To facilitate the smooth communication of students with institute, contact details of various sections of Directorate of Students Services are given below:

<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>Registration Status of Foundation Program / Executive Program, Issue of study materials</td>
<td>(0120) 4522061–63, (0120) 4522072–73</td>
<td><a href="mailto:ss_reg@icsi.edu">ss_reg@icsi.edu</a>, <a href="mailto:ss_fond@icsi.edu">ss_fond@icsi.edu</a></td>
</tr>
<tr>
<td>2.</td>
<td>De-novo / Extension / Final Enrolment</td>
<td>(0120) 4522072–73</td>
<td><a href="mailto:ss_post@icsi.edu">ss_post@icsi.edu</a></td>
</tr>
<tr>
<td>3.</td>
<td>Paperwise Exemption / Switchover to New Syllabus</td>
<td>(0120) 4522084</td>
<td><a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a></td>
</tr>
<tr>
<td>4.</td>
<td>Non-receipt of Registration Letter / Identity Cards / Course Bulletin / (0120) 4522071</td>
<td><a href="mailto:ss_misc@icsi.edu">ss_misc@icsi.edu</a></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Coaching Completion Certificates / Suggested Answers, Compulsory Computer Training</td>
<td>(0120) 4522075</td>
<td><a href="mailto:ss_coaching@icsi.edu">ss_coaching@icsi.edu</a></td>
</tr>
<tr>
<td>6.</td>
<td>Public Private Partnership Scheme</td>
<td>(0120) 4522076</td>
<td><a href="mailto:ss_coach@icsi.edu">ss_coach@icsi.edu</a></td>
</tr>
<tr>
<td>7.</td>
<td>Coaching / suggested answers / oral tuition / examiners (DPTS)</td>
<td>(0120) 4522074</td>
<td><a href="mailto:coaching@icsi.edu">coaching@icsi.edu</a></td>
</tr>
<tr>
<td>8.</td>
<td>Issue of Admission Certificates for Examinations</td>
<td>(0120) 4522085</td>
<td><a href="mailto:enrollment@icsi.edu">enrollment@icsi.edu</a></td>
</tr>
<tr>
<td>9.</td>
<td>Duplicate pass certificate of Intermediate / Executive Program</td>
<td>(0120) 4522081</td>
<td><a href="mailto:expasscrt@icsi.edu">expasscrt@icsi.edu</a></td>
</tr>
<tr>
<td>10.</td>
<td>Duplicate pass certificate of Final / Professional (0120) 4522082</td>
<td><a href="mailto:propasscrt@icsi.edu">propasscrt@icsi.edu</a></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Duplicate pass certificate of Foundation</td>
<td>(0120) 4522086</td>
<td><a href="mailto:findpasscrt@icsi.edu">findpasscrt@icsi.edu</a></td>
</tr>
<tr>
<td>12.</td>
<td>Transcript / Verification of Qualifications (only for students)</td>
<td>(0120) 4522082</td>
<td><a href="mailto:expasscrt@icsi.edu">expasscrt@icsi.edu</a> (For Intermediate / Executive Program), <a href="mailto:propasscrt@icsi.edu">propasscrt@icsi.edu</a> (For Final / Professional Program)</td>
</tr>
</tbody>
</table>

In case of any difficulty, students may contact Shri Sohan Lal, Director (Student Services) at 0120-4522014 or write to:

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA – 201 309

Visit our website : www.icsi.edu
## 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>Total Fee → 3600</td>
</tr>
<tr>
<td><strong>EXECUTIVE PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>1500</td>
<td>Total Fee → 7000</td>
</tr>
<tr>
<td>Foundation Examination Exemption Fee</td>
<td>500</td>
<td>(For commerce graduates)</td>
</tr>
<tr>
<td>Postal Tuition Fee for Executive Programme</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)</td>
<td>750</td>
<td>Total Fee → 7750 (For others)</td>
</tr>
<tr>
<td><strong>PROFESSIONAL PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee</td>
<td>7500</td>
<td></td>
</tr>
<tr>
<td><strong>DE-NOVO REGISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration De-Novo Fee</td>
<td>1500</td>
<td></td>
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<tr>
<td>Exemption from Foundation Examination Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Exemption from Executive Programme Examination Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>EXTENSION OF REGISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension of Registration Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Service Charges for Extension of Registration</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td><strong>EXAMINATION FEE</strong></td>
<td></td>
<td></td>
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<tr>
<td>Foundation Programme</td>
<td>875</td>
<td></td>
</tr>
<tr>
<td>Executive Programme</td>
<td>900 (Per Module)</td>
<td></td>
</tr>
<tr>
<td>Professional Programme</td>
<td>750 (Per Module)</td>
<td></td>
</tr>
<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><strong>OTHER FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper-wise Exemption Fee</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Issue of Duplicate Identity Card Fee</td>
<td>50</td>
<td></td>
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<tr>
<td>Issue of Duplicate Pass Certificate Fee</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Verification of Marks Fee</td>
<td>100 (Per Subject)</td>
<td></td>
</tr>
</tbody>
</table>

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

(http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also 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. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies 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 as determined by the Institute from time to time.

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

A nominal annual fee of Rs 500/-** (Rupees Five hundred only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website http://elearning.icsi.edu by Credit Card / Debit Card/ ECS (electronic clearing services).
- By way of Demand Draft (DD) in the name of ‘ICSI GurukulOnline’ payable at Mumbai(For more information visit the website http://elearning.icsi.edu)

** The charges for subsequent years are listed on http://elearning.icsi.edu. The charges are in addition to the Registration fees.
VALIDITY OF CS FOUNDATION COURSE (PROGRAMME) ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course (Programme) admission. Accordingly, all those students who have registered upto Nov, 2006 may please note that their admission to the Foundation Course (Programme) stands cancelled on expiry of three years period.

And 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 Course (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.

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 Secretaryship - 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 Course (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.

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 :

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.

REGULARISATION OF FOUNDATION COURSE (PROGRAMME) ADMISSION

Candidates provisionally admitted to the Foundation Course (Programme) are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. 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:
CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of Oct-Nov 2009 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Mr. Sohan Lal, Director (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 Mr. V. P. Sharma, Director (Academics) at the Institute’s address or may send e-mail to sial@icsi.edu and drs@icsi.edu. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

FACILITY OF ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of Company Secretaries course. In addition, the Institute has also authorised its Regional Offices and Chapters to conduct oral coaching classes, registration for which is optional and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with Regional Offices or Chapters Offices for details.

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he/she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

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.

COMPULSORY POSTAL TUITION

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Course (Programme). In addition, the Regional Councils / Chapters of the Institute are authorized to impart oral tuition 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.

The Institute has also granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions - to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz. www.icsi.edu.

It may, however, be noted that Oral coaching centre would be charging Oral Tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he/she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

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

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Course (Programme). Students admitted to CS Foundation Course (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 (Programme) & Profession. The students can have pre-recorded replies on the CS Course (Programme) 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.

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 V. P. Sharma, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact Sohan Lal, Director (Students Services), at the Institute’s address.

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

Yours sincerely,

Date: 25-01-2010
Place: New Delhi

(N.K. JAIN)
Financial statements as used in business houses refer to a set of reports and schedules which an accountant prepares at the end of a period of time for a business enterprise. The financial statements are the means by which the accounting system performs its main function of providing summarized information about the financial affairs of the business. These statements comprise Profit and Loss Account or Income Statement and Balance Sheet or Position Statement. Of course to give a full view of the financial affairs of an undertaking, in addition to the above, the business may also prepare a Cash Flow Statement. The significance of these statements is given below:

(i) Profit and Loss Account or Income Statement: Earning profit is the principal objective of all business enterprises and Profit and Loss Account or Income Statement is the document which indicates the extent of success achieved by a business in meeting this objective. Profits are of primary importance to the proprietors or management in evaluating the operations of the organization and to banks and other creditors in judging the loan repayment capacities and abilities. Because of this, the profit or loss or income statement is regarded as the main statement which demands a careful scrutiny by all interested parties. It is prepared for a particular period which is mentioned along with the title of these statements.

(ii) Balance Sheet or Position Statement: Balance sheet is a statement showing the nature and amount of a business's assets on one side and liabilities and capital on the other side. In other words, the balance sheet shows the financial position on a particular date usually at the end of one year period. Balance sheet shows how the money has been made available to the business and how the money is employed in the business.

(iii) Cash Flow Statement: This is a statement which summarises for the period, the cash available to finance the activities of an organisation and the uses to which such cash have been put. A statement of cash flow reports cash receipts and payments classified according to the use to which such transactions took place. Facts which have not been recorded in the accounting books are not depicted in the financial statements, which is covered by the financial statements, i.e., business is a going concern. This assumption is referred to as the permanency postulate, and if it holds, all the assets and liabilities are valued under this assumption at cost less depreciation. In absence of this assumption, the assets may have to be valued at realisable value which may be negligible if the business is not a going concern. Another postulate which accountants make is the monetary postulate. It is the tacit assumption that the value of money, that is its purchasing power, remains constant over different periods. The accountants do not take into consideration the price-level changes while valuing the assets and liabilities. Over the years, however, accountants have shown growing consciousness for incorporating price-level changes while preparing financial statements. Another postulate is the realization postulate which takes cognizance of the time lag between production and sales. Under this postulate the entire revenue is considered to be earned at the moment the sales take place and not at the time when the production took place. This postulate forms the basis for the convention of matching costs with revenues, where, the costs incurred in the past period are brought forward to be accounted for against the revenues earned at a later period.

(iv) Personal Judgements: Accounting is a social and not an exact science and therefore financial statements reflect the opinion and judgements of the accountant and of the management. The element of personal judgement would affect the accuracy of the financial statements. For example, the choice of accounting conventions, the mode of amortization of fictitious assets, the method of valuation of stock, calculation of provision for doubtful debts etc. depend on the personal judgements of the accountant. However, the existence of consistency principle serves as a check on the power of the accountant to use his personal judgement. Since the accountant is guided by the past practices, the area of application of his personal judgement is reduced.

(v) Accounting Standards and guidance notes: Accountants are guided by various accounting standards and guidance notes in preparing the financial statements.

Characteristics of Financial Statements

Financial statements prepared for an enterprise should possess the following attributes if they are to serve meaningfully the purpose and objectives for which they are meant:

(i) Relevance: The information shall be relevant in order to influence the economic decisions of users by helping them to evaluate the events at all times. Accounting information have a bearing on decision by helping investors, creditors and other users to evaluate past, and future events or it confirms or corrects prior expectations. The relevance of information is affected by its nature and materiality. While irrelevant and confusing disclosures should be avoided, nothing relevant and material should be held back from the public. The accountant or compiler of such statements should be clear about relevancy and materiality or otherwise of the various information on the basis of which these statements are prepared.

(ii) Accuracy and Freedom from Bias: Financial Statements should convey a full and correct idea about the progress, position and prospects of an enterprise. For this purpose they must be accurately prepared. Inaccuracy, besides invoking legal consequences, may also defeat the objectives for which the statements are meant. It may, however, be noted that absolute accuracy is not always possible, but this does not mean that rash and inaccurate data be deliberately provided. Information should be free from material errors and bias. The key aspects of accuracy or reliability are faithful representation, priority of substance over form, neutrality, prudence and completeness. The least one can expect is that those who prepare and present financial statements should not allow their personal prejudices to colour the facts.

(iii) Comparability: Accounting information of an enterprise is useful when it is comparable with similar information for the same enterprise in other periods of time and similar information with other enterprises at the same time. Thus, the information should be presented in a consistent manner over time and consistent between entities to evolve users to make significant comparisons. Comparability increases the utility of financial statements. Comparison with previous statements helps in assessing the performance and in localising the trends in the progress and position of the business enterprise. Comparisons with other similar concerns or the industry reveals the strength of the enterprise vis-a-vis other firms and industry.

(iv) Analytical Presentation: The financial statements should be prepared in a classified form so that a better and meaningful analysis can be made. Proper classification helps in tracing and understanding in causes of the results as shown in these statements. Detailed and classified information helps to reveal inefficient performance and wasteful activities. Such classification helps in speedier analysis of these documents.

1 Prepared by M A Joseph, Deputy Director, The ICSI
(v) Promptness: No doubt, that the preparation of financial statement is somewhat complicated, but an undue delay in their preparation would reduce the significance and utility of these statements. They should be prepared as soon as possible, after the end of the period for which they are meant. Undue delay, the time lag between the end of the period and the preparation of these statements, may present difficulty in working out the causes of the results as disclosed by the statements. Such delays and the delayed action thereon may do more harm than good to the enterprise.

(vi) Generally Accepted Principles: Since the financial statements are meant for the use of a wider clientele, they must have general acceptability and understandability. This acceptability and understandability can come only when these statements are prepared in accordance with the "generally accepted accounting principles". This also increases the reliability of these statements and adds to the confidence of the users.

(vii) Consistency: The financial statements for a certain period are affected by the judgment and procedural choices exercised by the accountant. Opinions and procedures other than those employed generally might cause the statement data to differ materially. Rules of accounting require that having made a selection of procedures, the accountant must strictly follow them in successive periods, unless the situation demands otherwise. Consistency has a direct bearing upon comparability. If inventories are valued on different basis in different periods (LiFIO to FIFO to Replacement Cost) the results disclosed, generate doubt and comparison becomes difficult.

(viii) Authenticity: The financial statements in order to be accepted as reliable must be reviewed and authenticated by an independent and capable person, generally known as auditor. Statements, duly audited and certified by recognised and established auditors are accepted at their face value and are deemed to be more reliable. Unaudited statements give room to doubt and unreliability.

(ix) Understandability: Information should be readily understandable by users who are expected to have a reasonable knowledge of business, economics and accounting and a willingness to study the information with reasonable diligence.

(x) Cost-benefit: The accounting information must be useful to most of the people who want to use it and preparing that useful information must not be costly and time consuming process. The emphasis is on cost benefit considerations and the benefits derived from information should normally exceed the cost of providing it.

(xi) Verifiability: Verifiability ensures the truthfulness of the recorded transactions, which can be checked by persons other than the accountant himself.

(xii) Completeness: Completeness in the sense that all material information that is necessary to investors, creditors or other users for assessing the financial position and operating results of the organization have been disclosed in the financial statements.

(xiii) Compliance with Law: Financial statements must meet the requirements of law, if any, in the matter of form, contents and disclosures, procedures and methods. Non-compliance with legal provisions, besides invoking penalties, impairs the confidence of the public investors. In India, companies are required to present their financial statements according to the provisions of Section 211 of the Companies Act, 1956.

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**ENGLISH AND BUSINESS COMMUNICATION**

**UNDERSTANDING ARTICLES**

Articles are the most common determiners i.e., they are small words that are used before countable nouns to tell you their specifications like which one, how many or whose etc. Generally speaking, there are three articles in English used before countable nouns to tell you their specifications like 'which one', 'how many'.

The article 'the' is used when something specific that is the only thing, place and entity is talked about like:

- The river Ganges.
- The man in the red hat.
- Bring me the book.

The article 'a, an' is used when something non-specific or general is talked about like:

- I read a good book.
- He is an honest man.
- I bought a pair of pants and a shirt.

The general difference between definite and indefinite articles can be understood from the following example:

Let's read the book (here we are taking about a specific book)

Let's read a book (here we are taking in general about any book)

It should be remembered that articles are not used with the names of languages, nationalities, sports and subject names and also with countries, state, cities and lakes etc.

A simple rule that the article 'a' is used when the noun to which it is attached begins with a vowel sound (a, e, i, o and u). It is the vowel sound and not the vowel that determines the use of 'a' or 'an'.

**See the following example**

'An' university (vowel sound of the word 'you', that is why 'a' is used with a word starting with a vowel)

'a' union (vowel sound of the word 'you')

'a' one rupee note (vowel sound of the word 'won')

'a' user (vowel sound of the word 'you')

'An' hour (vowel sound of 'our' and that is why 'an' is used)

'An' honest man (vowel sound of the word 'o')

The following exercise which has been compiled from different sources (http://www.nonstopenglish.com/evaluate.asp?id=3&t=108 & http://www.learn4good.com/languages/evrd_grammar/article_ex3.php) will judge your understanding of the articles explained above. The answers are given at the end. Students are advised to see the answers after completing the exercise:

1. This is an open window.
2. This is an dangerous animal.
3. There is an Indian restaurant on the corner.
4. The Ritz is an expensive car.
5. The Nile is an African river.
6. She is a dentist.
7. It's a nice day.
8. I have an old book.
9. I have got an important question.
10. I bought an cheap umbrella.
11. I bought an big hat.
12. He is an actor.
13. He had an very bad accident.
14. He had an accident.
15. Can you give me an good example?
16. There are some big trees in the garden.
17. Is there an cheap hotel near here?
18. How many days are there in a week?
19. Is there an good-looking man in your club?
20. There is a big black cloud in the sky.
21. Is there any water in the glass?
22. I bought a pair of pants and a shirt.
23. I saw a car crash last week.
24. I think a man is very unfriendly.
25. Water is dirty. Don't drink it!
26. An amazing thing happened to me yesterday.
27. Albert Einstein was a famous scientist.
28. Einstein left his country and lived in the States until he died in 1955.
29. German physicist, who discovered X-rays in 1895, was named Wilhelm Roentgen.

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2 Prepared & Compiled by Shruti B. Gupta, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, The ICSI
1. DECEMBER, 2009 EXAMINATION

The next Foundation Programme examination will be held from Wednesday, the 30th December, 2009 to Saturday, the 2nd January, 2010. The examination will be held as per the Time Table & Programme given here under:

### TIME TABLE & PROGRAMME

<table>
<thead>
<tr>
<th>Dates &amp; Days</th>
<th>After-Noon Session (1:30 PM to 4:30 PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.12.2009 Wednesday</td>
<td>English &amp; Business Communication</td>
</tr>
<tr>
<td>31.12.2009 Thursday</td>
<td>Economics &amp; Statistics</td>
</tr>
<tr>
<td>01.01.2010 Friday</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>02.01.2010 Saturday</td>
<td>Elements of Business Laws and Management</td>
</tr>
</tbody>
</table>

The list and addresses of the examination centers are published elsewhere in this issue.

Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

2. GENERAL QUERIES

Candidates should note that for queries relating to: (i) admission/registration fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subjectwise exemption(s); (iv) financial assistance under Merit Scholarship/Merit-cum-Means Assistance; (v) Coaching Completion Certificate/Response Sheets evaluation; (vi) Computer Training Certificate; and (vii) non-receipt of Pass Certificates/Roll Numbers, etc., they may contact the concerned helpdesk as per details mentioned at the last page of this issue.

3. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall.

4. HINDI AS AN OPTIONAL MEDIUM FOR WRITING THE FOUNDATION EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Programme examinations (except English & Business Communication paper) on the following conditions:

- candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation Programme Examination will be provided Question Papers printed both in English and Hindi (except for 'English and Business Communication' paper which will be printed/required to be answered in English only);
- if a candidate writes his/her answers in Hindi medium without exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- candidates opting Hindi medium for the examination must write HINDI MEDIUM in bold letters on the top of the cover page of Answer Book No(s).1 and 1B, as the case may be; and
- candidates opting Hindi medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also.

4. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in the December, 2009 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto, and also on the Question Papers and Answer Books. However, attention of candidates is especially invited to the following instructions:

- on receipt of Admission Certificate (Roll No.), first of all, the candidates must verify carefully the entries appearing therein. Discrepancy/error, if any, in the Admission Certificate concerning spellings of his/her name; stage and group/module of examination; examination centre; medium of writing the answers, subject of examination in which exemption was sought/shown, etc., should, at once, be brought to the notice of Shri Sohan Lal, Director (Students Services), in writing, well on time before commencement of the examination;
- candidates are required to bring daily to the Examination Hall their Admission Certificates and Student Identity Cards failing which they may not be allowed admission to the Examination Hall and/or to appear in the examination;
- before attempting to write answers in the answer book, each candidate must write his/her Roll Number on the special slip affixed to Answer Book Nos. 1, 1-B and 1-C, as the case may be, date of examination, stage of examination, name of the paper, etc. against the relevant columns on the first page of the main answer book and also on the top of Question Paper;
- candidates are forbidden to write name, roll no., or any other distinctive work which may tentamount to disclosure of personal identity;
- candidates must verify correctness and completeness of question paper and attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the required numbers will be valued and awarded marks and the remaining questions will be ignored;
- Questions relating to graph/précis should be attempted only on graph/précis sheets appended as last page to the Answer Book wherever required. Do not write your roll number on the Graph/Precis Sheet and additional Answer Book No. 2. The additional answer book(s) used, if any, should be fastened along with the main answer book. Candidates who fail to observe this instruction will be penalised;
- each question should start on a fresh page and sub-question(s) be attempted consecutively;
- while attempting a fresh question/sub-question, candidates should distinctly mention respective question number against the answer in bold capital letters and underline the same [e.g. Ans. to Q. No. 3(a)] on the left-hand side margin of the answer book and also simultaneously mark (x) in the table provided on the cover page against the respective question number;
- candidates must not, for any reason whatsoever, tear out any page(s) from the Answer Book or leave any blank page or unused spaces in between the pages. If such spaces are left, score them out. If a candidate uses more than one answer book, he/she should indicate, on the cover page of main answer book, the total number of answer books used by him/her. Candidates are forbidden to write invocation to God, appeal to examiner, or any other matter not relevant to Question Paper;
- candidates are expected to write precise and to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/rules quoting case laws, etc., in support of the answers wherever applicable.

---

30. Roentgen won ________ 1901 Nobel Prize.
31. Mandela was ________ first President elected in South Africa after Apartheid was revoked.
32. Mother Teresa became famous for her hard work with ________ poor.
33. I love ________ flowers in your garden.
34. I always listen to ________ radio in the morning.
35. She has never been to ________ Alps before.

---

Answers

<table>
<thead>
<tr>
<th>No.</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>an</td>
</tr>
<tr>
<td>2.</td>
<td>a</td>
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<tr>
<td>3.</td>
<td>an</td>
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<tr>
<td>4.</td>
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<td>7.</td>
<td>a</td>
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<td>8.</td>
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<td>9.</td>
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<td>10.</td>
<td>11</td>
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<td>11.</td>
<td>a</td>
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<td>12.</td>
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<td>15.</td>
<td>16</td>
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<td>16.</td>
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<td>17.</td>
<td>a</td>
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<td>24.</td>
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<td>26.</td>
<td>an</td>
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<td>28.</td>
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<td>29.</td>
<td>the</td>
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<td>30.</td>
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<td>31.</td>
<td>the</td>
</tr>
<tr>
<td>32.</td>
<td>the</td>
</tr>
<tr>
<td>33.</td>
<td>a</td>
</tr>
<tr>
<td>34.</td>
<td>I always listen to ________ radio in the morning.</td>
</tr>
<tr>
<td>35.</td>
<td>I love ________ flowers in your garden.</td>
</tr>
</tbody>
</table>

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EXAMINATION

STUDENT SERVICES

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C.S. FOUNDATION COURSE BULLETIN

NOVEMBER - DECEMBER - 2009
(xi) no candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of exam timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;
(xii) a few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff, candidates must re-check and ensure that they have filled up relevant particulars on the cover page of Answer Book Nos. 1, 1-B, and 1-C, as the case may be, and properly tied up all the additional answer book(s) No.2 along with the main answer book;
(xiii) candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, paper, mobile phone, etc., OR to talk or converse inter se with other candidates in the Examination Hall;
(xiv) candidates are strictly warned against any attempt to copy from the answer papers of any other candidate nor allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to ensure that his/her answers are not copied by another candidates. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;
(xv) no candidate shall, leave his/her seat in the examination hall during the course of examination without the specific permission of the Invigilator on duty for any reason whatsoever;
(xvi) on completion of examination or expiry of the prescribed examination timing, the answer book(s) must be handed over immediately to the Invigilator on duty and Invigilator’s signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer books.
(xvii) it shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever will not be entertained after the conclusion of that particular session of examination;
(xviii) candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or harass or bodily harm the staff deployed for the conduct of examination will be viewed seriously and severely punished; and
(xix) any attempt or act of violation of “Instructions to Examinees” shall be viewed seriously and entail disciplinary action under the “Company Secretaries Regulations, 1982”.

7. DECLARATION OF DECEMBER, 2009 EXAMINATION RESULTS

The results of the Foundation Programme (New Syllabus) examinations of the company secretaries held in December, 2009 are scheduled to be declared at 12.00 Noon, on 25th February, 2010. The results would be displayed in the following manner:

(i) All-India Results - Roll Numbers List of Successful Candidates will be displayed simultaneously on the Notice Boards at the Institute’s Headquarters and Offices of the Regional Councils;
(ii) Centrewise Results - Roll Number List of Successful Candidates related to Examination Centre concerned would be sent to the respective Chapter office for display on the Notice Boards of the Chapter; and
(iii) The results alongwith individual candidate’s subject-wise break-up of marks will also be available on Institute’s Website www.icsi.edu on 25th February, 2010 from 12.00 Noon onwards.

The result-cum-marks statements will be despatched to all candidates latest by 05th March, 2010. Meanwhile, if there has been any change in the mailing address of a candidate, he/she should immediately intimate the same enclosing a self-addressed envelope of 23 cms. x 11 cms. size for posting his/her result-cum-marks statement at the new/changed address. Further, any candidate who does not receive his/her result-cum-marks statement by 15th March, 2010, should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement giving relevant particulars, i.e., his/her name, student registration number, stage of examination and group(s) in which he/she appeared, roll number, examination centre along with a self-addressed stamped envelope worth Rs.5/-.

8. 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, 2008 examination within one month from the date of declaration of results. The application for verification of marks should be made on a plain paper in candidate’s own handwriting together with requisite fee @ Rs.100/- per subject within 30 days from the date of declaration of results, i.e., up to 25th March, 2010. Candidates are advised to club any other query/matter or remittance along with his/her request for Verification of Marks to facilitate an early reply.

After completion of verification process which normally takes about 2-3 weeks time, the outcome of the verification of marks is hosted on the Institute’s website: www.icsi.edu. The candidates concerned are also individually informed about the outcome of their requests by post. However, if a candidate does not receive any communication from 30th April, 2010, he/she should write to the Sr. Director (Exams.) giving relevant details - (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (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 and drawer bank; and (vii) complete postal address along with PIN Code.

ATTENTION STUDENTS

APPEARING IN CS DECEMBER, 2009 EXAMS

BAN ON CARRYING MOBILE PHONES INSIDE THE EXAMINATION CENTRE

According to announcements made in the ‘Student Company Secretary’ and ‘CS Foundation Course’ bulletins from time to time, and also instructions printed in the Admission Certificates (Roll Numbers) issued to candidates enrolled for appearing in Company Secretaries December, 2009 examinations, candidates are banned from carrying mobile phones, pagers, communication devices, books, printed or handwritten materials, costly items, etc., inside the Examination Centre premises.

Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items, i.e., mobile phones, pagers, communication devices, books, printed or handwritten materials, costly items, etc., to the Examination Centre premises. 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 correspondence in this regard.

Any candidate found in possession of such banned items inside the Examination Centre will be deemed to have willfully infringed the “Instructions to Examinees”, and it may entail stern disciplinary action including cancellation of examination under the provisions of the Company Secretaries Regulations, 1982, as in force.

COMPANY SECRETARIES EXAMINATION - DECEMBER, 2009

Addresses of Examination Centres

<table>
<thead>
<tr>
<th>S.No.</th>
<th>EXAM CENTRE (CENTRE CODE)</th>
<th>CENTRE ADDRESS/ EXAM VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agra (201)</td>
<td>St. John's College, M.G. Road, Agra - 282002</td>
</tr>
<tr>
<td>3.</td>
<td>Ajmer (228)</td>
<td>Govt. Hr. Secondary School, Topdara, Nr. Railway Phatak Topdara, Ajmer - 305 001</td>
</tr>
<tr>
<td>4.</td>
<td>Allahabad (202)</td>
<td>Colonelganj Inter College 51, Tagora Town, Allahabad - 211002</td>
</tr>
<tr>
<td>5.</td>
<td>Ambala (203)</td>
<td>Shri Atmanand Jain College Jain College Road, Ambala City - 134002</td>
</tr>
<tr>
<td>6.</td>
<td>Aurangabad (416)</td>
<td>Mansikchand Pahade Law College Samarth Nagar, Nirala Bazar, Aurangabad - 431001</td>
</tr>
<tr>
<td>7.</td>
<td>Bangalore (301)</td>
<td>St. Josephs Indian Composite, P.U. College 2, Vittal Mallya Road, Bangalore - 560 001</td>
</tr>
</tbody>
</table>
STUDENT SERVICES

8. Bareilly (226) Manohar Bhusan Inter College Nainital Road, Bareilly - 243001
11. Bhubaneswar (101) B. J. B. (Autonomous) College Lewis Road, Bhubaneswar - 751014
12. Calcutta (316) St. Joseph's College, Devagiri, Calcutta - 673 008
13. Chandigarh (204) Goswami Ganesh Dutta Sanatan Dharam College Sector 32-C Chandigarh - 160030
14. Chennai (South) (314) Dr. (Mgr.) Janaki College of Arts & Science For Women Sathyabarama, Malagai 11 & 13, Durgabai Deshmukh Rd., Chennai - 600 028
15. Chennai (West) (302) Anna Adarsh College for Women A-1, Second Street, Anna Nagar, Chennai - 600 040
16. Coimbatore (303) PSG College of Arts & Science, Civil Aerodrome Post, Avinashi Road, Coimbatore - 641144
17. Dehradun (222) Government Girls Inter College 22, Raiipur Road, Dehradun - 248001
18. Delhi (East) (205) Lovely Public Sr. Sec. School, Priyadarshini Vihar, Laxmi Nagar, (N. Bank Enclave), Delhi - 110 092
19. Delhi (North) (206) JVSDF Girls Sr. Sec. School, D-II Link Road, (Near Bagga Petrol Pump Opp. Hanuman Statue), Karol Bagh, New Delhi - 110005
20. Delhi (South) (207) Guru Harkrishan Public School, Near Singh Sabha Gurudwara, B-block, Kalkaji, New Delhi - 110019
21. Delhi (West) (208) DAV Public School Pocket B - 6, Sector 7, Rohini, Delhi - 110085
22. Dubai (501) The Indian High School, OUD Mehta Road, P.O. Box 106, (Opp. St. Mary's Church), Dubai - UAE
23. Ernakulam (304) St. Albert's College, Ernakulam, Kochi - 682018
24. Faridabad (223) Vidyamandir Public School Sector 15-A, Faridabad - 121006
25. Ghaziabad (209) Shambhu Dayal (P.G.) College, Opp. M.M.G. Hospital, G. T. Road, Ghaziabad - 201001
26. Gurgaon (224) Alpine Convent School, Behind Jalvayu Towers, Sector- 56, Gurgaon - 122003
27. Guwahati (103) Guwahati Commerce College R. G. Baruah Road, Guwahati - 781021
29. Hyderabad (305) Wesley Post Graduate College, 145 MC Intyre Road, Opp. Anand Theatre, Secunderabad - 500033
30. Indore (404) Devi Ahilya Arts & Commerce, College, 8/1, Usha Ganj, Jaora Compound, Indore - 452 001
31. Jaipur (210) University Commerce College Jawahar Lal Nehru Marg, Jaipur - 302 004
32. Jammu (211) Govt. S.P.M.R College of Commerce Canal Road, Old Campus Road, Jammu - 180001
33. Jamshedpur (104) Mrs. KMPM Inter College Main Road, Bistupur, Jamshedpur - 831001
34. Jodhpur (212) Onkarmal Somani College of Commerce Opp. Kamla Nehru Nagar, Chopasani Road, Jodhpur - 342009
35. Kanpur (213) Kanpur Vidya Mandir Mahila, (P.G) Mahavidyalaya, 7/147 Swaroop Nagar, Kanpur - 208002
37. Kolkata North-1 (MI) (102) Metropolitan Institution (Main) 39, Shankar Ghosh Lane, Kolkata - 700 006

Allocation of Examinees :

(i) Morning Session - 9.30 a.m. to 12.30 p.m.
   Executive Programme : Examinees Enrolled for Both Modules: Roll No.31191 To 31590
   (ii) Afternoon Session - 1.30 p.m. to 04.30 p.m.
      (a) Foundation Programme : Roll No.16045 To 16394
      (b) Intermediate Examination : All Examinees

38. Kolkata (AASS) - North-2
    Anglo-Arabic Secondary School
    North-East
    Roll No. 160695 to 16694

Allocation of Examinees : 

(a) Morning Session - 9.30 a.m. to 12.30 p.m.
   Final Examination : All Examinees
(b) Afternoon Session - 1.30 p.m. to 04.30 p.m.
   Foundation Programme : Roll No.31195 to 16791

39. Kolkata - North-3
    Park Institution for Boys, 12, Mohanlal Street, Shyam Bazar, Kolkata - 700 004

Allocation of Examinees :

(a) Morning Session - 9.30 a.m. to 12.30 p.m.
   Executive Programme : Examinees Enrolled for Both Modules: Roll No.31591 To 32090
(b) Afternoon Session - 1.30 p.m. to 04.30 p.m.
   Professional Programme : All Examinees

40. Kolkata North-4
    Shambhazar A.V. School, 88 Shyambazar Street, P.O. Hatkhola, PS Shyampukur, Kolkata - 700 005

Allocation of Examinees :

(a) Morning Session - 9.30 a.m. to 12.30 p.m.
   Executive Programme : Examinees Enrolled for Both Modules: Roll No.32091 To 32911
(b) Afternoon Session - 1.30 p.m. to 04.30 p.m.
   Foundation Programme : Roll No.17195 to 17961

41. Kolkata North-5
    Town School Calcutta
    (TS) 33 Shyampukur Street, Kolkata - 700 004

Allocation of Examinees :

(a) Morning Session - 9.30 a.m. to 12.30 p.m.
   (i) All Examinees Enrolled for Module - I Only
   (ii) All Examinees Enrolled for Module - II Only
(b) Afternoon Session - 1.30 p.m. to 04.30 p.m.
   Foundation Programme : Roll No.18722 To 18795

42. Kolkata South-1
    Lake View High School
    (LVHS) (107) P-9, C/S Scheme No. LXXII
    Panchanantala Road, Kolkata - 700 004

Allocation of Examinees :

(i) Morning Session - 9.30 A.M. To 12.30 P.M.
   Executive Programme : All Examinees Enrolled for Both Modules Only
   (ii) Afternoon Session - 1.30 p.m. to 04.30 p.m.
      (a) Professional Programme : All Examinees
      (b) Foundation Programme : Roll No.18212 To 18795

43. Kolkata
    Desbandhu Balika Vidyalaya, 58-A, Sadananda South-2(DBV), Road, P.O. Kalighat, Kolkata - 700 026

Allocation of Examinees :

(a) Morning Session - 9.30 a.m. to 12.30 p.m.
   (i) Executive Programme : All Examinees Enrolled for Both Modules Only
      (a) All Examinees Enrolled for Module-1 Only
      (b) All Examinees Enrolled for Module-2 Only
      (ii) Final Examination : All Examinees.
   (b) Afternoon Session - 1.30 p.m. to 04.30 p.m.
      (i) Intermediate Examination : All Examinees
      (ii) Foundation Programme : Roll No.17962 To 18211

44. Lucknow (214)
    National P.G. College
    2, Rana Pratap Marg, Lucknow - 226001

45. Ludhiana (215)
    SCD Govt College, Civil Lines, Ludhiana - 141001

46. Madurai (306)
    Setupati HR. Secondary School, 2 & 3 North Veli Street, (NR. Head Post Office) Madurai - 625 001
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<tr>
<th>No.</th>
<th>City</th>
<th>Address</th>
<th>Code</th>
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<tbody>
<tr>
<td>47</td>
<td>Mangalore</td>
<td>S.D.M. Law College, Mangalore</td>
<td>575003</td>
</tr>
<tr>
<td>48</td>
<td>Meerut</td>
<td>N.A.S. College Shivaji Road, E. K. Road, Meerut</td>
<td>250002</td>
</tr>
<tr>
<td>49</td>
<td>Mumbai (CG)</td>
<td>Sydenham College of Commerce &amp; Economics B. Road, Churchgate, Mumbai</td>
<td>400 020</td>
</tr>
<tr>
<td>50</td>
<td>Mumbai (GTK)</td>
<td>Smt. PN Doshi Women's College of Arts (S.N.D.T. College) Cama Lane, Ghatkopar (West), Mumbai</td>
<td>400086</td>
</tr>
<tr>
<td>51</td>
<td>Mumbai-JOG-1 -IYC</td>
<td>Govt. of Maharashtra IY College of Arts, Science &amp; Commerce Jogeshwari (East), Mumbai</td>
<td>400 060</td>
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<td>52</td>
<td>Mumbai JOG-2-TCSC</td>
<td>Thakur College of Science &amp; Commerce Suryanarayanan Thakur Marg, Thakur Village, Kandivali (East), Mumbai</td>
<td>400 101</td>
</tr>
<tr>
<td>53</td>
<td>Mysore</td>
<td>SBRR Mahajana Pre-university College Jaya Lakshimpuram, Mysore</td>
<td>570012</td>
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<td>54</td>
<td>Nagpur</td>
<td>HISLPOP College Temple Road, Civil Lines, Nagpur</td>
<td>440001</td>
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<tr>
<td>55</td>
<td>Nashik</td>
<td>BYK College of Commerce College Road, Nashik</td>
<td>422005</td>
</tr>
<tr>
<td>56</td>
<td>Noida (217)</td>
<td>Rockwood School, B-67, Sector 33, Noida</td>
<td>201 307</td>
</tr>
<tr>
<td>57</td>
<td>Panaji</td>
<td>S.S. Dempo College of Commerce and Economics SERRA Building (Near A.I.R.), Altinho, Panaji (Goa)</td>
<td>403001</td>
</tr>
<tr>
<td>58</td>
<td>Patna (105)</td>
<td>Bankipur Govt. Girls Senior Secondary School Nr. Golghar, Patna</td>
<td>800001</td>
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<td>59</td>
<td>Puducherry (309)</td>
<td>Bharathidasan Govt. College For Women (Autonomous), Mahatma Gandhi Road, Muthialpet Puducherry</td>
<td>600503</td>
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<tr>
<td>60</td>
<td>Pune-I (MIT)</td>
<td>MIT Junior College, MIT School Campus 127/1/A, Paud Road, Pune</td>
<td>411 038</td>
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<tr>
<td>61</td>
<td>Pune-II (SNDT)</td>
<td>SNDT Arts and Commerce College for Women Karve Road, Pune</td>
<td>411 038</td>
</tr>
</tbody>
</table>

**Allocation of Examinees:**

- **Morning Session - 9.30 a.m. to 12.30 p.m.**
  - **Executive Programme**: All Examinees Enrolled for Both Modules
  - **Final Examination**: All Examinees Enrolled for All Three Groups Only.
- **After-noon Session - 1.30 p.m. to 04.30 p.m.**
  - **Intermediate Examination**: All Examinees
  - **Professional Programme**: All Examinees Excluded Those Enrolled for All Four Modules.

**INSTITUTE NEWS**

**Phone-in programme on CS on AIR FM Channel**

On 30.11.2009 an hour long LIVE PHONE-IN-PROGRAMME on Career as a Company Secretary was broadcast between 4.00 and 5.00 PM on 102.6 FM Rainbow Channel of All India Radio. Amid telephonic queries from listeners across India, information about the CS Course was aired by way of an exclusive interview with N K Jain, Secretary & CEO, the ICSI during the programme: "DIAL-A-CAREER".

**Commencement of Oral Coaching Classes**

W.e.f. 5.11.2009 The ICSI - EIRC organized Oral Coaching Classes - November 2009 Batch for Foundation Programme. The inaugural programme of the classes was held at 5.00 P.M on 4.11.2009, where students, parents and faculties were invited. This step was an initiation for the benefit of the students towards knowing the Institute, giving a ground for the parents, office bearers, faculties and students to interact with each other and give the students and parents a feel of the course and its bright prospects. Mamta Binani, Vice Chairperson, ICSI-EIRC and Chairman, TEFC of EIRC in her address advised the students to attend the classes on regular basis and

**STUDENT SERVICES**

**NEWS AND ANNOUNCEMENTS**

**INDEPENDENT INSTITUTE OF CAMERERAUDS**

**EASTERN INDIA REGIONAL COUNCIL**
to interact with the faculty members without any hesitation, which will not only help them to clear their doubts but also enhance their thinking process. She also advised the students to read and understand the study materials seriously for preparation for the examinations. The Library facilities at the Institute were highlighted and the students were encouraged to avail the rich source of knowledge. Binani also advised the students to regularly update themselves by reading Economic journals and daily newspapers which are available free of cost at the reading section of EIRC Library. She emphasised the importance of participation in various programmes organised for the benefit of the students and asked the students to attend the programmes regularly. She also mentioned about the Youth Wing of EIRC, 'Corpwiz' and told the students to be a part of the Institute in whatever way they wish to which would enhance a lot of cognitive skills in them. Santanu Mukherjee, Deputy Director of the Regional Office and Utpal Mukherjee, Administrative Officer explained the rules and regulations of oral coaching classes and also advised the students to be regular in their attendance and to take utmost benefit of the oral coaching scheme. 

NORTHERN INDIA REGIONAL COUNCIL

Career Awareness Programmes
NIRC organised Career Awareness programmes as per details given below:

On 11.12.2009 the Career Awareness Programme was held at National College for Women at Alwar; on 12.12.2009 a Career Fair was held at Algal School of Management Sector-34, Gurgaon; on 14.12.2009 the Career Awareness Programmes were held at ASN Senior Secondary School Mayur Vihar-1 & KDB School, Old Kavi Nagar, Ghaziabad; on 15.12.2009 a career fair was held at I P College for Women, Shyam Nath Marg, New Delhi and on 23.12.2009 the Career Awareness Programme was held at New Era Public School, Mayapuri, New Delhi. The programmes were addressed by one or the other of the following persons jointly and severally. CS M.L. Gupta, Secretary Alwar Chapter, CS Vishal Arora, Dr. Saini (Principal) Gr.Cp. R.L. Agarwal, Counseling expert, T.R. Mehta, Executive Officer, NIRO of the ICSI, Laxman Dev & Animesh, Desk Officers of the Regional office. In the above Institutions, the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretary ship Course both in employment and in practice. Pamphlets explaining Career in Company Secretary Ship Course were also distributed to the students. A total of 2100 students attended/visited these career awareness programmes/career fairs.

SOUTHERN INDIA REGIONAL COUNCIL

BANGALORE CHAPTER

Career Awareness Programmes

The Bangalore Chapter of the ICSI conducted fifteen Career Awareness Programmes during the month of November 2009 in various places of Karnataka. The details are as under: On 11.11.2009 at Rotary Club of Bidar; on 21.11.2009 at MSM English Medium School, Sangammitra Public School, Krishnaveni Talent School, Gandhi Memorial School, Adarsh Public School and at Govt. Degree College, Zahirabad. On 3.12.2009 at Vani Degree College, Sravanthi Junior College, Gurubasava Junior College, Acharya Degree College; on 12.11.2009 at Vaishnavi Chetan PU College, Dharwad for PU II Commerce students; on 16.11.2009 at Hurakadli Women's College, Dharwad for B.Com II year students and at Hurakadli Women's College, Dharwad for B.Com III year students. The speakers were one or the other of the following. Dr. P V S Jagan Mohan Rao, Past President, the ICSI and Chief Financial Officer and Company Secretary, IND- Barath Power Infra Pvt. Ltd., Hyderabad, Prof. S M Salimath, ICSI Counsellor, Dharwad. The speakers explained in detail the course offered by the Institute and the criteria for eligibility for the course, examination, requirements of training etc., the role of Company Secretary and importance of the profession of Company Secretaries in the changing economic scenario. They then highlighted the opportunities available to those who complete the Company Secretary ship course. Further they enumerated the emerging areas of practice and the changing role of Company Secretaries. They also focused on what would be the mindset and preparation required from a student who wanted to pursue the Company Secretary ship Course. Brochures containing brief details of the Company Secretary ship Course were distributed to the students and the film on Career as a Company Secretary was also screened during the programmes. Around two thousand students taken together attended these career awareness programmes.

MADURAI CHAPTER

Inauguration of Oral Coaching Classes for June 2010 Session of Examinations

On 14.12.2009 the inauguration of oral coaching classes for Foundation Programme was held for June 2010 session of examination. V.S. Krishnamurthy, Chapter Chairman inaugurated the session and explained the importance of attending oral coaching to become successful in the examination. R.K. Bapulal, Chapter Treasurer explained the practising areas of company secretaries.

WESTERN INDIA REGIONAL COUNCIL

AHMEDABAD CHAPTER

Commencement of New Batch of Oral Coaching Classes

On 7.12.2009, a fresh batch of Foundation Programme Oral Coaching Classes commenced at New L J College with 41 students. Ashish Doshi, Member, WIRC of the ICSI remained present and addressed the students. Chirag Shah, Chairman, Oral Coaching Committee of the Chapter in his welcome address advised the students to make best use of the faculties provided for their interactive learning. Viral Shah, Principal, New L J Commerce College considered the event as a new Chapter in the relationship between an academic and a professional institution. He promised his continued support in the time to come. Priyamvad Bhatt, Administrative Officer of the Chapter Office briefed the students about the Oral Coaching guidelines and Prof Ketan Shah of New L J Classes, Coordinator for the classes, explained about the schedule of classes.

Participation in Education Fair, 2009

Ahmedabad Chapter of WIRC of the ICSI, with the initiative of Head Quarters, had the opportunity and privilege to participate in the Education Fair. The Fair was organized by Bhaskar Group's Saurashtra Samachar at Bhavnagar. B.G. Pandya, FCS and senior visiting faculty at Ahmedabad Chapter along with Kaushik Chhatbar, Incharge of Administration of Ahmedabad Chapter and Mansinisub, Subordinate staff, represented ICSI at the above Education Fair. There were around 20 different Institutions each representing their own product and/or profession. They were mainly banking organizations, Fashion Designing, Computer hardware/software and IT related programmes, job oriented courses, Media and animation, English language, etc. Among all the above, CS was the only significant Professional course. There were students and parents interested in having information about job oriented courses. But, the students studying in 12th standard and students pursuing graduation showed keen interest and inclination towards CS course. Many students pursuing CA course wanted to pursue CS simultaneously. One hour time was allotted for each participating agency for presentation and interaction with interested students and their parents. Ahmedabad Chapter allotted one hour from 2.00 P.M. to 3.00 P.M. on 27.12.2009. The session was addressed by B.G. Pandya and Kaushik Chhatbar. B.G. Pandya covered most of the aspects including Role of CS in the company whereas Kaushik Chhatbar gave details about enrolment. At the end, a question - answer time was also given to the gathering. B.G. Pandya and Kaushik Chhatbar replied the queries. Inquiry from the students included: Is there any possibility of opening a Chapter like Ahmedabad Chapter at Bhavnagar, because it will help students to get facilities without traveling much distance. Willing to open a Chapter like Ahmedabad Chapter at Bhavnagar, because it will convert into registrations, from this region.

THANE CHAPTER

Commencement of Oral Coaching Classes at Thane

From 28.10.2009 the Chapter under its regular activities started Foundation Programme oral coaching classes. CS R.T. RajGuru, Chapter Chairman inaugurated the classes and guided the students about the CS course contents, the manner in which regular studies is to be made, how to be serious about the professional courses in general and CS course in particular. Also how punctuality and regularity in attending oral coaching classes are important was also impressed upon the students. Fifty five students at Foundation level registered for the oral coaching classes.

C.S. FOUNDATION COURSE BULLETIN

NOVEMBER - DECEMBER - 2009
HELP DESK OF THE ICSI

To facilitate the smooth communication of students with Institute, contact details of various sections of Directorate of Student Services are given below:

<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>Registration Status of Foundation Program /</td>
<td>(0120) 4522061–63</td>
<td><a href="mailto:ss_reg@icsi.edu">ss_reg@icsi.edu</a></td>
</tr>
<tr>
<td></td>
<td>Executive Program, Issue of study materials</td>
<td></td>
<td><a href="mailto:ss_fond@icsi.edu">ss_fond@icsi.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>De-novo / Extension / Final Enrolment</td>
<td>(0120) 4522072–73</td>
<td><a href="mailto:ss_post@icsi.edu">ss_post@icsi.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>Paperwise Exemption / Switchover to New Syllabus</td>
<td>(0120) 4522084</td>
<td><a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>Non-receipt of Registration Letter / Identity Cards / Course Bulletin</td>
<td>(0120) 4522071</td>
<td><a href="mailto:ss_misc@icsi.edu">ss_misc@icsi.edu</a></td>
</tr>
<tr>
<td>5</td>
<td>Coaching Completion Certificates / Suggested Answers</td>
<td>(0120) 4522075</td>
<td><a href="mailto:ss_coaching@icsi.edu">ss_coaching@icsi.edu</a></td>
</tr>
<tr>
<td>6</td>
<td>Public Private Partnership Scheme</td>
<td>(0120) 4522076</td>
<td><a href="mailto:ss_coach@icsi.edu">ss_coach@icsi.edu</a></td>
</tr>
<tr>
<td>7</td>
<td>Coaching / suggested answers / oral tuition / examiners (DPTS)</td>
<td>(0120) 4522074</td>
<td><a href="mailto:coaching@icsi.edu">coaching@icsi.edu</a></td>
</tr>
<tr>
<td>8</td>
<td>Issue of Admission Certificates for Examinations</td>
<td>(0120) 4522085</td>
<td><a href="mailto:enrollment@icsi.edu">enrollment@icsi.edu</a></td>
</tr>
<tr>
<td>9</td>
<td>Duplicate pass certificate of Intermediate / Executive Program</td>
<td>(0120) 4522081</td>
<td><a href="mailto:expasscrt@icsi.edu">expasscrt@icsi.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>Duplicate pass certificate of Final / Professional Program</td>
<td>(0120) 4522082</td>
<td><a href="mailto:propasscrt@icsi.edu">propasscrt@icsi.edu</a></td>
</tr>
<tr>
<td>11</td>
<td>Duplicate pass certificate of Foundation Program</td>
<td>(0120) 4522086</td>
<td><a href="mailto:findpasscrt@icsi.edu">findpasscrt@icsi.edu</a></td>
</tr>
<tr>
<td>12</td>
<td>Transcript / Verification of Qualifications (only for students)</td>
<td>(0120) 4522087</td>
<td><a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a></td>
</tr>
</tbody>
</table>

In case of any difficulty, students may contact Shri Sohan Lal, Director (Student Services) at 0120-4522014 or write to:

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA – 201 309