engineering', 'basic metal & metal products', 'chemicals & chemical products', 'food processing', 'infrastructure', 'leather & leather products', 'mining and quarrying', 'petroleum, coal products & nuclear fuels', 'rubber, plastic & their products', 'vehicles, vehicle parts & transport equipment' and 'wood &

wood products' accelerated in June 2022 as compared with the corresponding month of the previous year. However, credit growth to 'beverage & tobacco', 'cement & cement products', 'construction', 'gems & jewellery', 'glass & glassware', 'paper & paper products' and 'textiles' decelerated/contracted.

- Credit growth to services sector improved to 12.8 per cent in June 2022 as compared with 4.0 per cent a year ago, mainly due to improved offtake to 'NBFCs', 'professional services', 'transport operators' and 'trade'.
- Personal loans segment maintained its uptrend and grew by 18.1 per cent in June 2022 *vis-a-vis* 12.2 per cent in June 2021, primarily driven by 'housing' and 'vehicle loans' segments.

Conclusion

The medium-term forecasts for bank credit growth look encouraging with increasing personal and wholesale borrowings and substantial buffer for loan provisioning. Credit rating agency CareEdge estimates the credit growth to be in the range of 12-13 percent during 2022-2023.

Bank credit growth registered double digits outperforming deposits growth by the end of FY22. The personal loan segment has remained the biggest segment, credit offtake from the industrial sector improved after moving southwards in FY21. The private sector banks have continued to outdo the public sector banks. However, high inflation and increase in rates by the Reserve Bank of India could adversely impact credit growth.

References:

1. <https://www.toppr.com/guides/business-economics-cs/money-and-banking/credit-creation/#:~:text=Credit%20creation%20separates%20a%20bank,the%20principal%20medium%20of%20exchange.>
2. <https://taxguru.in/rbi/process-credit-creation-commercial-banks-rbi-regulates-credit-flow.html>
3. https://rbi.org.in/Scripts/BS_PressReleaseDisplay.aspx?prid=54119

IMPORTANT STUDENT ANNOUNCEMENTS

ATTENTION STUDENTS!

IMPORTANT DATES : DECEMBER,2022 SESSION OF EXAMINATION		
Particulars	Start date	End date
Last date of Submission of enrollment form (Without Late Fee)	26 th August,2022	25 th September,2022
Last date of Submission of enrollment form (With Late Fee)	26 th September,2022	10 th October,2022
Addition of Module (Without Late Fee)	26 th August,2022	25 th September,2022
Addition of Module (With Late Fee)	26 th September,2022	10 th October,2022
Apply Exemption on the Basis of Higher Qualification	26 th August,2022	10 th October,2022
Enrollment Services (Change of Centre /Module /Medium /Cancellation of Exemption Request(/ Re-submission of Call For Documents for granting Exemption on the Higher Qualification	11 th October,2022	20 th November,2022
Fee applicable for each change(s)	Rs. 250/=	
Note : Mode of enrollment: online mode only (offline applications will not be accepted)		
For any query : Grievance Portal at http://support.icsi.edu		

EXAMINATION FEE	
Stage / Course	Examination Fee (Rs.)
Foundation Programme	1200/- Lump sum
Executive Programme	1200/- Per Module
Professional Programme	1200/- Per Module
Late Fee (for all Stages)	250/-



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ATTENTION FOUNDATION PROGRAMME STUDENTS!

Last Examination of Foundation Programme : December 2022

With the introduction of the Company Secretaries (Amendment) Regulations, 2020, the Foundation Programme of CS Course was discontinued w.e.f. 3rd February 2020.

In view of above, all Students of Foundation Programme (admitted prior to 3rd February, 2020) may note that the December 2022 will be the last session of Foundation Programme examination.

All concerned students may take note of the above.





(A K Srivastava)
Joint Secretary (Student Services)

20.06.2022

SOCIAL MEDIA PLATFORM FOR COMMUNICATING WITH THE INSTITUTE

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 
3. Instagram 
4. LinkedIn 

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

https://twitter.com/icsi_cs

<https://www.facebook.com/ICSI>

https://www.instagram.com/cs_icsi

<https://www.linkedin.com/in/theicsi>

Cut-Off Dates for the year 2022

Please visit ***https://www.icsi.edu/media/webmodules/CUT_off.pdf***

REGISTRATION

1. VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

Foundation Programme Registration is normally valid for a period of three years from the date of registration or till student passes the CS Foundation Programme examination of the Institute whichever is earlier subject to the Regulation of the Institute, as in force from time to time. Further, New Admissions to the Foundation Programme of CS Course stands discontinued from 3rd February 2020.

(Note : Existing Foundation Programme Students shall be allowed to appear in the Foundation Programme Examinations till expiry of the validity of their registrations. Such students, after passing the Foundation Programme Examinations, may register for Executive Programme as per existing process.)

2. REGISTRATION FOR CS EXECUTIVE PROGRAMME

In order to become eligible for registration as a student of Executive Programme, an applicant, who is an Indian National, shall apply in the appropriate form, along with the student registration fee, annual subscription, if applicable, education fee and such other fees, as may be determined by the Council and shall also produce proof to the satisfaction of the Council that he,-

- a. has passed Senior Secondary Examination (10+2 system) conducted by an examining body constituted by law in India or an examination recognized by the Central Government or State Government or equivalent thereto for the purposes of admission to Bachelor's degree course and has complied with such requirements as may be determined by the Council; and
- b. has passed Company Secretary Executive Entrance Test (CSEET) conducted by the Institute in such manner, mode and eligibility as may be determined by the Council or any other test or examination recognised or equivalent thereto or exempted therefrom by the Council:

Provided that from the date of the introduction of the Company Secretary Executive Entrance Test under these regulations, all the students of Foundation Programme having valid registrations immediately before the date of introduction of the Company Secretary Executive Entrance Test, may be given such relaxation for number of attempts in the Foundation Programme Examination or allowed to appear in the Company Secretary Executive Entrance Test as may be determined by the Council:

Provided further that the number of attempt or relaxation in the Foundation Programme Examination shall in no case be beyond the date of expiry of his registration.

CS Executive Entrance Test (CSEET) is being introduced which will be a mandatory qualifying test for all categories of students for registration to Executive Programme except a few exempted categories.

The following categories of students shall be exempted from qualifying CSEET and can seek registration directly to Executive Programme :

- a. CS Foundation Programme passed students Exemption Fee - Nil
- b. ICAI (The Institute of Chartered Accountants of India) Final Course passed students- Exemption Fee : Rs. 5000/-

- c. ICAI (The Institute of Cost Accountants of India) Final Course passed students
- Exemption Fee: Rs. 5000/
- d. Graduates with 50% marks and Post Graduates- Exemption Fee: Rs. 5000/

3. More details are available at <https://www.icsi.edu/cseet>

PROCEDURAL COMPLIANCE

1. 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. Students can also reset their password anytime. The process is given below.

Process 1:

Manual for Change of Mobile number, Email Id, Address and resetting password

Step 1: Log in with valid credentials at <https://smash.icsi.edu/scripts/login.aspx>

Step 2: Change Mobile Number and Email address



Step 3:

The screenshot shows the 'Change Communication Details' form. At the top, the header includes the Institute's logo, name, and tagline, along with a 'Welcome: 31' message and 'Home' and 'Logout' links. Below the header is a navigation bar with 'HOME', 'MODULE +', 'PROFILE +', and 'LOGOUT'. The main content area has a blue header 'Change Communication Details'. The form contains four input fields: 'Current Mobile Number' (917777777777), 'Update New Mobile Number' (91), 'Current Email Address' (abc@gmail.com), and 'Update New Email Address'. Green arrows point to the 'Update New Mobile Number' and 'Update New Email Address' fields with the text 'Enter your new mobile number' and 'Enter your new email address' respectively. A 'Save' button is at the bottom left, with a green arrow pointing to it and the text 'After Updating Communication detail, click on "Save" button'.

Process 2: Process to change correspondence /permanent address**Step 1: After Log in**

The screenshot shows the 'PROFILE' dropdown menu. The header includes the Institute's logo, name, and tagline, along with a 'Welcome To SMA' message. Below the header is a navigation bar with 'HOME', 'MODULE +', 'PROFILE -', and 'LOGOUT'. The 'PROFILE -' button is highlighted with a green box and a green arrow pointing to it with the text '1st Click'. The dropdown menu lists several options: 'CHANGE PASSWORD', 'BASIC INFORMATION', 'DOCUMENT DETAILS', 'EDUCATION DETAILS', 'CHANGE ADDRESS', 'CHANGE COMMUNICATION DETAILS', and 'CHANGE PHOTO/SIGNATURE'. The 'CHANGE ADDRESS' option is highlighted with a green box and a green arrow pointing to it with the text '2nd Click'.

Step 2: To change Correspondence address

HOME MODULE + PROFILE + LOGOUT

Change Address

Search Criteria

Address Type: --All-- Search Clear

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Update

1st Click

2nd Click

Step 3:

Change Address

Country * Select Country

State/Province * Select State

District * Select District

City * Select City

Address Line 1 *

Address Line 2

Address Line 3

Postal Code *

Save Close

After Updating new address, click on "Save" button.

Note: Same process will be for changing permanent address.

Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.edu

Step 2: Click on Profile > Change Password



The screenshot shows the 'Change Password' form. At the top, the ICSI logo and name are displayed. Below the navigation bar, the form is titled 'Change Password'. It contains three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. The 'New Password*' and 'Confirm Password*' fields have a note '(Minimum 8 Characters)' to their right. Below the input fields are two buttons: 'Submit' and 'Reset'. At the bottom of the form, there are four asterisked notes: '* Password need at least one Uppercase.', '* Password need at least one Lowercase.', '* Password need at least one Special Characters @ # ^ ~ ! % ^ \$ & * () + = _ | ,', and '* Password need at least one Number,'.

2. 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.

3. 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 complete all formalities to approve the registration in the stipulated time period failing which their registration applications would be rejected.

IMPORTANT ALERTS FOR STUDENTS

1. CHARTERED SECRETARY JOURNAL

The “Chartered Secretary” Journal is published by the ICSI, with a view to ensure continuous up-gradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the journal can subscribe for the same by remitting the nominal subscription fees of Rs. 500/- per annum. Students can either subscribe for the Journal at the time of registration in each stage of CS Course or separately through our Chartered Secretary division.

2. Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters

Number of Class Room Teaching Centres at Regional Councils/Chapters

<https://www.icsi.edu/crt>

Pre-exam test is exempted for students who undergo Classes at Regional and Chapter offices (Subject to the condition)

Visit: <https://www.icsi.edu/media/webmodules/websiteClassroom.pdf>

Classroom Teaching Guidelines :

https://www.icsi.edu/media/webmodules/04032020_Class_Room_Teaching_Guidelines_including_CSEET.pdf

“Join CSEET classes at ICSI Regional/Chapter Offices”

https://www.icsi.edu/media/webmodules/20012022_SCHEDULE_OF_CSEET_MAY'22_classes_at_RO_CHAPTERS.pdf

Visit:

**For any clarification/Assistance/Guidance you may mail to r.bhandari@icsi.edu

3. Study Centres

The objective of the Study Centre Scheme is to break the distance barrier at the end of students for availing the services from the institute. Under the Scheme, Study Centers are opened in cities/areas, wherein the Institute's Offices are not in existence. Apart from providing basic services, the Study Centres also impart coaching to the students of various stages.

The details of study centers are available at the link

https://www.icsi.edu/media/webmodules/Study_Centre.pdf

4. 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 or they can also download the study material from the website of the Institute at academic corner option. Details of submitting request through grievance solutions cell is given under the head “ICSI Grievance Solutions Cell”

5. Self Study

The Institute provides a set of study materials to all the students of Foundation Program for self-study purpose. Students have the option to study the subjects of their own and appear in the next examination of the institute for which they are eligible or else they can get themselves enrolled at Class Room Teaching Centers of the Institute for coaching. Classes are conducted by most of the Regional/Chapter offices of the Institute located across the country.

6. Fee Schedule

For fees details, students are advised to click on the following link

https://www.icsi.edu/media/webmodules/student/InfoBrochure_CSFndExePrgm.pdf

“शहीद की बेटी” (Martyr's Daughter)

Dear Students,

It is indeed an honour to be a part of an Institute which has attained institutional excellence and is a torch bearer for the cause of Good Corporate Governance.

As part of social responsibility and in alignment towards the initiatives of Government of India the scheme “Shaheed Ki Beti” was launched during the Golden Jubilee ceremony and the Institute got the privilege to confer the first certificate under this scheme to the Prime Minister of India, Sh. Narendra Modi on 4th October 2017.

Under ‘Shaheed Ki Beti’ scheme, the Institute is providing financial support to the girl child of martyrs for her higher education.

A separate fund has been created and the amount accumulated under the Fund “Shaheed ki Beti” is donated to the concerned wing of Ministry of Defence. Institute has already donated Rs. 15 lac under the scheme in the recent past.

The Institute acknowledges the contribution of the stakeholders who are generously donating towards the “Shaheed Ki Beti” initiative of the Institute on their Birthdays or otherwise.

Shaheed Ki Beti scheme has given us an opportunity to support our courageous martyred soldiers and their bereaved families. Through this unique scheme, Institute will definitely bring a radical change in the life of families of the valiant martyrs who have laid their lives while upholding the sovereignty and integrity of the country.

We request all other members and students of ICSI to come forward and contribute for this noble initiative.

The amount can be transferred online as per details given below.

National Electronic Fund Transfer (NEFT) Mandate Form	
(Mandate for Receiving Payment Through NEFT/RTGS)	
Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
Address of Vendor	C-36-37, ICSI HOUSE, INSTITUTIONAL AREA, SECTOR 62 NOIDA UP 201309
Permanent Account Number (PAN)	AAATT1103F
Particulars of Bank Account	
A. Name of Bank	Indian Bank
B. Name of Branch	Sector 61
C. Address	D-211/2 SECTOR 61 NOIDA 201301
D. City Name	NOIDA
E. IFSC Code (11 digits)	IDIB000N108
F. 9 digit MICR Code appearing on the Cheque Book	110019035
G. Type of Account (10/11/13)	SAVINGS (10)
H Account No.	706959465

Our small gesture can bring smile to the faces of many bereaved families

Team ICSI.

Attention Students !!**Guidelines for Concession in Fee for Registration to CS Course to the Widows and Wards of Martyrs, Permanent Disability cases, Serving / Retired Personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces**

The sacrifice of the personnel of Indian Armed forces and para military forces for maintaining the security and sovereignty of the country is commendable.

In a humble endeavor of the Institute in recognizing the contribution of the serving and retired personnel and as a goodwill gesture to the families of martyrs, the Institute has decided to grant the following concessions for registration to the CS Course :

- i. **100% concession in full Fee payable at the time of Registration to various Stages of CS Course and Examination Fee to the wards and widows of martyrs of Indian Army, Indian Air Force, Indian Navy and all para military forces**
- ii. **100% concession in full Fee payable at the time of Registration to various Stages of CS Course and Examination Fee to the personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces with permanent disability as a result of participating in act of war and other missions.**
- iii. **50% concession in full Fee payable at the time of Registration to various Stages of CS Course and Examination Fee to all In Service/ Retired personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces.**
- iv. **All other fee payable by the aforesaid category of students shall be as per the rates applicable to the general category students.**

These guidelines shall be applicable effective from 1st April, 2019.



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IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

**Join online classes at the Regional/Chapter offices & Study Centres of
The ICSI and excel in Examination**

**Pre-exam test is exempted for Class Room Teaching Students
(Condition apply)**

Dear Student,

As you are aware, the CS Course allows the flexibility of undergoing professional education as per the convenience of the students through distance learning mode.

However, keeping in view the requests of the students, the institute has been arranging Class Room Teaching facility as its Regional Offices and many of the Chapter Offices and Study Centres. A list of Offices presently providing the Class Room Teaching facility may be seen at the following link of the Institute's website:

<https://www.icsi.edu/crt>

We recommend the students of the Institute to join the classes conducted by the Regional & Chapter Offices and Study Centres for quality education at nominal fee.

Most of the Regional Chapter offices have commenced classes for December 2022 session of examination. Kindly contact your nearest Regional/Chapter Office/ Study Centre. The contact details are available at the following link.

www.icsi.edu/media/webmodules/Class_room.pdf

Besides regular classes, Institute is also conducting demo classes, mock tests, revision classes, classes on individual subjects which help students in preparing for the main examination.

The Coaching Classes are organized throughout the year corresponding with each session of CS Examination held in June and December every year.

As you are aware Pre Examination Test is compulsory for all students of Executive and Professional Programme under new syllabus. The students undergoing the Class Room Teaching and pass the requisite tests forming part of the coaching are exempted from appearing in the Pre-Exam Test. The standard procedure for joining the coaching classes at the Regional/Chapter Offices is as under:

Step – 1	Contact the nearest Regional/Chapter Office of the Institute from the list given at the link www.icsi.edu/media/webmodules/Class_room.pdf
Step – 2	Ascertain the Date of Commencement of Coaching Class and the timings of the classes
Step – 3	Enquire about the availability Demo Classes and if available attend the same as per the schedule
Step – 4	Remit the applicable fess at the Regional/Chapter Office
Step - 5	Attend the Coaching Classes as per the schedule and appear in the CS Main examinations

The Institute shall be able to commence Class Room Teaching facility at the remaining Chapter

Offices also subject to the participation of students.

Team ICSI

HURRY UP!!

Join Classes at the Regional/Chapter Offices and Study Centres of The Institute Of Company Secretaries Of India

TO GET BEST RESULTS IN THE CS EXAMINATION AND TO LEARN NEW EDUCATIONAL TECHNIQUES, JOIN CLASS ROOM TEACHING CENTRES OF THE INSTITUTE OF COMPANY SECRETARIES OF INDIA.

To join Classes, please go through the contact details of Regional/ Chapter Offices of the Institute of Company Secretaries of India at the following Link:
<https://www.icsi.edu/student/class-room-teaching/>

To join Classes, please go through the contact details of Study Centres of the Institute of Company Secretaries of India at the following Link:-
https://www.icsi.edu/media/webmodules/Study_Centre.pdf

BENEFITS OF CLASS ROOM TEACHING CENTRES OF ICSI

- Small batches for deeper conceptual clarity
- Special attention for non-commerce students
- Continuous revisions & tests
- Exam result & career oriented
- Best Infrastructure
- Optimal fee
- Library facility with latest books
- Distinguished Faculties and a blend of academicians from premium institutions, Professions and Industry experts
- Periodic Class Tests for evaluation
- Learning through practical approach
- Demo lectures, Mock Tests, Crash Courses
- Special programme/special guest lectures
- 100% coverage of syllabus
- Scope to learn soft skills and leadership skills
- The Study Centres of the institute offer optimum support to the students via the Class Room Teaching Centres for the preparation of the main Examination.



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**For Class room Teaching Students of Regional /Chapter Offices Pre-Examination Test is Exempted
 (Subject to the Condition)**

**For detailed information Please visit the Link: <https://www.icsi.edu/student/class-room-teaching/>
 or Submit your query if any at <http://support.icsi.edu>.**

Link to join classes.

https://www.icsi.edu/media/webmodules/23062022_SCHEDULE_OF_CSEET_NOV22_classes_at_RO_CHAPTERS.pdf



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75 Azadi Ka Amrit Mahotsav

Vision
"To be a global leader in generating good corporate governance"

Motto
सत्यं वद। धर्मं चर। *Speak the truth, abide by the law*

Mission
"To develop high calibre professionals facilitating good corporate governance"

ADMISSION OPEN

**Join ICSI Classes
By Regional/Chapter
Offices for
12th November, 2022**

**CS EXECUTIVE
ENTRANCE TEST
(CSEET)**

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- Exam Oriented
- Exclusive Doubt Clearing Sessions

FEE: Affordable & Nominal

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CS Devendra V. Deshpande
President, The ICSI

CS Manish Gupta
Vice-President, The ICSI

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Link to register : https://smash.icsi.edu/Scripts/CSEET/Instructions_CSEET.aspx



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the Jurisdiction of Ministry of Corporate Affairs)



Vision
"To be a global leader in
promoting good
governance."

Motto
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Speak the truth. Abide by the law.

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good corporate governance."



COMPANY SECRETARY EXECUTIVE ENTRANCE TEST (CSEET)

**"UGC Recognises CS Qualification
as Equivalent to a Post Graduate Degree."**

MINIMUM ELIGIBILITY
Passed or appearing in the
Senior Secondary (10+2)
Examination or equivalent.

EXEMPTED FROM CSEET
(Eligible to Take Direct Admission in CS Executive Programme)
Foundation passed of ICSI/
Final passed of ICAI/
Final passed of ICMAI/Graduates
(having minimum 50% marks)
/Post Graduates

**Hurry Up
REGISTER SOON**

**LAST DATE
for
REGISTRATION
SATURDAY
15th OCTOBER,
2022**

NOVEMBER 2022 SESSION OF CSEET
is proposed to be held on
SATURDAY, 12th NOVEMBER, 2022



Register Now: https://smash.icsi.edu/Scripts/CSEET/Instructions_CSEET.aspx

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All India Company Law Quiz 2022 for CS Students

For more details <https://www.icsi.edu/all-india-company-law-quiz-2022/>



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**75
Azadi Ka
Amrit Mahotsav**

VISION
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in providing good
corporate governance"

ICSI Motto
सत्यं वद। धर्मं चर।
Speak the truth, abide by the law

MISSION
"To develop high calibre
professionals facilitating
good corporate governance"

All India Company Law Quiz 2022

for CS Students

NO PARTICIPATION FEE

PRIZE*

EXECUTIVE	PROFESSIONAL
1 st PRIZE RS. 50,000/-	1 st PRIZE RS. 50,000/-
2 nd PRIZE RS. 30,000/-	2 nd PRIZE RS. 30,000/-
3 rd PRIZE RS. 20,000/-	3 rd PRIZE RS. 20,000/-

* TDS will be deducted as per applicable rate.

REGISTRATION OPEN
Wednesday, 20th April, 2022
at 10.00 AM

REGISTRATION CLOSE
Tuesday, 31st May, 2022
at 5.00 PM

ELIGIBILITY: All Executive and Professional Programme students of the Institute having a valid registration number as on **31st May 2022**, shall be eligible to participate in the competition.

Preliminary Round (Online Mode, MCQ Pattern)

Quarter-Final Round (Online Mode, MCQ Pattern)

Semi Final Round (Online Mode, MCQ Pattern)

Final Round (Physical/Virtual, as decided by the Institute)

Friday, 17th June, 2022 From 10 AM to 5 PM

Friday, 8th July, 2022 From 10 AM to 5 PM

Thursday, 28th July, 2022 From 10 AM to 5 PM

Saturday, 10th September 2022

For any query contact at : icsi_aiclq@icsi.edu






For registration: <https://g25.tcsion.com/EFForms/configuredHtml/1677/62659/application.html>

CS Devendra V. Deshpande
President, The ICSI

CS Manish Gupta
Vice-President, The ICSI

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https://www.icsi.edu/media/webmodules/02082022_NationalRoundof21stAllIndiaDebateCompetition_2022.pdf


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Vision
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Motto
 सत्यं वद। धर्मं चर। इन्द्रो मेत पृथिवीः सोमं देव ह्यु मेत इन्द्र

Mission
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National Round of 21st All India Debate Competition-2022
 held on 30th June 2022 (hosted by EIRC)

Winner of National Round

1st



SPOORTHI MURALIDHAR
340788150/11/2020
Kolar

2nd



SANSKRITI PUROHIT
140582030/02/2019
Rishra

3rd



ITRI JAIN
440877123/09/2020
Rajnandgoan

CS DEVENDRA V. DESHPANDE
PRESIDENT, THE ICSI

CS MANISH GUPTA
VICE PRESIDENT, THE ICSI

CS ASISH MOHAN
SECRETARY, THE ICSI

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Result of 22nd All India Essay Writing Competition- 2022

held on 30th June 2022 hosted by WIRC

Executive Programme

Sr. No.	Name of Student	Registration No.	City	Position
1	Mahathi Kaushik	340698118/02/2019	Bengaluru	1 st
2	Bhavika Gawad	450280769/02/2015	Thane	2 nd
3	TCA Varshini	340851679/07/2021	Chennai	3 rd

Professional Programme

Sr. No.	Name of Student	Registration No.	City	Position
1	Ahid Ahmed	440678457/03/2018	Jabalpur	1 st
2	Kajal Sahwani	440593524/07/2017	Gwalior	2 nd
3	Rutu Jethva	440464491/07/2016	Surat	3 rd

Examination

1. CS FOUNDATION PROGRAMME EXAMINATION , DECEMBER - 2022

The Institute has decided to conduct CS Foundation Programme, December, 2022 session in anywhere mode through remote proctoring in place of Examination Centre/Lab Based CBE. Accordingly, Candidates shall not be required to commute to Examination Centres for appearing in the Examination instead they can appear in the Foundation Programme Examination from their home or any other isolated place convenient to them using their own computer or laptop. However, Candidates shall not be allowed to appear in the Examination by using smart phone/Tablet or any other gadget.

2. CS FOUNDATION PROGRAMME TO BE CONDUCTED ON 27TH AND 28TH DECEMBER, 2022 THROUGH REMOTE PROCTORING MODE

All eligible Candidates are advised to plan for availability of laptop/ desktop. The Candidates enrolled for CS Foundation Programme, December -2022 session scheduled to be held on 27th – 28th December, 2022. They shall be required to appear using their own Laptop or Desktop Computer in accordance with the Instructions to the Candidates at the schedule time. Candidates shall be remotely supervised by the invigilators / supervisors called Proctors.

There shall not be any change in the syllabus, pattern of question papers, marking of answers and submission of the Examination. The Institute will conduct mandatory mock test for the Candidates so that they can familiarize themselves with all requirements before the actual Examination.

The next CS Foundation Programme, December – 2022 is scheduled on Tuesday, the 27th December, 2022 and Wednesday, the 28th December, 2022 as per the following Examination Time-Table:

Day and Date of Examination	Subjects		Batch No.	Examination Timings	
				From	To
Tuesday, 27 th December, 2022	Paper-1 & Paper-2	Business Environment and Law	I	9.30 A.M.	11.00 A.M.
		<u>AND</u> Business Management, Ethics and Entrepreneurship	II	4.00 P.M.	5.30 P.M.
Wednesday, 28 th December, 2022	Paper-3 & Paper-4	Business Economics	I	9.30 A.M.	11.00 A.M.
		<u>AND</u> Fundamentals of Accounting and Auditing	II	4.00 P.M.	5.30 P.M.

3. GUIDELINES AND PROCEDURE TO BE FOLLOWED FOR GRANT OF SCRIBE (WRITER) AND/ OR EXTRA TIME TO PHYSICALLY CHALLENGED/DISABLED CANDIDATES FOR WRITING COMPANY SECRETARIES EXAMINATIONS

3.1 Who is a Physically Challenged/ Physically Disabled Person?

3.1.1 An Orthopedically Challenged (OC) person is one who has -

- a. Minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or
- b. Locomotor disability, or
- c. Any form of cerebral palsy.

3.1.2 Orthopedically Challenged person with Speech Impairment.

3.1.3 Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies

3.1.4 Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:

- (a) Total absence of sight;
- (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
- (c) Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College.
- (d) A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

3.2 Eligibility and Procedure for making request for a Scribe (i.e., Writer) and/or Extra-Time:

3.2.1 A Physically Challenged / Disabled Student should make an application in the prescribed form available on the website of the Institute seeking help of a “Scribe” and/or Extra-Time together with the following documentary evidences at least forty five days in advance from the date of commencement of Examination in which he/she intends to appear:

- a. Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- b. Letter of permission issued, if any, by Sr. Secondary Board/ University in 10th, 10+2 or degree Examinations in which candidate had appeared.

- c. Permission granted by other reputed professional Institutes/Examining bodies such as - UPSC, SSC, State Public Service Commission, *etc.*, allowing such assistance of a Scribe and/or Extra-time in the earlier Examinations.
- d. An attested full size latest photograph depicting head to toes indicating name of the candidate on the backside of the photograph.
- e. Application should be in candidate's own handwriting. In case the candidates could not write, then his/her representative(s) should write and forward the application.
- f. Any other document(s) in support of request for grant of the facility of a Writer and/or Extra time as aforementioned.

3.3 Facilities and Concessions to a Physically Challenged/ Disabled Student:

- 3.3.1 The Institute/ Superintendent of Examination Centre shall arrange the scribe/writer as per the prescribed academic qualification to write the Examination on behalf of a physically challenged candidate. In case, the candidate intend to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Centre Superintendent concerned.
- 3.3.2 The academic qualification of a 'Scribe' (Writer) to write the Examination on behalf of a physically challenged student should be one grade lower than the qualification required to enrol for appearing in CS Examination by the candidate.
- 3.3.3 Before commencement of the Examination, the 'Scribe' (Writer) shall submit a suitable undertaking in the prescribed format confirming, that he/she fulfills the above criteria, to the Superintendent of Examination Centre for onward transmission to the Institute.
- 3.3.4 Every candidate with specified disability, whether using scribe or not, shall be entitled to 20 minutes extra time for every one hour of Examination.
- 3.3.5 The Institute shall pay a lump sum amount of Rs. 400/- as out of pocket expenses/honorarium per paper to a scribe or the amount decided by the Examination Committee from time to time.
- 3.3.6 In addition to above, the following facilities shall also be provided to the candidates suffering from Dyslexia, Dysgraphia and Dyscalculia:
 - (a) Concession for spelling mistakes;
 - (b) The cover page of the main answer book(s) of such candidates should be affixed with stamp "Dyslexia, Dysgraphia and Dyscalculia and/ or paper written by a scribe".
 - (c) The Examiners of such candidates be instructed accordingly.

3.4 Maximum Qualification of the Scribe (Writer)

The academic qualification of a Scribe to write the Examination on behalf of a physically challenged student should be one grade lower than the qualification required from the candidate enrolled for appearing in CS Examination, i.e.,

- (i) For CSEET, the qualification of Scribe should be 10th Class or Matriculation or pursuing 11th Class.
- (ii) For Foundation Programme the qualification of Scribe should be 10th Class or Matriculation or pursuing 11th Class.

- (iii) For CS Executive Programme Examination, the qualification of Scribe should be 12th Pass/10+2 Pass or more but lower than Graduation (Under Graduate) and should not have completed or pursuing CS, CA, CMA or LL.B.
- (iv) For CS Professional Programme Examination, the qualification of Scribe should be Graduation but should not be Post Graduate and should not have completed or pursuing CS,CA,CMA, LLB or Post Graduation Course in Commerce, Management or Law Stream.

3.5 Duties and Responsibilities of Scribe (Writer)

- (i) The scribe will read the questions for the candidate and write answers only as per the dictation of the Examinee and the scribe shall not paraphrase, translate, add emphasis or embellish the dictation in any manner, i.e., the scribe shall only transcribe what is dictated to him by the Examinee.
- (ii) The scribe should be punctual, careful and should act in the Exam as directed by the candidate without wasting time of the candidate.
- (iii) The scribe should not make any claim or accept any money or money's worth from the candidate. The honorarium to Scribe shall be paid by the Institute.
- (iv) The scribe should not put the candidate in emotional or stressful situation during the period of Examination.
- (v) Scribe should maintain distance with candidate prior and after the Exam and not to exploit the candidate in any manner.
- (vi) Scribe shall submit the required declaration/ acceptance in the prescribed format.
- (vii) Scribe shall follow all instructions, guidelines, directions etc. of the Institute in true letter and spirit.
- (viii) Failure to follow the above may impact the result/enrollment of the candidate apart from being booked under use of unfair means in Examination.

3.6 Other important instructions for the Candidates (Examinees)

- (i) In case the Scribe is provided by the Institute, the candidate shall be allowed to meet the Scribe at least one day prior to the commencement of Examinations.
- (ii) Candidate may be allowed to change the Scribe in case of emergency on the written application of the candidate and its approval from the Institute.
- (iii) The Institute will provide Scribe thro' Superintendent of Examination centre, if candidate insist to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Centre Superintendent concerned.
- (iv) In case candidate brings his/her own scribe, he/she should submit a self-declaration submitting that the qualification of the scribe is as per the qualification permissible and in case of any concealment/misrepresentation of fact, the candidate will be debarred from appearing in the Examination in addition to other disciplinary action as per The Company Secretaries Regulations, 1982 as in force.

- (v) The Centre Superintendent shall have the authority not to allow a particular person to act as Scribe/Writer, if he is satisfied that such a person does not fulfil the criteria for being a Scribe/writer.
- (vi) Physically disabled candidates who had been granted facility of writer's help/extra time in the previous CS Examination(s) and wish to avail of such concession or assistance for writing the ensuing Examination are required to apply again for each session of Examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of the requisite documents and full size photograph.
- (vii) It is clarified that in case of injuries of disablement of temporary nature such as fracture in the arm, forearm or dislocation of shoulder, elbow, wrist or any other illness, the candidates are not eligible to seek any concession or assistance of writer and/or extra time.
- (viii) The duly filled-in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of Examination:

***The Joint Secretary, Directorate of Examinations
The Institute of Company Secretaries of India
'ICSI House', C-37, Sector-62, Institutional Area, Noida – 201 309 (U.P.)***

- (ix) Communication regarding grant of writer's help and/or extra time for writing the Examinations is normally sent to the respective candidates before the commencement of each session of Examination after the issue of Admit Cards/Roll Number.
- (x) For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of Scribe (Writer) and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below:

https://www.icsi.edu/webmodules/scribe_form.pdf

4. INSTRUCTIONS TO EXAMINEES

COMPUTER BASED EXAMINATION (CBE) FOR COMPANY SECRETARY FOUNDATION PROGRAMME, DECEMBER, 2022 SESSION

[To be conducted in Anywhere Mode through Remote Proctoring on 27th and 28th December, 2022 as per the Examination timing mentioned in the Admit Card]

CANDIDATES SHOULD READ CAREFULLY THE INSTRUCTIONS GIVEN BELOW AND STRICTLY FOLLOW THEM WHILE APPEARING IN THE EXAMINATION.

Computer Based Examination (CBE) for CS Foundation Programme for December, 2022 session shall be conducted in Anywhere Mode through Remote Proctoring as per details given below:

- (i) Foundation Programme Examination shall be conducted through REMOTE Proctoring Mode. Candidates are allowed to appear for the Examination using

laptop/ desktop from home/ such other isolated and convenient place. Candidates shall not be allowed to appear through smart phone (mobile)/ tablet or iPad etc.

(ii) The Examination will be held on 2 days as per the Structure mentioned below:

<i>Paper</i>	<i>Day and Date</i>	<i>Subject Code</i>	<i>Subjects</i>	<i>Total No. of Questions</i>	<i>Type of Questions</i>	<i>Duration of Examination</i>
1.	Tuesday, 27th December, 2022	411 &	Business Environment and Law (BEL) &	50	MCQ	90 minutes in one sitting for both the subjects (45 minutes in case of exemption in any one subject)
2.		412	Business Management, Ethics and Entrepreneurship (BMEE)	50	MCQ	
3.	Wednesday, 28th December, 2022	413 &	Business Economics (BE) &	50	MCQ	90 minutes in one sitting for both the subjects (45 minutes in case of exemption in any one subject)
4.		414	Fundamentals of Accounting and Auditing (FAA)	50	MCQ	

(iii) The Examination on 27th and 28th December as mentioned above, shall be conducted in two batches from 9.30 AM to 11.00 AM and 4.00 PM to 5.30PM. The candidates shall be required to appear in the Examination as per the batch time as mentioned in their Admit Card only. Any request for appearing in the Exam at time of batch other than, as mentioned in Admit Card, shall not be entertained.

(iv) Further instructions to Examinees are divided into three parts viz Part- A-General Instructions; Part-B- Instructions for appearing in the foundation programme Examination through Remote Proctoring Mode and Part- C-Operating Instructions. Candidate shall be required to thoroughly go through and follow the same.

(v) The timings for appearing in the Examination will remain same for both days of Examination and will be mentioned in the Admit card.

PART-A: GENERAL INSTRUCTIONS

- Immediately after taking the print-out of the Admit Card from the website of the Institute 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, Admission Number, Date and Timing of Examination, etc. In case of any discrepancy, the same must be brought to the notice of the Institute immediately at our support portal <http://support.icsi.edu>.**

2. Conduct of Examination in remote proctor means –
 - a. Candidates shall be required to download SEBLite, Safe Exam Browser in their Laptop or Desktop as per the link provided to them in due course of time for the mock test and for the Examination.
 - b. Candidates shall remotely be continuously monitored through video / audio mode by the supervisor/invigilator, known as Proctor, in the same manner as if they appearing in the Examination at Examination Centres;
3. Candidates should keep with them (i) Admit Card; and (ii) Student Identity Card/Identity Card issued by Govt. Departments, viz. Passport, Driving License, PAN Card, UID AadhaarCard, Voter Card on the day of Examination for verification by the Remote Proctors for securing appearance in the Examination failing which they shall not be allowed to take the Examination. Only those candidates whose identity is matched and established will be allowed to appear for the Exam. Candidates will not be allowed to keep any other document with them other than Admit Card and original Identity Card and ensure that nothing is written anything on them. If anyone write anything and found using, strict action will be taken.
4. Candidates are required to login to the system **40 (forty) minutes** before the time specified for the commencement of the Examination. No candidate shall be allowed to appear in the Exam after completion of 30 minutes of the start of the Examination and no candidate shall be permitted to finish the Exam until the expiry of 45 minutes of the commencement of the Examination.
5. 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 papers).
6. The question papers will be displayed on the Computer Screen both in English and Hindi language through toggle option except for *Business Management, Ethics and Entrepreneurship* 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.
7. **Candidates are not required to appear in the paper(s) in which they have been granted paper-wise exemption as shown in the Admit Card.** In case of any discrepancy in regard to paper-wise exemption(s) as shown in the Admit Card, it should immediately be brought to the notice of the Directorate of Student Services of the Institute in writing at our support portal <http://support.icsi.edu>.
8. 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 of Exam i.e., 27th December, 2022) or Paper 3 or 4 (on second day of Exam i.e., 28th December, 2022) 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.
9. 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.**

10. No candidate shall carry/keep with him/her mobile phone, I-pad, palmtop, pager, books, study material, printed or handwritten material, digital diary, watch alarms, blue tooth, health band, smart watch, scientific and programmable calculators, listening devices and recording or photographic devices or any kind of communication device/gadget, or any other reference material etc. during the Examination.
11. On the second day of Examination i.e. 28th December, 2022 for Examination relating to Business Economics (BE) (Paper 413) and Fundamentals of Accounting and Auditing (FAA) (Paper 414) the candidates **will be permitted to use ordinary calculator (12 digits, 6 functions and 2 memories) and rough sheets (blank papers) for calculation purpose.** Other items which are permissible on day 2 are Admit Card, I-Card including Govt. I-card, transparent water bottle and transparent sanitizer bottle/packet. In no case scientific calculator or calculator with more than 2 memory will be allowed. It will be mandatory for the candidates to show the calculator or pages for rough work to remote proctor/invigilator. Paper should be blank at start of Exam and should be checked by proctor.
However, on the first day of Examination i.e. 27th December, 2022 for Examination relating to Business Environment & Law (BEL) (Paper 411) and Business Management, Ethics and Entrepreneurship (BMEE) (Paper 412) the candidates will not be allowed to use calculator and rough sheets for any purpose. Other items which are permissible on day 1 are Admit Card, I-Card including Govt. I-card, transparent water bottle and transparent sanitizer bottle/packet.
12. In case of Violation of Instructions regarding use of calculator and rough sheet the result of Candidates will not be processed and will be declare as cancelled.
13. **An illustrative list of ordinary calculators is also annexed to the “Instruction to Examinees”. In no case the calculator should have more than 12 digits, 6 functions and 2 memories.**
14. Candidates are required to concentrate on Examination and their eye focus shall not go out of screen nor shall candidate leave the work station for any reasons, including for bio break, during the Exam time.
15. No person other than the Examinee shall be present in the room/cordoned area of Examination during Exam time. Any candidate found consulting, talking, whispering with any person, attempting to copy or found copying or referring to any printed/handwritten material, notes, books, mobile phone or any electronic device etc., or helping or asking help from any other person in anymanner during the course of Examinations **will be treated as adoption of unfair means in the Examination. Taking photograph of screen during Examination is also strictly prohibited.**
16. Candidates’ eligibility to appear in the CS Foundation Programme Examination shall be subject to the provisions of the Company Secretaries Regulations, 1982 (as amended fromtime to time) as in force and the guidelines issued by the Council from time to time.
17. The candidates will not be allowed to take bio-break (use of Toilet) during the test. If any candidate takes any break during the test, will be treated as resorting to unfair means.
18. No eatables are allowed during the Examination.

PART-B

INSTRUCTIONS FOR APPEARING IN THE FOUNDATION PROGRAMME EXAMINATION THROUGH REMOTE PROCTORING MODE

Candidates will appear in the Examination from a secured environment. The candidates should:

- Sit in a secluded room or any other suitable quiet place with a chair and desk/table preferably with plain backdrop (area behind the candidate) with adequate lighting from front side so that the candidate is visible to the proctor. The place should be noise free with no other person/s in the surroundings except the candidate. Presence of any other person is strictly prohibited and tantamount to adoption of unfair mean in the Exam.
- No item except the computer, external webcam (if internal webcam is not available), keyboard, mouse, other permitted items, if any, should be kept on the desk/table on the day of the Examination.
- Candidates must dress-up in proper and decent manner.

The modus operandi for conducting the Examination through proctored mode shall be as under:

(A) Technical Requirements for Candidates appearing in Foundation Programme Examination through Remote Proctoring Mode:

Candidate has to ensure that the following technical requirements are available at his / her Desktop/laptop (mobile/ tablet is not allowed) for appearing for the Examination:

1. Desktop/Laptop:

- Browser: Google Chrome version 8.0 & above
- Video/Audio: Webcam and a good quality Mic is required. Enable web cam and mic under Chrome settings-Extensions
- Operating system: Windows 8 or 10
- RAM & Processor: 4 GB+ RAM, i3 5th Generation 2.2 Ghz or equivalent/higher
- Pop-up blocker: Disable ad blocker/pop up blocker under Chrome Extensions
- Cookies: Enabled
- Firewall: Disabled
- Anti- Virus: Disabled. "Any make" to be disabled-can be re-installed post Examination
- Admin-rights: Enabled. Candidate to have administrative privileges on the laptop/desktop to enable installation/uninstallations
- Any Remote Desktop Applications: Uninstalled

2. Internet Connection:

Recommended Internet speed per user: Dedicated Internet and Internet Bandwidth of min. 2 MBPS (4G/ Wi-Fi) or above + upload speed

(B) Examination Process:

Every candidate shall download and install the SEBLite, the Safe Exam Browser, on their Laptop/Desktop for Examination from the link provided through e-mail and the same shall not be uninstalled until Mock Test and Live Examination is successfully submitted.

Every candidate will be required to copy and paste the test taking URL , login with the ID and password provided, 40 minutes before the Examination start time.

Please note: The test taking URL user ID and your password for mock Exam and the live Exam will be provided to the candidates separately.

Candidates are advised to ensure that on the days of the Examination their Laptop is fully charged and in case of Desktop it is connected to an uninterrupted power source for smooth conduct of Examination.

Candidates must not setup the computer at the time of the Examination. All the settings need to be done much before the Examination and tested properly.

(C) Remote Proctoring:

The candidates appearing in Foundation Programme Examination shall be remotely proctored from the Control Room of the Institute, as per details given below:

1. Login credentials for candidates will be sent by email and SMS before the Examination.
2. At the beginning of each session, the candidate undergoes an identity verification at 2 levels,

Level 1: Capture of facial photo. During the Test, the AI tool constantly monitors the picture of the candidate taking the Test with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and notification to candidate / live proctor is also instantly displayed.

Level 2: Candidate will need to display Admit Card and Valid ID Proof (PAN / Aadhar / Any other valid Govt. Approved ID) in original. Proctor will instruct the candidate to display the Admit Card / ID after the logging in to the Test. **Candidates are advised not to write anything on Admit/Identity card and rough sheets failing which strict action will be taken.**

3. The activities of the candidate during the Examination will be monitored and if he/she is violating any rules during the Examination or trying to adopt any unfair means, the system will automatically collect data based on the following parameters and will immediately alert the online live proctor:
 - **Focus changed to a different window:** Candidate tabs out of the Examination taking window.
 - **Browser not supported:** Candidate is using an older browser version.
 - **Webcam is disabled:** Candidates web cam is switched off.
 - **Face is not visible in the camera:** Candidate is not looking into the camera or stays away/blocks the camera view.

- **Several faces in front of the camera:** There are other person(s) along with the candidate.
 - **Face does not match the profile:** Candidate giving the Examination is not the same person whose photo was captured in before starting the Examination and as per the Admit Card.
 - **Microphone switched off /muted or its volume is low:** Candidate has switched off /muted the microphone
 - **Conversation or noise in the background:** System has captured background noise.
 - **Screen activities are not shared:** Candidate has stopped screen share activity.
 - **Second display is used:** Additional display like extended monitor has been connected.
 - **Full-screen mode is disabled:** Candidate has disabled full screen mode.
4. There shall be Live proctors. A session that is in progress, shall be continuously watched online:
- Proctor if required, can chat, convey information/instructions to the candidate using chatbox.
 - Session saves photos of the candidate face and periodic (every minute) snapshots of the candidate webcam.
 - Each session is finished either by the candidate, or automatically after the end of the allotted time, or by the proctor. All audio, video, text messages and recorded events are saved in the system and are attached to the session protocol.

For Enrollment/exemption related issues the student can contact through support portal <http://support.icsi.edu> well in advance.

5. The position of the camera should not be too low/ high or hooked onto a different monitor. The candidate should make sure that the camera is at eye level and on the monitor during the Examination.
6. Candidate must not look away from laptop/desktop screen, must face computer screen.
7. The candidates shall be required to strictly follow the instructions given by the proctors during the course of the Examination failing which they shall be disqualified.
8. Candidate's face must be positioned in the middle of the camera view and candidate's face must be visible throughout the Examination.
9. Candidates must not navigate away from Final Test/Examination window.
10. Candidates will not be allowed to leave the room/test area or take bio-break during the Examination until its submission. If any candidate takes any break or leaves the room for any reason during the Examination, will be treated as resorting to unfair means.

11. Candidates must not use headphones, ear buds, or any other type of listening equipment during the Examination.
12. The issues faced by candidates during the Examination, viz. No network connection, network disconnection due to WiFi disabled, no internet connectivity, Power cut, etc). In such a scenario, the candidate will be allowed to login again and continue from the last question attempted. Remote Proctor shall keep watch on all such instances and report all such instance to the Institute immediately. However, the candidates are required to ensure stable internet speed and uninterrupted power supply for the Examination.
13. Candidate must ensure that he/she has attempted every question and reviewed the accuracy of his/her answers before submitting the paper. Once submitted (even by mistake), re- Examination will not be permitted.
14. The mock test will be conducted for candidates to familiarize themselves with the remote proctoring process. Detailed information about appearing in the mock test shall be sent to candidates separately.

PART- C

OPERATING INSTRUCTIONS

I. ATTEMPTING THE EXAMINATION

1. Upon Proctor's instruction, click on the **"APPEAR"** button to access the Onscreen Instructions. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Proctor before the commencement of Examination. No query shall be entertained after the commencement of Examination.
2. Do not close the Exam Window or try to restart the system after the commencement of Examination.
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 shall 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. Candidate can clear his/her answer to a particular question by clicking the button **"CLEAR"** to make the question as if not attempted by the candidate. Candidate shall remain careful while clicking the **"CLEAR"** button.
6. Candidates shall not click **"END TEST"** button followed by warnings with **"PLEASE CONFIRM"** button until they have completed all the questions of all sections of the Test. The Test shall NOT RE-START once **"CONFIRM"** button is clicked.
7. 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.

8. 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. However, the “Bookmark” button shall not capture or save the answers.
9. In case of restarting/shut down of computer due to technical reasons, immediately report the same to the Proctor. 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.

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 answer by placing cursor on any one of the four alternative answers to each question and clicking through mouse there at. 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 BLUE and those which are not attempted but Bookmarked for Review will be displayed in RED.

III. EXAMINATION SUBMISSION

1. 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.
2. 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.
3. 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.**
4. **After submission of Examination, it shall not re-start at all and the answer**

marked by the candidate to the questions shall be considered for purposes of computation of the result.

5. No candidate is permitted to leave the Examination **until the expiry of Examination timing.**
6. A “Thank you” message will appear confirming the completion, finishing and submission of the Examination.

Infringement of any of these instructions shall render the candidates liable for disciplinary action which could lead to cancellation of result of the Examination and/or studentship registration under the Company Secretaries Regulations, 1982 as in force.

[SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE/ ELECTRONIC DEVICE, ETC., IS TOTALLY BANNED DURING THE EXAMINATION].

AN ILLUSTRATIVE LIST OF CALCULATORS ALLOWED IN THE EXAMINATION IS GIVEN BELOW:		
S.NO.	MANUFACTURERS/SELLER	NAME OF MODEL
1.	Karce	KC 189
2.	Casio, Japan	BL 805
3.		BL 807
4.		DJ 240D
5.		DJ 220D
6.		DJ 120D
7.		MEMORY A-1
8.		MEMORY 8-R
9.		MINI CORD 786 (LCD)
10.		MJ-120D
11.		MJ-120T
12.		MJ-12VCB
13.		MZ-12SA
14.		POCKET MINI (LED)
15.	Citizen	CT 500
16.		CT 512
17.	Orpat	OT 150D
18.		OT 512GT
19.	Neel	CT-912
NOTES:	<ul style="list-style-type: none"> ➤ Scientific calculators are not allowed. ➤ The above list is only illustrative but not exhaustive. The calculators shouldnot have more than 12 digits, 6 functions and 2 memories. ➤ The Remote Proctors have complete authority to disallow the use ofparticular calculator on non-complying with above requirements. 	

4. ANNOUNCEMENTS

IMPORTANT EXAMINATION ANNOUNCEMENT

CONDUCT OF COMPUTER BASED EXAMINATION (CBE) FOR FOUNDATION PROGRAMME DECEMBER, 2022 SESSION IN ANYWHERE MODE THROUGH REMOTE PROCTORING ON 27TH AND 28TH DECEMBER, 2022

Next Foundation Programme Examination for December, 2022 Session will be held on 27th and 28th December, 2022 in anywhere mode through remote proctoring.

Candidates can appear in the Foundation Programme Examination, December-2022 from their home or any other isolated place convenient to them using their own laptop or desktop at scheduled time as per Examination Time Table and Instructions to Examinees. For details, please refer website of the Institute www.icsi.edu

23rd August, 2022

JOINT SECRETARY
(EXAMS.)

5. WARNING AGAINST ADOPTION OF UNFAIR MEANS – JUNE, 2022 SESSION EXAMINATION

While considering matters concerning conduct of Institute's CS Foundation Programme Examination-June, 2022 session (Examination held in June, 2022) the Directorate of Examinations found the following Examinees guilty of adopting of unfair means and their result was cancelled:

<i>S.No.</i>	<i>Roll Number</i>	<i>Stage of Examination</i>
1.	480008	Foundation Programme Examination
2.	480036	Foundation Programme Examination
3.	480039	Foundation Programme Examination

The Institute further observed that such an unbecoming behaviour was not befitting the aspirants intending to join the profession of 'Company Secretaryship' and, therefore, any such attempt to indulge in unfair practice by the Examinees shall be viewed seriously.

JOINT SECRETARY
(EXAMS.)

News from Region

SIRC



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(under the jurisdiction of Ministry of Corporate Affairs)

SOUTHERN
INDIA
REGIONAL
COUNCIL



Vision
"To be a global leader in
professional secretarial
education and training."

Mission
"To direct high calibre
professionally competent
personnel in corporate governance."

The Institute of Company Secretaries of India, Southern India Regional Council is conducting 2nd Batch of Class Room Teaching (in Physical Mode) for CS Executive Programme Students of Module I & II who are appearing in December, 2022 Examination from Thursday, 4th August, 2022 at ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai.

**2nd Batch of Class Room Teaching
for CS Executive Programme
for December, 2022 Examination
(Physical Mode)**

Fees: Rs. 8,500/- (Per Module)
(Fees will not be refunded once
classes commenced)

Module - I Timing: 6.30 AM to 8.30 AM	Module - II Timing: 6.00 PM to 8.00 PM
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Date of Commencement of 2nd Batch
Thursday, 4th August, 2022 for Both Modules
(Classes may end by 2nd Week of December, 2022)



**Experienced
Faculties**



Mode of Payment (Online Transfer)

HDFC Bank: Poonamallee High Road Branch, **Account Name:** SIRC of the ICSI
SB Account No: 04921110000013 / **IFSC Code:** HDFC0000492

Students attending the Physical Classes conducted by SIRC are exempted from pre examination test. Students have to pass the test to be conducted by SIRC.

Students are required to enter the details in the link after making the payments.
Google Form Link: <https://forms.gle/z9HAuLsCa7Gdz8Ye6>

For Further Details Contact:

Mr. C. Murugan, Southern India Regional Office, The Institute of Company Secretaries of India
ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai-600034.
044-28268685/28222212 / siro@icsi.edu; chelliah.murugan@icsi.edu

Connect with ICSI

www.icsi.edu |      | Online helpdesk : <http://support.icsi.edu>



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(under the jurisdiction of Ministry of Corporate Affairs)

SOUTHERN
INDIA
REGIONAL
COUNCIL



Vision
"To be a global leader in
promoting good
corporate governance"

Motto
सत्यं वद। धर्मं चर। speak the truth; abide by the law

Mission
"To develop high caliber
professionals facilitating
good corporate governance"



The Institute of Company Secretaries of India, Southern India Regional Council is conducting of 1st Batch of Class Room Teaching (in Physical Mode) for CS Professional Programme Students of Module I & II who are appearing in December, 2022 Examination from Wednesday, 7th September, 2022 at ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai - 600034.



(Class Room Model)



1st Batch of Class Room Teaching for CS Professional Programme for December 2022 Examination

Module-I:

Timing: 6.30 am to 8.30 am

Module-II:

Timing: 6.00 pm to 8.00 pm

(Batch will commence if minimum
15 Students registered)



Batch starts on Wednesday, 7th September, 15th July, 2022
(Classes may end by Second week of November, 2022)

Fees: Rs. 8,800/- (per module)

Fees will not be refunded once classes commenced.



Mode of Payment of Fees (Online Transfer)

HDFC Bank : P. H. Road Branch;
Account Name: SIRC of the ICSI
SB Account No: 04921110000013
IFSC Code : HDFC0000492

Students attending the Physical Classes
conducted by SIRC are exempted from pre
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044-28268685/28222212 / siro@icsi.edu; chelliah.murugan@icsi.edu

Connect with ICSI

www.icsi.edu | [f](#) [t](#) [in](#) [v](#) [p](#) | Online helpdesk : <http://support.icsi.edu>

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CS Lakshmi Arun, Joint Director

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Directorate of Academics

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