

CS Foundation Course

(e-bulletin for Foundation Programme Students)



THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

www.icsi.edu

May 2019



Message from the President

Dear Students

"A dream does not become reality through magic; it takes sweat, determination and hard work." – Colin Powell

My best wishes to all the students who are appearing for Company Secretaries Examination, June 2019 session. The examinations are around the corner, so my advice to the students is to start the preparation in full swing and try to maneuver your energy in a planned and positive manner in order to ensure timely preparation for examination. In this context a quote by John F. Kennedy is very apt which says that "the time to repair the roof is when the sun is shining". So, work hard from now onwards as this is the best time which can be put to good use.

Life is a competition, but it's not a race against anyone else. Rather, the real journey is only against yourself and your unrealized potential. If we take a close look at all those people who have made a difference in this world, we will easily notice that they owe their achievements to the fact that they primarily competed with themselves, not with others. They wanted to be better than their previous best. This is what should be the driving force within you in order to have a better tomorrow.

You must have faith in your abilities, preparation and hard work. Always compete with yourself, to do things better and faster. Setting clear goals and continuing to evaluate yourself is critical to staying on the right path. Instead of viewing competition as an obstacle, think of it as an opportunity to better yourself and learn new things.

In the end, I would like to conclude with a quote by Marsha Evans "Working hard overcomes a whole lot of other obstacles. You can have unbelievable intelligence, you can have connections, you can have opportunities fall out of the sky. But in the end, hard work is the true, enduring characteristic of successful people." All the best!

With Best wishes,

CS Ranjeet Pandey
President, ICSI

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Academic Guidance

ETHICS, GOODNESS AND GREED*

After the financial meltdown, so much has been said and written about the evils of greed and the need of ethics. How to make ethics and goodness prevail over greed and selfishness in human nature?

The ethical sensitivity is not the prerogative of a saint. There is a saint in every one of us. Even those who suffer from a congenital wickedness have a spark of goodness in a little corner of their being. There are deeper and higher layers in our mind and heart which respond spontaneously to truth, beauty and goodness. The main problem of ethics is that most of us are not able to live and act from this deeper and higher part of our being. We live mostly in the lower part of our self where the main actuating force is not truth, beauty and goodness but greed, pleasure and personal satisfaction. Even when our lower self-awakens to this higher values, it is not able to live these ideals, because in this part of our nature, motives like greed for power and wealth, pleasure-seeking and self-interest are much more powerful forces than the aspiration for truth, beauty or goodness; truth or goodness is a weak, desirable, more or less abstract ideals but greed or the urge for pleasure is a powerful, compelling force.

This is the reason why an intellectual and emotional awakening of the surface nature to ethical values, though helpful as a beginning, is not enough for a deep and lasting moral change. Rational analysis, case studies and stories are helpful in creating a preliminary ethical awakening in our surface nature and in our thinking mind. But this awakening does not have sufficient force to overcome a strong and compelling temptation or the gust of nature, which raises from the need for power, wealth, enjoyment or for safeguarding or expansion of our self-interest. The lure and temptation is all the more difficult to resist when it is sugar-coated with pleasure and immediate gratification.

This is the central knot of the immemorial ethical problem. The long-term solution lies in an inner discipline or education which brings a greater light, strength, energy and discrimination to our mind and heart and our higher aspirations and ultimately transforms our consciousness and life. There are many such disciplines in the spiritual traditions of the world, especially in the Eastern and Indian Yoga.

However, we must note here that the aim of these disciplines is spiritual and not moral. The moral development or perfection is only a means or preparatory stage for the spiritual freedom or perfection which is the aim. However the mental, moral and psychological discipline described in these Indian spiritual traditions provides a practical system of “value education” which can lead to a deeper and more lasting moral transformation than the mostly intellectual and superficial approach to ethics taught in modern academic and management education.

* Om Prakash Dani, Member Sri Aurobindo Society Puducherry & Vice Chairman Sri Aurobindo Foundation for Integral Management

** M S Srinivasan, Senior Research Associate Sri Aurobindo Society Puducherry

The views expressed are personal views of the author(s) and do not necessarily reflect those of the Institute.

The other important lesson which the modern ethical paradigms have to learn from the ancient spiritual teaching is the limitation of ethics and morality in changing human nature. According to eastern spiritual traditions, ethics and morality can only achieve a limited, preparatory change which is uncertain because it has to be sustained by constant vigilance, effort and control of a higher mental or moral will over our lower nature. The permanent and radical transformation of nature can be achieved only in the spiritual consciousness of our highest and innermost self beyond our mental and moral being. This is because, the higher values like truth, beauty and goodness become entirely concrete, intrinsic, spontaneous and self-existent only in the consciousness of the spirit. This may be a far-off ideal for most of us. But we cannot expect any lasting and radical change in human life without a corresponding change in human nature. As Sri Aurobindo points out:

“At first sight this insistence on a radical change of nature might seem to put off all the hope of humanity to a distant evolutionary future; for the transcendence of our normal human nature--- has the appearance of an endeavour too high and difficult, and at present, for man as he is, impossible. Even if it were so, it would still remain the sole possibility for the transmutation of life. For, to hope for a change of human life without a change of human nature is an irrational and unspiritual proposition.” (1)

Write-ups and articles on subjects 'Ethics & Governance are regularly available on monthly ejournal <https://fdi.aurosociety.org>, which can also be subscribed free of charge at <https://eservices.aurosociety.org/fdi/>

References:

1. Sri Aurobindo, CWSA, Vol. 21-22, p. 1096.

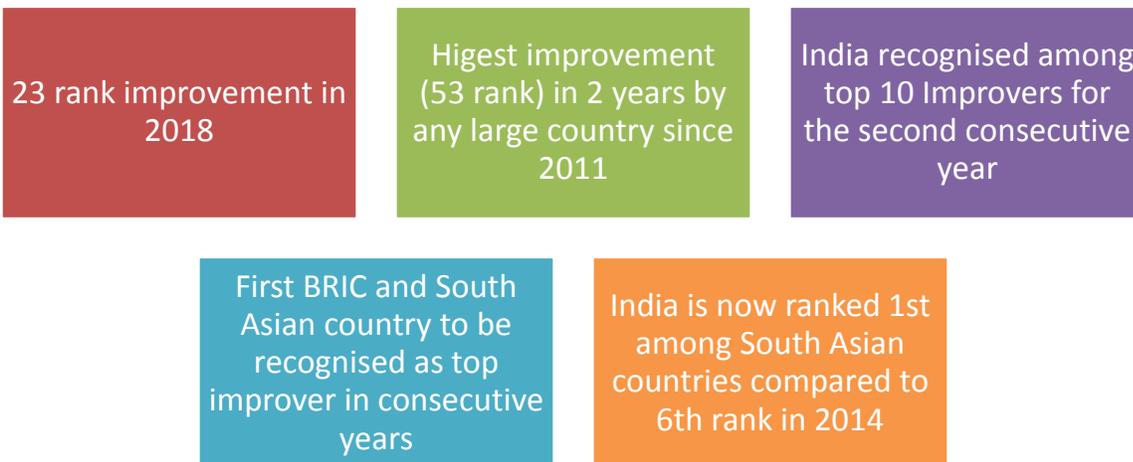
EASE OF DOING BUSINESS : INDIA ON THE GROWTH TRAJECTORY*

Introduction

The World Bank released its Doing Business Report (DBR, 2019) in October 2018 where India recorded a jump of 23 positions against its rank of 100 in 2017 to be placed now at 77th rank among 190 countries assessed by the World Bank. India's leap of 23 ranks in the Ease of Doing Business ranking is significant considering that in the year 2017 India had improved its rank by 30 places, a rare feat for any large and diverse country of the size of India. As a result of continued efforts by the Government, India has improved its rank by 53 positions in last two years.

The Doing Business assessment provides objective measures of business regulations and their enforcement across 190 economies on ten parameters affecting a business through its life cycle. The DBR ranks countries on the basis of Distance to Frontier (DTF), a score that shows the gap of an economy to the global best practice. This year, India's DTF score improved to 67.23 from 60.76 in the previous year.

India Highlights of DBR 2019



Further, India now ranks in the top 25 countries of the world on three indicators- getting electricity, getting credit and protecting minority investors. India has also improved its rank in 6 out of 10 indicators and has moved closer to international best practices (Distance to Frontier score) on 7 out of the 10 indicators. But, the most dramatic improvements have been registered in the indicators related to 'Construction Permits' and 'Trading across Borders'. In grant of construction permits, India's rank improved from 181 in 2017 to 52 in 2018, an improvement of 129 ranks in a single year. In 'Trading across Borders', India's rank improved by 66 positions moving from 146 in 2017 to 80 in 2018. The changes in six indicators where India improved its rank are as follows:

*Akansha Gupta, Executive (Academics), ICSI.

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S. No.	Indicator	2017	2018	Change
1	Construction Permits	181	52	+129
2	Trading Across Borders	146	80	+66
3	Starting a Business	156	137	+19
4	Getting Credit	29	22	+7
5	Getting Electricity	29	24	+5
6	Enforcing Contracts	164	163	+1
Overall rank		100	77	+23

The important features of India's performance in the year 2018 are:

- The World Bank has recognized India as one of the top improvers for the year.
- This is the second consecutive year for which India has been recognized as one of the top improvers.
- India is the first BRICS and South Asian country to be recognized as top improvers in consecutive years.
- India has recorded the highest improvement in two years by any large country since 2011 in the Doing business assessment by improving its rank by 53 positions.
- As a result of continued performance, India is now placed at first position among South Asian countries as against 6th in 2014.

Indicator wise highlights of India's performance are:

A. Construction Permits –

- Procedures reduced from 37 to 20 in Mumbai and from 24 to 16 in Delhi
- Time reduced from 128.5 to 99 days in Mumbai and from 157.5 to 91 days in Delhi
- Building quality control index improved from 12 to 14 in Mumbai and 11 to 14 in Delhi
- Cost of obtaining construction permits reduced from 23.2 percent to 5.4 percent
- DTF score improved from 38.80 to 73.81

B. Trading Across Borders –

a. Changes in time and cost are as follows:

Delhi	Import				Export			
	Documentary Compliance		Border Compliance		Documentary Compliance		Border Compliance	
	Time (hrs.)	Cost (\$)	Time (hrs.)	Cost (\$)	Time (hrs.)	Cost (\$)	Time (hrs.)	Cost (\$)
2017	58	140	262	550	21	90	125	413
2018	25	100	92	323	6	80	77	253

Mumbai	Import				Export			
	Documentary Compliance		Border Compliance		Documentary Compliance		Border Compliance	
	Time (hrs.)	Cost (\$)	Time (hrs.)	Cost (\$)	Time (hrs.)	Cost (\$)	Time (hrs.)	Cost (\$)
2017	65	129	267	536	58	94	85	348
2018	35	100	102	340	24	75	54	250

- b. Robust Risk Management System has reduced inspections significantly
- c. e-Sanchit allows traders to file all documents electronically
- d. Time and cost to export reduced through the introduction of electronic self-sealing of container at the factory

C. Starting a Business -

- a. Procedures reduced from 11 to 10 in Delhi and 12 to 10 in Mumbai
- b. Time reduced from 30 to 16 days in Delhi and 29.5 to 17 days in Mumbai
- c. PAN, TAN, DIN now merged with SPICe making it a single form for company incorporation
- d. No requirement of inspection for registration under Shops & Establishment in Mumbai
- e. Distance to Frontier improved from 75.40 to 80.96

D. Access to Credit

- a. Rank improved from 29 to 22
- b. DTF improved from 75 to 80
- c. Strength of legal rights index improved from 8 to 9
- d. Secured creditors will now be repaid first during business liquidation hence given priority over other claims

E. Access to Electricity

- a. Procedures reduced from 5 to 3 in Delhi and 5 to 4 in Mumbai
- b. DTF improved from 85.21 to 89.15

Improvement have taken place due to the commitment of the Government to carry out comprehensive and complex reforms, supported by the bureaucracy which has changed its mindset

from a regulator to a facilitator. The Government has undertaken an extensive exercise of stakeholder consultations to understand challenges of the industry, government process re-engineering to provide simplified and streamlined processes to create a more conducive business environment in the country. As a result of continued efforts, India's rank has improved as follows:

Year	2014	2016	2017	2018
Overall rank	142	130	100	77
DTF	53.97	56.05	60.76	67.23

The eight indicators in which India has improved its rank over last four years:

S. No.	Indicator	2014	2018	Change
1	Construction Permits	184	52	+132
2	Getting Electricity	137	24	+113
3	Trading across Borders	126	80	+46
4	Paying Taxes	156	121	+35
5	Resolving Insolvency	137	108	+29
6	Enforcing Contracts	186	163	+23
7	Starting a Business	158	137	+21
8	Getting Credit	36	22	+14

Implementation of reforms required coordination within various Ministries and government agencies:

- a. DIPP prepared reform action plan based on global best practices, with support of World Bank's expert team
- b. Identification of nodal Departments and constitution of Task Force for each indicator. DIPP sensitizing Departments and worked with them for reform implementation
- c. Development of a Communication Plan for Dissemination of reforms to users and other stakeholders, to generate awareness and receive feedback.
 - i. DIPP engaged expert agencies to receive regular industry feedback on reforms
 - ii. Consulted stakeholders frequently to understand the gaps in reform implementation

- iii. Created WhatsApp groups to share reforms and address concerns of users
- iv. Conducted focused group discussions and one-to-one meetings with users
- v. Ran twitter Polls and conducted live Twitter chat sessions to gauge user perception
- d. Identified corrective measures based on feedback received
- e. Regular review of reforms and removing bottlenecks in implementation
- f. Indian delegation visited World Bank multiple times to explain the reforms implemented and understand areas for improvement

Conclusion

The World Bank has recognised India as one of the top improvers for the year. India also features among the report's list of top 10 improvers for the second year in a row and is the one of only nine countries around the world and only one in BRICS to feature in this list. All this shows that the ease of doing business in India has improved notably after a series of reforms which made it easier for companies to get construction permits, pay taxes and trade across borders. World Bank noted that the entrepreneurs were able to start a business more easily after integration of multiple application forms into a general incorporation form. The reforms also "streamlined the process of obtaining a building permit and made it faster and less expensive to obtain a construction permit. The World Bank report also noted that the amendment in Insolvency and Bankruptcy Code which prevented willful defaulters from buying up any of their own troubled assets at discounted rates has strengthened access to credit as secured creditors are now given absolute priority over other claims within insolvency proceedings. From the above discussion we can deduce that with positive and pro business policy change in the coming years this ranking will further improve and make India a more conducive place for doing business.

References:

- 1) www.pib.nic.in
- 2) www.economictimes.indiatimes.com

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshashtra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhamitta by Gupta & Chaturvedi
- Vyavsayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavsayik Arthashashtra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari S N & Mittal S N
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouthi 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 (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat Ka Samvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastantarn - lekhan ki kala) by Murl Manohar
- Systematic Approach to Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja



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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

Student Services

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

SOCIAL MEDIA PLATFORM FOR COMMUNICATING WITH THE INSTITUTE

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 
4. LinkedIn 

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/

<https://www.linkedin.com/in/theicsi/>

Cut-Off Dates for the year 2019

Please visit <https://www.icsi.edu/student/> for cut-off dates for the year 2019.

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 April 2016 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period at the end of March 2019 .

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 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 2018 and register in Executive Program upto and including 28th February, 2019 would be eligible to appear in both modules of the Executive Program to be held in December 2019 examination and students who will take registration in Executive Program between 1st March 2019 to 31st May 2019 will be eligible to write only one module in December 2019 examination of the Executive Programme.

Students can register online at Institute's website www.icsi.edu at online services option at the following link <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



Step 3:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

Change Communication Details

Current Mobile Number: 917777777777

Update New Mobile Number: 91

Current Email Address: abc@gmail.com

Update New Email Address:

Save

Enter your new mobile number

Enter your new email address

After Updating Communication detail, click on "Save" button

Process 2: Process to change correspondence /permanent address**Step 1: After Log in**

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HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS**
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2: To change Correspondence address

HOME MODULE + PROFILE + LOGOUT

Change Address

Search Criteria

Address Type:

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

1st Click (points to the checkbox in the first row)

2nd Click (points to the Update button)

Step 3:

Change Address

Country *

State/Province *

District *

City *

Address Line 1 *

Address Line 2

Address Line 3

Postal Code *

After Updating new address, click on "Save" button.

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



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HOME MASTERS + MODULE + REPORTS + **PROFILE -** LOGOUT

Dashboard for ICSI

CHANGE PASSWORD



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Change Password

Old Password*	<input type="password"/>	
New Password*	<input type="password"/>	(Minimum 8 Characters)
Confirm Password*	<input type="password"/>	(Minimum 8 Characters)
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

* Password need at least one Uppercase.
 * Password need at least one Lowercase.
 * Password need at least one Special Characters @ # ! ~ ! % ^ \$ & * () + - _ |.
 * Password need at least one Number.

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. 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

5. 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.



6. 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. CHARTERED SECRETARY JOURNAL

The “Chartered Secretary” Journal is published by the ICSI, with a view to ensure continuous up-gradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the journal can subscribe for 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.



2. Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters

Number of Class Room Teaching Centres at Regional Councils/Chapters

Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.

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

SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	MODULE	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT No. OF THE CO-ORDINATOR
1	EIRC	BHUBANESWAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation		Mr. P.C. Swain	pratap.swain@icsi.edu	9040679085
				Executive	I II			
2	EIRC	DHANBAD	B-14, OLD DOCTORS COLONY, JAGJIVAN NAGAR DHANBAD- 826003	Foundation		Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
				Executive	I & II			
3	EIRC	GUWAHATI	GUWAHATI CHPATER, HOUSE NO 7, RODALI PATH, HEAR JONALI BUIST STAND RG BARUAH ROAD GUWAHATI - 24	Executive	I & II	Mr Hemant Das	guwahati@icsi.edu	9365204281
4	EIRC	KOLKATA	ICSI-EIRO, 3A, AHIRIPUKUR 1ST LANE KOLKATA- 700019	Foundation		Ms. Rukmini Nag	rukmini.nag@icsi.edu	033-22832973
				Executive	I & II			
5	EIRC	PATNA	B-27, 2nd Floor, LUV KUSH TOWER, EXHIBITION ROAD PATNA - 1	Foundation		Mr. Ratnesh Kumar	patna@icsi.edu	9835042476/06 12-2322405
				Executive	I & II			
6	EIRC	RANCHI	ICSI CHAPTER, 2C, OM SHANTI APPARTMENT, O C C BANGLA SCHOOL LANE MAIN ROAD, RANCHI- 834001	Foundation		Sumanta Dutta	ranchi@icsi.edu	0651-2223382
				Executive	I & II			
7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.-10, VIJAY MANDIR MARG, ALWAR	Foundation		Mr. Anand Kumar Arya	alwar@icsi.edu	9413740652
				Executive	I & II			
				Professional I				
8	NIRC	AGRA	SILVER POINT 3/2 G, Second Floor Nehru Nagar, (Near Anjana Cinema, M.G. Road), AGRA - 282005	Foundation		Mr Ravi Krishna Srivastava	agra@icsi.edu	0562-4031444 / 9839226671
9	NIRC	ALLAHABAD	30-A / 9 / 2A COOPER ROAD NEAR HARI MAZID, INFRONT OF HP MEDIA, 2ND FLOOR, CIVIL LINES ALLAHABAD - 211001	Foundation		Mr. Amitabh Shukla	Amitabh.Shukla@icsi.edu	9415351209
				Executive	I & II			
10	NIRC	BAREILLY	ICSI CHAPTER BAREILLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BAREILLY - 243122	Foundation		Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@rediffmail.com/ amit.kumarb@icsi.edu	8755755741/ 9458821397
				Executive				

11	NIRC	BHILWARA	ICSI HOUSE, SEC-8, INSTITUTIONAL AREA, RING ROAD, PATEL NAGAR, BHILWARA (RAJ.)-311001	Professiona I		Mr.Rajeev Ranjan Jha	rajeev.jha@icsi. edu	8003990862
12	NIRC	DELHI	ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTIONAL AREA NEW DELHI- 110 005	Foundation		Mr Bhole Shankar	niro@icsi.edu	011 49343009
				Executive	I & II			
13	NIRC	FARIDABAD	Institutional Plot No.-1A, Sector- 16A, (Near Sai Baba Temple), Faridabad-121002	Foundation		Ms Suman Iyer	faridabad@icsi. edu	0129-4003761
				Executive	I & II			
14	NIRC	GHAZIABAD	GHAZIABAD CHAPTER, 23- B,NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation		Mr. Anil Kumar Upadhyay	ghaziabad@icsi. edu	0120-4559681, 9716011634
				Executive	I & II			
				Professiona I				
15	NIRC	GURGAON	FIRST FLOOR, DEENBANDHU SIR CHOOTU RAM BHAWAN JHARSA ROAD BEHIND SHIV MANDIR SECTOR 32 GURGAON-122002	Foundation		Mr Amit Likhvani	gurgaon@icsi.e du	0124-2380021
				Executive	I & II			
16	NIRC	JALANDHAR	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR- 144008	Foundation		Mr. Vinay Kumar	vinay.kumar@ic si.edu	9041040129
				Executive	I & II			
17	NIRC	JAMMU	213 A (1st Floor), Shastri Nagar , Jammu-180004	Foundation		Mr. Uday Prakash	jammu@icsi.ed u	0191-2439242
				Executive	I & II			
18	NIRC	KANPUR	118/90, GUMTI PLAZA , KAUSHALPURI,KANP UR- 208012	Foundation		Ms. Uma Devi gupta	uma.gupta@icsi .edu	8687116064
				Executive	I & II			
19	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR LUCKNOW - 226010	Foundation		Mr. Shiv Moorthi Tiwari, Mr. Sandeep Rapra	shiv.tiwari@icsi .edu,	05224109382
				Executive	I & II			
20	NIRC	LUDHIANA	11B, 2nd FLOOR PHERUMAN COMPLEX, GURUDWARA, SAHEEDAN, OPP MANJU CINEMA, G.T. ROAD, LUDHIANA- 141003	Foundation		Mr. Sanjay Jakhmola	ludhiana@icsi.e du	0161-2545456
21	NIRC	NOIDA	C-37, SECTOR - 62, NOIDA - 201309	Foundation		Mr Kushal Kumar	noida@icsi.edu	01204522058
				Excutive	I & II			
22	NIRC	MODINAGAR	Opp. MM Printer, Near Modi Steels, Delhi- Meerut G.T. Road, Modinagar- 201204	Foundation		Mr. Muneesh Bindal	modinagar@icsi .edu	01232-243048
				Excutive	I & II			
23	NIRC	VARANASI	J BLOCK IIND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002	Foundation		Mr. Ashish Tiwari	varanasi@icsi.e du	7800937000
				Executive	I & II			
				Professiona I				
24	NIRC	YAMUNA NAGAR	DAV College for Girls, Academic Block-4, Jagadhri Road, Yamuna Nagar-135001	Foundation		Mr. Upendra Kumar	yamuna.nagar@ icsi.edu	9812573452

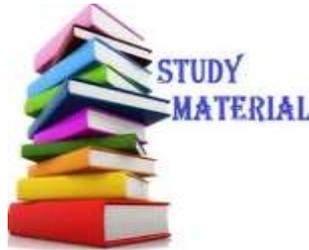
25	SIRC	AMARAVATI	1st FLOOR HINDU COLLEGE & HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR-522003	Executive	I & II	Mr. S. Gaddam	amaravati@icsi.edu	0863-2233445
26	SIRC	BANGALORE	No-5, 1st MAIN ROAD, KSSIDC INDUSTRIAL ESTATE, 6TH BLOCK, WEST OF CHORD ROAD, RAJAJI NAGAR BANGALORE-560010	Foundation		Mr. Maitreya	bangalore@icsi.edu	7760976362
				Executive	I&II			
27	SIRC	CALICUT	CALICUT CHAPTER OF SIRC OF ICSI, A-3,29/2084, 2ND FLOOR, RAHIYAN BUILDING, K.T. GOPALAN ROAD, KOTOOLI,CALICUT - 673016	Foundation		Ms. Sheeba	calicut@icsi.edu	0495-2374702
				Executive	I & II			
				Professional	I, II & III			
28	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI - 600 034	Foundation		Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
				Executive	I & II			
				Professional	I, II & III			
29	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE- 641 009.	Foundation		Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497
				Executive	I & II			
				Professional	I, II & III			
30	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAIRATABAD,HYDERABAD-500004.	Foundation		Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292
				Executive	I & II			
31	SIRC	KOCHI	KOCHI CHAPTER,ICSI HOUSE, NO 65/635, JUDGES AVENUE RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS, KALOOR ERNAKULAM - 682017	Foundation		Mr Sree Kumar T S	kochi@icsi.edu	0484-4050502/2402950
				Executive				
32	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADUARI - 625001	Foundation		Mr. T.Raja	t.raja@icsi.edu & madurai@icsi.edu	9843155753
				Executive	I & II			
				Professional	I, II & III			
33	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BILDING IIND FLOOR BEJAI MANGALORE 575004	Foundation		Mr Shankar B	sankara.badi@icsi.edu	0824-2216482/9886400332
				Executive	I & II			
34	SIRC	MYSORE	MYSORE CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES, METAGALLI MYSORE- 570016	Foundation		Mr. N.Dhanabal	dhanabal.n@icsi.edu	9731242336
				Executive	I & II			
35	SIRC	PALAKKAD	1st FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD-678004	Foundation		Ms. Roby Joshep	palakkad@icsi.edu	0491-2528558
				Executive	I & II			

36	SIRC	SALEM	SALEM CHAPTER OF THE ICSI, 173, PEARL VILLA, 1ST FLOOR, 3RD CROSS, NEAR CO - OPERATIVE MARRIAGE HALL, NEW FAIRLANDS, SALEM - 636 016.	Executive	I & II	Mr. Sunder Swamy S	salem@icsi.edu	8754340840
37	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation		Ms Soumya S	soumya@icsi.edu	9495631592
				Executive	I & II			
38	SIRC	THIRUVANANTHA PURAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE, PATTOM, TRIVANDRUM - 695004	Foundation		Mr. S V Vinod Kumar	Vinod.Sreerama@icsi.edu	8089522663
				Executive	I & II			
39	SIRC	VISAKHAPATNAM	C/o.Dr.L.BULLAYYA COLLEGE, SURVEY NO 44, BLOCK B BUILDING, 1ST FLOOR, UPSTAIRS OF ANDHRA BANK RESAPUVANIPALEM, VISAKHAPATNAM-530013, ANDHRA PRADESH	Foundation		Mr. Sivaramakrishna	prv.sivaramakrishana@icsi.edu	0891-2533516
				Executive	I & II			
40	WIRC	AHMEDABAD	ICSI AHMEDABAD CHPATER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD, AHMEDABAD - 380009	Foundation		Mr. Rohit Khunt	rohit.khunt@icsi.edu	8905036321/ 079-30025335
				Executive	I & II			
41	WIRC	BHOPAL	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation		Ms. Amita Malviya	bhopal@icsi.edu	0755-2577139
				Executive	I & II			
42	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRASTH APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation		Mr. Vasant H Kerkar	goa@icsi.edu	8322435033
				Executive	I & II			
43	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAGANJ, INDORE-452001	Foundation		Mr. M.L. Solanki	indore@icsi.edu	0731-424818/2494552
				Executive	I & II			
44	WIRC	KOLHAPUR	KOLHAPUR CHAPTER OF WIRC OF ICSI C.S NO 455, OFFICE UNIT NO 403/404, 4TH FLOOR, MATOSHREE PLAZA, VENUS CORNER, SHAHUPURI KOLHAPUR.	Foundation		Rajashree Lambe	kolhapur@icsi.edu	0231-2526160
				Executive	I & II			
				Professional				

45	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive		Mr. Bannashankar Dasari	bannashankar.dasari@icsi.edu	9223542195
			MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive				
46	WIRC	NAGPUR	NAGPUR CHAPTER OF ICSI, 3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation Executive	I & II	Mr. Sudhakar Aisalwaru	nagpur@icsi.edu	0712-2453276
47	WIRC	NASHIK	BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTRA-422005	Foundation		Mr. Amit Kumar	Amit.Kumar_N@icsi.edu	8796090345
48	WIRC	NAVI MUMBAI	ICSI-CCGRT, OFFICER NO-204, 2ND FLOOR, PLOT NO- 101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI-400614	Foundation		Ms. Lachhmi Bhatt	navimumbai@icsi.edu	022- 49727816
				Executive	I & II			
49	WIRC	PUNE	PUNE CHAPTER OF ICSI SHREYAS APARTMENTS CONDOMINIUM, C.T.S. No. 1654/1655 SURVEY GANANJAY SOCIETY, D.P. ROAD KOTHRUD PUNE - 411038	Foundation		MR. P.S. Emmanuel	ps.emmanuel@icsi.edu	8149121488
				Executive	I & II			
50	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR - 492001	Foundation		Mr. Prafulla Kumar Dash	raipur@icsi.edu	0771-2582618
				Executive	I & II			
				Professional				
51	WIRC	SURAT	B - 209, TIRUPATI PLAZA, NEAR COLLECTOR OFFICE, ATHWAGATE, SURAT, GUJARAT. PIN - 395001	Foundation		Mr. Goutam Karmakar	goutam.karmakar@icsi.edu	8013214546
				Executive	I & II			
52	WIRC	THANE	ICSI THANE CHAPTER, 201-202 SAI PLAZA COMPLEX GOBUNDER ROAD NEAR KAPURBAWADI JN, OPP TO ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607	Foundation		Ms. Kavita Chavan	kavita.chavan@icsi.edu	022- 25893793 022- 25891333
				Executive	I & II			
53	WIRC	VADODARA	ICSI VADODARA CHAPTER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007	Foundation		Mr. Arjun Sinh Solanki	arjun.solanki@icsi.edu	8980181498
				Executive	I & II			

3. 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 received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell or they can also download the study material from the website of the Institute at academic corner request through grievance solutions cell is given under the head “ICSI Grievance Solutions Cell”



Institute are supplied with the set of study material. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell or they can also download the study material from the website of the Institute at academic corner request through grievance solutions cell is given under the head “ICSI Grievance Solutions Cell”

4. SELF STUDY

The Institute provides a set of study materials to all the students of Foundation Program for self-study purpose. Students have the option to study the subjects of their own and appear in the next examination of the institute for which they are eligible or else they can get themselves enrolled at Class Room Teaching Centers of the Institute for coaching. Classes are conducted by most of the Regional/Chapter offices of the Institute located across the country.

INFORMATION ON SPECIAL INITIATIVES

1. Study Centres

The objective of the Study Centre Scheme is to break the distance barrier at the end of students for availing the services from the institute. Under the Scheme, Study Centers are opened in cities /areas, wherein the Institute's Offices are not in existence. Apart from providing basic services, the Study Centres also impart coaching to the students of various stages. The details of study centres are available at the link https://www.icsi.edu/media/webmodules/Study_Centre.pdf



“शहीद की बेटी” (Martyr's Daughter)

Dear Students,

It is indeed an honour to be a part of an Institute which has attained institutional excellence and is a torch bearer for the cause of Good Corporate Governance.

As part of social responsibility and in alignment towards the initiatives of Government of India the scheme “Shaheed Ki Beti” was launched during the Golden Jubilee ceremony and the Institute got the privilege to confer the first certificate under this scheme to the Prime Minister of India, Sh. Narendra Modi on 4th October 2017.

Under 'Shaheed Ki Beti' scheme, the Institute is providing financial support to the girl child of martyrs for her higher education.

A separate fund has been created and the amount accumulated under the Fund “Shaheed ki Beti” is donated to the concerned wing of Ministry of Defence. Institute has already donated Rs. 15 lac under the scheme in the recent past.

The Institute acknowledges the contribution of the stakeholders who are generously donating towards the “Shaheed Ki Beti” initiative of the Institute on their Birthdays or otherwise.

Shaheed Ki Beti scheme has given us an opportunity to support our courageous martyred soldiers and their bereaved families. Through this unique scheme, Institute will definitely bring a radical change in the life of families of the valiant martyrs who have laid their lives while upholding the sovereignty and integrity of the country.

We request all other members and students of ICSI to come forward and contribute for this noble initiative.

The amount can be transferred online as per details given below.

National Electronic Fund Transfer (NEFT) Mandate Form	
(Mandate for Receiving Payment Through NEFT/RTGS)	
Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
Address of Vendor	C-36-37, ICSI HOUSE, INSTITUTIONAL AREA, SECTOR 62 NOIDA UP 201309
Permanent Account Number (PAN)	AAATT1103F
Particulars of Bank Account	
A. Name of Bank	Indian Bank
B. Name of Branch	Sector 61
C. Address	D-211/2 SECTOR 61 NOIDA 201301
D. City Name	NOIDA
E. IFSC Code (11 digits)	IDIB000N106
F. 9 digit MICR Code appearing on the Cheque Book	110019035
G. Type of Account (10/11/13)	SAVINGS (10)
H Account No.	706959465

Our small gesture can bring smile to the faces of many bereaved families.

Team ICSI.



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www.icsi.edu

Any Query ? Don't Worry !



Grievance Redressal System

Instead of placing your queries through phone calls/
Emails/ Social Media, please register at

Single Grievance Redressal Portal

<http://support.icsi.edu>

All queries/complaints received will be closely monitored and responded to.

Follow us:



FEE SCHEDULE

PARTICULARS	FEEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1,500	Total Fees Rs.5,100
Education Fee	3,000	
E-learning Fee	600	
EXECUTIVE PROGRAMME		
<i>(For Commerce Graduates)</i>		
Foundation Examination Exemption Fee	500	Total Fees Rs.10,000
Registration Fee	2,000	
Education Fee for Executive Programme	6,500	
Pre-Examination Test Fee	1,000	
<i>(For Non-Commerce Graduates)</i>		
Foundation Examination Exemption Fee	500	Total Fees Rs.11,000
Registration Fee	2,000	
Education Fee for Executive Programme	7,500	
Pre-Examination Test Fee	1,000	
<i>For CPT pass of the ICAI & Foundation Pass of the ICAI-CMA</i>		
Foundation Examination Exemption Fee	4,000	Total Fees Rs.13,500
Registration Fee	2,000	
Education Fee for Executive Programme	6,500	
Pre-Examination Test Fee	1,000	
CS Foundation Pass Student	8,500	Total Fees Rs.9,500
Pre-Examination Test Fee	1,000	

PROFESSIONAL PROGRAMME		
Education Fee	12,000	Total Fees Rs.13,000
Pre-examination Fees	1,000	
DE-NOVO REGISTRATION		
Registration De-Novo Fee		
Students may apply for Registration de-novo <u>within two years</u> of the expiry of former registration	2,000	
If students fail to apply for Registration de-novo <u>within two years</u> of expiry Registration, they may still seek Registration de-novo within a maximum <u>period of five years</u> from the expiry of former registration.	3,000	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	1,000	
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
EXAMINATION FEE		
Foundation Programme (Lumpsum)	1,200	
Executive Programme	1,200 (Per Module)	
Professional Programme	1,200 (Per Module)	
Late Fee for submission of Examination Form	250	
Change of Examination Center/Module/Medium	250	
<i>Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee) US\$ 100 (or equivalent amount in Indian Rupees)</i>		

OTHER FEES		
Paper-wise Exemption	1,000	
Duplicate Pass Certificate	200	
Duplicate Result-cum-Marks Statement	100 (Per Mark-sheet)	
Verification of Marks	250 (Per Paper)	
Transcripts	295 (Per Transcript)	Inclusive of GST@18%
Verification of Marks Fee	250 (Per Paper)	
Certified Copy of Answer Book	500 (Per Paper)	

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

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

Stage	Concession in Fee available to Physically Handicapped Students
Foundation Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs. 1,500/-)
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs. 2,000/-)
Professional Programme	Only Registration Fee will be charged (At present, Registration fee is nil).
Registration Denovo & Extension of Registration	25% of the fee applicable to general category students.

(b) Examination Fee

Stage	Concession in Fee available to Physically Handicapped Students
Foundation Programme	25% of the fee applicable to general category students.
Executive Programme	25% of the fee applicable to general category students per module.
Professional Programme	25% of the fee applicable to general category students per module.



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Attention Students!!

**SUCCESS STORIES OF THE RANKHOLDERS OF THE INSTITUTE OF
DECEMBER 2018 EXAMINATION**

Video Bytes on Success stories of the **RANKHOLDERS** of the Institute of December 2018 examination has been published on the website of the Institute www.icsi.edu

The details are given below.

ALL INDIA RANK	NAME OF THE STUDENT	Stage	You tube Link
1	Kalyani Ashwin Pundlik	Foundation Programme	https://youtu.be/C7TjohWgwGU
1	Malisetty Surya prakash	Executive Programme (Old Syllabus)	https://youtu.be/AD0w-KX9A8A
1	Bapu Venkatesam Maruvada	Executive Programme (New Syllabus)	https://youtu.be/6F5yAqwCJOc
3	Ankit Agarwal	Executive Programme (Old Syllabus)	https://youtu.be/o7YAJy kmIA
3	Harshita Jalan	Professional Programme	https://youtu.be/5tm28YxGIFA
21	Tajinder Singh	Foundation programme	https://youtu.be/VpS7dTLguy8
23	Dishant khanna	Foundation programme	https://www.youtube.com/watch?v=mn7ar5RP-uI&feature=youtu.be
25	Avvalpreet kaur	Foundation programme	https://www.youtube.com/watch?v=mn7ar5RP-uI&feature=youtu.be

Further, the video byte of students from our Class Room Teaching Centres who have performed well in the main examinations are given below :

Pratiksha Tripathi	Foundation programme	https://youtu.be/RfqKyuJC-mE
Manushi	Foundation Programme	https://www.youtube.com/watch?v=zYc4LIR-Bpo&feature=youtu.be

All students are requested to visit the above mentioned links which will help you in preparation of your examination.

Team ICSI

**ATTENTION TO THE EXAMINEES APPEARING IN EXECUTIVE
PROGRAMME EXAMINATION UNDER NEW SYLLABUS (SYLLABUS - 2017)**

Candidates appearing for the Executive Programme (New Syllabus – 2017) examination are advised to take note of the following in respect of their examination:

1. Papers of Executive Programme (New Syllabus) Examination

Candidates shall be examined for the Executive Programme under the New Syllabus (Syllabus – 2017) for the following papers:

Module - I

1. Jurisprudence, Interpretation and General Laws
2. Company Law
3. Setting up of Business Entities and Closure
4. Tax Laws

Module – II

5. Corporate and Management Accounting
6. Securities Laws and Capital Markets
7. Economic, Business and Commercial Laws
8. Financial and Strategic Management.

Examination Time-Table has been published in the e-Student Company Secretary bulletin and also hosted on the website of the Institute.

2. Type of Questions

Examination shall be in descriptive mode for all papers and question paper shall contain both theoretical and practical questions as per the nature of the subjects. Further, no OMR based examination shall be conducted for any of the papers of Executive Programme (Syllabus-2017) examination.

3. Availability of Question paper printed in Hindi Medium for Papers of Module II

Candidates should write their examination either in English or Hindi language as per their option of medium for writing the examination. Question papers of all subjects of Module-II shall be made available in Hindi medium along with English version for those candidates who have opted for writing their examination in Hindi medium. However, question papers of all subjects of Module – I shall be provided to all candidates in English language only. Candidates who have opted Hindi medium should write their examination in Hindi language.



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YOUTUBE LINKS :

VIDEOBYTES

**“EXAMINATION RELATED STRESS AND
HOW TO COPE UP WITH IT”**

Dear Student,

This has reference to the Video bytes prepared by the Institute for the students on the topic “**EXAMINATION RELATED STRESS AND HOW TO COPE UP WITH IT**”. The video links will help the students in preparing for their examinations in a much planned and systematic manner.

Speakers:

Mr. P.P Agarwal FCS, ACMA, B.Com(Hons),MIMA,

Mr. B. R. Raghunandan, FCS ,Ex. Executive Director at Rural electrification of India LTD,

Sister B K Sangeeta , Director , Southern Wing , Delhi (Brahmakumaris).

The video bytes have been made available at the following Youtube links to facilitate the students.

- 1- <https://youtu.be/7HKIi9dFI68>
- 2- https://youtu.be/MSnWNGSq_K8
- 3- <https://youtu.be/VM3tV6ul6Xk>
- 4- <https://youtu.be/vS92IM5zTzU>
- 5- <https://youtu.be/3gJZ7rFcRO0>
- 6- <https://youtu.be/JCUcwLeiUa4>

You all are advised to visit the link as given above to avail this unique opportunity.

ICSI

Attention Students !

Guidelines for Concession in Fee for Registration to CS Course to the Widows and Wards of Martyrs, Permanent Disability cases, Serving / Retired Personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces

The sacrifice of the personnel of Indian Armed forces and para military forces for maintaining the security and sovereignty of the country is commendable.

In a humble endeavor of the Institute in recognizing the contribution of the serving and retired personnel and as a goodwill gesture to the families of martyrs, the Institute has decided to grant the following concessions for registration to the CS Course :

- 1. 100% concession in full Fee payable at the time of Registration to various Stages of CS Course and Examination Fee to the wards and widows of martyrs of Indian Army, Indian Air Force, Indian Navy and all para military forces**
- 2. 100% concession in full Fee payable at the time of Registration to various Stages of CS Course and Examination Fee to the personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces with permanent disability as a result of participating in act of war and other missions.**
- 3. 50% concession in full Fee payable at the time of Registration to various Stages of CS Course and Examination Fee to all In Service/ Retired personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces.**

All other fee payable by the aforesaid category of students shall be as per the rates applicable to the general category students.

These guidelines shall be applicable effective from 1st April, 2019.



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!!! Attention Students !!!

YOUTUBE LINK

**Topic- "EXAMINATION PREPARATION FOR JUNE 2019 EXAMINATION AND
ACADEMIC QUERIES"**

Dear Student,

This has reference to the video prepared by the Institute for the students on the topics "Examination Preparation for June 2019 exam and Academic Guidance". The video will help the students in preparing for their examinations in a much planned and systematic manner.

Speakers:

Mr. P.P Agarwal ,FCS, ACMA, B.Com(Hons), MIMA and officials of the Institute.

The link of the video has been made available at the following Youtube link to facilitate the students.

<https://youtu.be/QWpmdYq2lzY>

You all are advised to visit the link to avail this unique opportunity.

ICSI

ATTENTION STUDENTS !**JUNE, 2019 SESSION OF EXAMINATIONS****LAST DATE FOR SUBMISSION OF REQUEST FOR CHANGE OF EXAMINATION CENTRE / COMBINATION OF MODULE(S)/ MEDIUM & PRECAUTION TO BE TAKEN WHILE REMITTING THE FEE THROUGH CANARA BANK CHALLAN**

Please note that the facility for submission of change of Examination Centre / Combination of Module(s)/ Medium for the students who have enrolled for June, 2019 Session has been activated effective from 10th April, 2019 and the requests may be submitted upto **16th May, 2019 (16:00 Hours)**. Thereafter, requests for changes in the examination enrollment status will not be entertained under any circumstances.

The prescribed fee is Rs.250/- per change and the same may be remitted by way of Credit Card/Debit Card/ Net Banking modes. The fee may also be remitted through Canara Bank Challan by depositing the fee by way of Cash in Canara Bank branches.

Students remitting fee through Canara Bank Challan System i.e. by way of Cash at the Canara Bank branches are advised to ensure that the cash is deposited **LATEST BY 16th May, 2019**. It may be noted that in case the cash is deposited after **16th May, 2019** (even if the Challans are generated on a prior date), the requests will be rejected without further notice.

Students are advised to take note for compliance.

*****X*****

10.04.2019

ICSI Classroom Teaching Centres at Regional Councils/Chapters and ONLINE CLASSES



Features/Main attractions



Pre-examination Test is Exempted for Classroom teaching students (Subject to the condition)

For more information please visit <http://tinyurl.com/y64ullr4>



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। *Speak the truth; abide by the law*

Mission

"To develop high calibre professionals facilitating good corporate governance"

Details for Crash Course and Mock Tests organised by ICSI for the preparation of June 2019 examination

(Pre-Examination Test is Exempted for Classroom Teaching Students (Subject to the Condition). For any query/clarification ,may pls visit your nearest Chapter /RO Office)

S.no	Chapter	Programme	Crash Course Topic	Crash course (link)	Mock Test Topic	Mock Test (link)	Revision Classes Topic	Revision Classes (Link)
EIRC								
1	HOOGHLY	FOUNDATION					Revision & Preparation Classes 1st Session on 21.04.2019 (from 10.30 A.M. to 05.30 P.M.) Faculty details of 21.04.2019: CS Ravi Varma, ACS, & CS Rahul Harsh, ACS	https://www.icsi.edu/hoghly/home/
2	KOLKATA-RO	CS EXECUTIVE [NEW SYLLABUS]	Crash Courses for June, 2019 Executive Programme Examinations (New Syllabus)	https://www.icsi.edu/media/filer_public/f3/30/f330769c-d91b-459c-83e4-df604a85ef05/crash_course_june_2019_3.pdf				
NIRC								
3	GURGAON	FOUNDATION	Crash Course for Foundation Program-June 2019 starting from 03.04.2019	https://www.icsi.edu/media/filer_public/b6/ca/b6ca3bba-874f-4630-bdeb-bb2351e2f25b/crash_course.jpg				

SIRC

4	CHENNAI -RO	CS Executive Programme	Crash Course for Executive Programme, Topic: Financial and Strategic Management, 04.05.2019 and 05.05.2019, Mr. K.V.Sundar, B.Com., ACA Chartered Accountant, Chennai	https://www.icsi.edu/siro/home	Mock Test for all three stages i.e. Foundation, Executive and Professional Programme, 01.05.2019 to 08.05.2019	https://www.icsi.edu/siro/home	Every Friday Students Meeting, 12.04.2019 26.04.2019	https://www.icsi.edu/siro/home
5	CHENNAI -RO	CS Professional Programme	Crash Course for Professional Programme Students, Topic: Advanced Tax Laws and Practice, 11.05.2019 and 12.05.2019, Direct Tax: Mr. Gopal Krishna Raju FCA, ACS, ACMA, PGDOR, PGDFM, PGDOM, CISA Chartered Accountant, Chennai	https://www.icsi.edu/siro/home				
6	CHENNAI -RO	CS Professional Programme	Indirect Tax: Mr. B.Ganesh Prabhu B.Com., ACA Chartered Accountant, Chennai	https://www.icsi.edu/siro/home				
7	CHENNAI -RO	CS Professional Programme	Crash Course for Professional Programme Students, Topic: Financial, Treasury and Forex Management, 04.05.2019 and 05.05.2019, Mr. K.V.Sundar, B.Com., ACA Chartered Accountant, Chennai	https://www.icsi.edu/siro/home				

8	COIMBATORE	CS EXECUTIVE & CS PROFESSIONAL	<p>CRASH COURSE: <u>PROFESSIONAL PROGRAMME (OLD SYLLABUS)-</u> FINANCIAL TREASURY & FOREX MANAGEMENT <u>EXECUTIVE PROGRAMME (NEW SYLLABUS)-</u> FINANCIAL & STRATEGIC MANAGEMENT, 02.05.2019 & 03.05.2019 (Thursday & Friday) Shri. R. Sathish ACA,ACMA & ACS Chartered Accountant in Practice, Coimbatore</p>	<p>www.icsi.edu/coimbatore</p>				
9	COIMBATORE	CS PROFESSIONAL	<p>CRASH COURSE: <u>Professional Programme old & New Syllabus Tax</u> Laws, on dt- 09.05.2019 & 10.05.2019 (Thursday & Friday), Shri. Gopal Krishna Raju, (FCA, ACS, ACMA) Chartered Accountant in Practice, Chennai</p>					

10	COIMBATORE	CS EXECUTIVE [NEW SYLLABUS]	<p>CRASH COURSE: Executive Programme New Syllabus, SECURITY LAWS & CAPITAL MARKETS, Corporate & Management Accounting, Tax Laws, COMPANY LAW ON DT-08.05.2019 (Tue & Wed) 09.05.2019 & 10.05.2019 (Thursday & Friday) 11.05.2019 & 12.05.2019 (Sat & Sun) 13.05.2019 & 14.05.2019 (Mon & Tue) Shri.K. Thangaraj, Mcom, PGDBA (20 yrs experience in Share Trading & Capital Market, Leading speaking in Investor Awareness and its related topic, Shri. Badrinarayanan, FCA, ACS, Shri. Kevin ACA,ACMA, Shri. D Vignesh , ACS</p>					MODEL EXAMINATION 13.05.2019 TO 21.05.2019
11	HYDERABAD	EXECUTIVE (new syllabus)	<p>Security Law & Company Market - 01- 04 May 2019, Company Law - 05 - 08 May 2019, Economics, Business and Commercial Laws 09 -12 May 2019, Tax Laws - date yet to fix</p>	https://www.icsi.edu/hyderabad/home/				
12	KOCHI	PROFESSIONAL	<p>CRASH COURSE FTFM – 27.4.19 & 28.4.19 {CS EP Madhusudhanan, ACS ACMA</p>					
13	KOCHI	EXECUTIVE	<p>FS -4.5.19 & 5.5.19 (Exe.New) {CS EP Madhusudhanan, ACS ACMA</p>					
14	KOCHI	EXECUTIVE	<p>Comp.Law(Exe. New) May 4,5,6 {CS Bilu Balakrishnan, FCS MFM MHRM LLB</p>					

15	KOCHI	EXECUTIVE	Management Accounting May 11 & 12 {Dr. Sebastian Mathew, ACS ACMA					
16	KOCHI	EXECUTIVE	Tax law & Practice April 26, 27 & 28 {Dr. Sebastian Mathew, ACS ACMA}					
17	MADURA I				Mock Test - Foundation, on dt-May 20th 2019, Sarath Babu CA, CMA Pradeep, CS Kiruthuka, CS Parameshwaran M.com, Phd			
18	MADURA I				Model test – Executive Module -1,2, on dt- May 15th 2019, Dr.M.Ganesan M.com P.hd, CS.S.Rajaguru CA.CMA. CS.Murugesan, CS.Vijay, CA.CS.Govindarajau, CS.S.Paramasivan			
19	MANGALORE				CS Foundation and CS Executive programme, Mock test Schedule on may 6 th to 21 st daily exams CS Foundation and Executive programme, for June Exams 2019			
20	MYSORE				Mock Test: 14.05.19 - Company Law, 15.05.19 - Jurisprudence, Interpretation & General Laws, 16.05.19 - Setting Up of Business Entities & Closure, 17.05.19 - Tax Laws			

21	PALAKKAD	EXECUTIVE	Company Law 5-7 Apl 2019, Tax Laws 19-21 Apl 2019, Company Accounts 26-28 Apl 2019, Company Market & Securities Laws 12-14 Apl 2019	https://www.icsi.edu/palakkad/news-events/				
22	SALEM		Crash Course: Will be finalised based on receipt of minimum student registration, Proposed during 1st Week of May 2019		Proposed during 1 st Week of May 2019		Proposed during 1 st Week of May 2019	
23	T ^r PURAM		Crash Course: Drafting, Appearances and Pleadings (Professional Programme), 13 th & 14 th April 2019, CS Bilu Balakrishnan, LLB, FCS		Mock Test : Company law (Executive Programme) 13.04.2019 CS Kollappa Pillai			
24	T ^r PURAM		Crash Course: Corporate Restructuring, Valuation and Insolvency (Professional Programme), 19th,20th,21st April 2019, CS Bilu Balakrishnan, LLB, FCS & CS CMA Ram Ganesh, FCS, ACMA		Mock Test : TAX law (Executive Programme), 18.04.2019, Arya Nandha kumar (CA)			
25	T ^r PURAM		Crash Course: Financial, Treasury and Forex Management Professional Programme) 25th,26th,27th April-2019 CS CMA Ram Ganesh, FCS, ACMA					
26	T ^r PURAM		Crash Course: Company Law(Executive Programme) 9th,10th,11,12th May-2019 CS Bilu Balakrishnan, LLB, FCS					

27	T ^r PURAM		Crash Course: Secretarial Audit, Compliance Management and Due Diligence (Professional Programme), 11 th ,12 th ,13 th of May2019 CS Bijoy P Pulipra, FCS					
28	T ^r PURAM		Crash Course :Advanced Tax Laws and Practice, Yet to announce					
29	THRISSUR		FTFM	https://www.icsi.edu/thrissur/news-events/				
WIRC								
30	AHMEDABAD	EXECUTIVE	CRASH BATCH FOR CS EXECUTIVE (OLD SYLLABUS)	https://docs.google.com/forms/d/e/1FAIpQLSccYcXOB6UPBfqr2_LYItZGaLI8AZ4ISk1XwjBceYtjdS7kQg/viewform?vc=0&c=0&w=1				
31	GOA						Revision class for Foundation Programme & Executive Programme for June,2019 examination On 11/05/2019 A Study Circle Meeting has been arranged for the student on TAX Laws from 9: 30am to 3:30pm, Adv. S RAMARAO 9271235908, Prof Yacub Khan Mcom 9823886270, CS ajay kholkar 8668797233, Anuj Tiwari MBA 8830140024	
32	INDORE		Crash Course on dt- 01-05-2019, CS Mitali Chakraborty- 7049108741, CS Swati Agrawal- 9424412654					

33	NAGPUR						Company Laws, All about Auditors 27 apl 19, Issue and Allotment of Securities 4 may 19, Directors & KMP's 11may 19, Intricacies of Sections 180-188 Company Act,2013 18 May 19	https://www.icsi.edu/nagpur/news-event/
34	NAVI MUMBAI						Revision class 4 class per subject once syllabus is finish, 7 January 2019, CS amar, CS Ms Supriya- MCOM, MS Meetikashi bhatt- PHD HR, Ms. Ranjeeta- ICWA	
35	RAIPUR	CS FOUNDATION	DOUBT CLEARING SESSION FOR FOUNDATION STUDENTS FOR JUNE 2019 EXAMINATION, on dt- 14/05/2019, CS NUPUR GUPTA, CS AMIT CHANDRASHAKH AR SHARMA, CS NEHA AGRAWAL					
36	RAJKOT						Revision Classes for Executive Batch on "Company Accounts and Auditing Practices" on dt 20.04.2019 & 21.04.2019, CA Ravi Tanna	

37	THANE	CS EXECUTIVE [OLD SYLLABUS]	Crash course for Executive Old Syllabus Company Accounts & Auditing Practices on dt- 7th April 2019, CA Sushant Chaudhary : CA, CS: 9821694635					
38	THANE	CS EXECUTIVE [OLD SYLLABUS]	Crash course for Executive Old Syllabus Capital Market & Securities Laws on dt- 2nd May 2019, CS Prit Kukreja: CS : 9975789865					
39	VADODARA	CS Executive Program	Crash Course: Demo Lectures for Executive Program Module - I) for Dec-19 batch, 16th - 18th April, 2019, 1. CS Tejas PithadiyaCS, LLB, DTL, B. Com. (M) 7567374561, 2. CS SubodhPrasad Pankaj, M. Com., LLB, DCLM, ACIS, CS		Demo Lectures for Executive Program Module - I) for Dec-19 batch, 16th - 18th April, 2019		Demo Lectures for Executive Program Module - I) for Dec-19 batch, 16th - 18th April, 2019	

(Pre-Examination Test is Exempted for Classroom Teaching Students(Subject to the Condition). For any query/clarification ,may pls visit your nearest Chapter /RO Office)

Examination

1. COMPUTER BASED EXAMINATION (CBE), JUNE - 2019

The next Computer Based Examination for Foundation Programme scheduled in June, 2019 will be held on **Saturday, the 8th June, 2019** and **Sunday, the 9th June, 2019** as per the following Examination Time-Table:

<i>Day and Date of Examination</i>	<i>Subjects</i>		<i>Batch No.</i>	<i>Examination Timings</i>	
				<i>From</i>	<i>To</i>
Saturday, 8th June, 2019	Paper -1	Business Environment and Law	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-2	Business Management, Ethics and Entrepreneurship	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.
Sunday 9th June, 2019	Paper-3	Business Economics	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-4	Fundamentals of Accounting and Auditing	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.

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

2. EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION – JUNE, 2019

The Computer Based Examination for Foundation Programme scheduled in June, 2019 shall be conducted at 126 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Allahabad, 8. Alwar, 9. Ambala, 10. Amravati, 11. Amritsar, 12. Asansol, 13. Aurangabad, 14. Bangalore, 15. Bareilly, 16. Beawar, 17. Belgaum, 18. Bhayander, 19. Bhilai, 20. Bhilwara, 21. Bhopal, 22. Bhubaneswar, 23. Bikaner, 24. Bilaspur, 25. Calicut, 26. Chandigarh, 27. Chennai, 28. Chittorgarh, 29. Coimbatore, 30. Dehradun, 31. Delhi (East), 32. Delhi (North), 33. Delhi (South), 34. Delhi (West), 35. Dhanbad, 36. Durgapur, 37. Ernakulam, 38. Faridabad, 39. Gandhinagar, 40. Ghaziabad, 41. Gorakhpur, 42. Guntur-Amaravati, 43. Gurgaon, 44. Guwahati, 45. Gwalior, 46. Hisar, 47. Hooghly, 48. Howrah, 49. Hubli-Dharwad, 50. Hyderabad, 51. Imphal, 52. Indore, 53. Jabalpur, 54. Jaipur, 55. Jalandhar, 56. Jalgaon, 57. Jammu, 58. Jamnagar, 59. Jamshedpur, 60. Jhansi, 61. Jhunjhunu, 62. Jodhpur, 63. Kanpur, 64. Kolhapur, 65. Kolkata (North), 66. Kolkata (South), 67. Kota, 68. Kottayam, 69. Latur, 70. Lucknow, 71. Ludhiana, 72. Madurai, 73. Mangalore, 74. Mathura, 75. Meerut, 76. Moradabad, 77. Mumbai (CG), 78. Mumbai (GTK), 79. Mumbai (JOG), 80. Muzaffarnagar, 81. Mysore, 82. Nagpur, 83. Nanded, 84. Nashik, 85. Navi Mumbai, 86. Noida, 87. Palakkad, 88. Pali, 89. Panaji, 90. Panipat, 91. Patiala, 92. Patna, 93. Pimpri-Chinchwad, 94. Puducherry, 95. Pune, 96. Raipur, 97. Rajkot, 98. Ranchi, 99. Rewari, 100. Rohtak, 101. Rourkela, 102. Sagar, 103. Salem, 104. Sambalpur, 105. Satara, 106. Shimla, 107. Sikar, 108. Siliguri, 109. Solapur, 110. Sonapat, 111. Srinagar, 112. Surat, 113. Surendranagar, 114. Thane, 115. Thiruvananthapuram, 116. Thrissur, 117. Tiruchirapalli, 118. Tumkur, 119. Udaipur, 120. Ujjain, 121. Vadodara, 122. Varanasi, 123. Vijayawada, 124. Visakhapatnam, 125. Yamuna Nagar and 126. *Overseas Centre — Dubai*.

3. **GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION – JUNE, 2019**

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 applications 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

4. **ANNOUNCEMENT REGARDING 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF CS EXAMINATIONS- DECEMBER, 2018**

ATTENTION STUDENTS APPEARED IN CS EXAMINATIONS

DECEMBER, 2018

The Institute awards “Merit Scholarships” and “Merit-cum-Means Assistance” to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the “Merit Scholarship (Company Secretaryship Course) Scheme, 1983” and “Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983”.

MERIT SCHOLARSHIP

In pursuance of para 7 of the “Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme Course per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme/Executive Programme Examination in December, 2018 and fulfill the conditions prescribed under the guidelines are eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme Course per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute’s website: www.icsi.edu OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within the specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs. 3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

A separate notification inviting applications for award of “Merit-cum-Means Assistance” is being published elsewhere in this issue.

5. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF CS EXAMINATIONS - DECEMBER, 2018



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament



File No.205:Exams:2019
Dated, the 27th February, 2019

NOTIFICATION

ICSI/CS/03/2019

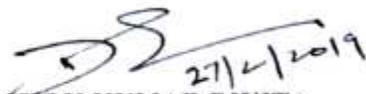
MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **27th May, 2019 (25th & 26th May, 2019 is being Holiday)** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "Company Secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in **December, 2018** examination. The total income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.3,60,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website at <https://www.icsi.edu/Docs/Website/Application%20Form.pdf>. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **27th May, 2019** are liable to be summarily rejected.

BY ORDER OF THE COUNCIL


(CS ASHOK KUMAR DIXIT)
OFFICIATING SECRETARY

New Delhi – 110 003

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। *Speak the truth, abide by the law*

Mission

"To develop high calibre professionals facilitating good corporate governance"

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ICSI-Noida Office C-36 & 37, Sector-62, NOIDA (U.P.) 201 309

tel 0120- 4522 000 fax +91-120-4264 443, 4264 445 email info@icsi.edu

6. FREQUENTLY ASKED QUESTIONS (FAQS) ON COMPUTER BASED EXAMINATION

The Institute introduced Computer Based Examination (CBE) in place of OMR Based Examination for its Foundation Programme students from June, 2014 session of examination onwards. Consequently, the next Computer Based Examination for CS Foundation Programme will be held on **8th and 9th June, 2019**. The Institute has prepared some FAQs given herein below to familiarise, guide and sensitise the students about CBE.

Q.1: What is Computer Based Examination (CBE)?

A: In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.

Q.2: Is computer knowledge required to appear in Computer Based Examination?

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

Q.3: Is Computer Based Examination conducted using Internet?

A: No. CBE is conducted using secured Local Area Network (LAN).

Q.4: In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?

A: IT professional(s) will remain present to assist the candidates in case of any eventuality.

Q.5: Where will the Computer Based Examination be held?

A: CBE would be held in all those cities in India and abroad where the Institute's existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute's website: [https://www.icsi.edu/media/webmodules/List%20of%20Examination%20Centres%20for%20CS%20Exam June19.pdf](https://www.icsi.edu/media/webmodules/List%20of%20Examination%20Centres%20for%20CS%20Exam%20June19.pdf). However, the address of examination centre/venue would be provided on the Candidates' Admit Card.

Q.6: What are the dates for conduct of CBE in June, 2019 and maximum time allowed for each subject of examination?

A: CBE will be held in two days *i.e.* on **8th and 9th June, 2019** as per the schedule provided in the Time-Table hosted on the Institute's website. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper. After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the "Finish" Button.

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

A: There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2,

carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.

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

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

Q. 9: When should a candidate report at the examination centre?

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

Q.10: Can a candidate take the examination from home?

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

Q.11: Is there any negative marking for the wrong answer?

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

Q. 12: Can a candidate skip any question and return to the same later on?

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

Q.13: Can a candidate review his/her answer?

A: Yes. A candidate has the option to “bookmark” any question to review at a later stage before clicking the “Finish” button.

Q.14: Can a candidate change his/her answer to any question?

A: Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking “Finish” button.

Q.15: How to enroll for Computer Based Examination? What is the examination fee and last date for enrolment for appearing in June, 2019 examination?

A: Candidates can apply online for the examination from **26th February, 2019** through the Institute’s on-line portal: <https://smash.icsi.in> after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute’s website.

Last date for enrolment for appearing in June, 2019 examination is **25th March, 2019**. However, a candidate may enrol himself/herself online up to **9th April, 2019** by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-.

- Q.16: Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?**
- A:** Candidates may submit their online requests for change of Examination Centre up to **16th May, 2019 till 4 P.M.** along with payment of Rs. 250/- for such change. After the said date, students will not be allowed to change the examination centre.
- Q.17: When can candidates download the Admit Card for the examinations?**
- A:** The Admit Card can be downloaded 10 days prior to the date of commencement of examination from the Institute's online portal <https://smash.icsi.in>.
- Q.18: What will be the medium of questions for Computer Based Examination?**
- A:** Questions will be provided both in English and Hindi language except for *Business Management, Ethics and Entrepreneurship* subject, for which questions shall be provided in English language only.
- Q.19: Can a candidate get examination centre of his/her choice?**
- A:** A candidate can opt for city of his/her choice as per the list of examination centres at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.
- Q.20: Will a candidate be getting some practice test before actually appearing in Computer Based Examination?**
- A:** Mock Tests have been made available on the ICSI website for familiarizing the students with CBE. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.
- Q.21: What will happen in case there is some problem in computer during the examination?**
- A:** Additional computers will be available at the examination centres to take care of such problems. System will record every 'click' by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.
- Q.22: What items a candidate is required to bring compulsorily at the examination centre?**
- A:** Candidates are required to bring their *Admit Card, Student Identity Card* (bearing photograph and signature of the candidate) *issued by the ICSI duly attested*, failing which they will not be allowed to enter the Examination Centre. If due to any reason, any of the candidates is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. *viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc.* to establish his/her identity. However, carrying of Admit Card is compulsory.

Q.23: Is calculator allowed in Computer Based Examination?

A: Candidates are allowed to use their own battery operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre. However use of scientific calculators is not allowed.

Q: 24: What items are banned in the examination Hall/Room?

A: Mobile phones, I-Pads, palmtop, smart watch, health band, tab, pager as well as any other kind of communication equipment capable of being used as communication device, programmable, scientific or printing model of calculators, books, printed or handwritten material, etc. are banned inside the examination Hall/Room.

Q.25: Can a candidate get paper/sheets for rough work?

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

Q.26: How will a candidate come to know which of the questions are left unanswered?

A: A candidate can navigate between questions either by clicking on “Previous” or “Next” or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel. There will be a panel on computer screen showing all the question nos. in different colour scheme, that will indicate which are the questions answered, left unanswered and bookmarked for review.

Q.27: Will there be Help Desk to support the candidates?

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

Q.28: What would happen if a candidate bookmarks a question but forgets to review later and exam expires?

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

Q.29: Are physically challenged/disabled candidates accommodated in the Computer Based Examination?

A: Yes, physically challenged/disabled candidates are provided extra- time/scribe/special seating arrangement/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the “*Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra-time*” hosted on the Institute’s website.

Q.30: How would a candidate submit the examination if he/she has completed answering all the questions?

A: After completion of the examination, candidates can click “DONE” button. The “DONE” button will be followed by three warnings with “FINISH” button to submit the examination. The “DONE” button would be visible at the Right Hand Bottom Corner of the Exam Window and the same would be enabled after 45 minutes of commencement of the Examination.

Q.31: Can a candidate, after the examination, submit his/her feedback at the examination centre?

A: Yes. A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.

Q.32: Should a candidate click the “Done” button after completing each paper?

A: No. “DONE” button shall be clicked by the candidates only when they have completed answering all the questions and wish to submit/finish their examination.

Q.33: When is a candidate permitted to leave the Examination Hall/Room/LAB?

A: A candidate shall be permitted to leave the examination hall/room/lab only after 45 minutes of the commencement of the examination.

Q.34: What would happen if a candidate wrongly clicks the “DONE” button?

A: In case any candidate wrongly clicks the “DONE” button, warning screens would be displayed; and he/she can return to the question paper by clicking “Go to Examination”. There are three such warnings – WARNING-1, WARNING-2 and WARNING-3 with “FINISH” button. On clicking the “FINISH” button after “Final Warning”, examination would be completed and submitted. After submission of examination, it will not re-start at all and answers marked by the candidate would be considered for purposes of result.

Q.35: When the results of CBE will be announced?

A: The date of declaration of result of CBE would be announced on the website of the Institute www.icsi.edu.

7. INSTRUCTIONS TO EXAMINEES COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME, JUNE-2019

COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME WOULD BE HELD ON 8TH AND 9TH JUNE, 2019 AS PER TIMING GIVEN IN THE ADMIT CARD. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND FOLLOW THEM IN TRUE LETTER AND SPIRIT FOR APPEARING IN THE EXAMINATION

PART-A: GENERAL INSTRUCTIONS

- 1. Immediately after taking the print-out of the Admit Card from the website of the Institute www.icsi.edu, every candidate is advised to verify all the details mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Registration Number, Examination Centre (Name, Address, Code, etc.), Date and Timings of Examination, etc. In case of any discrepancy, the same must be brought to the notice of the Institute immediately at our support portal <http://support.icsi.edu>.**
- Candidates should carry with them (i) Admit Card and (ii) Student Identity Card to the Examination Centre every day for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.
- The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate's signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.
- Candidates are advised to ensure that they are in possession of a valid Identity Card as downloaded from their individual online accounts at www.smash.icsi.in duly attested by the authorized official(s) of the Institute. In case, due to any reason, the photograph and signature of the student are not available in the downloaded Identity Card, the candidates should affix his/her photograph and put the signature on the downloaded Identity Card and get it attested by Gazetted Officer/Member of ICSI/Principal of Recognized School/Manager of Nationalised Bank. For any reason, if some of the candidates are not holding the Identity Card due to technical/ practical problems, they may bring any other Photo Identity Card issued by the Government Departments viz. Passport, Driving Licence, PAN Card, UID Aadhaar Card, Voter Card, etc. to establish their identity *vis-à-vis* the particulars appearing in the Enrollment Details / Attendance Sheet. Please handover one identical photograph to the Superintendent of Examination Centre for affixing the same on the Attendance Sheet.
- In case, due to any reason, the downloaded Admit Card does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admit Card and get it attested by Gazetted Officer/Member of ICSI and also bring Student Identity Card/other documents as specified above, as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.

6. Provisionally admitted students of Foundation Programme were required to regularize their admission by submitting proof of passing 10+2 Examinations within six months from the date of registration. Candidates who have not complied with the requirements are not eligible to appear in the examination.
7. Candidates are advised to visit the venue of the examination centre beforehand to know about the exact location so as to avoid any inconvenience on the day of the examination.
8. Candidates are required to report at the Examination Hall **60 (sixty) minutes** before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall.
9. The candidates should leave for the examination centre well before the stipulated time keeping in view the weather, traffic conditions, etc. **No candidate shall be allowed to enter the Examination Hall after the completion of 15 minutes of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the expiry of 45 minutes of the commencement of the examination.**
10. In case before the examination or during the currency of examination, any situation arises, due to which special seating arrangement is required to be made on medical grounds, such candidate may submit his/her application to Joint Secretary, Directorate of Examinations along with copies of supporting documents in support of his /her request through e-mail /Speed post for consideration. No facility including special seating arrangement will be granted to the candidates without permission from the Institute.
11. **If request for providing extra time or a scribe/writer is received by the Superintendent of Examination directly from any physically disabled/challenged candidate, the same should not be granted unless a special written sanction in each individual case has been granted by the Institute and advance intimation has been received by the centre Superintendent.**
12. Personal belongings including mobile phones are not allowed inside the examination room. **Candidates are advised not to bring valuable personal belongings to the examination venue and the Institute or examination centre shall not be responsible for arranging safe keeping of the item(s) brought to the examination centre or in case they are lost, damaged or stolen. No correspondence shall be entertained by the Institute in this regard.**
13. There will be 50 Multiple Choice Questions (MCQ's) of 2 marks each in each paper and the candidates shall be given 90 minutes for appearing in both the papers on each day (45 minutes in case of exemption in one of the papers).
14. The question papers will be displayed on the Computer Screen both in English and Hindi language except for *Business Management, Ethics and Entrepreneurship* paper

for which questions will be displayed in English only. In case of any doubt or discrepancy in Hindi language, the English version of the questions shall prevail.

15. Each student will be appearing for two test sessions, i.e. one test session on each day in the same timing.
16. Candidates must sign the Attendance Sheet on each day for which they are appearing and after conclusion of examination, obtain signature of the Invigilator on the Admit Card. In no case a candidate should leave the Examination Hall without signing the Attendance Sheet. **Any appearance without the candidate's signature in the Attendance Sheet shall be treated as absent.**
17. Candidates are allowed to use their own battery operated, noiseless and cordless ordinary calculator with not more than 6 functions, 12 digits and 2 memories. Use of programmable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing, lending or exchanging of calculators or any other item/material with other candidate(s) shall not be permitted in the Examination Hall.
18. **Candidates are not required to appear in the paper(s) in which they have been granted paper-wise exemption as shown in the Admit Card as well as the Attendance Sheet. The exemption(s) as appearing in the Admit Card should match with the exemption(s) as shown in the Attendance Sheet.** In case of any discrepancy in regard to paper-wise exemption(s) shown in the Admit Card and/or any mismatch with the exemption(s) as appearing in the Attendance Sheet, it should immediately be brought to the notice of the Superintendent of Examination Centre and the Directorate of Student Services of the Institute in writing at our support portal <http://support.icsi.edu>.
19. Every candidate is compulsorily required to appear in all the subjects /Paper(s) for which he/she had enrolled. In case any candidate remains absent in any subject(s)/Paper(s) due to any reason, whatsoever, he/she shall be summarily declared fail. However, in case a candidate who has been granted exemption in any one subject i.e., Paper 1 or 2 (on first day i.e., 8th June, 2019) or Paper 3 or 4 (on second day i.e., 9th June, 2019) as the case may be, he/she is required to answer only those questions in the relevant subject (Paper) in which he/she is enrolled and leave the examination hall on the expiry of 45 minutes of the commencement of the examination, after submitting the Exam by clicking "Finish" button. In case a candidate has been granted exemption in Paper 1 and 2 (first day) or Paper 3 and 4 in the (second day), he/she is required to appear only in the relevant subjects (Paper 3 and 4 or Paper 1 and 2 as the case may be), for which he/she is enrolled.
20. Candidates are required to secure a minimum of 40% marks in each paper, i.e. Paper-1, Paper-2, Paper-3 and Paper-4 separately as the case may be, and 50% marks in aggregate of all papers put together for passing the Foundation Programme Examination. **There will be no negative marking for wrong answers.**

21. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programmable Calculator, Blue Tooth, Laptop, Palmtop, Smart Watch, Health Band or any other electronic device or gadget in the Examination room/Hall/Premises. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/Room/Premises, he/she would be searched/frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.
22. Candidates should refrain themselves from spreading rumours and hosting any material including examination on social media websites like WhatsApp, Instagram, Facebook, YouTube, Twitter, etc. Any suspicious activity observed /rumours being spread, should be immediately brought to the notice of Joint Secretary (Examinations)/Centre Superintendent of nearby examination centre.
23. Any candidate attempting to copy or found copying or referring to or found in possession of any printed/handwritten material, notes, books, mobile phone or any electronic device etc., or helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination hall will be treated as adoption of unfair means in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall/ Room or in the corridor/toilet within the premises of examination centre during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations of the Institute.
24. The Superintendent of Examination is authorized to expel a candidate from the Examination Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination or attempted to copy examination questions and/ or examination responses (in any format) from the Examination Centre, etc. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she may not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country and the particulars of such candidates will be suitably notified in the Institute's official bulletin.
25. Candidates' eligibility to appear in the CS Foundation Programme Examination shall be subject to the provisions of Company Secretaries Regulations, 1982 as in force.

PART- B: OPERATING INSTRUCTIONS

I. Attempting the Examination

1. Upon Invigilator's instruction, click on the "**APPEAR**" button to access the Instruction Sheet. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Invigilator on duty before the commencement of examination. No query/ies shall be entertained after the commencement of examination.
2. Do not close the Exam Window or try to restart the system at the Examination Centre.
3. Each question is followed by four alternative answer marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will be highlighted and will automatically be saved. The questions may be answered in any order within the stipulated examination time.
4. Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking "**FINISH**" Button.
5. Candidates shall not click "**DONE**" button followed by three warnings with "**FINISH**" button until they have completed all the questions, **i.e., 100 questions for both the papers (50 questions in case of exemption in one paper)** of their examination. The examination shall not re-start once "**FINISH**" button is clicked.
6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.
7. Before conclusion of examination, the candidates can use the "Bookmark" option by clicking on "BOOKMARK" button, if they wish to review or revisit the question later.
8. In case of restarting / shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved and the candidate will be able to resume the examination from the exact point that last appeared before him/her.
9. If any candidate wishes to take a bio break, he/she can do so after 30 minutes of commencement of the examination. However, the timer on the Exam Computer would continue to tick and the candidate would not be given any additional time to compensate for the time lost during the bio break. Hence, the candidates in their own interest may limit their bio-breaks to the minimum to avoid any loss of time.

II. Working on Examination Window

1. APPEAR → CLICK → Display of Exam Window
2. Only one question will be displayed on the Exam Window at a time.
3. Candidates can mark their choice of answer by placing cursor on any one of the four alternative answers to each question and clicking through mouse thereat. Chosen answer option will be highlighted.
4. Candidates can change their answer to any question by clicking at the new answer option (Radio Button) before **“FINISH”** of the examination.
5. Candidates can answer question in any order and can navigate between questions either by clicking on “Previous”/ “Next” button or by directly clicking on the question numbers which are displayed in the Paper-wise Summary panel available on the left side of the Exam Window.
6. Every particular question answered by the candidate will be displayed in **GREEN** colour on the Summary Panel. The questions that are not attempted and not bookmarked for review will be displayed without any colour. Questions Attempted and Bookmarked for review will be highlighted in **BLUE** and those which are not attempted but Bookmarked for Review will be displayed in **RED**.

III. Examination Submission

1. **“DONE”** button shall be clicked by the candidates only when they have answered all the questions of their examination. The **“DONE”** button will be visible at the Right Hand Bottom Corner of the Exam Window and the same will only be enabled after 45 minutes of commencement of the Examination.
2. After completion of the examination, candidates can click **“DONE”** button followed by three warnings with **“FINISH”** button to submit the examination. After conclusion of examination timing, system will automatically save, finish and submit the examination.
3. No candidate shall be permitted to leave the examination hall/room/lab **until the expiry of 45 minutes** after commencement of the examination.
4. In case any candidate wrongly clicks the **“DONE”** button, warning screens will be displayed; and he/she can return to the question paper by clicking “Go to Examination”. There are three such warnings – **WARNING-1, WARNING-2** and **WARNING-3** with **“FINISH”** button.
5. Candidates shall remain cautious while clicking **“FINISH”** button and warnings. On clicking the **“FINISH”** button after **“WARNING-3”**, **examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and answer marked by the candidate shall be considered for purposes of result.**

6. A “Thank you” message will appear confirming the completion, finishing and submission of the examination.
7. Candidates may give their feedback by filling “FEEDBACK FORM” available on their system after submission of their examination.

IV. Use of Rough Sheet:

1. A Rough Sheet will be provided to the candidates for carrying out rough work, calculations, *etc.* during the examination. Candidates are required to mention their Name, Roll Number, Registration Number, Exam Date and Batch Time on the Rough Sheet.
2. Rough Sheet needs to be returned to the Invigilator before leaving the Exam Hall/Room/Lab. The candidate shall not be permitted to carry the rough sheets used/unused with them when they leave the Examination Hall/Room/Lab.

V. Maintenance of Discipline in the Examination Hall/Room/Lab

Candidates should strictly follow the various written/ verbal instructions and maintain discipline in the Examination Hall/ Room/ Lab. Candidates should not:

- (a) Attempt to take the examination on behalf of someone else, *i.e.* Impersonation;
- (b) Give or receive assistance of any kind during the examination or communicate in any manner with other candidates or with outsiders.
- (c) Tamper/attempt to tamper with computer system or pose hindrance in the smooth conduct of the examination.
- (d) Leave the examination centre without the permission of the invigilator.
- (e) Use prohibited aids or carry banned items in the examination premises/room/hall/lab, *etc.* such as mobile phone, blue tooth, I-pad, palmtop, smart watch, health band, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, watch alarms, listening devices, recording or photographic devices, *etc.*
- (f) Attempt to copy examination questions and /or examination responses (in any format) from the fellow candidate/ examination centre.

NOTE: *The Superintendent of Examination Centre is authorized to expel a candidate from the examination centre for any misconduct by the candidates.*

Infringement of any of these instructions shall render the candidates liable for disciplinary action which could lead to cancellation of results of the examination and/or studentship registration under the Company Secretaries Regulations, 1982 as in force.

[SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE/ ELECTRONIC DEVICE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/LAB/CENTRE PREMISES]

News from Region

EIRC

SCHOLARSHIP SCHEME

ICSI-EIRC is pleased to announce Scholarship Scheme for pursuing Company Secretary Course with the support of few Private Charitable Foundation / Trust. The Scholarly Students need financial help to pursue further studies in CS may contact Regional Director at the following address for information in detail.

DVNS Sarma
Regional Director
ICSI-EIRC House,
3A, Ahiripukur 1st Lane,
Kolkata – 700 019
Ph: 033- 22901065/ 2283 2973
Mail: eiro@icsi.edu



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For further details contact

Ms. Rukmani Nag, Executive Assistant, ICSI-EIRC
ICSI-EIRC House, 3A, Ahiripukur 1st Lane, Kolkata – 700 019
Ph: 033- 2283 2973 / 2290 2178
Email: rukmani.nag@icsi.edu

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Announces

Oral Coaching Classes for Foundation Programme

for

December 2019 Examination

Ora Coaching Students can attend the Mock Examination
FREE OF COST without any payment for one time

Date of Commencement: 08.07.2019

Morning Batch: 09.00 am to 11.00 am
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Chennai -600034.
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eMail: siro@icsi.edu
Website: www.icsi.edu/siro/home

Vision

"To be a global leader in
promoting good
corporate governance"

Motto

सत्यं वद। धर्मं चर। *Speak the truth abide by the law*

Mission

"To develop high calibre
professionals facilitating
good corporate governance"

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