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 March 2011 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 online at institute’s website www.icsi.edu together with the Foundation Programme admission fee of Rs. 4500/-.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Program examination held in December 2013 and registered in Executive Program up to and including 28th February 2014 would be eligible to appear in both modules of the Executive Program to be held in December 2014 and students who have taken registration in Executive Program between 1st March 2014 to 31st May 2014 will be eligible to write only one module in December 2014 examination of the Executive Programme.

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

STUDENT IDENTITY CARDS

All the students appearing in the examination must hold Identity Card should download from the Institute's website: www.icsi.edu.

Students may download their "On-line Student Identity Card" from institute's website www.icsi.edu through institute’s on-line services, after creating login credentials (password, etc.). The admission number will be the User Id for all students.

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

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

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

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

**PIN CODE is required to be mentioned while updating the address by the students online.**

CHANGE OF ADDRESS

Students are advised to update their addresses instantly through online services at institute’s website www.icsi.edu Their Registration Number shall be their user Id and they can create their password of their own.

E-MAIL ADDRESS OF THE STUDENTS

Students are advised to update their e-mail ID/ Mobile Number instantly through online services at institute’s website www.icsi.edu Their Registration Number shall be their user Id and they can create their password of their own.

UNIFORMITY IN SIGNATURES

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including:

- Identity Card
- Admission/Registration Form - 'REG'
- Examination Form - 'EXA'
- Attendance Sheet to be provided in the Examination Hall.
IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Candidates provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission at their online account at www.icsi.edu. They are required to login at their account to upload the desired marks sheet/certificate at certificate details tab at mannage account option. The candidates, who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

Name : 
Details of Fee paid : 
Admission No. : 
Email Address : 
Complete Postal Address with Pin code:

CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students - who fail to submit/upload within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of fee will be made.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of November - December 2013 have already been supplied the Study Material. Those who have not received Study material, are therefore, advised to contact Mr. Sohan Lal, Joint Secretary (Students Services) at the following address; ‘ICSI House’ C-37, Sector- 62, NOIDA (U.P) - 201 309, without further delay and for all academic guidance students may write to Ms. Sonia Baijal, Director(Academics) at the Institute's address or may send e-mail to sohan.lal@icsi.edu and sonia.baijal@icsi.edu. While applying for issue of duplicate Study Material the students must write their admission number and complete postal address with PIN CODE for prompt reply.

SELF STUDY

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

CLASS ROOM TEACHING

Through Regional Councils/Chapters and their Collaborative Centres

The Institute provides facility of class room teaching also. The Regional Councils/ Chapters of the Institute are authorized to impart class room teaching independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending class room teaching is optional.

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 throughout the country including rural and semi - urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

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

24 HOURS CS HELPLINE

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

This helpline may be chargeable.

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

IMPORTANT

For all academic guidance students may write to Ms. Sonia Baijal, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, examination and administrative services, they may write/ contact Mr. Sohan Lal, Joint Secretary (Student Services), at the Institute's address.
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)
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Type of Query</th>
<th>Query to be Forwarded to the E-mail ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>REGISTRATION LETTER AND IDENTITY CARD</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>NON-RECEIPT OF STUDY MATERIALS (Foundation and Executive)</td>
<td><a href="mailto:anju.gupta@icsi.edu">anju.gupta@icsi.edu</a> /store@icsi.edu</td>
</tr>
<tr>
<td>3.</td>
<td>PAPER-WISE EXEMPTION</td>
<td><a href="mailto:naveen.kumar@icsi.edu">naveen.kumar@icsi.edu</a></td>
</tr>
<tr>
<td>4.</td>
<td>CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS</td>
<td><a href="mailto:ankur.aggarwal@icsi.edu">ankur.aggarwal@icsi.edu</a></td>
</tr>
<tr>
<td>5.</td>
<td>CLASS ROOM TEACHING</td>
<td><a href="mailto:surya.mishra@icsi.edu">surya.mishra@icsi.edu</a></td>
</tr>
<tr>
<td>6.</td>
<td>COMPUTER TRAINING</td>
<td><a href="mailto:vinny.mehta@icsi.edu">vinny.mehta@icsi.edu</a></td>
</tr>
<tr>
<td>7.</td>
<td>ADMIT CARD/ ROLL NUMBER FOR EXAMINATIONS</td>
<td><a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a></td>
</tr>
<tr>
<td>8.</td>
<td>ISSUE OF PASS CERTIFICATES</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
<tr>
<td>9.</td>
<td>ISSUE OF TRANSCRIPTS</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
<tr>
<td>10.</td>
<td>EXEMPTION FROM TRAINING</td>
<td><a href="mailto:hema@icsi.edu">hema@icsi.edu</a></td>
</tr>
<tr>
<td>11.</td>
<td>15 MONTHS MANAGEMENT TRAINING/COMPANY REGISTRATION</td>
<td><a href="mailto:subhashis.bagchi@icsi.edu">subhashis.bagchi@icsi.edu</a></td>
</tr>
<tr>
<td>12.</td>
<td>15 MONTHS APPRENTICESHIP TRAINING RELATED QUERY/PCS REGISTRATION</td>
<td><a href="mailto:shrutib.gupta@icsi.edu">shrutib.gupta@icsi.edu</a></td>
</tr>
<tr>
<td>13.</td>
<td>15 DAYS’ SPECIALISED TRAINING/ VACANCY FOR 15 MONTHS TRAINING</td>
<td><a href="mailto:nidhi@icsi.edu">nidhi@icsi.edu</a></td>
</tr>
<tr>
<td>14.</td>
<td>STATUS OF ACS MEMBERSHIP APPLICATION</td>
<td><a href="mailto:t1019@icsi.edu">t1019@icsi.edu</a>/shrutib.gupta@icsi.edu</td>
</tr>
<tr>
<td>15.</td>
<td>SIP/ EDP/ PDP/ MSOP ETC.</td>
<td><a href="mailto:anita.mehra@icsi.edu">anita.mehra@icsi.edu</a></td>
</tr>
<tr>
<td>16.</td>
<td>OUT OF STOCK POSITION OF STUDY MATERIALS</td>
<td><a href="mailto:store@icsi.edu">store@icsi.edu</a></td>
</tr>
<tr>
<td>17.</td>
<td>REFUND OF FOUNDATION/ EXECUTIVE/ PROFESSIONAL EXAMINATION FEE</td>
<td><a href="mailto:dinesh.kumar@icsi.edu">dinesh.kumar@icsi.edu</a></td>
</tr>
<tr>
<td>18.</td>
<td>REFUND OF FOUNDATION / EXECUTIVE REGISTRATION FEE</td>
<td><a href="mailto:dp.dagar@icsi.edu">dp.dagar@icsi.edu</a></td>
</tr>
<tr>
<td>19.</td>
<td>REFUND OF PROFESSIONAL PROGRAMME REGISTRATION FEE</td>
<td><a href="mailto:dd.garg@icsi.edu">dd.garg@icsi.edu</a></td>
</tr>
<tr>
<td>20.</td>
<td>MARK SHEETS</td>
<td><a href="mailto:exam@icsi.edu">exam@icsi.edu</a></td>
</tr>
<tr>
<td>21.</td>
<td>VERIFICATION OF MARKS</td>
<td><a href="mailto:exam@icsi.edu">exam@icsi.edu</a></td>
</tr>
<tr>
<td>22.</td>
<td>VERIFICATION OF STUDENT QUALIFICATION</td>
<td><a href="mailto:siyaram@icsi.edu">siyaram@icsi.edu</a></td>
</tr>
<tr>
<td>23.</td>
<td>MERIT-CUM-MEANS ASSISTANCE &amp; MERIT SCHOLARSHIPS</td>
<td><a href="mailto:exam@icsi.edu">exam@icsi.edu</a></td>
</tr>
<tr>
<td>24.</td>
<td>ICSI STUDENT EDUCATION FUND TRUST</td>
<td><a href="mailto:surya.mishra@icsi.edu">surya.mishra@icsi.edu</a></td>
</tr>
<tr>
<td>25.</td>
<td>ENROLLMENT TO PROFESSIONAL PROGRAMME</td>
<td><a href="mailto:dd.garg@icsi.edu">dd.garg@icsi.edu</a></td>
</tr>
<tr>
<td>26.</td>
<td>TECHNICAL PROBLEMS AT THE WEBSITE</td>
<td><a href="mailto:info@icsi.edu">info@icsi.edu</a></td>
</tr>
<tr>
<td>27.</td>
<td>REGISTRATION DENOVO/ EXTENSION</td>
<td><a href="mailto:dd.garg@icsi.edu">dd.garg@icsi.edu</a></td>
</tr>
<tr>
<td>28.</td>
<td>ANY OTHER QUERY (SPECIFY)</td>
<td><a href="mailto:surya.mishra@icsi.edu">surya.mishra@icsi.edu</a></td>
</tr>
</tbody>
</table>

**IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME**
Qualifications and Disqualifications of Auditor under the Companies Act, 2013

The section 141 of the Companies Act 2013 deals with the eligibility, qualifications and disqualifications of auditors. This section is similar to the existing section 226 of the Companies Act 1956. Under the 1956 Act, a Chartered Accountant holding a certificate of practice or a firm of Chartered Accountants (only) can be appointed as auditor(s) of a company. The section 141 (1) and (2) of the 2013 Act, in addition, provides-

- A firm of Chartered Accountants or Limited Liability Partnership (LLP) can be appointed as an auditor of a company only if majority partners practising in India are qualified for appointment as an auditor of a company.
- Where a firm including a limited liability partnership is appointed as an auditor of a company, only the partners who are chartered accountants shall be authorised to act and sign on behalf of the firm.

The Companies Act 2013 has also made addition in the list of disqualifications of auditors. According to the section 141(3) of the Companies Act 2013, the following persons shall not be eligible for appointment as an auditor of a company—

a) a body corporate other than a limited liability partnership registered under the Limited Liability Partnership Act, 2008;
b) an officer or employee of the company;
c) a person who is a partner, or who is in the employment, of an officer or employee of the company;
d) a person who, or his relative or partner—
   - is holding any security or interest in the company or its subsidiary, or of its holding or associate company or a subsidiary of such holding company: Provided that the relative may hold security or interest in the company of face value not exceeding one thousand rupees;
   - is indebted to the company, or its subsidiary, or its holding or associate company or a subsidiary of such holding company or
   - has given a guarantee or provided any security in connection with the indebtedness of any third person to the company, or its subsidiary, or its holding or associate company or a subsidiary of such holding company.
e) a person or a firm who, whether directly or indirectly, has business relationship with the company, or its subsidiary, or its holding or associate company or subsidiary of such holding company or associate company
f) a person whose relative is a director or is in the employment of the company as a director or key managerial personnel;
g) a person who is in full time employment elsewhere or a

h) a person who has been convicted by a court of an offence involving fraud and a period of ten years has not elapsed from the date of such conviction;
i) any person whose subsidiary or associate company or any other form of entity, is engaged as on the date of appointment in consulting and specialised services as provided in section 144.

A person who is appointed as an auditor of a company incurs any of the disqualifications mentioned above after his appointment, he shall vacate his office as such auditor and such vacation shall be deemed to be a casual vacancy in the office of the auditor according to section 141(4) of the Companies Act 2013.

Learn Economics, Understand Eco-Dynamics*

Generally, whenever we hear about the subject Economics, the first thing that strikes our mind is a complicated course full of various theories and complex formulae. But this may be one aspect of the coin, what we need to focus is the other and the most essential aspect of this very special and knowledge oriented subject is that it is at the core of all events, as without possessing deep understanding of various economic theories or models one cannot comprehend the various economic developments or happenings that takes place day in and out around us. For instance, why rupee value goes down against dollar? or why global economic crisis occurred and how it impacted the whole world? or why with the change in price levels of various commodities there is a change in the buying behaviour of the people and so on and so forth. So we can see that there are numerous economic events that take place have relation to economics. Economic laws like, Law of Demand, Law of Supply, Law of Variable Proportions, Law of Diminishing Marginal Utility etc. clearly explains the cause and effect relationship between various variables. For example, if demand for a newly launched model of car’s demand goes up, then immediately some questions that we may ask ourselves are that, Is it the price of the car that influenced its demand? or the tastes and preference of the consumer? or some other reasons. Similarly we observe that when the price of a commodity increases, there is a surge in the supply, as sellers try to enhance their income from sales, as selling of goods and services at a higher price implies higher revenue, which in turn, result into higher profits. But here also a question arise that whether sellers in all forms of market can earn same sales revenue and profits? The answer is obviously no. As a seller in a monopoly market can earn high or abnormal profits as there are no competitors. Thus by exercising price discrimination, a seller can earn substantial profits by embracing...

* Compiled by Akinchan B. Sinha, Education Officer, The ICSI.
any of the three forms of price discrimination. On the contrary, a seller in a monopolistic competition or in a perfect competition may not be able to earn supernormal profits and may have to contend with normal profits. Thus, we can see that right from an individual to market behaviour everything revolves around economics.

Now let us consider a bigger picture, i.e. of a country and world. There are many international organizations like World Trade Organizations, Association of South East Asian Nations, International Monetary Fund, European Economic Community etc. which provide financial and other necessary assistance to their member countries aimed at triggering growth and development in such countries by providing impetus to their agricultural, industrial and service sectors. Similarly if we look at any country’s budget, it tells us about the allocation of its national income on different sectors of the economy. It assist us to know the per capita income of a country which is a yardstick for measuring the standard of living of the population of a country and higher per capita income signifies better standard of living and vice-versa.

Economics also help us to understand the implications of liberalization, privatization and globalization. If an economy follows an open door policy then what advantages it can derive in the form of enhancement in Foreign Direct Investments and Foreign Institutional Investments, which sectors are going to be benefitted the most, how it can create gainful employment opportunities for young generation etc. Similarly when there is a financial or economic turbulence in one part of the globe, the how it create a contagion effect and bring catastrophe for several economies which most of us have witnessed during Global Economic Meltdown and Eurozone Crisis.

Therefore, as mentioned that every economic activity whether on a micro or macro level have a clear impact on an individual or economy. So all of us knowingly or unknowingly are enmeshed in economics. So what surrounds us like air, light and water, we must embrace it and learn the subject religiously.

**Statistics Origin & Development**

Today’s business environment is more competitive than it was ever before; making it very difficult to achieve sustainable growth. In today’s world the customers have more choice, access to global information, making it difficult for the organization to meet their demands. Be it new product development, targeting new customer segment or streamlining process, organizations are facing greater challenges in terms of decision making. As the decision making has become complex, all good decisions are driven by data. Business managers and professionals are increasingly required to justify decisions on the basis of data. Statistics plays a crucial role here, providing a scientific base in the decision making process. Statistical skills enable the decision maker to intelligently collect, analyze and interpret data relevant to their decision-making.

The word statistics derives directly from the Italian word for commoner, named John Graunt, began reviewing a weekly church publication issued by the local parish clerk that listed the number of births, christenings (naming), and deaths in each parish. These so called Bills of Mortality also listed the causes of death. Graunt organized this data in the form we call descriptive statistics. It was published as Natural and Political Observations made upon the Bills of Mortality.

It has been argued that since statistics usually involves the study of human behaviour, it cannot claim the precision of the physical sciences. But with the inclusion of Theory of Probability, originated from the study of games of chance and gambling during the 16th century, things have undergone a sea change. Probability theory was a branch of mathematics studied by Blaise Pascal and Pierre de Fermat in the seventeenth century. During the 20th Century statistical thinking and methodology have become the scientific framework for literally dozens of fields including education, agriculture, economics, biology, and medicine, astronomy, geology, and physics.

**Statistical Glossary**

**Variable** : A characteristic or phenomenon, which may take different values; such as weight, gender etc. Data may be collected under any of the mentioned variables to undertake the further analysis. Discrete Variable: Variable those are allowed to take only a limited fixed number of values. Example includes, “Number of scams in a year”, which can only be in whole numbers. You can have 1, 2, 10, 15 or more scams but can never have 1.5, or 6.8 scams etc. Likewise the taxi bills that we pay, usually is a discrete variable. If the taxi charges are @ Rs8 per KM; then the bill will be in the multiples of 8. It can be 8, 16, 24 ...depending upon the distance travelled.

**Continuous Variable** : Variables those are free to assume all possible values in a given range. Common examples are, weight, height, time etc. You can find any possible value of weight for a group of individuals, say in the range of 40 to 50 kg.

**Data** : They represent the facts and figures. They are the set of values for a given variable; for e.g names of different students of a class can be called as data collected under the variable “Student Names”.

**Qualitative data** : These are the data which cannot be originally expressed in numeral form. These are also known as Categorical or Non Metric Data. Data collected for variables like Honesty, Gender, Nationality etc, will fall under this category.

**Quantitative Data** : These are the data which are originally expressed in numeral form. These are also known as Numeric or Metric Data. Examples include the data collected under variables like, Temperatures, Salaries, etc.

**Primary Data** : It is a term used for data collected from an original source. These data are raw in nature and have not been subjected to processing or any other manipulation. Therefore they are being collected or obtained from a first-hand experience. It can be obtained first hand from ways like interviews where a person collecting the data sits face to face with the respondent.

**Secondary Data** : It refers to data gathered in the past or obtained from other party; therefore it is collected by someone other than the user. Common sources of secondary data include census, organizational records, journals, etc.

* Compiled by Rahul Chandra, Deputy Director, The ICSI.
EXAMINATION

1. DECLARATION OF CS OMR BASED FOUNDATION PROGRAMME, DECEMBER, 2013 EXAMINATION RESULT

The result of CS OMR Based Foundation Programme examination held on 22nd December, 2013 was declared at 2.30 P.M. on 25th February, 2014. The results alongwith individual candidate’s subjectwise break-up of marks were made available on Institute’s Website www.icsi.edu on 25th February, 2014 onwards.

2. ISSUING OF MARKS-SHEETS

According to the decision taken by the Institute, the despatch of Result-cum-Marks Statements for OMR Based Foundation Programme examination in physical form was discontinued and instead formal E-Result-cum-Marks Statements were uploaded on the Institute’s website: www.icsi.edu to facilitate the candidates to download the same for their reference and record. Students are advised to download the E-Result-cum-Marks Statements accordingly.

3. INTRODUCTION OF COMPUTER BASED EXAMINATION FOR FOUNDATION PROGRAMME (W.E.F JUNE 2014)

The Institute has decided to discontinue OMR Based Examination and instead introduce Computer Based Examination (CBE) for its Foundation Programme students from June 2014 onwards. However, examinees would continue to be assessed through Multiple Choice Questions (MCQs).

The following is the scheme of Computer Based Examination:

<table>
<thead>
<tr>
<th>Day and Date</th>
<th>Subjects</th>
<th>Total No of Questions and Marks</th>
<th>Type of Questions</th>
<th>Duration of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, the 7th June, 2014</td>
<td>Business Environment and Entrepreneurship (BEE) &amp; Business Management, Ethics and Communication (BMEC)</td>
<td>50 (100 marks)</td>
<td>MCQs having four options with one correct answer (No negative mark for wrong answer)</td>
<td>90 minutes in one sitting for both the subjects</td>
</tr>
<tr>
<td>Sunday, the 8th June, 2014</td>
<td>Business Economics (BE) &amp; Fundamentals of Accounting and Auditing (FAA)</td>
<td>50 (100 marks)</td>
<td>MCQs having four options with one correct answer (No negative mark for wrong answer)</td>
<td>90 minutes in one sitting for both the subjects</td>
</tr>
</tbody>
</table>

Candidates would be required to sit before a computer terminal and use computer-mouse while attempting the questions. Computer Based Examination would be held in all those cities in India and abroad, where the Institute’s existing examinations are held. Details of examination centres/venues will be informed separately.

Questions would be displayed on the computer screen both in English as well as Hindi language except for Business Management, Ethics and Communication paper, for which questions shall be provided in English medium only.

The date of declaration of result of CBE would be published on the website of the Institute.

To familiarise students with Computer Based Examinations, Mock Test, FAQs Examination Time Schedule, procedure to enroll for examination and Instructions to Examinees, etc. are hosted on the Institute’s website.

4. COMPUTER BASED EXAMINATIONS (CBE) JUNE, 2014

TIME-TABLE AND PROGRAMME FOR COMPUTER BASED EXAMINATION FOR FOUNDATION PROGRAMME, JUNE, 2014

<table>
<thead>
<tr>
<th>Day and Date of Examination</th>
<th>Subjects</th>
<th>Batch No.*</th>
<th>Examination Timings*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 7th June, 2014</td>
<td>Paper-1: Business Environment</td>
<td>I</td>
<td>From 9.30 A.M. To 11.00 A.M.</td>
</tr>
<tr>
<td></td>
<td>and Entrepreneurship AND</td>
<td>II</td>
<td>12.00 Noon To 1.30 P.M.</td>
</tr>
<tr>
<td></td>
<td>Paper-2: Business Management,</td>
<td>III</td>
<td>2.30 P.M. To 4.00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Ethics and Communication</td>
<td>IV</td>
<td>5.00 P.M. To 6.30 P.M.</td>
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<tr>
<td>Saturday 8th June, 2014</td>
<td>Paper-3: Business Economics AND</td>
<td>I</td>
<td>From 9.30 A.M. To 11.00 A.M.</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Accounting and</td>
<td>II</td>
<td>12.00 Noon To 1.30 P.M.</td>
</tr>
<tr>
<td></td>
<td>Auditing</td>
<td>III</td>
<td>2.30 P.M. To 4.00 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M. To 6.30 P.M.</td>
</tr>
</tbody>
</table>

NOTES:

1. Important Instructions to Examinees and Particulars of Examination Venues for conduct of Computer Based Foundation Programme Examination will be hosted on the Institute’s website for general information.

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

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

5. BAN ON USE OF MOBILE PHONE IN AND AROUND EXAMINATION CENTRE PREMISES

Candidates are banned from carrying and use of mobile phones, pagers, any other communication device(s), books, printed or hand written materials, costly items, etc., inside the Examination Hall/Room/premises. Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items to the Examination Hall/Room.

Candidates carrying with them banned item(s) shall not be allowed to enter in the examination Hall/Room. Any candidate, found in possession of such banned items in the examination hall/room shall be liable for willful violation of instructions to examinees and shall be tantamount to misconduct under Regulation 27 of the Company Secretaries Regulations, 1982, as in force and expelled from the examination.

However, the Institute or Examination Centre authorities shall not in any way be responsible for arranging safe keeping and/or loss/damage of such items nor entertain any complaint/correspondence in this regard.

6. AMENDED GUIDELINES FOR ALLOWING HELP OF SCRIBE (i.e., WRITER) AND/OR EXTRA TIME TO PHYSICALLY CHALLENGED/DISABLED CANDIDATES FOR WRITING COMPANY SECRETARIES EXAMINATIONS

Who is a Physically Challenged/Disabled Person?

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

(a) a minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or

(b) Loco motor disability, or
(c) any form of cerebral palsy, and is so certified by:

(i) A Medical Board, or

(ii) Head of Department or Specialists/Sr. Medical Officer of a State or Central Government Hospital;

(ii) Orthopedically Challenged person with Speech Impairment.

(iii) 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.

(iv) 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 sub-tending an angle of 20 degree or worse and so certified by a Medical Board OR Head of Department or Specialists/Sr. Medical Officers of a State or Central Government Hospital; and

(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

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

A Physically Challenged/Disabled Student should make an application on a plain paper seeking help of a “Scribe” and/or Extra-Time together with the following documentary evidences at least one month in advance from the date of commencement of examination in which he/she intends to appear:

(i) Disability Certificate issued by a Medical Board/Head of Department or Specialties/Sr. Medical Officer (Specialists) of a Central or State Government Hospital or College certifying the nature of disability and its duration affecting his/her writing ability or speed; and

(ii) Letter of permission issued by Sr. Secondary Board/University and/or any other reputed professional/educational examining body such as - UPSC, SSC, State Public Service Commission, ICAI, ICAI-CMA, etc., allowing such assistance of a Scribe and/or Extra-time in the earlier examinations.

Facilities and Concessions to a Physically Challenged/Disabled Student

(i) It will be endeavour of the Institute to provide scribe whenever requested by a candidate. In case, it cannot provide, it must intimate the candidate 15 days in advance of the examination so that the candidate can arrange his/her own scribe.

(ii) 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 possessed by the candidate enrolled for appearing in CS Examination.

(iii) Before commencement of the examination, the ‘Scribe’ 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.

(iv) Every candidate with specified disability, whether using scribe or not, shall be entitled to 20 minutes extra time for every hour of examination.

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.

(vi) HOD of the Directorate of Examinations jointly with the Secretary or Chief Executive under special circumstance may, for reasons to be recorded in writing, relax the guidelines, to remove any difficulty, for extending necessary help and assistance to the Physically Challenged/Disabled student(s) and report the same to the Examination Committee for noting.
NOTIFICATION

ICSI/CS/03/2014

MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, as amended upto 18th February, 2013, applications are invited to reach the Institute in the prescribed form on or before 26th May, 2014 (25th being Sunday) for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the “company secretaryship” from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in December, 2013 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs. 1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs. 2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute’s Website at http://www.icsi.edu/WebModules/LinksOfWeeks/MCM_APPL_FORM.pdf. Applications not made on the prescribed forms and/or without supporting documents, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before 26th May, 2014 (25th being Sunday) are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2014

New Delhi – 110 003.
Dated, the 7th March, 2014

(S CS SUTANU SINHA)
CHIEF EXECUTIVE

FREQUENTLY ASKED QUESTIONS
(FAQS)
ON
COMPUTER BASED EXAMINATION

As already announced the Institute has decided to introduce Computer Based Examination (CBE) in place of OMR Based Examination for its Foundation Programme students from June 2014 onwards. Accordingly, first CBE would be held on 7th & 8th June, 2014. The Institute has prepared some FAQs to familiarise, guide and sensitise its students about CBE, as under:

Q.1 What is Computer Based Examination (CBE)?
A: In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.

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

Q.3 Is Computer Based Examination conducted using Internet?
A: No. CBE is conducted using secured Local Area Network (LAN).

Q.4 In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?
A: IT professional(s) will remain present to assist the candidates in case of any eventuality.

Q.5 Where Computer Based Examination will be held?
A: CBE would be held in all those cities in India and abroad where the Institute’s existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available at the link—http://
Q.6 **What are the dates for conduct of Computer Based Examination in June, 2014 and maximum time allowed for each subject of examination?**

A: CBE will be held in two days i.e. on 7th & 8th June, 2014. On each day, there would be 90 minutes session of examination for two papers as under:

<table>
<thead>
<tr>
<th>Day &amp; Date of Examination</th>
<th>Subjects</th>
<th>Time allowed*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday the 7th June, 2014</td>
<td>Paper – 1 Business Environment and Entrepreneurship AND Paper – 2 Business Management, Ethics and Communication</td>
<td>Composite time of 90 minutes for both the papers (45 minutes in case of exemption in one paper)</td>
</tr>
<tr>
<td>Sunday, the 8th June, 2014</td>
<td>Paper—3 Business Economics AND Paper—4 Fundamentals of Accounting and Auditing</td>
<td>Composite time of 90 minutes for both the papers (45 minutes in case of exemption in one paper)</td>
</tr>
</tbody>
</table>

* After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the “Finish Button”.

Q.7 **How many questions would be there in each subject of Computer Based Examination?**

A: There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper -1 and Paper - 2, carrying 100 MCOs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper - 3 and Paper - 4, as per the schedule of examination given above.

Q.8 **How to answer a question in Computer Based Examination?**

A: The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question a candidate would “click” the option/answer, which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as “answer” given by the candidate.

Q.9 **What are the timings of Computer-Based Examination in June, 2014?**

A: CBE will be held in four batches on both days. Timings of each batch would be as under:

<table>
<thead>
<tr>
<th>Batch No.</th>
<th>Examination Timings</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>9.30 A.M. to 11.00 A.M.</td>
<td>90 minutes</td>
</tr>
<tr>
<td>II</td>
<td>12.00 Noon to 1.30 P.M.</td>
<td>90 minutes</td>
</tr>
<tr>
<td>III</td>
<td>2.30 P.M. to 4.00 P.M.</td>
<td>90 minutes</td>
</tr>
<tr>
<td>IV</td>
<td>5.00 P.M. to 6.30 P.M.</td>
<td>90 minutes</td>
</tr>
</tbody>
</table>

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

Q.10 **When should a candidate report at the examination centre?**

A: One hour before the scheduled time of start of examination.

Q.11: **Can a candidate take the examination from home?**

A: No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.

Q.12 **Is there any negative marking for the wrong answer?**

A: No. There is no negative marking for the wrong answer.

Q.13 **Can a candidate skip any question and return to the same later on?**

A: A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not “click” answer for that question and instead “click” next question.

Q.14 **Can a candidate review his/her answer?**

A: A candidate has the option to “bookmark” any question to review at a later stage before clicking the “Finish” button.
Q.15 Can a candidate change his/her answer to any question?
A: Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking “Finish” button.

Q.16 How to enroll for Computer Based Examination, what is the examination fee and last date for enrolment for appearing in June, 2014 examination?
A: Candidates can apply online for the examination from 26th February, 2014, through the Institute’s website www.icsi.edu after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute’s website.

Last date for enrolment for appearing in June 2014 examination is 25th March, 2014. However, a candidate may enroll himself/herself online up to 9th April, 2014 by paying late fee of Rs.250/- over and above the examination fee of Rs.1200/.

Q.17 Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?
A: Candidates may submit their online requests for change of Examination Centre upto 18th May, 2014 along with payment of Rs.250/- for such change. After the said date, students will not be allowed to change the examination centre.

Q.18 When the candidates can download the Admit Card for the examinations?
A: The Admit Card can be downloaded from the Institute’s website from 20th May, 2014.

Q.19 What will be the medium of questions for Computer Based Examination?
A: Questions will be provided in both English and Hindi, except for Business Management, Ethics and Communication subject, for which questions shall be provided in English only.

Q.20 Can a candidate get an examination center of his/her choice?
A: A candidate can opt for city of his/her choice as per the list of examination centers at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.

Q.21 Will a candidate be getting some practice test before actually appearing in Computer Based Examination?
A: Practice test will be available on the ICSI website from 26th February, 2014. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.

Q.22 What will happen in case there is some problem in computer during the examination?
A: Additional computers will be available at the examination centers to take care of such problems. System will record every ‘click’ by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.

Q.23 What items a candidate is required to bring compulsorily at the examination center?
A: Candidates are required to bring their Admit Card, Student Identity Card (bearing photograph and signature of the candidate) issued by the ICSI duly attested, failing which they will not be allowed to enter the Examination Centre. For any reason, if any of the candidates is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc. to establish his/her identity. However, carrying of Admit Card is compulsory.

Q.24 Is calculator allowed in Computer Based Examination?
A: Candidates are allowed to use their own battery
operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre.

Q: 25 What items are banned in the examination Hall/Room?
A: Mobile phones, I-Pads, palmtop, tab, pager, any kind of other communication equipments capable of being used as communication device, books, printed or handwritten material, etc. are banned inside the examination Hall/Room.

Q.26 Can a candidate get paper/sheets for rough work?
A: Yes, a blank sheet, if required will be provided at the exam centre for rough work during the exam. The same must be returned to the Test Administrator before leaving the examination room. However, students are required to bring their own blue/black ball point pen.

Q.27 How a candidate will come to know which are the questions left unanswered?
A: A candidate can navigate between questions either by clicking on “Previous” or “Next” or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel.

There will be a panel on computer screen showing all the question nos. in different colour scheme, which will indicate which are the questions answered, left unanswered and bookmarked for review.

Q.28 Will there be Help Desk to support the candidates?
A: Yes, there would be a Help Desk to resolve the queries of candidates appearing in CBE. Help Line Nos./e-mail id would be made available on the Institute’s website.

Q.29 Whether the question/question paper booklet would be provided as is made available in offline examination?
A: No questions/Question booklet in any form would be made available to the students. Questions asked in the CBE by the Institute are its intellectual property and their copyright solely vests in the Institute.

Q.30 Are candidates with disabilities accommodated in the examination center?
A: Yes, candidates with disabilities are provided extra time/scribe/special seating arrangements/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the “Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra-time” hosted on the Institute’s website.

Q.31 Can a candidate, after the examination, submit his/her feedback at the examination centre?
A: A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.

Q.32 When the results of CBE will be announced?
A: The date of declaration of result of CBE would be announced on the website of the Institute.

Q.33 What would happen if a candidate Bookmark a question but forget to review later, and exam expires?
A: "Bookmark" is meant for reminding a candidate to review his/her answer at any time during the examination but before clicking the “Finish Button”. However, if a candidate skips to review his/her “Bookmark” question later on, the option to the question clicked by the candidate earlier would be saved automatically as taken as final answer.