Dear Students,

At the very beginning, let me convey my best wishes to all of you on the propitious occasion of 72nd Independence Day, India is going to celebrate on August 15, 2018.

Friends, Independence Day holds great significance for all of us, as it is the day when our Tricolour Indian National Flag was raised at the Red Fort in Delhi. The celebration of this day not only commemorate the freedom of India that we have achieved from British Rule, but it also articulates the rich saga of our accomplishments year after year and decade after decade. We should consider ourselves privileged that our forefathers have given us a land of peace and joy where we can exercise our rights without fear and contribute our worth in our identifiable development and in the development of the entire nation.

Our country is making rapid strides in the field of technology, education, sports, finance and various other fields which were almost impossible before freedom. India is one among the countries rich in nuclear power and is now considered as one of the fastest growing economies of the world. We are going ahead by actively participating in global activities, be it governance, technology, economy, policy, sports and alike.

Yes, we are sovereign and relish complete freedom in largest democracy in the world, however we should not take ourselves free of responsibilities towards our country. Being responsible citizens of the country, we should be always ready to abide by the rules and regulations and follow a premier structure of good governance in the interest of entire nation. As a student and a precious stakeholder of the Institute, a Premier National Body in the field of Governance, you have an added responsibility of ensuring best practices of compliance and governance through your professional service to the Nation.

Considering the momentous role of our professional commune in assisting the nation towards a successful attainment of the Freedom from Corruption, Terrorism, Casteism, Communalism and Dirt, the Institute is standing shoulder to shoulder in building the capacity of its professionals in the contemporary perspectives of Good Governance.

In the preceding month, the organization of Golden Jubilee Year – 19th All India Students’ Conference, opening of 75th Study Center, Observation of Student Month with varied activities of inclusive development of our students, Webcast for Students on Pre-Exam Test, New Syllabus and Prevention of Sexual Harassment at Work Place and alike, features our endeavors in enabling our students to act as the professional catalyst in reaping the glory of the Institute and India at global platform.

Friends, in last fifty years, the Institute have been a proud partner in the splendid development of the nation and I am sure that with our proficiency and expertise, we would keep serving the nation for an efficacious transformation towards a New India on the proud carnival of 75th year of Independence in 2022.

Last but not the least, ‘Let’s take decision to value our Nation, not to forget the sacrifices, who gave us the freedom, now it’s our turn for reformation’.

Happy Independence Day!

Best Wishes

CS Makarand Lele
President, ICSI
Governance: A Tale from Ancient Indian Scriptures*

Introduction

The idea of Good Governance is as old as Indian civilization. The rulers were bound by dharma, popularly called ‘Raj Dharma’, which precisely meant for ensuring good governance to the people. Even though monarchy prevailed, there was no place for any theory of the divine rights of the kings or of arbitrary rule. Raj Dharma was the code of conduct or the rule of law that was superior to the will of the ruler and governed all his actions. This description of Good Governance found in ancient Indian scriptures, can be the Jataka tales, Shanti Parva-Anushasanparva of Mahabharat, Shukracharyas’s Nitisar, Panini’s Ashtadhyayi, Aitreya Brahmana, Valmiki’s Ramayana and especially in Kautilya’s Arthashastra. Arthashastra while highlighting the principle of good governance declares, “In the happiness of his people lies king’s happiness, in their welfare his welfare, whatever pleases himself he shall not consider as good, but whatever pleases his people he shall consider as good.”

Today when the approach of Governance is talked more from the point of good governance ensuring accountability and transparency, in Ancient India, it was deep rooted over all administration of state. It talked about how the king used to manage his subjects through effective Governance.

The existence of the concepts like “Satyam Shivam Sundaram” which states whatever is true is godly and whatever heavenly is beautiful and “Vasudeva Kutumbakam”, the Sanskrit phrase meaning the whole world is a single unit, with its roots in the words, shows clearly that righteousness, transparency and truth is the basic guide for the welfare of the masses. We need unity to build a new one world where governance is the periphery and inclusive welfare is utmost.

Governance Lessons from Ramayana

The Ramayana, the saga of Rama’s life written by Valmiki, is widely acclaimed as among the greatest of all Indian epics. The narrative is regarded as a veritable treatise on social sciences, offering lessons that transcend both time and space. In fact, this famous Grantha carries useful tips on ethics and values, statecraft and politics, and even of management and governance.¹

- **Transparency, Integrity and Fairness**

  In Ramayana King Dasharatha, instead of using his powers of king, called all his ministers and asks their consent for giving the responsibility to his elder son Rama to rule Ayodhya for the benefit of the people as he has grown old and can’t carry the burden of righteousness shows the highest level of transparency, integrity, fairness, honesty, justice

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* Dr. Gargi Rajvanshi, Assistant Director, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.
in decision making process. Though king Dashratha could use the power of king and as per 
rajtantra (monarchy) there were no need to ask any suggestions from the mantrigana/
sabhasad but wanted to know what his citizens wants and what is there views for 
prosperity and happiness for all. Therefore, he followed democratic way of decision 
making process where all citizens should get involved for their and their kingdoms 
development.

राजप्रभावजुष्टाम् हि दुवविामहजतेहरिय ैः
पररश्रारतोऽहमम लोकमय गुववीं
धमवधुरीं विन्
|| २-२-९

In this, King Dasharatha says to his ministers - The burden of worldly righteousness is 
very heavy. This can be sustained only by royal power with qualities like courage and 
valor. A person who has no control of senses cannot carry this burden. I have become tired 
while carrying this burden of righteousness

सोऽिीं हवश्रमहमच्छाहम पुत्रीं
कृत्वा प्रजाहिते
सहरनकृष्टाहनमान् सवावननुमारय हिजर्वभान्
|| २-२-१०

In this Dasaratha asks his ministers consent for giving responsibility to his elder son Rama 
to rule Ayodhya for the benefit of the people.

The above mentioned verses show the character and integrity expected from the leaders 
of organizations for enhancing the level of corporate governance within the organization. 
Good corporate governance requires that the managerial personnel should discharge their 
duties with due care as a fiduciary of the authority vested in them by virtue of their 
holding position in the company.

- **Good administration**

In Valmiki Ramayana, on the eve of Sri Rama’s coronation, King Dasharatha summoned 
Rama and tendered wholesome and mature advice on Administration based on his 
experience. King Dasharatha said although you are a storehouse of virtues, but I wish to 
offer some friendly advice to you out of sheer affection.

The importance attached to personal discipline and farsightedness in matters of efficient 
administration will be evident from the foregoing.

"Oh, son! By nature, you are very humble and virtuous. Even then, because of my 
friendship with you, I can tell you this for your benefit."

The present day corporate scenario also requires leaders with the qualities and vision as 
in the above verses for imbibing good corporate governance tenets in the organization. 
The leaders have to possess and demonstrate the qualities of trust, vision, and fairness so 
as to imbibe the desired confidence in the stakeholders.

- **Governance in trust and good faith**

The sincerity with which Bharata takes care of the kingdom's affairs while Rama is away 
speaks of true values of trust and good faith.

Bowing before the sandals, Bharata spoke the following words to Rama: "O, Rama the hero 
and the tormentor of enemies! For fourteen years, I shall wear matted locks and robes of 
bark, live on fruits and roots O Rama, and live outside the city, offering the ruling of the 
kingdom to your sandals." In today’s corporate world the good governance concept 
requires similar kind of trust and faith from the Managers who manage the affairs of the 
company for the benefit of all stakeholders. A critical factor in good governance is the 
quality of ministers. Rama asks Bharata whether he has appointed courageous,
knowledgeable, strong-willed men with a high emotional quotient as his ministers, because quality advice is the key to effective governance.

राम: तथा सत्य पूर्वे: स्ताने धर्मानुसंधाने।

र अजहतं पितुष्याय अदेशम् शरीरी व्योमस्माय इव उदितं। ॥२-८२-६॥

The emphasis is on competence and confidentiality. Rama’s advice to Bharata is to take a decision on a complex issue neither unilaterally nor in consultation with too many people. There should be an efficient core group.

- **Concern for all stakeholders**

"After returning from battle, Rama goes to citizens on an elephant or a chariot and inquiries about their well-being as though they were his own kinsmen, like a father does to his sons. He asks about their wives and children, about the sacred fires, about their servants and students, always completely as per the due order. "Good corporate governance requires that the well-being of all the stakeholders should be duly protected and maintained at all times with concern and passion.

- **Performance Evaluation**

"Rama the best among men always asks us 'Are your disciples serving you by keenly performing their actions?' "Performance evaluation of the organizational personnel is essential to ensure that they are always performing to the best of their ability and in the interest of all concerned. Good corporate governance is possible when all those in position of authority have the requisite knowledge and skills necessary for carrying out the organizational functions. This verse focuses on formal and structured education as an enabler for practice of good corporate governance.

**Learning Lessons of Governance from Mahabharata**

Like ‘Ramayana’, the epic of ‘Mahabharata’ also has many lessons of good governance.

Here are some lessons which could be drawn from the epic.

- **Merit over Birth**

When it comes to announcing a successor to his vast kingdom, King Bharata does not choose any of his own sons. Instead, he names Mahabharat King Bharat Bhumanyu whom he considers more capable to manage the affairs of his kingdom. In a dynastic rule, seeds of democracy are thus sown.

- **Commitment**

For his father Shantanu’s happiness, Bhishma swears never to marry. Throughout his life, he remains committed to the kingdom of Hastinapur. Despite his difference of opinion with Dhritarashtra and Duryodhana, and despite his obvious fondness for the Pandavas, he leads a vast army against the latter. However, his conduct is very transparent; he openly tells Duryodhana that though he is fighting for Kauravas, he shall not harm any of the Pandavas.

On the flip side, Bhishma also sets the example of a senior professional who overstays his welcome!
- **Failures are Stepping Stones**
  Bhishma abducts three sisters – Amba, Ambika and Ambalika – to get them married to Vichitravirya. However, Amba claims she is already in love with Salya and cannot accept anyone else as her life partner. Eventually, she is rejected by both Bhishma and her own ex-lover Salya. She takes this failure as a challenge and ends up being born as a person of mixed gender – Shikhandi – in King Drupad’s family. Eventually, he/she becomes the cause of Bhishma’s death in the battlefield.

  Those who take their failures as a challenge have the capacity to introspect. They identify their weaknesses and take steps to excel in areas in which their arch rival is strong. Ultimately, victory is theirs.

- **Promises are like Babies!**
  Just like babies, promises are easy to make but difficult to keep. When they are studying together, Drupad, a prince, and Mahabhata Kurukshetra Dronacharya, a commoner, become good friends. Drupad light-heartedly tells Dronacharya that once he grows up to become a king, he would be happy to share half of his kingdom with Dronacharya. However, once they grow up, Drupad reneges on his statement and even mocks Dronacharya in his court. The result is life-long bitter rivalry between the two which spills onto the battle field, with Dronacharya on the Kaurava’s side and Drupad on the Pandava’s side.

- **Destructive Attachment**
  Contrast the behavior of King Bharata to that of Dhritarashtra. He has an obsessive attachment to his evil son. He permits the Pandavas to proceed to Varanavat where, by his son’s evil designs, they are persuaded to stay at a house constructed of inflammable materials. He allows a deceptive game of dice, making the Pandavas lose their part of the kingdom. In his presence, Draupadi, his daughter-in-law, is insulted in his royal court. Bhishma, Vidur, Krishna and several others attempt to persuade him to rein in the unbridled ambition of his son Duryodhana, but to no avail. The result is a terrible war leading to devastation of the kingdom.

- **Concentration**
  Multi-tasking is a buzzword in professional circles. But Arjuna displays a kind of concentration which involves a complete focus on Mahabharat Swayamvara Draupadi Arjuna Archery the task at hand. In the process, he evolves into an excellent archer of his times. Whether it is the bird whose eyes alone he is able to see before shooting his arrow, or the rotating fish whose eye he has to pierce based on the image cast in the water urn placed below in the court of King Drupada, he excels in accomplishing the task at hand.

- **Perseverance**
  Notice the kind of setbacks Pandavas get to suffer in their lives. They survive the insidious designs of their Kaurava cousins at Varanavat. After losing their kingdom and wealth to Kauravas in an unfair game of dice, they undergo an exile for twelve years in forests. This is followed by a year of remaining incognito, which they do so in King Virata’s palace. When a peace proposal gets discussed with Kauravas, Yudhisthira offers to settle the dispute between the brothers by being content with ownership of five villages only. Even this gets turned down by Duryodhana.

- **United We Stand**
  The mother of Pandavas, Kunti, delivers a master stroke by getting Draupadi to accept all the five brothers as her husbands. The result is a whole unified family which goes through its trials and tribulations as a single unit. Each of the brothers has a USP – if Yudhisthira is the epitome of virtue upholding ‘dhrama’ (righteousness) at all costs, Bhima and Arjuna
are great warriors who have to be kept on a tight leash, impatient as they are in extracting revenge from Kauravas. Nakula and Sahdeva have their own unique qualities. Together, the five brothers form a multi-skilled and invincible team.

- **Excellence in Governance**
  When Indrapastha is built, Pandavas rule in a fair and just manner. They do not stray from the path of righteousness, thereby winning the love and affection of their subjects. They rule for thirty-six years before falling prey to an unfair game of dice. Excellence in governance is a vital condition for a business leader to command respect amongst his team members. Taking good care of people is an important part of governance.

- **Being Impartial**
  In the Yaksha episode, Yudhishtira is asked as to which of his four brothers he would wish to be brought back to life. He chooses Nakula. When queried, he justifies his choice by explaining that of the five of them, three (himself, Bhima and Arjuna) were born to Kunti and two (Nakula and Sahdeva) to his father’s second wife, Madri. Since he is alive, Kunti is only partially bereaved. Likewise, let Madri also be partially bereaved – hence his choice of Nakula. Pleased at this, Yaksha revives all the four remaining brothers. Being impartial does not come easy to a leader. However, this is indeed the mark of a true statesman.

- **Strategy and Leadership**
  In a careful reading of the major turning events in the whole narrative, Krishna emerges as an eminent strategist. He keeps Draupadi’s frustration under check. He knows that Kauravas would never agree to let Pandavas have their share of the kingdom in a peaceful manner. Yet, he himself goes to plead their cause so that peace is given a last chance. In the battle that ensues, he virtually leads the 7 divisions of Pandavas’ army to a decisive win against the 11 divisions of Kauravs’ army. The manner in which Krishna persuades a demoralized Arjuna to take up his arms by enunciating the basic principles of life in the Bhagavad-Gita is exemplary.

- **Execution and Followership**
  If Krishna proves his leadership skills, Pandavas display the skills of being true followers and executors. Yudhishtira, considered an epitome of virtue, agrees to announce the false news of Ashwatthama’s death, thereby leading to Dronacharya getting vanquished. Motivated by him, Arjuna takes up his arms against his grandfather, Bhishma. Bhima listens to Krishna and ends up killing Jarasandha (much earlier in the narrative) and Duryodhana (towards the fag-end of the battle).

- **Key to Failure**
  As the crown prince of Kauravas, Duryodhana initiates a war which has to be fought under the leadership of commanders who have a soft corner for the Pandavas! With the exception of Karna and his own brothers like Dushasana et al, all his commanders – like Bhishma, Dronacharya and Shalya – are only duty bound to support him. Their real sympathies are with the Pandavas. Thus, he is saddled with an army which is far superior to that of Pandavas in terms of sheer numbers, but sorely lacks in motivation. Duryodhana’s greed, envy and jealousy lead him to his doom.

- **Rash Commitments**
  Abhimanyu, Arjuna’s son, gets killed unfairly and the main culprit is held to be Jayadratha. Arjuna is livid with rage and declares that he would kill Jayadrath by the following evening.
or renounce the world. At a crucial moment in the next day’s war, Krishna intervenes to ensure Arjuna’s victory, bringing relief and joy to all. Faced with a drastic situation, a professional needs to sit back and think for some time before committing himself to a target which could well turn out to be unattainable.

- **Knowledge vs. Virtue**
  One of the sub-plots narrates the story of Arvavasu and Paravasu. Both are sons of a great scholar and become great scholars in their own right by acquiring knowledge. But one turns out to be good and the other evil. Moral of the story – knowledge which remains undigested information crammed into the mind cannot instill virtue in a person. Such knowledge merely remains like our clothes, an external factor in our appearance which does not reveal what we are within ourselves.

- **Avoid Arrogance**
  One of the several sub-plots in ‘Mahabharata’ is that of Nahusha who falls from grace after having occupied the throne of Indra, king of the Gods. His fall comes about because of sheer arrogance and pride.

**Conclusion**
Governance is an imperative concept since ages and is much relevant in the present scenario when government is seen as a charioteer for ensuring wide ranging development under the welfare concept. Welfare of a populace not only means growth and development of aligned interest of the society, rather it ensures that overall growth is attained in the society for the present generation and for the future generations too. In this process, it requires lot of accountability and commitment among the various authorities within the nation. Governance is not a new concept and this existed long back. The history of effective Governance and the relatively of Good Governance can be traced back to Ancient period. The above discussed principles from the verve of Mahabharata and Ramayana indicates strong evidences and give reference to the existence of effective Governance practiced during our ancient times.
Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday - Friday) at 0120-4082125

Students may also write their academic queries on academics@icsi.edu

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Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated ‘Info Capsules’ on the Institute’s website www.icsi.edu.

Students are requested to take advantage of this initiative.

Our best wishes for all your endeavors.

Team ICSI
Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:
- Vyavsayik Arthshasttra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavasayik Arthashasttra Part – II, by S C Sharma,
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhankan by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari S N & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouti Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:
- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:
- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr Ravi Gupta

Eastern Book Company:
- Administrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Uphokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastaantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach To Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

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COMMUNICATING WITH THE INSTITUTE

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of the services and their uses which are important for awareness are listed:

1. CALL CENTRE

The Institute has established a dedicated call centre with Phone Nos. 0120-6204999 & 0120-3314111. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.

Now, instant access to ICSI

Dial ICSI Call Centre

@ 0120-6204999 & 0120-3314111

(from 7 am to 11 pm)
2. STUDENT ACADEMIC HELPLINE

The Student Academic Helpline is the helpline launched for students which provides the best of the faculty across the country to guide the students on various subjects. The Helpline remains open at 7 AM in the morning till 11 PM of night.

Students may call us at 0120-6267777 and inform the central core team about their query on any topic of Company Secretaryship Course. The central core team thereafter connects the students to the subject expert/faculty across the country.

3. 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.

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

4. UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter
3. Instagram

Click on appropriate links on home page of ICSI website to get access to these webpages.
https://twitter.com/icsi_cs
https://www.facebook.com/ICSI
https://www.instagram.com/cs_icsi/

6. SAMPARK - MISSED CALL FACILITY

We are pleased to inform that the Institute has recently launched Missed Call facility under the project ICSI – Sampark.

Prospective students may give a missed call at this number “8824401155”. ICSI officials across India will contact to students and answer their queries pertaining to ICSI.

All students are requested to disseminate this information amongst their friends and relatives who are interested to join CS Course so that they can be guided at zero cost.
REGISTRATION

1. 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 upto August 2015 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period at the end of July 2018.

Students who have not passed the Foundation Examination within the validity period of their registration and are not graduates, may seek fresh admission online at Institute’s website [www.icsi.edu](http://www.icsi.edu) together with the Foundation Programme admission fee of Rs.4500/-.

2. REGISTRATION FOR CS EXECUTIVE PROGRAMME
Students who have passed the Foundation Program examination held in December 2017 and register in Executive Program upto and including 28th February 2018 would be eligible to appear in both modules of the Executive Program to be held in December 2018 examination and students who will take registration in Executive Program between 1st March, 2018 to 31st May, 2018 will be eligible to write only one module in December 2018 examination of the Executive Programme.

Students can register online at Institute’s website [www.icsi.edu](http://www.icsi.edu) at online services option at the following link [https://smash.icsi.in/Scripts/login.aspx](https://smash.icsi.in/Scripts/login.aspx). 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.
PROCEDURAL COMPLIANCE

1. CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id. Students can also reset their password anytime (The new password will be displayed on the screen). The process is given below.

Manual for Change of Mobile number, Email Id, Address and resetting password

Step 1: Log in with valid credentials on smash.icsi.in
Step 2: Change Mobile Number and Email address

![Change Communication Details](image-url)
Step 3:

![Image of Change Communication Details page]

Process 2: Process to change correspondence /permanent address

Step 1: After Log in

![Image of Company Secretaries of India profile options]

1st Click

2nd Click
Step 2: To change Correspondence address

Step 3:

Note: Same process will be for changing permanent address.
Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in
Step 2: Click on Profile > Change Password

2. **UPDATION OF E-MAIL ADDRESS/MOBILE NUMBER**

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

3. **STUDENT IDENTITY CARD**

Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

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

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

4. VERIFICATION OF PARTICULARS IN THE STUDENT ACCOUNT

Students are advised to invariably check the particulars in their online Account and point out discrepancies, if any, in name, photograph, signature, paper-wise exemption status, validity of registration, other particulars, etc. to avoid mismatches in Identity Card, Admit Card, Attendance Sheet, etc. which may create complications at the time of appearing in the examinations, declaration of results, issue of mark sheets, etc.

All the students are further advised to maintain uniformity in their signatures on student's identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

5. REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheet/Pass Certificates for regularizing their admission at their online account at www.icsi.edu. Students, who have already uploaded/submitted their Senior Secondary Examination Markssheets/Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

- Name
- Details of Fee paid
- Admission No.
- Email Address
- Complete Postal Address with Pincode
6. CANCELLATION OF PROVISIONAL ADMISSION

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

7. ATTENTION STUDENTS!

DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the stipulated time period failing which their registration applications would be rejected.

IMPORTANT ALERTS FOR STUDENTS

1. OPPORTUNITY FOR HIGHER EDUCATION WITH SCHOLARSHIPS FROM GOVERNMENT OF INDIA

The ICSI Student Education Fund Trust is providing financial assistance / scholarships on the basis of the marks scored by them in the qualifying examinations (10+2, Bachelor's Degree, etc.). The scholarships are continued and ensure ‘zero cost’ education to meritorious students provided they are able to pass the different stages of examinations at the first attempt and first available opportunity.

Besides the above, Government of India and most of the State Governments in India are providing substantial amount of Post-Matric Scholarships to the eligible students belonging to minority communities, having disability and various other categories. For details of Scholarships available, students may please refer to the National Scholarship Portal at http://scholarships.gov.in/

Government of India has created the National Scholarship Portal as a Mission Mode Project under National e-Governance Plan (NeGP) to provide single-window services to the eligible students for availing scholarships against all the schemes of the Central and State Governments.

The students of CS Course are eligible to apply for scholarships provided by Central / State Governments under different schemes.

The Institute would like to emphasise that it is a golden opportunity to the students desirous of pursuing Company Secretaryship Course while availing scholarships from the Government. Eligible students shall be able to pursue the CS Course at subsidised/zero cost. The existing students of the Institute are advised to make use of such Scholarship Schemes apart from disseminating the details amongst their friends and relatives.
The procedure for applying for Scholarships through the portal is furnished below:

1. Visit the National Scholarship Portal [http://scholarships.gov.in/]
2. Name of Institute: “THE INSTITUTE OF COMPANY SECRETARIES OF INDIA”
3. Institute, DISE / AISHE Code No: 9
4. The ICSI Current Course Level: CERTIFICATE
5. State: DELHI
6. District: NEW DELHI
7. Course/Class Name: COMPANY SECRETARY (CS)
8. Admission Type: CORRESPONDENCE

2. CHARTERED SECRETARY JOURNAL

The “Chartered Secretary” Journal is published by the ICSI, with a view to ensure continuous upgradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the same by remitting the nominal subscription fees of Rs. 500/- per annum. Students can either subscribe for the Journal at the time of registration in each stage of CS Course or separately through our Chartered Secretary division.
3. ATTENTION STUDENTS!

PROCEDURE TO CREATE / RESET PASSWORD

Students are advised to follow the steps as given below for creating/ resetting password for the New Portal launched by the Institute:

Step-1

Click on the following link to visit the SMASH Portal:

SMASH PORTAL

The following screen opens:

Step-2

Students may directly visit the Reset/ Create Password link:

RESET OR CREATE PASSWORD

The following screen opens:

Enter the Registration Number and Verification Code
Step-3 The following screen opens:

Enter Registration Number, Date of Birth, Country, Mobile Number and E-Mail Id (the details should exactly match with those appearing in the Old System) and click on the Submit Button.

Step-4 On entering the details given above, the following screen opens:

Enter the New Password and Confirm the same. While entering new password, please ensure that the password contains at least one character in Uppercase, one character in Lowercase, one Special Character and one Numerical character. For example Student@123.

Step 5 The following screen opens:

Password is created, say, Student@123
4. **CLASS ROOM TEACHING**

**Through Regional Councils/Chapters**

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching 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 classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches are given below :-

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**Note on Step 6**

If the ‘Popup’ is disabled in your browser, the window “Password created successfully” will NOT open. Therefore, please enable the ‘Popup’ Window in the browser (Internet Explorer/Chrome, etc.) as per the image given below to enable the system to reset your password:

![Image of popup window]

Please follow the criteria of password One Upper Case, One Lower Case, One Numeric and One Special Character in the password entered by you. For example, Student#4078, ICSI*2136, etc.

**Step 6**

- Click on OK button, you are now ready to login to the new portal and avail the Online Services.
- Visit the SMASH portal and login to your Online Account by entering your User Id (Registration Number) and the newly created password.
### Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.

Number of Class Room Teaching Centres at Regional Councils/Chapters.

<table>
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<tr>
<th>SL NO</th>
<th>REGION</th>
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<td>EIRC</td>
<td>BHUBANESWAR</td>
<td>ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015</td>
<td>Foundation</td>
<td>Mr. P.C. Swain</td>
<td><a href="mailto:pratap.swain@icsi.edu">pratap.swain@icsi.edu</a></td>
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<td>DHANBAD</td>
<td>B-14, OLD DOCTORS COLONY, JAGJIVAN NAGAR DHANBAD-826003</td>
<td>Foundation</td>
<td>Mr. Govind Kumar Tiwari</td>
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<td>Executive</td>
<td>Mr. Chiranjeeb Sarma roy</td>
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<td>4</td>
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<td>KOLKATA</td>
<td>ICSI-EIRO, 3A, AHIRIPUKUR 1ST LANE KOLKATA-700019</td>
<td>Foundation</td>
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<td>EIRC</td>
<td>PATNA</td>
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<td>Mr. Ratnesh Kumar</td>
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<td>9835042476/06 12-2322405</td>
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<td>EIRC</td>
<td>RANCHI</td>
<td>ICSI CHAPTER 2C, OM SHANTI APPARTMENT, O C C BANGLA SCHOOL LANE MAIN ROAD, RANCHI - 834001</td>
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<td>0651-2223382</td>
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<td>ALWAR</td>
<td>42, RAGHU COMPLEX, SCHEME NO.-10, VIJAY MANDIR MARG, ALWAR</td>
<td>Foundation</td>
<td>Mr. Anand Kumar Arya</td>
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<td>8</td>
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<td>ALLAHABAD</td>
<td>30-A / 9 / 2A COOPER ROAD NEAR HARI MAZID, INFRONT OF HP MEDIA, 2ND FLOOR, CIVIL LINES ALLAHABAD - 211001</td>
<td>Foundation</td>
<td>Mr. Amitabh Shukla</td>
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<td>ICSI CHAPTER BARIELLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BARIELLY - 243122</td>
<td>Foundation</td>
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<td>BIKANER</td>
<td>ICSI HOUSE, IN FRONT OF CMHO OFFICE BISCUIT GALI, TYAGI VATIKA STATION ROAD BIKANER (RAJ.)-334001</td>
<td>Executive</td>
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<td>DELHI</td>
<td>ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTIONAL AREA NEW DELHI-110 005</td>
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<td>12</td>
<td>NIRC</td>
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<td>GHAZIABAD</td>
<td>GHAZIABAD CHAPTER, 23-B,NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD</td>
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<td>NIRC</td>
<td>JAIPUR</td>
<td>A-5/A, ICSI HOUSE, JHALANA DOONGRI, INSTITUTIONAL AREA, JAIPUR (Raj.)</td>
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<td>JALANDHAR</td>
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<td>Mr. Shiv Moorthi Tiwari, Mr. Sandeep Rapra</td>
<td><a href="mailto:shiv.tiwari@icsi.edu">shiv.tiwari@icsi.edu</a>, <a href="mailto:raju.kumar@icsi.edu">raju.kumar@icsi.edu</a></td>
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<td>VARANASI</td>
<td>F BLOCK 1ND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002</td>
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<td>YAMUNA NAGAR</td>
<td>DAV College for Girls, Academic Block-4, Jagadhri Road, Yamuna Nagar-135001</td>
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<td>AMARAVATI</td>
<td>1st FLOOR HINDU COLLEGE &amp; HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR-522003</td>
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<td>Mr. Sreejith P, Mr. S.Ashok <a href="mailto:sreejith.p@icsi.edu">sreejith.p@icsi.edu</a>, <a href="mailto:s.ashok@icsi.edu">s.ashok@icsi.edu</a> &amp; <a href="mailto:coimbatore@icsi.edu">coimbatore@icsi.edu</a></td>
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<td>Mr. V P C Sharma <a href="mailto:vpc.sharma@icsi.edu">vpc.sharma@icsi.edu</a></td>
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<td>Mr Sree Kumar T S <a href="mailto:kochi@icsi.edu">kochi@icsi.edu</a></td>
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<td>Mr. T.Raja <a href="mailto:traja@icsi.edu">traja@icsi.edu</a> &amp; <a href="mailto:madurai@icsi.edu">madurai@icsi.edu</a></td>
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<td>SHANKAR B <a href="mailto:sankara.badi@icsi.edu">sankara.badi@icsi.edu</a></td>
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<td>Mr. N.Dhanabal <a href="mailto:dhanabal.n@icsi.edu">dhanabal.n@icsi.edu</a></td>
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<td>Ms. Roby Joshep <a href="mailto:palakkad@icsi.edu">palakkad@icsi.edu</a></td>
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<td>ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR</td>
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<td>Mr. S V Vinod Kumar</td>
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<td>0891-2533516</td>
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<td>Ms. Anita Malviya</td>
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<td>WIRC</td>
<td>Kolhapur</td>
<td>R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bunglow, Shahupuri, Kolhapur- 416001</td>
<td>Foundation</td>
<td>Ms. Archana Kamlakar</td>
<td><a href="mailto:kolhapur@icsi.edu">kolhapur@icsi.edu</a></td>
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<td>Foundation &amp; Executive</td>
<td>Contact Person</td>
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<td>MUMBAI</td>
<td>THE INSTITUTE OF COMPANY SECRETATIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER - II, NARIMAN POINT MUMBAI- 400021</td>
<td>Mr. Bannashankar Dasari</td>
<td><a href="mailto:bannashankar.dasari@icsi.edu">bannashankar.dasari@icsi.edu</a></td>
<td>9223542195</td>
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<td>MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064</td>
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<td>NAGPUR CHAPTER OF ICSI, 3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012</td>
<td>Mr. Sudhakar Aisalwaru</td>
<td><a href="mailto:nagpur@icsi.edu">nagpur@icsi.edu</a></td>
<td>0712-2453276</td>
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<td>WIRC</td>
<td>NASHIK</td>
<td>BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTRA-422005</td>
<td>Mr. Amit Kumar</td>
<td><a href="mailto:Amit.Kumar_N@icsi.edu">Amit.Kumar_N@icsi.edu</a></td>
<td>8796090345</td>
<td></td>
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<td>NAVI MUMBAI</td>
<td>ICSI-CCGRT, OFFICER NO-204, 2ND FLOOR, PLOT NO-101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI- 400614</td>
<td>Ms. Lachhmi Bhatt</td>
<td><a href="mailto:navimumbai@icsi.edu">navimumbai@icsi.edu</a></td>
<td>022-27577816</td>
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<td>46</td>
<td>WIRC</td>
<td>PUNE</td>
<td>CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR JOSHI HOSPITAL, PUNE - 411037</td>
<td>Mr. P.S. Emmanuel</td>
<td><a href="mailto:ps.emmanuel@icsi.edu">ps.emmanuel@icsi.edu</a></td>
<td>8149121488</td>
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<tr>
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<td>WIRC</td>
<td>RAIPUR</td>
<td>H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR - 492001</td>
<td>Mr. Prafulla Kumar Dash</td>
<td><a href="mailto:raipur@icsi.edu">raipur@icsi.edu</a></td>
<td>0771-2582618</td>
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<td>WIRC</td>
<td>SURAT</td>
<td>TRIJUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT- 395001</td>
<td>Mr. Goutam Karmakar</td>
<td><a href="mailto:goutam.karmakar@icsi.edu">goutam.karmakar@icsi.edu</a></td>
<td>8013214546</td>
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<td>THANE</td>
<td>ICSI THANE CHPATER, 201-202 SAI PLAZA COMPLEX GODBUNDER ROAD NEAR KAPURBAWADI JN, OPP TO ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607</td>
<td></td>
<td>Mr. Soujit Das</td>
<td><a href="mailto:soujit.das@icsi.edu">soujit.das@icsi.edu</a></td>
<td>7506104313</td>
</tr>
<tr>
<td>50</td>
<td>WIRC</td>
<td>VADODARA</td>
<td>ICSI VADODARA CHPATER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007</td>
<td></td>
<td>Mr. Amit Kumar Nagar</td>
<td><a href="mailto:amit.nagar@icsi.edu">amit.nagar@icsi.edu</a></td>
<td>8980949075</td>
</tr>
</tbody>
</table>
5. ICSI GRIEVANCE SOLUTIONS CELL

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below in the user manual:

---

User Manual

Complaint

For

Guest and Registered Users

---

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<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>1.1 Guest User</td>
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<td>1.2 Registered User</td>
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<tr>
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<td>5</td>
</tr>
</tbody>
</table>
Introduction: User will log complaints through Complaint module as a guest or registered user and generate the complaint number against each complaint. Registered user will log complaint from their account and guest user will log complaint through public URL.

Complaint user manual is covered for below users’ processes-
  Complaint: Guest or Registered User (Register and Track Complaint) and
  Complaint: Administrator (Track and Manage Complaint)

1. Complaint: For Guest or Registered User

Register a Complaint

Screen: Log Complaint

- User double click the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open, and type the URL https://smash.icsi.in/Scripts/login.aspx in the web browser address bar. Above screen will be displayed.

- User mouse over header menu link “Complaint” and click on sub menu “Register A Complaint”. Page will redirect to “Register A Complaint” page.

1.1 Guest User

By default “Guest User” option will be selected on Register A Complaint page. The guest user will fill the complaint form as appears in below “Register a Complaint” screen. All red asteric fields are mandatory fields.

- Guest user will enter demographic and contact information.
- Once the guest user selects the relevant topic and sub-topic, related FAQ will be displayed to the user as a link.
- The Guest user will explain complaint in the Complaint Description area box.
- The Guest user can upload supporting documents if any under Document Upload panel.
- The Guest user will submit the complaint by clicking on the “Submit” button.
ICSISMASH Complaint User Manual

- Upon complaint submission, a complaint number is generated and sent to the user through email or SMS.

Register a Complaint

- Guest User  ○ Registered User

**Mandatory Fields**

First Name *
Middle Name
Last Name
Email Id *
Confirm your Email ID *
Date of Birth *
Country *
Select Country
State/Province *
Select State
District *
Select District
City *
Select City
Mobile Number *

**Mandatory Fields**

@ Topic *
Select Topic
Sub Topic *
Select Sub Topic
Complaint Description *

Document Upload

File Name
Browse...
Upload

Following document formats are allowed [pdf, png, jpeg, jpg, docx]
with maximum size limit of 1 mb.

Verification Code *

Submit

- User select date of birth from the date
- User can remove entered date of birth
- User select relevant Topic
- User select relevant Sub Topic
- User click on browse button and locate file
- After browsing file user upload relevant file by clicking on Upload
- User enter verification code in the text box as display on the screen.
- User can refresh verification code by clicking on refresh icon.

1.2 Registered User

User select registered user radio button, page redirects to User Login page. The registered user has to enter the login credentials to login into the portal. Registered user authentication credentials are:

- **User Id:** User enter registered User’s User Id
- **Password:** User enter registered User’s Password
- **Verification Code:** User enter verification code which is displayed on screen
- Once the authenticate credentials have been verified by the system, the system will allow the user to log into account successfully.

- After login, registered user will navigate to “Register a Complaint page” through the Complaint link. By default and fill the Register a Complaint page as in above screen. Registered users’ demographic and contact information will be prefilled.

1.3 Track Complaint

User will search registered complaint by mobile number or email id or complaint number.

Search result will be displayed in the Search Result grid.
User click on “Complaint Number” and page redirect to “Complaint/Grievance” page.

- User will view registered complaint status.
- User will download uploaded complaint supporting document detail if exist.
- User will view Remarks to Complain History if exist.
- User will view any SMS/Email correspondance.

User can download uploaded complaint

User click on Close button to close Complaint/Grievance page
1. UPDATION OF DATA

The Institute in its continuous endeavour to update technology is revamping all online services. We are moving through a transition phase while implementing the flagship online platform SMASH (Student Member Application Software Hosting).

With this, the data of all students registered under old system has been migrated to new system and after this transition all students are compulsorily required to log in at the new SMASH(Student Member Application Software Hosting) system.

Further after the migration process, it has been observed that the address of some of the students are incorrect. It is therefore advised to update your address immediately.

In case you don’t update your correct address, you may miss important communications, study material etc sent by the Institute by post.

Please follow the steps given below for updation of address:

1.) Log into new system at [https://smash.icsi.in/Scripts/login.aspx](https://smash.icsi.in/Scripts/login.aspx)

2.) In case you have not logged in to SMASH before, reset your password at the following link. [https://smash.icsi.in/Scripts/GetPassword.aspx](https://smash.icsi.in/Scripts/GetPassword.aspx)

3.) Go to your profile, click on change address

4.) Follow the process as per screen shot given below.
Further it is advised to ensure that your District, State, City mentioned in your address database are in order.
2. ADVISORY ON MAINTAINING CORRECTNESS IN PHOTOGRAPH AND SIGNATURE

!! ATTENTION STUDENTS !!

ADVISORY ON MAINTAINING CORRECT IMAGE OF PHOTOGRAPH AND SIGNATURE OF STUDENTS IN ONLINE ACCOUNT AT : https://smash.icsi.in

It has been observed that the students are uploading incorrect photographs and signatures in their online account. Some of the common mistakes committed by the students while uploading the photographs and signatures are given hereunder:

1. Scanning the photograph and signature as pasted on a white paper without properly cropping the images before uploading the same.
2. Uploading illegible signatures.
3. Uploading photographs in formats other than standard passport size. For example, photographs extracted from group photographs, photographs taken in outdoor locations, selfies, etc.
4. Uploading photographs upside down/ wrong direction
5. Uploading very old photographs
6. Uploading photographs with side-view
7. Uploading photographs wearing dark glasses

The photographs and signatures can be very easily edited in ‘Microsoft Paint’. Students are advised to be extremely careful while uploading the photographs and signatures since the same are printed on the Identity Card and Examination Admit Card, Attendance Sheet, etc. Any deviation/mismatch in the photograph and signature may create complications at the time of appearing in the examinations.

Students are advised to take note and ensure that correct photographs and signatures are uploaded in the online account. In case the photographs/signatures are not correctly uploaded or not available, students may update the photographs through ‘Change Photo/Signature’ link under ‘Profile Menu’. Photo (.JPG Format) size in (21 kb – to – 50 kb) & Signature (.JPG Format) size (11 kb – to – 20 kb).

The option for changing the photograph and signature has also been provided in the Online Examination Enrolment Form. However, in case the photograph and signature is correctly being displayed in the online account, there is no need to re-upload the same during the examination enrolment process.

It is further informed that in case there is no photograph and signature of the student in the online account, it may create complications at the time of appearing in the examinations.

25.07.2017
8. **INTRODUCTION OF NEW SYLLABUS FOUNDATION PROGRAMME EXAMINATIONS FROM JUNE 2018 SESSION**

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**ATTENTION STUDENTS!**

**Introduction of New Syllabus Foundation Programme Examinations from June 2018 Session**

(Automatic Switchover to Foundation Programme (New Syllabus 2017))

The Foundation Programme being the entry level to the Company Secretaryship Course and gateway to the profession of Company Secretaries, the Syllabus Review Committee based on the feedback received from various stakeholders has completed the formulation of detailed contents of the Foundation Programme.

**Salient Features and Requirements**

The salient features of the new syllabus for the same is summarized below :-

1. **Effective date for New Syllabus**

   (i) The new syllabus of Foundation Programme will be effective from 1st April 2017.

   (ii) There are four subjects under the new syllabus viz.

   - PAPER 1: BUSINESS ENVIRONMENT AND LAW
   - PAPER 2: BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP
   - PAPER 3: BUSINESS ECONOMICS
   - PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

2. **First Examination**

   First examination under this new syllabus will be held from June 2018 session of CS examinations.

3. **Switchover to new syllabus**

   The automatic switchover of all such Old Syllabus students has been affected in the system and details of exemptions available to such students are furnished hereunder:

   **Corresponding Paper wise Exemption Scheme**

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<tr>
<td>Business Environment and Entrepreneurship</td>
<td>Business Environment and Law</td>
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<td>Business Management, Ethics and Communication</td>
<td>Business Management, Ethics and Entrepreneurship</td>
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<tr>
<td>Fundamentals of Accounting and Auditing</td>
<td>Fundamentals of Accounting and Auditing</td>
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</table>

* The mode of examination will be Computer based MCQs.

* The students under Syllabus (2012) compulsorily switched over to Syllabus (2017) would be provided with Study Material free of cost for Foundation Programme under Syllabus (2017) in their respective subjects.

For any general clarification/information on the matter, students may please contact at switchover@icsi.edu or at Phone number 0120-6204999, 3314111

January 11, 2018
9. IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

STUDY MATERIAL

All registered students who have uploaded their documents successfully and their application has been approved by the Institute are supplied with the set of study material. Those who have not therefore, advised to send their Solutions Cell or they can also the website of the Institute at submitting request through under the head “ICSI Grievance Solutions Cell” or they can also download the study material from the website of the Institute at academic corner option. Details of grievance solutions cell is given under the head “ICSI Grievance Solutions Cell”

10. 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.

INFORMATION ON SPECIAL INITIATIVES

1. Study Centres

ICSI is setting up Study Centres in cities/locations where the Regional/Chapter Office of the Institute does not exist to facilitate the students.

The details of study centres are given below.

<table>
<thead>
<tr>
<th>Study Centre Code</th>
<th>Study Centre</th>
<th>Name of the University/College</th>
<th>Full Address</th>
<th>Contact Person with Designation</th>
<th>Mobile</th>
<th>E-Mail Id</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>SCW001</td>
<td>Jalgaon</td>
<td>G. H. Raisoni Institute of Business Management</td>
<td>Gate No 57/1, Sirsoli Road, Mohadi, Jalgaon, Maharashtra 425001</td>
<td>Dr. Preeti Aggarwal, Director /Mr., Raj Kumar A Kankaria-</td>
<td>09604010444/0257-2264884/9011768391</td>
<td><a href="mailto:preeti.aggarwal@raisoni.net">preeti.aggarwal@raisoni.net</a></td>
<td><a href="http://www.raisoni.net">www.raisoni.net</a></td>
</tr>
<tr>
<td>SCW002</td>
<td>Bilaspur</td>
<td>Drona College of IT Applied Social Science</td>
<td>In front of Kanan Zoo, Pendant, Sakri, Bilaspur-495001, Chhattisgarh</td>
<td>Mr. Akash Pandey, Chairman</td>
<td>07752-214336/09425535514</td>
<td><a href="mailto:dronacollege@gmail.com">dronacollege@gmail.com</a>/ <a href="mailto:info@dronacollege.com">info@dronacollege.com</a></td>
<td><a href="http://www.dronacollege.com">www.dronacollege.com</a></td>
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<td>SCE003</td>
<td>Shillong</td>
<td>Shillong College</td>
<td>Laitumkhrah, Shillong, Meghalaya 793003</td>
<td>Prof Shankar Sharma,</td>
<td>9436335399/</td>
<td><a href="mailto:shankars.sharma@gmail.com">shankars.sharma@gmail.com</a></td>
<td><a href="http://www.shillo">http://www.shillo</a> ngcollege.ac.in/</td>
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<tr>
<td>SCW004</td>
<td>Bilai</td>
<td>Sai College, Bilai</td>
<td>Street 69, Sector 6, Bilai, Ghattisgarh-490006 (Near Bilai Nagar Railway Station)</td>
<td>Sh Harmeet Singh Sachdev</td>
<td>0788-2284584,997701027,9826116968</td>
<td><a href="mailto:director@saicollege.in">director@saicollege.in</a></td>
<td><a href="http://www.saiccollege.org">www.saiccollege.org</a></td>
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<tr>
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<td>SCS005</td>
<td>Hubli - Dharwad</td>
<td>Dr. D.G Shetty Educational Society's RS Shetty College of Commerce, &quot;Jnana Degula&quot;, Near K.M.F. Lakammanhalli Industria Area, P.B. Road, Dharwad-580004, Karnataka</td>
<td>Dr. D.G Shetty, Principal/</td>
<td>0836-2465327/2465105/09343400038</td>
<td><a href="mailto:drdgshetty@yahoo.in">drdgshetty@yahoo.in</a></td>
<td><a href="http://www.dges.org">www.dges.org</a></td>
</tr>
<tr>
<td>6</td>
<td>SCN006</td>
<td>Moradabad</td>
<td>Teerthankar Mahaveer Institute of Management &amp; Technology, TMMIT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh</td>
<td>Prof. Vipin Jain, Principal/Director</td>
<td>09917200216/09829574261</td>
<td><a href="mailto:ed.tmmit@tmu.ac.in">ed.tmmit@tmu.ac.in</a></td>
<td><a href="http://www.tmu.ac.in">www.tmu.ac.in</a></td>
</tr>
<tr>
<td>7</td>
<td>SCW007</td>
<td>Solapur</td>
<td>Hirachand Nemchand College of Commerce, S W H Marg, Ashokw Chowk New Pacha Peth, Walchand College Campus, S W H Marg, Solapur, Maharashtra 413006</td>
<td>Mrs. Sarika Mahindra Kar</td>
<td>02172656121/9370323585</td>
<td><a href="mailto:sarikamahindrabr33@gmail.com">sarikamahindrabr33@gmail.com</a></td>
<td><a href="http://www.hnccollege.org">www.hnccollege.org</a></td>
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<td>8</td>
<td>SCS008</td>
<td>Srikakulam</td>
<td>Sri sai Krishna Junior College, Onway Traffic, Day &amp; Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam-532001, Andhra Pradesh</td>
<td>Dr. N.A. Appanna, Principal &amp; Coordinator</td>
<td>8942-2253042/09440315789</td>
<td><a href="mailto:pvrpatnai@ymail.com">pvrpatnai@ymail.com</a></td>
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<tr>
<td>9</td>
<td>SCS009</td>
<td>Vizianagaram</td>
<td>Sri Boddu Krishna Degree College, Dr. No:-4-7-7, Kothagaraharam, Near ICICI Bank, Vizianagaram-535001, Andhra Pradesh</td>
<td>Mr. B.M.M Krishna Rao</td>
<td>08922-226454/0944034742</td>
<td><a href="mailto:boddukrishna22454@gmail.com">boddukrishna22454@gmail.com</a></td>
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<tr>
<td>10</td>
<td>SCW010</td>
<td>Ujjain</td>
<td>Lokmanya Tilak Science &amp; Commerce College, Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore</td>
<td>Dr. Govind Gandhe</td>
<td>0734-2563833/09440353568</td>
<td><a href="mailto:ltsccollegeujjain@rediffmail.com">ltsccollegeujjain@rediffmail.com</a></td>
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<tr>
<td>11</td>
<td>SCE011</td>
<td>Rourkela</td>
<td>Municipal College, Udit Nagar, Dist: Sundergarh, Rourkela - 769012, Odisha</td>
<td>Mr. G.B. Dalabehera, HOD</td>
<td>0661-2501838/9437085393</td>
<td><a href="mailto:municipal.college@yahoo.co.in">municipal.college@yahoo.co.in</a>;<a href="mailto:gbkhalidalabehera@gmail.com">gbkhalidalabehera@gmail.com</a></td>
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<td>12</td>
<td>SCE012</td>
<td>Siliguri</td>
<td>Silliguri College of Commerce, P.O.: SILLIGURI, DARJEELING-734001, West Bengal</td>
<td>Dr. A K Mukhopadhyay</td>
<td>0353-2432594/2436817</td>
<td><a href="mailto:silliguricollegeofcommerce@yahoo.com">silliguricollegeofcommerce@yahoo.com</a></td>
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<td>SCS013</td>
<td>Tirunelveli</td>
<td>J.P. College of Arts &amp; Science, Agarakattu, Tenkasi, Tirunelveli-627852, Tamilnadu</td>
<td>Dr. Shankar</td>
<td>04633-268321,267123/9443392417</td>
<td><a href="mailto:jparts12@gmail.com">jparts12@gmail.com</a></td>
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<td>14</td>
<td>SCN014</td>
<td>Rohtak</td>
<td>G B Degree College, Gau Karan Road, Near Gau Karan Tank, Rohtak, Haryana 124001</td>
<td>Dr. J N Sharma, Principal</td>
<td>01262-235831/09355676558</td>
<td><a href="mailto:gbdctk@yahoo.com">gbdctk@yahoo.com</a></td>
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<td>SCN015</td>
<td>Mathura</td>
<td>R C A Girls (PG) College, Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Lasmi Nagar, Mathura, Uttar pradesh-281003</td>
<td>Dr. Preeti Johari, Principal</td>
<td>0565-2505956/09412777091</td>
<td><a href="mailto:principal@rcagirlscollege.org">principal@rcagirlscollege.org</a></td>
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<td>Tirupati</td>
<td>Seicom Degree &amp; PG College</td>
<td>9-66/14A, New Maruthi Nagar Extension, Tirupati-517501</td>
<td>Mr. T. Praneeth Swaroop</td>
<td>9949032949, 7799045454/(0877)-2241094</td>
<td><a href="mailto:seicom1997@gmail.com">seicom1997@gmail.com</a></td>
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<td>17</td>
<td>SCN017</td>
<td>Jhansi</td>
<td>Sharada Devi Degree College</td>
<td>Ballampur Road, Near Blue Bells Public School, Raigarh Hansari, (Bijoli) Jhansi- Uttar Pradesh- 284135</td>
<td>Mr. Tejinder Singh</td>
<td>9453572506, 9554955981</td>
<td>tejinders &amp; <a href="mailto:k13@gmail.com">k13@gmail.com</a></td>
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<td>SCN018</td>
<td>Rampur</td>
<td>St. Anthony's School for Girls,</td>
<td>Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradesh - 244901</td>
<td>Mr. Ali Siddiqui</td>
<td>0595-2350320/9897499919</td>
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<td>SCS019</td>
<td>Erode</td>
<td>Kongu arts and Science College</td>
<td>Nanjanaparam, Kathirampatti post Erode-638107</td>
<td>Dr. N Raman</td>
<td>0424-2242888/9942/452528</td>
<td><a href="mailto:konguarts@kasc.ac.in">konguarts@kasc.ac.in</a>/corpkongu@gmail.com</td>
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<td>20</td>
<td>SCE020</td>
<td>Jorhat</td>
<td>The Assam Kaziranga University</td>
<td>Koraikhowa, NH-37, Jorhat-785006, Assam</td>
<td>Dr. Manish Srivastava</td>
<td>7576888760</td>
<td><a href="mailto:manish@kaiziranagauiversity.in">manish@kaiziranagauiversity.in</a></td>
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<td>SCN021</td>
<td>Muzaffarnagar</td>
<td>D A V (P.G.)College,</td>
<td>Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh</td>
<td>Dr. P K Saxena, Principal</td>
<td>0131-2622667/9412/337330</td>
<td><a href="mailto:davcollege066@gmail.com">davcollege066@gmail.com</a>/info@davcollege.mzn.org</td>
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<td>22</td>
<td>SCS022</td>
<td>Udapi</td>
<td>Trisha College,</td>
<td>Tulasikatte Road, Santekatte, Kallianpura, Near T.M.A Pai High School, Udapi - 5762114</td>
<td>Mr Satish Nagodde</td>
<td>09620929337/0820-2580181</td>
<td><a href="mailto:principaltrisha@gmail.com">principaltrisha@gmail.com</a></td>
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<td>SCS023</td>
<td>Chennai</td>
<td>Shrimathi Dev kunvar Nanalal Bhatt Vaishnav College for women,</td>
<td>Shanti Nagar, Chromepet, Chennai- 600044</td>
<td>Dr. V Varalakshmi Principal</td>
<td>09940337470/044-22655450</td>
<td><a href="mailto:info.sdnbvc@gmail.com">info.sdnbvc@gmail.com</a></td>
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<td>SCS025</td>
<td>Chennai-I</td>
<td>Dharmanurth i Rao Bahadur Calavala Cunan Chetty's Hindu College,</td>
<td>DRBCC Hindu college, Pattabiram, Chennai-72</td>
<td>Prof M Jawaharlal Nehru</td>
<td>9444678613</td>
<td><a href="mailto:mjawaharlalnehru1964@gmail.com">mjawaharlalnehru1964@gmail.com</a></td>
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<td>SCE026</td>
<td>Durgapur</td>
<td>DSMS College of Tourism &amp; Management,</td>
<td>Dr Zakir Hussain Avenue, Bidhanagar Durgapur-713206, West Bengal, India</td>
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<td>SCN027</td>
<td>Gorakhpur</td>
<td>Marwar Business School</td>
<td>I Naseerabad, Near Jhankar Cinema, Gorakhpur-273001</td>
<td>Dr. Santosh Kumar Tripathi</td>
<td>09415857694, 0551-2290845</td>
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<td>Tinsukia</td>
<td>Women's College,</td>
<td>Near Durgabari Hall, rangagora road, Tinsukia-Assam-786125</td>
<td>Dr. Rajib Bordoloi, Principal</td>
<td>0374-2332680/9957/179376/9435201868</td>
<td><a href="mailto:nechalchalanii81@gmail.com">nechalchalanii81@gmail.com</a>/karuna.goenka@gmail.com</td>
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<td>Ahmednagar</td>
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<td>Dr A S Raju, Principal</td>
<td>0241-2325019/0962 3899154</td>
<td><a href="mailto:nlc.ahmednagar@gmail.com">nlc.ahmednagar@gmail.com</a>; <a href="mailto:professor.dr.asraju@gmail.com">professor.dr.asraju@gmail.com</a></td>
<td><a href="http://www.newlawcollege.org">www.newlawcollege.org</a></td>
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<td>SCS030</td>
<td>Puducherry</td>
<td>Bharathidasan Govt College for Women, Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001</td>
<td>Dr. R Srinivasan</td>
<td>0413-2213504/0978 7703173</td>
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<td>SCE031</td>
<td>Kharupetia</td>
<td>Kharupetia College, Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin-784115, Assam</td>
<td>Mr. Abdul Aziz</td>
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<td>SCE032</td>
<td>Gangtok</td>
<td>Sikkim University, 6th Mile Samdur, P.O.Tadong,Gangtok-737102, Sikkim</td>
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<td>33</td>
<td>SCE033</td>
<td>Dimapur</td>
<td>Unity college, Residency Colony, Near Nagaland University, Residential Campus,Dimapur</td>
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<td>SCE034</td>
<td>Itanagar</td>
<td>Rajiv Gandhi University, Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh</td>
<td>Dr. Sanjib K Jena</td>
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<td>SCE035</td>
<td>Tiruchirapalli</td>
<td>National College, Dindigul Main Road, Karumandapam, Tiruchirapalli-6200011</td>
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<td>kumar.k965@yahoocom</td>
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<td>36</td>
<td>SCS036</td>
<td>Perumbavoor</td>
<td>Jai Barket Arts &amp; Science College, Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerala</td>
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<td>9446491047</td>
<td><a href="mailto:k.k.varghese@gmail.com">k.k.varghese@gmail.com</a></td>
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<tr>
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<td>SCW037</td>
<td>Akola</td>
<td>Shri Shivaji College of Arts, Commerce &amp; Science, Near Shivaji Park, Akola-444003</td>
<td>Dr. S G Bhadange</td>
<td>09960296138/7242410438</td>
<td><a href="mailto:principal@shivajiakola.org">principal@shivajiakola.org</a></td>
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<td>SCE038</td>
<td>Agartala</td>
<td>Bir Bikram Memorial College, College Tila, Agartala-799004, Tripura</td>
<td>Dr. Pallab Kanti Ghosal</td>
<td>9436120241</td>
<td><a href="mailto:ghosalpk@rediffmail.com">ghosalpk@rediffmail.com</a></td>
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<td>Vanijyambadi, Vellore District</td>
<td>Marudhar Kesari Jain College for women, Marudhar Nagar, Chinnakallupalli, Vaniyambadi-635751, Tamilnadu</td>
<td>Ms. M Ashtalakshmi</td>
<td>09789565577/04174-224300/225300</td>
<td><a href="mailto:hod.commerce@mjc.in">hod.commerce@mjc.in</a></td>
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<td>Shivamogga</td>
<td>Edurite College of Management Studies, Savlanka Road, Ravindra Nagar, Shivamogga, Karnataka-57201</td>
<td>Dr. Shankar Narayan</td>
<td>08182-402541/09343 310847</td>
<td><a href="mailto:shankar_narayan@yahoo.com">shankar_narayan@yahoo.com</a></td>
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<td>Ismailsahab Mulla Law College, Karmaveer Samadhi Parisar, Ravivar Peth, Powai Naka, Satara 415002</td>
<td>Dr Sujata Pawar</td>
<td>02162-234138/09422 400917</td>
<td><a href="mailto:imlcsatara@gmail.com">imlcsatara@gmail.com</a></td>
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<td>Alibag</td>
<td>Janata Shikshan Mandal’s Sau. Janakibai Dhondo Kunte Commerce College (JSM College), Behind State Bank of India At &amp; Post - Alibag, Dist Raigad, Maharashtra - 4044011</td>
<td>Prof Datar Surendra Bhagwan</td>
<td>2141-222036,22836/09270600370</td>
<td><a href="mailto:surendra.datar@hotmail.com">surendra.datar@hotmail.com</a></td>
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<td>Kottayam</td>
<td>Baselius College</td>
<td>Manorama Junction, Near Malayala Manorama, K K Rd, Kottayam Kerala- 686001</td>
<td>Prof Alexander V George/Dr J Nalin</td>
<td>0481 256 3918/9446317 201</td>
<td>baseliucommerc <a href="mailto:e@gmail.com">e@gmail.com</a></td>
<td><a href="http://www.bas">www.bas</a> elius.ac.in</td>
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<td>Aizwal</td>
<td>Pachhunga University College</td>
<td>College Veng, Aizwal Mizoram- 796005</td>
<td>Dr. Vanal Thlona</td>
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<td>SCE045</td>
<td>Imphal</td>
<td>D M College of Commerce</td>
<td>DM College Campus, Imphal, Manipur 795001</td>
<td>Dr. Md Kheiruddin Shah/ Dr N Jayanti Devi</td>
<td>9774935464/0 9436089125/0 7085247533</td>
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<td>SCN046</td>
<td>Roorkie</td>
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<td>College Vardhamanpuram, 7th KM, Roorkie, - 247667,Uttarakhand</td>
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<td>veeralakshimbab <a href="mailto:u@yahoo.co.in">u@yahoo.co.in</a></td>
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<td>SCN047</td>
<td>Chamoli</td>
<td>Himalayan Institute of Education &amp; Technology (HIET)</td>
<td>Village &amp; Post Jilasu, Via-Langasusu, Karnpniyag Dist. Chamoli- 244646, Uttarakhand</td>
<td>Dr Surendra Prasad Dimri</td>
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<td>Silchar</td>
<td>Lalit Jain College</td>
<td>At Post Morvande-Boraj, Tal. Khed Dist- Ratnagiri- 415709, Maharashtra</td>
<td>Ms Pradnya Prakash Kambli</td>
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<td>SCW049</td>
<td>Khed (Ratnagiri)</td>
<td>Dnyandeep College of Science &amp; Commerce</td>
<td>At Post Morvande-Boraj, Tal. Khed Dist- Ratnagiri- 415709, Maharashtra</td>
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<td>SCW050</td>
<td>Dadra &amp; Nagar Haveli</td>
<td>KBS Commerce &amp; NATARAJ Professional Sciences College</td>
<td>Shree Kaushik Haria Educational Foundation,Chanod Colony Naka, Silvassa Road, Dadra and Nagar Haveli 396195</td>
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<td>0260 245 0577/9974418 486</td>
<td>kbs_vapi@rediff mail.com</td>
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<td>SCW051</td>
<td>Port Blair</td>
<td>Jawaharlal Nehru Rajkeeya Mahavidhyalya</td>
<td>J N R Mahavidiyalaya, Port Blair- 744104</td>
<td>Dr. N Rajavel</td>
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<td>SCW052</td>
<td>Latur</td>
<td>Jaikranti Arts &amp; Commerce Senior College</td>
<td>Sitaram Nagar, Latur- 413512</td>
<td>Dr Sagar Pandhari Namdev</td>
<td>8999482960/0 2382-57410</td>
<td>principal@ajkra nticollege.com</td>
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<td>SCW053</td>
<td>Nanded</td>
<td>Paratibha Niketan Mahavidyalaya</td>
<td>Banda Ghat Road, Vazirabad, Nanded- 731601</td>
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<td>SCN054</td>
<td>Bijainagar</td>
<td>Shri Pragya Mahavidyalaya</td>
<td>Beawar road, Bijainagar, Ajmer, Rajasthan- 305601</td>
<td>Dr Sujeet Jain</td>
<td>9672297494/0 1462-230101</td>
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<td>SCN055</td>
<td>Pathankot</td>
<td>RRMK Arya Mahila Maha Vidyalaya</td>
<td>Shapur Chowk, near Karib Chowk, Pathankot-145001, Punjab</td>
<td>Ms Nisha</td>
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<td>Lakshadweep</td>
<td>College of Education</td>
<td>Calicut University Centre, Kavaratti, Lakshadweep</td>
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<td>lakshadweepcell @gmail.com</td>
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<td>SCS057</td>
<td>Devokottai</td>
<td>Ananda College</td>
<td>Ananda Nagar, Devokottai Extension, Sivagangai District - 630303</td>
<td>Fr John Vasanth</td>
<td>9443502544</td>
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<td>No.</td>
<td>SCW05</td>
<td>Kutch</td>
<td>Tolani Commerce College</td>
<td>Near Post office, Ward 2A, Gandhidham, Adipur-370205</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>59</td>
<td>SCS059</td>
<td>Mala</td>
<td>Holy Grace Academy of Management Studies</td>
<td>Kuruvillassery P O Mala, Thrissur Dist - 680732</td>
<td>Dr. Joji Chandran</td>
<td>0480-2891900, 2897185, 9447 006541</td>
<td><a href="mailto:director@holycracebschool.org">director@holycracebschool.org</a></td>
</tr>
<tr>
<td>60</td>
<td>SCN060</td>
<td>Saharanpur</td>
<td>Disha Bharti College of Management &amp; Education</td>
<td>Delhi road, Chidbana Lane Saharanpur- 247001 Uttar Pradesh- 247001</td>
<td>Mr Gaurav Agarwal</td>
<td>0899192200/08449181818</td>
<td><a href="mailto:gaurav.dishabharti@gmail.com">gaurav.dishabharti@gmail.com</a></td>
</tr>
<tr>
<td>61</td>
<td>SCS061</td>
<td>Kanchipuram</td>
<td>SCVMV University</td>
<td>Enathur, Kanchipuram, Tamilnadu - 631561</td>
<td>Dr M S Ramaratnam</td>
<td>044-27264179, 9842754984</td>
<td><a href="mailto:hellsrsraman@gmail.com">hellsrsraman@gmail.com</a></td>
</tr>
<tr>
<td>62</td>
<td>SCW062</td>
<td>Lanja</td>
<td>Nanasaheb Vanjare New Education Society's Arts, Commerce &amp; Science College, Lanja, Dist- Ratnapuri-416701</td>
<td></td>
<td>Dr Suvarna A Deuskar</td>
<td>02351-230558/99702 02150</td>
<td><a href="mailto:suvarnadeuskar2010@gmail.com">suvarnadeuskar2010@gmail.com</a></td>
</tr>
<tr>
<td>63</td>
<td>SCW063</td>
<td>Ratnagiri</td>
<td>Shriman Bhagobesheth Keer Law College</td>
<td>Late N V @ Aruappa, Joshi road, GJ College, Ratnapur-415612</td>
<td>Mr R S Malushte</td>
<td>02352-221545, 221599, 9822580621</td>
<td><a href="mailto:principalsbkic@gmail.com">principalsbkic@gmail.com</a></td>
</tr>
<tr>
<td>64</td>
<td>SCN064</td>
<td>Rudrapur</td>
<td>Chanakya Law College</td>
<td>Vill Bhamrola, P O Bagwara Khalicha Road, Opp Radha Swami Satsang Rudrapur (U S Nagar) Uttarakhhand-263153</td>
<td>Mr Ravindra Bisht</td>
<td>0594426094/9012414743</td>
<td><a href="mailto:clerdr@gmail.com">clerdr@gmail.com</a></td>
</tr>
<tr>
<td>65</td>
<td>SCN065</td>
<td>Laxmangarh</td>
<td>M D Goenka Girls College</td>
<td>NH-52 Laxmangarh Sikar, Rajasthan</td>
<td>Ms Meenakshi Sharma</td>
<td>01573-22862/079769 37500</td>
<td><a href="mailto:mdgmm@goenka.ac.in">mdgmm@goenka.ac.in</a></td>
</tr>
<tr>
<td>66</td>
<td>SCN066</td>
<td>Jaipur</td>
<td>Biyani Girls College</td>
<td>Sector-3, Vidhyadhar Nagar, Jaipur- 302023, Rajasthan</td>
<td>Cs Dr. Rajeev Biyani</td>
<td>0141-2336226/0931 492700</td>
<td><a href="mailto:director@biyanicolleges.org">director@biyanicolleges.org</a></td>
</tr>
<tr>
<td>67</td>
<td>SCS067</td>
<td>Ramanathapuram</td>
<td>Syed Ammal Arts &amp; Science College</td>
<td>Dr E M Abdullah nagar, Kootumpuli, Pullangudi, Tamil Nadu 623513</td>
<td>Dr S V S Amanulla Hameed</td>
<td>9940968680</td>
<td><a href="mailto:syedammalartscollege@yahoo.co.in">syedammalartscollege@yahoo.co.in</a></td>
</tr>
<tr>
<td>68</td>
<td>SCS068</td>
<td>Karakudi</td>
<td>Alagappa University</td>
<td>Alagappa University, Karakudi- 630003</td>
<td>Prof. V Manickavasagam</td>
<td>9443124433</td>
<td><a href="mailto:dde@alagappauiniversity.ac.in">dde@alagappauiniversity.ac.in</a></td>
</tr>
<tr>
<td>69</td>
<td>SCS069</td>
<td>Hassan</td>
<td>Haranahalli Ramaswamy Institute of Higher Education</td>
<td>PB No-194, Salagame Road, Hassan district, Karnataka-573201</td>
<td>Dr. Subramanya Pr R</td>
<td>08172-245531, 999440</td>
<td><a href="mailto:hrilech@gmail.com">hrilech@gmail.com</a></td>
</tr>
<tr>
<td>70</td>
<td>SCE070</td>
<td>Haldia</td>
<td>Haldia Law College</td>
<td>ICARE Complex, P o Hatibera, P S Haldia dist- Purba Medimpur-721657</td>
<td>Dr Pradeepa Kishore Sahoo</td>
<td>03224-255355/255356, 68637264093</td>
<td><a href="mailto:pradeepataksahoo@gmail.com">pradeepataksahoo@gmail.com</a></td>
</tr>
<tr>
<td>71</td>
<td>SCW071</td>
<td>Katni</td>
<td>Silicobyte Katni Degree College and Professional Studies</td>
<td>Jagnohan Das Ward, Katni- 483501, Madhy Pradesh</td>
<td>Shri Paras Jain</td>
<td>9753180809</td>
<td><a href="mailto:silicobyte@yahoo.com">silicobyte@yahoo.com</a></td>
</tr>
</tbody>
</table>

CS Olympiad has been established with the objective of enabling the student community to discover their potential in areas pertaining to Company Secretaryship and governance and identifying their interest to choose their stream of education.

As you are aware, the Second (2nd) International CS Olympiad was conducted on 23rd and 30th January, 2018 in which more than 1300 schools and about 34,000 students from different parts of the country and aboard have participated.

Students of class 11th & 12th from various locations have scored International Rank as well as Zonal Ranks in the same.

This year also various chapters of the Institute have already organized the Zonal Winners award ceremonies at Schools level.

We are happy to inform you that after the Grand Success of First (1st) and Second (2nd) International CS Olympiad, the 3rd International Company Secretaries Olympiad for Academic Year 2018-2019 will be held on 20th December, 2018 and 30th January, 2019.

The 3rd International Company Secretaries Olympiad is scheduled to be held on 20th December, 2018 and 31st January, 2019. The overall aim of the Institute is to ensure participation of more Schools/Students than First (1st) and Second (2nd) CS Olympiads.

The details CS Olympiad is also being publicised through dedicated portal www.csolympiad.info or call us Tel. Nos. 0120-6204999 & 0120-3314111.
4. ‘Shaheed Ki Beti’ Initiative

The Institute has launched a novel initiative to help the daughters of Martyrs who laid down their lives for protecting the sovereignty of the country. Under the ‘Shaheed Ki Beti’ initiative, the Institute has discontinued the practice of giving mementoes, etc. to the dignitaries/ speakers invited for various programmes of the Institute and the said amount will be transferred to the dedicated corpus and will be utilised for the education/welfare of the daughters of martyrs. The first certificate under this initiative was presented to Shri Narendra Modi, Hon’ble Prime Minister of India who was the Chief Guest on the launch of ICSI Golden Jubilee Year on 4th October, 2017. Any national of India can also donate under this scheme. Kindly disseminate this information amongst your family and friends to support the Institute for this novel initiative.

5. Success stories of Rankholders of the Institute of December 2017 Examination

Success stories of the Rankholders of the Institute of December 2017 examination has been compiled and published on the website of the Institute. A video byte has also been prepared and made available on the Youtube channel of the Institute comprising the achievement of the rankholders and the same is available at the link given below.

https://www.youtube.com/watch?v=lTXx23T9j0s&t=23s

All students are requested to visit the above mentioned link as the same will help in motivating the students to a great extent.
6. Extension of Fees Waiver Scheme for Students of State of Jammu & Kashmir and North-Eastern States up to 31st December 2018

As you are aware that the Institute had launched a Fee Waiver Scheme for students of Jammu & Kashmir and North Eastern States of India to provide an opportunity to the youth of these States to come to the mainstream. The fee waiver scheme includes waiving the Fee for all students registering for the Foundation and Executive Programme Stages from North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura, Sikkim) and State of Jammu and Kashmir. All students belonging to North Eastern States and State of Jammu and Kashmir who have passed the 10+2 or equivalent or Bachelor’s Degree or equivalent irrespective of the percentage of marks are eligible for Fee Waiver while registering for Foundation Programme and Executive Programme Stage respectively.

It is overwhelming to note that students are joining the course in large numbers after launch of this Scheme and keeping in view the same, the Institute has further extended the Scheme till 31st December 2018.

Kindly disseminate the information regarding the same amongst your knowns.
Dear Student

As you are aware that your Institute has taken various initiatives for the students in recent years.

In its continuous endeavour to improve the facilities being provided to the students, the Institute has redesigned the Student webpage making it more user-friendly.

The Institute regularly conducts various surveys inviting suggestions from the students. Based on the information gathered and feedback received from the students, the Student page has been redesigned. Now all information pertaining to the students can be accessed at one single page.

Earlier students were required to navigate through different pages to get any information which is now visible prominently on a single page and can be accessed on a single click.

Students are advised to visit the webpage by clicking on the Student Tab at www.icsi.edu or else they can also visit the following link.

http://www.icsi.edu/icsistudents/

Your Institute is taking all needful steps to serve you in best possible manner and your innovative ideas and suggestions will help us to provide you more effective services.

You can drop your suggestions through our helpline numbers at 0120 - 6204999, 3314111 or at http://support.icsi.edu

With Best Wishes

Team ICSI
Student Month July – 2018

http://www.icsi.in/student/Portals/0/StudentMonth_July2018/index.html
“SUCCESSFUL CELEBRATION OF STUDENT MONTH- JULY 2018”

As you are aware that the Institute has celebrated July month as the “Student Month”. Various activities for the students have been organised during the month of July 2018 on Pan India basis at various Regions/Chapters offices of the Institute. The events organised during the month were covered in various leading newspapers. Since the main focus of the student month was social awareness, the initiative got accolades from all strata.

We feel extremely happy to inform that the students have participated in large numbers in the various events and competitions.

The photographs of the various events organised during the Student Month have been uploaded on the webpage exclusively developed for the student month. Students can visit the webpage on the website of the Institute at www.icsi.edu

**Webpage developed for students – Student month (July 2018)**
Glimpses of Student Month

Various Programmes Conducted during the Student Month

Van Mahotsav Divas

The Student Month has been initiated with the ‘Van Mahotsav Divas’ on 1st July, 2018 in which almost all the Regional / Chapter Offices have participated. Some of the snapshots pertaining to the Van Mahotsav Divas may be seen at the following link:

https://www.youtube.com/watch?v=Z44S5eLza2c&t=5s
‘Van Mahotsav Divas’ has created awareness among the stakeholders on adopting sustainable development and the need for undertaking ‘Go Green’ activities wherever feasible to save Mother Earth for the sake of future generations.

**Blood Donation Camps**

1st July, is celebrated as the doctor’s day.

To pay tribute and to honor the doctors who save millions of lives, Blood donation camps were organised across India by Region and Chapter Offices.

The snapshots pertaining to the “Blood Donation Camps” may be seen at the following link :

https://www.youtube.com/watch?v=gg416mU9xAC&t=2s

**Career Awareness Activities**

Special interactive sessions have been conducted in various Colleges to create awareness about the profession of company secretaries. A Career Awareness Week has also been observed during the month. From the perspective of prospective students, the Career Awareness sessions shall provide an opportunity to know the details of the profession

**Engaging Student Community**

In order to promote brotherhood among the student community, Cultural Programmes and Get-togethers have been organised in various offices of the Institute. Such extracurricular activities play a pivotal role in developing the personality of the students and necessary exposure which will help them in their march towards becoming a professional. The snapshots of the Programmes organised across India are available at the following link.

https://www.youtube.com/watch?v=e6Cg6ug2osc&t=13s

**Competitions for Students**

Various competitions for students like Elocution Competition, Quiz Contests, Moot Court Competition, Essay Writing Competition, Power Point Competitions, Video Byte Competitions etc. have been organised during the Student Month. The Competitions have given an opportunity to the students and offered them a platform to express their hidden talents. The snapshots are available at the following links.

https://www.youtube.com/watch?v=Ga4NkLwLcnc
https://www.youtube.com/watch?v=AUCp77Pntc8

**Academic Initiatives**

Updates on various academic topics have been brought out by the Institute for the benefit of students. The glimpses of the event are available at the following link.

https://www.youtube.com/watch?v=rzTZCMNMgBw&t=3s

**Renewed Thrust on Class Room Teaching**

Regional Councils & Chapters across India have uniformly commenced fresh batches of classes during the Student Month on 7th July 2018. Faculty Induction Programmes were also organised during the Student Month to enhance the quality of coaching imparted to the students. The snapshots of Commencement of Classes uniformly across India have been uploaded at the following link.

https://www.youtube.com/watch?v=PZPCgj-s6mk&t=3s
Webcast
A Webcast was organised during the Student Month on Pre-Exam test, New Syllabus and Sexual harassment of Women at work place.

Webcasts are the best mode for interacting with the students. Students should make it a point to join all the webcasts organised by the Institute from time to time as these are intended to develop their general skills and knowledge in the core subject areas. The snapshots of the webcast conducted have been uploaded at the link given below.

https://www.youtube.com/watch?v=dvwq4ItQ9Ww&t=18s

Orientation Programmes, Guidance Sessions
Apart from Orientation Programmes for students undergoing training, Corporate Houses were invited to guide the students in some of the offices of the Institute. The details are available at the following link.

https://www.youtube.com/watch?v=zgiUqlpp_mU

Reaching out to Parents
In order to ensure the participation of Parents, meetings of Parents and Students have been organised during the Student Month. Since the students are joining the CS Course at such a young age, the Institute recognises contribution of parents in supporting them during the course of their career. The Parents also get to know more about the Institute and the profession of Company Secretaries by attending such sessions. Snaps shots are available at the following link.

https://www.youtube.com/watch?v=qs_9gtqMGPC

Communication /Soft Skills for Students
Training programmes on enabling Communication / Soft Skills and Motivational Talks have been organised for the benefit of students. Students should acquire such skills which shall contribute in sharpening their skills as a professional. Please visit the following link for details.

https://www.youtube.com/watch?v=72Je2JvHNBC

Samadhan Divas
The Institute has organised a special day for Grievance Redressal ‘Samadhan Divas’ wherein each and every office of ICSI and Call Centre ensured zero pendency of complaints. The Institute values the concerns of the stakeholders and it has always been trying to improve upon the quality of services being provided to the students. This event was celebrated on 19th July, 2018. The details are available at the link given below.

https://www.youtube.com/watch?v=5u56F8Ou4I8&t=4s

Kargil Vijay Divas
To pay tribute to the martyrs who laid their lives for the country, an essay writing competition on the theme “Due Diligence in armed forces” was organised to remember the soldiers who have given remarkable contribution for the country. A meeting was also held with Indian Army representatives on “Kargil Vijay Diwas” to pay homage to the Martyrs and their family through “Shaheed ki Beti” initiative of The Institute of Company Secretaries of India.
The address of Brigadier Kahlon for CS Students on “Kargil Vijay Diwas” is available at the following link.

https://youtu.be/vlYcpdmvyMw

Swatch Bharat Mission

Cleanliness drives were organised in the Regional / Chapter Offices of the Institute as part of the ‘Swatch Bharat Abhiyan’ project of Government of India. We as responsible citizens of this country should support the noble initiative of the Government of India.

Coverage of various activities of Student Month in various leading newspapers.

Online Quiz for Students

Institute also organised online quiz for students during the student month on daily basis in which thousands of students participated. This not only shows the competitive spirit of the students but also shows their interest in various activities and initiatives taken by the Institute.

National Student Conference

National Level Student Conference was held in Ahmedabad on 21st and 22nd September 2018. Student Conferences provide the students with an opportunity to interact with their fellow students, Institute’s Officers and also listening to the experts in various subjects. The glimpses of the National Student Conference are available at the following link.

https://www.youtube.com/watch?v=-PF2o-wGq20&t=58s
### FEE SCHEDULE

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>FEES (Rs.)</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td><strong>FOUNDATION PROGRAMME</strong></td>
<td></td>
<td></td>
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<tr>
<td>Admission Fee</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Education Fee</td>
<td>3,000</td>
<td></td>
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<tr>
<td>Fee</td>
<td>600</td>
<td></td>
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<tr>
<td><strong>Total Fees</strong></td>
<td>5,100</td>
<td>Rs.5,100</td>
</tr>
</tbody>
</table>

| **EXECUTIVE PROGRAMME**                         |            |                 |
| **(For Commerce Graduates)**                    | 500        |                 |
| Foundation Examination                          | 2,000      |                 |
| Exemption Fee Registration Fee                  | 6,500      |                 |
| Education Fee for Executive Programme           | 1,000      | Rs.10,000       |
| Pre-Examination Test Fee                        |            |                 |

| **(For Non-Commerce Graduates)**                | 500        |                 |
| Foundation Examination                          | 2,000      |                 |
| Exemption Fee Registration Fee                  | 7,500      |                 |
| Education Fee for Executive Programme           | 1,000      | Rs.11,000       |
| Pre-Examination Test Fee                        |            |                 |

| **For CPT pass of the ICAI & Foundation Pass of the ICAI-CMA** | 4,000 |                 |
| Exemption Fee Registration Fee                  | 2,000      |                 |
| Education Fee for Executive Programme           | 6,500      |                 |
| Pre-Examination Test Fee                        | 1,000      | Rs.13,500       |
| **Total Fees**                                  | 4,000      | Rs.13,500       |

<p>| <strong>CS Foundation Pass Student</strong>                  | 8,500      | Rs.9,500        |
| Pre-Examination Test Fee                        | 1,000      |                 |</p>
<table>
<thead>
<tr>
<th>PROFESSIONAL PROGRAMME</th>
<th>Education Fee</th>
<th>Total Fees Rs.12,000</th>
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<tr>
<td></td>
<td>12,000</td>
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<table>
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<tr>
<th>DE-NOVO REGISTRATION</th>
<th>Registration De-Novo Fee</th>
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<tbody>
<tr>
<td>Students may apply for Registration de-novo</td>
<td></td>
<td>2,000</td>
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<tr>
<td>within two years of the expiry of former</td>
<td></td>
<td></td>
</tr>
<tr>
<td>registration</td>
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</tbody>
</table>

|                                                | If students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration. | 3,000 |

<table>
<thead>
<tr>
<th>EXTENSION OF REGISTRATION</th>
<th>Extension of Registration Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,000</td>
<td></td>
</tr>
</tbody>
</table>

| PRE-EXAM TEST FEES                            | Pre-Exam test Fees (Applicable to Executive Programme New Syllabus Students) or Students switched over to New Syllabus | 1,000 |
|                                                |                               | Rs 1,000 |

<table>
<thead>
<tr>
<th>EXAMINATION FEE</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Programme (Lumpsum)</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Executive Programme</td>
<td>1,200(Per Module)</td>
<td></td>
</tr>
<tr>
<td>Professional Programme</td>
<td>1,200(Per Module)</td>
<td></td>
</tr>
<tr>
<td>Late Fee for submission of Examination Form</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Change of Examination Center/Module/Medium</td>
<td>250</td>
<td></td>
</tr>
</tbody>
</table>
Surcharge for appearing in Examinations from *Overseas Centre (Dubai)* (over and above normal Examination Fee) **US$ 100** *(or equivalent amount in Indian Rupees)*

<table>
<thead>
<tr>
<th>OTHER FEES</th>
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<tbody>
<tr>
<td>Paper-wise Exemption</td>
<td>1,000</td>
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<tr>
<td>Duplicate Pass Certificate</td>
<td>200</td>
</tr>
<tr>
<td>Duplicate Result-cum-Marks Statement</td>
<td>100 (Per Mark-sheet)</td>
</tr>
<tr>
<td>Verification of Marks</td>
<td>250 (Per Paper)</td>
</tr>
<tr>
<td>Transcripts</td>
<td>295 (Per Transcript)</td>
</tr>
<tr>
<td>Verification of Marks Fee</td>
<td>250 (Per Paper)</td>
</tr>
<tr>
<td>Certified Copy of Answer Book</td>
<td>500 (Per Paper)</td>
</tr>
</tbody>
</table>
CONCESSION IN FEE

1. **Students under SC / ST Category**
   Students belonging to SC/ST Category are required to pay only 50% of the Registration Fee and Examination Fee as applicable to the students under General Category.

2. **Students under Physically Handicapped Category**
   Students belonging to Physically Handicapped Category as defined under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act as amended from time to time are required to pay Registration Fee and Examination Fee at concessional rates only as per details given below:

(a) For Registration to various Stages of CS Course

<table>
<thead>
<tr>
<th>Stage</th>
<th>Concession in Fee available to Physically Handicapped Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is Rs. 1,500/-)</td>
</tr>
<tr>
<td>Executive Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is Rs. 2,000/-)</td>
</tr>
<tr>
<td>Professional Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is NIL)</td>
</tr>
<tr>
<td>Registration Denovo &amp; Extension of Registration</td>
<td>25% of the fee applicable to general category students.</td>
</tr>
</tbody>
</table>

(b) Examination Fee

<table>
<thead>
<tr>
<th>Stage</th>
<th>Concession in Fee available to Physically Handicapped Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Programme</td>
<td>25% of the fee applicable to general category students.</td>
</tr>
<tr>
<td>Executive Programme</td>
<td>25% of the fee applicable to general category students per module.</td>
</tr>
<tr>
<td>Professional Programme</td>
<td>25% of the fee applicable to general category students per module.</td>
</tr>
</tbody>
</table>
3. Concession in Fee for Widows and Wards of Martyrs of Military and Para-Military Forces

The widows and wards of Martyrs of the Military and Para-Military Forces are eligible for concession in fee on furnishing the requisite certificate / identity card issued by the concerned Government Departments as per details given below:-

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Concession to be granted to the Widows and wards of the martyrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fee payable at the time of Registration to Foundation Programme, Executive Programme &amp; Professional Programme Stages</td>
<td>50% of the fee applicable to general category students</td>
</tr>
<tr>
<td>Examination Fee</td>
<td>50% of the fee applicable to general category students</td>
</tr>
<tr>
<td>All Other Fee</td>
<td>As applicable to the general category students</td>
</tr>
</tbody>
</table>

***
1. DECLARATION OF RESULT OF COMPUTER BASED EXAMINATION FOR FOUNDATION PROGRAMME HELD IN JUNE, 2018

The result of Computer Based Examination (CBE) for CS Foundation Programme held on 9th and 10th June, 2018 was declared on Wednesday, the 25th July, 2018 at 11.00 A.M. The result along with individual candidate’s subject-wise break-up of marks was made available on Institute’s website www.icsi.edu on the 25th July, 2018 from 11.00 A. M. onwards.

2. ISSUING OF MARKS-SHEETS

According to the decision taken by the Institute, the dispatch of Result-cum-Marks Statement for Foundation Programme examination in physical form has been discontinued. Instead formal E-Result-cum-Marks Statement for the Foundation Programme Examination June, 2018 has been uploaded on the Institute’s website: www.icsi.edu to facilitate the candidates to download the same for their reference use and records. Students are advised to download the E-Result-cum-Marks Statement accordingly. Please note that no physical/hard copy of the Result-cum-Marks Statement is sent to the candidates of Foundation Programme Examination.

3. VERIFICATION OF MARKS OF COMPANY SECRETARIES EXAMINATIONS

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 CS examination within 30 days from the date of declaration of results. The application for verification of marks should be made by interested candidates in the prescribed mode with requisite fee @ Rs. 250/- per subject within 30 days (one month) from the date of declaration of results. Interested candidates can apply for verification of marks either through on-line or off-line mode by following the procedure hosted on the Institute’s website (www.icsi.edu) at the URL: https://www.icsi.edu/WebModules/VOM_June2017.pdf
4. **COMPUTER BASED EXAMINATION (CBE) DECEMBER, 2018**

The next Computer Based Examination for CS Foundation Programme will be held on 29th and 30th December, 2018 as per the following Examination Time-Table and Programme.

<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><strong>Saturday, 29th December, 2018</strong></td>
<td>Paper-1 Business Environment and Law</td>
<td>I</td>
<td>9.30 A.M.</td>
</tr>
<tr>
<td></td>
<td>AND Business Management, Ethics and Entrepreneurship</td>
<td>II</td>
<td>12.00 Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III</td>
<td>2.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M.</td>
</tr>
<tr>
<td><strong>Sunday 30th December, 2018</strong></td>
<td>Paper-3 Business Economics</td>
<td>I</td>
<td>9.30 A.M.</td>
</tr>
<tr>
<td></td>
<td>AND Fundamentals of Accounting and Auditing</td>
<td>II</td>
<td>12.00 Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III</td>
<td>2.30 P.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>5.00 P.M.</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.

5. **EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION – DECEMBER, 2018**


**NOTES:**

1. **Rewari (Haryana) is on Experimental Basis.**
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.**
6. GRANT OF FACILITY OF WRITER’S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION – DECEMBER, 2018

Any physically disabled/challenged candidate having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer’s help and/or extra time for the purpose of appearing in Company Secretaries Examination is requested to submit a separate application in the prescribed format as specified below in addition to submitting his/her online enrolment application for appearing in the examination together with the attested photocopies of following documents and with full size photograph showing the disability:

(i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and

(ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Physically disabled candidates who had been granted facility of writer’s help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photographs.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer and/or extra time.

The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
‘ICSI HOUSE’, C-37, Sector 62, Institutional Area,
NOIDA – 201 309 (U.P.)

Communication regarding grant of writer’s help and/or extra time for writing the examinations is normally sent to the respective candidates 8-10 days before the commencement of each examination after the issue of Admit Cards/Roll Number.

For quick disposal, the application for grant of writer’s help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed application form for availing the facility of writer’s help and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below:

https://www.icsi.edu/webmodules/Scribe_form.pdf
7. NEW EXAMINATION CENTRE

ATTENTION STUDENTS!
NEW EXAMINATION CENTRE
FOR CS FOUNDATION PROGRAMME EXAMINATION

The Institute is pleased to announce opening of new Examination Centre at the following city on an experimental basis w.e.f. December, 2018 examination for CS Foundation Programme Examination only:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>City &amp; State</th>
<th>Centre Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rewari (Haryana)</td>
<td>250</td>
</tr>
</tbody>
</table>

Accordingly, candidates of Foundation Programme Examination can opt for new examination centre in addition to the existing examination centres while enrolling for December, 2018 examination.

JOINT SECRETARY
DIRECTORATE OF EXAMINATIONS

8. VERIFICATION OF MARKS

ATTENTION STUDENTS!
VERIFICATION OF MARKS – FOUNDATION PROGRAMME EXAMINATION
JUNE, 2018

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 CS examination within 30 days from the date of declaration of results. The interested candidates can apply for verification of marks either through on-line or off-line mode as per prescribed procedure with requisite fee @ Rs. 250 per subject. The guidelines/information regarding Verification of Marks are available on the website of the Institute at:

https://www.icsi.edu/WebModules/VOM_June2017.pdf

The on-line facility for Verification of Marks has been made operative from Thursday, the 26th July, 2018 from 00:01 hrs up to Friday, the 24th August, 2018 till 24:00 hrs.

The last date of submitting applications for Verification of Marks is 24th August, 2018.

To optimize the use of on-line mode of payment, candidates are advised to submit their request/s through on-line mode for quicker and hassle-free response.

In case any candidate wishes to apply for Verification of Marks through off-line mode, he/she can download the Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The fee can be paid either by way of demand draft favouring “The Institute of Company Secretaries of India” payable at New Delhi; or in cash at the Regional/Chapter/Noida Office.

The procedure for submitting application for Verification of Marks is given on the website of the Institute at the link given below:


For applying Verification of Marks through on-line mode, the interested candidates can access the following link: https://smash.icsi.in/scripts/login.aspx

Joint Secretary
Directorate of Examinations
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