

# CS Foundation Course

(e-bulletin for Foundation Programme Students)

NOVEMBER 2022

## Message from the President



*All power is within you; you can do anything and everything.  
~ Swami Vivekananda*

### Dear Students,

Having shared laughter, happiness and zealous interactions with our near and dear ones over the festivities of the month gone by, the enthusiasm filling our hearts is sure to accompany us as we return to our professional responsibilities and academic pursuits.

The month of November, while binging along a slight nip in the air, a drift in the weather, is the most apt time to ring the bells of change – a change in our routines and patterns, a change in our schedules and most importantly a change in our approach. All these changes, are coveted not in a philosophical way but in a more practical and logical manner so as to render us completely and thoroughly equipped for the upcoming December Examinations. It goes without saying that all these changes, our dedicated efforts, our commitment in the present shall be having a ‘butterfly effect’ in altering the course of our future.

Friends, the business world is always in a state of flux and the modern times are no exception. If one intends to vanquish challenges or constraints, it is imperative that we possess an extensive knowledge of not only pertinent concepts, but be on our toes to stay ahead of our times. Be it the understanding of the impact of digitalisation or our expected roles in the wake of heightening ESG sensitization.

As future Governance Professionals, it is expected that each one of you has an opinion and approach embracing all the factors holistically while holding on to logical reasoning and keeping self-prejudice at bay. All these and more shall render each one of you to be capable leaders and guides for the corporates in the years to follow.

It is indeed a fact beyond doubt that only sagacious professionals will be able to convert ordeals into opportunities with their extensive knowledge and conversance with the practical applications of various concepts.

For as Malcolm Forbes said and I quote, *“The purpose of education is to replace an empty mind with an open one”*.

Keep learning! Keep growing! Keep shining!

Warm regards,

**(CS Devendra V. Deshpande)**

*President*

The Institute of Company Secretaries of India

## Academic Guidance

### An Overview of Road Industry in India\*

#### Introduction

India has the second-largest road network in the world, spanning over 5.8 million kms. Over 64.5% of all goods in the country are transported through roads, while 90% of the total passenger traffic uses road network to commute.

The Ministry of Road Transport and Highways formulates and administers policies for road transport, and transport research. It is also involved with the construction and maintenance of the National Highways (NHs) through the National Highways Authority of India (NHAI), and the National Highways and Infrastructure Development Corporation Limited (NHIDCL). The following funds are managed by the ministry-

1. **Central Road and Infrastructure Fund (CRIF):** A majority of the Ministry's expenditure is managed through transfers from the CRIF. A portion of the cess collected on motor spirit and high-speed diesel is earmarked for the development of NHs and SHs, and the amount is transferred to the non-lapsable CRIF. This amount is eventually released to the NHAI, and to the state/UT governments for the development of road infrastructure, and other projects (such as ports, railway track, airports) in the country

For 2022-23, the transfer from CRIF towards the Ministry is estimated at Rs 1,59,616 crore. This is 61% more than the revised transfer in 2021-22 (Rs 99,239 crore). The Ministry also allocates funds for state roads using the CRIF. The allocation for state roads from the CRIF in 2022-23 is estimated to be Rs 250 crore. Between 2017-18 and 2020-21, the total utilisation by states for these funds was above 86%.

2. **Permanent Bridge Fees Fund (PBFF):** Funds transferred to the PBFF relate to the revenue collected by the government through: (i) fees levied for the use of certain permanent bridges on NHs by motor vehicles, (ii) toll on NHs, and (iii) revenue share received on some PPP projects. These funds are then released to the NHAI for the development of NHs entrusted to it.

For 2022-23, the transfer from PBFF is estimated at Rs 13,921 crore. This is a 10% increase from the transfer in 2021-22 at the revised estimates stage (Rs 12,670 crore).

3. **National Investment Fund (NIF):** The NIF was created in 2005, and is credited with proceeds from disinvestments of public sector enterprises. The Ministry finances the Special Accelerated Road Development Programme in North East (SARDPNE) with funds from the NIF.

For 2022-23, the transfer from NIF is estimated at Rs 10,565 crore. This is an 25% increase from the transfer in 2021-22 (Rs 8,430 crore) at the revised estimates stage.

\* 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.

4. **National Highways Fund (NHF):** In August 2016, the Union Cabinet had authorised NHAI to monetise certain public funded NH projects. Such monetisation includes transferring operations and maintenance of stretches of NHs to private contractors on a long-term basis. In 2022-23, Rs 20,000 crore is estimated to be generated through such monetisation. This is a 54% annual increase from the monetisation amount in 2021-22 (Rs 13,000 crore) at the revised stage

### Current Scenario

The government has forecasted an investment of \$350 bn towards road infrastructure in the North-East region of India during 2020-2025. The market for roads and highways in India is projected to exhibit a CAGR of 36.16% during 2016-2025, on account of growing government initiatives to improve transportation infrastructure in the country. For the period of 2016-17 to 2021-22, the CAGR stands at 20%.

The highways in India has been at the forefront of performance and innovation. The government has successfully rolled out over 60 road projects in India worth over \$10 bn based on the Hybrid Annuity Model (HAM). HAM has balanced risk appropriately between private and public partners and boosted PPP activity in the sector.

Asset recycling, through the toll-operate-transfer (ToT) model has been taken up by the National Highways Authority of India (NHAI) for 100 highways. The first two bundles of 9 highways each were monetized successfully for an investment of over \$2 bn.

As one of the biggest reforms in the road transportation industry in India, the NHAI has gone 'Fully Digital', with the launch of a unique cloud-based and Artificial Intelligence-powered Big Data Analytics platform – Data Lake and Project Management Software. The entire project management work flow of NHAI is transformed from manual to online portal based, wherein the complete project execution operations including 'workflow with time lines' and 'alert mechanism' have been configured. All project documentation, contractual decisions and approvals are now being done through portal only.

### Catalysts of Growth

- i. In FY22 (until December 2021) 5,835 kms of highway was constructed across India.
- ii. In FY22, automobile production (comprising passenger vehicles, three-wheelers, two-wheelers and four-wheelers) stood at 22,933,230 units.
- iii. Transfer from National Investment Fund (NIF) was estimated at Rs. 20,000 crore (US\$ 2.61 billion) as of March 2022.
- iv. In October 2021, the government issued a notice related to concessions under the Vehicle Scrapping Policy (effective from April 2022) to encourage vehicle owners towards discarding old vehicles which have higher fuel consumption costs.
- v. Under the Union Budget 2022-23, the Government of India has allocated Rs. 199,107.71 crore (US\$ 26.04 billion) to the Ministry of Road Transport and Highways.
- vi. The Government of India has allocated Rs. 111 lakh crore (US\$ 13.14 billion) under the National Infrastructure Pipeline for FY 2019-25. The Roads sector is expected to account for 18% capital expenditure over FY 2019-25.
- vii. Greater Government focus on infrastructure.
- viii. Standardised processes for bidding and tolling, and clear policy framework.

- ix. Tax sops, FDI, FII encouragement.
- x. Approval of Bharatmala Pariyojana Phase-I by Cabinet Committee on Economic Affairs.

### **Conclusion**

The Indian road network is on track to reach world-class standards with widescale expansions and makeovers. Highways are the most integral aspect of a country's functioning, connecting people, goods, and other raw materials. The central government's 'Bharatmala' project has helped in vigorously building a solid network of roads, highways, and expressways. India also plans to build at least 26 green expressways by 2025.

An approximate of 60% of India's cargo movement occurs by way of the road and highway system. The improved mobility provided by the expanding web of highways and expressways is expected to spearhead the change and help in lowering logistics costs to 10 per cent of the GDP from the current 16-18%. According to a report, India is on course to build more national highways during the decade ending 2025 than it has cumulatively built between 1950 and 2015.

As per current projections, the highway construction industry will register a tremendous growth of 133% by 2025, which is higher than any country in the world in recent times. India aim to reach a target of 60km of construction per day and is already building a record breaking 30km of road per day.

It is significant to note that the government's focus has not just been restricted to building premier roads but also aims to connect major industrial towns. The government will also connect every metro, town and village through a robust road connectivity system.

### **References:**

1. <https://www.investindia.gov.in/sector/roads-highways#:~:text=The%20total%20road%20network%20in,over%2040%25%20of%20total%20traffic.>
2. <https://www.ibef.org/industry/roads-india>
3. [https://prsindia.org/files/budget/budget\\_parliament/2022/Roads%20Ministry%20DFG%20Analysis%202022-23.pdf](https://prsindia.org/files/budget/budget_parliament/2022/Roads%20Ministry%20DFG%20Analysis%202022-23.pdf)
4. <https://economictimes.indiatimes.com/industry/transportation/roadways/indian-growth-story-accelerated-by-highway-expansion/articleshow/93945121.cms>

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## IMPORTANT STUDENT ANNOUNCEMENTS



**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)

Date: 03.11.2022

**ATTENTION STUDENTS!**

**DECEMBER,2022 SESSION OF EXAMINATIONS**

**LAST DATE FOR SUBMISSION OF REQUEST FOR CHANGE OF CENTRE /MODULE /MEDIUM /CANCELLATION OF EXEMPTION REQUEST/ RE-SUBMISSION OF CALL FOR DOCUMENTS FOR GRANTING EXEMPTION ON THE HIGHER QUALIFICATION**

Please note that the facility for submission of change of Examination Centre / change of Combination of Module(s)/ Medium/ cancellation of exemption request/ re-submission of call for documents for granting exemption on the higher qualification for the students who have enrolled for December,2022 Session has already been activated.

The above requests may be submitted Upto 20th November,2022,16:00 Hours. Thereafter, requests for changes in the examination enrollment status will not be entertained.

The prescribed fee is Rs.250/- per change and the same may be remitted by way of Credit Card/Debit Card/ Net Banking modes. (In case of submission of request for Change of Examination Centre from any of the Centres located in India to Dubai, Surcharge of US\$ 100 or its equivalent amount in Indian rupee i.e. 7970/= will be applicable in addition to the prescribed fee of Rs.250/-).

Students are advised to take note of above.

  
(A K Srivastava)  
Joint Secretary

**Vision**

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

**Motto**

सायं वर। कर्म घटा। *इच्छते तत्र तत्राः सेवे। त्रु त्रु त्रु*

**Mission**

"To develop high calibre professionals  
facilitating good corporate governance"

Connect with ICSI

ICSI India Office C-36 & 37, Sector-62, NOIDA, U.P-201 309  
tel:0120- 4522 000 fax:+91-120-4264 443, 4264 445 email: info@icai.edu website: www.icai.edu





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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. 3<sup>rd</sup> February 2020.

In view of above, all Students of Foundation Programme (admitted prior to 3<sup>rd</sup> 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

**Vision**

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

**Motto**

सत्यं वद। धर्मं चर। इत्येकं धर्मं प्रयातः अनेकेषु धर्मेषु।

**Mission**

"To develop high calibre professionals facilitating good corporate governance"

Connect with ICSI

ICSI Noida Office C-36 & 37, Sector-62, NOIDA (U.P.)-201 309  
tel 0120- 4522 000 fax +91-120-4264 443, 4264 445 email info@icsi.edu website www.icsi.edu



## 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://twitter.com/icsi_cs)

[\*https://www.facebook.com/ICSI\*](https://www.facebook.com/ICSI)

[\*https://www.instagram.com/cs\\_icsi\*](https://www.instagram.com/cs_icsi)

[\*https://www.linkedin.com/in/theicsi\*](https://www.linkedin.com/in/theicsi)

### Cut-Off Dates for the year 2022

Please visit

[\*https://www.icsi.edu/media/webmodules/CUT\\_off.pdf\*](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 3<sup>rd</sup> 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/students/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](http://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:**

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

### Change Communication Details

Current Mobile Number 917777777777 *Enter your new mobile number*

Update New Mobile Number 91

Current Email Address abc@gmail.com *Enter your new email address*

Update New Email Address

**Save** *After Updating Communication detail, click on "Save" button*

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

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Statutory body under an Act of Parliament

HOME MODULE + **PROFILE -** LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS** *2nd Click*
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

*1st 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

## 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](http://smash.icsi.edu)

**Step 2:** Click on Profile > Change Password



The screenshot shows the 'Change Password' form. It includes three input fields: 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. The 'New Password\*' and 'Confirm Password\*' fields have a note '(Minimum 8 Characters)'. Below the input fields are 'Submit' and 'Reset' buttons. At the bottom, there are four validation rules listed in red text:

- \* Password need at least one Uppercase.
- \* Password need at least one Lowercase.
- \* Password need at least one Special Characters @ # ' ~ ! % ^ \$ & \* ( ) + - \_ ;
- \* 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](http://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>

#### “Join CSEET classes at ICSI Regional/Chapter Offices”

Visit:

[https://www.icsi.edu/media/webmodules/28102022\\_SCHEDULE\\_OF\\_CSEET\\_JAN23\\_classes\\_at\\_RO\\_CHAPTERS.pdf](https://www.icsi.edu/media/webmodules/28102022_SCHEDULE_OF_CSEET_JAN23_classes_at_RO_CHAPTERS.pdf)

\*\*For any clarification/Assistance/Guidance you may mail to [r.bhandari@icsi.edu](mailto: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](https://www.icsi.edu/media/webmodules/Study_Centre.pdf)

### **4. Important Information for the Students regarding 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/FeeDetails\\_Concession.pdf](https://www.icsi.edu/media/webmodules/student/FeeDetails_Concession.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 4<sup>th</sup> 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.

***<https://www.icsi.edu/media/webmodules/websiteClassroom.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 <i><a href="https://www.icsi.edu/media/webmodules/websiteClassroom.pdf">https://www.icsi.edu/media/webmodules/websiteClassroom.pdf</a></i>
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**



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament



**Join Class Room Teaching Centers at  
the Regional & Chapter Offices of  
The Institute of Company Secretaries of India (ICSI)**

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 at its Regional Offices and many of the Chapter Offices. 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/students/class-room-teaching/>

The Class Room Teaching is also being imparted by the Institute to enable its students to undergoing quality coaching at affordable fees.

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

Besides regular classes, Institute is also conducting demo classes, mock tests, revision classes 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.



## THE INSTITUTE OF Company Secretaries of India

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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 :

<b>Step-1</b>	Contact the nearest Regional / Chapter Office of the Institute from the list given at the link <a href="https://www.icsi.edu/media/webmodules/websiteClassroom.pdf">https://www.icsi.edu/media/webmodules/websiteClassroom.pdf</a>
<b>Step-2</b>	Ascertain the Date of Commencement of Coaching Class and the timings of the classes
<b>Step-3</b>	Enquire about the availability Demo Classes and if available attend the same as per the schedule
<b>Step-3</b>	Remit the applicable fees at the Regional/ Chapter Office
<b>Step-4</b>	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.

### **BENEFITS FOR STUDENTS OPTING FOR CLASS ROOM TEACHING AT THE REGIONAL/CHAPTER OFFICES AND STUDY 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/media/webmodules/websiteClassroom.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



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- Library facility with latest books
- Distinguished Faculties and a blend of academicians from premier institutions, Professions and industry experts
- Periodic Class Tests for evaluation
- Parents teachers meet at regular intervals
- Faculty Development Programmes.
- Learning through practical approach
- Exemption from Pre-exam test subject to the clearance of respective subject/Module.
- Demo lectures, Mock Tests, Crash Courses
- Special programme/special guest lectures
- 100% coverage of syllabus
- Assistance in placement
- Scope to learn soft skills and leadership skills
- Class Room teaching centres of the Institute extend support to the students in preparation of the main examination.

With best wishes  
Oral Coaching and Online Classes Cell  
The Institute of Company Secretaries of India

## Join Doubt Clearing classes by ICSI for Students appearing in December- 2022 Examination



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(Under the jurisdiction of Ministry of Corporate Affairs)



**75  
Azadi Ka  
Amrit Mahotsav**

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

**Motto**  
कार्यं वद। कर्म चर।  
speak the truth, abide by the law

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

# Online Doubt Clearing Classes

## by ICSI for students appearing in December 2022 Examination (at nominal fee)

Registration is open for  
Professional Programme and Executive Programme



**LIVE STREAMING**

Don't miss the opportunity, join Online Doubt Clearing Classes of ICSI

**::: HIGHLIGHTS :::**

- Kindly make payment using the following link <https://tinyurl.com/uz7j7jf>
- Registered students can submit their doubts/queries through the Google form.
- Queries received from the students will be compiled and sent to the concerned faculty. The doubts /queries will be responded to by the faculties online during the classes.
- Students can also ask queries online through chat box during the class.
- Renowned faculties will sort out all your queries.
- Schedule of classes will be sent at your email id once you register for the classes.

**::: SCHEDULE OF CLASSES :::**

**Professional Programme Classes**

31st October, 2022 onwards (10:00 am to 01:00 pm and 02:15 pm to 05:15 pm)

**Executive Programme Classes**

31st October, 2022 onwards (10:00 am to 01:00 pm and 02:15 pm to 05:15 pm)

**::: FEES :::**

Executive Programme	– ₹1000/Module
Professional Programme	– ₹1000/Module

For any queries, kindly send request at [support.icsi.edu](mailto:support.icsi.edu) at Class Room Teaching related query tab.

CS Devendra V. Deshpande  
President, The ICSI

CS Anish Mohan  
Secretary, The ICSI

Connect with ICSI | [www.icsi.edu](http://www.icsi.edu) |  | Online Helpdesk : <http://support.icsi.edu>

Link to register : [https://smash.icsi.edu/Scripts/CSEET/Instructions\\_CSEET.aspx](https://smash.icsi.edu/Scripts/CSEET/Instructions_CSEET.aspx)



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*Mission*  
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## COMPANY SECRETARY EXECUTIVE ENTRANCE TEST (CSEET)

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



Hurry Up  
LAST DATE  
for REGISTRATION  
**THURSDAY,  
15<sup>TH</sup> DECEMBER  
2022.**

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

JANUARY 2023 SESSION OF CSEET

is proposed to be held on Saturday, 7<sup>th</sup> January 2023.



Register Now: [https://smash.icsi.edu/Scripts/CSEET/Instructions\\_CSEET.aspx](https://smash.icsi.edu/Scripts/CSEET/Instructions_CSEET.aspx)

Connect with ICSI

[www.icsi.edu](http://www.icsi.edu)



Online Helpdesk : <http://support.icsi.edu>

## Online Competitions by ICSI for the Students Exclusively for the students of Universities/Colleges/Institutes with whom ICSI has entered into MoU



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# YUVOTSAV - 2023

Online Competitions by ICSI for the Students  
Exclusively for the students of Universities/Colleges/Institutes  
with whom ICSI has entered into MoU



NO

participation fee

Unique opportunity to win  
various Prizes

SI.No.	Name of the Competition	Date of Competition	Awards
1.	Online Quiz Competition	20 <sup>th</sup> December 2022 <small>(Last date of Registration: 16<sup>th</sup> Dec.2022) (Registration Link: <a href="https://tinyurl.com/5dv3eana">https://tinyurl.com/5dv3eana</a>)</small>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>
2.	Slogan Writing Competition <small>(Through Online Mode) (Topic: Good Governance)</small>	Last date of sending entries by Email: 09 <sup>th</sup> Dec. 2022 at <a href="mailto:competition@icsi.edu">competition@icsi.edu</a>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>
3.	Painting Competition <small>(Through Online Mode) (Topic: About Swami Vivekananda, along with his famous quote)</small>	Last date of sending entries by Email: 10 <sup>th</sup> Dec. 2022 at <a href="mailto:competition@icsi.edu">competition@icsi.edu</a>	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>

### Eligibility Criteria

Student pursuing/passed Graduation or pursuing Post Graduation in any Stream  
and not more than 25 years of age.

CS DEVENDRA V. DESHPANDE  
PRESIDENT, THE ICSI

CS ASISH MOHAN  
SECRETARY, THE ICSI

Connect with ICSI

[www.icsi.edu](http://www.icsi.edu) | 
 





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

## YUVOTSAV 2023 - Details of 23 Competitions

For details, please click here  
[https://www.icsi.edu/media/webmodules/14112022\\_1Competition.pdf](https://www.icsi.edu/media/webmodules/14112022_1Competition.pdf)



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 अज्ञाने तेऽतः जगते: कोपिते स्युः तेऽतः ईश्वरः

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



**YUVOTSAV  
2023**

*Future Meets Present*

**12<sup>th</sup> January, 2023\* | Noida**

\*Preliminary round will be held on 11<sup>th</sup> January, 2023



**160<sup>th</sup> Birth Anniversary of  
Swami Vivekananda**



**23 Competitions**  
for details click here 



**TEAMS**  
From Regional Councils /  
Chapters across India

**Fees : Early Bird (upto 31<sup>st</sup> December 2022) For Students of ICSI – Rs.500/-  
 Others Rs.600/- (Thereafter upto 10<sup>th</sup> January 2023, Rs. 600/- & Rs.700/-)**



Certificate of Participation to every Delegate



Individual Certificate/ Prize for all Winners



Trophies for Champion Chapters & Region

**Please note that it is compulsory to register at the link given below before sending nomination for participation to your respective Regional/Chapter Office.**

For participating in competitions, contact your nearest Chapter/ Regional Office  
 For delegate registration, please visit- <https://tinyurl.com/5ec88ft5>

For queries, please write to [yuvotsav@icsi.edu](mailto:yuvotsav@icsi.edu)

**CS Devendra V. Deshpande**  
President, The ICSI

**CS Ranjeet Pandey**  
Former President, The ICSI,  
Programme Director, Yuvotsav-2023

**CS Ashish Mohan**  
Secretary, The ICSI

Connect with ICSI

[www.icsi.edu](http://www.icsi.edu) |  | Online Helpdesk: <http://support.icsi.edu>

# Examination

## I. INSTRUCTIONS TO EXAMINEES-COMPUTER BASED EXAMINATION (CBE) FOR COMPANY SECRETARY FOUNDATION PROGRAMME DECEMBER, 2022 SESSION

### 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 27<sup>th</sup> and 28<sup>th</sup> 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:

Paper	Day and Date	Subject Code	Subjects	Total No. of Questions	Type of Questions	Duration of Examination
1.	Tuesday, 27 <sup>th</sup> 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, 28 <sup>th</sup> 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 27<sup>th</sup> and 28<sup>th</sup> December as mentioned above, shall be conducted in two batches from 9.30 AM to 11.00 AM and 4.00 PM to 5.30 PM. 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**

1. **Immediately after taking the print-out of the Admit Card from the website of the Institute [www.icsi.edu](http://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 Aadhaar Card, 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 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> or mail at [enroll@icsi.edu](mailto:enroll@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., 27<sup>th</sup> December, 2022) or Paper 3 or 4 (on second day of Exam i.e., 28<sup>th</sup> 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. 28<sup>th</sup> 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 Government 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. 27<sup>th</sup> 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 from time 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, it 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 10 (Pro, Enterprise, and Education editions) OR Windows 8/8.1 (32-bit and 64-bit) (all editions) OR Windows 7 (32-bit and 64-bit) (all editions). Note - Up-to-date Service pack, device drivers, security patches in test taking system.
- 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 Application s: 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 chat box.
  - 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 instances 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 the 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 be remained 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 answers 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:**

<b>S.NO.</b>	<b>MANUFACTURERS/SELLER</b>	<b>NAME OF MODEL</b>
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
16.	CT 512	
17.	Orpat	OT 150D
18.		OT 512GT
19.	Neel	CT-912
<b>NOTES:</b>	<ul style="list-style-type: none"> <li>➤ Scientific calculators are not allowed.</li> <li>➤ The above list is only illustrative but not exhaustive. The calculators should not have more than 12 digits, 6 functions and 2 memories.</li> <li>➤ The Remote Proctors have complete authority to disallow the use of particular calculator on non-complying with above requirements.</li> </ul>	

## I. ANNOUNCEMENT FOR INVITING APPLICATIONS FOR MERIT-CUM-MEANS ASSISTANCE FOR PURSUING CS COURSE:

### ATTENTION STUDENTS

#### (WHO PASSED CS FOUNDATION PROGRAMME OR BOTH MODULE OF EXECUTIVE PROGRAMME EXAMINATION IN JUNE, 2022 SESSION)

#### MERIT-CUM-MEANS ASSISTANCE FOR PURSUING CS COURSE

The Institute has in place a “**Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983**” for assisting financially weak and meritorious students for pursuing Company Secretaryship Course.

#### Salient Features of the Scheme

- Candidates who have passed Foundation Programme or both Modules of the Executive Programme examination at one sitting, in the first attempt without claiming exemption in any paper and registered for pursuing Executive Programme or Professional Programme are eligible to apply.
- The income of such candidates, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross total income from all sources should not be more than Rs.3,60,000/- per annum.
- The candidates have no other source from which any assistance/scholarship is received simultaneously while pursuing the CS course.
- Financial assistance is provided to 25 candidates per session (June/December) each for pursuing CS Executive Programme and Professional Programme.
- Candidates selected for grant of assistance under the Scheme shall be paid Rs.500/- (Rupees five hundred only) per month for ten months in addition to the reimbursement of education fees and exam fees paid for during the assistance period.
- The candidate should consciously and diligently pursue the studies and comply with all the requirements and formalities as may be specified by the Institute from time to time.
- Prescribed application form and other details of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be referred and downloaded from the Institute’s website as under :-

Sl. No.	Description	Link
1	Announcement	<a href="https://www.icsi.edu/media/website/Announcement_MeritCumMeans.pdf">https://www.icsi.edu/media/website/Announcement_MeritCumMeans.pdf</a>
2	Guidelines	<a href="https://www.icsi.edu/media/website/Guidelines%20merit%20cum%20means.pdf">https://www.icsi.edu/media/website/Guidelines%20merit%20cum%20means.pdf</a>
3	Application Form	<a href="https://www.icsi.edu/media/website/Application%20Form.pdf">https://www.icsi.edu/media/website/Application%20Form.pdf</a>

- The selection of the candidate for assistance will be made purely on merit-cum-means basis subject to the terms and conditions of the scheme.
- Last date for applying for the financial assistance is **25<sup>th</sup> November /25<sup>th</sup> May for June/ December Examination respectively.**

Interested candidates fulfilling the eligibility criteria as laid down under the Scheme are invited to apply in the prescribed form alongwith required documents and send the same **so as to reach the Institute on or before November 25<sup>th</sup>/ May 25<sup>th</sup> for June/ December Examination as the case may be.**

**Joint Secretary  
Directorate of Examinations**

**II. ANNOUNCEMENT FOR MERIT-CUM-MEANS ASSISTANCE FOR PURSUING CS COURSE ON BASIS OF RESULT OF FOUNDATION PROGRAMME EXAMINATIONS, DECEMBER, 2021:**



**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)

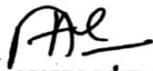
File No.205:Exams:D-2021  
Dated the 25<sup>th</sup> July, 2022

**ANNOUNCEMENT**

**No. ICSI/04/2022**

In accordance with the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983" (as amended upto 9th April, 2015), as in force, the following student has been selected for award of "Merit-cum-Means Assistance" for pursuing Executive Programme on the basis of result of Foundation Programme Examinations, December 2021 and fulfilling the eligibility criteria:

S.NO.	NAME OF THE STUDENT	STUDENT REGN. NO.
<b>EXECUTIVE PROGRAMME</b>		
1.	ABHIJEET MUKHERJEE	241017669/02/2022

  
( CS ASISH MOHAN )  
SECRETARY

New Delhi - 110003

# 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



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**Vision**  
"To be a global leader in  
corporate governance."

**Motto**  
सत्यं वद। धर्मं चरत।  
speak the truth; abide by the law.

**Mission**  
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and professional executives  
of good corporate governance."

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## 20<sup>th</sup> Batch of Online Classes for **CSEET** (Company Secretary Executive Entrance Test for January, 2023 Examination)





ICSI-SIRC is conducting Online CSEET Classes for January, 2023 Examination. Students who have registered for CSEET may join the Online Classes. So far 18 Batches completed successfully with 1029 Students and 19th Batch is going on with 28 Students. More than 85% of students have passed the CSEET examination.

**Fees: Rs. 3,500/-**  
(Fees once paid, will not be refunded)

**Date of Commencement**  
Tuesday, 22nd November, 2022  
(Classes may end by 26th December, 2022)

**Timing of Classes**  
7.00 A.M. to 9.00 A.M.  
&  
06.00 P.M. to 08.00 P.M.  
(Monday to Saturday)

**2 Online Mock Tests  
will be conducted.**

**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 are required to enter their details in the link after making the payment.**  
**Google Form Link: <https://forms.gle/SMvGmB1e9CzHHR9k9>**

Above registered students will be provided the log in ID & Password for online classes separately by email.

**For further details contact :**  
Mr. C Murugan, Executive (Admin), Southern India Regional Office, The Institute of Company Secretaries of India  
ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai – 600034.  
Phone: 044-28268685/28222212 / Email ID : sirc@icsi.edu; chelliah.murugan@icsi.edu

Connect with ICSI

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global corporate governance"

### Announces

The Institute of Company Secretaries of India, Southern India Regional Council is organizing Online Crash Course for the CS Executive Programme Students of Module I & II who are appearing in December, 2022 Examination

**CRASH COURSE**  
in Online Mode for  
CS Executive Programme  
Module I & II  
for December, 2022 Examination  
(From 15th November 2022 to 8th December 2022)



### Experienced Faculties



**Fees: Rs. 3,000/- (Per Module)**  
(Fees will not be refunded once classes commenced)

#### Module - I

Timings: 8.00 am to 10.00 am

#### Module - II

Timings: 6.00 pm to 8.00 pm

**From 15.11.2022 to 08.12.2022**  
(All Days Including Sundays)



#### Mock Test (through online)

##### Module I

11.12.2022 to 14.12.2022  
(08.00 am to 10.00 am)

##### Module II

11.12.2022 to 14.12.2022  
(06.00 pm to 08.00 pm)



#### 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 are required to enter the details in the link after making the payment.

**Google Form Link : <https://forms.gle/MZEDyCwyfAptzjSUA>**

#### 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.  
Phone: 044-28268685/28279898 / [siro@icsi.edu](mailto:siro@icsi.edu); [chelliah.murugan@icsi.edu](mailto:chelliah.murugan@icsi.edu):



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## Announce

The Institute of Company Secretaries of India, Southern India Regional Council is conducting 1st Batch of Class Room Teaching (in Physical Mode) for CS Executive Programme Students of Module I & II who are appearing for June, 2023 Examination from Wednesday, 16th November, 2022 at ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai.



**Date of Commencement of 1st Batch**  
Wednesday, 16th November, 2022 for Both Modules  
(Classes may end by 1st Week of April, 2023)

**Experienced  
Faculties**



**1st Batch of Class Room Teaching  
for CS Executive Programme  
for June, 2023 Examination  
(Physical Mode)**

**Fees: Rs. 9,000/- (Per Module)**  
(Fees will not be refunded once  
classes commenced)

**Module - II Timing:**  
6.30 AM to 8.30 AM

**Module - I Timing:**  
6.00 PM to 8.00 PM

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.

**Mode of Payment (Online Transfer)**  
HDFC Bank: Poonamallee High Road Branch  
Account Name: SIRC of the ICSI  
SB Account No: 0492111000013  
IFSC Code: HDFC0000492

Students are required to enter the details in the link after making the payments.

**Google Form Link: <https://forms.gle/mx8wvkYKyCEFAwy1A>**

### 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.  
044-28268685/28279898 / siro@icsi.edu; chelliah.murugan@icsi.edu



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## Announces

The Institute of Company Secretaries of India, Southern India Regional Council is organizing Crash Course in online mode for CS Professional Programme Paper Wise for the Students who are appearing in December 2022 examination.



# CRASH COURSE

in online mode for  
**CS Professional Programme (Paper Wise)**  
for December, 2022 Examination

(From 8th November, 2022 to 23rd November, 2022)

(Subject to the minimum enrollment of 10 Students)

**Experienced  
Faculties**



**Fees: Rs. 1,500/- (Per Paper)**

(Fees will not be refunded once classes commenced)

**Advanced Tax Laws**

08.11.2022 to 15.11.2022 - 6.00 pm to 8.00 pm

**Corporate Funding & Listing in Stock Exchanges**

16.11.2022 to 23.11.2022 - 6.00 pm to 8.00 pm

**From 08.11.2022 to 23.11.2022**

**(All Days Including Sundays)**

**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 are required to enter the details in the link after making the payment.

**Google Form Link : <https://forms.gle/p4CkgoXFaN51Cr7M8>**

Registered Students will be provided the log in ID & Password for online classes separately by email

**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.  
Phone: 044-28268685/28279898 / siro@icsi.edu; chelliah.murugan@icsi.edu:

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***Prepared by  
Directorate of Academics***

*For views/suggestions/feedback please write to : [academics@icsi.edu](mailto:academics@icsi.edu)*