

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)

OCTOBER 2021

Message from the President



Patience, persistence, and perspiration make an unbeatable combination for success. - Napoleon Hill

Dear Students,

The month of October while being a month of festivals and festivities across the nation holds utmost significance for the ICSI as well as its members, students and all its stakeholders for it is on the 4th of October, 1968 that the ICSI was formed and established and it is in commemoration of this event that the Foundation Day of the ICSI is celebrated with great fanfare on the 4th of October each year.

With the results for the CS Examinations – June, 2021 which had been postponed to August in view of the pandemic, being declared on 13th October, the celebratory

mood just got elevated. In the same fervor, I extend my heartiest congratulations to all the students who have passed in the recently declared results of the CS Examination, especially those who made it to hall of fame, i.e., the toppers. May your future journey be equally rewarding!

For those of you who are yet to scale the peaks of success, I would like to take this opportunity to extend my best of best wishes and the age old mantra for success. Friends, leaders globally as well as men and women who have achieved great feats have laid the foundation of their achievements, accomplishments and successes on three pillars – Patience, persistence and perspiration – the combination quoted by Napoleon Hill above.

I believe, it is these qualities that shall guide your way and alight your path for the upcoming session of Examinations. Just as Rome was not built in a day, achieving our set goal and aim, striving for excellence is a process which solicits continuity – continuity of thought, continuity of action. And to be truthful, it is these traits that make us true professionals.

With the festivals of the month commemorating and celebrating the triumph of good over evil, seeking blessings of Maa Durga and Goddess Chamundeshwari, I would like to share the verses of the Devi Stuti

या देवी सर्वभुतेषु शांतिरूपेण संस्थिता ।
या देवी सर्वभुतेषु शक्तिरूपेण संस्थिता ।
या देवी सर्वभुतेषु मातृरूपेण संस्थिता ।
या देवी सर्वभुतेषु बुद्धिरूपेण संस्थिता ।
नमस्तस्यै नमस्तस्यै नमस्तस्यै नमो नमः ॥

On behalf of the ICSI family, I wish you and all your family members a very Happy Durga Puja and Vijaydashmi !!!

With warm regards,

(CS Nagendra D. Rao)

President

The Institute of Company Secretaries of India

Academic Guidance

RELEVANCE OF STATISTICS IN BUSINESS WORLD*

Introduction

The days are gone when businesses were run on the rule of thumb or on trial and error basis. With the advent of new technologies, liberalization, privatisation, globalisation and constant changes in the legal, economic and business environment has brought numerous challenges for the business organisations.

To conquer the challenges and cut-throat competition it is essential that owners of the business as well as managers adopt a scientific approach of conducting the business activities through proper business models, strategies, policies etc. Now the question arise how to develop a scientific approach. The answer to this question can be answered largely through statistics.

Statistical research provide managers the information they require to make informed decisions in uncertain scenarios. With the help of statistical tools managers can analyse past performance, predict future business practices and lead organisations efficiently. Statistics can describe markets, inform advertising, set prices and respond to changes in consumer demand, financial analysis of capital expenditure projects, determination of production quantities and so on and so forth.

Business Applications

- i) **Performance Management** : A common use of statistics is to measure performance. For instance, a business organisation might collate data about a small number of product units to make an estimate about the quality level of an entire batch of production; this is known as statistical sampling and is used to determine whether to accept or reject a batch.

Another use could be the analysis of the production output of an employee to find out if the worker is meeting the desired productivity standards. If not, adjustments such as improvements in equipment, change in the work environment or better communication may be needed.

- ii) **Forecasting** : Managers analyse past data to find statistical trends and make predictions about the future. For example, a manager might analyse the previous sales of all products sold to make estimates about the volume of future sales under specific economic conditions. In turn, these projections would then be used to set up production schedules.

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

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- iii) **Risk/Return on Investments** : The objective of a new capital expenditure project is to optimize the return on the investment and minimize the risk. Statistical methods can assist a manager to assess the project under various economic environments, changing consumer preferences and strength of the competition.
- iv) **Alternative Scenarios** : The task or the function of a manager does not end after increasing the productivity of the employees. A manager has to participate with the other managers from different department for decision making. The decision can be on the choice of particular software, systems for customer automatic ordering systems, etc.
- v) **Research and Development** : The scope of statistics in business also extends to market research and product development. This is one of the most important functions of statistics, as a sample group is observed and their response to a product is tested and data collected. This data is essential in the determination of the launch of new products and the development of it.

Limitations of Statistics

As statistics has extensive applications in business world it has certain limitations too. Business owners and managers must take note of the following limitations of the statistics while preparing marketing, financial, capital expenditure plans, while preparing business strategies, policies, approaches etc., and in drawing up overall business trajectory.

- (1) Statistics laws are true on average. Statistics are aggregates of facts, so a single observation is not a statistic. Statistics deal with groups and aggregates only.
- (2) Statistical methods are best applicable to quantitative data.
- (3) Statistics cannot be applied to heterogeneous data.
- (4) If sufficient care is not exercised in collecting, analysing and interpreting the data, statistical results might be misleading.
- (5) Only a person who has an expert knowledge of statistics can handle statistical data efficiently.
- (6) Some errors are possible in statistical decisions. In particular, inferential statistics involves certain errors. We do not know whether an error has been committed or not.

Conclusion

Despite the limitations of statistics, its relevance in business cannot be ignored. Statistical tools like Standard Deviation, Mean Deviation, Mean, Quartile, Median, Karl Pearson's Coefficient of Correlation etc. are very helpful in assessing performance of human resource, production, sales etc., in providing deep insights regarding the impact of changes in government policies, fiscal policies, monetary policies, trade policies, foreign direct investments, legal developments etc. on the overall performance of business both in India and abroad, in case the business organisation has branch offices or subsidiaries outside India, on demand and supply of the products, production plan, financial plan, marketing plan etc.

Thus, it may be inferred that in view of the changes in political, economic, social, technological, legal and environmental factors on continuous basis statistics is an indispensable element in business world.

References

1. <https://degree.lamar.edu/articles/undergraduate/how-are-statistics-used-to-make-business-decisions/>
2. <https://bizfluent.com/about-6360783-importance-statistics-industry-business.html>
3. <https://www.emathzone.com/tutorials/basic-statistics/limitations-of-statistics.html>
4. <https://blog.essaycorp.com/importance-of-statistics-in-business/>

Examination

1. CS FOUNDATION PROGRAMME EXAMINATION , DECEMBER - 2021

The Institute has decided to conduct CS Foundation Programme, December, 2021 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 3RD AND 4TH JANUARY, 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-2021 session scheduled to be held on 3rd-4th January, 2022 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 – 2021 is scheduled on Monday, the 3rd January, 2022 and Tuesday, the 4th January, 2022 as per the following Examination Time-Table:

Day and Date of Examination	Subjects		Batch No.	Examination Timings	
				From	To
Monday, 3rd January, 2022	Paper-1	Business Environment and Law AND	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-2	Business Management, Ethics and Entrepreneurship	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.
Tuesday, 4th January, 2022	Paper-3	Business Economics AND	I	9.30 A.M.	11.00 A.M.
	Paper-4	Fundamentals of Accounting and Auditing	II	12.00 Noon	1.30 P.M.
			III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 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**

1. **Who is a Physically Challenged/ Physically Disabled Person?**

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.

1.2 Orthopedically Challenged person with Speech Impairment.

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

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.

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

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:

2.2 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

- 2.3 Letter of permission issued, if any, by Sr. Secondary Board/ University in 10th, 10+2 or degree examinations in which candidate had appeared.
- 2.4 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.
- 2.5 An attested full size latest photograph depicting head to toes indicating name of the candidate on the backside of the photograph.
- 2.6 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.
- 2.7 Any other document(s) in support of request for grant of the facility of a Writer and/or Extra time as aforementioned.

3. **Facilities and Concessions to a Physically Challenged/ Disabled Student:**

- 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.
- 3.2 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 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.
- 3.4 Every candidate with specified disability, whether using scribe or not, shall be entitled to 20 minutes extra time for every one hour of examination.
- 3.5 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.
- 3.6 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.

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.

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.

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 ensuring 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

CS FOUNDATION PROGRAMME

DECEMBER, 2021 SESSION

CS FOUNDATION PROGRAMME WOULD BE HELD ON 3RD AND 4TH JANUARY, 2022 AS PER TIMING GIVEN IN THE ADMIT CARD. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND STRICTLY FOLLOW THEM WHILE APPEARING IN THE EXAMINATION

PART-A: GENERAL INSTRUCTIONS

1. 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 proctored means –
 - a. Candidates shall be required to download Safe Exam Browser in their Laptop or Desktop as per the link provided to them in due course of time;
 - b. Candidates shall 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 Licence, 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 they should not write/ note 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 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) 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 i.e., 3rd January, 2022) or Paper 3 or 4 (on second day i.e., 4th January, 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, pieces of paper, 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. 4th January, 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.** 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 and pages for rough work to remote proctor/invigilators.
 However, on the first day of Examination i.e. 3rd January, 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.
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 declared 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. 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 any manner 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.**
15. 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.

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:

- i) 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 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.
- ii) 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.
- iii) Candidates must dress decently.

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 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. 2MBPS (4G/ Wi-Fi) or above + upload speed

(B) Examination Process:

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 day 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 examination, the AI tool constantly monitors the picture of the candidate taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and notification to live proctor is instantly displayed.

Level 2: Candidate will need to display Admit Card and Student Identity Card/Valid ID Proof (PAN / Aadhar / Any other valid Govt. Approved ID). Proctor will instruct the candidate to display the Admit Card / valid ID proof after the logging in to the examination. Once the identity is approved by the Proctor, candidate will be allowed to start the examination. **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 people 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>.

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.
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. Candidates shall not click "FINISH" button followed by three warnings until they have completed all the questions, **i.e., 100 questions for both the papers (50 questions in case of exemption in one paper)** of their examination. The examination shall not re-start once "FINISH" button is clicked.

6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.
7. Before conclusion of examination, the candidates can use the “Bookmark” option by clicking on “BOOKMARK” button, if they wish to review or revisit the question later. However, the “Bookmark” button shall not capture or save the answers.
8. 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, 1982as in force.

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

5. ANNOUNCEMENTS

IMPORTANT EXAMINATION ANNOUNCEMENT

CONDUCT OF COMPUTER BASED EXAMINATION (CBE) FOR FOUNDATION PROGRAMME DECEMBER, 2021 SESION IN ANYWHERE MODE THROUGH REMOTE PROCTORING ON 3RD AND 4TH JANUARY 2022

The Institute has decided to conduct Computer Based Examination (CBE) for Foundation Programme in anywhere mode through remote proctoring from December, 2021 Session onwards.

Accordingly, the next Foundation Programme Examination for December, 2021 Session will be held on 3rd and 4th January, 2022 in anywhere mode through remote proctoring. For detailed time table please refer website of the Institute www.icsi.edu.

8th October, 2021

JOINT SECRETARY
(EXAMS.)

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