## ATTENTION STUDENTS!!

### SCHEDULE OF FEES

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>FEES (Rs.)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATION PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Fee</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee</td>
<td>2400</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3600</strong></td>
<td><strong>Total Fee → 3600</strong></td>
</tr>
<tr>
<td><strong>EXECUTIVE PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>Foundation Examination Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee for Executive Programme</td>
<td>5000</td>
<td><strong>Total Fee → 7000</strong></td>
</tr>
<tr>
<td>Postal Tuition Fee for Foundation Programme</td>
<td>750</td>
<td><strong>Total Fee → 7750</strong></td>
</tr>
<tr>
<td>(payable by Non-Commerce Graduates)</td>
<td></td>
<td></td>
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<tr>
<td>who are seeking exemption from passing the Foundation Programme</td>
<td></td>
<td></td>
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<tr>
<td>Examination under clause (iii) of Regulation 38.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Pass Student</td>
<td>6500</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>6500</strong></td>
<td><strong>Total Fees → 6500</strong></td>
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<tr>
<td><strong>PROFESSIONAL PROGRAMME</strong></td>
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<tr>
<td>Postal Tuition Fee</td>
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<td><strong>DE-NOVO REGISTRATION</strong></td>
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<td>Registration De-Novo Fee</td>
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<tr>
<td>Exemption from Foundation Examination Fee</td>
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<tr>
<td>Exemption from Executive Programme Examination Fee</td>
<td>500</td>
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<tr>
<td><strong>EXTENSION OF REGISTRATION</strong></td>
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<tr>
<td>Extension of Registration Fee</td>
<td>500</td>
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<tr>
<td>Service Charges for Extension of Registration</td>
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<tr>
<td><strong>EXAMINATION FEE</strong></td>
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<tr>
<td>Foundation Programme</td>
<td>875</td>
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<tr>
<td>Executive Programme</td>
<td>900</td>
<td>(Per Module)</td>
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<tr>
<td>Professional Programme</td>
<td>750</td>
<td>(Per Module)</td>
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<tr>
<td>Late Fee for receipt of Examination Application</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Change of Examination Center/Module/Medium</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>For appearing from overseas Dubai Centre : Surcharge of US $ 100 in addition to the applicable examination fees.</td>
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<tr>
<td><strong>OTHER FEES</strong></td>
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<tr>
<td>Paper-wise Exemption Fee</td>
<td>100</td>
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<tr>
<td>Issue of Duplicate Identity Card Fee</td>
<td>50</td>
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<tr>
<td>Issue of Duplicate Pass Certificate Fee</td>
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</tr>
<tr>
<td>Issue of Duplicate Mark Sheet</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Issue of Transcript / certified copy of syllabus</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Verification of Marks Fee</td>
<td>100</td>
<td>(Per Subject)</td>
</tr>
</tbody>
</table>

### ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(http://elearning.icsi.edu)

In order to facilitate students with on-line education/study, the Institute has launched e-learning portal for the Company Secretaryship Foundation Programme and Executive Programme and it is being extended to Professional Programme. All students from rural, urban areas at national level and also from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom, students will be able to interact live with the faculty. This will take the study of CS Programme virtually into the space age.

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees.

To access the E-learning Portal of ICSI the candidates may log on to http://elearning.icsi.edu

The following schemes are available for e-learning in Foundation Programme:

- **WBT** (Web Based Training): It is an innovative computer based approach to learning. The contents have been modified into well-crafted teaching systems. It has multimedia slides covering the entire study material.
- **VBT** (Video Based Training): It comprises of video lectures and is a replica of classroom training experience.
- **LVC** (Live Virtual Classroom): It provides broadcast of live lectures over the internet. In it students can directly interact with the faculty online.

There are the three following schemes for which students may apply for admission:

- **WBT**
- **Combo Offer which contains (WBT+VBT+LVC)**
- **Upgrade to VBT+LVC**: This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

(i) By a Credit card/Debit card or Netbanking or Cash Cards.
(ii) By way of Cheque or Demand Draft drawn in favour of “GURUKULONLINE LEARNING SOLUTIONS PVT LTD” payable at Mumbai.
(iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
(iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website http://elearning.icsi.edu)
Dear students,

The success embraces chosen ones. The ones who set their goals clearly, strategise, prioritise and devise an action plan and pursue it with utmost diligence, commitment and dedication. Being focused is one of the prerequisites for achieving goals, and requires all your time and energy channelised in a focused manner.

One thing I would like to share with you that the time lost can not be recreated. So the time management should be uppermost while prioritising. Similarly, youth have abundant energy and the right use of this energy is to channelise it in a constructive manner that is useful to self, the society and the nation. It is true as a person and the professional, as well.

Being student of foundation programme, you are at the doorsteps of a profession - the profession of Company Secretary, holding huge opportunities and promises to serve the nation by advising and guiding the companies to become good corporate citizens contributing to the nation building.

To achieve a goal as grand as it is, you have to plan, prioritize and strategise today. This will be achieved when you follow the words of wisdom by Swami Vivekananda “Stand up, be bold, be strong. Take the whole responsibility on your own shoulders, and know that you are the creator of your own destiny. All the strength and succour you want are within yourselves”.

So, dear students follow these words of wisdom and I am sure the success will embrace you as a chosen one.

Given below is some important information which would be useful to you as a student of the CS Foundation Course.

NEW SYLLABUS FOR FOUNDATION PROGRAMME

The Foundation Programme being the entry level to the Company Secretarieship Course and gateway to the profession of Company Secretaries, based on the feedback received from various stakeholders the Syllabus Review Committee has completed the formulation of detailed contents of the Foundation Programme. I am pleased to inform you that the Council of ICSI has approved the new syllabus for the Foundation Programme. Which has been implemented w.e.f. 1st February, 2012.

OMR BASED EXAMINATION FOR FOUNDATION PROGRAMME

Keeping in view the tech-savvy new generation and with a view to leverage the information technology, the Council of the Institution has decided to conduct Optical Mark Recognition (OMR) based Examination (Objective Type Multiple Choice Questions) for the Foundation Programme under the new Syllabus w.e.f. December, 2012 examination. The Council further decided that the students pursuing Foundation Programme under the existing syllabus would be given two attempts to complete the Foundation Programme. The students under existing syllabus may exercise their option to switch/ change over to new syllabus wherein no exemptions will be available against their performance in previous session(s) of examinations under existing syllabus. Further, the last examination for the Foundation Programme under the existing syllabus would be held in June, 2013 and from December, 2013 session onwards all students under the existing syllabus will automatically be switched over to OMR based examination without any exemption.

VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered up to November & December 2008 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- by making an application in the prescribed Form “REG” together with the Foundation Programme admission fee of Rs. 3600/-. The prescribed form “REG” can be obtained either against cash payment of Rs. 50/- from the Institute’s Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. The admission in Foundation Programme can also be taken through online services of institute at www.icsi.in

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Programme examination held in June, 2011 and registered in Executive Programme up to and including 31st August, 2011 would be eligible to appear in both modules of the Executive Programme to be held in June, 2012 and students who have taken registration in Executive Programme between 1st September 2011 to 30th November 2011 are eligible to write only one module in June, 2012 examination of the Executive Programme subject to completion of postal/oral tuition, SIP and compulsory Computer Training Programme.

The blank application Form “REG” for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 70/- (including postage). The fee for seeking registration for Executive Programme is Rs. 6500/- payable by way of crossed demand draft drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. Fee may be paid in cash also at the Institute’s Noida office or its Regional Offices. The admission in Executive Programme can also be taken through online services of institute at www.icsi.in.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main Programme viz. “Career in Company Secretarship - A Hand Book” against cash payment of Rs. 300/- or by post by sending a crossed demand draft of Rs. 350/- (including postage) drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. Application Form “REG” is appended therein and students need not obtain it separately.

IDENTITY CARDS

Candidates admitted to the CS Foundation Programme are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee. Students may also download their online Identity Card through On-line services of institute at its student's portal www.icsi.in.

Should you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for duplicate Identity Card or for any other matter, the students should write their admission number and complete postal address with PIN code for prompt reply.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the "C.S. FOUNDATION COURSE BULLETIN". In case it does not carry or carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at dss@icsi.edu which will facilitate quick and economical communication from the Institute’s side. The e-mail address may be sent in the following format:-

Name : 
Admission No. : 
E-Mail id : 

FROM THE SECRETARY & CEO'S DESK
For all academic guidance students may write to

IMPORTANT

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE

www.icsi.edu.

log on to the website of the Institute i.e.

cs Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course & Profession. The students can have pre-recorded replies on

24 HOURS CS HELpline

To access the E-learning Portal of ICSI, the students may log on to

E - LEARNING (http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the students of Foundation Programme. Students admitted to CS Foundation Programme through out the country including rural and semi - urban areas as well as from other countries can avail this 24×7 hours online study facility as the portal has

to the students of the Institute. A list of such authorized OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute www.icsi.edu.

CHANGE OF ADDRESS

Change of address, if any, is to be intimated to the Institute by sending a separate communication in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student admission number, name and full postal address with city, state in capital letters. Alternatively students may also change their address instantly through online services of institute at www.icsi.in.

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IMPORTANT

For all academic guidance students may write to Dr. S K Dixit, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact Mr. Sohan Lal, Director (Student Services), at the Institute’s address.

With best wishes to entire C.S. Students Community.

Yours sincerely,

(N.K. JAIN)

Date : 20-02-2012

Place: New Delhi
AN INTRODUCTION TO IFRS

IFRS are now becoming the global financial reporting language. The importance of IFRS has grown significantly in the recent times. However the concept of IFRS is not new. Back in the year 1973, the professional accountancy bodies of developed economies such as USA, London, Germany, Japan, France etc. recognised the need to harmonize the accounting principles and standards followed by different countries and formed International Accounting Standards Committee (IASC). IASC is a not for profit corporation incorporated in USA and operates from London, UK. It took the responsibility of harmonizing accounting practices followed worldwide by issuing International Accounting Standards (IAS). These IAS were adopted by many multinational companies and endorsed by many countries as their own standards. Most of the nations adopted these international standards but modified them according to their situations and environment prevailing in their own country. With the passage of time several country level accounting principles emerged and there were many gaps between these local generally accepted accounting principles and the IAS. So, in the year 2001, international fraternity of accountants decided to revise the whole framework. In 2001, IASC was renamed as International Accounting Standards Board (IASB).

The accounting standards issued by IASB are known as International Financial Reporting Standards (IFRS). IFRS is a set of international accounting standards stating how particular types of transactions and other events should be reported in financial statements. IFRS are nothing but principles-based standards, interpretations and the framework adopted by the International Accounting Standards Board (IASB). International Financial Reporting Standards comprise of:

- 9-International Financial Reporting Standards (IFRS)-standards issued after 2001 by IASB.
- 29-International Accounting Standards (IAS)-standards issued before 2001 by IASC which are still valid.
- 11-Interpretations issued by Standing Interpretations Committee (SIC) before 2001.

However, in practice IFRS is interchangeably used to denote individual accounting standards issued by IASB as well as international accounting principles collectively. Following are some of the advantages of IFRS:

- It would facilitate increased comparability of financial information between companies operating in different countries.
- The financial reporting process would become more transparent.
- It would also permit international capital to flow more freely the standardization of accounting methodology will enable creditors to analyze businesses around the world using the same financial methods.
- It would give investors a better understanding to the financial statements and assess the investment opportunities in other countries.
- It would also benefit the accounting professionals as they will be able to sell their services in the different parts of the world.

All these benefits of IFRS have prompted many countries to pursue convergence of national accounting standards with IFRS. India has also decided to facilitate the convergence of the Indian accounting standards with IFRS and in this direction all existing accounting standards are being revised and converged with corresponding IAS/IFRS. Convergence of entire world towards IFRS would benefit the corporate sector, investors, regulators and facilitate economic growth as a whole.
Introduction of New Syllabus for the Foundation Programme of the Company Secretaryhip Course

The Council of the Institute of Company Secretaries of India in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980, as amended by the Company Secretaries (Amendment) Act, 2006 has approved, on the recommendations of its Syllabus Review Committee, the detailed contents for the four papers of 100 marks each for Foundation Programme under the new syllabus.

2. The revised syllabus shall be applicable w.e.f. February 1, 2012.

2.1 The Council further decided the following:-

i. The first examination for Foundation Programme under the new syllabus would be held from December, 2012 session under the Optical Mark Recognition (OMR) system.

ii. The students pursuing Foundation Programme under existing syllabus would be given option to change over to new syllabus without any exemption.

iii. Existing students would be provided two attempts to complete the Foundation Programme under the existing syllabus unless they switch over to the new syllabus.

iv. The last examination for Foundation Programme under the existing syllabus would be held in June, 2013.

v. The students shall be eligible for appearing in examinations on the basis of self study. The requirement of coaching completion certificate shall be discontinued and no suggested answers would be provided to students of Foundation Programme under new syllabus.

vi. Study material shall have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for Foundation Programme, for self study.

vii. Students registering for Foundation Programme under new syllabus shall be provided exemption as in the existing system, e.g., a student securing 60% or above marks to be exempted to appear in the same paper in next attempts under new syllabus.

viii. There will be no negative marking under OMR based examination for Foundation Programme under new syllabus.

ix. The first examination for Foundation Programme under new syllabus shall be held in two days, each day having two sessions of two hours.

2.2 The detailed contents for each of the four papers of the Foundation Programme under the new syllabus as approved by the Council are as under:

COURSE CONTENTS FOR FOUNDATION PROGRAMME
PAPER : 1
BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Level of Knowledge: Basic knowledge

Objective: To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of business laws and entrepreneurship.

PART A:
BUSINESS ENVIRONMENT (30 MARKS)

1. Business Environment:
   - Introduction and Features
   - Concepts of Vision & Mission Statements
   - Types of Environment:
     - Internal to the Enterprise
     - External to the Enterprise
       - Micro: Suppliers, Customers, Market Intermediaries
       - Macro: Demography, Natural, Legal & Political, Technological, Economic, Competition, Socio- cultural and International
     - Business Environment with reference to Global Integration
   - Sole Proprietorship

2. Forms of Business Organization
   Concept and Features in relation to following business models:
   - Partnership
   - Company
   - Statutory Bodies and Corporations
   - HUF and Family Business
   - Cooperatives, Societies and Trusts
   - Limited Liability Partnership
   - Other Forms of Organizations

3. Scales of Business
   - Micro, Small And Medium Enterprises
   - Large Scale Enterprises and Public Enterprises
   - MNCs

   - Network Marketing
   - Franchising
   - Business Process Outsourcing (BPO)
   - E-Commerce
   - M-Commerce

5. Business Functions
   - Strategic: Planning, Budgetary Control, R&D, Location of a Business, Factors affecting location, Decision Making and Government Policy
   - Supply Chain: objectives, importance, limitations, steps, various production processes
   - Finance: nature, scope, significance of financial management, financial planning (management decisions - sources of funds, investments of funds, distribution of profits)
   - Marketing: concept, difference between marketing and selling, marketing mix, functions of marketing
   - Human Resources: Nature, Objectives, Significance
   - Services: Legal, Secretarial, Accounting, Administration, Information and Communication Technology

PART B:
BUSINESS LAWS (40 MARKS)

6. Introduction to Law
   - Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases

7. Elements of Company Law
   - Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-governance

8. Elements of Law relating to Partnership
   - Nature of Partnership and Similar Organizations - Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners: New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership

9. Elements of Law relating to Contract
   - Contract - Meaning; Essentials of a Valid Contract; Nature and Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency

10. Elements of Law relating to Sale of Goods
    - Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of unpaid seller

11. Elements of Law relating to Negotiable Instruments
    - Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument - Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments
PART C:
ENTREPRENEURSHIP (30 MARKS)

12. Entrepreneurship
- Introduction to Concept of Entrepreneurship, Traits of Entrepreneur, Entrepreneurship: who is an entrepreneur, why entrepreneurship
- Types of Entrepreneurs - idealist, optimizer, hard worker, sustainer, improver, advisor, superstar, artiste, visionary, analyst, fireball, juggler, hero, healer.
- Distinction Between Entrepreneur and Manager
- Entrepreneurship and Intrapreneurship: definition, features, examples and difference

13. Entrepreneurship - Creativity and Innovation
- Entrepreneurial Venture Initiation: Sensing Entrepreneurial Opportunities, Environment Scanning, Market Assessment
- Assessment of Business Opportunities: Identification of Entrepreneurial Opportunities, Selection of an Enterprise, Steps in setting up of an Enterprise
- Entrepreneurial Motivation: Meaning and concept, process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability, Mentoring and Planning Action Developing Effective Business Plan

14. Growth & Challenges of Entrepreneurial Venture
- Strategic planning for emerging venture: Entrepreneurial opportunities in contemporary business environment
- Managing the Growing Business: Effecting Change, Modernization, Expansion, and Diversification.

PAPER : 2
BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Level of Knowledge: Basic knowledge
Objective: To acquaint with the basic principles of management, ethics and communication techniques.

PART A:
BUSINESS MANAGEMENT (40 Marks)

1. Nature of Management and its Process
- Meaning, Objectives, Importance; Nature of Management- Science, Art Profession; Management Approaches; Management Functions- Planning, Organizing, Personnel Management, Directing and Controlling; Principles of Management- Fayol's and Taylor's Principles; Managerial Skills; Task and Responsibilities of Professional Manager

2. Planning
- Concept, Features, Importance, Limitations; Planning process: Types of Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget; Plan vs. Programme, Policies and Procedures; Decision-Making

3. Organisation
- Concept, Features, Importance, Limitations; Organizing Process; Types of Organisation: Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation

- Concept, Features, Importance, Limitations; Recruitment Process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Appraisal

5. Direction and Co-ordination
- Direction: Concept, Features, Importance, Limitations; Elements of Direction: Elements of Directing - Supervision, Motivation, Leadership, Communication;
- Co-ordination: Concept, Features, Importance, Limitations; Types- Internal and External; Co-ordination- the Essence of Management

6. Controlling
- Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control Devices; Relationship between Planning and Controlling; Change Management

7. Recent Trends in Management
- Change Management
- Crisis Management
- Total Quality Management
- Risk Management
- Global Practices

PART B:
BUSINESS ETHICS (20 MARKS)

8. Business Ethics
- Genesis, Concepts, Elements, Ethics in Business
- Challenges of business ethics and corporate leadership
- Ethical principles in business - Indian perspective

PART C:
BUSINESS COMMUNICATION (40 Marks)

9. Business Communication
- Concept, Features, Importance, Limitations; Means of Communication- written, oral, visual, audio-visual
- Principles and Essentials of Business Communication
- Process of Communication
- Barriers to Communication

10. Essentials of Good English
Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like “e.g., RSVP, viz. etc.”

11. Business Correspondence
- Human Resource: Preparation of Resume, Job application, Drafting Of Interview Letters, Call Letters and Offer of Appointment, Provisional and Final Appointment Orders; Goodwill Messages, Condolence Letters
- Purchase: Requests for Quotations, Tenders, Samples and Drawings; Purchase Order, Order acceptance, Complaints and Follow-Up
- Sales: Drafting of Sales Letters, Circulars, Preparation of Sale Notes, Sales Reports, Sales Promotion Matters, Customers' correspondence - Regarding Dues, Follow up Letters
- Accounts: Correspondence with Various Agencies; Banks - Regarding Over-Drafts, Cash Credits and Account Current, Insurance Companies - Regarding Payment, Renewal of Insurance Premium, Claims and their Settlement
- Secretarial: Correspondence With Shareholders And Debenture-Holders Pertaining To Dividend And Interest, Transfer And Transmission, Stock Exchanges, Registrar Of Companies And Various Authorities Like Reserve Bank Of India, SEBI
- Introduction to Preparation of Agenda and Minutes for Meetings

12. Administration
- Drafting of Messages; Messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations, Chambers of Commerce and Public Authorities

13. Inter-departmental Communication
- Internal memos; Office Circulars; Office Orders; Office Notes; Representation to Chief Executive and Replies thereto; Communication with Regional/Branch Offices

14. Preparation of Press Releases

15. E Correspondence

PAPER3:
BUSINESS ECONOMICS

Level of Knowledge: Basic knowledge
Objective: To familiarize the basic concepts and theories of economics, elementary statistics and mathematics.

PART A:
ECONOMICS (70 MARKS)

1. Nature and Scope of Economics
- Economics : Definition, Nature and Scope; Micro and Macro Economics; Positive and Normative Economics; Central Problems
of an Economy; Production Possibility Curve and Opportunity Cost; Working of Economic Systems (Capitalistic Economy, Socialist Economy, Mixed Economy); Economic Cycles; Inflation and recession

2. Theory of Demand and Supply
   - Utility Analysis - Total Utility and Marginal Utility; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumers’ Equilibrium; Law of Demand & Elasticity of Demand; Law of Supply & Elasticity of Supply; Demand and Supply Equilibrium; Theory of Consumer's Behaviour - Marshallian Approach and Indifference Curve Approach

3. Theory of Production, Costs and Revenue
   - Meaning of Factors of Production; Returns to Factor and Returns to Scale; Cost Concepts and Cost Curves; Revenue Concepts and Revenue Curves; Producers’ Equilibrium

4. Forms of Markets and its Equilibrium
   - Forms of Markets - Meaning and Characteristics
   - Price and Output Determination - Equilibrium for Firm and Industry under
     - Perfect Competition
     - Monopoly
     - Monopolistic Competition

5. Money and Banking
   - Concept of Money - Its Functions; Quantity Theory of Money; Credit Creation
   - Central Bank (Reserve Bank of India) - Role and Functions
   - Commercial Banks - Role and Functions
   - Monetary Policy in India

6. Basic Characteristics of Indian Economy
   - Development Initiatives through Five Year Plans
   - Agriculture
     - Causes of Low Productivity
     - Farm Size Productivity Debate
   - Land Reforms; Meaning, Importance and Evaluation
   - Green Revolution and Its Effects
   - Globalisation and Indian Agriculture
   - Industry
   - Development Policies and Experience
   - Industrial Policy Resolutions
   - New Industrial Policy 1991

7. Selected Areas of Indian Economy
   - Population - Its Size, Rate of Growth and Its Implication for Growth
   - Poverty - Absolute and Relative Poverty and Main Programs for Poverty Alleviation
   - Unemployment - Types, Causes and Incidence of Unemployment
   - Infrastructure - Energy, Transportation, Communication, Health and Education

PART B:
ELEMENTARY STATISTICS (30 MARKS)

8. Statistics: An Overview
   - Definition and Functions of Statistics; Statistical Techniques Commonly used in Business Activities; Law of Statistics; Limitations of Statistics

9. Collection and Presentation of Statistical Data
   - Primary and Secondary Data; Classification and Tabulation of Data; Frequency Distribution of Data; Diagrams and Graphs

10. Measures of Central Tendency
    - Mean
    - Median
    - Mode
    - Standard Deviation

11. Mathematics of Finance
    - Simple Interest
    - Compound Interest
    - Present Value & Future Value of an Annuity

12. Probability
    - Sample Spaces, Events and Probability
    - Set Theory: Union, Intersection, and Complement of Events
    - Conditional Probability, Intersection, and Expected Value

13. Index Numbers and Time Series Analysis
    - Random Variable, Probability Distribution, and Expectation
    - Familiarization with the Concepts Relating to Index Numbers and Time Series (Simple Numerical Problems)

PAPER 4:
FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic knowledge

Objective: To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

PART A:
FUNDAMENTALS OF ACCOUNTING (70 MARKS)

1. Theoretical Framework
   - Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards - Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline - Valuation Principles, Accounting Estimates

2. Accounting Process
   - Documents & Books of Accounts: Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
   - Capital and Revenue: Expenditures and Receipts; Contingent Assets and Contingent Liabilities
   - Rectification of Errors

3. Bank Reconciliation Statement
   - Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement

4. Depreciation Accounting
   - Methods, computation and accounting treatment of depreciation; Change in depreciation methods

5. Preparation of Final Accounts for Sole Proprietors
   - Preparation of Profit & Loss Account, Balance Sheet

6. Partnership Accounts
   - Goodwill
     - Nature of and Factors Affecting Goodwill
     - Methods of Valuation: Average Profit, Super Profit and Capitalization
     - Treatment of Goodwill
       - Final Accounts of Partnership Firms
       - Admission of a Partner
       - Retirement/Death of a Partner
       - Dissolution of a Partnership Firm

7. Introduction to Company Accounts
   - Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

PART B:  
FUNDAMENTALS OF AUDITING (30 MARKS)

8. Auditing
   - Concepts and Objectives
   - Principles of Auditing
   - Types of Audit
   - Evidence in Auditing
   - Audit Programmes

9. Audits and Auditor’s Reports
   - Internal Audit
   - Statutory Auditor: Appointment, Qualification, Rights and Duties
   - Secretarial Audit: An overview
   - Cost Audit: An overview
   - Auditor’s Report: Meanings, Contents, Types, Qualifications

By order of the Council
N.K. JAIN
Secretary & CEO
ERRATA

In the study material of Paper 4: Fundamentals of Accounting and Auditing, Foundation Programme (New Syllabus), following inadvertent printing mistakes have occurred. Please take note of the corrections mentioned below. The error is regretted.

1. On page 188, solution may be read as follows:

Working Notes:

Interest on P's Capital = ₹ \frac{30,000 \times 6}{100} = ₹ 1,800
Interest on Q's Capital = ₹ \frac{20,000 \times 6}{100} = ₹ 1,200
Total drawing by P = ₹ 200 \times 12 = ₹ 2,400
Total drawings by Q = ₹ 450 \times 12 = ₹ 5,400
Interests on P's drawings = ₹ \frac{2,400 \times 11 \times 8}{2 \times 12 \times 100} = ₹ 88
Interests on Q's drawings = ₹ \frac{5,400 \times 6 \times 8}{12 \times 100} = ₹ 216

2. On page 196, following lines in the solution may be read as follows:

A loses = \frac{5}{10} - \frac{1}{3} - \frac{15-10}{30} = \frac{5}{30}
B gains = \frac{1}{3} \times 10 - \frac{9}{30} = \frac{1}{30}
C gains = \frac{1}{3} \times \frac{2}{10} - \frac{6}{30} = \frac{4}{30}
A will be credited with \frac{5}{30} \times 45,000 or ₹ 7,500 for goodwill
B will be debited with \frac{1}{30} \times 45,000 or ₹ 1,500
C will be debited with \frac{4}{30} \times 45,000 or ₹ 6,000.

3. On page 198, part of Case 1, may be read as follows:

A's share = \frac{4}{5} \times \frac{2}{3} \times \frac{12}{25}
B's share = \frac{4}{5} \times \frac{2}{5} \times \frac{8}{25}

4. On page 204, the sign of multiplication is missing in ₹ 50,000 × \frac{1}{2} or ₹ 25,000 and ₹ 50,000 × \frac{3}{10} or ₹ 15,000. The calculations in second para may be read as follows:

C's Share = \frac{1}{5}
Remaining share = 1 - \frac{1}{5} = \frac{4}{5}
Combined capital of A and B = 32,000 + 18,000 = ₹ 50,000
Total Capital = 50,000 \times \frac{5}{4} = ₹ 62,500
C's Capital = ₹ 65,000 \times \frac{1}{5} = ₹ 12,500
If A and B are to share profits as to A 1/2 and B 3/10, then
A's Capital = ₹ 62,500 \times \frac{1}{2} = ₹ 31,250
B's Capital = ₹ 65,000 \times \frac{3}{10} = ₹ 18,750

5. On page 218, in the example box given under ‘calculation of Ratio of gain’

A's gain = \frac{3}{5} - \frac{7}{15} - \frac{9-7}{15} = \frac{2}{15}
C's gain = \frac{2}{5} - \frac{3}{15} - \frac{6-3}{15} = \frac{3}{15}

6. On page 226, following lines may be read as under:

A's gain = \frac{8}{15} - \frac{7}{15} = \frac{1}{15}
B's gain = \frac{7}{15} - \frac{5}{15} = \frac{2}{15}

7. On page 229, working notes may be read as under:

Anil's gain in profit = \frac{5}{10} \times \frac{4}{9} \times \frac{45-32}{72} = \frac{13}{72}
Cyril's gain in profit = \frac{3}{8} \times \frac{2}{72} = \frac{11}{72}
Ratio of Gain = 13:11
Bashin's share or goodwill = \frac{10,800 \times 3}{9} or ₹ 3,600
Anil will be debited with \frac{3,600 \times 13}{24} or ₹ 1,950, and
Cyril will be debited with \frac{3,600 \times 13}{24} or ₹ 1,650 for goodwill.

8. On page 232, 4th paragraph of Death of a Partner the sign of multiplication is missing (₹ 18,000 × \frac{3}{12} × \frac{1}{3} = ₹ 1,500)

9. In the solution to Illustration 18 on page 235, following lines may be read as under:

Average Profit for four years = \frac{6,000 + 7,500 + 9,000 + 9,500}{4} = ₹ 8,000
Goodwill at \frac{1}{2} times = 8,000 \times \frac{1}{2} = ₹ 12,000

10. On page 237, following lines in solution to Illustration 19 may be read as under:

2 years' purchases of average profit = ₹ \frac{91,800}{3} \times 2 = ₹ 61,200
Sen's share = ₹ 61,200 \times \frac{4}{9} = ₹ 27,200
Sen's share of profits for 3 months on the basis of profit for the year ended 31st March, 2011
= ₹ 36,000 \times \frac{4}{9} \times \frac{1}{4} = ₹ 4,000
Sen's share in policy = ₹ (18,500 + 6,000 - 10,000) \times \frac{4}{9} = ₹ 6,444

11. On page 239, last line of the working note may be read as under:

C's Share for 3 months = ₹ 70,000 \times \frac{1}{4} \times \frac{3}{12} = ₹ 4,375

12. In the pages 359-387, the symbol of Rupee '₹' has been inadvertently printed as 'A'. The 'A' wherever appearing before numerical figures on pages 359- 387 should be read as '₹'.
1. DECEMBER, 2011 EXAMINATION RESULT

The result of Foundation Programme examination held in December, 2011 is scheduled to be declared at 11.00 A.M. on 25th February, 2012. The results along with individual candidate's subjectwise break-up of marks will be available on the Institute's website: www.icsi.edu on 25th February, 2012 after 11.00 A.M. onwards.

In accordance with the decision taken by the Institute, the dispatch of Marksheets for Foundation Programme in physical form has been discontinued from June, 2011 session onwards. The details of marks will be available immediately after the declaration of results on the Institute's website. Formal E-Marksheets will be uploaded on the student portal www.icsi.in which may be downloaded by the students for reference and records.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of The Company Secretaries Regulations, 1982, as in force, a candidate can seek 'Verification of Marks' in any subject(s) of December, 2011 examination within one month from the date of declaration of results. The application for verification of marks should be made by interested candidates on a plain paper, in candidate's own handwriting together with requisite fee @ Rs.100/- per subject within one month from the date of declaration of results, i.e., up to and including 26th March, 2012 (25th March, 2012 being Sunday). The application for seeking verification of marks should invariably include - (i) Name; (ii) Roll Number; (iii) Registration Number; (iv) Stage of examination; (v) Subject(s) in which verification of marks sought; (vi) Amount of fee paid @ Rs.100/- per subject by way of demand draft favouring 'The Institute of Company Secretaries of India', payable at New Delhi; (vii) Demand Draft Number, Date, Amount and Drawee's Bank; and (viii) Complete postal address of candidates with Mobile/Telephone Number(s) and e-mail id(s). (Format of application will be available on the website of the Institute www.icsi.edu).

The application for verification of marks duly completed in all respects should reach on or before the last date, i.e., 26th March, 2012 (25th March being Sunday) addressed to The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA - 201309 (U.P.). Candidates are advised not to club any other query/matter or remittance of fees along with his/her request for Verification of Marks to facilitate an early reply.

The response time to candidates' requests for verification of marks is normally 3-4 weeks from the date of receipt of their applications in the Examination Deptt. of the Institute. After completion of verification process, outcome of the verification of marks is hosted on the Institute's website: www.icsi.edu and the candidate concerned by entering his/her Roll No. or Student Registration Number can enquire about the status/outcome of his/her application. The candidates concerned are also individually informed about the outcome of their requests by post. However, if a candidate does not receive any communication by 10th May, 2012, he/she should write to the Joint Director (Exams.) giving relevant details - (i) his/her name; (ii) student registration number and Roll Number; (iii) stage of examination and module; (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its dispatch; (vi) amount of verification fee and mode of its remittance, viz., Bank Draft No., date of issue of Bank Draft, Name of drawee bank; (vii) complete postal address along with PIN Code; (viii) e-mail id; and (ix) Mobile/Telephone Number.

3. HELP DESK FACILITY FOR STUDENTS' GENERAL QUERIES

Candidates should note that for queries/status relating to: (i) Admission/Registration to CS Course; (ii) Registration/Examination Forms and Fees; (iii) Dispatching of Study Material; (iv) Grant/Cancellation of Subject-wise exemption(s); (v) Non-receipt of registration letter, identity card, Roll No. (Admit Card) for appearing in the examination; (vi) Change of Examination Centre/Medium/Module/Group of Examinations; (vii) Financial Assistance under 'ICSI Student Education Fund Trust'; (viii) Coaching Completion Certificate/Response Sheets evaluation; and (ix) Computer Training Certificate; etc., they should contact the Students Services Deptt.'s concerned/Helpdesk/Telephone No./e-mails. as per details published elsewhere in this issue.

4. JUNE, 2012 EXAMINATION

The next Foundation Programme examination will be held from Saturday, the 2nd June, 2012 to Tuesday, the 5th June, 2012. The examination will be held as per the Time Table & Programme given here under :

<table>
<thead>
<tr>
<th>Dates &amp; Days</th>
<th>Morning Session (9.00 A.M. to 12.00 Noon)</th>
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<tr>
<td>02.06.2012</td>
<td>English and Business Communication</td>
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<tr>
<td>03.06.2012</td>
<td>Economics and Statistics</td>
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<td>04.06.2012</td>
<td>Financial Accounting</td>
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<tr>
<td>05.06.2012</td>
<td>Elements of Business Laws and Management</td>
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GUIDELINES, RULES AND PROCEDURES FOR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOKS TO STUDENTS

1. A student who wishes to obtain certified copies of his/her answer books of any subject(s) of a particular examination shall apply on the prescribed application form together with (a) requisite fee; and (b) self-attested photocopy of his/her Admit Card (Roll No.).

2. The application fee for supply of certified copy(ies) of answer book shall be Rs.100/- per subject(ies)/answer book(s). The fee shall be paid through Demand Draft drawn in favour of 'The Institute of Company Secretaries of India', payable at New Delhi.

3. The envelope containing student's Application Form, duly completed in all respects, together with the requisite fee and photocopies of the supporting documents, as mentioned in para 1 above, shall be superscribed 'Application for Supply of Certified Copies of Answer Books' and sent to:

The Joint Director (Exams.)
The Institute of Company Secretaries of India
C-37, Institutional Area, Sector 62
NOIDA - 201309.

4. Application Form without requisite fee and supporting documents and complete particulars, as indicated above, shall not be entertained.

5. Before supplying certified copy(ies) of answer book to a student on his/her request, if it is noticed that any sub-question/question of his/her answer book has inadvertently remained unrevaluated or there is some posting or totaling error, the Institute would rectify such an omission and commission and communicate the revised marks/result to the student. However, it may be noted that re-valuation of answers is not permissible under Regulation 46(2).

6. The certified copies of the answer books supplied to the student shall be for his/her exclusive personal reference and guidance.

7. On receipt of certified copies of the answer books, the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s).

8. If any error is discovered at any point of time as provided in para 5 above, the Institute shall have suo moto power to rectify the same.

Students of ICSI may avail following online services:

i) Students can view the status of his / her registration application form already submitted for registration as student.

ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, De-novo letter, Extension letter, Professional Programme enrolment letter etc.

iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.

iv) Students who have passed both modules of Executive Programme, they can submit their enrolment form for admission in Professional Programme.

v) Students can take printout of “e-Student Identity Card”.

vi) Students can change their address, Mobile Number, e-mail ID etc. instantly.

vii) Students can submit the “On-line Examination Form” for appearing in institute's examination to be held in June / December.

viii) Students who have already submitted their examination form and subsequently they wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.
## List of First 25 Top Rankers Who Have Passed All Papers of Foundation Programme Examinations without Exemption in Any Paper, in One Sitting, in June, 2011

### Examination: Foundation Programme

<table>
<thead>
<tr>
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<td>Anuj Goel</td>
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<td>Insiya Khursheed Hussain Merchant</td>
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<td>Yash Mahesh Malnika</td>
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<td>Neha John D Souza</td>
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<td>54</td>
<td>Monika Agarwal</td>
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<td>Charu Nagpal</td>
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<td>Ronaik Jain</td>
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<td>Kasturi Ravi Pawar</td>
<td>21464</td>
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## RECORD RETENTION SCHEDULE FOR THE DIRECTORATE OF EXAMINATIONS, ICSI

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Description of Record Main Head/Sub-Head</th>
<th>Record Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46(2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month of the declaration of results of respective examination.</td>
<td>Upto 45 days of declaration of results of each examination concerned.</td>
</tr>
<tr>
<td>2.</td>
<td>Answer Books of examinations verified on candidates’ requests under the Regulation 46(2) of the CSR, 1982.</td>
<td>Upto 3 months from the date of declaration of the result of verification of marks to the candidates concerned.</td>
</tr>
<tr>
<td>3.</td>
<td>Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court</td>
<td>Upto 3 months from the date of completion of the action or enquiry or dispute, as the case may be.</td>
</tr>
<tr>
<td>4.</td>
<td>Examination Sessionwise Results Registers</td>
<td>To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results.</td>
</tr>
<tr>
<td>5.</td>
<td>Statements of Payments made to Moderators, Paper Setter-cum-Examiners, Additional Examiners, Translators, etc. approved by the competent authority.</td>
<td>8 Financial Years.</td>
</tr>
<tr>
<td>6.</td>
<td>Attendance Sheets of candidates registered for/appeared in the examinations</td>
<td>1 Year or 2 Examination Sessions.</td>
</tr>
<tr>
<td>7.</td>
<td>Subjectwise individual Examiners Marks-Sheets</td>
<td>1 Year or 2 Examination Sessions.</td>
</tr>
<tr>
<td>8.</td>
<td>Examination sessionwise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, etc.</td>
<td>1 Year or 2 Examination Sessions.</td>
</tr>
<tr>
<td>9.</td>
<td>Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, etc.</td>
<td>1 year.</td>
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</tbody>
</table>

## LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING FACILITIES TO THE CS STUDENTS UNDER PUBLIC/PRIVATE PARTNERSHIP SCHEME

### EASTERN INDIA REGIONAL COUNCIL

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Address of Emppanelled Institutions.</th>
<th>Validity for CS Session of Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M/s Happy Coaching Institute Fatak, P.O. Buddhara [Unit Gyan Bharati Society], 64A, Nimtalia Ghat Street, Kolkata 700 006</td>
<td>December’11 and June’12 Session of CS Examinations</td>
</tr>
<tr>
<td>2.</td>
<td>The Director M/s Institute for Inspiration &amp; Self Development, 1-B/200/1, Sector-III, Salt Lake City, Kolkata-700 106 Tel : 033-23352378 / 23352861</td>
<td>June 2012 and December 2012 Session of CS Examinations</td>
</tr>
<tr>
<td>3.</td>
<td>The Director M/s Ambedkar Institute of Higher Education, AIHE Campus H. No 21-B, Patliputra Golangar Patna-800 013 (Bihar)</td>
<td>June’11 &amp; December’11 Session of CS Examinations</td>
</tr>
<tr>
<td>5.</td>
<td>Wisdom Institute of Professional Learning, 3/100C, C R Colony On Raja S C Mallick Road, Kolkata-32</td>
<td>December 2011 &amp; June 2012 Session of CS Examinations</td>
</tr>
</tbody>
</table>

### NORTHERN INDIA REGIONAL COUNCIL

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Address of Emppanelled Institutions.</th>
<th>Validity for CS Session of Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M/s G.Y.B. College Kampur (Palampur), Distt. Kangra Himachal Pradesh</td>
<td>December’11 and June’12 Session of CS Examinations</td>
</tr>
<tr>
<td>2.</td>
<td>M/s Springdale College of Management Studies, Madhotanda Road, Pilibhit-262 001 (U.P.)</td>
<td>December’11 and June’12 Session of CS Examinations</td>
</tr>
<tr>
<td>3.</td>
<td>M/s Sainath Commerce Classes C-20, Talwandi, Kota-324 005</td>
<td>December’11 and June’12 Session of CS Examinations</td>
</tr>
<tr>
<td>4.</td>
<td>M/s Lucknow Commerce Academy S-72/17, Old ‘C’ Block Chauraha Rajajipuram (Nr. Lekhra) Residence, Lucknow-226 017</td>
<td>December’11 and June’12 Session of CS Examinations</td>
</tr>
<tr>
<td>5.</td>
<td>The Director M/s J460, Staffing &amp; Training Solutions Private Limited 46, First Floor, Karanpur Dehradun (U.P.)</td>
<td>June’11 and December’11 Session of CS Examinations</td>
</tr>
<tr>
<td>No.</td>
<td>Institution Name</td>
<td>Contact Details</td>
</tr>
<tr>
<td>-----</td>
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<td>-----------------</td>
</tr>
<tr>
<td>6.</td>
<td>M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad-244001 (UP)</td>
<td>June’12 and December’12 Session of CS Examinations.</td>
</tr>
<tr>
<td>7.</td>
<td>The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Paki Hotel, Hisar - [Haryana]</td>
<td>December ’11 and June’12 Session of C’ S Examination</td>
</tr>
<tr>
<td>8.</td>
<td>Director, M/s Advanced Commerce Study, 14 Amar Complex, Dwarka More, Uttam Nagar, New Delhi 110059 Mob NO: 9818301515</td>
<td>June’11 and December’11 Session of CS Examinations</td>
</tr>
<tr>
<td>9.</td>
<td>Director, M/s Govindam Business School, 514, Industrial Estate, Patparganj Delhi - 110092</td>
<td>June’11 and December’11 Session of CS Examinations</td>
</tr>
<tr>
<td>10.</td>
<td>M/S CS Academy, House No. 35, 8, Marla Colony, Jattal Road Panipat - [Haryana]</td>
<td>June 2012 and December 2012 Session of CS Examinations</td>
</tr>
<tr>
<td>12.</td>
<td>Mr Ajay Kumar Trivedi M/S Vedanta Commerce Academy C-28, Rajajipuram, Lucknow - 226017</td>
<td>June’11 and December’11 Session of CS Examinations</td>
</tr>
<tr>
<td>14.</td>
<td>Director, M/S Academy for Professional Studies, Lucknow</td>
<td>December’11 and June’2012 Session of CS Examinations.</td>
</tr>
<tr>
<td>15.</td>
<td>NIAM Institute of Applied Management, 20/1, Old Sher Shah Suri Marg, Opp: Sector 37, Faridabad</td>
<td>December’11 and June’2012 Session of CS Examinations.</td>
</tr>
<tr>
<td>17.</td>
<td>Director, M/S Bharti School of Business Studies 9-N Model Town, Hisar [Harana]</td>
<td>December’11 and June’2012 Session of CS Examinations.</td>
</tr>
<tr>
<td>18.</td>
<td>Heritage Women’s Polytechnic Krishna Colony, Nr. Railway Station, Railway Road, Patiala (Haryana)</td>
<td>December’11 and June’2012 Session of CS Examinations.</td>
</tr>
<tr>
<td>19.</td>
<td>Shri Astm Vallabh Jain Girls’ College Hnauman Garh Road, Sri Ganganagar (Rajasthan)-335001</td>
<td>December’11 and June’2012 Session of CS Examinations.</td>
</tr>
<tr>
<td>20.</td>
<td>Sri Jain Post Graduate College Ram Ratan Kochar Circle Nokha Road, Gangashahr Bikaner (Rajasthan), Pin-334401</td>
<td>December’11 and June’2012 Session of CS Examinations.</td>
</tr>
<tr>
<td>22.</td>
<td>C S Launcher Bajaj Road, Near Taparia Bagichi Sikar - 332001 (Rajasthan)</td>
<td>June 2012 and December 2012 session of CS Examinations</td>
</tr>
<tr>
<td>23.</td>
<td>Trinity College Dharamshala Road, Fatehabad 125050 (Haryana)</td>
<td>June 2012 and December 2012 session of CS Examinations</td>
</tr>
<tr>
<td>24.</td>
<td>Vishesh Academy of Commerce Plot No.35, Old Court Complex Near Favara Chowk, Hisar (Hr.) M: 9813170795, 9215170795</td>
<td>June 2012 and December 2012 session of CS Examinations</td>
</tr>
<tr>
<td>25.</td>
<td>Institute of Management &amp; Technology, Sector-87, Tigaon Rd. Nr. Sai Dham, Faridabad - 121002 Tel : 0129-2229185</td>
<td>June 2012 and December 2012 session of CS Examinations</td>
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<tr>
<td>28.</td>
<td>Commerce Point, 1148, New Housing Board Colony, Panipat - 132103 (Haryana)</td>
<td>June 2012 and December 2012 session of CS Examinations</td>
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<tr>
<td>29.</td>
<td>Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida - 201306 M: 9997903599, 8800621117</td>
<td>December 2012 &amp; June 2013 session of CS Examinations</td>
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<tr>
<td>30.</td>
<td>Rudram Institute, Gangapur City, Dist : Sawai Madhopur (Rajasthan) M: 9602322241</td>
<td>December 2012 &amp; June 2013 session of CS Examinations</td>
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<tr>
<td>9.</td>
<td>The Director M/s. Lex4biz, 5, Rajnigandha, Tithal Road, Valsad-396001 (GJ)</td>
<td>June’11 and December’11 Session of CS Examinations.</td>
</tr>
<tr>
<td>10.</td>
<td>The Director M/S Professional Excellence Academy Z-8, Behind Vijay Stambh, Nr. ICICI Bank, Zone-I, M.P. Nagar, Bhopal 462011 [MP], M: 9074622001</td>
<td>December ’11 and June’12 Session of C S Examination</td>
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<tr>
<td>11.</td>
<td>The Director, Professional Academy of Competitive Excellence [PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]</td>
<td>December ’11 and June’12 Session of C S Examination</td>
</tr>
<tr>
<td>12.</td>
<td>Managing Director Ahrithan Institute Pvt Ltd., “Ahrithan House”, 2, Navin Park Society, Nr. Municipal School, Sardar Patel Colony Road, Naran pura, Ahmedabad-380013</td>
<td>June’11 and December’11 Session of CS Examinations</td>
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<tr>
<td>14.</td>
<td>Director M/S Dnyanoday Corpore Training Centre N-11, E-11/3, Mayur Nagar, Hudco Aurangabad 431136</td>
<td>June’11 and December’11 Session of CS Examinations</td>
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<tr>
<td>15.</td>
<td>HL Centre for Professional Education HL College Campus, University Road Navrangpura, Ahmedabad - 380009</td>
<td>December’11 and June’12 Session of CS Examinations.</td>
</tr>
<tr>
<td>17.</td>
<td>Global Classes C-31, Ravi Nagar, Near- Bhatiya Nursing Home Raja Talab, Raipur (Chattisgarh)</td>
<td>June 2012 and December 2012 session of CS Examinations</td>
</tr>
<tr>
<td>19.</td>
<td>RL’s Professional Academy Office No. 9 &amp; 10, Center Point Building, Kranti Chowk Aurangabad - 431001 M: 9955990044, Tel : 0240-2359901</td>
<td>June 2012 and December 2012 session of CS Examinations.</td>
</tr>
</tbody>
</table>

**SOUTHERN INDIA REGIONAL COUNCIL**

| 1. | M/s Mohans Institute Sreyas, Chettiparambil Lane Thekkumbhagam,Trivunithura Ernakulum (Distt.), Kerala-682 301 | December’11 and June’12 Session of CS Examinations. |
| 3. | M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6.1st Floor, South West Boag Road, T. Nagar Chennai-600 017 | December 2011 and June 2012 Session of CS Examination. |
| 4. | M/s Prize Academy No.2, Teachers Colony (Off V.M. Street), Royapettah Chennai-600 014 | December’11 and June’12 Session of CS Examination. |
| 5. | M/s Sree Saraswathi Thyagaraja College Palani Road, Thrippampatti Coimbatore Distt., Pollachi-642107 | December’11 and June’12 Session of CS Examination. |
| 6. | The Principal M/s National College Dindigul Road, Karumandapam Tiruchirapalli-620 001 (T.N) | June’11 and December’11 Session of CS Examinations. |
| 8. | The Director M/S Blue Dot Academy No.4, Balaji Avenue, 1st Street T. Nagar, Chennai - 600017 | December’11 and June ’12 session of C S examination. |
| 10. | M/s Angel Auditor College, SF NO. 37, Marakkadai Street, Brindavan, Pudukottai - 622001 | June’12 and December 2012 Session of CS Examinations. |
| 12. | Mr. K N Ramasamy, Director-Academics, RR Academy N0.2, Noor Veeravasamy Street, Off Vaaluvall Kotkam High Road, Nungambakkam, Chennai-600034 | June’11 and December 2011 Session of CS Examinations. |
| 14. | Director, PSG Institute of Management, Post Box No.1688, Avinashi Road, Peelamedu, Coimbatore 641002 | June’11 and December’11 Session of CS Examinations. |
| 15. | Chief Executive M/S 3C, Computer Consulting Centre Manjathuruther Building, Good Shepherd Road, Kottayam-686001 | December’11 and June’2012, Session of CS Examinations. |
| 17. | Divine Education & Charitable Trust Gurukul Building, Gurukul Road Gurukul Nagar, Near- Munsif Court Karkala-574104 Udipi District (Karnataka) Tel : 08258-237357, 9964475417 | June 2012 and December 2012 Session of CS Examinations. |
APPLICATION FORM FOR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOKS

(Before filling-up this form, please go through the Guidelines, Rules and Procedures)

The Joint Director (Exams.)
The Institute of Company Secretaries of India
C - 37, Sector 62
Institutional Area
NOIDA - 201 309.

Dear Sir,

I, the undersigned, request you to supply me the certified copy(ies) of my answer books as per details given below:

1. Name of Student
2. Student Regn. No.
3. Complete Correspondence Address
   -
   -
   -
   -
   -
   -
   -
   -
   PIN CODE:

4. E-mail id
5. Details about appearance in the subjects of examination for which copy(ies) of answer books is/are requested
   - Stage & Session of Exam.
   - Roll No.
   - Name of the Subject(s)
   - Marks Obtained
   -
   -
   -
   -

6. Details of fee remitted [(Application Fee @ ₹ 100/- per subject(s) / answer book(s)]
   - Demand Draft No.
   - Date
   - Name of the Issuing Bank
   - Amount (₹)
   -
   -
   -
   -

I have read the guidelines, rules and procedures and the same are acceptable to me.

I hereby undertake that I am a bonafide student of the Institute and the copy(ies) of answer book(s) applied for belong to me. For this purpose, I am enclosing self-attested photocopy of my Admit Card (Roll No.)/Student Identity Card issued to me by the Institute. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Yours faithfully,

Place: ________________

Date: ________________

Name: _______________________

IMPORTANT CONTACT NUMBERS OF DIRECTORATE OF STUDENT SERVICES

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Nature of Query</th>
<th>Telephone Numbers</th>
<th>E-mail IDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue of study materials (Foundation &amp; Executive)</td>
<td>(0120) 4522056</td>
<td><a href="mailto:anju.gupta@icsi.edu">anju.gupta@icsi.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>Registration Status of Foundation/Executive Programme</td>
<td>(0120) 4522061</td>
<td><a href="mailto:ms.bhagawan@icsi.edu">ms.bhagawan@icsi.edu</a> (for Foundation Programme)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:rajesh.sharma@icsi.edu">rajesh.sharma@icsi.edu</a> (for Executive Programme)</td>
</tr>
<tr>
<td>3</td>
<td>De-novo/ Extensión / Professional Programme Enrolment, Study materials for Professional Programme</td>
<td>(0120) 4522072</td>
<td><a href="mailto:archana.goel@icsi.edu">archana.goel@icsi.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>Paperwise Exemption</td>
<td>(0120) 4522074</td>
<td><a href="mailto:s.hemamalini@icsi.edu">s.hemamalini@icsi.edu</a></td>
</tr>
<tr>
<td>5</td>
<td>Non-receipt of Registration Letter/Identity Cards/Student Company Secretary Bulletin/Email Registration/Change of Address</td>
<td>(0120) 4522071</td>
<td><a href="mailto:naveen.kumar@icsi.edu">naveen.kumar@icsi.edu</a></td>
</tr>
<tr>
<td>6</td>
<td>Coaching Completion Certificates/ Suggested Answers and Response Sheets Status/Oral Tuition/Examiners (DPTS)</td>
<td>(0120) 4522074</td>
<td><a href="mailto:sp.singh@icsi.edu">sp.singh@icsi.edu</a></td>
</tr>
<tr>
<td>7</td>
<td>Compulsory Computer Training</td>
<td>(0120) 4522075</td>
<td><a href="mailto:prem.lata@icsi.edu">prem.lata@icsi.edu</a></td>
</tr>
<tr>
<td>8</td>
<td>Public Private Partnership Scheme</td>
<td>(0120) 4522083</td>
<td><a href="mailto:ashvini.srivastava@icsi.edu">ashvini.srivastava@icsi.edu</a></td>
</tr>
<tr>
<td>9</td>
<td>Issue of Admission Certificate for Examinations</td>
<td>(0120) 4522081 / 86</td>
<td><a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>Duplicate pass certificate of Final/Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Transcript/Verification of Qualification (only for students)</td>
<td>(0120) 4522081</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
</tbody>
</table>
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For details contact:
Director
School of Management Studies
Indira Gandhi National Open University, Madan Garhi
New Delhi 110 084
Phone: 011-29532073
Website: www.ignou.ac.in

Director
Directorate of Academic & Professional Development
The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area, Lodhi Road, New Delhi 110 003
Phone: 011-41543395, 41543397 Fax: 011-26528727
Email: info@icsi.edu, multicast list@icsi.edu Website: www.icsi.edu